



# FORT CARSON OUT-PROCESSING SECTION

## CLEARING PAPERS REQUEST FORM

CLEARING PAPER REQUEST FORMS CAN BE SUBMITTED UP TO 30 DAYS PRIOR TO START DATE OF THE APPROVED ABSENCE REQUEST OR SEPARATION DATE IF NO TERMINAL LEAVE IS BEING TAKEN. THIS IS TO ALLOW TIME FOR AGENCIES TO COMPLETE THE PRE-CLEARING PROCESS.

**CLEARING PAPERS WILL BE ISSUED 10 BUSINESS DAYS PRIOR TO DEPARTURE DATE**

### REQUIRED INFORMATION

RANK: \_\_\_\_\_ NAME: (LAST, FIRST, MI) \_\_\_\_\_ MOS: \_\_\_\_\_  
REPORT / SEPARATION DATE: \_\_\_\_\_ GAINING INSTALLATION (PCS ONLY): \_\_\_\_\_  
BRIGADE: \_\_\_\_\_ CURRENT UNIT: \_\_\_\_\_  
UNIT/DUTY PH#: \_\_\_\_\_  
EMAIL ADDRESS: (CIV) \_\_\_\_\_  
PHONE: \_\_\_\_\_  
ABSENCE START & END DATE: \_\_\_\_\_ (Include complete absence period)

### SELECT THE ONES THAT APPLY TO YOU:

ACTIVE DUTY | RESERVES | NATIONAL GUARD | OTHER (PLEASE SPECIFY) \_\_\_\_\_

PCS | ETS | RET | MED RET | MED SEPARTION | CHAPTER | CONFINEMENT | DFR

CHAPTER # \_\_\_\_\_ ESCORT REQUIRED FOR CHAPTER: 5-17 (ment) / 7-15 & 7-17 / 9 / 10 / 11 / 13 / 14

### SELECT ALL THAT APPLY:

- 1) Are you a Remote Soldier?                      YES                      NO  
    a. If "YES", what is your duty location: \_\_\_\_\_
  
- 2) Are you going OCONUS? (Including Alaska & Hawaii)                      YES                      NO
  
- 3) Are you:                      SINGLE                      MARRIED
  
- 4) Will you be receiving a PCS / ETS / RETIREMENT / AWARD:                      YES                      NO
  
- 5) Do you have a Government Travel Charge Card (GTCC)?                      YES                      NO
  
- 6) Do you have an Official Passport issued by the Military?                      YES                      NO
  
- 7) Do you live:                      BARRACKS                      BASE HOUSING                      OFF-POST
  
- 8) Do you have dependent children?                      YES                      NO

**REQUIRED DOCUMENTS TO RECEIVE CLEARING PAPERS:**

- 1) CLEARING PAPERS REQUEST FORM
- 2) COMPLETE SET OF ORDERS (PCS / ETS / RETIREMENT / CHAPTER / CONFINEMENT including all amendments)
- 3) APPROVED ABSENCE REQUEST (PCS / HOUSE HUNTING / TERMINAL / TRANSITION ADMIN ABSENCE)
- 4) ESCORT MEMO (IF REQUIRED FOR CHAPTER)
- 5) PROXY MEMO (IF REQUIRED)

**INSTRUCTIONS:**

**Clearing Paper Requests will be sent to the Out-Process section email listed at the end of this form.** You must include the required documents. An Out-Processing tech will reply with further instructions for pre-clearing or issuing clearing papers.

All Soldiers will be in Duty Uniform (OCP / ASU) in order to clear and final out from the out-processing section in accordance with FC 210-8.

Soldiers authorized House Hunting or Transition Administrative Absence in addition to their PCS/Terminal Leave will be issued clearing papers 10 BUSINESS DAYS PRIOR to the START DATE of the House Hunting/TAA if in succession of the PCS/Terminal Leave begin date. If there is a break between dates, your clearing papers will be issued 10 BUSINESS DAYS PRIOR to start of the PCS/Terminal leave begin date.

**Chapter Soldiers are authorized 5 (five) days to clear with an escort** (if required).

SOLDIERS ARE REQUIRED TO COMPLETE ALL CLEARING REQUIREMENTS PRIOR TO DEPARTURE.

SOLDIER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

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CLEARING PAPERS WILL BE ISSUED 10 BUSINESS DAYS PRIOR TO DEPARTURE DATE

**You must email this request form with the other required documents to the following email address:**

**USARMY Ft Carson IMCOM Mailbox DHR MPD OutProcessing**

**[usarmy.carson.imcom.mbx.dhr-mpd-outprocessing@army.mil](mailto:usarmy.carson.imcom.mbx.dhr-mpd-outprocessing@army.mil)**