



# CENTRAL ISSUE FACILITY

USAG GRAFENWOEHR IN-PROCESSING



## Hours of Operation

Mon, Wed & Fri :  
08:00 – 15:30  
Tue & Thu  
08:00-11:30

Office :  
S/C, CCV, FLIPL, unit reconciliations, etc.

IN and OUT PROCESSING:  
Appointments are given by the Central Processing Facility

Walk-ins:  
Tue & Thu  
08:00 - 11:30

Walk-ins are used for DX, Partial Turn-in, and to return items left over from your turn-in appointment.

RFI is done by Appointment only.

**The CIF is closed on all German Holidays and on Tue & Thu afternoon for internal operations (inventories, shelf restoring, training, etc.)**

### OUR MISSION:

The mission of the USAG Grafenwoehr CIFs is to operate issue points for OCIE in support of all tenant units within their supported community. To accomplish these functions, the CIF stores, requests, receives, accounts, classifies, exchanges, provides repair of selected items, maintains records and files, and publishes operational procedures.

## Obtain a copy of your clothing record from AKO

The AKO Link to access a copy of your CIF Clothing Record this link allows you to access your own Organizational Clothing and Individual Equipment (OCIE) record. This is an external link to the Installation Support Module Central Issue Facility (ISM CIF) program. [Direct link [https://ism.army.mil/ism/SelfServiceServlet?nav.nav\\_id=ssMyClothing](https://ism.army.mil/ism/SelfServiceServlet?nav.nav_id=ssMyClothing)]. Users should note that clicking on the link will redirect them from AKO to the actual tool.

**Verify your appointment time! This CIF operates by appointments generated by the Central Processing Facility (CPF) bldg161, Rose barracks , 476-2233.**

## In-Processing Instructions and Requirements

The in & out processes are by appointments only. These are generated by the Central Processing Facility (CPF) at building 161, Rose Barracks.

Soldiers are required to show up 10 minutes prior their appointment with their sponsor preferably an NCO, in proper duty uniform, bring copies of their orders, and the in-processing work sheet.

During appointment Soldier's clothing records are verified to determine if previous issues of equipment were annotated, establish accountability and receive new equipment.

Equipment not available for issue at the time of the Soldier's in-process, is considered "due out".

These are ordered through the 21<sup>st</sup> TSC OCIE Warehouse. Maximum delivery time 4 weeks or less.

If a soldier shipped their retained OCIE from the losing CIF to the gaining CIF and the equipment does not arrive on time, the Soldier is authorized a temporary set of OCIE for up to 30 days until all equipment is received.

## Managing Your Equipment

Inventory all your Organizational Clothing and Individual Equipment (OCIE) every quarter.

Make equipment direct exchange (DX) as needed to keep your equipment serviceable.

Make no permanent marking on any piece of equipment (name tags are authorized).

Turn-in any equipment double issue and ensure all the equipment received is on your clothing record.

## Your unit prepares the documents for damaged / missing OCIE

Damaged property, no negligence involved :  
**Damage Statement prepared as a Memorandum**

Missing equipment DD362:  
**Statement of Charges (S/C) or Cash Collection Voucher (CCV)**

Stolen or value of OCIE loss exceed 1 month base pay DD Form 200:  
**Financial Liability Investigation of Property Loss**

OCIE can be purchased at the Military Clothing Sales Store



**U.S. ARMY GARRISON GRAFENWOEHR CENTRAL ISSUE FACILITY**

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**Location : Building 102 Rose Barracks**

