



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON HUMPHREYS
UNIT #15228
APO AP 96271-5228

AMIM-HMH (100)

12 Oct 2023

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy #28 Onboarding of Military Personnel and Civilians (DAC and LN) Assigned to USAG Humphreys and Area III

1. References:

- a. AR 600-20, Army Command Policy, 24 July 2020.
- b. IMCOM Command Policy #8, IMCOM Service Culture Campaign, 8 July 2022.
- c. IMCOM Policy Memo 5-2, IMCOM Service Culture Initiative (SCI), 22 October 2018.
- d. IMCOM Campaign Plan 2025 and Beyond.
- e. Family and Morale Welfare and Recreation Customer Service Program Policy, March 2010.

2. This policy is effective immediately and will remain in effect until rescinded or superseded.

3. Purpose. To implement IMCOM mandatory Policies and Procedures on Personnel Onboarding Program, a component of the IMCOM Service Culture Campaign.

4. Applicability. This policy applies to all assigned Military, DA Civilians, and Local Nationals.

5. Objective. The On-boarding Program is a five-phased approach that provides a methodology and process to prepare new IMCOM professionals to become active members of the IMCOM Team of Professionals as quickly as possible. It establishes a sense of community and belonging to IMCOM, instills Army Values and results in increased employee performance and reduced turnover.

6. Responsibilities.

AMIM-HMH (100)

SUBJECT: Command Policy #26 Onboarding of Military Personnel and Civilians (DAC and LN) Assigned to USAG Humphreys and Area III

a. Supervisors/leaders will execute the requirements of the IMCOM Onboarding Program as outlined in reference 1c above. The guidelines and tools will assist you in the proper welcome of new personnel assigned to your team.

b. Individuals will complete in-processing requirements IAW HHC, USAG Humphreys In/Out processing Checklist for Military Personnel (Encl 1) and In/Out processing Checklist for Civilians (Encl 2) provided by the Directorate of Human Resources (DHR).

7. Procedures. I expect all leaders, at all levels to actively engage themselves in their organizations and the welfare of their workforce to create a culture of excellence. This begins with our most valued resources-people. We want them to not only join the team but stay on the IMCOM team and share in our successes as we deliver the best programs and services for our Soldiers, Retirees, Family Members, Civilians, Contractors, and other personnel who make USAG Humphreys and Area III a great place to live and work.

8. POC for this policy is the Directorate of Human Resources at 757-2094.



RYAN K. WORKMAN
COL, AR
Commanding

2 Encls

1. HHC, USAG-H In/Out Processing Checklist for Military Personnel
2. In/Out Processing for Civilians

DISTRIBUTION:
USAG Humphreys Website

HHC USAG HUMPHREYS

DATA SHEET

NAME	SSN	RANK/GRADE	DATE OF RANK	TODAYS DATE
CELL PHONE NUMBER	EMAIL ADDRESS		SECTION	

PLEASE FILL OUT THE INFORMATION TO THE BEST OF YOUR ABILITY AND WELCOME TO HHC GARRISON!

ORGANIZATION HHC USAG-Humphreys		PMOS		DOD #	
DATE OF BIRTH	AGE	WEIGHT	HEIGHT	HAIR	EYES
BLOOD TYPE	RELIGION	BASD	ETS	DEROS	
HOME OF RECORD POINT OF CONTACT		HOME OF RECORD ADDRESS			
HOME PHONE NUMBER		VACCINE TYPE	SHOT 1 DATE		BOOSTER SHOT DATE
COVID-19 VACCINE STATUS YES / NO			SHOT 2 DATE		

DEPENDANTS

IF YOU DO NOT HAVE ANY DEPENDANTS, LEAVE BLANK AND MOVE TO NOK.

MARITAL STATUS	SINGLE <input type="checkbox"/>	MARRIED <input type="checkbox"/>	DIVORCED <input type="checkbox"/>	SEPARATED <input type="checkbox"/>
SPOUSE NAME	EFMP YES <input type="checkbox"/> NO <input type="checkbox"/>		DATE OF MARRIAGE	
CHILD'S NAME	EFMP YES <input type="checkbox"/> NO <input type="checkbox"/>		AGE	SEX
CHILD'S NAME	EFMP YES <input type="checkbox"/> NO <input type="checkbox"/>		AGE	SEX
CHILD'S NAME	EFMP YES <input type="checkbox"/> NO <input type="checkbox"/>		AGE	SEX

IF YOU HAVE MORE THAN 3 CHILDREN OR HAVE SPECIAL NEEDS FOR YOUR FAMILY ANNOTATE IN THE REMARKS

NEXT OF KIN (SPOUSE, PARENT, FAMILY MEMBER, ETC)

NAME	ADDRESS
BEST PHONE NUMBER	

CONTACT INFO

BARRACKS/QUARTERS ADDRESS	MAILING ADDRESS	
	HHC USAG-HUMPHREYS	BOX#
	UNIT 15228	APO AP 96271

PRIVATELY OWNED VEHICLE

MAKE	MODEL	YEAR	COLOR	LICENSE PLATE
POST DECAL#	INSURANCE CO	POLICY#	EXPIRATION DATE	USFK DRIVER LICENSE #



HHC USAG-H INPROCESSING CHECK LIST



NAME		RANK	ORDERS NUMBER
ASSIGNED SECTION		DEROS DATE	DATE OF ORDERS
1	Security Manager Maude Hall 1st Floor / Mr. Plourde / DSN 757-1075	VERIFYING OFFICIAL SIGNATURE	DATE MMDDYYYY
A	SECURITY CLEARANCE VERIFICATION		
2	GOV'T TRAVEL CARD (Mr. Kim BLDG 1280 RM 112) / DSN 755-2076	VERIFYING OFFICIAL SIGNATURE	DATE MMDDYYYY
3	CENTRAL ISSUE FACILITY BLDG T616 / DSN 755-3803	VERIFYING OFFICIAL SIGNATURE	DATE MMDDYYYY
4	JENKINS CLINIC BLDG S555 / DSN 737-2767	VERIFYING OFFICIAL SIGNATURE	DATE MMDDYYYY
5	CARIUS DENTAL CLINIC BLDG 3020 / DSN 757-9207	VERIFYING OFFICIAL SIGNATURE	DATE MMDDYYYY
6	TRICARE BLDG S576 / DSN 737-2780	VERIFYING OFFICIAL SIGNATURE	DATE MMDDYYYY
7	ARMY COMMUNITY SERVICE MAUDE HALL / DSN 757-2364	VERIFYING OFFICIAL SIGNATURE	DATE MMDDYYYY
A	Korean Head Start Program (Memo from Orderly Room)		
B	Newcomers Briefing Conducted Weekly on Tuesdays (at Army Community Service BLDG S311 fr 0830hrs-UTC)		
8	UNIT ORDERLY ROOM BLDG 2090 2ND Floor / DSN 755-1546	VERIFYING OFFICIAL SIGNATURE	DATE MMDDYYYY
A	Orders Assignment to HHC USAG-H Pinpoint		
B	Orders Assignment to Korea PCS		
C	Personal Data Sheet		
D	Read and Understand Command Policy Letters		
E	Read and Understand EMS Training book		
F	DA 31 Leave Form		
G	Update DD93, SGLV, Records review within 1 week of arrival to company		
H	Family Care Plan (If Applicable)		
I	Training Records (from previous unit)		
J	Army Physical Fitness Test DA Form 705		
K	Temporary Profile DD Form 689 / DA Form 3349		
L	Permanent Profile DA Form 3349		
M	Army Weight Control Program/Body Fat Worksheet		
N	Equipment Operators Qualification Record DA Form 348		
O	US GOV Motor Vehicle Operators Permit DA Form 5984-E		
P	Weapons Qualification DA Form 3595		
Q	RSO & ROIC Certificate - Complete w/in 1 week for all NCO's http://8tharmy.korea.army.mil/units.asp then scroll down and select Training Support Activity Korea will redirect you to AKO now and you take the class from there		
R	NCOER/OER COPY		

5	S1 NCOIC - ADPASS Update		
T	XO - Alert		
9	NEO WARDEN CPL TRISTAN (MAILROOM S6007) / DSN 753-7234	VERIFYING OFFICIAL SIGNATURE	DATE MMDDYYYY
10	SUPPLY BLDG 2090 1ST Floor DSN 755-1540	VERIFYING OFFICIAL SIGNATURE	DATE MMDDYYYY
A	Arms Room Weapons Card Issue		
B	Room Key & Linen Issue		
C	Unit Crest/Patch/PT Belt Issue DA 2062		
D	CIF Hand Receipt Print Out		
E	NCO / Officer Statement		
F	DA Form 3078 & 3645		
G	Copy of Issued High Dollar Value Sheet Turned in one week after delivery of HHG, UAB, and Hold Baggage		
H	CIF Hand Receipt Print Out		
11	NBC BLDG 2090 1ST Floor / PFC Bang / DSN 753-5933	VERIFYING OFFICIAL SIGNATURE	DATE MMDDYYYY
A	NBC Protective Mask Issue		
B	NBC Protective Mask Seal Testing		
C	NBC Training Gear Issue		
D	NBC War Stock Equipment Issue		
12	CHAPLAIN BLDG P2230 / DSN 753-3086	VERIFYING OFFICIAL SIGNATURE	DATE MMDDYYYY
13	PLT SGT VERIFICATION OF COMPLETION	VERIFYING OFFICIAL SIGNATURE	DATE MMDDYYYY
14	1SG INTERVIEW APPT SCHEDULED	VERIFYING OFFICIAL SIGNATURE	DATE MMDDYYYY
15	CO INTERVIEW APPT SCHEDULED	VERIFYING OFFICIAL SIGNATURE	DATE MMDDYYYY

UNIT CLEARANCE RECORD

For use of this form, see AR 600-8-101; the proponent agency is DCS, G-1.

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: Section 301, Title 5, USC.
PRINCIPAL PURPOSE: To ensure Soldier readiness before PCS. To complete clearance verification before transition from active duty, transfer to another Service or Component, separation, discharge, or retirement.
ROUTINE USES: To close out installation personnel and finance records. To ensure that debt to the government and its instrumentalities is identified and that action is taken to obtain payment before the Soldier's transition from active duty, separation or retirement. Forms will not be disclosed outside the Department of Defense (DoD) and sponsored agencies.
DISCLOSURE: Disclosure is voluntary; however, failure to complete this form may result in only partial payment of final pay.

INSTRUCTIONS TO THE SOLDIER: This out-processing packet is designed to assist you and the installation in completing your final clearance as accurately and expeditiously as possible. You are responsible for ensuring that this checklist is completed properly. If you are transitioning from the Active Army, failure to complete this checklist correctly and entirely will result in you receiving only 55 percent of your final pay pending verification by DFAS of any outstanding debts. This checklist must be completed before your final military pay appointment. Separation payments will not be released until installation clearance is completed.

TO THE UNIT COMMANDER/BN S1: This Soldier is scheduled to PCS or transition from the Active Army. We need your assistance to ensure proper installation clearance and computation of the Soldier's final leave and pay entitlements. Identify all actions within the last 60 days before the Soldier's departure date and complete the items below. Failure to provide this information will cause the withholding of 45 percent of the Soldier's final pay at transition, pending DFAS final verification of outstanding transactions.

SECTION A - PERSONNEL DATA (To be completed by the commander, BNS1, out-processing center, or appointed official)

1. NAME (Last, First, Middle)	2. RANK	3. ORDERS NO.
4. GAINING UNIT	5. LOSING UNIT	6. DATE OF ORDERS (YYYYMMDD)
7. REASON FOR CLEARING <input type="checkbox"/> PCS <input type="checkbox"/> ETS <input type="checkbox"/> RETIREMENT <input type="checkbox"/> OTHER (Specify)	8. DEPARTURE DATE (YYYYMMDD)	

SECTION B - DEBT VERIFICATIONS

9. DUTY STATUS <i>Indicate all leave, TDY, hospitalization, field duty, lost time, AWOL, and confinement within 60 days prior to issuance of the clearance forms.</i>	SECTION B - DEBT VERIFICATIONS		SECTION C - ADVERSE ACTIONS		
	a. TYPE OF ABSENCE	b. LOG NUMBER OR ORDER NUMBER <i>(When Applicable)</i>	c. START DATE (YYYYMMDD)	d. RETURN DATE (YYYYMMDD)	e. COMPLETION DATE (YYYYMMDD)

10. ADVERSE ACTIONS <i>All that have occurred within 60 days prior to issuance of clearance forms. Include UCMJ actions, courts martial, administrative reductions, and administrative discharges.</i>	SECTION C - ADVERSE ACTIONS				
	a. TYPE OF ACTION	b. DATE OF SOURCE DOCUMENT (YYYYMMDD)	c. PUNISHMENT	d. EFFECTIVE DATE (YYYYMMDD)	e. COMPLETION DATE (YYYYMMDD)

SECTION D - PROPERTY ACCOUNTABILITY AND PAY ITEMS

11. PROPERTY ACCOUNTABILITY

11a. STATEMENT OF CHARGES/ CASH COLLECTION VOUCHER <input type="checkbox"/> REPORT OF SURVEY	11b. DATE OF SOURCE DOCUMENT (YYYYMMDD)	11c. AMOUNT	11d. DISPOSITION
---	---	-------------	------------------

12a. PAY ITEMS(Check all that apply)

BAS BAH COLA OHA FSA IDP HPD SDAP
 OTHER (Specify)

12b. INCENTIVE PAY (Specify Type)

ENLISTMENT REENLISTMENT

SECTION E - BATTALION/UNIT CLEARANCE ITEMS. A check by an item confirms that the item has been verified and that necessary action has been taken.

13. BATTALION S1/UNIT COMMANDER VERIFYING OFFICIAL

a. NAME (Last, First, Middle)	b. SIGNATURE	c. DATE (YYYYMMDD)
DA Form 31 (Request & Authority for Leave)	DA Form 5305 (Family Care Plan)	EMILPO Duty Position
DD Form 714 (Meal Card Control Book)	DD Form 2648/DD Form 2648-1	DA Form 6 (Duty Roster)
DA Form 2173 (Line of Duty Investigation)	Exit Survey/DD Form 2958	E-Profile
Unit Items	DA Form 268 (Flag)	DA Form 647-1 (Personnel Register)
DA Form 67-10/2166-8 (Evaluation Reports)	DA Forms 5500/5501 (Body Composition Program)	DA Form 3955 (Change of Address)
DA Form 67-10/2166-8 (Evaluation Reports)	DA Forms 5500/5501 (Body Composition Program)	DA Form 3955 (Change of Address)

14. BATTALION S1/S3/UNIT COMMANDER VERIFYING OFFICIAL

a. NAME (Last, First, Middle)	b. SIGNATURE	c. DATE (YYYYMMDD)
Security Briefing/Debriefing	APFT	Security Clearance
Weapons Qualification	Training Records	Antiterrorism Briefing
Training Room	PERSTEMPO Verification Sheet	Upload DA Form 5248-R into JPAS/CATS

15. BATTALION S4/UNIT COMMANDER VERIFYING OFFICIAL

a. NAME (Last, First, Middle)	b. SIGNATURE	c. DATE (YYYYMMDD)
Supply Room	NIBC Room	Motor Pool
Arms Room	Protective Mask Inserts	

16. OTHER

a. OTHER CLEARANCES	b. NAME (Last, First, Middle)	c. SIGNATURE	d. DATE (YYYYMMDD)
Career Counselor			
Sponsor assigned in ACT			
Copy of Orders turned in to OPS			

17. REMARKS

18. SOLDIER'S AUTHENTICATION

a. NAME (Last, First, Middle)	b. SIGNATURE	c. DATE (YYYYMMDD)
-------------------------------	--------------	--------------------

19. COMMANDER/1SG AUTHENTICATING OFFICIAL

a. NAME (Last, First, Middle)	b. SIGNATURE	c. DATE (YYYYMMDD)
-------------------------------	--------------	--------------------



USAG HUMPHREYS' DA CIVILIAN IN-PROCESSING CHECKLIST

PERSONNEL ARRIVING USAG HUMPHREYS WILL TURN THIS COMPLETED FORM IN TO THE WORKFORCE DEVELOPMENT DIVISION, DHR, BLDG 6400 WHICH IS ALSO THE PROPONENT FOR ANY CHANGES, RECOMMENDATIONS, INQUIRIES, ETC. SUBMIT CHANGES TO THIS FORM TO WORKFORCE DEVELOPMENT DIVISION, DIRECTORATE OF HUMAN RESOURCES.

EMPLOYEE NAME (LAST, FIRST, MI) & DIRECTORATE) _____

SUPERVISOR SIGNATURE & DATE _____

REASON FOR ARRIVAL

PCS REASSIGNMENT OTHER: _____

REPORT DATE (EOD): _____

ACTIVITY	SIGNATURE & DATE	REMARKS
1. WFD, DHR (BLDG 6400, 3 rd FLOOR, DHR, DSN 757-2087/2502)		PICK UP IN-PROCESSING CHECKLIST FROM WFD, DHR AFTER CPAC IN-BRIEF
2. AREA III CPAC (SUBMIT TICKET THROUGH HR SERVICES) (https://hr.chra.army.mil/home)		OVERSEAS ENTITLEMENTS SUCH AS LQA, POST ALLOWANCE, ETC.
3. HOUSING (BLDG 6400, 3 rd FLOOR RM X301 DSN, 757-2647)		RECEIVE IN-BRIEF-HOUSING BRIEF, TUESDAYS, RM A203, 2 ND FL, BLDG 6400
4. INSTALLATION TRANSPORTATION OFFICE (BLDG 6400, 2 nd FLOOR, RM K204, DSN 757-2448)		HOUSEHOLD GOODS AND POV ARRIVAL
5. DBIDS/VEHICLE REGISTRATION (BLDG 6400, 1 st FLOOR RM G101, DSN 757-4001)		POV REGISTRATION AND PLATES INSPECTION CERTIFICATE REQUIRED
6. ID CARDS/DEERS (BLDG 6400, DSN: 757-2102)		RECEIVE CAC
7. CENTRAL ISSUE FACILITY – EEC PERSONNEL ONLY (BLDG 6950, DSN 753-8615)		ISSUE ITEMS (EX. ACUS, INDIVIDUAL EQUIPMENT, ETC)
8. NEO WARDEN – WITH DEPENDENTS ONLY (Check with your Directorate's NEO Warden)		UPDATE NONCOMBATANT EVACUATION (NEO) INFORMATION
9. POSTAL (BLDG P5730)		CHANGE MAILING ADDRESS RECEIVE MAIL RECEPTACLE FOR NON-MILITARY SPOUSES
10. BANK / CREDIT UNION (BLDG 6430)		OPEN ACCOUNT FOR LQA IF ACCOUNT IS NOT LOCAL
11. DRIVERS LICENSE (BLDG 7010, DSN 757-2332/2333) & VEHICLE REGISTRATION (BLDG 6400, M G101, DSN 757-4001)		SCHEDULE LICENSE TEST AND VEHICLE REGISTRATION, AS NEEDED
12. INFORMATION MANAGEMENT OFFICE (BLDG 1223, 1 st FLOOR, DSN: 755-9198)		CREATE NIPR ACCOUNT
13. CELL PHONE/INTERNET SERVICE PROVIDER		ESTABLISH CELL PHONE ACCOUNT AND INTERNET SERVICE, AS NEEDED
14. RESOURCE MANAGEMENT OFFICE (BLDG 481, TEL 755-0925) GOVERNMENT TRAVEL CARD GOVERNMENT PURCHASE CARD DEFENSE TRAVEL SYSTEM, ATAAPS		ENSURE TRAVEL CARD TRANSFERRED FROM OLD COMMAND
15. SECURITY (BLDG 6400, 1 ST FLOOR, DSN 754-1075)		SECURITY CLEARANCE
16. ARMY DISASTER PERSONNEL ACCOUNTABILITY AND ASSESSMENT SYSTEM (ADPAAS) – UPDATE CONTACT INFORMATION. HTTPS://ADPAAS.ARMY.MIL		ADPAAS REGISTRATION IS MANDATORY UPON ARRIVAL
17. WFD, DHR (BLDG 6400, 3 RD FLOOR, DHR, DSN 757-2087/2502)		TURN IN COMPLETED IN-PROCESSING CHECKLIST TO WFD, DHR. MAINTAIN COPY FOR SELF



USAG HUMPHREYS' DA CIVILIAN OUT-PROCESSING CHECKLIST

PERSONNEL DEPARTING USAG HUMPHREYS WILL TURN THIS COMPLETED FORM IN TO THE WORKFORCE DEVELOPMENT DIVISION, DHR, BLDG 6400 WHICH IS ALSO THE PROPONENT FOR ANY CHANGES, RECOMMENDATIONS, INQUIRIES, ETC. SUBMIT CHANGES TO THIS FORM TO WORKFORCE DEVELOPMENT DIVISION, DIRECTORATE OF HUMAN RESOURCES.

EMPLOYEE NAME (LAST, FIRST, MI) & DIRECTORATE

SUPERVISOR SIGNATURE & DATE

REASON FOR DEPARTURE

PCS-OUT

RESIGNATION

RETIREMENT

IF PCS, NEW REPORT DATE (EOD): _____

ACTIVITY	SIGNATURE & DATE	REMARKS
1. WFD, DHR (BLDG 6400, 3 rd FLOOR, DHR, DSN 757-2087/2502)		PICK UP OUT-PROCESSING CHECKLIST FROM WFD, DHR
2. AREA III CPAC (SUBMIT TICKET THROUGH HR SERVICES) (https://hr.chra.army.mil/home)		FINAL OUT-PROCESSING (LQA, TQSA & LQA MEMO)
3. HOUSING (BLDG 6400, 3 rd FLOOR RM X301 DSN, 757-2647)		PICK UP CLEARING DOCUMENT FROM HOUSING AND PROCESS REQUIRED PROCEDURES
4. INSTALLATION TRANSPORTATION OFFICE (BLDG 6400, 2 nd FLOOR, RM K204, DSN 757-2448)		HOUSEHOLD GOODS AND POV SENDING
5. ID CARDS/DEERS (BLDG 6400, DSN: 757-2102)		CLEARING DEERS/ RAPIDS ONLY REQUIRED FOR RESIGNATIONS, RETIREMENTS OR TO TURN IN DEPENDENT CARDS FOR THOSE WHO ARE COMMAND SPONSORED.
6. CENTRAL ISSUE FACILITY – EEC PERSONNEL ONLY (BLDG 6950, DSN 753-8615)		ISSUE ITEMS (EX. ACUS, INDIVIDUAL EQUIPMENT, ETC)
7. NEO WARDEN – WITH DEPENDENTS ONLY (Check with your Directorate's NEO Warden)		RETURN NONCOMBATANT EVACUATION (NEO) EQUIPMENT
8. POSTAL (BLDG P5730)		CHANGE MAILING ADDRESS RECEIVE MAIL RECEPTACLE/CLOSE OUT MAILBOX
9. BANK / CREDIT UNION (BLDG 6430)		CLOSE OUT ACCOUNT IF BANK IS COMMUNITY BANK
10. INFORMATION MANAGEMENT OFFICE (BLDG 1223, 1 st FLOOR, DSN 755-9198)		CLOSE OUT NIPR ACCOUNT
11. CELL PHONE/INTERNET SERVICE PROVIDER		CLOSE OUT CELL CONTRACT/SERVICE
12. DBIDS/VEHICLE De-REGISTRATION (BLDG 6400, 1 st FLOOR RM G101, DSN 757-4001)		POV De-REGISTRATION AND PLATES TURN IN/ INSPECTION CERTIFICATE REQUIRED
13. RESOURCE MANAGEMENT OFFICE (BLDG 481, TEL 755-0925) GOVERNMENT TRAVEL CARD GOVERNMENT PURCHASE CARD DEFENSE TRAVEL SYSTEM, ATAAPS		ENSURE GTC PLACED INTO MC STATUS; DTS PROFILE IS RELEASED AND ATAAPS ADJUSTED ACCORDINGLY
14. WFD, DHR (BLDG 6400, 3 rd FLOOR, DHR, DSN 757-2087/2502)		TURN IN COMPLETED OUT-PROCESSING CHECKLIST TO WFD, DHR. MAINTAIN COPY FOR SELF