



DEPARTMENT OF THE ARMY
UNITED STATES ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, U.S. ARMY GARRISON-YONGSAN
UNIT #15333
APO AP 96205-5333

IMYN-HRP

18 MAR 2015

UNITED STATES ARMY GARRISON-YONGSAN (USAG-Y) POLICY LETTER 1-15

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Installation Out-processing

1. **REFERENCES:**

a. Army Regulation (AR) 600-8-101, Personnel Processing (In-, Out-, Soldier Readiness, Mobilization, and Deployment Processing) 18 July 2003.

b. Department of the Army (DA) Form 137-1-R, Unit Clearance Record.

c. DA Form 137-2-R, Installation Clearance Record.

2. **PURPOSE:** To establish policies and procedures, assign responsibilities, and provide installation guidance for out-processing U.S. Army Soldiers and DA Civilian employees who are assigned to U.S. Army Garrison-Yongsan.

3. **APPLICABILITY:** This policy applies to all U.S. Army Soldiers and DA Civilian personnel assigned to USAG-Y as permanent party, or those attached to units stationed on, or located within, the Yongsan geographical area.

4. **GENERAL:**

a. Installation clearance procedures will ensure outgoing personnel clear all required agencies and have made arrangements to settle all obligations prior to separation, retirement, transfer, or movement to the next duty station.

b. Those agencies involved with the military personnel and their activities are required to review the content of this policy and develop out-processing procedures. Changes in location and hours of operation for out-processing should be reported to the Director, Directorate of Human Resources (DIR) / Military Personnel Division (MPD), USAG-Y, Out-processing Activity to ensure outgoing personnel are not inconvenienced.

5. **RESPONSIBILITIES:**

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a. **The Director, Directorate of Human Resources (DHR)** has the responsibility to plan, coordinate, and supervise the out-processing activities of Army Soldiers assigned to units in USAG-Y.

b. **The Yongsan Civilian Personnel Advisory Center (CPAC)** has responsibility for planning, coordinating, and supervising the out-processing activities of DA Civilians assigned to units within USAG-Y.

c. **The Yongsan Military Personnel Division (MPD)** will provide military personnel records screening, updates and service to all out-processing Soldiers, as required. The MPD will coordinate with tenant activities requiring out-processing to ensure the accuracy of hours of operation and location for out-processing.

d. **The Major Support Command (MSC) Commanders and Directors** will ensure unit procedures are implemented to support United States Forces Korea (USFK) installation out-processing requirements and inform assigned Soldiers of their individual responsibilities for out processing.

e. **The Transition Center** will provide transition processing services such as a retirement, chapters, expiration term of service (ETS), unqualified resignation and etc., for active duty Soldiers within the Yongsan geographical area.

f. **Duty uniform will be worn by U.S. Army Soldiers during out-processing** with the exception of approved leave.

g. Activities with out-processing requirements must request permission to be added to the Installation Outprocessing Checklist through the Directorate of Human Resource, USAG-Y for approval.

6. OUT-PROCESSING PROCEDURES:

a. All U.S. Army Soldiers will out-process agencies utilizing DA Form 137-1-R, Unit Clearance Record thru Unit S-1, and the DA Form 137-2-R, Installation Clearance Record, which will be provided by the MPD to the Soldier.

b. Soldiers with approved Inter-/Intra-Theater Transfers (ITT) to a unit outside Area II will report to their respective Installation Out-processing Center to out-process prior to reporting to their new unit of assignment.

c. MPD Out-processing Center will conduct an Installation Out-processing brief for Soldiers departing Korea every Monday, Tuesday, Friday at 0830 and 1400, and Thursdays at 1400 (excluding Federal and Training holidays). Soldiers will attend *no earlier than 14 duty days prior to DEPARTURE date.*

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(1) Soldiers will be issued installation clearing papers no earlier than 14 duty days prior to their departure date.

(2) Soldiers must have their Permanent Change of Station (PCS) orders and/or DA Form 31 (Leave form), their flight itinerary (if itinerary is different from AVAILABLE date on orders) in order for installation clearing papers to be issued. Individuals requesting an exception to this policy must submit their request to the Installation Director DHR, USAG-Y with a full explanation.

d. Soldiers must have completed the following in order to obtain their installation final out-processing:

(1) Approved DA Form 31, Request and Authority for Leave, signed by the unit commander or signed by a battalion commander (O-5) or higher in conjunction with permissive TDY (PTDY).

(2) DA Form 137-1 - Unit Clearance Papers signed by the unit Commander/Battalion S-1 authenticating official.

(3) DA Form 137-2 - Installation Clearance Record approved by finance.

(4) PCS, separation, or retirement orders with all amendments.

(5) The MPD will issue Soldiers an installation clearance sheet containing a list of installation activities that must be cleared prior to receiving final approval for out-processing. Soldiers must clear all these activities prior to departure from Korea.

e. Civilian employees will report to the Civilian Personnel Advisory Center (CPAC) for out-processing checklists and will clear the CPAC prior to departure from country.

7. The point of contact for this policy is the Director, Directorate of Human Resources at DSN 738-5017.



MARIA P. EOFF
COL, LG
Commanding

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