

# Directorate of Personnel & Family Readiness (DPFR)



## **CENTRAL CLEARANCE CHECKLIST SEPARATING/RETIRING SOLDIERS (ETS/RETIREMENT/CHAPTER/MEDICAL)**

MON-FRI: 0900-1530

**CLOSED FOR LUNCH 1130-1230**

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**INITIATE INSTALLATION CLEARANCE (DA Form 137-2) 30 CALENDAR DAYS FROM THE START OF YOUR LEAVE DATE OR SEPARATION DATE**

### **THE FOLLOWING DOCUMENTS ARE REQUIRED TO INITIATE**

- ✓ **One Copy of separation/retirement order** to include any amendments
  - ✓ **DA Form 31** (Leave Form) complete with control number. DA Form 31 must end on the separation date as reflected on the separation order
  - ✓ **iPERMS Personnel and Finance Records Review** current within one year from separation date
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## **Central Clearance**

Waller Hall, 2140 Liggett Ave, Room 206b, Lewis-Main  
<http://www.lewis-mcchord.army.mil/dhr/ag/outprocessing.htm>