



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 #28 - **Out-processing Requirements**

1. References:

- a. AR 600-8-101, Personnel Readiness Processing
- b. AR 614-100, Officer Assignment Policies, Details, and Transfers
- c. AR 614-200, Enlisted Assignments and Utilization Management
- d. AR 608-75, Exceptional Family Member Program
- e. AR 55-46, Travel Overseas
- f. AR 37-104-4, Military Pay and Allowances Policy
- g. DoD Financial Management Regulation, Volume 7A, Chapter 32.

2. The purpose of this policy memorandum is to provide guidance for completing Out-Processing procedures. All Out-Processing packets are accepted via USASD SharePoint at: <https://ako.hq.tradoc.army.mil/sites/USASD/OutProcessing/default.aspx>.

3. Personnel are authorized 10 calendar days to conduct out-processing procedures (i.e. to coordinate transportation, household good pick-up, clearing current apartment or rental home, etc.) prior to the start of Permanent Change of Station (PCS) Leave or Expiration Term of Service (ETS) Leave. PCS Leave must start on the 11th day following graduation or end of training whether or not travel begins. To receive Travel Voucher reimbursement, travel must occur within the Start and End dates of the approved PCS Leave. Subsequent submittal of PCS Leave Form for correction after arriving to gaining station, will not be considered.

4. For timely processing of your PCS orders, submit out-processing packet immediately upon publication of the Request For Orders (RFO) by HRC.

a. Students are not authorized to start traveling without a published PCS order and approved PCS Leave Form.

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- b. Send complete Out-Processing packet to the USASD SharePoint at <https://ako.hq.tradoc.army.mil/sites/USASD/SitePages/USASD%20Home.aspx>.
 - c. Visit the USASD website, Out-Processing tab <http://usasd.armylive.dodlive.mil/out-processing/> for Out-Processing checklist and guidance on OCONUS PCS requirements.
 - d. If the PCS leave is disapproved, the students will be notified via enterprise email.
 - e. All approved PCS leave forms will be attached to the student's SharePoint profile.
5. Use of DoD Government Travel Charge Card (GTCC) is mandatory for all personnel to pay for ALL official travel costs for TDY and PCS. Unless otherwise exempt, personnel are required to use the travel card for all authorized expenses relating to official government travel such as transportation, lodging, meals and temporary quarters. Requests for PCS Travel Advance and/or Advance Dislocation Allowance (DLA) are not authorized and will not be approved.
6. Requests for Advance Pay:
- a. Students requesting an advance of basic pay for a PCS move must prepare DD Form 2560 (Advance Pay Certification/ Authorization). The completed DD Form 2560, with a copy of PCS orders and DA 31 will be submitted to the unit commander for forwarding to the servicing DMPO. The commander will approve/disapprove all requests for advance of pay.
 - b. Justification. Required when any Soldier requests (1) a second advance, (2) an advance of more than one month's basic pay less deductions, (3) more than a twelve-month repayment schedule, (4) payment earlier than thirty days before departure, or (5) payment later than sixty days after arriving at the new duty station. The justification must be in writing and must itemize expenses incurred, extenuating circumstances, and/or severe hardships that would be considered exceptions to normal circumstances.
 - c. An advance pay is not intended to provide funds for such items as investments or the purchase of consumer goods that are not the result of direct expenses resulting from the Soldier's PCS orders.
7. The point of contact for this memorandum is the undersigned at (803) 751-5305.

Angelica E. Lamberti

ANGELICA E. LAMBERTI
CPT, AG
Commanding