



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, RED CLOUD
UNIT # 15707
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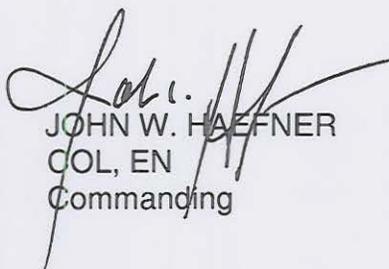
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1 Dec, 2014

MEMORANDUM FOR Military and Civilian Personnel Occupying UPH Quarters

SUBJECT: Quarters Clearance

1. Out-processing can be a hectic and stressful time. There is so much to do and so little time to do it. However, by following your inspector's advice and the information in this handbook, you should have no trouble passing your final inspection.
2. This Quarters Clearance Handbook contains many items designed to assist you in successfully completing all of your requirements for clearing quarters. It identifies your responsibilities as a vacating resident of Unaccompanied Personnel Housing (UPH), as well as the responsibilities of the Directorate of Public Works and Housing Division.
3. One important point to remember is to "get answers to questions, inventory discrepancies, damages and items of this nature prior to your final inspection." Waiting to take care of items at the last minute could result in failure, delays, and possibly unnecessary expenses. A small amount of effort on your part now will make clearing your quarters much easier. Proper planning and forethought are imperative to the successful completion of your inspection.
4. Your Inspector is your guide throughout this process. It's difficult to capture all clearing requirements and place them in print due to numerous variables such as your daily housekeeping practices and other factors. Your inspector has an in-depth knowledge of clearing requirements and can provide helpful instructions.
5. The Housing Division is available to assist you with any housing issues that may arise as you prepare to depart our community. A quick reference telephone listing of helpful numbers for areas who provide assistance in your upcoming move can be found at the end of this handbook.
6. As always we ask for your comments and suggestions for improvements. Please take the time to fill out and return customer questionnaires. Your valued comments can help us achieve higher levels of excellent customer service.
7. Congratulation, in advance, on your upcoming successful termination of quarters!


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Commanding