



U.S. ARMY®



Out-Processing Fort Bragg

Permanent Change of Station

Military Personnel Division



Agenda

Documents Included in Your Out-Processing Packet

- ✓ **Out-Processing Intake Form**
- ✓ **ICE Comment Card**
- ✓ **DA Form 137-2 (Installation Clearance Record)**
 - Section A- Personnel Data
 - Section B- Installation Standard Clearances
- ✓ **Activities & Locations**
- ✓ **DA Form 137-2 (Last Stops)**
- ✓ **Final Clearance Stamp**
- ✓ **Documents Needed to Clear Installation**
- ✓ **Important Notes**
- ✓ **Contact Information**





Out-Processing Intake Form

1234

Write the last 4 of your social security number in the upper right-hand corner.

If more time is needed beyond 30 days, please contact us for assistance.

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:

MISSING ☐ LEAVE FORM/ABSENCE REQUEST

DOCUMENTS: ☐ ORDERS

DATE RECEIVED:	
DATABASE ENTRY DATE:	
DATE INITIATED:	

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.):

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Take Note!

You have **30 days** from this date to clear the installation!





ICE Comment Card



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



When You're
Done...

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.

USE YOUR
SMARTPHONE TO
SUBMIT COMMENTS



How Can We Make
Your Experience
Better?

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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.





DA Form 137-2 (Installation Clearance Record)

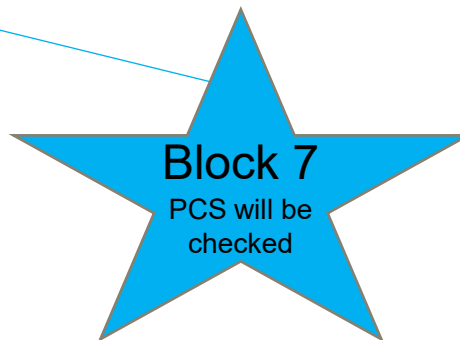
✓Your Clearance Papers are unique to you!



Block 3- Order # on your original orders
Block 6- Date on your original orders

SECTION A - PERSONNEL DATA (To be completed by the commander, S1, processing control station, or appointed official)			
1. NAME		2. RANK CW3	3. ORDERS NO. 049-62
4. GAINING UNIT		5. LOSING UNIT 18	6. DATE OF ORDERS (YYYYMMDD) 2020/02/18
7. REASON FOR CLEARING ☒ PCS ☐ ETS ☐ RETIREMENT ☐ OTHER (Specify)			8. DEPARTURE DATE (YYYYMMDD) 2020/07/06

Block 4- Always blank
Block 5- Standardized "18"



Block 8-
Your departure date
(same as your leave
start date)





DA Form 137-2 (Installation Clearance Record)

Have an "X"
if you owe a
debt

Amount of
debt owed
\$\$\$

Have an "X"
if you do not
owe a debt

SECTION B - INSTALLATION STANDARD CLEARANCES						
<i>(All signatures are required prior to reporting to the processing control station (section d) for final clearance. Not having these required signatures will cause a delay in your final clearance.)</i>						
9. INSTALLATION ACTIVITY	10. YES	11. DEBT AMOUNT	12. NO	13. NAME (Last, First, Middle)	14. TELEPHONE NO.	15. SIGNATURE
a. MEDICAL FACILITY @*	☒		☒			
b. DENTAL FACILITY @*	☐		☒			
c. DEERS/RAPIDS/ID CARDS AND TAGS @	☐		☒	MCCRAY, MONIQUE C		
d. TRANSPORTATION OFFICE @*	☐		☒			
e. EDUCATION CENTER @*	☐		☒	JONES, ANTUENET S		
f. ARMY EMERGENCY RELIEF @*	☐		☒	CORNWELL, MARCI KAY		

✓ Block 13-

- If there is a name, you have been pre-cleared by that organization/agency and do not have to go there.
- If it is blank, you must physically go clear that organization/agency.

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Activities & Locations

Organizations
/ Agencies &
Hours of
Operation

INSTALLATION CLEARANCE RECORD ACTIVITIES & LOCATIONS	
THE LOCATIONS LISTED ON THIS SHEET ARE THE ONLY LOCATIONS THAT CAN CLEAR YOU FOR THAT ACTIVITY!	
<u>INSTALLATION ACTIVITY</u>	<u>LOCATION</u>
• Reserve Component Career Counselor	SSC, 5th Floor, Wing A (0900-1600)
• Exceptional Family Member Program (EFMP)	SSC, 4th Floor, (0730-1615, closed 1200-1300)
• Army Emergency Relief (AER)	SSC, 3rd Floor
• Army Community Services (ACS)	SSC, 3rd Floor
• NATO Orders	SSC, 2nd Floor, Wing D, Reassignments Students - See PSB
• Education Center	SSC, 2nd Floor, Wing A (0830-1600) Closed Thursday
• Transitions (Final Clearance Stamp - Separations Only)	SSC, 2nd Floor, Wing B
• Personnel Services Branch (PSB)	SSC, 2nd Floor, Wing D, Room 266 (Closed at 1200 Tue & Thu)
• DEERS/ID Cards	SSC, 1st Floor, Main Lobby (0800-1600)
• Transportation	SSC, 1st Floor, Wing N (0730-1600)
• Soldier For Life Transition Assistance Program (SFL-TAP)	SSC, 1st Floor, Wing C (0900-1600) WTB Personnel see SFAC
• Defense Military Pay Office (DMPO)	SSC, 1st Floor, Wing J, Closed Thursday
• Post Retirement (must have completed SBP)	SSC, 1st Floor, Wing C (Closed at 1200 Tue & Thu)
• Out-Processing Control Station (Window 3) Final Clearance Stamp - PCS Pre-Clearance Stamp - Separations	SSC, 1st Floor, Window 3, Across from DEERS (0900-1130 & 1300-1600)
• Medical One-Stop (PDHRA/PHA) (red line)	SSC, Ground Floor, Wing B-D (0730-1100 & 1230-1600) 2nd Thursday of the month (0830-1100 &

Location with
building
number &
street names



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Final Stops

2

l. DOD CHILD NUTRITION OFFICE @*	☐	☒	
u. FINAL CLEARANCE STAMP (LAST STOP) MUST HAVE EVERYTHING CLEARED @*	☐	☒	
v. M-2 (SERVICE MEMBER BEHAVIORAL HEALTH/DRUG AND ALCOHOL) @*	☐	☒	
w. M-3 (SPECIALTY BEHAVIORAL HEALTH FAMILY ADVOCACY PROGRAM) @*	☐	☒	
x. MEDICAL ONE STOP (PDHRA/PHA/SHPE) BASEMENT/ GROUND FLR SSC @*	☐	☒	
y. POST EXCHANGE (MILITARY CLOTHING AND SALES - RILEY MINI MALL) @*	☐	☒	
z. UNIT RECORD PICK-UP (PERSTEMPO) (UNIT S1) (PINS) *	☐	☒	

16. REMARKS:

1

SECTION C - MILITARY PAY PROCESSING				
17. MILITARY PAY CLEARANCES				
a. DEFENSE MILITARY PAY OFFICE	b. NAME (Last, First, Middle)	c. TELEPHONE NO	d. SIGNATURE	e. DATE (YYYYMMDD)
(1) Travel Pay Processing @*				
(2) Separation Pay Processing @				
(3) Debt Processing @				

✓ Your last (2) stops are:

- **PCS ONLY-**

Stop 1: Section 17- Military Pay Clearance (Finance, 1st Floor, SSC)

Stop 2: Final Clearance Stamp- Window 3, 1st Floor, SSC (Across from DEERS)

➤ The final two stops can be cleared no earlier then 2 duty days prior to the start of your leave.

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Final Clearance Stamp

Documents
Needed at
Window 3:

All Soldiers:
documents 1-4

Going OCONUS:
Above documents
& document 5

Item 6: N/A

FINAL & PRE-CLEARANCE STAMPS
Monday – Friday (0830-1200 and 1300-1600)
SSC, 1st Floor, Window #3 (Across from DEERS & ID Cards)

IMPORTANT ADDITIONAL CLEARANCE INFORMATION

IAW AR 670-1, Chapter 3 and Fort Bragg Reg 600-8-101, Chapter 3, and para 3-1j) all out-processing must be completed in duty uniform. Physical training garments are not duty uniforms. Clearing papers are only valid for 30-days from date initialized. Units cannot sign Soldiers out on leave until all clearing is completed & Soldier has received "FINAL CLEARANCE STAMP" from Installation (AR 600-8-10).

Soldiers that require an escort; the escort must be in the grade of E5 or above & are required to be with the Soldier & in duty uniform at all times during the installation clearance process. If Soldier separating is an NCO or Officer, escort must be one rank higher. The following separations require an escort at all times: Chapters 5-13, 7, 9, 10, 11, 13, & 14.

Required documents to obtain your Pre-Clearance or Final Stamp:

YOU MUST HAVE ALL BELOW DOCUMENTS THAT PERTAIN TO YOUR TYPE OF DEPARTURE.
PCS CONUS: #1 thru #4. PCS OCONUS: #1 thru #5. Separations: #1 thru #4 & #6.

1. Completed Installation Clearance Record (DA Form 137-2, dated June 2010); include packet cover sheet titled "Out-Processing Appointment Request Form".
2. Approved Absence Request Authorization and Approval Data Form (IPPS-A).
3. Orders with any amendments.
4. Completed Unit Clearance Record (DA Form 137-1, dated June 2010). Form is provided by Unit S1. Ensure blocks 18 & 19 are signed.
5. PCSing OCONUS - completed Anti-Terrorism Awareness Level I Training within 6-months of orders report date & all accompanying dependents 14 - years of age or older (<https://jkodirect.jten.mil>) or (<http://jko.jten.mil/courses/at1/launch.html>)
6. Separating Soldiers - Completed DD Form 2648 (Pre-Separation Counseling Checklist for Active Component Service Members) provided by SFL-TAP. (Does not apply to ARNG/USAR Soldiers separating from Active Duty, ADT, AIDT, MOB COADOS, etc.)

Out-Processing
Control Station
(Window 3) is
located across
from the
DEERS/ID
Card Facility.

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Documents Needed to Clear Installation

✓ DA Form 137-1 (Unit Clearance Record)

- Ensure all sections are cleared at your unit and signed

17. REMARKS		
18. SOLDIER'S AUTHENTICATION		
a. NAME (Last, First, Middle)	b. SIGNATURE	c. DATE (YYYYMMDD)
19. COMMANDER/1SG AUTHENTICATING OFFICIAL		
a. NAME (Last, First, Middle)	b. SIGNATURE	c. DATE (YYYYMMDD)

DA FORM 137-1, MAR 2018

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Signed by you!

Signed by your Commander/First Sergeant!

✓ DA Form 137-2 (Installation Clearance Record)

✓ PCS orders with all amendments

✓ Approved IPPS-A Absence Request

- Permissive TDY must be signed by an O-5 or above





Documents Needed to Clear Installation

Continued

✓ **PERSTEMPO Deployment History**

- Needed for finance; provided by your unit S-1.
- Must carry forward to next duty station

✓ **Level 1 Anti-Terrorism Awareness Training Certificate w/in 180 days of report date**

- Required for all service members going to an OCONUS assignment
- Required for family members age 14 and older accompanying to an OCONUS assignment
 - (<https://jkodirect.jten.mil>) or
(<http://jko.jten.mil/courses/atl1/launch.html>)





Important Notes

- ✓ Service members moving to an OCONUS assignment must see the Passport office located in SSC, 2nd Floor, Wing D, Rm 272
- ✓ Medical facility (records) is located in the basement of SSC. Follow the **green line** on the wall. Do not go to your medical clinic.
- ✓ Go to your dental clinic.
- ✓ Provost Marshal is located in the basement of SSC. Follow the **blue line** or the PMO office on Butner Rd.
- ✓ The below offices are located in the Womack Health and Support Center (WHSC Building) in the parking lot of Womack on the All-American side, closest to Longstreet:
 - M2 Service Member Behavioral Health (0800-1030)
 - M3 Specialty/Family Member Behavioral Health (0800-1030)





Thank you for stopping by Fort Bragg, NC!

“Time for a new adventure!”



Have Questions???

Come see us at:

Soldier Support Center, 2nd Floor, Wing D, Rm 261

Mon, Wed, Fri - 0830-1200 & 1300-1600

Tue/Thu – 0800-1200

Or Email us at:

usarmy.bragg.usag.mbx.dhr-smd@army.mil

