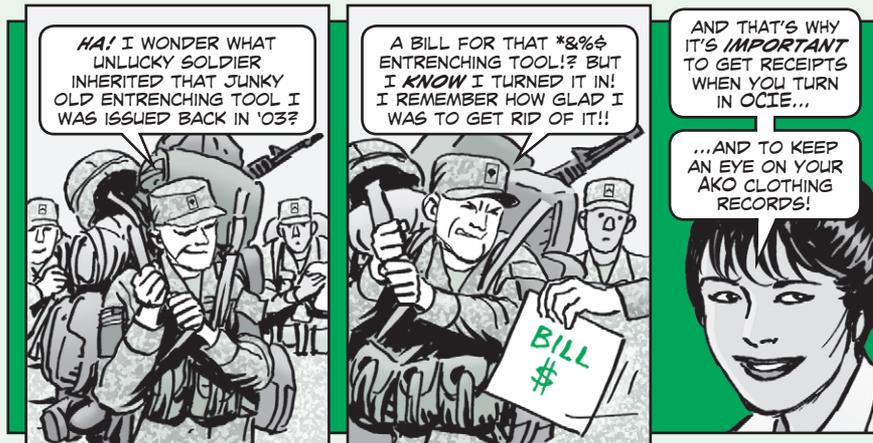


GET A RECEIPT FOR OCIE



You may be glad to lose the bulk and weight of Organizational Clothing and Individual Equipment (OCIE) when it's time to turn some in. But your bank account may also get a little leaner if you don't get and keep receipts for any OCIE you turn in at a Central Issue Facility (CIF).

Every year some Soldiers are unpleasantly surprised to discover that Army records still show them in possession of OCIE they no longer have. In fact, they are darned sure and tootin' they turned it in a long time ago in a CIF far, far away. But, when push comes to shove, Army records always prevail over verbal protests.

For your own protection and peace of mind, get receipts and take your own notes detailing exactly what OCIE was turned in when, where and in what condition. Now that your OCIE records are linked to you via modern technology and AKO, keeping the slate clean and current is essential.

When turning in OCIE, you should receive documentation from the CIF. You will need to sign and date both copies of the manual and/or automated DA Form 3645/3535-1, *Organizational Clothing and Individual Equipment Record*. You'll receive a worksheet that shows the items that were issued to you, and this identical information is entered into the CIF installation support module (ISM). **If you don't get a receipt, speak up and ask for one.**

Tip: It's also smart to develop a filing system to keep your copies and notes organized in case they are needed months or years later.

If you need to dispute any OCIE listed in your name, first try working with your nearest CIF facility. Most CIFs can clear/reconcile discrepancies at the local level, but sometimes, more research will need to be done that involves the initial CIF.



- Soldier must notify the local CIF immediately upon identifying any discrepancy in OCIE.
- CIF should verify the Soldier's clothing record (DA Form 3645) to validate the discrepancy.
- If a discrepancy is identified involving a previous CIF, the property book officer (PBO) or CIF manager of the current CIF needs to contact the initial CIF to resolve the discrepancy. (The initial CIF is the prior CIF that issued the OCIE to the Soldier).
- If an investigation reveals that the Soldier was negligent, the Soldier must initiate a DD Form 362, *Statement of Charges*, or the unit commander must initiate a DD Form 200, *Financial Liability Investigation of Property Loss* (FLIPL).
- During processing of a FLIPL, once the equipment in question has been identified and given a document property number by the CIF PBO, the identified equipment will be removed from the Soldier's clothing record (DA Form 3645). If the Soldier agrees to pay for a lost item through payroll deduction, a DD Form 362 will be processed. The unit or activity commander will complete and sign the blocks immediately below the statement by the organization commander (Block 10). Prior to forwarding the document to the Finance Accounting Office, the accountable officer will assign a document/voucher to the DD Form 362. Then the DD Form 362 should be returned to the CIF with the signature of the finance officer (Block 11a through Block 11d). This step will result in document closure within the CIF-ISM system.

SSN/ID:	NAME:	SEX:	HOME CIF CODE:	LAST INITIAL ISSUE:						
RANK/GRADE:	UNIT:	D MOS:		EXPECTED CLEARANCE:						
SGT/E05	WA1QC0 - 020018FAC BTRY MLRS	13M	SW5600	2005/11/01						
LAST TRANSACTION INFORMATION		DTTC: CLOTHING RECORD ADDITIONAL ISSUE								
DOCUMENT NO: W44DUH73558089V		DATE: 2007/12/21								
CIF NAME: SW5600 - FORT SILL										
ISSUING CIF	MENU	LIN	SIZE	CIC	NOMENCLATURE	PARTIAL NSN	AU QTY	OH QTY	PCS TRANS	ETS TRANS
SW5600	4EK	B13907	GREEN		BAG BARRACK CT OG 107	3692	1	1	Y	N
SW5600	4EK	B15825	OLIVE		BAG CLOTHING WTRPROOF	6909	1	1	Y	N
SW5600	4EK	B59567	MED OLIVE	Y	BELT INDV LC-1 MED	6488	1	1	Y	N
SW5600	4EK	C96536	1 QT OLIVE	D	CANTEEN 1QT W/M1 CAP	0026	2	2	Y	N
SW5600	4EK	D11812	NONSZ		CARRIER INT TOOL LC-1	6474	1	1	Y	N
SW5600	4EK	D64043	OLIVE		COVER CANTEEN LC-1	0256	2	2	Y	N

NOTE: IT'S A GOOD IDEA TO GET IN THE HABIT OF REGULARLY CHECKING YOUR "MY CLOTHING" RECORD ON AKO, ESPECIALLY BEFORE OR AFTER A PCS MOVE.

REMIND YOUR BUDDIES TO DO THE SAME.

LIN	GENERIC NOMENCLATURE TX	PCS TRANS	ETS TRANS
	Leather Footwear	Y	Y
	Head Gear with Leather Headbands	Y	Y
	Insignia	Y	Y
	CARRIER ENTRENCHING TOOL	Y	N
	INTRENCHING TOOL HAND: COMBINATION	Y	N
	LINER COLD WEATHER COAT: MENS NYLON		
	POLYESTER QUILTED OG106	Y	N
	MODULAR SLEEP SYSTEM: CIO STUFF		
	BACK PATROL & LOW SLEEPING BAGS AND		
	SHTLR HLF WO/PIN-POL (8340-00-577-	4168	1

YOU CAN DOWNLOAD YOUR CLOTHING RECORD FROM THE AKO MY CLOTHING LINK:
<https://www.us.army.mil/suite/page/230892>