

# United States Army Student Detachment

## Human Resources In-Processing



### SERVICE MEMBER (SM) INFORMATION

<b>Name:</b>	<b>PCS Order Report date:</b>	<b>Sign In Date off Leave:</b>
		<b>Program Graduation/Completion date:</b>
<b>Rank:</b>	<b>SSN:</b>	<b>Program:</b>
<b>School/ Training Start:</b>	<b>End Date:</b>	<b>Component (Active/AGR/Reserve):</b>

### MANDATORY DOCUMENTS:

**Note: Forms not included in this packet are available under the In-Processing page.**

- Complete Student Data Form on SharePoint
- PCS Orders and amendments (if applicable). PCS Orders "Assign To" line must have a with duty location included. Contact losing station orders issuing authority if not included
- DA Form 31, Request and Authority for leave, (w/Control Number) and signed out from unit in block 14a-c.
- DA Form 5960, Sep 1990, Basic Housing Allowance and all supporting documents. If recent changes to dependency status submit (i.e. divorce decree, marriage certificate, proof of custody, court orders or bank account statement and if you are the authorized provider provided birth certificates)
- DD Form 93, Emergency Data (Use new home address and sign block 15)
- Service Members' Group Life Insurance Election & Certificate (use SGLI online version)
- DA Form 7415, Exceptional Family Member Program (EFMP) Query Sheet (authorized dependents)
- United States Army Student Detachment Policies Memorandum of Understanding (signed and dated) All USASD Policy Memorandums are punitive
- DA Form 705, Current Army Physical Fitness Test Scorecard, (current within the last 6 months)
- Update ADPAAS (<https://adpaas.army.mil>), Print screen to show it has been updated
- Cyber Awareness Training Certificates (current within the last 12 months)

### REQUIRED DOCUMENTS IF APPLICABLE:

- DA Form 5500 (Male) or DA Form 5501 (Female), Body Fat Content Worksheet

### HELPFUL INFORMATION (Do not submit below documents; Documents are for your use only.)

- Contact your losing unit to detach you from DTS
- Update your SRB and DA Photo prior to reporting U.S. Army Student Detachment

**I UNDERSTAND THAT NO ACTION(S)/UPDATE(S) WILL BE MADE UNTIL ALL MANDATORY DOCUMENTS HAVE BEEN RECEIVED.**

**SM SIGNATURE:**

**DATE:**