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HEADQUARTERS, 25TH INFANTRY DIVISION AND U.S. ARMY HAWAII
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19 AUG 2019

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MEMORANDUM FOR All Military Personnel and Department of Defense (DoD) Civilian Employees within United States Army, Hawaii

SUBJECT: 25th Infantry Division and United States Army Hawaii Policy Letter # 38 - Installation Out-Processing Procedures

1. References:

- a. Army Regulation (AR) 600-8-101, Personnel Readiness Processing, 6 Apr 18.
- b. Department of the Army Pamphlet (DA PAM) 600-8-101, Personnel Readiness Procedures, 6 Mar 18.
- c. Army Regulation (AR) 600-8-8, The Total Army Sponsorship Program (TASP), 28 Jun 19.
- d. FRAGO 1 to HQDA EXORD 161-15, 20 Oct 16.
- e. FRAGO 2 to HQDA EXORD 161-15, 9 Nov 17.
- f. IMCOM Policy Memorandum 600-8-1, Installation Out-Processing, 19 Dec 14.

2. Applicability. This memorandum applies to all Soldiers in United States Army, Hawaii who are supported by the Directorate of Human Resources, Military Personnel Division (MPD), United States Army Garrison, Hawaii (USAG-HI). It prescribes policies and procedures for the operation of the centralized installation out-processing clearance system at Schofield Barracks, Hawaii.

3. Introduction. The Installation Clearance Program, when properly executed, will allow only those Soldiers who meet all unit, battalion, and installation clearance requirements to efficiently depart the command. This system makes use of centralized administrative procedures and allows for the customizing of clearance records. Soldiers who ensure that their affairs are in order and follow clearance instructions carefully can complete clearance in a few days.

4. The Central Installation Clearance System.

- a. The central clearance process begins upon receipt of orders for permanent change of station (PCS) or for transition from active duty for separation (retirement,

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expiration of term of service, or chapter separations). The Process Control Station receives orders from the issuing agency. Process Control Station staff use these orders to generate DA Form 137-2 (Installation Clearance Record) and the DA Form 137-1 (Unit Clearance Record) on the Installation Support Module (ISM) database. Once entered into ISM, supporting installation agencies such as the Library, Army Community Service, Army Emergency Relief, Training Aids Center, Education Center, Installation Property Book Office, Installation Security, etc., will pre-clear Soldiers, unless the Soldier has an outstanding obligation with any of these agencies.

b. Upon receipt of orders, the Soldier should visit the Transportation Office for household goods shipments, and the Carlson Wagonlit/Sato office to make travel arrangements. If occupying family quarters, Soldiers must visit the USAG HI Department of Public Works Housing Office to receive briefings and coordinate appointments.

c. The Soldier's servicing Battalion (BN) S1 or unit orderly room (in the case of separate units) will ensure that all Soldiers review the out-processing briefing slides located at https://home.army.mil/hawaii/application/files/6615/5442/6672/Installation_Out-Processing_Briefing_-04APR19.pdf 30 days prior to their availability or separation date. The unit S1 will issue a DA Form 31 (Request and Authority for Leave) with control number to all Soldiers who are proceeding on PCS or transition leave for separation.

(1) PCS Soldiers Only. Soldiers in the grade of E-1 to E-6/O1 to O3/ W1 to W2 require sponsorship at the unit level. Soldiers will log into the Army Career Tracker (ACT) <https://actnow.army.mil/> and complete the Total Army Sponsorship Program (TASP) survey. Soldiers must also complete DA Form 5434 and complete sections 1, 2, 4, 5 and digitally sign and save the form. Sponsors will complete Section 3. Exception To Policy is required if DA Form 5434 is not complete (All sections) and must be signed by the first general officer in the chain of command or delegated approval authority to the first brigade level Commander. DA Form 5434 and TASP Survey must be completed prior to Soldiers being issued their DA Form 137-2 (installation).

(2) PCS Noncommissioned officers and officers in the grades of E-7 and above/W-3 and above/O-4 and above may voluntarily request sponsorship by completing ACT requirements outlined in paragraph 4.c.(1).

(3) Separating Soldiers Only. All separating Soldiers will review the out-processing briefing slides at the link provided in paragraph 4.c. above and comply with the requirements contained within the out-processing briefing. The Soldier for Life - Transition Assistance Program (SFL-TAP) will not certify installation clearance papers

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for transitioning Soldiers who fail to meet mandatory SFL-TAP requirements. Additionally, the installation Transition Center will not generate separation orders on Soldiers being involuntarily separated by the local command authority until the Soldier or their command provides an SFL-TAP generated, company commander signed, DD Form 2958 reflecting that all mandatory SFL-TAP events have been completed.

d. All Soldiers. Upon completion of respective requirements outlined in paragraph 4.c.(1-3), Soldiers may request clearance papers NO EARLIER THAN 30 days from report date to the Transition Center located in Room 200, Building 750, Soldier Support Center, Schofield Barracks by sending an email request to usarmy.schofield.imcom-pacific.list.in-out-processing-hi@mail.mil. All emails must be sent from an official .mil email account and any content containing Personally Identifiable Information (PII) must be encrypted. The Process Control Station will confirm receipt of the email and notify (via email) the Soldier on what date he/she will receive their clearing papers.

e. Clearance papers will be emailed to the Soldier on the day his/her clearing is to begin, unless the Soldier has less than 14 duty days to complete out-processing. In these cases, the Soldier will receive clearing papers as soon as practical. For easy reference and convenience, a listing of all Oahu North and Oahu South installation support agencies with location/building numbers and telephone numbers is located at <https://home.army.mil/hawaii/index.php/garrison/dhr/mpd/out-processing-center> (Installation Out-Processing).

f. Upon receipt of clearance papers, the Soldier must personally report to all installation agencies that have not been pre-cleared in the Installation Support Modules (ISM) and to unit activities to receive clearance stamps/signatures. All out-processing activities must be conducted in duty uniform (exceptions and provided in paragraph 5.c.). Upon completion, the Soldier will return to the Process Control Station on his/her scheduled final appointment date listed in block 16, Remarks Section, of DA Form 137-2 (installation). At that time, process control station will check to ensure that all required agencies have cleared the Soldier for departure.

g. After clearing any pending obligations, Process Control Station personnel will affix the final central clearance stamp on the Soldier's DA Form 137-2 (installation) and DA Form 137-1 (unit). Process Control Station staff will make a copy of the stamped clearance record for the Soldier and direct him/her to report back to the losing S1 with his/her finalized clearing papers to sign out of their unit.

h. Intra- and Inter-command transfers.

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(1) Intra-command transfer. Soldiers proceeding on intra-command transfers (within the same command) between Schofield Barracks and Fort Shafter, or vice versa, will be required to clear their losing unit of assignment using the DA Form 137-1 (unit clearance papers) only. For example, Soldiers moving between Headquarters, United States Army Pacific (USARPAC) (Fort Shafter) to 25th ID (Schofield Barracks), or from 130th Engineer Brigade, 8th Theater Support Command (Schofield Barracks), to 2d Brigade Combat Team, (BCT) 25th ID (Schofield Barracks), or Soldiers proceeding on In-Place Consecutive Overseas Tour (IPCOT) transfer between Schofield Barracks and Fort Shafter units in USARPAC, etc.

(2) Inter-command transfer on PCS Orders. Soldiers proceeding on inter-command transfers (between commands) on PCS orders will be required to completely clear their units and applicable installation support agencies using the DA Form 137-1 (unit) and DA Form 137-2 (installation) as part of PCSing from their losing command. For example, Soldiers PCSing between 25th ID (Schofield Barracks) to, Pacific Command (Camp Smith) or from HQ, USARPAC to 311th Signal Command, or from 25th ID (Schofield Barracks) to Tripler Army Medical Center, etc.

5. Policy.

a. Unit Commanders are responsible for establishing policy as to when Soldiers are released from their duties for clearing and out-processing. In all cases, Soldiers will be given at least 10 duty days to comply with the provisions of this policy.

b. On a case-by-case basis, an escort may be appointed to ensure that the Soldier out-processes all required activities. Examples of when an escort may be required are, but not limited to, transitions due to emergency circumstances, an expedited separation based on hardship, or high-risk separations (for example, administrative eliminations, acts of misconduct, or separations for the convenience of the Government or good of the service).

(1) Commanders must sign a memorandum appointing the escort as an agent to clear said service members. These Soldiers/Escorts are required to be in the rank of sergeant (SGT) or higher. For all noncommissioned officers (NCOs) and officers, escorts must hold one rank higher than the separating Soldier. The escort is required to accompany the Soldier while clearing all required agencies to control the clearing of the Soldier and render whatever assistance is necessary during the clearance process.

c. Soldiers of all ranks must be in duty uniform (Operational Camouflage Pattern) when clearing the installation. The Army physical fitness uniform (APFU) is not authorized for clearing activities. The only exceptions are Soldiers who are pregnant,

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an agent of the Criminal Investigation Division (CID) and Soldiers with a valid profile stating they cannot wear OCPs.

d. The time allowed for clearing the installation before the availability/departure date can be up to 14 work days for Soldiers on PCS or separation orders (i.e., medical, chapter, retirement, Expired Terms of Service, and retention control point).

e. All Soldiers are required to personally visit certain specific agencies on post for counseling and/or clearance. Several agencies can be cleared on-line on ISM without the requirement for the Soldier to visit those agencies unless there is a special need for a visit, in which case the Soldier must visit that agency and receive a clearance stamp or signature on the DA Form 137-2 (installation).

6. Responsibilities.

a. Unit S1:

(1) Will ensure that the departing Soldier reads the out-processing briefing slides with sufficient time for out-processing.

(2) Will ensure that all Soldiers considered for separation under AR 635-200, Chapter 5-13 (Personality Disorder), Chapter 7 (Defective Enlistment and Extensions), Chapter 9 (Alcohol or other Abuse Rehab Failure), Chapter 10 (Discharge in Lieu of Trial by Court Martial), Chapter 11 (Entry Level Performance and Conduct), Chapter 13 (Unsatisfactory Performance), and Chapter 14 (Misconduct) separations will have the appropriate escort (SGT or above) and be in military uniform in compliance with AR 670-1. For all noncommissioned officers (NCOs) and officers, escorts must hold one rank higher than the separating Soldier.

(3) Will ensure that all NCOs and Officers have a copy of a completed NCOER or OER or a memorandum indicating that one is being prepared with the projected completion date. This information will be verified by the Process Control Station staff prior to granting final clearance for departure.

b. Unit Commander/First Sergeant:

(1) Will ensure that all Soldiers have completely cleared the unit prior to reporting to Process Control Station.

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(2) Sign Soldier's unit and installation clearance papers to authorize final out-processing. The CDR or the 1SG signature indicates the Soldier has cleared the unit/BN and is ready for PCS or separation.

c. Supporting Activities (Installation Agencies):

(1) Installation Agencies equipped with automated ISM are required to check the system for departing Soldiers on a daily basis. Agencies needing to see a Soldier that has already cleared must call Process Control Station and follow-up by telephone or email to place a hold on that Soldier's final clearance.

(2) Installation Agencies must clear all Soldiers through ISM immediately upon receipt of the notification from Process Control Station, or indicate the need for the Soldier to report personally to their agency. Upon clearing a Soldier, the agency will affix its stamp or signature in the appropriate section on the Soldier's clearance record. Soldiers who report to Process Control Station before receiving clearance by an agency through ISM are referred back to that agency for clearance on the DA Form 137-2 (installation).

d. Process Control Station, MPD:

(1) Will schedule all final clearance appointments two days prior to final departure date.

(2) Will email or print and issue all Installation Clearance Records (DA Form 137-2 (installation) and Unit Level Clearance Records (DA Form 137-1 (unit)).

(3) Will verify that Soldiers are properly cleared from all installation agencies and unit/S1/J1 before clearance records are accepted and the Final Clearance Stamp issued.

7. This policy supersedes Policy Memorandum USAG-HI 58, dated 5 Jul 16 and remains in effect until cancelled or superseded in writing.

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8. Proponent. The proponent for this policy memorandum is the Chief, Personnel Services Branch, Military Personnel Division, Directorate of Human Resources, at 655-6845.



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