

DEPARTMENT OF THE ARMY
5035th GARRISON SUPPORT UNIT
FORT BLISS, TEXAS 79916

AFRC-CAR-RGF-LG

24 November 2003

MEMORANDUM FOR MOBILIZING UNITS

SUBJECT: SOP for CIF

1. Unit to submit the following information; battle roster to include name, rank, SSN & UIC and consolidated OCIE Shortage List. Complete attached spreadsheet.
2. 5035th GSU, S-2/3 to make arrangements for initial OCIE/CIF issue.
3. Upon completion of initial issue, submit second OCIE Shortage List.
4. Unit to make arrangements for second OCIE Shortage List with 5035th GSU, S-4.
5. Unit personnel are not authorized to visit CIF without prior arrangement or escort by S-4 Staff/NCOIC.

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SUBJECT: SOP for Unicor

1. Upon completion of nametape embroidery, unit will be contacted by S-4 representative.
2. Upon receipt of Nametapes, unit to make arrangements with S-4 representative for drop off date and time.
3. Units are not authorized to drop off any uniforms for sewing without the presence of S-4 representative.
4. Turn-in of uniforms is as follows:
U.S., nametapes, unit patches, and rank in the front right pocket of the DCU Field Jacket.
5. Place all DCU tops and headgear inside DCU Field Jacket zipped up bottom portion folded over and arms tied to ensure that garments do not fall out.
6. In the event that a nametape is missing or misspelled place a large piece of duct/masking tape on the DCU Field Jacket with the correct spelling written legibly on the tape.
7. Upon completion of sewing, unit will be contacted. Unit is authorized to pick up when notified by S-4 representative.