



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON STUTTGART
UNIT 30401
APO AE 09154-0401

AMIM-SGH-M

21 July 2023

MEMORANDUM FOR All Personnel Out-processing the USAG Stuttgart Military Community

SUBJECT: USAG Stuttgart Command Policy Letter #22, Installation Out-processing Policy

1. REFERENCES:

- a. Army in Europe Regulation 612-1 (Community Central In- and Out-processing).
- b. Army in Europe Regulation 600-700 (Identification Cards and Individual Logistical Support).

2. PURPOSE: To provide policy and procedures to out-process the USAG Stuttgart military community agencies.

3. APPLICABILITY:

- a. Service members of all branches, in the grades of E-1 through O-6, including Reserve component and Temporary Change of Station (TCS) personnel assigned, attached, or otherwise performing duty within the USAG Stuttgart geographical footprint.
- b. Appropriated Fund (APF) Civilians within the USAG Stuttgart Community.

4. MILITARY PERSONNEL:

a. Must initiate virtual out-processing by visiting the CPF section on the official garrison webpage at <https://home.army.mil/stuttgart/>; send an email to usarmy.stuttgart.id-europe.mbx.cpf-out-processing@mail.mil; or call DSN (314) 596-2803/2599 or civ 09641-70-596-2803/2599, prior to making an appointment with the Transportation office. The Central Processing Facility (CPF) is located in building 2913, room 119 on Panzer Kaserne.

b. Complete the mandatory out-processing brief on-line at: https://home.army.mil/stuttgart/application/files/9316/2789/1102/CPF_Online_OutProcessing_Brief_1.pdf. The CPF staff will review the questionnaire for completeness and accuracy and stamp / initial it to indicate that out-processing has started. The CPF staff will provide the service member or AF civilian a copy of the stamped / initialed questionnaire and maintain a copy in the local file.

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c. When reporting to the local Transportation office, the staff will verify that the out-processing questionnaire has been stamped and initialed by the CPF. The Transportation office staff cannot make an appointment without the CPF's stamp / initials. If there are any questions or discrepancies, the Transportation office will contact the CPF staff at 596-2599.

d. The final out appointment to turn in your completed Installation Clearance Record to the CPF is set two working days prior to your departure. Please email or drop off in the drop box outside the office, your completed Installation Clearance Record.

5. APF CIVILIAN PERSONNEL:

a. Comply with requirements listed in paragraph 4 above.

b. Must follow procedures in Army in Europe Regulation 600-700, paragraph 2-9.b. to turn in their Family members Identification Cards to their supervisor, as applicable.

6. Point of contact for this policy letter is Ms. Medreka Davis, CPF manager, at DSN 596-2745/2599 or e-mail medreka.davis.civ@mail.mil.



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Commanding