

**United States Army Student Detachment**  
**Green to Gold Out-Processing**  
**FY16**

**SERVICE MEMBER INFORMATION**

Name: Last, First MI

Rank

Date Received Packet: \_\_\_\_\_

**REQUIRED DOCUMENTS:**

- Permanent Change of Station (PCS) orders
- (DA Form 71, Jul 1999) Oath of Office - Military Personnel
- (DA Form 5960, Sep 1990) Authorization to Start, Stop, or Change Basic Allowance for Quarters (BAQ), and/or Variable Housing Allowance (VHA)
- (DA Form 31, Sep 1993) Request and Authority for Leave
- Mailing information for (DD Form 214)

NOTE: You can scan forms to [robert.a.genovese.civ@mail.mil](mailto:robert.a.genovese.civ@mail.mil) or may be faxed to 803-751-5747

↓ **FOR USE BY GREEN TO GOLD HRA PERSONNEL ONLY** ↓

**DATE PACKET SENT TO TRANSITION:**

**DATE PACKET SENT TO FINANCE:**

**REMARKS:**

# Green to Gold Out-Processing Instructions

1. Download the Out-processing packet and complete. Out-Processing Packets are available in the Downloads tab on United States Army Student Detachment webpage, Green to Gold Section.
2. Scan and upload your complete Out-processing packet in one PDF file to your computer. Send Packet to Mr. Genovese 803-751-5747/ robert.a.genovese.civ@mail.mil

Out-processing documents required for everyone to Out-process:

PCS orders, Oath of Office, DA Form 5960, PCS DA Form 31

If you need help completing your finance form, you may call USASD Finance at (803) 751-5393/6542/5564/4340.

Your PCS DA Form 31 (LEAVE FORM) will cover all Service Members in the Green to Gold Program starting on your date of commission through report date to BOLC. The USASD Commander will sign your leave from for under 30 days. The Infantry Battalion Commander will sign for more than 30 days. This school is TDY ENROUTE ONLY. Once Service Member meets all course requirements you will depart BOLC and report to your next Duty Assignment.

The DA Form 5960 is only a change for BAH rate, this block has been prefilled for you. You are required to complete the remaining information on this form with the required information. Block 5 is your school location; block 6 is the date of your commissioning. If there have been any changes in your marital/dependency status, submit supporting documentation (marriage license, divorce decree, birth certificate) to avoid a delay in the processing of your documents once it arrives to finance. Remember to sign and date your DA Form 5960 in blocks 13&14. Blocks 15 and 16 will be completed by finance.

It is the Service Member's responsibility to ensure PCS travel orders are accurate; Student Detachment does not have authority to change, amend, correct, or modify PCS orders published by another Military Personnel Division activity.

CONTACT AGENCY THAT PUBLISHED INITIAL ORDER FOR ANY/ALL REVISIONS.

Soldiers conducting a Personal Property Movement (PPM) or partial PPM must finalize settlement voucher nearest military installation, per JFTR regulation. Additional information may be found at [www.move.mil](http://www.move.mil).

DEPARTMENT OF THE ARMY  
HEADQUARTERS, UNITED STATES ARMY CADET COMMAND  
FORT KNOX, KENTUCKY 40122-5600

ORDERS:

29 April 2015

18926 MONTE VISTA  
DETROIT, MI 48221

EASTERN MICHIGAN UNIVERSITY  
YPSILANTI, MI 48197

Effective upon your acceptance of appointment in the Regular Army to the United States, you are ordered to active duty for the period shown in active duty commitment below. You will proceed from your current location in time to report on the date shown below.

Assigned To: US Army Medical Department & School (W3VZAA) Fort Sam Houston, TX 78234  
Reporting Date: 15 June 2015  
Temporary Duty: N/A  
Reporting Date to BOLC: 14 July 2015  
Total Active Duty Commitment: 3 Years  
Basic Branch: Medical Service Corps  
Control Branch: Medical Service Corps

(SAMPLE)

Additional Instructions:

- (a) You will commence travel not earlier than 10 Jul 2015. You are accessed for the month of Apr 2015. You will enter active duty effective 25 Apr 2015.
- (b) You are commissioned under the Green to Gold Active Duty Obligation Program. You are attached with duty at Eastern Michigan University, Ypsilanti, MI 48197 from 25 April 2015 VOCO and ending 10 June 2015. While performing duties, you will be under the command and control of Headquarters, U.S. Army Cadet Command (WOMTAA) at Fort Knox, KY 40121 for quarters, rations, administration, and UCMJ actions. You will be utilized by the Professor of Military Science (PMS) until start of travel for programmed BOLC-B course of instruction commences. You are authorized up to 30 days of advance leave (results in negative leave balance) provided it does not interfere with your reporting date to BOLC-B. Your PMS must issue a DA Form 31 for any periods of leave.
- (c) You are assigned Permanent Change of Station (PCS) to Fort Sam Houston, TX 78234, Early report is authorized, no earlier than 15 June 2015 to attend the Medical Service Basic Officer Leader Course, Class 15-155 from 14 July 2015 to 18 September. Officers who are ordered TDY enroute in conjunction with this PCS order where the Temporary Duty (TDY) location is at the same Post/Camp/Station as the current or follow on PCS assignment are not entitled to TDY PER DIEM while at the TDY school.
- (d) You will attend the Medical Service Corps Basic Officer Leader-Branch 6-8-C20B (BOLC), class 15-155 from 14 Jul 2015 to 18 Sep 2015. Quota Source: W5B
- (e) You will attend BOLC at Co A, 187th Medical Battalion, (W3VZ7B), AMEDD Center and School, 14 July 2015 to 4 September 2015 (Phase I) Fort Sam Houston, TX 78234-6100, building 2841, reporting not later than 1300 hrs, 24 August 2015, for the purpose of attending the AMEDD Basic Officer Leader Common Core, Class # 15-155.
- (f) Phase II - MS FLD MED ASST/MEDEVAC Basic Officer Course, Class # 155, from, 8 September 2015 to 18 September 2015 Fort Sam Houston, TX 78234-6100, for the purpose of attending AMEDD BOLC-B enroute to your final assignment. If officer is being assigned to the proponent installation, per diem is not authorized.
- (g) You are required to report to your Basic Officer Leader Course-Branch (BOLC-B) location with a DA Form 31 in your possession, covering the departure date from your university to the arrival date at your BOLC-B location. Your Professor of Military Science must sign and issue the DA Form 31.
- (h) CDR, IMCOM will ensure officer executes DA FORM 71, RA Oath of Office, upon RA Accession/Arrival to BOLC-B.
- (i) Baggage NTE two checked bags fifty pounds each is authorized.
- (j) Security Clearance: Secret
- (k) Government lodging is directed at no cost to the officer. All officer students, must report to Candlewood Suites Building 2426 at 2800 Winfield Scott Road, Fort Sam Houston, TX 78234, for lodging instructions upon arrival at Fort Sam Houston. A representative from AMEDDC&S MTSS Lodging will be available from 0900 until 1700 to in-process students for lodging. Students arriving after 1700 must report to Candlewood Suites to receive lodging assignments and look for posted guidance for the next report time at assigned hotel front desk. Candlewood Suites can be reached at (210) 357-2705. Please note: you will also be assigned a roommate. Family members are not allowed to accompany BOLC-B students in lodging and pre-lodging is not required. You can email: A Co at rayvon.s.stanley.mil@mail.mil <mailto:rayvon.s.stanley.mil@mail.mil> with questions.
- (l) Soldiers ordered to report to A Co, 187th Medical Battalion, for the Basic Officer Leaders Course - Basic must refer to the following website for in-processing instructions, the most up-to-date information on required documentation, the Welcome Letter, BOLC Student Handbook, and information on BOLC: <http://www.cs.amedd.army.mil/bolc/>
- (m) Click on the Online Registration link to register for your BOLC-B class. This registration ensures your in-processing will go smoothly. Maps and contact information can be found on the website. Failure to report will result in an Absent Without Leave status. If your travel arrangements cause you to miss your report time, call the company during normal business hours, or the AMEDDC&S after hours to report your delay. Required documents, uniforms, and equipment are listed on the above website, under Basic Officer Leaders Course - Basic. Ensure you have enough funds on hand to cover non-funded expenses for your first 30 days. Soldiers that have not in-processed with DFAS prior to arrival will not receive their first pay for up to 30 days after processing.
- (n) You are required to report to the Family Housing/Housing Referral Office serving your new duty station before you

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- (o) make housing arrangements for renting, leasing, or purchasing any off-post housing.
- (p) You are authorized shipment of household goods (HHG) and dependents to permanent change of station IAW Joint Federal Travel Regulation (JFTR), Chapters 2, 3, 5, and 7. If you plan to ship personal property at Government expense, contact your local Transportation Officer for shipment and the Transportation Office of your new duty station for delivery. Shipment of temporary change of station weight allowance is authorized not to exceed 600 lbs IAW JFTR Chap 4 Part H. Nontemporary storage of HHG is also authorized during TDY period IAW JFTR Chap 5 Part D.
- (q) Official travel arrangements purchased through a commercial travel office (travel agency) not under contract to the government is not reimbursable. Travel by privately owned vehicle is authorized. You must submit a travel voucher within five working days after completion of travel.
- (r) Member does not have a government credit card. Advance travel pay is authorized.
- (s) Comply with AR 600-8-8, Military Sponsor program. Forward DA Form 4787, Military Sponsor Program information, directly to gaining command.
- (t) Access website <http://www.dmdc.osd.mil/> for all you need to know about your next installation and surrounding communities.
- (u) Upon commissioning into the U.S. Army, you are eligible to receive a Common Access Card (CAC) or military ID card authorizing benefits and entitlements to base privileges which include commissary, exchange, moral welfare, and recreation facilities. Upon the effective date of accession to Active Duty, you are authorized full benefits and entitlements to medical care in civilian and Uniformed Services medical facilities, commissary, exchange, moral welfare, and recreation facilities. Transactions to move you to active duty are not processed in advance, although your assignment instructions might include words to the effect: 'early report is authorized'. Once accessed to active duty as a new officer, the Defense Manpower Data Center (DMDC) should be updated within two days of your AD entry date which will ensure your eligibility to the full range of active duty benefits described above. If you are having trouble receiving your Army Active Duty identification cards or benefits, consult the CAC office at your installation.
- (v) If you are a graduating ROTC Regular Army officer awaiting attendance at your assigned BOLC training and encounter a serious medical or legal situation that will preclude your scheduled BOLC reporting date please contact the Army Human Resources Command at (502) 613-6356 immediately.
- (w) If you are a Regular Army officer and the DOD DEERS/RAPIDS system reflects you as a Reserve Component officer, after the effective date of your active duty accession, ask your servicing human resources specialist to contact the Army Human Resources Command, Officer Accessions Branch, at (502) 613-6283, to verify that your active duty accession transaction was successfully processed to the ITAPDB. If you are a new officer in one of the Army Medical Department Branches and were recruited by an Army recruiter from the US Army Recruiting Command the POC is Mr. Martin J. Stubada, USAREC, Deputy Director of Health Services Directorate, (502) 626-0372, email: [martin.stubada@usarec.army.mil](mailto:martin.stubada@usarec.army.mil).
- (x) Early reporting no earlier than 15 June 2015 is authorized to PCS station
- (y) You must meet weight standards as specified in AR 600-9 to be eligible for this assignment. You are responsible for reporting to your next duty station in satisfactory physical condition, able to pass the APFT. You cannot report to BOLC-B with a temporary profile.

FOR ARMY USE

AUTH: Title 10, USC, Section 672(d); or Title 10, USC Section 2107(b) (6), as appropriate

Accounting Classification:

All questions/request for changes to this published order must be addressed by email to [rotcaccessions@usacc.army.mil](mailto:rotcaccessions@usacc.army.mil).

MDC: 3AO5/3AO6  
HOR: 18926 MONTE VISTA  
DETROIT, MI 48221  
CIC: None  
Con Specialty: 70B  
Date of Appt: 25 April 2015  
Availability Date:  
SDN: WIL3693PG19280

Pers Con No: MCTS014181  
Control Br: Medical Service Corps  
SSI: None  
Proj Specialty: 70B  
Sex: Female  
Date Last Med Exam: 19 July 2014

Format: 157

ORDERS: 119-028, HQ, USA Cadet Command, 29 April 2015

FOR THE COMMANDER:



ROBERT O BURNS

CIV

Chief of Staff for Personnel, G1

Distribution:

PMS EASTERN MICHIGAN UNIVERSITY EAGLE BATTALION (1)  
Cdr, USA Cadet Command (ATCC-PAS-A) Ft Knox, KY 40121 (1)  
Cdr, HQ USA Cadet Command (W0MTAA), Ft Knox, KY 40121 (2)  
Cdr, US Army Medical Department & School (W3VZAA) Fort Sam H (2)  
CDR, CO A, 187TH MED BN, FORT SAM HOUSTON, TX 78234 (3)  
Cdr, USAREC (RCHS-MS) 1307 3rd Ave, Fort Knox, KY 40121 (2)

OATH OF OFFICE - MILITARY PERSONNEL

For use of this form, see AR 135-100, the proponent agency is ODCSPER

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: 5 USC 3331, 552, 552a; 10 USC 10204.
PRINCIPAL PURPOSE: To create a record of the date of acceptance of appointment.
ROUTINE USES: Information is used to establish and record the date of acceptance. The SSN is used to identify the member. The date of acceptance of appointment is used in preparing statements of service and computing basic pay date.
DISCLOSURE: Completion of form is mandatory. Failure to do so will cause the appointment to be invalid.

INSTRUCTIONS

INDICATE THE APPOINTMENT FOR WHICH OATH IS BEING EXECUTED BY PLACING AN "X" IN APPROPRIATE BOX. REGULAR ARMY COMMISSIONED OFFICERS WILL ALSO SPECIFY THE BRANCH OF APPOINTMENT WHEN APPOINTED IN A SPECIAL BRANCH.

This form will be executed upon acceptance of appointment as an officer in the Army of the United States. Immediately upon receipt of notice of appointment, the appointee will, in case of acceptance of the appointment, return to the agency from which received, the oath of office (on this form) properly filled in, subscribed and attested. In case of non-acceptance, the notice of appointment will be returned to the agency from which received, (by letter) indicating the fact of non-acceptance.

Table with 2 columns: COMMISSIONED OFFICERS and WARRANT OFFICERS. Rows include checkboxes for REGULAR ARMY, ARMY OF THE UNITED STATES, WITHOUT COMPONENT, and RESERVE COMMISSIONED OFFICER/WARRANT OFFICER.

I, \_\_\_\_\_ (First Name, Middle Name, Last Name) \_\_\_\_\_ (Social Security Number)
having been appointed an officer in the Army of the United States, as indicated above in the grade of \_\_\_\_\_ do solemnly swear (or affirm)
that I will support and defend the Constitution of the United States against all enemies, foreign and domestic, that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office upon which I am about to enter; SO HELP ME GOD.
\_\_\_\_\_  
(Signature - full name as shown above)

SWORN TO AND SUBSCRIBED BEFORE ME AT \_\_\_\_\_
THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_\_
(Day) (Month) (Year)
\_\_\_\_\_  
(Grade, component, or office of official administering oath) (Signature)

FOR THE EXECUTION OF THE OATH OF OFFICE

- 1. Whenever any person is elected or appointed to an office of honor or trust under the Government of the United States, he/she is required before entering upon the duties of his/her office, to take and subscribe the oath prescribed by 5 USC 3331.
2. 10 USC 626 and 14309 eliminate the necessity of executing oath on promotion of officers.
3. The oath of office may be taken before any commissioned officer of any component of any Armed Force, whether or not on active duty (10 USC 1031), or before any commissioned warrant officer when acting as an adjutant, assistant adjutant, acting adjutant, or personnel adjutant in any of the Armed Forces (See UCM, Article 136; 10 USC 936). A commissioned warrant officer administering the oath of office will show his/her title in the block to the left of his/her signature.
4. Oath of office may also be taken before any civil officer who is authorized by the laws of the United States or by the local municipal law to administer oaths, and if so administered by a civil official, the oath must bear the official seal of the person administering the oath, or if a seal is not used by the official, the official's capacity to administer oaths must be certified to under seal by a clerk or court or other proper local official.

<b>AUTHORIZATION TO START, STOP, OR CHANGE            BASIC ALLOWANCE FOR QUARTERS (BAQ),            AND/OR VARIABLE HOUSING ALLOWANCE (VHA)</b> <small>For use of this form, see AR 37-104-4; the proponent agency is ASA (FM)</small>				<b>PRIVACY ACT STATEMENT</b>			
1. NAME (Last, First, MI)				AUTHORITY: 37 USC 403; Public Law 96-343; EO 9397.			
2. SOCIAL SECURITY NUMBER		3. GRADE		PRINCIPLE PURPOSE: To start, adjust or terminate military member's entitlement to basic allowance for quarters (BAQ) and/or variable housing allowance (VHA).			
4. TYPE OF ACTION				ROUTINE USE: To adjust member's military pay record, information may be disclosed to Army components, such as USAFAC, major commands, and other Army installations; to other DOD components; other federal agencies such as IRS, Social Security Administration and VA, GAO, members of Congress; State and local government; US and State courts, and various law enforcement agencies. Social Security Number (SSN) is used for positive identification.			
<input type="checkbox"/> START <input type="checkbox"/> CANCEL <input checked="" type="checkbox"/> CHANGE <input type="checkbox"/> REPORT		<input type="checkbox"/> CORRECT <input type="checkbox"/> STOP <input type="checkbox"/> RECERTIFICATION		<b>DISCLOSURE IS VOLUNTARY:</b> Nondisclosure may result in nonpayment of BAQ and/or VHA. Disclosure of your SSN is voluntary. However, this form will not be processed without your SSN because the Army identifies you for pay purposes by your SSN.			
5. DUTY LOCATION (Include Station, Name, City, State, and Zip Code)			6. DATE/ACTION (YYYYMMDD)	7. BAQ TYPE			
				<input type="checkbox"/> WITH DEPENDENTS <input type="checkbox"/> PARTIAL			
				<input type="checkbox"/> WITHOUT DEPENDENTS			
8. MARITAL/DEPENDENCY STATUS				9. QUARTERS ASSIGNMENT/AVAILABILITY			
<input type="checkbox"/> a. SINGLE	<input type="checkbox"/> b. MARRIED (see blocks (1), (2) & (3))		<input type="checkbox"/> c. DIVORCED (see blocks (1), (2) & (3))	<input type="checkbox"/> a. ADEQUATE (see block (1))	<input type="checkbox"/> b. INADEQUATE (see blocks (1), (2) & (4))		
<input type="checkbox"/> d. LEGALLY SEPARATED (see blocks (1), (2) & (3))		<input type="checkbox"/> e. DEPENDENT CHILD (see blocks (4), (5) & (6))		<input type="checkbox"/> c. TRANSIENT (see block (3))	<input type="checkbox"/> d. NOT AVAILABLE		
(1) Spouse/Former Spouse SSN		(2) Spouse/Former Spouse Duty Station	(3) Date of Marriage, Divorce/Separation	(1) QUARTERS NO.	(2) FAIR RENTAL VALUE \$		
(4) Child in Custody of: <input type="checkbox"/> Member <input type="checkbox"/> Spouse <input type="checkbox"/> Former Spouse <input type="checkbox"/> Other				(3) FROM: _____ TO: _____			
(5) If you check "OTHER" above, prepare DD Form 137 to establish dependency.				(4) <input type="checkbox"/> MEMBER ELECTION <input type="checkbox"/> COMMANDER DETERMINATION (Attached)			
(6) If child support received from another military member, complete (1), (2) & (3).				<small>(Member in grade E7 and above)</small>			
10. DEPENDENTS/SHARERS (Continue on back if required)							
NAME OF DEPENDENT/SHARER		COMPLETE CURRENT ADDRESS (Include ZIP Code)		RELATIONSHIP	DOB OF CHILDREN		
11. CERTIFICATION OF DEPENDENT SUPPORT							
<input type="checkbox"/> I certify that I provide, or am will to provide adequate support for the above named dependents. I am aware that failure to support the above named dependents may result in stopping BAQ and recouping BAQ for any prior periods/nonsupport.							
<input type="checkbox"/> IAW service regulations, I certify that the dependency status of my primary dependents, on whose behalf I am receiving BAQ, has not changed so as to affect my entitlement thereto for the period							
12. EXPENSES, IF AUTHORIZED, I AM REQUESTING VHA BASED ON							
My permanent duty station:		My dependent's location:		Both my permanent duty station and dependent's location.			
a. Monthly Expenses:		Member	Dependent	b. Sharer/Lease Information	c. Address Information		
(1) Mortgage (PITI) or Rent				(1) Rental/Residential Address:	(1) Landlord's Name and Address:		
(2) Insurance				(2) Effective Date:    (3) Expiration Date:	(2) Landlord's Phone No.		
(3) Other							
TOTALS				(4) Number of Sharers (show name(s) and address in block 10.)			
I certify ALL information regarding this authorization is correct. I will immediately notify the FAO/HRO of any changes in the information above, due to divorce, marriage, death, living in government quarters etc, which could affect by BAQ or VHA entitlement. <b>IMPORTANT:</b> Making a false statement or claim against the US Government is punishable by courts-martial. The penalty for willfully making a false claim or a false statement in connection with claims is a maximum fine of \$10,000 or imprisonment for 5 years, or both.							
13. MEMBER'S SIGNATURE			14. DATE	15. CERTIFYING OFFICER'S SIGNATURE			
				16. DATE			



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

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

**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.army.live.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

## **INSTRUCTIONS FOR COMPLETING**

### **DA Form 31**

**Included in this packet is a copy of Permanent Change of Station (PCS) leave**

- 1. Fill Blocks 2, 3, 5, and 6 (Self explanatory).**
- 2. Block 9:**
  - a. Use current LES to complete sub-block a.**
  - b. Calculate total days from commission date to report date to BOLC and annotate in sub-block b.**
  - c. Sub-block c. and d. leave blank.**
- 3. Block 10:**
  - a. Sub-block a. commission date.**
  - b. Sub-block b. report date to BOLC.**
- 4. Block 11 Signature of Requester.**
- 5. Block 12 will be signed by supervisor at university.**
- 6. Block 13 will be signed by USASD personnel.**
- 7. Block 17:**
  - a. Add dates for attachment to university and dates for leave.**
  - b. Do not fill chargeable leave time. This is done by gaining Command (Finance).**
- 8. Please review DA Form 31 before submitting for approval.**

<b>REQUEST AND AUTHORITY FOR LEAVE</b> This form is subject to the Privacy Act of 1974. For use of this form, see AR 600-8-10. The proponent agency is DCS, G-1. (See instructions on reverse.)				1. CONTROL NUMBER	
<b>PART I</b>					
2. NAME (Last, First, Middle Initial)		3. SSN (For security purposes, Requestor or Soldier, is advised to leave the SSN field blank, as (S1) can input your SSN information last.)		4. RANK	5. DATE
6. LEAVE ADDRESS (Street, City, State, ZIP Code and Phone No.)		7. TYPE OF LEAVE <input checked="" type="checkbox"/> ORDINARY <input type="checkbox"/> EMERGENCY <input type="checkbox"/> PERMISSIVE TDY <input type="checkbox"/> OTHER Permanent Change of Station		8. ORGN, STATION, AND PHONE NO.	
9. NUMBER DAYS LEAVE				10. DATES	
a. ACCRUED	b. REQUESTED	c. ADVANCED NA	d. EXCESS NA	a. FROM	b. TO
11. SIGNATURE OF REQUESTOR		12. SUPERVISOR RECOMMENDATION/SIGNATURE <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL		13. SIGNATURE AND TITLE OF APPROVING AUTHORITY	
14. DEPARTURE					
a. DATE	b. TIME	c. NAME/TITLE/SIGNATURE OF DEPARTURE AUTHORITY			
15. EXTENSION					
a. NUMBER DAYS	b. DATE APPROVED	c. NAME/TITLE/SIGNATURE OF APPROVAL AUTHORITY			
16. RETURN					
a. DATE	b. TIME	c. NAME/TITLE/SIGNATURE OF RETURN AUTHORITY			
17. REMARKS					
Chargeable leave is from _____ to _____					
<b>PART II - EMERGENCY LEAVE TRANSPORTATION AND TRAVEL</b>					
18. You are authorized to proceed on official travel in connection with emergency leave and upon completion of your leave and travel will return to home station (or location) designated by military orders. You are directed to report to the Aerial Port of Embarkation (APOE) for onward movement to the authorized international airport designated in your travel documents. All additional travel is chargeable to leave. Do not depart the installation without reservations or tickets for authorized space required transportation. File a no-pay travel voucher with a copy of your travel documents or boarding pass within 5 working days after your return. Submit request for leave extension to your commander. The American Red Cross can assist you in notifying your commander of your request for extension of leave.					
19. INSTRUCTIONS FOR SCHEDULING RETURN TRANSPORTATION:					
For return military travel reservations in CONUS call the MAC Passenger Reservation Center (PRC): Should you require other assistance call PAP:					
20. DEPARTED UNIT		21. ARRIVED APOD	22. ARRIVED APOE (return only)	23. ARRIVED HOME UNIT	
<b>PART III - DEPENDENT TRAVEL AUTHORIZATION</b>					
25. <input type="checkbox"/> (Space available or required cash reimbursable) <input type="checkbox"/> ONE WAY <input type="checkbox"/> ROUND TRIP <input type="checkbox"/> (Space required) TRANSPORTATION AUTHORIZED FOR DEPENDENTS LISTED IN BLOCK NO. 25					
DEPENDENT INFORMATION					
a. DEPENDENTS (Last name, First, MI)		b. RELATIONSHIP	c. DATES OF BIRTH (Children)	d. PASSPORT NUMBER	
_____		_____	_____	_____	
_____		_____	_____	_____	
_____		_____	_____	_____	
<b>PART IV - AUTHENTICATION FOR TRAVEL AUTHORIZATION</b>					
26. DESIGNATION AND LOCATION OF HEADQUARTERS			27. ACCOUNTING CITATION		
28. DATE ISSUED	29. TRAVEL ORDER NUMBER		30. ORDER AUTHORIZING OFFICIAL (Title and signature) OR AUTHENTICATION		

**PRIVACY ACT STATEMENT**

<b>AUTHORITY:</b>	Title 5, USC, Section 301.
<b>PRINCIPAL PURPOSE(S):</b>	To authorize military leave, document start and stop of such leave; record address and telephone number where a Soldier may be contacted in case of an emergency during leave; and certify leave days chargeable to a Soldier's leave account.
<b>ROUTINE USES:</b>	To update a Soldier's military leave and pay records. Information furnished may be disclosed to DOD officials or employees who need this information to perform their duties; to federal, state, and local law enforcement authorities in appropriate cases; the American Red Cross; and relatives. The social security number is used for positive identification.
<b>DISCLOSURE:</b>	Voluntary. Disclosure of SSN is voluntary. However, this form will not be processed without a Soldier's SSN, since the Army identifies members by SSN for pay or leave purposes.

**INSTRUCTIONS TO INDIVIDUAL**

1. **AUTHORITY FOR LEAVE.** A Soldier on leave must carry this form while on leave.
2. **CHANGES.** A Soldier who desires changes in authorized leave or does not begin leave on schedule will notify commander.
3. **REPORTING.** A Soldier will report to duty station not later than 2400 on the last day of leave (*block 10b*) (*even if PCS orders contain a later reporting date*).
4. **DEPARTURE/RETURN.** A Soldier will begin and end leave on post, at the duty location, or from the place he or she regularly commutes to work.
5. **CHARGEABLE LEAVE.** If a Soldier works over one-half of the normally scheduled working hours on the day of his or her departure or return, that day is not a chargeable leave day. (*Soldier's commander may authorize early departure or late arrival.*) If he or she returns on a normally scheduled nonduty day, that day is not chargeable to leave.
6. **TRAVEL EXPENSES.** A Soldier on leave pays for all his or her travel expenses, to include return to duty station. He or she must have sufficient funds to pay all expenses. A Soldier without sufficient funds to return to duty station reports to the nearest military installation.
7. **LEAVE EXTENSIONS.** A Soldier must request leave extension prior to end of leave.
  - a. If disapproved, 3 above applies.
  - b. If approved, complete block 15a - 15c. Attach written notification of extension when received.
8. **LOST OR DESTROYED LEAVE FORM EN ROUTE PCS.** Request a reconstructed form from the losing station. Continue with required travel and reporting dates.
9. **CASUAL PAY.** A Soldier who needs a casual pay while on leave should contact the servicing FAO for information and assistance.
10. **MEDICAL TREATMENT.**
  - a. A Soldier who requires medical treatment while on leave, report to the nearest military medical facility. In the absence of such a facility, report to a uniformed services treatment facility or Veteran's Administration facility, if possible.
  - b. Medical treatment at Government expense at other than federal facilities is authorized only for emergencies when treatment cannot be obtained from Government facilities or when prior approval is obtained.
  - c. If a Soldier becomes hospitalized by a civilian physician, the Soldier or someone acting for him or her contact the Patient Administration Office of the nearest military medical facility as soon as possible. A Soldier may seek assistance from the nearest U.S. Army recruiting station or local chapter of the American Red Cross. Information provided must include nature of illness or injury, date and place of hospitalization, and name and telephone number of attending physician.
  - d. If a Soldier is placed sick-in-quarters by a civilian physician he or she will
    - (1) Contact the Patient Administration Office of the nearest military medical facility.
    - (2) Obtain written statement from attending physician (*military or civilian*) verifying condition and including dates of treatment. Provide statement to leave approving authority upon return to duty.



# GREEN TO GOLD

## Mailing Information for DD Form 214

LAST NAME \_\_\_\_\_

FIRST NAME \_\_\_\_\_

MIDDLE IN \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

HOME PHONE \_\_\_\_\_ ALTERNATE PHONE \_\_\_\_\_

AKO EMAIL \_\_\_\_\_

ALTERNATE EMAIL \_\_\_\_\_