

## INSTALLATION CLEARANCE RECORD

(PERMANENT PARTY ONLY)

For the use of this form, see AR 600-8-101; the proponent is ODCSPER, DATA 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. **I AW 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 <input type="checkbox"/> PCS <input type="checkbox"/> ETS <input type="checkbox"/> RETIRMENT <input type="checkbox"/> CHAPTERS			9. DEPARTURE DATE

**ALL SOLDIERS WILL BE IN DUTY UNIFORM. PCSing - Must schedule final POR appointment with a DA Form 31 and seven copies of orders. ETSing/Chapter - Must attend a briefing (Daily 1300 except for Thursdays). Report to Bldg 3164, Rm 104, Transition Point.** Officers and senior noncommissioned officers (SFC) and above 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**

**DEBT**

10. INSTALLATION ACTIVITY	BLDG AND ROOM	PHONE	REPORT BETWEEN THE HOURS OF-	a. YES	b. AMOUNT	c. NO	11. NAME AND TELEPHONE	12. SIGNATURE & DATE
(1) TSC Audio Visual	216	442-6504 442-5309	Mon-Fri 0730-1545					
(2) Library	1640	442-2048 442-3806	M, T, W 1000-1900 Th, F - Closed Sat - Sun 1000-1700	<input type="checkbox"/>		<input type="checkbox"/>		
(3) Weapons/Vehicle Registration Civilian Records Check *	1670	442-4416 442-3045	M, T, W, F 0830-1530 Thu 1300-1530	<input type="checkbox"/>		<input type="checkbox"/>		
(4) Post Exchange/DPP	1718	248-7506	Mon-Fri 0900-2100	<input type="checkbox"/>		<input type="checkbox"/>		
(5) SPRINT	1712	250-1272 250-0126	Mon-Fri 0900-1800 Sat 1000-1500	<input type="checkbox"/>		<input type="checkbox"/>		
(6) Commissary	1719	442-3601 442-4515	Tue-Fri 0930-1600	<input type="checkbox"/>		<input type="checkbox"/>		
(7) Military CSS/UCDPP	1802	248-3820	Mon-Fri 0900-1800 Sat 1000-1600	<input type="checkbox"/>		<input type="checkbox"/>		

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(8) Property Book Office (Primary Hand Receipt Holders - TRADOC & FORSCOM) *	2192	442-3516 442-3192	Mon-Fri 0700-1600	<input type="checkbox"/>		<input type="checkbox"/>		
(9) Education Office *	3281	442-3201 442-6009	Mon-Fri 0800-1545	<input type="checkbox"/>		<input type="checkbox"/>		
(10) Central Issue Facility *	1901	442-3752 442-3757	Mon-Fri 1300-1500 Turn-in "DX"			<input type="checkbox"/>		
(11) Self Help Store *	1948	442-4723	Mon-Fri 0730-1600	<input type="checkbox"/>		<input type="checkbox"/>		
(12) Transportation *	2950	442-3903 442-5767	Mon-Fri 0730-1600					
(13) Financial Mgt Div	4700	442-6102	Mon-Fri 0730-1600	<input type="checkbox"/>		<input type="checkbox"/>		
(14) Overseas Port Call (OVERSEAS ONLY)	2951	442-5410	Mon-Fri 0730-1600					
(15) DEERS/ID Cards/TAGS *	3162 RM 102	442-5010 442-1572	Mon-Fri 0730-1530					
(16) Personnel Office/ Promotions (E4-E5 in Promotable Status Only)	3162 Rm 106	442-4622 442-1577	Mon-Fri 0730-1630					
(17) MPRJ UPDATE *	PCSing 3164 Rm 208  ETSing 3164 Rm 104	442-2079 442-2084  442-3683 442-2488	Mon-Fri 0900-1600  Mon-Fri 0730-1630					
(18) PERSTEMPO Individual History Sheet Provided by Unit	Soldier's Unit			<input type="checkbox"/>		<input type="checkbox"/>		
(19) Fort Sill National Bank	3164 Rm 102	357-9880	Mon-Fri 0900-1700	<input type="checkbox"/>		<input type="checkbox"/>		
(20) Fort Sill Credit Union	3164 Rm 102	355-7744	Mon-Fri 0730-1130 1230-1600	<input type="checkbox"/>		<input type="checkbox"/>		
(21) Reserve Component Transition PV1 - CPT (Separations Only)	3164 Rm 211	442-4602	M,T,W,F 0900-1130 1300-1530 Thu - 1300-1600					

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(22) Levy/ Reassignments- (Enlisted Only) Separating Personnel *	3162 Rm 103	442-31579 442-4741 442-5907	Mon-Fri 0730-1630					
(23) Evaluations (NCOs & Officers) *	3162 Rm 106	442-1578 442-4876	Mon-Fri 0730-1600					
(24) Exceptional Family Member Program (EFMP) Referral/Enrollment (if required) *	4700	442-6801 442-5018 442-6818	Mon-Thu 0730-1545 Fri – 0930-1545					
(25) Tricare *	4301 Rm 1H132	1-800-406-2832 SELECT (3.2)	Mon-Fri 0730-1630	<input type="checkbox"/>		<input type="checkbox"/>		
(26) Medical Facility *	Outpatient Records	458-2101	Mon-Fri 0700-1800					
(27) Army Emergency Relief *	4700	442-2946 442-5018	Mon-Thu 0730-1545 Fri – 0930-1545	<input type="checkbox"/>		<input type="checkbox"/>		
(28) Army Community Services *	4700	442-4916	Mon-Thu 0730-1545 Fri – 0930-1545	<input type="checkbox"/>		<input type="checkbox"/>		
(29) Dental Facility *	Your Assigned Dental Clinic							
(30) DOIM * (ONLY FORTEZZA Card Holders)	652 Rm 201	442-1026	Mon-Fri 0830-1115 1300-1530	<input type="checkbox"/>		<input type="checkbox"/>		
(31) Post Office * (Fort Sill Housing Residents Only)	930	442-3020	Mon-Fri 0900-1500	<input type="checkbox"/>		<input type="checkbox"/>		
(32) Housing/Billeting *	4700	442-2813 442-4949	Mon-Fri 0830-1530	<input type="checkbox"/>		<input type="checkbox"/>		
(33) Airfield Op Aviation Personnel ONLY, Crewmember/ Noncrewmember	4907 Rm 206	442-2023 442-6014	Mon-Fri 0730-1630	<input type="checkbox"/>		<input type="checkbox"/>		
(34) Child & Youth Svcs *	4700	442-3927 442-1098	Mon-Fri 0730-1600	<input type="checkbox"/>		<input type="checkbox"/>		

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(35) School Liaison Services	Bldg 4700	442-4831	Mon-Fri 0800-1600	<input type="checkbox"/>		<input type="checkbox"/>		
(36) Directorate of Contracting (Government Purchase Card Agency Program Coordinator only)	1803 Macomb Rd	442-5229	Mon-Fri 0730-1600	<input type="checkbox"/>		<input type="checkbox"/>		
(37) GOVERNMENT TRAVEL CARD *(III CA Soldiers Only)	III CA 1607 2d Floor	442-6913	Mon-Fri 0730-1600	<input type="checkbox"/>		<input type="checkbox"/>		
(38) GOVERNMENT TRAVEL CARD *(All Others)	Clear through appropriate Agency Program Coordinator (APC)		Mon-Fri 0730-1600	<input type="checkbox"/>		<input type="checkbox"/>		
Does the Soldier Have an Expense Account <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Disposition								
(39) Soldier has completed ACAP Processing*. Bldg 2502 (RecPlex); Mon-Fri, 0730-1600; 442-2222 <input type="checkbox"/> Yes <input type="checkbox"/> No (if No, Remarks)								
*ALL Transitioning Soldiers (e.g., ETS, Chapters, Retirees)								
(40) Classic Cable	930 NW Fort Sill Blvd	248-9954	Mon-Fri 0800-1700	<input type="checkbox"/>		<input type="checkbox"/>		
<b>SECTION C - MILITARY PAY PROCESSING * BLDG 3166, UPSTAIRS, 442-3818, M,T,W,F - 0830-1130 &amp; 1300-1530, Thu - 1300-1530</b>								
15. Travel Pay Processing *			16. Separation Pay Processing *			17. Debt Processing *	18. Number of Days Leave Paid Upon Separation * #DAYS -	
<b>NAME, TELEPHONE #, SIGNATURE, AND DATE</b>								
<b>SECTION D. - OUTPROCESSING CONTROL STATION BLDG 3164, RM 208, 442-4564/6782</b>								
19. Soldier has completed outprocessing <input type="checkbox"/> Yes <input type="checkbox"/> No If No, Remarks -			20a. Name and Telephone No.			20b. Signature and Date		