APPENDIX B

SOP FOR CENTRAL ISSUE FACILITY

SUBJECT: SOP for CIF

TO: Using Activities of the CIF

1. REFERENCES
   AR 340 series
   AR 710-2
   AR 735-5
   CTA 50-900
   DA Pamphlet 710-2-1

2. PURPOSE
The purpose of this SOP is to prescribe policies and procedures pertaining to the operation and organization of the CIF.

3. APPLICABILITY
This SOP applies to all units, organizations, activities, and individuals involved with the CIF for the issue, turn-in, and exchange of OCIE.

4. MISSION
The mission of the CIF is to provide a facility that issues OCIE to personnel in units and activities supported by the CIF and maintain a property book for CTA 50-900 items of OCIE. The CIF–
   a. Receives, stores, issues, exchanges, and turns in all CTA 50-900 OCIE items.
   b. Receives and processes statements of charges, cash collection vouchers, or report of surveys for lost or damaged items.
   c. Documents individual clothing records for items issued or turned in.

5. PRINCIPLES OF OPERATION
All OCIE the CIF issues will be serviceable and clean and will meet standards of appearance established by the command. Clothing and equipment turned in to (or exchanged by) the CIF must have been cleaned, maintained, and used for their intended purpose. Items which have not been cleaned prior to turn-in or exchange will be rejected.
   a. With the exception of minor repairs by qualified personnel of the CIF, repairs to all OCIE will be made by maintenance personnel.
   b. The CIF will maintain all OCIE records. It is the responsibility of the CIF to ensure that a duplicate copy of DA Form 3645 (Organizational Clothing and Individual Equipment Record) and DA Form 3645-1 (Additional Organization Clothing and Equipment Record) is made available to the unit to which the individual is assigned.
   c. The commanders of using activities are responsible for ensuring that their personnel clear the CIF before they depart from their duty station.

6. SECURITY

The designated individual will ensure that all storage areas are secured and that all lights are turned off after personnel have left the area. He will make sure the area is inspected to make sure there are no fire hazards and all appliances are disconnected.

7. FILES

All files will be complete and up to date at all times according to ARs in the 340 series. All changes to ARs will be posted upon receipt. No change will be placed in the files without the basic AR.

8. GENERAL FUNCTIONS
   a. Maintain loose issue and bulk storage areas.
   b. Issue OCIE to individuals, units, or activities.
   c. Perform inventories quarterly and annually.
   d. Perform biweekly inventory count for ordering purposes.
   e. Receive items turned in by individuals and units.
   f. Perform direct exchange of items.
   g. Inspect, classify, and segregate items received from individuals and units.
   h. Process items for laundry.
   i. Transport all reparable items to and from the maintenance section.
   j. Turn in all unserviceable items to the defense reutilization and marketing office.

9. RECEIPT
   a. The storage section will notify the CIF when shipments are ready for pickup. A truck driver will be sent to the warehouse.
   b. Personnel receiving items from the warehouse will ensure—
     (1) The item is identified as listed on DD Form 1348-1 (DOD Single Line Item Release/Receipt Document).
     (2) The quantity is correct.
   c. When items arrive, CIF personnel will make sure that each shipment is matched to a DD Form 1348-1. Items will be placed in stock and the receipt document sent to the PBO.

10. STORAGE
   a. All items stored in CIF bin and bulk areas will be stored neatly by size and type.
   b. Loose serviceable items returned from repair will be used to fill bin shortages.
   c. Issue bins will be filled at all times to permit issues without delay.

11. ISSUES
   a. Personnel obtain across-the-counter service for items listed on DA Forms 3645 or 3645-1. After items have been issued, the issue clerk will make entries and obtain a signature and date on DA Forms 3645 or 3645-1.
   b. Issues will be made only to personnel who present a properly prepared DA Form 3645 or DA Form 3645-1.

12. CIF PROPERTY ACCOUNTING FUNCTIONS

The PBO will compute replenishment requirements, establish stock record levels, and order OCIE as required. CIF personnel—
   a. Prepare and submit requests.
   b. Maintain a transaction register.
   c. Check stock position.
   d. Maintain property records.
   e. Prepare and submit operating reports.

f. Prepare maintenance work orders.

g. Maintain files for all supply transactions.

13. REQUISITIONS

a. All OCIE will be counted monthly for reorder purposes. These counts will not be posted to the property book.

b. Requests will be submitted on DA Form 2765-1 (Request for Issue or Turn-In).

c. The PBO or PBO representative will review requests to ensure they are complete and accurate.

d. If items have not been received within the allowable order ship time, a follow-up document will be prepared.

14. RECEIPT DOCUMENTS

Receipt documents will be delivered to the PBO for posting to the property book and for filing. Expendable items will not be posted to the property book.

15. ISSUE DOCUMENTS

a. Use DA Form 3161 (Request for Issue or Turn-In) or an issue abstract to transfer or issue items.

b. Hand receipts will rarely be used and only with prior approval. If approved, issues will be made to an established hand-receipt account.

c. OCIE items will be consolidated and abstracted from the property book on DA Form 3645 or DA Form 3645-1 at least once a month. More frequent posting is allowed if desired by the PBO. OCIE items are charged to an individual on DA Form 3645 or DA Form 3645-1. Each column of the abstract form will be lined out, except where items have been noted.

16. TURN-INS

OCIE items turned in will be abstracted to the property book on DA Form 3645 or DA Form 3645-1. Abstracts will be consolidated at least once a month and posted to the property book.

17. PROPERTY BOOK AND DOCUMENT REGISTER

The property book and all supporting documents will be maintained in strict accordance with AR 710-2 and procedures in DA Pamphlet 710-2-1.

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Signature