



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

ATMT-LTB-SD

31 May 2019

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

SUBJECT: Policy Memorandum #10 - **In-Processing Requirements**

1. References:

- a. AR 600-8-101, Personnel Readiness Processing
- b. AR 621-1, Training of Military Personnel at Civilian Institutions
- c. AR 600-8-2, Suspension of Favorable Personnel Actions (FLAG)

2. The purpose of this policy memorandum is to provide guidance for In-Processing the USASD.

3. Students attending civilian schools or Training With Industry (TWI) program in the U.S. or foreign schools outside the U.S will be assigned to U.S. Army Student Detachment, Fort Jackson, SC with duty at the respective school. In-Processing will be completed through USASD SharePoint <https://ako.hq.tradoc.army.mil/sites/usasd>. A Common Access Card (CAC) is required to access SharePoint.

4. Students with assignment instructions to a School or an Industry are **authorized to report no earlier than 10 days** prior to the first day of class. This will be honored only if it is indicated in the Student's PCS Orders. Training agencies are authorized to approve exceptions of greater than 10 days, but less than 30 days. Requests for exceptions in excess of 30 days must be endorsed by the training agency, accompanied by an agreement of gainful employment, and submitted to the USASD Commander for final approval IAW AR 621-1, para 2-9b(1). If approved, the USASD Commander will coordinate with the HRC Programs Manager and Branch Managers to ensure the RFO/PCS orders state the total number of Authorized days for Early Report.

5. HR & FI In-Processing packets must be received completed via USASD SharePoint NLT than 5 working days after your official report date to USASD. Failure to comply will result in duty status change of AWOL and an Adverse Action FLAG imposed.

6. Supporting documents will only be accepted in a PDF file format.

7. Students are responsible for submittal of their own documents. No representative is

authorized to In-Process or submit documents on the behalf of Students.

8. Required documents for HR In-Processing are as follows:

- a. Student Data Form digital entry into USASD SharePoint
- b. PCS orders and amendments. PCS orders "Assign To" line must have a "With Duty at "School Name or Program Name, City, State, Zip Code"
- c. DA Form 5960; Basic Housing Allowance and all supporting documents – If recent changes to dependency status occurred, Students are required to first update this information with DEERS before USASD HR Staff updates your personnel record in eMILPO or upload documents to iPERMS. Examples include, but not limited to: divorce, separations, name changes, change in authorized dependents, births. The required documents to provide are copy of birth certificate, marriage certificate, divorce decree, court orders for proof of custody, court orders of child support with bank account statement showing financial support going directly to the custodial parent, legal name change from Social Security office, etc.
- d. DD Form 93; Record of Emergency Data – ensure it is current to reflect any change in physical address and/or phone number of the individuals on the form
- e. Service Members' Group Life Insurance – To be completed online using the SGLI Online Enrollment System (SOES) at: [www.dmdc.osd.mil/milconnect](http://www.dmdc.osd.mil/milconnect).
- f. A Form 705 (APFT card) within the last 6 months
- g. DA Form 5500 (Male) or DA Form 5501 (Female) Body Composition Worksheet
- h. Update ADPAAS (<https://adpaas.army.mil>) with new address and phone number
- i. Cyber Awareness Training Certificates (within the last 12 months)

9. Required documents for FI In-Processing are as follows:

- a. PCS orders and amendments. PCS orders "Assign To" line must have a "With Duty at "School Name or Program Name, City, State, Zip Code"
- b. DA Form 31, Request and Authority for Leave Form (with control number) and signed out from unit in Block 14 (a-c)
- c. DD 1351-2, Smart Voucher (Copy only) USASD **Does Not** process PCS travel entitlements. Reference USASD Policy Memorandum #16 for additional guidance.

d. Government Travel Card (GTCC) Program and Statement of Understanding (March 2016)

e. Government Travel Charge Card (GTCC) and GSA SmartPay (Travel Card 101) training certificates <https://www.defensetravel.dod.mil/Passport/bin/Passport.html>

f. Individually Billed Account (IBA) Government Travel Card (GTCC) Application (Sep 2014) non-cardholders

g. Government Travel Card (GTCC) updated Information Sheet

10. If it applies, additional documents for FI In-Processing are as follows:

a. Request for Temporary Lodging Allowance (TLA) with daily itemized lodging receipts (TLA Memo/Authorization Form from local Embassy Housing Office) if OCONUS

b. DD Form 2367, Individual Overseas Housing Allowance (OHA) Report with Lease Agreement (must be translated in English – visit Military One Source to request document translation service) and Signed by Local Housing Office or Embassy Housing Representative if OCONUS

c. DD Form 2556, Move-In Housing Allowance Claim and Receipts if OCONUS

d. DD Form 1561, Family Separation Allowance Form with supporting documents

e. Orders for Special Pay Stop (i.e. flight, EOD, demolition, jump, and any payment required to be stopped)

f. Orders for Special Pay Start (i.e. clothing allowance, hazardous duty, and any pay entitlement required to be started)

g. DA Form 4187, COLA if CONUS or OCONUS

h. Memorandum Request for Clothing Allowance (if applical)

i. Financial Statement of Allowances of Scholarship – this applies to Scholars or Students who received Scholarships with duty at OCONUS location

11. Students requesting Travel Voucher reimbursements for processing of TLE & DLA during In-Processing or while assigned to USASD must do so using DFAS Smart Voucher system at <https://www.dfas.mil/militarymembers/travelpay/smartvoucher.html> or send directly DFAS to email at [dfas-milpcs@mail.mil](mailto:dfas-milpcs@mail.mil). USASD finance does not process payment of TLE & DLA entitlements. To check the status of your Travel

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Voucher Visit <https://www.dfas.mil/civilianemployees/travelpay/checkvoucherstatus.html>  
or call (800) 332-7366.

12. The point of contact for this memorandum is the undersigned at (803) 751-5305.

  
ANGELICA E. LAMBERTI  
CPT, AG  
Commanding