



# United States Army Student Detachment Human Resources In-Processing



## SERVICE MEMBER (SM) INFORMATION

Name:

Rank:

SSN:

Program:

Component:

Functional staff offices of USASD will operate military personnel processing activities to process Soldiers efficiently and expeditiously. Ensure all required documents are uploaded timely and completed accurately to meet in-processing eligibility requirements.

### Provide the following documents:

- PCS Orders and amendments (if applicable). *With duty at location must be included in the "Assigned to" lead line. Contact losing station orders issuing authority if not included.*
- Request and Authority for leave, DA Form 31, (w/Control Number)
- Emergency Data, DD Form 93
- Service Members' Group Life Insurance Election & Certificate, SGLV 8286, Feb 2015
- Exceptional Family Member Program (EFMP) Query Sheet, DA Form 7415 (authorized dependents)
- United States Army Student Detachment Policies Memorandum of Understanding (signed and dated)
- Current Army Physical Fitness Test Scorecard, DA Form 705, May 2010 and Body Fat Content Worksheet, DA Form 5500 (Male) or DA Form 5501 (Female) (if applicable)

Upon completion and collection of the above documentation, upload in a PDF file (only) to the following email address for further processing: [usarmy.jackson.CAC.mbx.usasd-in-processing@mail.mil](mailto:usarmy.jackson.CAC.mbx.usasd-in-processing@mail.mil)

**I UNDERSTAND THAT ACTION(S)/UPDATE(S) WILL NOT BE COMPLETE UNTIL ALL MANDATORY DOCUMENTS HAVE BEEN RECEIVED.**

SM SIGNATURE:

DATE:

