

CLEARING LOCATION SHEET - 25 JUNE 2025

AGENCY	LOCATION	OFFICE HOURS	PHONE	LOCATION/ ADDITIONAL INFORMATION
ACS - ARMY EMERGENCY RELIEF	Shoemaker Center Bldg 36000	Mon - Fri 0730 - 1630	288-7292/287-8982	2nd Floor, Shoemaker Lane
ARMY MILITARY PAY OFFICE (FINANCE)	Main Office: Shoemaker Center BLDG 36000, 4th Floor Mon - Wed & Fri 0900-1500 Thurs Closed Out-processing: Copeland Center BLDG 18010; 3rd floor B306C (PCS Clearing) B309 (Separations Clearing).	Mon - Wed & Fri- 0800-1500; Thurs 1200-1500 Separation/ Retirement Briefing is located on the Fort Hood Web page. Submit documentation at least one week prior to your departure date	254-287-9952	To clear Separations - Clearing is virtual via email: usarmy.hood.fin-mgt-cmd.mbx.ampo-separation-section@army.mil or in-person at Copeland Center Bldg 18010; Room B309.
		Mon - Wed & Fri- 0800-1500; Thurs 1200-1500 PCS Out-Processing: The Out Processing briefing is located on the Fort Hood Web page. Clearing is virtually via email or in- person at Copeland Center Copeland Bldg 18010; 3rd floor Copeland Center Room B306C	(254) 618-7613, (254) 618-7614, (254)-287-9207	To clear Finance: Leave Form and Orders required 1. Clear Virtually: Send encrypted email with orders and leave form to: usarmy.hood.fin-mgt-cmd.mbx.ampo-iop-travel-section@army.mil 2. Clear In-person: You may clear at Copeland Bldg 18010; 3rd floor Copeland Center Room B306C.
BEHAVIORAL HEALTH SERVICES		Mon - Fri 0730 - 1630	553-3623/553-3624	Report to your assigned Embedded Behavioral Health Clinic
CENTRAL BARRACKS MGT	BLDG 49017; Santa Fe Ave.	Closed for Lunch 1200 - 1300 Mon - Fri 0800 - 1530 Closed for lunch from 11:30 - 12:30 hrs. Closed Training Holidays	254-286-7705 / 254-287-6512	BLDG 49017; Santa Fe Ave.
CENTRAL ISSUE FACILITY	BLDG 89010	Mon - Fri 0800 - 1200 (turn-in only)	287-1060	CUSTOMER MUST BE SIGNED IN NLT 1130 HRS
CHILD AND YOUTH SERVICES	Shoemaker Center Bldg 36000	Mon - Fri 0730 - 1630	288-7946	RM 101, Shoemaker Lane, School forms for children ages 0-16 yrs
DEFENSE TRAVEL SYSTEMS	BDE S-3			
DENTAL FACILITY	SOLDIER'S DENTAL CLINIC			UNIT LEVEL CLINIC
DES (MILITARY POLICE STATION)	BLDG 23020, 58TH Street, RM 102	Mon - Fri 09:00-16:00	254-288-3431	INSIDE MP STATION/Bring orders to clear, make extra copies as we do keep one set
EDUCATION CENTER	BLDG 33009, 2nd Floor	MANDATORY ETS/Retirement Briefings Mon at 1330 (Check-in at 1300); and T, W, F, at 0930 (check-in at 0900). Chapters must meet individually with a counselor. Chapter counseling is offered on a walk-in basis, M, T, W, F, 0900-1600 and 1200-1600 on Thu. Last check-in for chapter counseling is 1530 daily.	287-4824/285-5697	Education Center, Soldier Development Center: Bldg. 33009, Second Floor, Room G201. Check in at the Reception Desk.
EFMP	Shoemaker Center Bldg 36000	Mon - Fri 0730 - 1630	287-6070/618-7763	2nd Floor, Shoemaker Lane
ETS-SPONSORSHIP	Phantom Forge Center Bldg, 4501, RM 204	Mon-Wed 0900-16:00, Thur & Fri to 1500	N/A	To clear ETS-Sponsorship enroll online by visiting our website at www.usarmysf.com or scan the QR Code. You will be matched with an ETS-Sponsor in your post military hometown with skills and experience that match your individual needs. Thank you for your service!
		Closed for Lunch 1130 - 1300 (Mon-Fri)		
(PCS) SPONSORSHIP OFFICE	Copeland Bldg, Rm B306C	MON-FRI 0800-1530/ Lunch (1130-1230)	254-288-3831	THIRD FLOOR COPELAND CENTER RM B306C
FAMILY ADVOCACY PROGRAM	BLDG 36065	Mon-Fri 0800 - 1030 and 1300 - 1530	553-3627	36065 Santa Fe Ave CRDAMC, 3rd Floor Station 3
FURNISHING MANAGEMENT BRANCH	BLDG 49015 (Santa Fe St.)	Mon - Fri 0800 - 1530/Closed for lunch from 11:30 - 12:30	254-287-5309/618-7966	Building 49015, 79Th and Santa Fe Street (Next to AAFES Admin Bldg)
GOVERNMENT TRAVEL CARD	BDE S-3			
CAVALRY HOUSING	BLDG 89010, 2d FLR, RM 209	Mon - Fri 0800 - 1530	254-323-6239	2ND FLOOR COPELAND CENTER RM B209
INSTALLATION PROPERTY BOOK OFFICE	BLDG 89010, 2d FLR, RM 306	Mon - Fri 08:30 - 15:30	287-3721/1032	OPPOSITE END OF CIF BUILDING
LIBERTY VILLAGE HOUSING	48000 Washington St. Fort Hood TX. 76544	Mon - Fri - 0800 - 1630	254-526-3788	Located on the corner of Washington St. & Clear Creek Rd.
LIBRARY	BLDG 3202	Mon- 0900-1700, Tues-Wed-0900-1900, Thurs-Sat-0900-1700	287-4878/4921	CASEY LIBRARY
MEDICAL FACILITY	SOLDIER'S ASSIGNED Medical clinic	Time Varies by Clinic	N/A	SERVICING Soldier Clinic or TMC (Bennett, Thomas Moore, TMC-12, Apache, Monroe, FMRC etc). Cannot be red
MEDICAL RECORDS	Shoemaker Center, Basement Room 0002	Closed every first Friday for training	254-553-8641/9861	Shoemaker Center, Bldg 36000, Basement Room 0002
MORALE WELFARE AND RECREATION	BLDG 194, RM 114	Mon - Fri 0800 - 1600	287-9675	Phantom Warrior Center-761ST TANK BN AND 37TH STREET
OVERSEAS IMMUNIZATIONS	BLDG 36000, 1st Floor Room 25	Mon - Fri 0730 - 1530	553-8915	RECEIVE STAMPS FOR HIV AND IMMUNIZATIONS
PERSONNEL AUTOMATION	UNIT S-6 or G6 whichever is applicable			DELETE ALL ACCOUNT ACCESES (IT, Automations Folks)
PORTCALL	BLDG 18010, RM A210A, Copeland Soldier Center 2nd Floor	Mon - Fri 0800-1130 & 1300-1530 (Closed for Lunch 1130 - 1300 (Mon-Fri)	287-5255/7395	TO CLEAR PORT CALL, THE FOLLOWING DOCUMENTS MUST BE PRESENT IN HAND. 1. Installation Clearing Papers. 2. One copy of your PCS Absence Request (Leave Form) with authorized Control Number, that covers your travel to the next duty station (AR 600-8-10, Para 4-7). 3. Two copies of PCS orders and any amendments to those orders. 4. When required by the State Department, an Official NO-FEE PASSPORT for Family members is mandatory to have in hand before we can issue any AMC Travel tickets or Commercial flight authorizations (CAT Z). 5. If attending TDY while PCS, one copy of TDY Orders (DTS orders or DA Form 1610).
POST DEPLOYMENT HEALTH REASSESSMENT	SOLDIERS ASSIGNED CLINIC	Mon-Fri 1300-1530		MUST CLEAR Medical Facility, BH, Medical Records first
POST EXCHANGE - AAFES	BLDG 4250	Mon - Fri 0900 - 1600	532-7200	CLEAR CREEK MAIN PX
REAL PROPERTY PLANNING DIVISION	BLDG 4622, Customer Service Desk	Walk-ins (Clearing, Other Request): 1200-1530 hrs-No Appointment needed. CLOSED on scheduled training holidays.	254-553-2012, 254-287-2801	1388 Engineer Drive
RESERVE COMPONENT - ENLISTED	Bldg 3201, 72nd Street & Legends Way inside CTC Annex	MON-THUR 0900-1600, FRI 1300-1500		Must Complete Mandatory Continuum of Military Service (CMS) Briefing. CMS Brief is on TUE, WED, THUR @ 1300/ Sign-In begins at 1230.
RESERVE COMPONENT - OFFICER & WARRANT OFFICER	Copeland Center RM B309,	MON-THUR 0900-1600, FRI 1300-1500		Officers and Warrants Must Complete Exit Interview w/ CW4 Nicole Curtis (254) 287-3920
SHPE PHYSICAL	PERFORMED BY YOUR HEALTH PROVIDER or Soldier Medical Readiness Clinic (Back side of Thomas Moore Clinic)			
SUBSTANCE USE DISORDER CLINICAL CARE (SDUCC)	Bldg 424	MON-FRI 0800-1630	254-287-0183	952 E. 761st Tank Battalion Ave. Bldg. 424
TAP (Transition Assistance Program)	BLDG 18010, RM B308	Mon-Fri 0800-1700	288-2227	Must have personal copy of DA FORM 2648
TRAINING SUPPORT CENTER	BLDG 22041	Mon - Fri 0730 - 1600	287-2669	SOUTH RANGE AND SABOT ROAD (BY 53RD STREET)
TRANSPORTATION OFFICE	BLDG 18010, RM A104	Mon - Fri 0800-1200 (Closed for lunch) 12:30-1500	520-706-8613	COPELAND SOLDIER CENTER 1ST FLOOR
		CLOSED ON ALL TRAINING AND FEDERAL HOLIDAYS		
VETERINARIAN CLINIC	BLDG 4909	Please Call	287-2823	80TH ST AND TURN RIGHT ON ENGINEER ST
PROCESSING CONTROL STATION	BLDG 18010, B306	Mon - Fri 0800 - 1530	287-7990	FINAL CLEARANCE (RECEIVE GREEN STAMP)
		Closed for lunch from 1130 - 1230		Need DA Form 137-1, 137-2, All Orders, Leave Form (IPPS-A Form), Escort Memo if Req.
THE CLEARING TIMES AND PHONE NUMBERS LISTED ABOVE FOR ALL AGENCIES ARE SUBJECT TO CHANGE WITHOUT NOTICE. SOME AGENCIES MAY CLOSE ON TRAINING HOLIDAYS				