



**U.S. ARMY**



# Installation Out-Processing

**MARCH 2023**  
**Military Personnel Division**



U.S. ARMY

# U.S. Army Garrison Hawaii

## *Out-Processing Center*

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### 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.





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# 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**)



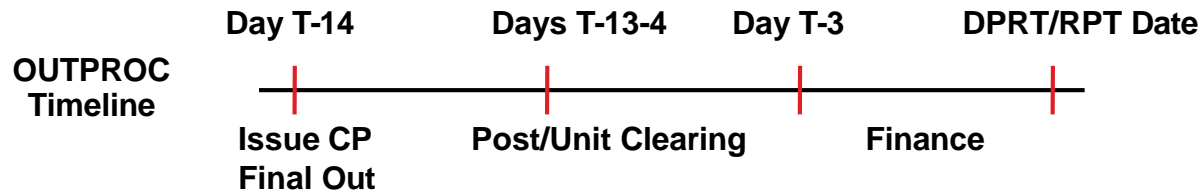
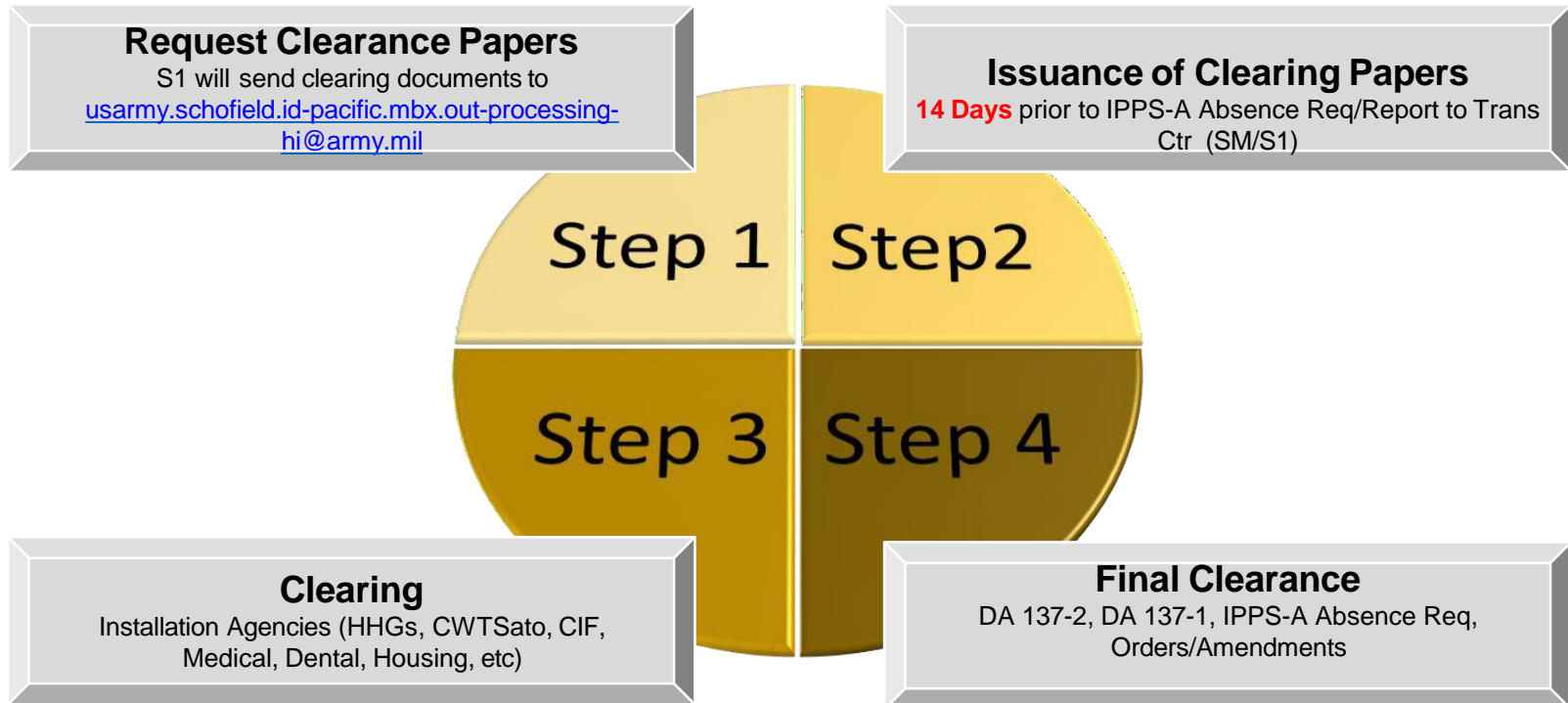


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# Installation/Unit Clearing

## 4 Overall Steps to Installation/Unit Clearance



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





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# PCS Out-Processing Procedures

## PCS Soldiers Only

Log into the [Army Career Tracker \(ACT\)](#) website and complete the TotalArmy 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**
- **Provide print out / picture for proof of completion during Final Out date**





# PCS Out-Processing

# Army Career Tracker (ACT)



SOLDIER

CAREER RESOURCES

SEARCH

SPONSORSHIP

Home

SURVEY

ACT >> SPONSORSHIP >> Home

My Notices

Career

No Messages Available

Training

No Messages Available

View All

DA FORM 5434

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.

Complete DA Form 5434

Contact your Sponsor

Complete Survey

Section 1 ✓

Section 2

Section 4

Section 5

2. ARRIVAL INFORMATION TO ASSIST GAINING UNIT OR ACTIVITY (If additional space is necessary, please attach your documentation to the form)

a. I (Blank/Grade and Name): **Taylor, Daniel** am on assignment to (gaining installation) **FI 511 OK** and expect to arrive on/about (Month and Year) **Sep 2013**

b. Soldier's Civilian's contact information

Current Unit/Address Address

OSN Phone number: Cell Phone number: Email address: **daniel.taylor@us.army.mil**

Other (i.e., Social Media):

Leave Address and Phone number at this address until:

c. Status: (If/Check one) ☐ Married-accompanied ☐ Single-accompanied ☐ Married-unaccompanied ☐ Single-unaccompanied

d. Accompanied by Family members: **NAME** **AGE** **SEX** **RELATIONSHIP** **Exceptional Family Member Program (EFMP)**

Sponsorship Notification

Originator: Army Career Tracker

Priority: Normal

Date: 25 Oct 2013 at 15:14:24 EDT

Notice Expiration: 25 Nov 2013

Subject: Army Career Tracker (ACT)

Sponsorship Notice:

[Content of notification here]

Reply

Delete

Close

- 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**





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# PCS Out-Processing

UPON COMPLETION OF DA 5434/TASP SURVEY

Please send your request to:

[usarmy.schofield.id-pacific.mbx.out-processing-hi@army.mil](mailto:usarmy.schofield.id-pacific.mbx.out-processing-hi@army.mil)

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



## Required Documents:

DoD ID Number  
IPPS-A Absence Request  
(Leave Form)  
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. If you are not within your 14 day window we will send an email stating the earliest date they will be available.*

*\*\* PCS – International Travel: Clearance Papers issued 40 days prior to Service Member IPPS-A Absence Request departure date.*





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# Separation Procedures

*(Retirements, ETS or Separations)*

## Separating Soldiers Only

Please send your request to:

[usarmy.schofield.id-pacific.mbx.out-processing-hi@army.mil](mailto:usarmy.schofield.id-pacific.mbx.out-processing-hi@army.mil)

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



### Required Documents:

DoD ID Number

Approved IPPS-A Absence Request

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 not within your 14 day window we will send an email stating the earliest date they will be available.\**





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# Separation Out-Processing Cont'd

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

**PT UNIFORM IS NOT ALLOWED**

**"IAW USARHAW Policy #16"**





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# Finance

## Army Military Pay Office

### Hours of Operation:

Monday - Thursday 0900 – 1500

Friday 1230 – 1500

**\*\*ONLY closed on 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 in Bldg 750 on the Lanai, prior to Final Finance clearance. **There will be NO BRIEF on a DONSA week (if the DONSA falls on a Monday).** 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 Leave Form 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

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## OVERVIEW

### Soldiers medically out-process at DDHC

- MON, TUES, FRI - 0700-1200 hrs
- THURS - 0700-0900 hrs / 1000-1200 hrs
- WED - 1300-1530 hrs
- All Service Members will start at Troop Immunizations, Bldg 679

**All Soldiers must be in a military uniform IAW Post Policy**

- All out-processing Soldiers will be screened for mandatory assessments and medical readiness requirements
- All out-processing Soldiers will provide orders to mail medical records to the Gaining installation
- 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

\*\*\*Please see full slide set and further details at Garrison Hawaii website:

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





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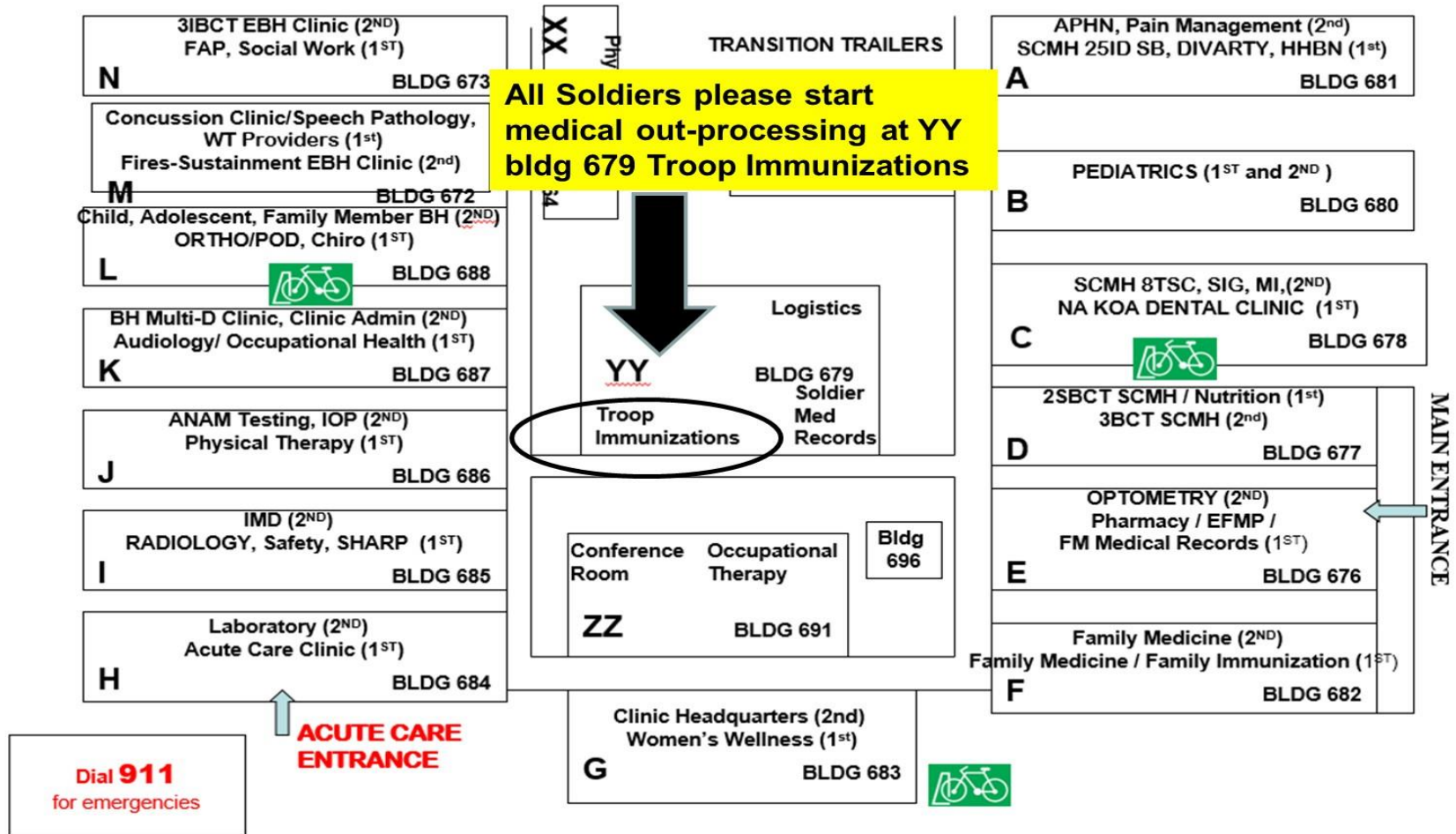
# Desmond Doss Health Clinic

## Layout

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Refill Pharm  
BLDG 695

### DESMOND DOSS HEALTH CLINIC LAYOUT





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# 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**



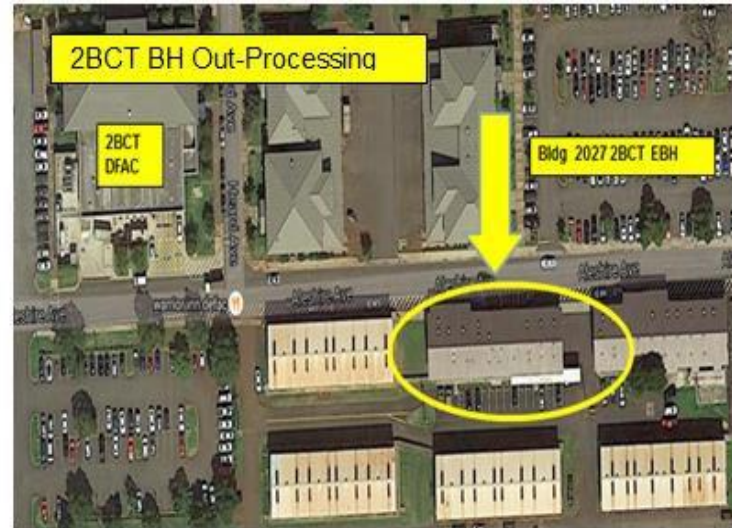
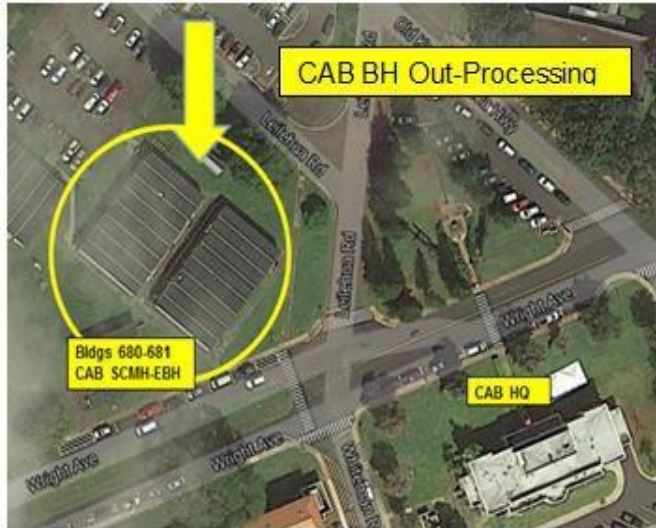


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# DDHC MEDICAL BH OUT PROCESSING

- 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





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# 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: M, T W, F 0800-1600 and Thurs 0800-1500**

**Contact HSO at 808-655-3073 or**

**Email: [usarmy.schofield.usag.mbx.housing-services-office@army.mil](mailto:usarmy.schofield.usag.mbx.housing-services-office@army.mil)**





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# 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
-	Absence Request (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 questions, Please Contact the DPW UPH Office at 808-655-7699





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# 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.schofield.402-afsb.mbx.hi-pppo@army.mil](mailto:usarmy.schofield.402-afsb.mbx.hi-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***

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***Hours of Operation **\*\*(Starting 14 Apr 23)\*\******

***Mon, Tues, Wed, and Thurs 0730 – 1500***

***CLOSED: Fridays (Group Briefings Only), Federal Holidays, and as otherwise posted for Trainings***





# Transportation-PPPO

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## 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**





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## Army Locations

### ❑ Schofield Barracks

- ❖ 673 Ayers Avenue
- ❖ BLDG 750, Room 138
- ❖ 800-349-8231
- ❖ [schofield@cwtsato.com](mailto:schofield@cwtsato.com)
- ❖ Hours 0730-1600 M-F
- ❖ Last walk-in accepted 1500
- ❖ Closed on Federal Holidays

### ❑ Fort Shafter

- ❖ Pierce Street
- ❖ BLDG 442
- ❖ 800-695-1388
- ❖ [shafter@cwtsato.com](mailto:shafter@cwtsato.com)
- ❖ Hours 0730-1600 M-F
- ❖ Last walk-in accepted 1500
- ❖ Closed on Federal Holidays

**\*CWTSatotravel is only authorized to book/ticket to the destination on your Travel Orders at Governmentexpense**





# Legal Assistance

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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.





## **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)





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# Contact Information

## *Out-Processing Control Center*

### **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](mailto:usarmy.schofield.id-pacific.mbx.out-processing-hi@army.mil)

