



CENTRAL ISSUE FACILITY

USAG GRAFENWOEHR OUT-PROCESSING



Obtain a copy of your clothing record from AKO

The AKO Link to access a copy of your CIF Clothing Record this link allows you to access your own Organizational Clothing and Individual Equipment (OCIE) record. This is an external link to the Installation Support Module Central Issue Facility (ISM CIF) program. [Direct link https://ism.army.mil/ism/SelfServiceServlet?nav.nav_id=ssMyClothing]. Users should note that clicking on the link will redirect them from AKO to the actual tool.

Hours of Operation

Mon, Wed & Fri :
08:00 – 15:30
Tue & Thu
08:00-11:30

Office :
S/C, CCV, FLIPL, unit reconciliations, etc.

IN and OUT PROCESSING:
Appointments are given by the Central Processing Facility

Walk-ins:
Tue & Thu
08:00 - 11:30

Walk-ins are used for DX, Partial Turn-in, and to return items left over from your turn-in appointment.

RFI is done by Appointment only.

The CIF is closed on all Americans & German Holidays and on Tue & Thu afternoon for internal operations (inventories, shelf restoring, training, etc.)

OUR MISSION:

The mission of the USAG Grafenwoehr CIFs is to operate issue points for OCIE in support of all tenant units within their supported community. To accomplish these functions, the CIF stores, requests, receives, accounts, classifies, exchanges, provides repair of selected items, maintains records and files, and publishes operational procedures.

Verify your appointment time! This CIF operates by appointments generated by the Central Processing Facility (CPF) bldg161, South Camp, 476-2233.

Out-Processing Instructions and Requirements

The in & out processes are by appointments only. These are generated by the Central Processing Facility (CPF) at building 161 in Rose Barracks .

Soldiers are required to show up 10 minutes prior their appointment with their clearance papers, in proper duty uniform, bring copies of their orders, and the out-processing work sheet.

During appointment Soldier's clothing records are verified to determine if previous issues of equipment were annotated, establish accountability before turning in all the necessary equipment.

Equipment not available for turn-in at the time of the Soldier's out-process, is considered "missing".

The soldier will be given an opportunity to locate the items and turn-in the missing items on a later appointment.

When Soldier assumes liability for the items a DD 362 (Statement of Charge/ Cash Collection) will be generated by the unit.

Soldier is authorized to ship equipment in his household goods to his next duty station. Soldier is aloud to ship their retained OCIE from the losing CIF to the gaining CIF but this is not the preferred option.. Soldier is authorized a temporary set of OCIE for up to 30 days until all equipment is received.

Managing Your Equipment

Make a quarterly inventory of all OCIE .

Make equipment direct exchange (DX) as needed to keep your equipment serviceable. Make no permanent marking on any piece of equipment (name tags are authorized). Turn-in any equipment double issue and ensure all the equipment received is on your clothing record.

Your unit prepares the documents for damaged / missing OCIE

Damaged property, no negligence involved :
Damage Statement prepared as a Memorandum

Missing equipment DD362:
Statement of Charges (S/C) or Cash Collection Voucher (CCV)

Stolen or value of OCIE loss exceed 1 month base pay DD Form 200:
Financial Liability Investigation of Property Loss

OCIE can be purchased at the Military Clothing Sales Store



U.S. ARMY GARRISON GRAFENWOEHR CENTRAL ISSUE FACILITY
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