



Out-processing Clearance Briefing

MPD 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.

“Your last stop in Hawaii – let’s get it right the first time”




Soldiers **MUST BE** in duty uniform at **ALL** times during Out-Processing

PT UNIFORM IS NOT ALLOWED

“IAW USARHAW Policy #16”



 **Operational Camouflage Pattern Army Combat Uniform Design Changes**

Changes:

- Army Combat Uniform
- Army Combat Uniform-Alternate

- Upper Sleeve Pocket**
 - Remove hook and loop closure
 - Add zipper closure
 - Change Friend or Foe cover
- Cargo Pocket**
 - Remove cord and barrel lock
- Lower Leg Pocket**
 - Lower Leg Pocket Flap
 - Remove hook and loop closure
 - Add one button closure
- Mandarin Collar**
 - Remove hook and loop closure
 - Remove mandarin collar flap extension
 - Replace with fold down collar design
- Upper Sleeve Pocket**
 - Increase pocket length by one inch
- Elbow Patch**
 - Remove internal elbow pads
 - Remove hook and loop from elbow patches
 - Retain double fabric reinforcement at elbow
- Sleeve Pen Pocket**
 - Reduce pen pocket channels from three to two
- Trouser Waistband**
 - Remove drawstring (ACU)
- Knee Patch**
 - Remove internal knee pads
 - Remove hook and loop from knee patches
 - Retain double fabric reinforcement at knee



THIS IS YOUR OUT-PROCESSING BRIEF

- ❑ All Soldiers must request clearance records (DA 137-1 & DA 137-2) through a Personnel Action Request (PAR)
- ❑ Please complete the Out-Processing Soldier's Data Sheet
- ❑ Objective: To enhance involvement of the S1 and Chain of Command, ensuring fewer delays caused by missing documents
- ❑ Exceptions: In-person pickups are allowed only for Soldiers with departure dates less than one week away or in special case-by-case situations

Document Requirements:

- PCS Orders / Amendments
- Retirement / Separation Orders / Amendments
- Approved PCS / Terminal Absence Request through IPPS-A



PARs will be returned if required documents are missing. This update focuses on improving the process by enhancing S1 & Chain of Command involvement and ensuring a seamless Out-Processing experience for all Service Members.



Installation & Unit Out-Processing Flow

4 Steps Process



1

Request Clearing Papers

- Complete Soldier Data Sheet
- Soldier submits a PAR in IPPS-A
- PAR is routed through Unit S-1
- No earlier than 20 calendar days prior to departure/report date



2

Issuance of Clearing Papers

- DA 137-1 (Unit) & DA 137-2 (Installation) will be inserted in the attachment details of PAR
- All SM will receive Clearance Documents 14 business days prior to PCS departure / Separation date



3

Complete Clearing Requirements

- SM must visit all agencies not pre-cleared on both Unit & Installation Clearance Documents
- SM responsible to complete all documents



4

Final Out-Processing



- SM reports to Out-Processing Control Center (OPC)
- Final clearance packet must include DA 137-1/DA 137-2, Orders, Amendments & Absence Request Form



Final Out-Processing is tied to the last duty day prior to PCS leave or DD-214 issuance. Changing dates to expedite out-processing is not authorized.

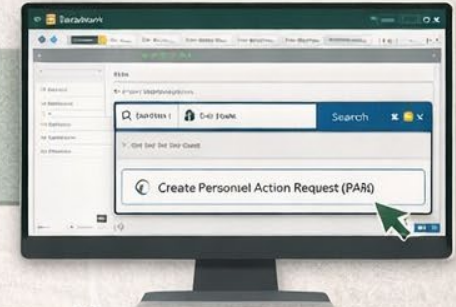




Submitting a PAR in IPPS-A (Clearing Papers Request)

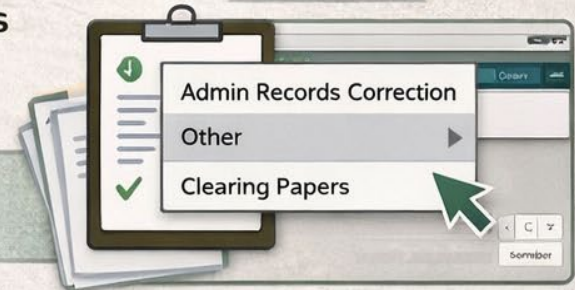
1 Step 1 – Log into IPPS-A

- ▶ Navigate to My Personnel Actions
- ▶ Select Create Personnel Action Request (PAR)



2 Step 2 – Select PAR Type

- ▶ Admin Records Correction → Other → Clearing Papers
- ⚠ Any other PAR type will delay processing



3 Upload Required Documents

- ▶ Attach:
 - ✓ PCS / Separation / Retirement Orders (and amendments)
 - ✓ Approved IPPS-A Absence Request (PCS or Transition)

4 Route Through Unit S-1

- ▶ Submit PAR
- ▶ PAR routes automatically to Unit S-1
- ▶ Once reviewed, S-1 forwards to OPC



**⚠ PARs must be submitted NO EARLIER than 20 days prior to departure.
Clearing papers are issued 14 business days prior.**



WE ARE THE ARMY'S HOME



Step 1 SUBMIT IPPS-A PAR



- ✓ Soldier submits a Personnel Action Request (PAR) in IPPS-A no earlier than 20 calendar days
- ✓ PAR is routed through Unit S-1
- ✓ PAR Path: Admin Records Correction → Other → Clearing Papers

Step 2 REQUIRED DOCUMENT



- ✓ PAR must include:
 - Out-Processing Soldier's Data Sheet
 - PCS Orders all amendments
 - Approved IPPS-A PCS Absence Request (All Soldiers must take PCS leave)

Step 3 CLEARING TIMELINE



- ✓ Clearing papers issued 14 business days prior to departure
- ✓ Soldier clears:
 - Installation agencies and Unit level



Incomplete PARs will be returned to the Unit S-1



Step 1 SUBMIT IPSS-A PAR



- ✓ Soldier submits a Personnel Action Request (PAR) in IPSS-A no earlier than 20 calendar days
- ✓ PAR is routed through Unit S-1
- ✓ PAR Path: Admin Records Correction → Other → Clearing Papers

Step 2 REQUIRED DOCUMENT



- ✓ PAR must include:
 - Out-Processing Soldier's Data Sheet
 - Separation Orders and all amendments
 - Approved Transition Absence Request if SM taking leave

Step 3 CLEARING TIMELINE



- ✓ Clearing papers issued 14 business days prior to departure
- ✓ Soldier clears:
 - Installation agencies and Unit level



Incomplete PARs will be returned to the Unit S-1



Unit S1 Review:

- Your unit's S1 will review the PAR and supporting documents

Routing:

- If the S1 recommends approval, the PAR will be forwarded to the Military Personnel Division (MPD) Out-Processing Center for review in IPPS-A
- OPC UDL # 000000000003474

Recommendation:

- S1 should establish a workflow for clearing papers (e.g., S1 > OPC > S1) to streamline the process of requesting both clearing papers and the final out packet with the same PAR



Final Clearance Documents:

- Installation Clearance Record (DA Form 137-2)
- Unit Clearance Record (DA Form 137-1)
- IPPS-A PCS Absence Request (Leave Form)
- Orders/Amendments

Final Appointment:

Attend your final out appointment with the Out-Processing Center (OPC). Final out appointment will be on your DA 137-2 (Installation Clearance Record) 'Block 16' contains the final out date in addition to the hours of operation available for clearing. Section 16 Remarks.

Other Options:

Virtual Final Out-Processing: Email us your Final Clearance Documents in a PDF format. Make sure all Installation and Unit Clearance records are completed.



Absence Request Form Challenges:

- NCOs signing as the approving authority (only Commanders or Assumption of Command Memos are authorized)
- Absence requests not ending one day prior to the report date
- Absence requests not explicitly marked as PCS Absence
- Claiming they are not taking leave (all PCS Soldiers must be on leave to depart the island)
- Failure to submit two leave forms for TDY en-route. (PCS Only)
- Separation Soldier not getting Orders Amended according to approve leave

Clearance Records Challenges:

- Submitting requests earlier than 20 days before departure
- Changing the final out date to expedite out-processing (the final-out appointment is tied to the last duty day before leave begins or the DD214 is issued)





Key Reminders

- ✓ This briefing is the official Out-Processing guidance
- ✓ Soldiers are responsible for meeting all timelines and requirements
- ✓ Failure to follow instructions will delays in receiving clearing papers



Timeline Enforcement

- ✓ Clearing papers will be issued through IPPS-A 14 days prior to the departure date from the Out-Processing Center
- ✓ PARs submitted outside the 20-day window will not be processed and will be pushed back to the S1



Failure to follow instructions may result in delayed leave, PCS, separation, or retirement



Out-Processing Control Center (OPC)

Soldiers Support Center

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Schofield Barracks, HI 96856

(808) 787-3220

OPC Email:

usarmy.schofield.id-pacific.mbx.out-processing-hi@army.mil



Hours of Operation:

0730-1600 Monday, Tuesday, Wednesday & Friday

Thursday 0730-1200

*Closed on weekends, and Federal Holidays

