

ETS/RET/CH & Separation Out-processing

Instruction Checklist to Initiate Clearance Papers

HOURS: 0900-1530

CLEARANCE PAPERS MAY BE INITIATED 30 CALENDER DAYS FROM THE REPORTING DATE OR THE START OF THE LEAVE DATE. YOU WILL NEED:

- One copy of your Orders (to include all amendments)**
- One copy of your Leave form (DA Form 31)**

NOTE: Leave forms must have a **control number**. You are allowed **10 days** to clear, from either the start of your leave or separation date. At a minimum you must have **at least 5 working days before your leave starts** and your leave must end on your **order's separation date**.

Complete the Personnel Records Review. To ensure that your military service records are accurate and up to date before you leave the military, go to your Unit **S1** to get your **iPERMS RRT** records updated. Bring a copy of the **Personnel Records Review** and **Finance Records Review** form when you go to the Out-processing Section. **RRT** must be current within **one year** from **separation date**. **THIS IS NOT THE PERSTEMPO REPORT.**

Separation History and Physical Examination (SHPE)

DD Form 2807-1 (Report of Medical History) excluding Med Board

DD Form 2808 (Report of Medical Examination) excluding Med Board

As a minimum Soldiers are responsible to ensure **SHPE** requirements occur within **180 days** before the date of separation, if conducted by the **VA based** on an application of benefits filed by the Soldier. Otherwise if the Soldier is getting their SHPE at the Medical Treatment Facility, the SHPE must be completed/validated as current within **30 days** before the date of separation.

Soldiers must make an appointment with TMC. (TMC is only required to sign the Clearance papers to indicate the Soldier completed the SHPE requirements)

You may initiate the process by going to the website below and reading the out-processing briefing slides. Website: <http://www.lewis-mcchord.army.mil/dhr/ag/outprocessing.htm>

Read through Briefing Slides

Thoroughly and carefully read the out-processing slides. These slides contain the information you'll need to clear the installation properly. Place information on your orders according to instructions from slides.

Briefing Agreement Slip

After you are done reading the slides, print and sign this Briefing Agreement Slip and bring it with you when you go to the Out-processing Section.

Schedule Date to Pick-up Clearing Papers. Please complete the tasks above before performing this step. With copies of all required paperwork on hand, report to Waller Hall, Bldg. 2140, and check in at the counter of the **Out-Processing, RM 300 Transitions Section**, to set up your appointments. Appointments should be conducted from **30 days to no later than 14 days prior** to a soldier's scheduled departure date. The earlier you schedule the appointment allows time for the other work centers to **Pre-Clear the Soldier**.

Email: usarmy.jblm.imcom.list.dhr-mpd-outprocessing@mail.mil

POC: 253-477-4238

966-4711

968-6603