

RETIREMENT 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 req

Underlined areas indicate link to agency

AGENCY & LOCATION	SCHEDULE	POC # OR OTHER	82d ONLY	CLEARED	NOTES
<u>AER- SSC, 3rd Floor</u>	Walk-in	910-396-2507/7289			
<u>ACS- SSC, 3rd Floor</u>	Walk-in	910-396-8682			
<u>ACAP- SSC, Basement, Wing M</u>	Walk-in	910-396-7188/8169	BLDG 3832		82nd ACAP: 910-432-0842/0279
<u>CIF- SSC, Basement</u>	Appoinment Only	910-396-5383			
Commercial Activities, SSC, Wing F	Walk-in	910-396-8076			
<u>CYC- SSC, 4th Floor</u>	Walk-in	910-396-8110			
Dental- Your servicing DENTAC	Walk-in				
<u>Education Center- Corner of Knox & Randolph</u>	Walk-in	910-396-6721/9286			
<u>Finance Brief- SSC, Transition Branch</u>	<u>Transition</u>	910-396-7472/0123			
Government Travel Cards- S4	Walk in		S-4		
<u>Housing- SSC, 1st Floor, Wing F</u>	Walk-in	910-396-7397			
Library- Knox & Randolph	Walk-in	910-396-1691/3523			
Medical- Your servicing Clinic	Walk-in				
<u>MWR, 1st Floor, Wing F</u>	Walk-in	910-396-8993			
<u>Provost Marshall- SSC, Basement</u>	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 5 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, Transition			Gavin Hall Rm 260		See your Retirement Counsoler
Final IMA Pre-Clearance-SSC, 2nd Fl, Rm 264	0800-1600 M-F				
Final IMA Stamp-SSC, Transition Branch	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.
- _____ * Copy of orders with any amendments.
- _____ * Copy of completed Leave Form to include all required signatures.
- _____ * Your Medical and Dental Records (Or memo from VA if you have submitted a VA Claim.)
- _____ * ACAP Checklist.

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