AFZH-DC 1 September 2024

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MEMORANDUM FOR: Central Issue Facility

SUBJECT: Request for Early Turn-In of OCIE; Chapter under Adverse Conditions

1. The following Soldier is authorized to turn-in his/her OCIE equipment prior to receiving orders due to an involuntary administrative separation. The unit will ensure orders are delivered to the Central Issue Facility as soon as received from the Out-Processing Center (Waller Hall) or service member will present orders during clearing process.

NAME GRADE/RANK LAST FOUR DODID

Last, First MI. E4/SPC 1234 1234567890

2. Justification: The Soldier/Unit is responsible for ensuring the above-mentioned service member’s OCIE is clean prior to turn in and no exceptions will be made.

3. If an escort is required, the escort will be a Noncommissioned Officer and will accompany the service member during the entire turn in/clearing process.

3. The point of contact for this memorandum is 1SG Army Strong at 253-477-1234 or army.strong.mil@army.mil.

COURAGE PRIDE

CPT, IN

Commanding