



CONSOLIDATED ASSIGNMENTS PROCESSING SECTION (CAPS)

CLEARING PAPERS REQUEST FORM

**CLEARING PAPER REQUEST FORMS ARE SUBMITTED 30 DAYS PRIOR TO START DATE ON DA 31 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

REQUIRED INFORMATION

RANK: _____ NAME: (LAST, FIRST, MI) _____ MOS: _____

REPORT / SEPARATION DATE: _____ GAINING INSTALLATION (PCS ONLY): _____

BRIGADE: _____ CURRENT UNIT: _____

UNIT/DUTY PH#: _____

EMAIL ADDRESS: (.MIL / .GOV) _____

PHONE: _____

LEAVE START & END DATE: _____ (PCS/PTDY/TRANSITION)

CIRCLE THE ONES THAT APPLY TO YOU:

ACTIVE DUTY | RESERVES | NATIONAL GUARD | OTHER (PLEASE SPECIFY) _____

PCS | ETS | RET | MED RET | MED SEPARTION | CHAPTER | CONFINEMENT | DFR

CHAPTER # _____ ESCORT REQUIRED FOR CHAPTER: 5 / 7 / 9 / 10 / 11 / 13 /14

CIRCLE ALL THAT APPLY:

- 1) Are you a Remote Soldier? YES/NO
 - a. If "yes", what is your duty location: _____
- 2) Are you going overseas? YES / NO
- 3) Are you: SINGLE / MARRIED
- 4) Will you be receiving a PCS / ETS / RETIREMENT / AWARD: YES / NO
- 5) Do you have a Government travel card (GTC)? YES / NO
- 6) Do you have a Government passport issued by the Military? YES / NO
- 7) Do you live: BARRACKS / BASE HOUSING / OFF-POST
- 8) Do you have dependent children? YES / NO

REQUIRED DOCUMENTS TO RECEIVE CLEARING PAPERS:

- 1) **CLEARING PAPERS REQUEST FORM**
- 2) **ORDERS** (PCS / ETS / RETIREMENT / CHAPTER / CONFINEMENT)
- 3) **APPROVED AND SIGNED DA-31 REQUEST FOR LEAVE** (PCS / PTDY / TERMINAL)
- 4) **RESERVE COMPONENT MEMO** (IF REQUIRED BY SEPARATION ORDERS)
- 5) **ESCORT MEMO** (IF REQUIRED FOR CHAPTER)
- 6) **PROXY MEMO** (IF REQUIRED)

INSTRUCTIONS:

Clearing Paper Requests will be sent to the Out-Process section email listed at the end of this form. You must include the required documents. An Out-Processing tech will reply back to with further instructions for pre-clearing or issuing clearing papers.

All Soldiers will be in Duty Uniform (ACU / ASU) in order to pick-up, clear, and final out from the out-processing section in accordance with FC 210-8.

ETS / REFRAD Soldiers must submit a copy of their (RESERVE COMPONENT MEMO) in order to receive their clearing papers.

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). Blocks (10A and 10B) must cover entire period of Leave. If there is a break between dates, your clearing papers will be issued (10 BUSINESS DAYS PRIOR) to start of the Transition leave date.

Chapter Soldiers are authorized 5 (five) days to clear with an escort (if required).

SOLDIERS ARE REQUIRED TO COMPLETE ALL CLEARING REQUIREMENTS PRIOR TO DEPARTURE OR STARTING PCS LEAVE.

SOLDIER SIGNATURE: _____ DATE: _____

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CLEARING PAPERS WILL BE ISSUED **10 BUSINESS DAYS** PRIOR TO DEPARTURE DATE

DATE RECEIVED: _____ CLEARING PAPERS PICK-UP DATE: _____ HR TECH INITIALS: _____

You must email this request form with the other required documents to the following email address:

USARMY Ft Carson IMCOM Mailbox DHR MPD OutProcessing
usarmy.carson.imcom.mbx.dhr-mpd-outprocessing@mail.mil