



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

Office of the Commander

29 November 2017

Congratulations on your selection to participate in a Training or Advance Education Program!

Welcome to the premier U.S. Army Student Detachment (USASD) at Fort Jackson, South Carolina. Our mission is to provide command, control, and Human Resources Administrative Support and Finance Management Support to Students participating in all Advanced Education and Training Programs.

Our unit consist of more than 2,300 Commissioned Officers, Warrant Officers, Noncommissioned Officers, and Junior Enlisted Soldiers located across the U.S. and worldwide. Our priority is to receive and process Students efficiently and expeditiously in both Human Resources and Finance Management. The key element to success during this transition will be communication. Despite the geographical and program diversity that exists in this Command, our Staff members are prepared and dedicated to providing exceptional support to you and your Family.

The USASD is uniquely configured and I encourage our Students to visit the USASD website in advance for In-Processing requirements located at <http://usasd.armylive.dodlive.mil/> and periodically weekly thereafter for future updates. On this website, you will find specific instruction requirements for In-Processing in both Human Resources and Finance. It is imperative to adhere to the instructions, checklist and directives on the site. In the past four months in command, I have assessed that Students who failed to follow these hindered our ability to immediately support and fully complete Finance In-Processing causing delayed Military Pay entitlements and improper personnel accountability.

New to this unit is the official Facebook site. Like us on Facebook to receive continuous updates at <https://www.facebook.com/USArmyStudentDetachment/>.

Please read the checklist below carefully and ensure all required actions are completed in a timely manner.

- a. Ensure your DA31 PCS Leave Form shows you signed-out on leave in Blocks 14a-c.
- b. Are authorized to Sign-in from PCS Leave and into USASD no more than 10 days prior to your report date.
- c. Must submit completed HR & FI In-Processing packet NLT than 3-5 days after your official report date. Failure to comply will result in duty status change of AWOL and an Adverse FLAG imposed.

- d. Supporting documents will ONLY be accepted in a PDF file format.
- e. You must submit your documents. No representative is authorized to In-Process or submit documents on your behalf.
- f. ONLY Enterprise email accounts are acceptable for In-Processing to securely communicate and submit documents to USASD for protection of PII. Same instructions for further written communication with USASD Staff.
- g. Common Access Card (CAC) is required to In-Process currently via your Enterprise group email inbox.
 - a. FAO-IRT Students: usarmy.jackson.CAC.mbx.usasd-fao@mail.mil
 - b. Green To Gold Students: usarmy.jackson.93-sig-bde.mbx.ltb-sd-green-to-gold-inprocessing@mail.mil
 - c. All others Students: usarmy.jackson.CAC.mbx.usasd-in-processing@mail.mil
- h. Starting January 2018, In-Processing will be via USASD SharePoint. Monitor the USASD website for updates on launching SharePoint for In-Processing.
- i. You are responsible for obtaining CAC equipment, updated software have CAC access

If problems arise while in school or training, it is important that all parties supporting your schooling and program (i.e. your Training Agency, HRC Programs Manager, HRC Assignment Officer, USASD) and I are fully informed, particularly if problems affect your graduation date, academic or training program. Examples of problems that arise are as follows, but not limited to: Family needs, Accountability Duty Status Changes, Medical, Accidents involving Injuries, Convalescent Leave, Internships, Law Enforcement, Drug and Alcohol related incidents, , Program Degree Completion. Again, we extend our heartiest congratulations on your selection. Best wishes during your academic tour of duty. If you need additional assistance, I may be reached at (803) 751-5305 or at alejandra.d.peach.mil@mail.mil.

Sincerely,

Alejandra D. Peach
Captain, Adjutant General
Commander