

FORT SILL TRAINING TRAVEL GUIDANCE

Originator: [HQDA DCS G-3-5-7 INSTITUTIONAL TNG DIV WASHINGTON DC](#)

DTG: 221347Z Jul 19 **Precedence:** R **DAC:** General

To: [ARNG NGB COMOPS ARLINGTON VA](#), [ARNGRC ARLINGTON VA](#), [ARNGRC WATCH ARLINGTON VA](#), [CDR 5 ARMY NORTH AOC FT SAM HOUSTON TX](#), More...

CC: [HQDA DCS G-3-5-7 CIV LEADER DEV DIV WASHINGTON DC](#), [HQDA DCS G-3-5-7 COLLECTIVE TNG DIV WASHINGTON DC](#), [HQDA DCS G-3-5-7 INSTITUTIONAL TNG DIV WASHINGTON DC](#), [HQDA DCS G-3-5-7 MIL LEADER DEV DIV WASHINGTON DC](#), More...

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R 221347Z JUL 19

FM HQDA DCS G-3-5-7 INSTITUTIONAL TNG DIV WASHINGTON DC

TO RUJAAA/ARNG NGB COMOPS ARLINGTON VA

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SUBJ/FORT SILL TRAINING TRAVEL GUIDANCE

REFERENCES:

- A. DA MESSAGE 161751Z JUN 16, SAB.
- B. MEMORANDUM, DAMO-TRI, 1 APRIL 2016, WITH ENCLOSURE, SUBJECT: INSTITUTIONAL TRAINING DIRECTED LODGING AND MEAL POLICY.
- C. DEPARTMENT OF DEFENSE INSTRUCTION 1120.11, MARCH 17, 2015, SUBJECT: PROGRAMMING AND ACCOUNTING FOR ACTIVE MILITARY MANPOWER.
- D. HQDA EXORD 010-18, IMPLEMENTATION OF AUTOMATED MEAL CARD MANAGEMENT SYSTEM.
- E. FRAGO 1 AND 2 TO HQDA EXORD 010-18 IMPLEMENTATION OF AUTOMATED MEAL CARD MANAGEMENT SYSTEM.
- F. JOINT TRAVEL REGULATION.

1. THIS MESSAGE SUPERSEDES REFERENCE A WITH CLASSES THAT BEGIN ON OR AFTER 1 OCTOBER 2019 (FY 20). THE INTENT OF THIS MESSAGE IS TO PROVIDE UPDATED ADMINISTRATIVE GUIDANCE IN THE EXECUTION OF ARMY MILITARY PERSONNEL TEMPORARY DUTY/ACTIVE DUTY FOR TRAINING (TDY/ADT) ORDERS FOR THOSE ATTENDING TRAINING CONDUCTED UNDER THE PURVIEW OF THE U.S. ARMY FIRES CENTER OF EXCELLENCE (USAFCOE), SCHOOL CODE (SC) 061, 441S, 635, 810 AND THE ORDNANCE TRAINING DETACHMENT-SILL (OTD-S), SC 091S. REQUEST WIDEST DISTRIBUTION TO SUBORDINATE COMMANDS/ORGANIZATION STAFF ELEMENTS.

2. REFERENCE B REMAINS IN EFFECT AND IS APPLICABLE TO TDY/ADT SOLDIERS. REFERENCES D AND E ARE IN EFFECT AND AMENDS REFERENCE B, CHAPTER 4, PARAGRAPHS F AND G.

3. THIS MESSAGE DOES NOT APPLY TO:

3.A. ENLISTED TRAINEES AS DEFINED IN REFERENCE C, PARAGRAPH 1F(3) (A) .

3.B. SOLDIERS ATTENDING OVERSEAS CONTINGENCY OPERATIONS COURSES.

3.C. SOLDIERS ATTENDING TRAINING UNDER THE PURVIEW OF ARMY TRAINING REQUIREMENTS AND RESOURCES SYSTEM (ATRRS) SC 145T, 429, AND 857.

4. SOLDIERS UNDER PARAGRAPH THREE WILL REQUIRE TRAVEL AND PER DIEM AUTHORIZATION AS DETERMINED BY THE FUNDING/ORDER ISSUING OFFICIAL.

5. **SOLDIERS IN A TDY/ADT WILL REPORT TO IHG ARMY HOTEL, BUILDING 5676 FOR A ROOM ASSIGNMENT EXCEPT THOSE ATTENDING THE BELOW COURSES:**

5.A. MILITARY OCCUPATIONAL SPECIALTY (MOS) TRANSITION TRAINING (MOS-T) COURSE ATTENDEES WILL REPORT TO BUILDING 2437 FOR FA IN-PROCESSING AND BUILDING 1611 FOR ADA IN-PROCESSING AND ASSIGNMENT TO BARRACKS REGARDLESS OF RANK.

5.B. BASIC LEADER COURSE (BLC) ATTENDEES WILL REPORT TO BUILDING 3669 FOR IN-PROCESSING AND ASSIGNMENT TO BARRACKS.

5.C. AMEDD DIRECT COMMISSION COURSE ATTENDEES WILL REPORT TO BUILDING 1614 FOR IN-PROCESSING AND ASSIGNMENT TO BARRACKS.

5.D. LIEUTENANTS ATTENDING ADA BOLC IN CONJUNCTION WITH THAAD FOLLOW-ON COURSE(S) WILL BE PCS'D TO FORT SILL. PER REFERENCE F, TRAINING 20 WEEKS OR MORE AT ONE LOCATION IS A PCS.

5.E. LIEUTENANTS ATTENDING FA BOLC IN CONJUNCTION WITH THE JOINT FIRES OBSERVER COURSE WILL BE PCS'D TO FORT SILL.

6. SOLDIERS ATTENDING TRAINING UNDER THE PURVIEW OF THE USAFCOE AND OTD-S IN A TDY/ADT STATUS WILL BE DIRECTED TO SUBSIST VIA GOVERNMENT DINING FACILITIES SEVEN DAYS PER WEEK.

7. THE SENDING COMMAND IS RESPONSIBLE TO EDUCATE/BRIEF SOLDIERS ON TRAVEL ENTITLEMENTS/AUTHORIZATIONS. TEMPORARY DUTY/ADT TRAINING ORDERS WILL DIRECT GOVERNMENT PROVIDED QUARTERS AND MEAL PER DIEM, AS APPLICABLE. TRAINING TRAVEL ORDERS WILL NOT BE ISSUED IN THE FOLLOWING CIRCUMSTANCES:

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

7.B. WHEN TRAINING LOCATION AND UPCOMING PERMANENT CHANGE OF STATION IS THE SAME. (THE SOLDIER WILL PCS TO INSTALLATION BEFORE THE COURSE OF INSTRUCTION BEGINS).

7.C. WHEN TRAINING LOCATION AND LOSING LOCATION IS THE SAME (THE SOLDIER MAY NOT COMMENCE PCS UNTIL TRAINING IS COMPLETED).

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

7.E. WHEN ATRRS RESERVATION IS IN A WAIT "W" STATUS.

7.F. WHEN INTENT TO TRAIN IN A WALK-ON STATUS.

8. SOLDIERS IN A TDY/ADT STATUS MAY NOT REPORT EARLY TO THE TRAINING BASE. TRAINING ACTIVITIES ARE NOT AUTHORIZED TO DIRECT EARLY ARRIVAL ON CLASS REPORT DATE. DUAL-MILITARY PERSONNEL WHO ELECT TO ATTEND THE SAME COURSE/CLASS ARE NOT AUTHORIZED SEPARATE ACCOMMODATIONS. EXCEPTIONS TO THIS POLICY MUST BE ADDRESSED TO HQDA, G-3/5/7, INSTITUTIONAL TRAINING DIVISION BEFORE EXECUTION OF TRAVEL. DEPENDENTS/FAMILY MEMBERS OF TDY/ADT STUDENTS ARE DISCOURAGED AT THE TDY SITE DUE TO CONSTRAINED ACCOMMODATIONS/SERVICES. COST INCURRED TO SUPPORT DEPENDENTS/FAMILY MEMBERS AT THE TDY SITE IS THE PERSONAL RESPONSIBILITY OF THE SM.

9. COMMERCIAL TRANSPORTATION SERVICE IS AVAILABLE FROM THE LAWTON-FORT SILL REGIONAL AIRPORT (E.G., TAXI OR SHUTTLE). THE LOGISTICS READINESS CENTER (LRC) DOES NOT PROVIDE GOVERNMENT TRANSPORTATION FOR RESIDENT SERVICE SCHOOL SOLDIERS EXCEPT FOR ENLISTED TRAINEES ATTENDING MOS ADVANCED INDIVIDUAL TRAINING. SENDING COMMANDS ARE ENCOURAGED TO SUPPORT COMPACT RENTAL CARS FOR SOLDIERS WHO MUST FLY. GAS RECEIPTS WILL BE CLOSELY MONITORED TO AVOID EXCESSIVE CHARGES TO THE GOVERNMENT. IN AND AROUND MILEAGE FOR THOSE AUTHORIZED TO DRIVE THEIR PRIVATELY OWN

AUTOMOBILE IS NOT AUTHORIZED AND MUST BE ANNOTATED ON THE TRAVEL ORDER.

10. LODGING AND SUBSISTENCE POLICIES, PROCEDURES AND SUPPORT REQUIREMENTS ARE OUTLINED IN REFERENCE B. GROUP LODGING RESERVATIONS WILL BE MADE FOR THOSE WITH A CONFIRMED ATRRS "R" RESERVATION BY FCOE G33, TRAINING MANAGEMENT BRANCH. LODGING RESERVATIONS THROUGH THE DEFENSE TRAVEL SYSTEM OR BY CALLING IHG CENTRAL RESERVATIONS ARE NOT REQUIRED/AUTHORIZED. LODGING REQUIREMENTS ARE CENTRALLY PAID FROM CLASS REPORT DATE TO CLASS END DATE EXCEPT FOR REGULAR ARMY (RA) BASIC OFFICER LEADER COURSE (BOLC) STUDENTS CALLED TO IMMEDIATE ACTIVE DUTY (IAD) IN A TDY STATUS. LODGING FOR THESE STUDENTS WILL BE PAID FROM ARRIVAL DATE THROUGH CLASS END DATE.

11. PER REFERENCES D AND E, MEAL AUTHORIZATIONS ARE NOW AUTOMATED USING THE COMMON ACCESS CARD VICE MANUAL MEAL CARDS. DIRECTED SUBSISTENCE WITH A MEAL ENTITLEMENT CODE OF 05 ARE CENTRALLY PAID BY THE GOVERNMENT FROM CLASS START TO CLASS END DATE, AS OUTLINED ABOVE, EXCEPT FOR RA BOLC EARLY ARRIVALS. THESE STUDENTS ARE AUTHORIZED GOVERNMENT PROVIDED MEALS THE DAY AFTER ARRIVAL THROUGH CLASS END DATE.

12. THIS MESSAGE WILL BE POSTED TO THE ODCS, G-37/TR TRAINING DIRECTORATE WEB SITE AT:
[HTTPS://G357.ARMY.PENTAGON.MIL/TR/TRI/ITTG/DEFAULT.ASPX](https://G357.ARMY.PENTAGON.MIL/TR/TRI/ITTG/DEFAULT.ASPX).

13. THE POINTS OF CONTACT FOR THIS MESSAGE ARE MRS. MARY ELLEN MCCRILLIS, HQDA, G-3/5/7 AT 703-614-9702 OR MR. ALFRED R. PALMA, FCOE, G-33 AT 580-442-6124.

14. THIS MESSAGE REMAINS IN EFFECT UNTIL SUPERSEDED.

BT
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Received from AUTODIN 231707Z Jul 19