

United States Army Cadet Command Green to Gold ADO Out-Processing



SERVICE MEMBER INFORMATION

Name: Last, First MI

Rank:

Date Packet Submitted: _____

MANDATORY DOCUMENTS:

- Permanent Change of Station (PCS) orders with amendment (s) if applicable
(Date of entry on active duty listed on PCS Orders must match DA Form 71)
- DA Form 71, Jul 1999 (Oath of Office – Active Duty with branch assignment)
(Dates must match PCS Orders)
- Current Soldier/Enlisted Records Brief (SRB/ERB)
- DA Form 5960 (Authorization to Start, Stop, or Change Allotment) to stop overseas housing allowance, if applicable
- Current SGLI 8286 (Service Members' Group Life Insurance Election, (Within 1 year)
- Current DD 93 (Record of Emergency Data), (Within 1 year)
- Mailing address for separation DD Form 214
- DD 4/1 & 4/2 Enlistment/Reenlistment Documents (Very first contract)

NOTE: Scan forms and submit to:

<https://army.deps.mil/army/cmds/USACC-HQS/GTG/SitePages/start.aspx>

Call 502-624-5532/1512 for information.



FOR USE BY GREEN TO GOLD HR PERSONNEL ONLY



DATE PACKET RECEIVED:

DATE PACKET SENT TO TRANSITION:

DATE PROCESSED IN MILPAY SYSTEM:

DATE DOCUMENTS UPLOADED TO IPERMS:

DATE SOLDIER DEPARTED IN eMILPO:

Green to Gold ADO Out-Processing Instructions

1. Download the out-processing packet and complete. Out-processing packets are available on the United States Army Cadet Command webpage, Green to Gold ADO section:
<https://army.deps.mil/army/cmds/USACC-HQS/GTG/SitePages/start.aspx>
2. Scan and upload your complete out-processing packet in “one” PDF file to your computer. Send packet to: usarmy.knox.usacc.list.green-to-gold-usacc-admin@army.mil

*****Required documents for Students to out-process:**

- a) PCS Orders
- b) DA Form 71, Oath of Office **ACTIVE DUTY** (signed by both SM and authenticator)
- c) Current Enlisted Records Brief
- d) DA Form 5960 (signed by Service Member), if applicable (see specification guideline on checklist)
- e) SGLV 8286, Service Group Life Insurance policy (Within 1 year)
- f) DD Form 93, Record of Emergency Data (Within 1 year)
- g) Mailing Address to Send DD214 form
- h) DD 4/1 & 4/2 Enlistment/Reenlistment document (very first contract)

*****Note: All forms are typed or digitally signed when applicable**

3. Your PCS leave form (DA Form 31) will be approved by the USACC HHD Commander for 7 PCS leave days, including travel days, up until the report date to your BOLC.
4. SGLI'S & DD 93'S are required as part of the Out-Processing packet and “must” be within 1 year from the signed date. If you are needing to update your SGLI, you may visit:
<https://myaccess.dmdc.osd.mil/identitymanagement/authenticate.do?execution=e1s>.
If you are needing a DD 93 update you may access a fillable form here:
<https://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd0093.pdf>.

Service Members conducting a Personal Property Movement (PPM) or partial PPM must finalize their settlement voucher at the nearest military installation, per JTR. Additional information may be found at www.move.mil



GREEN TO GOLD ADO

Mailing Information for DD Form 214

LAST NAME _____

FIRST NAME _____

MIDDLE _____

ADDRESS _____

CITY _____

STATE _____

ZIP _____

PHONE _____

ALT. PHONE _____

EMAIL _____

ALT. EMAIL _____