

DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY MEDICAL DEPARTMENT CENTER AND SCHOOL
AND FORT SAM HOUSTON
FORT SAM HOUSTON, TEXAS 78234-5018

Pamphlet
Number 1-3

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Administration
HANDBOOK FOR STUDENTS

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Chapter 1

General Information

1-1. Welcome.

a. Welcome to the Army Medical Department (AMEDD) Student Detachment (ASD)! We, the staff, congratulate you on having been selected to participate in a special education program as a part your professional development. The assignment on which you are embarking will be unique in many aspects; but most importantly, it will be unique because you will be in a non-Army environment for a period of time.

b. While you are in school, you will be assigned to the Army Medical Department Student Detachment, U.S. Army Medical Department Center and School (AMEDDC&S), and Fort Sam Houston, Fort Sam Houston, Texas 78234-5018. You will be geographically separated from your personnel and finance records. All finance support will be provided by the Defense Finance and Accounting Office (DFAS), Fort Sam Houston, Texas. The ASD is your link to supporting activities. We function as your unit level Personnel Administration Center as well as your installation Personnel Service Center. Our primary mission is to make your upcoming tour as free of problems as possible.

1-2. Purpose. This handbook has been prepared to help you answer many procedural and administrative questions that may arise because you are geographically separated from your unit of assignment. Its value is determined by the way you use it. We ask that you read through the handbook now and keep it handy. When you have a question or problem, refer to this handbook before either calling or writing to us. This will save you time and enable us to better serve your needs.

1-3. Scope. Policies and procedures apply to all students assigned to the ASD, unless stated otherwise.

1-4. Army Responsibilities.

a. The ASD is a subordinate element of the Human Resource Business Center, Fort Sam Houston, Texas, and is responsible for the command and control of the detachment. The ASD coordinates all actions; to include pay, personnel administration, medical/dental care, travel, and educational support for all students assigned to the detachment.

b. The ASD processes all personnel actions, maintains the Military Personnel File, academic evaluation reports (AERs), and issues permanent change of station (PCS) and generate temporary duty (TDY) orders. The ASD will notify students of impending promotion boards, provide Officer Records Briefs for update, and notify students of board results.

c. The Central Training Program, Department of Health Education and Training, AHS is responsible for fund control/payment of tuition, textbooks, and supplies for fully funded students.

d. The DFAS, Fort Sam Houston, Texas, acts on all finance matters for students assigned to the ASD.

e. The Health Services Division, Total Army Personnel Command (TAPC) selects and assigns all officers and warrant officers assigned to the ASD. The AMEDD Enlisted Commissioning Program Manager, Health Services Directorate, USAREC, Fort Knox, Kentucky, selects, assigns, and monitors the training of all enlisted personnel assigned to the ASD in the AECF Program.

f. The Department of Health Education and Training, AMEDDC&S, approves funds for contracts, to include tuition and fees for fully funded students, and all student TDYs in accordance with AR 351-3 (Professional Education and Training Programs of the AMEDD).

g. The following addresses and phone numbers are provided to assist you in reaching the right office to guide you with areas of concern that may come up during your tour of duty.

ADDRESSES, TELEPHONE NUMBERS, AND CORPS EDUCATION BRANCHES

STUDENT DETACHMENT

Mailing Address:

AMEDD Student Detachment
3061 Garden Road, Suite 44
Fort Sam Houston, TX 78234-5044

Phone Numbers: Commercial: (210) 221-XXXX DSN 471-XXXX
1-1637/3153/5725/3243/5582

Commercial FAX:210-221-3211
DSN FAX: 471-3211

Website: <http://www.cs.amedd.army.mil/hrbc/studet/>

(Note) Commercial telephone calls are at the expense of the student. Collect calls CAN NOT be accepted.

1-800-531-1114 Ext:# You may call the Fort Sam 1-800 number and ask for our extension # "as Official Business" - this number is often busy.

For approval on extensions and questions on semester hours, education criteria, request for funded TDYs contact your appropriate Corps Education Branch on the proceeding page of this handbook.

CORPS EDUCATION BRANCHES

Addresses and phone numbers for the Corps Education Branches are as follows:

Medical Corps: HQDA, OTSG
MC ATTN: DASG-PSZ-MC Ms Lisa Capers
5109 LEESBURG PIKE, SKYLINE6, RM 691
FALLS CHURCH VA 22041-3258
(703) 681-5037 DSN 761-5037
FAX: (703) 681-8044/1837

Dental Corps: ACADEMY OF HEALTH SCIENCES
DE ATTN: MCCS-HED
1750 GREELEY ROAD BLDG 4011 STE 205
FORT SAM HOUSTON TX 78234-6122
(210) 221-0079 - Ms Kay Barrett

Veterinary Corps: ACADEMY OF HEALTH SCIENCES
VC ATTN: MCCS-HEA
1750 GREELEY ROAD BLDG 4011 STE 205
FORT SAM HOUSTON TX 78234-6122
(210) 295-9428 LTC Roderick D. Kuwamoto, PA-C MMS
DSN: 421-9428 FAX (210) 221-2832; DSN 471-2832

Medical Specialist Corps: ACADEMY OF HEALTH SCIENCES
SP ATTN: MCCS-HEA
1750 GREELEY ROAD BLDG 4011 STE 205
FORT SAM HOUSTON TX 78234-6122
(210) 295-9428 LTC Roderick D. Kuwamoto, PA-C MMS
DSN: 421-9428 FAX (210) 221-2832; DSN 471-2832

Medical Service Corps: CDR, PERSCOM
MS ATTN: TAPC-OPH-MS
200 STOVALL STREET
ALEXANDRIA VA 22332-0417
(703) 325-2340/2342, DSN 221-2340/2342

Nurse Corps: CDR, PERSCOM
AN ATTN: TAPC-OPH-AN
200 STOVALL STREET
ALEXANDRIA VA 22332-0417
(703) 325-2330/2395, DSN 221- 2330/2395

AECP CDR, HQ USAREC
AN Enlisted ATTN: RCHS-AN (AECP)
1307 3RD AVENUE ROOM 2002
FORT KNOX KY 40121-2726
(502) 626-0381/0364, DSN 536-0381
FAX: (502) 626-0923 1-800-USA-ARMY

Credit Card Agency Program Coordinator (ACP) HUMAN RESOURCE BUSINESS CENTER
MCCS-BHR-PA
FORT SAM HOUSTON, TX 78234
(210) 221-0941 DSN 471-0941
FAX: (210) 221-1431 DSN 471-xxxx

AMEDD STUDENT DETACHMENT INTERNET MAIL ADDRESSES

Barbara.lockbaum@samhouston.army.mil (CDR, ASD)

Anna.Prescott@samhouston.army.mil (Supvr, ASD)

Araceli.sarabia@samhouston.army.mil (Program Manager for Officer's A-C & M's, and M9)

Joe.Gutierrez@samhouston.army.mil (Program Manager for Officer's D-L & Warrant Officers)

marisela.lara@samhouston.army.mil (Program Manager for Officer's N-Z & Warrant Officers)

anna.Prescott@samhouston.army.mil (Program Manager for All Enlisted)

1.5. Your Responsibilities.

a. Student Handbook. All Students assigned to the ASD must follow the guidance provided in this handbook.

b. Full-time Student. As a full-time student, you must devote full-time to your academic studies. Therefore, business activities must be restricted as outlined in AR 600-50 (Standards of Conduct for Department of the Army Personnel). These include being paid to teach or to assist a professor. Professional (military) activities such as speeches and personal appearances will be limited to those, which are directly related to your academic studies. Questions concerning potential conflicts of interest should be directed to the Commander, ASD.

c. Part-time Employment. In accordance with AR 40-1, students in long-term civilian education programs are prohibited from engaging in off-duty remunerative professional employment. No exceptions will be granted.

d. Personal Appearance. The Army is a uniformed service. A neat and well-groomed appearance is fundamental and contributes to building the pride and esprit essential to an effective military force. While you are attending school, you are expected to maintain a soldierly appearance with AR 670-1. You are expected to maintain an appropriate level of physical fitness and maintain acceptable weight standards in accordance with AR 600-9. It is incumbent upon you to participate in any available Army Physical Fitness Test at or near your training location and ensure that the results are annotated on your AER. Officers who apply for additional professional training beyond the current program must be in compliance with the physical fitness requirements. In this regard, if you are applying for further training, you are required to meet acceptable weight standards and to successfully complete the Army Physical Fitness Test. It is your responsibility to ensure current data are provided with your application. Enlisted Students will be required to pass a physical exam prior to commissioning.

e. Uniform Requirements. The authorized unit crest for the AMEDD Student Detachment is the MEDCOM crest. Wearing your uniform to class is optional.

f. DNA: All active component soldiers are required to have a DNA sample on file at the DNA repository. Report to BAMC Pathology Department (4th floor) to have a sample taken (if you reside in San Antonio); or report to your nearest military Medical Treatment Facility to have the sample taken (if you reside within 50 miles of a military MTF).

g. ANTHRAX VACCINATION: All Army members are required to obtain the Anthrax vaccination. This is a six shot series. If you have completed your vaccinations, notify the Student Detachment with the date, lot number and location vaccinations were received. Currently, only those soldiers on order to Southwest Asia or Northeast Asia are being given the vaccination. If you are on orders to one of these areas, we will tell you how to obtain your vaccination before you PCS.

h. Address; Telephone number, and e-mail address. To help us better serve you, please provide ASD with your e-mail address, mailing address and telephone number where you can be reached. In compliance with the provisions of the Privacy Act of 1976, this information will be used for official purposes only and will not be shared with outside agencies or individuals without your permission.

i. If there is a Professor of Military Science (PMS) at the school you are attending, report to him or her in person within 2 weeks of your arrival. The PMS is not responsible for your administration; however, reporting alerts the ROTC unit of your presence and enables them to assist you should there be a need. The Unit Fund includes you as a member of the ROTC unit during your school assignment. Adhere to local customs concerning courtesy calls on institutional authorities.

Chapter 2

In-processing

2-1. Administrative. This chapter provides instructions on what you should do before leaving your present duty station, reporting for duty, and administrative processing. Your adherence to these instructions will eliminate many of the in-processing delays that often result from a permanent change of station. If you need more guidance, contact the ASD.

2-2. Before You Leave Your Present Duty Station:

a. Review your reassignment orders to ensure all information is correct and complete. Orders **MUST** reflect:

(1) Assigned to: Army Medical Department Student Detachment (W3VZ6A), Fort Sam Houston, TX, with duty station (name, location and zip code of school or training agency you will be attending).

(2) Report Date: Early report will NOT be authorized, unless report date is after the start date of your program.

(3) Service Obligation: The obligation incurred for your training program should be stated in your orders. Soldiers are required to extend or reenlist to meet service obligations.

(4) The following information: Period of study, degree to be awarded and discipline or major course of study (if applicable), and a statement indicating if the schooling is fully funded or partially funded at no expense to the government (civilian schooling only).

b. If your orders do not contain all the above items, immediately contact your losing personnel office for an amendment to your orders. If this information is missing or wrong, your in-processing will be delayed.

c. Send or fax a copy of your orders, and any amendments, to the AMEDD Student Detachment, 3061 Garden Road, STE 44, Fort Sam Houston, TX 78234-5044, Fax (210) 221-3211, DSN 471-xxxx.

d. Update all records and:

(1) Get a current official photograph and ensure copies are sent to PERSCOM (Officers only).

(2) Get a current physical, if required, and ensure that it is properly posted in your records (Officers only).

(3) Update your Officer Record Brief (ORB) within 30 days of your departure (Officers only).

(4) Ensure copies of all required documents are sent to your

branch to update your official military personnel file (OMPF) before reassignment to the ASD (Officers only). <https://ompf.hoffman.army.mil> you will need your AKO ID and password.

(5) Ensure any required dental care is accomplished before departing your current unit.

e. Review your DA Form 31 (Request and Authority for Leave). In accordance with AR 600-8-10, you must be issued a PCS DA Form 31 before departing. Blocks 14a, 14b, and 14c of the DA Form 31 must be completed by your losing personnel center. If you do not want to take leave en route, do not leave your current unit earlier than the date specified in your orders, minus authorized travel time. You are required to have a DA 31 for travel only. You should contact your local travel office to determine your authorized travel time.

f. If you are being assigned to a school in the CONUS where government housing may be available, ensure that either a DA Form 4787 (Reassignment Processing) (for Army housing only) or DD Form 1746 (Application for Family Housing) (for other services housing) is completed and sent to the housing office having geographical responsibility for your new duty station. If you plan to buy a house through the VA and a DD Form 1747 is required, contact the housing office nearest your new duty for a completed DD Form 1747. If your new duty station is within a 1 hour commute or is less than 30 miles from the nearest military installation, you may be required to accept government quarters. If you are married, you are required to contact the family housing office nearest your new duty station before buying or leasing a residence. The decision on whether or not you live in government quarters is the responsibility of the local housing office. Single personnel are authorized to reside off-post regardless of the availability of quarters.

g. Ensure following items are out-processed and in your possession before you leave:

(1) Military Personnel File, to include an ORB for officers, PCS Leave Form (DA Form 31), Security Clearance (DD Form 873), Record of Emergency data (DD Form 93), and the Life Insurance Election and Certificate (SGLV-8286).

(2) Medical and Dental Records for yourself. These records will be kept by the nearest military medical facility from which you receive treatment. If no military medical facility is available, keep the records on your own.

(3) Individual Flight Records (DA Form 3513) (applies to aviators only).

(4) Termination of government quarters statement if quarters were occupied.

(5) **Medical Corps (MC) Officers**, before you depart contact the Credential Office to ensure your Practitioner's Credentialing File (PCF) is forwarded to the gaining unit's Credential Office: **MEDCOM, ATTN: MCHO-Q, 2050 Worth Road, STE 26, Fort Sam Houston, TX 78234-6026, phone number (210) 221-7254.** This action is extremely important, since you will NOT receive your Special Pay Bonus until ASD has verified with MEDCOM that your PCF has been received and is in place. Also ensure the AMEDD Student Detachment has a current license on file for you, fax license to (210) 221-3211, DSN 471-xxxx,

h. Review your personal finances:

(1) See if advanced travel pay is needed. Reimbursement for PCS travel and dislocation allowance may require 4 to 6 weeks processing time after documents are received and transmitted for computation. You are authorized either advance travel pay or the issuance of transportation requests (TRs). Request advance travel before you leave your present duty station.

(2) Is advance dependent travel pay needed? Advance dependent travel is not authorized if TRs are issued for your dependents. Advances must be paid before your departure.

(3) Is advance pay needed? You may be authorized payment not to exceed 1-month advance pay before you depart your old duty station and payment not to exceed 2 month's pay within 60 days of your reporting to the ASD. If you do not physically move, you are not entitled to advance pay. Normally, advance pay will be prorated over 12 months. Advance pay cannot be paid while you are en route. It is recommended that single students drawing Basic Allowance for Housing (BAH), apply for advance pay since BAH rates will be stopped when they leave their present duty station and will not be reinstated until after their in-processing has been completed by the ASD. Advance pay must be fully justified. It cannot be used to defray school costs but only to defray actual costs of a PCS move.

(4) Have you made the necessary changes for your end-of-month and mid-month checks? Although your military pay should continue while you are en route, it may be temporarily held in accrual until after you have reported to duty at ASD. This accrual could include any allotments you might have made. If you are near an U.S. Army military installation, you can have the finance office verify that your pay is not in accrual before you start writing checks. If not near a military installation, call the ASD for assistance. Accrual normally occurs only if 90 days has expired between departure of your old duty station and your arrival at the ASD.

i. If you are planning a Do-It-Yourself (DITY) move, contact the local transportation office for documents and instructions. For further information on DITY moves, see par 2-10, c., DITY moves.

j. You may be eligible for Temporary Lodging Expense (TLE) during this move. For further information on TLE, see para 2-9c and have your departing finance office provide you with the latest information.

2-3. Methods of In-Processing.

a. **In Person Processing.** You may report in person to ASD located on 1706 Stanley Road in building 2263, room 117, Fort Sam Houston, Texas, enroute to your new duty station. You **WILL NOT** be authorized additional travel time or reimbursement for this travel. In-processing cannot be completed until you have physically reached your new duty station. ASD personnel will help you with any questions you have regarding in-processing. Please notify your program manger at ASD in advance if you intend to come to the Detachment for in-processing questions/assistance.

b. **Mail In-processing.** Complete and mail all required documents to include In-Processing Checklists with your records not later than 30 days after your reporting date. In-processing will not be started until all required documents and records have been received and reviewed by the ASD. We recommend you mail your records by Certified Mail, Return Receipt Requested, for security purposes. Mailing costs are your responsibility.

2-4. Reporting Procedures. You are NOT authorized to sign in earlier than the reporting date specified in your orders, unless report date is after the start date of your program.

2-5. In-processing Procedures. The following paragraphs will provide you with all necessary information and instructions to complete in-processing. Your in-processing should be accomplished in four parts: Records and related documents, Personnel, Finance and Pay Documents, and Travel. All forms required to complete your in-processing have been provided in the ASD website <http://www.cs.amedd.army.mil/hrbc/studet/> . This Handbook contains useful information regarding in-processing and other pertinent information, while you are assigned to ASD. After you have read through these procedures, please feel free to contact the ASD for any questions or further assistance. Upon completing and assembling the documents requested, mail all documents and records to: AMEDD Student Detachment, 3061 Garden Road, STE 44, Fort Sam Houston, TX 78234-5044.

2-6. Records and Related Documents Required for In-processing.

a. You are required to send your military personnel file, and (Officers) ORB, to the ASD.

b. Enlisted personnel are required to send your Payroll Suspense Documents Envelope (DA Form 2356) to the ASD.

c. Individual Flight Records (DA Form 3513), for Officers should be mailed directly to ASD.

d. Permanent Change of Station Orders. Five Copies of these orders, with all amendments, must be sent to the ASD with your records.

e. Original Copy of your PCS Leave Form DA Form 31.

2-7. Personnel Documents Required for In-processing.

a. In-processing Information Sheet. All students must complete this form. Furnish all information requested, this form is used to establish your entry into our database.

b. Record of Emergency Data (DD 93). Complete, date, sign and send to DD 93 to the ASD. Once received your Program Manager will sign the DD Form 93 as the witness.

c. Servicemen's Group Life Insurance Election (SGLV Form 8286), Read all instructions on both sides of the form carefully and enter the requested information. Your Program Manager will provide the witness signature for this form. "By Law" can no longer be used.

d. Enclose the documents necessary to update your personnel records such as certificates of training or awards not posted to your file.

2-8. In-processing Finance Pay Actions.

a. Advance Pay Certification/Authorization (DD Form 2560). This form is to be used to request advance pay. If you do not desire an advance, disregard and go on to the next document. If you desire advance pay, have moved in conjunction with your PCS, and have met the requirements for advance pay in paragraph 3-7, send a completed DD Form 2560 in with your in-processing documents.

b. Authorization to Start, Stop, or Change BAQ and/or VHA (DA Form 5960) All individuals must complete this form.

(1) This form certifies authorization to receive BAH at the with duty@ zip code and not your residential zip code.

c. Temporary Living Expenses (TLE). In accordance with Part H of the Joint Federal Travel Regulation, you may be authorized to apply for TLE within CONUS when it is necessary for the member and/or family members to occupy temporary lodging incident to a PCS.

(1) The TLE applies to all uniformed members and/or family members who occupy temporary lodging.

(2) The TLE is authorized for a total of 10 days in connection with a PCS; 5 days within 50 miles of the old duty station prior to signing out and 5 days of the new duty station after signing in, or 10 days at either the old or new duty station, but not both.

(3) If near a military installation, you must use the guest house unless it is full, then you must obtain a non-availability statement.

(4) Requests for TLE must be submitted on the form provided.

(5) Requests must contain the following:

(a) Original and two copies of receipts covering the lodging expense claimed.

(b) Three copies of your PCS orders.

(c) Certificate of Non-availability of Government Quarters (students serviced by the Fort Sam Houston Housing Office ONLY).

(6) Restrictions:

(a) You may claim TLE for yourself and your dependents (if applicable), only if you have signed out of your old station or have signed in at your new duty station.

(b) You are not eligible to receive TLE if you are receiving per diem.

(c) Other Pay Documents. You may submit other pay actions you desire when sending your in-processing documents to the ASD. These may include, but are not limited to, JUMPS-JSS Pay Elections (DA Form 3685-R), DD Form 2558, and Employee's Withholding Allowance Certificate (W-4).

2-9. Payment of PCS Travel Allowances.

a. Travel and dislocation allowances will be paid by electronic funds transfer.

b. Reimbursement should be received 4 to 6 weeks after in-processing has been completed. During the peak in-processing months (June thru September) processing time will take longer.

c. Reimbursement for a DITY move will take a minimum of 6 to 8 weeks processing time.

2-10. Travel. Before you complete your travel claims, you will need to assemble the following items (some of the items may not apply if you do not have family members, or if you did not use the particular mode of travel). For assistance in completing travel claims, contact Travel Branch at, (210) 295-8735/8724.

a. Your losing unit must complete request and Authority for Leave, DA Form 31, items 14a, 14b, and 14c. If you went TDY enroute, item 17 (DA Form 31) must be completed with the TDY report and departure dates indicated by your TDY station. If you had an approved permissive TDY for house hunting enroute, you must enter the dates and times in block 17 (if no TDY was involved). You must enter the permissive TDY information on your travel voucher itinerary. The Fort Sam Houston Finance Office requires that you submit a PCS DA Form 31 whether or not you actually took leave. Be sure that the original copy of the DA Form 31 is submitted.

b. Travel Voucher or Subvoucher (DD Form 1351-2) Complete this form only when travel was actually performed. Attach four copies of your PCS orders, including amendments. Original copies of airline tickets and/or TRs, which were purchased by you or were issued to you must be included, if applicable. You must have these for family

family members also. Original receipts for any reimbursable expenses

in excess of \$75.00 must be included with your claim. If you were TDY enroute, original copies of lodging receipts or non-availability statements must be attached. If you received an advance travel and/or dislocation allowance, a copy of the DD Form 1351-2 (Travel Voucher) must be attached. All copies of the DD Form 1351-2 must be legible.

(1) Complete all heading information as indicated. In the "Travel Orders" block include all amendments. If you received an advance pay, be sure to include all information requested in the "Prior Travel Payments or Advances" block. If you did not receive an advance, enter "NONE."

(2) Itinerary Section (Blocks 1, 2, 3, and 4). Include all major stops using "Mode of Travel" and "Reason for Stop" codes listed on the reverse side of the form. For a PCS voucher, your travel begins when you depart your old duty station and ends when you arrive at your new duty station. Include any TDY or leave taken in the itinerary. Enter "Cost of Lodging" amounts for any period of TDY.

(3) Reimbursable Expenses (Block 5). Include all reimbursable costs incurred in your travel. You must include original receipts for any expense exceeding \$75.00. Be sure to include costs of airline tickets purchased by you for this travel. Reimbursable expense does not include:

(a) Mileage in and around the TDY point, unless authorized in your orders.

(b) Rental car unless authorized in orders.

(c) Costs of meals consumed.

(d) Telephone toll charges.

(4) Long Distance Telephone Calls (Block 6). Do not make any entries in this block. Telephone calls will not be reimbursed.

(5) Transportation Request (Block 7). List any TRs issued to you. Enter TR number and "From" and "To" information. Attach copies of the TR and the tickets you were issued.

(6) Other Information (Blocks 8, 9, 11, 14, and 15).

(a) Block 8. If you took leave in conjunction with your travel, enter the number of dates and the dates you were on leave.

(b) Block 9. If you drove your personal auto for any portion of the trip, check "owner/operator."

(c) Block 14. Sign the DD Form 1351-2.

(d) Block 15. Date the DD Form 1351-2.

(7) After you have completed the DD Form 1351-2, check all entries to ensure they are correct, attach original and three copies

of receipts, three copies of vouchers for advances, three copies of TRs, and three copies of your orders with amendments, if any.

(8) If additional space is needed for any item, use the DD Form 1351-2c for a continuation sheet.

(9) Helpful Hints.

(a) You must list the amount paid for lodging at TDY sites in block 2. If you do not, the finance office will not pay the correct amount.

(b) If you went to a military installation for TDY, you must have a statement of non-availability of quarters if you resided off-post. Please ensure that you send a copy of the statements.

(c) If you stayed in BOQ/VOQ guest quarters, you must provide receipts.

(d) **Before you send the completed voucher to ASD, we recommend that you make a copy of it and all receipts for your own records.** This will prove invaluable should a question arise later. Also, when you receive your check, a copy of the paid voucher will be returned to you. Receipts, TRs, etc., will not be returned.

c. Do-It-Yourself Moves. A separate Travel Voucher (DD Form 1351-2) must be submitted to claim a DITY move. Your local transportation office, prior to your leaving your unit, must advise and provide you with the required documents needed. You are required to submit the following forms with your DITY move claim.

(1) One copy of DD Form 1299 (Application for Shipment and/or Storage of Personal Property).

(2) Two copies of DD Form 1155 (Order for Supplies or Services/Request for Quotations).

(3) Two copies of the DITY worksheet.

(4) Weight tickets of unloaded truck/trailer.

(5) Weight tickets of loaded truck/trailer.

(6) Copy of rental contract.

(7) Completed DD Form 1351-2, to include itinerary.

(8) Three copies of PCS orders with amendments, if any.

(9) Claims for reimbursement of a DITY move or rental equipment must be sent to the ASD with your other in-processing documents and records.

(10) Two copies of DD Form 2278 (Pickup from your local Transportation Office).

(11) Questions or inquiries on DITY Moves can be made by calling DITY Section at (210) 295-8724/8730/8735.

Chapter 3

Finance Actions

3-1. Finance. This section provides you with instructions on financial matters to help you complete finance actions.

3-2. Leave and Earnings Statement.

a. Your Leave and Earnings Statement (LES) will no longer be mailed to your homes address. You will have to access it thru <https://mypay.dfas.mil> . MyPay is user friendly and is available 24/7.

b. If you do not have a ePIN, go to mypay website and click on the "New PIN" button. You can elect to get ePIN by email or regular mail.

3-3. W-2 Form. The W-2 Form is also available on the <https://mypay.dfas.mil> website. You will be able to view and print tax statements, manage your TSP, Savings Bonds, allotments, change federal and state tax withholdings. Strong encryption and secure sockets layer technologies combined with user-unique access make myPay safe to use and protect personal information from unauthorized access.

3-4. Employment Verification. All employment verifications must be in writing with your signature authorizing ASD, release of your income information for employment verification. Your request should be sent to the ASD. If you are en route and have not in-processed, there may be a delay in processing your employment verification until your finance information becomes available. You need to provide the ASD a current LES so income information can be verified.

3-5. Pay Allowances.

a. Authorization to Start, Stop, or Change BAQ (DA Form 5960).

(1) Anytime your marital status changes, or your address changes, you must complete and submit a DA Form 5960. Also, you must attach either an original or certified true copy of your marriage certificate or divorce decree, as applicable. If you are divorced, these forms must be submitted even though you have other dependents and your entitlement to BAQ will not stop. This form must be completed at the end of each PCS.

(2) If you are assigned family-type government quarters, you must submit two copies of your quarters assignment document so your BAQ entitlement can be stopped.

(3) When government quarters are terminated, send two copies of the termination document to the ASD, except when you are within 30 days of graduation. When termination is within 30 days of graduation, documents should be kept and submitted when you in-process at your next duty station.

(4) To establish dependency for family members other than lawful spouse or legitimate children under 21 years of age, you must complete a DD Form 137 (Application for Basic Allowance for Quarters for Members with Dependents). If you need a DD Form 137, please contact the ASD. Send the completed form through the ASD to the Determinations Branch, Defense Accounting Center for approval. Final action normally requires at least 60-90 days.

b. Quarters Allowance.

(1) If your family members do not occupy government quarters, you are entitled to Basic Allowance for Quarters at the "with dependents" rate corresponding to your pay grade. If you are married to another military member, with not other family members, and do not occupy government quarters, you and your spouse are both entitled to BAQ in your own right at the "without dependents" rate. If you have dependent children, whoever claims the children is entitled to BAQ at the "with dependents" rate.

(2) If you are single and do not occupy government quarters, you are entitled to BAQ at the "without dependents" rate corresponding to your pay grade. This allowance is effective the date you report for duty. No action is required by you to receive this allowance; however, you are obligated to tell the ASD whenever your entitlement to this allowance changes. You will receive PCS-BAQ for all periods of delay en route leave. Payment of PCS-BAQ should be included in your monthly pay within 2 months after all in-processing has been completed and PCS travel has been paid.

(3) It is your responsibility to furnish the ASD copies of termination or assignment of government quarters documentation which change your entitlement to BAQ. You are also responsible for providing information and documentation anytime your marital status changes.

c. Basic Housing Allowance Certificate (DA Form 5960).

(1) Your entitlement to basic allowance for quarters begins and ends under the same conditions when you are assigned to a permanent duty station in the CONUS. Effective the date you report for duty, you will be entitled to VHA without offset until such time as you submit a completed DA Form 5960 with required documents. Variable Housing Allowance at the offset rate will be paid effective either the day you report for duty or establish permanent residency, whichever is earlier.

(2) Basic Housing Allowance at the rate paid at your old permanent station continues through the day before your report for duty at the ASD, with the exception that the entitlement will be decreased by the number of days that you are allowed for PCS travel. If VHA was not paid at your old permanent duty station because government quarters were assigned, you are entitled to VHA at the rate applicable to the old station, beginning on the day you terminated government quarters. If your old permanent duty station was outside the CONUS, you will be entitled to VHA on the day you report for duty

or establish residency at your new duty station or intermediate temporary duty or training location in the CONUS.

(3) Your BAH is on your duty location, not on the physical location of your dependents.

d. Basic Allowance for Subsistence (BAS).

(1) Officers will continue to receive BAS at the prescribed rate.

(2) Enlisted personnel will be authorized BAS at the Rations in Kind Not Available rate. The ASD Commander will authorize start of the BAS upon your in-processing.

3-6. Pay Changes. The following forms are required in order to make changes to your monthly pay. Mail forms to the ASD for review and transmittal to Finance for action. Documents must be received in the ASD not later than the first work day of the month, you want the change to become effective. Blank forms are available from the ASD website, under forms. All forms submitted to finance for action, must be signed and dated. Any forms received without signature will not be proceed.

a. JUMPS-JSS Pay Elections (DA Form 3685-R) Complete and submit a DA Form 3685-R only if you want to change the address of monthly or mid-month pay. Be sure all items are complete. If you select the "check to bank" option to change banks for your mid-month or end-of-month checks, you must complete and submit an Authorization for Deposit of Federal Recurring Payments (SF 1199a) with the completed DA Form 3685-R. You must complete items A through J of the 1199a, and the remaining items must be completed by a bank official.

b. Employee's Withholding Allowance Certificate (Form W-4). When submitting a Form W-4 to change the number of tax exemptions, be sure that you complete all the information requested. The address on this form must be your legal residence address, not your mailing address. You can also change you Withholding Allowance Certificate (Form W-4) thru <https://mypay.dfas.mil>

c. Authorization to Start, stop, or change an Allotment (DD Form 2558) Complete and submit a DD Form 2558 to start, stop, or change an allotment. Submit a separate form for each allotment you want to start or stop. You may use one form to change only the amount or the address of the payee for an allotment currently being deducted from your pay. The effective month of the first or last deduction of an allotment refers to the end of the month (e.g., if a new allotment is to pay insurance premium due on 10 May, first month of deduction would be April). Ensure all the items and information are complete and forms are signed before mailing, or you can change Allotments thru <https://mypay.dfas.mil>

3-7. Advance Pay. You may be authorized an advance pay not to exceed 1 month's pay before you depart your old duty station and a payment not to exceed 2 month's pay within 60 days of your reporting to the ASD. If you did not physically move, you are not authorized an advance pay. Normally, advance pay will be prorated over 12 months, except when you are being assigned to a high-cost area or overseas station. If you are assigned to a high-cost area or overseas station, you may request up to 24 months proration. Advance pay cannot be paid while you are en route. It is recommended that single soldiers drawing BAQ/VHA apply for advance pay since all BAQ and VHA will be stopped when they leave they present duty station and will not be reinstated until after their in-processing has been completed by the ASD. Advance pay MUST be fully justified. Advance Pay CANNOT be used to defray school costs but only to defray actual costs of a PCS move.

a. If you are requesting an advance pay when in-processing to the ASD, complete the DD Form 2560 and return it with your in-processing documents.

b. If you are requesting an advance pay when out-processing from the ASD, complete the Advance Pay Form and return it with one copy of your PCS orders at least 45 days before your departure date.

3-8. Advance PCS Travel Payments.

a. All advance travel payment requests should be received by the ASD at least 45 days prior to your school completion date.

b. Unless otherwise indicated, you are authorized to request the following advance travel payments: travel for you and your dependents and dislocation allowance.

c. These requests must include the type of advance requested, signature, and three copies of your PCS orders for each advance.

(1) Dependent Travel: Name of spouse, date of marriage, names and dates of birth of all children traveling, and place from which travel will be performed. If dependents will not travel to the new duty station, give complete address of their designated location.

(2) Dislocation Allowance: Married members are entitled to draw advance dislocation allowance if their dependents move for the convenience of the government. Single members are entitled to this allowance if they furnish proof that government quarters will not be available at their new duty station.

**3-9. Medical and Dental Special Pays—MASP, DASP, ISP, AND MSP
(officers only).**

a. MASP and DASP. Since eligibility dates for these payments are not always reflected in the personnel records in the ASD, the officer must initiate all requests for special pay and provide the ASD the most current medical license. Please fax a current medical license to (210) 221-3211, DSN 471-xxxx and contact your appropriate program manager to ensure license was received. It is highly recommended that eligible Medical and Dental Corps officers contact the ASD not later than 45 days prior to the date the payment is due at the extensions provided below. A contract will be forwarded to you for signature and returned to the ASD for approval. Once ASD acquires appropriate signatures, contract will be forwarded to Special Pay for payment disbursement.

b. ISP and MSP. These payments are subject to revision each year by the Department of Defense and eligibility for payment and amounts of entitlement may change. Contracts will be prepared and forwarded to you for signature. You must maintain your state license and be fully credentialed to practice in your specialty to be eligible for these payments. Since these payments are subject to annual revision, you are encouraged to refrain from committing yourself for them until formally notified of your eligibility. For further questions regarding your eligibility or Special Pay for disbursement, contact Special Pay Branch at (703) 325-2378/2379/2376 DSN 221-2378 FAX (703) 325-2326

Program Managers according to your Last Name are as follows:

Mrs Araceli Sarabia, A-C & M's	(210) 221-3243	DSN 471-xxxx
Mr Joe Gutierrez D - L	(210) 221-3153	"
Ms Marisela Lara N-Z	(210) 221-5725	"

Email: first.last@samhouston.army.mil

NOTE: In accordance with AR 40-68, paragraph 4-3, all MC Officers attending Long-Term Civilian Health Training are required to ensure that the former credentials committee of the losing MEDDAC or MEDCEN forward the Practitioner's Credentialing File (PCF) to:

MEDCOM, ATTN: MCHO-Q, 2050 Worth Road, STE 26, Fort Sam Houston, TX 78234-6026. If your PCF is not in place you will NOT receive your Special Pay. To confirm your PCF file is in place call (210) 221-7254

This requirement is NOT optional. All credentials information is being maintained in a database called CCQAS and monitored directly by the Army Surgeon General.

Chapter 4

Personnel Processing

4-1. Personnel. The information found in this section will help you complete personnel-type actions during your period of schooling.

4-2. Personnel Actions. All personnel actions will be sent through the ASD for processing. Questions about personnel actions should be directed to the detachment.

4-3. Awards. The ASD will send you awards received from your previous duty station. Awards received will be posted to your official file. Military awards are not authorized for academic excellence or achievement.

4-4. Identification Cards.

a. Military ID Card (DD Form 2a). You may have your ID Card renewed at any Army installation if you have a verified application from the ASD.

b. Dependent ID Card (DD Form 1173). Dependent ID cards can be issued by any military installation. However, a certified DD Form 1172 (Application for Uniformed Services Identification and Privilege Card) must be requested from the ASD. Also, individuals requesting ID cards for dependents not currently enrolled in DEERS must complete requirements in the following paragraph.

4-5. DEERS. Defense Eligibility Enrollment Report System (DEERS) is a system used to identify personnel eligible for military benefits. All active duty Army members are automatically enrolled in the system. However, if you have family members who are eligible for military benefits, it is your responsibility to enroll them in the DEERS. It's important that you keep your information updated. Make certain that the following fields are correct: Sponsor's name; Sponsor's ID/Social Security Number; Patient Enrollee's name, address, birth date and relationship to Sponsor. If any of the fields do not exactly match the data in DEERS: Your Tricare Prime enrollment will be delayed, your prescriptions will be rejected and the pharmacy claims will not be processed. Call 1-800-538-9552 or e-mail DEERS changes to addrinfo@osd.pentagon.mil.

4-6. Review of Officer Record Brief (ORB). The ORB is printed annually by birth month and in anticipation of a promotion board. Your ORB will be forwarded to you for your review. You should make any changes necessary, keeping in mind that you must provide appropriate documentation to support any change. Once you are satisfied that all information is current, sign and date the form at the very bottom and return it to the ASD.

4-7. Academic Evaluation Reports (AER) (DA Form 1059-1).

a. The AER replaces the Officer Evaluation Report/NCOER while you are in training. It is your responsibility to ensure that the AER is

completed by your academic advisor and that the report is returned to the ASD. Academic Evaluation Reports for AMEDD students are required annually and upon completion of the program. For enlisted, the first report is due 12 months from the beginning date of your program and every 12 months thereafter until graduation. For officers, the first report is due at the end of the first academic year.

b. You are required to furnish a transcript with your final AER for inclusion in your OMPF. Do not send transcripts with your annual AERs. Transcripts are to be mailed directly to your Corps Education Branch (pg 1-6). Final transcripts must indicate the degree awarded and the date. Transcripts are not required for residency or fellowship programs. Mail final AER only to the ASD for processing.

c. The ASD will complete Section I of the AER and forward it directly to you. Your academic advisor completes Section II and returns it to you for forwarding to the ASD where the Commander, ASD, completes Section III. The finalized report will be forwarded to PERSCOM (officers) or Fort Benjamin Harrison (enlisted) and a copy of the report will be returned to you.

d. Officers pursuing Master's and Ph.D. Degrees are responsible for completing all work, including thesis and dissertation, during the training period. If you are unable to complete all work during this period, the Commander, ASD, must indicate in Section III of the AER that the training was not completed. This report becomes a referred report and will be sent to you for comment and/or acknowledgment. If at a later date, you do complete all of the degree requirements, you may take your final transcript and diploma to the Education Center on the installation where you are assigned and have an AER completed indicating degree completion for filing in your OMPF.

4-8 Army Physical Fitness Test (APFT) (DA FORM 705)

a. The Army requires the Army Physical Fitness Test (APFT) twice a year. The printed name, rank, SSN and telephone number of the tester is to be included in the remarks section of the scorecard. If you are on a physical profile, a copy of the profile must be enclosed. If you do not meet height/weight standards of AR 600-9, a copy of your Body Fat Content Worksheet is required.

b. For AER purposes; if the APFT has not been taken within 12 months of the report "thru" date the APFT data will be left blank explained by the student. If failed "FAIL" is entered see paragraph 1-3 Referred Report of DA PAM 623-1. The result of the APFT and Height/Weight information will be required on all AER's (DA form 1059 and 1059-1) before the report is signed by the commander. It is the responsibility of the student to make arrangement for a APFT. You can coordinate test with nearest military installation, ROTC unit, National Guards/Reserves, MEPS Station etc.

Chapter 5

Authorized Absences

5-1. Authorized Absences. This chapter provides information on procedures for applying for authorized absences during your assignment to the ASD.

5-2. School Breaks.

a. Holiday breaks and periods between school terms are considered administrative time and not chargeable as leave, except:

(1) When you leave your duty station for more than 24 hours (weekends excluded) and are not on an approved pass or leave. (Your duty station is defined as the address to which you received travel on assignment to the ASD.)

(2) When you leave CONUS or your assigned foreign country.

b. Your place of duty is the school to which you are assigned. You will be considered AWOL from your place of duty if you do not have approval to be absent.

5-3. Passes.

a. Requests for 3-day passes will be forwarded to the ASD for approval in sufficient time to allow for processing, approval, and return to you. Passes will be approved if:

(1) The absence will not exceed 72 hours in length.

(2) The absence will not interfere with your classroom studies or training.

(3) You will not leave CONUS or the foreign country to which you are assigned. (This provision does not apply to travel from Canada to CONUS.) Passes will not be routinely approved, as they are intended for special recognition.

5-4. Leaves. All requests for ordinary leave must be approved by the Commander, ASD, or the designated representative. Submit requests for leave, except those under emergency conditions, on a DA Form 31 to the ASD as far in advance of the leave period as possible, but not later than 3 weeks before the beginning date of the leave.

a. Ordinary Leave. Complete the DA Form 31 (see example in forms annex) using a typewriter or ballpoint pen, as all copies must be legible.

(1) Complete blocks 2 through 11.

(2) In block 10, show the inclusive dates of requested leave. No advance or excess leave will be approved unless a bona fide emergency exists.

(3) If you want leave/PTDY outside of CONUS (except Hawaii, Alaska, Puerto Rico, Virgin Islands, Guam, American Samoa, and Northern Mariana Islands), your request must be received in the ASD Not Later Than 30 days before the beginning date of the leave. You must provide an overseas address where you may be contacted. Include a complete itinerary on a DA 4187 (OCNUS) on the website, under forms and a take a online Anti-Terrorist Briefing; <http://www.at-awareness.org> once you complete course, print out certificate and take it to your nearest Security Manager to acquire signature on certificate. Mail signed certificate along with DA 31, DA 4187 (OCONUS) to ASD. You may also be required to submit a Country Clearance Memorandum. Documents must be received within 6 months of departure date to the overseas area. On item #16, remarks of the DA Form 31 list all countries you plan to visit. Failure to provide a complete itinerary may delay processing your request.

b. Ordinary Leave in Conjunction with TDY.

(1) If you desire to take leave in conjunction with TDY, you must submit the leave form with the request for TDY travel. You must have an approved DA Form 31 in your possession before you depart.

(2) Item 10a, DA Form 31, will be the date you start your trip. Item 10b will be the ending date or the date you plan to return. These dates will cover the entire period that you plan to be on TDY and ordinary leave, inclusively.

(3) You will complete Part II, items 26a and 26b, which will be used to record the dates and times you are actually TDY.

(4) You will take a copy of the approved DA Form 31 prior to your trip. You will need to return copy of DA 31 with your travel voucher to the ASD for final disposition. Remember, information on the travel voucher and the DA Form 31 must match.

c. Ordinary Leave under Emergency Conditions. You may request emergency leave by calling the ASD during normal duty hours. After duty hours, contact the Staff Duty Officer at the Center Brigade, AMEDDC&S, telephone (210) 221-3864/3892 or DSN 471-3864/3892. Provide the following information:

(1) Grade, name, social security number, and branch.

(2) Start date of leave.

(3) Number of days desired and number of leave days accumulated.

(4) Reason for leave.

(5) Complete leave address (include zip code and phone number).

d. Cancellation/Change to an Approved Ordinary Leave. All cancellations of ordinary leave must be done before the start date of the leave. Unless you contact the ASD by telephone before the scheduled date of departure, you will be charged with leave as

requested. Extensions to leaves must be requested prior to the scheduled date of return.

5-5. Request For TDY Orders (officers only).

a. Requests for TDY travel for training will be submitted directly to appropriate Corps Education Branches (see pg 1-6), **Cdr, PERSCOM, Health Services Division, ATTN:TAPC-OPH-(enter your Edu Br, Ex: MC,AN..) 200 Stovall Street, Alexandria, VA 22332-0417.** You will be required to submit DA Form 3838 (Application for Professional Training) so as to arrive not later than 60 days prior to the beginning date of the requested TDY period. If the request is approved a fund cite letter will then be sent to ASD to generate TDY orders (DD 1610) in accordance with fund cite letter. ASD will then mail you the DD1610. It is essential that you submit requests for TDY as soon as possible because late receipt may result in your request being returned without action. If you contact ASD and we do not have the fund cite letter, please call (210) 295-9623/9514/9365 Central Training, to check status of the fund cite letter.

b. You must also submit a statement from your academic advisor with the DA Form 3838 stating that the TDY is necessary for your training program and that it will not interfere with your training program. If you are attending a civilian sponsored-conference, you should also submit a copy of the course brochure and registration cost details with your application.

5-6. Medical Treatment TDY Orders. During your training period, it may become necessary for you to travel in a TDY status to receive medical treatment. You should submit a written request to the ASD providing the following essential information:

- a. Verification of appointment to include date and hour.
- b. Number of days TDY, to include authorized travel time.
- c. Name and location of military medical facility.
- d. Type of treatment (in/outpatient).
- e. Mode of transportation desired. (The ASD will attempt to arrange military transportation when possible.)
- f. Purpose of treatment, to include reason that treatment must be provided at requested TDY location.

5-7. TDY Paid by Another Organization (officers only). It may be necessary for you to perform TDY to be paid for by an organization other than the Department of Health Education and Training, AMEDDC&S. This duty may be approved if it does not interfere with your schooling. Your written request for TDY must include the dates of the TDY, mode of travel to be used, and the name and phone number of the organization funding the TDY. You must inform the funding organization to send written information to the ASD at least 30 days before your scheduled departure date. If time does not allow written requests to arrive 30 days before departure, the funding organization

should call the ASD to coordinate the issuance of orders. The following information is required:

- a. Fund Citation.
- b. Inclusive dates of TDY, to include travel time.
- c. Place and purpose of TDY.
- d. Mode of travel authorized.
- e. Statement if rental car is to be authorized.

5-8. Submission of TDY Travel Voucher for Reimbursement.

a. Within 5 days after the end of your TDY travel submit completed DD Form 1351-2 and if applicable the DD Form 1351-2c (Travel Voucher Continuation Sheet), to ASD or as directed under block 16 (remarks) of the DD 1610. ASD will send travel voucher to: Travel Computation Branch, ATTN: DFAS-SA/FPT, 500 McCollough Ave, San Antonio TX 78215-2100, to inquire about payment status call (Comm **(210) 527-8234/5/6**) The following supporting documents must be attached to your voucher:

(1) Four copies of DD Form 1610 or other TDY orders with all amendments.

(2) Original and one copy of lodging receipts (when applicable).

(3) Original and one copy of all receipts for items to include transportation in excess of \$25.00 (when applicable).

(4) Original and one copy of statements of non-availability or impracticality if not in orders (when applicable).

(5) Original and one copy of government-procured transportation documents or receipts from transportation for unused tickets/transportation requests (when applicable).

(6) Original copy of DD Form 1351-2 (if applicable).

(7) Individual payee copy of DA Form 31 when leave is authorized in conjunction with TDY.

(8) Two copies of statement from order approval authority authorizing delay en route (if applicable).

b. All foreign money amounts must be converted to American dollars.

5-9. Payment of TDY Travel Allowances. Reimbursement should be received 4 to 6 weeks after receipt by the ASD. During peak months (June to September), processing may take longer. You will be reimbursed by EFT with voucher, mailed to the address you request on the DD Form 1351-2. Reimbursement questions, please call 5-8 a, above.

5-10. Request for Permissive TDY. Submit your request for permissive TDY to the ASD. Requests for 10 days or less may be approved by the Commander, ASD, and must be received by the ASD at least 30 days prior to the desired departure date. Requests for 11 to 30 days must be approved by the Commander, AMEDDC&S, and must be received by the ASD at least 45 days prior to the desired departure date. Requests for 31 days or more require the approval of HQDA and must be received at least 60 days prior to the desired departure date. Send a separate request for each period. The request must:

a. Name the official event or activity that you want to attend, including justification for attendance.

b. Give your proposed itinerary from departure until return.

c. Include the following statement: "I understand that this absence is not directed by any official of the U.S. Government. I further understand that I cannot conduct public business under this authorization. Accordingly, I will not be entitled to reimbursement for travel, per diem, or any other expense. Because this is a personally assumed absence, I understand that I have the right to cancel it at any time and return to my regular place of duty."

d. Permissive TDY, as indicated in the statement above, will not be utilized to conduct public business. Therefore, you may assume that permissive TDY cannot be utilized in conjunction with your educational program. Also, permissive TDY cannot be used to satisfy military training requirements or any other official business.

Chapter 6

Medical and Dental Care

6-1. Administrative. This chapter provides you with information on medical and dental care to include instructions on what to do for emergency care, routine care, and TRICARE phone number.

6-2. Hospitalization. If illness or injury necessitates your hospitalization or confinement to quarters, ensure the ASD is notified as soon as possible. The ASD must also be notified immediately upon your return to duty.

6-3. Convalescent Leave. If you are placed on convalescent leave after discharge from the hospital, send the ASD a copy of the convalescent leave form provided by the hospital and immediately notify the ASD by phone.

6-4. Care at Military Facilities. You and your family members are entitled to medical care and hospitalization at any Armed Forces medical facility. When medical facilities of the uniformed services are available within your area of residence and can provide adequate care, you must use them. If facilities are not available, you may use other federal facilities such as Veterans Administration Hospitals or Public Health Service.

6-5. Civilian Medical/Dental Care for Active Duty Members. In non-emergency cases, if no federal medical facility is available, you may use a civilian medical facility for initial examination, you must call TRICARE 1-888-647-6676 for approval. There are many limitations and procedures, which are not approved for payments. Additional treatment from a civilian medical facility must be approved in advance by the U.S. Army MEDDAC/MEDCEN responsible for your geographical area, www.tricare.osd.mil or call 1-800-941-4501. It is recommended that you contact the appropriate military medical facility, by letter, prior to obtaining medical treatment to ensure they will reimburse you. Elective care cannot be provided from civilian sources at government expense, for further instructions call 1-888-647-6676.

6-6. TRICARE Information.

a. Soldiers must make a copy of the bill for their records, then submit the original and a Claims form DD 2642 to the claims processor in their region. The claims form can be downloaded from the Internet www.tricare.osd.mil or the TRICARE Service Center.

b. Any active-duty soldier who has a question about his or her medical from civilian physicians can call toll-free 1-888-647-6676 or commercial 1-800-941-4501 anytime 24 hours a day, 7 days a week to get help. If you are at a remote location go www.navymedicine.med.navy.mil or call 1-888-647-6676

c. Claims for family members have been and will continue to be handled by regional TRICARE contractors.

Chapter 7

School and Training Information

7-1. Administrative. This chapter provides you with information and instructions on civilian school programs and training. This chapter also provides information as stated on MFR, from Central Training, dtd 21 Jul 00, which reference AR 351-3, Professional Education and Training Programs of the Army Medical Department.

7-2. Fully Funded Program. The fully funded program is a full-time civilian schooling program of 20 weeks or more. You draw full pay and allowances and are authorized a PCS to attend school. Your orders will specify the length of time allowed for you to complete your training. The fully funded program cannot be used in conjunction with tuition assistance or with VA benefits. Completion of requirements for a degree pursuant to a fellowship, scholarship, or grant will be in accordance with the provisions of AR 621-7 (Acceptance of Fellowships, Scholarships, or Grants), to include service obligation.

a. Amounts authorized:

(1) Students enrolled in fully funded programs are authorized \$500 payment for expenses incurred during each student academic year. The maximum period of time for payment of expenses for bachelors/masters degree student will be two (2) years or program length. The maximum period of time for payment of expenses for doctoral degree students will be three (3) to four (4) years based on program length. No payment will be made to students without approved extension.

(2) Students in degree-producing programs are authorized an additional reimbursement for costs incurred in preparation of a master's thesis, doctoral dissertation, or other writing requirement for degree award. The total reimbursement is limited to \$200 for a master's thesis, and \$400 for a doctoral dissertation.

(3) Reimbursement is to help defray the cost of items such as, Textbooks and reference materials required for courses of instructions unless provided by training facility, Required expendable school supplies (e.g., paper, pens, copier cards, blank floppy diskettes), Fees for Graduate Record Examination (GRE) or other equivalent examination required by the Army or the education institution attended, Fees for transcripts when required by the Army or the educational institution attended unless otherwise covered by the contract, Rental fees for necessary equipment, typing, reproducing, binding, and other costs related to the theses or dissertation required by the school. The funds provided for the students should not be used for items such as parking, recreation, athletic, health insurance, registration for non-credit courses, newspaper/magazine subscriptions unless required by the discipline, fraternity fees, pins or rings. For further questions for other items not listed above, contact Central Training (210) 295-9427/9623/9365.

b. Payment Procedures:

(4) Payment of expenses, for eligible students, will require you to submit a request for payment memorandum to: **Academy of Health Sciences, ATTN: MCCS-HEC, Suite 205, 1750 Greeley Road, Fort Sam Houston, TX 78234-6122.** The signed request must include: full name, rank, social security number, full civilian mailing address, academic year of claim, and claim amount. No purchase receipts are required, but the claim must be submitted within 90 days of enrollment. **It is the student's responsibility to submit this request annually.** Requests beyond the 90-day deadline will be returned without action. Payment Request Memorandum is provided in the ASD web page under In-Processing Checklists, Book Reimbursement, fax directly to (210) 221-2832, (210) 295-0379.

7-3. Contracts and Tuition payments for Students. If you are attending a civilian institution funded program and have questions about your contract, contact the Central Training Branch, Department of Health Education and Training, Academy of Health Sciences, 1750 Greeley Road, Bldg. 4011, Fort Sam Houston, TX 78234-6122 or telephone **(210) 295-9514/9365/9623.** Students should verify contract in place and ensure the correct state rate is being billed, if eligible.

7-4. Partially Funded Programs (Civilian Facilities). The partially funded program is a full-time civilian schooling program for officers. The Army authorizes full pay and allowances, but you must pay for all tuition, fees, and textbooks. In-service financial aid may be available under the Vietnam GI Bill, Post-Vietnam Era Assistance Program, or the AH Volunteer Force Educational Assistance Program (New GI Bill).

7-5. Reimbursement for Thesis and Dissertation Costs. Officers in **fully funded** degree-producing programs are authorized reimbursements for costs incurred in preparation of master's thesis, doctoral dissertation, or other writing requirements for degree award. Total project reimbursement is limited to \$200 for master's thesis and \$400 for a doctoral dissertation. To help defray costs as stated a (3) above. Thesis and dissertation expenses must be requested separately from other educational expenses. The deadline for submitting payment requests will be 90 days after conferring the degree. Submit request with full name, rank, social security number full civilian mailing address, academic year of claim, and claim amount. Along with signed request submit proof of evidence the degree has been conferred. Proof of degree completion can be provided from a copy of a diploma, a copy of the final transcript with degree and date. Receipts for incurred costs are not required. Request for the payment memorandum will be submitted to the Academy of Health Sciences, ATTN: MCCS-HEC, Suite 205, 1750 Greeley Road. Fort Sam Houston TX 78234-6122. Request for payment Memorandum is provided in the ASD web page under In-Processing Checklist.

a. Thesis for Master's program. Reimbursement is limited to \$200.

b. Dissertation for Ph.D. program. Reimbursement is limited to \$400.

c. For additional information and guidance on reimbursement call, Central Training at (210) 295-9365/9623/9514 Fax Number (210) 221-2832

7-6. Academic Hour Requirements. While attending a civilian institution under a full-time civilian education program, students must continue enrollment on an uninterrupted basis, to include summer sessions, where applicable.

a. Officers attending schools that do not have regular summer sessions will submit a proposed program for research or other educational opportunities during the summer sessions to the appropriate career branch.

b. Students must adjust their academic program to take the following workloads or that level of course load defined as full-time in the school's catalog and indicated in the table below:

ACADEMIC SYSTEM	Academic Degree Being Pursued	Minimum Workload (Academic Hours Per Training Period)
Semester	Graduate Undergraduate	12 hours/semester 15 hours/semester 15 hours/semester
Total summer period (for schools on semester system) (6hrs each session)	Graduate Undergraduate	12 hours/if school has two sessions during summer period 9 hours if single session
Quarter (includes summer quarter if 3 months long)	Graduate Undergraduate	12 hours/semester 15 hours/semester 15 hours/semester

c. Officers must request approval in writing from the appropriate Corps Educational Branch (pg 1-6) if they foresee that they cannot complete the designated minimum workload per academic training period. Officers will also need approval if a particular school policy recommends taking a workload less than the minimum shown on the above table. If degree requirements are to be satisfied in less time than is allowed by your orders, immediately notify your career branch.

7-7. Extensions of Training Programs. You are expected to complete all degree requirements within the time specified in your orders. If additional time is required, officers will submit a request for extension approval to the Corps Education Branch. This request must arrive in the career branch no later than 4 months before the required finish date specified in the orders. The request must contain a letter from the dean of the college or head of the academic department concerned attesting to the need for additional time and the exact date that the schooling will be completed. If your request for an extension is approved, notify ASD as soon as possible. Enlisted personnel should immediately notify the AECP office at (502) 626-0381 for extension request and if approved notify or fax extension to your Enlisted program manager.

7-8. Withdrawals from the Training Program (officers only). Students who decide to withdraw from training prior to completion must submit a request to their Corps Education Branch. The request must contain an effective date of withdrawal and a statement from the training program director indicating acceptance of the withdrawal request.

7-9. Report for Training Agency (DA Form 2125).

a. Preparation of DA Form 2125 (See example in forms annex). The first DA Form 2125 you must submit will include your proposed program of instruction, listing course number and title by academic session for the entire period of schooling. The anticipated date of graduation (day, month, and year) will be shown on each DA Form 2125. Prepare this form in consultation with, and have it signed by your advisor. **DA Form 2125 is to be mailed directly to your Education Corps (page 1-6).** Do not mail the DA 2125 to ASD. This DA Form 2125 is a requirement requested by your Education Corps Branch.

b. Subsequent DA Forms 2125 will show changes in your proposed program of instruction. Changes in discipline or graduation date must have prior approval of your career branch. The changes will include approval and signature of your faculty advisor.

c. Submit the DA Form 2125 to your Corps Education Branch (for officers, pg 1-6) or to AECF Director (for enlisted, pg 1-6), within 10 workdays after registration for each semester, term, quarter, or summer session. If you are within 6 months of your completion date, indicate whether a thesis or dissertation is a requirement for graduation. Use the remarks section to explain below average grades, whether these low grades will affect your getting a degree or completing your training as scheduled, and whether special arrangements have been made with the school to allow you to continue.

7-10. Material for Publication or Presentation.

a. In accordance with AR 360-5, paragraph 4-2c, and AMEDDC&S Reg 360-1, paragraph 4c, any materials which you wish to submit for publication or presentation that involve operations of the national government, military matters, or foreign policy, must be reviewed and cleared by the AMEDD. Such documents must be submitted in triplicate to the Corps Education Branch which (pg 1-6) will in turn, route them to the appropriate activity for review and approval. You are not to commit these documents for publication or presentation prior to receiving such approval. Allow a minimum of 60 days for the review process. Upon approval, the documents will be returned to you.

b. Writings or speeches on topics not involving operations of the national government, military matters, or foreign policy; letters to the editor; and book or theatrical reviews expressing personal opinions, but not implying government sanction, need not be submitted for review. However, an appropriate disclaimer must accompany manuscripts submitted for publication or presentation in a private capacity. The following is considered an appropriate disclaimer: "The views expressed in this article/book/speech are those of the author and do not reflect the official policy or position of the Department of the Army, Department of Defense, or the U.S. Government."

7-11. Academic Evaluation Reports. Reports will be prepared annually from the beginning date of your training program using either DA Form 1059-1 (Civilian Institution Academic Evaluation Report) or DA Form 1059 (Service School Evaluation Report) if attending a Federal facility.

a. Section I - Administrative Data - Will be completed by the Student Detachment.

b. Section II - Evaluation - To be completed by your academic advisor and must include an evaluation based on the normal standards of performance for the institution. Should also identify the discipline of study, degree, and any special achievements or deficiencies. Additionally, should include aptitude for further schooling. The typed name, title, and telephone number of the rater needs to be placed in the appropriate block. **The evaluation must be TYPED.** Attachments to continue Evaluation in block 12 are not allowed by PERSCOM, use only space provided on the DA 1059-1.

c. Section III. Administrative Review. This block will be completed by AMEDD Student Detachment to input your Army Physical Fitness Test (APFT) results (within your AER time frame). The APFT results information will be obtained using a copy of the APFT card, which must be mailed in along with DA 1059-1, upon completion. The APFT card must include name, rank, SSN and telephone number of the tester is to be included in the remarks section of the scorecard. If you are on a physical profile, a copy of the profile must be enclosed. If you do not meet height/weight standard of AR 600-9, a copy of your Body Fat Content Worksheet is required. When commander has reviewed and signed the DA 1059-1, it will be forwarded to PERSCOM for placement on your microfiche. Please mail DA 1059-1, along with copy of your APFT within AER time frame to: **AMEDD Student Detachment, 3061 Garden Road STE 44, Fort Sam Houston, Texas 78234-5044.** Ensure you keep a copy of the DA 1059-1 for your records.

Chapter 8

Reassignment and Out-Processing

8-1. Information. This chapter contains instructions on reassignment and out-processing procedures for officers to follow upon completing your period of study.

8-2. Departure Date. According to the established ASD policy and current DA policies, your departure date is governed by your completion date and PCS assignment orders. An earlier departure is authorized if you have completed all course requirements. Departure dates later than indicated below are not authorized.

a. Your departure date will not be later than 5 workdays following your completion date if:

- (1) Your orders do not direct TDY en route.
- (2) You are not authorized to elect a TDY option.
- (3) You elect TDY option #4 in paragraph 8-4 below.

b. If you elect TDY option #1 or #3 (see paragraph 8-4), your departure date will be no later than 10 days after the ending date of TDY, plus authorized travel time from TDY station to present duty station.

8-3. Reassignment Instructions.

a. Your career branch will send your reassignment instructions to the ASD. Normally, reassignment instructions are received at least 90 days before your completion date.

b. The ASD will send you a PCS packet upon receipt of your reassignment instruction from the career branch. To ensure prompt and accurate processing of your PCS packet, complete all forms requested and return as soon as possible. For OCONUS reassignment the following forms apply:

(1) DA Form 4787 (Reassignment Processing). If you are assigned overseas, this form is your request for family travel, if authorized.

(2) DA Form 5120-R (TDY Schooling in Conjunction with PCS Option Statement). If reassignment instructions include DA-directed TDY schooling and you are authorized to elect a TDY option, you must complete and return this form before your PCS orders will be issued.

(3) DA Form 5121-R (Overseas Tour Election Statement). You are required to complete this form if you are being reassigned overseas. Not required for single service members.

(4) DA Form 4036-R (Medical & Dental Preparation for Overseas Movement). A physician must complete this form. Yellow fever immunization is required if assigned to Panama or Egypt. A series of three hepatitis "B" vaccines, given 30 days apart, are required if assigned to Korea. This form must be accurately completed before your personnel file can be released.

c. PCS Packet will be sent to your current mailing address.

d. Your Career Activity Officer (CAO) at branch (pg 1-6) must authorize all changes to reassignment instructions before orders will be amended. You are authorized to contact your career branch about your reassignment.

e. If you have not received your orders or a notification from the CAO within 90 days of your completion date, contact CAO branch for reassignment instruction and confirm reporting date.

8-4. TDY Options. Department of the Army-Directed TDY Schooling in Conjunction with PCS.

a. If you receive notification of DA-directed TDY schooling in conjunction with your PCS, and you have family members, you may elect one of the following options under DA Pam 600-8 (Management and Administrative Procedures: Individual Assignment and Reassignment Procedures) and AR 614-6 (Permanent Change of Station Policy):

(1) Option 1 - Election to have dependents currently living in government quarters' stay in those quarters until completion of the TDY period. Government travel will be allowed to and from TDY station with 10 days to move dependents on from TDY (applies to CONUS to CONUS and CONUS to overseas movement).

(2) Option 2 - Election to move dependent(s) from present CONUS or overseas station to new CONUS duty station before reporting to TDY. Ten duty days will be allowed to settle family before TDY starts (applies to CONUS to CONUS or overseas to CONUS movement). You must report to duty (sign in) at your new station at least 10 days, plus authorized travel time, before reporting date to TDY station. Eligibility for quarters will be based on the date you leave your last duty station if advance application (DA Form 4784) has been made according to AR 210-50 (Housing Management). (Not applicable to students being assigned to the ASD for schooling or training.)

(3) Option 3 - Election to return to present duty station on completion of TDY to move dependents living on the economy to new duty station. Ten days will be allowed on return from TDY to move and

settle family before reporting to the new duty station. (Applies to CONUS to CONUS and CONUS to overseas movement.)

(4) Option 4 - Election to clear present duty station on completion of TDY and have dependents go with you to TDY station or some other location at personal expense. Entitlement to dependent travel will be based on most direct route from present duty station to new duty station. (Applies to CONUS to CONUS, overseas to CONUS, and CONUS to overseas movements.)

b. If you elect option 1, 2, or 3, a separate order for TDY and PCS may be issued, or, depending on assignment, the TDY and PCS information may be issued on the same order. The above options do not apply when:

(1) Directed TDY station is the same as current duty station or same as new duty station.

(2) Elected option prevents compliance with reporting date to TDY or new duty station. Reporting dates will not be changed without the approval of your career branch.

(3) Your dependents will stay in their current living quarters during the next assignment (no relocation involved).

(4) You are single.

8-5 Passports. If you are being reassigned overseas, each family member must have an individual passport, regardless of age. If family member passports are needed, contact the nearest military Transportation office.

8-6. Authorized Modes of Travel in Conjunction with PCS.

a. CONUS to CONUS. You are authorized to travel by commercial transportation or private auto not to exceed coach fare for authorized mileage.

b. CONUS to Overseas (including Hawaii and Alaska).

(1) You may travel by Military Aircraft Command (MAC) or contract aircraft by requesting a port call. You must arrange for travel from your duty station to the port. For information on the nearest Transportation Office call, Transportation Office at FSH, (210) 221-2803.

(2) You may request authorization to travel by commercial air and be reimbursed at your new duty station. Reimbursement will not be authorized unless PCS orders show the commercial travel authorization. Rate of reimbursement cannot exceed the MAC travel rate. Travel cost over the MAC rate will be at your own expense. You must use a United

States airline and you are not entitled to any military discount fares.

(3) Travel by private auto to Alaska must be requested and authorized by the overseas command (Fort Richardson) and shown on your PCS orders or dependent travel orders for you to be reimbursed.

8-7. Port Call and Concurrent Travel.

a. You are responsible for requesting your port call. Request a port call from a local transportation office. If you are attending school in Hawaii, Alaska, or foreign country, contact the local transportation office to arrange for travel. If you are being reassigned to an unaccompanied tour and have TDY en route for 30 days or more, recommend you apply for your port call at your TDY station. (This does not apply to TDY periods of less than 30 days of if you select Option 1 or 3.)

b. If you are being reassigned to an area where travel is authorized for dependents and you want your dependents to accompany you, submit a DA Form 4787 with your request for port call by the suspense date from the PCS processing packet.

c. Concurrent travel must be approved by the overseas commander and normally needs a minimum processing time of 60 days from the date received by the overseas command. Approval/disapproval of concurrent travel should not be expected more than 120 days from the availability date shown in your orders. (This does not apply when your orders show automatic approval of concurrent travel.) On receipt of reply from the overseas command, your orders will be amended to show either concurrent or deferred travel. It is very important that you give the ASD a valid mailing address and telephone number.

8-8. Shipment of Household Goods and Private Auto.

a. On receipt of PCS orders, contact the nearest military installation transportation office to arrange for shipping your household goods and private auto. If you are on orders for overseas assignment and have applied for dependent travel, the transportation office will not set a specific date for pickup of household goods until you have received either deferred or current travel orders for your dependents.

b. If you plan a DITY move of your household goods, be sure you comply with instruction in paragraph 2-11c (applies only to CONUS to CONUS moves). Call your nearest Transportation office for approval and schedule a Dity Briefing.

8-9. PCS Financial Matters.

a. Review your allotments and monthly check mailing address at least 90 days before your completion date. Send changes to the ASD at least 45 days before the completion date.

b. Unless otherwise indicated, you are authorized to request the following advance payments: one month's pay, travel for you and your dependents, TDY travel and per diem (if applicable), and dislocation allowance (see Chap 3-7 and 3-8 for additional information).

8-10. PCS Leave.

a. A partially completed DA Form 31 will be provided in your out-processing packet for your PCS leave. Everyone departing the ASD must fill out a DA Form 31. If no leave is taken, none will be charged, but the gaining finance office will need a DA Form 31 to compute actual travel time versus authorized travel time. Completed DA Form 31 must be returned to the ASD with your other out-processing documents. Your records will not be released until your DA Form 31 has been processed by the ASD.

b. Complete the DA Form 31 - Make sure all copies are legible. When completing the form, give special attention to the following items:

(1) Block 10a - "From" date. You are authorized 5 duty days for clearing as long as you remain at the duty station. This does not include weekends or holidays. You will leave no later than the day after your authorized clearing time.

(2) Block 10b - "To" date. This date is the report date, as published in your PCS orders, to your next permanent duty station.

(3) Block 6 -Leave address to include zip code, area code, and telephone number. It is important that this information be valid if it becomes necessary to contact you during your leave/travel time or if we have to mail your records to your leave address.

c. If you plan to visit any foreign country or Hawaii or Alaska during your PCS leave, contact the ASD for specific instructions before submitting your DA Form 31.

d. If you plan to ask for permissive TDY for house hunting in conjunction with your PCS leave, see the specific instructions listed below. Does NOT apply for OCONUS Reassignment.

e. If your PCS orders authorize TDY en route, make sure that item 17 of the DA Form 31 is completed when reporting and departing your TDY station. (Does not apply for TDY and return, TDY option 1, 2, or 3, unless you take leave in conjunction with TDY.)

8-11. Permissive TDY for House Hunting.

(1) Permissive TDY for house hunting incident to PCS may be authorized up to a maximum of 10 days when government housing or quarters are not immediately available, or if available, not required to be occupied at the gaining station. If you intend to occupy government quarters, even though occupancy is not a requirement, you are not eligible for permissive TDY. Questions should be directed to the ASD before requesting TDY.

(2) Upon arrival at your new unit report to Housing Referral Office for assistance, if you have requested PTDY at your gaining unit. Ensure the new commander has approved your PTDY prior to reporting to new unit. ASD Commander does not have authority to approve PTDY at your gaining unit.

(3) If you are scheduled for an unaccompanied tour or have received deferred travel authorization of 120 days or more you may request permissive TDY to settle your family at a designated location.

8-12. Shipment of Records.

a. Your personal file will be out-processed and mailed to your home address approximately 10 days before your departure date, as long as orders have been published and the DA Form 31 processed. Also, if a PCS HIV test was required, the results must be received by the ASD before your files can be released.

b. If your flight records were provided to the ASD, they will be returned to you with your other records.

d. For ACEP students, your 201 file will be picked up at the transition Point on your date of discharge.

8-13. PCS Reminders.

a. As you prepare to leave the ASD, check the following items to ensure you have:

- (1) Advised the ASD of your correct completion date.
- (2) Received copies of your orders, including all amendments.
- (3) Completed and returned required forms from the PCS processing packet.
- (4) Completed actions for passports, if applicable.
- (5) Received port call instructions.

(6) Received approval/disapproval of concurrent travel, if applicable.

(7) Submitted requests for advanced pay, travel, TDY travel and per diem (if applicable), dislocation allowance, and all desired pay changes.

(8) Submitted your PCS leave on DA Form 31.

(9) Received your DA Form 1059-1 (AER).

(10) Received your personnel and flight records (if applicable).

b. Contact the ASD if your have questions or have not received any of the above documents.

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BARBARA LOCKBAUM
MAJ, MS
Commander