



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

IMHM-HR

3 August 2017

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy #2, Installation Out-Processing

1. References:

a. AR 600-8-101, Personnel Processing (In-, Out-, Soldier Readiness, and Deployment Cycle), 19 February 2015.

b. DA Form 137-1, Unit Clearance Record, 1 February 2017.

c. DA Form 137-2, Installation Clearance Record, 1 February 2015.

2. This policy is effective immediately. It remains in effect until rescinded or superseded.

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

4. Applicability: This policy applies to all US 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. If a Soldier is within 15 days of their DEROS and need amendments, the brigade S1 must immediately notify the MPD.

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.

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

6. Out-Processing Procedures :

a. The MPD will conduct an Installation Levy Briefing every Wednesday at 1300 to provide Soldiers information for a successful PCS move. The briefings will cover travel, budget planning, household goods, POV shipment, CIF turn-in and clearing housing and barracks.

b. All Soldiers will out-process in duty uniform.

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

d. Soldiers with an approved Inter-Theatre Transfer (ITT) will report to the MPD to out process prior to reporting to their new unit of assignment.

e. MPD personnel will provided an out-processing date for Soldiers departing Korea to pick up their installation clearing papers. The out-processing date will be located in paragraph "a" of the Soldiers orders. Installation clearing papers are not issued earlier than ten (10) duty days prior to the AVAL date on their orders or departure date on their flight itinerary (whichever comes first). Soldiers must have their PCS orders, DA 31 leave form, and DA 137-1, Unit Clearance Record with them when attending their out processing appointment in order to receive their clearance papers.

f. Soldiers separating under AR 635-200, Chapter 5-13, 5-17, 9, 10, 13, 14, or 18 must be accompanied by an escort at all times while clearing. Escorts must be senior in grade to the separating Soldier and, at a minimum, be a noncommissioned officer.

g. Weekends, US Holidays, and USFK Training Holidays are not considered nor counted as normal clearing days.

h. Final-out processing will be through the unit S1. Unit S1 will send the final out packet to the MPD group email box (usarmy.humphreys.id-pacific.list.mpd-out-processing@mail.mil). The MPD will review for completeness, and provide the final-out stamp. Incomplete packets are returned to the unit for completeness and resubmission. Unit S1 should submit final-out packets no later than two (2) business days prior to the anticipated departure flight date.

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i. Battalion/unit out-processing will be completed and signed by the unit commander or representative prior to the final out-processing appointment.

j. Soldiers are not relieved of duties assigned by their units during out-processing.

k. Soldiers must have completed and/or have the following items to receive their Installation Final-Out Stamp:

(1) PCS, separation, or retirement orders with all amendments.

(2) DA Form 31, approved leave form, signed by the Unit Commander (or Battalion Commander (O-5) or higher if Soldier is taking leave in excess of 30 days or permissive TDY). DA Form 31 must have a control number.

(3) DA Form 137-1, unit clearance records signed by the Unit Commander (prior to final out) indicating the Soldier has out processed the unit before reporting to MPD.

(4) DA Form 137-2, installation clearance records with Finance final clearance stamp.

(5) NCOER, MFR, or Letter of Lateness (NCOs only).

(6) PCS Award, MFR, or Letter of Lateness (All Soldiers).

7. POC for this policy is the Directorate of Human Resources at 753-6736.



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USAG Humphreys Website