



DEPARTMENT OF THE ARMY
HEADQUARTERS, 442D SIGNAL BATTALION
FORT GORDON GEORGIA 30905

COMMAND POLICY LETTER

ATZH-LCB

27 August 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Commander's Policy Memorandum #17 – Post and Battalion Out-Processing

1. PURPOSE. This memorandum establishes guidelines and procedures for out-processing the unit and installation. This policy letter will be posted in the Company Orderly Rooms, Battalion Bulletin Board, and individual sections.

2. APPLICABILITY. This policy applies to all Soldiers assigned or attached to the 442d Signal Battalion. Out-processing begins upon receipt of a DA Form 137-1 (Unit Clearing Papers) from the S-1 and a DA Form 137-2 (Installation Clearing Papers) from Darling Hall Reassignment Section. Students will receive their Clearing Papers from the Orderly Room Clerk. The process is complete when Soldiers have cleared all designated organizations within the installation.

3. CLEARING PROCEDURES.

a. Soldiers assigned and attached to the 442d Signal Battalion will be given a total of 10 working days to out-process the unit and installation (Federal holidays and weekends are not counted as working days).

b. Request for PCS leave on DA Form 31 will be turned into the Battalion S1 NLT 30 days prior to start of PCS leave.

c. Soldiers will report to the Battalion S1 with a memorandum signed by the Company Commander (or authorized representative) authorizing them to out-process the unit and installation. Upon receipt of unit clearing papers from the S1, the Soldier will report to Darling Hall Room 207 front desk to receive installation clearing papers. After Soldier has successfully out-processed the unit and installation, they will provide the Battalion S1 with copies of both unit and installation clearing papers. Soldiers are not to initial their DA Forms 137-1 and 137-2; they must be properly cleared by the appropriate agency.

d. All Soldiers clearing Fort Gordon facilities must be in military duty uniform to include either ACUs or ASUs at all times. The Army Physical Fitness Uniform is not a duty uniform for clearing. All exceptions to this policy will require an exemption memorandum signed by the Battalion Commander.

e. Soldiers are not authorized to sign out on PCS leave without clearing papers stamped off at Darling Hall showing the Soldier has completed clearing the installation.

4. Company commanders are responsible for ensuring adequate controls are in place to ensure soldiers are given ample time to fully out-process the unit and installation.

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5. EFFECTIVE DATE: This policy replaces Commander's Policy Memorandum #17, dated 9 January 2014.

Ready Rapid Reliable

//ORIGINAL SIGNED//

ERIC A. ANDERSON

LTC, SC

Commanding

DISTRIBUTION:

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