



DEPARTMENT OF THE ARMY  
1ST BATTALION, 1ST AIR DEFENSE ARTILLERY  
UNIT 5140  
APO AP 96368

APMC-PB

18 June 09

MEMORANDUM FOR All personnel assigned, attached or OPCON to 1<sup>st</sup> Battalion, 1<sup>st</sup> Air Defense Artillery, Unit 5140, APO AP 96368

SUBJECT: Policy Memorandum # 18 - In/Out-processing Procedures

1. References:

- a. AR 600-8-101, Personnel Processing, 18 July 2003.
- b. AR 600-15, Indebtedness of Military Personnel, 14 March 1986.
- c. AR 600-8-2, Suspension of Favorable Personnel Actions (Flags), 23 December 2004.
- d. AR 614-30, Overseas Service, 12 August 2008.

2. Purpose. To establish in and out-processing criteria for all Soldiers assigned, attached or OPCON to 1-1 ADA.

3. In-processing at the Installation/Unit/Battalion

a. All Soldiers are required to sign in with the S1 during duty hours or the Battalion Staff Duty after duty hours at Building 104. They must provide a copy of their leave form and orders as well as sign in on the DA Form 647. As they will be required to provide MPD/Finance a copy of their completed leave form, the S1 will ensure that the Soldier has been signed in and out, has a control number, and the extension portion is complete, if applicable. Sponsors and orderly room clerks are not authorized to sign in new Soldiers.

b. All newly arrived Soldiers will be given 10 duty days to complete in-processing. No in-processing Soldier will begin working at their battery or company area until all in-processing is complete. At the conclusion of in-processing every Soldier will complete the Sponsorship Survey that will be turned into the unit's Sponsorship Program Manager and then forwarded to the S1.

c. Leaders/sponsors will make sure that all new Soldiers report to the MPD In-Processing Section (Bldg 216 Torii Station) the first working day after their arrival, between 0730-1200. They must provide a copy of their orders and a completed DA 31 (where the Soldier has been signed in and out with the respective organization).

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d. Newly arrived Soldiers in-processing at the Finance Office (Bldg 216 Torii Station) will need to provide a copy of Orders, completed DA Form 31, tickets, and all receipts for lodging and transportation. Approval authority for reimbursement is the responsibility of the Finance Office.

e. All Soldiers will attend the next available Headstart class after their arrival on island. Each battery and company will maintain the log of who has completed Headstart and retain a copy of their Certificate of Training on file. Additionally, sponsors will ensure that all new Soldiers attend the 1-1 ADA Newcomer's Briefing, which is conducted quarterly. Coordination can be made with the Battalion S3 section for projected briefing dates.

f. After all in-processing is complete, the Soldier must turn-in their in-processing checklists to the S1. Sponsors will be held accountable for ensuring new Soldiers have completed all requirements.

#### 4. Out-processing at the Installation/Unit/Battalion

a. Out-processing must be completed by Soldiers departing for reassignment, ETS, Chapter, or Retirement from active duty status. Soldiers being reassigned between organizations on Okinawa will not typically be required to out-process through MPD.

b. Departing Soldiers will be appropriately recognized at unit/battalion Hail and Farewell functions and/or award ceremonies. Any Soldier who does not have a completed evaluation will not be able to out-process the S1 and will not be permitted to sign out on leave.

c. The out-processing program supports the unit commander's efforts in the Army's Debt Management program. Soldiers who have an alleged debt will not be allowed to clear the installation until the unit commander has been notified of the alleged indebtedness IAW AR 600-15.

d. For Soldiers who are absent or otherwise unavailable for out-processing, the unit commander will appoint in writing a responsible individual to act as the Summary Court Martial Officer to complete out-processing.

e. Flagged Soldiers may be reassigned if the Flag is based on APFT failure and/or entry in the weight control program. If an adverse action Flag case is in the punishment phase with no restraints on liberty imposed by civil court, court-martial, or Article 15, the Soldier can be reassigned.

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f. The Date Eligible to Return from Overseas (DEROS) is important to the Army's strength management system and is one of the key elements in replacement forecasting. Commanders/S1 will establish procedures that ensure DEROS dates for the Soldiers assigned to their respective battery or company are continuously kept accurate and current. If a DEROS is incorrect, it is the individual's responsibility to ensure the applicable paperwork is submitted to the S1.

g. Soldiers assigned to this battalion will depart on their assigned DEROS. Exceptions to this will be reviewed on a case by case basis.

h. The DA Form 137-2 and DA Form 137-1 Installation and Unit Installation Clearance Record are used to manage and control Soldiers' out-processing. MPD is responsible for issuing both DA Form 137-1 and DA Form 137-2.

i. Soldiers will attend an installation level out-processing briefing that will be conducted by the MPD staff. If a Soldier is unable to attend the applicable briefing (i.e. Levy or Separation), he/she will contact the MPD Reassignments Section at 644-4648 or Transitions Section at 644-4195 to inform them of the planned absence. Otherwise, MPD will not issue the Soldier clearing records.

j. Upon receipt of orders, the individual Soldier will contact Air Travel Coordination Office (ATCO) and the Transportation Office (Bldg 236 Torii Station) to set up flight arrangements and household goods (HHG) pick-up.

k. Leaders at all levels will ensure that Soldiers allot enough time when making transportation appointments. In order to decrease the possibility of having to change their final out appointment or scheduled flight, no Soldier should have their HHGs picked up the day of or the day prior to their final out appointments.

l. Married Soldiers and Soldiers living off post will be given 10 duty days to clear mandatory points of clearance. Single Soldiers living in the barracks will be allowed five days to clear.

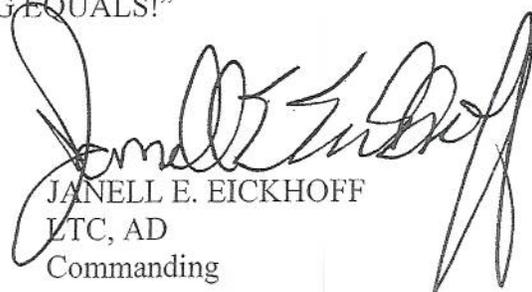
m. After all out-processing is complete, a copy of the clearing record must be provided to the S1, either by MPD or the Soldier can leave a copy with Staff Duty when he/she signs out on leave. All Soldiers are required to sign out in person with the S1 (634-4225) during duty hours or the Battalion Staff Duty after duty hours (634-1701) located in Building 104. Orderly room clerks are not authorized to sign Soldiers out.

5. This policy letter is in effect until cancelled or superseded.

"FIRST AMONG EQUALS!"



FINIS A. DODSON  
CSM, USA  
Battalion Command Sergeant Major



JANELL E. EICKHOFF  
LTC, AD  
Commanding