

*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
<ul style="list-style-type: none"><li>▪ 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)</li><li>▪ Separations call Transition Services (502) 624-6456/4315 to schedule your DD Form 214 appointment</li><li>▪ Attend the finance briefing conducted in White Hall, building 1384, room B1<ul style="list-style-type: none"><li>- Separations: Monday, Wednesday and Friday at 1030</li><li>- Retirements: Monday, Wednesday and Friday at 1130</li></ul></li><li>▪ Central issuing facility (CIF), Harmon Hall, building 1720</li><li>▪ Out-patient Records, Ireland Army Health Clinic, building 851, 2nd floor</li><li>▪ Report to the Process Control Station, Rockenbach Hall, building 2020, room 130, after receiving stamps from out-patient records and CIF</li></ul>

What to bring to Fort Knox, PROC CS, building 2020
<ul style="list-style-type: none"><li>▪ Orders and amendments</li><li>▪ Approved leave form with control number</li><li>▪ 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)</li><li>▪ <b>Signed finance completion form (received from the Fort Knox AMPO, unit S1)</b></li><li>▪ LES (current full month)</li><li>▪ DA Form 2648, TAP transition counseling form.</li><li>▪ DA Form 268, Report to Suspend Favorable Personnel Actions, if applicable</li><li>▪ Identification tags (2 sets)</li><li>▪ Soldier Deployment History Out-Processing Report (unit S1)</li></ul>

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
Central Exams	1-800-493-9602