

ONLINE OUTPROCESSING DATA WORKSHEET
SFC AND ABOVE ONLY

Enter your information.

Name (LAST, FIRST, MI)

____-____-_____
SSN

Rank

Current Unit

MACOM/MSC
(4ID, 1CD, III CORPS, 13SC (E), 89MP, 504 MI, 13FIN, etc.)

Gaining Station/Country

Circle the appropriate reason for clearing.

PCS

ETS

RET

MED RET

MED SEP

CHAPTER

Chapter#: _____

Check all that applies.

1. Are you: Going overseas? Yes No Single Married
2. Do you have any children between the ages of 0 to 18 years? Yes No
(See form links for withdrawal forms)
3. Have you ever had a Government Travel Card Yes No
4. AKO email address: _____

Enter all information that applies.

Separation or Retirement Date: _____ Report Date: _____

Date PTDY or Leave Starts: _____ Duty or Cell Phone #: _____

Today's Date: _____

Original Orders Number: _____ Date of Orders: _____

** Please submit all required documents to: hoodsenioroutprocessing@conus.army.mil

** Central Clearance Facility phone number: 287-4628