

## USAG Bavaria Central In and Out Processing Facility

### **Out-Processing Frequently Asked Questions**

**When can I pick-up my clearance papers?** You can pick up your clearance papers 30 calendar days before your flight date.

**What do I need to request my clearance papers?** You need your orders, your approved DA Form 31 w/ Control Number, and your flight itinerary. (Don't worry if you don't have everything; we can still work with you so please contact us).

**I am not ARMY; do I still need clearing papers?** Yes! If you were assigned to the Bavaria community, you need to out-process the community regardless of what service or unit you are assigned to.

**When I come in for my final out, how long will it take?** It will take about 60 minutes. One of the staff will look over your clearance papers to verify you have all the required signatures. Once verified, you will receive a brief from finance to ensure all finance documentation is correct so you do not incur a non-reimbursable cost during PCS. Once that is complete, a staff member will stamp your clearing papers "Complete" and you will be provided with a copy of the entire clearing packet.

**How long before I am leaving should I request my clearing papers?** It is ideal that you come see the CPF as soon as you find out you are leaving. However, in order to take full advantage of the "Pre Clear" process you need to come in at least 60 days before your departure date.

**Why do I need clearing papers?** We know PSCing is a busy time and clearing papers help to make sure that you do not forget to out-process agencies you may have had business with. Also, the CPF is responsible for ensuring that Bavaria community members clear accountability areas such as Vehicle Registration, the VAT Office, and Housing properly.