

**FORT BENNING**  
**LOGISTICS READINESS CENTER (LRC)**  
**FORT BENNING, GEORGIA**  
**SUPPLY AND SERVICES DIVISION (SSD)**  
**CLOTHING INITIAL ISSUE POINT (CIIP)**  
**EXTERNAL STANDARD OPERATING PROCEDURE**

**BUILDING 6, MELOY HALL**

**6650 BURR STREET**

**FORT BENNING, GA 31905**

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2016 Annual Review	<u>26 Sept 16</u> (Date)	<u>GG</u> (Initials)
2017 Annual Review	<u>13 Dec 17</u> (Date)	<u>LB</u> (Initials)
2018 Annual Review	<u>26 Sept 18</u> (Date)	<u>DJJ</u> (Initials)
2019 Annual Review	<u>21 Nov 19</u> (Date)	<u>DJJ</u> (Initials)
2020 Annual Review	<u>22 Oct 20</u> (Date)	<u>DJJ</u> (Initials)
2021 Annual Review	<u>26 Aug 21</u> (Date)	<u>LKF</u> (Initials)
2022 Annual Review	<u>23 Mar 22</u> (Date)	<u>LKF</u> (Initials)

This SOP has been approved for use, Lee K. Franklin

Lee K. Franklin, Chief Supply and Services Division

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## 1.0 PURPOSE

The CIIP is responsible for the initial issue of personnel clothing items to the Initial Entry Training Soldier. CIIP personnel will ensure that every Soldier has received the best fitting uniform, and that the service is rendered in a professional and courteous manner. Soldiers must be in uniform and are required to present their identification card (DD Form 2A) to establish identity before processing.

## 2.0 APPLICABILITY

TRADOC has the responsibility for being the Army's executive agent for training Initial Entry Training (ET) Soldiers. Four (4) CIIPs have the responsibility for issuing clothing bag items to male and female Soldiers as approved by the Chief of Staff, Army. The CIIPs are located at Forts Benning, Jackson, Leonard Wood, and Sill. The goal is for all Soldiers to receive 100% of their clothing bag first time through the CIIP. This SOP will be updated as required.

## 3.0 ROLES & RESPONSIBILITIES

- Defense Logistics Agency (DLA) responsible for the ownership of the stocks at all CIIPs along with all automation systems required to ensure total asset visibility for all organizations.
- Ensure stock is available at each CIIP in accordance with the agreed upon inventory levels.
- Training and Doctrine Command (TRADOC) provides oversight for the operation of the CIIPs to ensure IET Soldiers receive their required clothing bag items.
- AR 710-2, Supply Policy below the National Level. AR 735-5, Policies and Procedures for Property Accountability.
- Army Sustainment Command (ASC) the CIIP is a tenant activity on the ASC installation. ASC is responsible for operating and maintaining the CIIP facilities and base operating support.

## 4.0 REFERENCE DOCUMENT(S)

- *AR 700-84, ISSUE AND SALE OF PERSONAL CLOTHING, 22 JUL 2014*
- *AR 725-50, REQUISITION, RECEIPT, AND ISSUE SYSTEM, 15 NOV 1995*
- *CTA 50-900, CLOTHING AND INDIVIDUAL EQUIPMENT, 20 NOV 2008*
- *TM 10-227, FITTING OF ARMY UNIFORMS AND FOOTWEAR, 20 APR 2016N/A*

## 5.0 DEFINITIONS

- **Term:** Definition

## 6.0 CLOTHING INITIAL ISSUE POINT (CIIP)

### 6.1 HOURS OF OPERATION

6.1.1 Monday-Friday

6.1.2 1st Shift 0800-1630

6.1.3 3rd Shift Night and Athletic Footwear Issue 2000-0430

6.1.4 Note: The 3rd. shift hours may change at the request of the 30th AG

### 6.2 LOCATION

Building 3010, 5305 – 3rd Infantry Division Road,

Sand Hill Telephone 706-544-8297

POC: CIIP Supervisor

### 6.3 GENERAL

6.3.1 CIIP provides the direct contact on the ground to our IET Soldiers and issues their required Army clothing bag items.

6.3.2 Upon arrival at the CIIP, the Soldiers will be given an orientation prior to Phase I and Phase II issues. It will include, but not be limited to, administrative instructions, repair tags, issue items, exchange policy, and care and maintenance of the uniform.

*Note: The Phase I soldiers are briefed by the 30th AG processors.*

6.3.3 One week prior to units arriving at the CIIP for Phase II Issue the unit will ensure a complete unit roster is turned in to the CIIP Administration for the CIIP to produce an IRNI scan form prior to the unit arriving on issue day.

- 6.3.4** Soldiers will be freshly showered, hair properly cut, and wearing physical training uniform and black sock liners.
- 6.3.5** Individual measurements and the size prediction chart will be utilized to determine sizes issued.
- 6.4** TYPES OF ISSUES
- 6.4.1** Phase 1 (Night Issue) 2000-0430
- 6.4.2** Upon the soldier's arrival at the reception Battalion, they will be issued the following initial clothing bag items:
- 4 towels
  - 4 wash clothes
  - 1 IPFU Jacket
  - 1 IPFU Pants
  - 1 barrack bag
  - 3 short sleeve PT shirts
  - 2 long sleeve PT shirts
  - 3 pair of black PT trunks
  - 1 synthetic cap
  - Athletic Footwear Issue (AFW) 1 pair of running shoes
  - 7 pair black athletic socks
- 6.4.3** OCIE Laundry Bag Night Issue Kit with the following pre-packed items
- Hydration system
  - Bladder
  - Safety glasses
  - Fleece jacket
  - Wet weather jacket
  - Gaiter neck
  - Duffel bag
  - Barrack bag
- 6.5** Phase I Issue
- 6.5.1** The Male and/or Female Soldiers arrive at the CIIP at 1200 hours each work day and are lined up in roster number sequence. They are filed in the room seated from front to rear filling all seats and then briefed on issue procedures, the items that they will receive, exchange procedures, maintenance of the uniforms, and the service that they can expect to receive.
- 6.6** Station 1
- 6.6.1** After all personnel are seated; they are instructed to remove their shoes. The uniform for this issue is the summer PT uniform. (A mannequin is on display for reference.) All items removed will be placed in their duffel bag. They will be issued:
- 7 pair of sand briefs (male soldiers only)
  - 7 sand t-shirts (winter issue)
  - Station 2
  - 1 pair work gloves
  - 2 pair insert
  - 2 patrol caps
  - 1 black beret
- 6.7** Station 3
- 6.7.1** Individual measurements and the size prediction chart will be utilized to determine sizes issued.
- 2 pair of OCP trousers.
  - 2 pair of the Improved Hot Weather Combat Uniform (IHWCU) trousers. Added to the FY 21 Clothing Bag.
- 6.8** Station 4
- 2 each OCP coats
  - 2 each of the Improved Hot Weather Combat Uniform (IHWCU) coats. Added to the FY 21 Clothing Bag

- 6.9** Station 5 - Measurements from the foot measuring device will be utilized to assist in determining the size to be issued.
- 2 pair hot weather boots
- 6.10** Station 6
- Shake down. The purpose of shake down is to ensure that each individual has all clothing in authorized quantities. After all clothing has been checked, the individual will sign his copy of the IRM scan sheet. CIIP personnel conducting the shake down will collect these forms and turn them into the Administration Office for processing.
  - Athletic Footwear Issue (AFW)
  - 2000-0430
- 6.11** Phase II Issue
- 6.11.1** Male and Females Soldiers in BCT units will report during between their 6th or 7th week of training and soldiers in OSUT will report between their 8th or 9th week of training for their CIIP Phase II issue. The following items will be issued during Phase II at the stations indicated.
- 6.11.2** Phase II Briefing Room- Orientation. Personnel are brought in by alphabetical order in PT uniform with black sock liners. As the soldiers enter the building they receive an IRM scan form, (3) alteration tag(s) are given to each soldier. Each individual will be issued 2 white t-shirts. They will then be seated in order to fill out the alteration tags. At this time, all personnel are measured and processed into Station 1.
- 6.11.3** Station 1
- 1 pair of dress shoes
- 6.11.4** Station 2
- Tan dress shirt
  - 1 long sleeve
  - 1 short sleeve
  - 1 Garrison cap
- 6.11.5** Station 3
- Males will be issued 2 pair Trousers. Females will be issued 2 pair of slacks. Trousers and slacks will be altered the same day and returned.
- 6.11.6** Station 4
- One Men's AGSU Coat. Alterations needed to the coat are annotated on the repair tag. The coat will be altered and ready for pick up 21 days before graduation.
- 6.11.7** Station 5
- 1 All Weather Coat
  - Black Dress gloves
  - US Insignia x 2
  - Necktie for males
  - Neck tab for females
  - Belt
- 6.11.8** Station 6
- Shake down. The purpose of shake down is to ensure that each individual has all clothing in authorized quantities. After all clothing has been checked, the individual will sign his copy of the IRM scan sheet. CIIP personnel conducting the shake down will collect these forms and turn them into the Administration Office for processing.
- 6.11.9** Station 7
- Final Fitting. CIIP Personnel will ensure that the soldier is fitted in accordance with Army Regulation 670-1. The cadre will be involved in checking and inspection of the soldier uniform IAW TM 10-227.
- 6.12** Quartermaster Refit
- 6.12.1** Quartermaster Refit is an event when the IET soldiers return to CIIP to exchange clothing items and footwear prior to Graduation due to significant weight loss/gain or normal fair wear and

tear. The refitting unit should arrive at their scheduled time dressed in the physical fitness (P1) uniform.

**6.12.2** Ensure all IET Soldiers are accompanied by Cadre or Drill Sergeant when returning to the CIIP for any service rendered. The DA Form 3078 must accompany the individual and be signed by the commander.

**6.13** Contaminated Uniforms

**6.13.1** IAW AR 700-84, paragraph 5-4 Soldier's clothing may be replaced because of contamination. When submitting DA Form 3078 to CIIP, attach a statement of contamination provided by proper authorities (i.e. TMC or Hospital) along with a statement provided by unit commander. Contamination may be medically or organically related to include blood stains. To prevent the spread of contamination it is the unit's responsibilities to ensure the items are washed, cleaned and placed within a clear double bagged plastic bag with the following information listed on paper that's clearly visible also with the bag;

**6.13.2** (1) Type of contamination (2) description of items within bag, i.e., trousers OCP medium regular 2ea.

**6.13.3** CIIP personnel will ensure contaminated clothing items are maintained separate from all other items in the warehouse until the items are turn into DRMO.

**6.13.4** Soldiers are authorized to exchange their defective Athletic Footwear while in OSUT. These defects include, but are not limited to sole separation and defective webbing.

**6.14** ALTERATION SHOP

**6.14.1** The alteration shop located within the CIIP performs all adjustments to military uniforms.

**6.15** MEN'S ARMY SERVICE UNIFORM DESCRIPTIONS

**6.15.1** The Men's Dress Uniform consists of a dress coat and trousers, long and short sleeves shirt, a black tie, a beret and black low- quarter shoes.

**6.15.2** The all-weather Army black coats consists of a black all weather coat and black zip in liner.

**6.15.3** The Operational Camouflage Pattern (OCP) consists of a coat, trouser, cold weather coat, and a cap patrol.

**6.15.4** Footwear issued consist of 1 pair of black oxford dress shoes.

**6.15.5** Measurement of clothing and footwear items will be identified early in the processing cycle. Special measurement for clothing and footwear made IAW AR 700-84. This will be done for those soldiers who cannot be fitted by stocked items or authorized alterations. Personnel responsible for special measurement will be knowledgeable of the procedures.