



UNITED STATES MARINE CORPS

2D MARINE AIRCRAFT WING
U. S. MARINE CORPS FORCES, ATLANTIC
POSTAL SERVICE CENTER BOX 8050
CHERRY POINT, NORTH CAROLINA 28533-0050

IN REPLY REFER TO:
WgO 4401.1
Sup

30 JAN 2004

WING ORDER 4401.1

From: Commanding General, 2d Marine Aircraft Wing
To: Distribution List

Subj: POLICY FOR USING UNIT MANAGEMENT OF CONSOLIDATED ISSUE FACILITY
(CIF) SERVICED INDIVIDUAL COMBAT CLOTHING AND EQUIPMENT (ICCE)

Ref: (a) MCO P4400.150E
(b) MCO P4050.38C
(c) II MEF Message DTG 181149Z JUL 03
(d) UM 4400-124

Encl: (1) 2d MAW Standard Issue List
(2) Temporary Loan Request
(3) CIF Monthly IMR Reconciliation Results
(4) Groups Status of CIF IMR Reconciliation to Wing
(5) Gear Acceptance Letter for Administrative Separation
(6) 2d MAW Individual Deficiency List (IDL)

1. PURPOSE. To establish using unit responsibilities for CIF serviced ICCE.

2. BACKGROUND. Marine Corps Air Station Cherry Point, New River and Beaufort CIF's operations and management has been transferred from the Marine Corps to a civilian contractor, Lion Vallen Industries (LVI). The II MEF Assistant Chief of Staff, G-4 exercises general cognizance over the Regional CIF MCB Camp Lejeune, which manages the satellites at MCAS Cherry Point, Beaufort and New River. The 2d MAW Assistant Chief of Staff, G-4 exercises cognizance of all satellite CIF's to include, but is not limited to:

a. Review and approve using unit standard unit issues and change requests.

b. Review and approve using unit Temporary Loan.

3. INVENTORY. The total inventory of ICCE (deuce gear) within 2d MAW is defined as the aggregate of the gear that is checked out to 2d MAW Marines added to the model inventory stocks held within the CIF's at MCAS Cherry point, New River, and Beaufort. The model inventory stock at each CIF is a minimal amount of ICCE gear required to facilitate personnel turnover and the survey of damaged gear. **Stocks of ICCE will not be maintained at local CIF's for those Marines who do**

not draw a full set of ICCE upon joining a 2d MAW unit. The 2d MAW shortfall of ICCE will therefore equal the total gear not checked out by 2d MAW Marines minus on hand stocks within the CIF's.

4. CIF HOURS OF OPERATIONS AND POINTS OF CONTACTS. Hours of operation for ICCE issue, exchange, and return are Monday through Friday 0700-1700. To reduce wait times, units with twenty or more service members are encouraged to contact their supporting CIF to make an appointment. In emergency cases, commanders may arrange weekend operations by contacting the 2d MAW G-4 Material Readiness Branch (MRB) at DSN 582-2834 during normal working hours and the Command Duty Officer to make arrangements to open the CIF after hours. Managers for the CIF satellites are as follows: Marc Carroll, MCAS Cherry Point, Bldg 4301, Commercial (252) 466-2776, John Bost, MCAS Beaufort, Bldg 555, Commercial (843) 982-0530, and Alonzo Humes, MCAS New River, Bldg 186, Commercial (910) 449-7911.

5. CIF WEBSITE. (<http://www.usmccif.com>): The CIF website will be updated and maintained by LVI. The website is intended to provide commanders with real time total asset visibility for all CIFs within the Marine Corps. The website may be used to do the following:

a. Allow commanders and individual Marines the ability to view his/her Individual Memorandum Receipt (IMR).

b. Enable units to derive sizes per type of equipment issued and provides the NSN and TAMCN for CIF items.

6. STANDARD ISSUE. A standard issue has been established for all personnel within 2d MAW (Enclosure (1)). All Marines and Sailors checking into and those currently assigned to 2d MAW are required to draw and maintain a complete standard issue of ICCE from the CIF. Service members will maintain all ICCE during his/her tour of duty with 2d MAW. Commanders will ensure that the following actions take place:

a. All personnel checking into 2d MAW will report to the CIF with their check-in sheet along with their orders to draw a complete issue of ICCE. All check-in sheets will have the CIF stamp affixed.

b. All personnel checking out of 2d MAW to include PCS, EAS, PCA, FAP, and Administrative Separation will report to the CIF to reconcile his/her account. A checkout sheet will be required. PCA/FAP personnel will have a copy of their PCA/FAP orders to verify his/her status. PCA personnel will maintain their ICCE and their account will be transferred to the appropriate command. All personnel FAP'd outside of 2d MAW will turn in all ICCE to the CIF. All checkout sheets will be stamped and initialed by CIF personnel.

c. VERIFICATION OF CHECK IN/OUT SHEETS BY SUPPLY. It is the responsibility of each command to verify that a member has checked

in/out of the CIF before signing their check-in/out sheet. This includes but is not limited to EAS, PCS, PCA, Administrative Separations, and FAPS.

d. MISSING/DAMAGED GEAR STATEMENTS. Individuals missing items will be issued a missing gear statement (MGS) by the CIF. MGS will be completed per references (a), (c), and (d). Endorsements on MGS must include all endorsements, including the disinterested counseling officer. Once all endorsements are completed, the Commanding Officer (Accountable Officer) will sign the MGS. Once the Commanding Officer signs the MGS, it will be certified true copy and the initiating individual will return the MGS to the CIF with all supporting documentation. Personnel agreeing to voluntarily reimburse the Government for lost, damaged, or destroyed property will be encouraged to replace the item in kind by purchasing the items from the Clothing Retail Store or another commercial source. Individuals will be counseled that they must replace the lost item with the same type of item described on the individuals issue record by a national stock number (NSN). All voluntary replacements will be considered a free act for personal reasons and will not imply an admission of responsibility, fault or negligence for any purpose. Under no circumstances shall personnel be detached from their command until they possess a completed turn-in receipt and their checkout sheet bears the CIF stamp. ICCE not turned in or accounted for upon transfer/separation will be replaced/purchased utilizing unit funds if it is determined that the unit did not properly ensure the service member checked out of the CIF.

e. ICCE SURVEY. Survey of worn or damaged items from normal wear and tear does not require a MGS. Items will be turned in to the CIF as a one-for-one exchange. Marking of ICCE in any manner is prohibited per reference (c). Any damage as a result of markings will render the item unserviceable due to negligence, thus making the individual responsible for reimbursement.

7. TEMPORARY LOANS. Temporary loans will be executed per reference (a) and (c). A temporary loan request (Enclosure (2)) will be forwarded to the satellite CIF from the squadron commander. Unit commanders that desire to temporary loan ICCE from the CIF in excess of 30 days will request equipment 10 working days prior via their chain of command to 2d MAW G-4 MRB to be forwarded to II MEF G-4 for approval. All requests exceeding 30 days will be forwarded in the form of a Naval Message and will contain all information stated in Enclosure (2) to include cost job order number (JON) for reimbursement of lost or damaged equipment. All approved requests will be forwarded to the CIF. The satellite CIF managers can approve all temporary loans 30 days or less without approval from 2d MAW G-4 MRB per reference (c).

8. PERSONAL EFFECTS. Inventory of ICCE in conjunction with personal effects will be conducted per reference (b).

a. UA/AWOL STATUS. Marines in an unauthorized status in excess of 30 days will be declared a deserter. Upon a member being declared a deserter, the unit holding the individual equipment will make liaison with the CIF. The CIF will provide a copy of the issue document, which identifies all individual equipment that had been properly issued to the member. The unit holding the member's effects will compare the issue document to the items being returned. Once this has been accomplished, for those items identified as missing, the member's command will establish a NAVMC 6 (Cash Collection/Checkage Sales form), identifying those missing items. The member's unit will then return all individual equipment to the CIF. The CIF will be required to provide a turn-in receipt to the member's unit. This turn-in receipt, which identifies those items that were returned, as well as those missing, will be placed in the member's SRB/OQR along with the original NAVMC 6. A copy of the NAVMC 6, with original Commanding Officer's signature and issue/turn-in receipt will also be placed in the member's case file. A copy of the NAVMC 6 will be provided to the CIF.

b. BRIG. When a member is convicted of a crime and it has been determined that his confinement will exceed (90) days, the unit holding the individual equipment will make liaison with the CIF. The CIF will provide a copy of the issue document, which identifies all individual equipment that had been properly issued to the member. The unit holding the member's effects will compare the issue document to the items being returned. Once this has been accomplished, for those items identified as missing, the member's command will establish a NAVMC 6 (Cash Collection/Checkage Sales form), identifying those missing items. The member's unit will then return all individual equipment to the CIF. The CIF will be required to provide a turn-in receipt to the member's unit. This turn-in receipt, which identifies those items that were returned, as well as those missing, will be placed in the member's SRB/OQR along with the original NAVMC 6. A copy of the NAVMC 6, with original Commanding Officer's signature and issue/turn-in receipt will also be placed in the member's case file. A copy of the NAVMC 6 will be provided to the CIF.

c. DECEASED. ICCE of deceased service members will be turned into the CIF as soon as the command has been notified. A letter certifying that the member is deceased will accompany the ICCE to clear the member's account.

9. CIF CUSTODY RECORD RECONCILIATION. On the first of each month, CIF will provide each group with a consolidated IMR alpha roster. Each group will distribute the list to the appropriate squadron to conduct an IMR/alpha roster reconciliation. Each squadron will report to group any Marine/Sailor who has inappropriately checked out of the unit (EAS, PCS). All accounts for Marines and Sailors who have inappropriately checked out will be settled at the squadron level by the responsible Commanding Officer IAW reference (d). The missing gear statement along with Enclosure (3) will be forwarded to the CIF.

Each group will report to G-4 MRB the results of the reconciliation (Enclosure (4)) by the 15th of each month. All ICCE losses incurred as a result of improper checkouts by the commands will be debited from unit funds.

10. ADMINISTRATIVE SEPARATION CHECKOUTS. Commanders will ensure that once a Marine has been recommended for an administrative separation, the gear acceptance letter (Enclosure (5)) is submitted to the CIF supervisor at the respective location. The Marine will report directly to the CIF to turn in all ICCE. Any missing ICCE will be handled per paragraph 6d.

11. UNIT DEPLOYMENT PROGRAM (UDP). Units departing and returning for UDP must schedule the date of ICCE turn in with the CIF at least 30 days prior to departure/return. If commanders desire to maintain any ICCE, a Responsible Officer (RO) will be appointed to execute a bulk temp loan per reference (c).

a. The unit will schedule a date with the CIF via their immediate COC S-4 to turn in/receive their ICCE.

b. UDP unit commanders are strongly encouraged to account for ICCE prior to returning it to the CIF using the individual deficiency list (IDL). This will expedite the turn-in process.


M. E. CONDRA
Chief of Staff

Distribution: A
MCAS ADJUTANT
MCAS BEAUFORT CIF
MCAS CHERRY POINT CIF
MCAS NEW RIVER CIF
MCB CAMP LEJEUNE

2d MAW
STANDARD ISSUE LIST

TAMCN	NOMENENCLATURE	U/I	Size	Required
C3337	ALICE PACK GREEN w/STRAPS	EA	N/A	1
K4030	BAG,W/P, CLOTHING	EA	N/A	1
C0260	NECK GAITER	EA	N/A	1
C3040	BELT INDIVID EQUIP	EA	N/A	1
C3421	BIVY COVER, WOODLAND CAMO	EA	N/A	1
C3060	CANTEEN, PLASTIC, W/CAP	EA	N/A	2
C3070	CARRIER, E-TOOL	EA	N/A	1
C3115	CASE, SMALL ARMS, M16 (E-5 and below)	EA	N/A	2
C3130	COVER, CANTEEN, NYLON	EA	N/A	2
C3124	COVER, HELMET, REVERSIBLE	EA	N/A	1
C3140	CUP, CANTEEN	EA	N/A	1
C1091	DRAWERS, C/W POLYPRO	PR		2
C3150	FIRST AID KIT, W/COMPONENTS	EA	N/A	1
C1107	GLOVES SHELLS BLACK	EA		1
C3215	HELMET, KEVLAR	EA		1
C1106	INSERTS, GLOVE	PR		2
C3270	LINER, PONCHO	EA	N/A	1
C3310	MAT, SLEEPING, FOAM	EA	N/A	1
C5652	PARKA, CW 2D GEN	EA		1
C3400	PONCHO, W/W, WOODLAND CAMO	EA	N/A	1
C1250	PULLOVER FLEECE	EA		1
C3421	SACK, COMPRESSION	EA	N/A	1
C3421	SLEEPING BAG, BLACK	EA	N/A	1
C3421	SLEEPING BAG, GREEN	EA	N/A	1
C3423	STAND, CANTEEN CUP	EA	N/A	1
C3445	SUSPENDERS, IND. EQUIP. (SNCO and above)	EA	N/A	1
C3230	TOOL, ENTRENCHING	EA	N/A	1
C6632	TROUSER, C/W 2D GEN	PR		1
C1261	UNDERSHIRT, C/W POLYPRO	EA		2
C3495	VEST, FRAGMENTATION	EA		1
C3498	VEST, TACTICAL LOAD BEARING (E-5 and below)	EA	N/A	1
C1055	WATCH CAP, FLEECE	EA	N/A	1



UNITED STATES MARINE CORPS
UNIT LETTERHEAD

4401
Sup

From: Commanding Officer, Marine Wing Communications
Squadron 28
To: Consolidated Issue Facility
Subj: TEMPORARY LOAN REQUEST

1. The below item is requested for Temp Loan in support of
Operation Eating Burgers

Nomenclature	Qty	Dates	R/O
Sleeping Bags	1	1-25 May 03	SSgt Nerd, Revenge O. SSN 123 45 6789 MWCS-28 Supply DSN 582 5555 EAS 06 May 06

2. Point of contact is GySgt What, DSN: 582-6307/2834.

D. L. WHY

Copy to:
File

Enclosure (2)



UNITED STATES MARINE CORPS
UNIT LETTERHEAD

4401
Sup

From: Commanding Officer, Marine Air Control Group 28 (S-4)
To: Consolidated Issue Facility Supervisor, MCAS Cherry Point
Subj: CONSOLIDATED ISSUE FACILITY MONTHLY RECONCILIATION
Ref: (a) Wing Order 4401.1

1. The below information reflects the current status of all Marines whose records reflect discrepancies as a result of the monthly reconciliation for the month of May 04.

<u>NAME</u>	<u>SSN</u>	<u>UNIT</u>	<u>UPDATED STATUS</u>
Smith, John L.	123456789	MWCS-28	2D LAAD
Wonder, Why L.	987654321	MTACS-28	EAS 021105
Look, Dummy B.	234567891	2D LAAD	PCS MAG 31 Beaufort, S.C.

2. The POC in this matter is SSgt Francis at 252-466-5555.

M. L. CARROLL



UNITED STATES MARINE CORPS
UNIT LETTERHEAD

4401
Sup

From: Commanding Officer, Marine Air Control Group 28 (S-4)
To: Commanding General, 2d Marine Aircraft Wing (G-4)

Subj: CONSOLIDATED ISSUE FACILITY MONTHLY RECONCILIATION

Ref: (a) Wing Order 4401.1

1. The below information reflects the current status of all Marines whose records reflect discrepancies as a result of the monthly IMR reconciliation for the month of May 04.

Squadron	# of records	EAS/retired	PCS	# Needs ICC
MTACS-28	500	15	5	14
2dLAAD	514	3	3	6

2. The POC in this matter is SSgt Francis at 252-466-5555.

M. L. CARROLL



UNITED STATES MARINE CORPS
UNIT LETTERHEAD

4401
Sup

From: Commanding Officer, Group
To: Consolidated Issue Facility
Via: Commanding General, 2d Marine Aircraft Wing (G-4 MRB)

Subj: REQUEST FOR ACCEPTANCE OF INDIVIDUAL COMBAT CLOTHING
EQUIPMENT

Ref: (a) CO, Unit/Squadron ltr 1900 ADM of 10 Jan 03
(b) WgO
(c) GruO

1. The following Marine has been recommended for administrative separation on _____:

I. M. TROUBLE XXX XX 6789/0123 USMC

2. SNM has been directed to complete an inventory of 782 gear, and turn-in all items to the CIF no later than 3 working days from date notified of separation.

3. Point of contact is SNCOIC at 466-5555.

B. M. BUDDY

Copy to:
Files

2d MAW
INDIVIDUAL DEFICIENCY LIST

TAMCN	NOMENCLATURE	U/I	Size	Required	Need	Possessed	Initial
C3337	ALICE PACK GREEN	EA	N/A	1			
K4030	BAG,W/P, CLOTHING	EA	N/A	1			
	NECK GAITER	EA	N/A	1			
C3040	BELT INDIVID EQUIP	EA	N/A	1			
C3421	BIVY COVER, WOODLAND CAMO	EA	N/A	1			
C3060	CANTEEN, PLASTIC, W/CAP	EA	N/A	2			
C3070	CARRIER, E-TOOL	EA	N/A	1			
C3115	CASE, SMALL ARMS, M16 (E-5 and below)	EA	N/A	2			
C3130	COVER, CANTEEN, NYLON	EA	N/A	2			
C3124	COVER, HELMET, REVERSIBLE	EA	N/A	1			
C3140	CUP, CANTEEN	EA	N/A	1			
C1091	DRAWERS, C/W	PR		2			
C3150	FIRST AID KIT, W/COMPONENTS	EA	N/A	1			
C1107	GLOVES SHELLS	EA		1			
C3215	HELMET, KEVLAR	EA		1			
C1106	INSERTS, GLOVE	PR		2			
C3270	LINER, PONCHO	EA	N/A	1			
C3310	MAT, SLEEPING, FOAM	EA	N/A	1			
C5652	PARKA, CW 2D GEN	EA		1			
C3400	PONCHO, WW, WOODLAND CAMO	EA	N/A	1			
C1250	PULLOVER FLEECE	EA		1			
C3421	SACK, COMPRESSION	EA	N/A	1			
C3421	SLEEPING BAG, BLACK	EA	N/A	1			
C3421	SLEEPING BAG, GREEN	EA	N/A	1			
C3423	STAND, CANTEEN CUP	EA	N/A	1			
C3445	SUSPENDERS, IND. EQUIP. (SNCO and above)	EA	N/A	1			
C3230	TOOL, ENTRENCHING	EA	N/A	1			
C6632	TROUSER, C/W 2D GEN	PR		1			
C1261	UNDERSHIRT, C/W	EA		2			
C3495	VEST, FRAGMENTATION	EA		1			
C3498	VEST, TACTICAL LOAD BEARING (E-5 and below)	EA	N/A	1			
C1055	WATCH CAP, FLEECE	EA	N/A	1			
L. Name _____ F. Name _____ M.I. _____							
Rank _____ SSN _____ Unit _____							
I have verified that the Marine stated above has the above gear based upon a J.O.B. held on _____							
OIC/NCOIC							