



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

ATMT-LTB-SD

21 February 2018

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

SUBJECT: Policy Memorandum #11 - **Out-processing Requirements**

1. References:

- a. AR 600-8-101, Personnel Processing (In-, Out-, Soldier Readiness, Mobilization and Deployment Processing)
- b. AR 614-100, Officer Assignment Policies, Details, and Transfers
- c. AR 614-200, Enlisted Assignments and Utilization Management
- d. AR 608-75, Exceptional Family Member Program
- e. AR 55-46, Travel Overseas
- f. AR 37-104-4, Military Pay and Allowances Policy
- g. DoD Financial Management Regulation, Volume 7A, Chapter 32.

2. Personnel are authorized ten (10) calendar days to conduct Out-Processing procedures (i.e. to coordinate transportation, household goods, clearing current apartment or rental home, etc.) prior to the start of Permanent Change of Station (PCS) Leave or Expiration of Service Agreement (ESA)/Expiration Term of Service (ETS) Leave. PCS Leave must start on the 11th day following graduation whether or not Travel begins. If you want to receive Travel Voucher reimbursement, your travel must occur within the Start and End dates of your approved PCS Leave. Subsequent submittal of your leave form after it has been approved will not be allowed.

3. Supervisors will ensure that personnel are afforded this time to take care of personal business and complete the unit and installation out processing checklist.

4. For timely processing of your PCS orders, submit Out-processing packet as early as the Request For Orders (RFO) is published by HRC. A completed Out-Processing packet to include Request and Authority for Leave (DA Form 31) for PCS and most recent Leave and Earnings Statement (LES) must be received in the USASD prior to publishing of PCS orders. PCS orders will be forwarded no earlier than 90 days prior to

start date of approved PCS DA Form 31. Approved PCS DA Form 31 will be returned to you NLT 30 days prior to your departure. If you would like to request up to 10 days PTDY for House Hunting, annotate "AUTH 10 days PTDY for House Hunting" in Block 17. If PTDY for House Hunting in conjunction with PCS Leave is not requested and the leave days are less than 30 days, the leave form will not be signed by an O-5 or above. Subsequent submittal of your leave form after it has been approved will not be allowed. Ensure to communicate pertinent information regarding Family Members to the Out-processing HR Clerk. Review Out-processing procedures located on the USASD website at <http://usasd.armylive.dodlive.mil/out-processing/>.

5. Required forms for overseas PCS include:

a. **DA Form 4036** (Medical and Dental Preparation for Overseas Movement). A physician must complete 14 through 24, and verify the HIV test results on back bottom of this form. Disregard dental evaluation unless assigned to an isolated area. CONUS to OCONUS PCS HIV tests must be updated within six (6) months of report date. Forms requiring a physician may be completed by a civilian doctor if the nearest Army Military Treatment Facility is not within 60 miles or one-hour drive. For any inquiries or updates, please contact the Medical Liaison located on the USASD website.

b. **DA Form 5121** (Overseas Tour Election Statement). Read carefully and complete as appropriate. This form determines election for movement of family members to OCONUS tour.

c. **DA Form 4787** (Reassignment Processing). This is your request for pinpoint assignment.

6. In accordance with (IAW) AR 608-75 (**Exceptional Family Member Program**) if you are requesting family travel and NOT on assignment to a dependent restricted tour the following is required to include the above; even if your family members are not enrolled in the Exceptional Family Member Program (EFMP). The process for family travel request will not begin until all forms are completed.

a. **DA Form 5888** (Family Member Deployment Screening Sheet). This form must be completed by a physician for all family members.

b. **DA Form 7246** (EFMP Screening Questionnaire). This form must be completed by a physician for all family members.

c. One of the following for each family member: Family Member Overseas Screening Physical Exam Letter or the **SF 506** (Physical Examination) or **DA Form 5888-1** (Screening of Family Members in Remote OCONUS Areas).

d. PDQ- AGES- New Born thru 6yrs old.

7. If one or more of your dependents are **EFMP** warranted a **DA Form 2792** (Exceptional Family Member Medical Summary) or **DA Form 2792-1** (EFMP Special Education/Early Intervention Summary) is required for each EFMP warranted dependent.

8. Use of DoD Government Travel Charge Card (GTCC) is mandatory for all personnel (military or civilian) to pay for **ALL** official travel costs for TDY/TAD and PCS. Request for PCS Travel Advance and Dislocation Allowance (DLA) is not authorized and will not be approved.

9. Requests for **Advance Pay**:

a. Students requesting an advance of basic pay for a PCS move must prepare **DD Form 2560** (Advance Pay Certification/ Authorization). The completed **DD Form 2560**, with a copy of PCS orders attached will be sent to the serving DMPO or unit commander, when required, for forwarding to the servicing DMPO. The unit commander will approve/disapprove all requests for advance of pay.

b. Justification. Required when any SM requests **(1)** a second advance, **(2)** an advance of more than one month's basic pay less deductions, **(3)** more than a twelve-month repayment schedule, **(4)** payment earlier than thirty days before departure, or **(5)** payment later than sixty days after arriving at the new duty station. The justification must be in writing and must itemize expenses incurred, extenuating circumstances, and/or severe hardships that would be considered exceptions to normal circumstances.

c. An advance pay is NOT intended to provide funds for such items as investments, vacations, or the purchase of consumer goods that are not the result of direct expenses resulting from the SM's PCS orders.

10. **Travel Advance** are no longer authorized by DFAS. Government Travel Credit Card (GTCC) is to be used for authorized PCS related expenses: Transportation, Lodging, Meals, Temporary Quarters Subsistence Expenses, and Approved House Hunting Expenses.

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

ALEJANDRA D. PEACH
CPT, AG
Commanding