



**DEPARTMENT OF THE ARMY**  
UNITED STATES ARMY STUDENT DETACHMENT  
VICTORY BRIGADE  
3330 MAGRUDER AVENUE  
FORT JACKSON, SOUTH CAROLINA 29207

ATZJ-T-SD

DATE

MEMORANDUM FOR COMMANDER, USASD, 3330 MAGRUDER AVE, FORT JACKSON, SC 29207

SUBJECT: Gainful Employment

1. PURPOSE: To establish the terms of agreement for temporary association between service member and employment sponsoring organization.
2. DURATION:
  - a) Start Date: *Start Date*
  - b) End Date: *End Date*
  - c) Total Number of Days: *(Length must be less than 60 days because the period will be unrated time with no report generated)*
3. RESPONSIBILITIES: *Detailed description of occupation while working for sponsor organization. The work should either be of a military nature or be in support of academic endeavors similar to the course of study that the service member pursues.*
4. SPONSOR:
  - a) Name: *Name*
  - b) Address: *Address*
  - c) Phone Number: *Phone*
  - d) Position: *Title and Position of the person that will be responsible for daily accountability and supervision of work done by the service member.*
5. SERVICE MEMBER:
  - a) Name: *Name*
  - b) Address: *Address*
  - c) Phone Number: *Phone*
  - d) Report Date: *Report date to USASD if work is prior to assignment or report date to gaining unit if work is after assignment*
  - e) USASD Assignment: *Name of School, TWI organization, Fellowship, etc.*

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6. AGREEMENT: Signing of this document indicates agreement to the following terms:

- The unit of assignment for the service member is U.S. Army Student Detachment, Fort Jackson, SC. All rights of the assigned unit remain in effect, to include all UCMJ, Command, financial, and administrative authority.

- The service member is expected to report to work with the sponsoring organization Monday - Friday for a standard workday as established by the organization.

- Leave of absence (vacation) must be approved through the USASD, but should be coordinated through the sponsor.

- The service member's primary responsibility is to complete the course of study as outlined in assignment orders. The service member is in no way obligated to work with the sponsoring organization past the report date on the service member's orders.

- The service member will not be authorized temporary duty entitlements

- No rating will be generated during this period of service.

7. The points of contact for this memorandum are below.

*SIGNATURE BLOCK FOR SERVICE MEMBER  
RANK, BRANCH  
STUDENT*

*SIGNATURE BLOCK FOR SPONSOR  
TITLE  
POSITION*