



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

ATMT-LTB-SD

1 February 2018

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

SUBJECT: Policy Memorandum #10 - **In-Processing Requirements**

1. References:

a. AR 600-8-101, Personnel Processing (In-, Out-, Soldier Readiness, Mobilization and Deployment)

b. AR 621-1, Training of Military Personnel at Civilian Institutions

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

3. Students ensure DA31 PCS Leave Form shows you are signed-out on leave in Blocks 14a-c. Students are authorized to Sign-in from PCS Leave and into USASD no more than 10 days prior to the official report date unless otherwise stated on the PCS orders as approved by USASD Commander in coordination with the HRC Programs Manager and Branch Managers. **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) and Block 14 (a-c) filled and signed out on leave

f. USASD Policy Letter Acknowledgement

g. Classified Information Nondisclosure Agreement (SF 312)

- 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 requesting Travel Voucher reimbursements for processing of TLE & DLA during In-processing or while assigned to USASD will do so using DFAS Smart Voucher system at <https://www.dfas.mil/militarymembers/travelpay/smartvoucher.html> or send directly DFAS to email at dfas-milpcs@mail.mil. Smart Voucher is the preferred method. Visit <https://www.dfas.mil/civilianemployees/travelpay/checkvoucherstatus.html> or call (800) 332-7366 to check status on your Travel Voucher.
7. Starting February 2018, In-Processing will be via USASD SharePoint. Common Access Card (CAC) is required to access **SharePoint** <https://ako.hq.tradoc.army.mil/sites/usasd>. Based on your program, inquiries about In-Processing should be made through the group emails listed below ONLY:
- 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

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8. In-Processing instructions are located at <http://usasd.armylive.dodlive.mil/in-processing/>. In-Processing packets must be completed in one (1) session on SharePoint <https://ako.hq.tradoc.army.mil/sites/usasd>.

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

b. Click on the submit button at the bottom of the SharePoint to complete transaction.

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 submitting 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 entitlement disbursements between November thru April is 3 to 4 weeks and between May thru October is 4 to 6 weeks until TDA increases in the USASD Finance Section or additional Finance Technicians are acquired through hiring process, RPI, or BMM. With the right amount of Finance Technicians, the target turn-around aim is for 2 to 3 weeks.

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

ALEJANDRA D. PEACH
CPT, AG
Commanding