



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON DAEGU
UNIT #15746
APO AP 96218-5746

3 SEP 2013

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: US Army Garrison (USAG) Daegu Command Policy Letter # 30,
Installation Out-Processing

1. REFERENCES:

- a. AR 600-8-101, Personnel Processing (In-Out, Soldier Readiness, Mobilization, and Deployment Processing), 18 July 2003
- b. DA Form 137-1-R, Unit Clearance Record.
- c. DA Form 137-2, Installation Clearance Record.

2. PURPOSE: To establish policies and procedures, assign responsibilities and provide installation guidance for Out-Processing US Army soldiers assigned to USAG Daegu, Area IV Installations.

3. APPLICABILITY: All Active Duty Soldiers assigned to units within the USAG Daegu Area IV Community.

4. GENERAL:

- a. Permanent Change of Station (PCS) Orders – Brigade S1 personnel are responsible for requesting receiving and distributing PCS orders and amendments. If amendments are necessary, the Brigade S1 must notify the Military Personnel Division (MPD) no later than 15 days prior to the Soldier's DEROS. If a Soldier is within 15 days to their DEROS and is in need of amendments, the brigade S-1 must immediately notify the MPD.
- b. Out-processing – Installation clearance procedures ensure outgoing personnel have properly cleared all required agencies and have made arrangements to settle all obligations prior to separation, retirement, transfer or movement to next duty station.
- c. USAG Daegu and Area IV Agencies – Agencies that require military personnel to in and out-process through their activities are required to review the content of this policy and develop processing procedures. Procedures should include what method will be used to indicate on the installation Clearing Record that a Soldier has out-processed through that specific agency. Changes in location and hours of operation for out-

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processing should be reported to the MPD to ensure that outgoing personnel can schedule their appointments accordingly.

5. OUT-PROCESSING PROCEDURES:

a. Duty inform will be worn by all Soldiers during out-processing, without exception.

b. In order for a Soldier to receive an installation Clearing Record, the Soldier must provide the MPD with a memorandum signed by the Company Commander or their authorized representative.

c. All Soldiers will out-process agencies outlined in their DA Form 137-1-R, Unit Clearance Record, and DA Form 137-2, Area IV Installation Clearance Record.

d. No appointments are required for Soldiers to receive their Installation Clearing Record. However clearance papers will normally be picked up any work day except Thursday during normal duty hours. Soldiers must be in possession of their PCS orders or their flight itinerary (If itinerary is different from the AVAILABLE date) before they will be issued installation clearing papers. Individuals who request an exception to this policy must submit their request to the Director, Directorate of Human Resources, USAG Daegu with a full explanation.

e. Final out-processing appointments will be scheduled no earlier than two days prior to the anticipated departure flight date.

f. Battalion/unit out-processing will be completed and signed by the Company Commander or their designated representative, prior to the final out-processing appointment.

g. Soldiers must have the following items in order to obtain their Installation Final Out-Processing Stamp:

(1) DA Form 31 – Leave forms must be approved by the Company Commander and contain a Leave control number. If a Soldier is taking in excess of 30 days of leave or Permissive TDY, the leave form must be signed the Battalion Commander (O-5) or higher).

(2) DA Form 1371-1-R- Unit Clearance Papers signed by Company Commander, or their designated representative, indicating that the Soldier has out-processed the unit before reporting to the MPD.

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- (3) PCS, Separation or Retirement Orders with all amendments intact.
- (4) Finance Signature.
- (5) Copy of NCOER/OER (USAG Daegu only).

6. Point of contact for this memorandum is the Directorate of Human Resource, USAG Daegu at DSN 768-6922.


JIM M. BRADFORD
COL, IN
Commanding

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