



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

AMIM-HMH-M

25 Nov 2024

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy #56, MPD Reassignment / Transition Out-Processing

1. References:

- a. AR 600-8-101, Personnel Readiness Processing.
- b. AR 635-8, Separation Processing and Documents.
- c. MILPER Message 23-066.
- d. DA Form 137-1, Unit Clearance Record.
- e. 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 This policy is effective immediately and remains in effect unless rescinded or superseded.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, procedures, assign responsibilities, and provide installation guidance for out-processing U.S. Army Soldiers assigned to USAG Humphreys and Area III.

4. Applicability: This policy memo applies to all U.S. Army Soldiers assigned to USAG Humphreys and Area III to include those attached to units stationed on or located in Korean Theater of Operations.

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

6. Reassignment Processing:

a. All Soldiers will review the Installation Levy Brief which is available online through the USAG Humphreys Website <https://home.army.mil/humphreys/index.php/about/Garrison/directorate-human-resources/military-personnel-division>.

b. Levy Packets must be submitted to MPD by the Soldier's S1 within 30 days of the date in the certificate of completion of the online Levy brief.

c. All PCS/travel orders will be prioritized and published by the MPD within 10 days of receiving the completed levy packet.

7. Transition Processing for separating Soldiers:

a. Transition packets that fail to meet the Transition Processing timeline bellow will require a letter of lateness (enclosure) from the Battalion Commander or organization equivalent. This may not be delegated.

b. All Soldiers transitioning will review the Installation Separation Brief which is available online through the USAG Humphreys Website
<https://home.army.mil/humphreys/index.php/about/Garrison/directorate-human-resources/military-personnel-division>.

c. Separation Packets, not including involuntarily separations, will be submitted by the Soldiers S1 to the Transition Center NLT 70 business days prior to the Soldiers normally scheduled ETS.

d. Final Out for all soldiers undergoing transition or retirement will not occur until the last business day before their terminal leave begins, ensuring proper processing and completion of all required documentation. This applies to all soldiers who's final out location is USAG Humphreys or any other designated installations (e.g., K-16, Osan, etc.)."

e. Transition orders will be published by the MPD within 10 days of receiving the completed levy packet.

8. Out-Processing:

a. 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.

b. For soldiers in transition or retiring, final-out processing will take place on the last business day before their terminal leave begins.

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.

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

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

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

g. 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 for issuance to Soldiers.

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

i. Weekends, US Holidays, and USFK Training Holidays are not counted as clearing days.


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

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

i. Final-out processing at the MPD office will not take place earlier than three (3) 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 to receive their Final-out stamp.

9. The proponent for this policy is the Military Personnel Division (MPD). Point of contact is Mr. Sam Shiraishi, Chief, MPD at DSN 315-755-8035 or usarmy.humphreys.id-pacific.mbx.mpd-s1@army.mil.

Encl
Letter of Lateness Template



RYAN K. WORKMAN
Colonel, U.S. Army
Commanding

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MEMORANDUM FOR Military Personnel Division (AMIM-HMH-M), Area III / U.S.
Army Garrison Humphreys, APO AP 96271-5228

SUBJECT: Letter of Lateness for RANK LAST, FIRST

1. Justification:

2. The POC for this memorandum is POC's name, DSN at ###-###-#### or email at @army.mil.

FIRST M. LAST
O-4/O-5 "Commander" or above,
Commanding