



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

ATZJ-DBI-SD

12 September 2014

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

SUBJECT: Policy Memorandum #17 – **Gainful Employment**

1. References:

- a. AR 621-1, Training of Military Personnel at Civilian Institutions, dated 28 August 2007.
- b. AR 600-8-10, Leaves and Passes, dated 15 February 2006, RAR 001 dated 4 August 2011.
- c. The Joint Federal Travel Regulations (JFTR), Volume 1, Uniformed Service Members, Chapter 5, (<http://www.defensetravel.dod.mil/site/travelreg.cfm>).
- d. This memorandum supersedes all previous versions of Policy Memorandum #17.

2. Gainful employment is a temporary duty assignment granted to students transitioning from one training program to another in excess of 30 days. Students that request this duty status must be transitioning from one USASD-sponsored program to another USASD-sponsored program, meaning the student's parent organization will remain with the USASD. **Requests that do not fall within these parameters will not be approved.**

3. Gainful employment will not serve the purpose of saving accrued leave or maintaining station allowances. If a student has use-or-lose leave, they will be required to take a determined amount of chargeable leave days to fulfill the Army's policy on use-or-lose prior to starting gainful employment. **Extensions for gainful employment will not be approved.** Gainful employment is a privilege, not a right.

4. Requests for gainful employment in excess of 30 days must be submitted via Chief, Advanced Education Programs Branch, Human Resource Service Center, Fort Knox KY 40122 prior to approval by the Commander, USASD. For up to date information visit the U.S. Army Human Resource Command website at <https://www.hrc.army.mil/Officer/Officer%20Advanced%20Education%20Programs>.

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SUBJECT: Policy Memorandum #17 – Gainful Employment

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

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CHRISTOPHER K. GREEN
CPT, AG
Commanding



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

SUBJECT: Policy Memorandum #18 – **Post-Deployment Health Reassessment (PDHRA)**

1. References:

a. Army, Vice Chief of Staff, PDHRA Directive, dated 18 June 2007
(http://www.armyg1.army.mil/hr/pdhra/docs/Memo-VCSA_PDHRA_Compliance_18JUN07.pdf).

b. Deployment Health Clinical Center (DHCC),
<http://www.pdhealth.mil/dcs/pdhra.asp>.

c. This memorandum supersedes all previous versions of Policy Memorandum #18.

2. In response to the Vice Chief of Staff's directive dated 18 June 2007, the USASD will require all assigned personnel to comply with the Post-Deployment Health Reassessment (PDHRA). This assessment tool was designed to identify physical and mental health concerns of Soldiers 90 to 180 days after redeployment and has therefore been integrated into the USASD In-processing packet.

3. Every Soldier that has redeployed from a combat zone is required to complete the PDHRA. While your geographic location is untraditional for the regular Army, the USASD will assist, regardless of location, in order to satisfy this urgent requirement.

4. Completing the PDHRA is a two part process. Part I consists of completing the Battlemind II brief and DD Form 2900 via AKO Web site under Self Service, under My Medical on the My Medical Readiness Page. Part II requires a one-on-one interview with a military health care provider. If there is no military treatment facility (MTF) within 50 miles of your location, contact the PDHRA Call Center at 1-888-734-7299 to complete one-on-one telephonic interview.

5. Completion of the PDHRA is a required action to complete in-processing with the USASD. As such, failing to comply will directly affect the processing of your personnel and finance related transactions.

6. Contact USASD In-processing team at (803) 751-5381/9824/6482.

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SUBJECT: Policy Memorandum #18 – Post-Deployment Health Reassessment
(PDHRA)

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

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

SUBJECT: Policy Memorandum #19 – Army Suicide Prevention Program (ASPP)

1. References:

- a. AR 600-20, Army Command Policy, dated 18 March 2008, RAR 005 dated 20 September 2012.
- b. AR 600-63, Army Health Promotion, dated 15 February 2006, RAR 002 dated 7 September 2012.
- c. Army G-1, Suicide Prevention Program web page, (<http://www.armyg1.army.mil/hr/suicide/default.asp>).
- d. 4-10TH Infantry Battalion Policy Memorandum #7, Suicide Prevention, 26 July 2012.
- e. This memorandum supersedes all previous versions of Policy Memorandum #19.

2. Soldiers are the heartbeat of our Army. Suicide is a tragic event that affects the soul of our families, friends, and the unit. I am absolutely committed to protecting the emotional health and mental fitness of each of our Soldiers, Family members, DA Civilians, Students and Leaders.

3. With the complexity and geographical dispersion of the USASD population, it is paramount that we encourage open and honest communication, ensure that our fellow leaders are educated on the mental health resources available to them, and take a vested interest in the mental health and well being of our team. There are several methods that we will use to ensure that we collectively meet this intent.

a. **Training.** In accordance with AR 600-63 annual ASPP Training is mandatory for all Soldiers, Students, Leaders and DA Civilians regardless of location. The training is optional, but highly encouraged for Family members. The training increases awareness of suicide risk factors and warning signs, and teaches intervention skills to respond promptly, effectively and deal with at-risk individuals. Training and certification is a mandatory requirement during the semi-annual personnel asset inventory (PAI).

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SUBJECT: Policy Memorandum #19 – Army Suicide Prevention Program (ASPP)

Soldiers, Students, Leaders and DA Civilians will complete annual suicide prevention training in accordance with the USASD training schedule. Suicide training prevention requirements can be found at the Army G-1, Suicide Prevention Program web page at <http://www.armyg1.army.mil/hr/suicide/training.asp>.

b. **Leader checks.** Leaders must get ahead of the power curve-we need to take the steps to identify our high risk Soldiers and provide them assistance before they enter into a suicidal state. Take the time to get to know your peers, leaders, and subordinates. Don't be afraid to talk to each other, ask the hard questions, and nurture your relationships. Developing an environment of trust and open communication is the first line of defense against suicide.

c. **Outreach.** I encourage each of our Student Leaders to pursue different methods of outreach. Ensure that you make connections with other Soldiers and leaders in your area. Continue to communicate with your mentors. Most importantly, take a moment to periodically contact the leadership and staff within the USASD. We want to know how you are doing. Your well being is our mission.

d. **Immediate action.** If a Soldier, Student, Leader or DA Civilians within the organization demonstrates suicidal behavior, it is imperative that you contact either me or the 1SG immediately. It is urgent that we get them to a chaplain, emergency room, or mental health services swiftly.

4. I implore each of you to become actively engaged in preventing suicide. Our collective actions will only serve to strengthen our team and demonstrate our dedication to the USASD team.

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


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

SUBJECT: Policy Memorandum #20 – **Commander's Critical Information Requirements (CCIR)**

1. References:

- a. AR 190-45, Law Enforcement Reporting, dated 30 March 2007.
- b. This memorandum supersedes all previous versions of Policy Memorandum #20.

2. The well-being, safety, and care for the Soldiers, Family members, DA Civilians, Students and Leaders of the USASD is my number one priority. To ensure that critical resources are provided to our population in a timely manner, it is imperative that CCIRs are communicated to the command team quickly and in detail.

3. The following occurrences are CCIR for this command.

- a. Death or serious injury of any cadre member, civilian employee, Student leader, or immediate family member of cadre member occurring on or off installation.

- b. Injury of any member of the unit causing loss of limb, eyesight, or serious medical emergency.

- c. Incarceration of cadre or Student leader.

- d. Suicide attempt or gesture.

- e. Injury or incident involving a fire arm.

- f. Heat Stroke

- g. Any incident of sexual assault

- h. Any incident involving cadre, Student Leader, or family member that will result in a blotter report or civilian police report.

- i. Any child abuse or domestic violence incidents.

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SUBJECT: Policy Memorandum #20 – Commander's Critical Information Requirements (CCIR)

- j. Any training accidents that result in injury to cadre or civilians.
 - k. Hospitalization of Student leader for anxiety, depression, or Post Traumatic Stress Disorder.
4. Any item fitting the criterion of a CCIR must be reported to either myself, the 1SG, or the office manager within 24 hours of the incident. Reports can be sent via phone, email, or in person. Ensure that your report can answer the 5 W's (who, what, when, where, why). Telephonic reports will include both good a phone and email POC. Follow up reports on incidents that cannot be resolved immediately are required within five days of initial report. Additional follow up requirements will be evaluated on a case by case basis.
5. If you are unsure as to whether your incident fits the criterion of a CCIR, contact us immediately. It is better to be overcautious than to provide no warning of a potentially serious situation.
6. The point of contact for this memorandum is the USASD Operations NCOIC at (803) 751-3795.


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

SUBJECT: Policy Memorandum #21 – Training

1. References:

- a. AR 350-1, Army Training and Leader Development, dated 18 December 2009, RAR 001 dated 4 August 2011.
- b. Fort Jackson Reg 350-1, Fort Jackson Training Administration Policies, 1 October 2008.
- c. ALARACT 208/2009, Army Training Records Data Integration/Digital Training Management System (DTMS).
- d. Army Training Network (ATN) web page <https://atn.army.mil/index.aspx>.
- e. This memorandum supersedes all previous versions of Policy Memorandum #21.

2. All Soldiers and DOD civilians must remain relevant and knowledgeable of basic Army policies, programs, and procedures regardless of their duty assignment, location, or military status. In order to ensure that the Soldiers, DA Civilians, Students and Leaders of the USASD are postured for success, the following training procedures are in effect.

3. **Mandatory Annual Training Requirements.** All Soldiers, civilians, and student leaders are required to complete DA directed Mandatory Annual Training. Student Leaders may access all mandatory training tools via the USASD website at <http://usasd.armylive.dodlive.mil/news-events/>. You will be required to provide/validate proof of training during the semi-annual PAI.

4. **Sergeants Time/Collective Training.** The USASD will be closed for training every Thursday morning between the hours of 0730-1130 to ensure all Soldiers and DA civilians are able to participate in scheduled training. All Soldiers and DA civilians will participate in technical training during the first and third week of the month. Tactical training/Warrior Tasks and Battle Drills will be trained on the last week of the month. During this time, DA civilians within the USASD will accomplish any mandatory DA mandatory training requirements not met during technical training. Finally,

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SUBJECT: Policy Memorandum #21 – Training

commander's time topics will be trained on the second week of each month. These topics include, but are not limited to, Sexual Harassment/Assault Response Prevention, Equal and Equal Employment Opportunity, and Suicide Prevention Program training.

5. All training schedules, AARs, and records will be updated and maintained in DTMS per ALARACT 208/2009.

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


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

SUBJECT: Policy Memorandum #22 – **Reenlistment Incentives**

1. References:

- a. AR 601-210, Active and Reserve Components Enlistment Program, dated 8 February 2011, RAR 003 dated 12 March 2013.
- b. AR 601-280, Army Retention Program, dated 31 January 2006, RAR 001 dated 15 September 2011.
- c. AR 600-8-10, Leaves and Passes, dated 15 February 2006, RAR 001 dated 4 August 2011.
- d. This memorandum supersedes all previous versions of Policy Memorandum #22.

2. Our reenlistment goal is to retain all of our quality Soldiers. All Soldiers in this command eligible to reenlist will be professionally counseled about all available options and encouraged to reenlist.

3. All personnel who reenlist while assigned or attached to the USASD will be granted the following:

- a. Choice of where they would like the ceremony to be held.
- b. The rest of the day off after completion of reenlistment ceremony. Supervisors are encouraged to ensure ceremony takes place early in the day.
- c. A four-day special pass.

4. Pass approval are subject to the provision of USASD Policy Memorandum #11 and AR 600-8-10.

5. If you are considering reenlistment options, contact the retention NCO, First Sergeant or myself.

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SUBJECT: Policy Memorandum #22 – **Reenlistment Incentives**

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

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

SUBJECT: Policy Memorandum #23 – **Privately Owned Weapons**

1. References:

- a. AR 190-11, Physical Security of Arms, Ammunition, and Explosives, dated 5 September 2013.
- b. Fort Jackson Supplement 1 to AR 190-11, Physical Security of Arms, Ammunition, and Explosives.
- c. Fort Jackson Regulation 600-3, Prohibited Practices and Illegal Associations.
- d. This memorandum supersedes all previous versions of Policy Memorandum #23.

2. In accordance with AR 190-11, the carrying of privately owned weapons, explosives, and ammunition on Army installations is prohibited unless authorized by the Senior Commander (SC). The SC has clear authority and responsibility to regulate privately owned weapons, explosives, and ammunition on Army installations. The carrying of a concealed weapon on the installation is prohibited regardless of whether a state or county permit has been obtained. A concealed weapon is any instrument used or designed for the purpose of inflicting grievous bodily harm that is carried on the person in such a way as to be hidden from ordinary view. Folded knives with blades shorter than 3 inches are excluded from this definition.

3. As commander, it is my responsibility to ensure that privately owned weapons and ammunitions (including authorized war trophies) are protected. All privately owned weapons (rifles, pistols, etc) and ammunition purchased or received by USASD personnel will be stored in accordance with AR 190-11, Para 4-5a and federal, state, or local laws/regulations.

4. All USASD personnel keeping or storing privately owned arms and ammunition (including authorized war trophies) on Fort Jackson will properly register and store them in the appropriate location. Coordinate with the First Sergeant to arrange for the proper storage of all weapons and/or ammunition.

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SUBJECT: Policy Memorandum #23 – **Privately Owned Weapons**

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



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

SUBJECT: Policy Memorandum #24 – **Commander's Procedures for Student Sent Documents**

1. References:

- a. AR 25-1, Army Information Technology, dated 25 June 2013.
- b. AR 25-51, Official Mail and Distribution Management, dated 30 November 1992.
- c. This memorandum supersedes all previous versions of Policy Memorandum #24.

2. When it is necessary for any Service Member (SM) to send the USASD any documentation either electronically(e-mail) or through United States Postal Service (USPS), the SM will send a legible copy and any/all documents will be filled out with **BLACK** ink.

3. In accordance with AR 25-1, only Government-provided email services are authorized for use as primary simple mail transfer protocol addresses and for use on common access cards (CACs). Email services provided by a commercial service provider are prohibited for Army business communications.

4. **By doing this, the SM has helped to alleviate any future issues and enables USASD Cadre to work in a more efficient manner to better serve the Student population at large.**

5. Our team is dedicated to providing a supportive, cohesive environment for all of our Soldiers, Civilians, and student leaders. A cooperative spirit and open communication will help us to achieve this intent.

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


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

SUBJECT: Policy Memorandum #25 - **In-processing Requirements**

1. References:

- a. AR 600-8-101, Personnel Processing (In-, Out-, Soldier Readiness, Mobilization and Deployment) dated 18 July 2003.
- b. AR 621-1, Training of Military Personnel at Civilian Institutions dated 28 August 2007.
- c. This memorandum supersedes all previous versions of Policy Memorandum #25.

2. The purpose of this policy memorandum is to provide guidance for In-processing the USASD.

3. Personnel are authorized to report no more than ten (10) working days prior to official report date or start date of schooling/training. **Request to report earlier to initiate gaining station housing allowance (BAH) or maintain a stable leave balance is strictly prohibited.**

4. Required documents for In-processing are as follows:

- a. PCS orders and amendments.
- b. DD Form 93 (JAN 2008) Record of Emergency Data.
- c. SGLV 8286 (JUN 2014).
- d. DA Form 7415 Exceptional Family Member Program (EFMP).
- e. DA Form 31 Leave Form (with a control number).
- f. USASD Policy Letter Acknowledgement.
- g. Classified Information Nondisclosure Agreement (SF 312).

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SUBJECT: Policy Memorandum #25 - **In-processing Requirements**

- h. DA Form 705 (APFT card).
 - i. ADPAAS screen page.
 - j. BAH (DD Form 5960).
 - k. Government Travel Card Program Statement of Understanding.
 - l. Government Travel Card Update your Information Sheet.
 - m. GSA SmartPay Travel Card Training Certificate.
 - n. Individual Billed Account Government Travel Card Application (if you do not currently have a Government Charge Card).
5. Additional documents you may need depending on your duty location:
- a. Advance Pay Certification/Authorization.
 - b. Travel Voucher (DD Form 1351-2).
 - c. Temporary Lodging Expense Worksheet (TLE).
 - d. Temporary Lodging Allowance (TLA) Memo/authorization.
 - e. Individual Overseas Housing Allowance and Move-In Housing Allowance Claim.
6. Students will utilize SharePoint Portal to in-process. SharePoint is an interactive website used to manage all military personnel and military finance/travel actions.
7. In-Processing packet must be complete in one (1) session on SharePoint. SharePoint will **not** allow uploaded documents to be saved. All information entered will be lost when session ends.
8. To initiate In-processing requirements, follow the below guidelines.
- a. Download In-processing packet from the USASD website at <http://usasd.armylive.dodlive.mil/in-processing/>, completed all required documents, review for accuracy and clarity. Member's signature is required on all completed documents.
 - b. Scan and upload completed packet in one (1) PDF file to your computer.

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SUBJECT: Policy Memorandum #25 - **In-processing Requirements**

c. Request access to the USASD SharePoint at <https://ako.tkeportal.army.mil/sites/usasd>.

d. Log on to the SharePoint site and complete the online Data Sheet. Attach PDF file to the SharePoint site (PDF files are the only files accepted by the site).

e. Click on the submit button at the bottom of the SharePoint to complete transmission.

9. Upon receipt of your In-processing packet in SharePoint, an auto-reply will be generated directly to related AKO address. If discretions/errors/illegible print/omissions are found, notification will be forwarded to official email address on file. NO action is taken on incomplete/partial submissions.

10. After you submit your In-processing packet in SharePoint, please allow no less than 10 working days prior to telephonic inquiries. For assistance with additional questions/concerns, please contact the In-Processing POC's listed in the USASD website at <http://usasd.armylive.dodlive.mil/in-processing/>.

11. Turn-around time for processing of military pay updates and PCS travel disbursements is 4 to 6 weeks. For assistance with questions/concerns on completing financial documents, please contact the Finance Section at (803) 751-5393/6542/5564/4340.

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


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