

STEP-BY-STEP CLEARING FLOWCHART

1

Two Working Days After The Central Clearance Briefing All Soldiers Must Have DA Form 137-1 Dated June 2003 In Order To Pick Up Your Installation Clearance Papers (DA Form 137-2)

PCS

MED SEP/ETS/CHAPTER

RETIREMENT

2

Attend Finance Briefing Mon or Thur @ 1330, Bldg 18010 Rm B114

Attend Finance Briefing Mon or Thur @ 0930hrs Bldg 18010, Rm B114
Attend Transition Orientation Briefing 1st or 3rd Tuesday of Every Month 180 Days Out
Attend ACAP Briefing 180 Days Out (Bldg 18010 Rm B309 ACAP Main Office)

See Finance on Walk-In Basis, Bldg 18010 Rm A210 (After Receipt of Clearing Papers)
Attend ACAP Briefing 180 Days Out (Bldg 18010 Rm B309 ACAP Main Office)

In No Particular Order, Clear the Following Agencies, Plus any other agencies on your Clearing Papers

3

CIF, Medical, Dental, Tricare, DES, PDHRA, Personnel Information (S-6/Commo), Finance, Unit/Battalion
Note: If Going Overseas also Clear Thomas Moore (HIV), Port Call, Anti-Terrorism Briefing (S-2)

CIF, Medical, Dental, Tricare, DES, PDHRA, Personnel Information (S-6/Commo), ACAP, Reserve Component, Finance, Unit/Battalion
PCS Confinement – for Finance go to Bldg 18010 Rm A210
DFR- for Finance go to Unit Finance

CIF, Medical, Dental, Tricare, DES, PDHRA, Personnel Information (S-6/Commo), ACAP, Finance, Unit/Battalion

Once All Above is Complete, Do the Following Step in Order

4

1. Clear Unit/Battalion S1,S2/3, S4
2. Commander or 1SG Signature
3. Finance Stamp
4. Processing Control Station (Rm A309) for Green Stamp
5. Return to Unit to Sign out on Leave

1. Clear Unit/Battalion S1,S2/3, S4
2. Commander or 1SG Signature
3. Finance Stamp
4. Processing Control Station (Rm A309) for Green Stamp
5. Transition for DD Form 214 Briefing (SFC Above See Your Retirement Technician)
6. Return to Finance and Turn In Finance Check List and a Copy of Your DD Form 214. If Soldier Completed Part 2 VA Physical (Turn in One Copy to VA Rm A308)
7. Return to Unit to Sign out on Leave