



DEPARTMENT OF THE ARMY  
INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT LEAVENWORTH  
290 GRANT AVENUE UNIT 1  
FORT LEAVENWORTH, KANSAS 66027-1292

AMIM-LVG-ZA (600-8-101b / 600-8-101d)

10 April 2024

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Letter #08, In- and Out-Processing at Fort Leavenworth

1. References:

- a. AR 600-8-101, Personnel Readiness Processing, 6 March 2018
- b. FM 1-0, Human Resources Support, 1 April 2014

2. Purpose. To establish procedures for In- and Out-Processing at Fort Leavenworth consistent with the references listed above.

3. Scope. This policy applies to Service Members (Active Duty, Reserve and National Guard) and Civilian (Appropriated Funds (AF) and Non-Appropriated Funds (NAF)) employees of the U.S. Army Combined Arms Center and Fort Leavenworth and its tenant activities.

4. Policy.

- a. The Adjutant General (AG) of Fort Leavenworth has been appointed per AR 600-8-101 to be the lead for in- and out-processing on the military installation to make decisions, changes and adjustments to better service the Service Members, Civilians and their Family Members of Fort Leavenworth. Fort Leavenworth will use a decentralized process due to the structure and variety of organizations on the installation.

- b. All Service Members in- and out-processing must be in the appropriate duty uniform, not in civilian attire. Exceptions will be approved by the Adjutant General for those under extenuating circumstances.

- c. All agencies associated with the in- and out-processing of the installation will submit for and maintain access in the Installation Support Modules (ISM) to clear all Service Members and Civilian employees with digital signature by the appointed authorized representative for the agency. Contact the AG Automation section for access, 684-2653.

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Service Members and Civilians will not be able to clear organizations that do not comply with these instructions; therefore, forgoing any means to recouping all monetary claims that the Service Member or Civilian may owe.

## 5. POLICY/PROCEDURES.

d. Service Members must sign in off leave (in-processing only) with their organization prior to going to the AG. The AG office will issue Installation In-Processing or Clearing Papers. Service Members must go to their Unit S1s or Unit Organization Administrative Offices for initial coordination with the AG on clearing the installation. Unit S1s or Unit Organization Administrative Offices will ensure that internal in-processing and clearing procedures are IAW AR 600-8-101 and are separate from installation processes. Service Members must turn in the completed in- or out-processing paperwork to the Adjutant General Division, building 193, for final completion. In-processing will be completed in five business days. Out-processing will be completed in 12 business days; the 11th business day will be the primary final-out appointment and the 12th will be a back-up. Units will be required to appoint (in writing by the Commander or Director) a Service Member, equivalent in grade or higher, to complete clearing if an individual is unable to clear properly for any reason.

e. Civilians will receive their in- and out-processing forms from the Civilian Personnel Advisory Center (CPAC), AF or NAF side. Unit S1s or Organization Administrative Offices will ensure that internal clearing procedures are IAW AR 600-8- 101 and are separate from installation in-processing or clearing. Civilians must turn in the completed in- and out-processing paperwork to the CPAC. In-processing will be completed in five business days. Out-processing will be completed in 12 business days; the 11th business day will be the primary final-out appointment and the 12th will be a back-up. Units or organizations will be required to appoint in writing (by the supervisor) an individual, equivalent in grade or higher, to complete clearing if an individual is unable to clear properly for any reason.

f. The Command and General Staff School (CGSS) will coordinate with the installation AG for requirements during arrival and departure of classes. CGSS will be responsible for clearing those students that are unable to clear for any reason. Students missing the mass in- or out-processing at the CGSS will follow the normal process outlined in this policy letter.

g. All in-processing checklists will be turned into the AG no later than the 5th business day after initial issuance.

h. All out-processing checklists will be completed by all agencies prior to final out with the AG. Those not completed will be considered incomplete and not given the final out. The final out will be rescheduled upon completing clearance of all required

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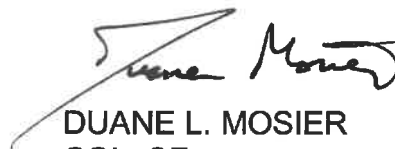
agencies, if applicable. If final clearance is not obtainable due to unusual circumstances, the clearing individual (Service Member or Civilian employee) must get a memorandum signed by their Commander or Director stating the reason and the unit or organization will appoint an individual to complete the clearing on the individual's behalf.

#### In- and Out-Processing Flow Chart (Non-students)



6. Requirements. Individuals seeking a final in- or out-processing appointment will go through AG.

7. Point of contact for this memorandum is Mr. Thomas Reitmeier, Executive Officer, at email [thomas.c.reitmeier.civ@army.mil](mailto:thomas.c.reitmeier.civ@army.mil) or phone number (913) 684-2993.



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