



**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 #15 – Permissive Temporary Duty (PTDY) and Temporary Duty (TDY) and Return**

1. References:

a. AR 600-8-10, Leaves and Passes, Chapter 8

2. **Permissive Temporary Duty (PTDY)** - is the appropriate action for any student in USASD to handle unique situations that require them to be away from their assigned duty location. Examples are, but not limited to (1) Degree study programs off campus, (2) Training with Industry program that requires Students to travel for business, (3) Chaplain's requiring time for denominational endorsement

a. Students must first obtain approval for PTDY prior to conducting training outside the assigned duty location from the Student's respective HRC Program Manager.

b. Students conducting training outside the assigned duty location must be under a pass, leave and/or temporary duty (TDY) or permissive temporary duty (PTDY) status. If there is ever a question about the appropriate status, Student will contact USASD DA31 group email or the TDY to usarmy.jackson.93-sig-bde.mbx.ltb-usasd-tdy-dts@mail.mil.

c. Requests for outside continental United States (OCONUS) require travel clearance. Refer to USASD Policy Memorandum #11 for requirements. PTDY request must be submitted 45 days prior to the start date of the PTDY request.

d. The Battalion Commander reserves authority to approve PTDY under 10 days and the Brigade Commander is the approval authority for PTDY greater than 10 days.

3. **Temporary Duty (TDY) and Return** travel –

a. Request are processed using the Defense Travel System (DTS). DTS is an online system that automates TDY travel processing. It allows travelers to create authorizations, book reservations, receive approval, generate payment vouchers, and direct payment to their bank accounts and Government Travel Charge Card (GTCC). Submit requests to usarmy.jackson.93-sig-bde.mbx.ltb-usasd-tdy-dts@mail.mil.

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b. Requests for **Military Training Specific Allotment (MTSA)** funded courses must have a confirmed reservation in the **Army Training Requirements and Resources System (ATRRS)** and authorized for attendance as a TDY and return as listed in the MTSA Handbook. To confirm current enrollments visit ATRRS website at ***<https://www.atrrs.army.mil/>***. **Requests for courses that are not MTSA funded as TDY and return will not be approved unless the Service member is on assignment instructions.**

c. Students must first obtain approval for TDY prior to conducting any additional **civilian school requirements** that are outside the assigned duty location from the Student's respective HRC Program Manager - Advanced Education Program (ACS) Manager. If approved by the HRC ACS Program Manager, submit the approved Memorandum to USASD NLT 45 days prior the travel start date to: [usarmy.jackson.93-sig-bde.mbx.ltb-usasd-tdy-dts@mail.mil](mailto:usarmy.jackson.93-sig-bde.mbx.ltb-usasd-tdy-dts@mail.mil). Visit the USASD website for further information at <http://usasd.armylive.dodlive.mil/defense-travel-system-dts/>.

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

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CPT, AG  
Commanding