



DIRECTORATE OF HUMAN RESOURCES

Military Personnel Division

**Welcome to the Central Clearance
Facility's Out Processing Brief**



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Central Clearance Facility, is located in the Copeland Soldier Service Center, Bldg. 18010, Room B306 (3rd Floor)

Hours of operation

Monday thru Friday 07:30 – 16:30 hrs.

Customer Service 08:00 – 15:30 hrs.

***Closed all Federal Holidays* (Training Holidays will take emergency walk in, Subject to Change)**

PHONE NUMBER: 254-287-7990



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- ❑ Soldiers may submit documents **Not Earlier** than 14 duty days prior to the scheduled departure date as indicated below.
- Transition administrative absence (TAA)
- PCS IPPS-A leave form.
- Transition leave.
- ETS or Separation (if not taking leave)
- ❑ **Two** duty days after submitting documents to our Senior website you will receive clearing papers. Our website to email your documents is found on the Senior Data worksheet)



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❑ Packets received after 1400 hours will be processed the next duty day.

ALL CHAPTERS MUST ATTEND THE CLASSROOM BRIEF

All Soldiers must be in duty uniform to clear regardless of their duty status – exception Chapter 8 with memorandum from Commander.

Documents to submit for processing: (MAKE EXTRA COPIES FOR YOURSELF)

- Senior Data Worksheet
- Orders with all amendments, **NOT RFO**
- IPPS-A Absence Request approved with signatures. All leave for PCS will go to one day prior to report date, even if reporting in early. No Exceptions.
- DD Form 1610 if going TDY Enroute



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- If taking Transition administrative absence (TAA) in sections from Monday-Friday, not including the weekends, your 14 Day submission begins at the first day of your Terminal Leave start date.
- Commanders in the rank of **LTC or higher** are the approval authority per AR 600-8-10 (Leaves and Passes) for TAA. If someone signs for the Commander, you must have the Assumption of Command orders.



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Finance

PCS OUT-PROCESSING

- ☐ **Out-Processing Brief Slides – 24/7 on the Fort Hood webpage**
 - ☐ **Go to [Army Military Pay Office : U.S. Army Fort Hood](#)**
 - ☐ Click on MENU (upper left corner)
 - ☐ Click on Army Military Pay Office (right column)
 - ☐ Click on AMPO Out-Processing link (below AMPO Out-Processing Briefing:)
- ☐ **To clear Finance submit:**
 - ☐ Finance will digitally clear you three (3) business days prior to leave starting.
 - ☐ Documents Required: Absence Request and Orders
 - ☐ Clear Virtually: Send encrypted email with orders and leave form to:
usarmy.hood.fin-mgt-cmd.mbx.ampo-iop-travel-section
 - ☐ In Person: You may clear at Copeland Bldg 18010; 3rd floor Copeland Center Room B 306C
- ☐ **Finance Hours of Operation:**
 - ☐ Monday, Tuesday, Wednesday and Friday - 0800-1500 & Thursday - 1200-1500
 - ☐ Finance telephone number: (254) 618-7613 / (254) 618-7614 / 254-287-9207



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Finance

Separation/ Chapter/Retirement

- ❖ **View the briefing online for information that pertains to final pay.**
<https://home.army.mil/hood/index.php/units-tenants/army-military-pay-office>
- ❖ **Submit the following for clearance:**
 - Leave form (IPPS-A Absence Request)
 - Orders and amendments
 - Clearing Papers
 - Separation Information Sheet
- ❖ **To clear the Fort Hood AMPO Separations Section virtually.**
 - Using a GOVERNMENT email (.mil) send (*encrypted*) to the following mailbox for clearance: usarmy.hood.fin-mgt-cmd.mbx.ampo-separation-section@army.mil
- ❖ **To clear in-person: You may clear at the Copeland Center Bldg 18010, 3rd Floor, Room B309.**
- ❖ **Finance Hours of Operation:**
 - Monday, Tuesday, Wednesday and Friday - 0800-1500 & Thursday - 1200-1500
Finance telephone number: 254-287-9952



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Finance

Separation/ Chapter/Retirement cont.

- In accordance with AR 600-8-101 (Personnel Readiness Processing), to receive the final stamp from finance on your installation clearing papers, you must have everything cleared on your unit clearing papers (DA Form 137-1, September 2018), to include the Commander or 1SG signature in block 19, and your installation clearing papers (DA Form 137-2), with the exception of the Central Clearance Stamp.



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PCS Overseas Requirements:

- ☐ Overseas Immunizations/HIV Location and Hours:
 - ☐ West side of **Shoemaker Center Bldg. 36000 1ST Floor Room 25**, the side closest to 58th St.
 - ☐ Hours of operation: **Monday through Friday 0730 to 1600**, closed on Federal Holidays. Start medical screening process **immediately** upon receiving orders as results from the immunizations and HIV test **MAY** take up to 7 to 10 business days to receive.
- ☐ HIV Test- HIV testing can also be completed at any Ft Hood lab facility in the hospital or clinics Monday-Thursday

Soldiers are not allowed to bring book bags, weapons, gerbers, etc. into the facility.

No children or Family Members allowed in the facility.



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PCS Overseas Requirements:

☐ Anti-Terrorism Briefing:

This briefing is conducted by your Unit S-2

☐ Housing:

If your PCS location is **Dependent Restricted**, and your dependents plan to reside in on-post housing while you are overseas, please contact the Housing Office as soon as possible for an example of an “Exception to Policy” memorandum for Retention of Quarters.



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PCS Overseas Requirements:

Portcall:

Location and hours of operation:

Building 18010, 2nd Floor, Room. A210A

Monday through Friday, 0800 to 1130 hours and 1300 to 1530 hours.

Closed daily from 1130 to 1300 hours

Important Information for Soldiers on PCS Orders (OCONUS): Soldiers on Permanent Change of Station (PCS) orders to OCONUS locations only will have their PCS travel scheduled by the Port Call Section. The Port Call Section is responsible for issuing AMC (Patriot Express) transportation, which is mandatory for Soldiers and their Family members. Commercial travel authorizations may be issued **only under special circumstances** or when AMC transportation is unavailable. Flight scheduling is determined by the AMC flights availability based on the report date established by the Human Resources Command (HRC).

All OCONUS PCS orders include an **availability date**, which marks the earliest date a Soldier is authorized to depart. It is critical to understand the following:

- **Do not plan departure or PCS leave based on the availability date.**
- **Departure and PCS leave must be coordinated using the report date** (AR 600-8-10, Para 4-7)

Reminder: For efficient processing and to avoid travel complications, ensure all PCS planning aligns with HRC guidance and is coordinated through the Port Call Section.



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PCS Overseas Requirements:

☐ Portcall continued:

Flight Information Contact:

For flight information, please contact the Port Call Section at (254) 287-7395 or (254) 287-5255, or visit the Copeland Soldier's Service Center, 2nd Floor, Room A210A.

NOTE: Flight tickets and/or travel authorizations will only be issued when service members are on **clearing status**. No exceptions can be made.

Required Documentation for Clearing the Port Call Office:

1. Installation Clearing Papers
2. IPPS-A Leave form with Control Number
3. Two Complete Copies of all Orders and Amendments/Addendums.
4. IN HAND - No Fee Passport(s) for all dependents (when required)
5. TDY Orders (if applicable)



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PCS Overseas Requirements:

☐ **Passport Section: (Official Passports/Visa Only)**

State Department's Passport Processing Time: According to the State Department, travelers can expect to wait 4 to 6 weeks for routine service and 2 to 3 weeks for expedited service. In addition, military families do not get expedited services by the State Department, only routine services.

Furthermore, processing times does not include mailing times, which may vary across the United States. Also, travelers might have to wait as long as two weeks from the day they apply for their application to be in a "Process Status" at the State Department.

Upon receiving hardcopy OCONUS PCS orders, Soldiers should immediately contact the Fort Hood Passport Office to schedule an appointment for all eligible military family members listed on the Soldier's PCS Orders. Soldiers should not delay this requirement as it may significantly impact family travel.



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PCS Overseas Requirements:

☐ Passport Section: (Official Passports/Visa Only)

Location: Military Personnel Center, Building 18010 (located at the corner of TJ Mills and Legends Way), 1st Floor, Room B118.

Passport/Visa processing are by appointment only. To schedule an appointment, email: sherry.e.allen.civ@army.mil, stormeel.l.wood.civ@army.mil, and magda.o.fischer.civ@army.mil. They can also be reached at 288-3879, 553-0041, or 553-0947.

Passport Section Group Mailbox:

usarmy.hood.usag.list.dhr-iag-mpc@army.mil



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Additional Information

☐ Central Issue Facility (CIF):

Hours Monday – Friday 0800 - 1200 **(Turn In Only)**. Soldiers can turn in OCIE without clearing papers but must have orders or a memorandum authorizing clearing without orders signed by the Commander.

IAW AR 710-2, all OCIE being turned in must be clean, dry, free of odor, all foreign object, pet hair, dirt and dust.

No one can sign in after 1130.

No Children allowed in the facility for safety reasons. You must be in “duty uniform” and have your CAC.

☐ Deferred Deposit Program: Housing Office

If you are unsure if you have any waivers out, please check with the Housing office. They would be able to provide this information and guidance on how to clear the waiver.



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Additional Information

☐ Personnel Automations(S-6):

Any access to accounts you may have been provided will need to be deleted. If you were provided access to accounts such as EDAS and Emilpo you will see your S-1 to have the access removed. If you are separating from the military, you will have your Outlook account deleted by your S-6.

☐ ETS/Retirement/Chapter Education Benefits Counseling is *mandatory* for ALL Soldiers IAW Section 1046, Title Ten, US Code.

- Education Center: Bldg. 33009, Second Floor, G201
- Mandatory briefings are conducted M, T, W, F, 0930 prior to SM being cleared.
Report time is NLT 0900. (No reservation required for the briefings. First come, first served.)
- Chapters must have orders and are required to meet individually with a counselor.
- Email questions to:

usarmy.hood.id-readiness.mbx.dhr-esd-counseling@army.mil





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Additional Information

☐ **Sponsorship Office: CSSC RM B306**

Mandatory for all Soldiers (E1 to E6, O-1 to O-3, W1 to W2) on PCS assignment instructions will complete DA Form 5434 (Sponsorship Counseling/Information Sheet) the Sponsorship Survey and save information in ACT.
(<https://actnow.army.mil/login>)

NOTE: Soldiers must bring a copy of proof of completion of the Sponsorship Survey.

****ALL RANKS** who request a Sponsor and completed a DA Form 5434 **must** complete the Survey (**no exceptions**). Any questions please contact our office at 254-288-3831.



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Additional Information



Reserve Component Career Counselors (RCCC)

Building 3201, 72nd Street (Next to Casey Memorial Library)

Hours: MON-THUR 0900-1130 & 1300-1600; FRI Appt. Only

Two Step Process for Clearing

Part 1: Attend Continuum of Military Service (CMS) Brief

CMS Brief Schedule: TUE-THUR @ 1300-1340 (Sign-In @ 1230)

Part 2: Conduct Exit Interview with RC Career Counselor

Officers & Warrants: Coordinate with CW4 Nicole Curtis @ Room 309
Building 18010, 3rd Floor of The Copeland Center



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Additional Information

☐ Child and Youth Services

- Soldiers with children enrolled in Fort Hood Child Development Centers or Before/After School care with School Age Care must submit a drop notice with their child's center. This form must be returned to the Shoemaker Center, Building 36000, RM 101.

- Soldiers with School Age dependents:

School out processing is a Department of the Army directed requirement. It is extremely important that your school age dependents are properly withdrawn from the local school district. You will receive the school withdrawal form to clear your child/children from their respective school. This form must be returned to the Shoemaker Center, Building 36000, RM 101.



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ADDITIONAL INFORMATION

- ☐ **Soldiers may not outprocess/ETS if due for a PHA, PDHA, and/or PDHRA**
- ☐ **Deployment Health Reassessment (PDHRA):**
 - ☐ IAW DODI 6490.03, a PDHA (DD2796) and a PDHRA (DD2900) apply if a Pre-DHA (DD 2795) was required and completed. A PDHRA is completed 90-180 days upon return from the deployment
 - ☐ IAW DA PAM 40-502 and AR 600-8-101,. PDHRA must be completed IAW DoDI 6490.03
- ☐ **Unit Medical Personnel** should ensure completion as part of the unit medical outprocessing (“Medical Facility”)

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ADDITIONAL INFORMATION

☐ The following must be signed and stamped off **BEFORE** going through medical outprocessing at Soldier's individual clinic:

☐ Behavioral Health

☐ Dental

☐ Medical records

☐ **Medical facility** (Thomas Moore, Bennett, TMC-12, Monroe, FMRC, etc)

☐ MEDPROS deficiencies, PHA/PDHA/PDHRA completion as applicable, adequate medication supply, G6PD/sickle cell screen documented, completion of retirement/ETS/Chapter physical as applicable

☐ **Once above is complete, Soldier's individual clinic for will sign off**



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Final Clearance

❑ You must have the following documents in order to out process the installation with the Central Clearance Facility:

- Installation clearing papers (DA Form 137-2) (complete with all signatures or stamps as required)
- Unit clearing papers (DA Form 137-1) (Dated September 2023; complete with all signatures or stamps as required)
- Orders with all amendments
- Approved Absence Request, IPPS-A leave form
- Assumption of Command orders (if required)
- Memo for Escort/Absentia if Applicable
- DD Form 1610 if applicable (TDY enroute)



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Final Clearance

- ❑ The central clearance stamp is issued no earlier than **two** days prior to departure in accordance with the DA Form 31 or date of transition per AR 600-8-101, (Personnel Readiness Processing)
- ❑ We will make a copy of all your paperwork for our files and return the originals to you. You will be directed to return to your S-1 to provide them a copy of your stamped clearing papers.
- ❑ Installation Clearing papers are valid for 30 days after the projected departure date/block 8. After the 30 days new papers should be re-issued per AR 600-8-101.