# ONLINE OUTPROCESSING DATA WORKSHEET
# SGT-CSM
# 2LT-GENERAL/WO1-CW5

**Enter your information.**

_____ _____ _____
Name (LAST, FIRST, MI) DOD ID 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