



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

ATMT-LTB-SD

31 October 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. The purpose of this policy memorandum is to provide guidance for completing Out-Processing procedures. As of August 2018, **Out-Processing requests are only accepted via the USASD SharePoint.**

<https://ako.hq.tradoc.army.mil/sites/USASD/SitePages/USASD%20Home.aspx>

3. 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. Supervisors will ensure that personnel are afforded this time to take care of personal business. **PCS Leave must start on the 11th day following graduation or end of training program whether or not Travel begins.** To receive Travel Voucher reimbursement, travel must occur within the Start and End dates of the approved PCS Leave. Contact gaining duty location to ensure the PCS Leave Form is IAW their In-Processing policy. Subsequent submittal of PCS Leave Form for correction after it has been approved, after arriving to gaining station, will not be considered.

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 by USASD prior to publishing of PCS orders. **Students are not authorized to start traveling without a published PCS order and approved PCS Leave Form.** PCS orders will be forwarded no earlier than 90 days prior to start date of approved PCS DA Form 31 Leave Form. **Approved PCS DA Form 31 will be returned to the Student within 90 days prior to the start of PCS leave or PCS with TDY enroute to PCS assignment.** To calculate total number of authorized travel days, obtain total mileage from your current duty location to your next duty location and divide it by 350. **In Block 17 type, "AUTH # days Travel. Those requesting 10 days PTDY for House Hunting, type in Block 17 "AUTH 10 days PTDY for House Hunting".** If PTDY for House Hunting in conjunction with PCS Leave is not requested, the leave form will not be signed by an O-5 or above. The TO date on the PCS Leave form will be the same as the PCS order report date. Subsequent submittal of PCS Leave Form for correction after it has been approved, after arriving to gaining station, will not be allowed. Ensure to communicate pertinent information regarding Family Members to the Out-processing HR Staff. Send complete Out-Processing packet to the USASD SharePoint at <https://ako.hq.tradoc.army.mil/sites/USASD/SitePages/USASD%20Home.aspx>. Visit the USASD website, Out-Processing tab <http://usasd.armylive.dodlive.mil/out-processing/> for further guidance.

5. Students who are authorized **TDY enroute to PCS assignment** will initiate contact with the USASD Defense Travel System (DTS) / Temporary Duty (TDY) Manager at usarmy.jackson.93-sig-bde.mbx.ltb-usasd-tdy-dts@mail.mil and the Out-Processing team at usarmy.jackson.CAC.mbx.usasd-out-processing@mail.mil immediately upon receiving Request For Orders (RFO) published by HRC **to obtain timely return of a DA Form 1610.**

a. **TDY enroute to PCS assignment with a PTDY for House Hunting request –** Students must an **Ordinary Leave Form** with FROM date starting on the 11th day after graduation or training end date to cover the duty status in between and with a TO date of TDY enroute start date. Students must submit a **PCS Leave Form** with a FROM date starting on the day TDY enroute ends and a TO date same as the PCS order report date. To calculate total number of authorized travel days, obtain total mileage from the TDY enroute location to your PCS duty location and divide it by 350. On the **PCS Leave Form** type in **Block 17**, "AUTH # days Travel" and "AUTH 10 days PTDY for House Hunting". If PTDY for House Hunting in conjunction with PCS Leave is not requested, the leave form will not be signed by an O-5 or above. Subsequent submittal of PCS Leave Form for correction after it has been approved, after arriving to gaining station, will not be allowed. Ensure to communicate pertinent information regarding Family Members to the Out-processing HR Staff. Visit the USASD website, Out-Processing tab <http://usasd.armylive.dodlive.mil/out-processing/> for further guidance.

Send complete Out-Processing packet to the USASD SharePoint at <https://ako.hq.tradoc.army.mil/sites/USASD/SitePages/USASD%20Home.aspx>

b. **TDY enroute to PCS assignment without a PTDY for House Hunting request-** Students must submit a PCS Leave Form with a FROM date starting on the 11th day after graduation or training end date and a TO date same as the PCS order report date. To calculate total number of authorized travel days, obtain total mileage from the TDY enroute location to your PCS duty location and divide it by 350. **In Block 17 type,** "AUTH # days Travel. Subsequent submittal of PCS Leave Form for correction after it has been approved, after arriving to gaining station, will not be allowed. Ensure to communicate pertinent information regarding Family Members to the Out-processing HR Staff. Visit the USASD website, Out-Processing tab <http://usasd.armylive.dodlive.mil/out-processing/> for further guidance. Send complete Out-Processing packet to the USASD SharePoint at <https://ako.hq.tradoc.army.mil/sites/USASD/SitePages/USASD%20Home.aspx>

6. **Active Duty Option Green-To-Gold** – Students must visit the USASD website at <http://usasd.armylive.dodlive.mil/green-to-gold-out-processing/> NLT 90 days from graduation date to obtain specific instructions on Out-Processing procedures. Students must submit a complete Out-Processing **immediately** upon receiving the Active Duty Oath of Office upon commissioning to usarmy.jackson.93-sig-bde.mbx.ltb-sd-green-to-gold-outprocessing@mail.mil.

a. Failure to submit a complete Out-Processing packet (i.e. if forms are missing or signatures are missing) will result in USASD Staff delaying the submission of the packet to Department of Human Resources (DHR) at Fort Jackson for the publishing of **enlisted discharge orders and enlisted DD Form 214 Certificate of Release or Discharge from Active Duty**. This process takes the Fort Jackson Department of Human Resources (DHR) approximately three weeks to complete. After DHR provides these documents to USASD Staff, USASD Staff will continue the responsibility of processing the transaction in the MILPAY system to change entitlements from enlisted to officer pay.

b. **A complete Out-Processing Packet includes a 1 day PCS Leave Form to cover travel with FROM and TO date the date of graduation and with the ROTC Program University's address on the Leave Address Block. This will complete Student's assignment with USASD.** Second Lieutenants are reassigned to their respective Cadet Command ROTC program UIC on this day. Most orders published by Cadet Command include BOLC as TDY enroute to next assignment. Students are to obtain their DA Form 1610 for TDY enroute from their Cadet Command ROTC program. Students should obtain a complete signed PCS Leave Form authorizing them to depart the ROTC Program to report to BOLC as TDY enroute to the next assignment. Students who were on Temporary Travel (TDY) in return at any time while assigned to USASD and utilized Defense Travel System (DTS), send an email and request to be released

from DTS to usarmy.jackson.93-sig-bde.mbx.ltb-usasd-tdy-dts@mail.mil. For Students who did not utilize DTS services while assigned to USASD, contact your previous unit to be released from DTS.

7. Required forms for **OCONUS 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.

8. 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.

9. 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.

10. 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.

11. 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.

12. **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.

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

ALEJANDRA D. PEACH
CPT, AG
Commanding