



U.S. ARMY®



Out-Processing Fort Bragg

Retirement & Separation

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
- ✓ **DA Form 137-2 (Last Stops)**
 - Expired Term of Service & Administrative Separations
 - Retirements
- ✓ **Defense Military Pay Office (DMPO)**
- ✓ **Activities & Locations**
- ✓ **Pre-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?

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.

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DA Form 137-2 (Installation Clearance Record)

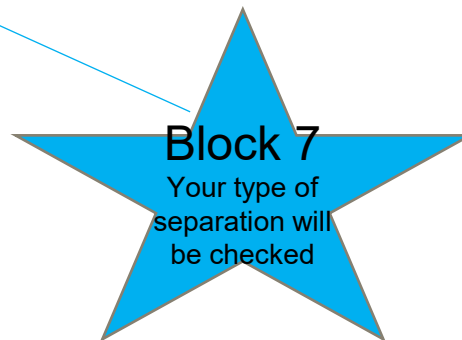
✓Your Clearance Papers are unique to you!



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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Final Stops (ETS & Administrative Separations)

3

2

1

t. 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. Has the Soldier completed Soldier for Life-Transition Assistance processing? Exit Survey/DD Forms 2648/2648-1 and 2958 (USAR only) @	☐				
x. MEDICAL ONE STOP (PDHRA/PHA/SHPE)BASEMENT/ GROUND FLR SSC @*	☐				
y. OUT-PROCESSING CONTROL STATION (ETS, RETIREMENTS, CHAPTERS ONLY) @*	☐				
z. PERSONNEL SERVICES (PSB) RECORDS REVIEW, 2ND FLR, WING D, RM 266 (SEP/ETS/RET) @	☐	☒			
16. REMARKS:					
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 @					

- The final three stops can be cleared no earlier then 1 duty day prior to the start of your leave.
- If not taking leave, the final three stops can be cleared no earlier then your date of separation.

✓ Your last (3) stops are:

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

Stop 2: Out-Processing Control Station (Window 3, 1st Floor SSC, Across from DEERS)

Stop 3: Final Clearance Stamp (Transitions, 2nd Floor SSC, Wing B)

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Final Stops (Retirements)

2

1

3

t. 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. Has the Soldier completed Soldier for Life-Transition Assistance processing? Exit Survey/DD Forms 2648/2648-1 and 2958 (USAR only) @	☐				
x. MEDICAL ONE STOP (PDHRA/PHA/SHPE)BASEMENT/ GROUND FLR SSC @*	☐				
y. OUT-PROCESSING CONTROL STATION (ETS, RETIREMENTS, CHAPTERS ONLY) @*	☐				
z. PERSONNEL SERVICES (PSB) RECORDS REVIEW, 2ND FLR, WING D, RM 266 (SEP/ETS/RET) @	☐	☒			
16. REMARKS:					
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 @					

- The final three stops can be cleared no earlier then 1 duty day prior to the start of your leave.
- If not taking leave, the final three stops can be cleared no earlier then your date of separation.

✓ Your last (3) stops are:

- Stop 1: Out-Processing Control Station (Window 3, 1st Floor SSC, Across from DEERS)
- Stop 2: Final Clearance Stamp (Transitions, 2nd Floor SSC, Wing B)
- Stop 3: Section 17- Military Pay Clearance (Finance, 1st Floor, SSC)

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Defense Military Pay Office (DMPO)

DEFENSE MILITARY PAY OFFICE (DMPO)

Finance Separation Pay Brief

ETS, UNQUALIFIED RESIGNATION, REFRAD, CHAPTERS

*****CAN ATTEND BRIEFING NO EARLIER THAN ONE BUSINESS DAY PRIOR TO TRANSITION
LEAVE STARTING OR ON DATE OF SEPARATION IF NOT TAKING LEAVE*****

FOR FINANCE PROCESSING/BRIEFING:

All Officers and medical separations (SPD Code JEA or JEB) will report directly to SSC, 1st Floor Wing J.

All other separations— Report to SSC, 1st Floor Wing J no later than 1300. This briefing will start promptly at 1330 and if you are late you will have to attend the following day.

- ❖ Bring copies of the below documents to finance briefing with originals. All copies need to be made prior to attending the briefing. All documents submitted, become the property of finance. None will be returned. ❖

DOCUMENTS REQUIRED TO OUT-PROCESS DMPO

BRING ORIGINAL

- DA Form 127-1 (Unit Clearance Record). This unit must be completely checked to include Detachment S-1 on

- ✓ **Retirees, Officers & Medical Separations** will receive a one-on-one briefing from their counselor.
- ✓ **ETS & Administrative Separations** must attend the briefing at finance. SSC, 1st Floor, Wing J, at 1330.
- You can attend the briefing no earlier than 1 duty day prior to your leave starting or if not taking leave, on your date of separation.

- Article 15's within the last 12 months.

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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!	
INSTALLATION ACTIVITY	LOCATION
• 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) 3rd Thursday of the month (0930-1100 & 1300-1600)
• Housing Office (Government)	SSC, Ground Floor, Room B-H-2 (0730-1130 & 1230-1600)
• Commercial Activities	SSC, Ground Floor, Room B-H-2 (or Ft. Bragg Federal

Location with
building
number &
street names



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Pre-Clearance Stamp

Documents
Needed at
Window 3:

All Soldiers:
documents 1-4 &
6

Item 5: 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/at11/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)

✓ Separation orders with all amendments

✓ DD2648 Pre-Separation Counseling Checklist from SFL-TAP

✓ PERSTEMPO Deployment History

- Needed for finance & transitions; provided by your unit S-1

✓ Approved IPPS-A Absence Request

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





Important Notes

- ✓ Update your DD93/SGLV within 90 days of separation.
- ✓ 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 see 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)

All separations will require a final Army physical in order to clear medical

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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

