



DEPARTMENT OF THE ARMY
UNITED STATES ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, U.S. ARMY GARRISON-YONGSAN
UNIT # 15333
APO, AP 96205-5333

22 DEC. 2016.

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UNITED STATES ARMY GARRISON-YONGSAN (USAG-Y) POLICY # 27

MEMORANDUM FOR RECORD

SUBJECT: In and Out Processing for USAG-Y Department of the Army (DA) Civilians

1. **REFERENCES:**

a. Army Regulation (AR) 600-8-101, Personnel Processing (In-, Out- Soldier Readiness, Mobilization, and Deployment Processing), 19 February 2015.

b. Employee In and Out Processing Record.

2. **PURPOSE:** To establish policies and procedures, assign responsibilities, and provide in and out-processing guidance for DA Civilian employees who are assigned to USAG-Y.

3. **APPLICABILITY:** This policy applies to all permanent party USAG-Y DA Civilians.

4. **GENERAL:**

a. Clearance procedures ensure incoming and outgoing personnel inprocess and clear all required agencies and arrange to settle all obligations before separation, retirement, or transfer to next duty station.

b. Those agencies who are involved with in- and outprocessing are required to review the content of this policy and develop in- and outprocessing procedures.

5. **RESPONSIBILITIES:**

a. Director of Human Resources (DHR) has the responsibility to plan, coordinate, and supervise the in- and outprocessing activities of DA Civilians assigned to USAG-Y.

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b. All activities within USAG-Y having in- and out-processing requirements will add their office to the existing USAG-Y checklist to ensure accountability.

6. **In and Out Processing:**

a. All incoming and outgoing DA Civilians will be scheduled an appointment by DHR to meet with the Garrison Commander and CSM within one week of their arrival and before exiting.

b. All incoming and outgoing DA Civilians will report to DHR on the first business day for in processing checklist after their arrival. All out processing checklist will be pick up at DHR when DA Civilians have received Request for Orders (RFO) and return completed form to DHR.

7. The point of contact for this policy is DHR at DSN 738-5017.



J. SCOTT PETERSON
COL, CA
Commanding

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