

INSTALLATION CLEARANCE RECORD ACTIVITIES & LOCATIONS

THE LOCATIONS LISTED ON THIS SHEET ARE THE ONLY LOCATIONS THAT CAN CLEAR YOU FOR THAT ACTIVITY!

<u>INSTALLATION ACTIVITY</u>	<u>LOCATION</u>
• Reserve Component Career Counselor	SSC, 5th Floor, Wing A (0900-1600)
• Exceptional Family Member Program (EFMP)	SSC, 4th Floor, (0730-1615, closed 1200-1300)
• Army Emergency Relief (AER)	SSC, 3rd Floor
• Army Community Services (ACS)	SSC, 3rd Floor
• NATO Orders	SSC, 2nd Floor, Wing D, Reassignments Students - See PSB
• Education Center	SSC, 2nd Floor, Wing A (0830-1600) Closed Thursday
• Transitions (Final Clearance Stamp - Separations Only)	SSC, 2nd Floor, Wing B
• Personnel Services Branch (PSB)	SSC, 2nd Floor, Wing D, Room 266 (Tue & Thu)
• DEERS/ID Cards	SSC, 1st Floor, Main Lobby (0800-1600)
• Transportation	SSC, 1st Floor, Wing N (0730-1600)
• Soldier For Life Transition Assistance Program (SFL-TAP)	SSC, 1st Floor, Wing C (0900-1600) WTB Personnel see SFAC
• Defense Military Pay Office (DMPO)	SSC, 1st Floor, Wing J, Closed Thursday
• Post Retirement (must have completed SBP)	SSC, 1st Floor, Wing C (Closed at 1200 Tue & Thu)
• Out-Processing Control Station (Window 3) Final Clearance Stamp - PCS Pre-Clearance Stamp - Separations	SSC, 1st Floor, Window 3, Across from DEERS (0830-1200 & 1300-1600)
• Medical One-Stop (PDHRA/PHA) (red line)	SSC, Ground Floor, Wing B-D (0730-1100 & 1230-1600) 3rd Thursday of the month (0930-1100 & 1300-1600)
• Housing Office (Government)	SSC, Ground Floor, Room B-H-2 (0730-1130 & 1230-1600)
• Commercial Activities	SSC, Ground Floor, Room B-H-2 (or Ft. Bragg Federal Credit Union (MWF 0830-1130)
• Provost Marshall Office (PMO) (blue line)	SSC, Ground Floor, Room B-H-25 (0930-1130 & 1300-1600)
• Medical Facility (Medical Records) (green line)	SSC, Ground Floor, Room B-O-7 (0800-1130 & 1300-1600) Closed Wednesdays Afternoons

OUTSIDE SOLDIER SUPPORT CENTER

• Post Exchange (Military Clothing and Sales)	Mini-Mall, Rock Merritt Ave, Customer Service Counter
• Parent Central Service / Child Youth Services	Bldg. 1457 Knox Street
• Dental Facility	Contact your dental clinic (Don't forget dependent records)
• Central Issue Facility (CIF)	2619 Howell St. Bldg. F4213 (0730-1530) 396-7045/7039
• DOD Child Nutrition	Bldg. 6036, 4931 Honeycutt Rd (0730-1500) 861-7150
• Throckmorton Library	Randolph St. (Mon-Sat 1000-1800)
• M-2 Service Member Behavioral Health & M-3 Specialty/Family Member Behavioral Health	Bldg. 4-3219 Womack Health & Support Center (All American Side) (0800-1030)

FINAL & PRE-CLEARANCE STAMPS

Monday – Friday (0830-1200 and 1300-1600)

SSC, 1st Floor, Window #3 (Across from DEERS & ID Cards)

IMPORTANT ADDITIONAL CLEARANCE INFORMATION

IAW AR 670-1, Chapter 3 and Fort Bragg Reg 600-8-101, Chapter 3, and para 3-1j) all out-processing must be completed in duty uniform. Physical training garments are not duty uniforms. Clearing papers are only valid for 30-days from date initialized. Units cannot sign Soldiers out on leave until all clearing is completed & Soldier has received “FINAL CLEARANCE STAMP” from Installation (AR 600-8-10).

Soldiers that require an escort; the escort must be in the grade of E5 or above & are required to be with the Soldier & in duty uniform at all times during the installation clearance process. If Soldier separating is an NCO or Officer, escort must be one rank higher. The following separations require an escort at all times: Chapters 5-13, 7, 9, 10, 11, 13, & 14.

Required documents to obtain your Pre-Clearance or Final Stamp:

YOU MUST HAVE ALL BELOW DOCUMENTS THAT PERTAIN TO YOUR TYPE OF DEPARTURE.

PCS CONUS: #1 thru #4. PCS OCONUS: #1 thru #5. Separations: #1 thru #4 & #6.

1. Completed Installation Clearance Record (DA Form 137-2, dated June 2010); include packet cover sheet titled “Out-Processing Appointment Request Form”.
2. Approved Absence Request Authorization and Approval Data Form (IPPS-A).
3. Orders with any amendments.
4. Completed Unit Clearance Record (DA Form 137-1, dated June 2010). Form is provided by Unit S1. Ensure blocks 18 & 19 are signed.
5. PCSing OCONUS - completed Anti-Terrorism Awareness Level I Training within 6-months of orders report date & all accompanying dependents 14 - years of age or older (<https://jkodirect.jten.mil>) or (<http://jko.jten.mil/courses/at11/launch.html>)
6. Separating Soldiers - Completed DD Form 2648 (Pre-Separation Counseling Checklist for Active Component Service Members) provided by SFL-TAP. (Does not apply to ARNG/USAR Soldiers separating from Active Duty, ADT, AIDT, MOB COADOS, etc.)