Joint Base Lewis-McChord

“We are a Joint Force Power Projection Platform.”

Trust and Transparency - Collaboration - Collective Responsibility
Joint Base Lewis-McChord
ONLINE LEVY BRIEFING

You must read all required information pertaining to your Permanent Change of Station (PCS) Assignment.
IAW ESTABLISHED POLICIES OF AR 670-1:

Installation clearance is a military duty conducted in military duty uniform.

If you have a medical issue, you must have your medical profile on hand.
FOR ALL SOLDIERS ON ASSIGNMENT OR SEPARATING FROM SERVICE:

Notify Central Clearance (Waller Hall), Room 206B, of ANY changes to your orders or departure date IMMEDIATELY!

DA 137-2 (Installation Clearance Record) will be initiated 30 calendar days from the report date, start date of the PCS leave/transition leave

Please ensure you provide Central Clearance with your documentation in a timely manner to initiate the process.

IAW AR 600-8-101 Chapter 3-5

DA FORM 137-2 (INSTALLATION CLEARANCE RECORD) IS ONLY GOOD FOR 30 CALENDAR DAYS!!
YOU WILL BE ISSUED AN APPOINTMENT SLIP WITH TWO DATES:

1. Date when to pick up the Installation Clearance Record.
2. Date when you Final Out the installation.
3. Your Final Out Date will be two (2) business days prior to the leave start date or separation from service date. Chapters are considered on a case by case basis.

DO NOT LOSE THIS SLIP!

You will need to have it for your appointment.
All Soldiers on assignment or separating from service will have up to

SEVENTEEN (17)
calendar days to clear (this is your clearing window).

The earliest you will be able to pick up your clearing packet will be 48 hours from the day you drop off the required documents (if you are within your clearing window).

Packets are picked up from the Central Clearance Counter, Bldg 2140 (Waller Hall), Room 206B @ 1100 hrs Monday, Tuesday, Wednesday and Friday. Clearance Papers will not be issued on Thursday’s except for emergencies determined by MPD management.

DA FORM 137-2 (INSTALLATION CLEARANCE RECORD) IS ONLY GOOD FOR 30 CALENDAR DAYS!!
The Leave Form (DA Form 31) **MUST have a control number, signatures** and take the Soldier all the way through to their Report Date or Separation Date. **NOT THE DAY BEFORE, OR THE DAY AFTER.**

All PCS Soldiers must have a DA Form 31, even if you are not taking chargeable leave, in order to cover non-chargeable leave days for travel.

The Final Out Date will be 2 day prior to the start of your PCS or Transition leave date.

**DO NOT** sign out on leave until you have finaled out through Central Clearance. You will turn in a completed copy of your Clearing Packet to your Battalion S-1.
Write the following information on the front page of your orders:

- Upper Right Corner: Leave Start Date
- Lower Left Corner: Personal Phone Number
- Lower Right Corner: 1SG and/or CDR’s name and number

This must be completed prior to scheduling your appointment for your Installation Clearance Record.
DOCUMENTS REQUIRED TO INITIATE DA 137-2 (PCS)

Central Clearance
Waller Hall, 2140 Liggett Ave, Room 206b, Lewis-Main

CENTRAL CLEARANCE CHECKLIST
CONUS PCS
MON-FRI: 0900-1530
CLOSED FOR LUNCH 1130-1230
INITIATE INSTALLATION CLEARANCE (DA Form 137-2) 30 CALENDAR DAYS FROM THE START OF YOUR LEAVE DATE

THE FOLLOWING DOCUMENTS ARE REQUIRED TO INITIATE

✓ One Copy of PCS order to include any amendments
✓ DA Form 31 (Leave Form) complete with control number. DA Form 31 must end on the report date as reflected on the PCS order
✓ DA Form 5434 (Sponsorship Program Counseling and Information Sheet) with Block 3 completed (E-1 to E-6/O1 to O3/WO1 to WO2). If you are unable to obtain a sponsor you must have an Exception to Policy (ETP) signed by a GO or approved delegation of approval authority not lower than O6/BDE CMDR
✓ Sponsorship Out-processing Survey completed 15 days prior to departure of installation
✓ *DD Form 1610 (Request and Authorization for TDY Travel of DOD Personnel) (*For Soldiers with school TDY enrollee to gaining unit)

Central Clearance
Waller Hall, 2140 Liggett Ave, Room 206b, Lewis-Main
EXAMPLE OF DA FORM 4036 (PCS)

Date of results must be posted there
Block 3 Must be filled out or you must be in possession of an ETP (DA 4187) signed by BDE CMNDR.
DOCUMENTS REQUIRED TO INITIATE
DA Form 137-2 (SEPARATING FROM SERVICE)

Directorate of Personnel & Family Readiness (DPFR)

CENTRAL CLEARANCE CHECKLIST
SEPARATING/RETIRING SOLDIERS
(ETS/RETIREMENT/CHAPTER/MEDICAL)
MON-FRI: 0900-1530
CLOSED FOR LUNCH 1130-1230

INITIATE INSTALLATION CLEARANCE (DA Form 137-2) 30 CALENDAR DAYS FROM THE START OF YOUR LEAVE DATE OR SEPARATION DATE

THE FOLLOWING DOCUMENTS ARE REQUIRED TO INITIATE

✓ One Copy of separation/retirement order to include any amendments

✓ DA Form 31 (Leave Form) complete with control number. DA Form 31 must end on the separation date as reflected on the separation order

✓ iPERMS Personnel and Finance Records Review current within one year from separation date

Central Clearance
Waller Hall, 2140 Liggett Ave, Room 206b, Lewis-Main

Joint Base Lewis-McChord | DPFR
iPERMS Personnel and Finance Record Review

- Completed through unit S-1.
- Personnel and Finance Record Review must be done within 1 year of separating. This ensures that your military service records are accurate and up to date before you leave the military.
- Bring a copy of the Personnel and Finance Records Review when you go to the Central Clearance Counter.
Make sure both forms are signed by you and your S-1.
DOCUMENTS REQUIRED TO FINAL OUT THE INSTALLATION

Directorate of Personnel & Family Readiness (DPFR)

CENTRAL CLEARANCE CHECKLIST
FINAL OUT REQUIREMENTS

MON-FRI: 0900-1530
CLOSED FOR LUNCH 1130-1230

DOCUMENTS REQUIRED TO FINAL OUT

✓ DA Form 137-1 (Unit Clearance Record) completed and signed by the S1/S2/S3/S4/CDR

✓ DA Form 137-2 (Installation Clearance Record)

✓ Government Travel Charge Card (GTCC) or Exception to Policy (ETP) signed by the commander (*PCS Only)

Central Clearance
Waller Hall, 2140 Liggett Ave, Room 206b, Lewis-Main

Joint Base Lewis-McChord | DPFR
VOTING IS OUR RIGHT AND RESPONSIBILITY

- IAW AR 608-20, Army Voting Assistance Program, Out-processing Soldiers are encouraged to re-register and update your contact information as you transfer to your new duty station or separate from active duty.

- Soldiers on PCS orders are encouraged to complete a Federal Post Card Application SF-76 (FPCA) and mail/fax/or email to your Local Election Officer (LEO) in order to continue receiving your absentee ballot.

- Soldiers being released from active duty are required to notify their LEO they are no longer covered by the Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) IAW provisions of section 42 USC 1973ff. This can be accomplished by submitting a National Mail Voter Registration Form (NVRF) to your LEO.

- Completed FPCA/NVRF can be submitted to the IVAO or Unit Voting Assistance Officer (UVAO). For more information on absentee voting, forms, and LEO mailing addresses go to https://www.fvap.gov/.

IVAO is located in Waller Hall, Bldg. 2140, Room 207C (across from Finance In/Out Finance Section), Monday-Friday, 0800-1600.

Phone: 253-477-4540 Email: usarmy.jblm.imcom.list.dhr-vao@mail.mil
PREPARATIONS

**Rental Partnership Program (RPP)**
Phone number: 253-967-3581

**Residential Communities Initiative**
Phone Number: 253-966-2853

**On-Base Housing:** Located in Bldg. 2008, A Wing 1st Floor, Room A315. Make sure to get cleared from Housing and have them sign your installation clearing papers.
**JPPSO (Joint Personal Property Shipping Office)**

See JPPSO in Bldg 2150 (next to Waller Hall) with a copy of your orders to make arrangements for shipping household goods and DITY moves/PPM (Personally Procured Moves).

**CIF (Central Issue Facility)**

You may clear CIF as long as you obtain a **memorandum signed by your Company Commander** and a copy of your orders.
**Finance**
Phone number: 253-967-4453.
Please contact the Finance Office for PCS Briefs.

**Travel Office**
If you are PCSing to an OCONUS location, you are required to have an active Government Travel Charge Card (GTCC) in your possession enroute to your next duty station. If not, then you must have a signed memorandum from your commander sighting non-availability of a GTCC.

Proceed to Room 600 in Waller Hall along with three copies of your orders.
**Post Deployment Health Re-Assessment (PDHRA)**

- Required for ALL soldiers
- Located in Waller Hall, Building 2140 at the SRP Site
- Walk-ins between 0800 through 0900 or when 1400 hrs
- Soldiers that are **RED** in MEDPROS will need to complete a DD Form 2900. The PDHRA takes about 1.5 hours to complete.
All separating Soldiers must see the Transition Center to review their DD 214. DD 214 review can be scheduled up to 30 calendar days prior to their Transition Leave/Separation date.

**DD 214 Review (Mandatory):**
Schedule DD 214 review appointment (Transition Center)
Waller Hall Bldg 2140 Rm 300
http://dd214review.timetap.com
Service Member for Life – Transition Assistance Program (SFL-TAP) CAPSTONE

Located on JBLM North,
Building 11577, 41st DIV DR

- You will receive a mandatory pre-separation counseling at this office prior to being cleared.
- You must return to SFL-TAP once you have received the Installation Clearance Record in order to get it signed.
• All ETS Soldiers must see the Reserve Component Career Counselor (RCCC) which is seen by appointment only!

• You may see them without the Installation Clearance Record, but you will have to go back and have them sign off on it.

• Located in Building 2026A, Basement
Stone Education Center
Located at Building 6242

• You must resolve any outstanding tuition assistance debts.
• Bring one copy of your orders and one copy of your leave form.
• Soldiers must go to the Stone Education Center to get a signature and stamp on their DA Form 137-2.

THIS IS NOT AN SFL-TAP BRIEF!
CONTACT INFORMATION

CENTRAL CLEARANCE LOCATION:
Waller Hall, Central Clearance, Room 206B
usarmy.jblm.imcom.list.dhr-mpd-outprocessing@mail.mil

OFFICE HOURS:
Monday-Wednesday, Friday
0900-1130 & 1230-1530
Closed on all Federal Holidays and I Corps Day of Non-Scheduled Activities (DONSA) in conjunction with Federal Holidays.
Certificate of Completion

This is to certify that you have completed the On-Line Clearance Briefing

I have read and acknowledge the Clearance instruction as described by the Joint Base Lewis-McChord Central Clearance

Sign _____________________        Michael J. Zaharevich
Print _____________________        Chief, RPC/Central Clearance