



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON ITALY
UNIT 31401, BOX 42
APO AE 09630

AMIM-ITH-M

22 June 2023

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: U.S. Army Garrison (USAG) Italy, Installation In- and Out-Processing Policy

1. References:

- a. AR 600-8-101, 6 March 2018
- b. AE Regulation 612-1, 9 January 2019
- c. AE Regulation 600-8-8, 6 March 2012
- d. AE Regulation 600-700, 19 December 2018

2. Purpose: To establish policies and procedures, assign responsibilities, and provide in- and out-processing guidance for U.S. personnel assigned to USAG Italy. This policy sets the minimum in- and out-processing (IOP) requirements for Soldiers, Department of Defense (DoD) Civilian professionals, Contractors, Non appropriated Funds (NAF), Department of Defense Education Activity (DODEA), Red Cross and their Family members assigned to or supported by USAG Italy. Family members are not required, but are highly recommended to attend all in- and out-processing classes.

3. Applicability: This policy applies to all U.S. Service Members (Active, Reserve and National Guard), Department of Defense (DoD) Civilian professionals (General Schedule (GS and GG), NAF and Contractors assigned or attached within the USAG Italy geographical area. All who receive support in accordance with AE Regulation 600-700 will comply with this policy letter.

4. General:

- a. Clearance procedures ensure outgoing personnel out-process and clear all required agencies and arrange to settle all obligations prior to separation, retirement, or transfer to next duty station.
- b. All incoming personnel must report to the Central Processing Facility (CPF) building 393, within one (1) workday after arriving in Italy.
- c. The goal is to complete in-processing within ten (10) workdays.

5. Responsibilities:

a. Duty uniform will be worn by U.S. Army Soldiers during in- and out-processing activities.

b. Unit Commanders will ensure newly arrived Soldiers do not participate in unit training exercises, deployments, company duties, or other work-related duties until all in-processing requirements are completed IAW AER 612-1.

6. Policy:

a. U.S. Army Soldiers on (Active Duty (AD), Active Guard Reserve (AGR) Reserve Component (RC) and National Guard (NG)).

i) In-processing procedures:

(1) All U.S. Army Soldiers will report to the CPF on the first workday after arriving in the community to in-process the installation.

(2) Failure to sign in at the CPF may result in the Army not paying hotel expenses.

(3) Soldiers will complete required in-processing and be ready for full-time duty within ten (10) duty days after their arrival.

(4) All Colonel (O-6) and Lieutenant Colonels (O-5) and CSM (E9) slotted in a command position are afforded expedited in-processing. Additionally, Civilian Directors and GS-15 are afforded expedited in-processing. The sponsor will contact the CPF as soon as they have the incoming Commander, CSM, Civilian Director or GS-15's orders to establish an expedited in-processing checklist.

(5) In-processing Soldiers will remain under CPF control for accountability purposes during in-processing. Gaining units will not assign duties to Soldiers until the Soldiers have completed all in-processing requirements.

(6) Soldiers will ensure that spouses receive critical information regarding their new overseas assignment. Soldiers will in-process and attend scheduled information briefings and are encouraged to bring their spouses. Family members are not required, but are highly encouraged to attend all briefings.

(7) In addition, spouses may participate in additional programs (for example, Benvenuti) separately from their sponsors. The objective of spousal in-processing is for them to gain a favorable first impression of Italy and understand the unique opportunities and responsibilities inherent in an overseas assignment.

(8) Soldiers will notify their commands of deferred-travel Family members. Within five (5) duty days after the Family arrives, the Soldier and his or her spouse will visit the CPF for supplemental in-processing.

ii) Out-processing procedures:

(1) All U.S. Army Soldiers (AD, RC, and NG) will out-process installation agencies utilizing DA FORM 137-2-R, Installation Clearance Record, which will be provided by the CPF out-processing section.

(2) As soon as Soldiers receive PCS/ETS/RET orders they will report to the CPF Out-Processing section to schedule clearing papers pick-up date and final-out date.

(3) Soldiers will need to provide the CPF with their orders, absence request and flight itinerary.

(4) The CPF will conduct an individual clearance interview with the departing Soldier no more than twelve (12) duty days before departure.

(5) Soldiers will be given twelve (12) workdays to complete all out-processing.

(6) Soldiers who are administratively separating will be out-processed expeditiously.

(7) Soldiers who are being chaptered must be escorted during the entire clearing process.

b. DoD Civilian professionals

i) In-processing procedures

(1) All DoD Civilians will report to their CPAC or respective Human Resources (HR) Agency.

(2) After in-processing at the CPAC, the employee will immediately go to the CPF to obtain the in-processing checklist and schedule briefing dates and times.

(3) Civilian professionals will complete all applicable in-processing and training requirements in accordance with the applicable in-processing schedules (See AER 612-1, Appendix B, Table B-1 Mandatory Briefings).

(4) Civilian professionals will attend all required community in-processing briefing modules before being released by the CPF to the unit.

(5) The Civilian professionals will provide a copy of the scheduled briefing times to the supervisor.

(6) The employee will return the completed in-processing checklist to the CPF In-processing clerk within 10 working days.

(7) If the sponsor has deferred-travel Family members, the Family members may visit the CPF for supplemental in-processing and briefings when they arrive. Deferred-travel Family members must also in-process at the servicing postal service center or unit mailroom if their sponsor did not already do so during initial in-processing.

ii) Out-processing procedures; The supervisor will:

(1) Ensure the employee obtains a copy of the out-processing checklist from the CPF

(2) Provide the employee time during the workday to clear the installation agencies.

(3) Ensure the employee out-processes at the appropriate facilities listed on the checklist.

(4) Provide the employee a copy of the completed out-processing checklist and keep the original in the employee's office file for 1 year after the employee departs.

iii) Out-processing procedures: The civilian professionals will:

(1) Obtain a copy of the out-processing checklist and schedule from the CPF with a final-out date from the out-processing section clerk.

(2) Clear each facility listed on the out-processing checklist.

(3) Return the completed form to the CPF out-processing section and the supervisor before departing.

(4) Commanders and supervisors will ensure Civilian professionals report to the servicing postal service center or unit mailroom as applicable to out-process and provide a change of address.

c. U.S. Contractor personnel

i) In-processing procedures

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(1) All contractors will visit the CPF on the first workday after arriving in the community to obtain the in-processing checklist.

(2) The CPF in-processing clerk will pre-clear all non-applicable agencies and ensure contractor personnel accomplish all of the local mandatory requirements.

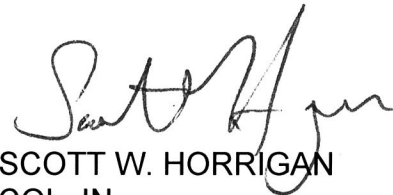
ii) Out-processing procedures

(1) All contractors will: Visit the CPF ten (10) workdays prior to the end of the employment to obtain the out-processing checklist and coordinate the final-out date.

(2) Return the completed form to the CPF Out-processing section on the final-out date before departing.

7. To request an exception to any portion of this policy, requester must go through the Senior Responsible Officer (SRO) for Italy.

8. The point of contact for this policy is the Military Personnel Division Chief DHR at DSN 646-5571.



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