

US Army Student Detachment

OUT PROCESSING PACKETS CONSIST OF THE FOLLOWING:

1. COMMANDER'S LETTER (2 PAGES)
2. GUIDELINES FOR PUBLISHING ORDERS (1 PAGE)
3. TDY OPTION STATEMENT (1 PAGE)
4. REQUEST FOR PCS TRAVEL ADVANCE (1 PAGE)
5. DD FORM 2560 ADVANCE PAY LETTER (1 PAGE)
6. DD FORM 2560 ADVANCE PAY FORM (1 FORM)
7. DA-31 REQUEST AND AUTHORITY FOR LEAVE (1 FORM)
8. AER LETTER OF INSTRUCTIONS (1 PAGE)
9. COMPLETION INSTRUCTIONS FOR DA-FORM 1059-1
10. AER LETTER FOR DISCREPANCY INSTRUCTIONS



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

ATZJ-T-SD

MEMORANDUM FOR The USASD Student Officer

SUBJECT: U.S. Army Student Detachment (USASD) Out-processing

1. According to our records, you are within 90 days of a permanent change of station (PCS) move. Our responsibility is to ensure your transition is accomplished on time. If you have not received a request for orders for your follow-on assignment, you should immediately contact your branch assignment officer.
2. Recommend you review the out-processing procedures at the Student Detachment website, <http://www.jackson.army.mil/USASD>. If you are on assignment to go overseas, or have a TDY period listed on your RFO, you should have received a packet from the Fort Jackson Adjutant General personnel management section. Your responsibilities are as follows:
 - a. Assignment to go Overseas: Complete a Preparation for Overseas Reassignment (POR) packet. If you currently do not have your POR packet, contact the reassignment section, commercial (803) 751-5372. Your overseas dependent travel cannot be determined and your orders cannot be cut until your POR packet is received.
 - b. PCS Orders Containing Temporary Duty (TDY): You must complete a TDY option statement (enclosed) and return it as soon as possible. A DD Form 1610 (Temporary Duty Travel Order) will be prepared and included with your PCS orders. All TDY travel settlements will be processed at your gaining command. Regardless of the situation cited in the TDY option statement, soldiers without family/dependents will proceed in a TDY enroute status.
3. The following are blank forms you must initiate as required.
 - a. DA Form 2560 – Advance Pay Request. You may request one month's advance pay, prorated over a period of 12 months. Justification in writing is required when requesting pay back be prorated for anything over a 12 month period or if you are a soldier without dependents, you must justify that extenuating circumstances exist. Send this form with original signature only, for the form to be valid (fax copies are unacceptable). You may request 2 months advance pay at your next duty station. You will not be able to collect advance pay for your PCS until you are within 30 days of the start date of your PCS leave.
 - b. Request for PCS Travel Advance – Use the enclosed travel advance form to request advance travel or dislocation allowance. Advance for TDY travel is not authorized. If you are assigned overseas, you must put the city and state that you will depart CONUS to your overseas assignment.

ATZJ-VB-SD

SUBJECT: U.S. Army Student Detachment (USASD) Out-processing

c. DA Form 31 – Leave Request

(1) It is important that you provide firm dates and it is mandatory that you have an approved PCS leave prior to departure. All personnel must have a DA Form 31 even if no leave is taken. This accounts for you from the time you sign out of USASD to the time you sign in at your new unit. Your leave form must be processed before your military records are released. Please allow 45 days for final records out-processing.

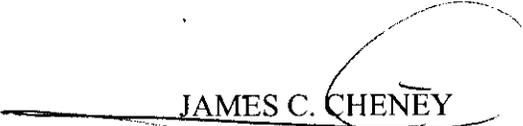
(2) When planning your leave dates, keep in mind you are authorized 5 working days to clear the detachment after classes have ended. The sixth day begins your PCS leave; however, if you begin travel within the 5 working days, your leave starts on the day you physically depart your current location. Your report date to your new unit is the ending date of your leave, **(Always).**

d. DA Form 31 – Permissive TDY (PTDY) for House Hunting in conjunction with PCS. – If you are requesting PTDY for house hunting, you are authorized a maximum of 10 days and it must be completed on your PCS DA Form 31. In block #7 (Type of Leave), you must check PERMISSIVE TDY and also check the OTHER block and then print PCS on the blank line at the bottom of block #7. In block #17 (REMARKS), you will put the dates that you will be on PTDY (maximum 10 days and must be within leave dates). If your DA Form 31 is completed correctly, you will not be charged leave for these days.

4. Keep in mind it takes about 45 days to complete mail transactions, so plan accordingly. Please mail all your requested actions at the same time to ensure efficient processing. If you have questions or need further assistance, please call.

5. Bank of America Government VISA Travel Card: Use of this card during your PCS move prohibited. The only exception is if the card is being used for a TDY enroute portion of your PCS. The DLA and Advance Travel funds will cover your expenses for your PCS move. When you arrive to your new Permanent Duty Station (PDS), you must transfer the card to be placed under your new unit's control account, **travel cards not transferred within 10 days will be deactivated.**

6. Contact the Out-Processing Section at 1-800-856-3801 EXT 3, COM (803) 751-5381/5389/4340, or DSN 734-5381-5389-4340 for any questions or concerns.


JAMES C. CHENEY
CPT, AG
Commanding

THE FOLLOWING GUIDELINES ARE USED BY THE UNITED STATES ARMY STUDENT DETACHMENT (USASD) FOR PUBLISHING ORDERS FOR ALL STUDENTS:

- 1. The USASD orders section is the orders producing facility for students. USASD does not coordinate RFO'S or assignments with PERSCOM branch managers. Coordination with OPMD is the responsibility of the officer and should be done with branch mangers at least 5 to 6 months prior to completion of studies or graduation date.**
- 2. USASD receives RFO's, via TOPMIS II, from PERSCOM, or directly from the officer. Upon receipt, officer should immediately contact the Out processing Section to ensure that the section has received the RFO. If the section has not received the RFO, then the officer will be requested to send a copy via fax or e-mail.**
- 3. The Orders Section will publish orders for officers with an assignment within CONUS 90 days prior to completion of studies. Officers with OCONUS assignments will be mailed a POR (Preparation for Overseas Reassignment) packet within 3 working days of receipt of officer's RFO. USASD will maintain suspense of these packets and call the officer if the packet is not received 30 days after mailing date.**
- 4. Once the POR packet is received, it has to be processed through Exceptional Family Member Program (EFMP) screening and then sent to the officer's gaining command for a decision on family (concurrent/deferred) travel. OCONUS orders will be published within 120 days of completion of studies or upon receipt of family travel message from officer's gaining command.**
- 5. A memorandum of instruction is provided with the POR packet. Follow the instructions to complete the information on the various forms that are enclosed in the packet. Incomplete packets will delay the procedure to publish in shortest time possible, officers are requested to refrain from calling prior to the expiration of the minimum time requirements. THE COMPLETED POR PACKET IS REQUIRED BEFORE THE ORDERS SECTION CAN PROCESS ORDERS.**
- 6. Transportation and travel arrangements should not be made prior to receipt of orders. Officers should not request publication of orders prior to receipt of family travel message solely to make transportation arrangements necessitated by the sale of a home or termination of a lease. Doing so may result in an unnecessary financial burden.**
- 7. POC: Administrative Section NCOIC 803-751-5381, OCONUS ORDERS 803-751-5516, CONUS ORDERS 803-751-5372, 803FAX 803-751-5346**

PCS Advance Request Form

(Privacy Act: Authority: AR 37-106, chapter 5 Purpose: To obtain information about individual's travel. Uses: Posting information to IATS/ DD 1588/Computation of advance travel. Disclosure: Mandatory. Will be denied payment if failure to provide information requested.)

For prompt payment of your advance please complete this form at least ten working days prior to sign out date. All travel advances are paid @ 80% with the money being direct deposited into your current military pay account approximately five days prior to your sign out date. There are NO cash or check payments.

Name: _____ SSN: _____ Sign Out Date: _____

Rank: _____ Present Unit: _____ Daytime Phone #: _____

Leave or home of record address: Street _____
(No local or unit addresses, please) City, ST, Zip _____

(NOTE: Please, no foreign address)

Spouse's name _____ Date of Marriage _____ Is Spouse Military _____

Please list NAME and Date of Birth (day, month, year) of children traveling with you:

NAME _____	DOB _____	NAME _____	DOB _____
NAME _____	DOB _____	NAME _____	DOB _____
NAME _____	DOB _____	NAME _____	DOB _____

PLEASE READ AND COMPLETE ONLY SPACES THAT IS APPLICABLE TO YOUR PCS MOVE .

1.) Are you requesting an advance for your travel _____

Is any of your travel going to be by POV? _____

If yes, then POV travel is from (City,ST) _____ To(City, ST) _____

If traveling to overseas or traveling by other than POV travel:

Are you buying your own ticket _____ Cost \$ _____ or are your tickets being issued to you _____

Ticket you purchased is from(City, ST) _____ To(City, ST, Country) _____

Issued tickets are from (City, ST) _____ To (City, St or Country) _____

2) Are your dependents relocating? _____ What date? _____

Are you requesting an advance for your dependent travel _____

Is any of their travel by POV _____ If yes, number of POVs used for this PCS move _____

Their POV travel is from (City, ST) _____ To(City,ST) _____

If dependents are traveling to overseas or are traveling by other than POV travel:

Are you buying your dependents tickets _____ Cost \$ _____ or are they being issued to you _____

Tickets you purchased are from(City, ST) _____ to(City,ST or Country) _____

Issued tickets are from (City, ST) _____ to (City, St or Country) _____

3) Are you requesting an advance for Dislocation Allowance (DLA) _____

(No advance DLA authorized, for married soldier w/deferred travel for dependents or if your family will not relocate within 60 days. No advance DLA will be given for single service members E-6 and below who will not be residing off post at the new duty station. Service Members must have a Statement of Non-Availability from housing office at gaining station to reside off post.)

4.) Are you requesting advance for a DITY move (Needs DD Form 2278) _____

5.) TDY(enroute) Lodging daily cost _____ Meals Govt. _____ Comm _____

Soldier's Signature _____ DATE _____

Finance Clerk Signature _____ DATE _____

TDY OPTION STATEMENT

NAME:

SSN:

YOU ARE AUTHORIZED ONE OF THE TWO TDY OPTIONS IF YOU MEET THE FOLLOWING INCLUSIVE CRITERIA:

- (a) Directed to TDY schooling in conjunction with the PCS assignment; and
- (b) Authorized movement of family members at government expense to your gaining command;
and
- (c) If your family members will accompany you to your gaining duty station

AVAILABLE OPTIONS

#1 – TDY ENROUTE: Depart the losing permanent duty station (PDS), travel to and attend training, travel to and report to the new PDS. When choosing this option, a DA 31 (request for leave) must be submitted before DD 1610 (request for TDY) is approved.

#2 – TDY and RETURN: Depart PDS travel to TDY location to attend training and return to losing PDS, start out-processing procedures, and five (5) working days later start permanent change of station (PCS) leave.

I HAVE READ AND UNDERSTAND THE TDY OPTIONS AVAILABLE TO ME, MY CHOICE IS:

TDY OPTION #1 _____ IS DA 31 ENCLOSED _____ YES _____ NO

TDY OPTION #2 _____

REQUESTED MODE OF TRAVEL _____ POV TRAVEL _____ AIRLINE

REQUESTED PROCEED DATE _____

SIGNATURE _____ DATE _____

ATZF-T-SD

MEMORANDUM FOR U.S. Army Student Detachment (USASD) Member

SUBJECT: ADVANCE PAY

REF: AR-37-104

REQUEST 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 DD Form 2560 with 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.

JUSTIFICATION:

Justification is required when any soldier requests a second advance, an advance of more than one month's basic pay less deductions, more than a twelve month repayment schedule, payment earlier than thirty days before departure, or payment later than sixty days after at the new duty station. The justification must be in writing and must itemize expenses incurred, extenuating circumstances, or serve hardship that would be considered exceptions to normal circumstances.

SOLDIER WITHOUT DEPENDENTS:

Payment of an advance of pay to soldiers without dependents is authorized. In most instances, however, such soldiers cannot qualify for an advance pay. If a soldier without dependents requests an advance pay, the soldier must show justification in writing that extenuating circumstances exist. If the evidence furnished is not questioned and all other requirements are, an advance of pay may be authorized.



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

REPLY TO
ATTENTION OF

ATZJ-VB-SD

Subject: Advance Pay

Re: AR 37-104

Request 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 forwarded thru the unit commander for approval and onward to the servicing DMPO for final disposition.

JUSTIFICATION

Written justification is required when any soldier requests (1) a second one-month pay advance, (2) a pay advance of more than one month basic pay less deductions, (3) repayment schedule of more than twelve months (4) payment of advance pay earlier than 30 days prior to PCS departure, (5) or payment of advance pay later than 60 days after arrival to new permanent duty station.

Justification must include itemized expenses incurred, extenuating circumstances, or severe hardship that would be considered exceptions to normal circumstances.

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 service member's PCS orders.

SOLDIERS WITHOUT DEPENDENTS

Payment of an advance pay to soldiers without dependents is authorized, however, in most instances, such soldiers cannot qualify for an advance pay. A soldier without dependent may request an advance pay showing written justification that extenuating circumstances exist.

If the evidence furnished is not questionable and all other requirements are met, an advance pay may be authorized.

ADVANCE PAY CERTIFICATION / AUTHORIZATION

Privacy Act Statement

AUTHORITY: 37 U.S.C. 1006 et seq; E.O. 9397 November 1943 (SSN).

PRINCIPAL PURPOSES: To document a member's request for, and subsequent authorization of, an advance of pay to meet extraordinary expenses incident to a PCS move. It is also used to inform the member of the purposes and restrictions of such advances, and to establish repayment schedules.

ROUTINE USES: Information collected on this form becomes part of the Joint Uniform Military Pay System (JUMPS), and Reserve component pay systems and is subject to all of the routine disclosures which are more fully described in Service regulations. Routine recipients of JUMPS disclosures include, but are not limited to, Red Cross, State and local government for tax and welfare purposes.

Voluntary; however, failure to provide the SSN will result in denial of payment since it is used to identify you for pay purposes.

DISCLOSURE:

PART I. REQUEST

1. NAME (Last, First, Middle Initial)		2. SOCIAL SECURITY NO.	3. GRADE
4. I REQUEST:		5. I REQUEST A REPAYMENT SCHEDULE OF:	
a. ONE MONTH ADVANCE PAY (See Policy Guidance on reverse.)	a. 12 MONTHS OR LESS (Specify number of months)	6. I REQUEST PAYMENT OF THE ADVANCE PAY: a. WITHIN 30 DAYS OF PCS OR 60 DAYS AFTER REPORTING TO MY NEXT PDS b. 31-90 DAYS BEFORE MY PCS (Parts II and V must be completed.) c. 61-180 DAYS AFTER ARRIVAL AT MY PDS (Parts II and V must be completed.)	
b. MORE THAN 1 MONTH BUT LESS THAN 3 MONTHS BASIC PAY LESS DEDUCTIONS (Parts II and V must be completed.) (Specify amount)	b. 13 - 24 MONTHS (Parts III and V must be completed regardless of pay grade. NOTE: Repayment schedule cannot exceed member's date of separation.) (Specify number of months)		
\$			

PART II. CERTIFICATION OF EXPENSES (Actual or Anticipated) (Continue in Item 23 on reverse if necessary.)

7. EXPENSE	8. AMOUNT	10. EXPLANATION OF THE CIRCUMSTANCES WHERE GREATER THAN-NORMAL EXPENSES MIGHT BE INCURRED OR CIRCUMSTANCES REQUIRING AN EARLY OR LATE PAYMENT OF ADVANCE PAY (Up to 90 days before and 180 days after).
a.	\$	
b.	\$	
c.	\$	
d.	\$	
e.	\$	
f.	\$	
9. TOTAL	\$	

PART III. JUSTIFICATION FOR MORE THAN 12 MONTHS PAYBACK

(Justification must demonstrate that severe hardship would result if the advance is paid back in 12 months)

11. NO. OF DEPENDENTS	12. LIST SPECIFICS OF YOUR FINANCIAL SITUATION, INCLUDING OUTSTANDING DEBTS AND MONTHLY PAYMENT AMOUNTS THAT INDICATE A SEVERE HARDSHIP IN REPAYING THE ADVANCE IN THE NORMAL 12-MONTH TIME PERIOD (Continue in Item 23 on reverse if necessary.)
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PART IV. MEMBER CERTIFICATION

Penalty: The penalty for willfully making a false claim/statement is a maximum of \$10,000 or maximum imprisonment of five years, or both (U.S. Code, Title 18, Section 287).

If I am separated prior to my ETS, I consent to withholding from current pay, final pay, or any other money due me to satisfy this indebtedness. I further consent to such withholding at a rate sufficient to satisfy this indebtedness no later than my separation, and understand that this could result in the withholding of 100% of any current pay, final pay, or other money due me.

I have read and understood the policy on advance pay incident to a PCS contained on the reverse of this form. I hereby certify that the intended use of these funds meets the stated purpose. I have attached one copy of my PCS orders or assignment notification.

13. SIGNATURE	14. DATE (YYMMDD)
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PART V. APPROVAL OF MEMBER'S COMMANDER

15. I HEREBY APPROVE THIS REQUEST FOR ADVANCE PAY OF:		16. WITH LIQUIDATION OVER:		17. AND PAYMENT OF THE ADVANCE:	
a. ONE MONTH BASIC PAY LESS DEDUCTIONS		a. 12 MONTHS OR LESS (Specify number of months)		a. WITHIN 30 DAYS OF PCS OR 60 DAYS AFTER REPORTING AT PDS	
b. AN AMOUNT SPECIFIED NOT TO EXCEED 3 MONTHS BASIC PAY LESS DEDUCTIONS (Specify amount) \$		b. 13 - 24 MONTHS (Specify number of months)		b. NOT PRIOR TO _____ (date) WHICH IS 31-90 DAYS BEFORE PCS	
				c. 61-180 DAYS AFTER REPORTING TO NEW PDS	
18. APPROVING OFFICIAL NAME (Last, First, Middle Initial)			19. SIGNATURE OF OFFICIAL		
20. TITLE		21. GRADE		22. DATE (YYMMDD)	

REQUEST AND AUTHORITY FOR LEAVE				1. CONTROL NUMBER	
This form is subject to the Privacy Act of 1974. For use of this form, see AR 600-8-10. The proponent agency is ODCSPER. (See instructions on reverse.)					
PART I					
2. NAME (Last, First, Middle Initial)		3. SSN		4. RANK	5. DATE
6. LEAVE ADDRESS (Street, City, State, ZIP Code and Phone No.)			7. TYPE OF LEAVE <input type="checkbox"/> ORDINARY <input type="checkbox"/> EMERGENCY <input type="checkbox"/> PERMISSIVE TDY <input type="checkbox"/> OTHER		8. ORGN, STATION, AND PHONE NO.
9. NUMBER DAYS LEAVE				10. DATES	
a. ACCRUED	b. REQUESTED	c. ADVANCED	d. EXCESS	a. FROM	b. TO
11. SIGNATURE OF REQUESTOR		12. SUPERVISOR RECOMMENDATION/SIGNATURE <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL		13. SIGNATURE AND TITLE OF APPROVING AUTHORITY	
14. DEPARTURE					
a. DATE	b. TIME	c. NAME/TITLE/SIGNATURE OF DEPARTURE AUTHORITY			
15. EXTENSION					
a. NUMBER DAYS	b. DATE APPROVED	c. NAME/TITLE/SIGNATURE OF APPROVAL AUTHORITY			
16. RETURN					
a. DATE	b. TIME	c. NAME/TITLE/SIGNATURE OF RETURN AUTHORITY			
17. REMARKS					
Chargeable leave is from _____ to _____					
PART II - EMERGENCY LEAVE TRANSPORTATION AND TRAVEL					
18. You are authorized to proceed on official travel in connection with emergency leave and upon completion of your leave and travel will return to home station (or location) designated by military orders. You are directed to report to the Aerial Port of Embarkation (APOE) for onward movement to the authorized international airport designated in your travel documents. All additional travel is chargeable to leave. Do not depart the installation without reservations or tickets for authorized space required transportation. File a no-pay travel voucher with a copy of your travel documents or boarding pass within 5 working days after your return. Submit request for leave extension to your commander. The American Red Cross can assist you in notifying your commander of your request for extension of leave.					
19. INSTRUCTIONS FOR SCHEDULING RETURN TRANSPORTATION:					
For return military travel reservations in CONUS call the MAC Passenger Reservation Center (PRC): Should you require other assistance call PAP:					
20. DEPARTED UNIT		21. ARRIVED APOD	22. ARRIVED APOE (return only)	23. ARRIVED HOME UNIT	
PART III - DEPENDENT TRAVEL AUTHORIZATION					
25. <input type="checkbox"/> (Space available or required cash reimbursable) <input type="checkbox"/> ONE WAY <input type="checkbox"/> ROUND TRIP <input type="checkbox"/> (Space required) TRANSPORTATION AUTHORIZED FOR DEPENDENTS LISTED IN BLOCK NO. 25					
DEPENDENT INFORMATION					
a. DEPENDENTS (Last name, First, MI)		b. RELATIONSHIP	c. DATES OF BIRTH (Children)	d. PASSPORT NUMBER	
PART IV - AUTHENTICATION FOR TRAVEL AUTHORIZATION					
26. DESIGNATION AND LOCATION OF HEADQUARTERS			27. ACCOUNTING CITATION		
28. DATE ISSUED	29. TRAVEL ORDER NUMBER		30. ORDER AUTHORIZING OFFICIAL (Title and signature) OR AUTHENTICATION		

A DA Form 1059 will be emailed to you 30 days prior to your graduation date. Point of contact will be Mrs. Scott-Blue at 803-751-3795 or DSN 734-3795 or 1-800-856-3801 ext 7.