

PCS Out-Processing Installation PAC Slip
version dated 8/25/2023 **any version prior to this is obsolete**

Soldier Rank Full Name: _____

UNIT (BRIGADE/BN): _____

Soldier must be in the Army Combat Uniform (ACU), PT uniform not authorized

In order to receive Installation clearing papers from In/Out Processing building 505 Rm 154 this form must be completely initialed, signed by the BN and BDE S1 after the following documents are reviewed and verified.

Soldiers may receive Installation clearing papers **10 business days (including DONSAS, excluding Federal Holidays)** prior to their leave start date. M, T, W, F 0730-1600, Thurs 0900-1600 (effective 1 May 2023).

If any required documents are missing, or are incomplete, Service Members will be returned to unit to have deficiency corrected before Installation clearing papers can be issued.

_____ PCS Orders with any amendments
BN INITIALS

_____ IPPS-A "Absence in Conjunction with PCS" form(s)
BN INITIALS

_____ Proxy Memo (proxy must be present at time of issuing) (if applicable)
BN INITIALS

The following documents **MUST BE** verified and/or updated by the S1 but **are not required by the MPD.**

_____ DD 93
BN INITIALS

_____ SGLV
BN INITIALS

REQUIRED SIGNATURES

Battalion S1 Representative Print (Rank Last, First, MI)	Signature	Date	Phone#
Brigade S1 Representative Print (Last, First, MI)	Signature	Date	Phone#