

# Directorate of Personnel & Family Readiness (DPFR)



## CENTRAL CLEARANCE CHECKLIST CONUS PCS

MON-FRI: 0900-1530

**CLOSED FOR LUNCH 1130-1230**

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**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 enroute to gaining unit*)

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## Central Clearance

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

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

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