



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

ATCC-ST

19 May 2025

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Accounting for and Methods to Obtain Relief of Responsibility for Organizational Clothing and Individual Equipment (OCIE) and Personal Clothing Issue for Contracted and Non-Contracted Cadets

1. References:

- a. AR 145-1, Senior Reserve Officers Training Corps Program: Organization, Administration, and Training, 28 April 2023.
- b. AR 735-5, Property Accountability Policies, 9 November 2016.
- c. AR 700-84, Issue and Sale of Personal Clothing, 11 March 2013.
- d. AR 710-4, Inventory Management, Property Accountability, 26 December 2023.
- e. Logistics Readiness Center (LRC) (Supply Division), External Standard Operating Procedures (SOP).
- f. Common Table of Allowances (CTA) 50-900, 19 December 2023.

2. Responsibility for property per AR 710-4, paragraph 4-6:

- a. Responsibility is the obligation of an individual to ensure Government property and funds entrusted to their possession, command, or supervision are properly used and cared for, and that proper custody, safekeeping, and disposition are provided.
- b. Property responsibility is the relationship between people and the property under their control. Responsibility will be assigned and acknowledged in writing for all property recorded in the property book as on hand. The property book will be the basic record assigning responsibility.
- c. All DA military personnel and civilian employees are responsible for the proper use, care, and physical protection of Government-owned property entrusted to their possession, command, or supervision. This responsibility includes using Government property for official business only, complying with all applicable regulations and contacting the appropriate authority if property is subjected to undue risk.

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3. Types of responsibility per AR 710-4, paragraph 4-7:

a. General. There are five types of responsibility for property described in this paragraph. An individual assumes responsibility for property when a relationship to property is established and may hold different types of responsibility for different types of property depending on the relationship to specific property. Assumption of responsibility may result from a written appointment or signing a hand receipt; assignment to a specific duty position; or taking physical possession of property.

b. **Command responsibility.** Commanders are obligated to ensure all Government property within their command is properly used and cared for, and that proper custody, safekeeping, and disposition are provided. Command responsibility is inherent in command and cannot be delegated. Command responsibility is effective upon assuming a command position at any level, regardless of signed receipts or responsibility statements and includes the following:

(1) Ensuring the security of all property of the command, whether in use or in storage.

(2) Observing subordinates to ensure their activities contribute to the proper custody, care, use, safekeeping, and disposition of all property within the command.

(3) Enforcing all security, safety, and accounting requirements.

(4) Taking administrative or disciplinary measures, when necessary.

c. **Supervisory responsibility.** The obligation of a supervisor to ensure all Government property issued to or used by their subordinates is properly used and cared for, and that proper custody, safekeeping, and disposition are provided. Supervisory responsibility is inherent in command and cannot be delegated. Supervisory responsibility is effective upon assuming a supervisory position at any level, regardless of signed receipts or responsibility statements and includes the following:

(1) Providing proper guidance and direction.

(2) Enforcing all security, safety, and accounting requirements.

(3) Maintaining a supervisory climate which ensures the proper care and use of Government property.

d. **Direct responsibility.** The obligation of a person to ensure all Government property in their custody is properly used and cared for, and that proper custody, safekeeping, and disposition are provided. An individual with Direct Responsibility has

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the property within their custody, but not necessarily in their possession or for their use. Direct responsibility results from written appointment as an APO, receipt of formal written delegation of Direct Responsibility, or acceptance of the property on hand receipt from an APO. Commanders or activity supervisors of separate TDA activities will determine and assign in writing those individuals who will have Direct Responsibility for property.

e. **Custodial responsibility.** The obligation of an individual for property in storage, awaiting issue or turn-in to exercise reasonable and prudent actions to properly care for, and ensure proper custody, safekeeping, and disposition of the property are provided. Custodial responsibility results from assignment as a supply sergeant, supply custodian, supply clerk, or warehouse person, who reports to the APO or Responsible Officer (the individual having direct responsibility for the property). Responsibilities include the following:

(1) Ensuring the adequate security of all property within the activity's storage areas and related facilities.

(2) Observing subordinates to ensure their activities contribute to the proper custody, care, safekeeping, and disposition of all within the activity's storage areas and related facilities.

(3) Enforcing all security, safety, and accounting requirements.

(4) When unable to enforce any of these, reporting the problem(s) to their immediate supervisor.

f. **Personal responsibility.** The obligation of a person to exercise reasonable and prudent actions to properly use, care for, safeguard, and dispose of all Government property issued for, acquired for, or converted to a person's exclusive use, with or without receipt. Personal responsibility always accompanies the physical possession of property.

g. See AR 710-4, figure 4-1 for diagram of accountability and responsibility for property.

#### 4. Enforcement of Supply Discipline per AR 710-4, Section III:

a. Methods of enforcing supply discipline: Enforcement of supply discipline is accomplished through a combination of leadership, command emphasis, training, administrative measures, and disciplinary measures.

b. Administrative measures: AR 735-5 provides various administrative measures

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for accounting for lost, damaged, and destroyed property. These actions **must** be followed for the relief from property accountability. However, they are oriented to supply accountability and are not intended to be used as corrective or disciplinary actions. The assessment of financial liability is solely for the purpose of administratively recouping the value of losses to the U.S. Government.

5. Accountability as it pertains to Non-Contracted Cadets:

a. DoD Financial Management Regulation (FMR) 7000.14-R, Volume 16, Chapter 5 provides that government owned property, plant, and equipment (PP&E) in the hand of others, to include universities and “assignees” are considered to be tangible assets belonging to the DoD. The legal definition of an assignee is a person to whom property is transferred to by the person responsible for the property being transferred. Basic Camp Cadets are assignees.

b. DoD Instruction 1215.08 establishes that non-contracted Cadets attending Basic Camp fall into one of the three types of Cadets that have a status along with other members of the ROTC program.

c. While a ROTC Cadet is not an active-duty service member, Army Regulation and DoD Instructions treat them as a member of the Armed Forces. DoD FMR permits treatment of ROTC Cadets as “assignees” who may be held responsible for government property. As Cadets with status, they may be provided uniforms and equipment and thus may reasonably fall under the authority of 10 U.S.C. § 2787 and be liable for the equipment they are issued.

6. Accounting for clothing items:

a. In accordance with AR 700-84, Chapter 9, all individual clothing items, including insignia, are exempt from formal property accountability procedures contained in AR 710-2. HQ, USACC is responsible for developing measures to control and safeguard clothing items against fraud, waste and abuse.

b. Individual clothing items will be issued to Cadets on DA Form 3645-1. The individual receiving the property will sign and date the clothing record acknowledging property responsibility in the event of loss or damage to property.

c. All JROTC and SROTC Cadets are required to sign a statement declaring, “I understand that, if I owe a debt to the Government related to the loss, damaged or destruction of individual clothing, I consent to the notification of the debt to my parent or guardian and notification of the debt, together with a request to my education institution that my grades and transcript be withheld pending payment of the debt.”

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d. Both Task Force Wolf and Task Force Merrill are responsible for ensuring this document is filled out and signed by all Cadets attending CST prior to drawing any equipment from CIF.

#### 7. Issue Eligibility and Issue Process:

a. In accordance with HQDA EXORD 159-23, the Fort Knox Central Issue Facility (CIF) officially converted to Storefront Service and has reduced all stock of OCIE and personal clothing.

b. USACC Programs and schools have officially adapted the OCIE Direct Ordering Program to provide initial issue of all OCIE to entry level, contracted Cadets and Industries of the Blind (IOB) for all contracted and non-contracted Cadets.

c. 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.

d. At reception, Task Force Merrill and TF Wolf will physically inventory all Cadets' OCIE and clothing upon arrival at Fort Knox. Cadre will annotate all missing items on the published Cadet Packing list ensuring to capture sizes, quantities and serviceability. Cadets will only be issued shortages identified during this inventory on prescribed issue date IAW CTA 50-900.

e. On the day of issue, Cadets and Cadre will arrive at 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 arriving at CIF.

f. 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.

g. 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 when Cadets are turned over to the Regiments.

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8. DX/Walk-up window. LRC/CIF will perform a walk-up service Monday - Friday from 0800 to 1545 and Saturdays from 0800-1145. This walk-up service will be responsible for the DX, Issue, Turn-in, and Clearance of AC/BC Cadets, and OPFOR who are unable to complete these tasks within the allotted time scheduled.

9. Turn-in Process:

a. Regimental/Cadet actions.

1). Regimental Cadre will inventory all items listed on Cadets' DA Form 3645 within 48 hours from returning from field exercise. During this time all shortages and damages will be recorded. All FLIPLs, damaged statements, and Statement of Charges shall be completed before the scheduled turn-in appointment.

2). If items are damaged, at no fault to the owner, Regimental cadre will complete a damage statement that must be signed by the Task Force Leader Commander detailing what caused the damage. If damage was caused by outside of what is considered fair wear and tear, owner may be assessed liability for the item.

3). On the day of turn-in, Cadets and Cadre will arrive at Harmon Hall with all relief of responsibility and damaged equipment already turned in and records adjusted. All remaining equipment will be turned in clean and dry.

4). All personnel must have an 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.

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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.

10. Relief of Responsibility:

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

b. DA Form 7923 will be processed prior to AC/BC Cadets leaving CIF on the day of turn-in. If Cadet refuses to sign the DA Form 7923 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 will not be cleared from CIF until TF Leader processes the FLIPLs and/or DA Form 7923s through CIF.

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