

Chapter 1 – Out Processing the Installation

General

Outprocessing the installation is governed by AR 600-8-101. The DA Form 137-1 (Unit Clearance Record) and the DA Form 137-2 (Installation Clearance Record) are the two forms that will guide the Soldier through the outprocessing program and specify which activities and offices at the unit/battalion and installation/community levels the Soldier must clear before departing the losing installation. The two forms are required for all Soldiers departing on a Permanent Change of Station (PCS) or transitioning from active duty.

Soldiers being reassigned between organizations located on the installation will not be required to process through the Central Clearance Facility as most, if not all, of their required processing will be at the battalion/unit level of the losing and gaining units.

Please refer to the On-Post Transfer Guidance issued by III Corps.

Soldiers who PCS or transition from active duty will report to the Central Clearance Facility no later than 14 duty days prior to the scheduled departure date to receive a briefing on installation/community level clearance procedures. Soldiers in the grades of **E-4 and below** will be required to attend a classroom brief held every Monday through Thursday at 1045 hours in Room A111 located in the Copeland Center (Building 18010). Soldiers will be required to have two copies of an approved leave form and two copies of their orders. For Soldiers who have not been issued orders yet, the Commander may issue a memorandum authorizing the Soldier to clear without orders.

Example of memorandum is attached.

Soldiers under Chapter orders are required to attend the classroom brief. On a case-by-case basis, an escort may be appointed to ensure the Soldier outprocesses all required activities. Examples of when an escort may be required are, but not limited to, transitions due to emergency circumstances, an expedited separation based on hardship, or high-risk separations (for example, administrative eliminations, acts of misconduct, or separations for the convenience of the Government or good of the Service). Chapters 9, 10, 13 and 14 are required to have an NCO escort. The NCO escort will be required to attend the classroom brief with the Soldier. The NCO escort must be appointed on a memorandum signed by the Commander. **Example of memorandum is attached.**

Soldiers who attend the classroom briefing will be informed of the date and time to return to receive the installation clearing papers. Soldiers will be required to have the DA Form 137-1 (Unit Clearance Record) with them in order to receive the installation clearing papers.

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Soldiers in the grade of E-5 and above may complete the Central Clearance briefing online. Soldiers will be required to scan the required documents to the Central Clearance office to the email address provided in the briefing slides and located at the bottom of the data worksheet. An email will be sent to the individual informing them the necessary paperwork was received and when the clearing papers will be sent to the email address provided on the data worksheet. Issues noted with the clearing packet received will be sent back to the Soldier with a brief explanation informing them of the necessary corrections needed. The complete packet must be resubmitted as the mailbox for incoming packets has limited space. For Soldiers who choose to physically drop their clearing packet off, they will be provided information on the date and time to return and receive the installation clearing papers. They will be required to have the DA Form 137-1 (Unit Clearance Record) with them. The central clearance brief can be found at: http://www.hood.army.mil/dhr/iop_occb_main.aspx Soldiers who fail to comply with the briefing instructions will be returned to the unit for non-compliance. For added convenience a calendar is posted on the front page of the website informing Soldiers when they are eligible to submit their documents.

Soldiers may also be cleared in absentia when unavailable for clearing themselves. The unit will be responsible for appointing an NCO to clear the Soldier. The NCO will require a memorandum signed by the Commander authorizing the clearing. **No more than 3 NCOs may be appointed on the memorandum. Example of memorandum is attached.**

All NCOs are required to outprocess the installation with an NCOER per OPORD PW 12-08-763 and the III Corps CSM guidance. NCOs who do not have an NCOER will be required to submit a Letter of Lateness signed by the Commander. NCOs who do not meet the 90 day requirement under the same rater or are retiring and opt to not receive an NCOER will be required to submit a Memorandum for Record signed by the Commander. **Examples of these letters or memorandums can be found at the end of the online clearing brief and also attached.** These letters and memorandums are forwarded to the III Corps CSM every Friday per CSM instructions.

Soldiers on PCS assignment instructions to an overseas location (this includes Alaska and Hawaii) will be required to have a current HIV test (cannot be older than 4 months from the date of arrival to the gaining installation) and be current on all immunizations. Once clearing papers are received Soldiers should start the medical screening process as this area will take the longest to complete. Soldiers will take all instructions from the Medical staff.

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Soldiers will return to the Central Clearance Facility **to receive the outprocessing stamp (green stamp)** 2 days prior to the scheduled departure date. This date will be annotated in block 8 of the installation clearing papers. All clearing must be completed at this time to include the unit clearing. Block 19 on the Unit Clearing Papers should only be signed by the Commander, 1SG or the S-1 OIC. This ensures all unit/battalion level clearing has been completed.

Soldiers will be required to have the following documents when arriving for the outprocessing stamp.

DA Form 137-1 (Unit Clearance Record complete with all signatures)

DA Form 137-2 (Installation Clearance Record (complete with all stamps or signatures)

Copies of orders with any amendments

Approved leave form with Control Number (must take you to the HRC established report date)

NCOER, MFR or Letter of Lateness (NCOs only) **(See Attached)**

Assumption of Command orders (if required)

Medical Outprocessing Checklist

Upon outprocessing for PCS or pre-separation processing, and in accordance with AR 600-8-1, all **Soldiers are required to update the DD Form 93 (Emergency Notification Data) and the SGLI (Servicemember's Group Life Insurance)**. For separating Soldiers, they will be required to arrive at the Transition Office with a copy of a current DD Form 93 and SGLI for transition processing. The S-1 is responsible for updating the DD Form 93 and the SGLI.

The Central Clearance Facility is located in the Copeland Soldier's Service Center (Building 18010), Room A309 (located on the third floor) and is open Monday – Friday from 0730 to 1530 hours. We close daily for lunch from 1115 to 1230 hours. We close at 1500 hours on the first Thursday of the month and all III Corps Training Holidays.

Example of Clearing Without Orders Memorandum

LETTERHEAD

MEMORANDUM FOR RECORD

DATE:

SUBJECT: Memorandum to Clear Without Orders

1. The following Soldier is authorized to begin clearing prior to his/her official orders being published.

Last Name, First Name, Middle Initial, Rank, SSN
Reason for Clearing (i.e. PCS to Germany, etc) or ETS
Report Date or Separation Date

2. Point of contact for this memorandum is the undersigned at (XXX) XXX-XXXX and (email of commander@us.army.mil)

Ready, Joe
CPT, AV
Commanding

***Note: If the memorandum is signed by someone other than the Commander (ie, Rear Detachment Commander), you must provide the Assumption of Command Orders.

Example of Clearing Without Orders and Escort Required Memorandum

LETTERHEAD

MEMORANDUM FOR RECORD

DATE:

SUBJECT: Memorandum to Clear Without Orders and Escort Authorized

1. The following Soldier is being discharged from the Army and is authorized to begin clearing prior to his/her official order being published.

Last Name, First Name, Middle Initial, Rank, SSN
Chapter Number
Expected Date of Separation

2. The following individual is authorized to escort Rank, Last and First Name:

Last, First Name, Rank, Last 4 of SSN **(MAX OF 3 INDIVIDUALS ONLY)**

3. Point of contact for this memorandum is the undersigned at (XXX) XXX-XXXX and (email of commander@us.army.mil)

Ready, Joe
CPT, AV
Commanding

***Note: If the memorandum is signed by someone other than the Commander (ie, Rear Detachment Commander), you must provide the Assumption of Command Orders.

Example of Escort Only Memorandum

LETTERHEAD

MEMORANDUM FOR RECORD

DATE:

SUBJECT: Authorized Escort

1. The following Soldier is being discharged from the Army.

Last Name, First Name, Middle Initial, Rank, SSN
Chapter Number
Expected Date of Separation

2. The following individual is authorized to escort Rank, Last and First Name:

Last, First Name, Rank, Last 4 of SSN **(MAX OF 3 INDIVIDUALS ONLY)**

3. Point of contact for this memorandum is the undersigned at (XXX) XXX-XXXX and (email of commander@us.army.mil)

Ready, Joe
CPT, AV
Commanding

***Note: If the memorandum is signed by someone other than the Commander (ie, Rear Detachment Commander), you must provide the Assumption of Command Orders

EXAMPLE OF ABSENTIA CLEARING MEMORANDUM

LETTERHEAD

MEMORANDUM FOR RECORD

DATE:

SUBJECT: Memorandum to Clear Soldier in Absentia

1. The following Soldier is a PCS/ETS/Chapter from Fort Hood and is currently not present to complete the clearing process.

Last Name, First Name, Middle Initial, Rank, SSN
PCS Location or Chapter Number
Report Date / ETS Date / Expected Date of Separation

2. The following individual is authorized to clear Rank, Last and First Name in their absence:

Last, First Name, Rank, Last 4 of SSN **(MAXIMUM OF 3 INDIVIDUALS ONLY)**

3. Point of contact for this memorandum is the undersigned at (XXX) XXX-XXXX and (email of commander@us.army.mil)

Ready, Joe
CPT, AV
Commanding

***Note: If the memorandum is signed by someone other than the Commander (ie, Rear Detachment Commander), you must provide the Assumption of Command Orders.

Letter of Lateness (NCOER EXAMPLE)

UNIT LETTERHEAD

OFFICE SYMBOL

DATE:

MEMORANDUM FOR III Corps and Fort Hood, Attn: III Corps and Fort Hood CSM,
1001 761st Tank Battalion Ave, Fort Hood, Texas 76544

SUBJECT: Letter of Lateness for RANK, Last Name, First, MI, Last 4 SSN, Unit of
Assignment

1. Request the above mentioned NCO be allowed to clear the installation without the
finalized NCOER. The following information is submitted.

- a. Rater: RANK, Last Name, First, MI, Last 4 SSN, Duty Title
- b. Senior Rater: RANK, Last Name, First, MI, Last 4 SSN, Duty Title
- c. Reviewer: RANK, Last Name, First, MI, Last 4 SSN, Duty Title
- d. Status of why NCOER is late
- e. Where is the NCOER currently located?

2. Point of contact is the undersigned at (XXX) XXX-XXXX and (email of
commander@us.army.mil)

JOE READY
CPT, AV
Commanding

Memorandum for Record (NCOER EXAMPLE)

UNIT LETTERHEAD

OFFICE SYMBOL

DATE:

MEMORANDUM FOR III Corps and Fort Hood, Attn: III Corps and Fort Hood CSM,
1001 761st Tank Battalion Ave, Fort Hood, Texas 76544

SUBJECT: Memorandum for Record for RANK, Last Name, First, MI, Last 4 SSN, Unit
of Assignment

1. Request the above mentioned NCO be allowed to clear the installation without an NCOER. The Soldier is retiring and has opted to not have a close out NCOER or the Soldier has not served in the same position under the same rater for at least 90 calendar days.
2. Point of contact is the undersigned at (XXX) XXX-XXXX and (email of commander@us.army.mil)

JOE READY
CPT, AV
Commanding