

United States Army Student Detachment

Student Out-Processing (OCONUS UNACCOMPANIED/RESTRICTED)



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:

- DA Form 31, Request and Authority for Leave
- Current Leave and Earnings Statement (LES)
- Current Officer Records Brief (ORB)
- DA Form 5434, Sponsorship Program Counseling and Information Sheet, print from ACT
- DA Form 5121, Overseas Tour Election Statement
- DA Form 4036, Medical and Dental Preparation for Overseas Movement
- DA Form 4787, Reassignment Processing
- DA Form 7415, Exceptional Family Member Program (EFMP) Query Sheet for Soldiers that have authorized dependents

REQUIRED DOCUMENTS IF APPLICABLE:

- TDY Option Statement required for TDY en route (ATRRS Reserved) to gaining command. (For Service Members who are authorized movement of Family members at Government expense)

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).

SM SIGN 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 SIGATURE: _____ **DATE:** _____