

**DIRECTORATE OF HUMAN RESOURCES  
MILITARY PERSONNEL DIVISION**

**MILITARY INSTALLATION CLEARANCE PROCESSING**

Army Regulation 600-8-101 requires all military personnel departing Fort Gordon on Permanent Change of Station (PCS) orders or those transitioning from active duty to properly clear specific activities and offices.

**OVERVIEW**

Clearance processing is designed to ensure all Soldiers departing Fort Gordon have cleared debts with all activities listed on the installation clearance papers and that they depart with all required records and paperwork.

**PROCESSING**

For permanent party soldiers, the unit Personnel Action Center (PAC) is required to provide a copy of orders and approved leave form (DA Form 31) to the post in/out processing (IOP) center not later than 30 days prior to the scheduled departure. The IOP center for enlisted personnel is room 271 at Darling Hall while the officer IOP is in room 262. The unit PAC will also issue unit clearance papers (DA Form 1378-1-R) and Soldiers must have that form with them to pick up their installation clearance papers. Installation clearance papers are issued ten working days prior to departure (weekends and Federal Holidays are not duty days). The unit operations section will prepare both unit and installation clearance papers for students. Enlisted students will conduct their final clearance in room 188, Darling Hall, while officer students will final out at their unit. Soldiers must be in duty uniform (no physical training uniforms) when clearing Fort Gordon.

**STANDARD LEVEL OF SERVICE**

Upon receipt of orders and an approved leave form, personnel specialists at the Military Personnel Division will enter departing permanent party Soldiers' names into the Installation Support Module (ISM) automated processing system for centralized clearing. When Soldiers receive their clearance papers, they will also be notified of their final out-processing date. When a Soldier returns for the final out-processing, the personnel specialists will ensure that all activities have been properly cleared and that the Soldier has all required records and paperwork. Students will have their clearance forms reviewed and will be cleared day prior to departure. The services described above are the standard level of service.

**POINTS OF CONTACT**

Chief, Officer Management: 791-4449

Officer Records Management Team Chief: 791-4505  
Officer Student Management Personnel Specialist: 791-1971  
Chief, Enlisted Management: 791-1958  
Enlisted In/Out Processing Center: 791-1962  
Enlisted Student In/Out Processing Center: 791-2646  
Adjutant General: 791-2914

**REFERENCE:**

AR 600-8-101, Personnel Processing