



# U.S. Army Student Detachment (USASD)

## Out-Processing Checklist

(September 2023)

Rank, Last Name, First MI:		Report Date:	
With Duty Location:		Employee ID Number:	
Reason for Clearing - PCS, ETS, Retirement, Other:			
TDY START/END DATES:			
ITEM	ACTION	POC	SIGNATURE
<b>Evaluation</b>	Academic Evaluation Report (AER, 1059-1) is complete, signed, and submitted. Program/Course Start Date _____ Program/Course End Date _____	<b>Student</b>	
<b>Reassignments (PCS Order Issuance)</b>	Soldier has completed Reassignment procedures and has received assignment orders to next duty station.	<b>Reassignment Team Member</b>	
<b>Military Records PRR/DD93/SGLV</b>	All military personnel records maintained by USACIMT returned to Soldier prior to departure.	<b>HR Professional Team Member</b>	
<b>Security Clearance</b>	Soldiers ETS/Retiring require de-briefing (SF 312). Soldiers PCS/PCA release from Defense Information System for Security (DISS). Process Personnel Security Investigation Portal (PCIP) if required. Remove Soldier from Security Clearance Access Roster (SCAR).	<b>Security Team Member</b>	
<b>Defense Travel System (DTS)</b>	Traveler has been removed from our hierarchy and is ready to be pulled by new unit. You will not be able to sign-in until new unit pulls you. Employees resigning/ retiring please let us know to cancel the account.	<b>Finance Team Member</b>	
<b>Government Travel Credit Card (GTC)</b>	GTC has been adjusted to a PCS amount and placed under mission critical. GTCs must be destroyed upon ETS (military) or departure (civilian) from the organization. Ensure all final transactions/documentation are completed.	<b>Finance Team Member</b>	

**PER DETACHMENT COMMANDER: YOU WILL NOT BE ALLOWED TO SUBMIT AN ABSENCE REQUEST OR CLEAR THE USASD UNTIL ALL AREAS HAVE BEEN CLEARED.**

<b>USASD Final Out</b>	<b>MANDATORY FINAL ACTION</b> Turn-in this Out-Processing Checklist along with any other actions required to USASD. <b>YOU WILL BE PROVIDED WITH COPY OF THIS CHECKLIST IOT CLEAR THE USASD. YOU WILL NOT BE ALLOWED SUBMIT AN ABSENCE REQUEST OR CLEAR USASD UNTIL THIS IS COMPLETE.</b>	<b>HR Supervisor</b>	
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