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 IN STRUCTIONS (1 PAGE)
9. COMPLETION INSTRUCTIONS FOR DA-FORM 1059-1
10. AER LETTER FOR DISCREPANCY INSTRUTIONS

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 in the student handbook. 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.

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.

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 is discouraged. When you arrive to your new Permanent Duty Station (PDS), ASD, it is the responsibility of the SM to transfer the card 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 2 COM (803) 751-5381/5491/5516, or DSN 734-5381/5491/5516 for any questions or concerns.

P. MARIA SHOWALTER
CPT, QM
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 puchased 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) workings 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** _____

ATZJ-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 From 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 wrting 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.

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

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:	6. I REQUEST PAYMENT OF THE ADVANCE PAY:
a. ONE MONTH ADVANCE PAY *(See Policy Guidance on reverse.)*	a. 12 MONTHS OR LESS *(Specify number of months)*	a. WITHIN 30 DAYS OF PCS OR 60 DAYS AFTER REPORTING TO MY NEXT PDS
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)*	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.)*

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

7. EXPENSE	8. AMOUNT
a.	$
b.	$
c.	$
d.	$
e.	$
f.	$
9. TOTAL	$

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).*

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.)*

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)*

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

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.)*

1. CONTROL NUMBER

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 ☐ ORDINARY ☐ EMERGENCY ☐ PERMISSIVE TDY ☐ 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 ☐ APPROVAL ☐ 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

24.

PART III - DEPENDENT TRAVEL AUTHORIZATION

25. ☐ *(Space available or required cash reimbursable)* ☐ ONE WAY ☐ ROUND TRIP

☐ *(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

ATZJ-SD (623a)

MEMORANDUM FOR THE USASD STUDENT

SUBJECT: Letter of Instructions for Civilian Institution Academic Evaluation Report (DA Form 1059-1)

1. Attached are three copies of DA Form 1059-1 (Civilian Academic Evaluation Report) and instructions for preparation of Section II. After completion of section II, forward the completed report (which must be accompanied by 2 official transcripts) To: CDR. PERSCOM, ATTN: TAPC-OPB-D, 200 Stovall Street, Alexandria, Virginia 22332-0411. The appropriate DA staff agency is responsible for completing Section III, forwarding the original to your OMPF, and duplicating copies to your career management division, and forwarding one completed copy to you. PLEASE DO NOT MAIL YOUR AER TO THE STUDENT DETACHMENT.

2. Prior to graduation, you are responsible for submitting the DA Form 1059-1 to the proper civilian official for completion of section II, attached of official transcripts of grades, and ensuring that the report (in triplicate) and 2 transcripts are forwarded to the appropriate DA Staff agency. These are the only documents that officially reflect your manner of performance while in school; therefore, it is critical that you ensure their forward prior to your actual departure from school – in which case, you should begin expediting that process now. You also might elect to have the school collect and forward the documents after your departure. Since both of these documents must be received together in order to be processed into your OMPF, it is essential for you to personally coordinate this action. Ensure that your Full Name, Social Security, Branch, and Specialty Codes appear on all documents submitted to PERSCOM. You are responsible for granting any written authority for school officials to be release your official transcripts and for the payment of any fees associated with the processing and release of official reports and /or documents.

3. You are required to place the Army Physical Fitness Test (APFT) and height/weight data in block 12 of the DA Form 1059-1. The APFT performance data will be entered as "pass", "fail", of "profile" followed by the date of the most recent APFT or the date the profile was awarded. Every effort will be made to ensure the APFT and height/weight data is current and accurate.

4. You are required to provide the personnel officer at your next duty station during in processing the status of your DA Form 1059-1 and the ending date of the report. Your personnel officer will ensure that your officer Record Brief is posted properly.

5. POC is Mrs. Scott-Blue, 1-800-856-3801, ext 7.

2 Encls

C. Scott-Blue
Human Resource Assistant

COMPLETION INSTRUCTIONS FOR DA FORM 1059, 1059-1 or 1059-2

ITEM #1
NAME – LAST NAME, FIRST NAME, MIDDLE INITIAL

ITEM #2
SSN – ENSURE NUMBERS ARE ENTERED CORRECTLY

ITEM #3
GRADE – USE 3 CHARACTER CODE (AR-680-29)
EXAMPLES – CW2, 2LT, 1LT, CPT, MAJ, LTC, COL

ITEM #4
AOC/MOSC – THE AOC CODES THAT IDENTIFY THE DESIGNATED PRIMARY AND ALTERNATE AOC FOR COMMISSIONED OFFICERS EXAMPLE – 12/54, SEE AR 611-101. FOR WARRANT OFFICERS AND ENLISTED SOLDIERS ENTER THE MILITARY OCCUPATIONAL SPECIALTY CODE MOSC. (SEE AR 611-112 & AR-611-201)

ITEM #5
COMPONENT – ENTER RA, USAR, OR ARNG

ITEM #6
TYPE OF REPORT – IF FULLTIME (ON DUTY) IS CHECKED, ITEM 7,8,9, ARE REQUIRED. IF PARTTIME (AFTER DUTY) IS CHECKED ITEMS 7,8,9, ARE OMITTED.

ITEM #7
PERIOD OF REPORT – ENTER THE BEGINNING AND ENDING DATE OF THE REPORT YEAR, MONTH AND DAY (E.G. 99 09 22). THE FROM DATE IS THE DAY FOLLOWING THE OFFICER'S LAST OER DATE. FOR ENLISTED, THE FROM DATE IS THE DATE ASSIGNED TO SCHOOL. THE THRU DATE IS THE DAY SCHOOLING IS COMPLETED.

ITEM#8
DURATION OF COURSE – ENTER THE BEGINNING AND ENDING DATE OF THE COURSE OF STUDY OR TRAINING.

ITEM #9
EXPLANATION OF NON-RATED PERIODS – FOR OFFICERS AND WARRANT OFFICERS, EXPLAIN THE NON-RATED TIME **IF THERE IS 90 DAYS OR MORE** BETWEEN THE BEGINNING DATE OF "PERIOD OF REPORT" AND THE BEGINNING DATE OF "DURATION OF COURSE". GIVE INCLUSIVE DATES: YEAR, MONTH, AND DAY (I.E. 990303).

ITEMS #10
APPLICABLE REGULATION – AR-621-1

ITEM #11
NAME AND ADDRESS OF CIVILIAN INSTITUTE – SELF EXPLANATORY

ITEM #12
EVALUATION – THE DEAN, DEPARTMENT CHAIRMAN, FACULTY ADVISOR, OR A RESPONSIBLE OFFICIAL OF THE CIVILIAN INSTITUTE WILL EVALUATE THE STUDENT. THIS WILL INCLUDE AN ACCURATE AND COMPLETE DESCRIPTION OF THE SUBJECT AREA OF STUDY FOR FULL-TIME STUDENTS. FOR THE PART-TIME STUDENTS, ONLY THE FOLLOWING COMMENT IS REQUIRED: "PART-TIME, AFTER DUTY DEGREE PROGRAM".

ITEM #13
DID STUDENT SUCCESSFULLY COMPLETE THE COURSE – CHECK THE APPROPRIATE BOX.

ITEM#14
REVEIWERS COMMENTS – THIS SECTION WILL BE COMPLETED AND REVIEWED BY HQDA, CHIEF NATIONAL GUARD BUREAU, OR THE INSTALLTION EDUCATION SERVICES OFFICER PRIOR TO INCLUSION IN THE STUDENT'S OMPF. COMMENTS ARE REQUIRED CONCERNING THE REASON FOR AN INDIVIDUAL'S RELEASE FROM A DEGREE PROGRAM (I.E., APPROVED RETIREMENT, RESIGNATION FROM THE SERVICE, OR THROUGH NO FAULT OF HIS OR HER OWN).

FORWARD COMPLETED DA FORM 1059, 1059-1, 1059-2 TO:

COMMANDER, PERSCOM
TAPC-OPB-D
200 STOVALL STREET
ALEXANDRIA, VA 22332-0411

"PLEASE DO NOT SEND YOUR AER'S TO STUDENT DETACHMENT"

ATZJ-T-SD

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

SUBJECT: Academic Evaluation Report (AER) Discrepancies

1. According to unit records, you are slated to depart the USASD.

2. Prior to submission to U.S. Total Army Personnel Command, you must complete the section on Explanation of Non-Rated Time in excess of 90 days. Your non-rated time is between the beginning date of the Period of Report and the beginning date of the Duration of Course on your AER. You must account for each day using the following codes:

CR – Change of Rater
CDY – Change of Duty (i.e. changed commands or job location, PCSed, etc)
CAS – Casual Status (LV, Permissive TDY for Househunting, time between signing in early and actually starting school)
CAS3 – Combined Arms School time (Fort Leavenworth)
TDY – Temporary Duty enroute
SCH – Other classes taken before your course of study actually started

EXAMPLE: If the Period of Report is 980901 to 990815 and the Duration of Course is 990105 to 990815, your Non-Rated time could look like this: 980901-981101 - CDY, 981102-981215 - TDY, 981216-990104 - CAS

3. Point of contact this action is Ms. Scott-Blue, 1-800-856-3801 EXT 7.

RESPONSIVE TO YOUR NEEDS, SOLDIERS FIRST!

C. SCOTT-BLUE
Human Resource Assistant
USASD

A completed DA Form 1059 will be mailed to you 30 to 45 days prior to your graduation. Point of Contact will be Ms. Scott-blue