



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
UNITED STATES ARMY GARRISON WIESBADEN  
UNIT 29623  
APO AE 09096-0050

AUG 18 2008

IMEU-WSB-ZB

MEMORANDUM FOR USAG Wiesbaden, APO AE 09096

SUBJECT: USAG Wiesbaden External Standing Operating Procedures for the Central Issue Facility

1. References:

- a. AR 710-2, Supply Policy Below The National Level, 28 March 2008.
- b. AER 710-2, Supply Policy Below the Wholesale Level Army USAREUR Regulation, 16 January 2004.
- c. AR 735-5, Policies and Procedures for Property Accountability, 28 February 2005.
- d. AR 700-84, Issue and Sale of Personal Clothing, 18 November 2004.
- e. DA PAM 710-2-2, Supply Support Activity Supply System: Manual Procedures, 30 September 1998.
- f. DA PAM 710-2-1, Using Unit Supply System (Manual Procedures), 31 December 1997.
- g. AR 25-400-2, The Army Records Information Management System, 2 October 2007.
- h. CTA 50-900, Clothing and Individual Equipment (on-line at USAFMSA/WEBTAADS).
- i. CTA 50-970, Expendable/Durable Items, 21 September 1990.
- j. TM 10-8400-203-23, General Repair Procedures for Individual Equipment, 07 May 1990.
- k. TM 10-8400-203-23 C11, General Repair Procedures for Individual Equipment, Change No. 11, 13 June 2003.

2. Purpose: This standard operating procedure (SOP) assigns responsibilities, prescribes general policies, and outlines operating procedures for organizational clothing and individual equipment (OCIE) at central issue facilities (CIFs) located within the USAG Wiesbaden area of responsibility.

3. Applicability: This SOP is applicable to all units and organizations supported by CIFs within USAG Wiesbaden Directorate of Logistics (DOL).

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4. Mission: The mission of the USAG Wiesbaden DOL CIFs is to operate issue points for OCIE in support of all tenant units within their supported community. To accomplish this mission, the CIF requisitions, receives, stocks, accounts, classifies exchanges, provides repair of selected items, maintains records and publishes operational procedures.

5. Location: USAG Wiesbaden DOL has two main CIFs (Baumholder and Hanau) and one annex (Wiesbaden). (See Appendix A.)

6. Responsibilities:

a. Scope:

(1) All individuals have the 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 1150, DA Form 2062, DA Form 3645) is true evidence of property responsibility.

(2) Responsibility can also be 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 must be initiated to account for the property and/or to obtain relief from responsibility and accountability. (See Appendix B.)

b. Operation:

(1) The USAG Wiesbaden DOL CIFs, operate in accordance with applicable regulations, directives and policies set by military authority.

(2) The stock of OCIE in the CIFs is assigned within AER 710-2-1, (para 7-3, p.56) prescribing mandatory minimum allowance requirements. Automated OCIE records/DA Forms 3645/3645-1, are used to record OCIE transactions of issues, turn-ins, and direct exchanges between the servicing CIF and the individual customer.

c. Central Issue Facility (CIF) Property Book Officer (PBO):

(1) Serves as PBO and directs the overall operation of the USAG Baumholder CIF and the Wiesbaden CIF/CIF Annex.

(2) Ensures the community out-processing procedures include the CIF on installation clearance records.

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(3) Resolves customer complaints, which cannot be resolved by customer service personnel.

d. Central Processing Facility (CPF):

(1) Ensure SSN, Name, Unit, MOS, ETS and DEROS are accurately filled out for each Soldier in the sizing/measurements section of the USAREUR Community Automation System (UCAS).

(2) Ensure Soldiers have a copy of assignment orders on hand when reporting to the CIF for in processing.

(3) Ensure Soldiers have the clothing records from their previous duty station with them for CIF in processing.

(4) Ensure timely appointments are made through UCAS for all in-processing and out-processing Soldiers. If a surge of in/out-processing occurs contact the CIF for additional appointments.

e. Commanders and Supervisors:

(1) 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. AER 710-2-1, (para 7-8, p.61), AR 710-2 2-14, m and (Table B-1, E, 2 and F, 3).

(2) They must personally:

(a) Inspect and inventory Soldiers' OCIE when returning from field training exercise (FTX) or clearing.

(b) Ensure all OMIL authorized items are on hand.

(c) Ensure all issued OCIE is properly used and maintained.

(d) Ensure OCIE is protected from loss, damage or destruction.

(e) Initiate timely investigations into the circumstances surrounding the loss, damage or destruction of OCIE.

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(f) Ensure inventories are conducted and documented when appropriate.

(g) Ensure unit OCIE property records are properly maintained.

(3) Everyone responsible for property must obtain proper clearance (turn-in property or transfer responsibility) before departing the command. For equipment damaged through other than fair-wear-and-tear (FWT), a damage statement must be prepared in accordance with (IAW) AR 735-5, Chapter 14.

(4) A financial liability investigation of property loss (FLIPL) must 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, which indicates the item, was damaged through neglect or misconduct of an individual, without a properly processed adjustment document. (See Appendix B.)

(5) Ensure that the policies, as outlined in this external SOP and cited references are enforced, and that accountability and individual maintenance of OCIE is accomplished.

(6) Review unit supplemental authorizations annually or as mission requirements change.

(7) Ensure that Soldiers do not request the direct exchange of OCIE because of minor discolorations or flaws (condition code B), which do not impair the intended use of the item.

(8) Stock and replace expendable OCIE issued initially by the CIF. Stock repair parts to support OCIE in the possession of Soldiers. (See Appendix G)

f. Individuals:

(1) Each Soldier must inspect and account for equipment prior to signature. The Soldier is responsible for reporting, on time, to the CIF for his or her appointment and in the proper uniform. It is the responsibility of the individual to ensure that all equipment issued is maintained clean and in serviceable condition. Soldiers are responsible for familiarizing themselves with the proper method of cleaning and repairing OCIE at their level of maintenance. Any OCIE damaged due to improper cleaning or failure to properly repair an item will not meet the FWT criteria. (AR 710-2 para 2-14,I,2)

(2) Each Soldier is responsible for ensuring that his or her equipment is properly safeguarded at all times. Any loss or damage of OCIE while participating in alerts, field training

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exercises, or duty performance (i.e., guard duty) must be reported immediately to their supervisor or commander. Individuals are required to replace any missing OCIE immediately and report any losses resulting from thefts or break-ins to their chain of command for further investigation and or processing.

(3) Soldiers are not allowed to make entries (pencil or pen) on their copy of the clothing record. The individual is responsible for obtaining clearance from the CIF prior to PCS, ETS, ITT, retirement or resignation.

g. Unit Supply Personnel:

(1) Ensure that all OCIE (i.e., barracks bags, boots ICWB, cook-whites, and safety shoes) issued to an individual at other duty stations is recorded on the clothing records.

(2) Request a copy of the Soldier's OCIE records from previous unit commander if the Soldier arrives in country without OCIE records. (DA PAM 710-2-1, para. 10.8 a. (1)).

(3) Ensure that every Soldier in the unit properly processes in and out of the CIF.

(4) Pick up duplicate clothing records from the CIF on a weekly basis.

(5) Maintain duplicate copies of clothing records and ensure that unit supply personnel and Soldiers make no entries (pencil / pen) on unit copy of clothing record.

(6) Conduct periodic/selective unit level inventories. (See Appendix D.)

(7) Reconcile individual due-outs of OCIE on a monthly basis with the CIF.

(8) Ensure that Soldiers departing the unit have conducted a 100% inventory of their OCIE prior to reporting to CIF for out-processing.

(9) Prepare necessary adjustment documents of all lost, damaged or destroyed OCIE issued to individuals.

(10) Conduct, on a quarterly basis (three months from last reconciliation) a face-to-face reconciliation of OCIE records with the CIF. (AR 710-2 2-14, p and DA PAM 710-2-1, para. 10-16). (See Appendix E.)

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(11) Provide CIF with a copy of unit commander's assumption of command orders and update CIF files when there is a change of command.

(12) Prepare and forward required signature cards (DA Form 1687) to the CIF, and ensure that expired DA Forms 1687 are replaced promptly.

(13) Provide on a semi-annual basis (Jun and / Dec) a personnel status report. It must include the following information: authorized strength, required strength, assigned strength, number of authorized cooks, and number of authorized mechanics. (See Appendix F.)

(14) Requisition expendable supplies for the performance of organizational maintenance. (See Appendix G.)

## 7. Retained OCIE

a. Option A: Shipping Retained OCIE as Professional Books, Papers, and Equipment (PBP&E).

(1) This is the preferred method; however Soldiers should not use this option if they need their OCIE at their gaining organization prior to 35-40 days from their scheduled pick-up date.

(2) Option requires Soldier to be present on scheduled pick-up date, ensure OCIE is thoroughly cleaned, separated from other personal property and properly indicated as PBP&E or Pro-Gear on the joint personal property inventory sheet.

b. Option B: Shipping Retained OCIE as an Expedited Cargo Shipment

(1) Soldier will bring the following to the CIF on their scheduled appointment: ALL OCIE, 1 lock for each bag to be shipped and 1 copy of orders for each bag to be shipped.

(2) Soldiers will turn-in all non-retained OCIE. CIF and Soldier will conduct a joint inventory/inspection of retained OCIE.

(3) Bags will be secured and locked by the Soldier with the CIF representative present and keys will be maintained by the Soldier.

(4) CIF will take possession of bags, process shipping documents thru BMCT and schedule baggage pick-up.

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(5) Upon arrival at new duty station Soldier will contact their supporting CIF to receive OCIE shipment.

8. Policies and Procedures:

a. Appointments:

(1) The CIF operates the in/out processing of personnel on an appointment basis.

(2) In/out processing appointments are made by the CPF or through the local CIF.

(3) Appointments for issues will be made by the CPF upon arrival of an individual. If unforeseen circumstances preclude completion of service to a Soldier at an appointed time, arrangements will be made to handle any remaining transactions at a later date.

b. In-Processing (Issue):

(1) All military personnel assigned to units supported by USAG Wiesbaden must in-process through their respective CIF.

(2) All personnel in-processing at the CIF must meet the following criteria in order to be serviced:

(a) Possess a valid military ID card.

(b) Provide one copy of orders assigning service member to their unit, to be retained by the CIF in the Soldiers' clothing record. (Battalions routinely assigning personnel to units within the battalion must provide a copy of the local assignment orders.)

(c) Aviation personnel must have orders stating that they are on flight status and present evidence that the flight gear was never issued or was turned in at their last duty station.

(d) Emergency essential civilians, Department of Defense or federal employees who require issue of OCIE for special projects or deployments will provide a memorandum to the CIF from their commander or director. (See Appendix I, Figure H-2.)

(3) Contractors and Army Air Forces Exchange Services (AAFES) employees must receive authorization from 7th Army G-4 OCIE point of contact prior to coming to CIF.

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c. Out-Processing (Turn-in):

(1) All Soldiers assigned to units or elements supported by USAG Wiesbaden must out-process through the CIF with one copy of their orders and clearing papers.

(2) Personnel on orders to PCS will retain all carry forward organizational equipment prior to departing for their next duty station:

(3) Aviation personnel who remain on flying status with proof of flight status orders will retain flight gear with the exception of the kit bag, flyer's; hood flyers and heavy weight jacket, which will be turned in if issued by a USAG Wiesbaden CIF.

(4) Failure to complete a turn-in during the appointed time (due to soiled, missing equipment and/or tardiness) will require the Soldier to return to the CIF for the complete turn-in of OCIE. The Soldier will coordinate with the records section prior to leaving the CIF for a follow-on appointment.

(5) The unit will initiate an adjustment document against an individual Soldier when failing to properly clear the CIF.

d. Intra-Theater Transfer (ITT): All personnel who PCS as a result of an ITT, must clear the CIF. A copy of the individual's orders must be presented to the CIF prior to clearance papers being stamped. Individuals will keep all items of OCIE issued to them.

e. Direct Exchange (DX):

(1) Individual DX is conducted on a walk-in basis, during designated hours, by the servicing CIF. All equipment must be clean, complete, and meet the required standards for exchange.

(2) All equipment must be cleaned prior to DX. Equipment requiring organizational/individual maintenance will not be exchanged and the Soldier will be directed to repair/clean the item as directed in FM 21-15 and TM 10-8400-203-23.

(3) Serviceable equipment will not be exchanged for cosmetic reasons unless directed by USAREUR G-4.

(4) The CIF personnel will only DX OCIE due to size adjustments or unserviceable as a result of FWT.

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(5) Equipment damaged through other than FWT must be accompanied with an adjustment document IAW *AR 735-5*.

f. Temporary Loans:

(1) 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.

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

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

(c) Females requiring maternity uniforms must bring a memorandum from their Unit commander requesting the issue of maternity battle dress uniforms (BDU)/army combat uniform (ACU) or a doctor's statement confirming their pregnancy.

9. Deployment:

a. Procedures for requesting plus-up equipment for deploying personnel:

b. Units must forward a copy of deployment orders or a memorandum from the first 0-5 in the chain of command stating that deployment is imminent to USAREUR/7A G-4 through their normal supply chain up through V Corps G-4. Equipment should not be issued more than 90 days prior to deployment.

(1) Battalion S-4s are required to e-mail a spread sheet with the following pertinent information to USAREUR/7A G-4, broken down by company or detachment size to USAREUR/7A G-4:

Soldier's Name:

SSN:

Size:

Unique Deploying Equipment Needed:

(2) USAREUR/7A G-4 will notify the issuing CIF and the battalion S-4 when the requisition is approved. The unit will then coordinate with the CIF for date and issue time. Plus-up items will be issued to Soldiers and accounted for on a clothing record.

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(3) Equipment should be kept by Soldiers after redeployment, but must be turned in to the CIF when transferring out of the European theater.

10. Redeployment:

a. Requirements for redeploying Units: Battalion S-4s are required to coordinate with their local CIF before or immediately after block leave to set up appointments for a face to face reconciliation of OCIE records. Reconciliation has to be completed prior to any direct exchanges. All items turned in will be cleaned. Units are responsible for completing a 100% inventory prior to appointments.

b. Any item that has been lost or missing must have an adjustment document cash collection voucher/statement of charges or FLIPL to account for the item(s).

c. Equipment should not be personalized. No writing, painting, stamping, staining, or marking on any item issued is accepted. IAW 710-2 personalization of OCIE except for the following items is prohibited:

(1) Bag, Barracks

(2) Bags, Duffle

d. Reconciliation:

(1) Battalion S-4 must coordinate with the local CIF before or immediately after their block leave to set up an appointment with the CIF Manager for a face to face reconciliation of OCIE records.

(2) Units must submit an updated personnel roster. The roster should be in alphabetical sequence and contain the following information:

(a) Rank

(b) Name

(c) MOS

(d) SSN

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(e) DEROS

(f) Attached Soldiers

(g) Soldiers who are attached to another unit

(h) Soldiers who have departed during the past 90 days.

e. Unit supply sergeants should contact the CIF Manager to schedule unit DX appointments.

f. OCIE items that are not available during direct exchanges will be requisitioned on a priority basis. Unit supply sergeants will be notified immediately when items are available to have individual Soldiers come in during the normal DX times.

11. Point of contact for this SOP is Lavon Peoples at DSN 337-6127, CIV 0611-705-6127, and E-mail: [lavon.peoples@eur.army.mil](mailto:lavon.peoples@eur.army.mil).

Appendix A-I attached



ROBERT KANDLER  
Deputy to the Commander

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Appendix A

HOURS OF OPERATION: Exceptions are U.S. Federal holidays, scheduled inventories, and/or when officially directed.

BAUMHOLDER:

Bldg 8716 Quartermaster Kaserne

Phone DSN: 485-7470

Monday – Wednesday	0800-1200 1300-1530	Turn-Ins by Appointment DX/Partial Issue
Thursday	CLOSED	Closed for internal operations
Friday	0800-1200 1300-1530	Issue by Appointment Only Closed for internal operations

WIESBADEN:

Bldg 1039 WAAF

Phone DSN: 337-5183

Monday – Wednesday	0730-1200 1300-1600	Turn-ins by appointment Partial issue/turn-in/exchanges
Thursday	CLOSED	Closed for internal operations
Friday	0730-1200 1300-1600	Issue by Appointment Only Partial issue/turn-in/exchanges

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## Appendix B

1. Adjustment Documents: This appendix provides examples of the different adjustment documents utilized by unit supply personnel and the CIF to account for lost, damaged or destroyed OCIE items.
2. AR 735-5 prescribes policies in preparing and processing these documents.
3. Use the following adjustment documents when applicable for property that is lost, damaged, or destroyed by means other than FWT IAW AR 735-5.
  - a. DA Form 200, Financial Liability Investigation of Property Loss (FLIPL). (Fig B-1-3)
  - b. DD Form 362, Statement of Charges/Cash Collection Voucher. (Fig B-4)
  - c. Damage Statement. (Fig B-5)

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(Fig B-1)



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(Fig B-2)



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(Fig B-3)

Continuation page for DD Form 200, blocks 4-8, FLIPL Number XX-00X.

NSN	Item Description	Quantity	Unit Cost	Total Cost
8405-01-443-9622	Parka w/w (rain suit) M	1	\$83.15	\$83.15
5120-00-878-5932	Entrenching Tool	1	\$42.48	\$42.48
8405-01-100-0976	Poncho w/w Camo	1	\$46.35	\$46.35
Subtotal this page:				\$171.98
Subtotal DD200:				\$443.65
FLIPL Grand total:				\$615.63

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(Fig B-4)

STATEMENT OF CHARGES/CASH COLLECTION VOUCHER					1. DATE 25 June 2003
					2. DOCUMENT/VOUCHER NUMBER leave blank (this is CIF's #)
3. ORGANIZATION A. Co. 3/12th Inf. Bn. UIC WARBAO			4. STATION Wherever Barracks, APO AE 09XXX		
5. DISBURSING OFFICE COLLECTION VOUCHER NUMBER		6. DISBURSING STATION SYMBOL NUMBER		7. ACCOUNTING CLASSIFICATION	
STOCK NUMBER a.	ITEM DESCRIPTION b.	QTY c.	UNIT PRICE d.	TOTAL COST e.	
8465-00-261-6969	Bag, Clothing Waterproof (\$9.05) (no residue)	2	\$8.14	\$16.28	
8415-01-310-0606	Hood, Balaclava (\$6.90) (no residue)	1	\$6.21	\$6.21	
	//////////NOTHING FOLLOWS//////////				
	EXAMPLE				
	* 10% depreciation allowed per AR 735-5, Appendix B				
8. TYPE OR ACTION (Select one)					
a. PAYROLL DEDUCTION <input checked="" type="checkbox"/>		b. CASH COLLECTION		c. GRAND TOTAL \$22.49	
9. CERTIFICATION OF RESPONSIBLE INDIVIDUAL I certify that my signature hereon constitutes a. An authorization to recover the amount of the indebtedness through payroll deduction, if payroll deduction is checked. If cash collection is checked, I am remitting debt in cash. b. An affirmation that the articles are not now in my possession. c. An agreement to turn-in to the appropriate supply officer all articles later recovered, it being understood that the U.S. Government retains title to the articles listed hereon.					
d. RANK/ GRADE SPC	e. NAME (LAST, First, Middle Initial) Jones, Robert, A f. SOCIAL SECURITY NUMBER 500-89-8524	g. CAUSE FOR CHARGE lost through neglect	h. SIGNATURE Robert A. Jones	i. AMOUNT \$22.49	
10. ORGANIZATION COMMANDER The statements hereon are complete and correct. All damaged property has been disposed of in accordance with current directives and the charges have been computed in accordance with the provisions of AR 735-5, Appendix B.			11. DISBURSING OFFICER OR PAYROLL CERTIFYING OFFICER The amount entered in grand total has been (FAO) check the appropriate action below. a. Entered on the appropriate pay record or payroll, or DD Form 139 has been prepared and forwarded for collection. b. Remitted through cash collection.		
a. DATE 25 June 03	b. SIGNATURE John J. Jones CPT, IN. COMMANDING	c. DATE	d. SIGNATURE BLOCK/SIGNATURE Do not sign here this is for finance.		

DD FORM 362, JUL 93

Previous edition may be used.

USAPPC V.3.00

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(Fig B-5)

UNIT LETTERHEAD STATIONARY

OFFICE SYMBOL

DATE

MEMORANDUM FOR Commander, USAG Wiesbaden, (IMEU-WSB-LGS/CIF Manager),  
Unit 29623, APO AE 09096-0050

SUBJECT: Damage Statement

1. (Name, Rank, SSN) has the item(s) listed below to DX. The damage occurred during field training exercise on (give dates of field training exercise). Exchange of these items for like serviceable items is hereby authorized:

NOMENCLATURE	NSN	Size	QTY
Bag, Clothing Waterproof	8465-01-117-8699		2
Parka, C/W	8415-01-228-1315	MR	1

2. I, or a member of my command, have (has) reviewed the circumstances surrounding the damage to the above listed item(s) and found no evidence of negligence or willful misconduct.

3. Point of contact for this office is the undersigned at DSN XXX-XXXX

John L. Smith  
CPT, IN  
Commanding

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 upon

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commander's approval for exchange. If the commander believes negligence/misconduct were involved, a ROS should be initiated. AR 735-5.

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Appendix C. Quarter Master Laundry:

QM Laundry Wiesbaden:

BLDG 1039 on Wiesbaden Airfield

Telephone number: 337-7660

Facility Hours of operation are 0800-1600. Closed on all German Holidays.

QM Laundry Baumholder:

BLDG 8329 on Smith Kaserne Baumholder

Telephone number: 485-7127

Facility Hours of operation are 0900-1700. Closed on all German Holidays.

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Appendix D. Conducting OCIE Record Inventories.

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

a. Upon assignment of a soldier to a unit.

b. Prior to the soldier clearing the installation.

c. When a soldier is placed in an absent without leave status (AWOL), hospitalized while on leave, extended TDY (defined as 30 days or more), or confined in a military or civilian correctional facility, OCIE should be inventoried and secured. This inventory is required only when the soldier has not already secured OCIE in unit facilities, authorized on or off-post bachelor quarters (other than troop billets) or family housing.

D-2. The unit commander will choose an officer, warrant officer or NCO to conduct the inventory. The chosen person will:

a. Make sure the soldier's OCIE is not mixed with OCIE of other Soldiers.

b. Prepare two copies of DA Forms 3645/3645-1. 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 the original of DA Forms 3645/3645-1 with the soldier's OCIE. File the copy in the unit absentee files with the soldier's other DA Forms 3645/3645-1.

d. Secure the inventoried OCIE in unit facilities.

D-3. The following procedures are used when a soldier returns from AWOL, hospital, confinement, or extended TDY:

a. Have the soldier conduct a joint inventory, with the commander's 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 the soldier sign a release statement and have it posted to the inventory form for items being issued.

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d. Have soldier go to the CIF with adjustment documents for reissue of shortages.

D-4. When a soldier is dropped from the rolls, hospitalized for more than 60 days, ordered PCS while on emergency leave or confined in a military or civilian facility for more than 60 days, the inventory outlined in paragraph C-1c above should be conducted and items turned in to the CIF. The commanders designated supply representative will:

a. Remove the unit copy of the soldier's DA Forms 3645/3645-1 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 property.

(2) Account for shortages according to AR 735-5. Document numbers will be assigned by the CIF.

(3) Turn in the soldier's OCIE to the CIF.

(4) The inventory forms and the soldier's DA Forms 3645/3645-1, showing turn-in credit, will be placed in the absentee file.

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Appendix E. Quarterly Unit Reconciliations.

E-1. All units will conduct a quarterly face-to-face reconciliation of OCIE records with the CIF, every 90 days. PBO/CIF Manager is responsible for coordinating the time and date in which the reconciliation will take place.

E-2. During the face-to-face reconciliation the unit must have a valid/updated personnel roster. Rosters must be in alphabetical sequence, regardless of rank. As a minimum, the roster will contain the rank, full name, duty MOS, social security number and DEROS of the individual. Any personnel attached/detached from the unit must be listed on the roster.

E-3. Commanders must have appointing orders on record at the CIF. During absences of the assigned commander, the newly appointed commander must provide a set of orders. Commanders are also responsible for providing a valid Delegation of Authority Card (DA Form 1687) for their supply personnel for the purpose of picking up duplicate copies of clothing records.

E-4. Unit commanders must inform CIF of the current assignment or transfers of individuals. When a soldier is transferred from one unit to another unit within the same organization, a copy of the assignment orders must be provided to the CIF. In addition, the unit clothing record must be transferred to the gaining unit.

E-5. Failure of a unit to comply with the above mentioned requirement(s) would result in the unit being denied DX support from the CIF.

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Appendix F. Personnel Status Report.

F-1. On a semi-annual basis (Jun/Dec) a personnel status report of all units will be provided to the CIF. (See Figure F-1). The report must include the following information: authorized strength; required strength; assigned strength; number of authorized cooks; number of authorized mechanics.

F-2. Aviation units must include the following additional information to their reports: number of authorized pilots; number of officers on flight status and number of enlisted personnel on flight status.

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(FIGURE F-1)

UNIT LETTERHEAD STATIONARY

OFFICE SYMBOL

DATE

MEMORANDUM FOR Commander, USAG Wiesbaden, (IMEU-WSB-LGS/CIF Manager),  
Unit 29623, APO AE 09096-0050

SUBJECT: Personnel Status Report for \_\_\_\_\_, \_\_\_\_\_  
UNIT UIC

1. The following information is accurate as of \_\_\_\_\_:

DAY /

MONTH / YEAR

Part I (All Units)

- a. Authorized strength:
- b. Required strength:
- c. Assigned strength:

Part II (All Units)

- a. Number of authorized officers:
- b. Number of assigned females:
- c. Number of authorized cooks:
- d. Number of authorized mechanics:

Part III (Aviation Units Only)

- a. Number of authorized pilots:

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- b. Number of officers on flight status:
  - c. Number of enlisted personnel on flight status (crew and non-crew):
2. Point of contact for this office is the undersigned at DSN: XXX-XXXX.

John L. Smith  
CPT, IN  
Commanding

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Appendix G. Expendable Supplies.

G-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.

G-2. Expendable supplies required to complete or place an item of OCIE into use will be *initially* stocked at the CIF and issued to individual during in processing.

a. Expendable items, when becoming damaged, unserviceable or lost will be replaced at the unit level (DA PAM 710-2-1)

b. The CIF will not stock expendable items for exchange, nor accept OCIE missing expendable components.

G-3. Stockage of Expendable CTA 50-900 Equipment by Units.

a. Units are authorized to requisition and issue expendable components to the following end items:

(1) Field Pack (Line #H39825) - expendable components: strap, right/left shoulder; webbing; cargo tie-down strap, lower back and waist strap.

(2) Helmet, PASGT (Line #K34733) - expendable components: headband; chinstrap; center webbing suspensions assembly and screws. (The unit will replace all bands.)

(3) Aviation Helmet (Line #H53107) - expendable components: pad sets fitting; strap, assembly; chin pad; and chin strap.

b. OCIE maintenance is every soldier's responsibility.

c. A complete listing of authorized expendable supplies to be stocked by units for the repair and maintenance of CTA 50-900 can be found in CTA 50-970.

Nomenclature:

(1) Repair kits authorized for use are:

(a) Sewing Kit

(b) Repair Kit, Cold Weather Boot

(c) Repair Kit, Pneumatic

NSN:

8315-01-090-5823

8465-00-753-6335

2640-00-052-6724

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- (d) Repair Kit, maintenance wet weather 3405-00-198-3747
  
- (2) The repair parts for the Kevlar helmet:
  - (a) Paint, spray, OD Green 8010-00-848-9272
  - (b) Walnut shell flour 5350-00-115-3297
  - (c) Edging, Helmet, 8-2-644-8 8470-01-156-0372
  - (d) Adhesive EC 1357 8040-00-165-8614
  - (e) Band, Helmet w/reflectors 8415-01-110-9981
  
- (3) Expendable items for the Canteen
  - (a) Cap, Water Canteen 8465-00-930-2077
  - (b) Strap, Cap Water Canteen 8465-01-082-6449

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Appendix H. Authorized OMIL Issue and Procedures for Special OCIE Issues.

H-1. This appendix contains examples and guidance in preparing a memorandum for requesting issue of CTA 50-900 equipment (MOS & EEC). Along with these examples are 4 Tables, listing OCIE approved for issue (OMIL/Supplemental (MOS) issue/EEC issue/Deployment issue).

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 and clothing to Emergency Essential Civilians (EEC) must be done on a memorandum as shown in Figures G-1 and G-2. The individual must hand-carry the memorandum when reporting to CIF.

H-4. ENCLOSURES.

- a. Request for Issue of MOS items to Soldiers. (Figure H-1)
- b. Request for Issue of OCIE to Emergency Essential Civilians (EEC). (Figure H-2)
- c. Tables 1-2 taken from AER 710-2, listing OCIE items approved for issue.

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(FIGURE H-1)

UNIT LETTERHEAD STATIONARY

OFFICE SYMBOL

DATE

MEMORANDUM FOR Commander, USAG Wiesbaden, (IMEU-WSB-LGS/CIF Manager),  
Unit 29623, APO AE 09096-0050

SUBJECT: Request for Supplemental Issue of MOS Specific Items

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

	RANK	FULL NAME	SSN
MOS			

2. Please issue the required MOS specific equipment, as stipulated in AER 710-2-1, table 2.

3. Point of contact for this office is the undersigned at DSN XXX-XXXX

John L. Smith  
CPT, IN  
Commanding

IMEU-WSB-ZB

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(FIGURE H-2)

UNIT LETTERHEAD STATIONARY

OFFICE SYMBOL

DATE

MEMORANDUM FOR Commander, USAG Wiesbaden, (ATTN: IMEU-WSB-LGS/CIF Manager), Unit 29623, APO AE 09096-0050

SUBJECT: Request for Issue of Organizational Clothing and Individual Equipment (OCIE) to Emergency Essential Civilians (EEC)

1. Request that GS-09, SMITH, THOMAS MICHAEL, 999-88-9999 assigned to  
RANK FULL NAME  
SSN

USAG Wiesbaden, Directorate of Logistics be issued USAREUR EEC OCIE for use  
OFFICE / UNIT NAME  
while participating in \_\_\_\_\_ in \_\_\_\_\_.  
OPERATION

ASSIGNMENT LOCATION

2. The individual is aware that the authorized EEC OCIE issue is a mandatory minimum issue and cannot be broken down or issued piecemeal. Individual will receive all OCIE listed in Table 3 of AER 710-2-1. (This does not include personal clothing.)
3. Once OCIE is verified and signed for, the individual named above assumes full responsibility and liability for any loss or damage (other than fair-wear-and-tear) to the equipment.
4. Individual will report to his/her CIF appointment on time with a copy of their orders and a valid military ID in their possession prior to being issued OCIE.
5. At the completion of assignment/deployment, the individual named above will return all OCIE to the issuing CIF.

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6. Point of contact for this office is the undersigned at DSN XXX-XXXX

John L. Smith  
CPT, IN  
Commanding

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TABLE 1

OMIL: (Organizational Military Issue List) *USAREUR units are authorized the following items as their basic garrison issue:*

LIN	NOMENCLATURE	QTY
B13907	BAG, BARRACKS	1
B14729	BAG, DUFFLE	1
B15825	BAG, CLOTHING, WATERPROOF	2
C96536	CANTEEN, WATER 1QT PLASTIC	2
D11812	INTRENCHING TOOL CARRIER	1
D64043	CASE, FIRST AID	1
	COVER, HELMET CAMO	1
F30391	COVER, CANTEEN	2
F54817	CUP, CANTEEN	2
G39744	NECKGAITER (3)	1
G63382	GLOVES, SHELLS ICW (3)	1
H39825	FIELD PACK, NYLON LRG	1
H46744	HOOD, BALACLAVA (3)	1
H90705	FRAME, FIELD PACK	1
L00210	INTRENCHING TOOL	1
L70789	LINER, PONCHO	1
M24944	MAT, SLEEPING SGI	1
O10011	GLOVE, INSERTS, ICW (3, 4)	2
O10020	BELT, INDIV EQUIP (4)	1
O10021	OVERSHOES, COMBAT VINYL (4)	1
O10088	SLEEPING BAG, PATROL (4)	1
O10089	SLEEPING BAG, INTERMEDIATE (4)	1
O10090	STUFF, SACK (4)	1
O10091	BIVY, COVER (4)	1
P05813	PARKA, WET WEATHER R/S	1
P17415	PONCHO, WET WEATHER	1
P69699	PARKA, CW	1
T35375	TROUSERS, CW	1
T38070	TROUSERS, WET WEATHER R/S	1
V02073	VEST, TACTICAL	1

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TABLE 2

Emergency Essential Civilians (EEC) Issue List (1)

LIN	NOMENCLATURE	QTY
B09054	BOOT, INTERMEDIATE C/W (3)	2
B13907	BAG, BARRACKS	2
B14729	BAG, DUFFEL	3
B15825	BAG, CLOTHING, WATERPROOF	1
C96536	CANTEEN, WATER 1QT PLASTIC DRAWERS, CW (3)	1 3
F28747	COVER, HELMET CAMO	1
F30391	COVER, CANTEEN	1
F54817	CUP, CANTEEN	1
G39744	NECKGAITER (3)	1
G63382	GLOVE, SHELL ICW (3)	1
H46744	HOOD, BALACLAVA (3)	1
K34733	HELMET, PASGT	1
L70172	LINER, CW COAT	1
M24944	MAT, SLEEPING SGI	1
O10011	GLOVE, INSERT ICW (3)	2
O10020	BELT, INDIV EQUIP	1
O10021	OVERSHOES, COMBAT VINYL	1
O10088	SLEEPING BAG, PATROL	1
O10089	SLEEPING BAG, INTERMEDIATE	1
O10090	STUFF, SACK	1
O10091	BIVY, COVER	1
P05813	PARKA, WET WEATHER R/S	1
P17415	PONCHO, WET WEATHER	1
P69699	PARKA, CW	1
T35375	TROUSERS, CW	1
T38070	TROUSERS, WET WEATHER R/S	1
U73597	SUSPENDERS, TROUSERS UNDERSHIRT, CW (3)	1 3

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#### Appendix I. Serviceability Standards for OCIE.

I-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.

#### I-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 and quantity.
- c. Soldiers will:
  - (1) Familiarize themselves 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 personnel will:
  - (1) Follow the guidance in TM 10-8400-201-23, and inspect OCIE periodically or as prescribed by directives. All inspections will be documented on DA Forms 3645/3645-1. The inspection of OCIE, for individuals departing the unit, should be conducted at least 4 weeks prior to ETS/PCS.
  - (2) Ensure that any loss, damaged, or destroyed OCIE is documented by adjustment documents as outlined in AR 735-5.

#### I-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 FWT.

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- 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 property disposal channels Defense Reutilization Management Office (DRMO).
- 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 (See appendix B Figure B-5) will accompany the soldier and equipment to the CIF for exchange.

NOTE: ALL FWT IS CONSIDERED ACCEPTABLE. AND DOES NOT NEED TO BE TURNED-IN BEFORE THE TURN-IN APPOINTMENT.

I-4. Inspection Standards for all OCIE is as follows:

- a. Clean
- b. Dry
- c. Free of Odor
- d. Free of Animal Hair
- e. Free of Dust

I-5. Helpful Hints.

- a. All buttons must be on and not broken or cracked.
- b. The user must repair all small holes (less than ½ inch).
- 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 will not be accepted. They can attempt to be washed and the petroleum removed. If the petroleum will not come out then a turn-in to the safety officer to HAZMAT can be done. When this is done the CIF will need a memorandum

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from the HAZMAT officer or the safety officer to prove that the item was disposed of in the proper manner.

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 neck and foot area on the sleeping bag is clean.

g. Lubricate all zippers with "zipper ease".

h. Pin holes 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. The use of body putty on the helmet is not authorized. Helmets with any indication that a repair has been made will not be accept

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 ½ inch, repair must be redone.

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

m. Look for damage of web equipment caused by machine washing/drying. This causes the fillings, padding and thread to shrink and melt rendering the item unserviceable.

n. Flight gloves and Combat Vehicle Crewmember (CVC) gloves are to be washed in warm water, not exceeding (120F). Do not bleach or starch. Rinse thoroughly in clear warm water. Remove soap by repeated rinsing or fabric will lose flame resistance. Remove excess water by squeezing gloves or rolling them in towel. Do not wring or twist. Stretch gloves into shape and hang or lay flat to air dry. Do not tumble dry, or expose wet gloves to heat or direct sunlight.

o. OCIE that can be Laundered:

Bag Barracks

Bag Duffel

Blanket, Wool

Drawers Cold Weather

Cover, Helmet Camo

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Hood Balaclava  
Liner, Coat  
Scarf, Wool  
Shirt, Cold Weather

p. QM Laundry Items:

Parka, Cold Weather (Gortex)  
Trousers, Cold Weather (Gortex)  
Sleeping Bag

q. OCIE not Authorized to be Laundered in Commercial Machines (FM 21-15):

Bag, Clothing Waterproof  
Belt, Individual Equipment  
Body Armor, Fragmentation  
Carrier Entrenching Tool  
Case, First Aid  
Case, Small Arms  
Cover, Canteen  
Field Pack  
Mat Sleeping  
Overshoes Boot Combat  
Parka, Wet Weather  
Strap, Field Pack  
LCE  
Suspenders Trousers  
Trousers, Wet Weather