

***** UNCLASSIFIED/*****

Subject: **FORT SILL INSTITUTIONAL TRAINING TRAVEL POLICY UPDATE**

Originator: /C=US/O=U.S.

GOVERNMENT/OU=DOD/OU=ARMY/OU=ORGANIZATIONS/L=CONUS/L=WASHINGTON DC/OU=DA ARMY STAFF(UC)/OU=DCS G3-5-7/OU=INSTITUTIONAL TRAINING DIVISION(UC)

DTG: 091421Z Dec 11

Precedence: ROUTINE

DAC: General

To: /C=US/O=U.S.

GOVERNMENT/OU=DOD/OU=ARMY/OU=ORGANIZATIONS/L=CONUS/L=WASHINGTON DC/OU=DA PENTAGON TELECOMMUNICATIONS(UC)/OU=ALARACT RELEASE AUTHORITY(UC)

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A. DA MSG (ALARACT 022/2006), DAMO-TRI, 011910Z FEB 06, SUBJECT: MILITARY TRAINING SERVICE SUPPORT (MTSS) PROGRAM.

B. MEMORANDUM, DAMO-TRI, 2 JUNE 2008, WITH ENCLOSURE, SUBJECT: INSTITUTIONAL TRAINING DIRECTED LODGING AND MEAL POLICY.

C. DA MSG, DAMO-TRI, 181848Z APR 11, SUBJECT: PRIVATIZATION OF ARMY LODGING (PAL).

1. THIS MESSAGE SUPERSEDES INSTITUTIONAL TRAINING TRAVEL AND GARRISON SUPPORT GUIDANCE ISSUED IN REFERENCE A. REFERENCES B AND C ARE IN EFFECT AND ARE APPLICABLE TO ALL ARMY MILITARY TEMPORARY DUTY(TDY)/ACTIVE DUTY TRAINING (ADT) SOLDIERS ATTENDING TRAINING UNDER THE PURVIEW OF THE U.S. ARMY AIR DEFENSE ARTILLERY SCHOOL, US.ARMY FIELD ARTILLERY SCHOOL, U. S. ARMY NONCOMMISSIONED OFFICER ACADEMY (NCOA) AND THE 80TH TRAINING COMMAND (USAR). REFERENCES B AND C EXCLUDE SOLDIERS ATTENDING OVERSEAS CONTINGENCY OPERATIONS COURSES AND THOSE ATTENDING TRAINING IN A PERMANENT CHANGE OF STATION (PCS) STATUS.

2. SOLDIERS IN A TDY/ADT STATUS WILL REPORT TO IHG ARMY LODGING, BUILDING 5676 FOR A ROOM ASSIGNMENT EXCEPT THOSE ATTENDING THE FOLLOWING COURSES:

2.A. MILITARY OCCUPATIONAL SPECIALTY (MOS) ADVANCED INDIVIDUAL TRAINING (AIT) TRANSITION TRAINING (MOS-T) TDY/ADT STUDENTS WILL REPORT TO BUILDING 2437 FOR IN-PROCESSING AND ASSIGNMENT TO BARRACKS.

2.B. WARRIOR LEADER COURSE (WLC) TDY/ADT STUDENTS WILL REPORT TO BUILDING 3669 FOR IN-PROCESSING AND ASSIGNMENT TO BARRACKS.

3. THE ARMY'S GOAL IS TO LODGE ALL ARMY RESIDENT SERVICE SCHOOL AND THE ARMY SCHOOL SYSTEM BATTALION (TASS BN) SOLDIERS ON-POST UTILIZING GOVERNMENT HOUSING (BARRACKS) OR GOVERNMENT PROVIDED LODGING. SOLDIERS ASSIGNED TO OFF-POST CONTRACTED HOTELS MAY BE RECALLED TO ON-POST FACILITIES BY THE GOVERNMENT (FCOE, G-3). DURING CHECK-IN, SOLDIERS WILL BE NOTIFIED OF THE DATE OF RECALL FROM OFF-POST GOVERNMENT PROVIDED LODGING. THE SOLDIERS' RECALL DATE WILL BE CLEARLY ANNOTATED ON THE OFF-POST REFERRAL FORM. MOVEMENT WILL ONLY OCCUR ONCE, BE SCHEDULED FOR A WEEKEND OR HOLIDAY AND ONLY WHEN THE REMAINDER OF THE STAY EXCEEDS FOURTEEN DAYS. RECALL TO ON-POST GOVERNMENT PROVIDED LODGING IS MANDATORY AND NOT WAIVERABLE. SOLDIERS' LODGING WILL BE FUNDED FROM REPORT DATE TO CLASS END DATE EXCEPT FOR ACTIVE COMPONENT (AC) BASIC OFFICER LEADER COURSE-B (BOLC-B) STUDENTS CALLED TO IMMEDIATE ACTIVE DUTY (IAD) IN A TDY STATUS. LODGING FOR THESE STUDENTS WILL BE PAID FROM ARRIVAL DATE TO CLASS END DATE.

4. MEAL SUBSISTENCE AT GOVERNMENT DINING FACILITIES IS DIRECTED AS FOLLOWS:

4.A. MILITARY OCCUPATIONAL SPECIALTY (MOS) ADVANCED INDIVIDUAL TRAINING (AIT) TRANSITION (MOS-T) TDY/ADT SOLDIERS WILL CONTINUE TO SUBSIST AT NO COST SEVEN DAYS PER WEEK.

4.B. WARRIOR LEADER COURSE (WLC) TDY/ADT SOLDIERS WILL CONTINUE SUBSIST AT NO COST SEVEN DAYS PER WEEK.

4.C. ALL OTHER RESIDENT SERVICE SCHOOL SOLDIERS WILL BE DIRECTED TO SUBSIST WEEKDAYS AT NO COST WITH FULL MEAL PER DIEM ON WEEKENDS AND FEDERAL HOLIDAYS.

5. FORT SILL GARRISON WILL FUND SUBSISTENCE REQUIREMENTS FROM CLASS START DATE TO CLASS END DATE EXCEPT AS DIRECTED ABOVE. ACTIVE COMPONENT BOLC-B MEALS WILL BE FUNDED STARTING THE DAY AFTER THE SOLDIER ARRIVES TO CLASS END DATE EXCEPT FOR WEEKENDS AND FEDERAL HOLIDAYS.

6. THE 80TH TRAINING COMMAND (USAR), G-7 OR DESIGNATED REPRESENTATIVE WILL SUBMIT TASS BN LOGISTICS REQUIREMENTS THROUGH THE FIRES CENTER OF EXCELLENCE (FCOE), G-3 ON OR BEFORE THE NLT DATE OF SUPPORT. THE REQUEST WILL BE USED BY THE FCOE AND GARRISON TO DETERMINE THE TASS BN SUPPORT REQUIREMENTS, AS

FOLLOWS:

6.A. ALL TASS BN STUDENTS AND CADRE (ADMINISTRATIVE STAFF AND INSTRUCTORS) WILL BE HOUSED IN GOVERNMENT PROVIDED LODGING.

6.B. ALL TASS BN STUDENTS, ADMINISTRATIVE STAFF AND INSTRUCTORS WILL SUBSIST AT GOVERNMENT DINING FACILITIES SEVEN DAYS PER WEEK.

6.C. THE GARRISON WILL CONTINUE TO PROVIDE GOVERNMENT TRANSPORTATION TO SUPPORT ALL TASS BN HOUSING, CLASS AND MEAL REQUIREMENTS. IN AND AROUND MILEAGE IS NOT AUTHORIZED FOR THOSE WHO TRAVEL BY POV AND RENTAL CARS FOR THOSE THAT FLY.

7. THE GARRISON DOES NOT PROVIDE GOVERNMENT TRANSPORTATION FOR RESIDENT SERVICE SOLDIERS EXCEPT FOR INITIAL ENTRY TRAINING. SENDING COMMANDS ARE ENCOURAGED TO SUPPORT COMPACT RENTAL CARS FOR SOLDIERS WHO MUST FLY. IN AND AROUND MILEAGE IS NOT AUTHORIZED FOR STUDENTS WHO TRAVEL BY POV AND ATTEND AIT TRAINING SINCE GOVERNMENT TRANSPORTATION IS PROVIDED. PER REFERENCE D, IN AND AROUND MILEAGE MAY BE AUTHORIZED BY THE ORDER- ISSUING OFFICIAL UP TO:

7.A. TWELVE MILES PER DAY IF ASSIGNED TO ON-POST LODGING.

7.B. TWENTY MILES PER DAY IF ASSIGNED TO OFF-POST LODGING.

8. IT IS THE SENDING COMMAND'S RESPONSIBILITY TO EDUCATE/BRIEF STUDENTS ON TRAVEL ENTITLEMENTS/AUTHORIZATIONS. TEMPORARY DUTY/ACTIVE DUTY FOR TRAINING ORDERS WILL DIRECT GOVERNMENT QUARTERS AT NO COST TO THE SOLDIER AND GOVERNMENT DEDUCTIBLE MEALS AT NO COST TO THE SOLDIER PER PARAGRAPHS FOUR AND SIX.

9. THE ISSUANCE AND APPROVAL OF ACTIVE COMPONENT TEMPORARY DUTY TRAINING TRAVEL ORDERS AND ASSOCIATED FUNDING IS THE SOLE RESPONSIBILITY OF THE ORDER-ISSUING OFFICIAL.

10. TEMPORARY DUTY TRAVEL ORDERS WILL NOT BE ISSUED IN THE FOLLOWING CIRCUMSTANCES:

10.A. WHEN ASSIGNED OR WITH DUTY AT THE TRAINING LOCATION.

10.B. WHEN TRAINING LOCATION AND UPCOMING PERMANENT CHANGE OF STATIONS (PCS) ARE THE SAME. SOLDIER MUST PCS TO THE INSTALLATION BEFORE COURSE OF INSTRUCTION BEGINS.

10.C. WHEN TRAINING AND LOSING COMMAND LOCATION ARE THE SAME, SOLDIER MAY NOT PCS UNTIL TRAINING IS COMPLETED.

10.D. WHEN TRAINING IS CONDUCTED IN A PCS STATUS.

11. THE FCOE, G-3 IN COORDINATION WITH THE 80TH TRAINING COMMAND (USAR) IS RESPONSIBLE FOR THE IDENTIFICATION OF LODGING REQUIREMENTS, OFF-POST LODGING AUTHORIZATIONS AND INVOICE VALIDATION PROCEDURES FOR ARMY STUDENTS ASSIGNED TO GOVERNMENT PROVIDED LODGING. THE GARRISON WILL CONTINUE TO FUND SUBSISTENCE REQUIREMENTS. FUNDING TO SUPPORT THE CENTRALIZED PAYMENT OF CONSUMED GOVERNMENT MEALS REMAINS UNCHANGED. FUNDS ARE ALLOCATED TO IMCOM BY THE ODCS, G-3/5/7, OCAR/USARC AND DIRECTOR, ARNG, AS APPLICABLE. SUBSISTENCE POLICIES, PROCEDURES AND SUPPORT REQUIREMENTS ARE OUTLINED IN REFERENCE D. TRANSPORTATION FOR TASS BN TRAINING IS THE FUNDING RESPONSIBILITY OF OCAR/USARC.

12. SOLDIERS MAY NOT REPORT EARLY TO THE TRAINING BASE. TRAINING ACTIVITIES MAY NOT DIRECT EARLY ARRIVAL. THE CLASS REPORT DATE IS A TRAVEL DAY. DEPENDENTS/FAMILY MEMBERS ARE DISCOURAGED AT THE TDY SITE DUE TO CONSTRAINED ACCOMMODATIONS AND SERVICES.

13. THE FUNDS TO SUPPORT THE CENTRALIZED PAYMENT OF ON-POST LODGING COSTS WILL BE ALLOCATED TO THE USA CORPS OF ENGINEERS (USACE) BY THE ODCS, G-37/TR, OCAR/USARC, AND DIRECTOR, ARNG, AS APPLICABLE. THE USACE WILL ADMINISTER FUNDS VIA IN-LICENSE AGREEMENTS FOR EACH COMPONENT.

14. THE FUNDS TO SUPPORT THE CENTRALIZED PAYMENT OF OFF-POST LODGING COSTS WILL BE ALLOCATED TO TRADOC BY THE ODCS, G-37/TR WITH PAYMENT BY THE FCOE, G-8 FOR THE AC. FUNDING TO SUPPORT THE RC OFF-POST REQUIREMENTS REMAIN THE RESPONSIBILITY OF THE USARC AND DIRECTOR, ARNG IN DIRECT COORDINATION WITH THE FCOE, G-8.

15. VALIDATION OF THE LODGING INVOICES IS A MANDATORY REQUIREMENT AND REMAINS THE SOLE RESPONSIBILITY OF FCOE, G-3 AND THE 80TH TRAINING COMMAND (USAR), RESPECTIVELY. VALIDATION OF ON-POST LODGING MUST BE DONE IN COORDINATION WITH USACE. ADEQUATE INTERNAL CONTROLS MUST BE IN PLACE BY RESPECTIVE TRAINING ACTIVITIES TO VALIDATE THE CENTRALIZED BILLING PROCESS. PERIODIC AUDITS WILL BE DONE TO EVALUATE THE ADEQUACY OF INTERNAL CONTROLS.

16. THIS MESSAGE WILL BE POSTED TO THE ODCS, G-37/TR TRAINING
DIRECTORATE WEB SITE AT
<HTTPS://WWW.G357EXTRANET.ARMY.PENTAGON.MIL/AKO/ITTG/DEFAULT.HTM>.

17. THE POINT OF CONTACT FOR THIS MESSAGE IS MRS. MARY ELLEN
MCCRILLIS, HQDA, G-3/5/7 AT DSN 224-9702 OR MARYELLEN.MCCRILLIS @
US.ARMY.MIL.

18. EXPIRATION DATE HAS NOT BEEN DETERMINED.