



# U.S. Army Student Detachment (USASD) Out-Processing Checklist



(May 2024)

A. This section to be filled out by the student.			
<b>RANK Last Name, First Name MI:</b>		<b>PCS/PCA Type:</b> (please select one of the below options)	
<b>Employee ID Number:</b> <small>(from IPPS-A)</small>		<b>CONUS to CONUS</b>	
<b>Gaining Duty Station:</b>		<b>CONUS to OCONUS</b>	
<b>Report Date:</b>		<b>OCONUS to OCONUS</b>	
<b>Reason for Clearing:</b> <small>ie - PCS, ETS, Retirement, PCA</small>		<b>OCONUS to CONUS</b>	
B. This section to be filled out by students going TDY En-route (if applicable).			
<b>TDY Course Name:</b>		<b>TDY N/A</b>	
<b>TDY Location:</b>			
<b>TDY Start Date:</b>			
<b>TDY End Date</b>			

C. This section to be filled out by USASD Staff.				
		Is this Student a "From us To us"?	YES	NO
ITEM	ACTION	POC	SIGNATURE	
<b>Evaluation</b>	Evaluation (AER, 1059-1, or MFR) is complete, signed, and submitted. Program/Course Start Date: _____ Program/Course End Date: _____	<b>Team Member</b>		
<b>Reassignments (PCS/PCA Order Issuance)</b>	Student has completed Reassignment procedures and has received assignment orders to next duty station. Gaining Unit UIC: _____	<b>HR Professional Team Member</b>		
<b>Military Records PRR/DD93**/SGLV**</b>	Student has updated all military personnel records within the past 6 months. **DD93/SGLV must be current within 30 days.	<b>HR Professional Team Member</b>		
<b>Security Clearance</b>	PCS/PCA Students released from Defense Information System for Security (DISS). ETS/Retiring Students require de-briefing (SF 312). Process Personnel Security Investigation Portal (PCIP) if required. Remove Student from Security Clearance Access Roster (SCAR).	<b>Security Manager</b>		
<b>Everbridge</b>	Remove Student from contact list to stop USASD notifications	<b>Team Member</b>		
<b>Defense Travel System (DTS)/ Government Travel Credit Card (GTC)</b>	PCS/PCA Students removed from USASD hierarchy. ETS/Retiring Students account cancelled. GTCC has been adjusted to a PCS amount and placed under mission critical. Ensure all final transactions/ documentation are completed. ETS/Retiring Students card cancelled and destroyed.	<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. STUDENT WILL BE PROVIDED WITH A SIGNED COPY OF THIS CHECKLIST.

<b>USASD Final Out</b>	<b>MANDATORY FINAL ACTION</b> All items above have been verified and signed by the appropriate POC.	<b>HR Supervisor / 1SG / CDR</b>	
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