



DEPARTMENT OF DEFENSE
WASHINGTON HEADQUARTERS SERVICES
1155 DEFENSE PENTAGON
WASHINGTON, DC 20301-1155



January 10, 2012

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: Military Personnel In and Out Processing Policy

As the Assistant Director of Military Personnel, it is my intention to ensure the arrival and departure of all military personnel (active duty, Reserve, Guard, IMA and details) are documented in accordance with Office of the Secretary of Defense (OSD) and Military Department administrative requirements. Military personnel working in OSD are either assigned or on an approved detail. In order to maintain accountability and ensure the proper duty status is reflected, all military personnel must in and out-process through the Military Personnel Office (MILPERs), WHS, located in the Pentagon, room 5E565.

Permanently assigned military personnel must bring copies of their PCS orders and amendments, leave documents, current performance evaluation, current physical fitness test, and contact information when they report to in and/or out process. Personnel support for "Detailed" personnel, to include leave processing, is provided by the service member's "parent" organization to which they are permanently assigned. However in an effort to better account for all military personnel working in OSD, effective immediately, each detailee must report to Rm 5E565 to in/out-process OSD. Detailee's will be required to bring their emergency contact information and approved detail memorandum.

While in and out-processing is an individual military responsibility we are asking you to assist in this process. Compliance with this policy will assist in the accountability of joint credit for the military member and ensure eligibility criteria is met for Joint Awards and the issuance of the OSD Staff Badge.

Point of contact for this policy is the MILPERs Service Desk NCOIC, MSG Dana Williams, at 703-614-5837 or dana.w.williams@whs.mil

Dr. Kevin B. Driscoll
Assistant Director,
Military Personnel Division



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