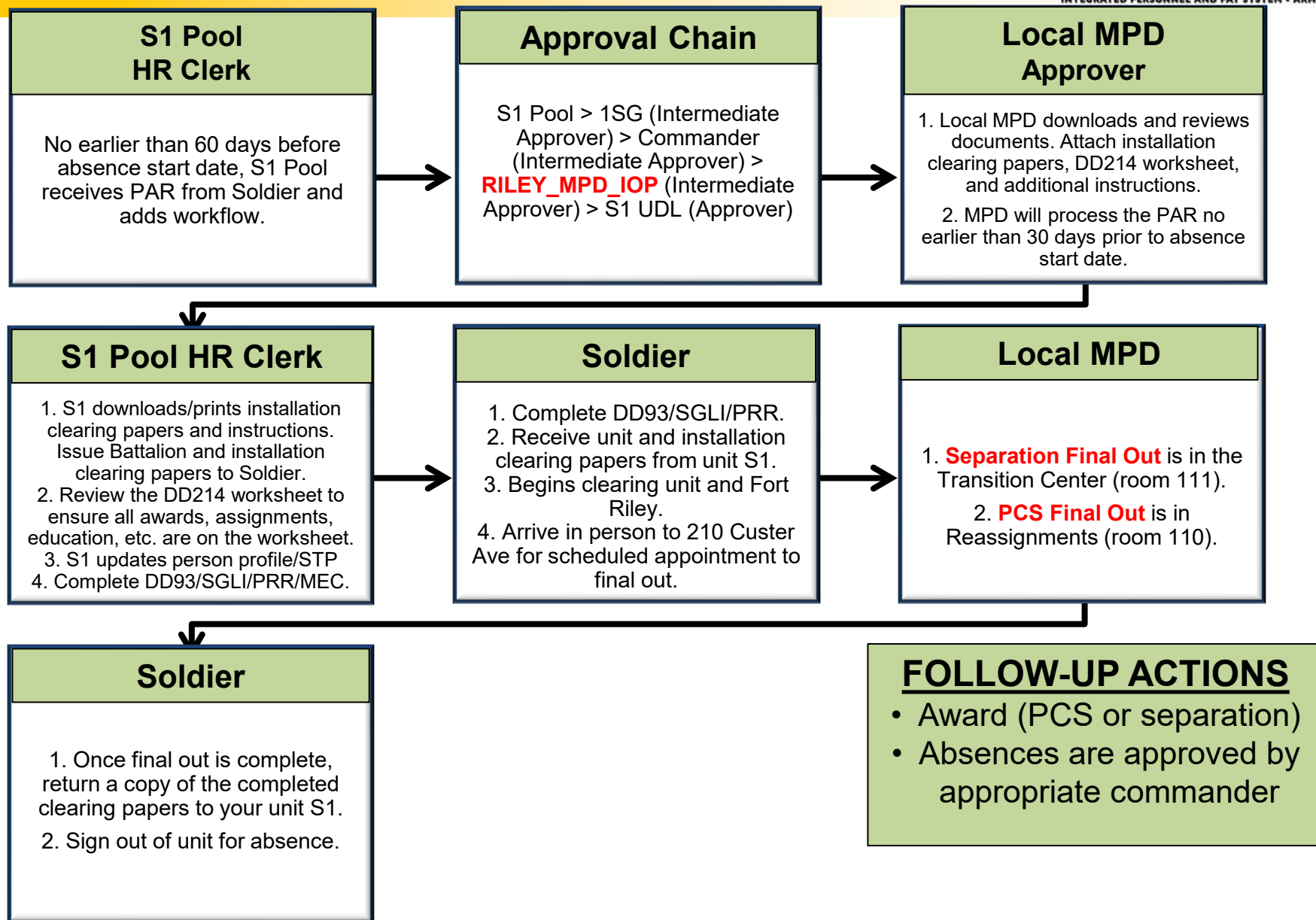




Request for Clearing Papers

One Soldier ★ One Record ★ One Army

Request for Clearing Papers PAR Routing



Request for Separation 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 (TAA/ISAA/Terminal).**

Other Type: **Request for Separation Clearing Papers**

In the More Information block of the PAR – Type the following:

1. Absence dates **TAA:** 17 April 2023-26 April 2023. **ISAA:** 27 April 2023-6 May 2023. **Terminal leave:** 7 May 2023-31 May 2023.
The absences must be approved by the 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)
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

Separation orders

All absence requests

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

Out-Processing Questionnaire *Attach a copy to this job aid*

Click **Validate**

Click **Submit**

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**

In the More Information block – Type the following:

1. 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.).
The absences must be approved by the appropriate commander.
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. Do you have TDY? YES or NO
 - a. If yes, what are the start and end dates of your TDY?
4. Cell Phone#: _____
5. Personal Email Address: _____
6. Current Unit: _____ (CO, BN, BDE)

Click **Save**

Click **Next**

ATTACHMENTS: As one PDF document

PCS orders

All absence requests

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

Out-Processing Questionnaire

Click **Validate**

Click **Submit**

OUTPROCESSING QUESTIONNAIRE

This form is subject to the Privacy Act of 1974.

Out-Processing: Reassignments (PCS) 785-240-2488

Transition Center (TC) (RET/ETS/CHAP/MEB/UQR/REFRAD) 785-239-2980

usarmy.riley.id-readiness.mbx.dhr-out-processing@army.mil

1. (PCS/TC) How are you leaving Fort Riley? **PCS / RET / ETS / CHAP / MEB / UQR / REFRAD**
2. (PCS/TC) Do you have a Top-Secret SCI? **YES / NO**
If YES, see the 1ID Special Security Officer (SSO). If UNSURE, see your unit S2.
(Note: Non-SCI personnel will clear through the unit S2.)
3. (PCS/TC) Do you have dependents enrolled in EFMP? **YES / NO**
4. (PCS) Drill Sergeants/Recruiters: Did you provide your DA 1059? **YES / NO**
5. (PCS) TDY enroute? Did you provide your Prof. Dev. Absence? **YES / NO**
6. (PCS/TC) Do you have children enrolled in Junction City USD475 schools? **YES / NO**
7. (PCS/TC) Do you have children enrolled in Child Development Center/Child Youth Services (CDC/CYS) on post? **YES / NO**
8. (PCS/TC) Have you ever used Vyve cable/internet? **YES / NO**
9. (PCS/TC) Have you ever used the Veterinary Services? **YES / NO**
10. (PCS/TC) Have you ever used Army Emergency Relief? **YES / NO**
11. (PCS/TC) Have you ever used the on-post library? **YES / NO**
12. (PCS/TC) Select where you currently reside: (Barracks / Corvias / Off Post)
13. (PCS/TC) **Medical personnel only.** **YES / NO**
Have you ever worked at IACH (Hospital), DENTAC (Dental), or Health Clinics (Farrelly, Custer, SRP, DENTAC)?
If YES, you must clear IMD at IACH, 3rd floor, 650 Huebner Rd. (MPD will add to installation clearing papers).

Soldier's Contact Information

_____ Name (Rank, Last, First)	_____ Current Unit
_____ Cell Phone #	_____ DODID
_____ Escort Rank and Name (If Chapter)	_____ Escort POC/Unit POC Names

-----Out-Processing Office Use Only-----

Request: **Clerk Name:** _____ **Date Requested:** _____

Clearing Papers Pickup Date: _____ **Final Out Date:** _____

Points of Contact

- Matthew D. Brown, C, Personnel Processing Center at 239-3712
 - Sean P. Kirk, C, Reassignment at 239-3163
 - Kevin L. Walker, C, Transition Center at 239-3320
 - Alana Griffin, PCS out processing at 239-2488
 - Maddison Caldwell, Transition Center out processing at 239-2980
 - Esmeralda Tayez, Chapters (voluntary & involuntary) at 239-0903
 - John (Mike) Hollibaugh, C, Casualty Assistance, Line-of-Duty Coordinator at 239-3750
 - Deb Shelkey, C, Transition Assistance Program 239-2193
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- 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