Installation Out-Processing

Briefing

As of 4 September 2020

September 2020
Military Personnel Division

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.

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

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)**

PCS Out-Processing Procedures

PCS Soldiers Only

Log into the **Army Career Tracker (ACT)** website and complete the Total Army Sponsorship Program (TASP)

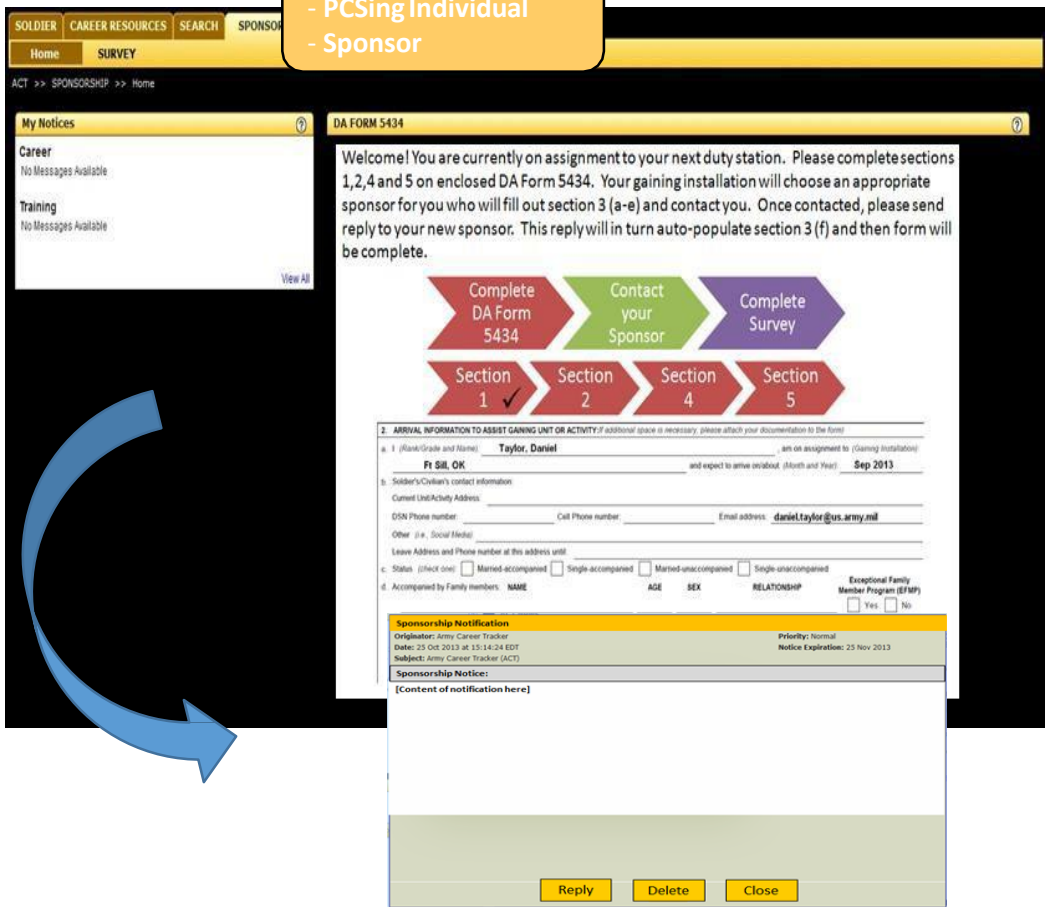
- Fill out **DA Form 5434** and complete sections 1, 2, 4, 5 and digitally sign and save your form. Sponsors will complete Section 3. Exception To Policy (ETP) is required if DA Form 5434 is not complete (All sections)

- **Complete TASP Survey**

Army Career Tracker (ACT)

Assign Coordinator → **DA Form 5434** → Complete Survey → Assign Sponsor → Welcome Letter → ISL/RAWCC/Out-Processing → Monitor Progress

Actors:
- PCSing Individual
- Sponsor



- 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@mail.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 35 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@mail.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 NOTALLOWED

"IAW 25TH ID/USAG-HI Policy#38"

Finance

Separating Soldiers

Out-Processing Finance: Effective Wednesday August 26, 2020, Out-processing Finance will be conducted virtually through the IOP group
email: usarmy.schofield.usarpac.mbx.125th-fmsu-in-and-out-processing@mail.mil

IOP and TLA (808)-655-0094
Separations (808)-655-9100

Location:
usarmy.schofield.usarpac.mbx.125th-fmsu-separations@mail.mil
usarmy.schofield.usarpac.mbx.125th-fmsu-in-and-out-processing@mail.mil
usarmy.schofield.usarpac.mbx.125th-fmsu-tla1@mail.mil

Hours of Operation:
Monday, Tuesday, Wednesday and Friday
9:00 a.m. – 3:00 p.m.
Thursday 12:30 p.m. – 3:00 p.m.
Closed Federal Holidays

Office Phone Number: (808) 655-9100 / (808) 655-1583

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 25TH ID/USAG-HI Policy#38

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

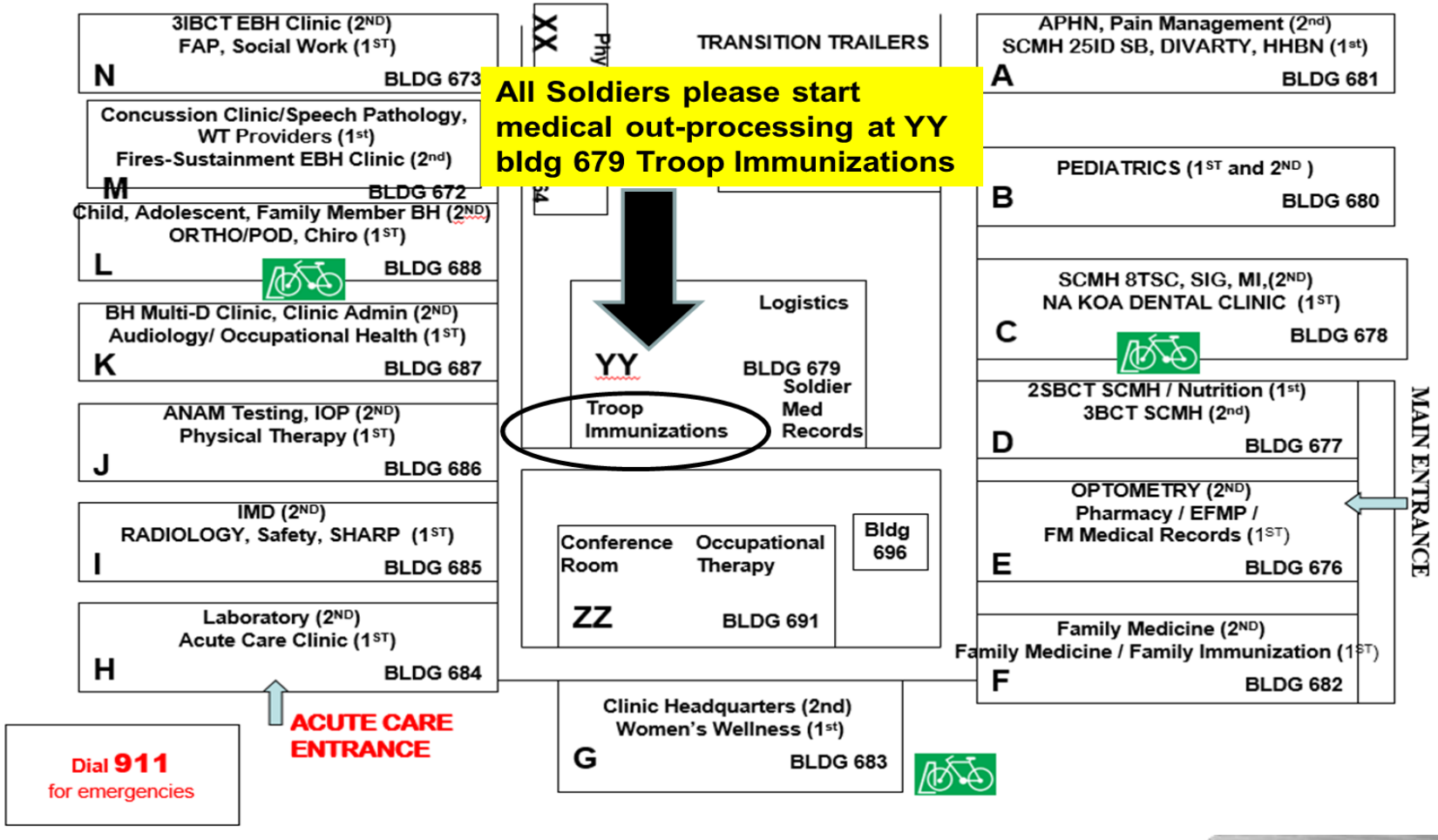
Separation History and Physical Examination (SHPE).
If you do not have a completed SHPE, USAHC-SB staff cannot sign off on your clearance papers when you out process
SEPARATING Active Duty Soldiers or RC Soldier w/ 180 dys > active duty

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)

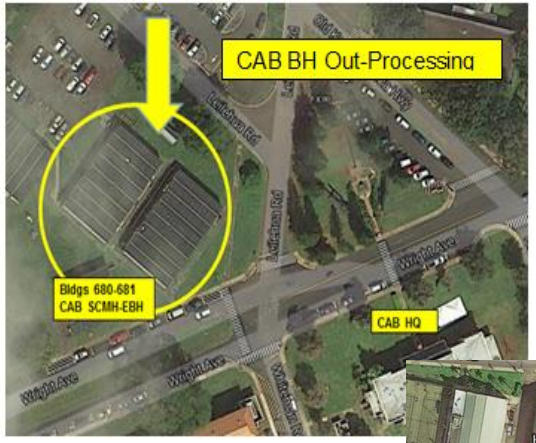
PCS/RC - Vision Readiness screening
PCS/RC - Hearing test
PCS/RC - Routine Immunizations
PCS/RC - Readiness related lab requirements

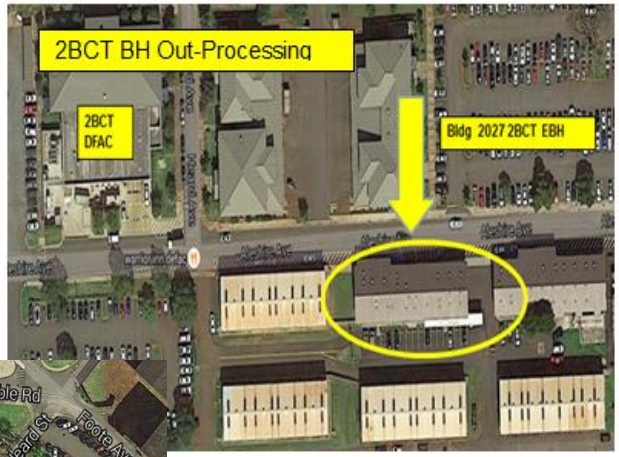
Separation History and Physical Examination (SHPE).
If you do not have a completed SHPE, DDHC staff cannot sign off on your clearance papers when you out-process

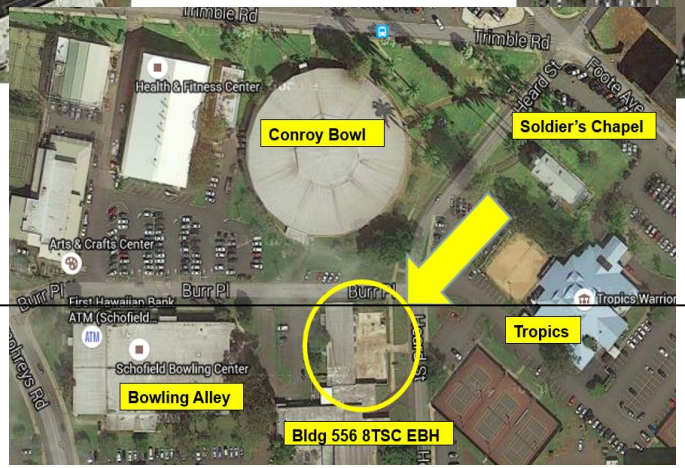
SEPARATING Active Duty Soldiers or RC Soldier w/ 180 dys > active duty

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

Housing Services Office

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@mail.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@mail.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 your 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**

CWTSatoTravel

Army Locations

Schofield Barracks

- 673 Ayers Avenue
- BLDG 750, Room 138
- 800-349-8231
- schofield@cwtsato.com
- Hours 0730-1600 M-F
- Online only
- Close on Federal Holidays

Fort Shafter

- Pierce Street
- BLDG 442
- 800-695-1388
- shafter@cwtsato.com
- Hours 0730-1600 M-F
- Online Only
- Close 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 alt 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 1200-1600 Thursday
Closed on weekends, and Federal Holidays

Phone: (808) 655-4274
Email: usarmy.schofield.imcom-pacific.list.in-out-processing-hi@mail.mil