



DEPARTMENT OF THE ARMY
DEPARTMENT MILITARY SCIENCE
UNIVERSITY OF IOWA
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IOWA CITY, IOWA 52242-1190

ATTC-CIA-UI

23 January 2025

MEMORANDUM FOR RECORD THRU LTC KUEBLER *wt*

SUBJECT: Procedures for Individual and Training Event Supply Requests

1. Purpose: To outline the procedures for individual supply requests, the support process for Lead Lab, Super Lab, and FTX events, physical training equipment requests, and instructions for utilizing the supply booking link.

2. Individual Supply Requests:

a. Class II: Individual supply requests for class II items (e.g., pens, paper, rank insignia, tape, etc.) are considered walk-ins. Cadets may visit Mr. Favela's office between 0800 and 1200 to retrieve these supplies.

b. Organizational Clothing and Individual Equipment (OCIE): Requests for OCIE must be scheduled by appointment through the S-4 OIC or AIC. Appointments can be made during the duty day, and cadets are required to submit these requests 72 hours in advance.

3. Lead Lab, Super Lab, and FTX Support:

a. The event Officer-in-Charge (OIC) is responsible for completing the Supply Request document located in the S-4 files on Teams no later than 3 weeks before the event. The Supply Request document must include all classes of supply required for the event.

b. On the Tuesday before the event, the OIC must conduct an inventory and stage all necessary equipment in the training room.

c. On the event day, the OIC will assign at least two MS4s to assist cadre with picking up equipment from the IBIF for transportation to the event location.

4. Physical Training Equipment Requests:

a. Cadets will create a workout plan and submit a request for equipment (e.g., plates, kettlebells, sled, hex bars, cones, etc.) through CDT Dickson.

b. The event OIC is responsible for completing the plans for the workout, indicating if they require a detail.

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- c. Before the PT event, the OIC must conduct an inventory and stage all necessary equipment.
- d. If transportation of PT equipment from the HTRC to the event location is required, the OIC will assign at least two cadets to assist cadre with picking up the equipment.

5. Instructions for Utilizing the Supply Booking Link:

- a. Cadets will utilize this booking link to schedule an appointment with supply personnel. These appointments can be for initial gear issue, an equipment request, or to turn in their gear at the end of the semester. To access this link, cadets will navigate to the UIOWA ROTC website, go to the S4 page, then click the link provided (also listed below). All cadets will schedule a meeting to turn in their gear using this link.
- b. <https://outlook.office365.com/owa/calendar/MHBNS4@bookings.uiowa.edu/bookings/>

6. The POC for this action is CDT Geric Kramarczyk at 480-353-0383 or geric-kramarczyk@uiowa.edu.



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Battalion Commander