



Out-Processing Briefing PCS Soldiers

18 December 2015

**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



Out-Processing (OP) Section Out-Processing Briefing

Please view all slides

PCS'ing Soldiers Slides

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

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

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IAW AR 600-8-101, Para 3-2d(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 Soldiers who are within 30 days of their AVAL (Availability/ or report to transition) Date

must complete this Out-Processing Briefing.



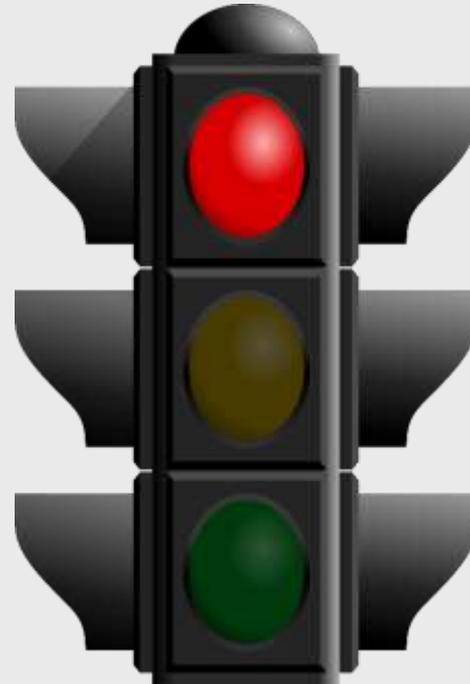
Steps for Success

- Read briefing slides

THIS IS YOUR OUTPROCESSING BRIEF

- Complete MANDATORY survey
- Email completed survey to request clearing papers

Requests cannot be made earlier than 30 days prior to your AVAL DATE



COMPLETION OF THE MANDATORY SURVEY IS ACKNOWLEDGMENT THAT YOU HAVE READ AND REVIEWED THIS OUT-PROCESSING BRIEFING



PCS ONLY

- IAW FRAGO 02 to OPORD 12-065

Prior to issuance of your Clearing Papers

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>

***You must use a web server other than Internet Explorer
Ex. Firefox**



UPON COMPLETION OF THE SURVEY

Please send your request to:
Elizabeth.A.Johnson102.civ@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

Within 3 BUSINESS DAYS you will receive an email indicating when your clearing papers will be sent via EMAIL. 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.



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

- ❑ Option #1 – Provide Screen Shot of Sponsorship Survey (Question 30 of 30). 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 Sponsorship Survey completion page (Question 30 of 30). Scan document to yourself. Attach document and send as attachment.



ENSURE FULL SSN IS INCLUDED IN EMAIL



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-Thu 1000-1800
Fri-Sun 1000-1600

Education Center, Schofield Barracks, Rm 203 Mon-Fri 800-1700
Education Center, Fort Shafter Plaza, 9th Reserve Spr Ctr. Bldg. 1550, 1st floor,
Oceanside Mon-Fri 0630-1600

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



AVAL Date on PCS Orders

ORDER ██████████ USAG-HL, dated 1 October 2012

(aa) For additional information concerning the Ferry Service visit: <http://www.dia.state.ab.us/00000/>.

(ab) If you are traveling by land and need information concerning passports, visit the Customs and Border Protection website at www.cbp.gov or contact the Office of Public Affairs at 1-877-227-5911.

(ac) For questions regarding this memorandum call DSN 517-353-2122 or COMM (907) 353-2122, E-mail: MHPFamilyTrav@kaiserwright.army.mil.

(ad) You are authorized Continuity Overseas Tour (COT) travel to your Home of Record (Manitowish, Michigan 49829) or no further distant than your Home of Record.

(ae) You are authorized to personally procure transportation associated with your COT travel. Reimbursement will be limited to the government's contracted cost between the authorized locations (your duty station and HQR). Use of American Flag carriers, and a Government contracted Commercial Travel Office (CTO) is mandatory. Use of the IBA is only authorized when travel is between the authorized locations.

(af) Soldier is participant in the Exceptional Family Member Program. Special Educational or Medical Facilities are required by the Soldier's Family Members. The servicing MHS/COM EFMP Coordinator has confirmed that services required by the Family are available.

(ag) Early report up to 60 days is authorized.

(ah) Priority 10.

FOR ARMY USE:
 AVAL: EDAS Q, dated 27 August 2012
 MDC: 4DE3
 EnoBLEENLS indicator: Not Applicable
 PFC: Not Applicable
 PARO/AOC: 11C1G0000
 Proj specialty: None
 Pers con ser: 5A201300A150
 Amd to mgt designation: 11C1G0000
 Con specialty: None
 Pers security code: Y
 CIC: 211A43
 AVAL date: 31 January 2013
 Form#: 410

AVAL Date

FOR THE DIRECTOR OF HUMAN RESOURCES:


 ANDREW ██████████
 Chief, Family Movements

DISTRIBUTION:
 SSG PRATT (1)
 IMPC-BAW-3104 (1)
 Cdr B Co, 2-37th Inf Bn, Schofield Barracks, HI 96857-6000 (1)
 Cdr, 1-25th Reg Bn, Ft. Wainwright, Alaska 99703-5600 (1) LKS

██████████



CIF

Location: Bldg. S 2070, 540 Humphrey Rd, Schofield Barracks

Tel: 655-7154

Hours of Operation: M-Th 0900-1500, Fri 0900-1400

(Make appointment 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(**No more than 90 days**). 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 OR check AKO
- If Soldier is unable to make the initial scheduled appointment, Soldier is required to reschedule by calling CIF
- Walk-Ins are available for Soldiers within 10 days of AVAL Date



Housing Services Office

	Inspection	Clearance	Request TLA Memo from HSO	
On Post Family Housing (Army, Navy, Marine Corps, Air Force or Coast Guard)	Contact assigned Community Center to schedule pre/final inspection	Assigned Community Center	PCS Orders Flight Itinerary DA Form 31 (Leave Form w/control number) DD Form 1299 Housing Termination Letter	Last 0-10 days (Household goods must be picked up prior to start of TLA)
Off Post Housing	N/A *Unless requested	<u>Schofield HSO</u> 808-655-3075/76/80 Bldg. 950, 215 Duck Road <u>Ft. Shafter HSO</u> 808-438-3820/4811 Bldg. 1004, 111 7th Street	PCS Orders Flight Itinerary DA Form 31 (Leave Form w/control number) DD Form 1299 (Household Goods Shipment)	Last 0-10 days (Household goods must be picked up prior to start of TLA)
UPH Barracks	Barracks Management Office within footprint to schedule pre/final inspection	Barracks Management Office within Footprint	N/A	N/A



Barracks Management Office

Barracks Management Office (BMO)

BMO Phone Number

2nd BCT Schofield Barracks (Bldg. 586)

808-655-9422 / 9418

3rd BCT (SB, Bldg. 586)

808-655-9415 / 9414

8th TSC North (SB, Bldg. 881)

808-655-9429 / 4936

8th TSC South (Fort Shafter, Bldg. 502)

808-438-4609 / 4606



Medical Facility

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)

PCS'ing Soldiers may out-process TUES 1300 or THUR 0900 at Schofield Barracks Health Clinic (Bldg 679), Troop Immunizations.

**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.**



Medical Facility

Ft Shafter Soldiers:

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

Tel: 433-6834

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

**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.**



Dental Facility

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 YOUR SERVICING DENTAL FACILITY



Exceptional Family Member Program

- **Out-processing through ACS EFMP is not mandatory, although highly recommended**
- **To ensure a smooth transition to your next duty station, Service Members with EFMs should out-process through ACS EFMP by walking in and filling out a DA Form 7415**
- **DA Form 7415 will then be forwarded to gaining installation**
- **Gaining installation will make contact with Service Member to ensure a smooth PCS and answer any questions the SM or FM may have**

**EFMP Office Schofield Barracks
Bldg 2091 Kolekole Ave
(808) 655-4ACS**

**EFMP Office Ft. Shafter
Aloha Center
217 Montgomery Drive
(808) 438-4ACS**



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, Tel: 438-4227

Hours of Operation: Tuesdays ONLY 0800-1530

ACS WIL CLEAR SOLDIER ON-LINE UNLESS FACE-TO- FACE CLEARANCE IS REQUIRED. SOLDIER HAS OPTION TO CLEAR AT EITHER LOCATION.



Library

Schofield Library

Location: Bldg 560, 1st Floor, 1565 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 FACE-TO-FACE CLEARANCE IS REQUIRED. SOLDIERS HAVE THE OPTION TO CLEAR AT EITHER LOCATION.



Education Center

Schofield Barracks:

Location: Bldg 560, 2nd Floor, 1336 Kolekole Ave

Tel: 655-0800/0805

Hours of Operation: M-F 0900-1700

Last business day closes @ 1300 for Separating Soldiers

Ft Shafter Soldiers:

Location: Bldg 102, 1 Jarrett White Rd, Tripler Army Medical Center

Tel: 433-4184/4181

Hours of Operation: M-F 0900-1700

Last business day closes @ 1300 for Separating Soldiers

**EDUCATION CENTER WILL CLEAR SOLDIERS ON-LINE UNLESS FACE-TO-FACE
CLEARANCE IS REQUIRED.**

SOLDIERS HAVE THE OPTION TO CLEAR AT EITHER LOCATION.



Child & Youth School Services Registration Office

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 154 Kauhini Rd

Tel: 833-5393

Hours of Operation: 0800-1700 (Walk-Ins 0800-1100)

**SOLDIERS WITHOUT CHILDREN PLEASE WRITE "NO CHILDREN IN BLOCK #13.
SOLDIERS HAVE THE OPTION TO CLEAR AT EITHER LOCATION.**



Child & Youth School Services Registration Office (Cont'd)

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



Training Aids Support Center (TASC)

Location: Bldg R1052, McMahon Rd, Schofield Barracks

Tel: 655-4030

Hours of Operation: Monday – Friday 0730-1130

Closed for Lunch 1130-1230

1230-1600

Closed on Friday

TASC will clear Soldiers on-line unless a visit is required



USAG-HI Installation Security Office

Location: Bldg 580 (Division HQ), Room 130, Kolekole Ave,
Schofield Barracks

Tel: 655-6197

Hours of Operation: M-F 0900-1200, 1300-1500

▪ 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 unless visit is required



Installation Property Book Office (PBO)

Location: Bldg 6041, 1950 Higgins Rd, East Range Area

Tel: 656-1645

Hours of Operation: M-F 0700-1630

No requirement to clear PBO if E4 or below



Provost Marshal Office

Schofield Barracks Police Station:

Location: Bldg 3010, Lyman Rd

Tel: 655-4688

Hours of Operation: M-F 0900-1130, 1300-1600

Ft. Shafter Police Station:

Location: Bldg T118, Palm Circle

Tel: 438-7114

Hours of Operation: 24 hours

- **Soldier will be cleared on-line unless Soldier visit is required.**



Outdoor Recreation Center

Schofield Barracks

Location: Bldg 2110, 435 Ulrich Way, Schofield Barracks,
Tel: 655-0143

Hours of Operation: Wed-Sat 0830-1730, Tues 1300-1730 closed
Sun & Mon

Aliamanu Military Reserve (AMR)

Location: AMR Fitness Center
Tel: 836-0338

Hours of Operation: M-F 0600-1900, closed Sat & Sun

- **Soldier will be cleared on-line if possible.**
- **Soldiers have the option to clear either location.**



Morale/Welfare/Recreation Fund Manager

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 unless visit is required.**



Military Pay

For Soldiers Assigned to Schofield Barracks

Defense Military Pay Office, Schofield Barracks

Location: Soldier Support Center, Bldg 750 Room 103

Tel: 655-0094/95

Hours of Operation: Monday 0930-1600 Tues/Wed/Friday 0930-1600

Closed on Thursday, Fed Holidays, and ADONSA

Documentation Required for clearing:

✓ PCS Orders (w/amendments) - 1 copy

✓ DA 31, Leave Form – 1 copy

ENSURE sign-out date (on DA31) and AVAL date (on orders) match!!!

✓ Fill out DA Form 5960 (provided at Rm 103)

✓ Installation Clearing Papers (Must clear CIF prior to Finance)

Note: Bring requested copies to IOP Finance no earlier than 3 Business days prior to your final out date.



PCS Departure TLA

For Soldiers Assigned to Schofield Barracks

Defense Military Pay Office, Schofield Barracks

Location: 219 Glennan St, Bldg 689 (across from the Commissary)

Tel: 655-8933

Hours of Operation: Mon/Tues/Wed/Friday 0930-1600

Closed on Thursday, Fed Holidays, and ADONSA

Documentation Required for claim:

- ✓ Housing Memo
- ✓ PCS Orders (w/amendments) - 1 copy
- ✓ DA 31, Leave Form – 1 copy
- ✓ Flight itinerary
- ✓ Itemized receipt from Hotel
- ✓ Statement of Non-availability (optional)
 - If hotel charges more than the Schofield Inn rate
 - Received from Schofield Inn



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: 438-1621/8161/9804 / 8136 Supervisor 438-3959

Director 438-1575

Hours of Operation: M-T-W-F 0730-1530 TH – 1300-1530

Appointment Required- Made by Unit S-1/HR to DMPO (Finance)

No copies will be provided by Finance due to budget constraints.

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 – 1 copies
- ✓ Installation Clearing Papers (Must clear CIF prior to Finance)

- Mandatory use of Government Travel
- Out-processing TLA settlements need Itemized Lodging receipts showing zero balance



INSTALLATION VOTING ASSISTANCE OFFICE (IVAIO)



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 Officers (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 submit a National Mail Voter Registration Form (NVRF).
- Completed FPCA/NVRF can be submitted to your IVAIO, Unit Voting Assistance Officers (UVAO) or for more information on absentee voting, forms and LEO mailing address click on <https://www.fvap.gov/>.

IVAIO 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

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



Final Clearance

Documents Required for Final Clearance

- Installation clearing papers
- Unit clearing papers
- Orders w/Amendments (If Applicable)

(ALL AGENCIES MUST BE COMPLETED PRIOR FINAL OUT)

Your NO LATER THAN (NLT) Final Out Date Is Located on Page #2 (Remarks Section) of your Installation Clearing Papers

FINAL OUT HOURS OF OPERATION:

0900-1130 & 1300-1530 Mon, Tues, Wed, Fri & 0800-1130 on Thursdays



END OF BRIEF

INSTALLATION MANAGEMENT COMMAND



IMCOM
SOLDIERS • FAMILIES • CIVILIANS

“Sustain, Support and Defend”



• BACK UP



USAHC-Schofield Barracks MEDICAL OUT PROCESSING

- **Soldiers medically out process each TUES 1300 hrs and FRI 0900 hrs at USAHC-SB**
- **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 2 months prior to final date**



USAHC-SB MEDICAL OUT PROCESSING

- **SOLDIER MEDICAL RECORDS OUT PROCESSING**
- **Soldiers must provided 1 copy of orders for the medical records (MEDREC) to be shipped**
- **ETS-Retirement Soldiers must sign out dental records and turn in when out processing medical records**
 - **USAHC-SB each TUES 1300-1600 and FRI from 0900-1200, 1300-1600 hrs at Bldg 679.**



USAHC-SB MEDICAL OUT PROCESSING

- **All out processing Soldiers will be screened for the following mandatory assessments and medical readiness requirements**

ALL- Periodic Health Assessment (PHA)

ALL- Post Deployment Health Re-Assessment (PDHRA)

ALL Female Soldiers- Well Woman exam

ALL- Out-processing Behavioral Health checks

PCS/RC- Vision Readiness screening

PCS/RC- Hearing test

PCS/RC- Routine Immunizations and PPD skin test

PCS/RC- Readiness related lab requirements



USAHC-SB MEDICAL
OUT PROCESSING

FAMILY MEMBER MEDICAL RECORDS OUT PROCESSING

Soldiers with Family members (FM) must provide 1 copy of orders with FM names shown for the FM medical records to be shipped

USAHC-SB each TUES and FRI 1300-1600 hrs at Bldg 676.

Completed and signed FM MEDREC request in TCS folder.

Soldier must have ID Card of Spouse and FMs 18 yrs/older at time of MEDREC pick up.



USAHC-SB MEDICAL OUT PROCESSING

TRICARE Transferring to a new duty station

It is the Sponsor/Family Members responsibility to complete a TRICARE Region transfer or PCM change upon arrival at new duty locations. If Sponsor/Family members have questions they should call TRIWEST @ 1-888-874-9378

TRICARE Info for ETS and Retirements are part of the DHR Separation Briefings



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