

# United States Army Student Detachment

## Human Resources and Finance In-Processing



### SERVICE MEMBER (SM) INFORMATION

<b>Name:</b>	<b>Report date stated in PCS Orders:</b>
<b>EMPL ID:</b>	<b>Sign In Date off Leave:</b>
<b>Rank:</b>	<b>Program Graduation/Completion date:</b>
<b>SSN:</b>	<b>Do you have a Government Travel Card (Yes or No)</b>
<b>School/ Training Start:</b>	<b>Component (Active/AGR/Reserve):</b>
<b>End Date:</b>	

### MANDATORY DOCUMENTS:

- Complete Student Data Form on SharePoint at: <https://armyeitaas.sharepoint-mil.us/sites/TR-CIMT-LTB-USASD>
- PCS Orders, Amendments (if applicable) and TDY Order (DD Form 1610) in conjunction with PCS Move (if applicable). PCS Orders "Assign To" line must have a with duty location included.
- Absence request (IPPS-A) or DA Form 31, (w/Control Number and signed out from unit in block 14a-c).
- DA Form 5960, Basic Housing Allowance (w/supporting documents) IAW ALARACT 037-2021
- DD Form 93, Emergency Data (Use new home address and sign block 15) done in IPPS-A
- Service Members' Group Life Insurance Election & Certificate (IPPS-A or milConnect)
- DA Form 7415, Exceptional Family Member Program (EFMP) Query Sheet (authorized dependents)
- United States Army Student Detachment Policies Memorandum of Understanding (signed and dated) All USASD Policy Memorandums are punitive
- Update ADPAAS (<https://adpaas.army.mil>), Print screen to show it has been updated
- Cyber Awareness Training Certificates (current within the last 12 months)
- DD Form 1351-2, Smart Voucher <https://dfas.mil/mil/militarymembers/travelpay/smartvoucher.html> (Not Required for No-Cost Move) USASD Policy Memorandum #16
- GTCC Program and Statement of Understanding (March 2016) and Government Travel Charge Card
- (GTCC) Travel Card Program (Travel Card 101) training at <https://www.defensetravel.dod.mil/Passport.html>  
Must have a Government Travel Credit Card (GTCC). Non-cardholder apply at: <https://home.cards.citidirect.com/CommercialCard/ux/index.html#login> to access Individual Bill Account (IBA)

### REQUIRED DOCUMENTS IF APPLICABLE:

- DA Form 5500 (Male) or DA Form 5501 (Female), Body Fat Content Worksheet

### HELPFUL INFORMATION (Do not submit below documents; Documents are for your use only.)

- Contact your losing unit to detach you from DTS and **Depart you in IPPS-A**
- Update your SRB and DA Photo prior to reporting U.S. Army Student Detachment

**I UNDERSTAND THAT NO ACTION(S)/UPDATE(S) WILL BE MADE UNTIL ALL MANDATORY DOCUMENTS HAVE BEEN RECEIVED.**

**SM SIGNATURE:**

**DATE:**