



In/Out-Processing (IOP) Section Out-Processing Briefing

Please view all 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

Out-Processing Briefing



Purpose

IAW AR 600-8-101, Para 3-2c(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 Schofield Barracks, Wheeler Army Air Field, Ft. Shafter and Camp Smith Soldiers who are within 30 days of the Avail (Availability) Date for PCS or Reporting Date for Transition as indicated on the next slide, **must complete an Out-Processing Briefing.**

Chapter separations, intra-post transfers, and AGR Soldiers must visit the IOP Section, Soldiers Support Center, Bldg 750, Rm 103, for out-processing instructions.

Out-Processing Briefing



Aval Date/Transition Date on Orders

Aval Date on PCS Orders

ORDER: [REDACTED] USAG-HI, dated 1 October 2012

- (an) For additional information concerning the Ferry Service visit: <http://www.dot.state.ak.us/amhs/>.
- (ao) 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 1-877-227-5511.
- (ap) For questions regarding this memorandum call DSN 317-353-2132 or COMM (907) 353-2132. E-mail: MPDFamilyTravel@wainwright.army.mil.
- (aq) You are authorized Consecutive Overseas Tour (COT) travel to your Home of Record (Manclona, Michigan 49659) or no farther distant than your Home of Record.
- (ar) You are authorized to personally procure transportation associated with your COT travel. Reimbursement will be limited to the government's constructed cost between the authorized locations (your duty station and HOR). 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.
- (as) Soldier is participant in the Exceptional Family Member Program. Special Educational or Medical Facilities are required by the Soldier's Family Members. The servicing MHC/MC EFMP Coordinator has confirmed that services required by the Family are available.
- (at) Early report up to 60 days is authorized.
- (au) Priority ID.

FOR ARMY USE
 Auth: EDAS Q, dated 27 August 2012
 MDC: 4DE3
 En/REENLB indicator: Not Applicable
 PPD: Not Applicable
 PMOS/AOC: 11C30000
 Proj specialty: None
 Pers con no: 6A201303A153
 Asgd to mgt designation: 11C300000
 Con specialty: None
 Pers security code: Y
 CIC: 211A63
 Aval date: 31 January 2013
 Format: 410

Aval Date

FOR THE DIRECTOR OF HUMAN RESOURCES:

DISTRIBUTION:
 SSG PRATT (1)
 IMPC-HAW-HRM (1)
 Cdr B Co, 2-35th Inf Bn, Schofield Barracks, HI 96857-6000 (1)
 Cdr, 1-25th Rep Det, Ft Wainwright, Alaska 99703-5000 (1) LKS

USAG-HI WEBSITE FOR SMARTPHONES/PHONES/ANDROIDS

Transition Date on Separation Orders

20 Nov 12

DEPARTMENT OF THE ARMY
 UNITED STATES ARMY GARRISON HAWAII
 SCHOFIELD BARRACKS HAWAII 96857-6000

IMPC-HAW-HRM

ORDERS [REDACTED]

09 October 2012

[REDACTED] BGT 622908ORD MAINT CO, (WHOSBO), SCHOFIELD BRS, HI 96857

You are reassigned to the U.S. Army transition point shown for transition processing. After processing, you are released from active duty not by reason of physical disability and assigned as indicated on the date immediately following release from active duty. Any temporary appointments held are terminated on your effective date of release from active duty. If you are delayed in reporting to the transition point, you still must report to the transition point as soon as possible or as authorized to receive a new effective date of release from active duty.

Transition Date

Assigned to: SCHOFIELD BARRACKS TC (W3B1A) SCHOFIELD BARRACKS HI 96857

Reporting date to transition point: 4 December 2012 1000 HRS IN DUTY UNIFORM
 Date of release from active duty: 03 February 2013
 Attached to: N/A

Assigned to: USAR CON GP(REINF) 1600 SPEARHEAD DIVISION AVE, FT KNOX, KY 40122
 Terminal date of Reserve obligation: Ends on 23 Apr 2017

Additional instructions:
 a. ALL SOLDIERS are required to attend a MANDATORY Pre-separation Finance Briefing held every Tuesday at 0900 FOR RETIREES and at 1030 FOR ALL OTHER SEPARATIONS, room 208 of BLDG 750 (Soldier Support Center), SOLDIERS WILL NOT BE CLEARED FROM THE INSTALLATION IF THEY HAVE NOT COMPLETED THIS BRIEF. Soldiers should attend this briefing IMMEDIATELY UPON receipt of these orders with a copy of their signed DA 31. At this briefing soldiers will be scheduled for a one-on-one finance brief. Soldiers who miss this appointment will NOT be cleared until the next available appointment.

b. TO OBTAIN CLEARANCE PAPERS VISIT:
<http://www.garrison.hawaii.army.mil/dhr/default.htm>. Click on the outprocessing briefing slides and follow the instructions. If you have any questions call, 655-1272 / 7182 / 8840, Schofield Barracks, Bldg 750, Rm 103.

c. Section 1142 of Title 10 USC mandates all separating Soldiers receive the required pre-separation counseling. New HRC EXORD 054-12, 150 Army Transition, DTG/292242 Dec 11, directs all unit commanders at all levels to ensure separating Soldiers complete the pre-separation briefing NLT 12 months from their separation date. ACAP CTR, 655-1028, located on Schofield Barracks, Bldg 750, Room 134, 0800, M.F. Schedule your briefing appointment at ACAP CTR or complete the pre-separation briefing online at www.acap.army.mil. Soldiers who complete the online briefing must call ACAP CTR to schedule their individual counseling appt and pick up your signed DP Form 2688 prior to final outprocessing.

d. Report to the transportation office (Bldg S-750 Rm. 140 Schofield Barracks, 655-1868) to schedule shipment of household goods, POV, and CTO airline tickets. Use of a Commercial Travel Office (CTO) under contract to the government is mandatory when obtaining official travel. Official travel arrangements purchased through a CTO not under contract to the government are not

Out-Processing Briefing



Instructions

- **IAW FRAGO 02 to OPORD 12-065**

Prior to issuance of your clearing papers (DA Form 137-2),

Soldiers will complete the Total Army Sponsorship Program (TASP) Out-processing Sponsorship Survey and the electronic Sponsorship Application and Training (eSAT). (*Soldiers transitioning from service will not complete the Sponsorship Survey or eSAT.*)

- **TASP Out-Processing Sponsorship Survey link:**

<https://www.research.net/s/outprocess>

- **eSAT link:**

<http://apps.mhf.dod.mil/esat>

Out-Processing Briefing



Instructions (cont'd)

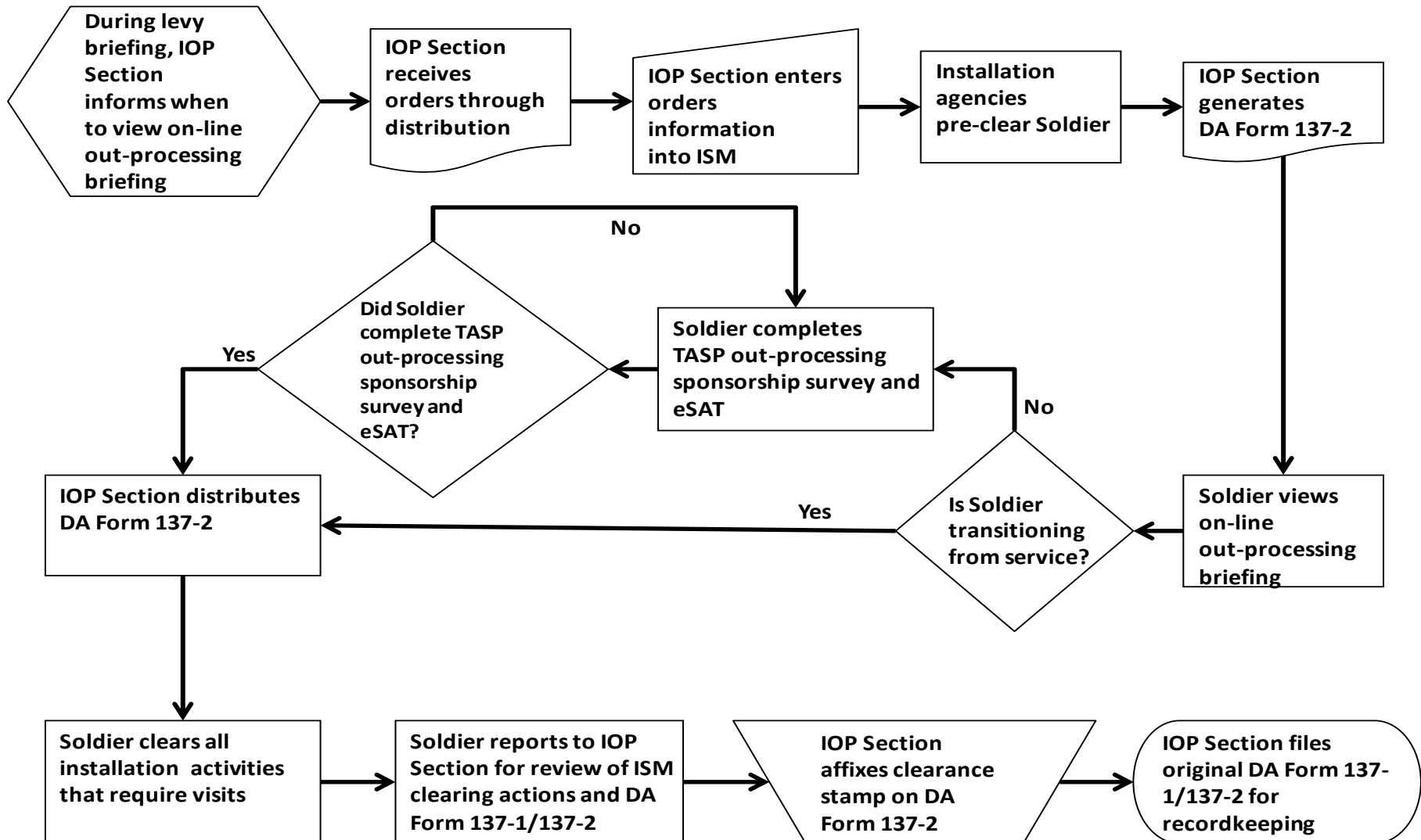
- **Clearing Papers** are available for pickup at the IOP Section, Soldiers Support Center, Bldg 750, Rm 103, 10 working days prior to your aval/report to transition date. Click here for the dates for [2012](#) or [2013](#). **TIME IS ALWAYS 1200.** Please call 655-1272 with any questions.
- **DO NOT** go to the agency if there is a typed name in column 13 of your clearing papers (DA Form 137-2)
- **Bring your orders, clearing papers, and ID Card** when clearing installation agencies
- All Soldiers must be in **military uniform** while clearing the installation



Out-Processing Briefing



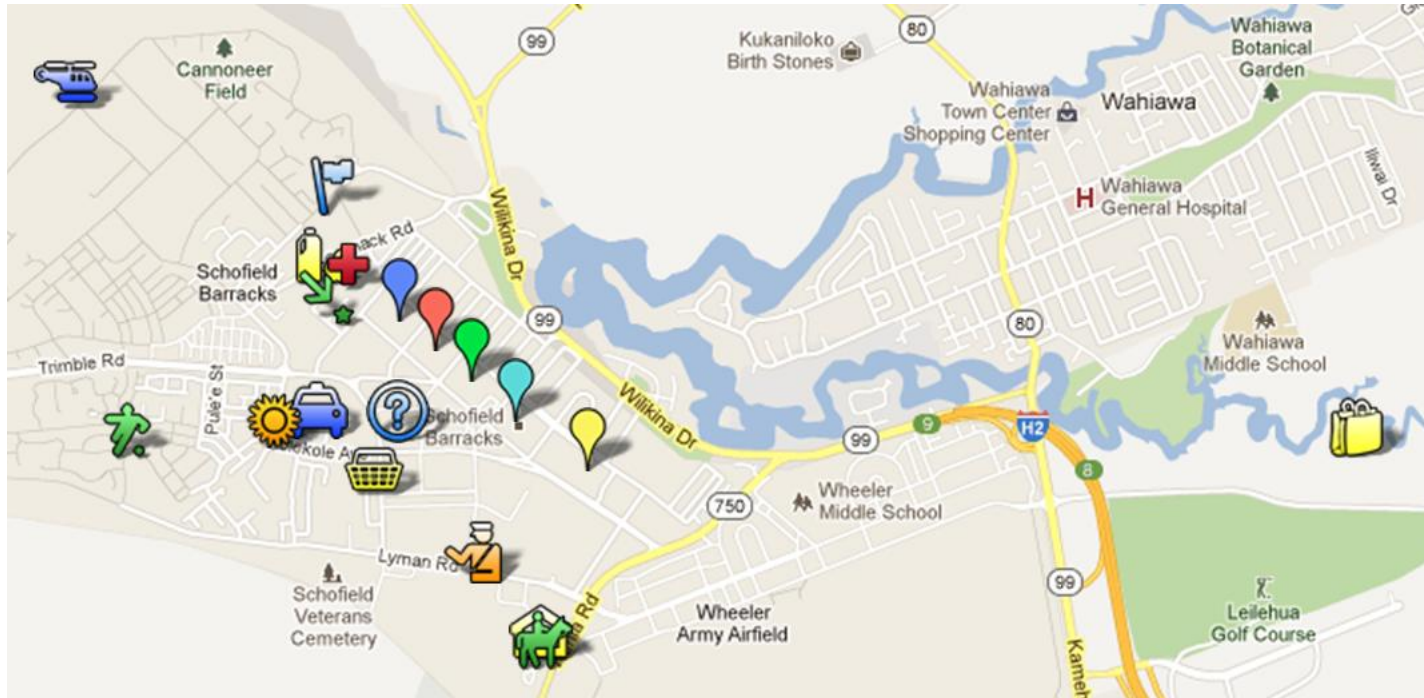
Out-Processing Process Map





Out-Processing Briefing

Schofield Barracks Map



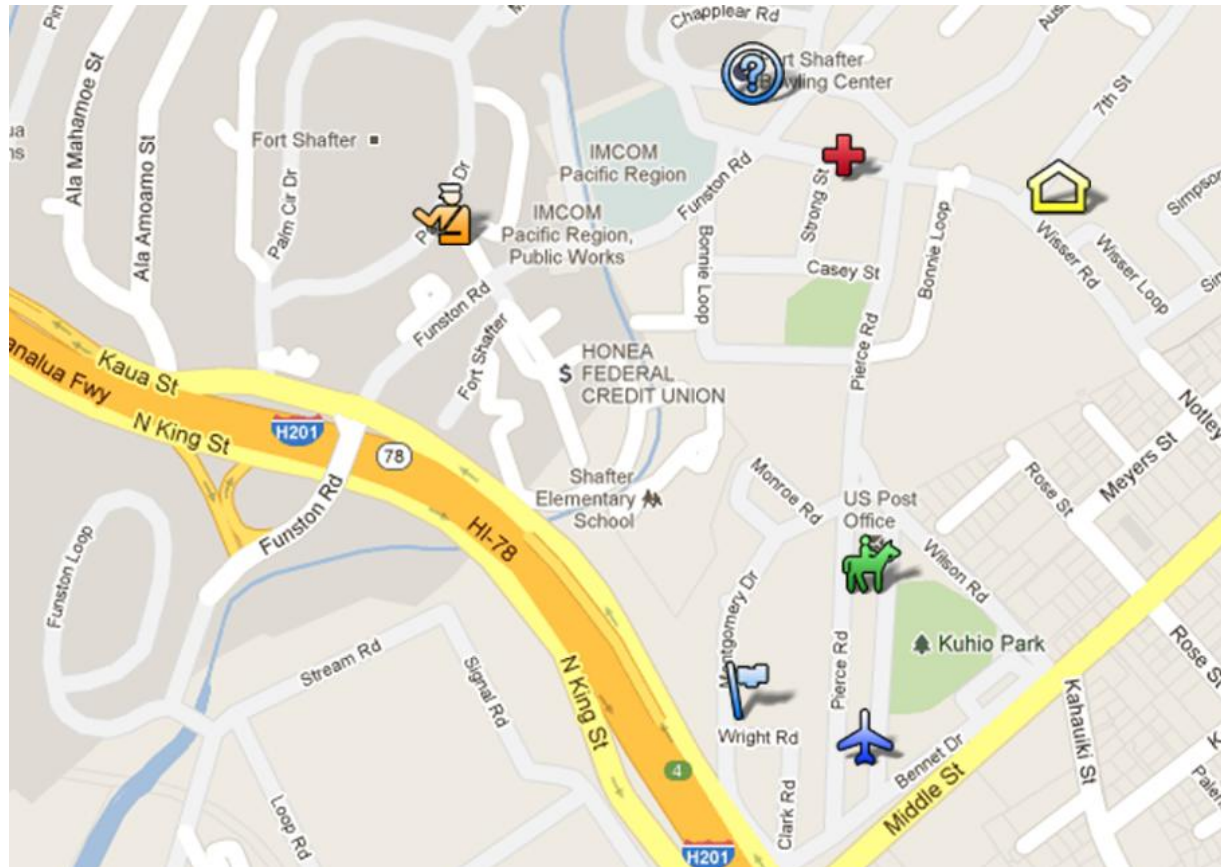
<https://www.intelink.gov/go/kBjHGe>



Out-Processing Briefing



Ft Shafter Map



<https://www.intelink.gov/go/fHnzAx>

Out-Processing Briefing

CAC/ID Cards



Location: Soldiers Support Center, Bldg 750, Rm 103, 673 Ayers Ave, Schofield Barracks

Tel: 655-1272

Hours of Operation: M-F 0730-1530 (Closed Thursdays 1130-1600)

- If your **CAC card** will be expiring prior to your PCS or your separation date, see your Brigade S1 to get another card made.
- If your dependents need an updated **ID Card**, make an appointment at: <https://rapids-appointments.dmdc.osd.mil> and bring **two forms of identification, one of which must include a current photograph**. Documents that can be used for positive personal identification are as follows: Driver's license or ID issued by a state or outlying U.S. Commonwealth or possession; ID card issued by federal, state, or local government agencies or entities; School ID card with photograph; Voter's Registration Card; U.S. Military ID card; U.S. Passport; Certificate of U.S. Citizenship; Certificate of Naturalization. For those younger than 18, the following are acceptable: School Record or Report Card; Clinic, doctor or hospital record; Day-care or nursery school record.

Out-Processing Briefing



CIF

Location: Bldg 2070, 540 Humphrey Rd, Schofield Barracks

Tel: 655-7154

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

(Appointment required 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. 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
- If Soldier is unable to make the initial scheduled appointment, Soldier is required to reschedule by calling CIF

Out-Processing Briefing

Transportation Office



Location: Soldiers Support Center, Bldg 750, Rm 140, 670 Ayers Ave, Schofield Barracks

Tel: 655-1868

Hours of Operation: M-F 0730-1600

- Walk-ins are taken until full

Out-Processing Briefing



Housing

	Inspection	Clearance	Request TLA Memorandum from Post Housing	
On Post Family Housing	Contact assigned Community Center to schedule pre/final inspection	Assigned Community Center	PCS Orders Flight Itinerary DA Form 31 (Leave Form) Termination Letter	0-10 days (On post housing or UPH must be terminated prior to start of TLA)
BOQ	Contact Unaccompanied Personnel Housing (UPH) 655-7390 for inspection	UPH Office		
Off Post	N/A	<u>Schofield</u> Housing Services Office (HSO), 655-3074/5, Bldg 950, 215 Duck Road. <u>Ft. Shafter</u> Housing Services Office (HSO), 438-6198, Bldg 1004, 111 7th Street	PCS Orders Flight Itinerary DA Form 31 (Leave Form) DD Form 1299 (Household Goods Shipment)	0-10 days (Household goods must be picked up prior to start of TLA)
UPH Barracks Management Office	Barracks Management Office within footprint to schedule pre/final inspection	Barracks Management Office within Footprint	N/A	N/A

Out-Processing Briefing

Barracks Management Office



Barracks Management Office (BMO)

BMO Phone Number

<u>2nd SBCT (SB, Bldg 586)</u>	<u>655-9414/9422</u>
<u>3rd IBCT (SB, Bldg 586)</u>	<u>655-9415/9416</u>
<u>8th TSC North (SB, Bldg 881)</u>	<u>655-9404/9437</u>
<u>8th TSC South (FS, Bldg 502)</u>	<u>438-4609</u>
<u>CAB (WAAF, Bldg 840)</u>	<u>656-3376/3377/3379</u>
<u>500th MI</u>	<u>655-6088/6102</u>
<u>HHBN 25th</u>	<u>655-6379/1274</u>

Out-Processing Briefing



Veterinary Clinic

Schofield Barracks Veterinary Clinic:

Location: Bldg 936, Duck Rd, Schofield Barracks

Tel: 655-5893/5889

Hours of Operation: M-F 0800-1600, every 3rd Wed 0800-1900

Ft Shafter Veterinary Clinic:

Location: Bldg 435, Pierce St, Ft Shafter

Tel: 433-2271

Hours of Operation: M-F 0800-1600 (Closed last day of the month)

- **Soldier will be cleared on-line unless a balance is due then Soldier must visit clinic used.**

Out-Processing Briefing



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)

- Soldiers may begin medical out-processing each TUES 1300 or FRI 0700 at Schofield Barracks Health Clinic (Bldg 679), Troop Immunizations

For Ft Shafter Soldiers:

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

Tel: 433-6122

Hours of Operation: M-F 0700-1600 (Closed 1200-1300 for lunch)

- **Please start medical out-processing two weeks prior to final clearance date.**
- **Drop copy of orders at Medical Records at anytime during hours of operation**

Out-Processing Briefing



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 the Dental Facility.**

Out-Processing Briefing



TRICARE

Separating Soldiers:

Transitional health care options may be available if you qualify.

For info, go to

<http://tricare.mil/mybenefit/home/LifeEvents/Separating?>

Retiring Soldiers:

Your TRICARE health benefits will change when you retire. For

info, go to <http://tricare.mil/mybenefit/home/LifeEvents/Retiring?>

Transferring Soldiers:

Sponsor/Family Members are responsible to complete a TRICARE region transfer or Primary Care Manager change upon arrival at new duty location. Contact TRICARE at 1-888-874-9378 for info.

Out-Processing Briefing



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, Rm 111

Tel: 438-9285

Hours of Operation: M-F 0730-1530

- **ACS will clear Soldier on-line unless a balance is due then Soldier must clear at Schofield Barracks location.**

Out-Processing Briefing

Exceptional Family Member Program (EFMP)



Location: Tripler Army Medical Center, Oceanside, 7th floor

Tel: 433-4441

Hours of Operation: M-F 0730-1600

- ACS Office will clear Soldier if no EFMP family members
- Call to see if EFMP record is updated
- To update EFMP records, have doctor complete Family Member Medical Summary (DD Form 2792) and take to EFMP Office. Form is at:

<http://www.dtic.mil/whs/directives/infomgt/forms/efoms/dd2792.pdf>

Out-Processing Briefing



Library

Schofield Library

Location: Bldg 560, 1st Floor, 1336 Kolekole Ave

Tel: 655-8002

Hours of Operation: M-Tu 1100-2000, Wed-Sat 1000-1800, 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 (no visit required) unless Soldier has any checkouts or overdue account then Soldier may clear at either library.**

Out-Processing Briefing



Education Center

For Schofield Barracks Soldiers:

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

Tel: 655-0800/0805

Hours of Operation: M-F 0900-1700

For Ft Shafter Soldiers:

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

Tel: 433-4184

Hours of Operation: M-F 0800-1630

- **Education Center will clear Soldiers (PCS only) on-line (no visit required) unless Soldier owes money, has missing grade, or has no GoArmyEd account.**

Out-Processing Briefing

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

Tel: 833-5393

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

- **This clearance required only for Soldiers who have children.**
- **Soldiers may clear at either location.**



Out-Processing Briefing



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	

Out-Processing Briefing



Training Aids Support Center (TASC)

Location: Bldg R1052, McMahan Rd, Schofield Barracks

Tel: 655-4424

Hours of Operation: M-F 0730-1130/1230-1630

- **TASC will clear Soldiers on-line; no visit required**

Out-Processing Briefing



USAG-HI Installation Security Office

Location: Bldg 580 (Division HQ), Room 125 (Left Side Entrance), Kolekole Ave, Schofield Barracks

Tel: 655-8879

Hours of Operation: M-F 0830-1630

- 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; no visit required**

Out-Processing Briefing



Installation Property Book Office (PBO)

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

Tel: 656-1645

Hours of Operation: M-F 0700-1630 (Closed 1100-1300)

▪ No requirement to clear PBO if E4 or below and do not have a hand receipt.

Out-Processing Briefing

Provost Marshal Office



Schofield Barracks Police Station:

Location: Bldg 3010, Lyman Rd

Tel: 655-4688

Hours of Operation: M-F 1230-1600

Ft. Shafter Police Station:

Location: Bldg T118, Palm Circle

Tel: 438-7114

Hours of Operation: 24 hours

- **Soldier will be cleared on-line; no visit required**

Out-Processing Briefing



Reserve Component Career Counselor

Location: Bldg 690, Rm 3A, Schofield Barracks

Tel: 655-1561/6836

Hours of Operation: M-F 0830-1130/1300-1600 (except closed on Thursdays 1300-1600)

- **Required for ETS and Chapters (including medical retirements) only. Not required for career retirements and PCS.**
- **Chapters should be with Escort, if required.**



Out-Processing Briefing

Outdoor Recreation Center



Schofield Barracks

Location: Bldg 2110, 435 Ulrich Way, Schofield Barracks,
Tel: 655-0143
Hours of Operation: Tu-Sat 0830-1730

Aliamanu Military Reserve (AMR)

Location: AMR Fitness Center
Tel: 836-0338
Hours of Operation: M-F 0600-2100

- **Soldier will be cleared on-line if possible; no visit required if name in column 13 of clearing papers. Otherwise, Soldiers may visit either location.**

Out-Processing Briefing

Commercial Activities



Commercial Activities is for clearing with the local utility companies. This is the Soldier's responsibility.

The Soldier will sign Item 9.p. on the clearing papers for Commercial Activities.



Out-Processing Briefing



Military Pay

For Soldiers Assigned to Schofield Barracks

125th Finance Management - Military Pay Out-Processing

	PCS		Advance DLA (cannot be paid more than 30 days prior to departure)	Advance Travel	Advance Pay (up to one month's pay)	TLA upon departure
Processing Location	Ayers Ave, Bldg 750, Tel: 655-0094/0095 Operating Hours: 0900-1600 Closed on Thursday			219 Glennan Rd, Bldg 689 Tel: 655-1244		
When to submit (minimum # of days prior to leaving Hawaii)	15 days		30 days	30 days	30 days	10 days (can submit w/ prepaid lodging receipt 4 days prior to departure)
DD137-2 (Clearing paper)	SHOW					
Order (1-sided)	1 copy		1 copy	1 copy	1 copy	1 copy
DA 31 (Leave Form)	1 copy		1 copy	1 copy	1 copy	1 copy
Flight Itinerary (for you and family)	1 copy		1 copy	1 copy		1 copy
LES (Leave and Earning)					1 copy	
TLA Memorandum from Post Housing						1 copy
Paid Receipt (Itemized by day and dates must correspond to TLA Memorandum above)						1 copy
Statement of Non Availability (SNA)	SNA is only needed if Service Member did not stay at the Schofield Inn. Without an SNA, you will be reimbursed up to the Schofield Inn rate.					1 copy
All documentation must be submitted with <u>amendment</u> if applicable.						POC: SSG Hines, Bobby

Out-Processing Briefing



IMCOM
SOLDIERS • FAMILIES • CIVILIANS



Military Pay

For Soldiers Assigned to Schofield Barracks

Defense Military Pay Office, Schofield Barracks

Location: Soldier Support Center, Bldg 750 Room 119

Tel: 655-0094/95

Hours of Operation: M,T,F 0900-1600

Closed on Thursday and Wednesday Afternoon

Documentation Required:

- ✓ PCS Orders (w/amendments) - 1 copies
- ✓ DA 31, Leave Form – 1 copies
- ✓ Flight Itinerary for Service Member and all dependents – 1 copies
- ✓ Installation Clearing Papers (Must clear CIF prior to Finance)

Note: Bring all copies to IOP Finance 15 days prior to your final out

Out-Processing Briefing



Military Pay

For Soldiers Assigned to Ft. Shafter

Defense Military Pay Office, Ft Shafter

Location: Aloha Center, Bldg S-330, Montgomery Rd

Tel: 438-9804/1569/3958/3959/1621

Hours of Operation: M-F 0730-1530

Appointment Required

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 – 2 copies
 - ✓ Installation Clearing Papers (Must clear CIF prior to Finance)
-
- May request Advance Dislocation Allowance (DLA), Advance Travel, and Advance Pay
 - Out-processing TLA settlements need Itemized Lodging receipts showing paid in full

Out-Processing Briefing



125th Financial Management Support Unit Finance Separation Brief Effective 13 Nov 2012

All Soldiers (ETS, Medical, Disability, Retirement and Chapters) are required to attend a **MANDATORY** Pre-Separation Briefing which is held every M,T,W,F 0900-1200, Bldg 750, Room 208. Retirees, Please schedule an appointment with Finance at Room 102.

655-9100/1583

ETS/MED/CHAPTERS 0900
(Briefing will last until at least 1200)

If required documentation is not available, Soldiers will be asked to attend the next briefing. Soldiers will not be cleared from the Installation if they have not completed this briefing.

Out-Processing Briefing



Final Clearance

- You must have the following documents in order to out-process the installation with IOP Section:
 - ✓ Installation clearing papers (DA Form 137-2) – CIF must be cleared first
 - ✓ Unit clearing papers (DA Form 137-1) – Complete with all signatures or stamps as required
- **YOUR FINAL OUT DATE IS LOCATED ON PAGE 2 OF YOUR CLEARING PAPERS. TIME IS ALWAYS 1500.**
- Please call 655-1272 with any questions.

Out-Processing Briefing



END OF BRIEF

INSTALLATION MANAGEMENT COMMAND



IMCOM
SOLDIERS • FAMILIES • CIVILIANS

“Sustain, Support and Defend”