



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS US ARMY GARRISON
2837 BOYD AVENUE
FORT HUACHUCA ARIZONA 85613-7001

ATZS-CDR

31 October 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: POLICY -- Out-of-Service Debt Minimization

1. In order to minimize out-of-service debt, Fort Huachuca will implement a policy in both its finance and its personnel offices of not completing out-processing of any active duty service member until at least seven duty days after the first finance out-processing appointment is met. In this way, Army resources can best be maintained.
2. Out-of-service debt remains a serious problem for our Army. While Fort Huachuca is not an extremely serious offender, we still have too many soldiers who depart active duty owing the government money. By giving finance seven days to properly out-process all personnel we will correct this problem.
3. If commanders decide it is important to out-process someone with less than seven days notice to finance, the first colonel commander in the chain may grant an exception to this policy. Chapter discharges requested to be completed without regard to this seven day policy must state that: "It is imperative that this individual be discharged as quickly as possible without regard to whether he/she owes the government money. Out-of-service debt is not an issue." If a commander in the grade of colonel or above signs this statement, the service member will be discharged immediately.
4. Proponent for this subject is the Garrison Commander.
5. This memorandum supersedes policy memorandum, ATZS-CDR 31 January, 2002, subject: POLICY 01-20 -- Out-of-Service Debt Minimization.

LAWRENCE J. PORTOUW
COL, MI
Commander, US Army Garrison

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