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

UNCLAS

SUBJ/FORT LEE INSTITUTIONAL TRAINING TRAVEL AND ADMINISTRATIVE SUPPORT GUIDANCE

REFERENCES:

- A. MEMORANDUM, DAMO-TRI, 2 JUNE 2008, SUBJECT: INSTITUTIONAL TRAINING DIRECTED LODGING AND MEAL POLICY.
- B. ALARACT (415/2011), DTG 151655Z NOV 2011, SUBJECT: INSTITUTIONAL TRAINING TRAVEL POLICY UPDATE-FORT LEE, VA.
- C. ALARACT (098/2012), DTG 101909Z APR 2012, SUBJECT: INSTITUTIONAL TRAINING TRAVEL POLICY UPDATE-FORT LEE, VA.
- D. ALARACT (173/2014), DTS 272103Z JUNE 2014, SUBJECT: PRIVATIZATION OF ARMY LODGING (PAL) GROUP C IMPLEMENTATION AT FORT LEE AND FORT BENNING.
- E. MEMORANDUM, SAIE, 31 MARCH 2015, SUBJECT: TRANSITION OF FORT LEE AND FORT BENNING ARMY LODGING INTO THE PRIVATIZED ARMY LODGING (PAL) PROGRAM.
- F. JOINT TRAVEL REGULATION.

1. PURPOSE OF THIS MESSAGE IS TO UPDATE TRAINING TRAVEL AND ADMINISTRATIVE SUPPORT GUIDANCE FOR TRAINING CONDUCTED UNDER THE PURVIEW OF THE U. S. ARMY QUARTERMASTER SCHOOL (QMS), U. S. ARMY ORDNANCE SCHOOL (ODS), U. S. ARMY TRANSPORTATION SCHOOL (TCS), THE U. S. ARMY LOGISTICS UNIVERSITY (ALU) AND COMMAND AND GENERAL STAFF COLLEGE (CGSC) AT FORT LEE, VIRGINIA. THIS MESSAGE SUPERSEDES REFERENCES B AND C AND IS EFFECTIVE FOR CLASSES THAT REPORT ON OR AFTER 1 OCTOBER 2015.

2. THIS MESSAGE DOES NOT APPLY TO SOLDIERS ATTENDING TRAINING UNDER THE PURVIEW OF ARMY TRAINING REQUIREMENTS AND RESOURCES SYSTEM (ATTRS) SCHOOL CODES 145S, 507A, 890B, B091, B101, B551, R091, R101, R551 AND R701.

3. THIS MESSAGE APPLIES TO MILITARY OCCUPATIONAL SPECIALTY TRANSITION (MOS-T) TRAINING COURSES CONDUCTED AT QMS, ODS, TCS AND PROFESSIONAL MILITARY EDUCATION (PME) COURSES CONDUCTED BY ALU AND CGSC.

4. SOLDIERS ATTENDING MOS-T TRAINING IN A TEMPORARY DUTY (TDY)/ACTIVE DUTY TRAINING (ADT) STATUS WILL REPORT TO THE SOLDIER SUPPORT CENTER, BUILDING 3400 FOR IN-PROCESSING. SOLDIERS WILL BE DIRECTED TO EITHER QMS OR ODS (BASED ON THEIR MILITARY OCCUPATIONAL SPECIALTY (MOS)) FOR BARRACKS ASSIGNMENTS REGARDLESS OF RANK. SOLDIERS ATTENDING TCS COURSES WILL BE HOUSED BY THE QMS.

5. IF LODGING IS AVAILABLE, SOLDIERS ATTENDING BELOW COURSES OF INSTRUCTION IN A TDY OR ADT STATUS WILL BE HOUSED ON-POST AT NO COST TO THE SERVICE MEMBER(SM)/SENDING COMMAND. PRIORITY FOR ON-POST LODGING IS BASED ON THE ORDER LISTED BELOW (PARAGRAPHS 5A-5-J).

5.A. . BASIC OFFICER LEADER COURSES (BOLC) EXCEPT THOSE IN PARAGRAPH EIGHT BELOW.

5.B. WARRANT OFFICER BASIC COURSES

5. C. ADVANCED LEADER COURSES

5.D. INTERMEDIATE LEVEL EDUCATION- COMMON CORE (ILE-CC) COURSE

5.E. SENIOR LEADER COURSES

5.F. . WARRANT OFFICER ADVANCED COURSES

5.G. ORSA MILITARY APPLICATIONS COURSE

5.H. FUNCTIONAL AREA (FA) 49 QUALIFICATION COURSE

5.I. PRE-COMMAND COURSES

5.J. CAPTAIN CAREER COURSES-RESERVE COMPONENT

6. ALL SOLDIERS ATTENDING TRAINING IDENTIFIED IN PARAGRAPH FIVE WILL BE NOTIFIED BY E-MAIL A MINIMUM OF 30 CALENDAR DAYS FROM CLASS REPORT DATE IF ON-POST LODGING IS AVAILABLE OR NOT AVAILABLE. CONFIRMATION WILL BE ISSUED FROM ALU OR CGSC.

7. REPORTING INSTRUCTIONS FOR THOSE HOUSED ON-POST ARE AS FOLLOWS:

7.A. ENLISTED SOLDIERS ATTENDING MOS-T TRAINING WILL REPORT PER PARAGRAPH FOUR.

7.B. SOLDIERS IDENTIFIED IN PARAGRAPH FIVE IN RECEIPT OF AN E-MAIL CONFIRMING ON-POST LODGING WILL REPORT TO IHG ARMY HOTELS-FORT LEE.

8. PER THE JOINT TRAVEL REGULATION, TRAINING AT ONE LOCATION FOR 140 DAYS OR MORE MUST BE EXECUTED IN A PERMANENT CHANGE OF STATION (PCS) STATUS. THEREFORE, COMMANDER, HUMAN RESOURCES COMMAND WILL DIRECT THE FOLLOWING TRAINING IN A PCS STATUS:

8.A. . QUARTERMASTER LIEUTENANTS ATTENDING PETROLEUM AND WATER OFFICER COURSE AND/OR AERIAL DELIVERY AND MATERIEL OFFICER COURSE IN CONJUNCTION WITH THEIR BASIC OFFICER LEADER COURSE.

8.B. ORDNANCE LIEUTENANTS ATTENDING THE EXPLOSIVE ORDNANCE DISPOSAL (EOD) SPECIALIST/OFFICER COURSE, PHASE 1 IN CONJUNCTION WITH THEIR BASIC OFFICER LEADER COURSE.

8.C. OFFICERS ATTENDING ILE-CC COURSE IN CONJUNCTION WITH FA 49 COURSE OR ORSA MILITARY APPLICATIONS COURSE.

9. SOLDIERS ATTENDING COURSES NOT IDENTIFIED IN THIS MESSAGE AND THOSE WHO RECEIVE AN E-MAIL FROM ALU OR CGSC OUTLINING THE NON-AVAILABILITY OF ON-POST LODGING WILL BE REQUIRED TO MAKE OFF-POST LODGING RESERVATIONS IN ACCORDANCE WITH THEIR TDY/ADT DEFENSE TRAVEL SYSTEM (DTS)/ MANUAL (DD FORM 1610) TRAVEL ORDER PROCESS. THE E-MAIL CONFIRMING THE NON-AVAILABILITY OF ON-POST LODGING WILL BE INCLUDED IN THE TDY/ADT TRAVEL AUTHORIZATION PACKET.

10. TRAINING TRAVEL ORDERS FOR THOSE LODGED OFF-POST WILL COVER ALL MANDATORY COSTS; SUCH AS, LODGING, MEALS AND INCIDENTALS TO INCLUDE A RENTAL CAR FOR THOSE WHO TRAVEL BY AIR. FOR THOSE THAT ARE AUTHORIZED TO USE THEIR PRIVATELY OWNED AUTOMOBILE (POA), IN AND AROUND MILEAGE CAN BE AUTHORIZED AT THE DISCRETION OF THE SENDING COMMAND BASED ON OFF-POST HOTEL LOCATION TO AND FROM FORT LEE. SENDING COMMANDS ARE REMINDED TO ENSURE ALL SOLDIERS HAVE AN APPROPRIATE GOVERNMENT TRAVEL CHARGE CARD TO SUPPORT THEIR AUTHORIZED TRAVEL EXPENSES.

11. THE U. S. ARMY LOGISTICS UNIVERSITY AND CGSC ARE RESPONSIBLE FOR THE IDENTIFICATION OF ON-POST LODGING REQUIREMENTS FOR THOSE ATTENDING TRAINING IN PARAGRAPH FIVE TO INCLUDE INVOICE VALIDATION PROCEDURES. THE U. S. ARMY LOGISTICS UNIVERSITY AND CGSC, IN COORDINATION WITH THE IHG ARMY HOTEL, WILL MAKE GROUP RESERVATIONS FOR STUDENTS WITH A CONFIRMED ATRRS RESERVATION STATUS OF (R) ONLY. COURSE LODGING COSTS FOR SOLDIERS STAYING ON-POST WILL BE CENTRALLY FUNDED FROM CLASS REPORT DATE TO CLASS END DATE. LODGING COSTS FOR ACTIVE COMPONENT BASIC OFFICER LEADER COURSE-B (BOLC-B) STUDENTS CALLED TO IMMEDIATE ACTIVE DUTY IN A TDY STATUS WILL BE PAID FROM DATE OF ARRIVAL TO CLASS END DATE.

12. THE SENDING COMMAND IS RESPONSIBLE TO EDUCATE/BRIEF SOLDIERS ON TRAVEL ENTITLEMENTS/AUTHORIZATIONS, AS FOLLOWS:

12.A. THE ORDER ISSUING OFFICIAL WILL DIRECT GOVERNMENT PROVIDED HOUSING (E.G., BARRACKS OR LODGING) PER PARAGRAPHS FOUR AND FIVE AT NO COST TO THE SOLDIER UNLESS PARAGRAPH NINE APPLIES.

12.B. THE ORDER ISSUING OFFICIAL WILL DIRECT GOVERNMENT PROVIDED MEALS AS FOLLOWS:

12.B.1. SOLDIERS ATTENDING MOS-T COURSES ARE DIRECTED GOVERNMENT PROVIDED MEALS SEVEN DAYS PER WEEK AT NO COST.

12.B.2. ALL OTHER TDY/ADT ORDERS WILL DIRECT MEAL PER DIEM PER REFERENCE F, BASED ON THE NON-AVAILABILITY OF GOVERNMENT DINING FACILITIES TO SUPPORT FULL TRAINING LOAD.

13. THE INSTALLATION LOGISTIC READINESS CENTER (LRC) WILL CONTINUE TO COLLECT CASH FOR GOVERNMENT DEDUCTIBLE MEALS PROVIDED TO SOLDIERS DURING MANDATORY WEEKEND TRAINING EVENTS WHEN SOLDIERS ARE ON WEEKEND MEAL PER DIEM. SOLDIERS WILL BE REQUIRED TO KEEP A LOG (DATE AND NUMBER) OF GOVERNMENT DEDUCTIBLE WEEKEND MEALS PURCHASED FOR TRAVEL REIMBURSEMENT PURPOSES. SUBSISTENCE POLICIES, PROCEDURES AND SUPPORT REQUIREMENTS ARE OUTLINED IN REFERENCE D.

14. THE LRC PROVIDES STUDENT TRANSPORTATION ONLY FOR MOS-T TRANSITION SOLDIERS, AS REQUIRED. THEREFORE, SENDING COMMANDS ARE ENCOURAGED TO SUPPORT COMPACT RENTAL CARS FOR SOLDIERS HOUSED ON-POST AND WHO TRAVEL BY AIR. IN AND AROUND TRAVEL EXPENSES FOR THOSE HOUSED ON-POST AND USE THEIR POA IS LIMITED TO FIVE MILES PER DAY.

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

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

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

15.C. WHEN TRAINING AND LOSING LOCATION IS THE SAME. SOLDIER MAY NOT PCS UNTIL TRAINING IS COMPLETED.

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

15.E. WHEN TRAINING SEAT RESERVATION IN ATRRS IS IN A WAIT (W) STATUS.

16. SOLDIERS IN A TDY/ADT STATUS MAY NOT REPORT EARLY TO THE TRAINING BASE. TRAINING ACTIVITIES ARE NOT AUTHORIZED TO DIRECT EARLY ARRIVAL. THE CLASS REPORT DATE IS CONSIDERED A TRAVEL DAY FOR STUDENTS. 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 ARE DISCOURAGED AT THE TDY SITE DUE TO CONSTRAINED LODGING ACCOMMODATIONS/SERVICES. COST INCURRED TO SUPPORT DEPENDENTS/FAMILY MEMBERS AT THE TDY SITE IS THE RESPONSIBILITY OF THE SM.

17. THE FUNDS TO SUPPORT THE CENTRALIZED PAYMENT OF ON-POST LODGING COSTS FOR AC SOLDIERS WILL BE ALLOCATED TO THE USA CORPS OF ENGINEERS (USACE) BY THE ODCS, G-37/TR. LODGING COSTS FOR RESERVE COMPONENT SOLDIERS WILL BE ALLOCATED TO USACE BY THE OCAR/USARC AND DIRECTOR, ARNG. THE USACE WILL ADMINISTER FUNDS VIA IN-LICENSE AGREEMENTS. SOLDIERS' LODGING WILL BE FUNDED FROM REPORT DATE TO CLASS END DATE EXCEPT FOR ACTIVE COMPONENT (AC) BOLC-B STUDENTS CALLED TO IMMEDIATE ACTIVE DUTY IN A TDY STATUS. LODGING FOR THESE STUDENTS WILL BE PAID FROM ARRIVAL DATE TO CLASS END DATE.

18. VALIDATION OF THE ON-POST LODGING INVOICES IS A MANDATORY REQUIREMENT AND IS THE RESPONSIBILITY OF ALU AND CGSC. ADEQUATE INTERNAL CONTROLS MUST BE IN PLACE BY RESPECTIVE TRAINING ACTIVITIES TO VALIDATE THE CENTRALIZED BILLING PROCESS. VALIDATION OF ON-POST LODGING MUST BE DONE IN COORDINATION WITH THE FORT LEE IHG ARMY HOTEL. PERIODIC AUDITS WILL BE DONE TO EVALUATE THE ADEQUACY OF INTERNAL CONTROLS.

19. THE FUNDS TO SUPPORT THE CENTRALIZED PAYMENT OF SUBSISTENCE REQUIREMENTS WILL BE ALLOCATED TO ARMY MATERIAL COMMAND (AMC) BY THE ODCS, G-37/TR, USARC AND DIRECTOR, ARNG RESPECTIVELY. SOLDIERS' MEAL REQUIREMENTS WILL BE FUNDED FROM CLASS START DATE TO CLASS END DATE AS IDENTIFIED IN PARAGRAPH 12.B. THE LRC WILL CONTINUE TO COLLECT CASH FOR GOVERNMENT DEDUCTIBLE MEALS PROVIDED TO SOLDIERS DURING MANDATORY WEEKEND TRAINING EVENTS WHEN SOLDIERS ARE ON WEEKEND MEAL PER

DIEM. SOLDIERS WILL BE REQUIRED TO KEEP A LOG (DATE AND NUMBER OF MEALS) OF GOVERNMENT DEDUCTIBLE WEEKEND MEALS PURCHASED FOR TRAVEL REIMBURSEMENT PURPOSES. SUBSISTENCE POLICIES, PROCEDURES AND SUPPORT REQUIREMENTS ARE OUTLINED IN REFERENCE A.

20. THE ARMY, G-37/TR ENGAGED THE DEFENSE TRAVEL MANAGEMENT OFFICE (DTMO) TO ADD THE FORT LEE SURROUNDING AREA INTO THE DEPARTMENT OF DEFENSE INTEGRATED LODGING PROGRAM PILOT. INTEGRATION INTO THE PILOT PROGRAM IS APPROVED AND WILL BE INCLUDED IN THE DTMO 2016 SOURCING CYCLE.

21. 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).

22. POINT OF CONTACT FOR THIS MESSAGE IS MRS. MARY ELLEN MCCRILLIS, HQDA ODCS, G-37/TR, AT COMMERCIAL (703) 614-9702 OR MARY.MCCRILLIS.CIV@MAIL.MIL

23. EXPIRATION DATE IS ONE YEAR FROM PUBLICATION.