

Process Control Station  
159 Blackhorse Regiment Road, Building 2020

(502) 626-0183 or [usarmy.knox.id-training.mbx.dhr-iop@army.mil](mailto:usarmy.knox.id-training.mbx.dhr-iop@army.mil)

*In response to COVID-19, Personnel Control Station provides essential services only to limit in-person support.*

## Remote Out-Processing

All Remote Soldiers briefed via email upon receipt of orders. Email includes instructions and steps when reporting to Fort Knox.

## Installation Clearing

All Soldiers must be in duty uniform to complete their final out-processing. The below agencies must be out-processed prior to receiving the DD Form 214. Out-patient records and CIF must stamp your DA Form 137-1.

### Required Out-processing agencies

- Report to Retirement Services NLT 0830 for your Survivor Benefit Plan (SBP) briefing and DD Form 214. Retirement Services Office, White Hall, building 1384, room 103 (Soldiers Retiring only)
- Separations call Transition Services (502) 624-6456/4315 to schedule your DD Form 214 appointment
- Attend the finance briefing conducted in White Hall, building 1384, room B1 Separations: Monday, Wednesday and Friday at 1030  
Retirements: Monday, Wednesday and Friday at 1130
- Central issuing facility (CIF), Harmon Hall, building 1720
- Out-patient Records, Ireland Army Health Clinic, building 851, 2nd floor
- Report to the Process Control Station, Rockenbach Hall, building 2020, room 130, after receiving stamps from out-patient records and CIF

### What to bring to Fort Knox, PROC CS, building 2020

- Orders and amendments
- Approved leave form with control number
- Signed DA Form 137-1, Unit clearance record, with signatures from CIF and Out-patient records (block 19 must be signed by the CDR, 1SG, or S1)
- **Signed finance completion form (received from the Fort Knox AMPO, unit S1)**
- LES (current full month)
- DA Form 2648, TAP transition counseling form.
- DA Form 268, Report to Suspend Favorable Personnel Actions, if applicable
- Identification tags (2 sets)
- Soldier Deployment History Out-Processing Report (unit S1)

### Fort Knox Agency Contact Information

Process Control Station	502-626-0183
Transition Services Center	502-624-6456/4315/1404
Retirement Services Office	502-624-7236/1280/3114/6419
Central Issue Facility	502-624-3037/3772
Army Military Pay Office	502-624-8010
Out-patient Records	502-626-9830
Central Exams	1-800-493-9602