



U.S. ARMY®



# Installation Clearance Briefing

August 2024  
Military Personnel Division



# U.S. Army Garrison Hawaii

## *Out-Processing Center*

### **PURPOSE**

Our mission is to deliver quality customer service to Soldiers departing Hawaii who are preparing to PCS or Transition (Retire, ETS or other separation) out of the Army.





# Out-Processing Control Center

Soldiers **MUST BE** in duty uniform at ALL  
times during Out-Processing  
**PT UNIFORM IS NOT ALLOWED**

**“IAW USARHAW Policy #16”**





# Clearance and Sponsorship Procedures

## **\*THIS IS YOUR OUT-PROCESSING BRIEF\***

- ❑ All Soldiers who are within 30 days of their 1<sup>st</sup> day of Absence Request Leave / Transition Report Date must complete the Out-Processing Briefing
  - ISSUANCE of CLEARANCE PAPERS
    - 14 Days prior to 1<sup>st</sup> day of Absence Request Leave or Transition Report Date
  - **ALL SOLDIERS** are required to be in DUTY UNIFORM for all out-processing activities.
- ❑ The Army Sponsorship Program is MANDATORY for (PVT-SSG / 2LT-CPT / WO1-CW2); OPTIONAL for SFC-CSM/CW3- CW5/MAJ-COL (**PCS ONLY**)







# PCS Out-Processing Procedures

## 4 Overall Steps to Installation/Unit Clearance

**Step 1 (Requesting Clearing Papers)** – S1/Soldier will email orders, IPSS-A Absence Request and amendments to [usarmy.schofield.id-pacific.mbx.out-processing-hi@army.mil](mailto:usarmy.schofield.id-pacific.mbx.out-processing-hi@army.mil) **30 days prior** to 1<sup>st</sup> day of absence request or Report Date if separating from the Army.

**Step 2 (Issuance of Clearing Papers)** – Clearing papers will be emailed to the S1/Soldier **14 business days prior** to date of departure (IPSS-A Leave) for PCS or the transition report date for separating Soldiers.

**Step 3 (Clearing)** – All Soldiers are required to visit all agencies not pre-cleared on installation clearing papers and unit clearing papers.

**Step 4 (Final Clearance)** – **Soldiers are to report to the Out-Processing Center for final clearance, as indicated on the DA Form 137-2 (block 16).** Final clearance documents will consist of the DA Form 137-2, DA Form 137-1, IPSS-A leave request, and orders/amendments. Following the receipt of the final clearance stamp, Soldiers are expected to provide a copy to the unit S-1 and complete the sign-out process.





# PCS Out-Processing Procedures

## PCS Soldiers Only

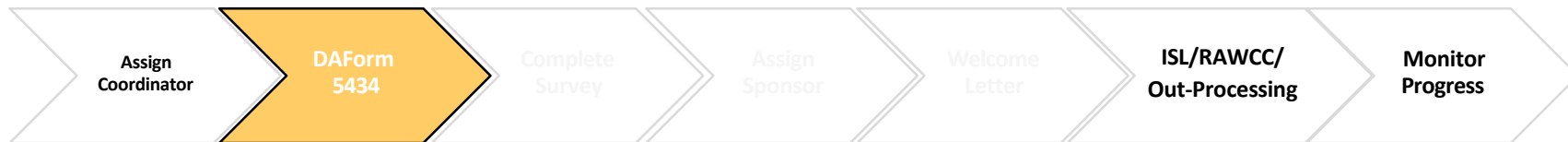
- ❑ Log into the [Army Career Tracker \(ACT\)](#) website and complete the Total Army Sponsorship Program(T.A.S.P.)
  - Fill out **DA Form 5434** and complete sections 1, 2, 4, 5 and digitally sign and save your form. Sponsors will complete Section 3. Exception To Policy (ETP) is required if DA Form 5434 is not complete ([All sections](#))
  - **Complete TASP Survey**
  - **Provide print out / picture for proof of completion during Final Out date**





# PCS Out-Processing

## Army Career Tracker (ACT)



**Actors:**

- PCSing Individual
- Sponsor

**My Notices**

- Career: No Messages Available
- Training: No Messages Available

**DA FORM 5434**

Welcome! You are currently on assignment to your next duty station. Please complete sections 1, 2, 4 and 5 on enclosed DA Form 5434. Your gaining installation will choose an appropriate sponsor for you who will fill out section 3 (a-e) and contact you. Once contacted, please send reply to your new sponsor. This reply will in turn auto-populate section 3 (f) and then form will be complete.

**Complete DA Form 5434** → **Contact your Sponsor** → **Complete Survey**

**Section 1** ✓ **Section 2** **Section 4** **Section 5**

**2. ARRIVAL INFORMATION TO ASSIST GAINING UNIT OR ACTIVITY** (If additional space is necessary, please attach your documentation to the form)

a. 1. (Rank/Grade and Name) **Taylor, Daniel** ... on assignment to (Gaining Installation) **Pt Sill, OK** ... and expect to arrive on/about (Month and Year) **Sep 2013**

b. Soldier's Civilian's contact information

Current Unit/Activity Address: \_\_\_\_\_

DSN Phone number: \_\_\_\_\_ Call Phone number: \_\_\_\_\_ Email address: **daniel.taylor@us.army.mil**

Other (i.e., Social Email): \_\_\_\_\_

Leave Address and Phone number at this address until: \_\_\_\_\_

c. Status (check one): ☐ Married accompanied ☐ Single accompanied ☐ Married unaccompanied ☐ Single unaccompanied

d. Accompanied by Family members: NAME \_\_\_\_\_ AGE \_\_\_\_\_ SEX \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_ Exceptional Family Member Program (EFMP) ☐ Yes ☐ No

**Sponsorship Notification**

Originator: Army Career Tracker Priority: Normal

Date: 21 Oct 2013 at 15:14:24 EDT Notice Expiration: 25 Nov 2013

Subject: Army Career Tracker (ACT)

**Sponsorship Notice:**

[Content of notification here]

**Reply** **Delete** **Close**

- ❑ The DA Form 5434 is what drives the program
- ❑ Notifications are sent to PCSing individuals to complete their DA Form 5434
- ❑ Sections 1, 2, 4, and 5 are completed by the PCSing Individual. Section 3 is completed by the Sponsor
- ❑ Complete the Survey. Print out or take a picture of the completion page.





# PCS Out-Processing

## PCS'n Soldiers Only

☐ Please send your requests to:

[usarmy.schofield.id-pacific.mbx.out-processing-hi@army.mil](mailto:usarmy.schofield.id-pacific.mbx.out-processing-hi@army.mil)

☐ **Required Documents**

IPPS-A Absence Request (Leave Form)

Orders/Amendments

☐ Subject line must read "Clearing Papers"

*\*Failure to comply to these instructions will cause further delays in the receipt of clearing papers."*

*\*Clearing papers are emailed **14 DAYS** prior to your departure date. If you are not within your 14 day window we will send an email stating the earliest date they will be available.*







# SEP Out-Processing

## Separating Soldiers Only

☐ Please send your requests to:  
[usarmy.schofield.id-pacific.mbx.out-processing-hi@army.mil](mailto:usarmy.schofield.id-pacific.mbx.out-processing-hi@army.mil)

☐ **Required Document:**

- Orders / Amendments

☐ Subject line must read "Clearing Papers"

*\*Failure to comply to these instructions will cause further delays in the receipt of clearing papers.\**

*\*Clearing papers are emailed **14 DAYS** prior to your departure date. If you are not within your 14-day window we will send an email stating the earliest date they will be available.*





# Contact Information

## Out-Processing Control Center

### **Soldier Support Center**

673 Ayers Road, Building 750, Room 102  
Schofield Barracks, HI 96856

### **Hours of Operation**

0730-1600 Monday, Tuesday, Wednesday & Friday  
Thursday 0730-1200

\*Closed on weekends, and Federal Holidays

Phone: (808) 655-4274

Email: [usarmy.schofield.id-pacific.mbx.out-processing-hi@army.mil](mailto:usarmy.schofield.id-pacific.mbx.out-processing-hi@army.mil)





# PCS ABSENCE REQUEST

- ☐ An Approved IPSS-A leave request must be in accordance with AR 600-8-10 Chapter 4-7 Leave in Conjunction with Permanent Change of Station subsection B. The IPSS-A leave will cover from date of departure from losing unit to one day prior to reporting date on orders, even if early report is authorized. The ABSENCE END DATE on the IPSS-A leave request must be the day prior to the reporting date on the PCS orders. Permission to report early does not change the reporting date. If taking PTDY, your PTDY must be signed by a battalion commander or above.
- ☐ Arrivals and departure in IPPSA are done via the InTransit Grid.
- ☐ Members with a PCS assignment in IPPSA will need to follow these guidelines:
  - PCS Absences must be submitted with the reason of “02-Abs in Conjunction with PCS” to process correctly in IPPS-A. Absence Request will cover from the date of physical departure from the losing unit to the day prior to the report date on the PCS assignment orders to include any TDY enroute.





# IPPSA ABSENCE REQUEST (Continue)

- ☐ An authorized user from the Member's home unit must verify the PCS absence record populates the InTransit Grid inside the PCS assignment during the in-processing assignment transaction.
- ☐ The Member must have an approved "02-Abs in Conjunction with PCS" absence that ends the day before the report date. The gaining unit uses the InTransit Grid during the arrival processing transaction to update the Authorized Travel Days (ATD) if applicable (see Process 12-9 in user manual for Arrival and Process 12-10 for Departure).
- ☐ If the system detects a change in leave, the system automatically updates the Leave Request to reflect changes input during the arrival process.
- ☐ If the arrival date is not equivalent to the begin date of the assignment, the system will check for entitlements to ensure early arrival is allowed. The system will automatically modify the assignment begin date to match the new arrival date.





# Finance

## *Army Military Pay Office*

### Hours of Operation:

Monday - Thursday 0900 – 1500

Friday 1200 – 1500

**\*\*ONLY closed on Federal Holidays\*\***

**Separating Soldiers:** ALL SOLDIERS (ETS, MEDICAL, DISABILITY, RETIREMENT and CHAPTERS) are required to attend a MANDATORY Pre-Separation Briefing which is held every WEDNESDAY @ 1300 in Bldg 750 on the Lanai, prior to Final Finance clearance. **There will be NO BRIEF on a DONSA week (if the DONSA falls on a Monday).** Soldiers will attend the briefing as soon as they receive separation orders and NLT 10 days prior to their reporting date to Transition Center.

**PCS Out-processing:** All Soldiers stationed on Oahu will need to report to Finance no earlier than 72 hours prior to the start date of Leave Form in order to be cleared (uniform of the day is required)

**TLA:** Please bring the hard copy of the following document to our office for faster payment of your TLA:

- PCS orders (Single Sided Copies ONLY)
- Amended orders (if applicable)
- IPPS-A Leave of Absence Form
- Flight itinerary (for dependents also if applicable)
- TLA Memo from Housing Office
- Zero Balance Hotel Receipt



#### Contact Numbers

Separations 808-655-9100

IOP/TLA 808-655-0094





# **DDHC MEDICAL OUT PROCESSING OVERVIEW**

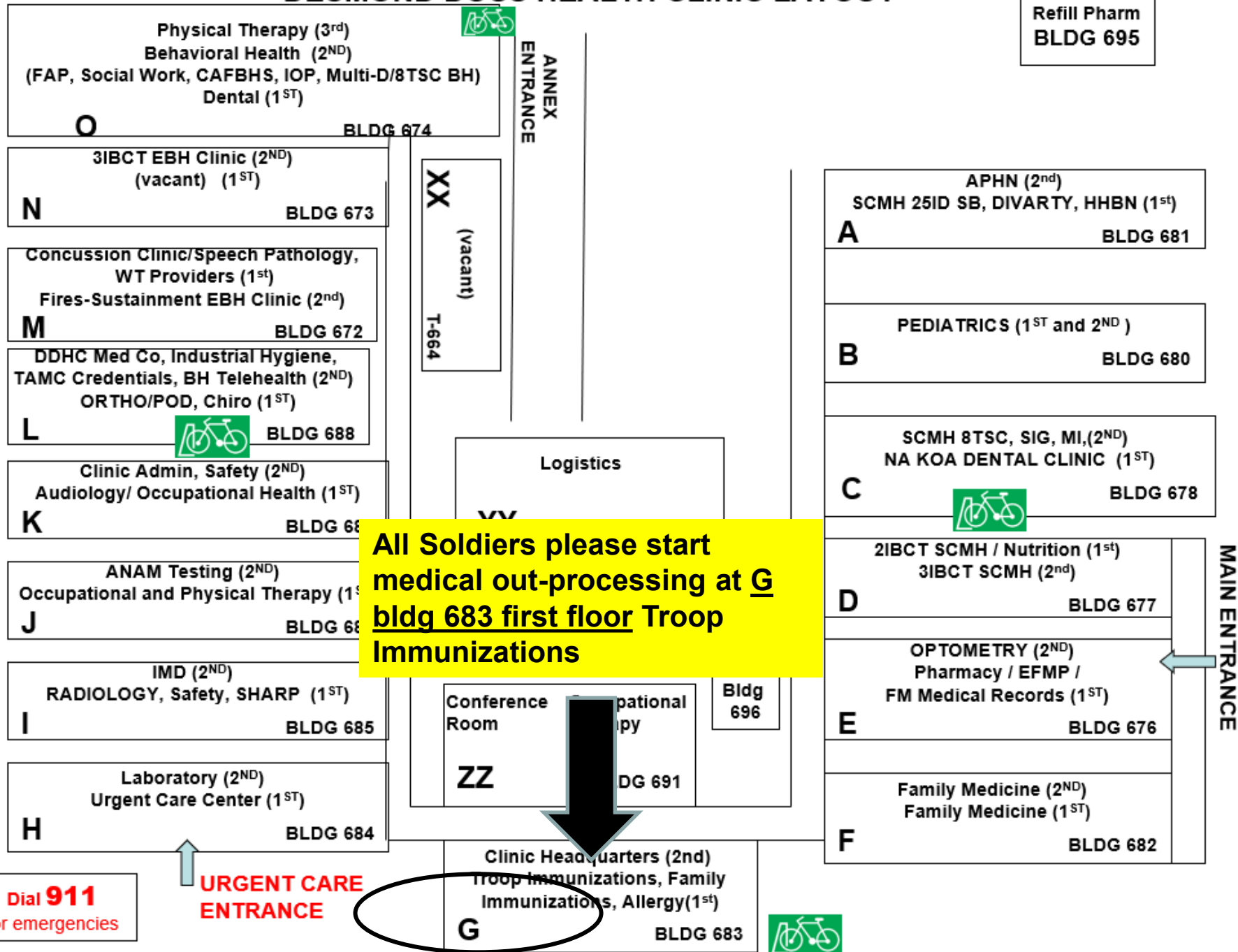
- **Soldiers medically out process at DDHC**
- **All will start at Troop Immunizations, bldg 683 1<sup>st</sup> floor**
  - **All Soldiers must be in a military uniform IAW Post Policy**
  - **MON, WED, FRI 0800-1100 & 1300-1500, TUES 0800-1100 & 1400-1500, THU 0800-1100**
- **All out processing Soldiers will be screened for mandatory assessments and medical readiness requirements**
- **All out processing Soldiers will provide orders to mail medical records to the Gaining installation for PCS or Army Records Processing Center for ETS-Retiring Soldiers**
- **Please start Medical Prep for out processing at least 2 weeks prior to final date**
- **Please start Retirement/ETS Physical exams at least 6 months prior to final date**

**\*\* Please see full slide set and further details at Garrison Hawaii website:**

**<https://home.army.mil/hawaii/index.php/garrison/dhr/mpd/out-processing-center>**

# DESMOND DOSS HEALTH CLINIC LAYOUT

Refill Pharm  
BLDG 695



Dial **911**  
for emergencies

**URGENT CARE  
ENTRANCE**

# **DDHC MEDICAL OUT PROCESSING**

- **All out processing Soldiers will be screened for the following mandatory assessments and medical readiness requirements**

**ALL- Periodic Health Assessment (PHA)**

**ALL- Post Deployment Health Re-Assessment (PDHRA)**

**ALL Female Soldiers- Well Woman exam**

**ALL- Out-processing Behavioral Health checks**

**ALL- Separation History and Physical Examination (SHPE)**

**PCS/RC- Vision Readiness screening**

**PCS/RC- Hearing test**

**PCS/RC- Routine Immunizations**

**PCS/RC- Readiness related lab requirements**

# DDHC MEDICAL OUT PROCESSING

<b>INSTALLATION CLEARANCE RECORD</b> For use of this form, see AR 600-8-101; the proponent agency is DCS, G-1 <b>DATA REQUIRED BY THE PRIVACY ACT OF 1974</b>						
<b>AUTHORITY:</b> Section 301, Title 5, USC. <b>PRINCIPAL PURPOSE:</b> 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. <b>ROUTINE USES:</b> 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. <b>DISCLOSURE:</b> Disclosure is voluntary; however, failure to complete this form may result in only partial payment of final pay.						
<b>INSTRUCTIONS TO THE SOLDIER:</b> 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.						
<b>SECTION A - PERSONNEL DATA</b> <i>(To be completed by the commander, S1, processing control station, or appointed official)</i>						
1. NAME		2. RANK		3. ORDERS NO.		
4. GAINING UNIT		5. LOSING UNIT		6. DATE OF ORDERS (YYYYMMDD)		
7. REASON FOR CLEARING <input type="checkbox"/> PCS <input type="checkbox"/> ETS <input type="checkbox"/> RETIREMENT <input type="checkbox"/> OTHER (Specify)					8. DEPARTURE DATE (YYYYMMDD)	
<b>SECTION B - INSTALLATION STANDARD CLEARANCES</b> <i>(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.)</i>						
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"/>	<input type="checkbox"/>			
b. Personnel Management Station @*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
c. Medical Facility @*/PDHRA (DD Form 2900)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
d. TRICARE Service Center Health Benefits Advisor or Medical Element Equivalent @*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
e. Dental Facility @*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
f. DEERS/RAPIDS/ID Cards and Tags @*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
g. Transportation Office @*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
h. Central Issue Facility @*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
i. Education Center @*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
j. Army Emergency Relief @*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
k. Post Exchange @	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

# DDHC MEDICAL OUT PROCESSING

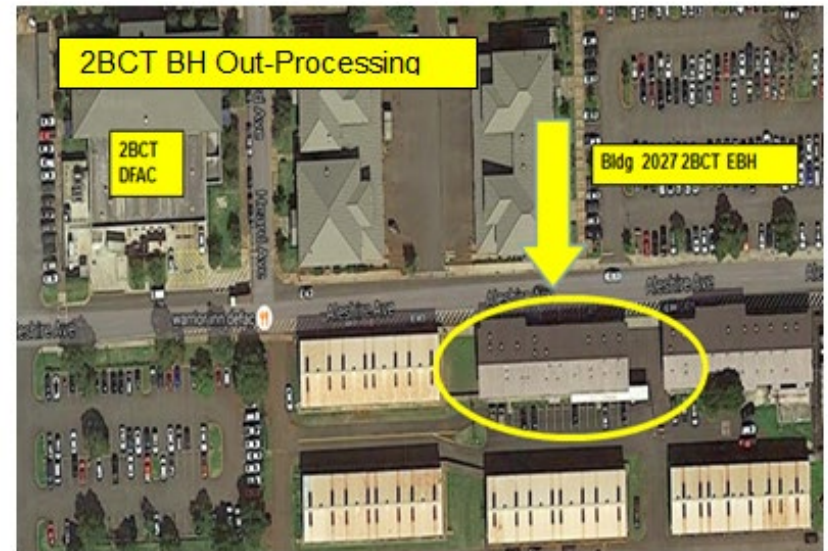
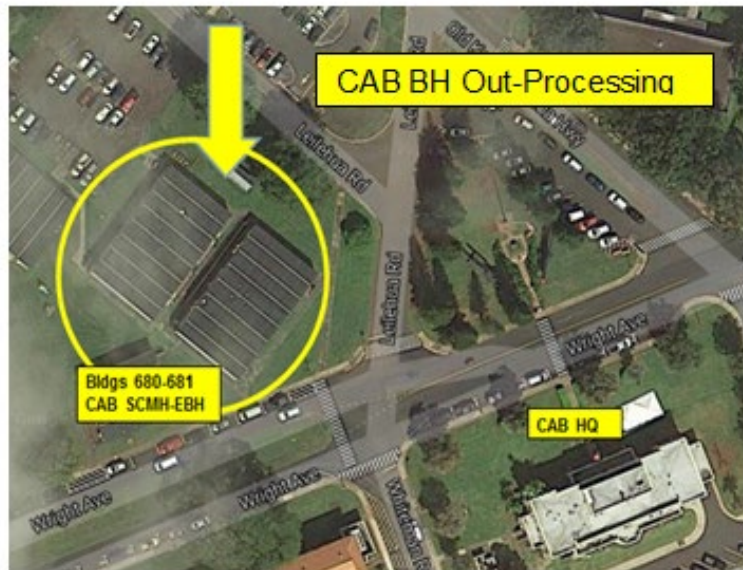
SECTION B - INSTALLATION STANDARD CLEARANCES (Continued)						
9. INSTALLATION ACTIVITY	10. YES	11. DEBT AMOUNT	12. NO	13. NAME (Last, First, Middle)	14. TELEPHONE NO.	15. SIGNATURE
l. Security Office *	<input type="checkbox"/>		<input type="checkbox"/>			
m. Provost Marshal Office @*	<input type="checkbox"/>		<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)



# DDHC MEDICAL BH OUT PROCESSING

## \*\* Check Your Clearance Records if “Pre-Cleared” Behavioral Health

- If already cleared for BH you do not need to go to BH
- \*\* If not cleared you must go to your BH clinic
- CAB SCMH and EBH are located on Wheeler Army Air Field bldgs 680-681, across from the CAB HQ
- 2IBCT EBH located at bldg 2027, across from 2BCT DFAC



# DDHC MEDICAL OUT PROCESSING

## Master Out Processing Info Sheet

MEDICAL OUT-PROCESSING	PLEASE START 2 WEEKS PRIOR TO FINAL DATE	MON, WED, FRI 0800-1100 & 1300-1500, TUES 0800-1100 & 1400-1500, THU 0800-1100		** PLEASE START RETIREMENT/ETS PHYSICALS MINIMUM 6 MONTHS PRIOR TO FINAL DATE
DDHC TROOP IMMUNIZATION	DDHC BLDG 683 1st floor, START AT IMMUNIZATION	MON, WED, FRI 0800-1100 & 1300-1500, TUES 0800-1100 & 1400-1500, THU 0800-1100	433-8800	ID/ORDER/CLEARING PAPERS. MUST HAVE "TMC" STAMP WHEN DONE
DDHC SOLDIER MEDICAL	DDHC BLDG 679, SOLDIER MED RECORDS	Mon/Tues/Wed/Fri: 0800-1100, 1300-1500, Thurs: 0800-1100, closed 1300-1500	433-8200	ID/ORDER/CLEARING PAPERS.
DDHC FAMILY MEDICAL RECORDS	DDHC BLDG 676, FAMILY MED RECORDS	Mon/Tues/Wed/Fri: 0800-1100, 1300-1500, Thurs: 0800-1100, closed 1300-1500	433-8443	ID/ORDER/CLEARING PAPERS.
BEHAVIORAL HEALTH CHECK	DDHC BLDG 683 1st floor, START AT IMMUNIZATION	Mon/Tues/Wed/Fri: 0800-1100, 1300-1500, Thurs: 0800-1100, closed 1300-1500	433-8800	ID/ORDER/CLEARING PAPERS. ** CHECK IF BH PRE-CLEARED **
SEPARATION HISTORY & PE (SHPE) - PHYSICALS EXAMS	DDHC BLDG 683 1st floor, START AT IMMUNIZATION	Mon/Tues/Wed/Fri: 0800-1100, 1300-1500, Thurs: 0800-1100, closed 1300-1500	433-8800	ID/ORDER/CLEARING PAPERS.
	IF SEPARATING THROUGH IDES / MED BOARD, SEE YOUR PEBLO AT TAMC	Mon-Fri 0700-1500	433-2539	ID/ORDERS/CLEARING PAPERS
POST DEPLOYMENT HEALTH REASSESSMENT (PDHRA)	DDHC BLDG 683 1st floor, START AT IMMUNIZATION	Mon/Tues/Wed/Fri: 0800-1100, 1300-1500, Thurs: 0800-1100, closed 1300-1500	433-8800	ID/ORDER/CLEARING PAPERS.
CAB MEDICAL and EBH OUT-PROCESSING	WAAF BLDGS 680-681 ACROSS FROM CAB HQ	0700-1200 M-TU-THUR-FRI; 1300-1530 WED	656-1628	ID/ORDER/CLEARING PAPERS.
2BCT BH OUT-PROCESSING	SCH BKS BLDG 2027 ACROSS FROM 2IBCT DFAC	0700-1200 M-TU-THUR-FRI; 1300-1530 WED	655-8984	ID/ORDER/CLEARING PAPERS.
TRICARE ENROLLMENT INFO	TRICARE ENROLLMENT INFO			1-888-874-9378 ** Sponsor/Family Members are responsible to complete a TRICARE Region transfer or PCM change upon arrival at new duty locations

# DDHC MEDICAL OUT PROCESSING

## Agency Info Sheet

INSTALLATION AGENCIES	e-clearance	Retirement	ETS	CHAPTER	PCS	LOCATION	LOCATION	AO NORTH DOCUMENTS
						<b>MEDICAL AO NORTH</b> Schofield Barracks, WAAF, HMR	<b>DENTAL AO NORTH</b> Schofield Barracks, WAAF, HMR	<b>All Installation Activities require ID Card, Orders, and DA 137-2 and additional as below</b>
START POINT FOR MEDICAL OUT-PROCESSING		X	X	X	X	DDHC BLDG 683 1st floor, IMMUNIZATIONS MON, WED, FRI 0800-1100 & 1300-1500, TUES 0800-1100 & 1400-1500, THU 0800-1100 433-8800		ID/ORDER/CLEARING PAPERS. MUST HAVE "TMC" STAMP WHEN DONE
SOLDIER MEDICAL RECORDS		X	X	X	X	DDHC BLDG 679, SOLDIER MED RECORDS TUES-1245-1500 FRI -0645-1145, 1245-1500 433-8200		ID/ORDER/CLEARING PAPERS.
FAMILY MEDICAL RECORDS		X	X	X	X	DDHC BLDG 676, FAMILY MED RECORDS 0700-1200 M-TU-THUR-FRI; 1300-1530 WED 433-8443		ID/ORDER/CLEARING PAPERS.
PDHRA CHECK		X	X	X	X	DDHC BLDG 683 1st floor, IMMUNIZATIONS MON, WED, FRI 0800-1100 & 1300-1500, TUES 0800-1100 & 1400-1500, THU 0800-1100 433-8800		ID/ORDER/CLEARING PAPERS.
SEPARATION HEALTH PHYSICAL EXAM (SHPE)		X	X	X	X	DDHC BLDG 683 1st floor, IMMUNIZATIONS MON, WED, FRI 0800-1100 & 1300-1500, TUES 0800-1100 & 1400-1500, THU 0800-1100 433-8800		ID/ORDER/CLEARING PAPERS.
BEHAVIORAL HEALTH CHECK		X	X	X	X	DDHC BLDG 683 1st floor, IMMUNIZATIONS MON, WED, FRI 0800-1100 & 1300-1500, TUES 0800-1100 & 1400-1500, THU 0800-1100 433-8800		ID/ORDER/CLEARING PAPERS. ** CHECK IF BH PRE-CLEARED **
CAB MEDICAL and BH OUT-PROCESSING		X	X	X	X	WAAF BLDGS 680-681 ACROSS FROM CAB HQ 0700-1200 M-TU-THUR-FRI; 1300-1530 WED 656-1628		ID/ORDER/CLEARING PAPERS.
2BCT BH OUT-PROCESSING		X	X	X	X	SCH BKS BLDG 2027 ACROSS FROM 2BCT DFAC 0700-1200 M-TU-THUR-FRI 1300-1530 WED 655-8984		ID/ORDER/CLEARING PAPERS.
TRICARE ENROLLMENT INFO		X	X	X	X	1-888-874-9378 ** Sponsor/Family Members are responsible to complete a TRICARE Region transfer or PCM change upon arrival at new duty locations		N/A

# **DDHC MEDICAL RECORDS OUT PROCESSING**

- **SOLDIER MEDICAL RECORDS OUT PROCESSING**
- **PCS Soldiers must provide 1 copy of orders for the medical records (MEDREC) to be mailed to their gaining installation**
- **ETS-Retirement Soldiers must provide 1 copy of orders for the medical records (MEDREC) to be mailed to Army Records Processing Center MEDCOM HQ San Antonio**
- **ETS-Retirement Soldiers must sign out dental records and turn it in to the medical record section, building YY when out processing medical records. Dental records are mailed with medical records.**
- **ETS-Retirement Soldiers fill out and sign DD form 2870 to request a copy of medical records, takes up to 30 work days.**
  - **MON, TUES, FRI 0700-1200 hrs, THURS 0700-0900 hrs and 1000-1200 hrs, and WED 1300-1530 hrs at Bldg 679**

# **DDHC MEDICAL RECORDS OUT PROCESSING**

- **FAMILY MEMBER MEDICAL RECORDS OUT PROCESSING**
- **Soldiers with Family members (FM) must provide 1 copy of orders with FM names shown for the FM medical records to be shipped**
  - **DDHC MON, TUES, FRI 0700-1200 hrs, THURS 0700-0900 hrs and 1000-1200 hrs, and WED 1300-1530 hrs at Bldg 676.**
  - **Complete and sign DD form 2870 Medical Record request for Family Members.**
  - **Soldier must have ID Card of Spouse and FMs 18 yrs/older at time of MEDREC pick up.**



# DDHC MEDICAL OUT PROCESSING

- **TRICARE Transferring to a new duty station**

**It is the Sponsor/Family Members responsibility to complete a TRICARE Region transfer or PCM change upon arrival at new duty locations. If Sponsor/Family members have questions they should call TRIWEST @ 1-888-874-9378**

**TRICARE Info Briefings website- [TRICARE Briefings | Health.mil](https://www.health.mil/tricare-briefings)**

**Embedded file is a Tricare info sheet, double click to open**



Microsoft Word  
Document

# **Separation History and Physical Examination (SHPE)**

**Desmond Doss Health Clinic (DDHC)  
Patient Administration Division (PAD)**

# Is SHPE mandatory?

**Yes!**

- **Active Duty Soldiers**
- **Reserve Component Soldiers who have served on active duty for 180 days or more**
- **If you do not have a completed SHPE, DDHC staff cannot sign off on your clearance papers when you out process**

# **Why is SHPE mandatory?**

- **Per HQDA EXORD 162-15- To provide Soldiers with enough time prior to separation so the VA has the completed exam if a Soldier plans to file for VA Disability**
- **To provide a single separation examination that supports the VA disability compensation program and the DoD mandatory separation history and physical examination.**
- **Ref: HQDA EXORD 162-15 Separation History and Physical Examination, Directive-type Memo (DTM) 14-006 SHPE**

# **When must I complete my SHPE?**

- **SHPE must be completed within 180 days prior to separation date**
- **VA needs minimum 30-90 days to process the exam (sooner is better than later)**
- **Soldiers that do not start the SHPE process until less than 30 days prior to separation will likely not be able to utilize the VA for the exam, and must utilize their assigned SCMH**



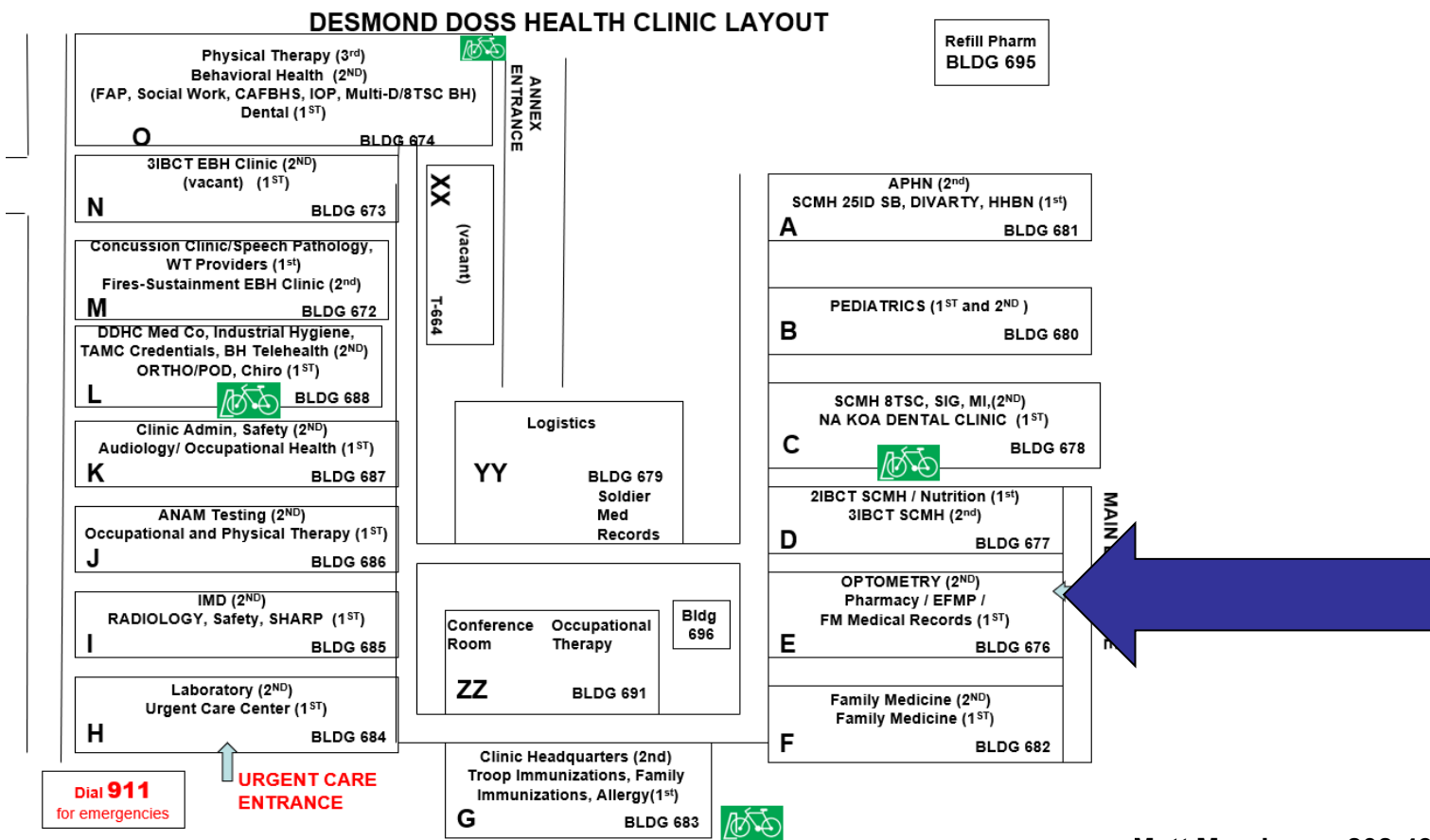
- **ETS-Retirement Soldiers fill out and sign DD form 2870 to request a copy of medical records, takes up to 30 work days.**

## **Documents needed for VA SHPE**

- **VA Form 21-526EZ “Application for Disability Compensation”**
- **Submit a copy of your Service Treatment Medical Records, using DD form 2870**
- **Complete, sign, and submit DD Form 2807-1, “Report of Medical History**
- **VA will schedule an exam to evaluate claimed conditions**

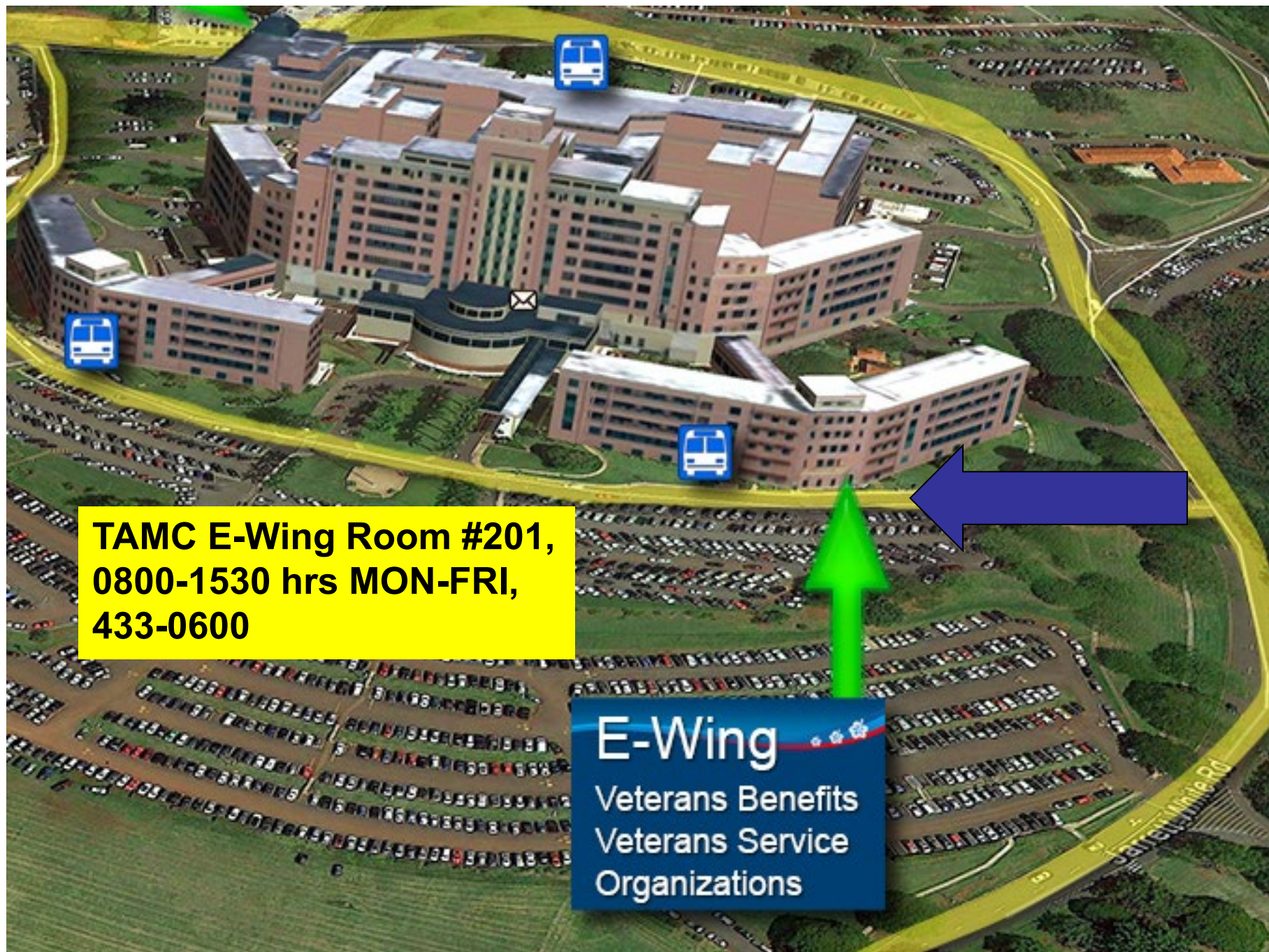
# How do I schedule my VA SHPE?

- Please call DDHC PAD Chief at 808-433-8445
- DDHC E Bldg 676 1<sup>st</sup> floor, rm 119 or 117



# **Can I walk in at the VA for my SHPE?**

- **Yes! Walk ins welcome at Veterans Benefits Administration**
- **TAMC E-Wing Room #201, 0800-1530 hrs  
MON-FRI, 433-0600**
- **You can request a copy of your medical records to be made at DDHC at least 30 days prior to visit to VA**
- **Bring your medical records with you to VA**
- **Bring the completed physical forms when you start medical out-processing**



**TAMC E-Wing Room #201,  
0800-1530 hrs MON-FRI,  
433-0600**

**E-Wing**  
Veterans Benefits  
Veterans Service  
Organizations



# **Where can I complete my SHPE if I waited too long and now I'm clearing?**

## **Soldier Centered Medical Home (SCMH) Locations**

- **2IBCT- D bldg 677 first floor 433-8210**
- **3IBCT- D bldg 677 second floor 433-8276**
- **CAB-AVN- clinic across from CAB HQ 656-1628**
- **25ID DIVARTY, 25ID SUST BDE, 25ID HHBN, 25th ID 2-11 FA, 25th ID 3-7 FA- A bldg 681 first floor 433-8475**
- **8 MP BDE, 130 ENG BDE, 500 MI BDE, 30 & 307 SIG BN's, ARNG, USAR- C bldg 681 second floor 433-8475**

# **Who scans my SHPE into my electronic medical record?**

- **For SHPE completed at VA bring the forms with you when you start medical out-processing, deliver to PAD staff for scanning into electronic medical record**
- **For SHPE completed at SCMH, SCMH staff scans into electronic medical record**



**Soldier Centered Medical Home (SCMH) Locations**

**2IBCT**

D BLDG 677, 1<sup>st</sup> floor, 433-8210

**CAB-AVN**

\*\* Wheeler Army Air Field BLDG 680-681 across from CAB HQ  
656-1628

**3IBCT**

D BLDG 677, 2<sup>nd</sup> floor, 433-8276

**25ID DIVARTY, 25ID SUST BDE, 25ID HHBN**

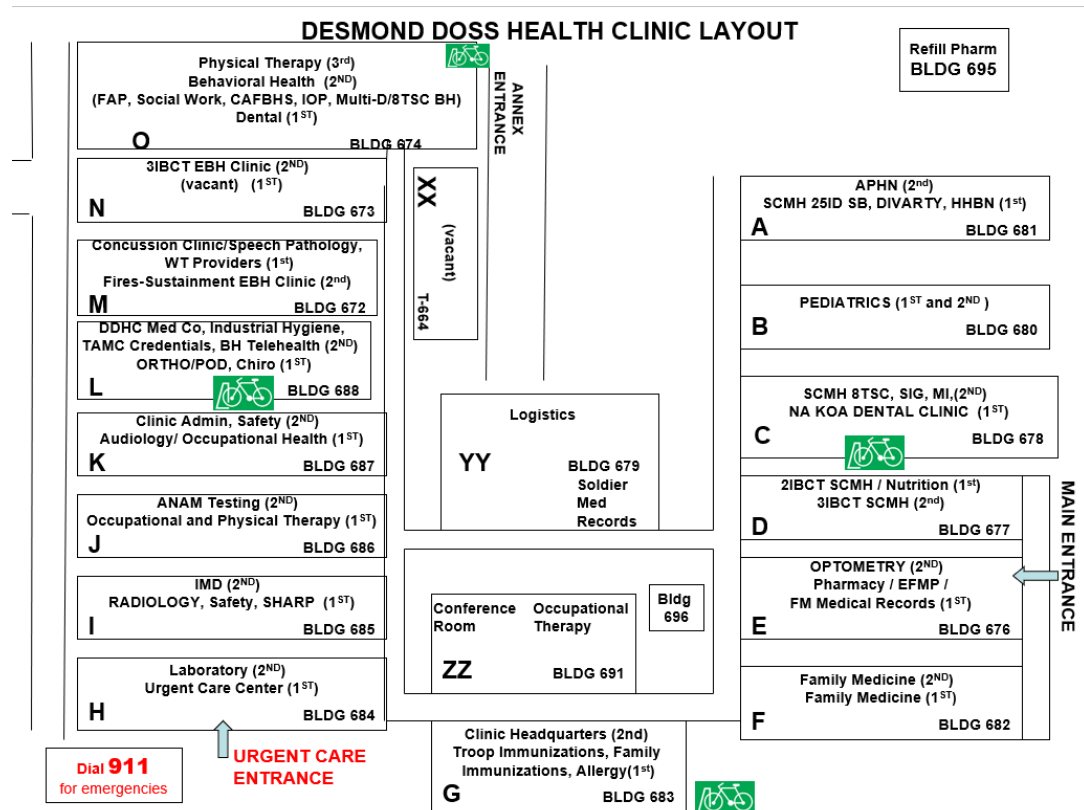
A BLDG 681, 1<sup>st</sup> floor, 433-8475

**8 MP BDE, 130 ENG BDE, 500 MI BDE, 30 & 307 SIG BN's,**

**ARNG, USAR**

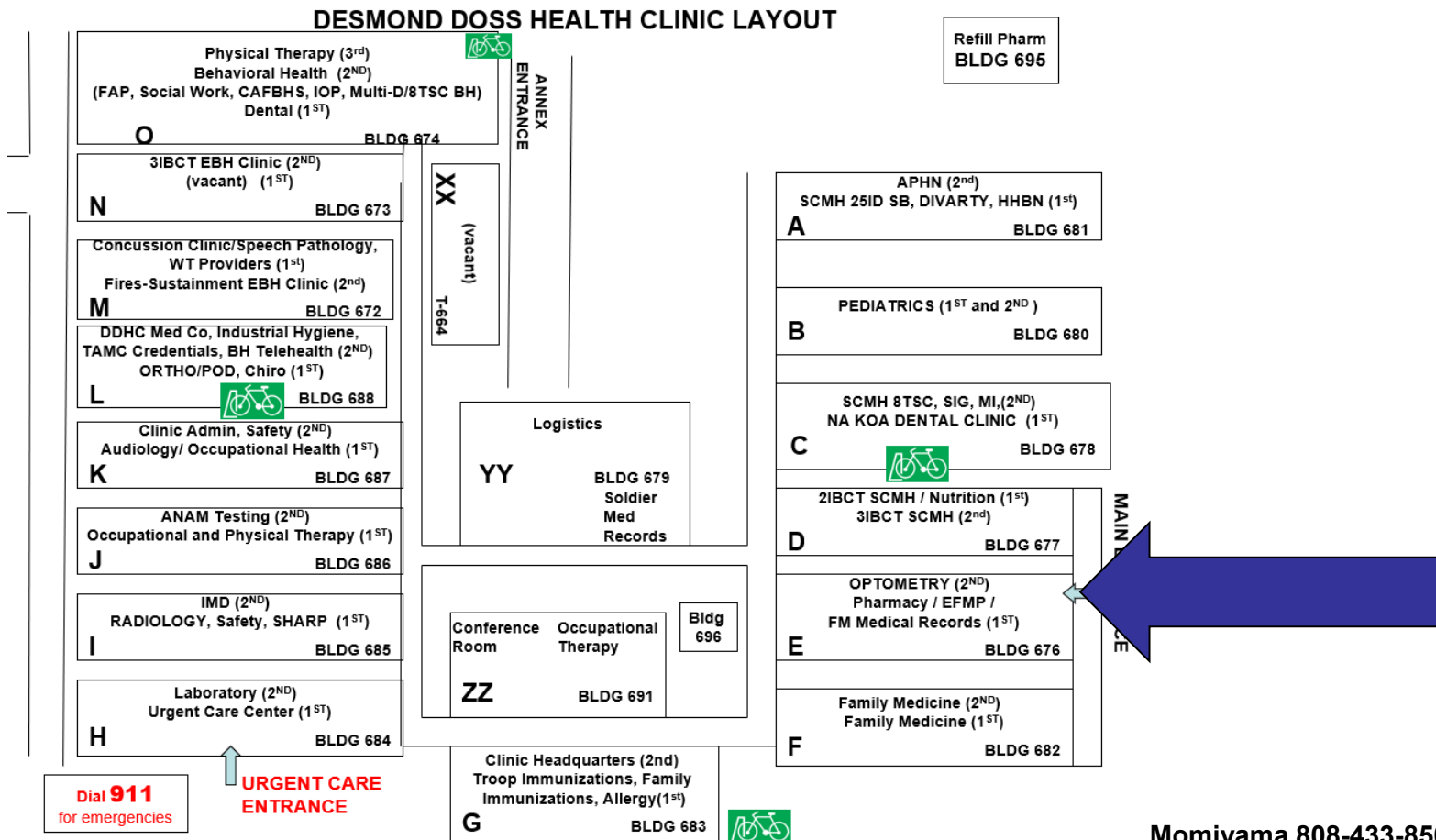
C BLDG 681, 2<sup>nd</sup> floor, 433-8229

# SCMH Map



# SHPE questions?

- Please call DDHC PAD Chief at 808-433-8445
- DDHC Bldg 676 1<sup>st</sup> floor, rm 119 or 117



# Exceptional Family Member Program (EFMP) Info

- The Exceptional Family Member Program (EFMP) is designed to assist an active duty service member with the special needs of their Exceptional Family Members (EFM), at new duty locations/or in cases of reassignment.
- Assistance is emphasized in the assignment process, but also includes family support from branch specific Family Service Centers.
- Special needs include any special medical, dental, mental health, developmental or educational requirement.
- A DoD mandatory program. Enrollment is good for 3 years and should be updated anytime in between and prior to PCS if there are any significant changes to a family members requirements.

# EFMP Process

- All Soldiers assigned to the Continental United States (CONUS) that are identified to relocate to a duty location Outside of the Continental United States (OCONUS), to include Alaska and Hawaii, who elect an accompanied tour (with dependents) are required to have all Family members complete the EFMP Overseas Screening.
- This also includes OCONUS-to-OCONUS PCS moves (ie- Hawaii to Alaska, Germany to Hawaii, etc)
- OCONUS includes Europe, Germany, Italy, Turkey, South Korea, Japan, Okinawa, and Guam.
- Army regulations do not require screening for Permanent Change of Station (PCS) moves within the Continental United States (CONUS) or from Hawaii to CONUS.

# EFMP Enterprise Website

- All Hawaii Soldiers preparing for OCONUS-to-OCONUS PCS moves that have Family Members must register on the new Enterprise EFMP (E-EFMP) to create a DA 5888 checklist for a Family Member Travel Screening (FMTS) package
- <https://efmp.army.mil/EnterpriseEfmp/>
  - - log in requires CAC or DS log-in
  - - sponsors should create DS Log-in for adult family members without a CAC, and EFMP can share information on how to do this
- **Hand-written DA form 5888 and DA form 7246 are no longer authorized or accepted, only the electronic forms generated by the E-EFMP.**
- Email is the best source to getting TAMC EFMP questions answered at [usarmy.tripler.medcom-tamc.list.pe-efmp@health.mil](mailto:usarmy.tripler.medcom-tamc.list.pe-efmp@health.mil)

# E-EFMP If Already Enrolled

- Soldiers with Family Members already enrolled in EFMP should ensure enrollment is current by scheduling an appointment with your family member's PCM well before to the PCS
- If a new enrollment or update is needed the sponsor or EFMP MTF Case Coordinator can request that action through E-EFMP, to be followed by sponsor completion of demographics and HIPAA release, and then the PCM will be able to complete the enrollment through E-EFMP
- E-EFMP does not send automatic notifications, so feel free to alert your provider that the enrollment/update is ready for completion when you see it has moved to the MTF Provider box in E-EFMP
- Sponsors or adult family members can sign the completed enrollments in E-EFMP after reviewing the forms online
- Email is the best source to getting TAMC EFMP questions answered at [usarmy.tripler.medcom-tamc.list.pe-efmp@health.mil](mailto:usarmy.tripler.medcom-tamc.list.pe-efmp@health.mil)

# EFMP Screening for OCONUS-to-OCONUS PCS

- Once created on E-EFMP, the DA 5888 checklist and FMTS package are completed electronically only.
- E-EFMP does not send automatic notifications, so you must regularly check to see when your screening forms have moved to the “MTF Provider” box in E-EFMP
- Notify your Primary Care Manager (PCM) via the MHS Genesis messaging system and let them know the screening forms are ready on the E-EFMP website.
- Your PCM is responsible to complete the screening and electronically sign the forms.
- **Hand-written DA form 5888 and DA form 7246 are no longer authorized or accepted, only the electronic forms generated by the E-EFMP.**

# EFMP Screening Completion for PCS Orders

- Once the DA 5888 checklist and FMTS package are completed electronically on E-EFMP, the Soldier can download and send via encrypted e-mail to the orders POC at the USAG-HI Military Personnel Division (MPD) to complete the PCS orders process.
- **Hand-written DA form 5888 and DA form 7246 are no longer authorized or accepted, only the electronic forms generated by the E-EFMP.**



## Tripler Army Medical Center

### Location

Tripler Army Medical Center EFMP 3A 123, Oceanside

### Hours of Operations

Monday thru Friday: 7:30 a.m. - 3:30 p.m.

Saturday and Sunday: Closed

Federal Holidays: Closed

Screening hours by appointment only

### Contact Us

#### Tripler Central Appointment Line

(888) 683-2778 (888-MTF-APPT)

#### Nurse Advice Line

1-800-TRICARE, option #1

#### Tripler Army Medical Center EFMP Email:

[usarmy.tripler.medcom-tamc.list.pe-efmp@health.mil](mailto:usarmy.tripler.medcom-tamc.list.pe-efmp@health.mil)





# Housing Services Office



**Use the link below to attend virtual TLA briefs, Mon-Fri**

<https://conference.apps.mil/webconf/TLABrief>



**Dial in: (410) 874-6300 Password: 762407436**

**Departure TLA Brief – 0800**

**Arrival TLA Brief – 0900**

**Renewal TLA Brief – 1100**

**Do you need: a clearing stamp, have TLA questions or need assistance?**

**Office hours: M, T W, F 0800-1600 and Thurs 0800-1500**

**Contact HSO at 808-655-3073 or**

**Email: [usarmy.schofield.usag.mbx.housing-services-office@army.mil](mailto:usarmy.schofield.usag.mbx.housing-services-office@army.mil)**





# Barracks Clearing Procedures

## UNACCOMPANIED PERSONEL HOUSING (UPH) OFFICE PROCEDURES FOR CLEARING THE BARRACKS



1.	Promptly report to your unit's Barracks Management Office (BMO) (0800-1630, M-F) following receipt of your out-processing paperwork
-	Schedule a room inspection that's not earlier than 3 days prior to your departure or start of leave
2.	Bring copies of the following documents on the day of your room inspection:
-	PCS orders and all amendments
-	Absence Request (Leave Form)
-	Flight itinerary for service member
-	DD Form 1299 (Household Goods Packing and Pick-up Form)
3.	Barracks Manager (BM) inspects your room, confirms that it's cleared / cleaned and ensures that furnishings are inventoried / undamaged / cleaned
4.	Obtain the following from your BM upon completion of the room inspection:
-	Termination Letter clearing you from the barracks
-	BMO clearance stamp on your out-processing paperwork

If you have any questions, Please Contact the DPW UPH Office at 808-655-7699





# Transportation-PPPO

*Personal Property Preparing Office*

## **HHG (Household Goods)**

**Schofield Barracks - PPPO**

*Soldier Support Center, Bldg. 750 Rm 140, Ayers Ave.*

***Tel: (808) 655-1868***

***E-mail: [usarmy.schofield.402-afsb.mbx.hi-pppo@army.mil](mailto:usarmy.schofield.402-afsb.mbx.hi-pppo@army.mil)***

### ***Hours of Operation***

***Monday-Tuesday & Thursday-Friday 0730 – 1500***

***CLOSED: Wednesdays (Group Briefings Only), Federal Holidays, and as otherwise posted for Trainings***

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***Hours of Operation **\*\*(Starting 14 Apr 23)\*\******

***Mon, Tues, Wed, and Thurs 0730 – 1500***

***CLOSED: Fridays (Group Briefings Only), Federal Holidays, and as otherwise posted for Trainings***





# Transportation-PPPO

## Personal Property Preparing Office

### \*\*\*POV\*\*\* Arrangements

(Satellite DPS Self counselinglab)

➤ **POV - VPC Worksheet:** Once done submitting ALL required documents, and request for POV shipment with your applicable appointment (including Self-Counseling Completion/Validation), you will receive a VPC worksheet – showing auth VPC & thus be able to turn in POV at the VPC.

- PCS = closest VPC to PDS/Next Duty Station
- ETS/Separations = closest VPC to HOR/PLEAD
- Retirement OR Disability/Separation Pay\* = closest VPC to HOS
- (\*with at least 8 yrs continuous active service\*)

➤ **VISIT website to make an appointment as soon as you receive your orders! See PPPO for current shipping times as they vary from location to location.**

International Auto Logistics (IAL), Pasha Hawaii Terminal,  
Pier 1, Forrest Avenue, Honolulu, HI 96814

**Monday - Friday / 0800-1500**

Closed federal holidays & for training (as posted)

**WEBSITE: <http://www.pcsmypov.com>**

**Questions – Call: (808) 670-3095; Toll Free: (855) 359-9499**





## Army Locations

### ❑ Schofield Barracks

- ❖ 673 Ayers Avenue
- ❖ BLDG 750, Room 138
- ❖ 800-349-8231
- ❖ [schofield@cwtsato.com](mailto:schofield@cwtsato.com)
- ❖ Hours 0730-1600 M-F
- ❖ Last walk-in accepted 1500
- ❖ Closed on Federal Holidays

### ❑ Fort Shafter

- ❖ Pierce Street
- ❖ BLDG 442
- ❖ 800-695-1388
- ❖ [shafter@cwtsato.com](mailto:shafter@cwtsato.com)
- ❖ Hours 0730-1600 M-F
- ❖ Last walk-in accepted 1500
- ❖ Closed on Federal Holidays

**\*CWTSatotravel is only authorized to book/ticket to the destination on your Travel Orders at Government expense**





# Legal Assistance

Location: (Bldg. 203T) 278 Aleshire Avenue  
(Across from CIF)  
Phone: (808) 655-8607

Hours: M-F: 0930 -1630

TH: 1300 -1630

## **WALK-IN SERVICES**

**POWERS OF ATTORNEY:** Powers of attorney (POA) are offered on a walk-in basis at any time during business hours. General POAs and Specific POAs are available. Please make sure to bring all information related to the power(s) you are granting (such as year, make, model, and VIN for a Vehicle POA) and the correct name address and phone number of the person you are appointing to act on your behalf. Only the individual granting the POA must be present.

✓ **NOTARIES (INCLUDING AFFIDAVITS AND CERTIFIED COPIES):** Notarial services are offered on a walk-in basis at any time during business hours. If you need a certified copy of a public record (court record, birth certificate, marriage license, car title, etc.) you should contact the official custodian of the record such as the courthouse, DMV, or state vital records agency. Legal Assistance personnel can only certify copies of public records for limited military administrative purposes. **DO NOT SIGN ANY DOCUMENT REQUIRING A NOTARY SEAL UNTIL YOU ARE ACTUALLY IN FRONT OF THE NOTARY!!!**

**DIVORCE/SEPARATION:** Clients with divorce/separation issues, including support and custody, must attend a briefing prior to speaking individually with an attorney in our office. The briefing is presented on Tuesday & Thursday at 1330. The Legal Assistance Office does not draft separation agreements and our attorneys cannot represent you in court.





# Legal Assistance

## **APPOINTMENT SERVICES**

**WILLS AND ESTATE PLANNING:** In addition to the walk-in wills described above, wills are available by appointment for all eligible clients. Advance medical directives, health care powers of attorney, and durable powers of attorney can be done in conjunction with a will appointment or completed on a walk-in basis. A Will Worksheet MUST be completed prior to your appointment time. More complicated estate planning matters may require referral to a civilian attorney.

**CONSUMER LAW:** Debt Collection/Credit Reporting Problems, Real Property and Leases (tenant only), Contract Issues, Identity Theft, *Service Members Civil Relief Act (SCRA)*

**MILITARY ADMINISTRATIVE APPEALS:** The following military specific cases are handled on an appointment basis: OER and NCOER appeals; FLIPL rebuttals and requests for reconsideration; General Officer Memorandums of Reprimand (GOMOR) rebuttals, removals, and transfers, Security Clearance rebuttals and appeals; Others IAW Regulation. If we are unable to schedule an appointment to complete a military administrative action prior to the suspense date, we will assist clients in requesting extensions. Please bring copies of all documentation.

## **SERVICES WE CANNOT PROVIDE**

- Military Justice Matters (UCMJ), including Article 15s, involuntary separations and show-cause boards, courts-martial, and rights-advisements. Contact Trial Defense Services at 808-656-1190
- Civilian Criminal Matters
- Private Business Activities (including acting as a landlord) Litigation Against the United States
- Employment Matters (except enforcement of USERRA)

