



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

ATMT-LTB-SD

13 July 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
- c. AR 600-8-2, Suspension of Favorable Actions (FLAGS)

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

3. As the gaining commander, Soldiers with nontransferable flags are not authorized to PCS to USASD. Soldiers with nontransferable flags are not to be reassigned IAW AR 600-8-2, paragraph 2-8. A flag is an administrative tool. The purpose of the Flag is to prevent and/or preclude execution of favorable actions to a Soldier who may be in an unfavorable status (not in good standing) and movement of a Soldier. The suspension of favorable actions on a Soldier is mandatory when military or civilian authorities initiate any investigation or inquiry that may potentially result in disciplinary or adverse administrative action. While on PCS leave, Students are required to report incidents that will result in a flagging action to both the losing and gaining commands immediately. Incident are, but not limited to: detained, jail, prison, drug related offenses or domestic violence incidents where civilian authorities were involved, DUIs, assaults, SHARP violations, etc. Coordination with HRC and the losing command will be made to ensure deletion of PCS order / assignment.

4. Students ensure DA31 PCS Leave Form shows you are signed-out on leave in Blocks 14a-c.

5. Students with assignment instructions to a School or within an Industry are **authorized a reporting date no earlier than 10 days** before the first day of class or earliest date required to be present at the university. Training agencies are authorized to approve exceptions of greater than 10 days but less than 30 days. Requests for exceptions in excess of 30 days must be endorsed by the training agency, accompanied

by an agreement of gainful employment, and submitted to the USASD Commander for final approval IAW AR 621-1, para 2-9b(1). If approved, the USASD Commander will coordinate with the HRC Programs Manager and Branch Managers to ensure the specified number of days Authorized Early Report statement is added to your RFO/PCS orders. **Request to report earlier to initiate gaining station housing allowance (BAH) or maintain a stable leave balance is strictly prohibited.**

6. Required documents for HR In-Processing are as follows:

- a. Student Data Form
- b. PCS orders and amendments. PCS orders "Assign To" line must have a "With Duty at "School Name or Program Name, City, State, Zip Code"
- c. DA Form 31, Request and Authority for Leave Form (with control number) and signed out from unit in Block 14 (a-c)
- d. DD Form 93, Record of Emergency Data
- e. Servive Members' Group Life Insurance Election & Certificate (SGLV online)
- f. DA Form 7415, Exceptional Family Member Program (EFMP)
- g. USASD Policy Letter Memorandum of Understanding (signed and dated)
- h. DA Form 705 (APFT card) within the last 6 months
- i. DA Form 5500 (Male) or DA Form 5501 (Female) Body Composition Worksheet
- j. Update ADPAAS (<https://adpaas.army.mil>) with new address and phone number
- k. SHARP and Cyber Awareness Training Certificates (within the last 12 months)
- l. Government Travel Card Program Statement of Understanding
- m. Government Travel Card Update your Information Sheet
- n. GSA SmartPay Travel Card Training Certificate
- o. Individual Billed Account Government Travel Card Application (if you do not currently have a Government Charge Card)

7. Required documents for FI In-Processing are as follows:

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a. PCS orders and amendments. PCS orders "Assign To" line must have a "With Duty at "School Name or Program Name, City, State, Zip Code"

b. DA Form 31, Request and Authority for Leave Form (with control number) and signed out from unit in Block 14 (a-c)

c. DA Form 5960, Basic Housing Allowance and all supporting documents. If recent changes to dependency status submit the following: divorce decree, marriage certificate, proof of custody, court orders, bank account statement showing financial support going directly to the custodial parent

d. DD 1351-2, Smart Voucher (Not Required for No-Cost Moves) USASD Policy Memorandum #16 <https://www.dfas.mil/militarymembers/travelpay/smartvoucher.html>

e. GTCC Program and Statement of Understanding (March 2016) and Government Travel Charge Card (GTCC) and Travel Card Program (Travel Card 101) training <https://www.defensetravel.dod.mil/Passport/bin/Passport.html>

f. Individually Billed Account (IBA) Government Travel Card Application (Sep 2014) non-cardholders

8. Required documents for FI In-Processing are as follows:

a. Request for Temporary Lodging Allowance (TLA) with daily itemized lodging receipts (TLA Memo/Authorization Form from local Embassy Housing Office) if OCONUS

b. DD Form 2367, Individual Overseas Housing Allowance (OHA) Report with Lease Agreement (must be translated in English – visit Military One Source to request document translation service) and Signed by Local Housing Office or Embassy Housing Representative if OCONUS

c. DD Form 2556, Move-In Housing Allowance Claim and Receipts if OCONUS

d. DFAS Form 9098 Claim for Temporary Lodging Expense Worksheet (TLE) with itemized and signed lodging receipts (provide full physical address in Block 43 for meals only claims if CONUS

e. DD Form 1561, Family Separation Allowance Form with supporting documents

Orders for Special Pay Stop (i.e. flight, EOD, demolition, jump, and any payment required to be stopped)

f. Orders for Special Pay Start (i.e. clothing allowance, hazardous duty, and any pay entitlement required to be started)

- g. DA Form 4187, COLA if CONUS or OCONUS
- 9. 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.
- 10. Starting February 2018, In-Processing will be via USASD SharePoint. Common Access Card (CAC) is required to access <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
- 11. 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 save and click on the submit button at the bottom of the SharePoint to complete transaction.
- 12. Upon receipt of your In-Processing packet in SharePoint, an auto-reply will be generated directly to related Enterprise email address. If discretions/errors/illegible print/omissions are found, notification will be forwarded to the official email address on file. NO action is taken on incomplete/partial submissions. Monitor your SharePoint file for updates on In-Processing packet completion and progress.
- 13. 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/>.
- 14. 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

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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.

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

ALEJANDRA D. PEACH
CPT, AG
Commanding