

United States Army Student Detachment

Student Out-Processing (CONUS)



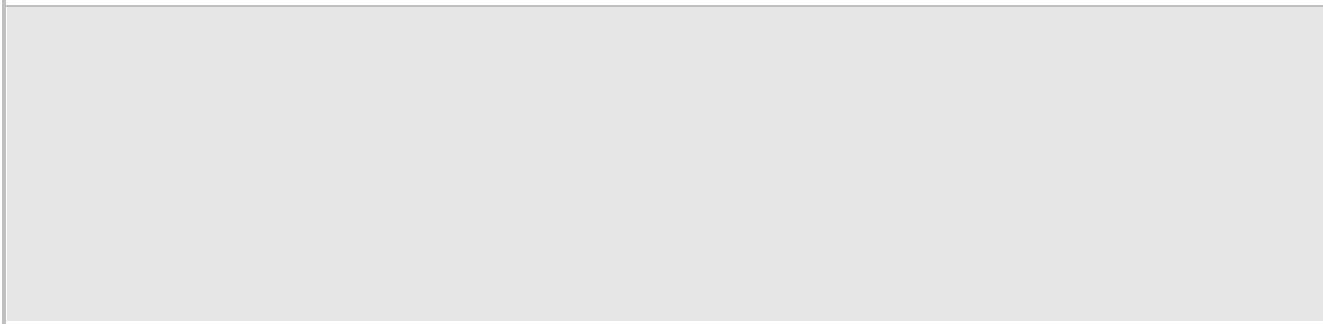
SERVICE MEMBER INFORMATION

Name: Last, First MI	Rank:	Gaining Station:
		Report Date:
		PCS Leave Start Date:
TDY Enroute Location:		Do you have a Government Travel Charge Card(GTCC): Yes or No (circle one) Active: Yes or No (circle one)
Start Date:		
Additional TDY Location:		EFMP Warranted: Yes or No (circle one)
Start Date:		

REQUIRED DOCUMENTS:

- DA Form 31, Request and Authority for Leave
- Current Leave and Earnings Statement (LES)
- Current Officer or Enlisted Records Brief (ORB) or (ERB)
- DA Form 7415, Exceptional Family Member Program (EFMP) Query Sheet
- DA Form 5434, Sponsorship Program Counseling and Information Sheet (print from ACT)
- TDY Option Statement required for TDY enroute (ATRRS Reserved) to gaining command. (For Service Members who are authorized movement of Family members at Government expense) If applicable

IMPORTANT: Your end date on your leave form should reflect your report date as stated in Assignment Instructions and IAW USASD Policy Memorandum #11. If PTDY is requested then it must be taken within your requested PCS leave dates (prior to report date).



I have read and understand Policy Letter Memorandum #11 and #14 concerning Out Processing Requirements and Permanent Change of Station (PCS) Leave and I am in full compliance.

SM SIGNATURE:	DATE:
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