

CAREER SKILLS PROGRAM (CSP) PACKET (AR 600-8-10 & AR 600-81)

- Read the next document in packet
- The packet must include the Commander's memorandum, Retirement orders and Unit clearing papers.
- This appointment is Turn-in ONLY. SM must return to CIF with Installation Clearing Papers and Orders IOT receive a CIF CLEARED Stamp.
- CIF Email: **USARMY Ft Stewart ASC 406 AFSB Maillist
CIF Customer Service <USARMYFtStewartASC406-
AFSB-Mail_listCIFCustomerService@army.mil>**

EARLY CLEARING OF CIF IS NOT AUTHORIZED

CIF is an Installation Level Facility. IAW AR 600–8–101 Chapter 3:

- All Soldiers are required to out-process CIF on DA Form 137–2 (INSTALLATIONS CLEARING PAPERS)
- Soldiers who PCS or transition will report to the IN/OUT PROCESSING prior to the scheduled departure date to receive a briefing on installation- or community-level clearance procedures.

Career Skills Program (CSP)

IAW AR 600–8–10 • 3 June 2020.....*Career Skills Program*. (AR 600–81)

- An administrative absence not to exceed 180 days may be authorized for Soldier participation in Career Skills Programs validated IAW AR 600–81.
- Planning must include sufficient time after completion of CSP for Soldiers to return to their permanent duty station to complete physical and administrative out-processing requirements in accordance with AR 600–8–101, to include unit-level and installation-level out-processing and final out, before the separation or retirement date.

ALL Soldiers must be in a well duty status in order to clear installation.

CIF Accountable Officer/PBO.



DEPARTMENT OF THE ARMY
3RD DIVISION SUSTAINMENT TROOPS BATTALION
3RD DIVISION SUSTAINMENT BRIGADE, 3RD INFANTRY DIVISION
FORT STEWART, GEORGIA 31314

AFZP-HHC-CDR

22 April 2025

MEMORANDUM FOR CENTRAL ISSUE FACILITY

SUBJECT: Authorization to conduct early turn in of all OCIE/ TA-50.

1. CPT [REDACTED] will be participating in a career skill bridge program 05MAY-28JUL25. I authorize her to turn in all CIF and TA-50 before 05MAY.

2. The point of contact for this memorandum is CPT [REDACTED] at [REDACTED].mil@army.mil.

[REDACTED] Digitally signed by
[REDACTED] 0322269
2269 Date: 2025.04.22 13:07:59
-04'00'

[REDACTED]
CPT, LG
Commanding

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

DEPARTMENT OF THE ARMY
Headquarters, Third Infantry Division and Fort Stewart
55 Pony Soldier Road, Building 253
Fort Stewart, Georgia 31314-5000

ORDERS [REDACTED]

22 April 2025

[REDACTED] N [REDACTED] CPT 0003 CS HHC AND SPECIAL, (WAQSAA), FT STEWART,
GA 31314

You are reassigned to the U.S. Army transition point shown for transition processing. After processing, you are released from active duty not by reason of physical disability and assigned as indicated on the date immediately following release from active duty. Any temporary appointments held are terminated on your effective date of release from active duty. If you are delayed in reporting to the transition point, you still must report to the transition point as soon as possible or as authorized to receive a new effective date of release from active duty.

Assigned to: FORT STEWART TC (WOVANT) FORT STEWART GA 31314
Reporting date to transition point: 01 September 2025
Date of release from active duty unless changed/rescinded: 01 September 2025
Attached to: NOT APPLICABLE
Assigned to: USAR CON GP (REINF) 1600 SPEARHEAD DIVISION AVE, FT KNOX, KY
40122

Terminal date of Reserve obligation: Ends on 10 May 2027
Additional instructions: a. You are authorized to ship your household goods to your home of record or place of entry on active duty within 180 days of your separation date b. IF YOU PLAN TO SHIP PERSONAL PROPERTY AT GOVERNMENT EXPENSE, CONTACT YOUR LOCAL TRANSPORTATION OFFICER IMMEDIATELY UPON RECEIPT OF THESE ORDERS TO ARRANGE FOR THE SHIPMENT. c. For information on benefits and services see the SOLDIER FOR LIFE (SFL) office, Army Community Services (ACS) office and/or your military personnel office. d. DEPENDENTS: YES

FOR ARMY USE

Auth: AR 600-8-24
HOR: WHITEHALL PA US
Place EAD or OAD: SHIPPENBURG PA US
Comp: REGULAR
ETS 01 September 2025
MDC: 7BO5
PEBD: Not applicable
FOR ADDITIONAL INFORMATION CONTACT:
Mr. Steven R. Avery steven.r.avery2.civ@army.mil 571-801-3256/ 571-807-3285
SDN: KRA5522PG20015
Format: 526

FOR THE COMMANDER:

* * * * * OFFICIAL * * * * *
* HQ, THIRD IN DIV *
* AND FT STEWART *
* FT STEWART, GA 31314 *
* * * * * OFFICIAL * * * * *
DAVID A. SOUTHERLAND
INSTALLATION ADJUTANT GENERAL

DISTRIBUTION:
CPT KRAMER (25)

[REDACTED]

[REDACTED]

[REDACTED]

ORDERS [REDACTED] HQS, THIRD INFANTRY DIVISION AND FORT STEWART 22 April 2025

Cdr 0003 CS HHC AND SPECIAL, (WAQSAA) (1)

FINANCE (1)

RESERVE TRANSITION

COUNSELORS (1)

* [REDACTED] * [REDACTED] * [REDACTED]

UNIT CLEARANCE RECORD

For use of this form, see AR 600-8-101; the proponent agency is DCS, G-1.

PRIVACY ACT STATEMENT**AUTHORITY:** 10 USC 136, Under Secretary of Defense for Personnel and Readiness; 10 USC 7013, Secretary of the Army; and Army Regulation 600-8-101, Personnel Readiness Processing.**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. See the System of Records Notice A0600-8-104 AHRC, Army Personnel System (APS).**ROUTINE USES:** None. Form will not be disclosed outside the Department of Defense (DoD) and sponsored agencies listed on SORN A0600-8-104 AHRC (APS).**DISCLOSURE:** Disclosure of this information 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*(To be completed by the commander, BNS1, out-processing center, or appointed official)*

1. NAME (Last, First, Middle)	2. RANK	3. ORDERS NO.
4. GAINING UNIT	5. LOSING UNIT	6. DATE OF ORDERS (YYYYMMDD)
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)

SECTION B - DUTY STATUS

9. DUTY STATUS <i>Indicate all leave, TDY, hospitalization, field duty, lost time, AWOL, and confinement within 60 days prior to issuance of the clearance forms.</i>	a. TYPE OF ABSENCE	b. LOG NUMBER OR ORDER NUMBER <i>(When Applicable)</i>	c. START DATE <i>(YYYYMMDD)</i>	d. RETURN DATE <i>(YYYYMMDD)</i>

SECTION C - ADVERSE ACTIONS

10. ADVERSE ACTIONS <i>All that have occurred within 60 days prior to issuance of clearance forms. Include UCMJ actions, courts martial, administrative reductions, and administrative discharges.</i>	a. TYPE OF ACTION	b. SOURCE DOCUMENT DATE <i>(YYYYMMDD)</i>	c. PUNISHMENT	d. EFFECTIVE DATE <i>(YYYYMMDD)</i>	e. COMPLETION DATE <i>(YYYYMMDD)</i>

SECTION D - PROPERTY ACCOUNTABILITY AND PAY ITEMS

11. PROPERTY ACCOUNTABILITY

11a. <input type="checkbox"/> STATEMENT OF CHARGES/ CASH COLLECTION VOUCHER <input type="checkbox"/> FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS	11b. DATE OF SOURCE DOCUMENT (YYYYMMDD)	11d. DISPOSITION
	11c. AMOUNT	
12a. PAY ITEMS (Check all that apply) <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"/> OTHER (Specify): _____	12b. INCENTIVE PAY (Specify Type)	12c. BONUS <input type="checkbox"/> ENLISTMENT <input type="checkbox"/> REENLISTMENT

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 S1/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 / DD Form 2648-1	DA Form 6 (Duty Roster)	Exceptional Family Member Program	
DA Form 2173 (Line of Duty Investigation)	Exit Survey/DD Form 2958	E-Profile	ADPAAS Update	
Unit Items	DA Form 268 (Flag)	DA Form 647-1 (Personnel Register)	DD Form 93/SGLV Update	
DA Form 67-10 / DA Form 2166-8 (Evaluation Reports)	DA Forms 5500/5501 (Body Composition Program)	DA Form 3955 (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	ACFT	Security Clearance	Upload/Update DA Form 4833	
Weapons Qualification	Training Records	Anti-terrorism Briefing		
Training Room	PERSTEMPO Verification Sheet	Upload DA Form 5248-R into JPAS/CATS		
Army Financial Literacy PCS Training (E1-E4, WO1-WO2, O1-O3)		Records Management process, preservation notice, and litigation hold statement.		

15. BATTALION S4/UNIT COMMANDER VERIFYING OFFICIAL

a. NAME (Last, First, Middle)		b. SIGNATURE		c. DATE (YYYYMMDD)
Supply Room	CBRN 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)
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19. COMMANDER/1SG AUTHENTICATING OFFICIAL

a. NAME (Last, First, Middle)	b. SIGNATURE	c. DATE (YYYYMMDD)
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