



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT BELVOIR
9820 FLAGLER ROAD, SUITE 213
FORT BELVOIR, VIRGINIA 22060-5928

REPLY TO
ATTENTION OF

IMBV-HR

20 August 2014

MEMORANDUM FOR US Army Garrison Fort Belvoir Personnel

SUBJECT: Fort Belvoir Policy Memorandum #13, In-, Out-Processing Policy

1. REFERENCES.

a. AR 600-8-101, Personnel Processing (In-, Out-, Soldier Readiness, Mobilization, and Deployment Processing), 18 July 2003.

b. AR 350-1, Army Training and Leader Development, 18 December 2009, Rapid Action Revision (RAR), 4 August 2011.

c. ARMY DIR 2013-07, Comprehensive Soldier and Family Fitness Program, 25 March 2013.

d. HQDA EXORD 110-13, Ready and Resilient Execution Order (EXORD), 26 March 2013.

e. HQDA EXORD 110-13 FRAGO 2, Change. Annex D Metrics, 26 March 2013.

f. HQDA EXORD 110-13 FRAGO 3, Ready and Resilient Campaign, 5 May 2014.

2. PURPOSE. To ensure all new Soldiers and Family Members are properly acclimated and integrated into the Fort Belvoir community.

3. APPLICABILITY. This policy applies to all Soldiers assigned to Fort Belvoir.

4. POLICY. All Soldiers assigned to Fort Belvoir in the grades of E-1 thru E-9, WO-1 thru WO-5, and O-1 thru O-6 are authorized 10 duty days to complete installation level In- or Out-Processing.

5. PROCEDURES.

a. In-Processing.

(1) Soldiers will report to their gaining unit NLT the last day on the DA Form 31. Soldiers assigned to a Fort Belvoir unit will report for installation level in-processing at the Fort Belvoir Installation Welcome Center within 24 hours of, or upon the next duty day following, arrival or sign-in at their gaining unit. Soldiers will be in uniform. Fort Belvoir Installation Welcome Center is located at 5981 13th Street, Building 1155.

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(2) Soldiers will in-process Personnel and Finance at the Fort Belvoir Welcome Center where they will receive DA Form 5123-1 (In-processing Personnel Record) and guidance IAW AR 600-8-101 to complete In-processing.

(3) Soldiers will in-process Medical, Dental and the Central Issue Facility (CIF), if required by their gaining unit.

(4) Soldiers are required to in-process, but authorized to sign for themselves on DA Form 5123-1, with Transportation <http://www.move.mil> or <https://www.belovir.army.mil/jppsowa> and TRICARE www.tricare.mil.

(5) Security in-processing will be completed thru the US Army Garrison Fort Belvoir Security Office.

(6) In-processing for DEERS/RAPIDS/ID Cards, Education Center, Directorate of Emergency Services (DES) (weapons registration), Housing (PTDY and/or help for house hunting), Army Community Services (ACS), Commercial Activities and Child and Youth Services (CYS), are optional as required by the Soldier.

(7) After completing In-processing, Soldiers are required to turn-in DA Form 5123-1 to their gaining unit IAW AR 600-8-101.

b. Out-Processing.

(1) Soldiers will report to the Fort Belvoir Installation Welcome Center 10 duty days prior to their approved leave date as noted on a DA Form 31. Soldiers will be in uniform.

(2) Soldiers will receive guidance for out-processing and completing DA Form 137-2 (Installation Clearance Records) from the Personnel Information Management Section at the Fort Belvoir Installation Welcome Center IAW AR 600-8-101. Finance will be completed on the Soldier's final out date. The final out date will be scheduled by the Personnel Information Management Section.

(3) Soldiers will out-process Medical, Dental, and CIF. Housing and Barracks are mandatory to out-process, if the Soldier signed for those facilities at any time during their tour. Post Library, ACS, Morale, Welfare, and Recreation (MWR), Army Emergency Relief (AER), and CYS are cleared utilizing the Installation Support Module (ISM) if no discrepancies are found; otherwise, the Soldier will clear those agencies in person.

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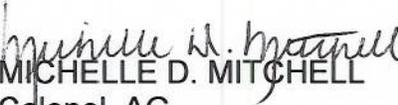
(4) Soldiers are required to out-process, but authorized to sign for themselves on DA Form 5123-1, with Transportation <http://www.move.mil> or <https://www.belovir.army.mil/jppsowa> and TRICARE www.tricare.mil.

(5) Security out-processing will be completed thru US Army Garrison Fort Belvoir Security Office.

(6) Out-processing for DEERS/RAPIDS/ID Cards; Education Center; DES (weapons registration), and Commercial Activities are cleared as required by the Soldier.

(7) Soldiers will report to the Fort Belvoir Installation Welcome Center on their scheduled final out date to complete Installation level out-processing. The Soldier is required to turn in DA Form 137-2 and DA 137-1 (Unit Clearance Records) to the Installation's Welcome Center. A copy will be provided to the Soldier. Soldiers will be in uniform.

6. PROPONENT. The proponent for this policy is the Directorate of Human Resources (DHR), Military Personnel Division (MPD) at 703-806-0797.


MICHELLE D. MITCHELL
Colonel, AG
Commanding