

# **FT BRAGG OUT-PROCESSING APPOINTMENT REQUEST FORM**

NAME (LAST, FIRST, MI)

DODID

RANK

E-MAIL

PHONE  
NUMBER

UNIT PHONE  
NUMBER

TYPE ACTION (choose one)

If PCS, name of gaining  
installation

Family Members

Report, Separation or Retirement  
Date (year/month/day)

Date of Order  
(year/month/day)

ORDER  
NUMBER

## **FOR PCS MOVES ONLY**

Is TDY associated with this  
PCS?

If Yes, is TDY

If you answered b. please indicate school

Yes

a. En-route

Drill Sergeant

No

b. TDY and  
Return

Recruiter

ROTC

Other

Start date for PCS Leave (year/month/day)

## **FOR ALL SEPARATIONS**

START DATE OF PTDY (if authorized)

TRANSITION LEAVE

Email all request to: [usarmy.bragg.imcom-atlantic.mbx.bragg-smd@mail.mil](mailto:usarmy.bragg.imcom-atlantic.mbx.bragg-smd@mail.mil)

## **FOR OFFICE USE ONLY**

APPOINTMENT DATE

SCHEDULED BY

DATE INITIALIZED

\*\*IAW AR 600-8-101, installation clearance papers are ONLY valid for 30 days from the date initialized/re-initialized. If you are not cleared in that time a ten day extension may be granted two working days prior to expiration. After expiration new clearance papers will be issued. You must be in uniform (ACU, MCU, OR OCP) unless authorized by your Commander in a memorandum .

Extension 1 and O-P clerk initials

Extension 2 and O-P Supervisor's initials