



DEPARTMENT OF THE ARMY
EIGHTH ARMY WIGHTMAN NCO ACADEMY
CAMP JACKSON, KOREA
UNIT #15351
APO AP 96258-5351

REPLY TO
ATTENTION OF:

EAHC-NCOA

31 May 2013

MEMORANDUM FOR ALL WIGHTMAN NCO ACADEMY ASSIGNED SOLDIERS

SUBJECT: Commandant's Policy # 11, Permanent Change of Station (PCS) Clearing Procedures

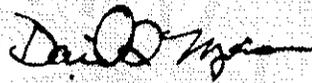
1. Purpose: To establish clearing guidance for all cadre personnel assigned to the NCO Academy.
2. Procedures:
 - a. Cadre members are authorized no more than ten working days to out process from February through September (based upon low volume turnover) and seven working days during high volume turnover (October through January). Working days do not include weekends or holidays. Leaders will ensure Soldiers clearing are free from other responsibilities.
 - b. Upon receipt of PCS orders, cadre members will perform the following in the time periods prescribed below:
 - (1) Household goods and hold baggage picked up prior to the clearing date to facilitate orderly movement from the Cadre barracks.
 - (2) Sixty (60) days prior to DEROS, coordinate with the travel office and schedule departure date. Upon receipt of flight information, immediately coordinate with the Academy S-1 to submit Request for Leave/Permissive TDY (DA Form 31) and Temporary Lodging Allowance (TLA). Five days TLA is authorized for Command Sponsored Soldiers and when the Soldier's family resides in government quarters. Ten days TLA is authorized for Non Command Sponsored Soldiers who live on the economy and for Soldiers who reside in the barracks. TLA is not used in addition to clearing days.
 - (3) Reserve a room at the Dragon Hill Lodge NLT 45 days prior to DEROS.
 - c. Soldiers are removed from the Staff Duty Roster upon receipt of clearance papers.
 - d. Soldiers are not allowed to drive a military or TMP vehicle 30 days prior to their DEROS.
 - e. If a Soldier has any type of out-processing appointment prior to the clearing date, that Soldier will be present at the appointment, conduct required business, and return to duty.

EAHC-NCOA (31 May 2013)

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f. The Commandant or the Deputy Commandant are the only authorized personnel to make exceptions to this policy.

g. The Commandant is the final out authority, The Deputy Commandant may sign if the Commandant is absent for more than 24 hours.



DAVID L. MORGAN
CSM, USA
Commandant

