



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

ATZJ-DBI-SD

13 September 2012

MEMORANDUM FOR All Personnel Assigned and Attached to the United States Army Student Detachment (USASD)

SUBJECT: Policy Letter # 7 - Weight Control Program

1. References:

- a. AR 600-8-19, Enlisted Promotions and Reductions, 20 March 2008.
- b. AR 600-8-24, Officer Transfer and Discharges, 12 April 2006.
- c. AR 600-9, The Army Weight Control Program, 27 November 2009.
- d. AR 635-200, Active Duty Enlisted Administrative Separations, 6 June 2005.
- e. 4-10<sup>TH</sup> Infantry Regiment Battalion Policy, Memorandum # 4, Height and Weight Control Policy, 19 June 2009.

2. Maintaining proper body fat standards is an essential part in physical fitness, health and readiness. Every member of this unit is required to maintain the standards for military appearance and physical fitness at all times. It is the primary responsibility of the Operations Sergeant to ensure that all Soldiers of the USASD meet and maintain the Army height and weight standards. However, adherence to this policy requires individual discipline and motivation from our Student leaders.

3. Verification of height and weight is required of all Soldiers and Student leaders semi-annually during the detachment PAI. Personnel failing to meet the height/weight standards will be counseled and directed to visit a nutritionist in their area immediately. Soldiers will be flagged and enrolled in the Weight Control Program upon conclusion of their consultation.

4. Weight control progress reports will be sent to the 1SG monthly. Soldiers will remain flagged until they meet the Army standards for height and weight. Soldiers failing to show satisfactory progress may be subject to separation action.

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

  
SINDIE L. HICKS  
CPT, FI  
Commanding



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ATZJ-DBI-SD

14 September 2012

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

SUBJECT: Policy # 8 – Leaves

1. References:

- a. AR 600-8-10, Leaves and Passes, dated 15 February 2006.
- b. 4-10<sup>TH</sup> Infantry Regiment Battalion Policy, Memorandum # 3, Leave Processing and Control Procedures, 19 June 2009.
- c. This memorandum supersedes all previous versions of Policy Letter # 8

2. Soldiers assigned to USASD are on an honor system for leave and are expected to submit a DA 31 for leave during any period that the Soldier expects to travel outside of their duty location. For all travel outside of a 150-mile radius from assigned duty location and in accordance with AR 600-8-10, a mileage pass should be submitted to USASD NLT ten days prior to departure.

3. Leave requests in excess of 30 days, must be received by USASD at least 30 days prior to start dates; less than 30 days, 10 days prior. We will act on your request immediately, and they will be processed and sent back promptly either by fax or e-mail attachment. Do try and be reasonable, if you need 30+ days of leave in conjunction with Permissive TDY or a similar request that requires approval higher than the Company Commander, please understand we cannot turn that around nearly as quickly. The proper procedures are as follows:

- a. Submit a signed DA 31 to the company administrative clerk via mail, fax or email.
- b. Soldiers must provide an accurate leave address and phone number.
- c. Leave starts the day you designated on the leave form and ends on the end date designated on the leave form unless otherwise notified.
- d. No notification for departure or return is required unless the dates are other than what is indicated on the leave form.
- e. All students will complete a Trips form under AKO at [crcapps2.crc.army.mil/ako\\_auth/TRiPS/default.aspx](http://crcapps2.crc.army.mil/ako_auth/TRiPS/default.aspx)

4. **Emergency leave:** In the event that emergency leave is required, please contact USASD immediately. Emergency leave requests will always be approved but please make contact with the USASD first. In the event that a Soldier cannot contact USASD, contact BDE Staff duty at 803-751-7536/6113. If OCONUS, we will require the Red Cross message so that we can justify funding for your airline ticket. CONUS Emergency Leave is at your expense and we do not require any additional documentation.

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SUBJECT: Policy # 8 - Leaves

5. Request for OCONUS leave must be submitted to the Detachment **No Less Than 45 days prior to the departure date**. OCONUS leave request must include the following:

- a. Request for Personnel Clearance (DA Form 4187).
- b. Travel itinerary, location stops, name of airline, dates of travel, email contact, address and phone number.
- c. Country Clearance if applicable.
- d. AT Level 1 Awareness Training.
- e. SERE 100 Code of Conduct Training Course Certificate, if applicable.
- f. Pre-OCONUS (ISOPREP) Certificate.

6. **PCS Leave Request-** It is important that you provide firm dates and it is mandatory that you have an approved PCS Leave form prior to departure. All personnel must have a DA Form 31 even if no leave is taken; **this will account for you from the time you sign out of USASD to the time you sign in at your new unit**. You are authorized five (5) days to clear the detachment after classes, graduation, or training has ended. The sixth day begins your PCS Leave; however, if you begin travel within the five days your leave must start on the day you physically depart your losing permanent station. Your report date to your new unit is the ending date of your leave (**Always**). If you are traveling TDY enroute, your leave must carry you through your TDY schooling. If you are requesting Permissive TDY (PTDY) for house hunting in conjunction with PCS Leave, you are authorized a maximum of ten (10) days and it must be completed on your PCS DA Form 31. PTDY dates must be annotated on block #17 (REMARKS) and must be during your leave dates. **USASD is not authorized to approve leave or PTDY past your report date to your follow on assignment.**

7. Any time that a student is away from their assigned duty location; their accountability status must be under a pass, leave, TDY or PTDY status. If there is ever a question about the appropriate status, the Soldier should call the Detachment for clarification.

8. Procedures for signing in and out for Leave are outlined in Battalion Policy Memo # 3.

9. Point of contact for this memorandum is the undersigned at 803-751-3795.

  
SINDIE L. HICKS  
CPT, FI  
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14 September 2012

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

SUBJECT: Policy # 9 – Passes

1. References:

a. AR 600-8-10, Leaves and Passes, dated 15 February 2006.

b. 4-10<sup>TH</sup> Infantry Regiment Battalion Policy, Memorandum # 3, Leave Processing and Control Procedures, 19 June 2009.

2. It is the intent of this command to ensure all Soldiers receive equal time off from their daily duties without having to use accrued leave.

3. Passes are granted for either three (3) or four (4) days in conjunction with a weekend.

4. **Permanent party USASD Soldiers assigned to Fort Jackson:**

a. Mileage passes must be approved by the chain of command when traveling outside 150 miles of Fort Jackson. Provide risk assessment and POV Inspection.

b. All passes will be coordinated through the chain of command and must be approved ten days prior to the departure date. Provide risk assessment and POV Inspection.

c. Passes that are awarded to personnel for any type of achievement must be used within 30 days of receiving the pass.

d. Company Leadership may pull passes at any time if mission or adverse action dictates.

5. **USASD Students.** Anytime a student is planning to travel 150 miles outside their assigned duty location, they are required to submit a mileage pass, ordinary pass, leave, TDY or PTDY request. If there is a question about the appropriate status, the Soldier should call the detachment for clarification. Pass requests must be received by the Detachment within 10 days of pass request.

6. The point of contact for this memorandum is the undersigned at 803-751-3795.

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

**SUBJECT: Policy # 10 - Permissive Temporary Duty**

1. References:

- a. AR 600-8-10, Leaves and Passes, dated 15 February 2006.
  - b. Memorandum # 3; 4-10<sup>TH</sup> Infantry Regiment Battalion Policy, ATZJ-DBI-CO, Leave Processing and Control Procedures.
2. The Battalion Commander reserves the authority to grant up to 10 days of Permissive Temporary Duty according to AR 600-8-10.
3. The Brigade Commander is the approval authority for PTDY in excess of 10 days.
4. Permissive Temporary Duty is the appropriate action for any student in USASD to handle unique situations that require them to be away from their assigned duty location. Examples that fall into this category are as follows:
- a. Degree study programs off campus
  - b. Training with Industry programs that requires students to travel for business
  - c. Chaplain's requiring time for denominational endorsement
5. Any time that a student is away from their assigned duty location, they must be under a pass, leave, TDY or PTDY status. If there is ever a question about the appropriate status, the Soldier should call the USASD for clarification. OCONUS PTDY request must be submitted 45 days prior to the start date of the request.
6. The point of contact for this memorandum is the undersigned at 803-751-3795.

  
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CPT, FI  
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MEMORANDUM FOR All personnel assigned and attached to the United States Army Student Detachment (USASD)

**SUBJECT: Policy # 11 - Accountability Requirements**

1. References:

- a. AR 600-8-6, Personnel Accounting and Strength Reporting, dated 24 September 1998.
- b. AR 600-8-104, Military Personnel Information Management/ Records, dated 22 June 2004.
- c. Department of the Army Personnel Policy Guidance (PPG), URL <http://www.armyg1.army.mil/MilitaryPersonnel/ppg.asp>
- d. AR 600-9, The Army Weight Control Program, dated 27 November 2006.
- e. TC 3-22.20, Army Physical Readiness Training, dated April 2010.
- f. AR 600-8-2, Suspension of Favorable Suspension of Favorable Personnel Actions (Flags), dated 23 December 2004.

2. The intent of the US Army Student Detachment accountability program is to ensure all students are properly accounted for and are not in violation of UCMJ Art 86 Absence Without Leave (AWOL). The two methods that the US Army Student Detachment will use to ensure proper accountability are monthly Personnel Status report (PERSTAT) and Personnel Accountability Inventory (PAI).

3. Monthly PERSTAT. The status of all personnel assigned or attached to the USASD will be reported NLT the first of each month. If the first of the month falls on the weekend, then the status is due NLT the Friday prior.

a. The Senior Liaison Officer or Senior Advisor (SLO/SA) for each school is responsible for reporting the status of all students assigned to the USASD. If a student is located in a region without a senior advisor, then that student is individually responsible for reporting their status to the USASD.

b. The following information is required:

- (1) Complete name of each student.

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SUBJECT: Policy # 11 - Accountability Requirements

(2) Status for the month, including anticipated leaves, passes, and TDY dates.

(3) POC information, including current phone numbers and email addresses.

c. The status must be e-mailed, mailed, or faxed to the Student Detachment. Phone calls for accountability will not be accepted.

4. Semi- Annual PAI. The semi-annual PAI occurs in April and October of each year. 100% participation by the students of USASD is required. During the PAI, you will be required to verify your current address, POC information, and other personnel/ training requirements as specified by the memorandum of instruction (MOI). The semi-annual MOI will be sent via email and posted to the USASD website at least 10 days prior to the beginning of the PAI.

5. Depending upon the circumstances, failure to provide an accountability status or participate in the PAI will result in appropriate corrective action, either administrative or UCMJ.

6. The point of contact for this memorandum is the undersigned at 803-751-3795.



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

**SUBJECT: Policy # 12 - Urinalysis Testing**

1. References:

a. AR 600-85, The Army Substance Abuse Program, dated 2 February 2009,

2. The urinalysis-testing program is mandated by TRADOC and supervised by the Fort Jackson, Alcohol and Drug Office,

3. The standard for the USASD is a monthly urinalysis test for 100% of permanent party Soldiers located at Fort Jackson, SC.

4. Standard Procedures.

a. All personnel will report to the test site within one hour of notification.

b. Soldiers must have their DD Form 2A (Armed Forces Identification Card) available.

c. Soldiers will not depart the test site unless released by the First Sergeant or Commander.

d. Operations Sergeant will report accountability to the First Sergeant.

e. Soldiers will follow the directions of the Unit Alcohol and Drug Coordinators during the testing.

5. The test site is the appointed place of duty upon notification. Failure to report is a violation of Article 86 of the UCMJ. Violators may be subject to punishment IAW Article 86.

6. The point of contact for this memorandum is the undersigned at 803-751-3795.

  
SINDIE L. HICKS  
CPT, FI  
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SUBJECT: Policy # 13 - Awards

4. Any event used to justify an achievement award may not be used as a bullet on a service/end of tour award. End of tour awards will be done IAW Battalion S-1 guidelines.
5. All awards will be submitted through company admin clerk saved as a pure-edge file.
6. The point of contact for this memorandum is the undersigned at 803-751-3795.

  
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14 September 2012

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

SUBJECT: Policy # 14- Outprocessing Requirements

1. Supersedes all previous versions of policy letter #14
2. Personnel are authorized five working days out process prior to Permanent Change of Station (PCS) or Expiration of Service Agreement (ESA)/Expiration Term of Service (ETS).
3. Supervisors will ensure that personnel are afforded this time to take care of personal business and complete the unit and installation out processing checklist.
4. A PCS DA31 is required to receive a copy of your PCS Orders. Review the out-processing procedures at the USASD website: <http://www.jackson.army.mil/sites/school/pages/110/WELCOME> or on the Sharepoint: <https://ako.tkeportal.army.mil/sites/USASD/default.aspx>
5. If your next PCS assignment is to a stateside location (CONUS), complete and submit your out processing packet NLT 45 days prior to your report date, TDY starting date, or desired departure date (whichever comes first) to ensure prompt and accurate processing of orders.
7. If your next PCS assignment is to an overseas location, complete and submit your out processing packet NLT 90 days prior to your report date, TDY starting date, or desired departure date (whichever comes first) to ensure prompt and accurate processing of orders. Forms requiring a physician may be completed by a civilian doctor if the nearest Army Military Treatment Facility is not within 60 miles or one hour drive.
8. Required forms for overseas PCS include:
  - a. DA Form 4036-R (Medical/Dental Preparation for Overseas Movement). A physician must complete 14 through 24, and verify the HIV test results on back bottom of this form. Disregard dental evaluation unless assigned to an isolated area. CONUS to OCONUS PCS HIV tests must be updated within six (6) months of report date.
  - b. DA Form 5121-R (Overseas Tour Election Statement). Read carefully and complete as appropriate. This form determines election for movement of family members to OCONUS tour.
  - c. DA Form 4787-R (Reassignment Processing). This is your request for pinpoint assignment.

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SUBJECT: Policy # 14- Outprocessing Requirements

9. IAW AR 608-75 if you are requesting family travel and NOT on assignment to a dependent restricted tour the following is required to include the above; even if your family members are not enrolled in the Exceptional Family Member Program (EFMP). The process for family travel request will not begin until all forms are completed.

a. DA Form 5888-R (Family Member Deployment Screening Sheet). This form must be completed by a physician for all family member.

b. DA Form 7246-R (EFMP Screening Questionnaire). This form must be completed by a physician for all family members.

c. One of the following for each family member: Family Member Overseas Screening Physical Exam Letter or the SF 506 (Physical Exam Sheet) or DA Form 5888-1.

d. PDQ- AGES- New Born thru 6yrs old.

10. If one or more of your dependents are EFMP warranted a DA Form 2792 (Exceptional Family Member Medical Summary) or DA Form 2792-1 (Exceptional Family Member Special Education/Early Intervention Summary) is required.

11. Request for PCS Travel Advance or Pay Advance, must be submitted NLT 10 days prior to your sign out date. If forms are received after the 10 days, forms will be returned without action IAW DFAS 37-1.

a. Requests for Advance Pay. All Soldiers 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 attached, will be sent to the serving DMPO or unit commander, when required, for forwarding to the servicing DMPO. The unit commander will approve/ disapprove all requests for advance of pay.

b. Justification. Justification is 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.

12. An advance pay is NOT intended to provide funds for such items as investments, vacations, or the purchase of consumer goods that are not the result of direct expenses resulting from the service member's PCS orders.

13. For additional questions/concerns, please contact the Finance Section at 803-751-7689-5372/5564/9824/0835.

14. For additional questions/concerns, please contact the Out-Processing section at COMM 803-751-7689/5382, or DSN 734.

ATZJ-DBI-SD

SUBJECT: Policy # 14- Outprocessing Requirements

15. The point of contact for this memorandum is the undersigned at 803-751-3795.

  
SINDIE L. HICKS  
CPT, FI  
Commanding



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

SUBJECT: Policy Memorandum # 15 – Gainful Employment

1. Gainful employment is a temporary duty assignment granted to certain students transitioning from one training program to another, but for no more than 60 days in length. This program will not serve the purpose of saving accrued leave. If a student has use-or-lose leave, they will be required to take a determined amount of chargeable leave days to fulfill the Army's policy on use-or-lose before starting gainful employment. Extensions for gainful employment will not be approved. Gainful employment is a privilege, not a right.
2. The nature of Gainful Employment is to address the needs of students that transition from one training program to another who will enter into excess leave status while between programs. Students that request this duty must be transitioning from one USASD-sponsored program to another USASD-sponsored program, meaning the student's parent organization must remain with the USASD. Requests that do not fall within these parameters are evaluated on a case-by-case basis, but are not normally approved.
3. Requests for Gainful Employment must be received at USASD no later than 15 days prior to the requested start date of employment. Just because a student meets all the criteria for gainful employment, requests are not automatically approved; each request is evaluated separately and balanced against accrued leave days.
4. A student will not initiate Gainful Employment until a signed memorandum of approval is received from the USASD Commander. Those that begin Gainful Employment without receiving an approval will be required to initiate a DA 31 immediately.
5. Once you have received an approved Gainful Employment, you are still required to submit a DA 31 and fully out-process in order to receive your PCS orders. Remember, you are authorized five days to clear before starting PCS leave. If PCS leave begins after gainful employment, you are still required to submit a DA 31 and out-processing paperwork during the five clearing days to ensure you receive your PCS orders accordingly. In the event forecasted leave days need to be revised, the USASD will accommodate your request.
6. The point of contact for this memorandum is the undersigned at (803) 751-5305/3795.

  
SINDIE L. HICKS  
CPT, FI  
Commanding