

INSTALLATION CLEARANCE RECORD

For use of this form, see AR 608-8-101; the proponent agency is ODCSPER

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: Section 301, Title 5, USC.
PRINCIPAL PURPOSE: To ensure personnel readiness prior to PCS. To complete clearance verification prior to transition from active duty, separation, or retirement.
ROUTINE USES: To close out installation personnel and finance records. To ensure debt to government or government sponsored agencies is identified and action taken to obtain remittance prior to soldier's transition from Active duty, separation or retirement. Forms will not be disclosed outside Department of Defense (DoD) and DoD sponsored agencies.
DISCLOSURE: Disclosure is voluntary; however, failure to complete these forms may result in only partial payment of final pay.

INSTRUCTIONS TO 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 properly complete this checklist. **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 personnel separating or retiring from the Active Army, to include AGR personnel. Activities marked with an asterisk (*) require clearance for personnel departing on PCS. Activities not marked will be cleared per installation instructions. This checklist must be completed prior to your final finance appointment. Separation payments will not be released until installation clearance is completed.

SECTION A. - PERSONAL DATA *(To be completed by commander, S1, out-processing control station, or appointed official)*

1. NAME	2. RANK	3. SSN	4. ORDERS NO.
5. GAINING UNIT	6. LOSING UNIT		7. DATE OF ORDERS
8. REASON FOR CLEARING <input type="checkbox"/> PCS <input type="checkbox"/> ETS <input type="checkbox"/> RETIREMENT <input type="checkbox"/> OTHER (Specify) _____			9. DEPARTURE DATE

SECTION B. - INSTALLATION STANDARD CLEARANCES

10. INSTALLATION ACTIVITY	DEBT			11. TYPED NAME AND TELEPHONE NO.	12. SIGNATURE
	a. YES	b. AMOUNT	c. NO		
(1) Club System@*					
(2) Housing/Billeting@*					
(3) Education Office@*					
(4) Central Issue Facility@*					
(5) Dental Facility@*					
(6) Medical Facility@*					
(7) DEERS/ID Cards/ID Tags@*					
(8) Personnel Office/Promotions@*					
(9) Personnel Information@*					
(10) Transportation@*					

10. INSTALLATION ACTIVITY <i>(Continued)</i>	DEBT			11. TYPED NAME AND TELEPHONE NO.	12. SIGNATURE
	a. YES	b. AMOUNT	c. NO		
(11) Post Exchange@					
(12) Army Emergency Relief@					
(13) Commissary					
(14) Army Community Services					
(15) Provost Marshal					
(16) Library					
(17) Training Aids Center					
(18) Morale, Welfare, and Recreation					
(19) Commercial Activities					
(20)					
(21)					
(22)					
13. GOVERNMENT TRAVEL CARD@	13a. Does the soldier have an account? Yes <input type="checkbox"/> No <input type="checkbox"/> Disposition _____			13b. TYPED NAME AND TELEPHONE NO.	13c. SIGNATURE AND DATE
14. Soldier has completed ACAP Processing@ if no, remarks: _____	Yes <input type="checkbox"/>	No <input type="checkbox"/>		14a. TYPED NAME AND TELEPHONE NO.	14b. SIGNATURE AND DATE
SECTION C - MILITARY PAY PROCESSING					
15. Travel Pay Processing@*				15a. TYPED NAME AND TELEPHONE NO.	15b. SIGNATURE AND DATE
16. Separation Pay Processing@				16a. TYPED NAME AND TELEPHONE NO.	16b. SIGNATURE AND DATE
17. Debt Processing@				17a. TYPED NAME AND TELEPHONE NO.	17b. SIGNATURE AND DATE
SECTION D - OUT-PROCESSING CONTROL STATION					
18. Soldier has completed Out-Processing Remarks: _____	Yes <input type="checkbox"/>	No <input type="checkbox"/>		18a. TYPED NAME AND TELEPHONE NO.	18b. SIGNATURE AND DATE