



Out-processing Clearance Briefing

APRIL 2025
Military Personnel Division



U.S. Army Garrison Hawaii

Out-Processing Control 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 Procedures

THIS IS YOUR OUT-PROCESSING BRIEF

- New Procedure:** Starting 1 May 2025, all Soldiers must request clearance records (DA 137-1 & DA 137-2) through a Personnel Action Request (PAR).
- 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 Absence Request through IPPS-A



Note: 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.





Clearance Procedures

Out-Processing Center (OPC) PAR IPPS-A Instructions:

- To initiate out-processing procedures in IPPS-A, Service Members (SM) must submit a Personnel Action Request (PAR) through their unit's S1 **(NLT) 20 days**. The S1 will then route the request to the Military Personnel Division (MPD) Out-Processing Control Center for review in IPPS-A.

This allows for:

- **Review and Correction:** The 20-day window gives the Out-Processing Control Center sufficient time to review the PAR in IPPS-A and make any necessary corrections.
- **Clearing Papers:** The goal is for the SM to receive their clearing papers **14 business days** before their out-processing date. Final-out appointment is tied to the last duty day before leave begins or the DD214 is issued

Starting the process early (20 days prior) is crucial to ensure a smooth and timely out-processing experience. This allows for administrative processing, corrections, and the issuance of clearing papers with enough time to complete all required steps before the final out-processing date.





4 Overall Steps to Installation/Unit Clearance

Step 1 (Requesting Clearing Papers) – To initiate out-processing procedures in IPPS-A, Service Members (SM) must submit a Personnel Action Request (PAR) through their unit's S1 no later than (NLT) **20 days**. The S1 will then route the request to the Out-Processing Control Center for review in IPPS-A.

Step 2 (Issuance of Clearing Papers) – Clearing papers will be issued to the S1/Soldier NLT **14 business days** prior to the date of departure (IPPS-A Absence) for PCS or the report date to the separation center/retirement services office for separating/retiring Soldiers.

Step 3 (Out-Processing Clearing Procedures) – Soldiers must visit all agencies not pre-cleared on the Unit and Installation clearing papers (DA 137-1 / DA 137-2).

Step 4 (Final Clearance) – Soldiers are to report to the Out-Processing Control Center for final clearance, as indicated on the DA Form 137-2 (block 16). Final clearance documents will consist of the DA Form 137-1, DA Form 137-2, PCS Absence Request Form, 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.)
 - Mandatory for PVT-SSG, 2LT-CPT, WO1-CW2
 - Optional for SFC-CSM, CW3-CW5, MAJ-COL
 - 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 Procedures

Army Career Tracker (ACT)



Actors:
- PCSing Individual
- Sponsor

The screenshot shows the ACT software interface. On the left, there's a navigation bar with tabs for SOLDIER, CAREER RESOURCES, SEARCH, SPONSOR, Home, and SURVEY. Below the navigation bar, the path ACT >> SPONSORSHIP >> Home is displayed. The main area is titled 'DA FORM 5434' and contains the following text:
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.
Below this text is a flowchart with five steps: 'Complete DA Form 5434', 'Contact your Sponsor', 'Complete Survey', 'Section 1', 'Section 2', 'Section 4', and 'Section 5'.
Form fields include:

- 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
Rt SIR, OK
and expect to arrive on/about (Month and Year): Sep 2013
- b. Soldier's/Citizen's contact information:
 - DSN Phone number: _____
 - Cell Phone number: _____
 - Email address: daniel.taylor@us.army.mil
- 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

At the bottom of the form, there's a 'Sponsorship Notice' section with the following details:
Organizer: Performance Tracker
Date: 25 Oct 2013 at 15:14:24 EDT
Subject: Army Career Tracker (ACT)
Priority: Normal
Notice Expiration: 25 Nov 2013
Sponsorship Notice:
[Content of notification here]

At the bottom of the form are three buttons: Reply, Delete, and 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 Soldiers Only

- Submit the PAR through S1 **20 days** prior to the date of departure (IPPS-A Absence Request Form).
 - a) Required Documents:
 - I. IPPS-A PCS Absence Request Form (See Slide 17)
 - II. Orders and Amendments

Process Breakdown:

• Initiate the Process:

- Submit an Admin Records Correction PAR as follows: Admin Records Correction > Other > Clearing Papers.
- Attach any required supporting documents, as listed above and submit the PAR.
- Upon submitting the PAR, it will automatically route to the S1 pool for action. Clearing papers will be issued to the S1/Soldier **NLT 14 business days** prior to the date of departure (IPPS-A Absence) for PCS.

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





Transition Out-Processing Procedures

Transitioning Soldiers Only

Note. In the context of this brief, transition means all Soldiers being discharged, separated, retired, transferred to another Service or component or released from active duty.

- Submit your PAR through your S1 **20 days** prior to your report date to the separation center or retirement services office.
 - a) Required Documents:
 - I. Orders and Amendments
 - b) Career Skills Program:
 - I. For Career Skills Program (CSP) or Skill Bridge Program (SB) outside the 50-mile radius (IN-PERSON ONLY): Coordination with the Transition Assistance Program Counselor and your Command Team is necessary, as these programs are time-sensitive.





Transition Out-Processing Procedures Cont.

Transitioning Soldiers Only

Process Breakdown:

- Initiate the Process:
 - Submit an Admin Records Correction PAR as follows: Admin Records Correction > Other > Clearing Papers.
 - Attach any required supporting documents, as listed above and submit the PAR.
- Upon submitting the PAR, it will automatically route to the S1 pool for action. Clearing papers will be issued to the S1/Soldier **NLT 14 business days** prior to the date of departure from the report date to the separation center/retirement services office for separating/retiring Soldiers.

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





Unit Review and Forwarding

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.

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

Out-Processing Clearing Procedures

- Soldiers must visit all agencies not pre-cleared on the installation and unit clearing papers.





Final Out-Processing

**MUST BE IN DUTY UNIFORM (OCP)
IAW USARHAW Policy Letter #16**



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
- **PCS Only** Completed T.A.S.P. DA Form 5434
- **PCS Only** Completed T.A.S.P. Survey





Final Out-Processing

**MUST BE IN DUTY UNIFORM (OCP)
IAW USARHAW Policy Letter #16**

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 on PDF form. Make sure all Installation and Unit Clearance records are completed.





Important Notes:

- Failure to follow these instructions will result in delays in receiving clearing papers.
- Clearing papers will be issued through IPPS-A NLT **14 days prior** to the departure date from the Out-Processing Center Staff.
- PARs submitted outside the 20-day window will not be processed and will be pushed back to the S1.





Common Mistakes to Avoid

Absence Request Form:

- NCOs signing as the approving authority (only Commanders or Assumption of Command Memos are authorized).
- Forms not ending one day prior to the report date.
- Absence requests not explicitly marked as PCS Absence.
- Soldiers not turning in forms, claiming they are not taking leave (all Soldiers must be on leave to depart the island).
- Permissive TDY forms unsigned by O-5 or above.
- Failure to submit two leave forms for TDY en-route.

Requesting Clearance Records:

- 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).



Submitting a PCS Event (Absence Type: 05-PCS Events)

BLUF

Absence submittal is a Self-Service function, Pay-Absence-Incent-Ded (PAID) tile is used to submit various absence requests, including PCS Absence. PCS events are a grouping of absences, i.e., PCS absence, house hunting, etc.

Navigation Path: PAID Tile > Entry Type: Absence > Absence Type: 05-PCS Events

1 IPPS-A Hands-on Training



2 Pay-Absence-Incent-Ded (PAID)



Notes: **ONLY** use "Absence 1 Reason" and "Absence 2 Reason" to capture the different absence during PCS move. **DO NOT** use Travel Days as Absence Reason.

Under "Related Assignment" member should select the PCS Assignment if there is more than one option.

CAT: Member; SUBCAT: Member

Previously, PCS Absence requests were submitted separately, including Permissive TDY. However, through the PAID tile, IPPS-A strived to consolidate PCS actions, via the introduction of **Absence Entry Types**.

Using this function, Members can create a PCS Event absence request. Once **Absence Type, 05-PCS Events** is selected, the **Absence Reason** auto-populates: **01-PCS Entries**. Members must select the **Absence 1 Reason, Absence 2 Reason** (if applicable) lookup tool, selecting the appropriate reason.

Reminder: Members may also use the **PAID tile to view, amend, monitor, or submit cancellations of previously submitted PCS absences that are either in an approved or pending status.

Audience: Members, HR Professionals

1) IPPS-A Hands-on Training Tile

For review: [R3 Leaders Course - Pay, Absence, Incentive, Deduction \(PAID\) Requests](#)

2) PCS Absence Request (PAID Tile):

Training Resource: [Create a PCS Absence Request](#)

[User Manual - Chapter 23, Process 23-3 Create PCS Events Absence](#)

Additional Training Resources- [Absences Overview](#), [Adjust the Chargeable Duration after Completion of an Absence](#), [View and Amend a PCS Absence Request](#), [Update PCS Absence Using the InTransit Grid During Arrival Processing](#), [Verify PCS Absence Using the InTransit Grid During Departure Processing](#)

PAID Guide – Pending Revisions



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) 787-3220

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

OPC Website: <https://home.army.mil/hawaii/garrison/dhr/mpd/out-processing-center>

