

CENTRAL ISSUE FACILITY



CIF



STANDARD OPERATING PROCEDURES EXTERNAL

405TH ARMY FIELD SUPPORT BRIGADE, LRC VICENZA

UNIT 31412, BOX 14

VICENZA, ITALY

APO AE 09630-1412

PHONE COMM: 0039-0444-71-3945/3919

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FEBRUARY 14, 2014

“Provide installation logistics services to sustain unit readiness, ensure responsive force generation, and improve quality of life in our communities”

405TH AFSB



LRC VICENZA CENTRAL ISSUE FACILITY



HOURS OF OPERATION

MONDAY	08:00 – 11:30	TURN-INS (BY APT ONLY)
	13:00 – 16:00	TURN-INS (BY APT ONLY)
TUESDAY	08:00 – 11:30	TURN-INS (BY APT ONLY)
	13:00 – 16:00	TURN-INS (BY APT ONLY)
WEDNESDAY	08:00 – 11:30	TURN-INS (BY APT ONLY)
	13:00 – 16:00	PARTIAL TURN-INS
THURSDAY	08:00 – 11:30	ALL TRANSACTIONS
	13:00 – 16:00	DX/PARTIAL TURN-INS
FRIDAY	08:00 – 11:30	INITIAL ISSUES BY CLASS APT
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Closed on US and Host National Holidays

MANAGEMENT

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CENTRAL ISSUE FACILITY (CIF) External Standard Operating Procedures (SOP)

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 (OCIE) drawn from CIF within the realm of the 405th AFSB LRC.
 - a. **APPLICABILITY.** This regulation applies to all individuals, units, activities, commanders and organizations supported by and doing business with the CIF.
 - b. **DISTRIBUTION.** Distribute to all units and organizations drawing support from HQ US ARMY AFSOUTH.

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 HQ US ARMY AFSOUTH

3. **REFERENCES.**
 - a. AR 710-2, SUPPLY POLICY BELOW THE NATIONAL LEVEL, 8 JULY 05
 - b. AR 710-2, SUPPLY POLICY BELOW THE WHOLE SALE 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 NOV 04
 - e. DA PAM 710-2-2, SUPPLY SUPPORT ACTIVITY SUPPLY SUSTEM: 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, 10 FEB 07
 - 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
 - l. TM 10-8470-204-10, ADVANCED COMBAT HELMET (ACH), 17 MAY 2010
 - m. TM 10-8470-208-24&P, INTERCEPTOR BODY ARMOR SYSTEM, 21 APRIL 2010
 - n. TM 10-8465-236-10, MODULAR LIGHTWEIGHT LOAD-CARRYING EQUIPMENT (MOLLE)II, 2 NOV 2009
 - o. RETAIN POLICY

4. **APPLICABILITY.** This external SOP is applicable to all units and organizations supported by CIF within the HQ US ARMY SOUTH.

5. **MISSION.** The mission of CIF Vicenza is to operate issue points for OCIE is support of all tenant units within their supported community. To accomplish this mission, the CIF stores, request, receives accounts, classifies exchanges, provides repair of selected items, maintains records and

files, and publishes operational procedures. Geographically Separated Units (GSU) is in: Spain, Portugal, Turkey, and England.

6. **LOCATION AND OPERATING HOURS.** Vicenza CIF is located in Lerino, building 0929. The phone numbers for the Manager and Customer Service are Comm: 0039-0444-71-3945/3919, ISVN: 634-3945/3919. Hours of operation refer to appendix A.

7. RESPONSIBILITIES

a. SCOPE:

- 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.
- 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:

- The Vicenza CIF is operated in accordance with applicable Army Regulations, directives and policies.
- The stock of Organizational Clothing and Individual Equipment (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 individual customers.

c. CIF ACCOUNTABLE OFFICER (AO)

- Is located at the Vicenza CIF and directs the overall operation of the Vicenza CIF.
- Ensures the community out-processing procedures include the CIF on Installation Clearance Records.
- Resolves customer complaints, which cannot be resolved by customer service personnel.

d. COMMANDER:

- 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.
- They must personally:

1. Inspect and inventory soldiers' OCIE when returning from Field Training Exercise (FTX) or clearing.
 2. Ensure all OMIL authorized items are on hand.
 3. Ensure all issue OCIE is properly used and maintained.
 4. Ensure OCIE is protected from loss, damage, or destruction.
 5. Initiate timely investigations into the circumstances surrounding the loss, damage or destruction of OCIE.
 6. Ensure inventories are conducted and documented when appropriate.
 7. Ensure unit OCIE property records are properly maintained.
- 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 damaged statement must be prepared in accordance with (IAW) AR 735-5, Chapter 14, and Para. 18c
 - A DD Form 200, Financial Liability investigation for 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
 - Ensure that the policies, as outlined in this external SOP and cited reference are enforced, and that accountability and individual maintenance of OCIE is accomplished.
 - Review unit supplemental authorizations annual or as mission requirements change.
 - Ensure that soldiers do not request the direct exchange or OCIE because of minor discolorations or flaws (condition code B), which do not impair the intended use of the items.
 - Stock and replace expendable OCIE issued initially by the CIF. Stock repair parts to support OCIE in the possession of soldiers. See Appendix F.

e. INDIVIDUAL:

- 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.
- 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.

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

f. UNIT SUPPLY PERSONNEL REPRESENTATIVE:

- Ensure that all OCIE (i.e. duffle bag, helmet, RFI and ACU) issued to an individual at other duty stations is recorded on the clothing records.
- Request a copy of the soldier's OCIE records from previous unit commander if the Soldier arrives in country without OCIE records.
- Ensure that every Soldier in the unit properly processes in and out of the CIF.
- Pick up duplicate clothing records from the CIF on a weekly basis.
- 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.
- Conduct periodic/selective unit level inventories. See Appendix C.
- Reconcile individual due-outs of OCIE on a monthly basis with the CIF.
- Ensure that Soldiers departing the unit have conducted a 100% inventory of their OCIE prior to scheduling an appointment with CIF for out-processing.
- Prepare necessary adjustment documents of all lost, damaged or destroyed OCIE issued to individuals.
- Conduct, on a quarterly basis (three months from last reconciliation) a face-to-face reconciliation of OCIE records with the CIF. See Appendix D. Supply NCO or representative located at remote sites will received their reconciliation via email and will have 10 duty days to complete.
- Provide CIF with a copy of unit commander's assumption of command orders and update CIF files when there is a change of command.
- Prepare and forward required signature cards (DA Form 1687) to the CIF, and ensure that expired DA Forms 1687 are replaced promptly.
- Provide on a semi-annual basis (JUN/DEC) a personnel status report. It must include the following:
 1. Authorized strength
 2. Required strength
 3. Assigned strength
 4. Number of authorized cooks
 5. Number of authorized mechanics.

See Appendix E.

- Requisition expendable supplies for the performance of organizational maintenance. See Appendix F.

8. POLICIES AND PROCEDURES.

a. APPOINTMENTS.

- 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, Navy and Reserves) will need to contact the CIF directly to set-up their CIF appointments.
- Appointments for issues will be made by CPF upon arrival of an individual. If unforeseen circumstances preclude completion of service to soldiers at an appointed time, arrangements will be made to handle any remaining transactions at a later date.
- Appointments for turn-ins (clearings) are made by the CPF. When service member's pick-up their clearing papers, CPF will set the appointment for their turn-in, this will be printed on the clearing papers.
- Failure to be on time for CIF appointment 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.
- CIFs will be CLOSED during all ITALIAN and AMERICAN HOIDAYS, scheduled inventories and/or as directed.

b. IN-PROCESSING (ISSUE)

- All Soldiers assigned to units supported by 405th AFSB LRC Vicenza must in-process through the CIF. Soldiers will be issued times from the OCIE Mandatory Issue List (OMIL) (see Table 1). At the time of scheduled appointment the Soldiers will inventory gear issued and the CIF will send the automated CIF record for the Soldier's signature. GSU locations will manually issue OCIE using DA Form 3645 for items that are listed on their CIF hand receipt.
- All personnel in-processing at the CIF must meet the following criteria in order to be served, regardless of whether equipment is issued or not:
 1. Be in duty uniform.
 2. Possess valid military ID Card.
 3. 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). GSU will forward a copy of the Soldiers' orders or local assignment orders to the CIF with email.
 4. Possess copy of personal clothing records from last duty station. The GSU will forward a copy of the Soldier's personal records from last duty station via email.
 5. CIF personnel will prepare three copies of the OCIE Record. The original will be retained on the file at the CIF, copy 3 will be provided to the customer at the 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. GSUs will receive Soldier's Clothing Records via email. A signed copy will be sent back to the CIF and the supply representative will ensure a copy is placed in the Soldier's file and a copy is given to the Soldier.

6. Any item of OCIE authorized on the OMIL is out-of-stock at the time of initial issue; it will be recorder by CIF personnel. When the item becomes available, unit supply personnel will be notified and the individual must return to the CIF for issue.
- Soldiers not assigned to an 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. AR 710-2-1. See Appendix G.
 - Emergency Essential Civilians (EEC) – Department of Defense, Federal Employees ONLY – requiring of OCIE for special projects/deployments, will provide a memorandum to the CIF from their commander as depicted in Appendix G, Figure G-2.
 - In cases where a FLIPL or Statement of Charges (S/C) has been processed against an individual, and referenced item is not available at the CIF, the OCIE Record will be adjusted.
 - 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. All sized and non-sized items will be issued directly to the soldier by the CIF.

c. OUT-PROCESSING (TURN-IN)

- All Soldiers assigned to units supported by 405th AFSB LRC Vicenza must out-process through the CIF.
- Before customers turn-in their OCIE, they must do an inventory with their unit supply or NCOIC and prepare an adjustment paper (S/C 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 inventory to see what is missing. Purchase from the Military Clothing Sales Store is the other option of replacing lost OCIE.
- 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 (Y) on the OCIE Record.
- 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.
- 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.
- In cases when another individual is required to clear a customer (i.e. AWOL's, MEDEVAC's 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).
- For damaged OCIE you will need a damage statement (see Appendix 8 Fig. B-3). When you are clearing you do not need to 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' 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 (reference Appendix G. Table 1) and should be turned-in before transferring to the new duty station. Soldiers assigned to GSUs are exempt from ITT, unless they ITT'd from a previous location and have OCIE on their Clothing Record.

e. DIRECT EXCHANGE (DX)

- 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.
- All equipment must be cleaned prior to DX. Equipment requiring organizational/individual maintenance will not be exchange and the soldier will be directed to repair/clean the item as directed in FM 21-15 and TM 10-8400-203-23.
- An individual is not authorized to exchange above the quantity issued to them on their DA Form 3645/3645-1.
- 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.
- Serviceable equipment will not be exchanged for cosmetic reason (i.e. for change of command ceremonies).
- CIF personnel will only DX OCIE rendered unserviceable as a result of fair-wear-and-tear (FWT).
 1. 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.
 2. Consequently, any item rendered unserviceable as a result of accident, failure to provide adequate maintenance, or improper care, will not be considered FWT damage and subject to the provision of AR 735-5.
 3. 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.
- OCIE Modular System Sets (i.e. riflemen set, field pack large, sleeping system set, IOTV, ACH etc.) have several replaceable components, and will not be direct exchanged because of a missing component. Unit supply rooms or CIF should have spare parts components available (See Appendix F).

f. INSPECTION AND REPAIR OF OCIE.

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

- 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.
- Commanders and supervisors are required to conduct OCIE inventories IAW DA PAM 710-2-1.
- 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 (HAND RECEIPTS TRAININT HAND RECEIPTS)

- Units requiring temporary loans will submit a memorandum to the CIF Manager/Accountable Officer 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.
 1. Temporary loans of OCIE are permitted for training purposes only.
 2. Temporary loans will not be made for beautification purposes to support of change of commands or other ceremonies.
 3. Temporary loans will be:
 - a. Unit individual Hand Receipt (H/R) for over 30 days but not exceeding 6 months
 - b. Training Hand Receipt for a period not exceeding 30 days.
 4. 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 original, signed copy of DA Form 3161, and give the unit the duplicate copy.
 - b. Temporary Loans of Equipment will be turned-in prior or upon expiration day. Units will establish an appointment for turn-in and must ensure that they bring with them the units' copy of DA Form 2062. CIF personnel will inspect the items for cleanliness and serviceability then annotate both the unit and the CIF copy of DA Form 2062 showing the items 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 ACUs.
- b. In those cases in which neither the individual nor the CIF has a soldier's clothing record, that individual's unit supply personnel will inventory the individual's equipment and provide the CIF and the individual a fair means or appraisal.
- c. Unit supply personnel are responsible for initiating a S/Cs and FLIPL, IAW AR 735-5.
- d. Unit supply personnel failing to update their files on a quarterly basis will result in their unit losing in/out processing privileges until reconciliation is complete.

- e. S/Cs 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 S/C to finance for processing. This action will clear the items from the customers hand receipt and the customer can turn-in the remaining equipment on their appointment.
- f. FLIPL are prepared IAW AR 735-5 by unit supply personnel and will consist of one original and three copies. When loss of, or damage (though other than FWT) to OCIE occurs and liability is not admitted, the unit commander will initiate a FLIPL (DD Form 200). FLIPL will be prepared in accordance with AR 735-5. The initiated FLIPL will be forwarded, hand-carried if individual is clearing, to the CIF Accountable Officer for signature and assignment of a document number, only after the unit chain of command has validate it with an enquiry investigation 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 form the CIF Accountable Officer, they will keep one copy and return the original to their S-4 for processing. 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 customers 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 for replacing lost OCIE.
- h. MOS Specific Issues:
 - Require a memorandum from first company commander, identifying the items to be issued. AR 710-2-1
 - 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 and initial purchase and the CIF will then stock an support the equipment (Billy club, handcuffs, etc.). These items will be secured under lock and key at the CIF.
 - TM-8400-201-23 and TM 10-8400-203-23 prescribes the serviceability criteria for items of OCIE.

12 Enclosed
8 Appendixes
4 Tables

APPENDIX A. HOURS OF OPERATION

LRC VICENZA CIF

Monday – Friday 0800-1130
 1300-1600

CLOSED ON ALL ITALIAN/AMERICAN HOLIDAYS

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. (Figure B-1B, B-1C Continuation Page and B-1D, DA Form 7531, Checklist and tracking Document For Financial Liability Investigation of Property Loss). Should be prepared with one original and three copies.
- b. DD Form 362, Statement of Charges/ Cash Collection Voucher. (Figure 8-2)
- c. Damage Statement. (Figure 8-3)

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

See printed Copy

FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS					
1. DATE INITIATED (YYYYMMDD) 2012/05/15		2. INQUIRY/INVESTIGATION NUMBER WJHEAA-12-05-0002		3. DATE LOSS DISCOVERED (YYYYMMDD) 2012/05/15	
4. NATIONAL STOCK NO. 4240-01-516-5361 (HA4053), No Residue	5. ITEM DESCRIPTION SPECTACLE, COMBO PAC-(UVEX XC SPECTA Continued on continuation sheet		6. QUANTITY 1	7. UNIT COST \$40.46	8. TOTAL COST \$40.46
9. CIRCUMSTANCES UNDER WHICH PROPERTY WAS (X one) (Attach additional pages as necessary) 403-27-1160 / CONN BOBBY GENE OCIE ITEMS WHERE LOST IN TRANSIT FROM HOME OF RECORD. ATTEMPS WERE MADE TO FILE THE CLAIM WITH THE CARRIER BUT THE INDIVIDUAL WHO REPORTED THE ITEMS MISSING WAS REFERRED TO JAG CLAIMS OFFICE. JAG DOES NOT PROCESS MILITARY ISSUED EQUIPMENT DISCREPANCIES AND WAS THEN REFERRED TO HSC SUPPLY			<input checked="" type="checkbox"/> Lost <input type="checkbox"/> Organization	<input type="checkbox"/> Damaged <input type="checkbox"/> Installation	<input type="checkbox"/> Destroyed <input type="checkbox"/> OCIE
10. ACTIONS TAKEN TO CORRECT CIRCUMSTANCES REPORTED IN BLOCK 9 AND PREVENT FUTURE OCCURRENCES (Attach additional pages as necessary) ENSURE COMPLETE AND THROUGH INVENTORIES OF EQUIPMENT ARE DONE BEFORE EQUIPMENT IS SHIPPED AND AFTER THE EQUIPMENT ARRIVES. ALSO ENSURE THAT ALL BOXES SHIPPING OCIE ARE COMPLETE WITH A PACKING LIST					
11. INDIVIDUAL COMPLETING BLOCKS 1 THROUGH 10					
a. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, ZIP Code) ARAF HHB HC HSC USARAF UNIT 31401 BOX 56 APO AF 09630		b. TYPED NAME (Last, First, Middle Initial) ROALSON, BENJAMIN J SGT HSC USARAF		c. DSN NUMBER	
		d. SIGNATURE		e. DATE SIGNED 2012/05/15	
12. (X one) <input checked="" type="checkbox"/> RESPONSIBLE OFFICER (PROPERTY RECORD ITEMS) <input type="checkbox"/> REVIEWING AUTHORITY (SUPPLY SYSTEM STOCKS)					
a. NEGLIGENCE OR ABUSE EVIDENT/ SUSPECTED (X one) <input type="checkbox"/> YES <input type="checkbox"/> NO		b. COMMENTS/RECOMMENDATIONS			
c. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, ZIP Code) ARAF HHB HC HSC USARAF UNIT 31401 BOX 56 APO AF 09630		d. TYPED NAME (Last, First, Middle Initial) MASON TERRI CPT MP COMMANDING		e. DSN NUMBER	
		f. SIGNATURE		g. DATE SIGNED 2012/05/15	
13. APPOINTING AUTHORITY					
a. RECOMMENDATION (X one) <input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE		b. COMMENTS/RATIONALE		c. FINANCIAL LIABILITY OFFICER APPOINTED (X one) <input type="checkbox"/> YES <input type="checkbox"/> NO	
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, ZIP Code) ARAF HHB HHB USARAF UNIT 31401 BOX 56 APO AF 09630		e. TYPED NAME (Last, First, Middle Initial) BROGAN ROBERT A LTC COMMANDING		f. DSN NUMBER	
		g. SIGNATURE		h. DATE SIGNED	
14. APPROVING AUTHORITY					
a. RECOMMENDATION (X one) <input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE		b. COMMENTS/RATIONALE		c. LEGAL REVIEW COMPLETED IF REQUIRED (X one) <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) ARAF CSHSC SETAF UNIT 31401 BOX 56 APO AE 09630		e. TYPED NAME (Last, First, Middle Initial) DE OLIVEIRA MARCUS F COL GS COS		f. DSN NUMBER	
		g. SIGNATURE		h. DATE SIGNED	

DD FORM 200, JUL 2009

PREVIOUS EDITION IS OBSOLETE.

Adobe Designer 8.0

(FIGURE B-1B)

See printed Copy

15. FINANCIAL LIABILITY OFFICER		
a. FINDINGS AND RECOMMENDATIONS <i>(Attach additional pages as necessary)</i>		
b. DOLLAR AMOUNT OF LOSS	c. MONTHLY BASIC PAY	d. RECOMMENDED FINANCIAL LIABILITY
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
	h. DATE SUBMITTED TO APPOINTING AUTHORITY <i>(YYYYMMDD)</i>	i. DATE APPOINTED <i>(YYYYMMDD)</i>
	j. SIGNATURE	k. DATE SIGNED
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. DSN NUMBER
	f. SIGNATURE	g. DATE SIGNED
17. ACCOUNTABLE OFFICER		
a. DOCUMENT NUMBER(S) USED TO ADJUST PROPERTY RECORD WK9C6321371001V		
b. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State/Country, ZIP Code)</i> USAG VICENZA UNIT 31401 BOX 14 ATTN IMEU-VIC-LGS-CIF APO, AE. 09630	c. TYPED NAME <i>(Last, First, Middle Initial)</i> JEREMY LOHR	d. DSN NUMBER DSN: (314) 634-3919
	e. SIGNATURE 	f. DATE SIGNED 2012/05/16

DD FORM 200 (BACK), JUL 2009

(FIGURE B-1C)

Continuation of DD Form 200, block 4-8, Survey Number XX-00X

CONTINUATION OF BLOCKS 4 - 8						Page 1 of 1 Pages
1. DATE INITIATED (YYYYMMDD) 2012/05/16		2. INQUIRY/INVESTIGATION NUMBER WK9C6321371001V				
ITEM NO.	4. NATIONAL STOCK NO. LINE ITEM NO.	5. ITEM DESCRIPTION	6. QUANTITY	7. UNIT COST	8. TOTAL COST	
2	8415-01-521-8806 (C28472)	CVR HLMT CMFLG S/M	1	\$16.93	\$16.93	
3	8415-01-F00-1764 (DA1581), No Residue	GLOVES: COMBAT, KEVLAR W/GOATSKIN L	1	\$35.33	\$35.33	
4	8465-01-547-2644 (DA658R), No Residue	COVER,BIVY-(REGULAR)	1	\$139.89	\$139.89	
5	8465-01-547-2656 (DA653U), No Residue	STUFF,SACK-(8465-SMALL-398-5429)	1	\$14.78	\$14.78	
6	8465-01-547-2670 (DA659E), No Residue	STUFF,SACK	1	\$19.04	\$19.04	
7	8465-01-547-2694 (DA654N), No Residue	SLEEPING BAG-(REGULAR)	1	\$107.61	\$107.61	
8	8465-01-547-2706 (DA658Z), No Residue	SLEEPING BAG-(REGULAR)	1	\$66.76	\$66.76	
9	8470-01-529-6329 (H53175)	HLMT ADVNCD CBT MD	1	\$238.34	\$238.34	
FOR INTERMITTENT PAGES, ENTER SUBTOTAL:					\$638.68	
IF LAST PAGE, ENTER GRAND TOTAL:					\$679.14	

DD FORM 200, JUL 2009

(FIGURE B-1D)

STATEMENT OF CHARES/CASHCOLLECTION VOUCHER

See printed copy



STATEMENT OF CHARGES/CASH COLLECTION VOUCHER		1. DATE		2. DOCUMENT/VOUCHER NUMBER	
		2013/12/02		WK9C6333361003V	
3. ORGANIZATION			4. STATION		
			VICENZA		
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.	
8465-01-109-3369 (M37042)	MAT SLEEPING (\$8.92)	1	\$8.03	\$8.03	
8465-01-073-8326 (H90705)	FRAME FLD PK W/STRAPS (\$38.45)	1	\$34.61	\$34.61	
8465-01-019-9103 (H39825)	FIELD PACK W/O LINERS (\$45.72)	1	\$41.15	\$41.15	
8465-01-225-4661 (DA650L)	BELT,HIGH VISIBILITY-(LUMINOUS) (\$2.80)	1	\$2.52	\$2.52	
8455-01-524-4926 (DA5502)	INSIGNIA,SHOULDER S (\$1.91)	1	\$1.72	\$1.72	
8465-01-393-6515 (M24944)	MAT SLEEPING (SGI) (\$45.31)	1	\$40.78	\$40.78	
		Unit Price in Column d is the unit cost, less 10% allowed per AR 735-5, appendix B.			
B. TYPE OR ACTION <i>(Select one)</i>					
a. PAYROLL DEDUCTION X		b. CASH COLLECTION		c. GRAND TOTAL \$128.81	
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 CPL/E04	e. NAME <i>(LAST, First, Middle Initial)</i> LANG, BRANDON S	f. SOCIAL SECURITY NUMBER XXXX-6823	g. CAUSE FOR CHARGE	h. SIGNATURE	i. AMOUNT
10. ORGANIZATION COMMANDER 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.			11. DISBURSING OFFICER OR PAYROLL CERTIFYING OFFICER 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		

DD FORM 362, JUL 93 (EG)

Previous edition may be used.

USAPPC V3.00

(FIGURE B-3)

UNIT LETTERHEAD STATIONARY

ASEU-LRC

DATE

MEMORANDUM FOR COMMANDER, (UNIT NAME)

ATTN: ASEU-LVC

SUBJECT: Damage Statement/FWT

1. Service Members of the (unit name) are authorized to exchange OCIE equipments damaged or FWT during field training exercises conducted (where, when place and date).
2. I, or a member of my command, have/has reviewed the circumstances surrounding the damage of the OCIE equipments and found no evidence of negligence or willful misconduct.
3. POC for this action is the undersigned at: DSN 634-XXXX

John Doe
CPT, IN
Commanding

Note: This statement must have an original signature. Individuals from whom the unit commander has approved this damage statement/FWT for OCIE equipment will take the damage/FWT item to the servicing CIF within 90 days upon commander's approval for exchange. If the commander believes that misconduct or negligence were involved, a FLIPL, S/C, C/C should be initiated IAW AR 735-5.

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 believe 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 issue to soldiers/civilians.

- 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 with 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 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 times 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 re-issue 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:
 - Turn in overages as found on installation property

- Account for shortages according to AR 735-5. Document numbers will be assigned by CIF.
- Turn in the Soldier's OCIE to the CIF.
- 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 QUARTELY UNIT RECONCILIATIONS.

D-1. All unit will conduct a quarterly face-to-face reconciliation of OCIE records with the CIF. Reconciliation are due three months from their last reconciliation. CIF Manager/Accountable Officer is responsible for coordinating the time and date in which the reconciliation will take place. GSUs will complete their reconciliation over the phone with the same deadlines.

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 of 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) would result in the unit being denied DX support from the CIF.

APPENIX 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, and 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

LRC-CIF

DATE

MEMORANDUM FOR COMMANDER, 405TH AFSB LRC VICENZA, UNIT 31412 BOX 14, APO AE 0630-1412

SUBJECT: Personnel Status Report for _____ (unit), _____ (UIC)

1. The following 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 EDSN: XXX-XXXX.

(Signature Block)
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:
 - Modular Lightweight Load-Carrying Equipment (MOLLE) II expendable components: Buckles, reservoir tube and mouth piece.
 - Advanced Combat Helmet expendable components: chinstraps, buckles, screws, pad sets.
- 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 the CTA 50-970.

APPENDIX G. AUTHORIZED OMIL ISSUE AND PROCEDURE 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 of 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 AR 710-2-1, listing OCIE Items approved for issue.

(FIGURE G-1)
UNIT LETTERHEAD STATIONARY

OFFICE SYMBOL

DATE

MEMROANDUM FOR COMMANDER, (UNIT)

ATTN: 405TH AFSB LRC CIF

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 AR 710-2-1, table 2.
3. Point of contact for this office is the undersigned at DSN XXX-XXXX

(Signature Block)

Commanding

(FIGURE G-2)

UNIT LETTERHEAD STATIONARY

OFFICE SYMBOL

DATE

MEMORANDUM FOR COMMANDER, (UNIT)

ATTN: 405TH AFSB LRC CIF

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

1. Request that GS-09 Adams, James Doe 123-45-6789 assigned to (unit, job title) to be issued USAREUR EEC OCIE for use (OFFICE/UNIT NAME) while participating in _____ (operation) in _____ (assignment location).
2. The individual is aware that the authorized EEC OCIE issue is mandatory minimum issue and cannot be broken down or issued piecemeal. Individual will receive all OCIE listed on Table 3 of AR 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 XXX-XXXX

(Signature Block)

Commanding

Table 1

OMIL: (Organizational clothing and individual equipment Mandatory Issue List) USAREUR units are authorized the following items as their basic garrison issue:

LIN	NOMENCLATURE	QTY
B09054	BOOTS: INTERMEDIATE COLD WEATHER	1
B13907	BAG BARRACKS COTTON	2
B14729	BAG DUFFEL	2
B15825	BAG CLOTHING WATERPROOF	1
B42187	BODY ARMOR IOTV	1
C28472	COVER HELMET	1
C96536	CANTEEN WATER PLASTIC	2
D74128	DRAWERS COLD WEATHER SILK	2
D74218	DRAWERS COLD WEATHER WAFFLE	1
DA1556	ELBOW PAD	1
DA1588	KNEE PAD	1
DA6508	WAIST PACK	1
DA650F	PLASTIC FRAME	1
DA6517	MOLDED WAIST BELT	1
DA651E	BLADDER 100 oz	1
DA6529	BANDOLEER POUCH	1
DA652Q	CARRIER HYDRATION SYSTEM	1
DA652Z	ENHANCED SHOULDER STRAPS	1
DA653U	STUFF SACK SMALL	1
DA6545	CARRIER ENTRENCHING TOOL	1
DA654J	LARGE RUCK SACK	1
DA654N	SLEEPING BAG INCLIMATE COLD WEATHER	1
DA655K	FIGHTING LOAD CARRIER	1
DA655V	SUSTAINMENT POUCHES	2
DA6562	M4 TWO MAGAZINES	3
DA6563	FLASH BANG GRENADE	1
DA657E	ASSAULT PACK	1
DA657F	INSERT FIRST AID	1
DA657W	LOAD LIFTER ATTACHMENT	2
DA6588	POUCH CANTEEN	2
DA658H	M4 THREE MAGAZINE	2
DA658R	BIVY COVER	1
DA658Z	SLEEPING BAG PATROL	1
DA6593	POUCH HAND GRENADE	2
DA659E	STUFF SACK LARGE	1
DA7065	GROIN PROTECTOR	1
F54817	CUP WATER CANTEEN	1

G06171	GLOVES FLIER WINTER	1
G39744	GAITER NECK	1
H46744	HOOD COLD WEATHER BLACK	1
H53175	HELMET	1
HA4052	SAFETY GLASSES	1
HA4078	GOGGLES INDUSTRIAL	1
J10257	INSERT SMALL ARMS PROT	2
J14588	JACKET COLD WEATHER	1
J14656	JACKET COLD WEATHER	1
J21883	JACKET COLD WEATHER FLEECE	1
J23458	JACKET WET WEATHER	1
J67052	GLOVES FLIER SUMMER	1
L00210	INTRENCHING TOOL	1
L70789	LINER WET WEATHER PONCHO	1
M24944	MAT SLEEPING	1
NA4522	POUCH FIRST AID	1
P05881	PARKA EXTREME COLD WEATHER	1
P17415	PONCHO WET WEATHER	1
S08535	SHIRT COLD WEATHER	1
T36205	TROUSERS EXTREME COLD WEATHER	1
T36245	TROUSER COLD WEATHER	1
T57106	TROUSERS EXTREME COLD WEATHER	1
U31387	UNDERSHIRT COLD WEATHER	2

Table 2

Supplemental OCIE items to be issue accordingly

MENU U04 – FUEL HANDLERS

LIN	NOMENCLATURE	QTY
C68824	COAT COMBAT AIRCREW	4
DA152A	DRQWERS FLYERS	2
DA1564	UNDERSHIRT FLYERS	2
H46812	HOOD FLYERS JACKET	1
J23732	JACKET FLYERS W/O LINER	1
L71107	LINER FLYER JACKET	1
T52354	TROUSER COMBAT AIRCREW	4

Military personnel assigned at combat vehicles and, working full-time in the following MOSs, are authorized two COAT A2CU and two TROUSERS A2CU: 11A, 11C, 11M, 13A, 13B, 13C, 13F, 13M, 13P.

Other personnel assigned to combat vehicle MOS (including combat recovery vehicle operators) are authorized two COVERALLS.

MENU U06 – MECHANICS

LIN	NOMENCLATURE	QTY
C50308	COVERALLS MECHANICS	2
DA309X	BOOTS SAFETY HOT WEATHER	1

MENU U07 – COOKS/FOOD SVC SPEC

LIN	NOMENCLATURE	QTY
A86247	APRON HANDLERS	8
DA309X/DA3045	BOOTS SAFETY	1
S84246	SMOCK MEDICAL	8
T36211	TROUSERS MENS MEDICAL	8

MENU S01 MATERNITY ACU

LIN	NOMENCLATURE	QTY
C44854	COAT MATERNITY	3
S67995	SLACKS MATERNITY	3

Table 3

Emergency Essential Civilian (EEC) issue list

MENU U09 – DEPLOYING CIV/CTR

LIN	NOMENCLATURE	QTY
05008N	UNDESHIRT COLD WEATHER SILK	2
05009N	DRAWERS COLD WEATHER SILK	2
B09054	BOOTS INTERMEDIATE CW	1
B13907	BAG BARRACKS	2
B14729	BAG DUFFEL	3
B15825	BAG WATERPROOF	1
B59567	BELT INDIVIDUAL EQUIPMENT	1
C04411	CAP CAMOUFLAGE	1

C28742	COVER HELMET	1
C43484	COAT CAMOUFLAGE	4
C96536	CANTEEN WATER PLASTIC	1
DA6506	BIVY COVER	1
DA6553	STUFF SACK	1
DA658Z	BAG PATROL	1
DA7043	BASE VEST ASSEMBLY	1
DA7054	YOKE AND COLLAR	1
DA705V	THROAT PROTECT	1
DA7065	GROIN PROTECT	1
F30391	COVER CANTEEN	1
F54817	CUP WATER CANTEEN	1
G39744	GAITERNECK	1
H20256	HAT CAMOUFLAGE	1
H46744	HOOD COLD WEATHER	1
H53175	HELMET ADVANCED COMBAT	1
J67052	GLOVES FLYER SUMMER	1
J85705	INSERT ENHANCED SMALL ARMS PROT	2
L70789	LINER WET WEATHER PONCHO	1
M24944	MAT SLEEPING	1
P05813	PARKA WET WEATHER	1
P17415	PONCHO WET WEATHER	1
P69699	PARKA COLD WEATHER	1
T35238	TROUSER CAMOUFLAGE	4
T38070	TROUSER WET WEATHER	1
U73323	SUSPENDERS INDIVIDUAL	1
X36109	TROUSER COLD WEATHER GORETEX	1
YY1890	SLEEPING BAG BLACK	1

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 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:
 - Familiarize themselves with the proper method of cleaning and repairing OCIE at their level of maintenance.
 - Ensure all OCIE issued to them is clean and accounted for when reporting to the CIF.
- d. Unit supply personnel will:
 - 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.
 - 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 to 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 exchange for an item that was previously disposed of through property disposal channel (DRMO).
- d. When becoming unserviceable through normal FWT, equipment will be exchanged by 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.

Notes: All FWT is considered acceptable and does not need to be turned-in before the turn-in appointment.

H-4. INSPECTIONS 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 1 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 the HAZMAT can be done. When this is done CIF will need a memorandum from the HAZMAT officer or the safety office 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 indicating that a repair has been made will not be accepted.
- 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, taper-repaired areas, exceeds size of hole by 1 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 no 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/undershirt cold weather
 - Cover helmet
 - Liner coat
 - Liner wet weather
 - Gen 3 jackets
 - Gen 3 trousers
 - Modular Sleeping System
 - Molle II system components (upon being dismantled into components)
- p. OCIE not authorized to be laundered in commercial machines (FM 21-15):
 - Bag waterproof
 - Belt individual equipment
 - Body armor
 - Mat sleeping
 - Inserts small arms