

## **OUTPROCESSING**

Upon receipt of orders or notification of the requirement to vacate a room, the occupant will contact the Unit's Barracks POC to schedule an inspection.

- a. The POC will schedule a pre and final termination inspection. Occupants will be briefed on inspection and cleaning standards. If a cleaning team is used it is still the Soldiers responsibility to stand their final inspection.
- b. Occupants are reminded to terminate all services such as cable, internet, telephone, or satellite service prior to their clearing. Occupants are responsible for removing any equipment associated with their services such as satellite dishes or modems.
- c. Occupants will turn in room and postal box keys to the Unit's Barracks POC upon completion of the final termination inspection.
- d. Barracks rooms must be cleared before clearing the installation. Occupants should ensure they receive a memo terminating them from their barracks room to start their BAH.