



DEPARTMENT OF THE ARMY
UNITED STATES ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, US ARMY GARRISON YONGSAN - CASEY
UNIT #15333
APO AP 96205-5333

AMIM-YNG-ZA

29 May 2024

UNITED STATES ARMY GARRISON YONGSAN - CASEY POLICY LETTER # 39

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Military Installation Out – Processing

1. REFERENCES:

- a. AR 600-8-2, Suspension of Favorable Action (FLAG), 5 April 2021
- b. AR 600-8-10, Leave and Passes, 3 Jun 2020
- c. AR 600-8-101, Personnel Readiness Processing, 6 March 2018
- d. AR 600-8-105, Military orders, 20 Dec 2022
- e. AR 608-75, Exceptional Family Member Program, 27 January 2017
- f. AR 614-30, Overseas Service, 22 December 2016
- g. AR 614-100, Officer Assignment Policies, and Procedures, 5 August 2024
- h. AR 635-8, Separation Processing and Documents, 17 September 2019
- i. AR 635-200, Active Duty Enlisted Administrative Separations, 28 June 2021
- j. United States Force Korea (USFK) Regulation 1-44, (Criminal Jurisdiction Under Article XXII, Status of Forces Agreement), 26 April 2021
- k. IPPS-A (Integrated Personnel and Pay System) User Manual, Version 10, 8 Mar 2024

2. PURPOSE: To establish policies and procedures, assigned responsibilities, and provide installation guidance for in and out-processing U.S. Army Soldiers who are assigned to USAG Yongsan-Casey.

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3. **APPLICABILITY:** All Soldiers assigned or attached within the USAG Yongsan-Casey will process thru Military Personnel Division (MPD) for in and out-processing. This status usually falls into these categories: Retirement (RET), Release from Active Duty (REFRAD), Permanent Change of station (PCS), Expiration of Time of Service (ETS), Chapters, U.S. Army Soldier Recovery Unit (SAU), Compassionate Reassignment, Sexual Harassment and Rape Prevention Program (SHARP), and Soldiers who are doing In-Place Continuous Overseas Tour (IPCOT) / Intra-Theater Consecutive Overseas Tour (ITTCOT).

4. GENERAL:

a. Installation clearance procedures will ensure incoming personnel process through necessary activities/agencies and outgoing personnel clear all required agencies and have planned to settle all obligations prior to separation retirement, transfer, or movement to the next duty station.

b. Those agencies involved with the military personnel and their activities are required to review the content of this policy and develop out-processing procedures. Changes in location and hours of operation for out - processing will be reported to the Directorate of Human Resources (DHR), MPD, and USAG Yongsan - Casey Out processing Activity to ensure outgoing personnel are not inconvenienced.

5. RESPONSIBILITIES:

a. The Garrison Commander will establish, resource, and operate an in and out- processing program that accomplishes the requirements established in AR 600-8-101.

b. DHR has the responsibility to plan, coordinate, and supervise the in and out-processing activities of Army Soldiers assigned to units in USAG Yongsan-Casey.

c. MPD will provide services to all out - processing Soldiers, as required. The MPD will coordinate with tenant activities requiring out - processing to ensure the accuracy of hours of operation and location for out processing.

d. The Major Support Command (MSC), Commanders, and Directors will ensure unit procedures are implemented to support USFK installation out-processing requirements and inform assigned Soldiers of their individual responsibility for out-processing.

e. The Transition Center and Transition Assistance Program (TAP) will provide transition processing services such as a retirement, chapters, ETS, unqualified

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resignation etc., for active duty Soldiers within the Yongsan-Casey geographical area.

f. Agencies requiring Soldiers to clear will maintain at least two personnel with access to the installation Support Module (ISM) to pre-clear Soldiers. To gain access to **ISM**, the individual must complete a DA Form 2875, select "request account" at <https://ism.army.mil/ism/guest/login/isp>

g. Duty uniform will be worn by U.S. Army Soldiers during out-processing with the exception of approved leave.

h. Activities with out-processing requirements must request permission to be added to the installation Out-processing Checklist through the Directorate of Human Resource, USAG Yongsan - Casey for approval.

6. POLICY

a. OUT-PROCESSING PROCEDURES FOR PERMANENT CHANGE OF STATION (PCS) SOLDIERS

(1) All U.S. Army Soldiers will out process agencies utilizing DA Form 137-1-R, Unit Clearance Record thru Unit S-1, and the DA Form 137-2-R, Installation Clearance Record, which will be provided by the MPD to the Soldier.

(2) Soldiers with approved Intra-Theater Transfers (ITT) to a unit outside Area I and II will report to their respective Installation Out-Processing Center to out-process prior to reporting to their new unit of assignment.

(3) The **Area I MPD** will conduct out-processing briefings for Soldiers every Monday, Wednesday, and Friday at 1000, Transition Center Classroom, Maude Hall 2nd Floor. (excluding U.S federal holiday).

(4) As a guideline, Soldiers will be issued installation clearing papers no earlier than 10 business (Casey) 14 business (Yongsan and K-16) days prior to their avail/departure date. The business days are calculated by the MPD and the date the Soldier is required to pick up their installation clearing papers is placed on the cover sheet of the orders. Although the Soldier can pick up their clearing papers at that designated time, the Soldiers' unit is the authority as to how many days the Soldier will receive to clear the installation. It is advised that the Soldier complete their "final out" with their S1 at least 72 hours prior to their departure date.

(5) Soldiers must present a copy of their PCS orders and approved Absence Request (Leave form), or their flight itinerary (if itinerary is different from AVAILABLE date on orders) for Individuals requesting an exception to this policy must

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submit their request to DHR, USAG Yongsan-Casey with a full explanation.

(6) Soldiers unavailable to pick up clearing papers in person may designate another Soldier (E5 and above for Enlisted Soldier; O1 and above for Officers) designated by Special Power of Attorney. Designee must present a copy of the Soldier's PCS orders to pick up DA Form 137-2 and clear for the Soldier. USAG Yongsan-Casey MPD will not recognize a Special Power of Attorney for a Dependent to pick up clearing papers for the Soldier. A Special Power of Attorney may be required by other agencies listed on the DA Form 137-2, if Soldier is not available to clear in person.

(7) Soldier MUST be in duty uniform while clearing; the only exception to this are Criminal Investigation Division (CID), Military Intelligence (MI) Investigators, Installation SHARP Personnel (unit level not included), and pregnant Soldiers with approval memorandum from their Commander. All Soldiers that are being Chaptered out must be in uniform.

(8) Final-out will be conducted at the MPD after the Soldiers have cleared out from their S1. Soldiers will physically come to the MPD to final out and must have completed the following to obtain their installation final out-processing stamp:

(a) Approved Absence Request, Request and Authority for Leave, signed by the unit commander or signed by a battalion commander (O-5) or higher in conjunction with proceed time or house hunting.

(b) DA Form 137-1 - Unit Clearance Papers signed by the unit Commander/1 SG/Battalion S-1 authenticating official.

(c) DA Form 137-2 - Installation Clearance Record approved by finance.

(d) PCS, Separation, or retirement orders with all amendments.

(e) DA Form 5123-1 – In-Processing records checklist

(f) Flight itinerary printed by Commercial Travel Office

(g) The MPD will issue Soldiers an installation clearance sheet containing a list of installation activities that must be cleared prior to receiving final approval for out-processing. Soldiers must clear all these activities prior to departure from Korea.

b. OUT PROCESSING PROCEDURES FOR TRANSITIONING SOLDIERS

(1) Soldiers Regular Army (RA) and Reserve Component separation from Active Duty (AD) will be out-processed IAW AR 600-8-101. Separation Soldiers (to

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include Retirees) will report to USAG Yongsan - Casey MPD to receive DA Form 137-2 (Installation clearing papers) on the required date as stated in their separation orders. Separation Soldiers (to include Retirees) will report to their unit S-1s to receive DA Form 137-1 (unit clearing papers) IWS unit policy. Separating soldiers (to include retirees) must clear the required agencies listed on DA Forms 137-1 and 137-2.

(2) Soldiers will out-process through all required agencies ending with the Finance Office, Located at Camp Humphreys in Building 6420 or the Camp Casey Office in Building 2440 (no exceptions), then report back to their designated MPD two duty days prior to departure to finalize clearing papers and receive their DD Form 214 (Certificate of Release from Active Duty).

(3) All separating Soldiers are required to always wear their duty uniform during out-processing. Pregnant Soldiers who are authorized, through Commander's memorandum, are the only exception to this rule. Pregnant Soldiers will be required to always carry a copy of this memorandum during out-processing and provide a copy to USAG Yongsan - Casey MPD when reporting to finalized clearing papers and receive their DD Form 214.

(4) Soldiers separating under administrative discharge will require to have an escort appointed (by their unit) to ensure that the Soldier out-processes all required agencies. The appointed escort must be in the rank of SGT and gender specific. If the Soldier separating is the rank of SGT or higher, then the escort must be a minimum of one rank higher. Soldiers who have not departed within 30 days of installation level clearance will be issued a new clearance record.

(5) IAW AR 635-8 and AR 635-200, retiring Soldiers may request retirement processing at a location of personal choice (station of choice). RA Soldiers who are approved for retirement and desire to be returned to CONUS, Hawaii, or Alaska, may elect to complete final out processing for retirement at any TAP designated as a station of choice location. Retiring Soldiers who elect a station of choice for final retirement out-processing will incur cost of travel to that location. Soldier electing station of choice are obligated to pay for this travel before retirement order will be published. Reporting date to the station of choice is the last duty day prior to beginning of any approved Transition Administrative Absence or Transition leave.

(6) As a guideline, Soldiers will be issued installation clearing papers no earlier than Area I (10)/Area II (14) business day prior to their avail/departure date. The Business days are calculated by the MPD and the date the Soldier is required to pick up their installation clearing papers is placed in a cover sheet of their orders. Although the Soldier can pick up their clearing papers at that designated time, the Soldiers' unit is the authority as to how many days the Soldier received to clear the

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installation. It is advised that the Soldier complete their "final out" with their S1 least 48 hours prior to their departure date.

7. **EXCEPTIONS:** MPD staff members are not authorized to grant exceptions to this policy. Exceptions to Policy are only granted by the Garrison Commander; in absence of the Garrison Commander, the Deputy to Garrison Commander may grant exceptions or designate the DHR. Areas within this policy already annotate that "no exception" will remain in place. Agencies outside the MPD indicated in this policy must be contacted for granting exceptions to their policies.

8. Point of contact for this policy is Mr. Joseph S. Delise, Chief of Military Personnel Division (MPD) at joseph.s.delise.civ@army.mil or VOIP 315-722-4100.



EDWARD H. CHO
COL, LG
Commanding

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