



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

IMYN-ZA

09 OCT 2018.

UNITED STATES ARMY GARRISON YONGSAN - CASEY POLICY LETTER # 5

MEMORANDUM FOR SEE DISTRIBUTION

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

1. **REFERENCES:**

a. Army Regulation (AR) 600-8-101, Personnel Readiness Processing, 6 March 2018.

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 Yongsan – Casey.

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

4. **GENERAL:**

a. Clearance procedures ensure incoming and outgoing personnel in process 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 Yongsan - Casey.

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b. All activities within USAG Yongsan - Casey having in- and out-processing requirements will add their office to the existing USAG Yongsan - Casey 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.



MONICA P. WASHINGTON  
COL, LG  
Commanding

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