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-t2.mbx.dhr-iop@army.mil

Remote Soldiers, Installation Clearing

All Soldiers must be in duty uniform to complete their final out-processing. The agencies below must be out-processed prior to receiving the DD Form 214. Attachments include instructions and steps to complete Fort Knox out-processing.

****ALL REQUIRED AGENCIES MUST SIGN/STAMP YOUR DA FORM 137-1**
(Sept 2023 version only) **

Required Out-processing agencies

- **(Retiring only),** 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
- Separations call Transition Services (502) 624-6456 / 4315 to schedule your DD Form 214 appointment
- **Army Emergency Relief (AER)**, **(Separating only)**, Brigade Hall, Building 1477
  - Must out-process AER prior to Finance Brief
- **Finance briefing**, **(Retiring & Separating)**, conducted in White Hall, building 1384, room B1
  - Separations: Monday, Wednesday, and Friday at 1030
  - Retirements: Monday, Wednesday, and Friday at 1130
  - Group Briefings: Tuesday & Thursdays at 1330
- **Central issuing facility (CIF)**, **(Retiring & Separating)**, Harmon Hall, building 1720
- **Out-patient records**, **(Retiring & Separating)**, Ireland Army Health Clinic, building 871, 2nd floor
  - **Must bring medical records (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

- Orders and amendments
- Approved IPPS-A absence request(s)
- Signed DA Form 137-1, Unit clearance record (version Sep 2023), with all required signatures listed above, (block 19 must be signed by the CDR, 1SG, or S1)
- **Signed finance completion form (received from the Fort Knox AMPO, unit S1)**
- Non-Transferable FLAGS must be removed from IPPS-A prior to reporting to out-process
- Any documents that need to be uploaded to iPERMS
  (i.e. Soldier/Dependent Birth Certificate, Soldier's Social Security Card)

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