



# US ARMY STUDENT DETACHMENT



## BULLETIN

### From my Vantage Point – USASD Company Commander:

Welcome to my first edition of the U.S. Army Student Detachment (USASD) bulletin since taking command. I've been in command for a couple months now and consider it an honor and privilege to be part of such an outstanding organization. I'm very impressed with the professionalism and dedication of the military and civilian personnel. Given the daily contributions and teamwork displayed by the entire team, I have no doubt the detachment is capable of overcoming any challenges while continuing to provide first-class administrative and finance support to over 2,000 service members assigned to this unit. Our cadre, students, civilians and external partnership organizations play a vital role contributing to the overall success of this exceptional unit. I am excited and honored to be part of such a unique and very important organization and look forward to taking this phenomenal unit to the next level.

In an effort to better communicate with our assigned service members, USASD will publish quarterly newsletters to keep students informed. We also highly recommend that all service members periodically check our website under the “*News & Events*” page for updated information as well. Here are some key months to mark on your calendar for 2015:

- 1. Spring Personnel Asset Inventory (PAI) – 1 April 2015 to 15 May 2015**
- 2. Site visits (Maxwell AFB, Naval Post-Graduate School, and Naval War College) – 1 June 2015 to 31 August 2015**
- 3. Summer surge in & out processing – 1 June 2015 to 30 September 2015**

If you have not had an opportunity to check-out our new and improved, user friendly website please access the link below.

(<http://usasd.armylive.dodlive.mil/>)

Thank you for all you do to help us support you. We invite you all to provide feedback on your experience while being assigned to the USASD. We also love hearing about your experiences. If you would like to share a story to be published in the next bulletin, please forward it to SGT Brito (email: [Ashley.brito.mil@mail.mil](mailto:Ashley.brito.mil@mail.mil)). We look forward to hearing from you!

*Happy Holidays!*

CPT Christopher K. Green

*Train for Victory!!!*





# PERSONNEL ASSET INVENTORY



United States Army Student Detachment (USASD) conducts its semi-annual Personnel Asset Inventory (PAI) during the months of April and September of each year. These mandatory PAIs are the Army's way of ensuring Soldiers maintain physical fitness standards, remain current on Army annual training, verify accuracy of Soldiers military pay, personnel records, and ensure overall Soldier readiness.

Given the dispersion of our population, the PAI is completed at the Soldier's local area. The PAIs are announced with a Memorandum of Instruction (MOI) for each section during April and September which are posted on the USASD website and with an individual email to all Students in the Detachment.

Service members' email addresses are taken from the Army Disaster Personnel Accountability and Assessment System (ADPAAS) at <https://adpaas.army.mil>. To receive this email ensure your ADPASS account is up-to-date with your Enterprise email address. USASD email policy is the Student must use Military or Educational email accounts only. We cannot reply to or accept emails from Yahoo, Google mail or other private civilian email accounts.

Each PAI will require Students to complete four tasks:

1. Update Student information by completing the PAI Worksheet
2. Complete annual mandatory training
3. Conduct an Army Physical Fitness Test
4. Verify ADPAAS data

All students must send their PAI documents to this email address: [usarmy.jackson.cac.mbx.usasd-pai@mail.mil](mailto:usarmy.jackson.cac.mbx.usasd-pai@mail.mil)

Links to all mandatory training are found on the USASD website under the "News & Events" page. Training certificates are auto-generated upon completion of each course. PAI website link: <http://usasd.armylive.dodlive.mil/news-events/>

Students at Senior Service Schools and ROTC will conduct the APFT in accordance with the guidelines outlined by the Senior Cadre or PMS. Submission of the APFT and PAI requirements may be arranged through your school. However, it is the individual students' responsibility to ensure that they are in compliance with the requirements of the PAI. Students in independent programs are allowed to use the assistance of the local Recruiting Battalion, ROTC, Service Schools, or military unit (RA, NG, or RC) if necessary, but is not required.

The PAI is a tool to maintain accurate data and accountability. Look for your email one month prior to each PAI or check the USASD website.



Article written by  
Mr. Sample





# HR OUT-PROCESSING



## NEW FY15 OUT-PROCESSING PACKETS, OUT-PROCESSING PROCEDURES

When you Receive an RFO you will receive an email notification from our team requesting that you submit you're out processing packet. We will give you a few details and point you in the right direction in order to assist you with this process. We have recently published updated out-processing packets for the new FY 15. The intend was to streamline some of the required forms needed with the USAPD website to ensure the most updated forms are being used. You can access the new packets at the below link:

<http://usasd.armylive.dodlive.mil/out-processing/>

Permanent change of station (PCS) orders are prioritized by the report date to either your follow on assignment or Temporary Duty (TDY) location whichever comes first. If there are extenuating circumstances (i.e. early reporting or overseas clearing requirements), ensure you note them in advance in order to re-prioritize publication of your PCS orders.

Please ensure you read Policy #10 in reference to PCS Leave Forms (DA 31) and also read Policy Number 16 in reference to your Out-processing requirements, procedures and instructions on how to complete your packet.

<http://usasd.armylive.dodlive.mil/files/2014/09/USASD-POLICY-MEMOS-9-16.pdf>

**It is imperative that you read these policy letters as they will ensure that you complete your packets accurately. In-accurate or un-complete packets will cause a delay in the processing of your orders. Accuracy and Timeliness is key in order to ensure you receive your Orders on Time.**

Also, due to the recent retirement of SFC Rhooms we will now be taking up the FAO HR Support mission. For any HR Support please reference below. All finance report, please reference the finance POC. Any questions or concerns please let us know. **VICTORY THRU SUPPORT!!!**

### **CHANGE IN POINTS OF CONTACT (POC) FOR FOREIGN AREA OFFICERS (FAOs) HR SUPPORT AND OUT-PROCESSING**

Send all HR related requests for support to SSG Britt, Uriah @ [uriah.j.britt.mil@mail.mil](mailto:uriah.j.britt.mil@mail.mil) or contact by phone at (803) 751-6467.

Send all HR out-processing packets to the below POC:

SPC Reddick, Ashley: (803) 751- 0835 (Letters A-H)

SGT Coakley, Sonia: (803) 751- 5382 (Letters I-N)

SGT Watkins, Keith: (803) 751- 5389 (Letters O-Z)

SSG Britt, Uriah: (803) 751 – 6467 (NCOIC)

Email: [usarmy.jackson.cac.mbx.usasd-out-processing@mail.mil](mailto:usarmy.jackson.cac.mbx.usasd-out-processing@mail.mil)



# MILITARY PAY



## **TRAVEL ADVANCES, PAY ADVANCES, AND GOVERNMENT TRAVEL CARD (GTC)**

Effective 1 August 2014, advance of travel entitlements (per diem, mileage, PPM/DITY moves, and dislocation allowance) will no longer be authorized if a Soldier has an active Government Travel Charge Card (GTCC) account. However, if card has expired or no card is on file then SM WILL be entitled to an advance of travel entitlements. All personnel have the option to use their GTCC for a PCS move, it is not mandatory, however a travel advance will not be given in lieu of using the GTCC.

If a Soldier chooses to use their GTCC for a PCS move then they will be enrolled in the GTCC PCS program. Requirements for enrollment include a review of the GTCC PCS memo, completion and submission of the PCS enrollment form, and submission of a copy of the PCS orders and approved PCS DA Form 31. GTCC will be activated NET 10 days prior to departure date and will deactivate NLT 10 days after report date as indicated on PCS orders.

Requests for advance pay are still authorized, subject to approval, with submission of DD Form 2560 and PCS orders.

See Policy Memorandum #16 for more information and the Finance Out-Processing packet (linked below).

<http://usasd.armylive.dodlive.mil/files/2014/07/FINANCE-OUTPROCESSING-PACKET-FY141.pdf>

## **CHANGE IN POINTS OF CONTACT (POC) FOR FOREIGN AREA OFFICERS (FAOs) CONDUCTING IN REGION TRAINING (IRT)**

Send all finance related inquiries/requests including GTC to SGT Nichols, Megan at [megan.m.nichols.mil@mail.mil](mailto:megan.m.nichols.mil@mail.mil) or contact by phone at (803) 751-5393.



# TEMPORARY DUTY (TDY)



## **Per Diem**

Per Diem is an authorized daily allotment used to reimburse service members for the out-of-pocket cost of lodging, meals and incidental expenses that occur while on military business or temporary assigned duty (TDY or TAD) away from their home station. The Per Diem is specific to a given TDY location and can be verified at

<http://www.defensetravel.dod.mil/site/perdiemCalc.cfm> .

## **Long Term TDY Flat Rate Per Diem**

Effective 1 November 2014, travelers performing TDY for more than 30 days in one location (CONUS and OCONUS) will receive a flat rate per diem.

Long-term TDY is any temporary duty longer than 30 days. TDY's lasting 31 to 180 days will receive a flat-rate per diem of 75 percent. For TDY's greater than 180 days, the flat-rate per diem will be at 55 percent. Flat rate will apply to all three parts of the per diem lodging, meals and incidentals.

The flat rate per diem does not apply when government lodging or contracted government lodging is available and directed, when contracted government lodging is provided at no cost, or if a traveler chooses to stay in government quarters. If meals are provided or government meals are available and directed, the traveler will be paid the Government Meal Rate or Proportional Meal Rate and Incidental Expense portion of per diem.

If you have any questions you can view the Defense Travel Management Office (DTMO) "Frequently Asked Questions" at

[http://www.defensetravel.dod.mil/Docs/FAQs\\_Flat\\_Rate\\_Per\\_Diem.pdf](http://www.defensetravel.dod.mil/Docs/FAQs_Flat_Rate_Per_Diem.pdf)

## **TDY travel**

Return travel request are processed using the Defense Travel System (DTS).

If you have any questions or concerns about return TDY's, please contact SSG Harmon at (803) 751-6482/9824 or by email at [stephen.h.harmon6.mil@mail.mil](mailto:stephen.h.harmon6.mil@mail.mil).

En route request are processed using manual DD Form 1610 and are in conjunction with assignment instructions.

If you have any questions or concerns about en route TDY's, please contact Mr. Pagan at (803) 751-5372 or by email at [jose.l.pagan.civ@mail.mil](mailto:jose.l.pagan.civ@mail.mil).



# 1SG's CORNER



The Army Core Values are: Loyalty - Duty - Respect - Selfless Service - Honor - Integrity - Personal Courage. Is it any surprise that the acronym for the Army's Core Values spells Leadership (LDRSHIP)? You don't have to be in charge to demonstrate leadership. Leadership is assumed regardless of the importance of the job being performed. Let's take a brief look at the seven Army Core Values and not only what each one means but what each one should mean to YOU.

## Loyalty

The dictionary defines Loyalty as "unwavering support and belief directed towards someone or something." As a Soldier you are expected to remain loyal to your unit, fellow Soldiers and chain of command. You demonstrate your loyalty every time you put on your uniform and follow an order.

## Duty

Whether big or small, the act of performing whatever task is assigned to you to the best of your ability speaks volumes of your character and military bearing.

## Respect

Treat everyone as you expect to be treated, regardless of rank or position. Respect does not only extend to individuals but also to your surroundings and equipment. **Just as important is your own self-respect.**

## Selfless Service

Accolades and recognition are fine but that is not what should drive you. The defense of our great country and the pursuit of freedom mean that Soldiers in today's Army are serving something bigger than just themselves or the Soldier next to them.

## Honor

Holding the Army's core values close and living them daily: loyalty, duty, respect, selfless service, integrity and personal courage in everything you do.

## Integrity

Simply put its doing what's right. Integrity trusts your instincts to do the right thing morally and legally. Your sense of integrity speaks volumes of who you are and what you believe in.

## Personal Courage

Personal courage just may be the corner stone of the United States Army.

Physical courage means picking yourself up when you have fallen, it means putting the safety of the soldier next to you ahead of yourself. Personal courage means being stronger than the voice of doubt that often rears itself in dangerous situations.



Army Core Values;  
More than just words, a code WE are to live by.

Article written by  
1SG Nelson





# ANNOUNCEMENTS



The USASD would like to congratulate SPC Coakley on her promotion to SGT. She is truly an asset to the unit and has joined the Backbone of the Army, The NCO Corps!!

The STB CSM and USASD members participating in the Memorial Service for LTC Lindsey, Robert H.



The USASD continued their annual support of Families Helping Families during this holiday season.



USASD Cadre sharpening their skills on the M4 Range and the EST.



## ***POINTS OF CONTACT:***

1SG	(803) 751-5321
Office Manager	(803) 751-5540
NCOIC	(803) 751-5516
OPS	(803) 751-6482
HR	(803) 751-7689
	5382
	5389
Finance	(803) 751-4340
	5393
	5564
In-processing	(803) 751-3795
	5381