



U.S. ARMY



Installation Out-Processing

NOVEMBER 2021
Military Personnel Division



U.S. Army Garrison Hawaii

Out-Processing Center

UNCLASSIFIED

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.





Clearance and Sponsorship Procedures

- ☐ Read briefing slides

THIS IS YOUR OUT-PROCESSING BRIEF

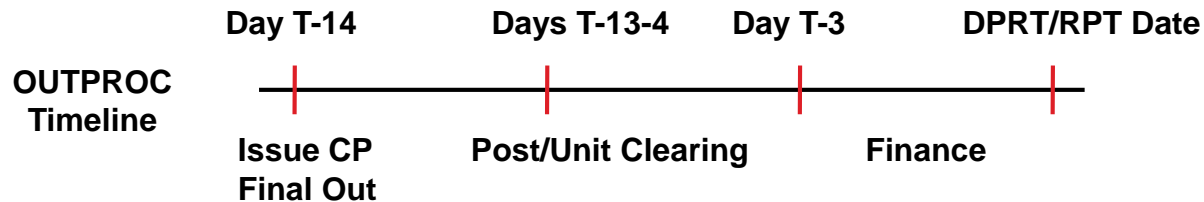
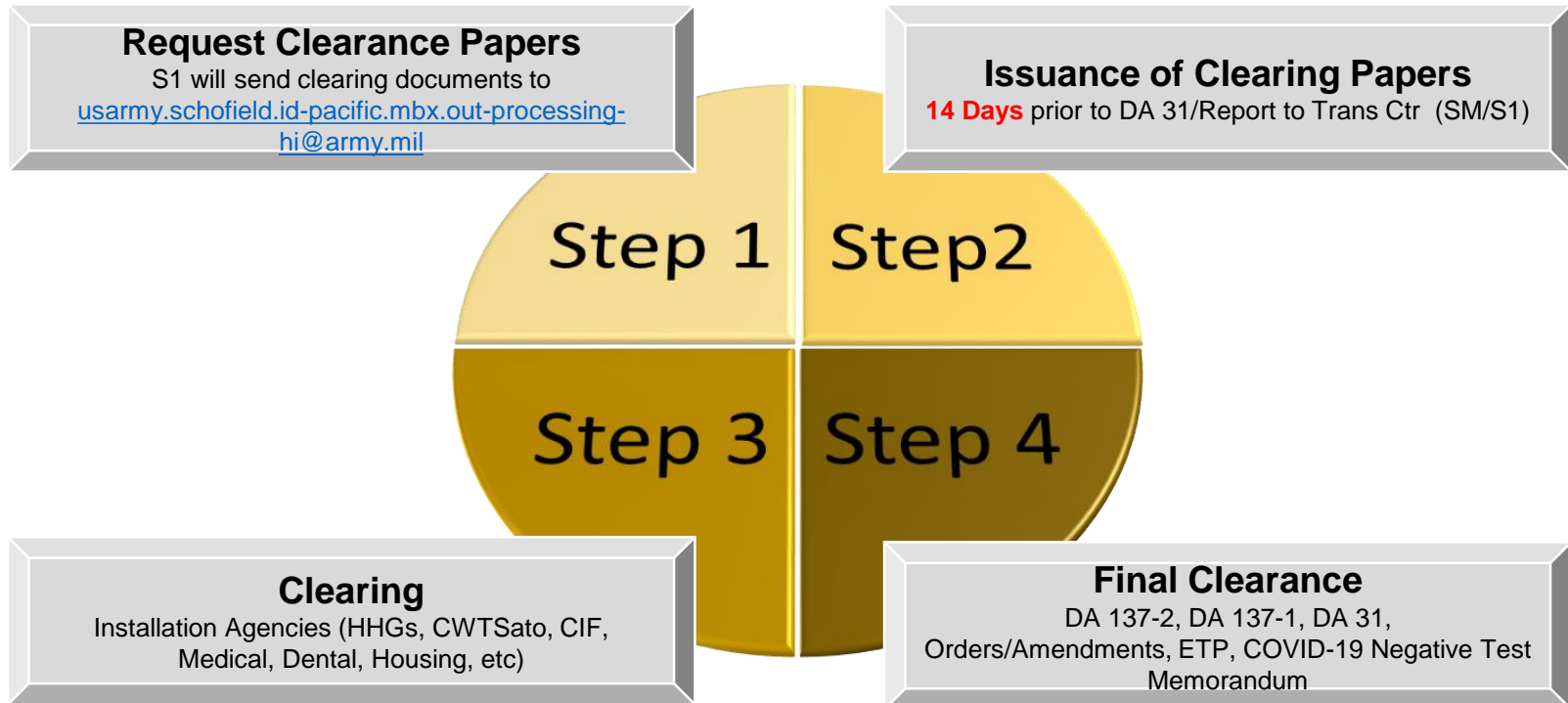
- ☐ All Soldiers who are within 30 days of their AVAL (Availability)/Transition Report Date must complete the Out-Processing Briefing
 - ISSUANCE of CLEARANCE PAPERS
 - 14 Days prior to AVAL
 - **ALL SOLDIERS** are required to be in DUTY UNIFORM for all out-processing activities.
- ☐ The Army Sponsorship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





Installation/Unit Clearing

4 Overall Steps to Installation/Unit Clearance



**SM cannot out-process if they have exceeded their Separation Date*





PCS Out-Processing Procedures

PCS Soldiers Only

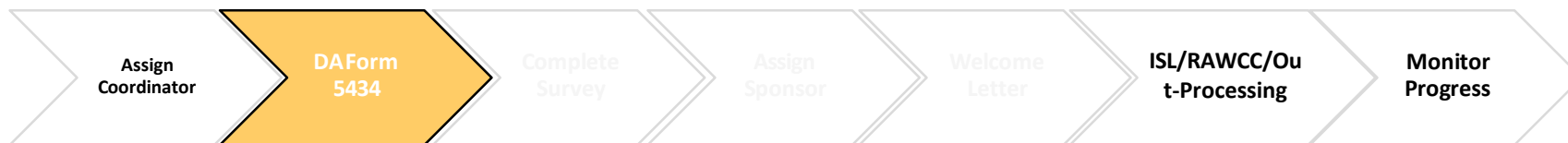
Log into the [Army Career Tracker \(ACT\)](#) website and complete the Total Army Sponsorship Program (TASP)

- 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**





Army Career Tracker (ACT)



Actors:

- PCSing Individual
- Sponsor

The screenshot shows the ACT web interface. The top navigation bar includes links for SOLDIER, CAREER RESOURCES, SEARCH, and SPONSORSHIP. The main content area is titled "DA FORM 5434" and contains a welcome message and a progress bar. The progress bar shows the following steps: Complete DA Form 5434, Contact your Sponsor, Complete Survey, Section 1 (checked), Section 2, Section 4, and Section 5. Below the progress bar is a form titled "ARRIVAL INFORMATION TO ASSIST GAINING UNIT OR ACTIVITY". The form includes fields for the Soldier's name (Taylor, Daniel), rank (P1), and date of arrival (Sep 2013). It also includes fields for the Soldier's current unit address, phone number, and email address (daniel.taylor@us.army.mil). The form is divided into sections for "Sponsorship Notification" and "Sponsorship Notice". A blue arrow points from the "Actors" box to the "Sponsorship Notification" section.

- The DA Form 5434 is what drives the program
- Notification are sent to PCSing individual 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
- **Clearing papers are being withheld until Sponsor completes Section 3 of DA Form 5434 or ETP (4187) must be signed by first General Officer in their Chain of Command**





PCS Out-Processing Cont'd

UPON COMPLETION OF DA 5434/TASP SURVEY

Please send your request to:

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

ONLY .MIL EMAIL ACCOUNTS WILL BE ACCEPTED

Required Documents:

DoD ID Number

Approved DA 31

Orders/Amendments

Approved ETP



Subject Line must read "Clearing Papers"

Failure to comply to these instructions will cause further delay in the receipt of clearing papers

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

**** PCS – International: Clearance Papers issued 40 days prior to Service Member DA 31 departure date**





Separation Procedures

(Retirements, ETS or Separations)

Separating Soldiers Only

Please send your request to:

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

*ONLY **.MIL** EMAIL ACCOUNTS WILL BE ACCEPTED*



Required Documents:

DoD ID Number
Approved DA 31
Orders/Amendments

Subject Line must read "Clearing Papers"

Failure to comply to these instructions will cause further delay in the receipt of clearing papers

* Clearing papers are emailed **14 DAYS** prior to your AVAL date to Transition. If you are within your 14 day window we will send an email stating the earliest date they will be available.*





Separation Out-Processing Cont'd

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

“IAW USAHAW Policy#16”





Finance

Army Military Pay Office

Hours of Operation:

Monday- Thursday 9:00 a.m. – 3:00 p.m.

Friday 12:30 p.m. – 3:00 p.m.

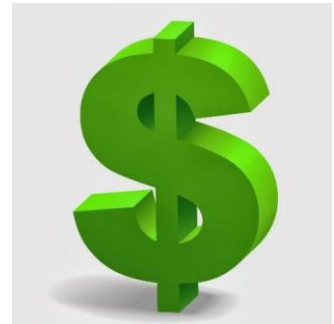
Closed Federal Holidays

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, if an ADONSA is on MONDAY brief will be held on FRIDAY @ 0900 at Bldg 750 on the Lanai, prior to Final Finance clearance. 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 DA 31 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)
- DA 31
- 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 MON, TUES, THURS, FRI 0700-1200 hrs, and WED 1300-1530 hrs at DDHC

All will start at Troop Immunizations. Bldg679

All Soldiers must be in a military uniform IAW USARHAW Policy#16

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

All out-processing Soldiers will sign for their medical records

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

Separation History and Physical Examination (SHPE).

If you do not have a completed SHPE, USAHC-SB staff cannot sign off on your clearance papers when you out process

SEPARATING Active Duty Soldiers or RC Soldier w/ 180 dys > active duty



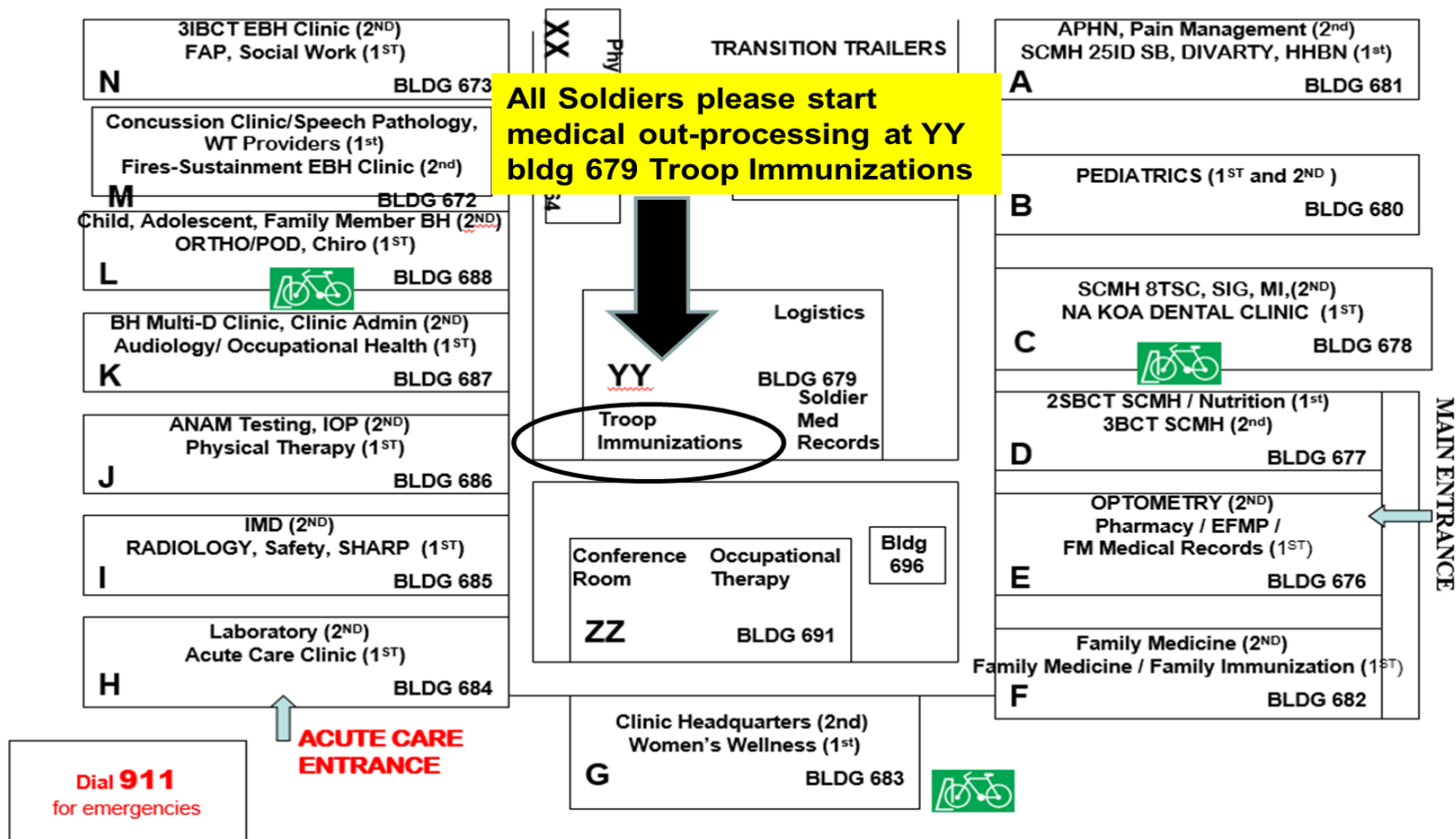


Desmond Health Clinic

Layout

Refill Pharm
BLDG 695

DESMOND DOSS HEALTH CLINIC LAYOUT





DDHC MEDICAL OUT-PROCESSING

Mandatory Assessments and Medical Readiness Requirements

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

Separation History and Physical Examination (SHPE).

If you do not have a completed SHPE, DDHC staff cannot sign off on your clearance papers when you out-process

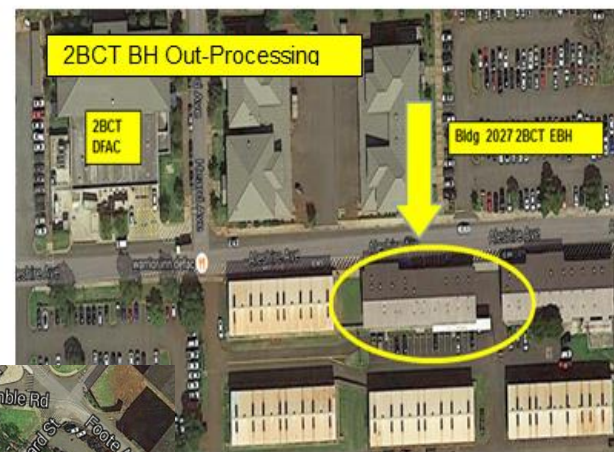
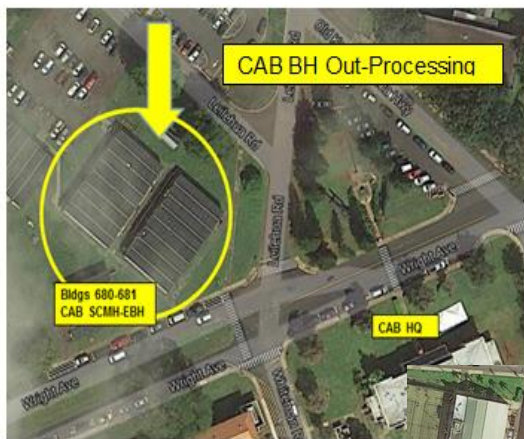
SEPARATING Active Duty Soldiers or RC Soldier w/ 180 dys > active duty





DDHC MEDICAL BH OUT PROCESSING

- CAB SCMh and EBH are located on Wheeler Army Air Field bldgs 680-681, across from the CAB HQ
- 2BCT EBH located at bldg 2027, across from 2BCT DFAC
- 8TSC EBH located at bldg 556, next to Bowling Alley





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: Monday – Friday, 0800-1600

Contact HSO at 808-655-3073 or

Email: 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
-	DA Form 31 with control number (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 question, please contact the DPW Unaccompanied Personnel Housing Office at 808-655-7690





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.hawaii.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***





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
- ❖ Hours 0730-1600 M-F
- ❖ Limited Walk-In hours for paperwork turn-in 0730-1530
- ❖ Closed on Federal Holidays

❑ Fort Shafter

- ❖ Pierce Street
- ❖ BLDG 442
- ❖ 800-695-1388
- ❖ shafter@cwtsato.com
- ❖ Hours 0730-1600 M-F
- ❖ Limited Walk-In hours for paperwork turn-in 0730-1530
- ❖ 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)





Contact Information

Soldier Support Center

673 Ayers Road

Building 750, Room 102 Schofield Barracks

Hours of Operation

0730-1200 & 1300-1530 Monday, Wednesday & Friday

0730-1200, **CLOSED** 1200-1530 Thursday

Closed on weekends, and Federal Holidays

Phone: (808) 655-4274

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

