

Fort Knox Process Control Station
(PROC CS)

159 Blackhorse Regiment Road, Building 2020,
Fort Knox KY 40121

Hours: 0800-1530 M-Th / 0830-1530 Fri / closed daily 1130-1230
(502) 626-0183 or usarmy.knox.id-training.mbx.dhr-iop@army.mil

Remote Out-Processing

Remote Soldiers are briefed via email upon receipt of orders. Attachments include 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.

****ALL REQUIRED AGENCIES MUST SIGN/STAMP YOUR DA FORM 137-1.****

Required Out-processing agencies
<ul style="list-style-type: none">▪ 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 (Retiring Soldiers only)▪ Separations call Transition Services (502) 624-6456 / 4315 to schedule your DD Form 214 appointment▪ Army emergency relief (AER), (Separating Soldiers only), Brigade Hall, Building 1477<ul style="list-style-type: none">- Must out-process AER <u>prior</u> to Finance Brief▪ Finance briefing conducted in White Hall, building 1384, room B1<ul style="list-style-type: none">- Separations: Monday, Wednesday, and Friday at 1030- Retirements: Monday, Wednesday, and Friday at 1130- Group Briefings: Tuesday & Thursdays at 1330▪ Central issuing facility (CIF), Harmon Hall, building 1720▪ Out-patient records, Ireland Army Health Clinic, building 871, 2nd floor<ul style="list-style-type: none">- Soldier must bring their medical record (if in possession). Soldiers cannot complete their out-processing without it.▪ Report to the Process Control Station, Rockenbach Hall, building 2020, room 130, after receiving stamps from the above required agencies

What to bring to Fort Knox, PROC CS, building 2020
<ul style="list-style-type: none">▪ Orders and amendments▪ Approved IPPS-A absence request(s)▪ Signed DA Form 137-1, Unit clearance record (version Sep 2023), with signatures from CIF, AER (Separating Soldiers only), 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.▪ Non-Transferable FLAGS must be removed from IPPS-A prior to reporting to out-process▪ Identification tags (2 sets)

Fort Knox Agency Contact Information	
Process Control Station	502-626-0183
Transition Services Center	502-624-6456/1280/1765
Retirement Services Office	502-624-6419/4315/1404
Central Issue Facility	502-624-3037/3772
Army Military Pay Office	502-624-8010
Out-patient records	502-626-9830
Army Emergency Relief	502-624-5989/8391