



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

13 FEB 2017.

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UNITED STATES ARMY GARRISON-YONGSAN (USAG-Y) POLICY LETTER # 47

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Installation Out-Processing

1. **REFERENCES:**

- a. Army Regulation (AR) 600-8-2, Suspension of Favorable Actions (FLAG), 11 May 2016
- b. (AR) 600-8-10, Leave and Passes- RAR 4 August 2011
- c. (AR) 600-8-101, Personnel Processing (In-Out, Soldier Readiness, Mobilization, and Deployment Processing), 19 February 2015
- d. (AR) 600-8-105, Military Order, 28 October 1994
- e. (AR) 608-75, Exceptional Family Member Program, 1
- f. (AR) 614-30, Overseas Service, 22 Dec 2016
- g. (AR) 614-100, Officer Assignment Policies, Details and Transfers, 10 Jan 2006
- h. (AR) 614-200, Enlisted Assignments and Utilization Management, RAR 002, 11 Oct 11
- i. United States Force Korea (USFK) Regulation 1-44, Criminal Jurisdiction Under Art XXII, SOFA - 1 March 2010
- j. Total Officer Personnel Management Information System (TOPMIS) Guide, 4 June 2015
- k. Enlisted Distribution and Assignment System (EDAS) User's Guide, June 2009
- l. Electronic Military Personnel Office (eMILPO) Field User's Guide Ver. 4.7.5, February 2015

2. **PURPOSE:** To establish policies and procedures, assigned responsibilities, and provide installation guidance for out-processing U.S. Army Soldiers and Department of Army Civilian (DAC) employees who are assigned to USAG-Y.

3. **APPLICABILITY:** All Soldiers assigned or attached within the USAG-Y will process thru Military Personnel Division (MPD) for out-processing. This status usually fall into this categories: Retirement (RET), Release From Active Duty (REFRAD), Permanent

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Change of Station (PCS), Expiration of Time of Service (ETS), Chapters, Warrior Transition Unit (WTU), Compassionate Reassignment, Sexual Harassment and Rape Prevention Program (SHARP), and Soldiers who are doing In-place Continuous Overseas Tour (IPCOT).

4. **GENERAL:**

a. Installation clearance procedures will ensure outgoing personnel clear all required agencies and have made arrangements to settle all obligations prior to separation, retirement, transfer, or movement to the next duty station.

b. Those agencies involved with the military personnel and their activities are required to review the content of this policy and develop out-processing procedures. Changes in location and hours of operation for out-processing will be reported to the Directorate of Human Resources (DHR), MPD, and USAG-Y Out-processing Activity to ensure outgoing personnel are not inconvenienced.

5. **RESPONSIBILITIES:**

a. **The Garrison Commander** will establish, resource, and operate an out-processing program that accomplishes the requirements established in AR 600-8-101.

b. **DHR** has the responsibility to plan, coordinate, and supervise the out-processing activities of Army Soldiers assigned to units in USAG-Y.

c. **CPAC** has responsibility for planning, coordinating, and supervising the out-processing activities of DA Civilians assigned to units within USAG-Y.

d. **MPD** will provide military personnel records screening, updates, and service to all out-processing Soldiers, as required. The MPD will coordinate with tenant activities requiring out-processing to ensure the accuracy of hours of operation and location for out-processing.

e. **The Major Support Command (MSC), Commanders, and Directors** will ensure unit procedures are implemented to support USFK installation out-processing requirements and inform assigned Soldiers of their individual responsibilities for out-processing.

f. **The Soldier For Life-Transition Assistance Program (SFL-TAP)** will provide transition processing services such as a retirement, chapters, ETS, unqualified resignation and etc., for active duty Soldiers within the Yongsan geographical area.

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g. **Agencies requiring Soldiers to clear** will maintain at least two personnel with access to the Installation Support Module (ISM) to pre-clear Soldiers. To gain access to ISM, the individual must complete a DA Form 2875, select "request account" at <https://ism.army.mil/ism/guest/login.jsp>

h. **Duty uniform will be worn by U.S. Army Soldiers during out-processing** with the exception of approved leave.

i. **Activities with out-processing requirements** must request permission to be added to the Installation Out-processing Checklist through the Directorate of Human Resource, USAG-Y for approval.

6. POLICY:

OUT-PROCESSING PROCEDURES FOR PCSING SOLDIERS:

a. All U.S. Army Soldiers will out-process agencies utilizing DA Form 137-1-R, Unit Clearance Record thru Unit S-1, and the DA Form 137-2-R, Installation Clearance Record, which will be provided by the MPD to the Soldier.

b. Soldiers with approved Inter-/Intra-Theater Transfers (ITT) to a unit outside Area II will report to their respective Installation Out-Processing Center to out-process prior to reporting to their new unit of assignment.

c. The MPD will conduct out-processing briefings for Soldiers departing Korea every Monday, Tuesday, and Friday. Sign-in at 0830 and 1400, briefing at 0900 and 1430. MPD Will conduct out-processing brief on Thursdays at 1400, no out-processing briefs will be conducted on a Federal holiday. There are no out-processing briefs on Wednesdays. Levy Briefs will be conducted every Wednesday; sign-in is scheduled to begin at 1300 and briefing begins at 1330, unless otherwise specified.

(1) As a guideline, Soldiers will be issued installation clearing papers no earlier than 14 business days prior to their avail/departure date. The 14 business days are calculated by the MPD and the date the Soldier is required to pick up their installation clearing papers is placed in paragraph "a" of their orders. Although the Soldier can pick up their clearing papers at that designated time, the Soldiers' unit is the authority as to how many days the Soldier receives to clear the installation. It is advised that the Soldier complete their "final out" with their S1 at least 48 hours prior to their departure date.

(2) Soldiers must present a copy of their PCS orders and/or DA Form 31 (Leave form), or their flight itinerary (if itinerary is different from AVAILABLE date on orders) in order for installation clearing papers to be issued. Individuals requesting an exception

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to this policy must submit their request to Director DHR, USAG-Y with a full explanation.

(3) Soldiers unavailable to pick up clearing papers in person may designate another Soldier (E5 and above for Enlisted Soldiers; O1 and above for Officers) designated by Special Power of Attorney or Battalion Commander's Memorandum. Designee must present a copy of the Soldier's PCS orders to pick up DA Form 137-2 and clear for the Soldier. USAG-Y MPD will not recognize a Special Power of Attorney for a Dependent to pick up clearing papers for the Soldier. A Special Power of Attorney may be required by other agencies listed on the DA Form 137-2, if Soldier is not available to clear in person.

(4) Soldier must be in duty uniform while clearing; the only exception to this are Criminal Investigation Division (CID), Military Intelligence (MI) Investigators, Installation SHARP Personnel (unit level not include), and pregnant Soldiers with approval memorandum from their Commander.

d. Final-out will be conducted at the Soldiers S1. Soldiers must have completed the following in order to obtain their installation final out-processing:

(1) Approved DA Form 31, Request and Authority for Leave, signed by the unit commander or signed by a battalion commander (O-5) or higher in conjunction with Permissive Temporary Duty.

(2) DA Form 137-1 - Unit Clearance Papers signed by the unit Commander/Battalion S-1 authenticating official.

(3) DA Form 137-2 - Installation Clearance Record approved by finance.

(4) PCS, separation, or retirement orders with all amendments.

(5) DA Form 5123 – In and Out-processing records checklist.

(6) eMILPO Out-processing report.

(7) Appropriate survey.

(8) The MPD will issue Soldiers an installation clearance sheet containing a list of installation activities that must be cleared prior to receiving final approval for out-processing. Soldiers must clear all these activities prior to departure from Korea.

e. Civilian employees will report to the Civilian Personnel Advisory Center (CPAC) for out-processing checklists and will clear CPAC prior to departure from country.

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OUT-PROCESSING PROCEDURES FOR TRANSITIONING SOLDIERS:

a. Soldiers Regular Army (RA) and Reserve Component separating from Active Duty (AD) will be out-processed IAW AR 600-8-1. Separating Soldiers (to include Retirees) will report to USAG Yongsan MPD to receive DA Form 137-2 (installation clearing papers) on the required date as stated in their separation orders. Separating Soldiers (to include Retirees) will report to their unit S-1s to receive DA Form 137-1 (unit clearing papers) IAW unit policy. Separating soldiers (to include retirees) must clear the required agencies listed on DA Forms 137 – 1 and 137 – 2.

Soldiers will out-process through all required agencies ending with the 176 Finance Office in Building 4034 (no exceptions), then report back to USAG-Y MPD two duty days prior to departure to finalize clearing papers and receive their DD Form 214 (Certificate of Release from Active Duty).

b. All separating Soldiers are required to wear their duty uniform at all times during out-processing. Pregnant Soldiers who are authorized, through Commander's Memorandum, are the only exception to this rule. Pregnant Soldiers will be required to carry a copy of this memorandum at all time during out-processing and provide a copy to USAG-Y MPD when reporting to finalize clearing papers and receive their DD Form 214.

c. Soldiers separating under administrative discharge will be required to have an escort appointed (by their unit) to ensure that the Soldier out-processes all required agencies. The appointed escort must be in the rank of SGT and gender specific. If the Soldier separating is in the rank of SGT or higher, then the escort must be a minimum of one rank higher. Soldiers who have not departed within 30 days of installation level clearance will be issued a new clearance record.

d. IAW AR 635-8 and AR 635-200, retiring Soldiers may request retirement processing at a location of personal choice (station of choice). RA Soldiers who are approved for retirement and desire to be returned to CONUS, Hawaii, or Alaska, may elect to complete final out- processing for retirement at any SFL-TAP designated as a station of choice location. Retiring Soldiers who elect a station of choice for final retirement out-processing will incur cost of travel to that location. Soldier electing station of choice are obligated to pay for this travel before retirement order will be published.

OUT-PROCESSING PROCEDURES FOR CIVILIANS:

Civilians will receive their out-processing forms from CPAC, Appropriated Funds or Non-Appropriated Funds side. Unit S1s or Organization Administrative Offices will

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ensure that internal clearing procedures are IAW AR 600-8-101 and are separate from installation clearing. Civilians must turn in the completed out-processing

paperwork to the CPAC. CPAC is responsible for providing out-processing to civilian personnel. Units or organizations will be required to appoint in writing (by the supervisor) an individual, equivalent in grade or higher, to complete clearing if an individual is unable to clear properly for any reason.

9. EXCEPTIONS:

a. MPD staff members are not authorized to grant exceptions to this policy. Exceptions to Policy are only granted by the Garrison Commander; in absence of the Garrison Commander, the Deputy to Garrison Commander may grant exceptions or designate the DHR. Areas within this policy already annotated that "no exception" will remain in place. Agencies outside the MPD indicated in this policy must be contacted for granting exceptions to their policies.

10. The point of contact for this policy is the Director of Human Resources at DSN 738-5017.



J. SCOTT PETERSON
COL, CA
Commanding

DISTRIBUTION:

A

INSTALLATION CLEARANCE RECORD

For use of this form, see AR 600-8-101; the proponent agency is DCS, G-1

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: Section 301, Title 5, USC.
PRINCIPAL PURPOSE: To ensure Soldier readiness before PCS. To complete clearance verification before transition from active duty, transfer to another Service or Component, separation, discharge, or retirement.
ROUTINE USES: To close out installation personnel and finance records. To ensure that debt to the government and its instrumentalities is identified and that action is taken to obtain payment before the Soldier's transition from active duty, separation or retirement. Forms will not be disclosed outside the Department of Defense (DoD) and DoD sponsored agencies.
DISCLOSURE: Disclosure is voluntary; however, failure to complete this form may result in only partial payment of final pay.

INSTRUCTIONS TO THE SOLDIER: This out-processing packet is designed to assist you and the installation in completing your final clearance as accurately and expeditiously as possible. It is your responsibility to complete this checklist properly. If you are separating or retiring from the Active Army, failure to complete this checklist correctly and entirely will result in you receiving 55 percent of your final pay pending verification by DFAS of any outstanding debts. Activities marked with an @ require clearance for all Soldiers separating or retiring from the Active Army, including AGR personnel. Activities marked with an asterisk (*) require clearance for Soldiers departing on PCS. Activities not marked will be cleared per installation instructions. This checklist must be completed before your final military pay appointment. Separation payments will not be released until installation clearance is completed. Provide any additional information in Remarks, block 16.

SECTION A - PERSONNEL DATA (To be completed by the commander, S1, processing control station, or appointed official)

1. NAME	2. RANK	3. ORDERS NO.	
4. GAINING UNIT	5. LOSING UNIT	6. DATE OF ORDERS (YYYYMMDD)	8. DEPARTURE DATE (YYYYMMDD)

SECTION B - INSTALLATION STANDARD CLEARANCES

(All signatures are required prior to reporting to the processing control station (section d) for final clearance. Not having these required signatures will cause a delay in your final clearance.)

9. INSTALLATION ACTIVITY	10. YES	11. DEBT AMOUNT	12. NO	13. NAME (Last, First, Middle)	14. TELEPHONE NO.	15. SIGNATURE
a. Personnel Information Station @*	<input type="checkbox"/>		<input type="checkbox"/>			
b. Personnel Management Station @*	<input type="checkbox"/>		<input type="checkbox"/>			
c. Medical Facility @*/PDHRA (DD Form 2900)	<input type="checkbox"/>		<input type="checkbox"/>			
d. TRICARE Service Center Health Benefits Advisor or Medical Element Equivalent @*	<input type="checkbox"/>		<input type="checkbox"/>			
e. Dental Facility @*	<input type="checkbox"/>		<input type="checkbox"/>			
f. DEERS/RAPIDS/ID Cards and Tags @*	<input type="checkbox"/>		<input type="checkbox"/>			
g. Transportation Office @*	<input type="checkbox"/>		<input type="checkbox"/>			
h. Central Issue Facility @*	<input type="checkbox"/>		<input type="checkbox"/>			
i. Education Center @*	<input type="checkbox"/>		<input type="checkbox"/>			
j. Army Emergency Relief @*	<input type="checkbox"/>		<input type="checkbox"/>			
k. Post Exchange @	<input type="checkbox"/>		<input type="checkbox"/>			

SECTION B - INSTALLATION STANDARD CLEARANCES (Continued)

9. INSTALLATION ACTIVITY	10. YES	11. DEBT AMOUNT	12. NO	13. NAME (Last, First, Middle)	14. TELEPHONE NO.	15. SIGNATURE
l. Security Office *	<input type="checkbox"/>		<input type="checkbox"/>			
m. Provost Marshal Office @*	<input type="checkbox"/>		<input type="checkbox"/>			
n. Housing Office	<input type="checkbox"/>		<input type="checkbox"/>			
o. Army Community Services Center	<input type="checkbox"/>		<input type="checkbox"/>			
p. Commercial Activities	<input type="checkbox"/>		<input type="checkbox"/>			
q. Morale, Welfare, and Recreation Fund Manager	<input type="checkbox"/>		<input type="checkbox"/>			
r. Training Aids Center	<input type="checkbox"/>		<input type="checkbox"/>			
s. Commissary	<input type="checkbox"/>		<input type="checkbox"/>			
t. Child, Youth, and School Services	<input type="checkbox"/>		<input type="checkbox"/>			
u. Reserve Component Career Counselor	<input type="checkbox"/>		<input type="checkbox"/>			
v. Lodging Office	<input type="checkbox"/>		<input type="checkbox"/>			
w. Has the Soldier completed Soldier for Life-Transition Assistance processing? Exit Survey/DD Forms 2648/2648-1 and 2958 (USAR only) @	<input type="checkbox"/>		<input type="checkbox"/>			
x. Behavioral Health @*	<input type="checkbox"/>		<input type="checkbox"/>			
y. Family Advocacy @*	<input type="checkbox"/>		<input type="checkbox"/>			
z. Sponsorship Program Counseling and Information Sheet (DA Form 5434) *	<input type="checkbox"/>		<input type="checkbox"/>			
aa. Army Substance Abuse Program (ASAP)	<input type="checkbox"/>		<input type="checkbox"/>			

16. REMARKS:

SECTION C - MILITARY PAY PROCESSING

17. MILITARY PAY CLEARANCES	a. DEFENSE MILITARY PAY OFFICE	b. NAME (Last, First, Middle)	c. TELEPHONE NO	d. SIGNATURE	e. DATE (YYYYMMDD)
(1) Travel Pay Processing @*					
(2) Separation Pay Processing @					
(3) Debt Processing @					

SECTION D - PROCESSING CONTROL STATION

18a. Does the Soldier have a signed, authenticated, and dated Service Member Deployment History Out-processing Verification form? @*	YES <input type="checkbox"/> NO <input type="checkbox"/>	b. NAME (Last, First, Middle)	c. TELEPHONE NO.	d. SIGNATURE	e. DATE (YYYYMMDD)
19a. Has the Soldier completed out-processing? @*	YES <input type="checkbox"/> NO <input type="checkbox"/>	b. NAME (Last, First, Middle)	c. TELEPHONE NO.	d. SIGNATURE	e. DATE (YYYYMMDD)