

TODAY'S DATE: _____

OUT-PROCESSING INTAKE FORM

Data required by the Privacy Act of 1974. Authority 301, Title 5, USC. Purpose: To complete clearance verification before departing installation..
Routine Uses: To prepare the DA Form 137-2. Disclosure: Voluntary, however, failure to complete this form may delay processing of clearing documents.

IAW AR 670-1, all out-processing must be completed in Operational Camouflage Pattern Uniform (OCP) or Army Dress Uniform

NAME (LAST, FIRST, MI)

DOD ID

IPPS-A EMPL ID

RANK

EMAIL

PHONE #

TYPE OF ACTION

(PCS, RET, ETS, CHAP)

If PCS, NAME OF GAINING INSTALLATION

REPORT/RETIREMENT/ETS DATE

CURRENT UNIT (BATTALION & BRIGADE)

UNIT S1 NAME, PHONE NUMBER & EMAIL

DATE OF ORDER

ORDER #

Start of PCS/Transition Leave, Departure Date or PTDY
(Use the earliest date)

Do you have adult dependents aged 18 or older? YES or NO

Do you have dependent children ages 6 weeks old to 18 years old? YES or NO

Do you have dependent children ages 5-14 and live in On-Post Family Housing? YES or NO

FOR PCS MOVES ONLY

Is TDY associated with this PCS?

☐

YES

☐

NO

If YES, is it TDY?

☐

(A) EN-ROUTE

☐

(B) TDY & RETURN

If you answered (B), please indicate school.

☐

DRILL SERGEANT/RECRUITER

☐

OTHER _____

FOR OUT-PROCESSING TEAM ONLY (as of 7 July 2025)

PROCESSING DATE:

RECEIVED BY:

DATE RECEIVED:	
DATABASE ENTRY DATE:	
DATE INITIATED:	

MISSING

☐

LEAVE FORM/ABSENCE REQUEST

DOCUMENTS:

☐

ORDERS

IAW AR 600-8-101, Installation clearance papers are only valid for 30 days from the date initialized/reinitialized. After expiration, new clearance papers must be initiated and issued.

REMARKS: (i.e., Contact with Soldier, Rescheduling notes, etc.):

DHR, Out-Processing Section, Personnel Services Branch Comment Card
Comments & Recommendations for Improvement:

If you would like a response, please check the “Response Requested” box and enter your name and your phone number and/or your email below. Unless a response is requested, name, phone and email are optional.

Response Requested: ☐

Name: _____

Phone: _____

Email: _____

USE YOUR
SMARTPHONE TO
SUBMIT COMMENTS



ARMY CAREER TRACKER

Have your say and help us improve the out-processing experience! Share your thoughts in the quick 15-question Out-Processing survey on Army Career Tracker (ACT). Your feedback is critical in helping your losing unit continue to excel and identify areas for improvement.

Here's how to access the survey:

- 1. Log into ACT
- 2. Click "Sponsorship"
- 3. Select "Survey"

Please maintain a copy of your completion certificate.

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SUBMIT COMMENTS



Privacy Advisory: The information you provide will be used to improve our service. The contact information, if you provide any, will only be used to respond to your request for information. If you do not provide any contact information, your identity will remain unknown. However, all comments will be reviewed whether you identify yourself or not.