DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY GARRISON
BLDG 237, B AVE, P.O. Box 105021
FORT IRWIN, CA 92310-5000

AMIM-NTG-ZA

21 July 2025

MEMORANDUM FOR All Fort Irwin Commanders and Directors

SUBJECT: U.S. Army Garrison Fort Irwin Policy #33, Installation Clearing Procedures Instructions

1. Effective immediately, all Soldiers assigned to Fort Irwin, regardless of rank, to include senior commanders and their command sergeants major, are required to personally clear the installation upon permanent change of station, separation, or other applicable transitions. Clearing by proxy is not authorized except as outlined below.

2. The only personnel authorized to clear by proxy are the Fort Irwin Commanding General and the NTC Command Sergeant Major.

3. Exceptions to this policy will be granted only under the following circumstances.

a. Soldiers who are incapacitated and unable to clear due to medical reasons.

b. Soldiers who are incarcerated.

c. Soldiers classified as Absent Without Leave (AWOL) or Deserter.

d. Soldiers with approved discharges who are escorted off the installation prior to clearing.

4. For Soldiers meeting the exception criteria in paragraph 3, the company commander must submit a memorandum to the Fort Irwin Installation Transition Office. The memorandum will

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a. Clearly explain the circumstances preventing the Soldier from clearing in person.

b. Identify the individual assigned to clear on the Soldier's behalf as a proxy.

5. No other exceptions or deviations from this policy will be permitted without prior approval from the Garrison Commander.

6. The point of contact for this action is the Chief of Reassignments and Transitions at 760-380-3105.

STEVEN L. CHADWICK
COL, AR
Commanding