



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY FIRES CENTER OF EXCELLENCE
DIRECTORATE OF TRAINING AND DOCTRINE
700 MCNAIR AVENUE, SUITE 132
FORT SILL, OKLAHOMA 73503

ATSF-D

24 June 2020

MEMORANDUM FOR Critical Task Site Selection Board (CTSSB) Participants

SUBJECT: Special Instructions for Critical Task Site Selection Board (CTSSB) Travelers

1. The following are additional instructions for travelers TDY to Fort Sill participating in a CTSSB.

a. The CTSSB Lead will provide full name, rank and SSNs in an encrypted email to the DOTD Admin Office for all travelers TDY to Fort Sill from another installation or outside the local area.

b. CTSSB Lead will provide travelers Fort Sill Form 38, Temporary Duty Request. Travelers will complete the form and return to CTSSB Lead. This is a requirement for all travel paid by FCOE. FCOE Funded will be marked on the form. The FCOE FS 38 will be processed as follows:

(1) The CTSSB Lead will consolidate all information on one consolidated FS 38 per event. One FS 38 may have up to eight travelers per event date. If more than eight travelers, an additional FS 38 will be submitted.

(2) The FS 38 will be submitted to Admin for corrections and accuracy. Admin will route it to Dr. Kyle Smith, Dean of Academics, for signature under Section V as recommender. He will return it to Admin for processing to obtain the Director's signature for approval.

(3) Admin will return the approved FS 38 to the CTSSB Lead for distribution to the travelers. The traveler will attached the approved FS 38 in the Defense Travel System (DTS) under Substantiating Record in the Authorization.

c. Only one compact vehicle will be approved for every two travelers coming from the same location, unless there are circumstances that prevent them from traveling together. The FS 38 will reflect which individuals will rent a vehicle. Fuel will be estimated in the Authorization.

d. The traveler will build their DTS Authorization in DTS with Fort Sill (not Lawton) as their destination. Fort Sill lodging will be selected, if available.

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e. If a traveler uses their POV to travel to Fort Sill, the Traveler must also complete a Constructive Travel Worksheet (CTW) if over 800 miles round trip or over 400 miles one way. The DOTD exemption to the CTW policy for traveling to designated installations is not valid for travelers coming from other installations.

f. Traveler will not digitally sign the Authorization until FCOE G8 assigns the designated Line of Accounting (LOA) to their Authorization. The traveler will then select the DOTD routing drop down box on the signature page prior to signing it. The Authorization will be routed through DOTD for review and approval.

g. Upon completion of TDYs, the traveler will submit the Voucher for the TDY within five (5) calendar days from the return date. All lodging, vehicle rental, fuel, flight, tolls and reimbursable receipts are required to be attached to the Voucher. Prepaid fuel through car rental companies will not be reimbursed. Traveler is responsible for split disbursement to pay off their GOVCC.

2. Point of Contact is Lisa R. Baker, 580-4425293, lisa.r.baker10.civ@mail.mil.

//Original Signed//
SARA M. JOHNSON
Approving Official