

Central Management Office (Central Issue Facility) Checklist

Checklist #:

Total Points:
0 / 0

1. Cif Location: _____

2. Person(s) making visit:

3. Date of Visit: _____ (ex. 13-JUN-07)

4. Pre-Coordination Contacts: _____

5. Personnel In-Briefed:

6. Personnel Out-Briefed:

7. Preparation required prior to visit:

- Review Property Book (previous 30 Days)
- List of CIF personnel with access to CIF-ISM?
- Number of Line Number Items on the Property Book? _____
- Property Book \$ Value _____
- Obsolete Items Listing
- End-of year inventory tolerance level _____
- Excess Dollar Value _____
- Backorder Report
- Funding Expenditures Report _____
- Dollar value of serviceable OCIE turned in through the SSA to DRMO for 6 months? _____
- Dollar value of unserviceable OCIE turned in through the SSA to DRMO for 6 months? _____

90-100% Excellent 80-89% Satisfactory 70-79% Needs Improvement 0-69% Additional Training Required

Central Management Office (Central Issue Facility) Checklist

Checklist #:

CIF General Information/Overall Appearance

1. Are the hours of operation clearly displayed outside of the building? _____

Hours of Operation:

2. Are the different types of services (issues, turn-in, and direct exchange) posted and available to Soldier? _____ 0 / 0 pts.

3. Is there no cost transportation available to the CIF? _____

4. Is there a scheduled renovation/upgrade? _____

5. Is the CIF clean and has adequate lighting? _____ 0 / 0 pts.

6. Do all CIF personnel with access to the ISM system have a valid FH-25-29-R-E and Security Clearance _____

7. Are the CIF personnel knowledgeable of their assigned duties? _____ 0 / 0 pts.

8. Is the storage area adequate and organized? _____ 0 / 0 pts.

9. Are storage locations identified and labeled? _____ 0 / 0 pts.

10. Does the CIF have a designated fitting area with sitting for Soldiers to try on footwear? _____

11 .Does the CIF have a clothing fitting room _____

12. Does the PBO and CIF Manager understand the OCIE Status Funds Report? _____ 0 / 0 pts.

Comments:

Recommendations:

Central Management Office (Central Issue Facility) Checklist

Checklist #:

Central Issue Facility Publications

1. Does the PBO and CIF staff understand how to properly utilize CIF-ISM _____
and DISCOVERER system?

2. Does the CIF know how to access the following publications?

CTA 50-900, Common Table of Allowance?

Publication Date _____ (13-JUN-07)

CTA 50-970, Common Table of Allowance for Expendable Items?

Publication Date _____

FM 21-15, Care and Use of Individual Clothing and Equipment?

Publication Date _____

TM 10-8400-201-23, General Repair Procedures for Clothing and Individual Equipment?

Publication Date _____

TM 10-8400-203-23, General Repair Procedures for Individual Equipment?

Publication Date _____

Physical Security Regulation?

Publication Date _____

Standard Operating Procedure?

Publication Date _____

AR 710-2, Supply Policy Below the National Level?

Publication Date _____

DA PAM 710-2-1, Using Unit Supply System (Manual Procedures)?

Publication Date _____

AR 735-5, Policies and Procedures for Property Accountability?

Publication Date _____

FEDLOG?

LIW (liw.logsa.army.mil)?

SLAMIS (www.slamis.army.pentagon.mil)?

Army Publishing Directorate (www.usapa.army.mil)?

Comments:

Recommendations:

Central Issue Facility Property Accountability

1. Has the Property Book Officer (PBO) been appointed, in writing, by the Commander for whom the property book is kept? (AR 710-2 par 2-5(g) (1); DA PAM 710-2-1, Para 4- _____ 0 / 0 pts.

2. Does the PBO Appointing Memorandum for Record identify the property book by assigned Unit Identification Code (UIC)? (AR 710-2 par 2-5(g) (1); DA PAM 710-2-1, Para 4- _____ 0 / 0 pts.

3. Has the Commander or his/her designated representative acknowledged in writing that reconciliations have been completed and a copy in front of the property book? (DA PAM 710-2-1, Para 9-8(9) _____ 0 / 0 pts.

4. Has the PBO completed and filed the Accountable Officer Statement in front of the Property Book? (AR 710-2 Para 2-5h; DA PAM 710-2-1, Para 5-2a) _____ 0 / 0 pts.

5. Are obsolete items on the property book? _____

a. Is there a current justification on file for maintaining obsolete items? _____ 0 / 0 pts.

Item	Expiration Date
------	-----------------

b. Has the justification been approved by the CMO? _____

c. Are there replacement items on hand? _____

6. Number of NSNs at Zero Balance (with ROs>0)? _____

7. a) Are daily and end of day transactions being printed and filed? _____

b) Does the PBO review the negative on-hand balance report weekly? _____

8. Is there any OCIE that is not posted to the CIF ISM Property Book _____

Item/Location

Comments:

Recommendations:

Supporting Document File

- | | | | |
|---|-------|----|--------|
| 1. Are expendable supplies authorized by CTA 50-970 initially stocked to complete or make OCIE items serviceable at the CIF? (AR 710-2 para 2-14c; DA PAM 710-2-1, Para 10-2c) | _____ | | |
| 2. Are all documents supporting loss, damages, or destruction of expendable/durable supplies which liability been admitted filed in the relief of responsibility file? (DA PAM 710-2-1, para 4-16c) | _____ | 0/ | 0 pts. |
| 3. Has a signed statement been placed in the relief of responsibility file for any supporting document that has been lost and/or misplaced? (DA PAM 710-2-1, para 4-16c) | _____ | 0/ | 0 pts. |
| 4. Has each unit commander provided the CIF with a copy of assumption of command orders or appointing memorandum? (DA PAM 710-2-1, para 2-32a) | _____ | 0/ | 0 pts. |
| 5. Have DA Form 1687s been kept on file by the CIF properly filled out and current? (DA PAM 710-2-1, para 2-32f) | _____ | 0/ | 0 pts. |
| 6. Are all quality deficiencies found within the CIF being reported on a quality deficiency report ? (AR 710-2, para 2-14q). | _____ | 0/ | 0 pts. |
| a) How many quality deficiency reports were filed within the last fiscal year? | _____ | | |
| b) Has the CIF received satisfactory responses? | _____ | | |
| c.) Are all quality deficiency reports being kept on file within the CIF? | _____ | 0/ | 0 pts. |
| 7. Has the CIF conducted quarterly reconciliations with Standard Installation/Division Personnel System (SIDPERS) records documenting personnel losses? (AR 710-2, para 2- | _____ | 0/ | 0 pts. |
| 8. Does the CIF conduct a validation recon with SARSS monthly on all open requisitions? | _____ | | |
| 9. Has a command inspection been conducted in accordance with AR 710-2, Appendix B page 109? | _____ | 0/ | 0 pts. |
| 10. Has a physical security inspection been conducted within the last year? | _____ | | |
| 11. Are discrepancies being corrected utilizing an Administrative Adjustment Report (AAR)? | _____ | 0/ | 0 pts. |

Comments:

Recommendations:

Organizational Clothing and Equipment Record (DA Form 3546-364

- | | | | |
|---|-------|--|------------|
| 1. Are Organizational Clothing Records properly prepared to include verification of NAME, SSN, and MOS? (AR 710-2-1, para 2-14j) | _____ | | 0 / 0 pts. |
| 2. Does the CIF maintain a cash collection cage? _____ | | | |
| a) Has the appropriate Army Major Command or Brigade Combat Team authorized CIF to accept cash collections for OCIE that has been lost, damaged, destroyed or where liability is admitted? (AR 710-2, para 2-16a; DA PAM 710-2-1, para 10-1d) | _____ | | 0 / 0 pts. |
| b) Does the CIF prominently display a current price list for all OCIE stocked items? (DA PAM 710-2-1, para 10-14) | _____ | | 0 / 0 pts. |
| 3. Are three copies of the DA Form 3645/3645-1 being prepared? (DA PAM 710-2-1, para 10-6a; AR 710-2, para 2-14(3a)) | _____ | | 0 / 0 pts. |
| 4. Are DA Form 3645/3645-1 only being prepared and adjusted by CIF Issue personnel? (DA PAM 710-2-1, para 10-6a) | _____ | | 0 / 0 pts. |
| 5. Has a statement of charges been properly prepared where liability has been admitted? (DA PAM 710-1, para 2-16a; AR 735-5, para 12-3(b)) | _____ | | 0 / 0 pts. |
| 6. Are all OCIE items being depreciated by 10%? (AR 710-2, para 2-16a; AR 735-5, Appendix B, para b-2b(1)) | _____ | | 0 / 0 pts. |
| 7. Are financial liability investigation process (DD Form 200) being prepared and processed properly? (AR 735-5, chapter 13) | _____ | | 0 / 0 pts. |
| 8. Has the Unit Commander signed a written authorization allowing the Soldier to purchase OCIE that has been lost, destroyed, damaged or where liability has been admitted while in the Soldiers possession? (AR 710-2, para 2-16b; AR 735-5, para 12-2b(5); DA PAM 710-2-1, para 10-4a(2)) | _____ | | 0 / 0 pts. |
| 9. Are summaries of issues, turn-ins, cash collection, and adjustment documents being posted to the property book? (AR 710-2; para 2-14j; DA PAM 710-2-1, para 10-7e) | _____ | | 0 / 0 pts. |
| 10. Has the PBO ensured that all records are protected from unauthorized access? (AR 710-2. para 2-14i(3)(d)). | _____ | | 0 / 0 pts. |

Comments:

Recommendations:

Document Register/Nonexpendable/Expendable/Durable

1. Has the Commander properly designated in writing by memorandum or DA Form 1687 authorized personnel to review and authorize the assignment of priority designators? (DA PAM 710-2-1 para2-2) _____ 0 / 0 pts.

2. a) What Force Activity Designator is assigned to the CIF? _____

b) Is activity misusing high priority designator? (DA PAM 710-2-1 para2-2) _____ 0 / 0 pts.

3. Are expendable supplies authorized by CTA 50-970 available by the CIF to make OCIE items serviceable? (AR 710-2 para2-14; DA PAM 710-2-2 para10-2 (5c)) _____ 0 / 0 pts.

4. Is the CIF receiving and posting requisition status in CIF ISM regularly, either by using a Status Disk From SARRS or manually? _____ 0 / 0 pts.

5. Does the PBO and Supply Clerk know how to manually process a requisition to SARSS? _____

Comments:

Recommendations:

Issue Procedures

- | | | | |
|--|-------|-----|--------|
| 1. Do supported units provide the CIF with OCIE requirements and number of personnel to be supported on an annual basis? (AR 710-2, para 2-14d) | _____ | | |
| 2. Are CIF personnel verifying Soldier's identification with assignment orders? (DA PAM 710-2-1, para 10-8c(1)) | _____ | 0 / | 0 pts. |
| 3. a) Are CIF personnel checking Soldiers assignment orders for verification of assignment to an MTOE or deployable TDA unit? (Retained Issue Policy, Section G) | _____ | 0 / | 0 pts. |
| b) Are CIFs informing CMO which units and organizations are deployable among its supported units and organizations within a minimum of 120 days of the unit deploying? (Regional Retained Issue Policy, Section G) | _____ | 0 / | 0 pts. |
| 4. Are Soldiers arriving with a copy of Clothing Records from previous CIF? (AR 710-2, para 2-14I; DA PAM 710-2-1, para 10-8c(2)) (Required for personnel from non-CIF-ISM locations only) (ex. USANG, USAR, and Initial Entry Soldiers) | _____ | | |
| 5. Is OCIE that has been issued at a reception center being transferred to OCIE records during in-processing at initial permanent duty station? (DA PAM 710-2-1, para 10-6c and CTA 50-900) | _____ | 0 / | 0 pts. |
| 6. Does the CIF maintain a due-out file and notify the Soldier when OCIE item(s) are available? (DA PAM 710-2-1, para 10-8c(8)) | _____ | 0 / | 0 pts. |
| 7. Are Unit Commander's authorizing female Soldiers to wear maternity uniforms upon certification by a physician? (DA PAM 710-2-1, para 10-9a) | _____ | 0 / | 0 pts. |

Comments:

Recommendations:

Turn-In Procedures

- | | | | |
|---|-------|-----|--------|
| 1. Are CIF personnel verifying Soldiers DA Form 3645/3645-1 for personal information and turn-in quantity? (DA PAM 710-2-1, Para 10-10b (1) and (2)) | _____ | 0 / | 0 pts. |
| 2. Are CIF personnel verifying the Unit Identification Code (UIC) of Soldiers reassignment orders to determine reassignment to MTOE unit? (Regional Retained Issue Policy, Section G) | _____ | 0 / | 0 pts. |
| 3. Are Commanders ensuring all Soldiers properly clear the CIF prior to PCS or ETS? (AR 710-2, Para 2-14m) | _____ | | |
| 4. Is a copy of a soldiers clearing papers being provided? | _____ | | |
| 5. Is CIF retaining a copy of DA Form 3645/3645-1 for a period of 12 months after Soldier has departed? (DA PAM 710-2-1, Para 10-10b (9)) | _____ | 0 / | 0 pts. |
| 6. Has the CIF sent records to the gaining command of a Soldier that has not properly cleared the CIF? (DA PAM 710-2-1, Para 10-16; AR 710-2, Para 2-14p) | _____ | 0 / | 0 pts. |
| 7. Has the Installation or Community Commander processed cash collection from the supported organization for individuals that have departed the installation who have not cleared the CIF? (AR 710-2, Para 2-14p) | _____ | | |
| 8. Does the PBO and Supply Clerk properly utilize the turn-in process within the ISM system? | _____ | | |

Comments:

Recommendations:

Inventory

- | | | | |
|--|-------|-----|--------|
| 1. a) Are OCIE annual inventories properly conducted? (DA PAM 710-2-1, Para 9-12; AR 710-2, Table 2-2d) | _____ | 0 / | 0 pts. |
| b) Is there a copy of the last inventory on file? | _____ | | |
| 2. Has the PBO conducted research and properly adjusted overages and shortages? (DA PAM 710-2-1, Para 9-6a(10) and Para 9-12c) | _____ | 0 / | 0 pts. |
| a) Are overages accounted for properly? (DA PAM 710-2-1, Para 9-7b(8)) | _____ | 0 / | 0 pts. |
| b) Are shortages accounted for properly? (DA PAM 710-2-1, Para 9-7b(8)) | _____ | 0 / | 0 pts. |
| 3. Prior to conducting the inventory, are all receipts and turn-in documents being posted to the property book? (DA PAM 710-2-1, Para 9-12a (2)) | _____ | 0 / | 0 pts. |
| 4. Are all bulk hand receipts and temporary loans verified and signed prior to the inventory? | _____ | | |
| 5. Are Inventory Adjustment Reports (IAR) prepared properly? (DA PAM 710-2-1, Para 9-12d) | _____ | 0 / | 0 pts. |
| a) Does the PBO assign document numbers to the IAR and post to the property record? (DA PAM 710-2-1, Para 9-12e(2)) | _____ | 0 / | 0 pts. |
| b) Does the PBO send the original and first copy to the approving authority within 5 work days and 30 days after the inventory is completed? | _____ | 0 / | 0 pts. |
| 6. Are differences between count and property book balances adjusted properly? (DA PAM 710-2-1, Para 9-12) | _____ | 0 / | 0 pts. |
| 7. Is the final inventory signed and dated by the approving authority in the SSA commander block? (DA PAM 710-2-1, Para 9-12e(4)(a)) | _____ | 0 / | 0 pts. |
| 8. Does the PBO ensure all discrepancies are addressed prior to signing the Final Inventory Adjustment Report (IAR)? | _____ | | |

Comments:

Recommendations:

Classification/Repair

- | | | |
|---|-------|------------|
| 1. Is OCIE being classified in accordance with TM 10-8400-201-23? (DA PAM 710-2-1, Para 2-15) | _____ | |
| 2. Are repair facilities co-located or separated from the CIF? | _____ | |
| 3. Is OCIE being repaired according to TM 10-8400-201-23? | _____ | |
| 4. Has serviceable excess been reported to CMO for redistribution prior to initializing any turn-in action? | _____ | 0 / 0 pts. |
| 5. Is serviceable OCIE being turned into the SSA prior to shipment to DRMO? (DA PAM 710-2-1, Para 2-13e) | _____ | |
| 6. Is unserviceable OCIE being marked to preclude reentry into the supply system? (DA PAM 710-2-2, para 15-10; AR 710-2, para 4-6d) | _____ | |
| 7. Is unserviceable OCIE items being turned into the SSA prior to shipment to DRMO? (AR 710-2, para 2-13e) | _____ | |

Comments:

Recommendations:

DRMO

- 1. Was a visit made to DRMO? _____
- 2. Was there any OCIE items on hand? _____
 - a) What are the items _____
 - b) How many were serviceable? _____
 - c) How many were unserviceable? _____
- 3. Was the correct condition code assigned? _____ 0 / 0 pts.
- 4. Was Turn-in of OCIE properly documented? _____

Comments:

Recommendations:

Conclusion