



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 #14 – **Permanent Change of Station (PCS) Leave**

1. References: AR 600-8-10, Leaves and Passes

2. **PCS leave request:** 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. 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. Personnel must start PCS leave on the day they physically depart their duty location. In accordance with (IAW) AR 600-8-10, Chapter 7, report date to gaining station must be annotated in Block 10b of DA Form 31. Reference USASD Policy Memorandum #11.

3. For timely processing of your PCS orders, **submit Out-processing packet as early as the Request For Orders (RFO) is published by HRC. Failure to request published PCS orders may result in UCMJ action.** A completed Out-Processing packet includes at a minimum Request and Authority for Leave (DA Form 31) with most recent Leave and Earnings Statement (LES).

4. **PCS leave request outside of the continental United States (OCONUS): IAW AR 600-8-10, Chapter 8.** Reference USASD Policy Memorandum #12 for requirements.

a. Travel clearance approval is required for OCONUS leave or outside territory or foreign country of assigned duty location.

b. Travel clearance approval is not required for leave requests to U.S. possessions: Puerto Rico, Virgin Islands, Guam, American Samoa, and Northern Mariana Islands

c. Submit CONUS and OCONUS PCS leave request with complete out-processing packet <https://ako.hq.tradoc.army.mil/sites/USASD/OutProcessing/default.aspx>. Visit

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the USASD website at <http://usasd.armylive.dodlive.mil/out-processing/> for more information on Out-Processing procedures and contact information.

5. **PCS leave request with Permissive Temporary Duty (PTDY):** AUTH PTDY total number of days must be annotated in Block 17 (REMARKS) of the DA Form 31 with specific dates. **A maximum of ten (10) days PTDY for house hunting is authorized.** Report to the gaining station housing representative to authenticate the PTDY for house hunting upon arrival. Reference USASD Policy Memorandum #11.

6. **PCS leave request AUTH Travel** must be annotated in Block 17 (REMARKS) of the DA Form 31. Divide the total mileage from your “with duty at location” to your new PCS location by 350 miles to attain the total number of Travel Days authorized.

7. **PCS leave request with TDY enroute:** Dates will be annotated in Block 17 (REMARKS) of DA Form 31 and must be during your requested PCS leave dates. Reference USASD Policy Memorandum #11.

8. PCS leave requests not in compliance with AR 600-8-10 and this policy are returned without action.

9. Approved PCS leave is returned with the published PCS order NLT 90 days prior to departure. Delaying the submission of out-processing packet will affect the turn-around time.

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

ALEJANDRA D. PEACH
CPT, AG
Commanding