

LOGISTICS READINESS CENTER - SILL

CENTRAL ISSUE FACILITY EXTERNAL SOP FOR OPERATIONS

23 FEBRUARY 2021

PURPOSE:

To prescribe procedures for the accountability, issue, care, exchange and/or turn-in of organizational clothing and individual equipment (OCIE) as authorized by CTA 50-900 and stocked/issued by the central issue facility (CIF).

SCOPE:

This procedure is applicable to all units and/or personnel supported by the Central Issue Facility.

POLICIES:

The Central Issue Facility will requisition, store, issue, exchange, receipt and maintain accountability for OCIE as prescribed by AR 710-2, AR 735-5, DA Pam 710-2-1 and CTA 50-900, this SOP and other applicable guidance.

Supported units/personnel will comply with established DA policy and procedures for obtaining OCIE support from the CIF.

RESPONSIBILITIES:

Unit/organization: Commanders are tasked to accomplish the following:

1. Ensure all soldiers clear the central issue facility before departing the installation. (AR 710-2, Section 111 OCIE/CIF Management 2-14)
2. Ensure that if soldiers is missing any OCIE items, items are accounted for under AR 735-5. (AR 710-2, Para 2-14)
3. Ensure soldiers are aware that OCIE items are not laundered at government expense and that they are responsible for cleaning the equipment before turn-in to CIF.
4. Ensure that soldiers do not apply permanent type markings on OCIE items because this is not authorized. (AR 710-2, Para 2-14)

CIF HOURS OF OPERATIONS

Bldg. 2120 Randolph Road, Fort Sill, Okla. 73503

Office: 580-442-3377 or 580-442-2679

Monday –Thursday

Closed on Friday

For Class Issues: BOLC/AMEDD: (By Appointments Only)

For Individual Issues: 0845 – 1115 (By Appointments Only)

For Individual Turn-Ins: 1230 – 1445 (By Appointments Only)

No walk-ins

All personnel should schedule their appointments as soon as possible prior to ETS/PCS.

Requirements to in-process CIF (DA Pam 710-2-1, Para 10-8):

Prior to in-processing CIF, service member should review his/her OCIE records and bring a hard copy of the unit assignment orders.

Prior to arriving at CIF:

1. If items are missing or unserviceable, other than fair wear and tear (FWT), use the procedures explained in DA Pam 710-2-1 or AR 735-5.
2. When service member has MOS that require Mechanic Coveralls or Cook Whites, a signed memorandum must be provided by commander.
3. Make an appointment with CIF through AKO. (See Appendix 2 with instructions)
4. Unit assignment orders.

Requirements to PCS/ ETS CIF (DA PAM 710-2-1, Paragraph 10-12):

Soldier reports to CIF for OCIE turn-in.

1. Make an appointment with CIF through AKO. (See Appendix 1 with instructions)
2. Bring a copy of your PCS/ETS orders and the equipment.
3. When PCS/ETS, the only items required for turn-in are the items with N listed next to them in those columns to CIF. OCIE must be clean prior to turn-in.

4. Adjustment document are required for items, ie...Statement of Charge (SOC), Financial Liability Investigation of Property Loss (FLIPL) and Damage Statement (DS).

When Out-Processing at CIF you need a copy of your orders or a memo from the commander authorizing you to clear pending orders. You do have the option to upload these documents through AKO.

NOTE: DD FORM 200 (FLIPLS) **must not be** carried by the person who has lost the property or who is named in the FLIPL.

Statement of Charges: (AR 735-5, Paragraph 12-3)

Contact CIF for any additional guidance as needed.

Note: Instructions for completing DD Form 362 and an example of a completed form are at AR 735-5, figure 12-5. Figure 12-8 depicts the flow/distribution of the DD Form 362.

Financial Liability Investigation of Property Loss: (FLIPL) (AR 735-5, Chapter 13)

Damaged Property: (AR 735-5, paragraph 14-18)

Damaged property (regardless of Federal Supply Class) may be determined unserviceable by technical inspection or may be classified as unserviceable through other than fair wear and tear.

1. The commander will state in the memorandum "I, or a member of my command, have reviewed the circumstances surrounding the damage to the below listed item(s), and find the damage occurred while being used for official Government business and no evidence of negligence or willful misconduct." The commander or a designated representative will sign the statement.
2. 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 central issue facility for exchange.
3. Separate FLIPLs (Financial Liability Investigation of Property Loss) will not be prepared for the same incident unless the damaged property is recorded on separate property accounts or other individuals are involved in the same incident.

Additional information:

Additional information concerning the handling of property for individuals in the categories described above can be found in AR700-84, paragraphs 12-12 through 12-18. AR 600-8-1 should also be reviewed.

Examples of DD Form 200 Financial Liability Investigation of Property Loss and DD Form 362 are enclosed at the back of this SOP.

LASH L. STURDIVANT

MANAGER, CIF

APPENDIX 1

ACCESSING CLOTHING RECORDS USING AKO

When a soldier is unable to access their OCIE record it's because the soldier's DOD# is not active in ISM. The soldier needs to come to CIF and fill out a form with their DOD# and once a week (Thursday) a number is requested from ISM and submitted to the appropriate agency for addition to the soldier's OCIE record in ISM.

If the soldier is still unable to access their record through AKO; it's because the information that was placed by the soldier had an error. The information has to be resubmitted once more.

Note: A soldier's OCIE record does not get updated in the ISM unless a DX, Turn-in or additional issue occurs. If this happens an updated copy with the soldier's digital signature will be generated and given to the soldier.

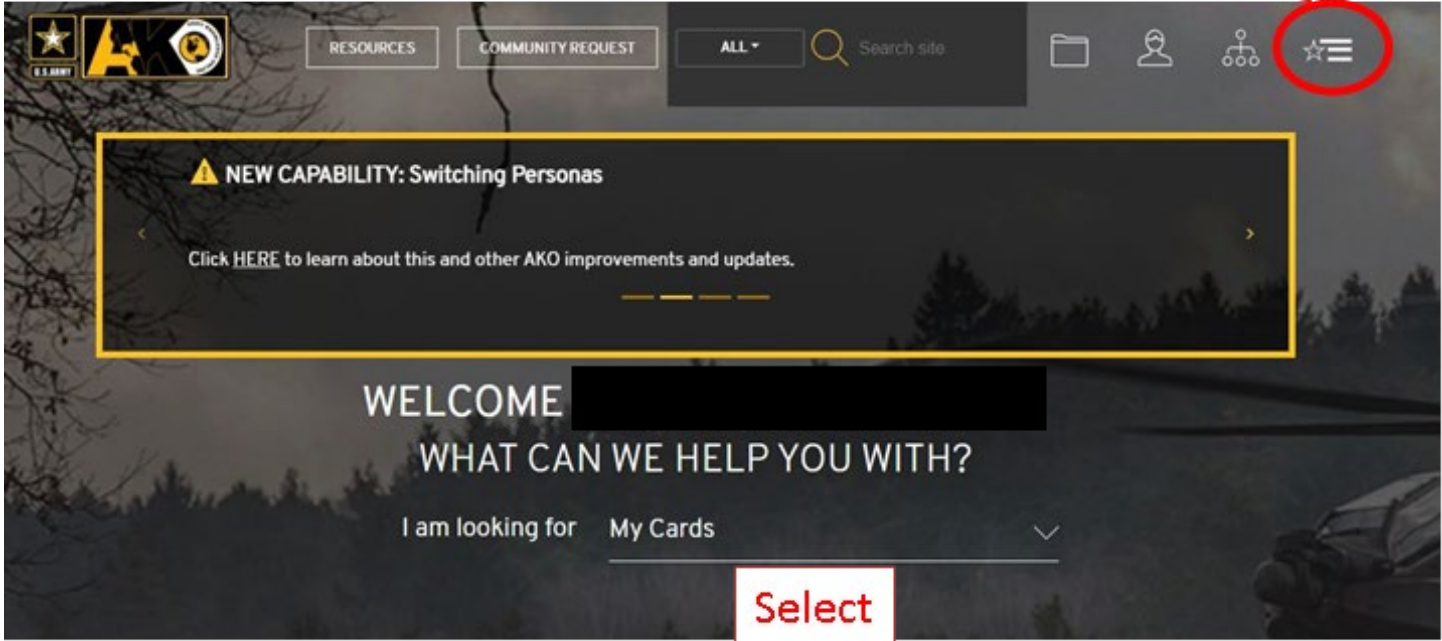
INSTRUCTIONS FOR RETRIEVING OCIE RECORDS:

- 1. Log on to AKO. (USING YOUR CAC)
- 2. Click on the Menu Option. (Upper Right Corner)
- 3. Click on Sites Directory.
- 4. Click on the letter M, in directory
- 5. Click on My Clothing Record (Authenticate)
- 8. From the Transaction Type: Select the transaction type you wish to schedule an appointment for.
- 9. Enter Remarks as necessary, this field is optional.
- 10. Enter the Group Size number, system defaults to 1.
- 11. Enter the Preferred Email – Please enter the email you check most frequently. This will be the email that CIF will utilize to contact you if necessary.
- 12. Enter the phone number you want CIF to contact you if necessary.
- 13. Click on Save.

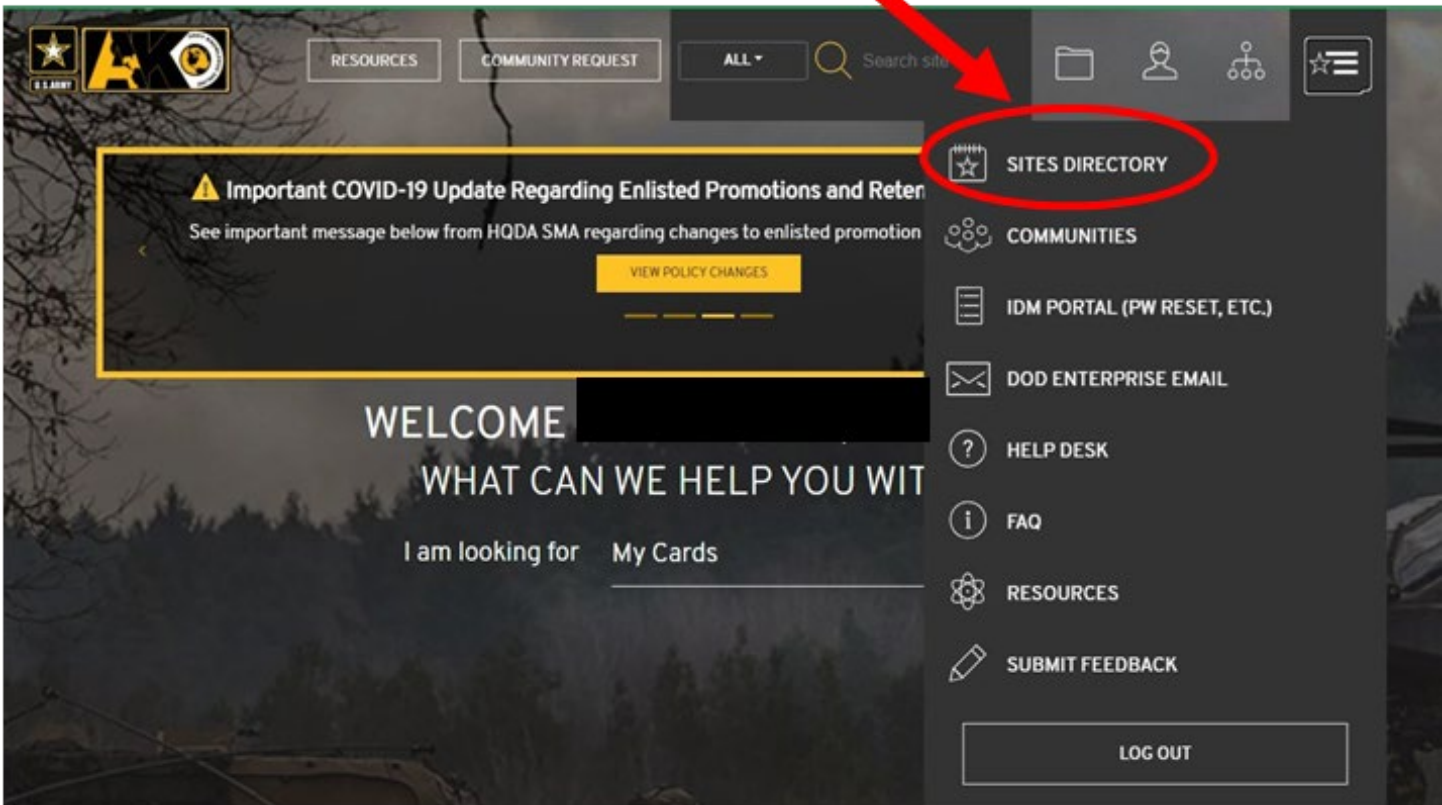
MAKE APPT AS FAR IN ADVANCE AS YOU CAN:

When In-Processing at CIF you need a copy of your orders.

Click



Select



Click



SITES DIRECTORY

A | B | C | D | E | F | G | H | I | J | K | L | **M** | N | O | P | Q | R | S | T | U | V | W | X | Y | Z | 0-9 |

- A** ACQUISITION SUPPORT CENTER
- AESD-W HELP DESK
Army Enterprise Service Desk
- AIR FORCE WEATHER WEB SERVICES (AFW-WEBS)
- AKO ARMY DIRECTORY
- AKO FILES
- AKO MY COMMUNITIES
- AKO MY DASHBOARD
- AKO PEOPLE SEARCH
- AMEDD COMMAND MANAGEMENT SYSTEM
- ANTI-TERRORISM ENTERPRISE PORTAL

Select



- M** MEDICAL OPERATIONAL DATA SYSTEM
- MEDLINEPLUS
- MEDPROS (ADMINS ONLY)
- MILCONNECT
- MILGAMING
- MILITARY ONESOURCE
- MILSUITE
- MOBCOP
- MY ARMY BENEFITS
- MY CLOTHING RECORD**
- MY ERB: ENLISTED RECORD BRIEF (ACTIVE DUTY)
- MY MEDPROS (VIEW MY RECORD)
- MY ORB: OFFICER RECORD BRIEF (ACTIVE DUTY)
- MY RFO: REQUEST FOR ORDERS
- MY TRAINING TAB
- MYPAY

My OCIE Record

There are available items for due-out issue at the issuing CIF.
 OCIE Record has End of Life or Obsolete items.
 Your OCIE record has not been signed since the last update. Please e-sign your OCIE record if you have access to a CAC reader or sign in person at your CIF.

SSN/PO (DoD ID): Home CIF: DMO: Confirmed: eSigned: Last Transaction: Email:	Name: Branch: Unit: Confirmed By: Last eSigned: 2020/03/19	Sex: Rank/Grade: Locker ID:	Initial Issue: 2018/03/29 Expected Clearance: 2022/10/23 Last Confirmed: 2020/03/19 Last Manually Signed:
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MENU	LIN	SIZE	CHK	NOMENCLATURE	PARTIAL NSN	AU QTY	CH QTY	DO QTY	PCS TRANS	ETS TRANS	ISSUING CIF
30A	C28472	S/M - MED UCP		CVR HLMT CMFLG S/M	8808	1	1	0	Y	N	FORT SILL
30A	C28472	L/OXL UCP		CVR HLMT CMFLG L/OXL	8808	1	1	0	Y	N	FORT SILL
30A	DA651E	DEF-CP		BLADDER HYDRATION S	2304	1	1	0	Y	Y	FORT SILL
30A	DA6562	UCP		POUCH M4 FWD MAG	0908	3	3	0	Y	N	FORT SILL
30A	DA6582	REG FOIL GREEN		SLEEPING BAG	2708	1	1	0	Y	N	FORT SILL
30A	J14588	M-R UCP		JCKT CLD WTHR MD-RG	6813	1	0	1*	Y	N	FORT SILL
30A	J14588	M-L UCP		JCKT CD WTHR MD-LNG	6251	1	0	1*	Y	N	FORT SILL
30A	J21883	M-L FORN		JCKT CLD WTHR MD-LNG	7444	2	2	0	Y	N	FORT SILL
30A	J23458	MED-REG UCP L6		JCKT WT WTHR M-R	7012	1	0	1*	Y	N	FORT SILL
30A	J23458	MED-LNG UCP		JCKT WT WTHR M-LN	5797	1	0	1*	Y	N	FORT SILL
30A	T36205	M-L UCP L6		TRSR5 WT WTHR M-L0	4194	1	1	0	Y	N	FORT SILL
30A	X36109	M-R UCP		TROUSRS CLD WTH MD-RG	9962	1	1	0	Y	N	FORT SILL
	A05025	LNG GREEN		GLOVES COMBAT	8151	2	2	0	Y	Y	FORT SILL
	C02982	7-1/2 OCP		CAP PATROL SZ 7 1/2	0132	2	2	0	Y	Y	FORT SILL
	D74128	MED-LNG TAN		DRWRS CLD WTHR M-LNG	8698	4	4	0	Y	Y	FORT SILL

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* Items available for issue at the Issuing CIF.
 (CIF Appointment)
 (Sign & Print)

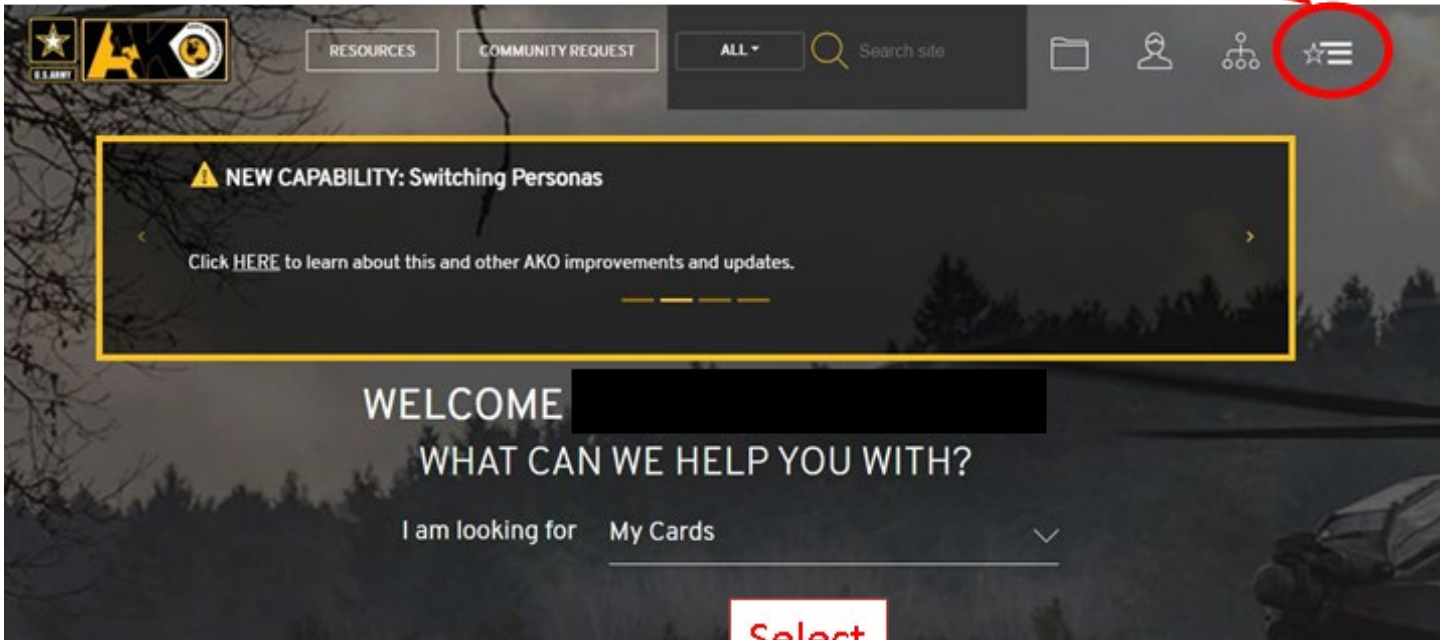
Print Unsigned OCIE
Print Signed OCIE
Sign & Print

APPENDIX 2

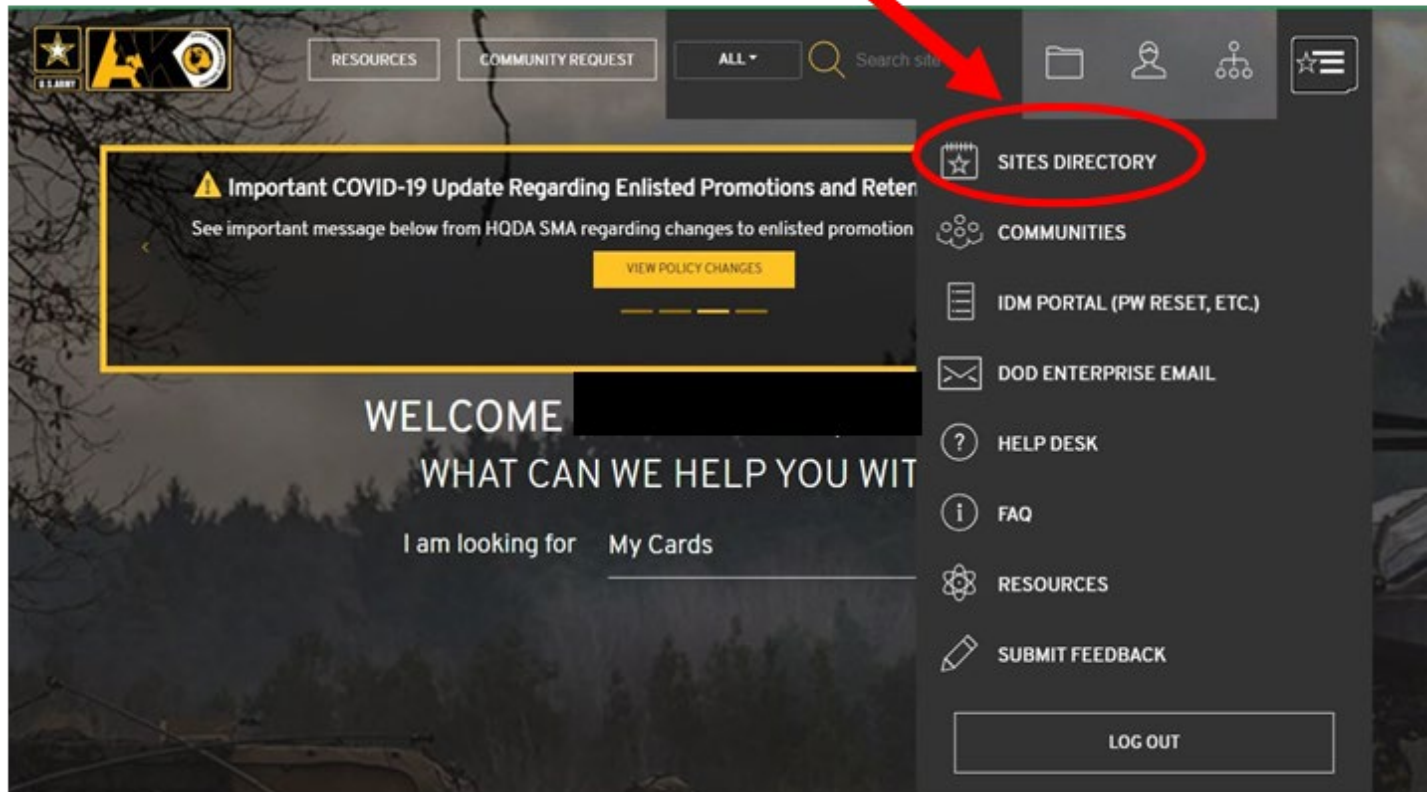
SCHEDULE CIF APPT USING AKO

- 1. Log on to AKO. (USING YOUR CAC)
- 2. Click on the Menu Option. (Upper left corner)
- 3. Click on Sites Directory.
- 4. Click on the letter M, in directory
- 5. Click on My Clothing Record (Authenticate)
- 5. Click on CIF Appointment(s).
- 6. Click on Create Appointment Tab.
- 7. Click on CIF to Schedule Appointments from drop down list. (Select FORT SILL)

Click



Select



Click

SITES DIRECTORY

A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z | 0-9

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- MY TRAINING TAB
- MYPAY

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Locker ID:

MENU	LIN	SIZE	CIC	NOMENCLATURE	PARTIAL NSN	AU QTY	OH QTY	DO QTY	PCS TRANS	ETS TRANS	ISSUING CIF
30A	C28472	S/M - MED UCP		CVR HLMT CMFLO S/M	8806	1	1	0	Y	N	FORT SILL
30A	C28472	LOOK UCP		CVR HLMT CMFLO L/XL	8806	1	1	0	Y	N	FORT SILL
30A	DA651E	DEF-CP		BLADDER HYDRATION S	2304	1	1	0	Y	Y	FORT SILL
30A	DA6582	UCP		POUCH M4 TWO MAG	0606	3	3	0	Y	N	FORT SILL
30A	DA6582	REG FOIL GREEN		SLEEPING BAG	2796	1	1	0	Y	N	FORT SILL
30A	J14588	M-R UCP		JCKT CLD WTHR MD RG	6813	1	0	1*	Y	N	FORT SILL
30A	J14588	M-L UCP		JCKT CD WTHR MD LNG	6251	1	0	1*	Y	N	FORT SILL
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30A	X36109	M-R UCP		TROUSRS CLD WTH MD RG	9062	1	1	0	Y	N	FORT SILL
	A09025	LRO GREEN		GLOVES COMBAT	8151	2	2	0	Y	Y	FORT SILL
	C02082	7-1/2 OCP		CAP PATROL SZ 7 1/2	0132	2	2	0	Y	Y	FORT SILL
	D74128	MED-LNG TAN		DRVRS CLD WTHR M-LNG	8698	4	4	0	Y	Y	FORT SILL

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* Item available for issue at the Issuing CIF
[CIF Appointment](#)
[View Appointment](#)

Click



ISM

Installation Support Modules

UNCLASSIFIED//FOUO - Privacy Sensitive



[Help](#)
[Log Out](#)

My OCIE Record

[My OCIE Record](#) > Manage Appointments

Manage Appointments

SSN/PID (DoD ID):	Name:	Sex:	Initial Issue:	2018/03/29
Home CIF: FORT SILL	Branch: ARMY	Rank/Grade:	Expected Clearance:	2022/10/23
DMOS:	Unit:		eSigned:	N
Confirmed: N	Confirmed By:	Last Confirmed: 2020/03/19	Last eSigned:	2020/03/19
Last Transaction:	Showdown:		Last Manually Signed:	
Email Address: (NONE)	Showdown By:	Showdown At:	Locker ID:	
Preferred Email:	Preferred Phone:			

ORDER(S) / ROSTER	APPOINTMENT DATE	APPOINTMENT TIME	TRANSACTION TYPE	APPOINTMENT AT CIF	GROUP SIZE	SLOT REMARKS	APPOINTMENT REMARKS
No records found.							

Complete Appointment Form