



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, BAMBERG
UNIT 27535
APO AE 09139-7535

IMEU-BAM-HRM

JUL 20 2010

MEMORANDUM FOR Soldiers Assigned, Attached or with Duty in the US Army Garrison,
Bamberg

SUBJECT: Commander's Policy on Community Outprocessing

1. Reference USAREUR Reg 612-1, Community Central In- and Outprocessing, 15 Jul 05.
2. Purpose: Establish the policy and procedure for the outprocessing of Soldiers leaving the US Army Garrison, Bamberg.
3. Scope: Applies to all outprocessing personnel in the Bamberg Military Community.
4. Policy:
 - a. Applies to all Soldiers assigned, attached or with duty in the Bamberg Military Community who are required to clear the community.
 - b. Personnel in receipt of permanent change of station (PCS) orders must attend a PCS briefing. Personnel in receipt of separation orders (ETS, ESA, Chap, or RET) must attend an ACAP briefing.
 - c. Upon receipt of orders (PCS, ETS, RET, ITT, COT, or Chap), Soldiers must report to the Central Processing Facility (CPF), Bldg 7290, Room 215, for completion of an outprocessing questionnaire. Appointments for issuance of clearing papers will be set ten working days before departure date.
 - d. Units should give Soldiers enough time, not to exceed 10 working days, to complete outprocessing. Soldiers should not be assigned duties which interfere with outprocessing appointments. Units are responsible for the accountability of Soldiers during outprocessing.
5. POC is Mr. Vernon L. Morey, Inprocessing Training Center Coordinator, DSN 469-8902.

STEVEN L. MORRIS
LTC, AV
Commanding