



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND PACIFIC
HEADQUARTERS, UNITED STATES ARMY GARRISON DAEGU
UNIT #15746
APO AP 96218-5746

24 SEP 2021

AMIM-DAG-ZA (600-8-101a)

MEMORANDUM FOR ALL SOLDIERS ASSIGNED TO UNITED STATES ARMY
GARRISON (USAG) DAEGU AND AREA IV INSTALLATIONS

SUBJECT: United States Army Garrison (USAG) Daegu Policy Letter #21-60,
Installation Out-Processing

1. References:

- a. AR 600-8-101, Personnel Readiness Processing, 6 April 2018.
- b. AR 600-8-10, Leaves and Passes, 3 June 2020.
- c. AR 600-8-8, The Total Army Sponsorship Program, 28 June 2019.
- d. DA Form 137-1-R, Unit Clearance Record, 1 March 2018.
- e. DA Form 137-2, Installation Clearance Record, 1 February 2015.

2. Purpose. To establish policies and procedures, assign responsibilities and provide installation guidance for Out-Processing U.S. Army Soldiers assigned to USAG Daegu, and Area IV Installations.

3. Applicability. All Active Duty Soldiers assigned to units within the USAG Daegu Area IV Community.

4. General.

a. Permanent Change of Station (PCS) Orders S1 personnel are responsible for requesting, receiving, and distributing PCS orders with amendments. If amendments are necessary, the S1 must notify the Military Personnel Division (MPD) no later than 30 days prior to the Soldier's DEROS. If a Soldier is within 30 days to their DEROS and is in need of amendments, the S-1 must immediately notify the MPD.

b. Out-processing Installation clearance procedures ensure outgoing personnel have properly cleared all required agencies and have made arrangements to settle all obligations prior to separation, retirement, transfer or movement to next duty station.

c. USAG Daegu and Area IV Agencies that require military personnel to in and out process through their activities are required to review the content of this policy and develop processing procedures. Procedures should include what method will be used to indicate on the Installation Clearing Record that a Soldier has out-processed through that specific agency. Changes in location and hours of operation for out-processing should be reported to the MPD to ensure that the outgoing personnel can schedule their appointments accordingly.

5. Out-Processing Procedures:

a. Duty uniform will be worn by all Soldiers during out-processing, without exception (excluding Soldiers from the Criminal Investigation Division).

b. In order for a Soldier to receive an Installation Clearing Record, the Soldier must attend an out-processing brief 10 business days prior to DEROS.

c. All Soldiers will out-process agencies outlined in their DA Form 137-1-R, Unit Clearance Record, and DA Form 137-2, Area IV Installation Clearance Record.

d. Final out-processing will take place 3 business days prior to DEROS.

e. Battalion/unit out-processing (DA Form 137-1) will be completed and signed by the Company Commander or their designated representative, prior to the final out-processing appointment.

f. Soldiers must have the following items in order to obtain their Installation Final Out-Processing Stamp:

(1) DA Form 31 - Leave forms must be approved by the unit commander and contain a leave control number. If a Soldier is taking Administrative Absence in conjunction with PCS leave, then the leave form must be signed the Battalion Commander (O-5) or higher. The "to date" must be the same as the "report date".

(2) DA Form 137-1-R - Unit Clearance Papers signed by Company Commander, or their designated representative, indicating that the Soldier has out-processed the unit before reporting to the MPD

(3) DA Form 137-2-R - Installation Clearance Papers with signatures from applicable departments

(4) DA Form 5123- In-and Out-Processing Records Checklist

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- (5) PCS, Separation or Retirement Orders with all amendments intact
 - (6) Travel Waiver (If applicable)
 - (7) PERSTEMPO
 - (8) Out-Processing Survey (Tier 2 Only)
 - (9) DA Form 5434- Sponsorship Program Counseling and Information Sheet
(Tier 2 Only)
6. Point of contact for this memorandum is the Directorate of Human Resource,
USAG Daegu at DSN 763-4310.

A handwritten signature in black ink, appearing to read 'B. Schoellhorn', with a long horizontal line extending to the right.

BRIAN P. SCHOELLHORN
COL, AR
Commanding