

**ADDITIONAL ORGANIZATIONAL CLOTHING AND INDIVIDUAL EQUIPMENT RECORD**

For use of this form, see AR 710-4; the proponent agency is DCS, G-4.

NAME <i>(Last, First, MI)</i>	DOD ID NUMBER	DUTY MOS
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**PRIVACY ACT STATEMENT**

**AUTHORITY:** 32 USC 710, Accountability for property issued to the National Guard; Army Regulation 710-4, Property Accountability; and Department of the Army Pamphlet 710-40, Property Accountability Procedures.

**PRINCIPAL PURPOSE:** This is a continuation form to be used when additional OCIE needs to be added to the DA Form 3645. This form is used to record the Organizational Clothing and Individual Equipment (OCIE) transactions, issues and turn-ins, between the Property Book Officer and the Soldier. This form contains the majority of OCIE items commonly issued at a Central Issue Facility (CIF) issue point. For additional information see the System of Records Notice A0710-2c DALO <https://dpcl.dod.mil/Privacy/SORNs/Index/DOD-wide-SORN-Article-View/Article/570105/a0710-2c-dalo.aspx>.

**ROUTINE USES:** Commanders use this form to ensure Soldiers, newly assigned or departing the unit, will have OCIE physically counted for to ensure items agree with CIF records. This form will also be used to annotate the physical count of OCIE for Soldiers placed in an Absent Without Leave (AWOL) status, hospitalized, confined to a correctional facility or emergency leave. The form will remain on file with the unit IAW the Army Record Information Management System (ARIMS), and be placed in the Soldier's military personnel records jacket when dropped from the rolls, hospitalized over 60 days or PCS's while on emergency leave.

**DISCLOSURE:** Voluntary; DoD ID is optional in relation to this form and is based on local Standard Operating Procedure (SOP), as it may be needed for verification purposes. Non-disclosure may result in non-verification of service.

**INSTRUCTIONS:** Overprinting is authorized. Entries in ink (MOS - pencil, AUTH QTY - pencil or ink). Enter authorized quantity for each item. Enter the item description of issued items in the Clothing and Equipment block. Enter quantity of each item possessed by individual. Advance **ALL** totals to next Column on any item changes. Individual's signature and date required on reverse side.

CLOTHING AND EQUIPMENT	AUTH QTY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21

CLOTHING AND EQUIPMENT

AUTH  
ALW

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SIGNATURE AND  
DATE 