

United States Army Student Detachment (USASD) RESPONSIVE

Purpose:

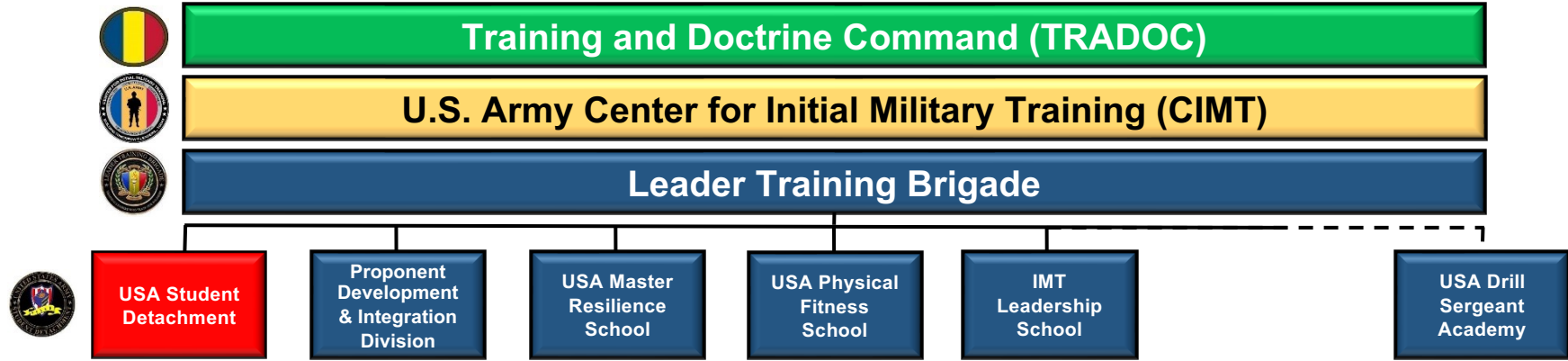
To provide an overview of the services provided by the USASD to the best Soldiers in the United States Army



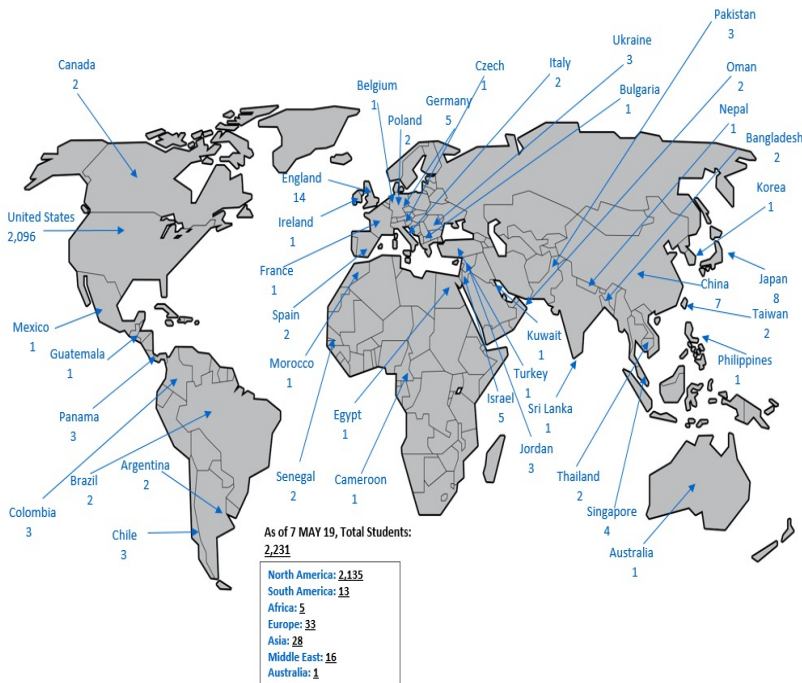
Agenda:

- USASD Mission
- TDA
- Provided Services
- In-Processing
- Absence Request
- Finance
- Out-processing
- Essential Personnel Services
- Closing comments

Welcome Brief



Mission: The U.S. Army Student Detachment provides command and control, human resources and financial management support, and medical readiness to more than **1,700** U.S. Army personnel attending civilian educational institutions and designated Armed Forces Service Schools in CONUS, and OCONUS locations to ensure their successful tour of study.



Advanced Civil School (ACS) Program

- Graduate (Masters) (JD) (PhD)

Broadening Assignments

- Fellowships
- Funded Legal Education Program (FLEP)
- Office of the Chief Legislative Liaison, Strategic Education & Development Program, Bachelor's Degree Completion Program (DCP)
- Scholars: Olmsted Scholarship & General Downing Scholarship
- **Foreign Area Officer In-Region-Training (FAO-IRT)**
- NDU

Joint Service Schools ILE

- Air Command and Staff College, Maxwell Airforce Base, AL
- Marine Corps Command and Staff College, Quantico, VA
- Naval Command and Staff College, Newport, RI
- Naval Post Graduate School (NPS), Monterey, CA

Training With Industry/Acquisition Program (TWI)

Sons of Other Nations (SON) Foreign School ILE

- 114 OCONUS locations - WIAS Taskers deployment
- In-Processing (New Arrivals)

Human Resources (HR)

- ❑ **In-Processing**
 - ❑ Add student to In-Processing tracker
 - ❑ Arrive in IPPS-A
 - ❑ Sign-in from PCS absence
 - ❑ Verify student's new address
 - ❑ EFMP
 - ❑ Security (DISS)
- ❑ **Out-Processing**
 - ❑ Publish PCS orders (plus Retirements, Terminal)
 - ❑ Sponsorship
 - ❑ Sign-out on PCS absence
 - ❑ Receive PCS orders from accessions/HRA
 - ❑ Package all required documents listed on out-processing checklist in one PDF File
 - ❑ EFMP
 - ❑ Security (DISS)
- ❑ **Personnel Actions**
 - ❑ STP/Personal Profile updates
 - ❑ Name changes
 - ❑ Foreign Language Proficiency Bonus
 - ❑ Unqualified resignations
 - ❑ Voluntary and involuntary retirements, separations
 - ❑ Legal actions/Suspension of Favorable Actions
 - ❑ Absences (CONUS/OCONUS)
 - ❑ EFMP
 - ❑ Family Care Plan
 - ❑ Height & Weight updated in DTMS
- ❑ **Temp Travel**
 - ❑ TDY Orders (TDY en-route)
 - ❑ DTS (TDY and Return)
 - ❑ PTDY w/HRC approval

Financial Management

- ❑ **Finance In-Processing**
 - ❑ Arrive Soldiers to their gaining duty location
 - ❑ Charge PCS Absence
 - ❑ **PCS Entitlements**
 - ❑ Basic Allowance for Housing (BAH)
 - ❑ Basic Allowance for Subsistence (BAS)
 - ❑ Family Separation Allowance (FSA)
 - ❑ Civilian Clothing Allowance (CCA)
 - ❑ Government Travel Card (GTC)
 - ❑ OCONUS Cost of Living Allowance (COLA)
 - ❑ Move-in Housing Allowance (MIHA)
 - ❑ Overseas Housing Allowance (OHA)
 - ❑ Cost of Living Allowance (COLA) or Security Advances
 - ❑ Reimbursement for State Licensure and Certification Costs for the Spouse of a Soldier Arising from PCS
 - ❑ **Deployment Entitlements**
 - ❑ Hardship Duty Pay
 - ❑ Hostile Fire Pay
 - ❑ Combat Zone Tax Exclusion Pay
 - ❑ **PCS Travel Payments (Submit via Smart Voucher direct w/DFAS)**
 - ❑ Dislocation allowance per diem for meals & lodging
 - ❑ Temporary Lodging Allowance (TLA)(CONUS/OCONUS)
 - ❑ **Out-Processing**
 - ❑ Advance Pay
 - ❑ Government Travel Card (GTC)
- myPay:** <http://mypay.dfas.mil>
- Allows customers electronic access to:**
- ❑ LES View / Print
 - ❑ Allotments – Start, Stop, Change
 - ❑ Change Bank Account
 - ❑ View DFAS Vouchers paid within last 6 months
 - ❑ W-2 view and print

Command

- ❑ Policies
- ❑ Accountability (Semi-Annual)
- ❑ Legal actions
- ❑ Medical – SUDs, hospitalizations, convalescent absence
- ❑ FLAGS
- ❑ IG complaints
- ❑ Congressional complaints
- ❑ Media management
- ❑ Gainful employments
- ❑ ADPAAS
- ❑ Briefs

Other Services

- ❑ Medical liaison (updates to MEDPROS)
- ❑ Financial Liability Investigations (FLIPL)
- ❑ Security management

Joint Service Schools & NPS

USASD conducts Global Video Services thru MS-Teams and Site Visits to provide informational briefings.

Command & Control Support Systems

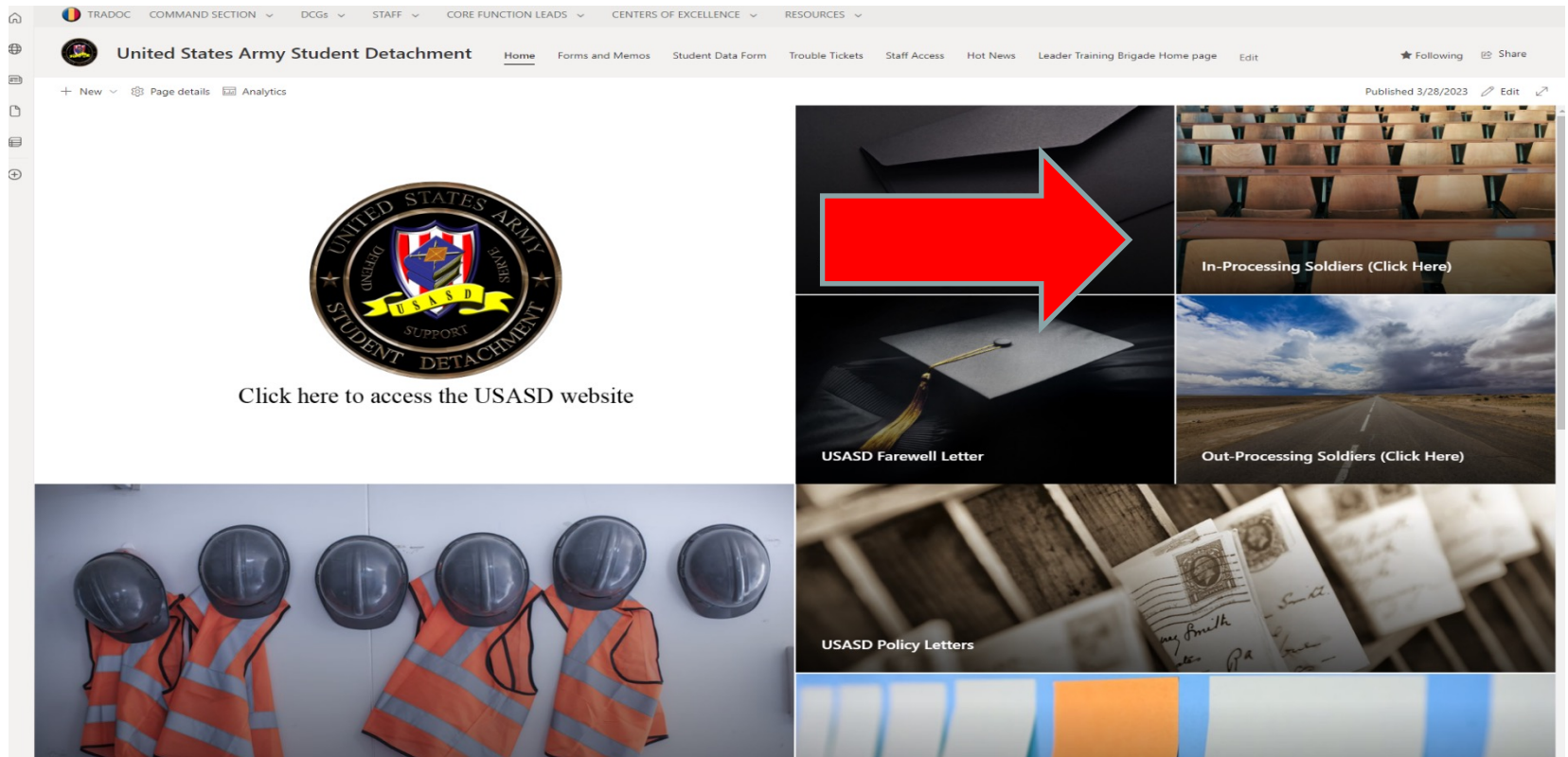
- ❑ Website Management
- ❑ **SharePoint Management**
- ❑ Facebook Management
- ❑ IPPS-A

United States Army Student Detachment



In-Processing

- ✓ All Students are required to use a CAC accessible computer with their Army 365 email authentication to gain access
- ✓ Access SharePoint at [United States Army Student Detachment - Home \(sharepoint-mil.us\)](https://sharepoint-mil.us) and communicate through Army 365 email usarmy.jackson.CAC.mbx.usasd-in-processing@army.mil
- ✓ DO NOT in-process/create a file no earlier than **10** days before your report date



United States Army Student Detachment

Click here to access the USASD website

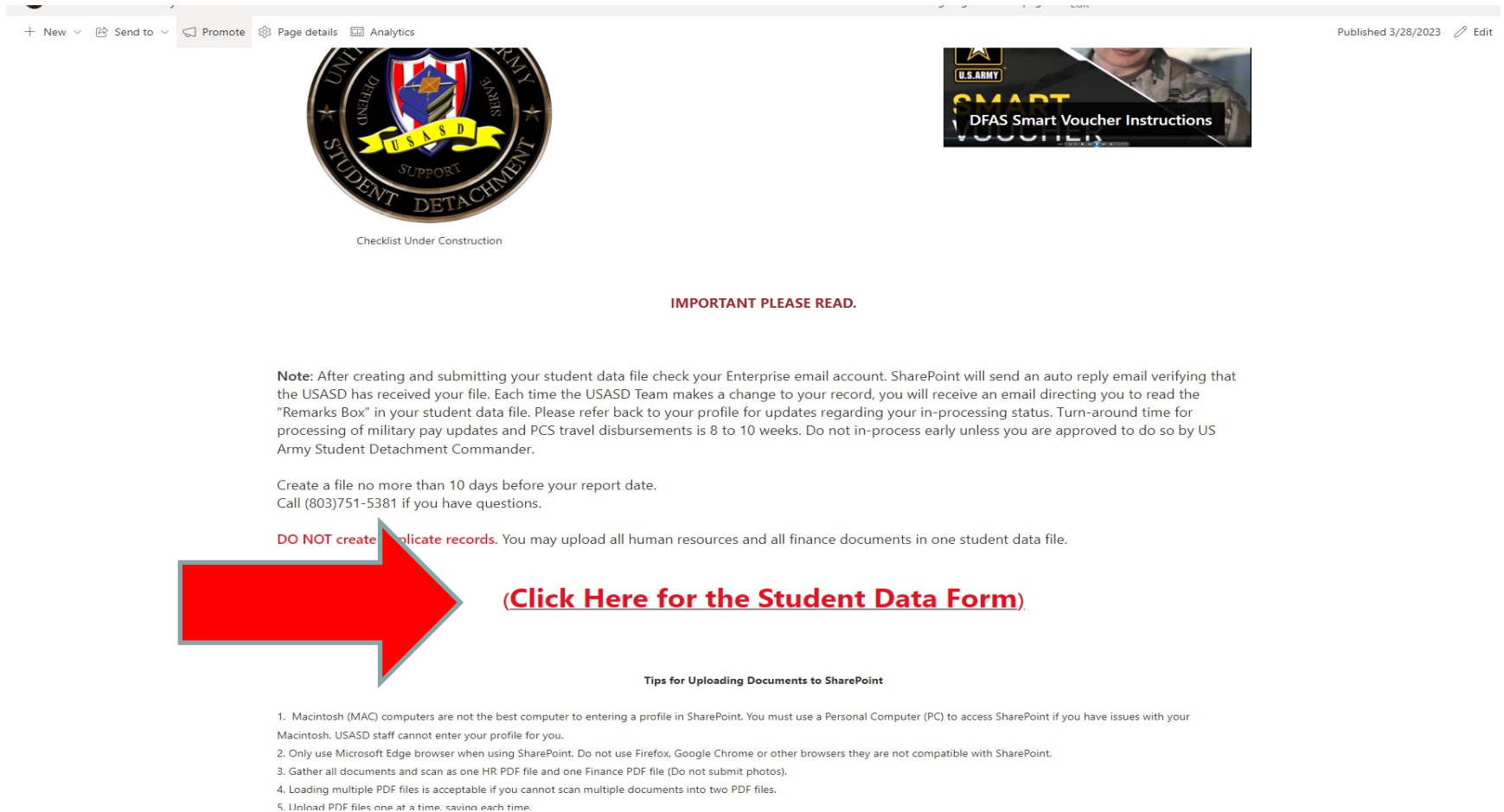
USASD Farewell Letter

In-Processing Soldiers (Click Here)


Out-Processing Soldiers (Click Here)

USASD Policy Letters

On the Home Page "click" the In-Processing tile and scroll down until you find the Student Data Form.



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Checklist Under Construction

IMPORTANT PLEASE READ.

Note: After creating and submitting your student data file check your Enterprise email account. SharePoint will send an auto reply email verifying that the USASD has received your file. Each time the USASD Team makes a change to your record, you will receive an email directing you to read the "Remarks Box" in your student data file. Please refer back to your profile for updates regarding your in-processing status. Turn-around time for processing of military pay updates and PCS travel disbursements is 8 to 10 weeks. Do not in-process early unless you are approved to do so by US Army Student Detachment Commander.

Create a file no more than 10 days before your report date.
Call (803)751-5381 if you have questions.

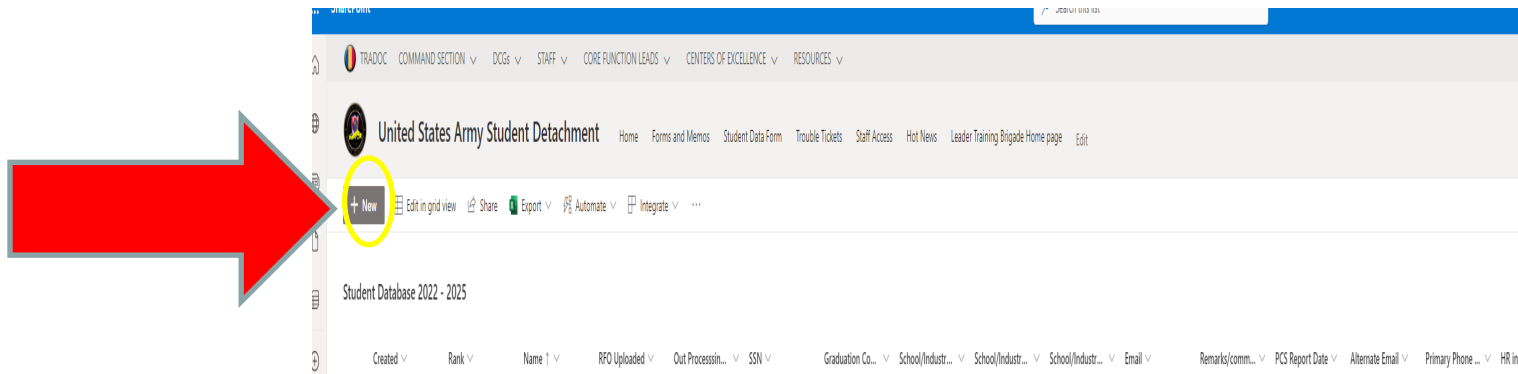
DO NOT create duplicate records. You may upload all human resources and all finance documents in one student data file.

(Click Here for the Student Data Form)

Tips for Uploading Documents to SharePoint

1. Macintosh (MAC) computers are not the best computer to entering a profile in SharePoint. You must use a Personal Computer (PC) to access SharePoint if you have issues with your Macintosh. USASD staff cannot enter your profile for you.
2. Only use Microsoft Edge browser when using SharePoint. Do not use Firefox, Google Chrome or other browsers they are not compatible with SharePoint.
3. Gather all documents and scan as one HR PDF file and one Finance PDF file (Do not submit photos).
4. Loading multiple PDF files is acceptable if you cannot scan multiple documents into two PDF files.
5. Unload PDF files one at a time, saving each time.

On the Student Data Form, "click" on NEW and fill in all information and upload your documents.



- ❑ Soldiers will report by submitting their complete HR and finance documents via SharePoint. **Scan your HR and finance documents into PDFs BEFORE logging into SharePoint.** Ensure your absence request is submitted in IPPS-A according to the instructions provided in this document. If your In-Processing packet is not received, a notice will be sent to you by Army 365 email concerning your **Failure to Report** and risk of pay suspension
- ❑ **Do not submit photographs of your documents.** Submit documents in **PDF** format to prevent delays in receiving your entitlements

Student Data Form (SharePoint)

Required Documents

- PCS Orders (To include amendments)
- Absence Request (IPPS-A) send all i.e., PTDY, PCS
- DA Form 5960 (form dated Jan 2022)
- DD Form 93
- Service Members' Group Life Insurance Certificate
- DA Form 7415
- ADPAAS "Print Screen"
- Cyber Awareness Training Certificate
- DD Form 1351-2 Travel Voucher
- GTCC Program and Statement of Understanding
- GTCC Training Certificate
- United States Army Student Detachment Policies Memorandum of Understanding (signed and dated)
- * Ensure to submit all documents

Questions