**ADO Green to Gold**

**Q: If the USASD ADO G2G position is vacant, who or where do I send my actions for processing?**

Send In-Processing inquiries to the ADO G2G In-Processing email address. Send Out-Processing inquiries to the ADO G2G Out-Processing email address. Send all other type of actions HR/FI related to the regular group email boxes as they relate to your type of request; these are found on the HR Services tab and FI Services of the website.

**Q:  Am I authorized the 10 days Early Report?**

No. If your PCS Leave Form authorized you to exercise the PTDY 10 days for House Hunting and signed by a LTC or above, you should arrive to your duty location 10 days prior to your official report date reflecting on your PCS orders. Take into consideration if you are moving into a dorm or moving into civilian sector housing on whether or not you are IAW AR 600-8-10, Leave and Pass Regulation.

**Q: I have been selected for the Active Duty Green to Gold Option (ADO G2G) what must I do?**

Read the Information Paper that Cadet Command sends you upon your acceptance into the program. In-Process USASD within five days of your official report date.

**Q:  Who handles my Personnel Actions/Finance?**

USASD provides HR and FI support to ADO G2G students.

**Q:  I want to take leave, do I submit my DA31 to USASD or my ROTC unit?**

The supervisor block must be signed by your immediate military supervisor signature and their standard name line (full name, rank, branch, title) (not a senior cadet). Submit the DA31 the USASD ADO G2G POC. Your ROTC PMS or an ROTC Representative can sign in the Supervisor block. Send DA31 to the USASD ADO G2G POC for a control number and the commander’s approval.

**Q:  If I have been notified by Cadet Command that I will be extended or dis-enrolled from the ADO G2G, what must I do?**

If you were extended by Cadet Command, you are responsible for immediately notifying and providing the USASD ADO G2G POC with a copy of your extension Memo. USASD will update your new Graduation Date in SharePoint.

If you are on track to graduate school and commission, but do not have an immediate BOLC date (i.e. there is several months in between your graduation and your BOLC report date), you are to immediately notify the USASD ADO G2G POC to obtain the Gainful Employment Memo to obtain all signatures required with the USASD Commander being the last approving authority.

If you were dis-enrolled by Cadet Command for any reason, you are responsible for immediately notifying USASD ADO G2G POC to provide the effective date of disenrollment.   Immediately upon receipt of your disenrollment Memo, provide a copy of the USASD ADO G2G POC. You are responsible for notifying your Branch Manager for immediate reassignment. Any time lapse in between your disenrollment and your new PCS report date must be covered under an authorized Gainful Employment Memo (with prior approval by USASD Commander). If you the reason for disenrollment will result in UCMJ, you are responsible for remaining Gainfully Employed with the ROTC Program until your new PCS report date. You are to immediately notify the USASD G2G POC to obtain the Gainful Employment Memo to obtain all signatures required with the USASD Commander being the last approving authority.

**Q:  What happens if I am selected for NCO Professional Military Education while I am in the G2G program?**

Contact Cadet Command ADO G2G Program Manager and your Branch Manager, forward the notification to them to have your school deleted. You are not authorized to attend NCOEs while you’re participating in the ADO G2G program.

**Q:  I am about to commission, what do I need to do?**

Download the Green to Gold Out-processing packet from the “Downloads” tab of this page and send the complete packet to the USASD ADO G2G POC. You will receive a DD Form 214, Transition Orders and a PCS Leave Form in addition to your behalf to change your pay grade from Enlisted to Officer.

**Q:  Can I sell back leave upon commissioning?**

No. (See ***[DoDFMR Vol 7a, Ch 35](http://comptroller.defense.gov/Portals/45/documents/fmr/current/07a/Volume_07a.pdf%22%20%5Ct%20%22_blank)*** for more information).

**Finance Actions/Request**

*GTCC:****usarmy.jackson.CAC.mbx.usasd-finance@mail.mil***

*Pay Inquiries:****usarmy.jackson.93-sig-bde.mbx.ltb-sd-finance-pay-inquiries@mail.mil***

**HR Actions/Request**

*In-Processing:* ***usarmy.jackson.CAC.mbx.usasd-in-processing@mail.mil***

*Out-Processing:* ***usarmy.jackson.CAC.mbx.usasd-out-processing@mail.mil***

*Leaves, Passes and PTDY:****usarmy.jackson.93-sig-bde.mbx.ltb-sd-personnel-actions@mail.mil***

*IPERMS Upload:****usarmy.jackson.93-sig-bde.mbx.ltb-sd-iperms-updates@mail.mil***

*SRB Updates:****usarmy.jackson.93-sig-bde.mbx.ltb-sd-orb-erb-updates@mail.mil***

*DLPT and FLPB Request:*[***usarmy.jackson.93-sig-bde.mbx.ltb-sd-personnel-actions@mail.mil***](https://intranet.tradoc.army.mil/sites/USASD/SitePages/usarmy.jackson.93-sig-bde.mbx.ltb-sd-personnel-actions%40mail.mil)

**OTHERS**

*TDY and DTS:* ***usarmy.jackson.93-sig-bde.mbx.ltb-usasd-tdy-dts@mail.mil***

*Security:****usarmy.Jackson.cac.mbx.usad-security@mail.mil***

*Green to Gold ADO:****usarmy.jackson.93-sig-bde.mbx.ltb-usasd-green-to-gold@mail.mil******-bde.mbx.ltb-usasd-green-to-gold@mail.mil***

*All FAO IRT Students Finance and HR:****usarmy.jackson.CAC.mbx.usasd-fao@mail.mil***