

# United States Army Student Detachment

## Human Resources In-Processing



### SERVICE MEMBER (SM) INFORMATION

<b>Name:</b>		<b>PCS Order Report date:</b>	
		<b>USASD Sign In Date (same as mission complete):</b>	
		<b>Program Graduation/Completion date:</b>	
<b>Rank:</b>	<b>SSN:</b>	<b>Program:</b>	<b>Component:</b>
<b>School/Training Start Date:</b>	<b>End Date:</b>	<b>Component (Active/AGR/Reserve):</b>	

### MANDATORY DOCUMENTS:

- Note: Forms not included in this packet are available under the In-Processing page.**
- Student Data Form
  - PCS Orders and amendments (if applicable). PCS Orders "Assign To" line must have a with duty location included. Contact losing station orders issuing authority if not included
  - DA Form 31, Request and Authority of leave, (W/Control Number) and signed out from unit in block 14a-c.
  - DD Form 93, Emergency Data
  - Service Members' Group Life Insurance Election & Certificate
  - DA Form 7415, Exceptional Family Member Program (EFMP) Query Sheet (authorized dependents)
  - United States Army Student Detachment Policies Memorandum of Understanding (signed and dated)
  - DA Form 705, Current Army Physical Fitness Test Scorecard), (current within the last 6 months)
  - Update ADPAAS (<https://adpaas.army.mil>), Print screen to show it has been updated and submit with above documents
  - SHARP and Cyber Awareness Training Certificates (current within the last 12 months)

### REQUIRED DOCUMENTS IF APPLICABLE:

- DA Form 5500 (Male) or DA Form 5501 (Female) (Body Fat Content Worksheet)

### HELPFUL INFORMATION (Do not submit below documents; Documents are for your use only.)

- USASD Policy Memorandums
- UIC and Student Program List (use to complete Student Data Form)
- TRICARE Resources for Service
- SRB update prior to reporting to U. S. Army Student Detachment

**I UNDERSTAND THAT NO ACTION(S)/UPDATE(S) WILL BE MADE UNTIL ALL MANDATORY DOCUMENTS HAVE BEEN RECEIVED.**

<b>SM SIGNATURE:</b>	<b>DATE:</b>
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