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# Installation Out-Processing Briefing

**23 June 2016**

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**IMCOM integrates and delivers base support to enable readiness  
for a self-reliant and globally-responsive  
All Volunteer Army**

**WE ARE THE ARMY'S HOME**



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# OUT-PROCESSING CENTER

## PURPOSE

**Our mission is to deliver quality customer service to Soldiers departing Hawaii who are preparing to PCS or Transition (ETS, Retire, or other separation) out of the Army.**



# Clearance and Sponsorship Procedures

- Read briefing slides

## **\*THIS IS YOUR OUT-PROCESSING BRIEF\***

- Soldiers (**PVT-SSG/2LT-CPT/W1-W2**) who are within 30 days of their AVAL (Availability)/Transition Report Date must complete the Out-Processing Briefing

- **ISSUANCE of CLEARANCE PAPERS**
  - **14 days** prior to AVAL/Report Date
  - **ALL SOLDIERS** are required to be in duty uniform for all out-processing activities.

- The Army Sponsorship Program is **OPTIONAL** for **E7-E9/W3-W5/O4-O6**





# PCS Out-Processing Procedures

## PCS Soldiers Only

Log into the [Army Career Tracker \(ACT\)](#) website and complete the Total Army Sponsorship Program

- Fill out DA Form 5434 and complete sections 1, 2, 4, 5 and digitally sign and save your form. Sponsors will complete Section 3. Exception To Policy (ETP) is required if DA Form 5434 is not complete (**All sections**)
- Complete TASP Survey



# Army Career Tracker (ACT)



### Actors:

- PCSing Individual
- Sponsor

The screenshot shows the ACT interface with a navigation bar (SOLDIER, CAREER RESOURCES, SEARCH, SPONSORSHIP) and a 'Home SURVEY' tab. A 'My Notices' sidebar is on the left. The main content area displays a 'DA FORM 5434' notification with a progress bar showing 'Complete DA Form 5434', 'Contact your Sponsor', and 'Complete Survey'. Below the progress bar, a section titled 'ARRIVAL INFORMATION TO ASSIST GAINING UNIT OR ACTIVITY' contains fields for rank, name, and contact information. A 'Sponsorship Notification' section is also visible at the bottom of the notification.

- The DA Form 5434 is what drives the program
- Notification are sent to PCSing individual to complete their DA Form 5434
- Sections 1, 2, 4, and 5 are completed by the PCSing Individual. Section 3 is completed by the Sponsor
- Clearing papers are being withheld until Sponsor completes Section 3 of DA Form 5434 or [ETP 4187](#) Signed by a Bde Cdr in Soldiers Chain of Command and Out-processing Survey



# PCS Out-Processing Cont'd

## UPON COMPLETION OF DA 5434/TASP SURVEY

Please send your request to: [usarmy.schofield.imcom-pacific.list.in-out-processing-hi@mail.mil](mailto:usarmy.schofield.imcom-pacific.list.in-out-processing-hi@mail.mil)

**\*ONLY .MIL EMAIL ACCOUNTS WILL BE ACCEPTED\***

Indicate your name and **full SSN** in the body of the email  
**(ENCRYPT YOUR EMAIL)**

**Subject Line must read “Clearing Papers”**

**\*Failure to comply to these instructions will cause further delay in the receipt of clearing papers\***

**\*Clearing papers are emailed 14 CALENDAR DAYS prior to your AVAL / report date to Transition. If you are within your 14 day window we will send an email stating the earliest date they will be available.\***



# Separation Out-Processing Procedures ETS, Retirements, or Separations

## Separating Soldiers Only

**Soldiers will complete the Army Transition Assistance Program Exit Survey**

- **Army Transition Assistance Program Exit Survey link:**  
<http://www.myarmyonesource.com/ArmyTransitionProgramExitSurvey>

**Total Questions: 14**

**Estimated Completion Time: 5 minutes**

**\*You must use a web server other than Internet Explorer**

**Ex. Firefox**

**Apple Safari**

**Google Chrome**





# Separations Out-Processing Cont'd

**Acceptable ways to provide proof that you have completed the survey:**

- ❑ **Option #1 – Provide Screen Shot of TASP Survey completion page. Press ‘Ctrl Print Screen’, paste into a PowerPoint slide, send as an attachment.**
- ❑ **Option #2 – Copy web link of the Sponsorship Survey page (Question 30 of 30), and paste link in the body of the email.**
- ❑ **Option #3 – Print TASP Survey completion page. Scan document to yourself. Attach document and send as attachment.**



**\*ENSURE FULL SSN IS INCLUDED IN EMAIL\***



# Separations Out-Processing Cont'd

**SOLDIERS WITHOUT COMPUTER OR PRINTER ACCESS  
PLEASE SEE THE LIST OF CAC-ENABLE  
COMPUTERS AVAILABLE FOR YOUR USE**

Visit: <http://www.garrison.hawaii.army.mil/dhr/default.htm>

Select the Out-Processing Tab.

Icon will read, "Click HERE for a listing of CAC-enabled computers available for your use".



**Soldiers MUST BE in duty uniform at ALL times during  
Out-Processing**



**PT UNIFORM IS NOT ALLOWED**

Schofield Barracks Library Mon & Tues 1100-1930  
Wed-Sat 1100-1730

Fort Shafter Library Mon-Thur 1000-1800  
Fri-Sun 1000-1600

Education Center, Schofield Barracks, Rm 203 Mon-Fri 800-1700

Education Center, Fort Shafter Flats, 9th Reserve Spt Ctr, Bldg 1550, 1st floor,  
Oceanside Mon- Fri 0630-1600

**Exceptions: Civilian attire accepted with a profile or memorandum from Commander**



# Separations Out-Processing Cont'd

## UPON COMPLETION OF THE SURVEY

Please send your request to: [usarmy.schofield.imcom-pacific.list.in-out-processing-hi@mail.mil](mailto:usarmy.schofield.imcom-pacific.list.in-out-processing-hi@mail.mil)

**\*ONLY .MIL EMAIL ACCOUNTS WILL BE ACCEPTED\***

Indicate your name and **full SSN** in the body of the email

**Subject Line must read “Clearing Papers”**

**\*Failure to comply to these instructions will cause further delay in the receipt of clearing papers\***

**\*Clearing papers are emailed 14 CALENDAR DAYS prior to your AVAL / report date to Transition. If you are within your 14 day window we will send an email stating the earliest date they will be available.\***



# Separating Soldiers

**ALL SOLDIERS (ETS, MEDICAL, DISABILITY, RETIREMENT and CHAPTERS) are required to attend a MANDATORY Pre-Separation Briefing which is held every MONDAY AND WEDNESDAY @0930-1200 at Bldg 750 in Room 208 prior to clearing Finance. Soldiers will attend the briefing as soon as they receive separation orders and no later than 10 days prior to their reporting date to transitions.**

**Documents required for the briefing:**

**\*ORDERS (2 copies)**

**\*LEAVE FORM (2 copies)**

**OFFICE HOURS AND LOCATION**

**BLDG 750 RM#103**

**M-F 0930-1600**

**\*Closed Thursdays and Training Holidays\***

**Office Phone Number: 655-9100/1583.**

**POC: SGT Masga NCOIC**



# USAHC-SB MEDICAL OUT PROCESSING

**Soldiers medically out process MON, TUES, THURS, FRI 0700-1200 hrs, and WED 1300-1530 hrs at USAHC-SB**

Location: Bldg 679, Glennan Rd, Schofield Barracks  
Tel: 433-8200

All will start at Troop Immunizations, bldg 679

**- All Soldiers must be in a military uniform IAW Post Policy**

All out processing Soldiers will be screened for mandatory assessments and medical readiness requirements

All out processing Soldiers will sign for their medical records

Please start out processing at least 2 weeks prior to final date

Please start Retirement/ETS Physical exams at least 6 months prior to final date

**Separation History and Physical Examination (SHPE).**

**If you do not have a completed SHPE, USAHC-SB staff cannot sign off on your clearance papers when you out process**

**SEPARATING Active Duty Soldiers or RC Soldier w/ 180 dys > active duty**



## Medical Facility

### Ft Shafter Soldiers:

Location: Tripler Army Medical Center, Medical Records, Mountainside, 4G-Rm 716

Tel: 433-6834

PDHRA & Immunizations Hours of Operation: By Appointment ONLY M-F 0730-1600 (Closed 1200-1300 for lunch).

**\*\*If Soldier (Retiree) clearing Separation History and PE (SHPE) and needs a physical they must call and schedule an appointment at 433-3345**

**PLEASE START MEDICALLY OUT-PROCESSING TWO WEEKS PRIOR TO FINAL CLEARANCE DATE.  
SOLDIERS CAN DROP OFF A COPY OF THEIR PCS ORDERS AT THE MEDICAL RECORDS OFFICE DURING THE HOURS SPECIFIED ABOVE.**



# Installation Voting Assistance Office (IVAO)

In Compliance AR 608-20, Army Voting Assistance Program, Out-processing Soldiers are encouraged to re-register and update the information as you transfer to your new installation or head back to your Home Residence.

- Soldiers on PCS orders are recommended to complete a Federal Post Card Application Form (FPCA) and mail/fax/or email to your Local Election Officer (LEO) in order to receive your absentee ballot.
- Soldiers being released from active duty are required to notify their Local Election Office (LEO) that they are no longer covered in accordance with the provisions of section 42 USC 1973ff and required to submit a National Mail Voter Registration Form (NVRF).
- Completed FPCA/NVRF can be submitted to your IVAO, Unit Voting Assistance Officer (UVAO) or for more information on absentee voting, forms and LEO mailing address click on <https://www.fvap.gov/>.

IVAO is located at the Soldiers Support Center Bldg 750 Room 102 Ayres Avenue, Schofield Barracks, Hawaii, 808-655-5546,  
[usarmy.schofield.imcom-pacific.mbx.vote-usag-hi@mail.mil](mailto:usarmy.schofield.imcom-pacific.mbx.vote-usag-hi@mail.mil)

**Voting is our right and responsibility. We represent our children and this is for their future. Register and Vote!!**



## Contact Information

### **Soldier Support Center**

**673 Ayers Road**

**Building 750, Room 102**

**Schofield Barracks, Building 750, Room 102**

### **Hours of Operation**

**0900-1130 & 1330-1530 Monday, Tuesday, Wednesday and Friday**

**0800-1130 Thursday**

**Closed on weekends, and Federal Holidays**

**Phone: (808) 655-4274**

**Email: [usarmy.schofield.imcom-pacific.list.in-out-processing-hi@mail.mil](mailto:usarmy.schofield.imcom-pacific.list.in-out-processing-hi@mail.mil)**