



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

AMIM-HMH-M (600D)

September 26, 2024

MEMORANDUM FOR ALL SOLDIERS, USAG-HUMPHREYS

SUBJECT: Installation Out-Processing Memorandum of Instructions for USAG-Humphreys

1. This memorandum establishes the requirements for all Soldiers to out-process Military Personnel Division on determined final-out day.

a. Soldiers can final out **NO EARLIER than three business days prior** to their flight date.

b. Final-out processing hours are **Monday, Tuesday, Wednesday, and Friday 0900-1130**. Closed on Federal Holidays.

c. Location Maude Hall, building 6400, room S-301.

d. IAW AR 670-1 para 3-7: All personnel will wear an Army uniform.

2. On your Final out day, Soldiers are required to provide the following documents in the order listed below:

a. A copy of your **Orders, to include any Amendments and DD Form 1610** if applicable.

b. A signed and approved **Absence Request**.

c. **Flight Itinerary** printed by the Commercial Travel Office.

d. Printed survey from the website: <http://actnow.army.mil>. Sponsorship tab, then click survey, TASP OUTPROCESSING, TAKE SURVEY AND PRINT CERTIFICATE. **(E7, O4, CW3 and above are exempt; however, if you opt in, then you must take the survey)**

e. Original completed **DA Form 137-1** (Unit Clearance Record) signed by the Commander. Blocks 13, 14, 15, 18 and 19 must also be signed and dated.

f. Original completed **DA Form 137-2** (Installation Clearance Record).

g. Installation Clearance Record is only valid for 30 days. Soldiers who have not cleared the installation within 30 days will require a new clearance record.

AMIM-HMH-M (600D)

SUBJECT: Installation Out-Processing Memorandum of Instructions for USAG-Humphreys

3. Use of Out-Processing Map for Efficient Clearance. All Soldiers are required to review the attached "Area III Out-Processing Map" prior to initiating out-processing procedures. The map groups the various Out-Processing agencies into block areas, which are color-coded for clarity. Soldiers should carefully study these block areas to better plan their process.

- a. Prioritize Appointment-Based Agencies: Certain agencies require appointments. Review the map and your individual out-processing requirements to ensure that appointment-based clearances are prioritized. This will prevent delays in clearance process.
- b. Block-Based Efficiency: Where possible, attempt to clear the Installation in accordance with the block groupings on the map. By doing so, you can minimize travel between different areas and complete your tasks more efficiently.

4. Questions pertaining to out-processing and final-out please contact MPD customer service at 757-2089.

5. Point of contact for this memorandum is the undersigned at kate.v.caberte2.ctr@army.mil.

Encl

CABERTE.KATE
.VITACURA.14
54926923
KATE V. CABERTÉ
Site Manager
Military Personnel Division

Digitally signed by
CABERTE.KATE.VITACUR
A.1454926923
Date: 2024.09.26
16:55:39 +09'00'

CUI

