

# STEP BY STEP CLEARING FLOWCHART

## PCS

## MED SEP/ETS/CHAPTER

## RETIREMENT

1

- Attend Finance Briefing Mon or Thur @ 1330, Bldg 18010 RM B114 ( After Receipt of Clearing Papers)
- All Soldiers IN THE RANK OF SGM/CSM, and CW4/CW5, LTC/COL call Finance for a desk side appointment (254) 287-9952

- Attend Finance Briefing Mon or Thur @ 0930hrs Bldg 18010 RmMB114 (After Receipt Of Clearing Papers)
- Attend Transition Orientation Briefing 1<sup>st</sup> or 3<sup>rd</sup> Tuesday of Every Month
- All Soldiers IN THE RANK OF SGM/CSM, and CW4/CW5, LTC/COL call Finance for a desk side appointment (254) 287-9952
- Attend ACAP Briefing (Bldg 18010 RM B309)

- Finance Briefing Appointment Basis, call (254)287-9952 to schedule desk side briefing.
- All Soldiers IN THE RANK OF SGM/CSM, and CW4/CW5, LTC/COL call Finance for a desk side appointment (254) 287-9952
- Attend ACAP Briefing (BLDG 18010 RM B309)

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

2

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

- CIF, Medical, Dental, Tricare, DES, PDHRA, FSRPT, Personnel Information (Unit S-6), ACAP, Reserve Component, Finance, Unit/Battalion
- PCS Confinement – for Finance go to Bldg 2805
- DFR- for Finance go to Bldg 2805

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

Once All Above is Complete, Do the Following Steps I

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1. Clear Unit/Battalion S1,S2/3, S4 DA form 137-1 dated Jun 2010
2. Commander, 1SG or S-1 Adjutant Signature ***only*** In Block 19 of DA form 137-1
3. Finance Stamp
4. Processing Control Station (Room A309) for Green Stamp
5. Transition for DD Form 214 Briefing (***IF SEPARATING FROM THE ARMY***)
6. Return to Unit to Sign out and provide a copy of your Clearing papers