

# Out-Processing Fort Bragg

#### **Military Personnel Division**

Version Number 1 As of 08 JUL 2020



#### 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 \_\_\_\_

U.S.ARMY

#### 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 TYPE ACTION (PCS, Retirement, ETS If PCS, name of ga	PHONE #	Do you have dependent children ages? 5 – 15? Circle: YES or NO Do you live in Gov't Housing? Circle: YES or NO Report/ETS/Retirement Date	
If more time is needed beyond 30 days, please contact us for	Date of Order Order number	Start date for PDTY	Start day for PCS/Transition Leave	Take Note!
assistance.		OR PCS MOVES ONLY f Yes, is TDY I	f you answered b. please indicate school	You have <b>30 days</b>
	Yes	En-route	Drill Sergeant	from this date to clear the
	No C	TDY and Return	Recruiter	installation!
			ROTC Other	
	FOR	OFFICE USE ONLY		
	APPOINTMENT DATE SCHEDULE		ed Appt	
			ta Base	>
	IAW AR 600-8-101, installation clearance p initialized. After expiration new clearance		-	
HOME	REMARKS (i.e., contact with Soldier, reschedu	ling notes etc):		



# Ft. Bragg Out-Processing Appointment Form

ING APPOINTMENT FORM

08 JUL 20 V1

Today's date	
	CC OUT DDOCESS
F I BRA	GG OUT-PROCESSI

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assistance.		FOR PCS MOVES ONLY		
	Is TDY associated with this PCS?	If Yes, is TDY	If you answered b. please indicate school Drill Sergeant	IAW AR 600-8-101 and Ft
		TDY and Return	Recruiter	Bragg Reg 600-8-101
/			ROTC	You have 10 calendar
			Other	days to clear the
			·	(installation. Packets)
		OR OFFICE USE ONLY	Ϋ́	expire after 30 days.
	APPOINTMENT DATE SCHED	ULED BY	Emailed Appt	
			Data Base	$\backslash$
		Di	ate Initiated	
	IAW AR 600-8-101, installation clearan initialized. After expiration new cleara			$\checkmark$
	REMARKS (i.e., contact with Soldier, resc	heduling notes etc):		
HOME				



Tell Us

How You

Feel!!

# **ICE Comment Card\***

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

Let us know how we are doing!

	0	Schedule an appointme Attend outprocessing b Receive Pre-Clear/Fin:		
What is your status (circle one)		ACTIVE DUTY	NATIONAL GUARD	RESERVES

#### **Customer Service:**

Did our assistance help you better understand clearan	ce procedui	es?	0	YES		0	NO	0	N/A
Facility Appearance.	0	Excellent	00	bood	O OK	0	Poor	0	Awful
Employee/Staff Attitude:	0	Excellent	0	Good	Оок	0	Poor	0	Awful
Timeliness of Service:	0	Excellent	00	bood	OOK	0	Poor	0	Awful
Hours of Service.	0	Excellent	00	Good	Оок	C	Poor	0	Awfu
Did the product or service meet your needs?			0	YES	0	1	NO	0	N/A
Satisfaction:									
Were you satisfied with your overall experience?			0	YES	(	0 1	NO	(	N/A

Comments & Recommendations for Improvement:

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)

When You're Done...

How Can We Make Your Experience **Better?** 





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.

\*Included in your out-processing packet.



# DA Form 137-2 (Installation Clearance Form)

### ✓ Your Clearance Papers are unique to you!

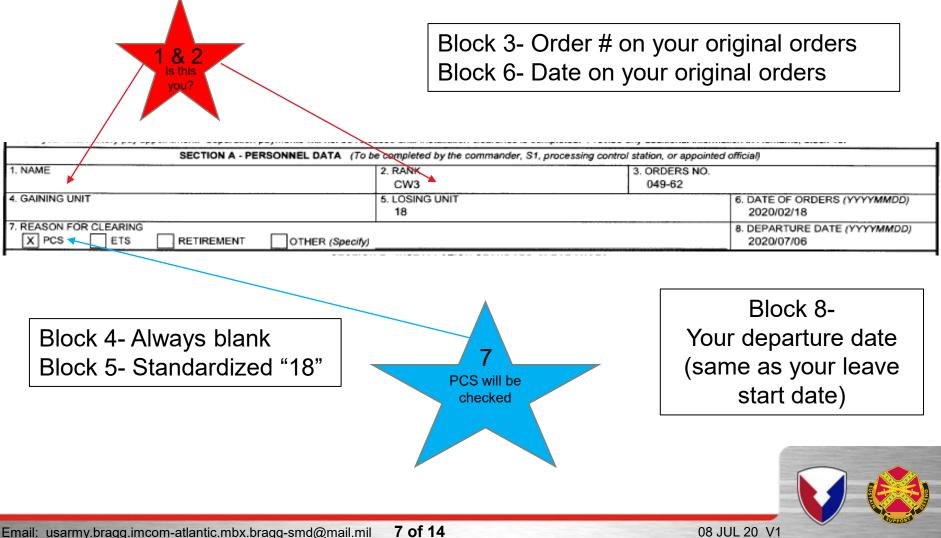
	INST	TALLATION CLEARANCE RECORD			<mark>1234</mark>					
For use of this form, see AR 600-8-101; the proponent agency is DCS, G-1										
	DATA	REQUIRED BY THE PRIVACY ACT OF 1974								
PRINCIPAL PURPOSE: To ensure Soldier read	AUTHORITY: Section 301, Title 5, USC. PRINCIPAL PURPOSE: To ensure Soldier readiness before PCS. To complete clearance verification before transition from active duty, transfer to another Service or Component, separation, discharge, or retirement.									
		<ul> <li>To ensure that debt to the government and its instrum separation or retirement. Forms will not be disclosed</li> </ul>								
DISCLOSURE: Disclosure is voluntary	however, failure to complete th	is form may result in only partial payment of final pay.								
responsibility to complete this checklist properly your final pay pending verification by DFAS of a personnel. Activities marked with an asterisk (*)	INSTRUCTIONS TO THE SOLDIER: 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 property. 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.									
	A - PERSONNEL DATA (To b	e completed by the commander, S1, processing control	l station, or appointed o	fficial)						
1. NAME BRANCH, ADRIAN MAY										
4. GAINING UNIT 5. LOSING UNIT 6. DATE OF ORDERS (YYYYMM 18 2020/02/18										
7. REASON FOR CLEARING       8. DEPARTURE DATE (YYYYMMDD)         X PCS       ETS       RETIREMENT         OTHER (Specify)       2020/07/06										

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





### ✓Your Clearance Papers are unique to you!



# DA Form 137-2 (Installation Clearance Form)

**Continued- Section B** 



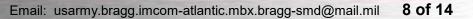
(All signatures are required prior to re	porting to the pro			ALLATION STANDARD CLEARANCES ion d) for final clearance. Not having these	required signatures will	cause a delay in your final clearance.
	10.	11.	12.	13.	14.	15.
INSTALLATION ACTIVITY	YES	DEBT AMOUNT	NO	NAME (Last, First, Middle)	TELEPHONE NO.	SIGNATURE
MEDICAL FACILITY @*			X			
DENTAL FACILITY @*		▶	X			
DEERS/RAPIDS/ID CARDS AND TAGS @			×	MCCRAY, MONIQUE C		
TRANSPORTATION OFFICE @*			X			
EDUCATION CENTER @*			X	JONES, ANTUENET S		
ARMY EMERGENCY RELIEF @*			X	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.



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# **Activities & Locations\***



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

HOME





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

\*Included in your out-processing packet.

building number & street names



#### PCS Only



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

## ✓ 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)





# **Final & Pre-Clearance Stamp**

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	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	
Documents Needed at Window 1:	***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. <u>Clearing papers are only</u> 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). <u>All</u> <u>activities must be cleared prior to receiving FINAL CLEARANCE STAMP</u> *** 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 <u>require</u> an escort at all times: Chapters 5-13, 7, 9, 10, 11, 13, & 14. **** <b>Required documents to obtain your Pre-Clearance or Final Stamp:</b> (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 <u>Separations</u> : #1 thru #5 & #7.	Out-Processing Control Station (Window 1) is located across from the ID Card Facility.
	1. ALL - Completed ORIGINAL Installation Clearance Record (DA Form 137-2, dated June 2010); include packet cover sheet titled "Out-Processing Appointment Request Form".	(Hours adjusted to 0900-1130 and
All Soldiers: Items 1-6	<ol> <li>ALL - Approved <u>DA Form 31</u> (Request &amp; Authority for Leave).</li> <li>ALL - <u>Orders &amp; any amendments</u>.</li> </ol>	1300-1600 due to COVID-19 outbreak.)
	<ol> <li>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.</li> </ol>	
Going Overseas: Above items & item 7 Item 8: NA	<ol> <li>ALL - <u>DD Form 93</u> (Record of Emergency Data) &amp; <u>Service Member Group Life Insurance Elections &amp; Certificate</u> (SGLV Form 8286). PCS – within 12-months of orders report date &amp; digitally signed with CAC; Separations - within 6-months of separation date &amp; digitally signed with CAC.</li> <li>All PCS and Retirements need PERSTEMPOS.</li> <li>PCSing OCONUS (Outside Continental United States/Overseas) - completed <u>Anti-Terrorism Awareness Level I Training within 6-months</u> of orders report date &amp; all accompanying dependents 14 - years of age or older must complete prior to arrival at OCONUS location (https://jkodirect.jten.mil) Including Alaska &amp; Hawaii.</li> <li>Separating Soldiers - Completed <u>DD Form 2648</u> (Pre-Separation Counseling Checklist for Active Component Service Members) provided by ACAP. (Does not apply to ARNG/USAR Soldiers separating from Active Duty, ADT,</li> </ol>	
HOME	ALDT, MOB COADOS, etc.)	

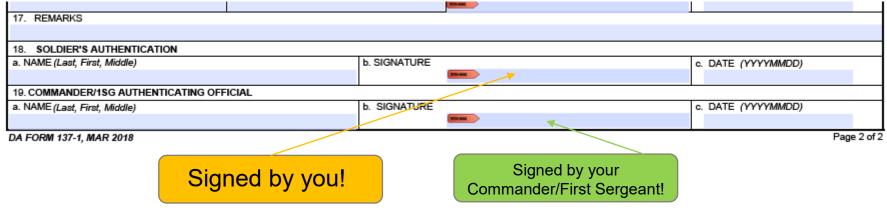
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# **Documents Needed to Clear Installation**

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

• Ensure all sections are cleared at your unit and signed



- ✓ 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





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





- ✓ 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

