

## WEBSITE FOR CIF INPROCESSING / TURN-IN APPOINTMENTS

[https://ism.army.mil/ism/SelfServiceServlet?nav.nav\\_id=ssMyClothing](https://ism.army.mil/ism/SelfServiceServlet?nav.nav_id=ssMyClothing)

\*YOU MUST TYPE ABOVE LINK EXACTLY THE WAY IT IS DISPLAYED (I.E. CAPITALATIONS).

1. CLICK ON LINK.
2. SELECT AUTHENTICATION
3. CIF APPOINTMENT TAB
4. CREATE APPOINTMENT
5. SELECT TRANSACTION TYPE – ISSUE/TURN-IN
6. CIF LOCATION – FORT SILL
7. REMARKS – PCS/ETS
8. EMAIL / PHONE NUMBER
9. SELECT DATE/TIME
10. SAVE

**NOTE:** If you arrive to Ft. Sill with your OCIE and do not need to draw, just go to RM #109 at the CIF with a copy of your orders and CAC Card. **NO APPOINTMENT NEEDED.**