



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND, PACIFIC REGION
HEADQUARTERS, UNITED STATES ARMY GARRISON, HAWAII
851 WRIGHT AVENUE, WHEELER ARMY AIRFIELD
SCHOFIELD BARRACKS, HAWAII 96857-5000

IMPC-HAW-ZA

28 AUG 2012

MEMORANDUM FOR All Military Personnel and Department of Defense (DoD) Civilian Employees Within United States Army, Hawaii

SUBJECT: Policy Memorandum USAG-HI-58, Installation Out-Processing Procedures

1. Reference. AR 600-8-101, 18 Jul 03.
2. Applicability. This memorandum applies to all Soldiers in United States Army, Hawaii, who are supported by the Directorate of Human Resources, Military Personnel Division, United States Army Garrison, Hawaii (USAG-HI). It prescribes policies and procedures for the operation of the centralized installation out-processing clearance system at Schofield Barracks (SB) and Fort Shafter (FS), Hawaii. Policies and administrative procedures in this memorandum apply to all Soldiers transferring from Hawaii and transfers between FS and SB except as otherwise noted.
3. Introduction. The Installation Clearance Program, when properly executed, will allow only those Soldiers who meet all unit, battalion (BN), and installation clearance requirements to depart the command. This system makes use of centralized administrative procedures. Soldiers who ensure that their affairs are in order and follow clearance instructions carefully can complete clearance in a few days. This system will allow for the customizing of clearance records.
4. The Central Installation Clearance System
 - a. The central clearance process begins upon receipt of orders for permanent change of station (PCS) or for transition from active duty for separation (expiration of term of service, chapter separations or retirement, or extended temporary duty for 90 days or more). The Out-Processing Section (OPS) work center receives orders from the individual Soldier when he/she reports for the initial clearance briefing.
 - b. Upon receipt of orders, the Soldier should visit the Transportation Office to make travel arrangements. If occupying family quarters, Soldiers must visit the Family Housing Office to receive briefings and obtain appointments.
 - c. The Soldier's servicing BN S1 or unit orderly room (in the case of separate units) will ensure that Schofield Barracks Soldiers report to the Military Personnel Division, Personnel Services Branch, OPS, Bldg 750, 673 Ayers Ave, Rm 103, for their initial out-processing briefing. Fort Shafter Soldiers must call the Fort Shafter Composite Team

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(438-1663/8918) to schedule their out-processing briefing. Soldiers should attend a clearance briefing as early as 30 days, but no later than 20 calendar days, prior to their departure date/availability date. The unit S1 will issue a DA Form 31 (Request and Authority for Leave) to all Soldiers who are proceeding on PCS or who are taking Transition Leave for separation.

d. When the Soldier reports to OPS, staff personnel will conduct a briefing on clearance procedures and have the Soldier complete a brief questionnaire. This information is used to generate the DA Form 137-2-R (Installation Clearance Record) and the DA Form 137-1 (Unit Clearance Record) on the Installation Support Module (ISM) database. Upon completion of the out-processing briefing, OPS personnel will enter the Soldier's SSN in the ISM system for automatic clearance by supporting installation agencies such as the Library, ACS, AER, EFMP, Training Aids Center, Education Center, Installation PBO, Installation Security, etc. Unless the Soldier has an outstanding obligation with any of these agencies, these organizations will pre-clear the Soldier on line on ISM. OPS personnel will set up an appointment with the Central Issue Facility CIF. The clearance papers will be generated on the following day and will be updated to reflect the agencies that have been pre-cleared and do not require a personal visit by the Soldier.

e. The Soldier, or the Soldier's S1, will report to OPS 10 workdays prior to the Soldier's departure or transition date to pick up the Soldier's clearance papers. For easy reference and convenience, a listing of all installation support agencies with location/building numbers and telephone numbers will be provided with each clearance packet. Short-fused cases (less than 10 working days until availability date or report to the Transition Center), such as chapter discharges or emergency PCS actions, require personal visits and will be expedited accordingly.

f. Upon receipt of clearance papers, the Soldier must personally report to all installation agencies that have not been pre-cleared on ISM and to unit/BN activities to receive clearance stamps/signatures. Upon completion of clearance, Soldier will return to OPS on his/her scheduled final appointment date listed in block 17, Remarks Section, of the DA Form 137-2-R. At that time, OPS personnel will check to ensure that no activity has flagged the Soldier's clearance due to a recently incurred or discovered obligation, and the Soldier has an updated SGLI and DD Form 93, an updated PERSTEMPO printout, if applicable, and an updated ERB/ORB with no flagging action in his/her Military Personnel File.

g. Upon clearing any pending obligations, OPS personnel will affix the final central clearance stamp on the Soldier's DA Form 137-2-R and the DA Form 137-1.

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Installation Out-Processing personnel will place a copy of the stamped clearance record in the Soldier's unit distribution box to be picked up by the S1 or the Soldier.

h. Intra- and Inter-command transfers.

(1) Intra-command transfer. Soldiers proceeding on intra-command transfers (within the same command) between Schofield Barracks and Fort Shafter, or vice versa, will be required to clear their losing unit of assignment using the DA Form 137-1 only. For example, Soldiers moving between HQ, USARPAC (FS) to 25th ID (SB), or from 65th Engr Bn, 8th TSC (SB), to 2nd Bde, 25th ID (SB), or Soldiers proceeding on In-Place Consecutive Overseas Tour (IPCOT) transfer between SB and FS units in USARPAC, etc.

(2) Inter-command transfer on PCS Orders. Soldiers proceeding on inter-command transfers (between commands) on PCS orders will be required to completely clear their units and applicable installation support agencies using the DA Form 137-2 and DA Form 137-1 as part of PCSing from their losing command. For example, Soldiers PCSing between 25th ID (SB) to USAE, PACOM (Cp Smith) or from HQ, USARPAC to 311th SC, or from 25th ID (SB) to TAMC, etc.

5. Policy

a. Unit commanders (CDRs) are responsible for establishing policy as to when Soldiers are released from their duties for clearing and out-processing. In all cases, Soldiers will be given at least 3 duty days to comply with the provisions of this policy.

b. All Soldiers receiving involuntary chapter separations are required to have an escort in the rank of sergeant (SGT) or higher. For all noncommissioned officers (NCOs), escorts must hold one rank higher than the separating Soldier. The escort is required to accompany the Soldier while clearing all required organizations/agencies to control the clearing of the Soldier and render whatever assistance is necessary during the clearance process.

c. Soldiers of all ranks must be in uniform when clearing the installation. The only exceptions are Soldiers who are pregnant or an agent of the Criminal Investigations Division (CID).

d. The time allowed for clearing the installation before the availability/departure date can be up to 10 duty days for Soldiers on PCS or separation orders (i.e., medical, chapter, retirement, ETS, and retention control point).

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e. All Soldiers are required to personally visit certain specific agencies on post for counseling and/or clearance. Several agencies can be cleared on-line on the ISM system without the requirement for the Soldier to visit those agencies unless there is a special need for a visit, in which case the Soldier must visit that agency and receive a clearance stamp or signature on the DA Form 137-2.

6. Responsibilities

a. S1:

(1) Will ensure that the departing Soldier attends the out-processing briefing with sufficient time for out-processing.

(2) Will ensure that all Soldiers being processed for adverse chapter separations will have the appropriate escort (SGT or above) and in military uniform in compliance with AR 670-1.

(3) Will ensure that all NCOs and Officers have a copy of a completed NCOER or OER or a memorandum indicating that one is being prepared with the projected completion date. This information will be verified by the OPS staff prior to granting final clearance for departure.

b. Unit Commander (CDR/First Sergeant (1SG):

(1) Will ensure that all Soldiers have completely cleared the unit prior to reporting to OPS.

(2) Sign Soldier's unit/BN and installation clearance papers to authorize final out-processing. The CDR or the 1SG signature indicates the Soldier has cleared the unit/BN and is ready for PCS or separation.

c. Supporting Activities:

(1) Activities equipped with the automated ISM are required to check the system for departing Soldiers on a daily basis. Agencies needing to see a Soldier that has already cleared will notify IOP by telephone or memorandum to place a hold on that Soldier's final clearance.

(2) Activities must clear all Soldiers through the ISM immediately upon receipt of the notification from OPS, or indicate the need for the Soldier to report personally to

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their agency. Upon clearing a Soldier, the agency will affix its stamp or signature in the appropriate section on the Soldier's clearance record. Soldiers who report to OPS before receiving clearance by an agency through ISM are referred back to that agency for clearance on the DA Form 137-2.

d. Out-Processing Section, MPD:

(1) Will conduct a briefing for all departing Soldiers on clearance procedures in accordance with AR 600-8-101.

(2) Will schedule all final clearance appointments.

(3) Will print and issue all installation clearance records (DA Form 137-2 and DA Form 137-1)

(4) Will verify that Soldiers are properly cleared from all installation agencies and unit/BN before clearance records are accepted and the Final Clearance Stamp issued.

7. This policy supersedes policy memorandum USAG-HI 58, SAB, dated 9 Jun 11 and remains in effect until cancelled or superseded in writing.

8. Proponent. The proponent for this policy memorandum is the Chief, Military Personnel Division, Directorate of Human Resources, at 655-0893.



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Commanding

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