Our mission is to provide sustainable installation support and services for Soldiers, Families, and the military community that meets current and future mission requirements, promotes community well-being and enhances the natural environment.
IAW AR 600-8-101, Para 3-2c(1)
The out-processing program supports implementation of the Army’s debt management program. No Soldier owing debts to the U.S. Government or its instrumentalities will be cleared for departure until either the debts are paid or the Soldier’s unit commander and the local finance officer are notified. (See AR 600-15)

IAW Policy Memo USAG-HI-58
All Schofield Barracks, Wheeler Army Air Field, Ft. Shafter and Camp Smith Soldiers who are within 30 days of the Aval (Availability) Date for PCS or Reporting Date for Transition as indicated on the next slide, must complete an Out-Processing Briefing.

Chapter separations, intra-post transfers, and AGR Soldiers must visit the IOP Section, Soldiers Support Center, Bldg 750, Rm 103, for out-processing instructions.
Aval Date/Transition Date on Orders

Aval Date on PCS Orders

Transition Date on Separation Orders

Aval Date

Transition Date
Out-Processing Briefing

Instructions

PCS ONLY

- **IAW FRAGO 02 to OPORD 12-065**
  
  Prior to issuance of your clearing papers (DA Form 137-2), Soldiers will complete the Total Army Sponsorship Program (TASP) Out-processing Sponsorship Survey (*Soldiers transitioning from service will not complete the Sponsorship Survey*)

- **TASP Out-Processing Sponsorship Survey link:**
  [http://www.myarmyonesource.com/outprocessing](http://www.myarmyonesource.com/outprocessing)

Once completed print page stating survey complete and bring to Out processing on your clearing paper pick-up date.
Instructions

SEPARATING SOLDIERS ONLY

All separating Soldiers must complete the ACAP Survey, print completion page and present to Out-processing to clear installation.

http://www.myarmyonesource.com/ArmyTransitionProgramExitSurvey
Clearing Papers are available for pickup at the IOP Section, Soldiers Support Center, Bldg 750, Rm 103, 14 days prior to your aval/report to transition date. TIME IS ALWAYS 1200 late arrivals will be asked to return the following business day. Out-processing is open Mon, Tues, Wed, and Fri. If your date is a weekend or federal holiday pick up will be the first working day following that day. (DO NOT go to the agency if there is a typed name in column 13 of your clearing papers (DA Form 137-2))

- Bring your orders, clearing papers, and ID Card when clearing installation agencies

- All Soldiers must be in military uniform while clearing the installation
Out-Processing Briefing

Out-Processing Process Map

**During levy briefing, IOP Section informs when to view on-line out-processing briefing**

- IOP Section receives orders through distribution
  - IOP Section enters orders information into ISM
  - Installation agencies pre-clear Soldier
  - IOP Section generates DA Form 137-2

**Did Soldier complete TASP out-processing sponsorship survey and eSAT?**

- No
  - Soldier completes TASP out-processing sponsorship survey and eSAT
  - IOP Section affixes clearance stamp on DA Form 137-2
  - Soldier views on-line out-processing briefing
  - Soldier transitions from service?
    - Yes
      - Soldier views on-line out-processing briefing
    - No
      - IOP Section files original DA Form 137-1/137-2 for recordkeeping

- Yes
  - IOP Section distributes DA Form 137-2
  - Soldier reports to IOP Section for review of ISM clearing actions and DA Form 137-1/137-2
  - Soldier clears all installation activities that require visits
Out-Processing Briefing

Schofield Barracks Map

https://www.intelink.gov/go/kBJhGe
Out-Processing Briefing

Ft Shafter Map

https://www.intelink.gov/go/fHnzAx
Location: Soldiers Support Center, Bldg 750, Rm 103, 673 Ayers Ave, Schofield Barracks
Tel: 655-1272
Hours of Operation: M-F 0730-1530 (Closed Thursdays 1130-1600)

- If your CAC card will be expiring prior to your PCS or your separation date, see your Brigade S1 to get another card made.

- If your dependents need an updated ID Card, make an appointment at: https://rapids-appointments.dmdc.osd.mil and bring two forms of identification, one of which must include a current photograph. Documents that can be used for positive personal identification are as follows: Driver's license or ID issued by a state or outlying U.S. Commonwealth or possession; ID card issued by federal, state, or local government agencies or entities; School ID card with photograph; Voter's Registration Card; U.S. Military ID card; U.S. Passport; Certificate of U.S. Citizenship; Certificate of Naturalization. For those younger than 18, the following are acceptable: School Record or Report Card; Clinic, doctor or hospital record; Day-care or nursery school record.
Location: Bldg 2070, 540 Humphrey Rd, Schofield Barracks
Tel: 655-7154
Hours of Operation: M-Th 0900-1500, Fri 0900-1400
(Appointment required for turn-ins)

- Soldier should report to the CIF to schedule an appointment. The following items are required for scheduling an appointment:
  - 1 copy of orders
  - 1 copy of the Commander’s memorandum to start the clearing process early. Ensure commander’s assumption of command is on file w/CIF

- Upon arriving at the CIF, Soldier will be given a copy of the clothing record to identify all items that are required for turning in for clearance

- If Soldier is unable to make the initial scheduled appointment, Soldier is required to reschedule by calling CIF
Out-Processing Briefing

Transportation Office

Location: Soldiers Support Center, Bldg 750, Rm 140, 670 Ayers Ave, Schofield Barracks
Tel: 655-1868
Hours of Operation: M-F 0730-1600

- Walk-ins are taken until full
### Out-Processing Briefing

#### Housing

<table>
<thead>
<tr>
<th></th>
<th>Inspection</th>
<th>Clearance</th>
<th>Request TLA Memorandum from Post Housing</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>On Post Family Housing</strong></td>
<td>Contact assigned Community Center to schedule pre/final inspection</td>
<td>Assigned Community Center</td>
<td>PCS Orders Flight Itinerary DA Form 31 (Leave Form) Termination Letter</td>
</tr>
<tr>
<td><strong>BOQ</strong></td>
<td>Contact Unaccompanied Personnel Housing (UPH) 655-7390 for inspection</td>
<td>UPH Office</td>
<td>0-10 days (On post housing or UPH must be terminated prior to start of TLA)</td>
</tr>
<tr>
<td><strong>Off Post</strong></td>
<td>N/A</td>
<td>Schofield Housing Services Office (HSO), 655-3074/5, Bldg 950, 215 Duck Road. Ft. Shafter Housing Services Office (HSO), 438-6198, Bldg 1004, 111 7th Street</td>
<td>PCS Orders Flight Itinerary DA Form 31 (Leave Form) DD Form 1299 (Household Goods Shipment)</td>
</tr>
<tr>
<td><strong>UPH Barracks Management Office</strong></td>
<td>barracks Management Office within footprint to schedule pre/final inspection</td>
<td>barracks Management Office within Footprint</td>
<td>N/A</td>
</tr>
</tbody>
</table>
### Barracks Management Office (BMO) vs. BMO Phone Number

<table>
<thead>
<tr>
<th>Barracks Management Office (BMO)</th>
<th>BMO Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>2(^{nd}) SBCT (SB, Bldg 586)</td>
<td>655-9414/9422</td>
</tr>
<tr>
<td>3(^{rd}) IBCT (SB, Bldg 586)</td>
<td>655-9415/9416</td>
</tr>
<tr>
<td>8(^{th}) TSC North (SB, Bldg 881)</td>
<td>655-9404/9437</td>
</tr>
<tr>
<td>8(^{th}) TSC South (FS, Bldg 502)</td>
<td>438-4609</td>
</tr>
<tr>
<td>CAB (WAAF, Bldg 840)</td>
<td>656-3376/3377/3379</td>
</tr>
<tr>
<td>500(^{th}) MI</td>
<td>655-6088/6102</td>
</tr>
<tr>
<td>HHBN 25(^{th})</td>
<td>655-6379/1274</td>
</tr>
</tbody>
</table>
Schofield Barracks Veterinary Clinic:
Location: Bldg 936, Duck Rd, Schofield Barracks
Tel: 655-5893/5889
Hours of Operation: M-F 0800-1600, every 3rd Wed 0800-1900

Ft Shafter Veterinary Clinic:
Location: Bldg 435, Pierce St, Ft Shafter
Tel: 433-2271
Hours of Operation: M-F 0800-1600 (Closed last day of the month)

- Soldier will be cleared on-line unless a balance is due then Soldier must visit clinic used.
For Schofield Barracks Soldiers:
Location: Bldg 679, Glennan Rd, Schofield Barracks
Tel: 433-8200
Hours of Operation: M-F 0700-1600 (Closed 1200-1300 for lunch)
- Soldiers may begin medical out-processing each TUES 1300 or FRI 0900 at Schofield Barracks Health Clinic (Bldg 679), Troop Immunizations

For Ft Shafter Soldiers:
Location: Tripler Army Medical Center, Medical Records, Mountainside, 4G-Rm 716
Tel: 433-6076
Hours of Operation: M-F 0730-1600 (Closed 1200-1300 for lunch)

- Please start medical out-processing two weeks prior to final clearance date.
- Drop copy of orders at Medical Records at anytime during hours of operation
For Schofield Barracks Soldiers:
Location: Bldg 660, McCornack Rd, Schofield Barracks
Tel: 433-6825
Hours of Operation: M-F 0715-1615

For Ft Shafter Soldiers:
Location: Tripler Army Medical Center, Dental Clinic, 1st Floor, D-Wing
Tel: 433-6825
Hours of Operation: M-F 0715-1615

- Please pick up *Dental Records* at the Dental Facility.
Separating Soldiers:
Transitional health care options may be available if you qualify. For info, go to http://tricare.mil/mybenefit/home/LifeEvents/Separating?

Retiring Soldiers:
Your TRICARE health benefits will change when you retire. For info, go to http://tricare.mil/mybenefit/home/LifeEvents/Retiring?

Transferring Soldiers:
Sponsor/Family Members are responsible to complete a TRICARE region transfer or Primary Care Manager change upon arrival at new duty location. Contact TRICARE at 1-888-874-9378 for info.
Out-Processing Briefing
Army Community Services (ACS) Army Emergency Relief (AER)

**Schofield Barracks**
Location: Bldg 2091, Kolekole Ave
Tel: 655-4227
Hours of Operation: M-F 0730-1630

**Ft. Shafter**
Location: Bldg S330, Aloha Center, Rm 111
Tel: 438-9285
Hours of Operation: M-F 0730-1630

- ACS will clear Soldier on-line unless a balance is due then Soldier must clear at Schofield Barracks or Fort Shafter location.
Schofield EFMP
Location: Bldg 2091
Tel: 655-4227
Hours of Operation: M-F 0730-1630

Fort Shafter EFMP
Location: S330 Rm 111
Tel: 438-9825
Hours of Operation: M-F 0730-1630

- ACS Office will clear Soldier if no EFMP family members
- Call to see if EFMP record is updated
- To update EFMP records, have doctor complete Family Member Medical Summary (DD Form 2792) and take to EFMP Office. Form is at: http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd2792.pdf
Out-Processing Briefing

Library

**Schofield Library**
Location: Bldg 560, 1st Floor, 1336 Kolekole Ave  
Tel: 655-8002  
Hours of Operation: M &Tue 1100-2000, Wed-Sat 1100-1800, Closed Sundays

**Fort Shafter Library**
Location: Bldg 650, 181 Chapplear Rd  
Tel: 438-9521  
Hours of Operation: M-Th 1000-1800, Fri-Sun 1000-1600

- Library will clear Soldiers on-line unless Soldier has any checkouts or overdue account then Soldier may clear at either location.
For Schofield Barracks Soldiers:
Location: Bldg 560, 2nd Floor, 1336 Kolekole Ave
Tel: 655-0800/0805
Hours of Operation: M-F 0900-1700
Last business day closes @ 1200 for separating Soldiers

For Ft Shafter Soldiers:
Location: Bldg 102, 1 Jarrett White Rd, Tripler Army Medical Center
Tel: 433-4187
Hours of Operation: M-F 0900-1700

- Education Center will clear Soldiers (PCS only) on-line unless Soldier owes money, has missing grade, or has no GoArmyEd account.
Schofield Barracks
Location: Bldg 1283, 241 Hewitt St
Tel: 655-5314/8380
Hours of Operation: M-F 0730-1700 (Walk-Ins 0730-1100)

Aliamanu Military Reserve (AMR)
Location: Bldg. 1782
Tel: 833-5393
Hours of Operation: 0800-1700 (Walk-Ins 0800-1100)

- Soldiers may clear at either location.
<table>
<thead>
<tr>
<th>CYSS Programs</th>
<th>* Separate forms required for each child *</th>
<th>Turn-in forms at:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public School</td>
<td>Student Withdrawal Procedures for Out-Processing Form (School personnel must sign/stamp form)</td>
<td>Child, Youth &amp; School Services Registration Office (CYSS) at either Schofield Barracks or AMR</td>
</tr>
<tr>
<td></td>
<td>Student Non-Withdrawal Procedures for Out-Processing Form (School personnel must sign/stamp form)</td>
<td></td>
</tr>
<tr>
<td>CDC</td>
<td></td>
<td>CDC CYSS Child Care Withdrawal Procedures for Out Processing Form (Child Care Facility Personnel must sign form)</td>
</tr>
<tr>
<td>SAS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FCC</td>
<td>CYSS Child Care Withdrawal Procedures for Out Processing Form (Child Care Facility Personnel must sign form)</td>
<td></td>
</tr>
<tr>
<td>Sports</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SKIESUnlimited</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Homeschool</td>
<td>Contact school your child should have attended and inform them of your PCS date</td>
<td></td>
</tr>
<tr>
<td>Private school/homeschool and did not use any CYSS programs</td>
<td>Soldiers whose children did not utilize CYSS and did not attend a public school require no paperwork</td>
<td></td>
</tr>
</tbody>
</table>
Out-Processing Briefing

Training Aids Support Center (TASC)

Location: Bldg R1052, McMahon Rd, Schofield Barracks
Tel: 655-4030
Hours of Operation: M-F 0730-1130/1230-1630

- TASC will clear Soldiers on-line
Out-Processing Briefing

USAG-HI Installation Security Office

Location: Bldg 580 (Division HQ), Room 125 (Left Side Entrance), Kolekole Ave, Schofield Barracks
Tel: 655-6197
Hours of Operation: M-F 0830-1200, 1300-1630

- Soldiers under MEDCOM, NETCOM, INSCOM, USACE, SIGNAL: 307th ITSB, & MI UNITS: 500th MI, 205th MI, 715th MI – Report to your unit S2 for Security Office signature
- Other Soldiers will be cleared on-line
Location: Bldg 6041, 1950 Higgins Rd, East Range Area
Tel: 656-1645
Hours of Operation: M-F 0700-1630 (Closed 1100-1300)

- No requirement to clear PBO if E4 or below.
Schofield Barracks Police Station:
Location: Bldg 3010, Lyman Rd
Tel: 655-4688
Hours of Operation: M-F 0730-1530

Ft. Shafter Police Station:
Location: Bldg T118, Palm Circle
Tel: 438-7114
Hours of Operation: 24 hours

- Soldier will be cleared on-line
Location: Bldg 690, Rm 3A, Schofield Barracks
Tel: 655-1561/6836
Hours of Operation: M-Th 0900-1100/1300-1600, Fri 0900-1200 (closed Federal and Training Holiday)

- Required for ETS and Chapters (including medical retirements) only. Not required for career retirements and PCS.
- Chapters should be with Escort, if required.
Schofield Barracks
Location: Bldg 2110, 435 Ulrich Way, Schofield Barracks,
Tel: 655-0143
Hours of Operation: Tue-Sat 0830-1730, closed Sun & Mon

Aliamanu Military Reserve (AMR)
Location: AMR Fitness Center
Tel: 836-0338
Hours of Operation: M-F 0600-2100, closed Sat & Sun

- Soldier will be cleared on-line if possible. Soldiers may visit either location.
Wheeler AAF
Location: DFMWR Bldg 547, 350 Eastman Road, Wheeler AAF
Tel: 656-0129
Hours of Operation: M-F 0730-1600

- Soldier will be cleared on-line if possible.
Commercial Activities is for clearing with the local utility companies. This is the Soldier’s responsibility.

The Soldier will sign on the clearing papers for Commercial Activities.
# Out-Processing Briefing

## Military Pay

**For Soldiers Assigned to Schofield Barracks**

## 125th Finance Management - Military Pay Out-Processing

<table>
<thead>
<tr>
<th>Processing Location</th>
<th>PCS</th>
<th>Advance DLA (cannot be paid more than 30 days prior to departure)</th>
<th>Advance Travel</th>
<th>Advance Pay (up to one month's pay)</th>
<th>TLA upon departure</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Processing Location</strong></td>
<td>Ayers Ave, Bldg 750, Tel: 655-0094/0095 Operating Hours: M,T,W,F 0930-1130, 1300-1600 Closed on Thursday, Holidays &amp; ADONSA</td>
<td></td>
<td></td>
<td></td>
<td>219 Glennan Rd, Bldg 689 Tel: 655-1244</td>
</tr>
<tr>
<td><strong>When to submit (minimum # of days prior to leaving Hawaii)</strong></td>
<td>15 days</td>
<td>30 days</td>
<td>30 days</td>
<td>30 days</td>
<td>10 days (can submit w/ prepaid lodging receipt 4 days prior to departure)</td>
</tr>
<tr>
<td><strong>DD137-2</strong> <em>(Clearing paper)</em></td>
<td>SHOW</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Order (1-sided)</strong></td>
<td>1 copy</td>
<td>1 copy</td>
<td>1 copy</td>
<td>1 copy</td>
<td>1 copy</td>
</tr>
<tr>
<td><strong>DA 31</strong> <em>(Leave Form)</em></td>
<td>1 copy</td>
<td>1 copy</td>
<td>1 copy</td>
<td>1 copy</td>
<td>1 copy</td>
</tr>
<tr>
<td><strong>Flight Itinerary</strong> <em>(for you and family)</em></td>
<td></td>
<td>1 copy</td>
<td>1 copy</td>
<td></td>
<td>1 copy</td>
</tr>
<tr>
<td><strong>LES</strong> <em>(Leave and Earning)</em></td>
<td></td>
<td></td>
<td></td>
<td>1 copy</td>
<td></td>
</tr>
<tr>
<td><strong>TLA Memorandum from Post Housing</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Paid Receipt (Itemized by day and dates must correspond to TLA Memorandum above)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Statement of Non Availability (SNA)</strong></td>
<td>SNA is only needed if Service Member did not stay at the Schofield Inn. Without an SNA, you will be reimbursed up to the Schofield Inn rate.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

All documentation must be submitted with amendment if applicable.

POC: SGT Bradshaw, John
Out-Processing Briefing

Military Pay
For Soldiers Assigned to Schofield Barracks

Defense Military Pay Office, Schofield Barracks
Location: Soldier Support Center, Bldg 750 Room 119
Tel: 655-0094/95
Hours of Operation: M,T,W,F 0930-1130, 1300-1600
Closed on Thursday, Holidays, and ADONSA

Documentation Required for clearing:
✓ PCS Orders (w/amendments) - 1 copies
✓ DA 31, Leave Form – 1 copies
✓ Fill DA Form 5960
✓ Installation Clearing Papers (Must clear CIF prior to Finance)

Note: Bring all copies to IOP Finance 15 days prior to your final out
Out-Processing Briefing

Military Pay
For Soldiers Assigned to Ft. Shafter

Defense Military Pay Office, Ft Shafter
Location: Aloha Center, Bldg S-330 Rm 108, Montgomery Rd
Tel: 438-3958/1621/8155/1875
Hours of Operation: M-F 0730-1530

Appointment Required

Documentation Required:
✓ PCS Orders (w/amendments) - 3 copies
✓ DA 31, Leave Form – 3 copies
✓ Flight Itinerary for Service Member and all dependents – 3 copies
✓ TLA Authorization Memo – 2 copies
✓ Installation Clearing Papers (Must clear CIF prior to Finance)

▪ May request Advance Dislocation Allowance (DLA), Advance Travel, and Advance Pay
▪ Out-processing TLA settlements need Itemized Lodging receipts showing paid in full
All Soldiers (ETS, Medical, Disability, Retirement and Chapters) are required to attend a **MANDATORY** Pre-Separation Briefing which is held every M,T,W,F 0900-1200, Bldg 750, Room 208. Soldiers will attend the briefing not earlier than 10 days prior to their final reporting date to transition. Regular **Retirees**, Please schedule an appointment with Finance at Room 102. **655-9100/1583**

**ETS/MED/CHAPTERS 0900**
(Briefing will last until at least 1200)

If required documentation is not available, Soldiers will be asked to attend the next briefing. Soldiers will not be cleared from the Installation if they have not completed this briefing.
Final Clearance

- You must have the following documents in order to out-process the installation with IOP Section:
  - Installation clearing papers (DA Form 137-2) – CIF must be cleared first
  - Unit clearing papers (DA Form 137-1) – Complete with all signatures or stamps as required

- YOUR FINAL OUT DATE IS LOCATED ON PAGE 2 OF YOUR CLEARING PAPERS. TIME IS ALWAYS 1500.

- Please call 655-1272 with any questions.