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NGOR-LOG

2 April 2014

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum #244 (Army) – Accounting for OCIE

1. AR 710-2, Supply Policy below the National Level, paragraph 2-17(h), March 2008 requires that the State Adjutant General will establish internal procedures requiring soldiers to clear Organizational Clothing and Individual Equipment (OCIE) records with unit of assignment prior to change of status. To reduce losses and ensure standardization and compliance, Commanders will ensure the following procedures are in place.

2. Inventories and Inspections

a. The mandatory showdown inspections required by DA PAM 710-2-1, Using Unit Supply System (Manual Procedures), paragraph 10-18, December 1997 will be conducted for the following events:

- 1) Soldier is newly assigned to the unit (in-processing).
- 2) Soldier is departing from unit (out-processing).
- 3) Soldier returns from field exercise or annual training.
- 4) Soldier is scheduled for extended TDY or deployment (pre-deployment).
- 5) Soldier returns from extended TDY or deployment (post-deployment).

b. These inspections will be documented on the soldier's DA 3645/3645-1, Organizational clothing and Individual Equipment Record, automated equivalent or a separate memorandum in the soldier's issue record. The accountability statement (E5 and above) allowed per AR 710-2, paragraph 2-17(j)(3), is authorized for the annual showdown requirement only. All other showdown inspections must be physically conducted.

c. Commanders will ensure a monthly locker check / inventory of no less than 10% of assigned unit personnel is made during each drill. Results, by individual name, of the locker check / inventory will be recorded and filed in supply for inspection purposes.

d. Discrepancies and shortages identified as a result of showdown inspections are to be adjusted immediately IAW AR 735-5, Property Accountability Policies, May 2013.

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3. Clearing OCIE. AR 710-2, paragraph 2-14m directs that Commanders will ensure that all individuals clear the OCIE issue before departing the installation. OCIE will be cleared under the following circumstances:

- a. Discharge - Expiration of Term of Service (ETS) or other.
- b. Transfer to Active Duty or the National Guard of another state (Interstate Transfer).
- c. Transfer to Inactive National Guard (ING).
- d. Transfer to a Medical Hold Status (MMA, WTU, CBWTU).
- e. Incarceration by Civilian Authorities.

4. ETS Specific guidance. The CIF-ISM 90 Day ETS Report will be utilized by leaders to identify soldiers needing to clear their OCIE. OCIE not required for training will immediately be turned in to Unit Supply as soon as the soldier appears on the 90 Day ETS Report. Soldiers requiring the use of OCIE for training during this period will have their first line leader validate that the Soldier's OCIE issue has been returned to the provided wall locker at the end of drill.

5. AWOL – Absent Without Leave. Units will make every attempt to contact Soldiers that are placed in an AWOL status. If there has been no contact with the Soldier for over three consecutive Unit Training Assemblies (UTA), the Soldier's locker will be opened and the contents inventoried IAW DA PAM 710-2-1, paragraph 10-18. The contents of the locker will be secured in the unit supply room in the custody of the unit supply sergeant. The results of the inventory will be compared with the Soldier's OCIE record to determine discrepancies requiring adjustment. Shortages will be adjusted IAW AR 735-5.

6. Commands will validate subordinate unit compliance with this policy during normal command visits as well as utilizing the Supply Accountability and Assistance Instruction Team (SAAIT) and the Command Supply Discipline Program (CSDP) to identify potential problems.

7. In the event that a Financial Liability Investigation of Property Loss is required, Investigating Officers and Appointing / Approving Authorities will consider if negligence or willful misconduct on the part of the Soldier's chain of command or full-time unit staff contributed to the loss. In this case, "collective and individual liability" to multiple individuals is warranted. The unit Commander will prepare a memorandum to the DCSLOG explaining why this policy was not enforced.

8. Point of contact is the Deputy Chief of Staff Logistics at 503-584-3659.



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