

United States Army Student Detachment

Student Out-Processing (OCONUS ACCOMPANIED)



SERVICE MEMBER INFORMATION		
Name: Last, First MI	Rank:	Gaining Station: Report Date: PCS Leave Start Date:
TDY Enroute Location: Start Date:	Do you have a Government Travel Charge Card (GTCC): Yes or No (circle one) Active: Yes or No (circle one)	
Additional TDY Location: Start Date:	EFMP Warranted: Yes or No (circle one)	
MANDATORY DOCUMENTS:		
<input type="checkbox"/> DA Form 31, Request and Authority for Leave <input type="checkbox"/> Current Leave and Earnings Statement (LES) <input type="checkbox"/> Current Officer Records Brief (ORB) <input type="checkbox"/> DA Form 5434, Sponsorship Program Counseling and Information Sheet (print from ACT) <input type="checkbox"/> DA Form 5121, Overseas Tour Election Statement <input type="checkbox"/> DA Form 4036, Medical and Dental Preparation for Overseas Movement <input type="checkbox"/> DA Form 4787, Reassignment Processing <input type="checkbox"/> Family Member Verification Letter <input type="checkbox"/> Family Member Declaration (Offense) <input type="checkbox"/> DA Form 5888, Family Member Deployment Screening Sheet, Form requires Staff signature <input type="checkbox"/> DA Form 7246, Exceptional Family Member Program (EFMP) Screening Questionnaire <input type="checkbox"/> DA Form 7415, Exceptional Family Member Program (EFMP) Query Sheet <input type="checkbox"/> DD Form 2792, Family Member Medical Summary, If applicable <input type="checkbox"/> DD Form 2792-1, Special Education/Early Intervention Summary, If applicable <input type="checkbox"/> 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		
<p>IMPORTANT: Your end date on your leave form should reflect your report date as stated in Assignment Instructions and IAW USASD Policy Memorandum #10. If PTDY is requested then it must be taken within your requested PCS leave dates (prior to report date).</p>		
<p>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.</p>		
SM SIGNATURE:	DATE:	