

# United States Army Student Detachment

## Student Out-Processing (CONUS)

### FY17 Version 01

#### SERVICE MEMBER INFORMATION

<b>Name: Last, First MI</b>	<b>Rank</b>	<b>Gaining Station:</b> <b>Report Date:</b> <b>PCS Leave Start Date:</b>
<b>TDY Enroute Location:</b> <b>Start Date:</b>		<b>Do you have a Government Travel Charge Card (GTCC): Yes or No (circle one)</b> <b>Active: Yes or No (circle one)</b>
<b>Additional TDY Location:</b> <b>Start Date:</b>		<b>EFMP Warranted: Yes or No (circle one)</b>

#### REQUIRED DOCUMENTS:

- DA Form 31** (Request and Authority for Leave)
- Current Leave and Earnings Statement (LES)**
- Current Officer Records Brief (ORB)**
- DA Form 7415** (Exceptional Family Member Program (EFMP) Query Sheet)
- DA Form 5434** (Sponsorship Program Counseling and Information Sheet) (print from ACT)
- TDY Option Statement required for TDY enroute (ATRRS Reserved) to gaining command. (For Service Members who are authorized movement of Family members at Government expense) If applicable**

**IMPORTANT:** Your end date on your leave form should reflect your report date as stated in Assignment Instructions and IAW USASD Policy Memorandum #10. If PTDY is requested then it must be taken within your requested PCS leave dates (prior to report date).

**FOR USE BY USASD PERSONNEL ONLY**

**DATE SENT SM NOTIFICATION:**

**GRAD DATE:**

**REMARKS:**



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY STUDENT DETACHMENT  
5450 STROM THURMOND BOULEVARD ROOM 244  
FORT JACKSON, SOUTH CAROLINA 29207

ATZJ-DBI-SD

8 December 2015

MEMORANDUM FOR All personnel permanently assigned to the United States Army Student Detachment (USASD)

SUBJECT: Policy Memorandum #10 – **Permanent Change of Station (PCS) Leave**

1. References:

a. AR 600-8-10, Leaves and Passes, dated 15 February 2006, RAR 001 dated 4 August 2011.

b. This memorandum supersedes all previous versions of Policy Memorandum #10.

2. Soldiers assigned to USASD are on an honor system for leave and are expected to submit a Request and Authority for Leave (DA Form 31) for leave after graduation or training has ended.

3. **PCS leave request:** A completed DA Form 31 and most recent Leave and Earnings Statement (LES) is required for all PCS moves to include "**No-Cost Moves**". You are authorized **five (5) business days** to reconcile personal issues at physical duty location after classes, graduation, or training has ended. **PCS leave will start on the day after the last business day**; however, if you begin travel within the **five (5) business days** your leave must start on the day you physically depart losing duty station. **In accordance with (IAW) AR 600-8-10, Chapter 7, report date to gaining station must be annotated in Block 10b of DA Form 31.**

4. **PCS leave request outside of the continental United States (OCONUS): IAW AR 600-8-10, Chapter 8;**

a. Soldiers desiring to take leave or travel outside the United States or outside the territory or foreign country of current assignment must obtain travel clearance approval.

b. Soldiers desiring to take leave or travel to or within U.S. possessions of Puerto Rico, Virgin Islands, Guam, America Samoa, and Northern Mariana Islands do not require travel clearance.

c. Refer to USASD Policy Memorandum #9, paragraph 7 for required documents.

5. **PCS leave request with Permissive Temporary Duty (PTDY):** PTDY must be annotated in Block 17 (REMARKS) of DA Form 31 with specific dates. **A maximum of**

ATZJ-DBI-SD

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**ten (10) days PTDY for house hunting is authorized.** Please visit gaining station housing representative to authenticate PTDY for house hunting upon arrival.

6. **PCS leave request with TDY en route:** Dates will be annotated in Block 17 (REMARKS) of DA Form 31 and must be during your requested PCS leave dates.

7. Submit PCS leave request to include requests for travel outside of the United States along with out-processing packet to your Out-processing POC. Visit the USASD website at <http://usasd.armylive.dodlive.mil/out-processing/> for Out-processing procedures and contact information.

8. PCS leave request not in compliance with AR 600-8-10 and this policy will be returned without action.

9. Approved PCS DA Form 31 will be returned to you within NLT 7 days prior to your departure and NET 30 days prior to requested departure date.

10. The point of contact for this memorandum is the USASD Operations NCOIC at (803) 751-3795.

  
E. VICTORIA NIETO  
CPT, AG  
Commanding