



DEPARTMENTS OF THE ARMY AND THE AIR FORCE  
JOINT FORCE HEADQUARTERS - NEW YORK  
330 OLD NISKAYUNA ROAD  
LATHAM, NY 12110-3514

4 OCT 2021

MNAG-TAG

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: NYARNG Organizational Clothing and Individual Equipment (OCIE)  
Accountability Policy

1. Commanders and leaders must be engaged to ensure accountability and turn-in of OCIE from our Soldiers when they separate from the NYARNG. Failure to turn in OCIE prior to Soldier's discharge degrades our readiness through the loss of OCIE and our inability to reissue the equipment. The purpose of this memorandum is to provide Commanders guidance on the policy and procedures for maintaining accountability and conducting timely turn-in of OCIE.
2. Commanders will adhere to Central Issue Facility (CIF) OCIE clearance procedures published in the United States Property and Fiscal Office (USP&FO) CIF External Standard Operating Procedure (SOP L-6) with special command emphasis on managing the 90 Day Expiration Term of Service (ETS) Report.
  - a. No later than 90 days prior to a Soldier's separation date, a 100% OCIE inspection will be conducted by the hand receipt holder and the Soldier's first line supervisor.
  - b. No later than 60 days prior the Soldier will turn in all issued OCIE to their unit Supply Sergeant. Loss documentation (DD 362 Statement of Charges) will be initiated and signed by the soldier.
  - c. No later than 30 days prior to Soldier's separation date, OCIE turn in will be initiated in CIF-ISM. When scheduling allows, turn in will be completed prior to discharge date, but no later than 30 days after discharge.
3. When Soldiers are placed in NOVAL status, the unit will immediately begin the process to recover issued OCIE. Equipment will be removed from unit storage, inventoried by the Unit Commander, Soldiers first line supervisor and unit supply sergeant. Unit will begin process to turn in OCIE and to account for shortages to ensure the OCIE record is cleared prior to Soldier discharge.

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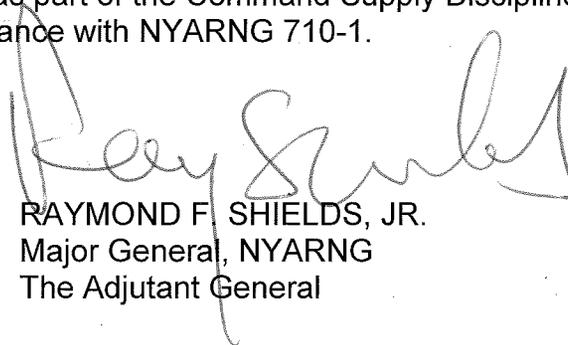
4. In accordance with AR 710-2, Commanders and leaders will ensure that each Soldier's OCIE is stored at their armory. As reflected below, Commanders can authorize individual Soldiers in writing to remove their OCIE from their armories. As the approving authority for exceptions to policy, I have further delegated this responsibility as noted below:

a. Battalion Commanders are the approving authority for E1 to E6.

b. Company Commanders are the approving authority for E7 to E9 and all assigned Officers to include Warrant Officers.

5. Commanders will ensure that OCIE showdown inspections are conducted annually for each of their Soldiers. Annual OCIE Showdown Inventories will be reflected on unit training schedules, conducted and documented. (Adherence to this policy is critical to ensuring the accountability of OCIE at all levels, which directly impacts on training readiness).

6. OCIE procedures will be evaluated as part of the Command Supply Discipline Program (CSDP) evaluations in accordance with NYARNG 710-1.



RAYMOND F. SHIELDS, JR.  
Major General, NYARNG  
The Adjutant General

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