

DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY SIGNAL CENTER OF EXCELLENCE
AND FORT GORDON
FORT GORDON GEORGIA 30905-5000

USASCoE&FG
Regulation 635-1

2 December 2010

Personnel Separations
PERSONNEL PROCESSING

Summary. This regulation establishes installation level clearance procedures for all military personnel departing Fort Gordon for permanent change of station (PCS), temporary duty (TDY), and transitioning.

Applicability. This regulation applies to all Army personnel assigned or attached to this installation. This regulation does not pertain to internal clearance requirements within units, i.e., permanent party to student status.

Supplementation. Supplementation of this regulation is prohibited, unless specifically approved by Commander, United States Army Signal Center of Excellence and Fort Gordon (USASCoE&FG), ATTN: IMSE-GOR-HR.

Suggested improvements. The proponent of this regulation is the Directorate of Human Resources (DHR). Users are invited to send comments and suggested improvements on Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms) to Commander, USASCoE&FG, ATTN: IMSE-GOR-HR, Fort Gordon, Georgia 30905-5735 and/or submit DA Form 1045 (Army Ideas for Excellence Program (AIEP) Proposal) to installation AIEP coordinator.

Availability. This publication is only available at the USASCoE&FG publications web site at <http://www.gordon.army.mil/dhr/docmgt.htm>

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*** This regulation supersedes USASCoE&FG Regulation 635-1, 1 August 2007.**

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1. **Purpose.** To establish installation level clearance procedures for all military personnel departing Fort Gordon for permanent change of station (PCS), temporary duty (TDY), and transitioning.

2. **References.** Required and related publications and referenced forms are listed in Appendix A.

3. **Explanation of abbreviations.** Abbreviations used in this publication are explained in the glossary.

4. **Policy.**

a. The out-processing program supports implementation of the Army's debt management program. No Soldier owing debts will be cleared for departure until either the debts are paid or the Soldier's unit commander and the local finance officer are notified (see AR 600-15).

b. The use of DA Form 137-1 (Unit Clearance Record), DA Form 137-2 (Installation Clearance Record) and these out-processing procedures are required for all Soldiers departing on a PCS, or TDY of 90 or more days, and Soldiers transitioning from active duty.

c. Soldiers are not to initial their DA Forms 137-1 and 137-2; they must be cleared by the appropriate agency.

d. Soldiers clearing Fort Gordon must be in military duty uniform at all times. The Army physical training (PT) uniform is not a duty uniform for clearing. Any exceptions to the policy will require a battalion commander memorandum.

e. Permanent party personnel will be allotted 10 working days to clear required activities (Saturdays, Sundays and Federal holidays are not counted as working days).

5. **Procedures.**

a. Clearance procedures for permanent party officers/enlisted Soldiers other than temporary change of station (TCS).

(1) The Battalion Personnel Administration Center (PAC) personnel will prepare and issue unit clearance papers (DA Form 137-1) to all departing Soldiers for completion. The PAC personnel must also forward a copy of orders and approved leave form (DA Form 31, Request and Authorization for Leave) on all departing enlisted Soldiers to the Personnel Services Branch (PSB), Room 207, Building 33720 (Darling Hall), and officers to Officer Management, Room 262, Building 33720 (Darling Hall), not later than 30 days prior to the Soldier's beginning date of clearing. This action will ensure that the Soldier's name is placed in the Department of the Army Installation Support Module (DAISM) automated out-processing system (OUTPROC) for centralized clearing.

(2) All Soldiers will report as indicated below with their DA Form 137-1, one copy of orders, and DA Form 31. Permanent party enlisted personnel will pick up their installation clearance papers at the PSB, Room 207, Building 33720 (Darling Hall). Permanent party officers and student officers assigned to Dwight David Eisenhower Army Medical Center (DDEAMC) will pick up their installation clearance papers at Officer Management, Room 262, Building 33720 (Darling Hall). The installation clearance clerk will conduct a briefing on proper clearance procedures at this time. Activities requiring clearing are listed in Appendix B.

(3) The Military Personnel Services Division (MPSD), (PSB or Officer Management) will input the departure date into the DAISM OUTPROC. Clearance activities will create a listing of departing Soldiers in DAISM OUTPROC by identifying criteria for a clearance report and preclear Soldiers who do not need to be seen by that activity. This action should be done on a semiweekly basis to identify Soldiers departing the installation.

(4) Clearance activities that cannot preclear Soldiers will be required to personally clear all departing Soldiers by entering their name, telephone number, debt information, and signature on DA Form 137-1. No initials will be accepted.

(5) Commanders will ensure Department of Defense (DD) Form 2560, Advance Pay Certification/Authorization, along with a copy of PCS orders are forwarded to the Defense Military Pay Office (DMPO) for individuals desiring advance pay. The DD Form 2560 must be signed by the commander for specialists and below with Family member(s), while sergeants and above with Family member(s) can sign their own form. All single Soldiers require the unit commander's signature. The DMPO should receive DD Form 2560 and one copy of PCS orders not earlier than 30 days prior to the date of departure and not later than 5 working days prior to PCS. The DD Form 2560 should be prominently marked in RED in the upper margin as follows:

AP-PCS (DATE OF PCS)

Soldiers departing on PCS orders requesting advance travel pay must report to the DMPO in Room 330, Darling Hall, 10 to 15 days prior to departure. Soldiers must provide one copy of PCS orders with the travel advance and one copy of PCS orders to officially out-process Finance.

(6) Soldiers departing on permissive TDY and/or terminal leave, must report to the DMPO, Separation Unit (Team B), Room 330, Darling Hall, with one copy of their approved DA Form 31. All payments will be via Electronic Fund Transfer (EFT).

(7) Soldiers who are retiring will schedule a Finance appointment to complete the DD Form 2656, Data for Payment of Retired Personnel, after scheduling a Survivor Benefits Plan (SBP) appointment to complete the DD Form 2656, Data for Payment of Retired Personnel. A completed copy of the DD Form 2656 is required at the time of the Finance appointment. Finance appointments may be made in person or by calling 791-7162. Expiration of term of service (ETS)/chapter separations will report to the DMPO after clearing all other activities on the installation with the exception of the PSB and the Transition Center.

(8) All permanent party Soldiers (enlisted and officers) being released from active duty (REFRAD)/Discharges) will arrange an appointment to meet with the Reserve Component Advisor, Room 147, Darling Hall, 791-1944/6531, to discuss options available in the Army National Guard (ARNG) and United States Army Reserve (USAR). This is not required for Soldiers who are departing on a permanent change of station or retiring.

(9) Officers/Noncommissioned Officers will not be allowed to sign out until the required Officer Evaluation Report (OER) or Noncommissioned Officer Evaluation Report (NCOER) has been completed. Commanders/Command Sergeants Majors will request exceptions in writing.

(10) After satisfying all clearance requirements of the DA Form 137-1 and the DA Form 137-2, permanent party Soldiers must report to the locations listed below for final clearance stamp on DA Form 137-1 and DA Form 137-2. Personnel must sign out of their unit before departure from the installation.

(a) Permanent party enlisted – PSB, Room 207, Building 33720 (Darling Hall).

(b) Permanent party officers and student officers assigned to DDEAMC - Officer Management, Room 262, Building 33720 (Darling Hall).

(11) Enlisted Soldiers being separated from the Army with discharges under other than honorable conditions and AR 635-200, chapters 9, 10, and 14 will be escorted by a noncommissioned officer (NCO) throughout the entire clearing process. The escort must hand-carry the Soldier's DA Form 137-1, DA Form 137-2, and other documents/records obtained through the clearing process to the Transition Center, Room 237, Building 33720 (Darling Hall).

b. Clearance procedures for all student officer personnel assigned or attached to this installation (with the exception of DDEAMC student officers) are as follows:

(1) The unit commander or operations sergeant will ensure that each departing student officer receives his/her DA Form 137-1 and DA Form 137-2, 2 to 3 weeks prior to scheduled date of departure. The operations sergeant will serve as the point of contact (POC) for departing students and will brief students on out-processing procedures.

(2) The operations sergeant will prepare and forward DD Form 2560 to the DMPO for each student officer desiring an advance pay. Submit DD Form 2560 to the DMPO along with 1 copy of PCS orders not earlier than 30 days prior to the date of departure and not later than 5 working days prior to PCS. The DD Form 2560 must be signed by the commander for officers without Family members. Officers with Family member(s) can sign their own form.

(3) The operations sergeant will provide a clearance roster to each agency/activity having a need to clear departing student officer personnel. Failure of an activity to notify the operations sergeant of an outstanding obligation 24 hours prior to graduation will result in the officer being cleared automatically by the operations sergeant. Operations sergeants will annotate DA Form 137-2 for activities cleared by roster. Activities requiring clearing are listed in Appendix C.

(4) Student Officers who have an obligation with an activity will be required to personally report to the facility to clear. Students will be afforded sufficient time to clear that activity. Clearing activities will type or print on DA Form 137-2 their name, telephone number, debt information, and sign the form for each departing student who was required to personally clear their activity. Initials will not be accepted as a means of indicating clearance.

(5) Officers will be afforded a minimum of two working days to clear all required activities.

(6) All Soldiers will report to their activity's Information Assurance Security Officer (IASO). The IASO will be responsible for submitting a trouble ticket to the Network Enterprise Center (NEC) to revoke network access/password.

(7) Student officers must report to Student Officer Personnel, Room 262, Building 33720 (Darling Hall), to receive the final clearance stamp on their DA Form 137-2 and receive their military personnel record, after satisfying all clearance requirements of the DA Form 137-1 and the DA Form 137-2. Personnel must sign out of their unit before departure.

c. Clearance procedures for enlisted student personnel assigned or attached to this installation with the exception of Advanced Noncommissioned Officers' Course (ANCOC)/Basic Noncommissioned Officers' Course (BNCOC) students, are as follows:

(1) The unit operations sergeant/training coordinator will prepare DA Form 137-1 and DA Form 137-2 for departing students and will serve as their POC. The operations sergeant/training coordinator will brief students on out-processing procedures, ensuring they have the necessary documents in their possession prior to reporting to the out-processing facility.

(2) The company will forward shipping rosters to each activity requiring roster clearance.

(3) Clearing activities/agencies will work the rosters daily and notify the operations sergeant/training coordinator by memorandum or telephonically of a student who has a need to

clear that facility in person. Failure to notify the unit operations sergeant/training coordinator one day prior to the students' scheduled departure date will result in an automatic clearance of the student from that activity. Activities requiring clearing are listed in Appendix D.

(4) Students who have an obligation with an activity will be required to personally report to the facility to clear. Students will be afforded sufficient time to clear that activity. Clearing activities will type or print on DA Form 137-2 their name, telephone number, debt information, and sign the form for each departing student who was required to personally clear their activity. Initials will not be accepted as a means of indicating clearance.

(5) Upon reporting to the final out-processing briefing, the student's clearance forms will be reviewed by a representative from Trainee/Student In-/Out-processing, Room 191, Building 33720 (Darling Hall). If all activities are cleared, final clearance will be granted.

(6) Regular Army students being discharged and USAR/ARNG personnel who are being released from active duty will be granted final clearance from the operations sergeant/authorized unit personnel, and then proceed to the Transition Center, Room 237, Building 33720 (Darling Hall), for transitioning.

d. Clearance procedures for student personnel attending ANCOC or BNCOC are as follows:

(1) Ten working days prior to departure, the operations sergeant will provide a copy of the shipping roster to the activities listed in Appendix E. Activities will review the shipping roster to ensure that individuals have no outstanding obligations. Activities will notify the operations sergeant not later than one working day prior to departure if a student has an outstanding obligation. Failure to notify the operations sergeant one working day prior to departure will imply the individual can be automatically cleared with no outstanding debt.

(2) Students who are identified as having an outstanding debt with an activity will be instructed to clear that activity in person.

(3) Clearing activities will enter a stamped or legible signature by the name of each departing student who has no outstanding obligation to them. Initials alone will not be accepted as a means of indicating clearance.

(4) Five days prior to student's scheduled departure, the operations sergeant will prepare and issue DA Form 137-1 and DA Form 137-2. The operations sergeant will complete the blocks beside each activity cleared by roster.

(5) The unit operations sergeant will review each DA Form 137-1 and DA Form 137-2 prior to out-processing to ensure required signatures are included and will grant final clearance.

(6) The ANCOC and BNCOC students who bring their Military Personnel Files (MPF) with them will report to the In-/Out-processing Section, Trainee/Student Processing Branch, Room 271, Building 33720 (Darling Hall).

(7) Students returning to a parent unit at Fort Gordon are not required to clear the installation.

e. Clearance procedures for deceased officers/enlisted Soldiers.

(1) Battalion PAC personnel will prepare and issue unit clearance papers (DA Form 137-1) on all deceased personnel for completion. The unit will designate an individual to clear deceased permanent party Soldiers or students from Fort Gordon, Georgia.

(2) The installation clearance papers for deceased permanent party enlisted personnel will be issued at the PSB, Room 207, Building 33720 (Darling Hall).

(3) The installation clearance papers for deceased permanent party officers and student officers assigned to DDEAMC will be issued at Officer Management, Room 262, Building 33720 (Darling Hall).

(4) The installation clearance clerk will conduct a briefing on proper clearance procedures at this time. The deceased Soldier's designated representative must receive final clearance by the installation clearance clerk.

(5) The designated person clearing the deceased Soldier is required to clear all activities listed in Appendix F.

f. Clearance procedures for Warrior Transition Unit (WTU) Soldiers who are incapacitated.

(1) WTU personnel will prepare and issue unit clearance papers (DA Form 137-1) on all incapacitated personnel for completion. The unit will designate an individual to clear incapacitated permanent party Soldiers, trainees, or students from Fort Gordon, Georgia.

(2) The installation clearance papers for incapacitated permanent party enlisted personnel will be issued at the PSB, Room 207, Building 33720 (Darling Hall).

(3) The installation clearance papers for incapacitated permanent party officers and student officers assigned to DDEAMC will be issued at Officer Management, Room 262, Building 33720 (Darling Hall).

(4) The installation clearance clerk will conduct a briefing on proper clearance procedures at this time. The incapacitated Soldier's designated representative must receive final clearance by the installation clearance clerk.

(5) The designated person clearing the incapacitated Soldier is required to clear all activities listed in Appendix G.

g. Clearance procedures for mobilized USAR, ARNG and AGR Soldiers. Note: If a Soldier inprocesses Fort Gordon they must outprocess.

(1) USAR/ARNG – The Personnel Administration Center (PAC) personnel will prepare and issue unit clearance papers (DA Form 137-1) to departing Soldiers for completion. All Soldiers will report as indicated below with their DA Form 137-1. Soldiers will pick up their installation clearance papers at the PSB, Room 207, Building 33720 (Darling Hall). Officers will pick up their installation clearance papers at Officer Management, Room 262, Building 33720 (Darling Hall). The installation clearance clerk will conduct a briefing on proper clearance procedures at this time. Upon inprocessing, USAR/ARNG Soldiers reporting to a Personnel Services Delivery Redesign (PSDR) unit must provide a copy of the mobilization orders and prior DD Form 214s to the Transition Center, Room 237, Building 33720 (Darling Hall). Activities requiring clearing are listed in Appendix H.

(2) AGR - Soldier selects installation for separation only and the orders are published by the Army Human Resource Command (AHRC). A copy of these orders must be provided to the Transition Center, Room 237, Building 33720 (Darling Hall) immediately upon arrival. The PAC personnel will prepare and issue unit clearance papers (DA Form 137-1) to departing Soldiers for completion. Activities requiring clearing are listed in Appendix H.

APPENDIX A

REFERENCES

Section I

Required publications

AR 600-8-101

Personnel Processing (In- and Out- and Mobilization Processing)

AR 600-15

Indebtedness of Military Personnel

AR 635-200

Active Duty Enlisted Administrative Separations

Section II

Referenced forms

DA Form 31

Request and Authorization for Leave

DA Form 137-1

Unit Clearance Records

DA Form 137-2

Installation Clearance Records

DA Form 1045

Army Ideas for Excellence Program (AIEP) Proposal

DA Form 2028

Recommended Changes to Publications and Blank Forms

DD Form 2560

Advanced Pay Certification/Authorization

DD Form 2656

Data for Payment of Retired Personnel

APPENDIX B**ACTIVITIES REQUIRING CLEARANCE - (PERMANENT PARTY)**

All permanent party personnel are required to clear the following activities:

- a. Medical Treatment Facility (appropriate facility for your command).
- b. Dental Clinic (appropriate facility for your command).
- c. Defense Military Pay Office (DMPO) (Room 330, Darling Hall).
- d. Family Housing/Billeting (Room 129, Darling Hall).
- e. Woodworth Library (Building 33500).
- f. Vehicle/Weapons Registration (Room 151, Darling Hall).
- g. Transportation Division (Room 111, Darling Hall).
- h. Education Center (Building 21606, Barnes Avenue) .
- i. In-Service Recruiters, Room 147, Darling Hall, (transitioning Soldiers from active duty).
- j. Security Division, Personnel Security Investigations, (Room 307, Darling Hall).
- k. Central Issue Facility (CIF) (Building 25709) (by appointment) (Phone number: 791-7412).
- l. Government Travel Card (Unit or Directorate).
- m. Evaluations - NCOER – Soldier’s unit
OER – Soldier’s unit
- n. Army Emergency Relief (AER) (Room 172, behind Welcome Desk, Darling Hall).
- o. Defense Enrollment Eligibility Reporting System (DEERS) Identification Card (Room 161, Darling Hall).

APPENDIX B (CONTINUED)

- p. Army Career Alumni Program (ACAP) (Building 33800) (transitioning Soldiers from active duty) .
- q. Training Service Center (TSC) (Building 962, 10th and Barnes Avenue).
- r. Morale, Welfare, and Recreation (MWR) (Room 260, Darling Hall).
- s. Fort Gordon Credit Union (4th Avenue, Fort Gordon, Georgia or 324 Belair Road, Martinez, Georgia) (Members only).
- t. Post Exchange (PX) (Cashier cage, Main PX) (transitioning Soldiers from active duty).
- u. Personnel Records (Officer Records, Room 262, Darling Hall).
(Enlisted Records, Room 207, Darling Hall).
- v. Transition Center (Room 237, Darling Hall) (transitioning Soldiers from active duty).
- w. Army Community Services (ACS) (Room 172, behind Welcome Desk, Darling Hall).
- x. IASO (appropriate facility for your command).
- y. Community Behavioral Health Services (CBHS) Building 38720, Academic Drive between 38th Street and 38th Alley.

APPENDIX C
ACTIVITIES REQUIRING CLEARANCE - (STUDENT OFFICERS)

All student officers are required to clear the following activities:

- a. Medical Treatment Facility (Connelly).
- b. Dental Clinic (Snyder Dental Clinic located corner of Brainard Avenue and 25th Street).
- c. Defense Military Pay Office (DMPO) (Room 330, Darling Hall) (Combined Arms Staff Service School (CAS 3) returnees only).
- d. Family Housing (Room 129, Darling Hall).
- e. Billeting (Griffith Hall) (TDY only).
- f. Woodworth Library (Building 33500). *
- g. Vehicle/Weapons Registration (Room 151, Darling Hall).
- h. Transportation Division (Room 111, Darling Hall).
- i. Education Center (Building 21606, Barnes Avenue).*
- j. In-Service Recruiters, (Room 147, Darling Hall) (transitioning Soldiers from active duty).
- k. Central Issue Facility (CIF)(Building 25709)(by appointment)(Phone number: (791-7412).
- l. Army Community Services/Army Emergency Relief (ACS/AER) (Room 172, behind Welcome Desk, Darling Hall).
- m. Defense Enrollment Eligibility Reporting System (DEERS) Identification Card (Room 161, Darling Hall) (transitioning Soldiers from active duty).
- n. Morale, Welfare, and Recreation (MWR) (Room 260, Darling Hall).
- o. Post Exchange (PX) (Cashier cage, Main PX).*
- p. Personnel Records (Student Officer, Room 262, Darling Hall).
- q. Transition Center (Room 237, Darling Hall) (transitioning Soldiers from active duty).

APPENDIX C (CONTINUED)

r. Unit Mailroom.

s. Orderly Room.

t. IASO (appropriate facility for your command).

* Can be cleared by roster (unless owes money).

APPENDIX D**ACTIVITIES REQUIRING CLEARANCE - (ENLISTED STUDENTS)**

All enlisted students are required to clear the following activities:

- a. Medical Treatment Facility (appropriate facility for your command).
- b. Dental Clinic (appropriate facility for your command). *
- c. Defense Military Pay Office (DMPO) (Room 337, Darling Hall).
- d. Family Housing/Billeting (Room 129, Darling Hall).
- e. Woodworth Library (Building 33500). *
- f. Vehicle/Weapons Registration (Room 151, Darling Hall).
- g. Transportation Division (Room 111, Darling Hall).
- h. Education Center (Building 21606, Barnes Avenue).*
- i. In-Service Recruiters (Room 147, Darling Hall) (transitioning Soldiers from active duty).
- j. Central Issue Facility (CIF) (Building 25709) (by appointment) (Phone number: 791-7412).
- k. Army Community Services/Army Emergency Relief (ACS/AER) (Room 172, behind Welcome Desk, Darling Hall) (transitioning Soldiers from active duty). *
- l. Defense Enrollment Eligibility Reporting System (DEERS) Identification Card (Room 161, Darling Hall) (transitioning Soldiers from active duty).
- m. Morale, Welfare, and Recreation (MWR) (Room 260, Darling Hall). *
- n. Personnel Records (In-/Out-processing Section, Trainee/Student Processing Branch, Building 33720, Darling Hall, Room 191) .
- o. Post Exchange (PX) (Cashier cage, Main PX) (transitioning Soldiers from active duty).
- p. Transition Center (Room 237, Darling Hall) (transitioning Soldiers from active duty).

*Can be cleared by roster (unless owes money).

APPENDIX E

ACTIVITIES REQUIRING CLEARANCE-(ENLISTED ANCOC/BNCOC STUDENTS)

All enlisted ANCOC and BNCOC students are required to clear the following activities:

- a. Woodworth Library (Building 33500). *
- b. Army Community Services/Army Emergency Relief (ACS/AER) (Room 172, behind Welcome Desk, Darling Hall) (transitioning Soldiers). *
- c. Morale, Welfare, and Recreation (MWR) (Room 260, Darling Hall). *
- d. Post Exchange (PX) (Cashier cage, Main PX).*

*Can be cleared by roster (unless owes money).

APPENDIX F**ACTIVITIES REQUIRING CLEARANCE - (DECEASED SOLDIERS)**

A designated person will be required to clear the following activities for all deceased permanent party and student personnel assigned to Fort Gordon, Georgia:

- a. Defense Military Pay Office (DMPO) (Room 330, Darling Hall).
- b. Family Housing/Billeting (Room 129, Darling Hall).
- c. Woodworth Library (Building 33500).
- d. Transportation Division (Room 111, Darling Hall).
- e. Education Center (Building 21606, Barnes Avenue) .
- f. Central Issue Facility (CIF)(Building 25709)(by appointment) (Phone number: 791-7412).
- g. Government Travel Card (Unit or Directorate).
- h. Defense Enrollment Eligibility Reporting System (DEERS), Identification Card (Room 161, Darling Hall).
- i. Morale, Welfare, and Recreation (MWR) (Room 260, Darling Hall).
- j. Post Exchange (PX) (Cashier cage, Main PX) .
- k. IASO (appropriate facility for your command).

APPENDIX G**ACTIVITIES REQUIRING CLEARANCE - (INCAPACITATED SOLDIERS)**

A designated person will be required to clear the following activities for all incapacitated permanent party and student personnel assigned to Fort Gordon, Georgia:

- a. Defense Military Pay Office (DMPO) (Room 330, Darling Hall).
- b. Family Housing/Billeting (Room 129, Darling Hall).
- c. Woodworth Library (Building 33500).
- d. Transportation Division (Room 111, Darling Hall).
- e. Education Center (Building 21606, Barnes Avenue) .
- f. Central Issue Facility (CIF) (Building 25709) (by appointment) (Phone number: 791-7412).
- g. Government Travel Card (Unit or Directorate).
- h. Defense Enrollment Eligibility Reporting System (DEERS), Identification Card (Room 161, Darling Hall).
- i. Morale, Welfare, and Recreation (MWR) (Room 260, Darling Hall).
- j. Post Exchange (PX) (Cashier cage, Main PX).
- k. IASO (appropriate facility for your command).

APPENDIX H

ACTIVITIES REQUIRING CLEARANCE - (USAR/ARNG/AGR SOLDIERS)

- a. Defense Military Pay Office (DMPO) (Room 330, Darling Hall).
- b. Vehicle Registration (Room 151, Darling Hall)
- c. Defense Enrollment Eligibility Reporting System (DEERS), Identification Card (Room 161, Darling Hall).
- d. ACAP (Building 33800).
- e. Health Benefits (second floor – EAMC)

GLOSSARY

Section I

Abbreviations

ACAP

Army Career Alumni Program

AER

Army Emergency Relief

ANCOC

Advanced Noncommissioned Officers' Course

AR

Army Regulation

ARNG

Army National Guard

BNCOC

Basic Noncommissioned Officers' Course

CAS

Combined Arms Staff Service School

CIF

Central Issue Facility

DA

Department of the Army

DAISM

Department of the Army Installation Support Module

GLOSSARY (CONTINUED)

DDEAMC

Dwight David Eisenhower Army Medical Center

DEERS

Defense Enrollment Eligibility Reporting System

DHR

Directorate of Human Resources

DMPO

Defense Military Pay Office

EFT

Electronic Funds Transfer

ETS

Expiration of Term of Service

IASO

Information Assurance Security Officer

MPF

Military Personnel File

MWR

Morale, Welfare, and Recreation

NCOER

Noncommissioned Officer Evaluation Report

NEC

Network Enterprise Center

OER

Officer Evaluation Report

GLOSSARY (CONTINUED)

OUTPROC

Automated Out-Processing System

PAC

Personnel Administration Center

PCS

Permanent Change of Station

POC

Point of Contact

PX

Post Exchange

REFRAD

Released From Active Duty

SBP

Survivor Benefits Program

TCS

Temporary Change of Station

TDY

Temporary Duty

USAR

United States Army Reserve

USASCOE&FG

United States Army Signal Center of Excellence and Fort Gordon

(IMSE-GOR-HR)

FOR THE COMMANDER:

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/original signed/
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