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UNITED STATES PROPERTY AND FISCAL OFFICER FOR NEW YORK  
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LATHAM, NEW YORK 12110-3514

USP&FO-NY SOP L-6

1 December 2022

USP&FO-NY EXTERNAL SOP FOR CENTRAL ISSUE FACILITY  
(CIF)

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This SOP supersedes USP&FO-NY CIF External SOP dated 6 December 2021

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## CHAPTER 1

## GENERAL INFORMATION

1-1. Purpose. This external Standard Operating Procedure (SOP) describes general policies and outlines responsibilities and procedures for the issue, exchange, and accountability of organizational clothing and individual equipment (OCIE) drawn from the Central Issue Facility (CIF) for the New York Army National Guard (NYARNG).

1-2. Scope. The procedures outlined in this SOP apply to all individuals, units, activities, commanders and organizations supported by and doing business with the CIF.

1-3. Revisions. The proponent of this SOP is the USP&FO-NY, MNPF-SS(CIF). Forward any recommended changes to: **USP&FO-NY, ATTN: MNPF-SS, Bldg 40-1, Watervliet Arsenal, and Watervliet, New York 12189.**

1-4. References. Publications used in conjunction with this SOP are as follows:

- |                        |  |
|------------------------|--|
| a. AR 710-2            | Supply Policy Below the National Level                         |
| b. AR 725-50           | Requisitioning, Receipt, and Issue System                      |
| c. AR 735-5            | Policies and Procedures for Property Accountability            |
| d. DA Pam 710-2-1      | Using Unit Supply System Manual Procedures                     |
| e. CTA 50-900          | Clothing and Individual Equipment                              |
| f. NYARNG Reg 735-1    | NYARNG Property Accountability Policies                        |
| g. NYARNG Reg 735-5    | Accounting for Lost, Damaged or Destroyed Property             |
| h. MNAG-TAG Memorandum | NYARNG OCIE Accountability Policy                              |
| i. ARNG-LGZ Memorandum | Issue and Turnin of Rapid Fielding Initiative (RFI)            |
| j. DALO Memorandum     | Rapid Fielding Initiative De-Mobilization Turn-In Requirements |

## CHAPTER 2

## CIF MISSION AND LOCATION

2-1. Mission. The mission of the NYARNG CIF is to effectively and efficiently provide Soldiers with all required OCIE in a predictable, timely and cost effective manner, while minimizing the administrative burden on the Unit Supply Sergeant. To accomplish this mission, the CIF requests, receives, stores, accounts, classifies, exchanges, provides repair of selected items, maintains records and files, and publishes operational procedures.

2-2. Location. The CIF is located at the USP&FO-NY CIF Warehouse, Building 153, Watervliet Arsenal, and Watervliet, NY. Phone numbers are as follows:

- a. CIF PBO/Manager: DSN 489-1537, Cml (518) 270-1537.
- b. Customer Service Manager: DSN 489-3896, Cml (518) 272-3896.
- c. Turn-in Manager: DSN 489-1546, Cml (518) 270-1546.
- d. Schedule Appointments: DSN 489-6377, (518) 272-6377.

2-3. Hours of Operation. Normal hours of operation are 0800 to 1530 Monday through Friday, except for U.S. Federal holidays, scheduled inventories, and/or when officially directed. Units must call to schedule appointments. CIF Manager may accept appointments outside of the schedule at his discretion.

## CHAPTER 3

### RESPONSIBILITIES

#### 3-1. General.

a. All 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 2062, and DA Form 3645) is true evidence of property responsibility.

b. Responsibility is also 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 will be initiated to account for the property and/or to obtain relief from responsibility and accountability. (See Appendix B)

#### 3-2. CIF.

a. The CIF is an element of the USP&FO-NY and operates in accordance with applicable regulations, directives, and policies set forth by governing military authority.

b. The stocking of OCIE in the CIF is assigned within AR 710-2, describing mandatory minimum allowance requirements. DA Forms 3645/3645-1 (CIF Computerized OCIE Form) are used to record OCIE transactions of issues, turn-ins, direct exchanges, and losses between the CIF and the individual customer.

c. The CIF will conduct annual wall to wall inventories as required in AR 710-2. (See Appendix C).

d. The CIF will provide monthly reports to GOCOMS, see Chapter 6 for specific reports. This office will also provide the Army, Chief of Staff a monthly report which denotes OCIE losses by Brigade when required.

3-3. Director of Logistics. Will conduct spot checks via Command Supply Discipline Program (CSDP) on unit OCIE showdown inspections annually. These spot checks will be used to provide recommendations and suggestions to the Commands if issues are identified during the visit.

#### 3-4. GOCOM and Unit Commanders.

a. Commanders/Det 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.

## b. Commanders must:

- (1) Ensure that all OCIE requested for and issued to Soldiers is authorized.
- (2) Ensure all OCIE issued to Soldiers in their organization is properly used, maintained, secured, and returned in accordance with published guidance.
- (3) Provide CIF with Assumption of Command Orders and Delegation of Authority (DA Form 1687) for requesting and receiving OCIE. Update CIF files when there is a change of Command or a change in personnel authorized to request or receive from CIF.
- (4) Ensure OCIE is protected from loss, damage, or destruction. Initiate timely investigations into the circumstances surrounding the loss, damage, or destruction of OCIE.
- (5) Ensure inventories are conducted and documented as required. Commanders will conduct annual OCIE showdown inspections for all Soldiers. These showdowns will be annotated on the unit's training schedule, supervised and documented in CIF-ISM. After each showdown inspection, discrepancies will be noted and missing property will be accounted for IAW AR 735-5. Unit commanders will ensure all Soldiers either digitally sign their Installation Support Module (ISM) record or sign the hard copy record and have the Supply Sergeant turn in the paper copies and/or scan and email the PDF copies for expediency to the USP&FO Central Issue Facility (CIF). (See Appendix E for instructions on how to conduct inventories).
- (6) Will conduct spot checks via Command Supply Discipline Program (CSDP) on unit OCIE showdown inspections annually. These spot checks will be used to provide recommendations and suggestions to the Commands if issues are identified during the visit.
- (7) Ensure unit OCIE property records are properly maintained.
- (8) Every six (6) months review, print name and sign the "Commander's OCIE Accountability Report". **This report must be sent to CIF Manager semi-annually in October and April with suspense of 31 October and 30 April or access to CIF-ISM will be suspended.** (See Appendix F)
- (9) Every month review the 90-Day ETS, Discharge, Unconfirmed Clothing, Loss Report, Obsolete End of Life Items, Overdue Hand receipts and Unit Showdown Status Reports generated by CIF and sent to GOCOM representatives. These can also be generated by the unit Supply Sergeant at any time for review. Commander may delegate this responsibility to a designated representative.

c. Commanders must ensure that a Statement of Charges (S/C) and/or Cash Collection (C/C) Voucher is initiated when applicable. A Financial Liability Investigation

of Property Loss (FLPL) will 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 that indicates the item was damaged through neglect or misconduct of an individual, without a properly processed adjustment document. (See Appendix B).

d. Before supply personnel vacate their position, all outstanding CIF-ISM transactions must be cleared with CIF manager at the warehouse. **Commanders must ensure supply personnel make an appointment with the CIF at least 30 days prior to transfer.** See Appendix A.

3-5. Unit Supply Personnel/Unit Admin NCO. Duties and responsibilities of Supply Sergeants are:

- a. To act as an agent between the Soldier and the CIF.
- b. Electronically interface with the CIF to request issue and turn-in for Soldier OCIE. Ensure all OCIE required by each Soldier is issued and/or on request with the CIF, and ensure the manually and/or electronically signed original DA 3645 is returned to the CIF NLT **60 days** after issue to Soldier.
- c. Maintain duplicate copies of clothing records required to record showdowns and ensure that unit supply personnel and Soldiers make no entries, (pencil/pen) on unit copy of clothing record other than recording showdown dates in the lower left corner of the form.
- d. Conduct periodic/selective unit level OCIE inventories. (See Appendix E)
- e. Reconcile individual due-outs of OCIE on a monthly basis with the CIF.
- f. Ensure that Soldiers leaving (i.e. Transfers) or retiring from the NYARNG have conducted a 100% inventory of their OCIE.
  - (1) Inspect Soldier OCIE for fair wear and tear (See Chapter 4 of this SOP) and ensure all OCIE is turned in or adjustment documentation (S/C C/C or FLIPL) is submitted to CIF for missing or damaged items IAW AR 735-5, **within 30 days of ETS.**
  - (2) Discharged Soldier turn-ins will be signed for by the Supply Sergeants. See Chapter 5 of this SOP for Discharged Soldiers Policy.
  - (3) Transferred Soldiers within the NYARNG - losing unit supply personnel will contact gaining unit supply personnel to accept/receive Soldier.
  - (4) Transferred Soldiers from outside NYARNG – gaining NYARNG unit supply personnel will provide the CIF with a signed copy of the Soldier Clothing Form IOT change the Home Station CIF to CIF-NY.

g. Prepare and forward required Signature Cards (DA Form 1687) to the CIF, and ensure that expired DA Form 1687 is replaced promptly.

h. Provide the CIF a signed Commanders Report on a semi-annual basis (See Appendix E).

i. Print and review with the Unit Commanders the 90-Day ETS, Discharge, Loss, Unit Showdown Status, Obsolete End of Life Items, Overdue Handreceipts and Unconfirmed Clothing Reports on a monthly basis.

j. Requisition expendable supplies for the purpose of replacing, repairing and maintaining OCIE issued to Soldiers. (See Appendix G).

k. Prior to vacating or transferring your supply position, ensure all outstanding CIF-ISM transactions are cleared with CIF manager at the warehouse. See Appendix A.

3-6. Individual. The duties and responsibilities of Soldiers are:

a. Ensure that **all** equipment issued is maintained, clean, and in serviceable condition.

b. Responsible for familiarizing themselves with the proper method of cleaning and repairing OCIE at their level of maintenance.

c. 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.

d. Individuals are required to replace any missing OCIE immediately and report any losses resulting from theft or break-ins to their chain of command for further investigation and/or processing.

e. The individual is responsible for coordinating with Unit Supply personnel to obtain clearance from the CIF prior to Expiration of Term of Service (ETS), transfer, retirement, or resignation.



## CHAPTER 4

## CIF POLICIES AND PROCEDURES

## 4-1. Appointments.

a. All Soldiers (Unit Supply or Individual Soldier) must call ahead for an appointment. Individual Soldiers are allowed, with appointment, for pick up or turn-in of OCIE without being escorted by the Unit Supply Sergeant/Unit Admin NCO as long as the Soldier presents a valid military ID.

b. Unit Supply Sergeant/Unit Admin NCO must ensure all proper documentation is provided to CIF personnel when arriving for appointments.

c. Appointments that need to be canceled will come from the GOCOM G-4 to the CIF manager. "No shows" will be reported to the GOCOM G-4 and may result in loss of ISM access until the problem is corrected.

## 4-2. Soldier Processing and CIF-ISM Access Criteria.

a. All Unit Supply Sergeants/Unit Admin NCO, doing business at the CIF, must meet the following criteria in order to be serviced, regardless of whether equipment is issued or not:

- (1) Be in Duty uniform.
- (2) Possess valid Military ID card.
- (3) Possess copy of Clothing Record for which business is being conducted.
- (4) Possess a valid DA 1687, with Assumption of Command letter.

b. All Unit Supply Sergeants/Unit Admin NCO must meet the following criteria to become a user and gain access to CIF-ISM:

- (1) Provide a valid DA 1687, with Assumption of Command letter. (Or have one already on file at the CIF).
- (2) Prepare DD 2875, System Authorization Access Request (SAAR) form.
- (3) Request Account through the CIF-ISM link, <https://ism.army.mil>.
- (4) Attend the regional CIF-ISM training conducted by CIF Manager.

#### 4-3. Clothing Issue Procedures.

- a. All requests for issue will be submitted electronically in CIF-ISM. Requests must be in the system by Monday at 0900hrs the week prior to the scheduled appointment.
- b. All soldiers assigned to NYARNG must have a DODID number associated with CIF-ISM profile to issue or turn in OCIE. Help Desk Tickets must be submitted by Unit Supply to have DODID added. Help Desk Email: [usarmy.belvoir.peo-eis.mbx.ahrs-service-desk@mail.mil](mailto:usarmy.belvoir.peo-eis.mbx.ahrs-service-desk@mail.mil)
- c. Shipments by parcel post carrier, contingent on funding, will be processed for those customer units designated by the GOCOM G-4 representative as outlined below:
  - (1) The GOCOM G-4 representative will notify the CIF PBO which units warrant priority fulfillment. \*\*NOTE: Units with Soldiers on the Discharged Report and/or Unconfirmed over 90 days and/or delinquent Commander's Reports will be prohibited from this privilege.\*\*
  - (2) The CIF will ship and provide shipment tracking information to the GOCOM G-4 representative.
  - (3) The Unit Supply Sergeant/Unit Admin NCO must verify, sign and return the DA 3645 to the CIF within 72 hours of receipt of shipment.
  - (4) If unit fails to meet these criteria, shipment privileges will be forfeited.
- c. Supply Sergeants picking up clothing issues will sign, date and print their name on all warehouse request worksheets and confirm all pickups prior to leaving the CIF warehouse. Supply personnel are responsible for providing adequate transportation for pickup of OCIE items.

**Note: Supply Sergeants receiving OCIE property from CIF warehouse must confirm that property was received before leaving CIF warehouse. They will be held liable for equipment until a signed clothing record (DA 3645) is manually and/or electronically signed by the Soldier and returned to the CIF.**

#### 4-4. Turn-in Procedures.

- a. Failure to complete a turn-in during the appointed time (due to soiled/missing equipment and/or tardiness) will require the Unit Supply Sergeant/Unit Admin NCO to have the Soldier clean the equipment and return to the CIF to complete the turn-in of OCIE.
- b. The Unit Supply Sergeant will coordinate with the CIF Manager prior to leaving the CIF for a follow-on appointment.

c. The Unit Supply Sergeant/Unit Admin NCO will return this equipment within 45 days.

d. Partial turn-ins will be signed by both the Supply Sergeant and the Soldier.

e. All gear must be separated prior to turn-in for expedited handling at the CIF.

f. Turn-ins received with missing items will have the remaining balance posted on a Statement of Charges, DD Form 362, against the Supply Sergeant in ISM. The Soldier's Turn in Document will be used as an exhibit for the loss document. The generated loss document will be signed by the supply sergeant with visibility through the chain of command.

g. CIF will suspense the DD Form 362 for 60 days. The Supply Sergeant will have 60 days to coordinate the turn-in of the shortage equipment.

#### 4-5. Marking of OCIE.

a. The use of pens, felt tip markers, ink, or any substance that leaves a permanent mark on webbing or cloth is prohibited.

b. OCIE rendered unserviceable as a result of unauthorized marking will be replaced at the individual's expense via DD Form 362, Statement of Charges/Cash Collection Voucher.

c. Commanders will refer to CTA 50-900, note 148, before directing marking of duffel bags. A method of marking the individual Soldier identification on the duffel bag will be left to the discretion of the Commander except that these markings must be nonpermanent in nature. Improperly marked duffel bags will be replaced at the individual's expense. Commanders that direct permanent marking may be held liable on the DD Form 362.

#### 4-6. Inspection and Repair of OCIE.

a. 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 him or her.

b. Field Manual (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.

c. Commanders and Supervisors are required to conduct OCIE record inventories IAW DA PAM 710-2-1, para 10-18.

d. Appendix H of this SOP 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.

#### 4-7. Temporary Loans.

a. 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.

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

(2) Temporary loans will not be made for beautification purposes, to support Change of Command or other ceremonies.

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

b. Temporary Loan Procedures:

(1) 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 2062 Hand Receipt, and give the unit the duplicate copy.

(2) Temporary Loans of Equipment will be turned in **NLT 30 days** after issue. Units will establish an appointment for turn-in and must ensure that they bring with them the unit copy of DA Form 2062. CIF personnel will inspect the items for cleanliness and serviceability, and 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 AR 735-5.

#### 4-8 Scorecard.

a. The CIF has created a Customer Unit Scorecard which demonstrates unit deficiencies regarding the monthly CIF reports listed in Chapter 8 of this SOP.

b. The Scorecards are reviewed with Supply Personnel during each CIF visit (at both Watervliet warehouse location and on the road during CIF trips).

c. Chronic discrepancies on the scorecard will result in unit Chain of Command being informed for corrective action.

## CHAPTER 5

## DEPLOYMENTS and REDEPLOYMENTS

## 5-1. Deployment Procedures.

a. Per new ARNG policy, all deploying units will receive their Rapid Fielding Initiative (RFI) from the Forward Issuing Point (FIP) Mob Site.

b. PEO Soldier is the approver for the issue of RFI and validates deploying ARNG units that can receive RFI. Once a unit's deployment is validated, PEO Soldier determines the type and quantity of equipment to be issued, as well as the method of issue.

c. NOS report: Once a deploying unit is validated on the NOS report, ARNG G44(S) pulls the unit data from the system of record (MOBCOP) and submits to PEO Soldier no later than the 15<sup>th</sup> of every month for validation and scheduling of RFI issue. PEO Soldier validates and approves the NOS report, returning it to ARNG G44(S) with the method of issue, which is then forwarded to the supporting unit CIF manager.

**d. RFI will not be issued to a deploying unit without PEO Soldier receiving their mobilization order.**

e. Forward Issue Point (FIP) issue. Deploying ARNG units are fielded RFI at the Mobilization Force Generation Installation (MFGI) supporting ARNG deployments: Fort Hood, Texas (FHTX), Fort Bliss, Texas (FBTX), or Fort Bragg, North Carolina (FBNC). The FIP has the capacity to support up to 100x Soldiers a day, and can increase capacity if necessary.

## 5-2 Redeployment Procedures.

a. CIF Manager will coordinate with MOB site CIF Manager to ensure all equipment turned in at MOB site is removed from the Soldier's Clothing Record. The following items must be turned in as RFI Turn-In Requirements for demobilization

- (1) The Integrated Head Protection System (IHPS)
- (2) Modular Scalable Vest (MSV),
- (3) Blast Pelvic Protector (BPP)
- (4) Improved Outer Tactical Vest (IOTV) GEN IV

b. Supply sergeants need to maintain a record of all turn-ins from MOB site. **Home station CIF will not have this information and cannot clear the Soldier's record if 3161 is not provided.**

c. Ninety (90) days after redeployment, supply sergeant will coordinate with CIF to schedule redeployment showdowns at home station.

d. During the redeployment showdown, CIF will take turn-ins and Supply Sergeant will order all shortages .

## CHAPTER 6

## DISCHARGED SOLDIERS and 90 DAY ETS POLICY

6-1. The Adjutant General (TAG) OCIE Policy Memo. Per AR 710-2, para 2-17h, The Adjutant General has established policy requiring Soldiers to clear OCIE records with unit of assignment prior to change of status.

6-2. Unit Commander Procedures. Commanders will ensure the following steps are completed to recover OCIE from Soldiers prior to discharge.

a. Four Months from Discharge. Within 120 days of a Soldier's discharge, the Soldier will receive their 120 Day counseling to determine if the Soldier plans to re-enlist within the NYARNG. As a part of the counseling, the Soldier will be informed of their responsibilities regarding OCIE clearance. The Soldier will retrieve their OCIE from storage during the next drill and ensure it is cleaned and serviceable.

b. 90 days from Discharge. Within 90 days of a Soldier's discharge, the Soldier will be provided an up to date printout from CIF-ISM of their hand receipt from the unit. Unit supply will conduct 100% showdown with the Soldier, collect their gear and create loss documentation if needed. All equipment being turned in will be clean and serviceable.

c. Monthly. Unit Commander will review Discharged Soldiers Report with the Battalion Commander and will provide the action plan and justification why discharged Soldier was not cleared.

6-3. Unit Supply Sergeant Procedures.

a. Annually. Supply Sergeants will assist with the unit's 100% OCIE showdown inspections. After each showdown inspection, the Supply Sergeant will initiate and process any adjustment documentation IAW AR 735-5.

(1) Supply Sergeants will validate the Soldier has either digitally signed their record in CIF-ISM or the Soldier has signed their hard copy hand receipt.

(2) Supply Sergeant will then "Annotate Showdown Conducted" in CIF-ISM.

(3) After the annual inventory, the Supply Sergeant will make copies of the Soldiers records and bring to the CIF during their next visit, and/or scan and email the PDF file to the CIF.

b. Semi-Annual. Supply Sergeants will ensure the signed Commander's Reports are provided to CIF by 31 October and 30 April.

c. Monthly.

(1) Supply Sergeants will provide the First Line Leader with a copy of the CIF-ISM hand receipt for those Soldiers who will be discharged within the next 90 days. The Supply Sergeant will then establish a date and time for the OCIE turn in within the next 30 days.

(2) Conduct OCIE turn in with Soldier's First Line Leader and Soldier. This will be conducted 90 days prior to the Soldiers discharge date. Missing items will be accounted for IAW AR 735-5 as follows:

(a) If the Soldier admits liability, complete a DD Form 362, Statement of Charges/Cash Collection Voucher. Forward the completed DD Form 362 to the USP&FO CIF Manager within 15 days of receipt of the OCIE. Process necessary paperwork to refund Soldier should the Soldier return OCIE items identified on completed DD Form 362.

(b) If Soldier does not admit financial liability, process DD Form 200, FLIPL. Forward completed DD Form 200 to the GOCOM Approving Authority for required action.

(3) Turn in all OCIE to the USP&FO CIF IAW CIF turn-in procedures 60 days prior to the Soldier's last IDT weekend.

(4) Provide a copy of the cleared CIF-ISM report to the Soldier and the Soldiers First Line Leader in order to support the documentation and unit clearance procedures. A copy of this report will also be maintained at the unit level for two years.

(5) Review the Discharge Report in the CIF-ISM for Soldiers listed with pending transactions and take immediate action.

d. Daily. Will review the 90 day ETS Report in CIF-ISM, contact the Soldiers First Line Leader to determine if the Soldier plans to remain within the NYARNG or separate.

e. By enforcing Soldiers to turn in all OCIE within 90 days of discharge, Unit Supply Sergeants will have the opportunity to identify missing items and process adjustment documents prior to a Soldiers discharge date. This is especially important if the Soldier elects to pay for missing items by payroll deduction.

f. Unit Supply Sergeants will ensure OCIE turned in by the Soldier is turned into the USP&FO CIF warehouse within 30 days of receipt. This is measured on the OCIE Discharge Report under the "turn in" column.

6-4. CIF Manager. If a unit fails to conduct the proper turn-ins within 30 days, the unit's chain of command will be notified.

a. The 90 Day ETS Report will be reviewed and published monthly. Comments will be annotated on all Soldiers within 30 days of Discharge on status of clearance.



b. If after 60 days, the OCIE has not been turned in, a FLIPL will be generated by the CIF Manager and liability may be assessed on the unit leadership. In addition, the unit's ability to draw OCIE for new Soldiers will be restricted until the issue is resolved.

c. If a unit continues to fail to get the proper adjustment document completed by 60 days, the unit will be cut off from total CIF support.

## CHAPTER 7

### ADJUSTMENT DOCUMENTS

#### 7-1. Required Actions.

a. The CIF will not accept any equipment that indicates the item was damaged through neglect or misconduct of an individual, without a properly processed adjustment document.

b. Unit Supply Sergeant/Unit Admin NCO are responsible for initiating DD Form 362, Statement of Charges/Cash Collection Vouchers, and DD Form 200, Financial Liability Investigation of Property Loss IAW AR 735-5.

#### 7-2. DD Form 200.

a. A Financial Liability Investigation of Property Loss (FLIPL) will be initiated in CIF-ISM when negligence or misconduct is involved and liability is not admitted; or when the damage exceeds the dollar limitation set by regulations.

b. FLIPLS will also be generated when a Soldier is discharged and OCIE is not recovered.

c. Financial Liability Investigation of Property Loss will be prepared IAW AR 735-5, Chapter 13 and local GOCOM SOP. See Appendix B for specific instructions.

7-3. DD Form 362. Statement of Charges/Cash Collection Voucher will be prepared IAW AR 735-5, para 12-3 and figure 12-5, by Unit Supply Sergeant/Unit Admin NCO. See Appendix B for specific instructions.

## CHAPTER 8

## MONTHLY REPORTS to GOCOM G-4

## 8-1. 90-Day ETS Report.

a. This report will be generated and sent to GOCOM G-4 representatives on a monthly basis. It is the GOCOM G-4 responsibility to send it to subordinate units for proper action, however, it should be noted, Unit Supply has the ability to review the "90-Day ETS Report" utilizing the CIF-ISM program at any time.

b. The report lists all Soldiers in UIC order that are pending separation within the next 90 days to assist the Commanders and Supply personnel in clearing potential Discharged Soldiers prior to ETS.

c. Discharged Soldiers that do not clear their OCIE record prior to ETS resulted in an IG FINDING due to loss of accountability of OCIE. Units must stay proactive to prevent these Soldiers from leaving prior to clearing their OCIE as required by regulation and TAG Policy memo.

## 8-2. Discharge Report.

a. This report will be generated and sent to GOCOM G-4 representatives on a monthly basis. It is the GOCOM G-4 responsibility to send it to subordinate units for proper action, however, it should be noted, that Unit Supply has the ability to review the "Discharge Report" utilizing the CIF-ISM program at any time.

b. The report will list all Soldiers in UIC order that have been discharged and still have OCIE belonging to the CIF. Unit Supply personnel must take necessary action to collect this equipment back from the Soldiers, or initiate the necessary adjustment documents (see Chapter 6 and Appendix B) to clear the Soldier from CIF.

c. The Unit Admin NCO and Supply Sergeant must work together when trying to clear Soldiers from the unit. Unit Administration must notify Unit Supply when Soldiers are scheduled to be discharged well in advance of the Soldiers discharge date, to allow Unit Supply adequate time to attempt to retrieve the equipment.

d. The USP&FO will monitor this report closely and will terminate Unit/UIC CIF support for those that do not manage/clear their discharged Soldiers over 90 days or more.

## 8-3. Unconfirmed Clothing Report Over 60 Days (Suspended).

a. This report will be generated and sent to GOCOM representatives on a monthly basis, however, it should be noted, that Unit Supply has the ability to run and review the "Unconfirmed Clothing Form Report" utilizing the CIF-ISM program at any time.

b. GOCOM G-4 representatives must take action to ensure Unit Supply Sergeants provide the signed Soldiers DA 3645 clothing records to the CIF within 60 days of issue.

c. Noted during CIF PAT meetings that some unconfirmed clothing records are over a year old, pay close attention to the TRANSACTION DATE column of the report.

#### 8-4. CIF Loss Report.

a. This report will be generated and sent to all GOCOM representatives on a monthly basis. The report will show all Soldiers, by UIC, that have been added to the loss column by their Unit Supply personnel.

b. Unit Supply personnel will initiate a DD Form 200, or DD Form 362 through the CIF-ISM system on the unit side. They will then forward the documentation according to Appendix B of this SOP. Unit Supply personnel can view this report on the CIF-ISM and must take necessary action to clear Soldiers from the report.

#### 8-5. CIF 1687/Commanders Report Status.

a. This report will be generated and sent to all GOCOM representatives on a monthly basis. The report is two-fold, the left side lists by UIC all unit customers and status of the DA1687 on file with CIF. The right side lists by UIC all unit customers and status of the current Commanders Report due to CIF.

b. The CIF Commanders Report is a semi-annual requirement. See Appendix F for additional information.

#### 8-6. Unit Showdown Status Report.

a. IAW TAG OCIE policy and regulatory guidance, all units MUST conduct a 100% showdown annually for all Soldiers.

b. This report will be generated and sent to all GOCOM representatives on a monthly basis. The report shows showdown status percentage for each UIC in CIF-ISM.

#### 8-7. CIF MISSING DODID Report.

a. This report will be generated and sent to all GOCOM representatives on a monthly basis. The report shows all Soldiers by UIC and unit name with a missing DODID.

b. Ensure supply sergeant creates a HDT to add the Soldiers DODID.

#### 8-8. Issue Received Status Report.

a. CIF Report showing open issues received by supply personnel from CIF warehouse but NOT added/receipted for on Soldier's clothing record.

b. This report will be generated and sent to all GOCOM representatives on a monthly basis.

#### 8-9. Obsolete End of Life (EOL) Items Report.

a. This report identifies obsolete item stock numbers still on hand on Soldier's clothing forms.

b. NGB tracks states' turn-in progress closely and will allocate additional ASOC CIF funding for those states that turn-in these items expeditiously.

c. Supply personnel can also review a Soldiers clothing record and items with this symbol ~ are considered an obsolete item and should be recovered and turned into CIF.

#### 8-10. Overdue Hand receipts Report.

a. This report identifies all PAST DUE Hand receipts (HR) DA Form 2062 signed by unit supply personnel.

b. These were for items that were pending turnin from a Soldier that were not provided to the CIF during the unit's turnin visit.

c. CIF will suspense the DA Form 2062 for 90 days. The Supply Sergeant will have 90 days to coordinate the turn-in of the shortage equipment.

d. Once 90 days pass, CIF will pull these suspense files and process the loss transaction, Statement of Charges, DD Form 362, against the Supply Sergeant in ISM. The Supply Sergeant's signed DA Form 2062 will be used as an exhibit for the loss document. The generated loss document will be signed by the supply sergeant with visibility through the chain of command.

The proponent office for this SOP is the United States Property & Fiscal Office Supply and Services Division, MNPF-SS. Users are invited to send comments and suggested improvements directly to ATTN: MNPF-SS, Watervliet Arsenal, 1 Buffington Street, Watervliet, NY 12189.

MICHAEL S. MURPHY  
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## APPENDIX A

## CHECKLIST FOR CLEARING SUPPLY PERSONNEL with CIF

- A-1. Issues Received by Supply Sergeant:
  - a. Ensure the items have been issued to Soldier(s).
  - b. Process Pending Transaction by Soldier and Hit Received by Soldier.
  
- A-2. Pending Loss:
  - a. Process any outstanding DD362, Statement of Charges/Cash Collection.
  - b. Process any outstanding DD200, FLIPL.
  
- A-3. Discharged Soldiers.
  - a. Process any outstanding pending turnins with CIF.
  - b. Process any outstanding pending loss transactions.
  
- A-4. Close out any open DA2062, hand-receipts with the CIF.
  
- A-5. Ensure you are cleared from CIF-ISM access for the unit UIC you were assigned/vacating.

## APPENDIX B

## ADJUSTMENT DOCUMENT PROCEDURES

**B-1.** DD Form 200, Financial Liability Investigation of Property Loss.

a. The unit level Supply Sergeant will:

(1) Initiate the DD Form 200 the date the loss is discovered.

(2) Input the information directly into CIF-ISM which will generate the DD Form 200 with the accountable document number already assigned.

(3) Upload the ISM FLIPL into eFLIPL.

(4) Forward to the GOCOM Approving Authority for action. (See NYARNG Reg 735-5)

b. The Approving Authority sends original documentation to the Accountable Officer (CIF PBO) after assigning GOCOM Investigation Control Number.

c. The CIF PBO will complete block 17, make a copy and return the original to the Approving Authority.

d. For those discharged Soldier FLIPLS generated by CIF manager after 60 days, these will be treated as the official FLIPL and will be sent to GOCOM representative for tracking and action through eFLIPL. Comment will be added to FLIPL documentation in Block 9 **“Soldier failed to clear his clothing record prior to discharge and unit failed to follow TAG OCIE Policy and CIF SOP.”**

**B-2.** DD Form 362, Statement of Charges/Cash Collection Voucher.

a. The unit level Supply Sergeant will initiate the DD Form 362 in the CIF system on the date the loss is discovered with the accountable document number already assigned.

b. Original signed DD362 will be provided to the CIF by the unit with a copy-furnish to the GOCOM G4 for property book adjustments and for appropriate processing to USP&FO, ATTN: MNPF-VP.

**B-3.** Damage Statement. (Figure A-1)

**B-4.** AR 735-5, NYARNG Reg 735-5 and local GOCOM SOPs describe policies in preparing and processing these documents.



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

UNIT LETTERHEAD

OFFICE SYMBOL

MEMORANDUM FOR Property Book Officer, USP&FO-NY, ATTN: MNPF-SS(CIF),  
Building 153, Watervliet Arsenal, Watervliet, NY 12189

SUBJECT: Damage Statement

1. The following equipment issued to **RANK, FULL NAME** was damaged during a Field Training Exercise (FTX) at **(UNIT LOCATION)** on **(DATE)**.
2. I or a member of my command have reviewed the circumstances surrounding the damage to the below listed item(s) and find no evidence of negligence or willful misconduct.

**NOMENCLATURE**

**NSN**

**QTY**

3. The point of contact for this office is the undersigned at **(UNIT PHONE #)**.

---

**COMMANDER'S SIGNATURE BLOCK**

**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 of the commander's approval for exchange. If the commander believes negligence/misconduct were involved, a DD Form 200 should be initiated. (Reference AR 735-5, para 13-3e(1)).*

(FIGURE B-1)

## APPENDIX C

## CIF WAREHOUSE INVENTORIES

**C-1.** The CIF will conduct wall-to-wall inventory of OCIE equipment in the CIF Warehouse; at least annually. The Property Book Officer/CIF Manager is responsible for conducting and overseeing all aspects of the inventory.

**C-2.** Periodically, the CIF may shutdown for cyclic and/or change of PBO inventories.

**C-3.** The dates will be published well in advance to all customers and during this time-frame, the CIF will be closed for business for 10 working days during the inventory.

## APPENDIX D

## CONDUCTING OCIE RECORD INVENTORIES

**D-1.** The following inventories are required for OCIE issued to Soldiers/individuals.

- a. Annually and upon completion of Field Training Exercises.
- b. CIF Showdown support requested by GOCOM G-4, unit operations will not interfere with CIF operations during the visit (i.e. Physical Training (PT) or other training event).
- c. Upon assignment of a new Soldier to the NYARNG.
- d. When a Soldier accumulates six (6) AWOLS in a six- (6) drill period, is placed on the NOVAL list, or is confined in a military or civilian correctional facility, OCIE will be inventoried and secured.
- e. Upon the Soldier leaving the NYARNG due to ETS, retirement, or transferring to another state.

**D-2.** The Unit Commander will direct a Commissioned Officer, Warrant Officer, or NCO to conduct the inventory. This directed person will:

- a. Make sure the Soldier OCIE is not mixed with OCIE of other Soldiers.
- b. Prepare two copies of DA Forms 3645/3645-1 (CIF Computerized OCIE Form). 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 one copy of DA Form 3645/3645-1 (CIF Computerized OCIE Form) with the Soldier OCIE. File one copy in the unit files with the Soldier's other DA Forms 3645/3645-1 (CIF Computerized OCIE Form).
- d. Ensure showdown is documented in CIF-ISM. **Unit supply will click on "Annotate Showdown Conducted" in the Soldier Clothing Record. Date will automatically populate when you click on the dropdown button and will update the Showdown Status Report percentage.**
- e. Secure the inventoried OCIE in unit facilities until final disposition is determined.

**D-3.** The following procedures are used when a Soldier returns from AWOL or confinement:

- a. Have the Soldier conduct a joint inventory, with the Commander 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 Unit Supply Sergeant/Unit Admin NCO request shortages through the CIF system.

**D-4.** When a Soldier is dismissed from the NYARNG, the inventory outlined in paragraph C-2 should be conducted and items turned in to the CIF. The Commander or designated Supply Representative will:

- a. Remove the unit copy of the Soldier DA Forms 3645/3645-1 (CIF Computerized OCIE Form) 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 (FOI) property.
- (2) Account for shortages according to AR 735-5. (See Appendix A for specific instructions)
- (3) Turn in the Soldier OCIE to the CIF.
- (4) The inventory forms and the Soldier DA Forms 3645/3645-1 (CIF Computerized OCIE Form) showing turn-in credit will be placed in the absentee file.

**NOTE: Additional information** concerning the handling of property for individuals in the categories described can be found in AR 700-84, para 12-12 through 12-18.

## APPENDIX E

## COMMANDERS REPORT

**E-1.** On a semi-annual basis (Suspense of 31 October and 30 April), a CIF-ISM Commanders Report will be submitted to CIF. An email will be sent 60 days prior to suspense notifying the GOCOM G-4 of this requirement.

**E-2.** Each unit Commander will print, review, print name and sign their CIF-ISM Commanders Report which provides the status of each Soldier in CIF-ISM. The report will be generated no earlier than 60 days prior to suspense. These reports must be on file at the CIF for IG and CLRT inspections.

**E-3.** This report is a Commanders tool which lists all Soldiers in the UIC and the dollar value of clothing issued to that Soldier.

(1) Soldiers listed with zero (0) dollars have not been converted into CIF-ISM and must be addressed by the units.

(2) The report also lists when the Soldier will discharge to allow the unit ample time to clear the Soldier from CIF before they hit the Discharged Soldiers Report.

**E-4.** Signed Commanders Report will be sent to CIF by Scan/email ONLY for digitally CAC-signed reports or manually signed reports.

**E-5.** Commanders Report will be included as part of the Change of Command procedure and a new Commander will sign the Commanders Report at the time they assume command of the unit. The signed report will be provided to the CIF PBO along with the Assumption of Command Order and DA Form 1687 required in para 3-3b(3) of this SOP.

## 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 not be stocked at the CIF.

a. Expendable items will be replaced at the unit level (Reference DA PAM 710-2-1, para 10-2c).

b. The CIF will not stock expendable items for exchange, or accept OCIE missing expendable components.

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

a. OCIE maintenance is every Soldier responsibility.

b. A complete listing of authorized expendable supplies to be stocked by units for the repair and maintenance of OCIE in CTA 50-900, can be found in CTA 50-970. Repair kits authorized for use are:

(1) Sewing kit, NSN 8315-01-096-4480.

(2) Repair Kit, Pneumatic mattress, NSN 8465-00-753-6335.

(3) Repair Kit, cold patch rubber, NSN 2640-00-052-6724.

(4) Repair Kit, maintenance wet weather, NSN 3405-00-198-3747.

## APPENDIX G

## SERVICEABILITY STANDARDS FOR OCIE

**G-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.

**G-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 (NSN) and quantity.

c. Soldiers will:

(1) Be familiar 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 Sergeant/Unit Admin NCO will:

(1) Follow the guidance in TM 10-8400-201-23, and inspect OCIE periodically or as prescribed by directives.

(2) Ensure that any lost, damaged, or destroyed OCIE is documented by adjustment documents as outlined in AR 735-5 and this SOP.

**G-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 fair wear and tear (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 proper disposal channels (DLA-DS).



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 A-1) will accompany the Soldier's equipment to the CIF for exchange.

**NOTE: ALL FAIR WEAR AND TEAR IS CONSIDERED ACCEPTABLE.**

**G-4. INSPECTION STANDARDS** for all CTA-50-900 is as follows:

- a. Clean.
- b. Dry.
- c. Free of odor.
- d. Free of animal hair.
- e. Free of dust.
- f. No Permanent Markings.

**G-5 HELPFUL HINTS.**

- a. All buttons must be on and not broken or cracked.
- b. All small holes (less than ½ inch) must be repaired by the user.
- 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 odors will not be accepted. They can be washed and odors removed.
- 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 foot well in all sleeping bags is clean.
- g. Lubricate all zippers with "zipper ease".
- h. Pinholes 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. Look for the unauthorized use of body putty on the helmet. CIF will not accept the helmet if there is any indication that a repair has been made.

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  $\frac{1}{2}$  inch, repair must be redone.

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

m. OCIE That Can Be Laundered:

(1) Bag barracks.

(2) Bag duffel.

(3) Cover, helmet camo.

(4) Sleeping bag.

o. OCIE Not Authorized To Be Laundered In Commercial Machines (FM 21-15):

(1) Bag, clothing waterproof.

(2) Body armor, fragmentation.

(3) Field pack.

(4) Mattress pneumatic.

(5) Overshoes boot combat.

(6) Parka, wet weather.

(7) Strap, field pack.

(8) Trousers, wet weather.

## APPENDIX H

## AUTHORIZED ISSUES AND PROCEDURES FOR SPECIAL OCIE ISSUES

**H-1.** Military Occupation Specialty (MOS) Specific Issues. The first Lieutenant Colonel in the Chain of Command or designated field grade officer will provide a memorandum identifying the specific items to be issued. This appendix contains examples and guidance in preparing a memorandum for requesting special issue of CTA 50-900 equipment for MOS specific items.

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

**H-3.** Request for issue of MOS items must be done on a memorandum as shown in Figure G-1. The supply personnel must hand-carry the memorandum when reporting to CIF.

**H-4.** Sample Memorandum - Request for Issue of MOS items to Soldiers. (Figure G-1).

MEMORANDUM FOR MOS SPECIFIC ITEMS

UNIT LETTERHEAD STATIONARY

OFFICE SYMBOL

DATE

MEMORANDUM FOR Property Book Officer, USP&FO-NY, ATTN: MNPF-SS(CIF),  
Watervliet Arsenal, Watervliet, NY 12189

SUBJECT: Request for Supplemental Issue of MOS Specific Items

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

<b>MOS</b>	<b>RANK</b>	<b>FULL NAME</b>	<b>SSN</b>
------------	-------------	------------------	------------

2. Please issue the required MOS specific equipment as stipulated.

3. The point of contact for this office is the undersigned at DSN (**phone number**).

**BN COMMANDERS SIGNATURE BLOCK**

(FIGURE H-1)