

# **Request for Clearing Papers PAR Routing**



#### Soldier

No earlier than 60 days before absence start date, scan the QR code on page 5 of this job aid to complete the out-processing questionnaire. Then submit your clearing papers PAR using this job aid.

### S1 Pool HR Clerk

No earlier than 60 days before absence start date, S1 Pool receives PAR from Soldier and adds workflow.

### **Approval Chain**

S1 Pool > 1SG (Intermediate Approver) > Commander (Intermediate Approver) >

RILEY\_MPD\_IOP

(Intermediate Approver) > S1 UDL (Approver)

# Local MPD Approver

- 1. Local MPD downloads and reviews documents. Attach installation clearing papers, DD214 worksheet, and additional instructions.
- 2. MPD will process the PAR no earlier than 30 days prior to absence start date.

#### **S1 Pool HR Clerk**

- 1. S1 downloads/prints installation clearing papers and instructions. Issue Battalion and installation clearing papers to Soldier.
- 2. Review the DD214 worksheet to ensure all awards, assignments, education, etc. are on the worksheet.
- 3. S1 updates person profile/STP
- 4. Complete DD93/SGLI/PRR/MEC.

#### Soldier

- 1. Complete DD93/SGLI/PRR.
- 2. Receive unit and installation clearing papers from unit S1.
- 3. Begins clearing unit and Fort Riley.
- 4. Arrive in person to 210 Custer Ave for scheduled appointment to final out.

### **Local MPD**

- 1. **Separation Final Out** is in the Transition Center (room 111).
- 2. **PCS Final Out** is in Reassignments (room 110).

#### Soldier

- 1. Once final out is complete, return a copy of the completed clearing papers to your unit S1.
- 2. Sign out of unit for absence.

### **FOLLOW-UP ACTIONS**

Contact your Battalion S1 for clearing papers. Go to Brigade S1 if BN S1 is not available. Contact 1ID G1 if BDE is not available.

# Request for Separation Clearing Papers



Log on to <a href="https://hr.ippsa.army.mil">https://hr.ippsa.army.mil</a>

On the Self-Service tab click Create Personnel Action PAR

Click Admin Records Correction

Effective Date: Effective Date will be your first day of leave (TAA/ISAA/Terminal).

Other Type: Request for Separation Clearing Papers

#### Type the following in the More Information block of the PAR:

	The absences must be approved by th	e appropriate commander.	
	*ETS/UQR/REFRAD are not entitled to receive TAA or ISAA in conjunction with terminal leave.*		
2.	I understand that I must out-process all items on my installation and unit clearing papers. I must turn in completed clearing papers at my		
	final out appointment. Failure to complete out-processing may incur financial debt.		
3.	Cell Phone#:		
4.	Personal Email Address:		_
5.	Current Unit:	(CO, BN, BDE)	

Absence dates **TAA**: 17 April 2023-26 April 2023. **ISAA**: 27 April 2023-6 May 2023. **Terminal leave**: 7 May 2023-31 May 2023.

6. Career Skills Program (CSP) (If applicable): Starts\_\_\_\_\_ Ends\_\_\_\_\_ (10 Working days between the end of CSP and the start of terminal leave or separation Date (If no leave is being taken))

Click Save Click Next

ATTACHMENTS: As one PDF document (DO NOT ATTACH PORTFOLIOS)

Separation orders

All absence requests

Assumption of command orders (if absence is approved by acting commander)

Click Validate

Click Submit

Complete the Out-Processing Questionnaire (scan QR code on page 5 of this job aid)

# Request for PCS Clearing Papers



Log on to https://hr.ippsa.army.mil

On the Self-Service tab click Create Personnel Action PAR

Click Admin Records Correction

Effective Date: Effective Date will be your first day of leave (PCS/AAHH).

Other Type: Request for PCS Clearing Papers

#### Type the following in the More Information block of the PAR:

- Absence dates Admin Absence for House Hunting (AAHH): 17 April 2023-26 April 2023. PCS: 27 April 2023-09 May 2023. PCS Entries absence can contain up to two (2) absence types (AAHH, AA Professional Dev, etc.).
  - \*AAHH dates can either be in front of or behind PCS absence.

The absences must be approved by the appropriate commander.

- I understand that I must out-process all items on my installation and unit clearing papers. I must turn in completed clearing papers at my final out appointment. Failure to complete out-processing may incur financial debt.
- Do you have TDY? YES or NO 3.
  - If yes, what are the start and end dates of your TDY?
- a. IT yes, what are the Cell Phone#:

  Cell Phone#:

  Personal Email Address:

  \_\_\_(CO, BN, BDE) 5.
- Current Unit:

Click Save

Click Next

ATTACHMENTS: As one PDF document (DO NOT ATTACH PORTFOLIOS)

**PCS** orders

All absence requests

Assumption of command orders (if absence is approved by acting commander)

Click Validate

Click Submit

Complete the Out-Processing Questionnaire (scan QR code on page 5 of this job aid)

# **Out-Processing Questionnaire**



The out-processing questionnaire is now digital. Scan the QR code below to complete. Your responses will be sent to the MPD and used in creating your installation clearing papers. The clearing papers will be attached to your PAR and sent back to your S1. Your S1 is responsible for downloading your documents from the PAR and printing your installation and unit clearing papers and instructions.

There will no longer be a need to attach the out-processing questionnaire to the clearing papers PAR.



### **MPD Points of Contact**



## **Points of Contact**

- Matthew D. Brown, Chief, Personnel Processing Center at 239-3712
- Sean P. Kirk, Chief, Reassignments at 239-3163
- Karen Keen, Interim Chief, Transition Center at 239-3320
- Alana Griffin, PCS, ETS, Retirement, etc., out processing at 239-2488
- John (Mike) Hollibaugh, Chief, Casualty Assistance, Line-of-Duty Coordinator at 239-3750
- Deb Shelkey, Chief, Transition Assistance Program 239-2193
- usarmy.riley.id-readiness.mbx.dhr-reassignment@army.mil
- usarmy.riley.id-readiness.mbx.dhr-transition@army.mil
- usarmy.riley.id-readiness.mbx.dhr-out-processing@army.mil