

## UNIT CLEARANCE RECORD

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 <input type="checkbox"/> PCS <input type="checkbox"/> ETS <input type="checkbox"/> RETIRMENT <input type="checkbox"/> CHAPTERS			9. DEPARTURE DATE

**SECTION B. - DUTY STATUS** (indicate all leaves, TDY, hospitalization, field duty, lost time, AWOL, and confinement within 60 days prior to issuance of clearance forms)

10. DUTY STATUS	Type of Absence	Log Number	Start Date	Return Date	11. NAME AND TELEPHONE NUMBER (POC)		

**SECTION C. LEGAL** (Actions that occurred within the 60 days prior to issuance of DA Form 137-R series, include: UCMJ, Court Martial, Admin Reduction, and Admin Discharges)



Btry Cdr or 1SG / Print & Sign Name	Date	Remarks

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SECTION D. BATTERY / UNIT						
12. Orderly Room	Tng Record	Unit Supply	Career Counselor	Army Lapel Button	Awards and Decorations	PERSTEMPO Days Verified
						365 days as of
						730 days as of
Btry Cdr or 1SG / Print & Sign Name				Date	Remarks	
SECTION E. BATTALION S2						
13. Security Debriefing	Antiterrorism Briefing			Termination of Security Clearance		
Bn S2 / Print & Sign Name				Date	Remarks	
SECTION F. BATTALION S1						
13. Mail Room	DA Form 31	DA Form 647-1	Meal Card	NCOER/OER Evaluations	Flagged	Key Control
Bn S1 / Print & Sign Name				Date	Remarks	
SECTION G. BTRY/BN/BDE ADDITIONAL REQUIREMENTS						
14.						
Print & Sign Name				Date	Remarks	