

## OUTPROCESSING

Upon receipt of orders or notification of the requirement to vacate a room, the occupant will contact the Barracks Management Office to schedule an inspection.

- a. Barracks Management will schedule a pre and final termination inspection. Occupants will be briefed on inspection and cleaning standards. Cleaning classes are available at occupant request Bldg 470, room 1218. If needed occupants should request this class at least five working days prior to the date of the desired final termination inspection. If you would like to pay for a cleaning team to clean your quarters you may obtain a list of cleaning teams at Bldg 470, room 1218. 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. The Barracks Management Housing Inspectors conduct pre and final termination inspections Monday – Friday, 0800 to 1600. Occupants will turn in room and postal box keys to the Barracks Management Housing Inspector upon completion of the final termination inspection. Occupants will then proceed to the Barracks Management Office for final clearance and termination documentation.
- d. Occupants must clear the Barracks Management Office, building 470, room 1218, prior to final clearing of their unit and the installation. Failure to comply will result in delays in final clearing of the installation.