INSTALLATION CLEARANCE RECORD

(95th AG BN STUDENTS ONLY)

For the use of this form, see AR 600-8-101; the proponent is ODCSPER, DATE REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: Section 301, Title 5, USC.
PRINCIPAL PURPOSE: To ensure personnel readiness prior to PCS. To complete clearance verification to transition from active duty, separation, or retirement.
ROUTINE USES: To close out installation personnel and finance records. To ensure debt to government or government sponsored agencies is identified and action taken to obtain remittance prior to soldier's transition from Active duty, separation or retirement. Forms will not be disclosed outside Department of Defense (DoD) and DoD sponsored agencies.
DISCLOSURES: Disclosure is voluntary; however, failure to complete these forms may result in only partial payment of final pay.

INSTRUCTIONS TO SOLDIER: This outprocessing packet is designed to assist you and the installation in completing your final clearance as accurately and expeditiously as possible. It is your responsibility to properly complete this checklist. If you are separating or retiring from the Active Army, failure to complete this checklist correctly and entirely will result in you receiving 55 percent of your final pay pending verification by DFAS of any outstanding debts. You must complete this checklist prior to your finance appointment. Fort Sill will not release separation payments until installation clearance is completed. **IAW AR 600-8-1, para 3-6, any soldier who has not departed within 30 days of installation level clearance, S1 will issue a new clearance record. All soldiers separating must report to Finance Separations, Bldg 3166, and the Transition Point upon receipt of clearance papers.**
INSTRUCTIONS TO AGENCIES: Agencies will indicate if soldier is/is not indebted to their facility in blocks 10a, b, or c as appropriate. Agencies are required to sign form even if soldier owes debt. Signing this form does not cancel indebtedness, it just indicates soldier processed through your facility.

SECTION A. - PERSONAL DATA (To be completed by commander, S1, outprocessing control station, or appointed official.)

1. NAME	2. RANK	3. SSN	4. ORDERS NO.
5. GAINING UNIT	6. LOSING UNIT	7. DATE OF ORDERS	
8. REASON FOR CLEARING EPTS /Chapter ☐	9. DEPARTURE DATE		

NOTE: ALL **PERSONNEL** must clear the activities highlighted with an asterisk; those without an asterisk SFCs and above can clear with their signature being the official indication that the obligation is settled.

SECTION B. - INSTALLATION STANDARD CLEARANCES

10. INSTALLATION ACTIVITY	BLDG AND ROOM	PHONE	REPORT BETWEEN THE HOURS OF-	DEBT a. YES	b. AMOUNT	c. NO	11. NAME AND TELEPHONE	12. SIGNATURE & DATE
(1) Post Exchange/DPP	1718	248-7506	Mon-Fri 0900-1700	☐		☐		
(2) Education Office	3281	442-3201 442-6009	Mon-Fri 0800-1545	☐		☐		
(3) Central Issue Facility	1901	442-3752 442-3757	Mon-Fri 1300-1500 Turn-in "DX"	☐		☐		
(4) MPRJ Update*	PCSing 3164 Rm 210 ETSing 3164 Rm 104	442-2079 442-2084 442-3683 442-2488	Mon-Fri 0730-1530					
(5) Fort Sill National Bank	3164, Rm 102	357-9880	Mon-Fri 0900-1700	☐		☐		
(6) Fort Sill Credit Union	3164, Rm 102	355-7744	Mon-Fri 0730-1130 1230-1550	☐		☐		
(7) Army Emergency Relief	4700	442-2946 442-5018	Mon-Fri 0730-1600	☐		☐		
(8) S2 / Security Clearance Verification – Termination				☐		☐		

SECTION C – MILITARY PAY PROCESSING

12. Travel Pay Processing*	13. Separation Pay Processing*	14. Debt Processing*	15. Number of Days Leave Paid Upon Separation * #DAYS -

NAME, TELEPHONE #, SIGNATURE, AND DATE

SECTION D – OUTPROCESSING CONTROL STATION BLDG 3162, RM 108, 442-6679/3379

16. Soldier has Completed Outprocessing ☐ Yes ☐ No If no, Remarks –	**16a. Name and Telephone No.**	**Signature Date**