



DEPARTMENT OF THE ARMY
UNITED STATES ARMY JOHN F. KENNEDY SPECIAL WARFARE CENTER AND SCHOOL
3004 ARDENNES STREET, STOP A
FORT BRAGG, NORTH CAROLINA 28310-9610

REPLY TO
ATTENTION OF:

AOJK-OP

07 November 2011

MEMORANDUM FOR Soldiers attending USAJFKSWCS ARSOF Assessment and Selection Courses and Defense Travel Service (DTS) Unit Administrators

SUBJECT: TDY Authorizations and DTS Instructions

1. Soldiers scheduled to attend an ARSOF Assessment and Selection (A&S) course at Fort Bragg, North Carolina will refer to the *USAJFKSWCS A&S DTS Help Guide* and information outlined in this memorandum for completing their DTS orders. ARSOF A&S courses include Special Forces, Civil Affairs / Cultural Support, and Military Information Support Operations.

2. For Soldiers traveling to Fort Bragg, NC for an A&S course, DTS will be used to generate Temporary Duty and Return (TDY&R) orders. Soldiers must be registered in DTS prior to beginning the process. Use the following guidelines and instructions for preparing DTS orders:

a. The Soldier is only allowed to travel to and from his permanently assigned duty station to Fort Bragg, NC and return; exceptions may be granted on a case by case basis for travel from a deployed location (contact the POC of this memorandum). Leave is not authorized in conjunction with A&S TDY. If the Soldier's command grants leave, the Soldier is responsible for any debt accrued pertaining to the leave, or any debt accrued outside the specified TDY dates.

b. If departing from OCONUS, the Soldier will be allowed to Depart NET three days prior to the course start date, and CONUS NET two days; however, the Soldier, whether departing OCONUS or CONUS, must report NLT 1200 on the day prior to the start of the A&S course. If the Soldier departs on an earlier date not specified above, he will not be reimbursed for any debt or fees accrued. The Soldier will depart NET 0600 the day after graduation, course completion, or termination of candidate status.

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c. The Soldier will travel by authorized commercial air and/or government transportation to and from Fayetteville Regional Airport ONLY. Soldiers are required to use DTS for flight reservations through the commercial travel office (CTO - Carlson Wagonlit / SATO) using their government-sponsored, contractor-issued travel charge card (GOVCC) or central billed account (CBA).

d. Rental car is not authorized; public conveyance is authorized only to and from the airport not to exceed \$75.00.

e. POV travel is not authorized. If the Soldier decides to travel by POV, he will not be reimbursed for any debt or fees accrued from POV travel (including mileage). A&S has limited parking and may not have a secure area to store a vehicle while the Soldier attends the course.

f. Government meals and lodging are directed at no cost from 0700 hours on the first day of the course through graduation day. Commercial lodging is not authorized for the days prior to and following graduation; government lodging is provided for up to 2 days prior to and one day after graduation from the course.


g. Incidental expenses authorized at \$5.00 a day.

3. The appropriate Line of Accounting is provided for each of the ARSOF A&S courses in the *USAJFKSWCS A&S DTS Help Guide*.

4. Upon arrival to Fort Bragg, NC, personnel will report to Building C-8438 at the intersection of Gruber and Graves Street. The CQ phone number at C-8438 is 910-432-2332; this phone is manned NET three days prior to the start of the A&S course. USAJFKSWCS Headquarters Staff Duty phone number is 910-432-2201.

5. For lost or misrouted luggage, obtain a tracking number from the airline and provide a forwarding address for the luggage to: Building D-2007, Mosby Street, Fort Bragg, NC 28310, phone 910-643-7622. This CQ location is manned 24 hours a day.

6. The POC for these instructions is the USAJFKSWCS Special Warfare Education Group, Operations at 910-432-4697 or 396-5015; DSN: 239-4697 or 236-5015.


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