



**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 #9 – **Commander's Procedures for Student Sent Documents**

1. References:

- a. AR 25-1, Army Information Technology
- b. AR 25-51, Official Mail and Distribution Management

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 will help 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 provides 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 undersigned at (803) 751-5305.

ALEJANDRA D. PEACH  
CPT, AG  
Commanding