



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

Office of the Commander

1 November 2018

Congratulations on your upcoming completion of Training or Advance Education Program while assigned to the U.S. Army Student Detachment (USASD) at Fort Jackson, South Carolina.

You have been identified as loss to the unit, meaning your graduation date or your training end date is closely approaching. You should have received and RFO from HRC. If you have not received an RFO or are having issues with HRC in obtaining an RFO, notify USASD command immediately. Visit the USASD website, HR Section tab, Out-Processing tab at <http://usasd.armylive.dodlive.mil/> for specific instructions on how to obtain timely publishing of PCS orders and PCS leave form. Read updated Policy Memorandum #11.

There are hundreds of students departing each month. Between March and August, USASD publishes over 1,100 PCS orders with a team of two or three HR NCOs. Out-Processing via USASD SharePoint launched in August 2018. For timely publishing of your PCS orders, submit your complete Out-Processing packet via USASD SharePoint within days of receiving your RFO. Orders are published in the order they are received. Check your enterprise email for continuous updates from the Out-Processing team.

We encourage students to send us their good news story (i.e. graduating from your programs or events students participated in while in the program or graduation commencements or awards received). If you would like to share your good news story, send photo with short description to the USASD Facebook Private Message. Like us on Facebook <https://www.facebook.com/USArmyStudentDetachment/>.

If issues arise while assigned to USASD to include while on PCS leave prior to reporting to follow-on assignment, it imperative that **all** parties supporting your schooling or training program (i.e. HRC Programs Manager, HRC Assignment Officer, USASD Command) are fully informed, particularly if problems affect academic, graduation date, or training program end date or while on PCS leave. Examples of problems that arise are, but not limited to: become under Commander's or Law Enforcement Investigation, Accountability Duty Status Changes (Jail, AWOL, Hospital – both inpatient or outpatient type care), other Medical that could result in Convalescent Leave, Vehicle Accidents involving Injuries, Law Enforcement, Drug and Alcohol related incidents, experience extenuating circumstance as related to self or Family, EFMP, Internships, change to Graduation or Training End Date, Release from the Program, Branch Manager deletes or defers your PCS orders. Best wishes on your follow-on assignment.

Sincerely,

Alejandra D. Peach
Captain, Adjutant General
Commander