

CIF Turn-in Procedures

1. Concept of Operation.

- a. On Day 2 or 3 of the demobilization process, soldiers will turn-in all OCIE drawn from the mobilization station.
- b. 1st Mob will coordinate CIF turn-in appointments for demobilizing units.
- c. Units Supply Sergeant/S-4 will turn in all DA Form 3645 to CIF received by Kuwait for issue (to include RFI items) given to their Soldiers. All OCIE that was received in Kuwait will be placed on the Individual Clothing Record (DA Form 3645 maintained by CIF).
- d. During Soldiers ETS/PCS they will maintain the items that have a “Y” annotated under the ETS/PCS columns of their CIF individual clothing record. Soldiers can acquire a copy of their CIF clothing record by going into AKO under my clothing record.
- e. All Soldiers must clear individual and **bulk hand receipts** for Fort Carson issued and theater-specific OCIE prior to departing Fort Carson.
- f. The CIF will record carried-forward OCIE/RFI items on the soldier’s DA Form 3645 and forward the record to the Soldier’s next owning unit.
- g. All Soldiers will clear CIF before being released to return to home station

2. Tasks to Units.

- a. Perform an OCIE “show down” inspection in order to ensure all equipment is accounted for and ready for turn in IAW the guidance found below.
- b. Prepare all adjustment documents (reports of survey, cash sales, statement of charges, damage statements) IAW AR 735-5 prior to the unit’s arrival at CIF. 1st Mob can assist units in the preparation of these documents.
 - (1) Statement of charges require a CIF document number and a Finance stamp.
 - (2) Soldiers with missing or damaged items will not clear CIF until properly prepared adjustment documents are received.
 - (3) Cash collection vouchers must be taken to finance in order to receive the finance stamp. Soldiers who will ETS must take their cash collection voucher to finance after receiving the CIF document number to receive the stamp from finance. Soldiers will then return to CIF with a stamped copy of the Statement of Charges to continue their clearance of CIF.
- c. Individual Soldiers who have packed OCIE items in the unit’s MILVAN’s upon departure from Kuwait, Iraqi, or Afghanistan will require a Report of Survey or the Supply Sergeant E-5 or higher to sign a Hand Receipt for the individual equipment in order for the Soldier to clear CIF. Once the MILVAN’s arrive at Fort Carson the

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unit can request cancellation of the Report of Survey or clear the Supply Sergeants Hand Receipt by turning the items in to CIF.

d. Provide an alpha roster, with standard name line, of all soldiers assigned to the units, to the CIF NLT 24 hours before turn-in appointment. Roster must include the names of any soldier who was issued special size JSLIST and how many sets were issued per soldier.

e. Ensure all washable OCIE meets the criteria listed below. ***This policy only applies to reserve component soldiers who mobilized and subsequently deployed to Iraq, Jordan, Kuwait or Afghanistan. For all other soldiers the standard CIF turn-in criteria applies.*** Items will not be accepted if they do not meet the standards described below. See TAB A for a listing of non-washable OCIE.

- All mud and dirt brushed off
- All pockets and pouches are empty (sleeping bag, ammo pouch, first aid pouch, rucksack pockets, DCU pockets, gortex pockets, ect). Turn items inside out to ensure that all sand, insects, dirt, and other foreign objects are removed.
- All tapes and patches removed from Desert Field Jackets, Kevlar Covers, gortex and rucksacks.
- Free of chemical residue (CS, ect)

f. Ensure all non-washable OCIE (see TAB A) meets the standard CIF turn-in criteria. Items must be free of dirt, mud and rust, all foreign objects removed.

g. Provide a 5 Soldier (1 NCO and 4 soldiers) detail to process items for the post laundry. These Soldiers will be the first soldiers in the unit to process thru CIF. CIF will provide all required equipment for the detail. (If required)

h. Ensure that “carried forward” OCIE and special size JSLIST is properly annotated on the Soldier’s clothing record using DA Form 3645.

i. Provide unit mailing address to CIF.

TAB A. Non-Washable OCIE Listing

LINE # ITEM	LINE # ITEM
1 BAG, WATERPROOF	2 MASK C/W GREEN
3 CANTEEN W/M1 CAP	4 CANTEEN STEEL RIGID
5 CARRIER, IN TOOL	6 BOOTS WHITE ECW
7 MAT, SLEEPING, SELF-INFLATING	8 GLOVES SHL FLYERS
9 CUP, CANTEEN	10 BOOT FLYERS
11 FORK, FLD MESS	12 CAMELBAK
13 GOGGLES/SWD/BALLISTICS	14 MASK CHEM/BIO M45
15 INTRENCHING TOOL	16 CANTEEN H/W 2 QT
17 KNIFE, FIELD MESS	19 INSECT BAR
20 MAT SLEEPING	21 SUNGLASSES PLASTIC
22 OVERSHOE	23 ADAPTER ALICE CLIP

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- 24 PAN MESS KIT
- 26 PONCHO NYL
- 28 PONCH OD RUBBER
- 30 HEADBAND
- 32 SPOON, FLD MESS
- 34 TROUSER, W/W
- 36 PARKA, W/W
- 38 PARKA RAINSUIT
- 40 TROUSER RAINSUIT
- 42 FRAME FLK PK
- 44 BAND HELMET
- 46 SUNGLASSES
- 48 GLASSES SUN
- 50 GOGGLES, S/W/D
- 52 HELMET, FLYER
- 54 HELMET, FLYERS
- 56 BAG, SLEEPING EXTREM
- 58 BAG, SLEEPING TYPE 1
- 60 FOOTWEAR CVR CHEM
- 62 GLOVE SET CHEM
- 64 PADS, KNEE
- 66 SPECTACLES SET CLEAR
- 68 BATON
- 70 BODY ARMOR FRAG VEST
- 72 BOOTS C/W
- 25 SET BUCKLES
- 27 HYDRATION CARRIER
- 29 HYDRATION BLADDER
- 31 PACK FRAME
- 33 ADAPTER K-BAR
- 35 INTERCEPTOR SYSTEM
- 37 INSERT SM ARMS PROT
- 39 BERET BLACK
- 41 SUSPENSION ASSY
- 43 CAP CANTEEN
- 45 LINE TENT ROPE
- 47 PIN TENT
- 49 POLE TENT SECTION
- 51 GLOVE ECWCS
- 53 BOOTS FLYER TAN
- 55 BOOTS H/W
- 57 BOOTS ICW
- 59 GLOVES LEATHER
- 61 HANDNET HELMET OD
- 63 POLE COT WD 4 PER SE
- 65 PADS, ELBOW
- 67 SPECTACLES SET GRAY
- 69 BODY ARMOR
- 71 HELMET PASGT