



# Fort Knox Military Personnel Division

## Installation Out-Processing Briefing

Last Updated: January 2022

### 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. All Soldiers must be in duty uniform while completing their out-processing.***

### References:

- Army Regulation (AR) 600-8-10, Leave and Passes, 03 June 2020
- AR 600-8-8, The Total Army Sponsorship Program, 28 June 2019
- 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
- Out-processing conducted 1230-1500 daily
- Closed weekends, federal and garrison training holidays
- Contact (502) 626-0183 or [usarmy.knox.id-training.mbx.dhr-iop@army.mil](mailto:usarmy.knox.id-training.mbx.dhr-iop@army.mil)



## Regular Army (RA) / Active Guard Reserve (AGR) PCS

The below required documentation pertains to RA/AGR Soldiers in a PCS status.

### Required clearance documentation:

RA Permanent change of station
<ul style="list-style-type: none"><li>▪ Out-processing briefing data worksheet/survey (located at the end of this briefing)</li><li>▪ Orders, including all amendments</li><li>▪ Approved DA Form 31, Request and Authority for Leave <u>**See Note 1</u></li><li>▪ Approved waiver, if applicable</li><li>▪ ACT Sponsorship survey (<a href="http://www.actnow.army.mil">www.actnow.army.mil</a>) <u>**See Note 2</u></li><li>▪ Passport verification form (OCONUS) <u>**See Note 3</u></li></ul>
Student 20+ weeks / AGR Permanent Change of Station
<ul style="list-style-type: none"><li>▪ Out-processing briefing data worksheet/survey (located at the end of this briefing)</li><li>▪ Orders, including all amendments</li><li>▪ Approved DA Form 31, Request and Authority for Leave <u>**See Note 1</u></li><li>▪ Approved waiver, if applicable</li><li>▪ Passport verification form (OCONUS) <u>**See Note 3</u></li></ul>

\*\*Note 1: IAW AR 600-8-10, the DA31 must end on the report date listed in the order, even if reporting early.

\*\*Note 2: Did you decline a sponsor through ACT? If so, please follow the steps below:

- Log into [www.actnow.army.mil](http://www.actnow.army.mil)
- Sponsorship tab/ survey
- If you receive a note that says “you are ineligible to complete....” Please screen shot the message and send that in as your ACT sponsorship survey.

\*\*Note 3: Passport verification must be turned in for all OCONUS travel and if you are driving through Canada to get to Alaska. Pick this sheet up at the transportation office, building 1384, 2<sup>nd</sup> floor.

### Restriction of movement (ROM) determined IAW EXORD 225-21, Annex G, Supplement 20, 29 June 2021

- Unit Commanders establish ROM requirements and self-monitoring procedures, IAW EXORD 225-21. Unit Commanders will also establish procedures for Soldiers unable to complete ROM prior to the beginning of leave.

#### Unit Commander determines that ROM is required:

- Clearance papers are 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)

#### Unit Commander determines that ROM is 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

## Retirements/Separations

The below required documentation pertains to Soldiers that are transitioning from the Army.

### Required documentation:

Retirements/Separations
<ul style="list-style-type: none"><li>▪ Out-processing briefing data worksheet/survey (located at the end of this briefing)</li><li>▪ Orders, including all amendments</li><li>▪ Approved DA Form 31, Request and Authority for Leave</li><li>▪ CSP approval packet, if applicable <u>**See Note 1</u></li></ul>

\*\*Note 1: Are you taking part in the CSP internship program? If so, we will need the complete approval packet, listing the days the internship begins and ends, prior to issuing clearance record.

## Clearance Record Issuance

Clearance records are only issued once all required documents are received.

- Clearance records are issued NLT 12 duty days prior to leave start.
- Soldiers that are within their 12 day clearance window will receive their clearance record within 2 duty days of turning in all required documentation.
- Clearance records issued via email to the Soldier's official government email address.
- If applicable, date of issue based on restriction of movement (ROM) requirements; while still providing a 10 duty day clearing window.
- Clearance Instructions are provided when the clearance record is issued to the Soldier
- Please adhere to the scheduled time listed on your clearance record. This is not a scheduled appointment, however, sticking with your scheduled time will help with wait times.

## Additional Information

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 and final out-processing.
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, IAW AR 600-8-101.

## Final Out-processing Appointment with PROC CS

Soldiers must bring the following documents to the PROC CS, on their final out-processing date (located on the clearance record). Please allow at least 1.5 hours to complete your final out-processing appointment with a clerk. This does not include wait times.

1. Soldier's clearance record, with all required signatures
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), if applicable
5. DFAS Form 702, Leave and Earning Statement (**Transitioning Soldiers only**)
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

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

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

## Contact Information & Physical Addresses:

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

Fort Knox Army Military Pay Office  
White Hall, 25 West Chaffee Avenue  
Building 1384, room 107  
Fort Knox, Kentucky 40121  
(502) 624-8010  
[dfas.knox.z.mbx.ft-knox-dmpo@army.mil](mailto:dfas.knox.z.mbx.ft-knox-dmpo@army.mil)

Fort Knox Retirement Services Office  
White Hall, 25 West Chaffee Avenue  
Building 1384, room 103  
Fort Knox, Kentucky 40121  
(502) 624-7236  
[usarmy.knox.id-training.mbx.dhr-ag-rso@army.mil](mailto:usarmy.knox.id-training.mbx.dhr-ag-rso@army.mil)

Fort Knox Soldier Actions Branch  
White Hall, 25 West Chaffee Avenue  
Building 1384, basement  
Fort Knox, Kentucky 40121  
(502) 624-7229  
[usarmy.knox.id-training.mbx.dhr-reassignments@army.mil](mailto:usarmy.knox.id-training.mbx.dhr-reassignments@army.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.id-training.mbx.dhr-ag-tc@army.mil](mailto:usarmy.knox.id-training.mbx.dhr-ag-tc@army.mil)

Fort Knox Transportation Division  
White Hall, 25 West Chaffee Avenue  
Building 1384, 2nd floor  
Fort Knox, Kentucky 40121  
(502) 624-2037  
[Usarmy.knox.407-afsb.mbx.lrc-hhg@army.mil](mailto:Usarmy.knox.407-afsb.mbx.lrc-hhg@army.mil)

## 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: \_\_\_\_\_ DOD: \_\_\_\_\_
2. Contact number: \_\_\_\_\_ Official E-mail: \_\_\_\_\_
3. Where do you currently reside:  
Government / off post housing      Geographic Bachelor      IHG      Remote
4. Reason for clearing: \_\_\_\_\_ Chapter: (If applicable)      Yes      No
5. Losing unit: \_\_\_\_\_
6. Gaining installation: \_\_\_\_\_
7. Attending CSP?      Yes      No
8. Are you attending a school of 20 weeks or more?      Yes      No
9. PCS / Transition leave dates:  
From: \_\_\_\_\_ To: \_\_\_\_\_
10. PTDY dates:  
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. All Soldiers will complete out-processing in duty uniform.

Initials: \_\_\_\_\_ 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.

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

How can we improve this briefing?

**Please send the above data worksheet, survey,  
and required documents to:**

**[usarmy.knox.id-training.mbx.dhr-iop@army.mil](mailto:usarmy.knox.id-training.mbx.dhr-iop@army.mil)**