

External Standard Operating Procedures (ESOP)

By Order of the USPFO-MN:

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Summary. This ESOP prescribes policy, procedures and responsibilities for the internal operation and organization of the United States Property and Fiscal Office (USPFO), Central Issue Facility (CIF) of Minnesota.

Applicability. This ESOP applies to all individuals assigned to and/or employed by the MINNESOTA ARMY NATIONAL GUARD (MNARNG) CIF.

Suggested Improvements. The proponent of this ESOP is the USPFO, Supply and Services (S&S) Division, Central Issue Facility, Building 11-63W Camp Ripley, Little Falls, MN 56345

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REFERENCES

- a) AR 700-84, Issue and Sale of Personal Clothing
- b) AR 710-2, Supply Policy below the National Level
- c) AR 735-5, Policies and Procedures for Property Accountability
- d) DA PAM 710-2-1, Using Unit supply System (Manual Procedures)
- e) CTA 50-900 & CTA 50-970, Clothing and Individual Equipment
- f) AR 25-400-2, The Army Records Information Management System (ARIMS)
- g) TM 10-227, Fitting of Army Uniforms and Footwear
- h) TM 10-8400-201-23, General Repair Procedures for Clothing
- i) SP 10-523, Size Tariff for Clothing, Equipage, and Footwear
- j) FEDLOG, Federal Logistics Data

Chapter 1

General

- 1-1. PURPOSE:** This External SOP prescribes responsibilities, policies and operating procedures pertaining to the operation and organization of the Minnesota Army National Guard Central Issue Facility (CIF). This External SOP is to assist customers and ensure a productive interaction at the CIF. Failure to comply with any of the listed policies will result in units being banned from using the CIF. Customers with specific problems or questions not covered in this ESOP may contact either the CIF PBO at 320-616-2778 or the CIF Warehouse Manager at 320-616-2777.
- 1-2. MISSION:** The CIF provides central management of Organizational Clothing and Individual Equipment (OCIE) within the Minnesota Army National Guard while maintaining 100% accountability in a safe environment.
- 1-3. SCOPE:** This ESOP applies to all individuals, units, activities, commanders and organizations supported by and conducting business with the CIF. This ESOP is subject to change without notice due to unforeseen mission requirements. Any suggestions for changes to this SOP can be sent to the CIF PBO or Warehouse Manager, 320-616-2778, or 2777. This ESOP can be accessed on the CIF SharePoint site located on the Minnesota Intranet.

- 1-4. COMMAND AND CONTROL:** The CIF is an element of the USPFO Supply and Services Division and operates in accordance with applicable regulations, directives and policies set forth by governing military authority. CIF OCIE stocks are based off AR 710-2, CTA 50-900 and the Minnesota Standard OCIE Listing. ISM generated OCIE records are used to record OCIE transactions of issues and turn ins between the servicing CIF and the individual customer. This is completed using the Central Issue Facility Installation Support Module (CIF ISM). The CIF is considered a Property Book.
- 1-5. ADDRESS AND WEBSITE:** Central Issue Facility, Building 11-63W, 15000 HWY 115, Camp Ripley, Little Falls, MN 56345. Our website can be located at <https://ngmnsharepoint/J8/SS/CIF/SitePages/Home.aspx>
- 1-6. HOURS OF OPERATION.** CIF operates on a five-day work week. Hours of operation are 0700-1530 Monday through Friday. Breaks are scheduled at 1000 and 1430, lunch is from 1200-1230. Physical Training (PT) is authorized for employees on Monday, Wednesday, and Friday. A weekly CIF staff coordination meeting is conducted Tuesday of each week from 0800-0830. The CIF is closed during all federal holidays and a scheduled three week inventory per fiscal year. CIF PBO or Manager may grant exceptions to normal hours of operation. The CIF is open one weekend per month, this is typically the same weekend that JFHQ drills. The schedule is posted on the CIF website. If a unit requires CIF support during any weekend, prior coordination must be made through the CIF Supervisor/Manager. Arrangements for appointments outside normal posted hours (i.e. early open, late close) may be made through the CIF Warehouse Manager on a case-by-case basis.
- 1-7. POINTS OF CONTACT:**
- | | |
|-----------------------|--------------|
| CIF PBO | 320-616-2778 |
| CIF Warehouse Manager | 320-616-2777 |
| Material Handler | 320-616-6040 |
| Material Handler | 320-616-6037 |
| Material Handler | 320-616-6039 |
| Material Handler | 320-616-2776 |
- 1-8. SAFETY:** Safety of CIF employees as well as the customers is of the highest priority. All customers conducting business at the CIF will sign in at the entrance. Customers are to remain in front of the service counter unless escorted by a CIF employee. There are no exceptions to this.

Chapter 2 Responsibilities

2-1. GENERAL RESPONSIBILITIES

- a. Military personnel in the Army National Guard have a responsibility for the proper care and safekeeping of property issued to them and in their custody. A signed hand receipt (DA Forms 3161, 2062, or 3645) or computer-generated equivalent is true evidence of direct property responsibility In Accordance With (IAW) AR 710-2 Chapter 2, paragraph 2-10.
- b. 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 Chapter 6 and Appendix A).
- c. Individuals requiring a MOS-related supplement or other OCIE must provide the CIF PBO a memorandum signed by their Unit Commander thru the Battalion S4 verifying that the individual requires the equipment.

- d. Units are responsible for maintaining command and control of their personnel during the bulk issue process. Soldiers will remove their headgear and conduct themselves in a professional manner upon entering the CIF. Tobacco use is not authorized. No unescorted personnel are allowed behind the counter within the CIF warehouse.
- e. Individual Soldiers are responsible to ensure that they receive the correct size, type, and quantity of OCIE prior to departing the CIF facility.
- f. All Soldiers will digitally sign their individual record prior to departing the CIF.

2-2. COMMANDERS/SUPERVISOR RESPONSIBILITIES

- a. 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.
- b. They must personally:
 - 1. Inspect and inventory the Soldier's OCIE annually per AR 710-2, para 2-17, j.
 - 2. Ensure all issued OCIE is properly used and maintained
 - 3. Ensure OCIE is protected from loss, damage, or destruction
 - 4. Initiate timely investigations into the circumstances surrounding the loss, damage, or destruction of OCIE
 - 5. Ensure inventories are conducted and documented when appropriate
 - 6. Ensure unit OCIE property records are properly maintained
 - 7. Ensure everyone issued property has obtained proper clearance (turn in property or transfer responsibility) before departing the Minnesota National Guard.
 - 8. Ensure an investigation of property loss has been initiated when negligence or misconduct is involved and liability is not admitted; or when the damage exceeds the dollar limitation set by Army regulations. The CIF will not accept any equipment that appears to have been damaged through neglect or misconduct of an individual, without a properly processed adjustment document. Failing to initiate an investigation of property loss will not relieve a Soldier or command of liability.
- c. OCIE issues will be limited to only those items necessary to satisfy the mission and needs of the unit. Supported units and organizations will provide the CIF with their requirements for OCIE and the number of personnel to be supported on an annual basis. The CIF will use this information to develop tailored issues.

2-3. UNIT SUPPLY PERSONNEL

- a. In most instances, the unit supply representative will make appointments for the issue and/or turn in of OCIE. Appointments for issue and turn-in are set up with the CIF Warehouse Manager. The appointment is scheduled using Microsoft Outlook calendar.
- b. Schedule appointments for bulk turn in. Unit supply representatives will ensure that transactions are posted to CIF-ISM before arrival. A customer service computer is available at the CIF to post any additions and/or changes that occur during the transaction. If the Soldier is being discharged and is unable to complete their turn in at the CIF, they may complete the turn in with their Supply NCO at the unit level.
- c. Unit Supply must ensure that annual unit level showdowns are annotated in ISM on all members.
- d. Prepare necessary adjustment documents of all lost, damaged, or destroyed OCIE issued to individuals (see Chapter 6 and Appendix A).

- e. Provide the CIF with an updated copy of the unit commander's assumption of command orders.
- f. Prepare and forward required signature cards (DA Form 1687) to the CIF and ensure that expired cards are replaced promptly (see Appendix C).
- g. Requisition expendable supplies for the performance of organizational maintenance.
- h. Provide individuals expendable items (CTA 50-970) that are required to complete or place an OCIE item into use.

2-4. INDIVIDUAL SERVICE MEMBERS/CIVILIANS

- a. Each Soldier is responsible for reporting on time to the CIF for his/her appointment. 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 maintaining OCIE at their level of maintenance. Any OCIE damaged due to improper cleaning or failure to properly repair an item will not meet the Fair Wear and Tear (FWT) criteria. It is the individual Soldiers responsibility to ensure that the clothing they are receiving is the correct size, type, quantity and is in serviceable condition.
- b. Each Soldier is responsible for ensuring that his/her equipment is properly safeguarded at all times. Any loss or damage of OCIE while participating in alerts, field training, and deployment exercises or duty performance must be reported immediately to their chain of command. Individuals are required to replace any missing OCIE immediately and report any losses resulting from thefts or break-in to their chain of command for further investigation and/or processing.
- c. Soldiers are responsible for obtaining clearance from the CIF prior to ETS, IST, retirement or resignation.

Chapter 3 Operations

All OCIE issued by the CIF will be serviceable and clean and will meet standards of appearance established by the command. OCIE turned in to or exchanged with the CIF will be clean, maintained and used for their intended purpose. Items that are not cleaned prior to turn in will be rejected or cleaned on the spot by the individual or unit representative. Commanders of using activities are responsible for ensuring their personnel clear the CIF prior to departure from their duty station.

3-1. APPOINTMENTS

- a. Appointments will be made for individual Soldiers and for large unit events. Appointments for issue and turn in are set up with the CIF Manager and put onto the CIF Microsoft outlook calendar. A confirmation e-mail is returned to the requestor. Unit supply representatives and customers will ensure they arrive on time for their appointment. Unit supply Representatives will ensure all transactions are posted in ISM before arrival at the CIF. A customer service computer is available at the CIF to post any additions and/or changes that occur. If the customer is more than 15 minutes late the Warehouse Manager will determine if the appointment will need to be rescheduled.
- b. Transactions are accomplished by one of three methods
 - 1. Appointment, in person
 - 2. Walk-in
 - 3. Trip truck
- c. Priority is given to those individuals with appointments. Walk in customers will be seated in the designated waiting area until they can be assisted. The CIF warehouse is a restricted area and at no time are customers allowed in the warehouse area unless accompanied by a CIF employee.

3-2. USPFO TRIP TRUCK

Equipment can be sent on the scheduled USPFO trip truck. The USPFO Warehouse publishes a trip truck schedule for the year which is located at <https://ngmsharepoint/J8/SS/USPFOWarehouse/SitePages/Home.aspx>. Units with pending issues wanting their requests sent by the USPFO trip truck must notify the CIF Manager. The issues will be pulled and boxed for shipment one week prior to the scheduled trip providing the unit is in compliance on posted reports. Reports are updated weekly and can be found on the CIF website at <https://ngmsharepoint/J8/SS/CIF/SitePages/Home.aspx>. The CIF will coordinate with the scheduled units and the USPFO driver to prepare for delivery. Units can send equipment on the trip truck to the CIF for turn in provided the unit is compliant. All equipment MUST have paperwork attached for processing or it will be returned to the unit.

3-3. SIGNATURE CARDS AND DELEGATION OF AUTHORITY

Must be current and on file with the CIF prior to the request and receipt of OCIE (Appendix B).

3-4. DEPLOYMENT CYCLE SUPPORT

Coordination with PEO Soldier will be made by the MN CIF PBO once a Mobilization order has been received. All RFI issues will be conducted at the CIF. During the Pre-Mobilization Preparation, the CIF will coordinate a turn in with the unit for old or obsolete OCIE. All pending transactions on clothing records must be reviewed and closed prior to the unit's departure to the Mobilization Station. The Post Deployment 90-Day Reintegration event will include an OCIE showdown event. This event will occur at Camp Ripley. Units should make coordination with the CIF to flow Soldiers through in order to RESET all equipment that was damaged through the deployment.

3-5. MEDICAL EVACUATED SOLDIERS

Ensure current policies in theatre are followed. In most instances government owned equipment, other than items required to stay for further analysis, will be collected and returned to the service member's unit supply. The unit supply NCO should try to coordinate a turn in at the CIF in theatre. If the CIF will not clear the record the items should be returned to the Minnesota CIF. The soldier's record will be cleared upon receipt of OCIE.

3-6. INSPECTION AND REPAIR OF OCIE

- a. OCIE issued to individuals will be maintained in a clean and serviceable condition at all times. Each Soldier is responsible for proper organizational maintenance, care, custody, and safeguarding of all OCIE issues to them.
- b. Commanders and supervisors are required to conduct annual OCIE record inventories IAW DA PAM 710-2-1, para 10-18.
- c. Appendix C of this SOP provides commanders additional information on serviceability standards for OCIE. This information is used by CIF personnel to determine OCIE serviceability at the time the individual clears the CIF and during the turn in of equipment.

3-7. DIRECT EXCHANGE (DX)

The DX option on CIF ISM is not being utilized by the MN CIF. Soldiers that require a direct exchange will complete a one for one swap with the Supply NCO or CIF. Serviceable equipment will not be exchanged for cosmetic reasons. The CIF personnel will DX OCIE rendered unserviceable as a result of FWT or manufacturer defect. FWT is the impairment of appearance, effectiveness, worth, or utility of an item that has occurred, solely because of normal and customary use of the item for its intended purpose. Consequently, an item rendered unserviceable as a result of an accident, failure to provide adequate maintenance, or improve care, will not be considered FWT damage and is subject to the provisions of AR 735-5.

3-8. HAND RECEIPT

Units requiring a hand receipt will submit a request to the CIF Manager. The request will list the items required, the date required and a valid phone number. Hand receipts must be updated annually if equipment is kept longer than 1 year. Upon turn in, CIF personnel will inspect the items for cleanliness and serviceability and close the hand receipt in ISM. Lost, damaged or destroyed property will be accounted for IAW AR 735-5.

3-9. PENDING TRANSACTIONS

Each unit is responsible for monitoring their pending transactions to include Issues, Turn ins and Losses. Prior to leaving a UIC all pending transactions must be cleared by the individuals as well as outgoing supply sergeants.

- a. Issues: All unit pickups will be received in ISM and pick sheets signed prior to departing the CIF. A customer computer is available for use. Unit representatives must have Soldiers receipt for their equipment within ISM by clicking "received by SM" in the pending transaction no more than 30 days after pick up. Soldiers must digitally sign their main OCIE record. Failure to comply will result in loss of CIF privileges and accounts will be locked.
- b. Turn in: Remote turn ins generated in ISM must be brought to the CIF or sent on the trip truck within 30 days for processing. Any pending turn ins older than 30 days will need to be canceled and the equipment placed back on the Soldiers record. Soldiers must then digitally sign accepting responsibility for the equipment. Fiscal responsibility will fall on the unit representative if not complete.
- c. Loss documents: Statement of Charges and Cash collections will be turned into the CIF within 30 days of creation. Per AR 735-5 all S/C and C/C will be processed to the USPFO within 45 days. Failure to comply will result in loss of CIF privileges and accounts will be locked.

3-10. DISCHARGE REPORT

- a. Commanders will ensure that all individuals clear the CIF before departing the installation. The commander will ascertain that the individuals have all items of OCIE that are shown on the OCIE record. Missing items will be accounted for IAW AR 735-5. Initiation of loss documents will be performed within 45 days of discovery of loss.
- b. A weekly reconciliation by the CIF PBO will be made of the OCIE records with a copy of Standard Installation/Division Personnel System (SIDPERS) records documenting personnel losses. The Discharge Report is a listing of individuals that have departed without clearing the CIF. It will be posted on the CIF website each Tuesday afternoon <https://ngmnsharepoint/J8/SS/CIF/SitePages/Home.aspx> . For personnel who failed to properly clear the CIF prior to expiration of Service (ETS) or retirement, action will be initiated IAW AR 735-5 within 45 days of departure.

Chapter 4

Request for Issue

Customers supported by the MN CIF will be issued OCIE from the menus that are prepared on CIF ISM. An OCIE review board will be conducted annually to determine changes to these menus. Suggestions should be sent through the chain of command to your Major Support Command.

4-1. INDIVIDUALS

When a Soldier comes to the CIF for an issue a joint inventory will be conducted between the Soldier and the CIF employee. Soldiers are responsible for ensuring he receives the correct size, type and quantity of OCIE. OCIE records must be digitally signed prior to leaving the CIF.

4-2. UNIT PICK UP/ISSUE

Supply NCOs can request to have equipment pulled and ready for pick up. The requests will be made in ISM and the unit Supply Sergeant will make arrangements for pending issues to be pulled prior to their scheduled appointment. If the unit is flagged for being delinquent on any of the CIF reports they will not be able to make arrangements until unit issues are cleared. The unit will inventory all OCIE, confirm shipment on CIF ISM and sign the pick sheets prior to leaving the warehouse. A customer service computer is available at the CIF. The Supply Sergeant will issue the equipment to the Soldier by clicking "received by SM" in the pending transaction and have the Soldier digitally sign their main record.

4-3. TRIP TRUCK

Units with pending issues wanting their requests sent by the USPFO trip truck must notify the CIF. Once equipment is pulled and verified it is packed for shipment. The outside of the box is marked with the UIC, trip number, unit name, town, soldier's last name, and quantity of boxes. Warehouse requests and clothing equipment issue record are maintained at the CIF. Once the equipment is delivered to the requesting unit, the Supply Sergeant will inventory the equipment and receipt for it in ISM immediately. Issue to the SM by clicking "received by SM" within the pending transaction. The individual must then digitally sign their main OCIE record.

4-4. MARKING OF OCIE

- a. The use of pens, felt tip markers, ink or any substance that leaves a permanent mark on webbing or clothing is prohibited.
- b. Stick on tapes or plates with rubberized backs will not be used for marking.
- c. Per CTA 50-900, OCIE rendered unserviceable as a result of unauthorized marking will be replaced at the individual's expense.
- d. Commanders will refer to CTA 50-900, note 148, before directing marking of duffel bags. These markings must be NON-PERMANENT in nature. Improperly marked duffel bags will be replaced at the individual's expense.
- e. Soldiers are authorized to label the bottom of the duffel bag for mobilization purposes only.
- f. Soldiers will be afforded the opportunity to use a chemical cleaning solvent that removes permanent markings on OCIE prior to turn in at the CIF.

Chapter 5

Turn in

- a. Turn ins may be accomplished in one of three ways; unit supply sergeant brings equipment in, unit ships equipment using the USPFO Trip Truck, or the individual can turn in directly to the CIF. Documentation will accompany all equipment sent on the USPFO Trip Truck.
- b. All equipment must be disassembled and clean prior to turn in (refer to Appendix C). OCIE turned into the CIF in person or sent by the USPFO Trip Truck will be clean regardless of serviceability. If equipment is received at the CIF dirty, it will be sent back to the sending unit or cleaned on the spot by the Soldier or unit representative.
- c. All nametapes and unit patches will be removed from OCIE. Ensure that the equipment is not damaged when taking these items off.
- d. All Soldiers that received OCIE must clear prior to discharge. The clearance document number will be posted in the Soldier Clearance Program (4886 program) by the CIF Manager/PBO once all OCIE is accounted for.
- e. Relief from responsibility documentation will be completed on any equipment that is not turned in at the time of the CIF appointment. Adjustment documentation will be completed and sent for processing through the USPFO.

Chapter 6

Relief from Responsibility

6-1. STATEMENT OF CHARGES (SC) AND CASH COLLECTION (CC) (figure A-2)

Prepare IAW AR 735-5. Supply NCO's must use the DD 362 process in CIF ISM. This will automatically take the current cost based on FEDLOG. The system will also allow the Supply NCO to generate a document number for the PBO. Once the Supply NCO obtains the Soldier's signature, the original must be forwarded to the CIF PBO within **30 days**. The CIF will post and forward to the USPFO for financial processing. Failure to comply will result in loss of CIF privileges.

6-2. FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS (FLIPL) (figure A-1)

Supply NCOs must initiate the DD 200 via the FLIPL process in CIF ISM within 45 days of discovery of loss IAW AR 735-5, para 13-8c. The FLIPL will be forwarded using the automated FLIPL program.

6-3. RECOVERY

Items recovered by the Soldier from a previous loss document must be brought to the CIF for turn in or must be listed on a DA Form 3161 from the Soldier to the CIF. A copy of the DD 362 or FLIPL needs to be attached to the DA Form 3161. The CIF will request reimbursement of funds through the USPFO to the Soldier.

APPENDIX A: Adjustment Documents

1. This appendix provides examples of the different adjustment documents utilized by unit supply personnel and the CIF to account for loss, 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:
 - a. DD Form 200, Financial Liability Investigation of Property Loss (Figures A-1)
 - b. DD Form 362, Statement of Charges/Cash Collection Voucher (Figure A-2)

FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS							
PRIVACY ACT STATEMENT							
AUTHORITY: 10 USC 2775; DoD Directive 7200.11; EO 9397.				ROUTINE USE(S): None.			
PRINCIPAL PURPOSE(S): To officially report the facts and circumstances supporting the assessment of financial charges for the loss, damage, or destruction of DoD-controlled property. The purpose of soliciting the SSN is for positive identification.				DISCLOSURE: Voluntary; however, refusal to explain the circumstances under which the property was lost, damaged, or destroyed may be considered with other factors in determining if an individual will be held financially liable.			
1. DATE INITIATED (YYYYMMDD)		2. INQUIRY/INVESTIGATION NUMBER MUST HAVE INQ # ASSIGNED BY MSC			3. DATE LOSS DISCOVERED (YYYYMMDD)		
4. NATIONAL STOCK NO.	5. ITEM DESCRIPTION			6. QUANTITY	7. UNIT COST	8. TOTAL COST	
9. CIRCUMSTANCES UNDER WHICH PROPERTY WAS (X one) (Attach additional pages as necessary)				<input type="checkbox"/> LOST	<input type="checkbox"/> DAMAGED	<input type="checkbox"/> DESTROYED	
10. ACTIONS TAKEN TO CORRECT CIRCUMSTANCES REPORTED IN BLOCK 9 AND PREVENT FUTURE OCCURRENCES (Attach additional pages as necessary)							
11. INDIVIDUAL COMPLETING BLOCKS 1 THROUGH 10							
a. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code)			b. TYPED NAME (Last, First, Middle Initial)			c. DSN NUMBER	
			d. SIGNATURE			e. DATE SIGNED	
12. (X one)		RESPONSIBLE OFFICER (PROPERTY RECORD ITEMS)			REVIEWING AUTHORITY (SUPPLY SYSTEM STOCKS)		
a. NEGLIGENCE OR ABUSE EVIDENT/ SUSPECTED (X one) <input type="checkbox"/> YES <input type="checkbox"/> NO		b. COMMENTS/RECOMMENDATIONS					
c. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code)			d. TYPED NAME (Last, First, Middle Initial)			e. DSN NUMBER	
			f. SIGNATURE			g. DATE SIGNED	
13. APPOINTING AUTHORITY							
a. RECOMMENDATION (X one) <input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE		b. COMMENTS/RATIONALE			c. FINANCIAL LIABILITY OFFICER APPOINTED (X one) <input type="checkbox"/> YES <input type="checkbox"/> NO		
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code)			e. TYPED NAME (Last, First, Middle Initial)			f. DSN NUMBER	
			g. SIGNATURE			h. DATE SIGNED	
14. APPROVING AUTHORITY							
a. RECOMMENDATION (X one) <input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE		b. COMMENTS/RATIONALE			c. LEGAL REVIEW COMPLETED IF REQUIRED (X one) <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A		
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code)			e. TYPED NAME (Last, First, Middle Initial)			f. DSN NUMBER	
			g. SIGNATURE			h. DATE SIGNED	

DD FORM 200, OCT 1999

PREVIOUS EDITION IS OBSOLETE.

APD PE v1.01ES

FIGURE A-1, FLIPL

APPENDIX B: Authorization Documents

1. This appendix provides examples of Assumption of Command Orders and Delegation of Authority cards for authorizing Soldiers to request and receive equipment from this CIF. This also gives the format for the DD form 2875 which must be submitted thru the automated SAAR program on the USPFO website for Soldiers requiring CIF ISM Access.
2. DA Pam 710-2-1 prescribes policies in preparing these documents.
3. Use the following documents for authorization for a unit individual to request and receive equipment from this CIF:
 - a) Assumption of Command Orders. (Figure B-1)
 - b) DA Form 1687, Notice of Delegation of Authority-Receipt for Supplies. (Figure B-2)
 - c) DD Form 2875, System Authorization Access Request (SAAR). Security form for those requiring access to CIF ISM. (Figure B-3)

UNIT LETTERHEAD

MNAG-TRC-FI (600) 23 January 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Assumption of Command by Authority of Paragraph 2-3.a., AR 600-20

The undersigned assumes command of 118th tent pole company, Minnesota Army National Guard, Pine Bluff, MN 55113-6998. 118th tent pole company UIC: WQSQWQ effective 23 January 2006.

John David Doe
CPT, MNARNG
Commanding

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FIGURE B-1, ASSUMPTION OF COMMAND ORDERS

NOTICE OF DELEGATION OF AUTHORITY - RECEIPT FOR SUPPLIES <i>For use of this form, see DA PAM 710-2-1. The proponent agency is DCS, G-4.</i>					DATE Today's Date
AUTHORIZED REPRESENTATIVE(S)					
ORGANIZATION RECEIVING SUPPLIES Complete Unit Information			LOCATION Unit Address		
LAST NAME-FIRST NAME-MIDDLE INITIAL			AUTHORITY		SIGNATURE AND INITIALS
			REQ	REC	
Doe, John A.			YES	YES	
Doe, Jane B.			NO	YES	
Snuffy, Joe C.			YES	NO	
*****Not Used*****					
AUTHORIZATION BY RESPONSIBLE SUPPLY OFFICER OR ACCOUNTABLE OFFICER					
THE UNDERSIGNED HEREBY <input checked="" type="checkbox"/> DELEGATES TO <input type="checkbox"/> WITHDRAWS FROM THE PERSON(S) LISTED ABOVE, THE AUTHORITY TO: Request and Recieve equipment from the CIF, Bldg 11-63W, Camp Ripley, MN					
REMARKS					
Supersedes previously submitted 1687's					
I ASSUME FULL RESPONSIBILITY					
UNIT IDENTIFICATION CODE UIC			DODAAC/ACCOUNT NUMBER DODAAC		
LAST NAME-FIRST NAME-MIDDLE INITIAL	GRADE	TELEPHONE NUMBER	EXPIRATION DATE	SIGNATURE	
Commander	CPT	1111	2 years		

DA FORM 1687, MAY 2009

PREVIOUS EDITIONS ARE OBSOLETE

APD PE v1.00ES

FIGURE B-2, DELEGATION OF AUTHORITY

- 1- Submit all 1687's with an assumption of command memo (AOC can list multiple UIC'S)
- 2- Only one UIC ON EACH 1687
- 3- Add asterisk (*) after the unit POC / supply SGT
- 4- If it is a new commander include the ISM generated Commanders report signed by the commander
- 5- If the personnel listed wish to be able to access ISM they need (only) one copy on file of the DD Form 2875 at the CIF
- 6- All 1687's need to have wet and digital signatures as well as initials
- 7- In the AUTHORITY TO: box should state exactly as above
- 8- In the REMARKS: box should state "supersedes" or "in addition to", not both. Annotate if more than one page (page 1 of 2)

SYSTEM AUTHORIZATION ACCESS REQUEST (SAAR)			
PRIVACY ACT STATEMENT			
AUTHORITY:	Executive Order 10450, 6997, and Public Law 90-474, the Computer Fraud and Abuse Act.		
PRINCIPAL PURPOSE:	To record names, signatures, and other identifiers for the purpose of validating the trustworthiness of individuals requesting access to Department of Defense (DoD) systems and information. NOTE: Records may be maintained in both electronic and/or paper form.		
ROUTINE USES:	None.		
DISCLOSURE:	Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of this request.		
TYPE OF REQUEST <input type="checkbox"/> INITIAL <input type="checkbox"/> MODIFICATION <input type="checkbox"/> DEACTIVATE <input checked="" type="checkbox"/> USER ID: <u>john.smith</u>			DATE (YYYYMMDD) 20111001
SYSTEM NAME (Platform or Applications) <u>Installation Support Module Central Issue Facility (ISM CIF)</u>		LOCATION (Physical Location of System)	
PART I (To be completed by Requestor)			
1. NAME (Last, First, Middle Initial) <u>Smith, John A.</u>		2. ORGANIZATION <u>HHC 101st INF</u>	
3. OFFICE SYMBOL/DEPARTMENT		4. PHONE (DSN or Commercial)	
5. OFFICIAL E-MAIL ADDRESS <u>john.a.smith@us.army.mil</u>		6. JOB TITLE AND GRADE/RANK <u>Unit Supply Sergeant, SSG</u>	
7. OFFICIAL MAILING ADDRESS <u>123 Main Street Your City, WI 12345</u>		8. CITIZENSHIP <input checked="" type="checkbox"/> US <input type="checkbox"/> FN <input type="checkbox"/> OTHER	9. DESIGNATION OF PERSON <input checked="" type="checkbox"/> MILITARY <input type="checkbox"/> CIVILIAN <input type="checkbox"/> CONTRACTOR
10. IA TRAINING AND AWARENESS CERTIFICATION REQUIREMENTS (Complete as required for user or functional level access.) <input checked="" type="checkbox"/> I have completed Annual Information Awareness Training. DATE (YYYYMMDD) <u>20111001</u>			
11. USER SIGNATURE			12. DATE (YYYYMMDD)
PART II - ENDORSEMENT OF ACCESS BY INFORMATION OWNER, USER SUPERVISOR OR GOVERNMENT SPONSOR (If individual is a contractor - provide company name, contract number, and date of contract expiration in Block 18.)			
13. JUSTIFICATION FOR ACCESS <u>ISM CIF access required to conduct duties in current job position of (ex: Unit Supply Sergeant)</u>			
14. TYPE OF ACCESS REQUIRED: <input checked="" type="checkbox"/> AUTHORIZED <input type="checkbox"/> PRIVILEGED			
15. USER REQUIRES ACCESS TO: <input type="checkbox"/> UNCLASSIFIED <input type="checkbox"/> CLASSIFIED (Specify category) <input checked="" type="checkbox"/> OTHER <u>ISM CIF</u>			
16. VERIFICATION OF NEED TO KNOW I certify that this user requires access as requested. <input checked="" type="checkbox"/>		16a. ACCESS EXPIRATION DATE (Contractors must specify Company Name, Contract Number, Expiration Date. Use Block 27 if needed.)	
17. SUPERVISOR'S NAME (Print Name) <u>John A. Smith's SUPERVISOR.</u>		18. SUPERVISOR'S SIGNATURE	19. DATE (YYYYMMDD)
20. SUPERVISOR'S ORGANIZATION/DEPARTMENT <u>SUPERVISOR 1afo</u>		20a. SUPERVISOR'S E-MAIL ADDRESS	20b. PHONE NUMBER
21. SIGNATURE OF INFORMATION OWNER/OPR		21a. PHONE NUMBER	21b. DATE (YYYYMMDD)
22. SIGNATURE OF IAO OR APPOINTEE		23. ORGANIZATION/DEPARTMENT	24. PHONE NUMBER
			25. DATE (YYYYMMDD)

DD FORM 2875, AUG 2005

PREVIOUS EDITION IS OBSOLETE.

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FIGURE B-3, SYSTEM AUTHORIZATION ACCESS REQUEST (SAAR)

26. NAME (Last, First, Middle initial) Smith, John A.			
27. OPTIONAL INFORMATION (Additional information)			
PART III - SECURITY MANAGER VALIDATES THE BACKGROUND INVESTIGATION OR CLEARANCE INFORMATION			
28. TYPE OF INVESTIGATION		28a. DATE OF INVESTIGATION (YYYYMMDD)	
28b. CLEARANCE LEVEL		28c. IT LEVEL DESIGNATION <input type="checkbox"/> LEVEL I <input type="checkbox"/> LEVEL II <input type="checkbox"/> LEVEL III	
29. VERIFIED BY (Print name)	30. SECURITY MANAGER TELEPHONE NUMBER	31. SECURITY MANAGER SIGNATURE	32. DATE (YYYYMMDD)
PART IV - COMPLETION BY AUTHORIZED STAFF PREPARING ACCOUNT INFORMATION			
TITLE:	SYSTEM	ACCOUNT CODE	
	DOMAIN		
	SERVER		
	APPLICATION		
	DIRECTORIES		
	FILES		
	DATASETS		
DATE PROCESSED (YYYYMMDD)	PROCESSED BY (Print name and sign)	DATE (YYYYMMDD)	
DATE REVALIDATED (YYYYMMDD)	REVALIDATED BY (Print name and sign)	DATE (YYYYMMDD)	
DD FORM 2875 (BACK), AUG 2009			Reset

FIGURE B-3, SYSTEM AUTHORIZATION ACCESS REQUEST (SAAR)

INSTRUCTIONS

The prescribing document is as issued by using DoD Component.

A. PART I: The following information is provided by the user when establishing or modifying their USER ID.

- (1) Name. The last name, first name, and middle initial of the user.
- (2) Organization. The user's current organization (i.e. DISA, SDI, DoD and government agency or commercial firm).
- (3) Office Symbol/Department. The office symbol within the current organization (i.e. SDI).
- (4) Telephone Number/DSN. The Defense Switching Network (DSN) phone number of the user. If DSN is unavailable, indicate commercial number.
- (5) Official E-mail Address. The user's official e-mail address.
- (6) Job Title/Grade/Rank. The civilian job title (Example: Systems Analyst, GS-14, Pay Clerk, GS-5/military rank (COL, United States Army, CMSgt, USAF) or "CONT" if user is a contractor.
- (7) Official Mailing Address. The user's official mailing address.
- (8) Citizenship (US, Foreign National, or Other).
- (9) Designation of Person (Military, Civilian, Contractor).
- (10) IA Training and Awareness Certification Requirements. User must indicate if he/she has completed the Annual Information Awareness Training and the date.
- (11) User's Signature. User must sign the DD Form 2875 with the understanding that they are responsible and accountable for their password and access to the system(s).
- (12) Date. The date that the user signs the form.

B. PART II: The information below requires the endorsement from the user's Supervisor or the Government Sponsor.

- (13) Justification for Access. A brief statement is required to justify establishment of an initial USER ID. Provide appropriate information if the USER ID or access to the current USER ID is modified.
- (14) Type of Access Required: Place an "X" in the appropriate box. (Authorized - Individual with normal access. Privileged - Those with privilege to amend or change system configuration, parameters, or settings.)
- (15) User Requires Access To: Place an "X" in the appropriate box. Specify category.
- (16) Verification of Need to Know. To verify that the user requires access as requested.
- (16a) Expiration Date for Access. The user must specify expiration date if less than 1 year.
- (17) Supervisor's Name (Print Name). The supervisor or representative prints his/her name to indicate that the above information has been verified and that access is required.
- (18) Supervisor's Signature. Supervisor's signature is required by the endorser or his/her representative.
- (19) Date. Date supervisor signs the form.
- (20) Supervisor's Organization/Department. Supervisor's organization and department.
- (20a) E-mail Address. Supervisor's e-mail address.
- (20b) Phone Number. Supervisor's telephone number.

(21) Signature of Information Owner/OPR. Signature of the functional appointee responsible for approving access to the system being requested.

(21a) Phone Number. Functional appointee telephone number.

(21b) Date. The date the functional appointee signs the DD Form 2875.

(22) Signature of Information Assurance Officer (IAO) or Appointee. Signature of the IAO or Appointee of the office responsible for approving access to the system being requested.

(23) Organization/Department. IAO's organization and department.

(24) Phone Number. IAO's telephone number.

(25) Date. The date IAO signs the DD Form 2875.

(27) Optional Information. This item is intended to add additional information, as required.

C. PART III: Certification of Background Investigation or Clearance.

(28) Type of Investigation. The user's last type of background investigation (i.e., NAC, NACI, or SSB).

(28a) Date of Investigation. Date of last investigation.

(28b) Clearance Level. The user's current security clearance level (Secret or Top Secret).

(28c) IT Level Designation. The user's IT designation (Level I, Level II, or Level III).

(29) Verified By. The Security Manager or representative prints his/her name to indicate that the above clearance and investigation information has been verified.

(30) Security Manager Telephone Number. The telephone number of the Security Manager or his/her representative.

(31) Security Manager Signature. The Security Manager or his/her representative indicates that the above clearance and investigation information has been verified.

(32) Date. The date that the form was signed by the Security Manager or his/her representative.

D. PART IV: This information is site specific and can be customized by either the DoD, functional activity, or the customer with approval of the DoD. This information will specifically identify the access required by the user.

E. DISPOSITION OF FORM:

TRANSMISSION: Form may be electronically transmitted, faxed, or mailed. Adding a password to this form makes it a minimum of "FOR OFFICIAL USE ONLY" and must be protected as such.

FILING: Original SAAR, with original signatures in Parts I, II, and III, must be maintained on file for one year after termination of user's account. File may be maintained by the DoD or by the Customer's IAO. Recommend file be maintained by IAO adding the user to the system.

DD FORM 2875 INSTRUCTIONS, AUG 2009

FIGURE B-3, SYSTEM AUTHORIZATION ACCESS REQUEST (SAAR)

APPENDIX C: Equipment Inspection Standards for Minnesota CIF

The following list covers detailed inspection standards to be used as guidance for Supply NCO's and CIF employees.

- a. Bag Barracks: Must be clean and free of dirt, grease, or other matter. Tie must be present. Check for rips, holes, or burns.
- b. Bag Duffel: Must be clean and free of dirt, grease, oil, or other contaminants. Look for dry rot and mildew. Item cannot be personalized for turn in. NOTE: the procedure if personalized for unit deployment is that the bottom of the bag will be spray painted. The bottom of the bag is the only authorized place for marking. Any other markings on the bag will not be accepted.
- c. Bag, Waterproof: Must be clean and free of dirt, grease, oil, or other contaminants. Check for rips, tears, separated seams, and burns. Look for missing tie cords, loops, and mildew.
- d. Body Armor OTV & IOTV: Must be clean and free of dirt, oil, and grease. DO NOT machine wash or dry. Loosen all side straps; remove all nametapes, E-SAPI plates, ESABI carriers, pouches and additional items. Properly attach the throat, collar, and groin protectors and ensure all ballistic panels are flat and dry. (*NOTE SOAKING THE BALLISTIC PANELS RENDERS THEM UNSERVICEABLE AND WILL INCUR A STATEMENT OF CHARGES TO THE SOLDIER). Hand-wash OTV/IOTV outer shell and component carrier covers only in cold or lukewarm water, using mild detergent or soap. Do NOT use chlorine bleach, yellow soap, cleaning fluids or solvents, which discolor or deteriorate the item. Rinse the outer shell and covers thoroughly in clean lukewarm water. Air-dry indoors or in the shade.
- e. Cover ACH: Must be clean and free of dirt, grease, or paint. Small holes around the surface do not render the item Code H. Rips and tears render the item Code H. No repairs will be made above the organizational level.
- f. Canteen, Plastic: Must be clean and free of dirt and marks. Inside of the canteen must be dry. Look for cracks, grooves and wraps. Ensure that threads are serviceable.
- g. Elbow and Knee Pads: Must be clean and free of dirt and soil.
- h. Cup, Canteen: Must be clean and free of dirt, rust, and stains. Check for dents, abrasions, grooves, and discoloration. Ensure that handle is secure, rivets are tight, and that no indication of leakage is evident.
- i. Large Rucksack: Must be clean and free of dirt, grease, oil, and stains. It must be complete with all straps and buckles. No repairs. Check for bends and cracks in structure. Missing items are unacceptable The MOLLE Ruck will remain assembled when turned in.
- j. Helmet ACH: Must be clean and free of dirt. Remove all ACH Pads, chinstrap, and cover prior to turn in. Look for unauthorized use of hardware. Inspect for split or cut rubber edges, chips, lose or missing hardware and raised fibers or nicks, scratches, and surface cuts.
- k. ECWCS: Must be clean and free of dirt, grease, and oil. Check for rips and tears, damaged snaps, zipper, missing strings, dry rot, and fraying. Must be zipped prior to turn in. Minimal fraying and discoloration are acceptable. (*NOTE all nametapes and rank will be removed).
- l. Sleep System: Must be clean and free of dirt, grease, oil or other contaminants. Check inside and outside of bags for rips, tears, holes, burns, dry rot, mildew, and wetness. Check for loose threads in the seams. Check snaps and

zippers. Look for loss of filling material. Check for unauthorized cleaning methods. Glues and adhesives are not authorized and are not acceptable.

- m. Overshoes: Must be clean and free of dirt and soil. Snaps, buckles and ties must be undamaged and present. Snags, cuts and ships are common on the bottoms. Holes will not be patched.
- n. IFAK: Must be clean and free of dirt, grease, and oil. Check for damaged and missing parts. Check snaps. Look for frayed areas. Remove all items not issued with the IFAC (i.e.: needles)
- o. Rifleman Set: Must be clean and free of dirt, grease, and stains. Look for damaged or missing parts. Check for rips or tears, holes, and burns.
- p. Coveralls: Must be clean and free of dirt, grease, oil, and paint. Some paint and oil stains are permanent and are acceptable. It must be odor free. Look for loose, missing, or broken seams. Check zippers for serviceability. Oil, grease and paint stains are FWT. Look at cuffs, seat, elbows, and knees for frays and wear marks.
- q. Carrier, Entrenching Tool: Must be clean and free of dirt, oil, grease, paint, and marks. Check for rips and tears, damaged or missing items.
- r. Entrenching tool: Must be clean and free of dirt, rust, cracks, dents, abrasions, and blunted edges. Ensure that rivets and pivot pins are tight and secure. Entire surface must be coated with dull black paint.
- s. Tent: Must be clean and free of dirt, leaves and grass. Must be dry prior to packing. Ensure all poles and stakes are clean. Check zippers for serviceability.
- t. Sleeping Mat: Must be clean and free of dirt, leaves and grass. Check for rips, tears, holes or burns. Ensure does not leak air.

Contact the CIF for instructions on specialty items

APPENDIX D: MINNESOTA OCIE STANDARD BASE ISSUE/BAS MENU

LIN:	ITEM:	UI	QTY	REMARKS	LIN:	ITEM:	UI	QTY	REMARKS
B13907	BAG BARRACKS CTN OD	EA	1		G39744	GAITER: NECK POLYPROP	EA	1	
B14729	BAG DUFFEL NYLON	EA	3		H53175	HELMET: ADVANCED COMB	EA	1	
B15825	BAG WATERPROOF CLOTHING	EA	1		HA4038	SPECTACLE KIT, INTERCH	EA	1	SUB HA4084
B42187	BODY ARMOR: INTERCEPT DA703T: BASE VEST ASSY DA703Z: YOKE AND COLLAR ASSY DA7047: YOKE AND COLLAR ASSY DA704A: BACK ASSY DA704C: GROIN PROTECTOR ASSY DA704E: DELTOID PROTECTOR	EA	1 1 1 1 1 2	SUB J05005 J05014 J70478	HA4064	GOGGLES, INDUSTRIAL	EA	1	
C28472	COVER, HELMET	EA	1	SUB DA155N	J14588	JACKET COLD WEA (SOFT SHELL)	EA	1	SUB J05016
C96536	CANTEEN WATER 1 QT W/M1 CAP	EA	2		J23458	JACKET WET WEA	EA	1	SUB J05017
D74128	DRAWERS, SILKWEIGHT, (GEN III, LAYER I)	EA	2	SUB D05013	L70789	LINER WET WEATHER PONCH	EA	1	
D74812	DRAWERS, LIGHTWEIGHT, (GEN III, LAYER II)	EA	1	SUB D05014	M60733	MODULAR SLEEP SYS DA653U: STUFF SACK SMALL DA654N: SLP BAG GRAY DA658R: COVER, BIVY DA658Z: SLP BAG GREEN DA659E: STUFF SACK LARGE	EA	1 1 1 1 1	
DA153A	GLOVE, MEN AND WOMEN	PR	1		N39848	OVERSHOES BOOT	PR	1	
DA1556	ELBOW PAD	SE	1		NA4578	FIRST AID KIT DA657F: INSERT, INDIVIDUA NA4522: POUCH, INDIVIDUA	EA	1	
DA1555	KNEE AND ELBOW PAD SE	SE	1	SUB FOR DA1556 AND DA1588	P05881	PARKA: EXT COLD (PUFFY)	EA	1	
DA1588	PAD, KNEE	SE	1		R97425	RIFLEMAN SET: MOLLE DA6508: WAIST PACK DA6529: BANDOLEER DA652Q: CARRIER, HYDRAT DA655K: FIGHTING LOAD DA6562: POUCH, M4 TWO DA6563: FLASH BANG DA657E: ASSAULT PACK DA6588: POUCH, CANTEEN DA658H: POUCH, M4 THREE DA6593: POUCH, HAND GRA	EA	1 1 1 1 3 1 1 2 2 2	
DA7068	PARTS KIT, HELMET MSS LINER	EA	1		S08535	WAFFLE-SHIRT: CW GENIII (LAYER II)	EA	1	SUB S05048
E95281	JACKET COLD WEA (FLEECE) BROWN	EA	1	SUB J21883	T36205	TROUSERS EXT CW (WET WEA LAYER VI)	EA	1	SUB T05059
F54817	CUP WATER CANTEEN	EA	2		T36245	TROUSERS COLD WEA (SOFT SHELL – LAYER V)	EA	1	SUB T05060
F59856	FIELD PACK: LARGE FIELD DA650F: FRAME DA6517: MOLDED WAIST BELT DA652Z: ENHANCED FRAME SHOU DA654J: RUCKSACK LARGE FIELD DA655V: SUSTAINMENT POUCH DA657W: LOAD LIFTER ATTACHM	EA	1 1 1 1 2 2		T57106	TROUSERS: EXT COLD WEA (PUFFY – LAYER V11)	EA	1	
G05021	GLOVES UNISEX BLACK	EA	1		U31387	UNDERSHIRT: COLD WEA (LAYER 1)	EA	2	SUB U05010

APPENDIX E: BCT MENU

LIN:	ITEM:	UI	QTY	REMARKS	LIN:	ITEM:	UI	QTY	REMARKS
DA6545	CARRIER, ENTRENCHING	EA	1		P48645	PVS-14 PUCH	EA	1	
DA6588	POUCH, CANTEEN (FOR PVS-14)	EA	1		T05014	TARPAULIN	EA	1	
MC20CH	INTRENCHING TOOL	EA	1		WF4029	TENT, INDIVIDUAL	EA	1	SUB WF40A4 S00400
M24944	MAT, SLEEPING SELF IN	EA	1						

APPENDIX F: CVC MENU

LIN:	ITEM:	UI	QTY	REMARKS	LIN:	ITEM:	UI	QTY	REMARKS
B14797	BAG FLYERS HELMET	EA	1		J05002	EWOL JACKET	EA	1	
D05007	DRAWERS MIDWEIGHT	EA	1		J05003	IWOL JACKET	EA	1	
DA151Z	EWOL LINER, FLEECE	EA	1		J67052	GLOVES FLYERS	EA	1	
DA152A	DRAWERS, LONG	EA	2		S05020	SOCKS, FREE	EA	4	
DA157A	DRAWERS, BRIEFS	EA	4		T05023	EWOL TROUSER	EA	1	
DA157D	HOOD, ANTIFLASH	EA	1		T05024	IWOL TROUSER	EA	1	
DA158K	COVERALLS, COMBAT VEHICLE	EA	2		U05005	TSHIRT FREE	EA	4	
DA7025	SHELL, COMBAT VEHICLE	EA	1		U05006	L/S SHIRT	EA	2	

APPENDIX G: AVN MENU

LIN:	ITEM:	UI	QTY	REMARKS	LIN:	ITEM:	UI	QTY	REMARKS
A05016	HOT WEATHER BOOT	EA	1		G06171	GLOVES, COLD WEATHER	EA	1	
B13584	TEMPERATE WEATHER BOOT	EA	1		H53107	HELMET FLYERS	EA	1	
C68078	COAT COMBAT A2CU	EA	3	SUB C68824 DA1568	J05022	IWOL JACKET (LAYER 4)	EA	1	SUB J05003 DA1511
D05018	DRAWERS, BRIEFS (LAYER 1)	EA	4	SUB DA157A	J67052	GLOVES FLYERS	EA	1	
D05020	DRAWERS, MIDWEIGHT (LAYER 3)	EA	1	SUB D05007 DA1531	L27088	KIT BAG FLYERS	EA	1	
D05025	DRAWERS, LONG (LAYER 2)	EA	2	SUB DA152A	P05046	EWOL PARKA (LAYER 5)	EA	1	SUB J05002 DA1547
DA151Z	EWOL LINER, FLEECE (LAYER 3)	EA	1		S05020	SOCKS, FREE	EA	4	
DA153J	BELT, RIGGERS	EA	1		T05078	EWOL TROUSER (LAYER 5)	EA	1	SUB T05023 DA151R
DA1560	VEST, SURVIVAL	EA	1		T05079	IWOL TROUSER (LAYER 4)	EA	1	SUB T05024 DA152E
DA1567	GLOVES, LINER	EA	1		T54418	TROUSER COMBAT A2CU	EA	3	SUB T52354 DA1548
DA157D	HOOD, ANTIFLASH	EA	1		U05014	UNDERSHIRT FREE (LAYER 1)	EA	4	SUB U05005 DA1564
DA1594	GLOVES, MAXGRIP	EA	1		U05016	L/S UNDERSHIRT (LAYER 2)	EA	2	SUB U05006 DA156S
E63317	COMPASS	EA	1		V02277	VEST, AIRCREW FLEX	EA	1	
F82382	FLYERS HELMET BAG	EA	1						