



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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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