

Important Out-Processing Information for Fort Bragg Personnel

This guide provides key information for Soldiers undergoing Permanent Change of Station (PCS) or Separation/Retirement. Please review the sections applicable to your situation.

Section 1: Activities Applicable to BOTH PCS and Separation/Retirement

These are actions that generally apply regardless of whether you are PCSing or separating.

- **Central Issue Facility (CIF)**
 - To schedule appointments, call 910-396-7039/7045 or 910-907-1866.
 - You can also email usarmy.bragg.406-afsb.list.afsbn-liberty-cif@army.mil or visit the CIF in person.
 - Only your orders are required. You cannot use your AKO clothing record for this process.
- **Transportation**
 - Location: Soldier Support Center (SSC), Ground Floor, Mott Lake Media Room.
 - Briefings:
 - OCONUS: Tuesdays & Thursdays – 1000
 - CONUS: Mondays & Wednesdays – 1430
 - PPM/DITY: Mondays, Wednesdays, Fridays – 1030
 - ALL SEPARATIONS: Mondays, Wednesdays, Fridays – 0900
 - Note: This action can be completed 90 days prior to your departure and requires orders.
- **Post Family Housing**
 - If applicable, visit your Housing Management Office to schedule your clearance appointment.
- **Unit Clearing**
 - See your S1 to receive your unit clearing papers (DA 137-1 Unit Clearance Record).

- While clearing your unit, remember to update your DD93/SGLI.
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Section 2: Information Specific to Separation or Retirement

This section includes actions primarily relevant to Soldiers leaving the Army.

- **SFL TAP Program**

- Complete all requirements and have your DD Form 2648 (Service Member Pre-Separation/Transition Counseling and Career Readiness Standards eForm For Service Members Separating, Retiring, Released from Active Duty (REFRAD)).

- **Separation Physical**

- Schedule and complete a final physical at your medical clinic.
- Note: This is not applicable for medical separations.

- **DD 214 Review**

- For ETS, REFRAD, Unqualified Resignations & Chapters: Transition Center, SSC, 2nd Floor, Wing B.
 - For IADT/ADT: PSB, SSC, 2nd Floor, Wing D, Room 266.
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Human Resources Assistant

Out-Processing Branch

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