

Today's Date:	
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Out-Processing Soldier's Data Sheet

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 Operation Camouflage Uniform (OCP) or Army Dress Uniform

NAME (LAST, FIRST, MI)	DOD ID #	IPPS-A EMPL ID #
RANK	EMAIL:	SOLDIERS PHONE #
S1 PHONE #	TYPE OF ACTION: PCS, RET, ETS	IF PCS, FIRST DAY OF LEAVE:
SEPARATION REPORT DATE:	ORDER #:	DATE OF ORDER

FOR PCS MOVES ONLY

PCS'n CONUS or OCONUS?	OCONUS: do you have NATO Orders?	OCONUS: do you require passport?
<input type="checkbox"/> CONUS	<input type="checkbox"/> YES	<input type="checkbox"/> YES
<input type="checkbox"/> OCONUS	<input type="checkbox"/> NO	<input type="checkbox"/> NO
Is TDY associated w/ PCS?	If YES on TDY, have you created 2 leave form?	
<input type="checkbox"/> YES	<input type="checkbox"/> YES	Annual Absence before TDY PCS
<input type="checkbox"/> NO	<input type="checkbox"/> NO	Absence after TDY

FOR SEPARATION SOLDIERS ONLY

Are you taking Terminal Leave?	Have you Admended your Orders to reflex your approved Terminal Leave?
<input type="checkbox"/> YES	<input type="checkbox"/> YES
<input type="checkbox"/> NO	<input type="checkbox"/> NO