



INSTALLATION CLEARANCE OUT-PROCESSING CENTER CHECK LIST

Scheduled appointment: _____
(w/ out-processing)

Initiate the installation clearing process with the Out-Processing Center 33 calendar days prior to departure.

Mon-Fri: 0900 - 1530

DOCUMENTS REQUIRED TO INITIATE: *(check applicable boxes)*

- Order** and any amendments
- Absences Request Form**
- REFRAD** *only* (Soldier Readiness Unit; SRU) **required to schedule finance through SRP prior to initiation**

DOCUMENTS REQUIRED TO FINAL CLEAR: *(check applicable boxes)*

- DA Form 137-1 & 2** (unit/installation clearing papers with signatures)
- DA Form 5434 (Sponsorship Form)** *PCS only* with block 3 completed or ETP sign by BDE CDR or equivalent leaders (AR 600-8-8 CHP 3-1, 2).
- Individual Medical Readiness (IMR)** *PCS only* showing completed PHA within 60 days of departure date. If traveling *oconus*, HIV results within 6 months of report date is also required (AR 600-8-101 3-5, a.3).
- DA Form 1610 (Authorization for TDY)** *PCS only* required if scheduled for TDY and returning to JBLM>
- DA 2648 SFL-TAP** *(Separating Service Members)*

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

Waller Hall, 2140 Liggett Ave, (Lewis-Main)

Website: <https://home.army.mil/lewis-mcchord/index.php/my-Joint-Base-Lewis-Mcchord/all-services/outprocessing>