

# **ONLINE OUTPROCESSING DATA WORKSHEET**

**SGT-CSM**

**2LT-GENERAL/WO1-CW5**

**Enter your information.**

\_\_\_\_\_  
Name (LAST, FIRST, MI)

\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_  
SSN

\_\_\_\_\_  
Rank

\_\_\_\_\_  
Current Unit

\_\_\_\_\_  
MACOM/MSC

\_\_\_\_\_  
Gaining Station/Country

(1CD, III CORPS, 13SC (E), 89MP, 504 MI, 13 FIN, etc.)

Circle the appropriate reason for clearing.

PCS

ETS

RET

**(CHAPTERS ARE NOT AUTHORIZED TO USE THE ONLINE BRIEFING)**

Circle all that applies.

1. Are you: Going overseas? Yes / No

2. Do you have any children between the ages of 0 to 18 years? Yes / No  
(See form links for withdrawal forms)

3. Email address: \_\_\_\_\_  
**(MUST BE A .MIL ADDRESS ONLY )**

**Enter all information that applies.**

Separation or Retirement Date: \_\_\_\_\_

Report Date: \_\_\_\_\_

Date PTDY or Leave Starts: \_\_\_\_\_

Duty or Cell Phone #: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Original Orders Number: \_\_\_\_\_

Date of Orders: \_\_\_\_\_

**\*\* Please submit all required documents to:**

**usarmy.hood.id-readiness.mbx.dhr-senior-outprocessing@army.mil**

**\*\* Central Clearance Facility phone number: 287-4628/7990**