



Texas Army National Guard

INSTRUCTION

NUMBER 4120.02
15 November 2018

NGTX-AZ

SUBJECT: Organizational Clothing and Individual Equipment Accountability Directive

References.

- a. Army Regulation 710-2, Supply Policy Below the National Level, 28 March 2008
- b. Army Regulation 700-84, Issue and Sale of Personal Clothing, 22 July 2014
- c. United States Property and Fiscal Office –Texas Central Issue Facility External Standard Operating Procedures, 5 October 2015

1. PURPOSE. This directive emphasizes the importance of maintaining proper accountability of Organizational Clothing & Individual Equipment (OCIE) and individual clothing items (ICI).

2. APPLICABILITY AND SCOPE. This issuance applies to all Texas Army National Guard Soldiers who have signed for organizational clothing and individual equipment (OCIE) and individual clothing.

3. POLICY.

a. All TXARNG units will conduct OCIE showdown inventories at a minimum of twice a year. Inventories will be scheduled once prior to the fiscal year's annual training event and once after annual training.

(1) The showdown will include all OCIE items distributed by any US Army Central Issue Facility (CIF) and ICI provided through Central Clothing Distribution Facility (CCDF). ICI will include four sets of Army Combat Uniforms (ACU) or Operational Camouflage Pattern (OCP), one set of the Army Service Uniform (ASU), and one set of the Army Physical Fitness Uniform (APFU).

(2) The inspection will be annotated per company on the enclosed "Annual Showdown Inspection Report" and filed at the brigade level. The showdown inspection will be captured in DTMS in order to show inventories conducted on the unit training

schedule and the brigade will provide a memorandum for record through command channels to the TXARNG, G4 and copy furnished to the USPFO-CIF indicating the completion of the OCIE showdown inventory.

(3) Soldiers will digitally sign their clothing record in Army Knowledge Online (AKO). OCIE deemed excess and unserviceable due to fair wear and tear (FW&T) will be processed for turn-in. All turn-ins will be completed within 30 days of the inventory date. ICI provided to the Soldier through CCDF will be signed for on a DA 4886 and updated during the showdown inventories.

(4) OCIE unaccounted for during each annual inspection requires the processing of DD Form 362 'Statement of Charges/Cash Collection Voucher' to be processed immediately and NLT 45 days after the annual OCIE showdown.

b. OCIE annual requirements. OCIE issues will be provided to all Texas Army National Guard Soldiers through the CIF (123 Menu) for items necessary to satisfy and meet unit requirements based on their assigned mission. Supported units will provide CIF their requirements for OCIE and the number of personnel to be supported on an annual basis. The CIF will use this information to update and modify the tailored issues in the 123 Menu previously developed.

4. RESPONSIBILITIES. Commanders and supply personnel will adhere to the following guidance in addition to established regulations referenced above.

a. Commanders and supply personnel will review their Soldier discharge roster generated by CIF-ISM a minimum of once a month.

(1) 120 Days Prior to Discharge: Soldiers will receive a counseling of their responsibilities to turn in OCIE. Supply sergeants will schedule an appointment for OCIE turn-in for Soldiers electing to ETS. A DD 362 will be processed for lost or damaged OCIE.

(2) 90 Days prior to discharge: Soldiers who have not re-enlisted prior to 90 days of the ETS date will turn-in all required gear regardless if Soldier has elected to ETS. DD Form 362 will be processed for any unaccounted for or damaged OCIE.

b. Commanders and Supply Sergeants will use DD Form 362 to collect payment for missing items during showdowns. DD Form 200 "Financial Liability of Property Loss" will be generated for AWOL Soldiers or Soldiers who refuse to sign the DD Form 362 only.

c. Soldiers who will transfer outside of the TXARNG will also turn-in their OCIE to the area designated representative, or directly to the TXARNG CIF. In the event the

Soldier is medically evacuated to a Medical Treatment Facility and transferred to the WTU, the Soldier's unit will inventory and secure their Soldier's OCIE for turn in to the CIF.

d. Soldiers newly assigned or departing the unit will have OCIE physically counted to ensure items agree with OCIE records. Soldiers will digitally sign their OCIE records at that time. A DD 362 will be processed for lost or damaged OCIE.


e. Storage. Commanders, Command Sergeants Major, and First Sergeants should analyze home station facility space and determine if it is prudent to direct personnel to store OCIE in individual locker space. It is not mandatory at this time but highly recommended that, if facilities allow, Soldiers will store OCIE at home station armories.

5. RELEASABILITY. Unlimited.

6. EFFECTIVE DATE. This directive will expire two years from the effective date of publication unless sooner rescinded or superseded.

7. POINT OF CONTACT. TXARNG Deputy Chief of Staff, Logistics at 512-782-5307.

Encl


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J5 - Issuance

Official

ANNUAL OCIE SHOWDOWN INSPECTION REPORT

UNIT: _____

UIC: _____

BATTALION/MACOM: _____

INSPECTION CONDUCTED DATE: _____

UNIT ASSIGNED STRENGTH: _____

PRESENT FOR DUTY STRENGTH: _____

NUMBER OF SHOWDOWNS COMPLETED: _____

NUMBER OF DD 200's INITIATED: _____

NUMBER OF DD 362's INITIATED: _____

DATE OF 100% SHOWDOWN COMPLETION: _____

SUPPLY SGT SIGNATURE

SUPPLY SGT NAME (PRINT)

COMMANDER SIGNATURE

COMMANDER NAME (PRINT)