



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

ATMT-LTB-SD

25 October 2017

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

SUBJECT: Policy Memorandum #15 – **Permissive Temporary Duty (PTDY)**

1. References:

- a. AR 600-8-10, Leaves and Passes
- b. Special Troops Battalion Policy, Memorandum # 3, Leave Processing and Control Procedures

2. PTDY is the appropriate action for any student in USASD to handle unique situations that require them to be away from their assigned duty location. Examples that fall into this category are as follows:

- a. Degree study programs off campus
- b. Training with Industry program that requires Students to travel for business
- c. Chaplain's requiring time for denominational endorsement

3. Any time that a student is away from their assigned duty location, they must be under a pass, leave and temporary duty or PTDY status. If there is ever a question about the appropriate status, the Soldier should call the USASD HR Clerk for clarification.

4. In accordance with (IAW) AR 600-8-10, Chapter 8, PTDY request for outside continental United States (OCONUS) require travel clearance. Refer to USASD Policy Memorandum #11, paragraphs 6 and 7 for requirements and documents. PTDY request must be submitted 45 days prior to the start date of the PTDY request.

5. The Battalion Commander reserves the authority to grant up to 10 days of PTDY in accordance with AR 600-8-10.

6. The Brigade Commander is the approval authority for PTDY more than 10 days.

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7. Submit required documents/packet to the USASD HR Clerk within the prescribed timeline. Visit the USASD website at <http://usasd.armylive.dodlive.mil/operations/> for required documents/packets and POC.

8. The point of contact for this memorandum is the undersigned at (803) 751-5305.

ALEJANDRA D. PEACH  
CPT, AG  
Commanding