



UNITED STATES MARINE CORPS
COMMAND ELEMENT
II MARINE EXPEDITIONARY FORCE
PSC BOX 20080
CAMP LEJEUNE, NC 28542-0080

II MEFO 4400.6
G-4

10 JUN 2013

II MARINE EXPEDITIONARY FORCE ORDER 4400.6

From: Commanding General
To: Distribution List

Subj: INDIVIDUAL ISSUE FACILITY (IIF) PROCEDURES

Ref: (a) MCO P4400.150E
(b) CMC Washington DC PPO MSG DTG 091516Z JUL 09
(c) II MEF G-4 MSG DTG 072135Z FEB 12
(d) MCO P4050.38C
(e) MARADMIN 285-03 DTG 160156Z JUN 03
(f) II MEF G-4 MSG DTG 131916Z MAY 09
(g) UM 4400-124

Encl: (1) Request for IIF Appointment
(2) Authorized Equipment List for GS/Contractor/Linguists
(3) Example of Request for IIF Equipment for GS/Contractor/Linguists
(4) Example of IIF Adjustment Letter

1. Situation. This directive sets forth guidance on the procedures for the control and management of Individual Issue Facility (IIF) assets. The procedures outlined herein apply to service members, active and reserve, DoD civilians, and civilian contractors supported by II Marine Expeditionary Force (MEF) IIF facilities located at Camp Lejeune, Marine Corps Air Station Cherry Point, Marine Corps Air Station New River, and Marine Corps Air Station Beaufort.

2. Cancellation. II MEF G-4 MSG DTG 041112Z MAY 06

3. Mission

a. Since 2001, the Marine Corps has outsourced the management of all individual and organizational issue combat equipment. This contracted out sourcing, now known as the Individual Issue Facility (IIF) is under the direction of II MEF and managed under the Consolidated Storage Program (CSP) by Marine Corps Logistics Command (MCLC). CSP is comprised of the IIF, Unit Issue Facility (UIF), and Chemical, Biological, Radiological, and Nuclear Equipment Facility (CBRNE). II MEF and MCLC commands are responsible for the distribution, management, and collection of all individual combat equipment within II MEF. II MEF Individual Issue Facilities are currently managed by a third party logistics company. The II MEF Assistant Chief of Staff G-4 exercises general cognizance over the IIF.

b. The CSP provides all Infantry Combat Equipment (ICE), UIF, and CBRNE support to CONUS and deploying personnel. As a matter of policy, the members of each individual unit are issued a standard set of IIF equipment depending on the unit's organizational mission per reference (a). II MEF G-4 will evaluate and approve any changes to the prescribed equipment set.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

Unit commanders will initiate change requests and forward them via the chain of command to CG II MEF G-4 Supply for action. CBRNE support is a II MEF G-3 responsibility.

4. Execution

a. Commander's Intent. Unit Commanders will ensure that a mandatory IIF ICE inspection is conducted encompassing all individuals within their command in order to validate the serviceability and possession of equipment based on individual IIF accounts. Those units that are deployed at the time of the release of this policy will ensure that an ICE inspection is conducted within 45 days of return date.

b. Concept of Operations. In order to mitigate the current practices and affects of unpredictable shortfalls of IIF equipment for deploying forces, unit commanders are responsible for ensuring their Marines and Sailors are held accountable for their individual issue of ICE. Mandatory inspections and turn-in of deployment issue of equipment upon redeployment to CONUS will allow IIF personnel to determine serviceability, adjust inventory accordingly, and forecast future procurement/sustainment requirements in support of II MEF deploying forces.

(1) All IIF equipment is issued on a temporary loan basis to individuals and maintained on individual accounts.

(2) All II MEF Unit Commanders are directed to ensure the proper management, requests, and return of IIF equipment in accordance with the following:

(a) Check In/Check Out Procedures. Marines and Sailors in receipt of orders, to include Permanent Change of Assignment (PCA), Permanent Change of Station (PCS), Temporary Additional Duty (TAD) or Fleet Assistance Program (FAP) (to include augments) orders, end of active service (EAS), demobilization (regardless of service status), or retirement from service, from units supported by the IIF(s) aboard the Camp Lejeune, New River, Cherry Point, or Beaufort locations are required to process through the IIF to either receive, or return, an issue of individual equipment. Original Orders, military identification card, and a Check-In/Check-Out sheet from the supporting Installation Personnel Administration Center (IPAC) are required for issue or return of equipment. This will inform the IIF personnel whether to collect all IIF equipment for PCS and EAS/retirement and what items to issue/collect based upon the individual's unit and the pre-designated equipment set for that unit as agreed upon by the Major Subordinate Commands and/or required for annual training and field operations pertinent to unit organizational mission.

(b) Hours of operation for issue/return are Monday through Friday from 0700 to 1700.

(c) It is imperative that commands properly plan and organize to avoid extending normal hours of operation and avoid overtime hours for IIF personnel and increased costs for II MEF.

(d) Service members are required to declare any missing/damaged IIF items during check out and submit a Missing/Damaged Gear Statement to the IIF Manager endorsed via their chain of command.

(e) Individual issues and returns for less than ten Marines can be handled at the unit's local IIF without an appointment.

(f) Appointments for issues and returns of IIF equipment involving ten or more Marines for initial check in, deployment, and/or exchange/survey will be forwarded to II MEF G-4 Supply for approval and appointment scheduling. Questions concerning a unit's approved request should be addressed with their chain of command and the II MEF G-4 Supply. This will alleviate any unintentional miscommunication concerning the information relative to the request. The format to schedule IIF appointments is provided in enclosure (1).

(g) Reserve Personnel. All demobilizing reserve personnel or reserve personnel at the end of active service in support of II MEF that have received an issue of individual equipment are required to check-out with the IIF. The Reserve Support Unit (RSU), Installation Personnel Administration Center (IPAC), and Deployment Processing Center (DPC) should ensure local procedures are established to ensure reserve personnel check-in and check-out with the IIF. Selected Marine Corps Reserve (SMCR) personnel should report with a full issue of ICE from their Home Station Training Center. All requests for issue of IIF equipment shortfalls to reserve personnel will be forwarded to CG II MEF G-4 Supply for approval.

(h) Individual Augments/Combat Replacements. All Individual Augments (IA's) and Individual Ready Reserves (IRR's) will draw their ICE, CBRNE Field Protective Mask (FPM) and UIF equipment (UIF equipment will be provided to the IRR's, if not received from Marine Forces Reserve, on a case by case basis) from the IIF. IA's, MSC's supporting IA's, and MSC's tasked to provide combat replacements will submit a copy of the actual signed orders along with the current tally sheet to II MEF G-4 Supply for approval. MSC's supporting IRR's and tasked to provide combat replacements will submit a copy of the actual signed orders with the current tally sheet to include the destination of the IA, to II MEF G-4 Supply for approval. Marine Forces Reserve will be notified of any equipment shortfalls identified upon the IRR(s) arrival to Camp Lejeune.

(i) Government Civilian Personnel, Linguists, Law Enforcement Program (LEP) Contractors, and Civilian Contractors. Personnel deploying OCONUS that require Personal Protective Equipment (PPE) will obtain authorization from the supported unit Supply Officer in writing and forward the request to II MEF G-4 Supply via the chain of command for approval. See enclosure (2) for the authorized list of equipment for Government Civilian Personnel, Linguists and Civilian Contractors. If not supported by a unit, the contractor will get approval via the DPC. Requests must contain all necessary information in order to be accepted and reviewed. Once the request is approved, the individual is responsible for drawing the equipment at the local IIF. Civilian contractor personnel will follow the directives promulgated in this policy with regards to missing, damaged, and replacement items, and safeguarding of IIF issued items while deployed. Civilian contractors will be required to submit a Missing/Damaged Gear Statement to be endorsed by the supported unit commander if items are missing or damaged.

1. Enclosure (3) provides an example of the documentation required for all Government Civilian Personnel, Linguists, and Civilian Contractors that will be provided when submitting requests for PPE equipment.

a. LEP Contractors embedded with units should receive the same IIF and UIF items as required by the Marines for deployment, to

include Flame Resistant Organizational Gear (FROG). The only exceptions are that LEP Contractors will not be issued Marine Corps Combat Utility Uniforms (MCCUU) and Marine Corps Combat Boots, as stated in reference (b).

b. It is incumbent upon the supported unit commander, and/or their representative, to ensure all IIF equipment issued to civilian contractors is recovered promptly upon the individual's return to CONUS.

2. Temporary Loans. Requests for temporary loans, regardless of period, but not to exceed one year, will be submitted to CG II MEF G-4 Supply for approval via their chain of command. Requesting unit will utilize enclosure (1) to provide justification and duration dates of temporary loan. II MEF G-4 Supply will forward approved requests to the IIF for action and inform unit of the scheduled appointment time.

a. The command requesting the temporary loan will designate an Officer or SNCO to sign for the requested equipment. The individual designated will be responsible for submitting any Missing/Damaged Gear Statements and the unit will provide a COSTJON for reimbursement for any missing/lost damaged equipment. Civilian personnel will follow the directives promulgated in this policy with regards to missing, damaged, and replacement items, and the safeguarding of IIF issued equipment while deployed.

3. Deployment. Deploying units will request an appointment to exchange, survey, and/or receive a deployment issue of ICE to II MEF G-4 Supply via their chain of command. Appointments will be scheduled within 45 days of their anticipated deployment date. See enclosure (1).

a. For this policy, Unit is defined as a Company, Battery, Regiment, Squadron, Detachment, or Battalion.

(1) Detachments and attachments of a Marine Expeditionary Unit (MEU), or SPMAGTF, will submit their requests after composition via their newly established chain of command.

b. The unit is required to contact the Program Manager-Infantry Combat Equipment (PM-ICE) Field Service Representative (FSR) for mandatory training in accordance with reference (c). Failure to complete the mandatory training will result in the cancellation of the unit's appointment. The unit will then be responsible for submitting a new appointment request.

c. The IIF provides surge labor based on the aforementioned schedule. Therefore, it is imperative that units adhere to the schedule. Each Marine will be given a receipt for the gear they have turned-in/were issued. Gear that is not turned into the IIF will remain on the individual's account.

d. Double Issues of Equipment. There will be situations where a unit is several days from deployment when it is identified that certain individuals require a double issue. Double issues, if is necessary to meet the deployment timeline, will be addressed on a case by case basis by II MEF G-4 Supply. Requests for a double issue of CBRN equipment will be addressed to the II MEF G3 CBRN Chief at 451-8990 for approval.

(1) It is paramount that units conduct an ICE inspection and properly address damaged, missing, and/or missing deployment issue items

prior to deployment for all personnel on a regular basis to ensure the requirement for a double issue of equipment is the exception.

e. Unit Deployment Program (UDP). Prior to deployment UDP units will ensure the timely return of equipment to the IIF and the completion of any Missing/Damaged Gear Statements. UDP units will receive their IIF equipment from the IIF at their UDP duty station, unless otherwise directed and approved by the II MEF G-4.

4. Redeployment/Returning Equipment. II MEF occasionally experiences shortfalls of certain ICE items, due to procurement and fielding timelines. Units returning from deployment are to contact II MEF G-4 Supply to confirm any turn-in requirements for ICE. If items are identified, units will submit a Request for IIF Appointment within 45 days of redeployment to II MEF G-4 Supply via their chain of command. This will enable the IIF to inspect these items for serviceability, repair damaged equipment, and ensure future deploying units are equipped with a deployment issue of equipment.

a. Upon redeployment, units are encouraged to schedule an appointment with the IIF to survey damaged ICE and validate individual Marine's records.

b. Returning UDP units will submit a Request for IIF Appointment in order to receive the designated equipment set agreed to by the Major Subordinate Commands for that type/size unit and required for annual training and field operations based on unit organizational mission.

c. Coordinating Instructions

(1) Deploying

(a) MAGTF/SPMAGTF/MEUS will have their supporting CLC/CLB/CLR draw a block of ICE based on two percent (2%) of the total personnel requirement for support while deployed. The entire block will be turned in to the IIF Manager upon the unit's redeployment, to include all supporting documentation on issues and Missing/Damaged Gear Statements justifying issues from the block.

(b) The IIF Manager will ensure that corrective action is taken by removing items from individual accounts as a result of the Missing/Damaged Gear Statements.

(c) The IIF Manager will ensure that items received by individuals are added to individual accounts based on signed receipts on issues from the block. Supporting documentation (DD 1348) is required to ensure equipment is added to the correct individual record.

(2) Medevac/Missing In Action/Killed In Action/Emergency Leave/ Legal

(a) In the event a military member, while deployed, becomes medically injured, Wounded In Action (WIA), Missing in Action (MIA), Killed in Action (KIA), Emergency Leave, legal action, or is sent back to CONUS and their ICE was retained in theater, the unit will comply with the instructions listed in Chapter 9 of reference (d). These packages will be signed by either the Commanding Officer, or an officer with "Acting" authority. By direction signatures will not be accepted. II MEF G-4 Supply will accept these Requests for Adjustment letters directly from the Major Subordinate

Command (FWD) that has conducted the inventory. The package should be sent to the II MEF G-4 Supply for endorsement, in order to adjust the individual's account at the IIF. See enclosure (4).

(b) This equipment will be removed from individual account(s) and a unit account will be created. It is the responsibility of the unit commander to ensure that all inventoried items are returned to the IIF upon redeployment to relieve the Supply Officer of responsibility.

(3) Bio Hazardous/Hazardous Material

(a) The IIF can only accept clothing with small spots, scattering, or small patches of blood. Equipment with large amounts of blood will not be accepted. Individuals will be required to turn in the item to their unit's aid station to a medical Corpsman. The Corpsman will go through the proper channels to dispose of the item. Before gear is disposed of, the individual will complete a Missing/Damaged Gear Statement. This statement, to include the supporting documentation of disposal, will be submitted to the IIF Manager via the chain of command requesting items to be removed from individual account(s).

(b) Clothing returned to the IIF with substantial fuels, petroleum, oils and lubricants (POL), and chemicals (battery acid or paint) will be accepted as long as it is returned dry and has no excess solid, or caked on stains. A Missing/Damaged Gear Statement, to include the supporting documentation of disposal if applicable, will be submitted to the IIF Manager via the chain of command requesting items to be removed from individual account(s).

(c) Questions regarding the disposal of equipment tainted with blood or hazardous material will be directed to the biological, chemical, and hazardous waste section at the Camp Lejeune Naval Hospital, DSN 750-3710/4900, or the Director of Infection Control, DSN 750-4219, or commercial (910) 450-4219.

(4) Return Policy

(a) ICE will not be accepted by the IIF, if the items are not clean and/or dry. The IIF launders certain items, but it is the responsibility of the individual to ensure all items are free of debris and/or soil, to include tape/glue residue.

(b) The IIF(s) will accept ICE from individuals that are of a different tariff size than that on the individual account, without the requirement of a Missing/Damaged Gear Statement. This is applicable to items previously issued by the unit either from a unit block or from stocks in theater, as well as items issued by the IIF(s) as long as the same style or version is returned.

1. Individuals will be required to return the exact same size and serial number of Field Protective Mask (FPM) that was issued and recorded on the individual account(s).

(c) Equipment with modifications, or alterations, will be returned to its original configuration prior to IIF acceptance. Modification/alteration which changes the form, fit, or function is not authorized. If the modification/alteration was approved by the individual's

command, any costs associated with the reversion will be borne by the command.

(5) Marking IIF Individual/Organizational Clothing and Equipment. Do not permanently mark, to include the use of permanent marker, IIF individual and organizational clothing and equipment. Equipment drawn from the IIF should be marked only in accordance with reference (e). The sewing of removable labels, to include name and service tapes, is permitted. Special care should be taken by individuals when removing the name tapes to prevent damage prior to turn-in to the IIF. Any damage to ICE items as a result of marking will result in the item being declared unserviceable due to neglect, thus making the individual responsible and resulting in the individual submitting a Missing/Damaged Gear Statement to the IIF Manager via their chain of command for items to be removed from individual account(s).

5. Administration and Logistics

a. Turn in All ESAPIs prior to deployment, during the unit's exchange and survey appointment to certify serviceability and to return to IIF inventory. All individuals will receive a new set of ESAPIs that have been certified serviceable as a result of being x-rayed for any damage, during the same appointment.

b. Individuals, or RO(s), designated for temporary loans are responsible for all missing, lost, stolen or damaged ICE, UIF equipment and CBRN equipment from the IIF issued to IA's. If the individual is found negligent by the chain of command, the individual may face punishment under the UCMJ. Individuals with items missing, lost, stolen, or damaged beyond normal wear and tear will be responsible to submit a Missing/Damaged Gear Statement to include any NAVMC-6 forms (completed with Disbursing Office unit diary number), to the IIF Manager via their chain of command. Blank forms can be obtained from the IIF website or by contacting the IIF directly.

c. Unit Commanders will implement local procedures to ensure personnel do not detach from their command without a completed IIF turn in receipt and certified IIF stamp on the check out sheet per reference (f). A Missing/Damaged Gear Statement is not required for the survey of worn or damaged items from normal wear and tear. Individuals may bring their worn or damaged items to the IIF for a one for one exchange if executing PCA, FAP, or IA orders. Any gear damaged as a result of neglect or abuse beyond normal wear and tear will require a Missing/Damaged Gear Statement. IIF personnel will make the initial determination on what constitutes damage beyond normal wear and tear and the unit commander will make the final determination.

(1) The Missing/Damaged Gear Statement, to include completed NAVMC-6, if applicable, and the disinterested Counseling Officer endorsement, will be endorsed and signed by the Commanding Officer (Accountable Officer), or an officer appointed in writing as "acting", and will be submitted to the IIF Manager via the chain of command requesting items to be removed from individual account(s).

(a) The signed Missing/Damaged Gear Statement will receive a certified true copy stamp by the Adjutant after the Commanding Officer, or Acting authority, has signed the Missing/Damaged Gear Statement.

(b) Officers and SNCO's with "by direction" are not authorized to sign the Commanding Officer's endorsement of the Missing/Damaged Gear Statement.

(2) The respective signatory authorities will return the following documents to the initiating individual in order to complete the checkout process with the IIF: The fully endorsed original Missing/Damaged Gear Statement bearing the Commanding Officer, or Acting authority signature, processed NAVMC 6 via the Disbursing Office with unit diary number, along with the certified true copies of the additional supporting documentation. The IIF will maintain the original copy of the Missing/Damaged Gear Statements.

(a) Personnel agreeing to voluntarily reimburse the Government will be allowed to replace the item in kind by purchasing the items from the Clothing Retail Store or other approved commercial source.

1. The items replaced must be the same type of item as described on the issue record by national stock number. The IIF is authorized to accept new style for old style equipment as replacement, but not vice versa.

(b) If the individual volunteers to pay for the item, the individual will be required to fill out a NAVMC 6 Cash Sales, Request for checkage of Government Property from their unit.

1. The NAVMC 6 will be required to have the Disbursing Unit Diary number endorsement before the IIF can accept and/or process the Missing/Damaged/Lost Gear Statement. Using unit supply will maintain copies on record of all the Missing/Damaged Gear Statements submitted from the unit.

(c) Units returning from a combat zone deployment are authorized to process Missing/Damaged Gear Statements at the Company/Detachment Commander level for only those Missing/Damaged Gear Statements that are administrative in nature and no adjudication is required. The Battalion/Squadron level Commanding Officer can provide one cover letter with all Missing/Damaged Gear Statements completed by the Company/Detachment Commander(s), signed and embossed with Marine Corps Seal, as enclosures, submitted to the IIF Manager via the chain of command requesting items to be removed from individual account(s). This exception can only be done once per unit (Battalion/Squadron level) and must be completed within 45 days of the return of the unit from OCONUS. After the 45 day period, all Missing/Damaged Gear Statements will be submitted in accordance with the aforementioned process.

1. The Missing/Damaged Gear Statements must state the dates the unit or individual(s) served in theater, the nature of the loss, and the date the individual returned.

(d) II MEF G-4 requires the original request endorsements, correspondence, and/or documentation prior to dropping equipment from an individual's account. All serviceable equipment recovered from a service member while deployed will be returned to the IIF upon redeployment.

(3) Personal Effects Inventory. Inventory of ICE in conjunction with Personal Effects will be accomplished in accordance with reference (d) and (g).

(a) The unit's Personal Effects custodian will turn ICE into the IIF for service members. If a checkage was made for missing items, a copy of the completed NAVMC 6 will be provided to the IIF and to II MEF G-4 Supply.

(b) If ICE was collected/inventoried by the unit's Personal Effects custodian, due to death of the service member, the equipment will be turned in to the IIF. A letter stating the circumstance will be submitted to II MEF G-4 Supply via chain of command, and will accompany the equipment being turned in, to ensure authorization is provided to the IIF to clear the individual account(s).

1. Commanders requesting equipment be dropped from a service member's record because of damaged, lost, misplaced, or left in theater equipment, due to a service members death, medical evacuation or emergency leave, will submit a letter via the chain of command to II MEF G-4 Supply, accompanied with an itemized list of items to be dropped from the service member's record. See enclosure (4).


(4) The IIF Manager ensures that the IIF website is maintained in order for the commanders to have total asset visibility via the website at <https://www.usmccif.com>. The website allows commanders and individuals to run basic reports, screen individual memorandum receipt (IMR), derive sizes per type of equipment issued and research NSN, prices, pictures and TAMCN for IIF items. Prices for NSN(s) managed by the IIF can also be obtained at <http://ct.dccsp.dla.mil> under the war fighter in the catalog area.

(5) Customer complaints, concerns or problems should be addressed to the government representative or IIF Manager and/or Interactive Customer Evaluation (ICE) at [http://ice.disa.mil/index.cfm?fa=ice main](http://ice.disa.mil/index.cfm?fa=ice%20main).

(6) Units will retain this policy in appropriate desktop files and turn over folders. Point of contact is II MEF G-4 Supply at DSN 451-9633/8839/8838.

5. Command and Signal

- a. Command. This order is applicable to II MEF.
- b. Signal. This order is effective the date signed.


N. L. COOLING
Chief of Staff



UNITED STATES MARINE CORPS
(Unit Address)

IN REPLY REFER TO:
4400.4A
Section
Date

From: Rank Last Name, First Name, MI
To: Manager, Individual Issue Facility (IIF), IIF Location
Via: (1) Commanding Officer, Your Unit
(2) Commanding Officer, Your Regiment/Squadron (if applicable)
(3) Commanding General, Your MSC
(4) Commanding General, II Marine Expeditionary Force (G4)
Subj: REQUEST FOR INDIVIDUAL ISSUE FACILITY (IIF) EQUIPMENT ASSETS FOR
Unit Name
Ref: (a) MCO P4400.150E
(b) UM 4400-124
(c) II MEF Individual Issue Facility Policy

Encl: (1) Equipment List

1. Per the reference, it is requested that the equipment asset(s) listed in the enclosure be made available on a temporary loan basis.

2. The item(s) listed in enclosure (1) are required in conjunction with (list exercise/deployment designation) for the inclusive dates listed below, to support a quantity of Number Marines/Sailors per enclosure (2):

From: _____
To: _____

- a. Primary pick up date is date.
- b. Alternate pick up date is date.

3. I will provide a working party and adequate government transportation to assist with the issue of equipment assets. I will be present during the initial issue and final turn-in for all IIF equipment assets.

4. I will be responsible for the care of IIF Equipment Assets received and will ensure that equipment assets are returned upon the completion of the exercise and/or upon redeployment to CONUS to the IIF.

- a. Turn-in date is date.

5. Point of contact pertaining to this request is name @ phone number.

/s/ Requestor

Enclosure (1)

CIVILIAN EQUIPMENT ISSUE

Civilian Contractor/GS Issue	
<u>Nomenclature</u>	<u>Qty</u>
Ear Plugs w/ Case	1 Ea
Eye Protection (Clear & Tinted Lenses)	1 Ea
OTV w/ Front, Back & Side E-SAPI Plates	1 Ea
Kevlar Helmet	1 Ea
ESS Goggles	1 Ea
M50 Field Protective Mask w/ Combat Filter	1 Ea
<u>Linguist</u>	
Ear Plugs w/Case	1 EA
ESS Spectacles Double Frame (Clear/Smoke)	2 EA
Outer Tactical Vest (OTV) Coyote	1 EA
ESAPI	2 EA
Side E-SAPI	2 EA
Side E-SAPI Carrier	2 EA
Kevlar Helmet	1 EA
ESS Goggles	2 EA
IFAK	1 EA
M50 Field Protective Mask w/Combat Filter	1 EA
ILBE (System)	1 EA
Canteen w/Cover	2 EA
Canteen Cup	1 EA
Gloves, Fleece (Coyote)	1 EA
Neck Gaiter	1 EA
Fleece Watch Cap	1 EA
Reversible Poncho Liner	1 EA
Entrenching Tool w/Carrier	1 EA
3S	1 EA
ISO Mattress	1 EA
ILBE Main Pack Liner	1 EA
ILBE Assault Pack Liner	1 EA
ILBE Macs Sacks	4 EA

Enclosure (2)

REMEMBER TO USE YOUR LETTERHEAD

IN REPLY REFER TO:
1000
JD
21 APR 2006

FIRST ENDORSEMENT on Jane Doe ltr 1000 JD dtd 21 April 2006

From: Supply Officer, Unit Name

To: Manager, Individual Issue Facility

Subj: INDIVIDUAL ISSUE FACILITY (IIF) EQUIPMENT REQUEST CASE
NAVAL AIR DEPOT CHERRY POINT EMPLOYEE MRS. JANE DOE 000-
45-1995

1. Forward recommending approval for Sample Polaroid 000-45-1995 to sign for her Individual Issue Facility (IIF) equipment from Cherry Point, NC IIF.
2. Point of Contact is GySgt Raymond Dean at DSN 582-1345.

Raymond Dean

Enclosure (3)



REMEMBER TO USE YOUR LETTERHEAD

EXAMPLE

IN REPLY REFER TO:
1000
JD
21 APR 2006

From: JANE DOE 000-45-1995 NAVAL AIR DEPOT MXXXXX (←RUC)
To: Manager, Individual Issue Facility
Via: (1) Supply Officer, Unit Name
(2) Supply Officer, MSC
(3) II Marine Expeditionary Force G-4 Supply

Subj: INDIVIDUAL ISSUE FACILITY (IIF) EQUIPMENT REQUEST CASE
NAVAL AIR DEPOT CHERRY POINT EMPLOYEE MRS. JANE DOE 000-
45-1995

Encl: (1) Civilian Contractor Data Sheet
(2) 782 Gear Requirements
(3) Official Military Orders

1. It is requested that I be authorized to sign for the IIF equipment listed in Enclosure (1) from the MCAS Cherry Point IIF for deployment to Iraq in support of 2d MAW Rotary Wing maintenance. I am scheduled to depart via commercial air during the month of May 2006 and have a projected return date of July 2006.

2. I fully understand that I am responsible for returning all equipment that I've signed out from the MCAS Cherry Point IIF within 5 working days upon my return. I also understand that I am responsible for any missing equipment and will reimburse the government for those items.

3. Refer to enclosure (1) with my civilian contractor data information.

4. Any questions concerning this request I can be contacted at 582-8839.

JANE DOE

CIVILIAN CONTRACTOR IIF GEAR LIST REQUEST
GS EMPLOYEE IIF GEAR LIST REQUEST
LINGUIST IIF GEAR LIST REQUEST
(Choose The Appropriate Title)

Nomenclature

Qty

List the required nomenclature and quantity.

Enclosure (2)



UNITED STATES MARINE CORPS
(Unit Address)

IN REPLY REFER TO:
4050
Section
Date

SECOND ENDORSEMENT on CO, Unit ltr 4050 Section and Date from Original Letter

From: Commanding General, Your MSC
To: Manager, Individual Issue Facility (IIF), Camp Lejeune
Via: (1) Commanding General, II Marine Expeditionary Force (G-4)

Subj: COLLECTION OF INDIVIDUAL ISSUE FACILITY (IIF) ITEM ICO
Rank Last Name, First Name, MI/Last Four of SSN/MOS USMC

1. Forwarded, recommending listed items be removed from SNM's IIF and Chemical, Biological, Radiological, and Nuclear Equipment (CBRNE) individual accounts.

/s/ Commanding General

Enclosure (4)



UNITED STATES MARINE CORPS
(Unit Address)

IN REPLY REFER TO:
4050
Section
Date

FIRST ENDORSEMENT on CO, Unit ltr 4050 Section and Date from Original Letter

From: Commanding Officer, Your Regiment/Squadron (if applicable)
To: Manager, Individual Issue Facility (IIF), Camp Lejeune
Via: (1) Commanding General, Your MSC
(2) Commanding General, II Marine Expeditionary Force (G-4)

Subj: COLLECTION OF INDIVIDUAL ISSUE FACILITY (IIF) ITEM ICO
Rank Last Name, First Name, MI/Last Four of SSN/MOS USMC

1. The SNM above had a personal effects case opened due to WIA/MEDEVAC.
2. This request to adjust individual record is forwarded recommending approval.

/s/ Commanding Officer

Or

/s/ "Acting"



UNITED STATES MARINE CORPS
(Unit Address)

IN REPLY REFER TO:
4050
Section
Date

From: Commanding Officer, Your Unit
To: Manager, Individual Issue Facility (IIF), Camp Lejeune
Via: (1) Commanding Officer, Your Regiment/Squadron (if applicable)
(2) Commanding General, Your MSC
(3) Commanding General, II Marine Expeditionary Force (G-4)

Subj: COLLECTION OF INDIVIDUAL ISSUE FACILITY (IIF) ITEM ICO
Rank Last Name, First Name, MI/Last Four of SSN/MOS USMC

Ref: (a) MCO 4050.38D

1. The items listed below were collected and inventoried by the unit on 12 March 2011. The situation which initiated this personal effects case is Wounded in Action (WIA). Supply is requesting the II Marine Expeditionary Force G-4 notify the IIF to correct the Marine's individual account. These items will be accounted for on unit property records.

<u>NSN</u>	<u>NOMENCLATURE</u>	<u>QTY</u>	<u>U/P</u>
4240-01-370-3822	Mask, M40A1 M Ser# P2J40892	1	265.00
4240-01-504-5727	Goggles, ESS	1	4.40
6230-01-571-1331	Flashlight	1	43.00
8415-01-503-0762	Pullover Fleece	1	34.02
8415-01-506-5490	Trouser APECS, M/R	1	107.61
8415-01-506-6270	Parca, APECS, M/R	1	174.94
8470-01-520-7373	SAPI Inserts Ser# C254637, C25732	2	553.05
8470-01-540-6532	SAPI Side Plates Ser# 349041Z, 411507Z	2	244.10
8405-01-545-8153	Poncho Liner	1	36.45

2. Point of contact pertaining to this request is name @ phone number.

/s/ Commanding Officer