



DEPARTMENT OF THE ARMY
UNITED STATES ARMY ROTC CADET SUMMER TRAINING DETACHMENT
204 1ST CAVALRY REGIMENT ROAD
FORT KNOX, KENTUCKY 40121-5123

ATCC-ST

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Cadet Summer Training (CST24) Policy Memorandum 26 – Organizational Clothing and Individual Equipment (OCIE) and Personal Clothing Issue/Turn-In Process for USACC Cadre, Cadets, and Lieutenants

1. References:

- a. AR 735-5, Property Accountability Policies.
- b. AR 700-84, Issue and Sale of Personal Clothing.
- c. AR 710-4, Inventory Management, Property Accountability
- d. HQDA EXORD 159-23, Conversion of Army Central Issue Facilities (CIF)
- d. Logistics Readiness Center (LRC) (Supply Division), External Standard Operating Procedures (SOP).

2. Purpose: Provide information on who can receive OCIE and personal clothing from Fort Knox CIF, methods of obtaining relief of responsibility, and expound upon the roles, responsibilities, and Department of the Army (DA) requirements for the inventory, issue of shortages and turn-in of OCIE and personal clothing during Cadet Summer Training (CST).

3. Issue:

a. Regardless of the system or method used to furnish Cadets/Lieutenants with individual clothing and OCIE, nothing in the referenced regulations, local policies or SOPs will prohibit the recovery of clothing, when it is in the best interest of the Government to do so or when directed by HQDA. This policy applies to all Cadre, Lieutenants, Advanced Camp (AC) and Basic Camp (BC) Cadets upon reception and departure from United States Army Cadet Command Summer Training.

b. Per HQDA EXORD 159-23, the Fort Knox Central Issue Facility (CIF) has officially converted to a Storefront and has reduced all stock of OCIE and personal clothing. All USACC programs and schools have officially adapted the OCIE Direct Ordering (ODO) program. No Cadre is authorized to draw OCIE from the Fort Knox CIF.

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All cadre must see their respected ODO manager to order and receive OCIE prior to arriving to CST.

c. Task Force Merrell will physically inventory all Cadets OCIE and clothing upon arrival to Fort Knox. Cadre will annotate all on-hand items on the published Cadet Packing list ensuring to capture sizes, quantities and serviceability. All shortages should be identified at this time. Cadets will only be issued shortages identified during this inventory on prescribed issue date IAW CTA 50-900.

d. On day of issue, Cadets and Cadre will arrive to Harmon Hall no less than 30 minutes prior to issue/turn-in time to receive briefing from USACC CIF Cadre. Cadets will have pre-inventory packing list in hand with shortages, sizes and quantities. annotated prior to CIF Issue. Each advanced camp company is authorized 2 hours, basic camp 4 hours, to complete the issue process.

e. Once issue is complete, Cadre will inspect all equipment issued to the Cadet verifying all National stock numbers (NSN), sizes, and quantities are correct on the CIF provided DA Form 3645; as well as check for cleanliness and serviceability. All discrepancies should be addressed at the Direct Exchange (DX) window in the shake down area. Issues will be corrected, no questions asked.

f. Upon completion, and prior to leaving the shake down area Cadre will retrieve Cadets original copy of the DA Form 3645 and transfer to Regimental Cadre. Once Cadet is received during turn over as this will be needed for OCIE turn-in.

4. DX/Walk-up window. LRC/CIF will perform a walk-up service Monday - Friday from 0800 to 1545 and Saturdays from 0730-1130, minus federal holidays. This walk-up service will be responsible for the DX, Issue, Turn-in, and Clearance of AC/BC Cadets, OPFOR and 2LTs who are unable to complete these tasks within the allotted time scheduled.

5. Turn-in Process:

a. Regimental/Cadet actions.

1). Regimental Cadre will inventory all items listed on Cadets DA Form 3645 looking for cleanliness and serviceability. *Note.* All OCIE must be clean and dry upon turn-in to the CIF. CIFs will not accept turn-in of OCIE that is not clean, regardless of the serviceability criteria IAW Logistics Readiness Center (LRC) (Supply Division), External Standard Operating Procedures (SOP).

2). If items are damaged, Regimental cadre will complete a damage statement that must be signed by the TF Leader Commander detailing what caused the damage.

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3). On day of turn-in, Cadets, Lieutenants, and Cadre will arrive at Harmon Hall no less than 30 minutes prior to turn-in time to receive briefing from USACC CIF Cadre. Each advanced camp company is authorized two hours and basic camp companies are authorized 4 four hours, to complete the turn-in process.

4). All personnel must have original DA Form 3645 and any damage statements in hand prior to showing up to CIF.

5). TF Leader Commander will physically sign all DA Form 7923s at the end of the turn-in.

b. USACC CIF Cadre actions:

1). Brief Cadre and Cadets on roles and responsibilities during turn-in process.

2). If any items are missing, a DA Form 7923 will be completed by USACC CIF Staff. Cadet must have Bank Account Information, Amazon Account Information, or PayPal to complete transaction in the Pay.gov website.

c. Exceptions:

1). If the Cadet is unavailable, due to medical evacuation, Basic Camp Graduation, or Red Cross Message all absentee turn-in procedures will be conducted IAW 700-84 Para 12-13. Upon completion of the turn-in, copies of all documentation will be included in each Cadets Personnel Record at the Regimental level.

2). The TF Leader Commander will formally appoint a Cadre member, in writing, to clear Lieutenants, and Cadets that are unable to clear themselves due to instances listed in paragraph C-1.

6. Relief of Responsibility:

a. All loss, damaged or destroyed equipment drawn from CIF will be processed IAW AR 735-5 regardless of status.

b. DD Form 362 will be processed prior to AC/BC Cadets and Lieutenants leaving CIF on the day of turn-in. If Cadet or Lieutenant refuses to sign the DD Form 362 it will be placed with the original DA Form 3645 and given to the TF Leader S4 for processing at close out. This will be provided as an Exhibit for the completion of a DD Form 200 FLIPL at the TF Leader Level.

c. Cadets and Lieutenants will not be cleared from CIF until TF Leader

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processes the FLIPLs and/or DD Form 7923s through CIF.

7. POC is Mr. Willis Morris, 270-505-6886, willis.r.morris2.civ@army.mil.



STEVEN M. KING
Brigadier General, USA
CST Commandant

Distribution:

LRC/CIF PBO

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CST S1

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