U.S. ARMY

JBLM PCS Out-Processing Brief

WE ARE THE ARMY'S HOME

March 2026

PCS Out-Processing Station
U.S. Army Installation Management Command

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JBLM PCS Out-Processing Brief

Welcome

Congratulations on your selection for reassignment!

This briefing is provided to fulfill the Central Clearance briefing requirements of ***AR 600-8-101*** and will provide Soldiers with guidance and useful information to prepare you for clearing the installation.

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Central Clearance Briefing Agenda

- ❑ PCS Out-Processing Flyer
- ❑ Requesting Installation clearing papers
- ❑ Agency Listing Sheet
- ❑ DA Form 137-2 Installation Clearance Papers
- ❑ DA Form 137-1 Unit Clearance Papers (Pick up from BN S1)
- ❑ Permanent Change of Station Orders / Amendments
- ❑ IPSS-A approved leave form
- ❑ Sponsorship Program Counseling and Information Sheet
- ❑ Individual Medical Readiness

References:

- AR 600-8-11 (Reassignment)

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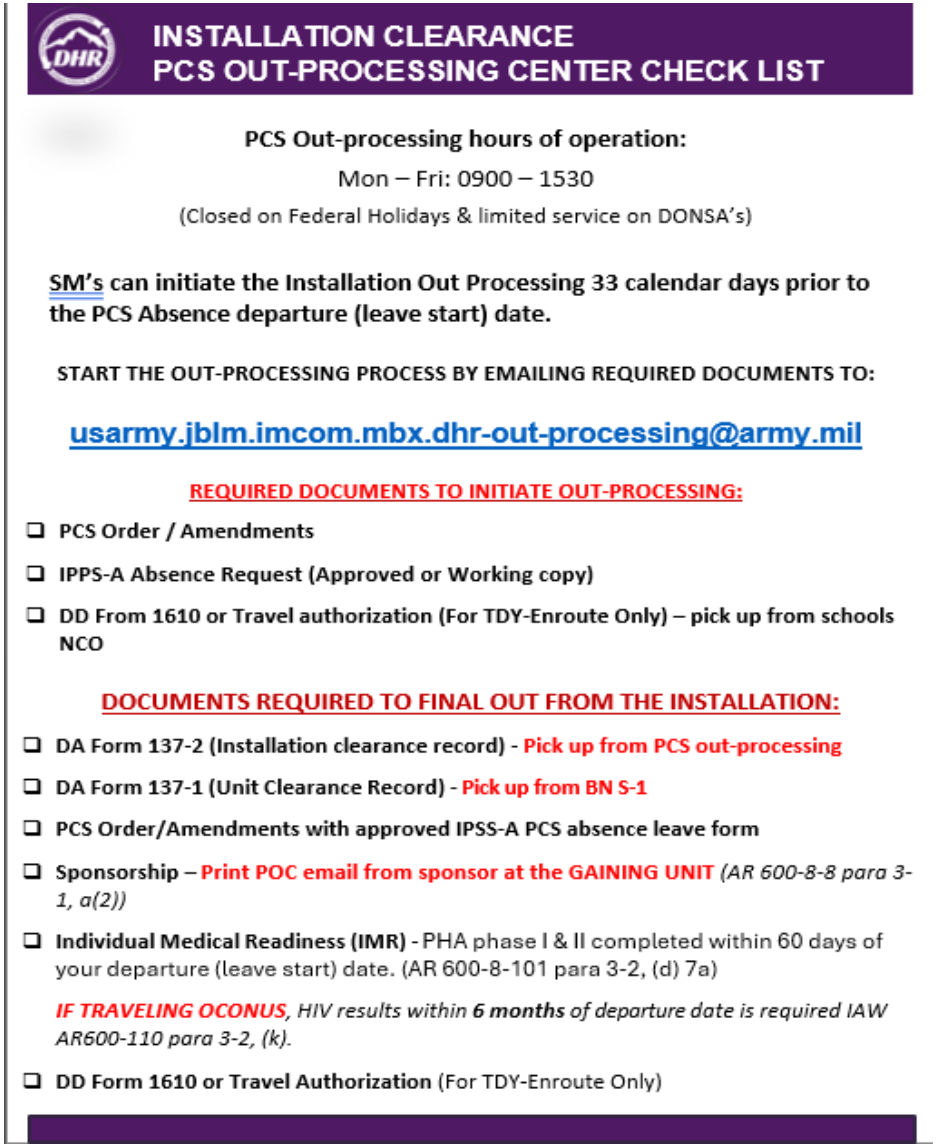
PCS Out-processing Flyer



INSTALLATION CLEARANCE
PCS OUT-PROCESSING CENTER CHECK LIST

PCS Out-processing hours of operation:

Mon – Fri: 0900 – 1530

(Closed on Federal Holidays & limited service on DONSA's)

SM's can initiate the Installation Out Processing 33 calendar days prior to the PCS Absence departure (leave start) date.

START THE OUT-PROCESSING PROCESS BY EMAILING REQUIRED DOCUMENTS TO:

usarmy.jblm.imcom.mbx.dhr-out-processing@army.mil

REQUIRED DOCUMENTS TO INITIATE OUT-PROCESSING:

- ❑ **PCS Order / Amendments**
- ❑ **IPPS-A Absence Request (Approved or Working copy)**
- ❑ **DD From 1610 or Travel authorization (For TDY-Enroute Only) – pick up from schools NCO**

DOCUMENTS REQUIRED TO FINAL OUT FROM THE INSTALLATION:

- ❑ **DA Form 137-2 (Installation clearance record) - Pick up from PCS out-processing**
- ❑ **DA Form 137-1 (Unit Clearance Record) - Pick up from BN S-1**
- ❑ **PCS Order/Amendments with approved IPSS-A PCS absence leave form**
- ❑ **Sponsorship – Print POC email from sponsor at the GAINING UNIT** *(AR 600-8-8 para 3-1, a(2))*
- ❑ **Individual Medical Readiness (IMR)** - PHA phase I & II completed within 60 days of your departure (leave start) date. (AR 600-8-101 para 3-2, (d) 7a)

  ***IF TRAVELING OCONUS**, HIV results within **6 months** of departure date is required IAW AR600-110 para 3-2, (k).*
- ❑ **DD Form 1610 or Travel Authorization** (For TDY-Enroute Only)

References:

- **AR 600-8-11** (Reassignment)
- **AR 608-1** (Army Community Service)
- **MILPER Message 20-342** (Permanent Change of Station (PCS) Orders Processing Requirements Update)

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- Service Members can initiate the Installation Out-processing 33 calendar days prior to the PCS Absence departure (leave start) date.

- Documents required to initiate and schedule appointment to pick up installation clearing paperwork.
  - ❑ PCS Orders / Amendments
  - ❑ IPSS-A Absence Request (approved or working copy)
  - ❑ DD Form 1610 / Travel Authorization (**TDY Enroute only**)

- Email required documents to usarmy.jblm.imcom.mbx.dhr-out-processing@army.mil

  - ***You will receive a response back with your appointed Brief date and time. The Brief is approximately 10 minutes followed by open Q&A. You will be given your installation clearing packet at that period.***

References:
- **AR 600-8-11** (Reassignment)
- **AR 608-1** (Army Community Service)
- **MILPER Message 20-342** (Permanent Change of Station (PCS) Orders Processing Requirements Update)

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Clearing Process

All Soldiers on assignment are allotted THIRTY (30) calendar days to clear however Soldiers are required to have at least FIVE (5) business days before the PCS leave start date to clear the installation (this is your clearing window). Clearing while on leave is not authorized.

The earliest you will be able to pick up your clearing packet will be 48-72 hours from when we receive your email with the required documents.

Packets are picked up from the PCS Out-processing Counter, Bldg 2140 (Waller Hall) by appointment only.

DA FORM 137-2 (INSTALLATION CLEARANCE RECORD)
IS ONLY VALID FOR 30 CALENDAR DAYS!

References:

- **AR 600-8-11** (Reassignment)
- **AR 608-1** (Army Community Service)
- **MILPER Message 20-342** (Permanent Change of Station (PCS) Orders Processing Requirements Update)

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The first part of your clearing packet will be the Agency clearing information sheet. This sheet provides you with locations, hours of operations, and phone numbers of the agencies that you potentially must clear. The agencies highlighted in yellow will all be in Waller Hall

NAME:_____ ***JBLM OUT-PROCESSING CLEARING REFERENCE SHEET*** FINAL OUT:_____

AGENCY	LOCATION	HOURS / PHONE #	WHO NEEDS TO CLEAR
DENTAL	Per assigned Dental Clinic	Per assigned Dental Clinic	ALL SOLDIERS
CENTRAL ISSUE FACILITY (CIF)	Bldg. 9640 Prescott Ave, JBLM Main (Door # 12)	Mon – Thurs: 0900 – 1500 (Closed Fridays) (253) 967-5302	ALL SOLDIERS
ARMY EMERGENCY RELIEF	Bldg. 2140 Liggett Ave, JBLM Main (Waller Hall)	Mon – Fri: 0730 - 1600 (253) 967-9852	ALL SOLDIERS
LIBERTY HOUSING OFFICE	Discovery Village: 7110B Ordway Blvd. JBLM, Main	(253) 292-6100	ALL SOLDIERS
	Lewis Main: 5133 Pendleton Ave, JBLM Main	(253) 912-3460	
	Lewis North: 10400A 17th St, JBLM North Fort	(253) 912-3475	
	Lewis East: 60100A Garcia Blvd., JBLM Main	(253) 912-3485	
	Lewis West: 5517 N. 4th St., JBLM Main	(253) 912-3493	
	McChord: 3209 Maple St. SW, JBLM McChord	(253) 859-0523	
	Mt. Baker District: 5133 Pendleton Ave., JBLM Main	(253) 300-5299	
RENTAL PARTNERSHIP PROGRAM (RPP)	Bldg. 5038 N. 2ND St rm. 120, JBLM Main	Mon – Fri: 0730 - 1600 (253) 967-3581	ALL SOLDIERS
TRAINING AIDS CENTER	Bldg. 1401 W. 6th St. & Hanna Dr, JBLM Main	Mon – Fri: 0800 - 1600 (253) 967-3178	ALL SOLDIERS
CHILD & YOUTH SERVICES / SCHOOL LIAISON	Bldg. 2295 S. 12th St. & Bitar Ave, JBLM Main (Across from Cowan Stadium)	Mon – Fri: 0800 - 1600 (253) 966-2977 / (253) 967-7195	ALL SOLDIERS
NEC	Bldg. 60704 Colorado Ave, JBLM Main (near Ed Center)	Mon – Fri: 0900 - 1600 (253) 967-1725	ALL SOLDIERS
FINAL OUT-PROCESSING / FINAL OUT PROCESSING (RM. 200) **(LAST STOP)**	Bldg. 2140 Liggett Ave, JBLM Main (Waller Hall)	Mon – Fri: 0900 – 1530	ALL SOLDIERS
EXCEPTIONAL FAMILY MEMBER PROGRAM	Bldg. 2013A rm. 203 N. 3rd St. & Liggett Ave	Mon – Fri: 0800 - 1600 (253) 967-5797	ALL SOLDIERS
FINANCE FINAL OUT PROCESSING **(2nd TO LAST STOP)**	4174 Kaufman Ave, JBLM Main (next to the Post Office)	Mon, Tues, Wed, Fri: 0900 - 1600 Thur: 0900-1200 (253) 966-0771 / (253) 966-0272	ALL SOLDIERS
LIBRARY (GRANDSTAFF)	Bldg. 2109 N. 10th St. & Pendleton JBLM Main	Mon – Fri: 0900 - 1600 (253) 967-5889	ALL SOLDIERS
MEDICAL SPECIALTY SERVICES (BEHAVIORAL HEALTH)	Per assigned EBH	Per assigned EBH	ALL SOLDIERS
OUTPATIENT MEDICAL RECORDS	Bldg. 9037 Gardner Loop rd., JBLM Main (located outside Madigan Hospital by the pharmacy drive up window)	Mon – Fri: 0800 – 1500 (Closed daily 1200-1300) (253) 968-5867	ALL SOLDIERS

JBLM OUT-PROCESSING CLEARING REFERENCE SHEET

AGENCY	LOCATION	HOURS / PHONE #	WHO NEEDS TO CLEAR
PASSENGER MOVEMENT BRANCH / OFFICIAL TRAVEL	Bldg. 2140 Liggett Ave, JBLM Main (Waller Hall)	Mon, Tues, Wed, Fri: 0900 – 1530 Thurs: 1200 - 1530 (253) 966-1269 / (253) 966-3034	ALL SOLDIERS
PERSONAL PROPERTY PROCESSING OFFICE (HHG / TRANSPORTATION)	Bldg. 2150, JBLM Main (next to Waller Hall)	Mon, Tues, Wed, Fri: 0730 – 1500 Thurs: 1130 - 1500 (Closed daily 1130 - 1200) (253) 477-5446	ALL SOLDIERS
PROVOST MARSHALL ADMIN OFFICE	Bldg. 2007 N. 2nd St. JBLM, Main (MP Station) (located at the Police Admin Section)	Mon – Thurs: 0800 – 1200 (Closed Fridays) (253) 967-1914	ALL SOLDIERS
REASSIGNMENT CENTER (NATO ORDERS)	Bldg. 2140 Liggett Ave, JBLM Main (Waller Hall)	Mon – Fri: 0900 - 1530 (253) 966-3348	PCS
PASSPORTS (MILITARY ISSUED)	Bldg. 2140 Liggett Ave, JBLM Main (Waller Hall)	Mon – Fri: 0900 – 1530 (Closed daily 1200 – 1300) (253) 967-2269	ETS / CHAPTER / MEDICAL SEPARATION / RETIREMENT
VA BENEFITS ADVISOR	Bldg. 2140 Liggett Ave, JBLM Main (Waller Hall)	Mon – Fri: 0900 - 1530 (571) 461-8855 / (571) 461-8869	ETS / CHAPTER / MEDICAL SEPARATION / RETIREMENT
DEERS / ID CARDS	Bldg. 2140 Liggett Ave, JBLM Main (Waller Hall)	Mon, Tues, Wed, Fri: 0800 – 1530 Thurs: 0900 - 1530 (253) 967-5065	ETS / CHAPTER / MEDICAL SEPARATION / RETIREMENT
EDUCATION OFFICE (Stone Education Center)	Bldg. 6242 Colorado Ave. Suite A202 JBLM Main	Mon – Fri: 0800 - 1600 (253) 967-7174	ETS / CHAPTER / MEDICAL SEPARATION / RETIREMENT
TRANSITION ASSISTANCE PROGRAM (TAP) (Hawks Career / Transition Center)	Bldg. 11577 41st Div dr., JBLM North Fort	Mon, Tues, Thurs, Fri: 0730 -1530 Wed: 0900 – 1530 (Closed daily 1200 – 1230) (253) 967-3258	ETS / CHAPTER / MEDICAL SEPARATION / RETIREMENT
RADIOLOGY FILM LIBRARY	Bldg. 9040A rm. 1-36-07 (Madigan Hospital) **Dr. Fitzsimmons**	Mon – Fri: 0800 - 1530 (253) 968-2226	ETS / CHAPTER / MEDICAL SEPARATION / RETIREMENT
RETIREMENT SERVICE OFFICE (RSO)	Bldg. 2150 (next to Waller Hall) Entry is on the street side, across from the library	Mon – Fri: 0900 - 1530 (253) 966-5884	RETIREMENT
RESERVE COMPONENT CAREER COUNSELOR	Bldg. 2140 Liggett Ave, JBLM Main (Waller Hall)	Per Assigned Counselor	ETS / CHAPTER

PCS FINAL OUT REQUIREMENTS:

1. COMPLETED DA FORM 137-2 (Installation clearance record)
2. COMPLETED DA FORM 137-1 (Unit Clearance Record)
3. ORDERS / ALL AMENDMENTS
4. TRAVEL AUTHORIZATION / DD 1610 **(TDY enroute only)**
5. APPROVED IPSS-A LEAVE FORM
6. SPONSORSHIP (email from sponsor w/ POC info)
7. IMR RECORD (PHA / HIV updated IAW regulation)

ETS / CHAPTER / MED SEP. / RETIREMENT FINAL OUT REQUIREMENTS:

1. COMPLETED DA FORM 137-2 (Installation clearance record)
2. COMPLETED DA FORM 137-1 (Unit Clearance Record)
3. ORDERS / ALL AMENDMENTS
4. APPROVED IPSS-A LEAVE FORM
5. Completed / approved DD FORM 2648 / SFL TAP

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DA Form 137-2 Installation Clearance Record

Required documents to bring on your final out date.

DA 137-2 is only valid for 30 days from this date.

Column 9:
Installation Activity is the list of all agencies you must clear.

DA FORM 137-1 / 5434 / IMR REPORT / IPSS-A LEAVE FORM — SCHEDULED FINAL OUT: 5/8

10 APR 2024

INSTALLATION CLEARANCE RECORD
For use of this form, see AR 600-8-101; the proponent agency is DCS, G-1

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: Section 301, Title 5, USC.
PRINCIPAL PURPOSE: To ensure Soldier readiness before PCS. To complete clearance verification before transition from active duty, transfer to another Service or Component, separation, discharge, or retirement.
ROUTINE USES: To close out installation personnel and finance records. To ensure that debt to the government and its instrumentalities is identified and that action is taken to obtain payment payment before the Soldier's transition from active duty, separation or retirement. Forms will not be disclosed outside the Department of Defense *(DoD)* and DoD sponsored agencies.
DISCLOSURE: Disclosure is voluntary; however, failure to complete this form may result in only partial payment of final pay.

INSTRUCTIONS TO THE SOLDIER: This out-processing packet is designed to assist you and the installation in completing your final clearance as accurately and expeditiously as possible. It is your responsibility to complete this checklist properly. If you are separating or retiring from the Active Army, failure to complete this checklist correctly and entirely will result in you receiving 55 percent of your final pay pending verification by DFAS of any outstanding debts. Activities marked with an @ require clearance for all Soldiers separating or retiring from the Active Army, including AGR personnel. Activities marked with an asterisk (*) require clearance for Soldiers departing on PCS. Activities not marked will be cleared per installation instructions. This checklist must be completed before your final military pay appointment. Separation payments will not be released until installation clearance is completed. Provide any additional information in Remarks, block 16.

SECTION A - PERSONNEL DATA *(To be completed by the commander, S1, processing control station, or appointed official)*

1. NAME	2. RANK	3. ORDERS NO.
FILIAGA, STANLEY W.	SFC	0006220754

4. GAINING UNIT	5. LOSING UNIT	6. DATE OF ORDERS *(YYYYMMDD)*
WDX5D0 - 0214 AV BN 01 CO D AVIATION M,NKN, WIESBA	W1J7AA - W1J7 USA AIR AMBU DET YTC WA YAKIMA TRNG	2023/10/05

7. REASON FOR CLEARING: [X] PCS [ ] ETS [ ] RETIREMENT [ ] OTHER *(Specify)* _____ — 8. DEPARTURE DATE *(YYYYMMDD)*: 2024/05/08

SECTION B - INSTALLATION STANDARD CLEARANCES

(All signatures are required prior to reporting to the processing control station (section d) for final clearance. Not having these required signatures will cause a delay in your final clearance.

9. INSTALLATION ACTIVITY	10. YES	11. DEBT AMOUNT	12. NO	13. NAME (*Last, First, Middle*)	14. TELEPHONE NO.	15. SIGNATURE
a. DENTAL FACILITY @*	[ ]		[X]			
b. CENTRAL ISSUE FACILITY @*	[ ]		[X]			
c. ARMY EMERGENCY RELIEF @*	[ ]		[X]	CRON, MARY T		
d. TRAINING AIDS CENTER @*	[ ]		[X]	ONEILL, PEDRO J		
e. CHILD AND YOUTH SERVICES/SCHOOL LIAISON OFFICER @*	[ ]		[X]	WALKER, ANTOINETTE		
f. FINAL OUT PROCESSING @*	[ ]		[X]	HERGERT, PATRICE S		
g. NEC @*	[ ]		[X]	ROBLEDO, DANIEL		
h. LIBRARY @*	[ ]		[X]	GIERSIEPEN, STEFANIE B		
i. RESIDENTIAL COMMUNITIES INITIATIVE (ON BASE HOUSING) @*	[ ]		[X]	CHO, HYON NA		
j. RENTAL PARTNERSHIP PROGRAM (RPP) @*	[ ]		[X]	DREW, ATHENA R		
k. ACS RELOCATION AND LOAN CLOSET @*	[ ]		[X]	MOHR, RAMONA M		

DA FORM 137-2, FEB 2015 — PREVIOUS EDITIONS ARE OBSOLETE. — APD LC v1.00ES — Page 1 of 2

Scheduled final out date is the earliest date you can complete your out processing.

Column 13:
If you look at block 13 and you see a pre-printed name in that block, then the agency has already pre-cleared you, you are no longer required to clear that agency.

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Second Page DA Form 137-2 Continued

Column 9:

- Additional agencies that must be cleared.

Section C: Military Pay

- Finance is the 2nd to last stop.
- You can clear finance 1-2 days before your scheduled final out date. (Closed Thursdays)
- Finance will keep one copy of your Leave Form.

Column 13 & 15:
If there are **NO pre-printed names in block 13 you must physically clear that activity.**

Section D: Final-Out-processing

- Final stop on your Final out date.

SECTION B - INSTALLATION STANDARD CLEARANCES *(Continued)*

9. INSTALLATION ACTIVITY	10. YES	11. DEBT AMOUNT	12. NO	13. NAME (*Last, First, Middle*)	14. TELEPHONE NO.	15. SIGNATURE
l. EXCEPTIONAL FAMILY MEMBER PROGRAM *			X			
m. FINAL OUT PROCESSING (ROOM 200) *			X			
n. FINANCE FINAL OUT PROCESSING (ROOM 300) *			X			
o. MEDICAL SPECIALTY SERVICES (BEHAVIORAL HEALTH) @*			X			
p. PASSENGER MOVEMENT BRANCH/OFFICIAL TRAVEL *			X			
q. OUTPATIENT MEDICAL RECORDS @*			X			
r. PERSONAL PROPERTY PROCESSING OFFICE @*			X			
s. PROVOST MARSHALL/VEH/REG WALLER HALL @*			X			

16. REMARKS:

OUT-PROCESSING REMARKS: ALL CLEARING MUST BE DONE IN MILITARY APPEARANCE... IN ACCORDANCE WITH AR 670-1.

SECTION C - MILITARY PAY PROCESSING

17. MILITARY PAY CLEARANCES

a. DEFENSE MILITARY PAY OFFICE	b. NAME (*Last, First, Middle*)	c. TELEPHONE NO	d. SIGNATURE	e. DATE (*YYYYMMDD*)
(1) Travel Pay Processing @*				
(2) Separation Pay Processing @				
(3) Debt Processing @				

SECTION D - PROCESSING CONTROL STATION

18a. Does the Soldier have a signed, authenticated, and dated Service Member Deployment History Out-processing Verification form? @* YES ☐ NO ☐	b. NAME (*Last, First, Middle*)	c. TELEPHONE NO.	d. SIGNATURE	e. DATE (*YYYYMMDD*)
19a. Has the Soldier completed out-processing? @ * YES ☐ NO ☒	b. NAME (*Last, First, Middle*) SWF	c. TELEPHONE NO. (253) 477-0200	d. SIGNATURE	e. DATE (*YYYYMMDD*)

DA FORM 137-2, FEB 2015

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DA 137-1 Unit Clearing Paper

Section A: Must be completed with your information.

UNIT CLEARANCE RECORD

For use of this form, see AR 600-8-101; the proponent agency is DCS, G-1.

PRIVACY ACT STATEMENT

AUTHORITY: 10 USC 136, Under Secretary of Defense for Personnel and Readiness; 10 USC 7013, Secretary of the Army; and Army Regulation 600-8-101, Personnel Readiness Processing.

PRINCIPAL PURPOSE: To ensure Soldier readiness before PCS. To complete clearance verification before transition from active duty, transfer to another Service or Component, separation, discharge, or retirement. See the System of Records Notice A0600-8-104 AHRC, Army Personnel System (APS).

ROUTINE USES: None. Form will not be disclosed outside the Department of Defense (DoD) and sponsored agencies listed on SORN A0600-8-104 AHRC (APS).

DISCLOSURE: Disclosure of this information is voluntary; however, failure to complete this form may result in only partial payment of final pay.

INSTRUCTIONS

TO THE SOLDIER:
This out-processing packet is designed to assist you and the installation in completing your final clearance as accurately and expeditiously as possible. You are responsible for ensuring that this checklist is completed properly. If you are transitioning from the Active Army, failure to complete this checklist correctly and entirely will result in you receiving only 55 percent of your final pay pending verification by DFAS of any outstanding debts. This checklist must be completed before your final military pay appointment. Separation payments will not be released until installation clearance is completed.

TO THE UNIT COMMANDER / BN S1:
This Soldier is scheduled to PCS or transition from the Active Army. We need your assistance to ensure proper installation clearance and computation of the Soldier's final leave and pay entitlements. Identify all actions within the last 60 days before the Soldier's departure date and complete the items below. Failure to provide this information will cause the withholding of 45 percent of the Soldier's final pay at transition, pending DFAS final verification of outstanding transactions.

SECTION A - PERSONNEL DATA

(To be completed by the commander, BNS1, out-processing center, or appointed official)

1. NAME *(Last, First, Middle)*	2. RANK	3. ORDERS NO.

4. GAINING UNIT	5. LOSING UNIT	6. DATE OF ORDERS *(YYYYMMDD)*

7. REASON FOR CLEARING	8. DEPARTURE DATE *(YYYYMMDD)*
☐ PCS ☐ ETS ☐ RETIREMENT ☐ OTHER *(Specify)*: _____	

SECTION B - DUTY STATUS

9. DUTY STATUS	a. TYPE OF ABSENCE	b. LOG NUMBER OR ORDER NUMBER *(When Applicable)*	c. START DATE *(YYYYMMDD)*	d. RETURN DATE *(YYYYMMDD)*
Indicate all leave, TDY, hospitalization, field duty, lost time, AWOL, and confinement within 60 days prior to issuance of the clearance forms.				

SECTION C - ADVERSE ACTIONS

10. ADVERSE ACTIONS	a. TYPE OF ACTION	b. SOURCE DOCUMENT DATE *(YYYYMMDD)*	c. PUNISHMENT	d. EFFECTIVE DATE *(YYYYMMDD)*	e. COMPLETION DATE *(YYYYMMDD)*
All that have occurred within 60 days prior to issuance of clearance forms. Include UCMJ actions, courts martial, administrative reductions, and administrative discharges.					

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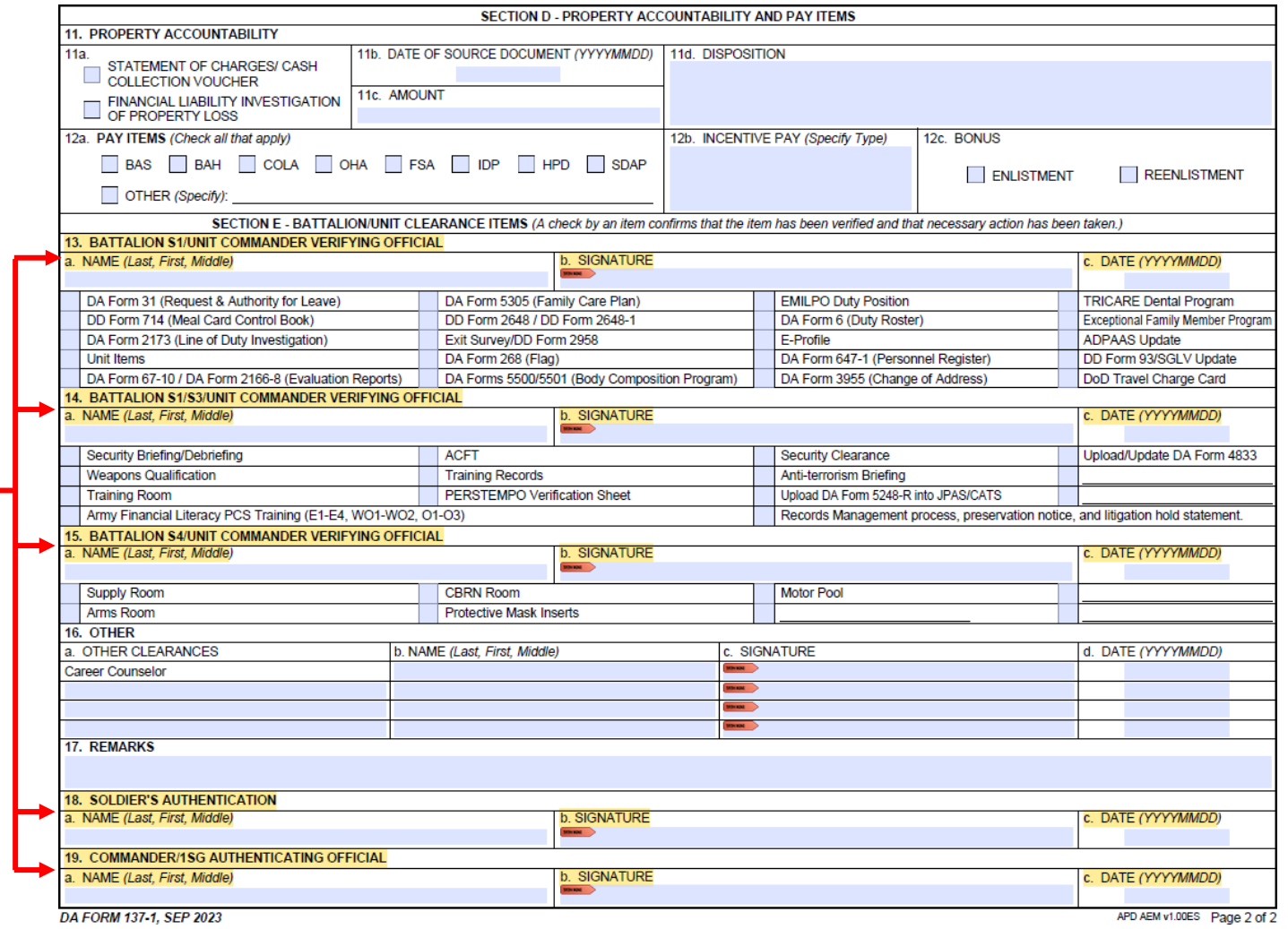
Second page DA Form 137-1

Section E:
On the back of the page. All five areas (as seen in the example here) MUST be signed and dated by the appropriate authorities in order to final out of the installation.



SECTION D - PROPERTY ACCOUNTABILITY AND PAY ITEMS

11. PROPERTY ACCOUNTABILITY

11a. ☐ STATEMENT OF CHARGES/ CASH COLLECTION VOUCHER ☐ FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS

11b. DATE OF SOURCE DOCUMENT (YYYYMMDD)

11c. AMOUNT

11d. DISPOSITION

12a. PAY ITEMS (Check all that apply)

☐ BAS ☐ BAH ☐ COLA ☐ OHA ☐ FSA ☐ IDP ☐ HPD ☐ SDAP

☐ OTHER (Specify): _____

12b. INCENTIVE PAY (Specify Type)

12c. BONUS ☐ ENLISTMENT ☐ REENLISTMENT

SECTION E - BATTALION/UNIT CLEARANCE ITEMS *(A check by an item confirms that the item has been verified and that necessary action has been taken.)*

13. BATTALION S1/UNIT COMMANDER VERIFYING OFFICIAL

a. NAME (Last, First, Middle) | b. SIGNATURE | c. DATE (YYYYMMDD)

☐ DA Form 31 (Request & Authority for Leave)	☐ DA Form 5305 (Family Care Plan)	☐ EMILPO Duty Position	☐ TRICARE Dental Program
☐ DD Form 714 (Meal Card Control Book)	☐ DD Form 2648 / DD Form 2648-1	☐ DA Form 6 (Duty Roster)	☐ Exceptional Family Member Program
☐ DA Form 2173 (Line of Duty Investigation)	☐ Exit Survey/DD Form 2958	☐ E-Profile	☐ ADPAAS Update
☐ Unit Items	☐ DA Form 268 (Flag)	☐ DA Form 647-1 (Personnel Register)	☐ DD Form 93/SGLV Update
☐ DA Form 67-10 / DA Form 2166-8 (Evaluation Reports)	☐ DA Forms 5500/5501 (Body Composition Program)	☐ DA Form 3955 (Change of Address)	☐ DoD Travel Charge Card

14. BATTALION S1/S3/UNIT COMMANDER VERIFYING OFFICIAL

a. NAME (Last, First, Middle) | b. SIGNATURE | c. DATE (YYYYMMDD)

☐ Security Briefing/Debriefing	☐ ACFT	☐ Security Clearance	☐ Upload/Update DA Form 4833
☐ Weapons Qualification	☐ Training Records	☐ Anti-terrorism Briefing	
☐ Training Room	☐ PERSTEMPO Verification Sheet	☐ Upload DA Form 5248-R into JPAS/CATS	
☐ Army Financial Literacy PCS Training (E1-E4, WO1-WO2, O1-O3)		☐ Records Management process, preservation notice, and litigation hold statement.	

15. BATTALION S4/UNIT COMMANDER VERIFYING OFFICIAL

a. NAME (Last, First, Middle) | b. SIGNATURE | c. DATE (YYYYMMDD)

☐ Supply Room	☐ CBRN Room	☐ Motor Pool
☐ Arms Room	☐ Protective Mask Inserts	

16. OTHER

a. OTHER CLEARANCES	b. NAME (Last, First, Middle)	c. SIGNATURE	d. DATE (YYYYMMDD)
Career Counselor			

17. REMARKS

18. SOLDIER'S AUTHENTICATION

a. NAME (Last, First, Middle) | b. SIGNATURE | c. DATE (YYYYMMDD)

19. COMMANDER/1SG AUTHENTICATING OFFICIAL

a. NAME (Last, First, Middle) | b. SIGNATURE | c. DATE (YYYYMMDD)

DA FORM 137-1, SEP 2023 APD AEM v1.00ES Page 2 of 2

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PCS Orders / Amendments

To clear the installation, you will need to have copy of you PCS Orders and any amendments.

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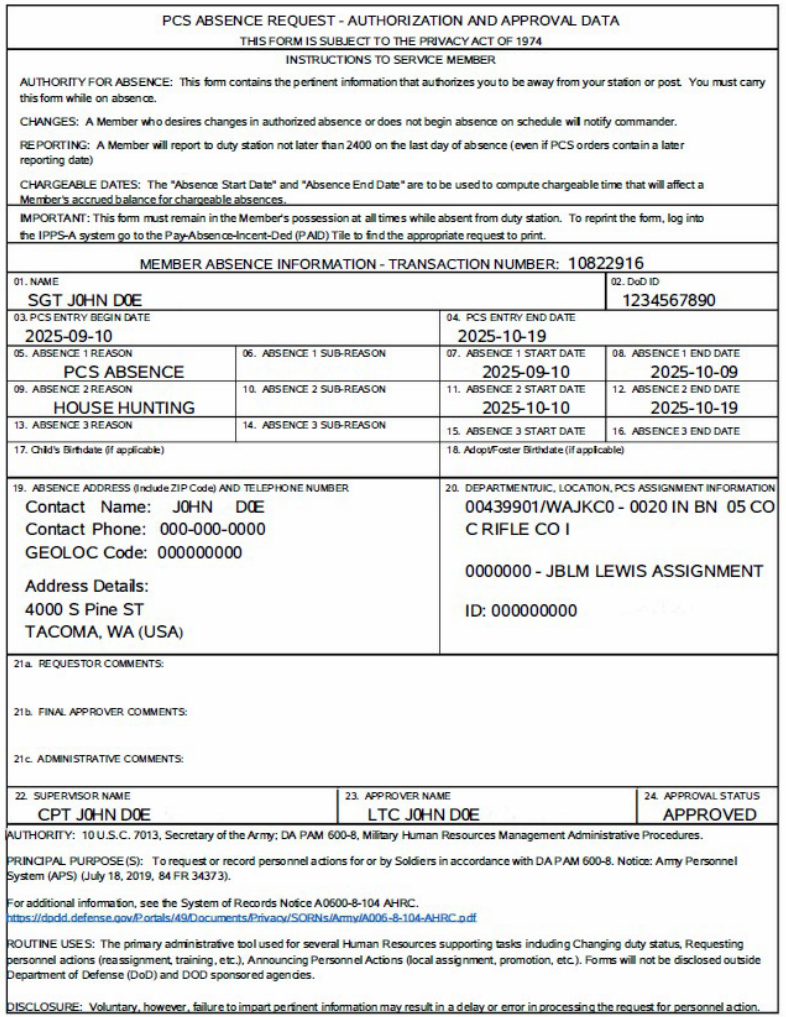
Absence Request/ IPSS-A Approved Absence Request

When requesting leave, select ABSENCE TYPE “05 - PCS EVENTS” and ensure your selected ABSENCE REASON is “PCS ABSENCE” with or without House Hunting.
When submitting a PCS absence, only select **Parental** if you are taking parental leave during that PCS period. Otherwise, choose **Non-Parental**.

- PCS leave must end the day before your report date even if you are authorized early reporting.
- IPSS-A automatically calculates your travel days.
- Proceed Time is only authorized for those going on a dependent restricted tour and is no more than 4 days.
- You will need an Approved IPSS-A Absence Request to final out.



PCS ABSENCE REQUEST - AUTHORIZATION AND APPROVAL DATA

THIS FORM IS SUBJECT TO THE PRIVACY ACT OF 1974

INSTRUCTIONS TO SERVICE MEMBER

AUTHORITY FOR ABSENCE: This form contains the pertinent information that authorizes you to be away from your station or post. You must carry this form while on absence.

CHANGES: A Member who desires changes in authorized absence or does not begin absence on schedule will notify commander.

REPORTING: A Member will report to duty station not later than 2400 on the last day of absence (even if PCS orders contain a later reporting date)

CHARGEABLE DATES: The "Absence Start Date" and "Absence End Date" are to be used to compute chargeable time that will affect a Member's accrued balance for chargeable absences.

IMPORTANT: This form must remain in the Member's possession at all times while absent from duty station. To reprint the form, log into the IPPS-A system go to the Pay-Absence-Incent-Ded (PAID) Tile to find the appropriate request to print.

MEMBER ABSENCE INFORMATION - TRANSACTION NUMBER: 10822916

01. NAME			02. DoD ID
SGT JOHN DOE			1234567890
03. PCS ENTRY BEGIN DATE		04. PCS ENTRY END DATE	
2025-09-10		2025-10-19	
05. ABSENCE 1 REASON	06. ABSENCE 1 SUB-REASON	07. ABSENCE 1 START DATE	08. ABSENCE 1 END DATE
PCS ABSENCE		2025-09-10	2025-10-09
09. ABSENCE 2 REASON	10. ABSENCE 2 SUB-REASON	11. ABSENCE 2 START DATE	12. ABSENCE 2 END DATE
HOUSE HUNTING		2025-10-10	2025-10-19
13. ABSENCE 3 REASON	14. ABSENCE 3 SUB-REASON	15. ABSENCE 3 START DATE	16. ABSENCE 3 END DATE
17. Child's Birthdate (if applicable)		18. Adopt/Foster Birthdate (if applicable)	

19. ABSENCE ADDRESS (Include ZIP Code) AND TELEPHONE NUMBER	20. DEPARTMENT/UIC, LOCATION, PCS ASSIGNMENT INFORMATION
Contact Name: JOHN DOE Contact Phone: 000-000-0000 GEOLOC Code: 000000000 Address Details: 4000 S Pine ST TACOMA, WA (USA)	00439901/WAJKC0 - 0020 IN BN 05 CO C RIFLE CO I 0000000 - JBLM LEWIS ASSIGNMENT ID: 000000000

21a. REQUESTOR COMMENTS:

21b. FINAL APPROVER COMMENTS:

21c. ADMINISTRATIVE COMMENTS:

22. SUPERVISOR NAME	23. APPROVER NAME	24. APPROVAL STATUS
CPT JOHN DOE	LTC JOHN DOE	APPROVED

AUTHORITY: 10 U.S.C. 7013, Secretary of the Army; DA PAM 600-8, Military Human Resources Management Administrative Procedures.

PRINCIPAL PURPOSE(S): To request or record personnel actions for or by Soldiers in accordance with DA PAM 600-8. Notice: Army Personnel System (APS) (July 18, 2019, 84 FR 34373).

For additional information, see the System of Records Notice A0600-8-104 AHRC.
https://dodd.defense.gov/Portals/49/Documents/Privacy/SORNs/Army/A006-8-104-AHRC.pdf

ROUTINE USES: The primary administrative tool used for several Human Resources supporting tasks including Changing duty status, Requesting personnel actions (reassignment, training, etc.), Announcing Personnel Actions (local assignment, promotion, etc.). Forms will not be disclosed outside Department of Defense (DoD) and DOD sponsored agencies.

DISCLOSURE: Voluntary, however, failure to impart pertinent information may result in a delay or error in processing the request for personnel action.

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JBLM PCS Out-Processing Brief

Sponsorship

Sponsorship Proof

Required for CPT, CW2, E6 and below.

- Provide a screenshot of an **email** or **text message** screenshot from your contact with your Sponsor showing their **Rank/ Name** and contact information.

Sponsorship exceptions

- PCS with **STUDENT STATUS**
- Welcome letter identifying who your sponsor is
- ETP (Exception To Policy) – Signed by Battalion commander or higher.

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JBLM PCS Out-Processing Brief

Individual Medical Readiness (IMR)

Medical Protection System (MEDPROS) - Individual Medical Readiness

Personnel	
Name	
SSN	
Rank	
DOB	
Sex	
UIC	
Description	
Compo	
Arrival Date	
Location	
Command	
Duty Title	
Duty AOC	
VA Disability Rating	
VA Disability Rating Date	

Dental		
Dental Class	Amber	2
Panograph	Green	Y
Last Dental Exam	Amber	2024/08/03

Vision		
Vision Class	Green	2
Vision Screening Date		2024/05/04
Two Pair of Glasses	Green	Not Applicable
Mask Inserts	Green	NA
Mission Required Contact Lenses (MRCL)		
Military Combat Eye Protection	Y	
Military Combat Eye Protection Inserts		
Last Prescription Date On File		

Hearing		
Hearing Class	Green	1
Hearing Readiness Status	Ready	
Audiogram Date		2023/11/01
Triple or Single Flange Earplugs Issued?		

Equipment		
Hearing Aid	Green	Not Applicable
Medical Warning Tags	Red	
Allergy / Conditions		

Occupational Protection		
Respiratory	Green	Not Applicable
Hearing	Green	Not Applicable
Vision	Green	Not Applicable

Physical Assessment Data		
PULHES Code		111111
PULHES Source		
PHA Date	Green	2024/08/03
Current Physical Exam Date		
Physical Category		
Height		65
Weight		133
Flight Status		

Deployment Limitations		
Green	N	
Green	N	
Green	N	

Labs		
Blood Type		O+
HIV Test Date	Green	2023/11/01
DNA	Green	On File
Sickle Cell Screen		Y
Sickle Cell Screen Date		2023/11/01
Pregnant		No
G6PD Date		2023/11/01
G6PD Status		Normal

Immunizations / Pharmacy		
IMM Profile	Green	Routine Adult
180 Day Meds	Red	

Annotated in Deployment Medical Record	
Blood Type	O+
Medication	
Medical Warning Tags	
Immunization Record	Not Applicable
Summary Sheet of Medical Problems	Not Applicable
Corrective Lens Prescription	Not Applicable

Deployment Health Assessments		
Latest Date for Pre	N/A	N/A
Latest Date for Post	N/A	
Latest Date for PDHRA	N/A	

PHA must be updated within 60 days of departure (leave start) date. **IAW AR 600-8-101 3-2, (d) 7a**

If traveling OCONUS, HIV results within 6 months of report date is also required. **IAW AR 600-110 3-2 (k)**

If MEDPROS/IMR is not showing updated PHA or HIV dates:

1. **PHA**
   - Provide a **screenshot** from the PHA creation page in MEDPROS.
   - If it shows **"Records Review Complete"** or **"Completed,"** that screenshot is acceptable to provide with the IMR.
2. **HIV**
   - After completing the HIV lab, request a **clinic sticker** showing the **lab date** and **HIV testing status**.

If a screenshot or sticker is not feasible (PHA or HIV)

- Ask your **PA, Provider, or RN** to **annotate the date** you completed the PHA or HIV test.
- They must **print their name and rank and occupation** and **sign** (handwritten or certifying stamp) to verify compliance.

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JBLM PCS Out-Processing Brief

Additional Information/ Contact

Waller Hall Hours of Operation

Monday - Friday 0900-1530

(Limited Services on DONSA's & Closed on Federal Holidays)

PCS Out-processing Center:

Email: usarmy.jblm.imcom.mbx.dhr-out-processing@army.mil

Official Passports:

Phone: (253) 967-2269

Email: usarmy.jblm.imcom.list.dhr-mpd-passports@army.mil

Family Travel:

Phone: (253) 966-4711

Email: usarmy.jblm.imcom.list.dhr-mpd-family-travel@army.mil

Reassignment Processing Center:

Phone: (253) 966-3348

Email: usarmy.jblm.imcom.list.dhr-mpd-reassignments-help-desk@army.mil

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QUESTIONS?