



Installation Clearance Briefing



WE ARE THE ARMY'S HOME



Installation Clearance

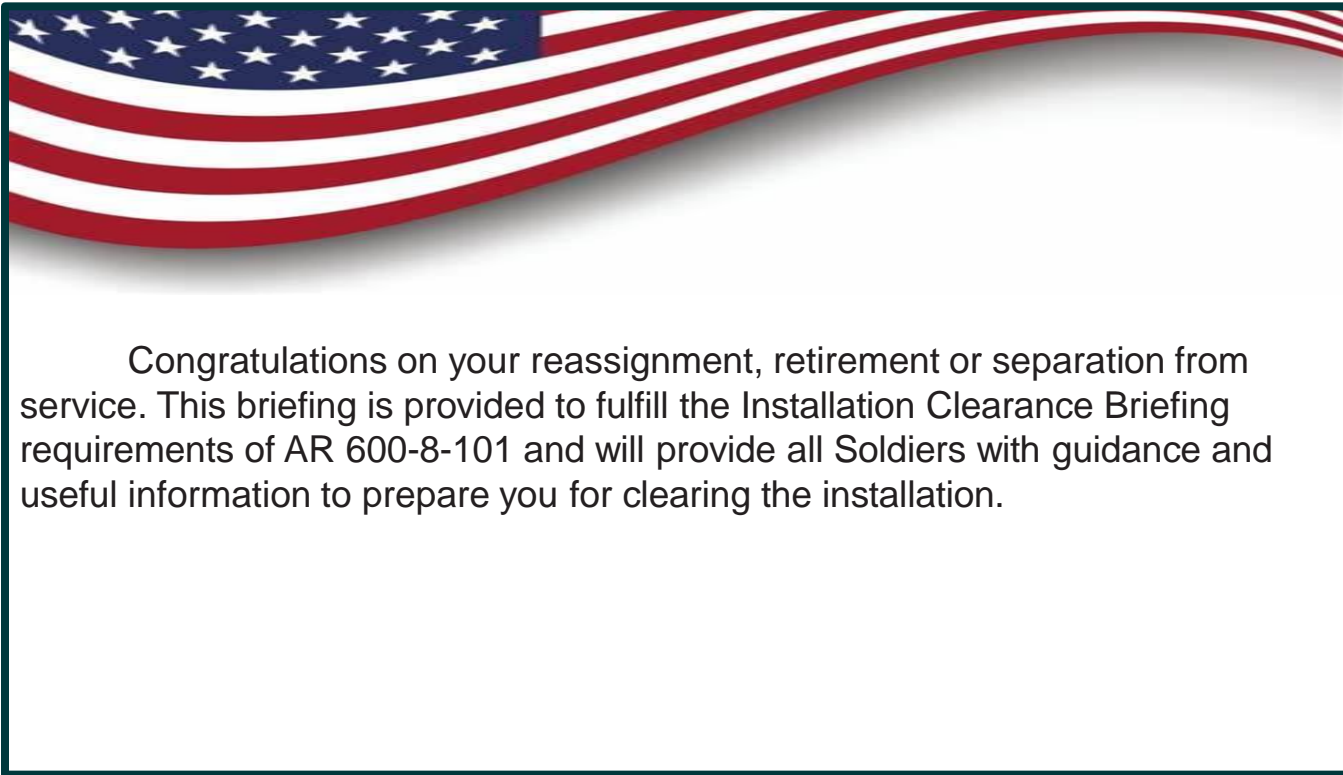
Briefing Agenda

- Welcome
- Clearing Process / Initiate Clearance Record (DA 137-2)
- Agency Listing Sheet
- DA Form 137-2 Installation Clearance Papers
- DA Form 137-1 Unit Clearance Papers
- IPPS-A Absence request
- DA Form 5434 Sponsorship Program Counseling and Information Sheet
- Individual Medical Readiness (IMR)
- Physical Health Assessment (PHA)
- HIV Blood Screening



Installation Clearance

Welcome



Installation Clearance

Clearing Process / Initiate Clearance Record (DA 137-2)

All Soldiers can **initiate the clearing process thirty-three (33) calendar days prior to the start of their PCS leave or Transition leave. Or 33 calendar days from date of retirement/separation if you are not taking transition leave.**

Packets are picked up **by appointment only** from the In/Out-processing section, Bldg. 2140 (Waller Hall), Room 200 Monday, Tuesday, Wednesday, Thursday and Friday. **Clearance packets will not be provided on Federal Holidays and scheduled DONSA's.**

If you are retiring or separating from service, **please schedule your DD214 review with Transition Services at the Retirements/Separations Section of Waller Hall room 207A. Once you have scheduled your review date, please stop by the Installation Clearance station to initiate your clearance record (DA 137-2). The DA 137-2 WILL BE PROVIDED after your DD214 review.**

***Clearing is done in DUTY UNIFORM**

Soldiers are not authorized to clear while in a leave status

**DA FORM 137-2 (INSTALLATION CLEARANCE RECORD) IS
ONLY GOOD FOR 30 CALENDAR DAYS from the day they are
printed!!**



Agency Listing Sheet

First Page

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

INSTRUCTIONS FOR CLEARING (Read this prior to clearing any agency) Dated: 20 May 2021
PLEASE NOTE: All agencies that have a name listed in column 13 of your clearing papers have been pre-cleared

AGENCY	WHO NEEDS TO CLEAR THIS AGENCY	LOCATION	CONTACT FOR CLEARANCE HOURS
AFCS RELOCATION & LOAN CLOSET	ALL SOLDIERS	Bldg 2140 Rm 201 Waller Hall	967-7166
ARMY EMERGENCY RELIEF	ALL SOLDIERS	Bldg 2140 Rm 400 Waller Hall	967-9852
CENTRAL ISSUE FACILITY	ALL SOLDIERS	Bldg 9640	967-3901 967-5302
CHILD AND YOUTH/PARENT CENTRAL SERVICES/SCHOOL LIAISON OFFICE (Across from Corran Stadium)	SOLDIERS W/SCHOOL AGE CHILDREN	5 12th St, Joint Base Lewis-McChord, WA 98433 0800-1700	967-7195
DEERS/ID CARDS	ALL SOLDIERS	Bldg 2140 Rm 101 Waller Hall	967-5065
DENTAL FACILITY	ALL SOLDIERS	PER CLINIC	Per Clinic
EDUCATION OFFICE	SEPARATING SOLDIERS	STONE ED CTR Bldg 6242	967-7295
EFMP	ALL SOLDIERS	Bldg 2140 Rm 400 Waller Hall	967-7166
FINANCE	ALL SOLDIERS	Bldg 2140 Rm 300 Waller Hall	967-4486 (PCS) 967-4098 (SEPARATIONS)
FURNISHINGS MANAGEMENT OFFICE	BARRACKS HAND RECEIPT HOLDERS	BLDG 4079	966-2894/2895
GOV'T PURCHASE CARD	ALL SOLDIERS EXCEPT MADIGAN PERSONNEL	MBCC JBELM 100 COL Joe Jackson Blvd Suite 2001	982-4006 5021 or 0186
CENTRAL CLEARANCE/ REASSIGNMENTS	ALL SOLDIERS	Bldg. 2140 Waller Hall GO TO RM 206B	966-2057 966-4736 966-9187
INSTALLATION PROPERTY BOOK OFFICE	ALL SOLDIERS	Bldg 9660 Door 8 M.T. W & F 0730-1200/1230-1600/THURSDAYS 1230-1600	967-5321
LIBRARY	ALL SOLDIERS	Bldg. 2109 N. 10th & Pendleton JBELM, WA 98433	967-5889 967-5533 982-3464
MEDICAL FACILITY	ALL SOLDIERS	PRIMARY CARE PROVIDER	PER TMC



Second Page


The Second Page of your clearing packet will be the **DA137-2** Installation Clearance record. **At the top of this form there will be a list of documents you will need to bring with you in order to final out.** The examples provided above are not all inclusive to each Soldier and their clearing process. The next slide will cover the documents necessary to final clear.

In the top right corner of your **DA 137-2**, will be your scheduled final out date. **For any reason you are unable to clear the installation on your scheduled date please contact Installation Clearance to discuss.**

On the left side of the DA 137-2 will be a **date stamp**. This **date stamp** is the day that your clearance record was printed. **The DA 137-2 is only good for thirty days after it is printed.**

DA Form 137-2 Installation Clearance Record

DA 137-1 / DA 137-2 / DA 5434 / DD 2648



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 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.

SCHEDULED FINAL OUT
DATE:

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

1. NAME MONTANA, TONY	2. RANK 1SG	3. ORDERS NO. 257-0018
4. GAINING UNIT W12KH2	5. LOSING UNIT WSAAX1	6. DATE OF ORDERS (YYYYMMDD) 2022/09/14
7. REASON FOR CLEARING <input type="checkbox"/> PCS <input type="checkbox"/> ETS <input type="checkbox"/> RETIREMENT <input type="checkbox"/> OTHER (Specify)		8. DEPARTURE DATE (YYYYMMDD) 2023/05/19

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 @	<input type="checkbox"/>		<input checked="" type="checkbox"/>			
b. DEERS/RAPID/ID CARDS AND TAGS @	<input type="checkbox"/>		<input checked="" type="checkbox"/>			
c. CENTRAL ISSUE FACILITY @	<input type="checkbox"/>		<input checked="" type="checkbox"/>			
d. EDUCATION CENTER @	<input type="checkbox"/>		<input checked="" type="checkbox"/>			
e. ARMY EMERGENCY RELIEF @	<input type="checkbox"/>		<input checked="" type="checkbox"/>	HAWKINS, DESHONETT L		
f. TRAINING AIDS CENTER @	<input type="checkbox"/>		<input checked="" type="checkbox"/>	THIES, CHARLENE M		
g. CHILD AND YOUTH SERVICES/SCHOOL LIAISON OFFICER @	<input type="checkbox"/>		<input checked="" type="checkbox"/>	WALKER, ANTOINETTE		
h. RESERVE COMPONENT CAREER COUNSELOR @	<input type="checkbox"/>		<input checked="" type="checkbox"/>	ARROYO, STEPHANIE M		
i. ABMP-BARRACKS FURNISHING @	<input type="checkbox"/>		<input checked="" type="checkbox"/>	JOHNSON, LANCE R		
j. MADIGAN CREDENTIALS TEAM @	<input type="checkbox"/>		<input checked="" type="checkbox"/>	JOHNSON, LANCE R		
k. PRINT CLEARANCE PAPERS (RETIREMENT/SEPARATION) @	<input type="checkbox"/>		<input checked="" type="checkbox"/>	JOHNSON, LANCE R		

02 JAN 2023

DA FORM 137-2, FEB 2015 PREVIOUS EDITIONS ARE OBSOLETE. AFD LC v1.0288
Page 1 of 2



Second Page Continued

DA Form 137-2 Installation Clearance Record

As you look at the document in **block 9 Installation Activity** you will see a list of agencies; these are the agencies you will need to clear.

However, 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 activity.

If there are **no pre-printed names** in **block 13** you must physically clear that activity.

DA 137-1 / DA 137-2 / DA 5434 / DD 2648

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DA FORM 137-2, FEB 2015				PREVIOUS EDITIONS ARE OBSOLETE			APD LC v1.0268 Page 1 of 2																																																																																						



DA Form 137-2 Clearance Record

Second Page Continued

On the back side of the **DA 137-2 Section B block 9** you will see two Final Out- Processing activities.

One will be **Finance Final Out Processing** and the other will be **Final Out - Processing**.

Finance will sign and stamp in **block 9** and in **block 17 of Section C**.

Installation Clearance will sign and stamp in **block 9** as well as **block 18a and 19a of Section D**. Processing Control Station.

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
i. RENTAL PARTNERSHIP PROGRAM (RPP) @*	<input type="checkbox"/>		<input checked="" type="checkbox"/>	MELTON, TONJA M		
m. NEC @*	<input type="checkbox"/>		<input checked="" type="checkbox"/>	MORAE, ERIC P		
n. GOVERNMENT PURCHASE CARD @*	<input type="checkbox"/>		<input checked="" type="checkbox"/>	FAUX, ROBERT		
o. ACS RELOCATION AND LOAN CLOSET @*	<input type="checkbox"/>		<input checked="" type="checkbox"/>	MOHR, RAMONA M		
p. PRINT CLEARANCE PAPERS *	<input type="checkbox"/>		<input checked="" type="checkbox"/>	THOMAS, KENNETH W		
q. LIBRARY @*	<input type="checkbox"/>		<input checked="" type="checkbox"/>			
r. FINAL OUT PROCESSING (ROOM 296B) *	<input type="checkbox"/>		<input checked="" type="checkbox"/>			
s. FINANCE FINAL OUT PROCESSING (ROOM 300) *	<input type="checkbox"/>		<input checked="" type="checkbox"/>			
t. MEDICAL SPECIALTY SERVICES (BEHAVIORAL HEALTH) @*	<input type="checkbox"/>		<input checked="" type="checkbox"/>			
u. OUTPATIENT MEDICAL RECORDS @*	<input type="checkbox"/>		<input checked="" type="checkbox"/>			
v. PROVOST MARSHALL/VEHICLE WALLER HALL @*	<input type="checkbox"/>		<input checked="" type="checkbox"/>			
	<input type="checkbox"/>		<input type="checkbox"/>			
	<input type="checkbox"/>		<input type="checkbox"/>			
	<input type="checkbox"/>		<input type="checkbox"/>			
	<input type="checkbox"/>		<input type="checkbox"/>			
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? @*	b. NAME (Last, First, Middle)	c. TELEPHONE NO.	d. SIGNATURE	e. DATE (YYYYMMDD)
YES <input type="checkbox"/> NO <input type="checkbox"/>				
19a. Has the Soldier completed out-processing? @*	b. NAME (Last, First, Middle)	c. TELEPHONE NO.	d. SIGNATURE	e. DATE (YYYYMMDD)
YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	CENTRAL CLEARANCE	(253) 477-2194		



Unit Clearing papers

DA 137-1

DA 137-1 is your unit clearance record. The front of the document **MUST** be filled in with your information.

UNIT CLEARANCE RECORD					
For use of this form, see AR 600-8-101; the proponent agency is DCS, G1					
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 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. 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 (Do not leave blank)					
1. NAME	2. RANK	3. SSN	4. ORDERS NO.		
5. GAINING UNIT		6. LOSING UNIT		7. DATE OF ORDERS (YYYYMMDD)	
8. REASON FOR CLEARING <input type="checkbox"/> PCS <input type="checkbox"/> ETS <input type="checkbox"/> RETIREMENT <input type="checkbox"/> OTHER (Specify)				9. DEPARTURE DATE (YYYYMMDD)	
SECTION B - DEBT VERIFICATIONS					
10. DUTY STATUS Indicate all leave, TDY, hospitalization, field duty, lost time, AWOL, and confinement within 60 days prior to issuance of the clearance forms.	a. TYPE OF ABSENCE	b. LOG NUMBER OR ORDER NUMBER (When Applicable)	c. START DATE (YYYYMMDD)	d. RETURN DATE (YYYYMMDD)	
SECTION C - ADVERSE ACTIONS					
11. ADVERSE ACTIONS All that have occurred within 60 days prior to issuance of clearance forms. Include UCMJ actions, courts martial, administrative reductions, and administrative discharges.	a. TYPE OF ACTION	b. DATE OF SOURCE DOCUMENT (YYYYMMDD)	c. PUNISHMENT	d. EFFECTIVE DATE (YYYYMMDD)	e. COMPLETION DATE (YYYYMMDD)

DA FORM 137-1, JUN 2003

DA Form 137-1-R, APR 97, is obsolete.

APD V1.00



Unit Clearing papers

DA 137-1

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 the installation.

SECTION D - PROPERTY ACCOUNTABILITY AND PAY ITEMS			
11. PROPERTY ACCOUNTABILITY			
11a.	11b. DATE OF SOURCE DOCUMENT (YYYYMMDD)	11d. DISPOSITION	
<input type="checkbox"/> STATEMENT OF CHARGES/ CASH COLLECTION VOUCHER			
<input type="checkbox"/> REPORT OF SURVEY	11c. AMOUNT		
12a. PAY ITEMS (Check all that apply)		12b. INCENTIVE PAY (Specify Type)	12c. BONUS
<input type="checkbox"/> BAS <input type="checkbox"/> BAH <input type="checkbox"/> COLA <input type="checkbox"/> OHA <input type="checkbox"/> FSA <input type="checkbox"/> IDP <input type="checkbox"/> HPD <input type="checkbox"/> SDAP			<input type="checkbox"/> ENLISTMENT <input type="checkbox"/> REENLISTMENT
<input type="checkbox"/> OTHER (Specify)			
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 S4/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/OD Form 2648-1	DA Form 6 (Duty Roster)	Exceptional Family Member Program
DA Form 2173 (Line of Duty Investigation)	Exit Survey/OD Form 2958	E-Profile	ADPAAS Update
Unit Items	DA Form 268 (Flag)	DA Form 647.1 (Personnel Register)	DD Form 93/SLV Update
DA Form 67-10/2166-8 (Evaluation Reports)	DA Forms 5500/5501 (Body Composition Program)	DA Form 3855 (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	APP-1	Security Clearance	Upload/Update DA Form 4833
Weapons Qualification	Training Records	Antiterrorism Briefing	
Training Room	PERSTEMPO Verification Sheet	Upload DA Form 5248-R into JPAS/CATS	
15. BATTALION S4/UNIT COMMANDER VERIFYING OFFICIAL			
a. NAME (Last, First, Middle)	b. SIGNATURE	c. DATE (YYYYMMDD)	
Supply Room	NBC 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)	
a. NAME (Last, First, Middle)	b. SIGNATURE	c. DATE (YYYYMMDD)	



Submitting Absence Request in Conjunction with PCS

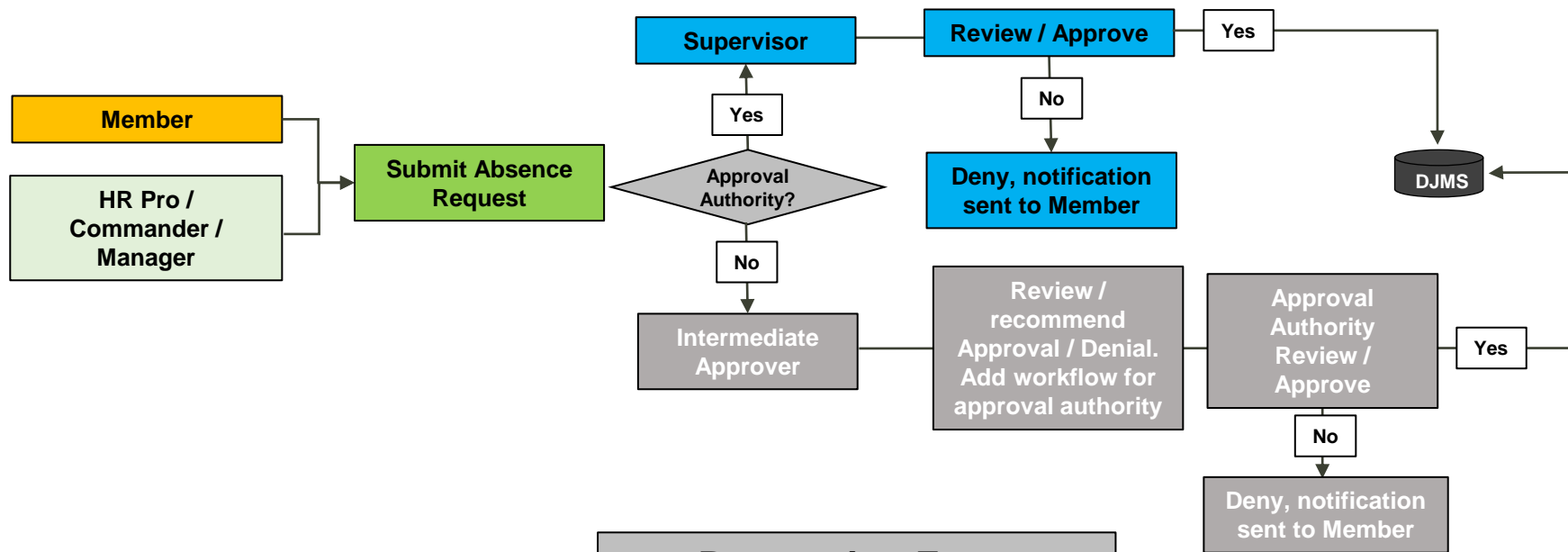
One Soldier ★ One Record ★ One Army



- Why
- Absence Process
- InTransit Grid
- Absence in Conjunction with PCS
- Absence in Conjunction with PCS/PTDY
- Absence in Conjunction with PCS and TDY
- Absence in Conjunction with Legacy Orders
- Absence in Conjunction with Legacy Orders/PTDY
- Errors

Absence Management (Leave)

BLUF: IPPS-A will generate the DJMS FID to report Member Absence



Processing Facts

- * All Absence requests are transacted in IPPS-A.
- * The supervisor is the Approval authority. If the supervisor is the intermediate approver, not the approval authority, they must add workflow for the approval authority (follow local unit policies and SOPs).
- * Approved chargeable absence requests will automatically generate a DJMS FID (SB) and send to DJMS using interface:
 - 2 days for ordinary absence after end date
- * To ensure the correct chargeable absence/leave, servicing HRs/S-1s must modify leave dates prior to IPPS-A generating a FID.
- * PCS chargeable absence will be triggered from the arrival process using the in-transit grid.
- * **Key internal controls:** Monitor transactions waiting approval (Monitor Approval Query); verify transactions processed (submitted FIDS report).
- * Direct DMO input should not occur without prior coordination between the servicing HR and servicing Finance Office / AMPO.

IPPSA InTransit Grid

Arrivals and departure in IPPSA are done via the InTransit Grid.

Members with a PCS assignment in IPPSA will need to follow these guidelines:

PCS Absences must be submitted with the reason of “02-Abs in Conjunction with PCS” to process correctly in IPPS-A. Absence Request will cover from the date of physical departure from the losing unit to the day prior to the report date on the PCS assignment orders to include any TDY enroute.

An authorized user from the Member’s home unit must verify the PCS absence record populates the InTransit Grid inside the PCS assignment during the in-processing assignment transaction.

The Member must have an approved “02-Abs in Conjunction with PCS” absence that ends the day before the report date. The gaining unit uses the InTransit Grid during the arrival processing transaction to update the Authorized Travel Days (ATD) if applicable (see Process 12-9 in user manual for Arrival and Process 12-10 for Departure).

If the system detects a change in leave, the system automatically updates the Leave Request to reflect changes input during the arrival process.

If the arrival date is not equivalent to the begin date of the assignment, the system will check for entitlements to ensure early arrival is allowed. The system will automatically modify the assignment begin date to match the new arrival date.



PCS Assignment Absence (Without House Hunting)



WE ARE THE ARMY'S HOME



Absence (Without House Hunting)

This is an example of how to fill out an Absence request without House Hunting.

- Service member has an approved assignment with a report date of 1 August 2023

UNCLASSIFIED//FOR OFFICIAL USE ONLY
Current/Approved

Name
Empl ID

Current/Approved

Pending/Working

Completed

Canceled

Organizational Instance

Business Unit	US Army Active Component	Location	FORT DRUM
Component Category	ACMS-Force Structure Unit-Avail Pers	Job Code	W420A HUMAN RESOURCES TECHNICIAN
UIC	WE7VAA 0010 AV HHC HHC COMBAT AVN	Position	02925227 #2 Human Resources (HR) Techni
		Duty Status	Present for Duty
		Duty Status Attribute	

Permanent Assignments

Create Permanent Assignment ▼

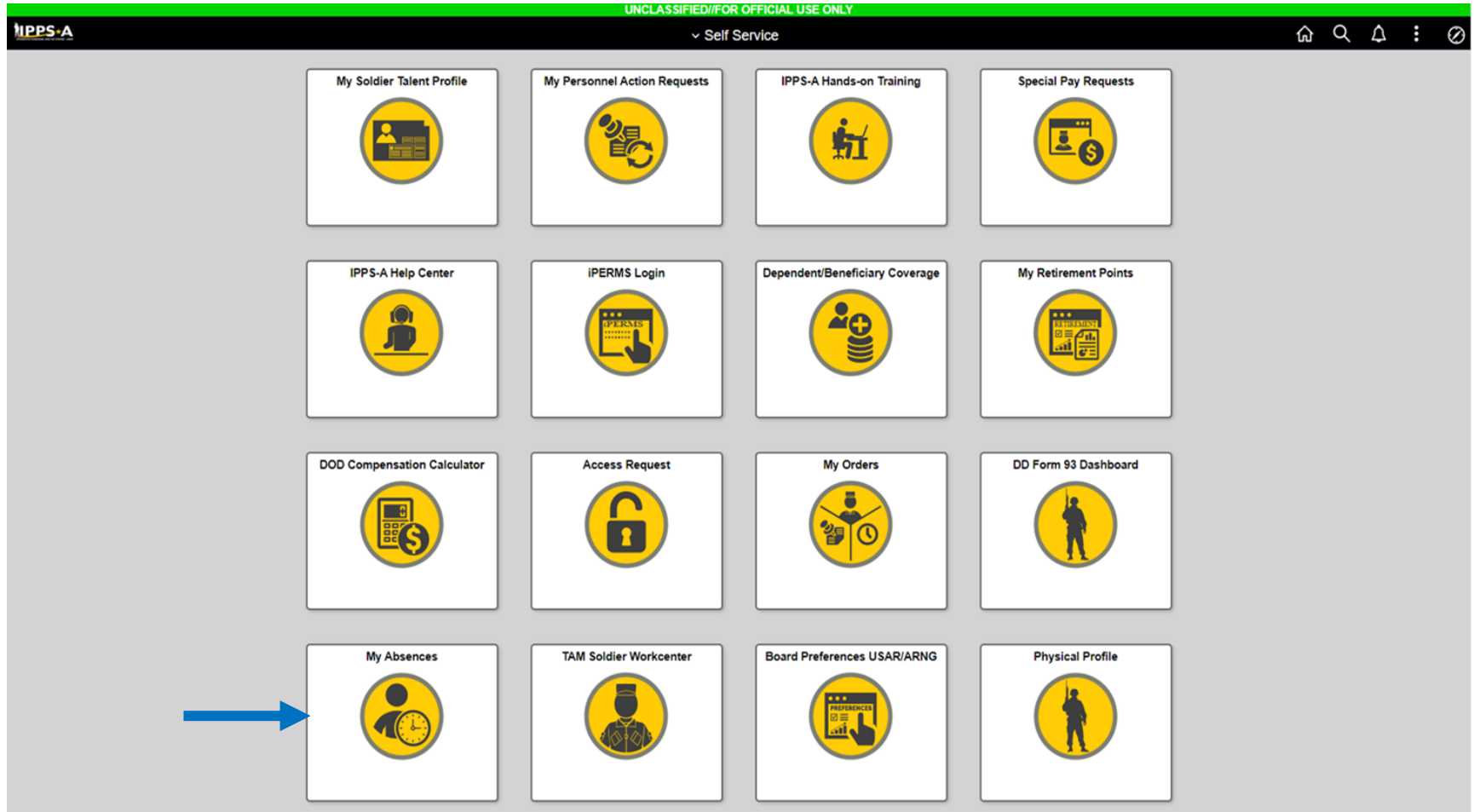
ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location	
114617919	Arrived	Active	PCA	10/30/2020	WE7VAA	02925227	00021717	Other Actions ⌵
eMILPO			Reassignment	07/31/2023	0010 AV HHC HHC COMBAT AVN	#2 Human Resources (HR) Techni	FORT DRUM	
11587137	Approved	Active	PCS	08/01/2023	WAPG01	08160695	00040077	Other Actions ⌵ View Order
JO			Operational	08/18/2024	0001 AR HHC 02 REPLACEMENT	Standard Excess	EL PASO	

Temporary Assignments

[Return to Search](#)


Absence (Without House Hunting)

From your Self Service page select My Absences.



Absence (Without House Hunting)

Absence Request (without House Hunting Absence)



Request Details

[Return to View Requests](#)

Absence Type All

*Absence Name Absence

*Reason 02-Abs in Conjunction w/PCS

*Start Date 06/15/2023

End Date 07/31/2023

Duration 47.00 Days

Status Push Back

IAW IPPS-A User Manual, Authorized Travel days are either automatically determined by DTOD or manually entered by the unit when processing the arrival at the gaining installation.

For a "Chargeable" absence request, enter non-chargeable days as dates before/after the "Start/End" Dates in the Depart/Return Dates fields. SPECIAL ACCRUAL/SELL REQUESTS/BALANCE ADJUSTMENTS: The duration should always be one day and total number of days entered in space below. NOTE: Reserve/Guard on active duty between 30 & 365 days (or a contingency op) can elect to sell all accrued instead of a specific number of days.

*Date of Departure 06/15/2023


*Date of Return 07/31/2023

*Supervisor Id 0002


Comments Travel Days: 27-31 July 2023

POYER


- In the above example, it appears as if the Service member will be charged 47 days, however, during the arrival process, the ATD will automatically calculate based on losing and gaining unit zip codes. In the event the days need to be adjusted, the in-transit grid will allow the HR Pro to adjust, as necessary prior to processing the absence through DJMS.
- It is not necessary to annotate the ATD in the comments because it's automatically calculated, but you may do so as shown in the above example. It is optional.
- Absence may only require unit commander approval (pending unit SOP/policies)



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18



PCS Assignment Absence (With House Hunting)



WE ARE THE ARMY'S HOME



Absence (With House Hunting)

This is an example of how to fill out an Absence request with House Hunting.
Currently House Hunting must be added at the start of a SMs PCS Absence. This is subject to change as IPPSA is updated.

- **Service member has an approved assignment with a report date of 1 August 2023**

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Current/Approved

Name

Empl ID

Home

Search

119

Settings

Refresh

Current/Approved

Pending/Working

Completed

Canceled

▼ **Organizational Instance**

Business Unit US Army Active Component

Component Category ACMS-Force Structure Unit-Avail Pers

UIC WE7VAA 0010 AV HHC HHC COMBAT AVN

Location FORT DRUM

Job Code W420A HUMAN RESOURCES TECHNICIAN

Position 02925227 #2 Human Resources (HR) Techni

Duty Status Present for Duty

Duty Status Attribute

▼ **Permanent Assignments**

Create Permanent Assignment ▼

ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location	
114617919	Arrived	Active	PCA	10/30/2020	WE7VAA	02925227	00021717	Other Actions ⌵
eMILPO			Reassignment	07/31/2023	0010 AV HHC HHC COMBAT AVN	#2 Human Resources (HR) Techni	FORT DRUM	
11587137	Approved	Active	PCS	08/01/2023	WAPG01	08160695	00040077	Other Actions ⌵ View Order
JO			Operational	09/10/2024	0001 AR HHC 02 REPLACEMENT	Standard Excess	EL PASO	

▼ **Temporary Assignments**

[Return to Search](#)

Absence (With House Hunting)

From your Self-Service page select My Absences.



Absence (With House Hunting)

 **Absence Request (with House Hunting Absence)**


Request Details

[Return to View Requests](#)

Absence Type: All
 *Absence Name: Administrative Absence
 *Reason: 01-House Hunting

*Start Date: 06/15/2023
 End Date: 06/24/2023

Duration: 10.00 Days

Status: Push Back

For a "Chargeable" absence request, enter non-chargeable days as dates before/after the "Start/End" Dates in the Depart/Return Dates fields. SPECIAL ACCRUAL/SELL REQUESTS/BALANCE ADJUSTMENTS: The duration should always be one day and total number of days entered in space below. NOTE: Reserve/Guard on active duty between 30 & 365 days (or a contingency op) can elect to sell all accrued instead of a specific number of days.



*Supervisor Id: 000: POYER

Comments: Attached is my house hunting leave for PCS

Submit

- Enter the House Hunting dates as shown above.
- House Hunting must be entered before the 'Absence in conjunction with PCS' period and as long as the 'Absence in conjunction with PCS' has the entire absence period annotated as shown.
- Ensure the proper approval authority signs the request for House Hunting.
- Recommend having Housing Hunting be signed prior to approving PCS Absence.

Absence (With House Hunting)

 **Absence Request (with House Hunting Absence)**
 **IPPSA**
INTEGRATED PERSONNEL AND PAY SYSTEM - ARMY

Request Details

[Return to View Requests](#)

Submit

Absence Type All

*Absence Name Absence

*Reason 02-Abs in Conjunction w/PCS

*Start Date 06/25/2023

End Date 07/31/2023

Duration 37.00 Days

Status Push Back

*Date of Departure 06/25/2023

*Date of Return 07/31/2023

*Supervisor Id 000

Comments

For a "Chargeable" absence request, enter non-chargeable days as dates before/after the "Start/End" Dates in the Depart/Return Dates fields. SPECIAL ACCRUAL/SELL REQUESTS/BALANCE ADJUSTMENTS: The duration should always be one day and total number of days entered in space below. NOTE: Reserve/Guard on active duty between 30 & 365 days (or a contingency op) can elect to sell all accrued instead of a specific number of days.

Enter Chargeable days on top

Enter entire absence period

- **Reminder**** : Authorized Travel Days (ATD) will be automatically determined by Defense Table of Official Distances (DTOD) or manually entered by the unit when processing the arrival. The 37 chargeable days in the example above will adjust upon arrival to gaining unit.
- Absence may only require unit commander approval (pending unit SOP/policies)

PCS Assignment Absence (With TDY)

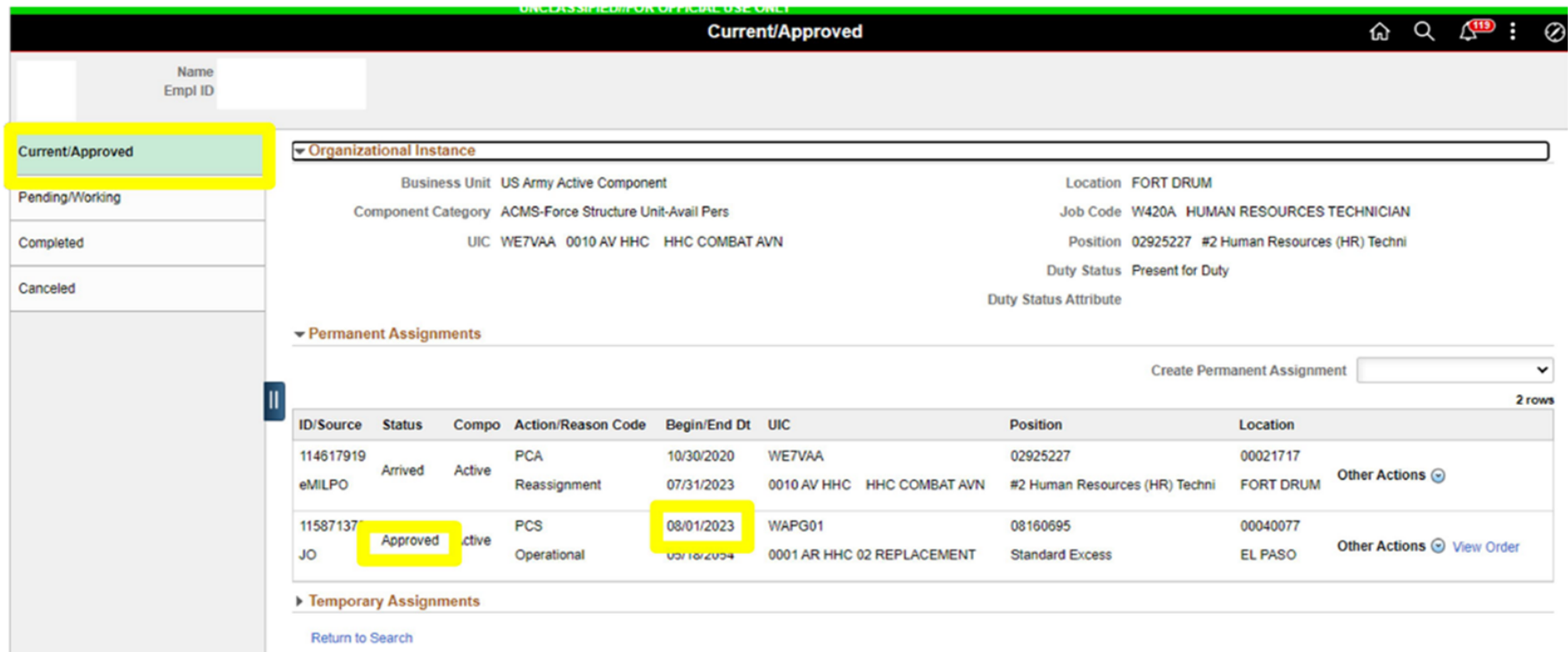


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This is an example of how to fill out an Absence when a member has TDY enroute
 If a service member has TDY enroute we recommend requesting House Hunting upon arrival to gaining command. However, if requesting house hunting with tdy please follow previous slides.

- Service member has an approved assignment with a report date of 1 August 2023 with a TDY enroute from 1 July to 25 July Departing 1 June.



Current/Approved

Name: [Redacted] Empl ID: [Redacted]

Organizational Instance

Business Unit: US Army Active Component Location: FORT DRUM
 Component Category: ACMS-Force Structure Unit-Avail Pers Job Code: W420A HUMAN RESOURCES TECHNICIAN
 UIC: WE7VAA 0010 AV HHC HHC COMBAT AVN Position: 02925227 #2 Human Resources (HR) Techni
 Duty Status: Present for Duty
 Duty Status Attribute

Permanent Assignments

Create Permanent Assignment [Dropdown]

ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location	
114617919	Arrived	Active	PCA	10/30/2020	WE7VAA	02925227	00021717	
eMILPO			Reassignment	07/31/2023	0010 AV HHC HHC COMBAT AVN	#2 Human Resources (HR) Techni	FORT DRUM	Other Actions
11587137	Approved	Active	PCS	08/01/2023	WAPG01	08160695	00040077	
JO			Operational	08/10/2024	0001 AR HHC 02 REPLACEMENT	Standard Excess	EL PASO	Other Actions View Order

Temporary Assignments

[Return to Search](#)

With IPPSA the absence must cover the date of departure from the losing unit until the day before the report date this includes all TDY dates.

12-35. PCS Absences must be submitted with the reason of “02-Abs in Conjunction with PCS” to process correctly in IPPS-A. Absence Request will cover from the date of physical departure from the losing unit to the day prior to the report date on the PCS assignment orders to include any TDY enroute. Chargeable absence FID is sent by interface to DJMS after the arrival transaction in IPPS-A is processed and the InTransit Grid is updated. The InTransit Grid is available for manual update when processing assignment arrival transactions. This grid is only available when arriving in conjunction with an approved PCS Absence Request. At the time of Departure, the HR Professional verifies the assignment transit grid populates. The following are the allowed InTransit values:

- Authorized Travel (AT) Days
- PCS Leave Days
- Temporary Duty (TDY) Event Days

12-36. An authorized user from the Member’s home unit must verify the PCS absence record populates the InTransit Grid inside the PCS assignment during the in processing assignment transaction. The Member must have an approved “02-Abs in Conjunction with PCS” absence that ends the day before the report date. The gaining unit uses the InTransit Grid during the arrival processing transaction to update the Authorized Travel Days (ATD) if applicable (see [Process 12-9](#) for Arrival and [Process 12-10](#) for Departure). If the system detects a change in leave, the system automatically updates the Leave Request to reflect changes input during the arrival process. If the arrival date is not equivalent to the begin date of the assignment, the system will check for entitlements to ensure early arrival is allowed. The system will automatically modify the assignment begin date to match the new arrival date.

PCA Assignment Absence (Without House Hunting)



WE ARE THE ARMY'S HOME



Absence PCA (Without House Hunting)

If you have legacy orders outside of IPPSA Absence request will be Ordinary leave

- Service member has an approved assignment with a report date of 1 August 2023

UNCLASSIFIED//FOR OFFICIAL USE ONLY

Current/Approved

Name
Empl ID

Current/Approved

Pending/Working

Completed

Canceled

Organizational Instance

Business Unit US Army Active Component Location FORT DRUM

Component Category ACMS-Force Structure Unit-Avail Pers Job Code W420A HUMAN RESOURCES TECHNICIAN

UIC WE7VAA 0010 AV HHC HHC COMBAT AVN Position 02925227 #2 Human Resources (HR) Techni

Duty Status Present for Duty

Duty Status Attribute

Permanent Assignments

Create Permanent Assignment

2 rows


ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location	
114617919 eMILPO	Arrived	Active	PCA Reassignment	10/30/2020 07/31/2023	WE7VAA 0010 AV HHC HHC COMBAT AVN	02925227 #2 Human Resources (HR) Techni	00021717 FORT DRUM	Other Actions
11587137 JO	Approved	Active	PCA Operational	08/01/2023 08/10/2024	WAPG01 0001 AR HHC 02 REPLACEMENT	08160695 Standard Excess	00040077 EL PASO	Other Actions View Order

Temporary Assignments

Return to Search

Absence (Without House Hunting)

Absence Request (without House Hunting Absence)



Request Details

[Return to View Requests](#)

Absence Type All

*Absence Name Absence

*Reason Ordinary

*Start Date 06/15/2023

End Date 07/31/2023

Duration 47.00 Days

Status Push Back

IAW IPPS-A User Manual, Authorized Travel days are either automatically determined by DTOD or manually entered by the unit when processing the arrival at the gaining installation.

For a "Chargeable" absence request, enter non-chargeable days as dates before/after the "Start/End" Dates in the Depart/Return Dates fields. SPECIAL ACCRUAL/SELL REQUESTS/BALANCE ADJUSTMENTS: The duration should always be one day and total number of days entered in space below. NOTE: Reserve/Guard on active duty between 30 & 365 days (or a contingency op) can elect to sell all accrued instead of a specific number of days.

*Date of Departure 06/15/2023

*Date of Return 07/31/2023

*Supervisor Id 000: POYER

Comments Travel Days: 27-31 July 2023

- For Legacy absences you will need to go in and amend your leave form upon arrival at gaining installation. This will insure you are charged the correct amount of leave.
- The InTransit grid will not function for PCA assignments. You can have your unit check your assignment in IPPSA to see if it is PCS or PCA. However, you will receive Orders in IPPSA if it's a PCS and you should have Hard copy legacy orders if it's a PCA.

PCA Assignment Absence (Without House Hunting)



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Absence PCA (With House Hunting)

Absence Request (with House Hunting Absence)
IPPSA
INTEGRATED PERSONNEL AND PAY SYSTEM - ARMY

Request Details

[Return to View Requests](#)

Submit

Absence Type All

*Absence Name Absence

Enter Chargeable days on top →

*Reason Ordinary

*Start Date 06/15/2023

End Date 07/21/2023

Duration 37.00 Days

Status Push Back

For a "Chargeable" absence request, enter non-chargeable days as dates before/after the "Start/End" Dates in the Depart/Return Dates fields. SPECIAL ACCRUAL/SELL REQUESTS/BALANCE ADJUSTMENTS: The duration should always be one day and total number of days entered in space below. NOTE: Reserve/Guard on active duty between 30 & 365 days (or a contingency op) can elect to sell all accrued instead of a specific number of days.

Enter entire absence period →

*Date of Departure 06/15/2023



*Date of Return 07/31/2023

*Supervisor Id 000 POYER

Comments Travel Days: 16 -21 July 2023

- For Legacy absences you will need to go in and amend your leave form upon arrival at gaining installation. This will insure you are charged the correct amount of leave.
- The InTransit grid will not function for PCA assignments. You can have your unit check your assignment in IPPSA to see if it is PCS or PCA. However you will receive Orders in IPPSA if it's a PCS and you should have Hard copy orders if it's a PCA.

Absence PCA (With House Hunting)

 **Absence Request (with House Hunting Absence)**
 **IPPS-A**
INTEGRATED PERSONNEL AND PAY SYSTEM - ARMY

Request Details

[Return to View Requests](#)

Absence Type All
 *Absence Name Administrative Absence
 *Reason 01-House Hunting

*Start Date 07/22/2023
 End Date 07/31/2023

Duration 10.00 Days

Status Push Back

For a "Chargeable" absence request, enter non-chargeable days as dates before/after the "Start/End" Dates in the Depart/Return Dates fields. SPECIAL ACCRUAL/SELL REQUESTS/BALANCE ADJUSTMENTS: The duration should always be one day and total number of days entered in space below. NOTE: Reserve/Guard on active duty between 30 & 365 days (or a contingency op) can elect to sell all accrued instead of a specific number of days.

*Supervisor Id 000: POYER

Comments Attached is my house hunting leave for PCS

Submit

- Enter House Hunting Dates as shown above.
- Ensure the proper approval authority signs the request for House Hunting.
- Recommend having House Hunting be signed prior to approving Absence.

Absence PCA (With House Hunting)

If you have legacy orders outside of IPPSA Absence request will be Ordinary leave

- Service member has an approved assignment with a report date of 1 August 2023

UNCLASSIFIED//FOR OFFICIAL USE ONLY

Current/Approved

Name
Empl ID

Current/Approved

Pending/Working

Completed

Canceled

Organizational Instance

Business Unit US Army Active Component Location FORT DRUM

Component Category ACMS-Force Structure Unit-Avail Pers Job Code W420A HUMAN RESOURCES TECHNICIAN

UIC WE7VAA 0010 AV HHC HHC COMBAT AVN Position 02925227 #2 Human Resources (HR) Techni

Duty Status Present for Duty

Duty Status Attribute

Permanent Assignments

Create Permanent Assignment

2 rows

ID/Source	Status	Compo	Action/Reason Code	Begin/End Dt	UIC	Position	Location	
114617919 eMILPO	Arrived	Active	PCA Reassignment	10/30/2020 07/31/2023	WE7VAA 0010 AV HHC HHC COMBAT AVN	02925227 #2 Human Resources (HR) Techni	00021717 FORT DRUM	Other Actions
11587137 JO	Approved	Active	PCA Operational	08/01/2023 03/18/2024	WAPG01 0001 AR HHC 02 REPLACEMENT	08160695 Standard Excess	00040077 EL PASO	Other Actions View Order

Temporary Assignments

Return to Search

Amending Request



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Amending Absence Request


Absence	05/02/2023 - 05/25/2023
Canceled	24 Days >
NA	

Absence Type

*Absence Name

*Reason

*Start Date 

End Date 

Duration Days

Status Saved

[Check Eligibility](#)

- You can amend the type of absence request and the dates once it is canceled or pushed back.
- To save the dates without resubmitting. Amend the dates and click check eligibility. Then click on return to view or back. This will save the current information without having to resubmit.

Absence	07/01/2023
Saved	1 Days >
Manager Absence Request	
NOT_ELIGIBLE	



Errors



WE ARE THE ARMY'S HOME



Absence Reason	PCS
Duration between 2 dates-DAYS	27.00
Chargeable Absence Elig Check	NOT_ELIGIBLE
Eligibility Message	NO PCS ASGMT FOUND

- If you receive this error the absence request does not end on the day before the report date. Or it is a PCA assignment in IPPSA.
- If you get the error these dates must be forecasted, simply click on the check eligibility and it will clear the error.

Absence Type

*Absence Name

*Reason

*Start Date

End Date

Duration Days

Status

IPPS-A

Absence Request

Remember, in order to initiate the clearing process, you will need to provide a copy of **your PCS orders, amendments and approved Absence request.**

***** REMEMBER, WHEN FILLING OUT YOUR ABSENCE REQUEST, YOUR ABSENCE REQUEST END DATE MUST END ONE DAY BEFORE YOUR ACTUAL REPORT DATE. *****

*****EARLY REPORT AUTHORIZED DOES NOT REPLACE YOUR ACTUAL REPORT DATE. *****

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 My Absences > View/Update Requests and find the appropriate request to print.			
MEMBER ABSENCE INFORMATION – TRANSACTION NUMBER: 123456			
1. NAME Last, First M.		2. SSN/ID #####	
3. ABSENCE TYPE CHG - Chargeable Absence		4. ABSENCE REASON PCS - Abs in Conjunction w/PCS	
5. ABSENCE START DATE 2023-06-20	6. ABSENCE END DATE 2023-07-10	7. DATE OF DEPARTURE 2023-06-20	8. DATE OF RETURN 2023-07-10
9. ABSENCE ADDRESS (Include ZIP Code) and TELEPHONE NUMBER Enter Physical leave Address		10. DEPARTMENT/LOC & LOCATION INFORMATION Enter Departing Location Address	
11A. REQUESTOR COMMENTS:			
11B. FINAL APPROVER COMMENTS:			
11C. ADMINISTRATIVE COMMENTS:			
12. SUBMITTER NAME SSG Tough, Guy		13. APPROVER NAME CPT Sparrow, Jack	14. APPROVAL STATUS 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, BA PR 34373). For additional information, see the System of Records Notice ADR00-0104, APRIC. https://oas.samhsa.gov/2K4/2K4-0104/2K4-0104.htm 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.			



Questions?

Please contact the Personnel Automation Section at
usarmy.jblm.imcom.list.dhr-mpd-all-pas@army.mil



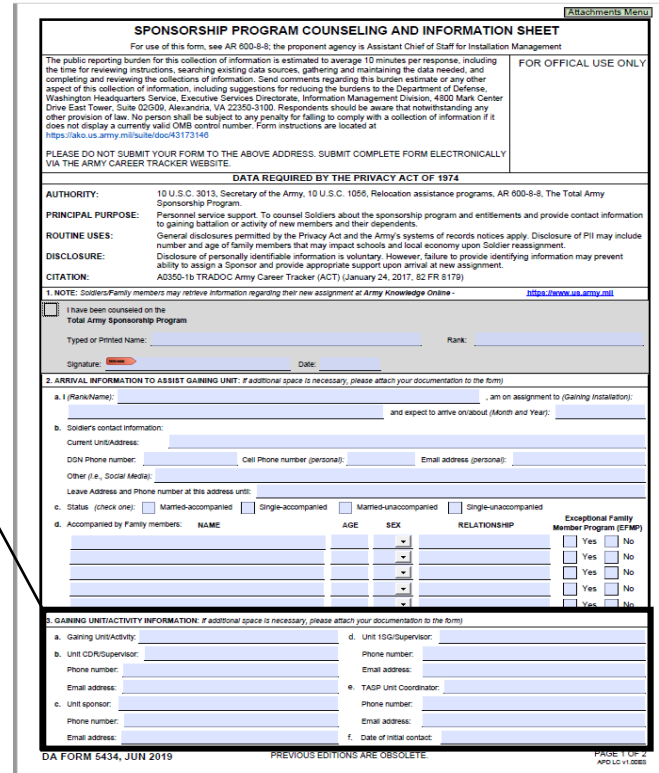
Counseling and Information sheet

DA Form 5434 Sponsorship (PCS ONLY)

For those Soldiers requiring **DA 5434** Sponsorship Program Counseling and Information Sheet it will be listed at the top of your **DA Form 137-2**.

Block 3 Gaining Unit/Activity **MUST** be completed by the gaining command before you can final out the installation **IAW AR 600-8-8** Total Army Sponsorship Program.

Please contact your sponsor and ensure they complete this portion of the form. If this is not complete by the time you final out, you will need an **Exception To Policy (ETP)**. The **first general officer/senior executive service equivalent in the Soldier's chain of command** may delegate ETP authority down to the **BDE commander or equivalent** leaders of similar organizations on a case-by-case basis.



SPONSORSHIP PROGRAM COUNSELING AND INFORMATION SHEET

For use of this form, see AR 600-8-8; the proponent agency is Assistant Chief of Staff for Installation Management

The public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collections of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burdens to the Department of Defense, Washington Headquarters Service, Executive Services Directorate, Information Management Division, 4800 Mark Center Drive East Tower, Suite 0200, Alexandria, VA 22304-3100. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. Form instructions are located at <https://info.us.army.mil/suite/doc/43173140>

PLEASE DO NOT SUBMIT YOUR FORM TO THE ABOVE ADDRESS. SUBMIT COMPLETE FORM ELECTRONICALLY VIA THE ARMY CAREER TRACKER WEBSITE.

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: 10 U.S.C. 3013, Secretary of the Army, 10 U.S.C. 1055, Relocation assistance programs, AR 600-8-8, The Total Army Sponsorship Program.

PRINCIPAL PURPOSE: Personnel service support. To counsel Soldiers about the sponsorship program and entitlements and provide contact information to gaining battalion or activity of new members and their dependents.

ROUTINE USES: General disclosures permitted by the Privacy Act and the Army's systems of records notices apply. Disclosure of PII may include number and age of family members that may impact schools and local economy upon Soldier reassignment.

DISCLOSURE: Disclosure of personally identifiable information is voluntary. However, failure to provide identifying information may prevent ability to assign a Sponsor and provide appropriate support upon arrival at new assignment.

CITATION: 42055-1b TRADOC Army Career Tracker (ACT) (January 24, 2017, 82 FR 8179)

1. NOTE: Soldiers/Family members may retrieve information regarding their new assignment at Army Knowledge Online - <https://www.us.army.mil>

☐ I have been counseled on the Total Army Sponsorship Program

Typed or Printed Name: _____ Rank: _____

Signature: _____ Date: _____

2. ARRIVAL INFORMATION TO ASSIST GAINING UNIT: If additional space is necessary, please attach your documentation to the form

a. I (Rank/Name): _____, am on assignment to (Gaining Installation): _____ and expect to arrive on/about (Month and Year): _____

b. Soldier's contact information:
Current Unit/Address: _____
DDN Phone number: _____ Cell Phone number (personal): _____ Email address (personal): _____
Other (i.e., Social Media): _____

Leave Address and Phone number at this address until: _____

c. Status (check one): ☐ Married-accompanied ☐ Single-unaccompanied ☐ Single-unaccompanied

d. Accompanied by Family members:

NAME	AGE	SEX	RELATIONSHIP	Exceptional Family Member Program (EFMP)
				Yes <input type="checkbox"/> No <input type="checkbox"/>
				Yes <input type="checkbox"/> No <input type="checkbox"/>
				Yes <input type="checkbox"/> No <input type="checkbox"/>
				Yes <input type="checkbox"/> No <input type="checkbox"/>

3. GAINING UNIT/ACTIVITY INFORMATION: If additional space is necessary, please attach your documentation to the form

a. Gaining Unit/Activity: _____

b. Unit CO/Supervisor: _____
Phone number: _____
Email address: _____

c. Unit sponsor: _____
Phone number: _____
Email address: _____

d. Unit ISG/Supervisor: _____
Phone number: _____
Email address: _____

e. TAGP Unit Coordinator: _____
Phone number: _____
Email address: _____

f. Date of initial contact: _____

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IMR

Individual Medical Readiness (PCS ONLY)

OPROC station will need a copy of your Individual Medical Readiness (IMR)

*See example provided on the right.

If you are on assignment to a **BCT** or **Deployable** unit you are **required to conduct a PHA within 60 days of departure, to ensure assignment eligibility requirements are met and Soldier is worldwide deployable upon arrival to gaining unit.**

If you are on assignment to an **OCONUS** location, you must have a completed **HIV test done within 1 year of your report date.**

* **Soldiers are given advanced notice concerning their PCS moves. Please ensure you complete the required steps in order to out-process successfully!**

IMR Active Report															
Immunization Profile: ROUTINE ADULT, Deployment Date: 2021/08/27															
Report Date: 2021/08/27 3:31 PM, Data as of Date: 2021/08/27															
MRC	DHA	DEH	HIV	IMM	PHA	VRC	ZPG	IMH	HRC	MED	MWT	PAH	OPR	OPH	OPV
R	G	R	R	G	R	R	G	G	G	G	G	G	G	G	G

Personnel		Physical Assessment Data	
Name		PULHES	113111
SSN		DHA HES Source	Profile
DoDID #		Current Exam Date	2019/09/23
Rank		Exam Source	Physical Exam
DOB		Administrative Status Code(s)	
Sex		Height	67
UIC / Descr		Weight	172
Compo	CV	Temp Profile (Click to view Temporary Profile data)	No
Arrival Date		Expiration Date	
Location	JT BASE LEWIS MCC	Flight Status	N
MACOM	XA	Duty Limiting Conditions (DLC)	
Command		DL1	G N
Duty Title / AOC		DL2	G N
Dental		DL3	G N
Dental Class	R 4	DL4	G N
Panorex	G Y	DL5	R Y
Last Dental Exam	2019/09/13	DL6	G N
Vision		DL7	G N
Vision Class	R 4	Pharmacy/Lab/Urty	
Vision Screening Date	2018/05/23	Required Medications on Hand	G NA
ZPR Glasses	G NA	UIC Test Date	2013/03/04
Mask Inserts	G NA	DHA	G Y
Mission Required Contact Lenses	NA	Sickle Cell Screen	Y
Military Combat Eye Protection	Y	Sickle Cell Screen Date	2016/04/27
Military Combat Eye Protection Inserts	G NA	GAPD Date	2014/05/08
Last Prescription Date on File	NA	GAPD Status	Normal
Hearing		Malaria Questionnaire	G
Hearing Class	G NA	Immunizations	
Hearing Readiness Status	Ready	IMM Profile (Profile / Summary / DD2746C)	G ROUTINE ADULT
Audiogram Date	2019/05/03	Annotated in Deployment Medical Record	
Triple or Single Flange Earplugs Issued?	Y	Blood Type	O+
Equipment		Medication	NA
Hearing Aid	G NA	Medical Warning Tags	NA
Medical Warning Tags	G NA	Immunization Record	Y
Allergy / Conditions	NA	Summary Sheet of Medical Problems	
Occupational Protection		Corrective Lens Prescription	NA
Respiratory	G NA	Deployment Health Assessments	
Hearing	G NA	Latest Date For	Status Date
Vision	G NA		



Next Steps

Now that you have successfully completed your Installation level out-processing brief **IAW DA PAM 600-8-101**, and are **33 calendar** days from the start of your absence request, or date of retirement/separation from service, **please email a copy of your documents (orders/amendments/Absence Request) to:**

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

Please be mindful, this process is **NOT** an automated response. You **DO NOT NEED TO CALL** immediately after your submission to find out if the out-processing section has received your documents; or when you will receive an appointment. The out-processing section will respond to your email within **72hrs or less depending on daily workload**.

Remember: if you are retiring/separating from service, please schedule your DD 214 review date with Retirements/Separations section first. Then write your DD 214 review date at the top of your orders prior to emailing your documents.



QUESTIONS?



Points of Contact

The OPROC Station is in Waller Hall bldg. 2140, Room 200.

Hours of Operation

Monday - Friday 0900-1530

Out-Processing Control Station:

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

Retirement & Separation Services Customer Service:

Email: usarmy.jblm.imcom.list.dpfr-mpd-all-transition-center@army.mil

Reassignment Processing Center

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

Official Passports:

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



AR 600-8-8 Total Army Sponsorship Program (28 June 2019)
AR 600-8-10 Leaves and Passes (3 June 2020)
AR 600-8-101, Personal Readiness Processing (6 March 2018)
DA PAM 600-8-101



