

United States Army Student Detachment

Green to Gold Out-Processing

FY18

SERVICE MEMBER INFORMATION		
Name: Last, First MI	Rank	Date:
<u>MANDATORY DOCUMENTS:</u>		
<input type="checkbox"/> Permanent Change of Station (PCS) orders		
<input type="checkbox"/> DA Form 31, Sep 1993 (Request and Authority for Leave)		
<input type="checkbox"/> Current Leave and Earnings Statement (LES)		
<input type="checkbox"/> Current Enlisted Records Brief (ERB)		
<input type="checkbox"/> DA Form 5960, Sep 1990 (Authorization to Start, Stop, or Change Basic Allowance for Quarters (BAQ), and/or Variable Housing Allowance (VHA))		
<input type="checkbox"/> Current SGLV 8286, Feb 2015 (Service Members' Group Life Insurance Election & Certificate)		
<input type="checkbox"/> DA Form 71, Jul 1999 (Oath of Office - Military Personnel)		
<input type="checkbox"/> Mailing information for DD Form 214		
NOTE: Scan forms and submit to usarmy.jackson.93-sig-bde.mbx.ltb-sd-green-to-gold-outprocessing@mail.mil or send via fax to 803-751-3514.		
FOR USE BY GREEN TO GOLD HR PERSONNEL ONLY		
DATE PACKET RECEIVED:		
DATE PACKET SENT TO TRANSITION:		
DATE PACKET SENT TO FINANCE:		
REMARKS:		