



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, US ARMY GARRISON-YONGSAN  
UNIT #15333  
APO AP 96205-5333

IMYN-HRP

2 August 2012

US ARMY GARRISON YONGSAN POLICY LETTER 1-15

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 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-R, Installation Clearance Record.

2. **PURPOSE:** To establish policies and procedures, assign responsibilities, and provide installation guidance for out-processing US Army Soldiers and civilian employees who are assigned to Yongsan installations.

3. **APPLICABILITY:** This policy applies to all US Army Soldiers and civilian personnel assigned to Yongsan as permanent party, or those attached to units stationed on, or located within, the Yongsan geographical area.

4. **GENERAL:**

a. Out-processing. Installation clearance procedures should 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 which require military personnel to out-process at their activities are required to review the content of this policy and develop processing procedures. Changes in location and hours of operation for out-processing should be reported to the Military Personnel Division, US Army Garrison Yongsan (USAGY), Out-processing Activity to ensure that outgoing personnel are not inconvenienced.

5. **RESPONSIBILITIES:**

a. **The Director, Directorate of Human Resources (DHR)** has the responsibility to plan,

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coordinate, and supervise the out-processing activities of Army Soldiers assigned to units in USAGY.

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

c. **The Yongsan Military Personnel Division (MPD)** will provide military personnel records screening and update for all out-processing Soldiers, as required. The MPD will coordinate with Tenant Activities which must be out-processed to ensure accuracy of hours of operation and location for out-processing.

d. **The MSC Commanders and Directors** will ensure unit procedures are implemented to support USFK installation out-processing requirements and inform assigned Soldiers of their individual responsibilities for out-processing.

e. **The Transition Center** will provide retirement processing services for active duty Soldiers within the Yongsan geographical area.

f. **Duty uniform will be worn by Soldiers during out-processing.**

g. Activities that require out-processing must request permission to be added to the Installation Outprocessing Checklist through the Director, Directorate of Human Resources, USAGY for approval.

## 6. OUT-PROCESSING PROCEDURES:

a. All US Soldiers will out-process agencies utilizing DA Form 137-1-R, Unit Clearance Record, and DA Form 137-2-R, Installation Clearance Record which are provided by the MPD to the Soldier. All Soldiers must update their forwarding address at <http://www-hr-korea.army.mil>.

b. Soldiers with approved ITT will report to their respective Installation Out-processing Center to out-process prior to reporting to their new unit of assignment.

c. Installation Out-processing Center will schedule out-processing appointments for Soldiers departing Korea **no earlier than 10 duty days prior to DEPARTURE date**. At that time, Soldiers will be issued their installation clearing papers NET ten duty days (including Thursday Sergeants' Time days) prior to their departure date. Soldiers must have their PCS orders or their flight itinerary (if itinerary is different from AVAILABLE date) before they will be issued

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installation clearing papers. Individuals who request an exception to this policy must submit their request to the Director, Directorate of Human Resources, USAGY with a full explanation.

d. Final out-processing appointments will be scheduled no earlier than 2 days prior to the anticipated departure flight date.

e. Battalion/unit out-processing will be completed and signed by the unit commander or representative prior to the final out-processing appointment.

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

(1) DA Form 31—Approved leave form, signed by the unit commander or signed by a battalion commander (O-5) or higher if the Soldier is taking leave in excess of 30 days or taking permissive TDY. DA Form 31 must have a control number.

(2) DA Form 137-1-R—Unit Clearance Papers signed by the unit commander.

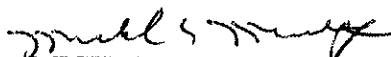
(3) PCS, separation, or retirement orders with all amendments.

(4) Finance clearance stamp.

(5) The MPD will issue Soldiers an installation clearance sheet containing a listing 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.

g. Civilian employees will report to the Seoul CPAC for out-processing checklists and will clear the CPAC prior to departure from country.

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

  
MICHAEL E. MASLEY  
COL, AG  
Commanding

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