SUBJECT: Walter Reed Army Medical Center (WRAMC) Military Out-processing Overview

1. Purpose: To provide an overview of the out-processing procedures for military personnel.

2. General: All military personnel must complete out-processing requirements prior to permanently relocating to Bethesda, Fort Belvoir, or another duty location. This requirement includes all assigned and attached personnel (Active Duty, Reservists and personnel with duties elsewhere). The out-processing will be conducted in two phases.

3. Phases and Timeline:

   a. Phase I (virtual out-processing). This phase will be conducted virtually on 1-30 June 2011. Installation activities (Military Personnel Division {MPD}, Army Community Services {ACS}, Directorate of Logistics {DOL} etc.) will electronically clear Soldiers from these activities. This phase does not require Soldiers to visit these activities in-person unless they have unsettled debts (i.e. an overdue debt for an AER loan).

   b. Phase II (mass out-processing).

      (1) This phase is mandatory for all Soldiers and must be completed in-person. Mass out-processing will be conducted in Building 41 (Old Red Cross Building) on 11-22 July 2011 from 0600 – 1600 daily. All Soldiers are required to complete this phase in-person.

      (2) All Soldiers’ medical records will be electronically transferred to the Soldier’s next duty location; however, Soldiers must hand carry their dental records to their next duty location. Dental records are to be picked up from the WRAMC Dental Clinic in Building 2 before reporting to Building 41 to begin the mass out-processing.

      (3) A general overview of how the mass out-processing in Building 41 will be conducted is as follows:

      (a) Soldiers will report to a representative from their respective Company’s Orderly Room to check in and receive instructions on how to proceed with the out-processing.

      (b) Soldiers will report to a Finance Representative to review pay records and address any pay issues.

      (c) Soldiers will report to an MPD representative to conduct a final check to verify that all installation activities have been cleared.
(d) As a final step, Soldiers will report to a Medical Center Brigade (MCB) S1 representative to verify that all MCB and installation activities have been cleared.

4. Other.

a. WRAMC Housing Office. Only those Soldiers who intend and have been approved for either a full or partially funded relocation of their household goods will need to visit the Housing Office. All others will have been virtually cleared from the Housing Office during Phase I.

b. WRAMC Vehicle Registration. Only those Soldiers who were issued garage passes will need to visit the Vehicle Registration Office. Garage passes can only be turned in by the Soldier to whom it was issued and must be turned in to the Vehicle Registration office NLT their last work day at WRAMC.

c. Evaluations. Evaluations for those Officers and NCOs requiring them must be completed, signed, and submitted to the MCB S1 prior to the rated individual and/or their rating chain permanently relocating to Bethesda, Fort Belvoir, or another duty location. Officers and NCOs whose rating chain or duties will remain the same after the transition do not require an evaluation. Raters are encouraged to complete these evaluations as far in advance as possible; however, evaluations cannot be processed if signed any earlier than 14 days of the thru date.

(1) All evaluations must be submitted to the MCB S1 using the AKO Forms Tab. The S1 AKO inbox can be accessed by inputting “WRAMC” as the first name and “OFREVALUATIONS” as the last name.

(2) Soldiers whose rating chains will change as a result of their transition to either Fort Belvoir or Bethesda must submit a memorandum indicating their new rating chain to the MCB S1 prior to the Soldier’s departure from WRAMC.

d. Retirement. Soldiers with approved retirement dates of 31 August 2011 or earlier will out-process during the mass out-processing and transition from the WRAMC installation, not at Bethesda or Belvoir. Soldiers with approved retirement dates after 31 August 2011 will out-process and transition at either Fort Belvoir or Bethesda.

e. Leave/TDY. Soldiers who are scheduled for leave and/or TDY during the mass out-processing must report to their respective company orderly rooms at WRAMC prior to the start date of their leave and/or TDY to pick up the out-processing checklist and clear the required installation activities in person.

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