



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

AMIM-YNG-ZA

UNITED STATES ARMY GARRISON YONGSAN - CASEY POLICY LETTER# 40

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Civilian In and Out-Processing

1. PURPOSE: To establish policies and procedures, assigned responsibilities, and provide guidance for in and out-processing for IMCOM Department of the Army Civilians (DAC) assigned to USAG Yongsan-Casey.

2. REFERENCE: USFK Regulation 614-2, 26 June 2013

3. APPLICABILITY: All DACs assigned to USAG Yongsan-Casey.

4. GENERAL:

a. The garrison's policy consists of ensuring incoming personnel are properly onboarded and integrated into the organization and for outgoing personnel to clear all required agencies and complete all obligations prior to separation retirement, transfer, or movement to the next duty station.

b. Those agencies involved with the DAC personnel and their activities are required to review the content of this policy and develop in and out-processing procedures. Changes in location and hours of operation for in and out-processing will be reported to the Directorate of Human Resources (DHR), Administrative Services Division (ASD) to ensure outgoing personnel are not inconvenienced.

5. RESPONSIBILITIES:

a. DHR has the responsibility to plan, coordinate, and manage the in and out-processing activities of DACs assigned to USAG Yongsan-Casey.

b. ASD will provide guidance and assistance to in and out-process DACs, as required. The ASD Chief will coordinate with Directorates, Divisions, and if required tenant units requiring in and out-processing to ensure the accuracy of hours of operation and location for in and out-processing on the checklist.

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c. The Deputy to the Garrison Commander (DGC), Directors, Division Chiefs, and Supervisors will ensure assigned personnel complete all requirements on the issued in and out-processing checklists and are returned to the DHR ASD Chief.

d. Activities with in and out-processing requirements must request permission to be added to the respective processing checklists through the DHR ASD Chief for approval.

6. POLICY:

a. In and Out-processing Procedures for DA Civilians.

(1) All DACs will in and out-process agencies using the USAG Yongsan-Casey Civilian Personnel In-processing and Out-processing Checklists, which will be provided by the DHR ASD Chief.

(a) In-processing

(1) DACs will be issued an in-processing checklist, by the DHR ASD, within 3 days of arrival. New employees are required to in-process all agencies (e.g., Resource Management Office, Security Office, Central Issue Facility [if Emergency Essential], Postal Center, etc.) and return the checklist to DHR upon completion.

(2) DACs are required to complete mandatory USFK theater-specific training and requirements prior to arriving OCONUS. The requirements, listed on the USFK website, covers areas such as cultural awareness training, reviewing policy letters, driver's license training, etc. Incoming personnel not completing the Newcomers training prior to PCS must complete it within 5 days of arrival.

(3) Newly arriving U.S. employees will meet with the DGC for a garrison orientation within 5 duty days after arrival.

(4) Noncombatant Emergency Evacuation (NEO). Newcomers must meet with their assigned Unit NEO Warden the first week of arrival and have a completed NEO packet IAW Appendix B, USFK 600-300, within 30 days of arrival.

(5) DAC employees are authorized 3-days to in-process. These days used for in-processing will be annotated and coded as administrative leave in ATAAPS.

(b) Out-processing

(1) As a guideline, DACs will be issued out-processing checklist upon receipt of their Firm Job Offer or no earlier than 30 business days. It is advised that the DACs complete their "final out" with the DHR ASD Chief at least 72 hours prior to their departure date.

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(2) Civilians unavailable to pick up clearing papers in person may designate another civilian designated by Special Power of Attorney. Designee must present a copy of the Civilians orders to pick up the Out-Processing Checklist to clear the civilian.

(3) Final-out processing will be conducted at the DHR ASD after the civilian has completed all applicable items on the Out-Processing Checklist. Civilians will physically come to the DHR ASD to final out and must have completed the following, including the areas listed on their Out-Processing Checklist:

- (a) Central Issue Facility and USAG Y-C HHC Supply Room for EEC and Non-EEC personnel to return EEC equipment and masks for all non-EEC personnel.
- (b) Resource Management Office to clear Government Purchase Card (GPC), Government Travel Card (GTS), and the Defense Travel System (DTS) as they apply to the respective DAC.
- (c) Postal Activity to clear and prepare forwarding address documentation.
- (d) PCS, Separation, or retirement orders with all amendments.
- (e) Housing Office to complete Verification of Clearance (30 Day Notice of Packet), turn-in appliances (if any).
- (f) Directorate of Plans, Training, Mobilization, and Security to clear security office.
- (g) Headquarters and Headquarters Company (HHC) to all clear uniform requirements
- (h) Directorate of Emergency Services, Vehicle Registration Office to deregister any privately owned vehicles.
- (i) Any local banking organization to clear/close account (if necessary).
- (j) Installation Transportation Office (ITO) to receiving counseling for Household Goods and POV shipments.
- (k) Logistics Readiness Center property office to clear Hand Receipt Holder account transfer with 100% accountability of property.
- (l) 175th Financial Management Center to return any Local Quarters Allowance (LQA) funds associated with early lease termination returned from landlord and returned to the government by the

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departing DAC.

(m) Online CHRA Service Now at <https://service.chra.army.mil> to turn off OCONUS Korea entitlements (example: Post Differential and Post Allowance). NOTE: Not submitting a ticket to turn-off entitlements can/will incur a future debt for the departing DAC.

(n) Supervisor to ensure all employee and supervisor actions have been completed prior to departure (e.g., DPMAP).

(o) Command Group to schedule an office call with DGC within 15 days of departure.

(p) DAC employees are authorized 3-days to out-process. These days used for out-processing will be annotated and coded as administrative leave in ATAAPS.

7. EXCEPTIONS: DHR ASD Chief or HR staff members are not authorized to grant exceptions to this policy. Exceptions to Policy are only granted by the Deputy to the Garrison Commander; in absence the DGC may grant exceptions or designate the DHR. Areas within this policy already annotate that "no exception" will remain in place. Agencies outside the DHR ASD Chief indicated in this policy must be contacted for granting exceptions to their policies. IMPORTANT NOTE: Failure to complete the out-processing checklist, e.g. LQA clearance, will likely result in delay in airline ticket issuance.

8. Point of contact for this policy is Chief, Admin Services Division (ASD) at DSN 722-1097.



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Commanding

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