

LOGISTICS READINESS CENTER - SILL
CENTRAL ISSUE FACILITY EXTERNAL SOP FOR OPERATIONS

02 February 2024

PURPOSE:

To prescribe procedures for the accountability, issue, care, exchange and/or turn-in of organizational clothing and individual equipment (OCIE) as authorized by CTA 50-900 and stocked/issued by the central issue facility (CIF).

SCOPE:

This procedure is applicable to all units and/or personnel supported by the Central Issue Facility.

POLICIES:

The Central Issue Facility will requisition, store, issue, exchange, receipt and maintain accountability for OCIE as prescribed by AR 710-2, AR 735-5, DA Pam 710-2-1 and CTA 50-900, this SOP and other applicable guidance.

Supported units/personnel will comply with established DA policy and procedures for obtaining OCIE support from the CIF.

RESPONSIBILITIES:

Unit/organization: Commanders are tasked to accomplish the following:

1. Ensure all soldiers clear the central issue facility before departing the installation. (AR 710-2, Section 111 OCIE/CIF Management 2-14)
2. Ensure that if soldiers is missing any OCIE items, items are accounted for under AR 735-5. (AR 710-2, Para 2-14)
3. Ensure soldiers are aware that OCIE items are not laundered at government expense and that they are responsible for cleaning the equipment before turn-in to CIF.
4. Ensure that soldiers do not apply permanent type markings on OCIE items because this is not authorized. (AR 710-2, Para 2-14)

CIF HOURS OF OPERATIONS

Bldg. 2120 Randolph Road, Fort Sill, Okla. 73503

Office: 580-442-3377 or 580-442-2679

Monday –Thursday

Closed on Friday

For Class Issues: BOLC/AMEDD: (By Appointments Only)

For Soldiers in-processing:

08:30 – 11:00 (Walk-Ins Only)

For Soldiers Turn-Ins: 1230 – 14:45 (By Appointments Only)

All personnel should schedule their appointments as soon as possible prior to ETS/PCS. Orders are not required to schedule any appointments. But are needed to execute turn-in.

Requirements to in-process CIF (DA Pam 710-2-1, Para 10-8):

Prior to in-processing CIF, service member should review his/her OCIE records and bring a hard copy of the unit assignment orders.

Prior to arriving at CIF:

1. If items are missing or unserviceable, other than fair wear and tear (FWT), use the procedures explained in DA Pam 710-2-1 or AR 735-5.
2. When service member has MOS that require Mechanic Coveralls or Cook Whites, a signed memorandum must be provided by commander.
3. Make an appointment with CIF through AKO. (See Appendix 2 with instructions)
4. Unit assignment orders.

Requirements to PCS/ ETS CIF (DA PAM 710-2-1, Paragraph 10-12):

Soldier reports to CIF for OCIE turn-in.

1. Make an appointment with CIF. (See Appendix 1 with instructions)
2. Bring a copy of your PCS/ETS orders and the equipment.
3. When PCS/ETS, the only items required for turn-in are the items with N listed next to them in those columns to CIF. OCIE must be clean/dry prior to turn-in.

4. Adjustment document are required for items, ie...Statement of Charge (SOC), Financial Liability Investigation of Property Loss (FLIPL) and Damage Statement (DS).

When Out-Processing at CIF you need a copy of your orders or a memo from the commander authorizing you to clear pending orders.

NOTE: DD FORM 200 (FLIPLS) **must not be** carried by the person who has lost the property or who is named in the FLIPL.

Statement of Charges: (AR 735-5, Paragraph 12-3)

Contact CIF for any additional guidance as needed.

Note: Instructions for completing DD Form 362 and an example of a completed form are at AR 735-5, figure 12-5. Figure 12-8 depicts the flow/distribution of the DD Form 362.

Financial Liability Investigation of Property Loss: (FLIPL) (AR 735-5, Chapter 13)

Damaged Property: (AR 735-5, paragraph 14-18)

Damaged property (regardless of Federal Supply Class) may be determined unserviceable by technical inspection or may be classified as unserviceable through other than fair wear and tear.

1. The commander will state in the memorandum "I, or a member of my command, have reviewed the circumstances surrounding the damage to the below listed item(s), and find the damage occurred while being used for official Government business and no evidence of negligence or willful misconduct." The commander or a designated representative will sign the statement.
2. 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 central issue facility for exchange.
3. Separate FLIPLs (Financial Liability Investigation of Property Loss) will not be prepared for the same incident unless the damaged property is recorded on separate property accounts or other individuals are involved in the same incident.

ADDITION TO EXTERNAL SOP FOR CIF OPERATIONS DATED 02 JAN. 2024 PARA: OCIE PERSONNEL
RECONCILIATION & CIF QUARTERLY RECONCILIATIONS AR 710-2-1 CHAP 10-16

D-1. It is the commander's responsibility to ensure ALL INCOMING SOLDIERS REGARDLESS OF RANK IN-PROCESS CIF WITHIN 30 DAYS OF ARRIVING AT THEIR UNIT. The soldier will bring with them either pinpoint orders assigning them to the unit they are assigned to or a DA Form 4187 reflecting that the soldier is reassigned to a specific battery/company. In-processing for newly arrived soldiers to Fort Sill is 0830 –1100 hours. and all other scheduled appointments for in-processing is from 1001- 1115 hours Monday through Thursday. **NOTE:** there may be extenuating circumstances where a school class may take priority over regular in-processing.

D-2. All unit supply sergeants or commander's representatives will conduct a quarterly reconciliation of OCIE records in the ISM system with the CIF Records Clerk. Reconciliations are due on a quarterly basis. Supervisors will ensure their personnel show up and are on time for all scheduled appointments. If for any reason an appointment cannot be kept it is the Supply Sergeant's/commander's representative responsibility to reschedule the recon for another date and time. Scheduled date and time of future appointments are listed on the front page of the memorandum.

D-3. During the reconciliation the unit must provide a current/updated personnel roster dated no earlier than two days prior to the appointment. At a minimum the rosters will contain the soldier's full name, rank, DOD#S, and gain date. Unit Rosters must be signed by the commander. Upon completion of the unit's reconciliation the records clerk will send a memorandum to the ISG/Commander to inform them that the reconciliation was conducted and soldiers who have not yet in-processed CIF will be posted on the memorandum along with any other discrepancies. Rosters will be clean and free of any stains. If a soldier who is **assigned** to the unit is **attached** to another unit the unit **must** list that soldier on their Roster.

D-4. Commanders must have appointment orders on file at CIF. During absences of the assigned commander a copy of the Assumption of Command Orders for the newly appointed Commander must be submitted and file at CIF. Commanders are also responsible for providing a valid Delegation of Authority Card (DA Form 1687) authorizing their supply personnel to conduct CIF transactions on behalf of the unit.

D-5. Upon completion of the unit's reconciliation the CIF reconciliation clerk will contact the individual listed on the cover sheet to inform them of the completed reconciliation. It is the supply personnel responsibility to come to CIF as soon as possible to collect the completed reconciliation packet and to be aware of the next scheduled reconciliation.

D-6. Failure of a unit to comply with the above-mentioned requirement will result in the unit being denied certain transactions from CIF such as Bulk issue, Financial Liability Investigation of Property Loss, Statement of Charges.

POC for this memorandum is the undersigned @ 442-3377.

Additional information:

Additional information concerning the handling of property for individuals in the categories described above can be found in AR700-84, paragraphs 12-12 through 12-18. AR 600-8-1 should also be reviewed.

Examples of DD Form 200 Financial Liability Investigation of Property Loss and DD Form 362 are enclosed at the back of this SOP.

Tyrone Love

CIF MANAGER/ACCOUNTABLE OFFICER

APPENDIX 1

ACCESSING CLOTHING RECORDS USING ISM

When a soldier is unable to access their OCIE record it's because the soldier's DOD# is not active in ISM. The soldier needs to come to CIF and fill out a form with their DOD# and once a week (Thursday) a number is requested from ISM and submitted to the appropriate agency for addition to the soldier's OCIE record in ISM.

Note: A soldier's OCIE record does not get updated in the ISM unless a DX, Turn-in or additional issue occurs. If this happens an updated copy with the soldier's digital signature will be generated and given to the soldier.

WEBSITE FOR CIF INPROCESSING/TURN-IN APPOINTMENT/ ACCESS OCIE RECORDS (USING YOUR CAC)

https://ism.army.mil/ism/SelfServiceServlet?nav.nav_id=ssMyClothing

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

AT THIS TIME YOU WILL RECEIVE A CONFIRMATION EMAIL.

SOMETIMES THE SYSTEM MAY GENERATE AN HOUR EARLY REPORT TIME OTHER THEN WHAT YOU SELECT.

PLEASE DISREGARD IF THIS TAKES PLACE. YOUR APPOINTMENT WILL ALWAYS BE THE ACTUAL TIME SLOT YOU SELECT.

MAKE APPOINTMENT AS FAR IN ADVANCE AS YOU CAN:

When In-processing at CIF you will need a copy of your orders.

My OCIE Record

There are available items for due-out issue at the issuing CIF.
 OCIE Record has End of Life or Obsolete items.
 Your OCIE record has not been signed since the last update. Please e-sign your OCIE record if you
 have access to a CAC reader or sign in person at your CIF.

SSN/PID (DoD ID): XXX-XX-XXXX	Name: CRANK, [REDACTED]	Sex: M	Initial Issue: 2018/03/29
Home CIF: FORT SILL	Branch: ARMY	Rank/Grade: SGT/E05	Expected Clearance: 2022/10/23
DMOS:	Unit: W1D261 - B BTRY (3-6 ADA) PP		
Confirmed: N	Confirmed By: GRIFFIN, [REDACTED] (SW5600)		Last Confirmed: 2020/03/19
eSigned: N	Last eSigned: 2020/03/19		Last Manually Signed:
Last Transaction: 2021/02/23 (STATEMENT OF CHARGES)			
Email:		Locker ID:	

MENU	LIN	SIZE	CIC	NOMENCLATURE	PARTIAL NSN	AU QTY	OH QTY	DO QTY	PCS TRANS	ETS TRANS	ISSUING CIF
30A	C28472	SML - MED UCP		CVR HLMT CMFLG S/M	8806	1	1	0	Y	N	FORT SILL
30A	C28472	LG/XL UCP		CVR HLMT CMFLG L/XL	8808	1	1	0	Y	N	FORT SILL
30A	DA651E	DEF-CP		BLADDER, HYDRATION S	2304	1	1	0	Y	Y	FORT SILL
30A	DA6562	UCP		POUCH, M4 TWO MAG	0506	3	3	0	Y	N	FORT SILL
30A	DA658Z	REG FOIL GREEN		SLEEPING BAG	2706	1	1	0	Y	N	FORT SILL
30A	J14588	M-R UCP		JCKT CLD WTHR MD-RG	6813	1	0	1+	Y	N	FORT SILL
30A	J14588	M-L UCP		JCKT CD WTHR MD-LNG	6251	1	0	1+	Y	N	FORT SILL
30A	J21883	M-L FGRN		JCKT CLD WTHR MD-LNG	7444	2	2	0	Y	N	FORT SILL
30A	J23458	MED-REG UCP L6		JCKT WT WTHR M-R	7012	1	0	1+	Y	N	FORT SILL
30A	J23458	MED-LNG UCP		JCKT WT WTHR M-LN	5707	1	0	1+	Y	N	FORT SILL
30A	T35205	M-L UCP L6		TRSR S WT WTHR M-LG	4194	1	1	0	Y	N	FORT SILL
30A	X36109	M-R UCP		TROUSRS CLD WTH MD-RG	9062	1	1	0	Y	N	FORT SILL
	A05025	LRG GREEN		GLOVES, COMBAT	8151	2	2	0	Y	Y	FORT SILL
	C02082	7-1/2 OCP		CAP PATROL SZ 7 1/2	0132	2	2	0	Y	Y	FORT SILL
	D74126	MED-LNG TAN		DRWRS CLD WTHR M-LNG	8598	4	4	0	Y	Y	FORT SILL

1 - 15 of 38 | [Next 15](#) | [Last Page](#) | Jump to Page: | [Show All](#)

Item available for issue at the Issuing CIF
[CIF Appointment\(s\)](#)
[View Pending Appointment\(s\)](#)

[Print Unsigned OCIE](#) [Print Signed OCIE](#) [Sign & Print](#)


ISM
 Installation Support Modules


PECEIS
 Privacy Sensitive

[Help](#)
[Log Out](#)

[My OCIE Record](#)

[My OCIE Record](#) > [Manage Appointments](#)

Manage Appointments

SSN/PID (DoD ID):	XXX-XX-XXXX	Name:	CRANK, [REDACTED]	Sex:	M	Initial Issue:	2018/03/29
Home CIF:	FORT SILL	Branch:	ARMY	Rank/Grade:	SGT/E05	Expected Clearance:	2022/10/23
DMOS:		Unit:	W1D261 - B BTRY (3-6 ADA) PP			eSigned:	N
Confirmed:	N	Confirmed By:	GRIFFIN, [REDACTED] (SW5600)	Last Confirmed:	2020/03/19	Last eSigned:	2020/03/19
Last Transaction:	2021/02/23 (STATEMENT OF CHARGES)			Showdown:		Last Manually Signed:	
Email Address:	(NONE)	Showdown By:		Showdown At:		Locker ID:	
Preferred Email:		Preferred Phone:					

ORDER(S) / ROSTER	APPOINTMENT DATE	APPOINTMENT TIME	TRANSACTION TYPE	APPOINTMENT AT CIF	GROUP SIZE	SLOT REMARKS	APPOINTMENT REMARKS

No records found.

[Print All](#)
[Print Selected](#)
[Delete Selected](#)
[Create Appointment](#)

Click on create appointment

CIF to Schedule Appointments: Transaction Type:

Remarks: Group Size:

Preferred Email (Required):

New Alternate Email: * Confirm New Email: *

Preferred Phone:

Preferred New Phone:

Fill in all information before clicking the save tab.

Save

CIF Name: FORT SILL POC Name: TYRONE LOVE POC Phone: 580-442-3634 POC Email: TYRONE.T.LOVE.CIV@MAIL.MIL

Current Date

Apr 18 – 24, 2021

	Sun 4/18	Mon 4/19	Tue 4/20	Wed 4/21	Thu 4/22	Fri 4/23	Sat 4/24
09:00							
10:00							
11:00							
12:00							
		12:30 - All Except Issue,3/0		12:30 - All Except Issue,3/0	12:30 - All Except Issue,3/0		
		12:45 - All Except Issue,3/0		12:45 - All Except Issue,3/0	12:45 - All Except Issue,3/0		
13:00		13:00 - All Except Issue,3/0		13:00 - All Except Issue,3/0	13:00 - All Except Issue,3/0		
		13:15 - All Except Issue,3/0	13:15 - All Except Issue,3/0	13:15 - All Except Issue,3/0	13:15 - All Except Issue,3/0		
		13:30 - All Except Issue,3/0	13:30 - All Except Issue,3/0	13:30 - All Except Issue,3/0	13:30 - All Except Issue,3/0		
		13:45 - All Except Issue,3/0		13:45 - All Except Issue,3/0	13:45 - All Except Issue,3/0		
14:00		14:00 - All Except Issue,3/0		14:00 - All Except Issue,3/0	14:00 - All Except Issue,3/0		
15:00							

Once you've completed the above section, select your date and time.

STATEMENT OF CHARGES/CASH COLLECTION VOUCHER				1. DATE 8 Jan 2015	
				2. DOCUMENT/VOUCHER NUMBER W6212F 5008-1021	
3. ORGANIZATION A Troop, 4th Cavalry Regiment, UIC: WAAABO			4. STATION Fort Mile High, TX 12345-1234		
5. DISBURSING OFFICE COLLECTION VOUCHER NUMBER 012345-1245549		6. DISBURSING STATION SYMBOL NUMBER ABCD-EF		7. ACCOUNTING CLASSIFICATION 12345.67890	
STOCK NUMBER a.	ITEM DESCRIPTION b.	QTY c.	UNIT PRICE d.	TOTAL COST e.	
8465-01-115-0026	Canteen 1 Quart (C69536) (\$3.25)	1	2.92	2.92	
8365-01-753-6490	Cover Canteen Cold Weather (F29960) (\$3.25)	1	2.95	2.95	
8415-01-926-1674	Gloves Barb Wire Handler (DA1587) (\$14.10)	2	12.69	25.38	
8465-01-033-8057	Sleeping Bag Universal Type 2 (T71706) (\$115.95)	1	104.35	104.35	
8415-01-519-8599	Coat Army Combat Uniform (C10345) (36.00)	1	32.40	32.40	
8415-01-519-8600	Coat Army Combat Uniform (C10345) (36.00)	1	32.40	32.40	
8415-01-519-8601	Coat Army Combat Uniform (C10345) (36.00)	1	32.40	32.40	
8415-01-519-8602	Coat Army Combat Uniform (C10345) (36.00)	1	32.40	32.40	
8415-01-519-8603	Coat Army Combat Uniform (C10345) (36.00)	1	32.40	32.40	
8415-01-519-8604	Coat Army Combat Uniform (C10345) (36.00)	1	32.40	32.40	
8415-01-519-8605	Coat Army Combat Uniform (C10345) (36.00)	1	32.40	32.40	
8415-01-519-8606	Coat Army Combat Uniform (C10345) (36.00)	1	32.40	32.40	
8. TYPE OR ACTION (Select one)					
a. PAYROLL DEDUCTION		b. CASH COLLECTION <input checked="" type="checkbox"/>		c. GRAND TOTAL 394.80	
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) Doe, John A. f. SOCIAL SECURITY NUMBER 123-45-6789	g. CAUSE FOR CHARGE Lost Property	h. SIGNATURE John A. Doe		i. AMOUNT 135.60
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. <input checked="" type="checkbox"/> b. Remitted through cash collection.			
a. DATE 9 Jan 2014	b. SIGNATURE BLOCK/SIGNATURE John B Doe, CPT, CAV, Commanding		c. DATE 9 Jan 2014	d. SIGNATURE BLOCK/SIGNATURE John C. Doe, MAJ, Finance	

DD FORM 362, JUL 93
Previous edition may be used.

Reset

Adobe Professional 8.0

Figure 12-5. Sample DD Form 362

FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS							
1. DATE INITIATED (YYYYMMDD) 20151001		2. INQUIRY/INVESTIGATION NUMBER 2AWAB0-15-01		3. DATE LOSS DISCOVERED (YYYYMMDD) 20150930			
4. NATIONAL STOCK NO. C10345 8415-01-519-8599	5. ITEM DESCRIPTION Coat Army Combat Uniform Large Regular		6. QUANTITY 1	7. UNIT COST 36.00	8. TOTAL COST 36.00		
9. CIRCUMSTANCES UNDER WHICH PROPERTY WAS (X one) (Attach additional pages as necessary)			Add Page	<input checked="" type="checkbox"/> Lost <input type="checkbox"/> Organization	<input type="checkbox"/> Damaged <input type="checkbox"/> Installation	<input type="checkbox"/> Destroyed <input type="checkbox"/> OCIE	
<p>SGT John A. Doe was missing one each ACU coat at the shift change inventory. No coats were issued during a shift on 29-30 September 2014, therefore the missing coat is lost. SGT Doe stated that someone must have stolen it during the night.</p> <p>Exhibit A through F</p>							
10. ACTIONS TAKEN TO CORRECT CIRCUMSTANCES REPORTED IN BLOCK 9 AND PREVENT FUTURE OCCURRENCES (Attach additional pages as necessary) Continue to reiterate and enforce the necessity for individuals to guard or secure equipment at all times.							
11. INDIVIDUAL COMPLETING BLOCKS 1 THROUGH 10							
a. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, ZIP Code) EUSA-BD-A A Company, 34th Engineer Battalion Fort Knox, KY 401			b. TYPED NAME (Last, First, Middle Initial) Doe, Merlin X., SSG, Squad Leader		c. DSN NUMBER 315-123-4569		
			d. SIGNATURE DIGITAL SIGNATURE 123456789		e. DATE SIGNED 20151001		
12. (X one) <input checked="" type="checkbox"/> RESPONSIBLE OFFICER (PROPERTY RECORD ITEMS) <input type="checkbox"/> REVIEWING AUTHORITY (SUPPLY SYSTEM STOCKS)							
a. NEGLIGENCE OR ABUSE EVIDENT/ SUSPECTED (X one) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		b. COMMENTS/RECOMMENDATIONS Request investigation to ensure all policy and procedures were followed.					
c. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, ZIP Code) EUSA-BD-A 234th Engineer Battalion Fort Knox, KY 40121			d. TYPED NAME (Last, First, Middle Initial) Doe, John A., CPT, Commanding		e. DSN NUMBER 315-456-8132		
			f. SIGNATURE DIGITAL SIGNATURE 123456789		g. DATE SIGNED 20151115		
13. APPOINTING AUTHORITY							
a. RECOMMENDATION (X one) <input checked="" type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE		b. COMMENTS/RATIONALE Recommend approval of the financial liability investigating officer's findings to hold SGT Doe financially liable for failing to properly secure Government equipment.				c. FINANCIAL LIABILITY OFFICER APPOINTED (X one) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, ZIP Code) EUSA-BD-A 234th Engineer Battalion Fort Knox, KY 40121			e. TYPED NAME (Last, First, Middle Initial) Doe, Shanna Y., LTC Commanding		f. DSN NUMBER 315-456-8132		
			g. SIGNATURE DIGITAL SIGNATURE 123456789		h. DATE SIGNED 20151115		
14. APPROVING AUTHORITY							
a. RECOMMENDATION (X one) <input checked="" type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE		b. COMMENTS/RATIONALE Approved to hold SGT John A. Doe, financially liable in the amount entered in block 15d. SGT Doe's basic pay at the time of loss was \$2,146.00				c. LEGAL REVIEW COMPLETED IF REQUIRED (X one) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, ZIP Code) EUSA-BD-A 1st BCT, 2nd Infantry Division Fort Knox, KY 40121			e. TYPED NAME (Last, First, Middle Initial) Doe, Dean S. III, COL, Commanding		f. DSN NUMBER 315-159-000		
			g. SIGNATURE DIGITAL SIGNATURE 123456789		h. DATE SIGNED 20151205		

DD FORM 200, JUL 2009

PREVIOUS EDITION IS OBSOLETE.

Adobe Designer 8.0

Figure 13-2. Sample DD Form 200 only one item

15. FINANCIAL LIABILITY OFFICER

a. FINDINGS AND RECOMMENDATIONS (Attach additional pages as necessary)

Add Page: -

I have examined all the available evidence shown in Block 9 and exhibits A through F. I also conducted numerous additional interviews and obtained other evidence and have attached them to this investigation, exhibits G through M. The ACU coat was lost due to failure to properly secure Government property. The loss was a result of simple negligence on the part of SGT John A. Doe.

SSG Zoe was assigned the task of outfitting the deploying forces of the 234th Infantry Battalion. His operation was set-up on the airfield. He ran a 24 hour operation with eight Soldiers, 12 hour shifts. There was an NCO assigned to each shift. SGT Doe had the night shift. There were approximately ten airfield personnel on duty at night. These airfield personnel move around freely throughout the facility.

On the night of 29 September 2014, SGT Doe released everyone to go to chow at 2200hrs. He was the only one from the detail left on the airfield. After all had left for chow, SGT Doe went to the back room to use the computer to read and send some e-mails. He did not leave anyone to watch the supplies out on the floor. He did not have eyes on the supplies while in the back room. SGT Doe admits to staying in the room until everyone returned from chow.

At the morning shift detail inventory, it was discovered that a large regular ACU coat was missing. None of the detail admitted to taking the ACU coat. All airfield personnel were interviewed but none admitted to knowing or seeing the thief. It was likely stolen during the time the items were unguarded, between 2200 and midnight, when SGT Doe was in the back room. The identity of the thief is still unknown.

SGT Doe had supervisory responsibility for the unissued items. A Statement of Charges was offered to SGT Doe to pay for the loss but he refused to sign it.

The ACU coat was not depreciated as it was new when it was determined missing.

Recommended that SGT John A. Doe be held liable in the amount of \$36.00 and all others be relieved of responsibility for the lost item. SGT Doe's base pay at the time of loss was \$2,146.00.

Exhibit A through M attached.

b. DOLLAR AMOUNT OF LOSS 36.00		c. MONTHLY BASIC PAY 0.00	d. RECOMMENDED FINANCIAL LIABILITY 36.00
e. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, ZIP Code) EUSA-BD-A A Company, 234th Engineer Battalion Fort Knox, KY 40121		f. TYPED NAME (Last, First, Middle Initial) Doe, John A. ILT	g. DSN NUMBER 315-723-6745
		h. DATE SUBMITTED TO APPOINTING AUTHORITY (YYYYMMDD) 20151030	i. DATE APPOINTED (YYYYMMDD) 20151010
		j. SIGNATURE DIGITAL SIGNATURE 123456789	k. DATE SIGNED 20151029
16. INDIVIDUAL CHARGED			
a. I HAVE EXAMINED THE FINDINGS AND RECOMMENDATIONS OF THE FINANCIAL LIABILITY OFFICER AND (X one) <input type="checkbox"/> Submit the attached statement of objection. <input checked="" type="checkbox"/> Do not intend to make such a statement.			
b. I HAVE BEEN INFORMED OF MY RIGHT TO LEGAL ADVICE. MY SIGNATURE IS NOT AN ADMISSION OF LIABILITY.			
c. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, ZIP Code) EUSA-BD-A A Company, 2nd Engineer Battalion Fort Knox, KY 40121		d. TYPED NAME (Last, First, Middle Initial) Doe, John A.	e. DSN NUMBER 315-985-4568
		f. SIGNATURE DIGITAL SIGNATURE 123456789	g. DATE SIGNED 20151116
17. ACCOUNTABLE OFFICER			
a. DOCUMENT NUMBER(S) USED TO ADJUST PROPERTY RECORD W6212F 5284-1010			
b. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, ZIP Code) EUSA-BD-PBO 1st BCT, 2nd Infantry Division Fort Knox, KY 40121		c. TYPED NAME (Last, First, Middle Initial) Doe, Reginald A.	d. DSN NUMBER 315-549-7135
		e. SIGNATURE DIGITAL SIGNATURE 123456789	f. DATE SIGNED 20151010

DD FORM 200 (BACK), JUL 2009

Reset

Figure 13-2. Sample DD Form 200 only one item-Continued