

CENTRAL ISSUE FACILITY

ROSE BARRACKS, VILSECK, GERMANY



Approved by:

EXTERNAL STANDARD OPERATING PROCEDURES (ESOP)
January 2011

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1. SUMMARY. This external SOP prescribes general policies and outlines responsibilities and procedures for the issue, exchange, and accountability of organizational clothing and individual equipment drawn from CIF within the realm of the USAG Grafenwoehr.

a. Applicability. This regulation applies to all individuals, units, activities, commanders, and organizations supported by and doing business with the USAG Grafenwoehr CIF and Hohenfels CIF Annex.

b. Suggested Improvements. The proponent of this external SOP is the Directorate of Logistics (DOL), CIF Advisor (USAG Grafenwoehr, Supply & Services Division). Users may send suggestions to improve this external SOP to the Commander, USAG Grafenwoehr, ATTN: IMEU-GFW-LGS (Chief S&S), Unit 28130, APO AE 09114-8130.

c. Distribution. Distribute to all units and organizations drawing support from the USAG Grafenwoehr CIF and Hohenfels CIF Annex.

2. PURPOSE. This external SOP assigns responsibilities, prescribes general policies, and outlines operating procedures for Organizational Clothing and Individual Equipment (OCIE) at CIFs located within the USAG Grafenwoehr area of responsibility.

3. REFERENCES.

- a. [AR 710-2](#), Supply Policy Below The National Level, 28 MAR 08.
- b. [AER 710-2](#), Supply Policy Below the Wholesale Level, Army USAREUR Regulation, 16 Jan 04.
- c. [AR 735-5](#), Policies and Procedures for Property Accountability, 28 Feb 05.
- d. [AR 700-84](#), Issue and Sale of Personal Clothing, 28 Feb 94.
- e. [DA PAM 710-2-2](#), Supply Support Activity Supply System: Manual Procedures, 30 Sep 98.
- f. [DA PAM 710-2-1](#), Using Unit Supply System (Manual Procedures), 31 Dec 97.
- g. [AR 25-400-2](#), The Army Records Information Management System, 18 Mar 03.
- h. CTA 50-900, Clothing and Individual Equipment, 01 Sep 94.
- i. CTA 50-970, Expendable/Durable Items, 21 Sep 90.
- j. [TM 10-8400-203-23](#), General Repair Procedures for Individual Equipment, 07 May 90.
- k. TM 10-8400-203-23 C11, General Repair Procedures for Individual Equipment, Change No. 11, 13 Jun 03.

(Note: All hyperlinks for the ARs and DA PAMs in the above reference list are located on the Army Publication Web Site <http://www.army.mil/usapa/epubs/> If the hyperlinks do not function properly please go to this website and search for the appropriate regulation.)

4. APPLICABILITY. This external SOP is applicable to all units and organizations supported by CIF within the USAG Grafenwoehr.

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

6. LOCATION AND OPERATING HOURS. The USAG Grafenwoehr has one main CIF located in Vilseck (Rose Barracks), bldg. 102. The phone numbers for the PBO/Manager and Customer Service are DSN 476-2375/2376, and the fax is DSN 476-3181. In addition, the USAG Grafenwoehr has one annex in Hohenfels, bldg. 825, DSN 466-2673. E-mail: DL IMA-E Grafenwoehr DOL-CIF@graf.army.mil. The hours of operation are indicated in [Appendix A](#).

7. RESPONSIBILITIES.

a. SCOPE.

(1) Military personnel in the Army have responsibility for the proper care and safekeeping of property issued to them, and in their custody. A signed hand receipt (i.e., DA Form 3161, DA Form 1150, DA Form 2062, DA Form 3645) is true evidence of property responsibility.

(2) Responsibility can also be incurred based on possession of the property or the scope of the individual's duties or employment regardless of whether or not he/she has signed a hand receipt. When property becomes lost, damaged, or destroyed, adjustment documents must be initiated to account for the property and/or to obtain relief from responsibility and accountability. See [Appendix B](#).

b. OPERATION.

(1) The CIFs are elements of the USAG Grafenwoehr, and operate in accordance with applicable regulations, directives and policies set forth by governing military authority.

(2) The stock of OCIE in the CIFs is assigned within USAREUR Regulation 710-2-1, prescribing mandatory minimum allowance requirements. Automated OCIE records/DA Forms 3645/3645-1 are used to record OCIE transactions of issues, turn-ins, and direct exchanges between the servicing CIF and the individual customer.

c. CENTRAL ISSUE FACILITY (CIF) PROPERTY BOOK OFFICER (PBO).

(1) Serves as Property Book Officer and directs the overall operation of the USAG Grafenwoehr CIF/CIF annex.

(2) Ensures the community out-processing procedures include the CIF on Installation Clearance Records.

(3) Resolves customer complaints which cannot be resolved by customer service personnel.

d. CENTRAL PROCESSING FACILITY (CPF). All CPFs are required to:

(1) Ensure SSN, name, unit, MOS, ETS and DEROS are accurately filled out for each soldier in the sizing/measurements section of the USAREUR Community Automation System (UCAS).

(2) Ensure soldiers have a copy of assignment orders on hand when reporting to the CIF for in-processing.

(3) Ensure soldiers have the clothing records from their previous duty station with them for CIF in processing.

(4) Ensure timely appointments are made through UCAS for all in-processing and out-processing soldiers. If a surge of in/out-processing occurs, contact the CIF for additional appointments.

e. COMMANDER.

(1) Commanders and supervisors have a broad scope of responsibility, which includes managing and controlling the equipment issued to and used by members of their command.

(2) They must personally:

(a) Inspect and inventory soldiers' OCIE when returning from Field Training Exercise (FTX) or clearing.

(b) Ensure all OCIE Mandatory Issue List ([OMIL](#)) authorized items are on hand.

(c) Ensure all issued OCIE is properly used and maintained.

(d) Ensure OCIE is protected from loss, damage or destruction.

(e) Initiate timely investigations into the circumstances surrounding the loss, damage or destruction of OCIE.

(f) Ensure inventories are conducted and documented when appropriate.

(g) Ensure unit OCIE property records are properly maintained.

(3) Everyone responsible for property must obtain proper clearance (turn-in property or transfer responsibility) before departing the command. For equipment damaged through other than fair-wear-and-tear ([FWT](#)), a [damage statement](#) must be prepared in accordance with (IAW) AR 735-5, Chapter 14.

(4) A Financial Liability Investigation of Property Loss (FLIPL) must be initiated when negligence or misconduct is involved and liability is not admitted; or when the damage exceeds the dollar limitation set by regulations. The CIF will not accept any equipment which indicates the item was damaged through neglect or misconduct of an individual, without a properly processed adjustment document. See [Appendix B](#).

(5) Ensure that the policies, as outlined in this external SOP and cited references are enforced, and that accountability and individual maintenance of OCIE is accomplished.

(6) Review unit supplemental authorizations annually or as mission requirements change.

(7) Ensure that soldiers do not request the direct exchange of OCIE because of minor discolorations or flaws (condition code B), which do not impair the intended use of the item.

(8) Stock and replace expendable OCIE issued initially by the CIF. Stock repair parts to support OCIE in the possession of soldiers (see [Appendix F](#)).

f. INDIVIDUAL.

(1) Each soldier must inspect and account for equipment prior to signature. The soldier is responsible for reporting, on time, to the CIF for his/her appointment and in the proper uniform. It is the responsibility of the individual to ensure that all equipment issued is maintained clean and in serviceable condition. Soldiers are responsible for familiarizing themselves with the proper method of cleaning and repairing OCIE at their level of maintenance. Any OCIE damaged due to improper cleaning or failure to properly repair an item will not meet the "FWT" criteria.

(2) Each soldier is responsible for ensuring that his/her equipment is properly safeguarded at all times. Any loss or damage of OCIE while participating in alerts, field training exercises, or duty performance (i.e. guard duty) must be reported immediately to their supervisor or commander. Individuals are required to replace any missing OCIE immediately and report any losses resulting from thefts or break-ins to their chain of command for further investigation and/or processing.

(3) Soldiers are not allowed to make entries (pencil or pen) on their copy of the clothing record. The individual is responsible for obtaining clearance from the CIF prior to PCS, ETS, ITT, retirement or resignation.

g. UNIT SUPPLY PERSONNEL.

(1) Ensure that all OCIE (i.e. barracks bags, intermediate cold weather (ICW) boots, cook-whites, and safety shoes) issued to an individual at other duty stations is recorded on the clothing records.

(2) Request a copy of the soldier's OCIE records from previous unit commander if the soldier arrives in country without OCIE records.

(3) Ensure that every soldier in the unit properly processes in and out of the CIF.

(4) Pick up duplicate clothing records from the CIF on a weekly basis.

(5) Maintain duplicate copies of clothing records and ensure that unit supply personnel and soldiers make no entries (pencil / pen) on unit copy of clothing record.

(6) Conduct periodic/selective unit level inventories. See [Appendix C](#).

(7) Reconcile individual due-outs of OCIE on a monthly basis with the CIF.

(8) Ensure that soldiers departing the unit have conducted a 100% inventory of their OCIE prior to reporting to CIF for out-processing.

(9) Prepare necessary adjustment documents of all lost, damaged or destroyed OCIE issued to individuals.

(10) Conduct on a quarterly basis (three months from last reconciliation) a face-to-face reconciliation of OCIE records with the CIF. See [Appendix D](#).

(11) Provide CIF with a copy of unit commander's assumption of command orders and update CIF files when there is a change of command.

(12) Prepare and forward required signature cards (DA Form 1687) to the CIF, and ensure that expired DA Forms 1687 are replaced promptly.

(13) Provide on a semi-annual basis (JUN/DEC) a personnel status report. It must include the following information: authorized strength, required strength, assigned strength, number of authorized cooks, and number of authorized mechanics. See [Appendix E](#).

(14) Requisition expendable supplies for the performance of organizational maintenance. See [Appendix F](#).

8. POLICIES AND PROCEDURES.

a. APPOINTMENTS.

(1) The CIF operates the in/out-processing of personnel on an appointment basis. In/out-processing appointments are made by the Central Processing Facility (CPF). Non-USAREUR service members (civilians, Air Force, and reserves) will need to contact the CIF directly to set up their CIF appointments.

(2) Appointments for issues will be made by the CPF upon arrival of an individual. If unforeseen circumstances preclude completion of service to a soldier at an appointed time, arrangements will be made to handle any remaining transactions at a later date.

(3) Appointments for turn-ins (clearing) are made by the CPF. When service members pick up their clearing papers, the CPF will set the appointment for their turn-in, which will be printed on the clearing papers.

(4) Failure to be on time for CIF appointments will result as a No-Show (No-Show is when the individual is more than five minutes late). If individual is a No-Show the appointment will have to be re-scheduled through CPF for another day.

(5) CIFs will be **CLOSED** during all [German holidays](#), scheduled inventories, and/or as directed.

(6) Smoking is not allowed anywhere in the facilities.

b. IN-PROCESSING (ISSUES).

(1) All military personnel assigned to units supported by the USAG Grafenwoehr must in-process through their respective CIF. The soldiers will be issued the items listed on the OCIE Mandatory Issue List ([OMIL](#)) (see [Table 1](#)),

(2) All personnel in-processing at the CIF must meet the following criteria in order to be serviced, regardless of whether equipment is issued or not:

(a) Be in duty uniform.

(b) Possess valid military ID card.

(c) Provide one copy of orders assigning service member to their unit, to be retained by the CIF in the soldier's clothing record. Battalions routinely assigning personnel to units within the battalion must provide a copy of the local assignment orders. Orders assigning individuals to the 64th Replacement Detachment are NOT sufficient evidence to provide support to a soldier.

(d) Possess copy of personal clothing records from last duty station. [DA PAM 710-2-1](#). CIF personnel will prepare three copies of the OCIE Record. The original will be retained on file at the CIF, copy 3 will be provided to the customer at time of issue. Copy 2 of the OCIE Record is the unit copy and must be picked up, and signed for, at the CIF by unit supply personnel. Unit supply personnel should pick-up unit copies of OCIE Records at least once every two weeks. Only CIF personnel are authorized to adjust OCIE Records; unit supply personnel may make no entries. Any item of OCIE authorized on the OMIL but out-of-stock at the time of initial issue will be recorded by CIF personnel. When the item becomes available, unit supply personnel will be notified and the individual may return to the CIF for issue.

(3) Soldiers not assigned to a MOS, but requiring an issue of USAREUR authorized MOS-related supplemental OCIE, MUST have a memorandum signed by their company commander, verifying that the individual is working full-time in that MOS and requires the equipment. AER 710-2-1. [See Appendix G](#).

(a) Food service personnel requiring initial issue of cook whites must present evidence that the items were never issued or were turned in at their last duty station.

(b) Aviation personnel must have orders stating that they are on "FLIGHT STATUS" and present evidence that the flight gear was never issued or was turned in at their last duty station.

(4) Emergency Essential Civilians ([EEC](#)) – Department of Defense, Federal Employees **ONLY** - requiring issue of OCIE for special projects/deployments, will provide a memorandum to the CIF from their commander, as depicted in [Appendix G, Figure G-2](#).

(5) In cases where a Financial Liability Investigation of Property Loss (FLIPL) (DA Form 4697), or Statement of Charges (SOC), or a Cash Collection Voucher (CCV) (DD Form 362) have been processed against an individual, and referenced item is not available at the CIF, the OCIE record will be adjusted.

(6) New Equipment Fielding: When new items of OCIE are received for initial fielding to units, issue procedures will be coordinated between the CIF PBO and supported units. Typically, non-sized items will be issued in bulk to the unit for further issue to the individual soldier on DA Form 3161. DA Forms 3161 will be returned to the CIF for inclusion with the individual's OCIE record. To the greatest extent possible, sized items of OCIE will be issued directly to the soldier by the CIF.

c. OUT PROCESSING (TURN-IN).

(1) All soldiers assigned to units or elements supported by the USAG Grafenwoehr must out-process through the CIF. Individual soldiers are not authorized to make an appointment for turn-ins. Appointments are made through the CPF.

(2) Before customers turn in their OCIE, they must do an inventory with their unit supply or NCOIC and prepare an adjustment paper (CCV, SOC or FLIPL) for missing

items, and follow procedures in [paragraph 9f](#) before they come to their CIF appointment. Only complete inventory of OCIE will be accepted. No partial turn-ins; appointments are not to be used as an inventory to see what is missing. Purchase from the Military Clothing Sales Store is the other option of replacing lost OCIE.

(3) Upon a customer's clearance of the CIF, certain "transfer" items of OCIE will accompany the individual to his/her next duty assignment. You will find these items with (note 3) beside them in the OMIL (see [Table 1](#)) and identified by an asterisk (*) on the OCIE record.

(4) Aviation personnel who remain on flying status (must show "[FLIGHT STATUS](#)" orders to CIF) will retain flight gear with the exception of the Kit Bag Flyer's; Hood Flyers, and Heavy Weight Jacket, which will be turned in if issued by the USAG Grafenwoehr CIF.

(5) Failure to complete a turn-in during the appointed time (due to soiled/missing equipment and/or tardiness) will require that the soldier return to the CIF for the complete turn-in of OCIE. The soldier will utilize the walk-in times to finish their clearing.

(6) OCIE will be returned to the same CIF site from which the issue was made unless the customer was reassigned, after the initial issue, to a unit served by another location.

(7) Soldiers out-processing the CIF must have in their possession Installation Clearance Record, orders, and OCIE to be turned-in and, if applicable, documentation to account for missing or unserviceable OCIE.

(8) In cases when another individual is required to clear a customer (e.g., AWOLs, MEDEVACs, etc.), the individual turning in the equipment will have a memorandum from the unit commander authorizing the turn-in or clearing action. (DA Pam 710-2-1).

(9) For damaged OCIE you will need a damage statement (See [Appendix B Fig. B-3](#)). When you are clearing you do **NOT** need to direct exchange (DX) these items before your clearing appointment. These items will be turned in just like the rest of your equipment on your turn-in appointment, along with the damage statement.

d. INTRA-THEATER TRANSFER (ITT).

All personnel who PCS as a result of an ITT are required to clear the CIF; a copy of the individual's orders must be presented to the CIF prior to clearance papers being stamped. Individuals doing an ITT will keep all items of OCIE issued to them; however, there are items that are obsolete to the OMIL (see [Appendix G, Table 1](#)) and should be turned in before transferring to the new duty station.

e. DIRECT EXCHANGE (DX).

(1) Individual DX is conducted on a walk-in basis, during designated [hours](#), by the servicing CIF. All equipment must be clean, complete, and meet the required standards for exchange.

(2) All equipment must be cleaned prior to DX. Equipment requiring organizational/individual maintenance will not be exchanged, and the soldier will be directed to repair/clean the item as directed in FM 21-15 and TM 10-8400-203-23.

(3) An individual is not authorized to exchange above the quantity issued to them on their DA Form 3645/3645-1.

(4) Clothing records are not required for the exchange of non-sized items. OCIE not issued by the CIF to the individual and signed for on a DA Form 3645, will not be exchanged.

(5) **Serviceable equipment will not be exchanged for cosmetic reasons.** (i.e., for change of command ceremonies).

(6) The CIF personnel will only DX OCIE rendered unserviceable as a result of fair-wear-and-tear (FWT).

(a) FWT is the impairment of appearance, effectiveness, worth, or utility of an item that has occurred solely because of normal and customary use of the item for its intended purpose.

(b) Consequently, any item rendered unserviceable as a result of an accident, failure to provide adequate maintenance, or improper care, will not be considered FWT damage and is subject to the provisions of AR 735-5.

(c) Equipment damaged through other than FWT must be accompanied with an adjustment document [damage statement (See [Appendix B Fig. B-3](#))] IAW AR 735-5.

(7) The Kevlar Helmet has several replaceable components, and will not be direct exchanged because of a missing component. Unit supply rooms should have replaceable components available (see [Appendix F](#)).

f. INSPECTION AND REPAIR OF OCIE.

(1) OCIE issued to individuals will be maintained in a clean and serviceable condition at all times. Each soldier is responsible for proper organizational maintenance, care, custody, and safeguarding, of all OCIE issued to them.

(2) FM 21-15 provides guidance to individuals for the care and maintenance of individual clothing and equipment. All personnel are required to familiarize themselves with the contents of this field manual.

(3) Commanders and supervisors are required to conduct OCIE record inventories IAW DA PAM 710-2-1.

(4) Appendix H provides commanders additional information on serviceability standards for OCIE. This information is used by CIF personnel to determine OCIE serviceability at the time the individual clears the CIF and during the DX of equipment.

g. TEMPORARY LOANS.

(1) Units requiring temporary loans will submit a memorandum to the CIF Manager/PBO requesting a temporary loan listing the items required and a full justification with regard to the intended use of the equipment and the dates required.

(a) Temporary loans of OCIE are permitted for training purposes only.

(b) Temporary loans will not be made for beautification purposes to support changes of command or other ceremonies.

(c) All temporary loans will be for a period not to exceed 30 days.

(2) Temporary Loan Procedures:

(a) Units requesting a temporary loan must have on file at the CIF, a copy of the company commander's assumption of command orders and a valid DA Form 1687. The CIF Supervisor will issue available items, retain the signed original of DA Form 3161, and give the unit the copy.

(b) Temporary loans of equipment will be turned in no later than 30 days after issue. Units will establish an appointment for turn-in and must ensure that they bring with them the unit's copy of DA Form 3161. CIF personnel will inspect the items for cleanliness and serviceability, then annotate on both the unit and the CIF copy of DA Form 3161 that the items are returned and accounted for. Lost, damaged, or destroyed property will be accounted for IAW DA PAM 710-2-1.

9. MISCELLANEOUS.

a. Females requiring maternity uniforms must bring a memorandum from their unit commander, as well as a doctor's statement confirming their pregnancy and requesting the issue of maternity army combat uniforms (ACUs) /battle dress uniforms (BDUs).

b. In those cases in which neither the individual nor the CIF has a soldier's clothing record, the respective individual's unit supply personnel will inventory the individual's equipment and provide the CIF and the individual a fair means of appraisal.

c. Unit supply personnel are responsible for initiating SOCs, CCVs, and FLIPLs, IAW AR 735-5.

d. Unit supply personnel failing to update their files on a quarterly basis will result in their unit losing DX privileges until reconciliation is complete.

e. SOC and CCV are prepared IAW AR 735-5 by unit supply personnel and will consist of one original and five copies. Once the customer receives a document number from the CIF, they will hand-carry the SOC/CCV to Finance for processing. This action will clear the items from the customer's hand receipt, and the customer can turn in the remaining equipment on their appointment.

f. FLIPLs are prepared IAW AR 735-5 by unit supply personnel and will consist of one original and three copies. When loss of, or damage (through other than FWT) to OCIE occurs and liability is not admitted, the unit commander will initiate a FLIPL (DA Form 4697). The initiated FLIPL will be forwarded (hand-carried if individual is clearing) to the CIF PBO for signature and assignment of a document number. The FLIPL will be processed through the chain of command of the individual responsible for the property at the time of the loss. The losing unit for OCIE not turned in to the CIF will initiate a FLIPL when ETS'ing or retiring soldiers do not properly out-process. Once the customer receives a document number and a signature from the CIF PBO, they will keep one copy and return the original to their S-4 for processing. The CIF will keep the other two copies, one for the suspense file and the other for the supporting documents file. This action will clear the items from the customer's hand receipt and the customer can turn in the remaining equipment on their appointment.

g. Purchase from the Military Clothing Sales store is the other option of replacing lost OCIE.

h. MOS Specific Issues:

(1) Require a memorandum from first company commander, identifying the items to be issued. AER 710-2-1.

(2) Table 4, CTA 50-900, storage and support of police gear requires a letter through chain of command to USAREUR requesting supplemental issue. If approved, the unit will fund an initial purchase and the CIF will then stock and support the equipment (Billy club, handcuffs, etc.). These items will be secured under lock and key at the CIF.

j. TM 10-8400-201-23 and TM 10-8400-203-23 prescribes the serviceability criteria for items of OCIE.

Appendix A. Hours of Operation.

CIF Vilseck: This facility operates by appointments only

Monday Turn-In and Initial Issue only by appointment
08:00-11:30 and 13:00-15:30 hours

Tuesday Walk-in dates for DX, Partial Turn-In and Additional Issue
08:00-11:30 hours, Afternoon closed

Wednesday Turn-In and Initial Issue only by appointment
08:00-11:30 and 13:00-15:30 hours

Thursday Walk-in dates for DX, Partial Turn-In and Additional Issue
08:00-11:30 hours, Afternoon closed

Friday Turn-In and Initial Issue only by appointment
08:00-11:30 and 13:00-15:30 hours

Closed on all German Holidays and on Tue & Thu afternoons for internal operations

Soldiers will not be served if they arrived 10 minutes past their appointment time.

CIF Hohenfels:

Monday Turn-In and Initial Issue only by appointment
08:00-11:30 and 13:00-15:30 hours

Tuesday Walk-in dates for DX, Partial Turn-In and Additional Issue
08:00-11:30 hours, Afternoon closed

Wednesday Turn-In and Initial Issue only by appointment
08:00-11:30 and 13:00-15:30 hours

Thursday Walk-in dates for DX, Partial Turn-In and Additional Issue
08:00-11:30 hours, Afternoon closed

Friday Turn-In and Initial Issue only by appointment
08:00-11:30 and 13:00-15:30 hours

Closed on all German Holidays and on Tue & Thu afternoons for internal operations

Soldiers will not be served if they arrived 10 minutes past their appointment time.

Appendix B. Adjustment Documents.

B-1. This appendix provides examples of the different adjustment documents utilized by unit supply personnel and the CIF to account for lost, damaged, or destroyed OCIE items.

AR 735-5 prescribes policies in preparing and processing these documents.

B-2. Use the following adjustment documents when applicable for property that is lost, damaged, or destroyed by means other than FWT. (AR 735-5)

- a. DA Form 200, Report of Financial Investigation of Property Loss. (Figure [B-1A](#), [B-1B](#) & [\(B-1C Continuation Page Example\)](#)). Should be prepared with one original and three copies.
- b. DD Form 362, Statement of Charges/Cash Collection Voucher. ([Figure B-2](#))
- c. Damage Statement. ([Figure B-3](#))

NOTE: *Regardless of the method of accounting for property lost, damaged or destroyed, title (ownership) of the property remains with the U.S. Government.*

(FIGURE B-1A) See AR 735-5

| FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS | | | | | | | |
|---|---|--|--|--|---|------------------------------------|--|
| PRIVACY ACT STATEMENT | | | | | | | |
| AUTHORITY: 10 USC 2775; DoD Directive 7200.11; EO 9397. PRINCIPAL PURPOSE(S): To officially report the facts and circumstances supporting the assessment of financial charges for the loss, damage, or destruction of DoD-controlled property. The purpose of soliciting the SSN is for positive identification. | | | | ROUTINE USE(S): None. DISCLOSURE: Voluntary; however, refusal to explain the circumstances under which the property was lost, damaged, or destroyed may be considered with other factors in determining if an individual will be held financially liable. | | | |
| 1. DATE INITIATED (YYYYMMDD) 20020621 | | 2. INQUIRY/INVESTIGATION NUMBER 02-573-04 | | | 3. DATE LOSS DISCOVERED (YYYYMMDD) 20020618 | | |
| 4. NATIONAL STOCK NO. 4930-00-276-0087 (G21472) RICC 2 | | 5. ITEM DESCRIPTION Dispensing Pump, Hand Driven Continued on continuation sheet | | 6. QUANTITY 2 | 7. UNIT COST 268.57 | 8. TOTAL COST 537.14 | |
| 9. CIRCUMSTANCES UNDER WHICH PROPERTY WAS (X one) (Attach additional pages as necessary) | | | | <input checked="" type="checkbox"/> LOST | <input type="checkbox"/> DAMAGED | <input type="checkbox"/> DESTROYED | |
| <p>On 12 through 18 June 2002, a joint inventory of the unit motor pool was conducted by SSG Gary M. Slatt, the outgoing motor sergeant, and SSG Bryan D. McKee, the incoming motor sergeant. The property identified in blocks 4 through 8 above, and on continuation sheet could not be found. Continued on continuation sheet</p> | | | | | | | |
| 10. ACTIONS TAKEN TO CORRECT CIRCUMSTANCES REPORTED IN BLOCK 9 AND PREVENT FUTURE OCCURRENCES (Attach additional pages as necessary) | | | | | | | |
| <p>Commander placed command emphasis on keeping him informed when property is loaned to another platoon or section within the unit and on the preparation of sub-hand receipts when property is loaned to other platoons and sections within the unit.</p> | | | | | | | |
| 11. INDIVIDUAL COMPLETING BLOCKS 1 THROUGH 10 | | | | | | | |
| a. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) | | b. TYPED NAME (Last, First, Middle Initial) | | | c. DSN NUMBER | | |
| 573d Supply and Service Company Fort Mile High, HI 12345-6789 | | Groft, Austin E., 1LT, Ord, XO | | | 321-8888 | | |
| | | d. SIGNATURE <i>Austin E. Groft</i> | | | e. DATE SIGNED 20020621 | | |
| 12. (X one) <input checked="" type="checkbox"/> | RESPONSIBLE OFFICER (PROPERTY RECORD ITEMS) | REVIEWING AUTHORITY (SUPPLY SYSTEM STOCKS) | | | | | |
| a. NEGLIGENCE OR ABUSE EVIDENT/SUSPECTED (X one) | b. COMMENTS/RECOMMENDATIONS | | | | | | |
| <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO | SSG Slatt alleges missing property was loaned to the Laundry and Bath (L&B) Platoon. However, when asked to provide the hand receipt showing the issue of property to the L&B Platoon, he was unable to provide them. Continued on continuation sheet | | | | | | |
| c. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) | | d. TYPED NAME (Last, First, Middle Initial) | | | e. DSN NUMBER | | |
| 573d Supply and Service Company Fort Mile High, HI 12345-6789 | | Armstrong, Joseph E. CPT, Inf, Commanding | | | 321-6666 | | |
| | | f. SIGNATURE <i>Joseph E. Armstrong</i> | | | g. DATE SIGNED 20020625 | | |
| 13. APPOINTING AUTHORITY | | | | | | | |
| a. RECOMMENDATION (X one) | | b. COMMENTS/RATIONALE | | | c. FINANCIAL LIABILITY OFFICER APPOINTED (X one) | | |
| <input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE | | | | | 9CS 25/06/02 <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO | | |
| d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) | | e. TYPED NAME (Last, First, Middle Initial) | | | f. DSN NUMBER | | |
| | | | | | | | |
| | | g. SIGNATURE | | | h. DATE SIGNED | | |
| | | | | | | | |
| 14. APPROVING AUTHORITY | | | | | | | |
| a. RECOMMENDATION (X one) | | b. COMMENTS/RATIONALE | | | c. LEGAL REVIEW COMPLETED IF REQUIRED (X one) | | |
| <input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE | | | | | <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A | | |
| d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) | | e. TYPED NAME (Last, First, Middle Initial) | | | f. DSN NUMBER | | |
| | | | | | | | |
| | | g. SIGNATURE | | | h. DATE SIGNED | | |
| | | | | | | | |

(FIGURE B-1B)

| | | |
|---|---|-------------------------------------|
| 15. FINANCIAL LIABILITY OFFICER | | |
| a. FINDINGS AND RECOMMENDATIONS <i>(Attach additional pages as necessary)</i> | | |
| <p>I have examined all the available evidence shown in block 9, and exhibits "A" through "F" as indicated below. I have personally investigated the same and it is my belief that the articles listed hereon and on continuation sheet, were lost as a result of simple negligence on the part of SSG Gary M. Slatt.</p> <p>SSG Slatt, as the sub-hand receipt holder for property in the motor pool and as the motor sergeant, had supervisory and personal responsibility for the missing items. A review of the hand receipt files in the motor pool revealed the hand receipt records maintained by SSG Slatt were in a state of disarray. There were other items for which SSG Slatt was the hand receipt holder, which could not be found in the motor pool area. These items were found in other areas within the unit. Discussion with other noncommissioned officers within the unit, exhibits "D" and "E" revealed that SSG Slatt let individuals take equipment from the motor pool without first obtaining a signature on a hand receipt for the items borrowed.</p> <p>SSG Slatt was negligent in that he failed to properly hand receipt property to other elements of the unit when property was borrowed from the motor pool. AR 710-2, paragraph 2-10f directs that property will be controlled using permanent or temporary hand receipts. The amount of the loss has been depreciated by 5 percent for each year of service (10 percent) in accordance with AR 735-5, paragraph B-2b.</p> <p>Based on SSG Slatt's failure to use hand receipts when property belonging to the motor pool was lent to other platoons/personnel in the unit, recommend SSG Gary M. Slatt be held financially liable for the amount contained in block 15d.</p> | | |
| b. DOLLAR AMOUNT OF LOSS | c. MONTHLY BASIC PAY | d. RECOMMENDED FINANCIAL LIABILITY |
| \$2,460.50 | \$2,033.70 | \$2,033.70 |
| e. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State/Country, Zip Code)</i> | f. TYPED NAME <i>(Last, First, Middle Initial)</i> | g. DSN NUMBER |
| 573d Supply and Service Company Fort Mile High, HI 12345-6789 | McGarvey, Richard M., ILT, Investigating Officer | DSN 123-4321 |
| | h. DATE REPORT SUBMITTED TO APPOINTING AUTHORITY <i>(YYYYMMDD)</i> | i. DATE APPOINTED <i>(YYYYMMDD)</i> |
| | j. SIGNATURE | k. DATE SIGNED |
| | <i>Richard M. McGarvey</i> | 20020803 |
| 16. INDIVIDUAL CHARGED | | |
| a. I HAVE EXAMINED THE FINDINGS AND RECOMMENDATIONS OF THE FINANCIAL LIABILITY OFFICER AND <i>(X one)</i> | | |
| <input type="checkbox"/> Submit the attached statement of objection. | <input checked="" type="checkbox"/> Do not intend to make such a statement. | |
| b. I HAVE BEEN INFORMED OF MY RIGHT TO LEGAL ADVICE. MY SIGNATURE IS NOT AN ADMISSION OF LIABILITY. | | |
| c. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State/Country, Zip Code)</i> | d. TYPED NAME <i>(Last, First, Middle Initial)</i> | e. SOCIAL SECURITY NUMBER |
| 573d Supply and Service Company Fort Mile High, HI 12345-6789 | Slatt, Gary M. | 333-22-4444 |
| | f. DSN NUMBER | g. SIGNATURE |
| 123-5678 | <i>Gary M. Slatt</i> | h. DATE SIGNED |
| | | 20020818 |
| 17. ACCOUNTABLE OFFICER | | |
| a. DOCUMENT NUMBER(S) USED TO ADJUST PROPERTY RECORD | | |
| WS4GBW 2174-7008 | | |
| b. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State/Country, Zip Code)</i> | c. TYPED NAME <i>(Last, First, Middle Initial)</i> | d. DSN NUMBER |
| 67th Maintenance Battalion Fort Mile High, HI 12345-6789 | Mosely, Patricia A., CPT, QM, PBO | 123- 6789 |
| | e. SIGNATURE | f. DATE SIGNED |
| | <i>Patricia A. Mosely</i> | 20020623 |

DD FORM 200 (BACK), OCT 1999

(FIGURE B-1C)

Continuation of DA Form 200, block 5-8, Survey Number XX-00X

| <u>NSN</u> | <u>Item Description</u> | <u>QTY</u> | <u>Unit Price</u> | <u>Total Price</u> |
|-----------------------|-------------------------|------------|-------------------|--------------------|
| 8405-01-443-9622 | Parka W/W (Rainsuit) M | 1 | 83.15 | 83.15 |
| 5120-00-878-5932 | Intrenching Tool | 1 | 42.48 | 42.48 |
| 8405-01-100-0976 | Poncho W/W Camo | 1 | 46.35 | 46.35 |
| Subtotal (this page): | | | | 171.98 |
| Subtotal (DA 4697): | | | | 443.65 |
| Grand Total | | | | 615.63 |

(FIGURE B-2)

USAG Grafenwoehr Central Issue Facility (CIF) External Standing Operating Procedure (ESOP)

| STATEMENT OF CHARGES/CASH COLLECTION VOUCHER | | | | 1. DATE | |
|---|---|-------------------------------------|---|---------------------------------|--|
| | | | | 25 June 2003 | |
| 3. ORGANIZATION A. Co. 3/12th Inf. Bn. UIC WARBAO | | | | 4. STATION | |
| | | | | Wherever Barracks, APO AE 09XXX | |
| 5. DISBURSING OFFICE COLLECTION VOUCHER NUMBER | | 6. DISBURSING STATION SYMBOL NUMBER | | 7. ACCOUNTING CLASSIFICATION | |
| STOCK NUMBER a. | ITEM DESCRIPTION b. | QTY c. | UNIT PRICE d. | TOTAL COST e. | |
| 8465-00-261-6969 | Bag, Clothing Waterproof (\$9.05) (no residue) | 2 | \$8.14 | \$16.28 | |
| 8415-01-310-0606 | Hood, Balaclava (\$6.90) (no residue) | 1 | \$6.21 | \$6.21 | |
| | //////////NOTHING FOLLOWS////////// | | | | |
| | EXAMPLE | | | | |
| | * 10% depreciation allowed per AR 735-5, Appendix B | | | | |
| 8. TYPE OR ACTION (Select one) | | | | | |
| a. PAYROLL DEDUCTION | | b. CASH COLLECTION | | c. GRAND TOTAL | |
| X | | | | \$22.49 | |
| 9. CERTIFICATION OF RESPONSIBLE INDIVIDUAL | | | | | |
| I certify that my signature hereon constitutes | | | | | |
| a. An authorization to recover the amount of the indebtedness through payroll deduction, if payroll deduction is checked. If cash collection is checked, I am remitting debt in cash. | | | | | |
| b. An affirmation that the articles are not now in my possession. | | | | | |
| c. An agreement to turn-in to the appropriate supply officer all articles later recovered, it being understood that the U.S. Government retains title to the articles listed hereon. | | | | | |
| d. RANK/ GRADE | e. NAME (LAST, First, Middle Initial) | d. CAUSE FOR CHARGE | h. SIGNATURE | i. AMOUNT | |
| SPC | Jones, Robert, A | lost through neglect | Robert A. Jones | \$22.49 | |
| f. SOCIAL SECURITY NUMBER | | | | | |
| 500-89-8524 | | | | | |
| 10. ORGANIZATION COMMANDER | | | 11. DISBURSING OFFICER OR PAYROLL CERTIFYING OFFICER | | |
| The statements hereon are complete and correct. All damaged property has been disposed of in accordance with current directives and the charges have been computed in accordance with the provisions of AR 735-5, Appendix B. | | | The amount entered in grand total has been (FAO) check the appropriate action below. | | |
| | | | a. Entered on the appropriate pay record or payroll, or DD Form 139 has been prepared and forwarded for collection. | | |
| | | | b. Remitted through cash collection. | | |
| a. DATE | b. SIGNATURE BLOCK/SIGNATURE | c. DATE | d. SIGNATURE BLOCK/SIGNATURE | | |
| 25 June 03 | John S. Jones CPT, IN. COMMANDING | | Do not sign here this is for finance. | | |

DD FORM 362, JUL 93

Previous edition may be used.

USAPPC V3.00

(FIGURE B-3)

UNIT LETTERHEAD STATIONARY

UNIT'S OFFICE SYMBOL

DATE

MEMORANDUM FOR COMMANDER, USAG Grafenwoehr, ATTN: IMEU-GFW-LGS (CIF
Vilseck), Unit 28130, APO AE 09114-8130

SUBJECT: Damage Statement

1. (**Name, Rank, SSN**) has the item(s) listed below to DX. The damage occurred during field training exercise on (give dates of field training exercise). Exchange of these items for like serviceable items is hereby authorized:

| NOMENCLATURE | NSN | Size | QTY |
|--------------------------|------------------|------|-----|
| Bag, Clothing Waterproof | 8465-01-117-8699 | | 2 |
| Parka, C/W | 8415-01-228-1315 | MR | 1 |

2. I, or a member of my command have/has reviewed the circumstances surrounding the damage to the above listed item(s) and found no evidence of negligence or willful misconduct.

3. Point of contact for this office is the undersigned at DSN 47X-XXXX

John L. Smith
CPT, IN
Commanding

NOTE: Each statement must have an original signature. Individuals for whom the unit commander has approved a damage statement for OCIE will take the statement and the damaged articles of OCIE to the servicing CIF within 30 calendar days upon commander's approval for exchange. If the commander believes negligence/misconduct were involved, a FLIPL should be initiated. AR 735-5.

APPENDIX C. Conducting OCIE Record Inventories.

C-1. The following inventories are required for OCIE issued to soldiers/individuals.

a. Upon assignment of a soldier to a unit.

b. Prior to the soldier clearing the installation.

c. When a soldier is placed in an absent without leave status (AWOL), hospitalized while on leave, extended TDY (defined as 30 days or more), or confined in a military or civilian correctional facility, OCIE should be inventoried and secured. This inventory is required only when the soldier has not already secured OCIE in unit facilities, authorized on or off-post bachelor quarters (other than troop billets), or family housing.

C-2. The unit commander will choose an officer, warrant officer, or NCO to conduct the inventory. The chosen person will:

a. Make sure the soldier's OCIE is not mixed with OCIE of other soldiers.

b. Prepare two copies of DA Forms 3645/3645-1. Enter the words "Inventoried according to DA PAM 710-2-1" in the name block of these forms. Record the items and quantities of OCIE on the forms. Sign and date the forms in the signature and date block.

c. Put the original of DA Forms 3645/3645-1 with the soldier's OCIE. File the copy in the unit absentee files with the soldier's other DA Forms 3645/3645-1.

d. Secure the inventoried OCIE in unit facilities.

C-3. The following procedures are used when a soldier returns from AWOL, hospital, confinement, or extended TDY:

a. Have the soldier conduct a joint inventory, with the commander's designated supply representative, of the property secured during his/her absence.

b. Have the supply representative prepare adjustment documents for any items for which the soldier is financially liable.

c. Have the soldier sign a release statement and have it posted to the inventory form for items being issued.

d. Have soldier go to the CIF with adjustment documents for reissue of shortages.

C-4. When a soldier is dropped from the rolls, hospitalized for more than 60 days, ordered PCS while on emergency leave, or confined in a military or civilian facility for more than 60 days, the inventory outlined in paragraph C-1c above should be conducted and items turned in to the CIF. The commander's designated supply representative will:

a. Remove the unit copy of the soldier's DA Forms 3645/3645-1 from the file. Compare these forms with the inventory forms. Make a list of any shortages or overages.

b. Report the results of the inventory to the commander. The commander will ensure the following actions are taken:

- (1) Turn in overages as found on installation property.
- (2) Account for shortages according to AR 735-5. Document numbers will be assigned by the CIF.
- (3) Turn in the soldier's OCIE to the CIF.
- (4) The inventory forms and the soldier's DA Forms 3645/3645-1, showing turn-in credit, will be placed in the absentee file.

APPENDIX D. Quarterly Unit Reconciliations.

D-1. All units will conduct a quarterly face-to-face reconciliation of OCIE records with the CIF. Reconciliations are due three months from their last reconciliation. PBO/CIF Manager is responsible for coordinating the time and date in which the reconciliation will take place.

D-2. During the face-to-face reconciliation the unit must have a valid/updated personnel roster. Rosters must be in alphabetical sequence, regardless of rank. As a minimum, the roster will contain the rank, full name, duty MOS, social security number and DEROS of the individual. Any personnel attached/detached from the unit must be listed on the roster.

D-3. Commanders must have appointing orders on record at the CIF. During absences of the assigned commander, the newly appointed commander must provide a set of orders. Commanders are also responsible for providing a valid Delegation of Authority Card (DA Form 1687) for their supply personnel for the purpose of picking up duplicate copies of clothing records.

D-4. Unit commanders must inform CIF of the current assignment or transfers of individuals. When a soldier is transferred from one unit to another unit within the same organization, a copy of the assignment orders must be provided to the CIF. In addition, the unit clothing record must be transferred to the gaining unit.

D-5. Failure of a unit to comply with the above mentioned requirement(s) will result in the unit being denied DX support from the CIF.

APPENDIX E. Personnel Status Report.

E-1. On a semi-annual basis (Jun/Dec) a personnel status report of all units will be provided to the CIF. (See [Figure E-1](#)). The report must include the following information: authorized strength; required strength; assigned strength; number of authorized cooks; number of authorized mechanics.

E-2. Aviation units must include the following additional information to their reports: number of authorized pilots; number of officers on flight status, and number of enlisted personnel on flight status.

(FIGURE E-1)
UNIT LETTERHEAD STATIONARY

OFFICE SYMBOL

DATE

MEMORANDUM FOR COMMANDER, USAG Grafenwoehr, ATTN: IMEU-GFW-LGS (CIF
Vilseck), Unit 28130, APO AE 09114-8130

SUBJECT: Personnel Status Report for _____, _____
UNIT UIC

1. The following information is accurate as of _____:
DAY / MONTH / YEAR

Part I (All Units)

- a. Authorized strength:
- b. Required strength:
- c. Assigned strength:

Part II (All Units)

- a. Number of authorized officers:
- b. Number of assigned females:
- c. Number of authorized cooks:
- d. Number of authorized mechanics:

Part III (Aviation Units Only)

- a. Number of authorized pilots:
- b. Number of officers on flight status:
- c. Number of enlisted personnel on flight status (crew and non-crew):

2. Point of contact for this office is the undersigned at DSN: 47X-XXXX.

John L. Smith
CPT, IN
Commanding

APPENDIX F. Expendable Supplies.

F-1. To provide commanders and unit personnel with information on expendable components and maintenance kits, available to units for the purpose of replacing, repairing and maintaining OCIE, issued to soldiers.

F-2. Expendable supplies required to complete or place an item of OCIE into use will be *initially* stocked at the CIF and issued to individual during in processing.

a. Expendable items, when becoming damaged, unserviceable or lost will be replaced at the unit level (DA PAM 710-2-1)

b. The CIF will not stock expendable items for exchange, nor accept OCIE missing expendable components.

F-3. STOCKAGE OF EXPENDABLE CTA 50-900 EQUIPMENT BY UNITS.

a. Units are authorized to requisition and issue expendable components to the following end items:

(1) Field Pack (Line #H39825) - expendable components: strap, right/left shoulder; webbing; cargo tie-down strap, lower back and waist strap.

(2) Helmet, PASGT (Line #K34733) - expendable components: headband; chinstrap; center webbing suspensions assembly and screws. (The unit will replace all bands.)

(3) Aviation Helmet (Line #H53107) - expendable components: pad sets fitting; strap, assembly; chin pad; and chin strap.

b. OCIE maintenance is every soldier's responsibility.

c. A complete listing of authorized expendable supplies to be stocked by units for the repair and maintenance of CTA 50-900 can be found in CTA 50-970.

| Nomenclature: | NSN: |
|---|------------------|
| (1) Repair kits authorized for use are: | |
| (a) Sewing Kit | 8315-01-090-5823 |
| (b) Repair Kit, Cold Weather Boot | 8465-00-753-6335 |
| (c) Repair Kit, Pneumatic | 2640-00-052-6724 |
| (d) Repair Kit, maintenance wet weather | 3405-00-198-3747 |
| (2) The repair parts for the Kevlar helmet: | |
| (a) Paint, spray, OD Green | 8010-00-848-9272 |
| (b) Walnut shell flour | 5350-00-115-3297 |
| (c) Edging, Helmet, 8-2-644-8 | 8470-01-156-0372 |

USAG Grafenwoehr Central Issue Facility (CIF) External Standing Operating Procedure (ESOP)

| | |
|---------------------------------|------------------|
| (d) Adhesive EC 1357 | 8040-00-165-8614 |
| (e) Suspension assembly, XS/S | 8470-01-092-7516 |
| (f) Suspension assembly, small | 8470-01-092-7517 |
| (g) Suspension assembly, medium | 8470-01-092-7518 |
| (h) Suspension assembly, large | 8470-01-092-7519 |
| (i) Suspension assembly, large | 8470-01-092-7519 |
| (j) Band, Helmet w/reflectors | 8415-01-110-9981 |
| (k) Screw, Helmet | 8470-01-144-2813 |
| (l) A-Nut, Helmet | 8470-01-144-5368 |
| (m) Strap assembly chin | 8470-01-092-7534 |
| (n) Post, | 8470-01-144-5367 |
| (o) Screw | 8470-01-144-2811 |
| (p) Washer | 8470-01-144-2812 |
| (q) Headband assembly, x-small | 8470-01-442-1434 |
| (r) Headband assembly, S, M, L | 8470-01-442-1429 |
| (s) Headband assembly, XL | 8470-01-442-1430 |
| (t) Clip, | 8470-01-144-2814 |

(3) Expendable items for the Frame, Field Pack:

| | |
|---|------------------|
| (a) Waist strap with quick release assembly | 8465-01-075-8164 |
| (b) Frame Attaching Straps | 8465-01-151-2891 |
| (c) Strap, shoulder, right hand | 8465-01-078-9282 |
| (d) Strap, shoulder, left hand | 8465-01-269-0482 |

(4) Expendable items for the Canteen

| | |
|------------------------------|------------------|
| (a) Cap, Water Canteen | 8465-00-930-2077 |
| (b) Strap, Cap Water Canteen | 8465-01-082-6449 |

APPENDIX G. Authorized OMIL Issue and Procedures for Special OCIE Issues.

G-1. This appendix contains examples and guidance in preparing a memorandum for requesting issue of CTA 50-900 equipment (MOS & EEC). Along with these examples are 4 Tables, listing OCIE approved for issue (OMIL/Supplemental (MOS) issue/EEC issue/Deployment issue).

G-2. Supply personnel will ensure that equipment issued to soldiers is recorded in the proper clothing records and is signed by the individual.

G-3. Request for issue of MOS items and clothing to Emergency Essential Civilians (EEC) must be done on a memorandum as shown in Figures G-1 and G-2. The individual must hand-carry the memorandum when reporting to CIF.

G-4. ENCLOSURES.

- a. Request for issue of MOS items to soldiers. ([Figure G-1](#))
- b. Request for issue of OCIE to Emergency Essential Civilians (EEC). ([Figure G-2](#))
- c. Tables 1-4 taken from AER 710-2-1, listing OCIE items approved for issue.

(FIGURE G-1)

UNIT LETTERHEAD STATIONARY

OFFICE SYMBOL

DATE

MEMORANDUM FOR COMMANDER, USAG Grafenwoehr, ATTN: IMEU-GFW-LGS (CIF
Vilseck), Unit 28130, APO AE 09114-8130

SUBJECT: Request for Supplemental Issue of MOS Specific Items

1. The following individual is working full-time in the MOS, and requires that she/he be
issued supplemental OCIE:

| RANK | FULL NAME | SSN | MOS |
|------|-----------|-----|-----|
|------|-----------|-----|-----|

2. Please issue the required MOS specific equipment, as stipulated in AER 710-2-1, table
2.

3. Point of contact for this office is the undersigned at DSN 47X-XXXX

John L. Smith
CPT, IN
Commanding

(FIGURE G-2)

UNIT LETTERHEAD STATIONARY

OFFICE SYMBOL

DATE

MEMORANDUM FOR COMMANDER, USAG Grafenwoehr, ATTN: IMEU-GFW-LGS (CIF Vilseck), Unit 28130, APO AE 09114-8130

SUBJECT: Request for Issue of Organizational Clothing and Individual Equipment (OCIE) to Emergency Essential Civilians (EEC)

1. Request that GS-09, SMITH, THOMAS MICHAEL, 999-88-9999 assigned to
RANK FULL NAME SSN

USAG Grafenwoehr, Directorate of Logistics be issued USAREUR EEC OCIE for use
OFFICE / UNIT NAME
while participating in _____ in _____.
OPERATION ASSIGNMENT LOCATION

2. The individual is aware that the authorized EEC OCIE issue is a mandatory minimum issue and cannot be broken down or issued piecemeal. Individual will receive all OCIE listed in Table 3 of AER 710-2-1. (This does not include personal clothing.)

3. Once OCIE is verified and signed for, the individual named above assumes full responsibility and liability for any loss or damage (other than fair-wear-and-tear) to the equipment.

4. Individual will report to his/her CIF appointment on time with a copy of their orders and a valid military ID in their possession prior to being issued OCIE.

5. At the completion of assignment/deployment, the individual named above will return all OCIE to the issuing CIF.

6. Point of contact for this office is the undersigned at DSN 47X-XXXX

John L. Smith
CPT, IN
Commanding

Table 1

OMIL: (Organizational Military Issue List) *USAREUR units are authorized the following items as their basic garrison issue:*

| <u>LIN</u> | <u>NOMENCLATURE</u> | <u>QTY</u> |
|-------------------|--------------------------------|-------------------|
| A92145 | BODY ARMOR, FRAG | 1 |
| B09054 | BOOT, INTERMEDIATE C/W (3) | 1 |
| B13907 | BAG, BARRACKS | 1 |
| B14729 | BAG, DUFFLE | 1 |
| B15825 | BAG, CLOTHING, WATERPROOF | 2 |
| C96536 | CANTEEN, WATER 1QT PLASTIC | 2 |
| D11812 | INTRENCHING TOOL CARRIER | 1 |
| D49418 | DRAWERS, CW (3) | 2 |
| D64043 | CASE, FIRST AID | 1 |
| F28747 | COVER, HELMET CAMO | 1 |
| F30391 | COVER, CANTEEN | 2 |
| F54817 | CUP, CANTEEN | 2 |
| G39744 | NECKGAITER (3) | 1 |
| G63382 | GLOVES, SHELLS ICW (3) | 1 |
| H39825 | FIELD PACK, NYLON LRG | 1 |
| H46744 | HOOD, BALACLAVA (3) | 1 |
| H90705 | FRAME, FIELD PACK | 1 |
| K34733 | HELMET, PASGT | 1 |
| L00210 | INTRENCHING TOOL | 1 |
| L70172 | LINER, CW COAT | 1 |
| L70789 | LINER, PONCHO | 1 |
| M24944 | MAT, SLEEPING SGI | 1 |
| O10011 | GLOVE, INSERTS, ICW (3, 4) | 2 |
| O10020 | BELT, INDIV EQUIP (4) | 1 |
| O10021 | OVERSHOES, COMBAT VINYL (4) | 1 |
| O10088 | SLEEPING BAG, PATROL (note 4) | 1 |
| O10089 | SLEEPING BAG, INTERMEDIATE (4) | 1 |
| O10090 | STUFF, SACK (4) | 1 |
| O10091 | BIVY, COVER (4) | 1 |
| P05813 | PARKA, WET WEATHER R/S | 1 |
| P17415 | PONCHO, WET WEATHER | 1 |
| P69699 | PARKA, CW | 1 |
| T35375 | TROUSERS, CW | 1 |
| T38070 | TROUSERS, WET WEATHER R/S | 1 |
| U86178 | UNDERSHIRT, CW (3) | 2 |
| V02073 | VEST, TACTICAL | 1 |

Table 2

Supplemental OCIE Issue List (1)

Menu # 003 Supplemental Aviator OCIE Issue (1)

| <u>LIN</u> | <u>NOMENCLATURE</u> | <u>QTY</u> |
|------------|--------------------------------|------------|
| C68790 | COAT, COMBAT (ABDU) (2, 3) | 3 |
| F82382 | BAG, FLYERS HELEMT | 1 |
| D00003 | DRAWERS, FLYERS ARAMIN (3) | 2 |
| H46812 | HOOD, JACKET, FLYERS ACWCS | 1 |
| J23732 | JACKET, FLYERS ACWCS | 1 |
| J67052 | GLOVES, FLYERS | 2 |
| L27088 | KIT BAG, FLYERS | 1 |
| L71107 | LINER, JACKET, FLYERS ACWCS | 1 |
| T57006 | TROUSERS, COMBAT (ABDU) (2, 3) | 3 |
| U00001 | UNDERSHIRT, FLYERS (3) | 2 |

Menu # 004 Supplemental Combat Vehicle Crewman OCIE Issue (For MOS 19-Series) (1)

| | | |
|--------|----------------------------|---|
| B85403 | BODY ARMOR, FRAG CVC | 1 |
| C31189 | COVERALLS, CVC, OD GRN (5) | 2 |
| H46881 | HOOD, CVC BALACLAVA GREEN | 1 |
| J67052 | GLOVES, FLYERS | 1 |
| L14520 | JACKET, CVC/AIRCREWMAN CW | 1 |

Menu # 005 Supplemental Combat Vehicle Crewman OCIE Issue (For MOS 11A,B, C, M, 13A, F-Series) (1)

| | | |
|--------|-----------------------------|---|
| B85403 | BODY ARMOR, FRAG CVC | 1 |
| C68790 | COAT, COMBAT (ABDU) (5) | 2 |
| H46881 | HOOD, CVC BALACLAVA GREEN | 1 |
| J67052 | GLOVES, FLYERS | 1 |
| L14520 | JACKET, CVC/AIRCREWMAN CW | 1 |
| T57006 | TROUSERS, COMBAT (ABDU) (5) | 2 |

Menu # 006 Supplemental Mechanics OCIE Issue (MOS's Note 6)

| | | |
|--------|---------------------|---|
| C33538 | COVERALLS, UTILITY | 2 |
| O10119 | BOOTS SAFETY (3, 4) | 1 |

Menu # 007 Supplemental Fuel Handlers Issue (77F)

| | | |
|--------|-------------------------|---|
| D00003 | DRAWERS, FLYERS (3) | 2 |
| C68790 | COAT, COMBAT (ABDU) | 3 |
| J68064 | GLOVES, LEATHER WORK | 1 |
| O10119 | BOOTS SAFETY (3, 4) | 1 |
| T57006 | TROUSERS, COMBAT (ABDU) | 3 |
| U00001 | UNDERSHIRT, FLYERS (3) | 3 |

Menu # 008 Supplemental Cook OCIE Issue

| <u>LIN</u> | <u>NOMENCLATURE</u> | <u>QTY</u> |
|------------|----------------------------|------------|
| A86247 | APRON, FOOD HANDLER (3) | 8 |
| O10119 | BOOTS SAFETY (3, 4) | 1 |
| S84246 | SMOCK, MEDICAL ASST (3) | 8 |
| T36211 | TROUSERS, MEDICAL ASST (3) | 8 |

Notes:

- (1) The unit commander must give the CIF a written request stating that the individual who requires the equipment is working full-time as an aviator or combat-vehicle crewman and is exposed to an environment that requires the protection provided by this equipment.
- (2) LIN F32055, COVERALLS, FLYERS LIGHTWEIGHT will be issued until supplies are exhausted. At the discretion of the commander, LIN F32055 may be authorized instead of LINs C68790 COATS ABDU and T57006 TROUSERS ABDU for fixed-wing aircraft crewmembers.
- (3) Transferable item.
- (4) Army in Europe LIN
- (5) Military personnel assigned to combat vehicles and working full-time in the following MOSs are authorized two COATS ABDU (LIN C68790) and two TROUSERS ABDU (LIN T57006): 11A, 11C, 11M, 13A, 13B, 13C, 13E, 13F, 13M, 13P. Other personnel assigned to a combat vehicle MOS (including combat recovery vehicle operators) are authorized two COVERALLS, CVC (LIN C31189).
- (6) Mechanic Coverall MOS's are: 27E, 35G, 44B, 44E, 45E, 45G, 45K, 45T, 51B, 51H, 51T, 51Z, 52C, 52D, 55B, 62B, 62E, 62F, 62H, 62J, 62N, 63A, 63B, 63E, 63G, 63H, 63J, 63M, 63S, 63T, 63W, 63Y and 63Z.

Table 3

Emergency Essential Civilians (EEC) Issue List (1)

| <u>LIN</u> | <u>NOMENCLATURE</u> | <u>QTY</u> |
|------------|----------------------------|------------|
| A92145 | BODY ARMOR, FRAG | 1 |
| B09054 | BOOT, INTERMEDIATE C/W (3) | 2 |
| B13907 | BAG, BARRACKS | 2 |
| B14729 | BAG, DUFFEL | 3 |
| B15825 | BAG, CLOTHING, WATERPROOF | 1 |
| C96536 | CANTEEN, WATER 1QT PLASTIC | 1 |
| D49418 | DRAWERS, CW (3) | 3 |
| F28747 | COVER, HELMET CAMO | 1 |
| F30391 | COVER, CANTEEN | 1 |
| F54817 | CUP, CANTEEN | 1 |
| G39744 | NECKGAITER (3) | 1 |
| G63382 | GLOVE, SHELL ICW (3) | 1 |
| H46744 | HOOD, BALACLAVA (3) | 1 |
| K34733 | HELMET, PASGT | 1 |
| L70172 | LINER, CW COAT | 1 |
| M24944 | MAT, SLEEPING SGI | 1 |
| O10011 | GLOVE, INSERT ICW (3) | 2 |
| O10020 | BELT, INDIV EQUIP | 1 |
| O10021 | OVERSHOES, COMBAT VINYL | 1 |
| O10088 | SLEEPING BAG, PATROL | 1 |
| O10089 | SLEEPING BAG, INTERMEDIATE | 1 |
| O10090 | STUFF, SACK | 1 |
| O10091 | BIVY, COVER | 1 |
| P05813 | PARKA, WET WEATHER R/S | 1 |
| P17415 | PONCHO, WET WEATHER | 1 |
| P69699 | PARKA, CW | 1 |
| T35375 | TROUSERS, CW | 1 |
| T38070 | TROUSERS, WET WEATHER R/S | 1 |
| U73597 | SUSPENDERS, TROUSERS | 1 |
| U86178 | UNDERSHIRT, CW (3) | 3 |

The following is a list of authorized personal clothing (2):

| <u>LIN</u> | <u>NOMENCLATURE</u> | <u>QTY</u> |
|------------|---------------------------------------|------------|
| B60252 | BELT, BLACK TROUSERS | 1 |
| C06749 | BOOT, COMBAT, BLACK LEATHER | 2 |
| C01123 | CAP, COMBAT WOODLAND CAMO | 1 |
| C43302 | COAT, WOODLAND CAMO, TEMPERATE | 3 |
| E43851 | COAT, CW | 1 |
| G48939 | DRAWERS, COTTON | 6 |
| T93335 | SOCKS, WOOL NYLON COTTON CUSHION SOLE | 6 |
| W69891 | TOWEL, COTTON BATH | 2 |
| T35160 | TROUSERS, WOODLAND CAMO, TEMPERATE | 3 |
| X86565 | UNDERSHIRT, COTTON BROWN | 6 |

NOTES:

(1) USAREUR EECs will draw OCIE and personal clothing items only when notified of deployment for contingency operations unless the commander authorizes pre-deployment issue. At completion of the operation, OCIE will be turned in to the CIF. Commander of the unit to which the EEC or civilian is assigned or attached will verify that the individual is deploying.

(2) Paragraph 3-7, AR 700-84, specifies the procedures for obtaining personal clothing items for DOD civilians and contractors who are required to wear only clothing and footwear during field exercises or while accompanying the force in support of contingency operations. Individual's unit of assignment and attachment is responsible for funding personal clothing requirements.

(3) Transferable items.

Table 4

Cold Weather Deployment Issue (Plus-Up)*

| <u>LIN</u> | <u>NOMENCLATURE</u> | <u>QTY</u> |
|------------|----------------------------|------------|
| B14729 | BAG, DUFFEL | 1 |
| B09054 | BOOTS, ICWB | 1 |
| D49418 | DRAWERS, CW | 1 |
| O10088 | SLEEPING BAG, PATROL | 1 |
| O10089 | SLEEPING BAG, INTERMEDIATE | 1 |
| O10090 | STUFF SACK | 1 |
| O10091 | BIVY COVER | 1 |
| G39744 | GAITER NECK | 1 |
| U86178 | UNDERSHIRT, CW | 1 |
| V02073 | VEST, IND TAC LOAD BEARING | 1 |

***In addition to initial OMIL issue upon In-Processing.**

Desert Battle Dress Uniform Deployment Stock

| | |
|--------|--------------------------------|
| B60315 | BOOT, DESERT TAN |
| C28038 | COVER, BODY ARMOR, DESERT CAMO |
| C28404 | COVER, FIELD PACK DESERT CAMO |
| C43484 | COAT, DESERT CAMO DAY |
| C96399 | CANTEEN, 2 QT |
| F30117 | COVER, CANTEEN 2 QT |
| J71304 | GOGGLES, SUN, WIND & DUST |
| H20256 | HAT, DESERT CAMO DAY |
| M95975 | SCARF, DESERT |
| O10179 | COVER, HELMET DESERT CAMO |
| T35238 | TROUSERS, DESERT CAMO DAY |

Be prepared to turn in all DCU clothing that you get issued. Some items are to be returned even though it is worn next to the body (skin). You will be advised to which items you keep. Items that will not be turned in are all foot wear DCU and all headgear DCU.

APPENDIX H. Serviceability Standards for OCIE.

H-1. This appendix provides specific inspection/classification procedures and standards for acceptance of OCIE by CIF personnel. The guidance provided will simplify and reduce the time expended by individuals in clearing the CIF.

H-2. RESPONSIBILITIES.

- a. Commanders, supervisors and supply personnel are responsible for ensuring that personnel processing out of the unit have their OCIE inspected and cleaned prior to out-processing through CIF.
- b. CIF personnel will inspect all OCIE being turned in, and ensure its cleanliness, size, and quantity.
- c. Soldiers will:
 - (1) Familiarize themselves with the proper method of cleaning and repairing OCIE at their level of maintenance.
 - (2) Ensure all OCIE issued to them is clean and accounted for when reporting to the CIF.
- d. Unit supply personnel will:
 - (1) Follow the guidance in TM 10-8400-201-23, and inspect OCIE periodically or as prescribed by directives. All inspections will be documented on DA Forms 3645/3645-1. The inspection of OCIE, for individuals departing the unit, should be conducted at least 4 weeks prior to ETS/PCS.
 - (2) Ensure that any loss, damaged, or destroyed OCIE is documented by adjustment documents as outlined in AR 735-5.

H-3. INSPECTION PROCEDURES.

- a. CIF personnel will be the final governing authority in judging the serviceability of all equipment.
- b. OCIE may qualify for DX at the CIF when the item meets the criteria established by the definition of FWT.
- c. Unserviceable equipment must be thoroughly inspected to ensure the item was not damaged as a result of improper maintenance or exchanged for an item that was previously disposed of through property disposal channels (DRMO).

- d. When becoming unserviceable through normal FWT, equipment will be exchanged by the CIF.
- e. When an item becomes unserviceable through other than FWT, the unit commander must complete an investigation into the circumstances by which the equipment became unserviceable. The commander's investigation will determine if the damage to the item(s) was the result of negligence or misconduct by the individual. If OCIE is damaged during a field exercise, a signed damage statement ([figure B-3](#)) will accompany the soldier and equipment to the CIF for exchange.

NOTE: ALL FWT IS CONSIDERED ACCEPTABLE. AND DOES NOT NEED TO BE TURNED IN BEFORE THE TURN-IN APPOINTMENT.

H-4. INSPECTION STANDARDS for all OCIE is as follows:

- a. Clean
- b. Dry
- c. Free of odor
- d. Free of animal hair
- e. Free of dust

H-5. HELPFUL HINTS.

- a. All buttons must be on and not broken or cracked.
- b. The user must repair all small holes (less than ½ inch).
- c. Stains can be removed by following the directives in FM 21-12 (Care and Maintenance of OCIE).
- d. Coveralls that are saturated with petroleum will not be accepted. They can attempt to be washed and the petroleum removed. If the petroleum will not come out then a turn-in to the safety officer to HAZMAT can be done. When this is done, the CIF will need a memorandum from the HAZMAT officer or the safety officer to prove that the item was disposed of in the proper manner.
- e. Overshoes, entrenching tool covers and canteens with black marks and skid marks will only be accepted after you have tried to remove the marks and failed.
- f. Ensure that the neck and foot area on the sleeping bag is clean.
- g. Lubricate all zippers with "zipper ease".
- h. Pin holes in waterproof bags are acceptable.

i. OCIE with adhesive glue/tape still attached or with markings will not be accepted. Names and other methods of identification will result in rejection of the item.

j. The use of body putty on the helmet is not authorized. Helmets with any indication that a repair has been made will not be accept

k. Patches are acceptable only if they are properly done. All repairs must be made with thread the same shade as the item repaired. Sewn repairs that cause a wrinkle in the item are not acceptable. Repairs made with iron-on patches must have round corners. Tape repairs, when authorized, must have round corners. If iron-on/tape-repaired area exceeds size of hole by ½ inch, repair must be redone.

l. Inspect each OCIE item, the inside as well as the outside.

m. Look for damage of web equipment caused by machine washing/drying. This causes the fillings, padding, and thread to shrink and melt, rendering the item unserviceable.

n. Flight gloves and Combat Vehicle Crewmember (CVC) gloves are to be washed in warm water, not exceeding (120F). Do not bleach or starch. Rinse thoroughly in clear warm water. Remove soap by repeated rinsing, or fabric will lose flame resistance. Remove excess water by squeezing gloves or rolling them in towel. Do not wring or twist. Stretch gloves into shape and hang or lay flat to air dry. Do not tumble dry, or expose wet gloves to heat or direct sunlight.

o. OCIE THAT CAN BE LAUNDERED:

- Bag Barracks
- Bag Duffel
- Blanket, Wool
- Drawers Cold Weather
- Cover, Helmet Camo
- Hood Balaclava
- Liner, Coat
- Scarf, Wool
- Shirt, Cold Weather

p. QM LAUNDRY ITEMS:

- Parka, Cold Weather (Gortex)
- Trousers, Cold Weather (Gortex)
- Sleeping Bag

q. OCIE **NOT** AUTHORIZED TO BE LAUNDERED IN COMMERCIAL MACHINES
(FM 21-15):

Bag, Clothing Waterproof
Belt, Individual Equipment
Body Armor, Fragmentation
Carrier Entrenching Tool
Case, First Aid
Case, Small Arms
Cover, Canteen
Field Pack
Mat Sleeping
Overshoes Boot Combat
Parka, Wet Weather
Strap, Field Pack
LCE
Suspenders Trousers
Trousers, Wet Weather