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

ATZJ-DBI-SD 8 December 2015

MEMORANDUM FOR All personnel permanently assigned to the United States Army Student Detachment (USASD)

SUBJECT: Policy Memorandum #9 – **Ordinary Leave**

1. References:

a. AR 600-8-10, Leaves and Passes, dated 15 February 2006, RAR 001 dated 4 August 2011.

b. This memorandum supersedes all previous versions of Policy Memorandum #9.

2. Soldiers assigned to USASD are on an honor system for leave and are expected to submit a Request and Authority for Leave (DA Form 31) for leave during any period that the Soldier expects a change in their duty status (i.e. present for duty to leave status).

3. Ordinary leave begins and ends on post, at duty location (University/Training Agency), or at the location from where Soldier normally commutes to duty. Soldier must be physically at one of these locations when departing to or returning from ordinary leave.

4. Leave will be charged as requested. Any changes to **"Start and End date"** must be received by the USASD Operations Administrative Clerk prior to each effective date. Notification for departure or return is **NOT** required unless the dates are other than what is indicated on DA Form 31.

5. **CONUS** leave requests in excess of 30 days, must be received in USASD NLT 30 business days prior to its start date; requests less than 30 days, NLT 15 business days prior to its start date. We will take action immediately, and request will be processed and returned promptly via official e-mail address. Proper procedures are as follows:

a. Completed DA Form 31 with accurate leave address and telephone contact number, in block 6.

b. Submit most recent Leave and Earnings Statement (LES).

6. **OCONUS** leave request must be received by USASD **NLT 45 days prior to the departure date**. We will take action immediately, and request will be processed and

returned promptly via official e-mail address. In accordance with **AR 600-8-10, Chapter 8;**

a. Soldiers desiring to take leave or travel outside the United States or outside the territory or foreign country of current assignment must obtain travel clearance approval.

b. Soldiers desiring to take leave or travel to or within U.S. possessions of Puerto Rico, Virgin Islands, Guam, America Samoa, and Northern Mariana Islands do not require travel clearance.

7. **OCONUS** leave request must include the following **(NO EXCEPTIONS)**:

a. Completed DA Form 31 with accurate leave address and telephone contact number, in block 6.

b. Submit most recent LES.

c. Request for Personnel Clearance (DA Form 4187).

d. Valid copy of Passport/number.

e. Travel itinerary, location stops, name of airline, dates of travel, email contact, address and telephone number. Students traveling by POV will complete a Trips form under AKO at https://safety.army.mil/TOOLS/TravelRiskPlanningSystemTRiPS/tabid/630/default.aspx.

f. Country Clearance if applicable.

g. AT Level 1 Awareness Training.

h. SERE 100 Code of Conduct Training Course Certificate, if applicable.

I. Pre-OCONUS (ISOPREP) Certificate.

8. Submit required documents/packet to the USASD Operations Administrative Clerk within the prescribed timeline. Visit the USASD website: http://usasd.armylive.dodlive.mil/operations/ for required documents/packets and POC.

9. **Emergency Leave:** Emergency will be handled with compassion and timeliness. Upon notification of family emergency, please contact the closest American Red Cross office at (877) 272-7337. For current information visit the American Red Cross website at http://www.redcross.org/find-help/military-families. They will then contact the USASD Command team. USASD Operations Administrative Clerk will make personal contact with you the member to determine requested preferences and take action. Please contact USASD at (803) 429-5139 after duty hours, weekends and Federal holidays; alternate contact after duty hours 171st Infantry Brigade Staff Duty Officer @ (803) 751-3302.

10. Leave request not in compliance with AR 600-8-10 and this policy will be returned without action.

11. The point of contact for this memorandum is the USASD Operations NCOIC at (803) 751-3795.

E. VICTORIA NIETO
CPT, AG
Commanding

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ATZJ-DBI-SD 8 December 2015

MEMORANDUM FOR All personnel permanently assigned to the United States Army Student Detachment (USASD)

SUBJECT: Policy Memorandum #10 – **Permanent Change of Station (PCS) Leave**

1. References:

a. AR 600-8-10, Leaves and Passes, dated 15 February 2006, RAR 001 dated 4 August 2011.

b. This memorandum supersedes all previous versions of Policy Memorandum #10.

2. Soldiers assigned to USASD are on an honor system for leave and are expected to submit a Request and Authority for Leave (DA Form 31) for leave after graduation or training has ended.

3. **PCS leave request:** A completed DA Form 31 and most recent Leave and Earnings Statement (LES) is required for all PCS moves to include **"No-Cost Moves"**. You are authorized **five (5) business days** to reconcile personal issues at physical duty location after classes, graduation, or training has ended. **PCS leave will start on the day after the last business day**; however, if you begin travel within the **five (5) business days** your leave must start on the day you physically depart losing duty station. **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.**

4. **PCS leave request outside of the continental United States (OCONUS): IAW AR 600-8-10, Chapter 8;**

a. Soldiers desiring to take leave or travel outside the United States or outside the territory or foreign country of current assignment must obtain travel clearance approval.

b. Soldiers desiring to take leave or travel to or within U.S. possessions of Puerto Rico, Virgin Islands, Guam, America Samoa, and Northern Mariana Islands do not require travel clearance.

c. Refer to USASD Policy Memorandum #9, paragraph 7 for required documents.

5. **PCS leave request with Permissive Temporary Duty (PTDY):** PTDY must be annotated in Block 17 (REMARKS) of DA Form 31 with specific dates. **A maximum of**

ten (10) days PTDY for house hunting is authorized. Please visit gaining station housing representative to authenticate PTDY for house hunting upon arrival.

6. **PCS leave request with TDY en route:** Dates will be annotated in Block 17 (REMARKS) of DA Form 31 and must be during your requested PCS leave dates.

7. Submit PCS leave request to include requests for travel outside of the United States along with out-processing packet to your Out-processing POC. Visit the USASD website at http://usasd.armylive.dodlive.mil/out-processing/ for Out-processing procedures and contact information.

8. PCS leave request not in compliance with AR 600-8-10 and this policy will be returned without action.

9. Approved PCS DA Form 31 will be returned to you within NLT 7 days prior to your departure and NET 30 days prior to requested departure date.

10. The point of contact for this memorandum is the USASD Operations NCOIC at (803) 751-3795.

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ATZJ-DBI-SD 8 December 2015

MEMORANDUM FOR All personnel permanently assigned to the United States Army Student Detachment (USASD)

SUBJECT: Policy Memorandum #11 – **Passes**

1. References:

a. AR 600-8-10, Leaves and Passes, dated 15 February 2006, RAR 001 dated 4 August 2011.

b. This memorandum supersedes all previous versions of Policy Memorandum #11.

2. It is the intent of this command to ensure all Soldiers receive equal time off from their daily duties without having to use accrued leave.

3. A pass begins and ends on post, at duty location (University/Training Agency), or at the location from where Soldier normally commutes to duty. Soldier must be physically at one of these locations when departing to or returning from a pass.

4. In accordance with (IAW) AR 600-8-10, a special pass (Para. 5-29) may be granted for either three (3) or four (4) days. A regular pass (Para. 5-27) will not exceed 3 days in length.

5. IAW AR 600-8-10, Chapter 8, pass request for outside continental United States (OCONUS) require travel clearance. Refer to USASD Policy Memorandum #9, paragraphs 6 and 7 for requirements and documents. OCONUS pass request must be submitted 45 days prior to the start date of request.

6. **Permanent party USASD Soldiers assigned to Fort Jackson:**

a. Mileage passes must be approved by the chain of command when traveling outside 250 miles of Fort Jackson. Provide risk assessment and POV Inspection.

b. All passes will be coordinated through the chain of command and must be approved ten days prior to the departure date. Provide risk assessment and POV Inspection.

c. Special passes that are awarded to personnel for exceptional performance must be used within 30 days of receiving the pass.

d. Company Leadership may pull passes at any time if mission or adverse action dictates.

7. **USASD Students** planning to travel 250 miles outside their assigned duty location and/or outside of assigned country are required to submit a Request and Authority for Leave (DA Form 31) under a regular pass (3 days or less), ordinary leave (4 days or greater) or Permissive Temporary Duty (PTDY). Requests must be received by the USASD no later than 10 working days prior to departure. OCONUS requests outside of assigned country must be submitted 45 days prior to the start date of request.

8. Submit request with supporting documents to the USASD Operations Administrative Clerk within the prescribed timeline. Visit the USASD website at http://usasd.armylive.dodlive.mil/operations/ for contact information.

9. The point of contact for this memorandum is the USASD Operations NCOIC at (803) 751-3795.

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MEMORANDUM FOR All personnel permanently assigned to the United States Army Student Detachment (USASD)

SUBJECT: Policy Memorandum #12 – **Permissive Temporary Duty (PTDY)**

1. References:

a. AR 600-8-10, Leaves and Passes, dated 15 February 2006, RAR 001 dated 4 August 2011.

b. Special Troops Battalion Policy, Memorandum # 3, Leave Processing and Control Procedures, 26 July 2012.

c. This memorandum supersedes all previous versions of Policy Memorandum #12.

2. 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 that fall into this category are as follows:

a. Degree study programs off campus.

b. Training with Industry program that requires Students to travel for business.

c. Chaplain's requiring time for denominational endorsement.

3. Any time that a student is away from their assigned duty location, they must be under a pass, leave and temporary duty or PTDY status. If there is ever a question about the appropriate status, the Soldier should call the USASD Operations Administrative Clerk for clarification.

4. In accordance with (IAW) AR 600-8-10, Chapter 8, PTDY request for outside continental United States (OCONUS) require travel clearance. Refer to USASD Policy Memorandum #8, paragraphs 6 and 7 for requirements and documents. PTDY request must be submitted 45 days prior to the start date of the PTDY request.

5. The Battalion Commander reserves the authority to grant up to 10 days of PTDY in accordance with AR 600-8-10.

6. The Brigade Commander is the approval authority for PTDY in excess of 10 days.

7. Submit required documents/packet to the USASD Operations Administrative Clerk within the prescribed timeline. Visit the USASD website at http://usasd.armylive.dodlive.mil/operations/ for required documents/packets and POC.

8. The point of contact for this memorandum is the USASD Operations NCOIC at (803) 751-3795.

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MEMORANDUM FOR All personnel permanently assigned to the United States Army Student Detachment (USASD)

SUBJECT: Policy Memorandum #13 – **Accountability Requirements**

1. References:

a. AR 600-8-6, Personnel Accounting and Strength Reporting, dated1 April 2015.

b. AR 600-8-104, Army Military Human Resource Records Management, 2 August 2012

c. AR 600-8-2, Suspension of Favorable Personnel Actions (Flag), 23 October 2012

d. AR 600-9, The Army Body Composition Program, 28 June 2013

f. FM 7-22, Army Physical Readiness Training, 26 October 2012

g. Department of the Army Personnel Policy Guidance (PPG), URL http://www.armyg1.army.mil/MilitaryPersonnel/ppg.asp

h. This memorandum supersedes all previous versions of Policy Memorandum #13.

2. The intent of the US Army Student Detachment accountability program is to ensure all students are properly accounted for and are not in violation of UCMJ Art 86 Absence without Leave (AWOL). The two methods that the US Army Student Detachment will use to ensure proper accountability are monthly Personnel Status report (PERSTAT) and Personnel Accountability Inventory (PAI).

3. Monthly PERSTAT. The status of all personnel assigned or attached to the USASD will be reported NLT the first of each month. If the first of the month falls on the weekend, then the status is due NLT the Friday prior.

a. The Senior Liaison Officer or Senior Advisor (SLO/SA) for each school is responsible for reporting the status of all students assigned to the USASD. If a student is located in a region without a senior advisor, then that student is individually responsible for reporting their status to the USASD.

b. The following information is required:

(1) Complete name of each student.

(2) Status for the month, including anticipated leaves, passes, and TDY dates.

(3) POC information, including current phone numbers and email addresses.

c. The status must be e-mailed, mailed, or faxed to the Student Detachment. Phone calls for accountability will not be accepted.

4. Semi- Annual PAI. The semi-annual PAI occurs in April and October of each year. 100% participation by the students of USASD is required. During the PAI, you will be required to verify your current address, POC information, and other personnel/ training requirements as specified by the memorandum of instruction (MOI). The semi-annual MOI will be sent via email and posted to the USASD website at least 10 days prior to the beginning of the PAI.

5. Depending upon the circumstances, failure to provide an accountability status or participate in the PAI will result in appropriate corrective action, either administrative or UCMJ.

6. The point of contact for this memorandum is the USASD Operations NCOIC at (803) 751-3795.

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MEMORANDUM FOR All personnel permanently assigned to the United States Army Student Detachment (USASD)

SUBJECT: Policy Memorandum #14 – **Urinalysis Testing**

1. References:

a. AR 600-85, The Army Substance Abuse Program, dated 28 December 2012.

b. Army Directive 2012-07 (Administrative Processing for Separation of Soldiers for Alcohol or Other Drug Abuse), dated 13 March 2012.

c. This memorandum supersedes all previous versions of Policy Memorandum #14.

2. The urinalysis-testing program is mandated by TRADOC and supervised by the Fort Jackson Alcohol and Drug Office.

3. The standard for the USASD is a monthly urinalysis test for 100% of permanent party Soldiers located at Fort Jackson, SC.

4. Standard Procedures.

a. All personnel will report to the test site within one hour of notification.

b. Soldiers must have their DD Form 2A (Armed Forces Identification Card) available.

c. Soldiers will not depart the test site unless released by the First Sergeant or Commander.

d. Operations Sergeant will report accountability to the First Sergeant.

e. Soldiers will follow the directions of the Unit Alcohol and Drug Coordinators during the testing.

5. The test site is the appointed place of duty upon notification. Failure to report is a violation of Article 86 of the UCMJ. Violators may be subject to punishment IAW Article 86.

6. The point of contact for this memorandum is the USASD Operations NCOIC at (803) 751-3795.

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MEMORANDUM FOR All personnel permanently assigned to the United States Army Student Detachment (USASD)

SUBJECT: Policy Memorandum #15 – **Awards**

1. References:

a. AR 600-8-22, Military Awards, dated 25 June 2015.

b. 171ST Infantry Brigade SOP.

c. This memorandum supersedes all previous versions of Policy Memorandum #15.

2. It is the intent of this command that Soldiers be awarded for meritorious service or achievement. The following guidelines will be used to recognize outstanding performance:

a. Recommendations for awards must be based on specific achievements.

b. The conduct of the Soldier both on and off duty must be considered with job performance.

c. Awards for meritorious service (retirement or end of assignment) will be based on the Soldier's level of responsibility and manner of performance, not on rank.

d. Awards are a privilege, not a right.

3. Awards must be submitted to the company IAW the following schedule:

a. Letters of Appreciation or Commendation	7 days
b. Certificate of Achievement	7 days
c. Army Achievement Medal	30 days
d. Army Commendation Medal	60 days
e. Meritorious Service Medal	100 days

f. Legion of Merit 130 days

4. Any event used to justify an achievement award may not be used as a bullet on a service/end of tour award. End of tour awards will be done IAW Battalion S-1 guidelines.

5. All awards will be submitted through company admin clerk saved as a pure-edge file.

6. The point of contact for this memorandum is the USASD Operations NCOIC at (803) 751-3795.

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MEMORANDUM FOR All personnel permanently assigned to the United States Army Student Detachment (USASD)

SUBJECT: Policy Memorandum #16 - **Out-processing Requirements**

1. References:

a. AR 600-8-101, Personnel Processing (In-, Out-, Soldier Readiness, Mobilization and Deployment Processing), dated 19 February 2015.

b. AR 614-100, Officer Assignment Policies, Details, and Transfers, dated 1 October 2006.

c. AR 614-200, Enlisted Assignments and Utilization Management, dated 26 February 2009, RAR 002 dated 11 October 2011.

d. AR 608-75, Exceptional Family Member Program, dated 22 November 2006, RAR 001 dated 24 February 2011.

e. AR 55-46, Travel Overseas, dated 20 June 1994.

f. AR 37-104-4, Military Pay and Allowances Policy, dated 8 June 2005.

g. DoD Financial Management Regulation, Volume 7A, Chapter 32.

f. This memorandum supersedes all previous versions of Policy Memorandum #16.

2. Personnel are authorized five working days to out-process prior to Permanent Change of Station (PCS) or Expiration of Service Agreement (ESA)/Expiration Term of Service (ETS).

3. Supervisors will ensure that personnel are afforded this time to take care of personal business and complete the unit and installation out processing checklist.

4. 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 in the USASD prior to publishing of PCS orders. PCS orders will be forwarded no earlier than 90 days prior to start date of approved PCS DA Form 31. Review Out-processing procedures at the USASD website at

http://usasd.armylive.dodlive.mil/out-processing/. Approved PCS DA Form 31 will be returned to you NLT 30 days prior to your departure.

5. Required forms for overseas 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.

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.

6. 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.

7. 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.

8. For additional questions/concerns, please contact the Out-Processing POC's. SM's with last name beginning with A-H (803) 751-0835, I-N (803) 751-5382 and O-Z (803) 751-5389. Out-Processing NCOIC can be reached at (803) 751-6467.

9. 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.

10. Requests for Advance Pay:

a. SM's 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.

11. For additional questions/concerns, please contact the Finance Section at (803) 751-5393/6542/5564/4340.

12. The point of contact for this memorandum is the USASD Operations NCOIC at (803) 751-3795.

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