

ARIZONA Department of Emergency and Military Affairs POLICY	POLICY LETTER NO. 40.07	
	DATE 14 SEP 22	OPR NGAZ-PFO
SUBJECT: Organizational Clothing and Individual Equipment (OCIE) Policy	REGULAR POLICY LETTER DISTRIBUTION (POLICY LETTER 10.01)	

1. **Applicability:** This policy applies to all Arizona Army National Guard (AZ ARNG) Soldiers; M-Day Personnel and (AGRs) Active Guard and Reserve.
2. **Purpose:** Establish Organizational Clothing and Individual Equipment (OCIE) policy for accountability, responsibility, and procedures for Commanders and all assigned personnel.
3. **References:**
 - a. AR 600-8-101, Personnel Readiness Processing
 - b. AR 735-5, Property Accountability Policies, Chapter 12 and 13
 - c. AR 710-2, Supply Policy below the National Level, section III, para 2-14, 2-15, 2-16, and 2-17
 - d. USP&FO Arizona Army National Guard Central Issue Facility (CIF) and Organizational Clothing and Individual Equipment Policy and Procedure memorandum, dated 21 June 2021 (enclosure)
 - e. USP&FO Central Issue Facility OCIE Clearing Procedures for the AZ CIF memorandum, dated 1 April 2021
 - f. DA PAM 710-2-1, Using Unit Supply Systems (Manual Procedures)
 - g. DA PAM 735-5, Property Accountability Procedures and Financial Liability Officers Guide
 - h. CTA 50-900, Clothing and Individual Equipment, tables 3 and 4
 - i. CTA 50-970, Expendable and Durable Supplies (except medical), tables 2 and 3
 - j. AZ ARNG Pam 700-20, Command Supply Discipline Program
 - k. JFHQ AZ PAM 735-5, Property Accountability, Financial Liability Investigations of Property Loss

4. Policy:

- a. This policy establishes organizational procedures requiring Soldiers and individuals to clear OCIE records with their unit of assignment prior to change of status. These statuses include: transferring between units, Expiration of Term of Service (ETS), retirements, medical separations, unsatisfactory performance or behavior, Unauthorized Absence (UA), Interstate Transfers (IST), transfer to Active Duty (AD), the Inactive National Guard (ING), or Reserve Component (RC) per AR 710-2, para 2-17(h).
- b. OCIE requires accountability at all levels of responsibility IAW with the established USP&FO AZ ARNG CIF OCIE Policy and Procedure memorandum dated 29 July 2021.
- c. The State AG may delegate to the Land Component Commander to authorize unit commanders to allow Soldiers to remove OCIE from storage and retain OCIE in their possession (per AR 710-2, para 2-17(b)). Commanders will make every effort to have lockers available, however circumstances may prevent units from having the necessary number of lockers available for storage. In this case, unit commanders will develop local policies regarding the storage, security and accountability of OCIE to mitigate the lack of lockers available at the armory.

This policy letter 40.07 establishes the State AG OCIE Policy.

d. All Commanders, Soldiers, and assigned personnel are required to follow the established OCIE regulatory and policy guidance set forth by the USP&FO memorandum (enclosure 1).

e. Failure to comply could result in actions taken per AR 735-5, Chapters 12 and 13 or AR 710-2 para 2-14(p).

5. Administration: Point of Contact (POC) for this policy is: COL Mark R. Railey, AZ USP&FO, 602-267-2447, DSN 853-2447.



KERRY L. MUEHLENBECK
Major General, AZ ANG The
Adjutant General

Enclosures

1. NGAZ-PFO Memorandum, AZ ARNG CIF OCIE Policy and Procedures
2. AZ ARNG CIF and OCIE Policy and Procedures
3. NGAZ-PFO-CIF Memorandum, OCIE Clearing Procedures for the AZ CIF