



Fort Knox Military Personnel Division

Out-Processing Briefing

Last Updated: March 2021

Online Briefing Objective

The intent of this briefing is to provide out-processing information and guidance for all Soldiers departing Fort Knox to a new duty station or for separation from the United States Army. Soldiers stationed remotely should contact the Process Control Station.

Our goal is to provide you, the Soldier, the information you need to out-process efficiently. **You must complete this briefing in its entirety.**

References:

- Army Regulation (AR) 600-8-101, Personnel Readiness Processing, 06 March 2018
- Department of the Army Pamphlet, 600-8-101, Personnel Processing Procedures, 06 March 2018

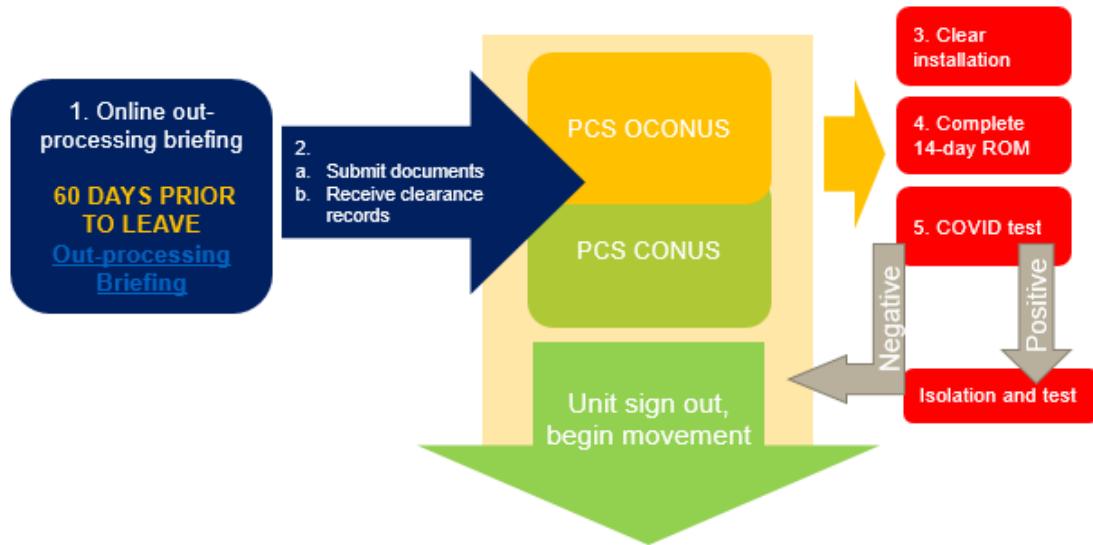
Fort Knox Installation Out-Processing

The Process Control Station (PROC CS) is located at 159 Black Horse Regiment Avenue, Rockenbach Hall, building 2020, room 130.

- Hours of Operation are Monday through Thursday 0800-1130 & 1230-1500 and Friday 0830-1130 & 1230-1500
- Closed weekends, federal holidays and garrison training holidays
- Contact 502-626-0183 or usarmy.knox.imcom-atlantic.mbx.dhr-iop@mail.mil.



Clearing Process:



Required Clearance Documents

Permanent change of station	Student 20+weeks, Active Guard Reserve
<ul style="list-style-type: none"> Orders, including all amendments Approved DA Form 31, Request and Authority for Leave Approved waiver Sponsorship survey from ACT Passport verification form (OCONUS) 	<ul style="list-style-type: none"> Orders, including all amendments Approved DA Form 31, Request and Authority for Leave Approved waiver Passport verification form (OCONUS)
Restriction of movement (ROM) determined IAW Annex PP, FRAGO 11, of EXORD 210-20	
Retirements/Separations	
<ul style="list-style-type: none"> Orders, including all amendments Approved DA Form 31, Request and Authority for Leave 	

Clearance Record Email Notification

Clearance records issued via email to the Soldier's official government email address. Date of issue based on restriction of movement (ROM) requirements; while still providing a 10 duty day clearing window. Clearance records issued only once all required documents received, no matter where the Soldier is in their ROM or clearing window.

- ROM required
 - Issued 28 calendar days prior to leave begin date
 - Soldiers scheduled to final out 1 duty days prior to ROM
 - Upon completing 14 day ROM:
 - Negative test results = sign out of unit and begin travel

- Positive test results = forbidden travel (Command establishes procedures)
- ROM not required
 - Clearance record issued 10 duty days prior to leave begin date
 - Soldiers scheduled to final out 2 duty days prior to leave begin

ROM determined IAW Annex PP of FRAGO 11 to HQDA EXORD 210-20. Unit Commanders establish ROM requirements and self-monitoring procedures. Unit Commanders will also establish procedures for Soldiers unable to complete ROM prior to the date leave schedule.

Notification email includes:

- Steps for out-processing
- Soldier's clearance record
- Fort Knox out-processing agency list and map
- Example DA Form 137-1, Unit Clearance Record
- Fort Knox Child and Youth Services school withdrawal form

Additional Requirements

1. Contact the Transportation office located in White Hall, building 1384, 2nd floor, to schedule an appointment at 502-624-2037.
2. Verify Separation History and Physical Examination with Central Exams. Call 1-800-493-9602 to schedule an appointment. (Transitioning Soldiers only)
3. Must be in duty uniform when clearing installation agencies
4. Soldiers who fail to complete out-processing requirements within 30 days of receipt of their installation clearance record are required to start the clearing process over.

Final Out-processing Appointment with PROC CS

Soldiers must bring the following documents to the PROC CS, building 2020 on the final out-processing date:

1. Soldier's clearance record
2. DA Form 137-1, Unit Clearance Record, signed by the Commander, 1SG, or S1
3. DA Form 31, with control number
4. DA Form 268, Report to Suspend Favorable Personnel Actions (Flag)
5. DFAS Form 702, Leave and Earning Statement (**Most Current**)
6. DD Form 2648, Service Member Pre-Separation/Transition Counseling and Career Readiness Standards Eform for Service Members Separating, Retiring, Released from Active Duty (REFRAD)
7. Identification tags (2 sets)
8. Soldier Deployment History Out-Processing Report, provided by the unit S1

PROC CS verifies the completion of final out-processing requirements. Soldiers must return to the unit and sign out on leave.

Forms (all DA & DD forms obtained from <https://armypubs.army.mil/>):

DA Form 137-1	Unit Clearance Record (From unit S1)
DA Form 268	Report to Suspend Favorable Personnel Actions
DA Form 31	Request and Authority for Leave
DD Form 2648	Service Member Pre-Separation/Transition Counseling and Career Readiness Standards eForm for Service Members Separating, Retiring, Released from Active Duty (REFRAD)

Contact Information & Physical

Addresses:

Fort Knox Central Issue Facility
788 Eisenhower Avenue
Building 1720
Fort Knox, Kentucky 40121
502-624-3037/3772

Fort Knox Defense Military Pay Office
White Hall, 25 West Chaffee Avenue
Building 1384, room 107
Fort Knox, Kentucky 40121
502-624-8010
<http://www.knox.army.mil/partners/dmpo/Default.aspx>

Fort Knox Process Control Station
Rockenbach Hall
159 Black Horse Regiment Ave
Building 2020, room 130
Fort Knox, Kentucky 40121
502-626-0183
usarmy.knox.imcom-atlantic.mbx.dhr-iop@mail.mil

Fort Knox Soldier Actions Branch
White Hall, 25 West Chaffee Avenue
Building 1384, basement
Fort Knox, Kentucky 40121
502-624-5936
usarmy.knox.imcom-atlantic.mbx.dhr-reassignments@mail.mil

Fort Knox Transition Services Branch
White Hall, 25 West Chaffee Avenue
Building 1384, room 103
Fort Knox, Kentucky 40121
502-624-7236
usarmy.knox.imcom-atlantic.mbx.dhr-ag-tc@mail.mil

Fort Knox Transportation Division
White Hall, 25 West Chaffee Avenue,
Building 1384, 2nd floor
Fort Knox, Kentucky 40121
502-624-2037
<http://www.knox.army.mil/partners/lrc/td/Default.aspx>

Fort Knox Installation Out-Processing Data Worksheet

DATA REQUIRED BY THE PRIVACY ACT OF 1974

Authority: 10 USC 3012, 8012, and 5031
Principle Purpose: Installation out-processing.
Routine Uses: Information used to ensure Soldiers are precleared to the maximum extent.
Disclosure: Furnishing this information (including your SSN) is voluntary; however, failure to furnish the requested information may delay or prevent the completion of out-processing.

This information is used for the sole purpose of creating the Installation Support Modules (ISM) checklist and filed with the out-processing packet.

SECTION I - PERSONNEL INFORMATION

1. Name (Last, First M): _____ Rank: _____
2. Contact number: _____ Official E-mail address: _____
3. Where do you currently reside: (Circle one)
Government Housing / Off Post Housing / Geographic Bachelor / IHG
4. Current address: _____
5. Losing unit: _____
6. Gaining installation: _____
7. Reason for clearing: _____ Chapter #: (If applicable) _____
8. Are you attending a school of 20 weeks or more? Yes/No
9. Will you be taking PCS or transition leave? Yes/No
- From: _____ To: _____
10. Will you be taking PTDY? Yes/No
From: _____ To: _____
11. Do you have children under 18 years old residing in the local area? Yes/No
12. Do you have any pets? Yes/No
13. Do you have a Military Star Card? Yes/No

SECTION II – STATEMENT OF UNDERSTANDING

Clearance record issued on day 1 of your 10 day clearing window, provided all mandatory documents received. Soldiers already in this window will receive clearance papers within two duty days of receiving this document from the appropriate briefing.

Initials: [Click here to enter text.](#) Date: [Click here to enter a date.](#)

DO NOT MODIFY THIS SECTION - FOR IOP USE ONLY

Date/Initials of Clerk: _____	CPI: _____	Orders: _____
ISM/Database updated: _____	FO: _____	DA31: _____
Notes: _____	RQ Clearance: _____	Survey: _____
_____	LV: _____	PPVF: _____
_____	ROM: _____	Waiver: _____

We Value Your Opinion

As the Fort Knox Military Personnel Division continues to move forward and comply with Army directives to become a paperless entity, we appreciate your feedback on this online briefing. Please take a moment and complete the survey. Your opinion and feedback is valuable to us, as we strive to serve you, the Rugged Professional.

Please use the link below to submit an Interactive Customer Evaluation:

<https://ice.disa.mil/index.cfm?fa=card&sp=89852&s=444&dep=DoD>

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
The briefing size was appropriate.	<input type="checkbox"/>				
The briefing took an appropriate amount of time.	<input type="checkbox"/>				
The briefing gave clear, concise information and instruction.	<input type="checkbox"/>				
The briefing information thoroughly covered all necessary topics.	<input type="checkbox"/>				
I feel prepared for my reassignment process.	<input type="checkbox"/>				
I would recommend this briefing to other Soldiers.	<input type="checkbox"/>				
The overall quality of this briefing was excellent.	<input type="checkbox"/>				

How can we improve this briefing?

Click here to enter text.

Submit the Out-Processing Data Worksheet and Survey