



Consolidated Assignments Processing Section (CAPS)

Clearing Papers Request Form

Clearing Start Date is 10 Business Days Prior to Leave Start Date or Separation Date.

ALL Information Required, Blank Information will get Request rejected!!

Rank/Name: (Last, First MI) _____

Report/Separation Date: _____

Current Unit _____ BCT _____ PH#: _____

Email Address (Required .mil/.gov) _____

****PCS ETS RET MED RET MED SEP *CHAPTER CONFINEMENT DFR**

PCS (Gaining Installation) _____ Report Date _____

Leave Start Date _____ (PCS, Terminal, PTDY)

***CHAPTER #: _____ ESCORT REQUIRED FOR: Chap: 9, 10, 5-13, 5-17, 13, 14-12 B or C.**

CIRCLE ALL THAT APPLY

1) ARE YOU: GOING OVERSEAS? YES / NO SINGLE OR MARRIED

2) WILL YOU BE RECEIVING A PCS/ETS AWARD? YES / NO

3) DO YOU HAVE A GOVERNMENT TRAVEL CARD? YES / NO

4) Do you have children? Yes/No

5) DOES YOUR RANK FALL ON E5 OR ABOVE? YES / NO (IF SO, YOU WILL BE REQUIRED TO PROVIDE A COMPLETED NCOER/OER AT TIME OF FINAL OUT, RETIREES CAN WAIVE THIS VIA Memo AR 635-235)

6) Soldier's PMOS _____

7) PLEASE CIRCLE WHAT YOUR STATUS IS AT THE TIME OF CLEARING:

ACTIVE DUTY RESERVES NATIONAL GUARD OTHER _____

REQUIRED DOCUMENTS FOR CLEARING PACKET:

- ____ Clearing Paper Request Form
- ____ Orders (PCS, ETS, Retirement, Chapter)
- ____ **Approved** DA 31 Request for Leave (PCS, PTDY, Terminal)

INSTRUCTIONS:

All Soldiers will be in Duty Uniform (ACU, Class A/B) to pick-up, clear and final-out from the Out-Processing Section IAW AR 670-1 and FC 210-8.

ETS/REFRAD Soldiers orders **must have** orders Stamped by the **Reserve Component Counselors** Prior to Clearing Papers being issued. Stamp required for Chapter(s) 8 Pregnancy, 16-7 Work Release & 5-16 School Drop.

Soldiers authorized PTDY and Leave will be issued Clearing Papers 10 Business Days prior to start date of leave form if PTDY and Leave dates are inclusive (No Breaks Between). Blocks 10a and 10b must cover entire period. If there is a break between dates, the clearing papers will be issued 10 business days prior to start of the Leave date.

*Chapter Soldiers are authorized 5 days clearing with Escort.

** Soldiers are required to complete all clearing requirements prior to departure or starting PCS Leave.

Soldier Signature: _____ Date: _____

Clearing Paper request forms are submitted 30 Days prior to start date on DA31 or Separation date. This is to allow time for Agencies to complete the Pre-Clearing process.

Clearing papers will be issued 10 business days prior to departure date.

Date Received: _____ Clearing Papers Pick-Up Date: _____

HR Tech Initials: _____