

Process Control Station
159 Blackhorse Regiment Road, Building 2020
(502) 626-0183 or usarmy.knox.imcom-atlantic.mbx.dhr-iop@mail.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