



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

AMIM-HMH-M (RN 100)

12 Oct 2023

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy # 34, Installation Out-processing

1. References:

- a. AR 600-8-101, Personnel Readiness Processing
- b. DA Form 137-1, Unit Clearance Record
- c. DA Form 137-2 Installation Clearance Record

2. This policy is effective immediately and remains in effect unless rescinded or superseded.

3. Purpose: To establish policies and procedures, assign responsibilities, and provide installation guidance for out-processing US Army Soldiers assigned to USAG Humphreys and Area III installations.

4. Applicability. This policy memo applies to all US Army Soldiers assigned to USAG Humphreys and Area III to include those attached to units stationed on, or located within the USAG Humphreys and Area III geographical area.

5. General.

a. **Permanent Change of Station (PCS) Orders.** Brigade S1 personnel are responsible for requesting, receiving and distributing PCS Orders and amendments. If amendments are necessary, the Brigade S1 must notify the Military Personnel Division (MPD) no later than 15 days prior to the Soldier's DEROS.

(1) All Soldiers will review the Installation Levy Brief which is available online through the USAG Humphreys Website (USAG Offices, Directorate of Human Resources, Military Personnel Division) or <https://home.army.mil/humphreys/index.php/about/garrison/directorate-human-resources/military-personnel-division>.

(2) Levy Packets must be submitted to MPD by the Soldier's S1 within 30 days of the date on the Certificate of Completion of the online Levy brief.

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(3) All PCS/travel orders will be published by the MPD within 10 days of receiving the completed levy packet.

b. Out-processing. Installation clearance procedures, properly followed, will ensure outgoing personnel clear all required agencies and make appropriate arrangements to settle all obligations prior to separation, retirement, transfer or movement to the next duty station.

c. USAG Humphreys and Area III agencies that require military personnel to out-process through their activities are required to review the contents of this policy and develop internal out-processing procedures.

6. Out-Processing procedures

a. All Soldiers will out-process in duty uniform with no exceptions.

b. All Soldiers will out-process all designated agencies using DA form 137-1, Unit Clearance Record, and DA Form 137-2, Installation Clearance Record.

c. Soldiers with an approved Intra-theater Transfer (ITT) will report to MPD to out-process prior to reporting to their new unit of assignment.

d. Installation clearing papers are not to be issued earlier than ten (10) duty days prior to the AVAL date indicated on their PCS Orders. MPD will electronically send the DA Form 137-2 Installation Clearance Record to the Unit S1 and provide the date the Soldier is eligible to receive the clearing papers.

e. Soldiers separating under an involuntary administrative discharge must be accompanied by an escort at all times while out-processing. Escorts must be senior in grade to the separating Soldier and at a minimum a Non-commissioned Officer (NCO).

f. Weekends, US Holidays and USFK Training Holidays are considered and not counted as normal clearing days.

g. Battalion/Unit out-processing will be completed and signed by the Unit Commander or assigned representative prior to Soldier's Final Out day.

h. Final-out processing at the MPD office will not take place earlier than two (2) duty days prior to the Soldiers departure date as indicated on their flight itinerary. Soldiers must present the MPD with the required documents listed in the final out checklist in order to receive their Final-out stamp.

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7. Point of Contact for this policy is Mr. Laurence T. Robinson, Chief, Military Personnel Division (MPD) at DSN 755-8035.



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