

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See instruction on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER 71-22-01-17	DATE RECEIVED 11-30-2000
1. FROM (Agency or establishment) U.S. ARMY		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION U.S. TOTAL ARMY PERSONNEL COMMAND			
3. MINOR SUBDIVISION RECORDS MANAGEMENT PROGRAM DIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Patricia R. Martin	5. TELEPHONE (703) 806-3171	DATE 7-12-01	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</i>

6. AGENCY CERTIFICATION
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 2 pages(s) are not now needed for the business of the agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provision of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE 22 Nov 00	SIGNATURE OF AGENCY REPRESENTATIVE <i>Howard N. Greenhalgh</i> HOWARD N. GREENHALGH	TITLE DIRECTOR, RECORDS MANAGEMENT DIVISION
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p style="text-align: center;"><u>Central Issue Facility (CIF)</u></p> <p>Background and Additional Information: The Central Issue Facility (CIF) system provides precise management of Organizational Clothing and Individual Equipment (OCIE). The CIF provides a standardized Army-wide automated system for the receipt, storage, issue, exchange, and turn-in of authorized OCIE at Army installations. The processing system was designed to automate the procedures required to accomplish the functions and task identified in Army Regulation AR 710-2, Inventory Management Supply Policy. The input data consists of Social Security Numbers, catalog data such as price, unit of issue, and unit pack which is currently entered by CIF personnel. The CIF database is updated continuously as personnel receive/turn-in their clothing and equipment and as the electronic property book entries are added and deleted. The system does not generate reports other than administrative reports covered by file number (FN) 25-111. The outputs consist of a completed DA Form 3645, Organizational clothing and Individual Equipment Record which is scheduled under FN 710-2g, Soldier issue files. The Central Issue Facility System source information is scheduled under FN 25-1kkk, Input/Source Records.</p> <p>Note: Use FN 25-1mmm, Automated System Documentation and specifications Files, and FN 25-1nnn for Backup of Files.</p> <p style="text-align: right;"><i>cc Agency, NR numw</i></p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION		JOB NUMBER	PAGE 2 OF
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>FN: 710-2gg Title: Central Issue Facility (CIF) master file Authority: TBD Privacy Act: A0710-2d DALO Description: Information concerning the receipt, storage, issue, exchange, and turn-in of authorized Organizational Clothing and Individual Equipment (OCIE) at Army installations. The CIF is an Army wide system that automates the document register for accountability of OCIE. Disposition: Code KE6: Event is when the equipment or clothing is turned in, as applicable. Keep individual record until event occurs and then until no longer needed for conducting business, but not more than 6 years after the event, then delete.</p>		