



U.S. ARMY®



# Out-Processing Fort Bragg

PCS

**Military Personnel Division**



# Agenda

## *Documents Included in Your Out-Processing Packet*

- ✓ [Out-Processing Appointment Form](#)
- ✓ [ICE Comment Card](#)
- ✓ [DA Form 137-2 \(Installation Clearance Record\)](#)
  - Section A- Personnel Data
  - Section B- Installation Standard Clearances
- ✓ [Activities & Locations](#)
- ✓ [DA Form 137-2 \(Last Stops\)](#)
- ✓ [Final & Pre-Clearance Stamp](#)
- ✓ [Documents Need to Clear Installation](#)
- ✓ [Important Notes](#)
- ✓ [Contact Info](#)





# Ft. Bragg Out-Processing Appointment Form

Today's date \_\_\_\_\_

## FT BRAGG OUT-PROCESSING APPOINTMENT FORM

IAW AR 670-1, all out-processing must be completed in Army Combat Uniform (ACU) or Army Service Uniform (ASU).

NAME (LAST, FIRST, MI)

DODID

RANK

EMAIL

PHONE #

Do you have dependent children ages?

5 - 15? Circle: YES or NO

Do you live in Gov't Housing?

Circle: YES or NO

TYPE ACTION (PCS,  
Retirement, ETS)

If PCS, name of gaining installation

Report/ETS/Retirement Date

Date of Order

Order number

Start date for PDY

Start day for PCS/Transition Leave

### FOR PCS MOVES ONLY

Is TDY associated with this PCS?

☐ Yes

☐ No

If Yes, is TDY

☐ En-route

☐ TDY and Return

If you answered b. please indicate school

☐ Drill Sergeant

☐ Recruiter

☐ ROTC

☐ Other

### FOR OFFICE USE ONLY

APPOINTMENT DATE

SCHEDULED BY

Emailed Appt

Data Base

Date Initialed

IAW AR 600-8-101, installation clearance papers are only valid for 30 days from the date initialized/re-initialized. After expiration new clearance papers must be initiated and issued.

REMARKS (i.e., contact with Soldier, rescheduling notes etc):

If more time is needed beyond 30 days, please contact us for assistance.

**Take Note!**

You have **30 days** from this date to clear the installation!

[HOME](#)





# Ft. Bragg Out-Processing Appointment Form

Today's date \_\_\_\_\_

## FT BRAGG OUT-PROCESSING APPOINTMENT FORM

IAW AR 670-1, all out-processing must be completed in Army Combat Uniform (ACU) or Army Service Uniform (ASU).

NAME (LAST, FIRST, MI)

DODID

RANK

EMAIL

PHONE #

Do you have dependent children ages?

5 - 15? Circle: YES or NO

Do you live in Gov't Housing?

Circle: YES or NO

TYPE ACTION (PCS,  
Retirement, ETS)

If PCS, name of gaining installation

Report/ETS/Retirement Date

Date of Order

Order number

Start date for PDTY

Start day for PCS/Transition Leave

### FOR PCS MOVES ONLY

Is TDY associated with this PCS?

☐ Yes

☐ No

If Yes, is TDY

☐ En-route

☐ TDY and Return

If you answered b. please indicate school

☐ Drill Sergeant

☐ Recruiter

☐ ROTC

☐ Other

### FOR OFFICE USE ONLY

APPOINTMENT DATE

SCHEDULED BY

Emailed Appt

Data Base

Date Initialed

IAW AR 600-8-101, installation clearance papers are only valid for 30 days from the date initialized/re-initialized. After expiration new clearance papers must be initiated and issued.

REMARKS (i.e., contact with Soldier, rescheduling notes etc):

  
  

If more time is needed beyond 30 days, please contact us for assistance.

### TAKE NOTE!

IAW AR 600-8-101 and Ft Bragg Reg 600-8-101  
You have 10 calendar days to clear the installation. Packets expire after 30 days.

[HOME](#)







# ICE Comment Card\*

## DHR, Out-Processing Section, Personnel Services Branch Comment Card

Let us know how we are doing!

What is the purpose of your visit? (check one) ☐ Schedule an appointment  
☐ Attend outprocessing briefing/receive clearance papers  
☐ Receive Pre-Clear/Final Clearance Stamp

What is your status (circle one)      ACTIVE DUTY      NATIONAL GUARD      RESERVES

### *Customer Service:*

|   |  |                          |                           |
|---|--|--------------------------|---------------------------|
| Did our assistance help you better understand clearance procedures? | <input type="radio"/> YES  | <input type="radio"/> NO | <input type="radio"/> N/A |
| Facility Appearance:  | <input type="radio"/> Excellent <input type="radio"/> Good <input type="radio"/> OK <input type="radio"/> Poor <input type="radio"/> Awful |                          |                           |
| Employee/Staff Attitude:  | <input type="radio"/> Excellent <input type="radio"/> Good <input type="radio"/> OK <input type="radio"/> Poor <input type="radio"/> Awful |                          |                           |
| Timeliness of Service:  | <input type="radio"/> Excellent <input type="radio"/> Good <input type="radio"/> OK <input type="radio"/> Poor <input type="radio"/> Awful |                          |                           |
| Hours of Service:   | <input type="radio"/> Excellent <input type="radio"/> Good <input type="radio"/> OK <input type="radio"/> Poor <input type="radio"/> Awful |                          |                           |
| Did the product or service meet your needs?                         | <input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A   |                          |                           |

### *Satisfaction:*

Were you satisfied with your overall experience? ☐ YES ☐ NO ☐ N/A

### *Comments & Recommendations for Improvement:*

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If you would like a response, please check the Response Requested checkbox and enter your name and your phone number and/or your email below. Unless a response is requested, name, phone and email are optional.

Response Requested ☐

USE YOUR SMARTPHONE OR CODE IF DESIRED TO SUBMIT  
COMMENTS USING YOUR PHONE

Name: (optional) \_\_\_\_\_

Phone: (optional) \_\_\_\_\_

Email: (optional) \_\_\_\_\_



Privacy Advisory: The information you provide will be used to improve our service. The contact information, if you provide any, will only be used to respond to your request for information. If you do not provide any contact information, your identity will remain unknown. However, all comments will be reviewed whether or not you identify yourself.

[HOME](#)

\*Included in your out-processing packet.



When You're  
Done...

How Can We Make  
Your Experience  
Better?

08 JUL 20\_V1



# DA Form 137-2 (Installation Clearance Form)

✓Your Clearance Papers are unique to you!

| INSTALLATION CLEARANCE RECORD   |                      |  | 1234 |
|---|----------------------|--|------|
| For use of this form, see AR 600-8-101; the proponent agency is DCS, G-1  |                      |  |      |
| DATA REQUIRED BY THE PRIVACY ACT OF 1974  |                      |  |      |
| <b>AUTHORITY:</b> Section 301, Title 5, USC.  |                      |  |      |
| <b>PRINCIPAL PURPOSE:</b> To ensure Soldier readiness before PCS. To complete clearance verification before transition from active duty, transfer to another Service or Component, separation, discharge, or retirement.  |                      |  |      |
| <b>ROUTINE USES:</b> To close out installation personnel and finance records. To ensure that debt to the government and its instrumentalities is identified and that action is taken to obtain payment before the Soldier's transition from active duty, separation or retirement. Forms will not be disclosed outside the Department of Defense (DoD) and DoD sponsored agencies.  |                      |  |      |
| <b>DISCLOSURE:</b> Disclosure is voluntary; however, failure to complete this form may result in only partial payment of final pay.   |                      |  |      |
| <b>INSTRUCTIONS TO THE SOLDIER:</b> This out-processing packet is designed to assist you and the installation in completing your final clearance as accurately and expeditiously as possible. It is your responsibility to complete this checklist properly. If you are separating or retiring from the Active Army, failure to complete this checklist correctly and entirely will result in you receiving 55 percent of your final pay pending verification by DFAS of any outstanding debts. Activities marked with an @ require clearance for all Soldiers separating or retiring from the Active Army, including AGR personnel. Activities marked with an asterisk (*) require clearance for Soldiers departing on PCS. Activities not marked will be cleared per installation instructions. This checklist must be completed before your final military pay appointment. Separation payments will not be released until installation clearance is completed. Provide any additional information in Remarks, block 16. |                      |  |      |
| <b>SECTION A - PERSONNEL DATA</b> (To be completed by the commander, S1, processing control station, or appointed official)   |                      |  |      |
| 1. NAME<br>BRANCH, ADRIAN MAY   | 2. RANK<br>CW3       | 3. ORDERS NO.<br>049-62                    |      |
| 4. GAINING UNIT   | 5. LOSING UNIT<br>18 | 6. DATE OF ORDERS (YYYYMMDD)<br>2020/02/18 |      |
| 7. REASON FOR CLEARING<br><input checked="" type="checkbox"/> PCS <input type="checkbox"/> ETS <input type="checkbox"/> RETIREMENT <input type="checkbox"/> OTHER (Specify)   |                      | 8. DEPARTURE DATE (YYYYMMDD)<br>2020/07/06 |      |

Put the last four of your Social Security Number in the upper right-hand corner of the form.





# DA Form 137-2 (Installation Clearance Form)

## Continued- Section A

✓Your Clearance Papers are unique to you!

1 & 2  
Is this  
you?

Block 3- Order # on your original orders  
Block 6- Date on your original orders

| SECTION A - PERSONNEL DATA (To be completed by the commander, S1, processing control station, or appointed official)  |                      |  |  |
|---|----------------------|--|--|
| 1. NAME   | 2. RANK<br>CW3       | 3. ORDERS NO.<br>049-62                    |  |
| 4. GAINING UNIT   | 5. LOSING UNIT<br>18 | 6. DATE OF ORDERS (YYYYMMDD)<br>2020/02/18 |  |
| 7. REASON FOR CLEARING<br><input checked="" type="checkbox"/> PCS <input type="checkbox"/> ETS <input type="checkbox"/> RETIREMENT <input type="checkbox"/> OTHER (Specify) |                      | 8. DEPARTURE DATE (YYYYMMDD)<br>2020/07/06 |  |

Block 4- Always blank  
Block 5- Standardized "18"

7  
PCS will be  
checked

Block 8-  
Your departure date  
(same as your leave  
start date)





# DA Form 137-2 (Installation Clearance Form)

## Continued- Section B

Have an "X"  
if you owe a  
debt

Amount of  
debt owed  
\$\$\$

Have an "X"  
if you do not  
owe a debt

| SECTION B - INSTALLATION STANDARD CLEARANCES  |                          |                    |                                     |                                   |                      |                  |
|---|--------------------------|--------------------|-------------------------------------|-----------------------------------|----------------------|------------------|
| (All signatures are required prior to reporting to the processing control station (section d) for final clearance. Not having these required signatures will cause a delay in your final clearance. |                          |                    |                                     |                                   |                      |                  |
| 9.<br>INSTALLATION ACTIVITY   | 10.<br>YES               | 11.<br>DEBT AMOUNT | 12.<br>NO                           | 13.<br>NAME (Last, First, Middle) | 14.<br>TELEPHONE NO. | 15.<br>SIGNATURE |
| a. MEDICAL FACILITY @*  | <input type="checkbox"/> |                    | <input checked="" type="checkbox"/> |                                   |                      |                  |
| b. DENTAL FACILITY @*   | <input type="checkbox"/> |                    | <input checked="" type="checkbox"/> |                                   |                      |                  |
| c. DEERS/RAPIDS/ID CARDS AND TAGS @   | <input type="checkbox"/> |                    | <input checked="" type="checkbox"/> | MCCRAY, MONIQUE C                 |                      |                  |
| d. TRANSPORTATION OFFICE @*   | <input type="checkbox"/> |                    | <input checked="" type="checkbox"/> |                                   |                      |                  |
| e. EDUCATION CENTER @*  | <input type="checkbox"/> |                    | <input checked="" type="checkbox"/> | JONES, ANTUENET S                 |                      |                  |
| f. ARMY EMERGENCY RELIEF @*   | <input type="checkbox"/> |                    | <input checked="" type="checkbox"/> | CORNWELL, MARCI KAY               |                      |                  |

### ✓ Block 13-

- If there is a name, you have been pre-cleared by that organization/agency.
- If it is blank, you still have to clear that organization/agency.

[HOME](#)







# Activities & Locations\*

## Organizations & Agencies and Hours of Operation

(Hours may have changed due to COVID-19 outbreak.)

| INSTALLATION CLEARANCE RECORD<br>ACTIVITIES & LOCATIONS   |   |
|---|---|
| If there is a name in Column #13, you <b>DO NOT</b> have to go to that location <b>UNLESS</b> there is a dollar amount in Column #11 (That activity has already been cleared for you). Any location that does <b>NOT</b> have a name in column #13; must have a stamp or printed name in Column #13, phone number in Column #14, & a signature in Column #15. |   |
| THE LOCATIONS LISTED ON THIS SHEET ARE THE ONLY LOCATIONS THAT CAN CLEAR YOU FOR THAT ACTIVITY!   |   |
| INSTALLATION ACTIVITY   | LOCATION  |
| Medical One Stop (PDHRA/PHA)<br><i>Go a minimum of 3 working days before departure from Installation</i>  | SSC, basement (Medical One Stop), Wing B-D. <b>THIS IS THE ONLY OFFICE THAT CAN CLEAR THIS AREA.</b> Hrs. 0730-1100 & 1230-1600 Except 3 <sup>rd</sup> Thurs of each Month 0930-1100 & 1600 |
| Reserve Component Career Counselor 0900 - 1600<br><i>(All separations except retirees &amp; ARNG/USAR departing from ADT orders)</i>  | SSC 5 <sup>th</sup> FL 82 <sup>nd</sup> Wing A  |
| DEERS/ID Card <i>(All Chapters must clear)</i> 0800-1600  | SSC, 1 <sup>st</sup> FL, and Center of bldg... or Gavin Hall  |
| SPONSORSHIP CELL - PCS Only <i>(ALL RANKS)</i>  | SSC, 1 <sup>st</sup> FL, Windows 2 & 3  |
| Transportation 0730 - 1600  | SSC, 1 <sup>st</sup> FL, Wing N   |
| Soldier for Life (SFLT) <i>(OLD ACAP)</i> 0900 - 1600<br><i>(All separations except ARNG/USAR departing from IADT/ADT orders)</i> - WTB Personnel go to SFAC  | SSC, 1 <sup>st</sup> FL, Wing C or 82 <sup>nd</sup> ACAP  |
| Education Center<br>Mon - Fri 0900 - 1000 or 1400 - 1600; training holidays 0900-1600   | SSC, 2 <sup>nd</sup> FL, Wing A   |
| Army Emergency Relief (AER)   | SSC, 3 <sup>rd</sup> FL   |
| Army Community Services (ACS)   | SSC, 3 <sup>rd</sup> FL   |
| Commercial Activities 0900 - 1130 & 1300 - 1500   | SSC, Basement, Room B-H-2 Room 5&6  |
| Housing Office (Government) 0900 - 1130 & 1300 - 1545<br><i>(If you live in Military Housing, make sure you have clearance document (memo) &amp; bring it with you to the Housing Office)</i>   | SSC, Basement, Room B-H-2   |
| Post Exchange (Military Clothing & Sales Services)  | Customer Service Counter (Reilly Rd. Mini Mall)   |
| MWR & Club System (Bldg. 4-1469)  | Bldg. 4-1469 Reilly Rd (Reilly Rd. Mini Mall area)  |
| Dental Facility   | Contact your clinic (DON'T FORGET DEPENDENT RECORDS)  |
| Medical Facility (Medical Records)  | SSC, Basement, Room B-O-7   |
|   | Mon, Tue, Thu, Fri: 0800-1130 & 1300-1600; Wed 0800-1130  |
| Central Issue Facility (CIF) 0730 - 1530  | 2619 Howell St, Bldg. # F4213 Phone #: 396-7045/7039  |
| The following Agencies are located in Bldg. 4-3219 (Womack Health Support Center on the All American side of the Campus of WAMC) NOT  |   |

Location with building number & street names



Almost all places are in the SSC; only a few are not!

HOME

\*Included in your out-processing packet.





# PCS Only

## Last Stops

2

|  |                               |                                     |              |                    |
|--|-------------------------------|-------------------------------------|--------------|--------------------|
| l. DOD CHILD NUTRITION OFFICE @*                                     | <input type="checkbox"/>      | <input checked="" type="checkbox"/> |              |                    |
| u. FINAL CLEARANCE STAMP (LAST STOP) MUST HAVE EVERYTHING CLEARED @* | <input type="checkbox"/>      | <input checked="" type="checkbox"/> |              |                    |
| v. M-2 (SERVICE MEMBER BEHAVIORAL HEALTH/DRUG AND ALCOHOL) @*        | <input type="checkbox"/>      | <input checked="" type="checkbox"/> |              |                    |
| w. M-3 (SPECIALTY BEHAVIORAL HEALTH FAMILY ADVOCACY PROGRAM) @*      | <input type="checkbox"/>      | <input checked="" type="checkbox"/> |              |                    |
| x. MEDICAL ONE STOP (PDHRA/PHA/SHPE) BASEMENT/ GROUND FLR SSC @*     | <input type="checkbox"/>      | <input checked="" type="checkbox"/> |              |                    |
| y. POST EXCHANGE (MILITARY CLOTHING AND SALES - RILEY MINI MALL) @*  | <input type="checkbox"/>      | <input checked="" type="checkbox"/> |              |                    |
| z. UNIT RECORD PICK-UP (PERSTEMPO) (UNIT S1) (PINS) *                | <input type="checkbox"/>      | <input checked="" type="checkbox"/> |              |                    |
| 16. REMARKS:   |                               |                                     |              |                    |
| SECTION C - MILITARY PAY PROCESSING                                  |                               |                                     |              |                    |
| 17. MILITARY PAY CLEARANCES  |                               |                                     |              |                    |
| a. DEFENSE MILITARY PAY OFFICE                                       | b. NAME (Last, First, Middle) | c. TELEPHONE NO                     | d. SIGNATURE | e. DATE (YYYYMMDD) |
| (1) Travel Pay Processing @*   |                               |                                     |              |                    |
| (2) Separation Pay Processing @                                      |                               |                                     |              |                    |
| (3) Debt Processing @  |                               |                                     |              |                    |

1

✓ Your last (2) stops are:

- **PCS ONLY-**

Stop 1: Section 17- Military Pay Clearance (Finance) NOTE This cannot be completed until you are with 48 hours of departing Ft Bragg.

Stop 2: Final Clearance Stamp- LAST STOP (Window 1, 1<sup>st</sup> Floor, SSC)

[HOME](#)





# Final & Pre-Clearance Stamp

FINAL & PRE-CLEARANCE STAMPS  
Monday – Friday (0900 - 1130 and 1300 - 1630)  
SSC, 1<sup>st</sup> Floor, **WINDOW#1** (ACROSS FROM ID CARDS)

## IMPORTANT ADDITIONAL CLEARANCE INFORMATION

\*\*\*IAW AR 670-1, Chapter 3 and Fort Bragg Reg 600-8-101, Chapter 3, and para 3-1j) all out-processing must be completed in duty uniform. Physical training garments are not duty uniforms. Clearing papers are only valid for 30-days from date initialized. Units CANNOT sign Soldiers out on leave until all clearing is completed & Soldier has received "FINAL CLEARANCE STAMP" from Installation (AR 600-8-10). All activities must be cleared prior to receiving FINAL CLEARANCE STAMP \*\*\*

\*\*\*\*\*  
Separations that require an Escort must be in the grade of E5 or above & are required to be with Soldier & in duty uniform at all times during Installation clearance process. If Soldier separating is an NCO or Officer, escort must be one rank higher. The following separations require an escort at all times: Chapters 5-13, 7, 9, 10, 11, 13, & 14.  
\*\*\*\*\*

## Required documents to obtain your Pre-Clearance or Final Stamp:

(YOU MUST HAVE ALL BELOW DOCUMENTS THAT PERTAIN TO YOUR TYPE OF DEPARTURE.)

PCS CONUS (Stateside): #1 thru #6.a. - PCS OCONUS (OVERSEAS): #1 thru #6. - Separations: #1 thru #5 & #7.

1. ALL - Completed ORIGINAL Installation Clearance Record (DA Form 137-2, dated June 2010); include packet cover sheet titled "Out-Processing Appointment Request Form".
2. ALL - Approved DA Form 31 (Request & Authority for Leave).
3. ALL - Orders & any amendments
4. ALL - Completed ORIGINAL Unit Clearance Record (DA Form 137-1, dated June 2010). Form is provided by Unit S1. ALL BLOCKS MUST BE COMPLETED, ESPECIALLY SIGNATURE BLOCKS.
5. ALL - DD Form 93 (Record of Emergency Data) & Service Member Group Life Insurance Elections & Certificate (SGLV Form 8286). PCS – within 12-months of orders report date & digitally signed with CAC; Separations - within 6-months of separation date & digitally signed with CAC.
6. All PCS and Retirements need PERSTEMPOS.
7. PCSing OCONUS (Outside Continental United States/Overseas) - completed Anti-Terrorism Awareness Level I Training within 6-months of orders report date & all accompanying dependents 14 - years of age or older must complete prior to arrival at OCONUS location (<https://jkodirect.jten.mil>) Including Alaska & Hawaii.
8. Separating Soldiers - Completed DD Form 2648 (Pre-Separation Counseling Checklist for Active Component Service Members) provided by ACAP. (Does not apply to ARNG/USAR Soldiers separating from Active Duty, ADT, ADT, MOB COADOS, etc.)

Documents  
Needed at  
Window 1:

All Soldiers:  
Items 1-6

Going Overseas:  
Above items &  
item 7  
Item 8: NA

Out-Processing  
Control Station  
(Window 1) is  
located across  
from the ID  
Card Facility.

(Hours adjusted to  
0900-1130 and  
1300-1600 due to  
COVID-19 outbreak.)

[HOME](#)







# Documents Needed to Clear Installation

## ✓ DA Form 137-1 (Unit Clearance Record)

- Ensure all sections are cleared at your unit and signed

|   |              |                    |
|---|--------------|--------------------|
| 17. REMARKS                               |              |                    |
| 18. SOLDIER'S AUTHENTICATION              |              |                    |
| a. NAME (Last, First, Middle)             | b. SIGNATURE | c. DATE (YYYYMMDD) |
| 19. COMMANDER/1SG AUTHENTICATING OFFICIAL |              |                    |
| a. NAME (Last, First, Middle)             | b. SIGNATURE | c. DATE (YYYYMMDD) |

DA FORM 137-1, MAR 2018

Page 2 of 2

Signed by you!

Signed by your  
Commander/First Sergeant!

## ✓ DA Form 137-2 (Installation Clearance Record)

## ✓ Copy of PCS orders with all amendments

## ✓ Exception to Policy (ETP)/Waiver or Exemption Memorandum for Record

## ✓ Approved DA Form 31 (Request and Authority for Leave)

- Signed by the service member, supervisor, and approving official
  - Permissive TDY signed by an O-5 or above





# Documents Needed to Clear Installation

## *Continued*

- ✓ **DD Form 93 (Record of Emergency Data)**
  - Updated within the last **6-12 months** and digitally signed with **CAC** service member and unit S-1
- ✓ **SGLV 8286 (Service Member Group Life Insurance Elections & Certificate)**
  - Updated within the last **6-12 months** and digitally signed with **CAC** service member
- ✓ **PERSTEMPO Deployment History**
  - Need for finance; provided by your unit S-1.
- ✓ **Level 1 Anti-Terrorism Awareness Training Certificate for all service members and family members over the age of 14 who are going overseas**







# Important Notes

- ✓ Go to the Medical Facility in the basement of the SSC; Follow the **Green Line**. Do not go to your Medical Clinic.
- ✓ Go to your Dental Clinic.
- ✓ Go to the Education Center at the BTEC; Located at the corner of Randolph and Knox Streets.



# PCS'ing Overseas



**All Family Members who will be accompanying the Service Member to Overseas Commands MUST have an Official No-Fee Passport for Residence Abroad (Hawaii excluded).**

**ALASKA: If you are driving through Canada you must have either a Tourist or an Official No-Fee Passport. Flying to Alaska does not require a passport.**

**Please visit the Installation Passport Office.**

**Bldg 4-2843, 2<sup>nd</sup> Floor, Wing D Rm 272**

**Phone Number: (910) 432-8149**



**Thank you for stopping by Fort Bragg, NC!**  
**“Time for a new adventure!”**



**Have Questions???**

**Come see us at:**

**Soldier Support Center, 2<sup>nd</sup> Floor, Wing D, Rm 261 between  
the hours of 1300-1430 daily except federal holidays**

**Or Email us at:**

**[usarmy.bragg.imcom-atlantic.mbx.bragg-smd@mail.mil](mailto:usarmy.bragg.imcom-atlantic.mbx.bragg-smd@mail.mil)**

