



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT GORDON
307 CHAMBERLAIN AVENUE
FORT GORDON, GEORGIA 30905-5730

REPLY TO
ATTENTION OF:

IMGO-HR

FEB 22 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Garrison Commanders Policy Memorandum No. 49 - Transition to Web-Based, OUTPROC Installation Support Modules (ISM) to Manage Service Members Out-Processing

1. References:

- a. IMCOM Policy Memorandum 600-8-1 – Installation Out-Processing
- b. AR 600-8-101, Personnel Processing, 18 July 2003

2. Purpose: To provide guidance on accessing and maximizing the use of Web-Based OUTPROC Installation Support Modules (ISM) to manage Service Members Out-Processing.

3. In accordance with IMCOM Policy Memorandum 600-8-1, Garrisons will manage Service Members' Out-Processing by utilizing Web-Based Installation Support Modules (ISM). Service Members and agencies expend unnecessary time and effort performing a function that can be automated.

4. Policy:

a. All Installation Activities are required to utilize the Web-Based OUTPROC Installation Support Module (ISM) to make the Installation Clearance process more efficient and expedient.

b. Pre-clearance and self-clearance will be maximized, with Service Members visiting only those agencies that require their physical presence and cannot be accomplished through ISM OUTPROC. Agencies requiring Service Member's presence will be identified when Service Member reports to the Central Processing Station (CPS) to receive clearance papers.

c. Commanders and Senior Mission Partners must make every effort to minimize the number of agencies requiring the Service Members presence.

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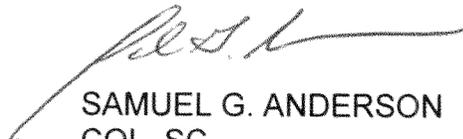
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5. Activities not currently utilizing the Web-Based ISM OUTPROC Module must request access. Commanders and Senior Mission Partners are required to do the following:

a. Identify staff, in your activity, who will use ISM. Designated staff must request access by logging on to: <https://ism.army.mil/ism/common/ism.isp>.

b. Provide a roster with the names of staff members to the Personnel Automation Branch, Team Chief, Military Personnel Service Division, Directorate of Human Resource, at (706) 791-5236.

6. For questions or clarifications, please contact the Garrison, Directorate of Human Resources/Adjutant General at (706) 791-9325 or Deputy Adjutant General at (706) 791-7649.



SAMUEL G. ANDERSON
COL, SC
Commanding

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