PCS
OUTPROCESSING CHECKLIST

Name _____ Rank _____ Date _____

Instructions: This Out Processing Checklist is a tool to assist you with installation out-processing. This is for your use only and does NOT require any agency clearance stamps or signatures. Only your Installation Clearance Record, DA Form 137-2-R requires the proper signatures and/or stamps.

Underlined areas indicate link to agency

AGENCY & LOCATION	SCHEDULE	POC # OR OTHER	82d ONLY	CLEARED	NOTES
AER- SSC, 3rd Floor	Walk-in	910-396-2507/7289			
ACS- SSC, 3rd Floor	Walk-in	910-396-8682			
CIF- SSC, Basement	Appoinment Only	910-396-5383			
Commercial Activities, SSC, Wing F	Walk-in	910-396-8076			
CYC- SSC, 4th Floor	Walk-in	910-396-8110			
Dental- Your servicing DENTAC	Walk-in				
Education Center- Corner of Knox &	Walk-in	910-396-6721/9286			
Finance Brief- SSC, 2nd Fl. Wing D	M-F @ 1000	910-396-5394			
Government Travel Cards- S4	Walk in		S-4		
Housing- SSC, 1st Floor, Wing F	Walk-in	910-396-7397			
Library- Knox & Randolph	Walk-in	910-396-1691/3523			
Medical- Your servicing Clinic	Walk-in				
MWR, 1st Floor, Wing F	Walk-in	910-396-8993			
Provost Marshall- SSC, Basement	Walk in	910-396-9132	Gavin Hall		

Ft Bragg Out Processing Branch
Soldier Support Center
BLDG. #4-2843 Normandy Drive
2nd Floor, Wing D
Ft Bragg, NC 28310

COM: 910-432-1961
FAX: 910-396-4396
IMA Stamp: 910-396-3205

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AGENCY & LOCATION	SCHEDULE	POC # OR OTHER	82d ONLY	CLEARED	NOTES
PX/AAFES- Clothing Sales @ Mini Mall	Walk-in	910-436-2200			
Reserve Component- SSC, 1st Fl. Wing G	Walk-in	910-396-2528			
Security/ Bragg Email- S-2/S-6			S-2/ S-6		
Transportation	Walk-in	910-396-5212/2903			
TRICARE- WAMC, 1st Floor by ER	Walk-in	1-877-TRICARE			

THE FINAL 4 STATIONS BELOW MUST BE CLEARED IN ORDER!

AGENCY & LOCATION	SCHEDULE	POC # OR OTHER	82d ONLY	CLEARED	NOTES
Unit					
Battalion S-1					
Finance- SSC, 2nd Floor, Wing D			Gavin Hall Rm 260		
Final IMA Stamp-SSC, 2nd Floor, Rm. 264	0800-1600 M-F				***See Required Documents Below***

_____* Completed Installation Clearance Record (DA Form 137-2-R).
_____* Unit Clearance Record (DA Form 137-1-R) with block 19 signed by your CDR, 1SG or S-1.
_____* PERSTEMPO (Deployment History) Verification.
_____* Anti-terrorism Verification (OCONUS PSC ONLY).
_____* Copy of orders with any amendments.
_____* Copy of completed Leave Form to include all required signatures.
_____* Your Military Personnel File, Medical and Dental Records.

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