

# FORT LEE INSTITUTIONAL TRAINING TRAVEL GUIDANCE

Originator: HODA DCS G-3-5-7 INSTITUTIONAL TNG DIV WASHINGTON DC

DTG: 2817392 Aug 17 **Precedence: R DAC:** General

To: CDR FORSCOM DCS G3 CENTRAL TASKING DIV FT BRAGG NC, CDR FORSCOM DCS G3 CENTRAL TASKING DIV FT BRAGG NC, CDR TRADOC DCG FT EUSTIS VA, CDR TRADOC DCG FT EUSTIS VA, More...

CC: HODA DCS G-JcS-7 CIV LEADER DEV DIV WASHINGTON DC, HODA DCS G-3-5-7 COLLECTIVE TNG DIV WASHINGTON DC, HODA DCS G-3-5-7 INSTITUTIONAL TNG DIV WASHINGTON DC, HODA DCS G-3-5-7 MIL LEADER DEV DIV WASHINGTON DC, More...

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

SUBJ/FORT LEE INSTITUTIONAL TRAINING TRAVEL GUIDANCE

## REFERENCES:

- A. DA MESSAGE 2818232 SEP 16, SUBJECT: FORT LEE TRAINING TRAVEL GUIDANCE.
- 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. JOINT TRAVEL REGULATION.
  1. THIS MESSAGE SUPERSEDES REFERENCES A AND IS EFFECTIVE FOR CLASSES THAT REPORT ON OR AFTER 1 OCTOBER 2017. THE INTENT OF THIS MESSAGE IS TO PROVIDE ADMINISTRATIVE GUIDANCE TO PREPARE TEMPORARY DUTY/ACTIVE DUTY FOR TRAINING (TDY/ADT) ORDERS 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 U. S. ARMY COMMAND AND GENERAL STAFF COLLEGE (CGSC) AT FORT LEE, VIRGINIA.
  2. THIS MESSAGE DOES NOT APPLY TO SOLDIERS ATTENDING TRAINING UNDER THE PURVIEW OF ARMY TRAINING REQUIREMENTS AND RESOURCES SYSTEM (ATRRS) SCHOOL CODES 145S, 507A, 890B, B091, B101, AND B551.

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

4. SOLDIERS ATTENDING MOS-T TRAINING 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. BASED ON AVAILABLE LODGING, SOLDIERS ATTENDING BELOW COURSES OF INSTRUCTION (IN PRIORITY ORDER) IN A TOY OR ADT STATUS WILL BE HOUSED ON-POST AT NO COST TO THE SERVICE MEMBER(SM)/SENDING COMMAND.

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. SENIOR LEADER COURSES

5.E. WARRANT OFFICER ADVANCED COURSES

5.F. ORSA MILITARY APPLICATIONS COURSE

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

5.H. PRE-COMMAND COURSES

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 AND 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 THE AERIAL DELIVERY AND MATERIEL OFFICER COURSE IN CONJUNCTION WITH BOLC.

8.B. ORDNANCE LIEUTENANTS ATTENDING THE EXPLOSIVE ORDNANCE DISPOSAL (EOD) ENLISTED/OFFICER COURSE, PHASE 1 IN CONJUNCTION WITH BOLC.

8.C. OFFICERS ATTENDING ILE-CCC 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. GAS RECEIPTS WILL BE MONITORED TO AVOID EXCESSIVE MILEAGE. IN AND AROUND MILEAGE IS NOT AUTHORIZED FOR THOSE HOUSED OFF POST AND AUTHORIZED TO USE THEIR PRIVATELY OWN VEHICLE (POV). DISAPPROVAL MUST BE ANNOTATED ON THE TRAVEL ORDER. SENDING COMMANDS ARE REMINDED TO ENSURE ALL SOLDIERS HAVE AN APPROPRIATE GOVERNMENT TRAVEL CHARGE CARD TO SUPPORT THEIR AUTHORIZED TRAVEL EXPENSES.

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

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

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

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

11.B.2. SOLDIERS ATTENDING ALL OTHER COURSES ARE AUTHORIZED MEAL PER DIEM PER REFERENCE D, BASED ON THE NON-AVAILABILITY OF GOVERNMENT DINING FACILITIES TO SUPPORT FULL TRAINING LOAD.

12. 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.

13. 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 TRAVEL BY AIR. GAS RECEIPTS WILL BE MONITORED TO AVOID EXCESSIVE MILEAGE. IN AND AROUND MILEAGE IS NOT AUTHORIZED FOR THOSE AUTHORIZED TO USE THEIR POV AND HOUSED ON POST. DISAPPROVAL MUST BE ANNOTATED ON THE TRAVEL ORDER.

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

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

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

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

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

14.E. WHEN TRAINING SEAT RESERVATION IN ATRRS IS IN A WAIT "W" STATUS.

15. 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 TOY SITE IS THE RESPONSIBILITY OF THE SM.

16. LODGING AND SUBSISTENCE POLICIES, PROCEDURES AND SUPPORT REQUIREMENTS ARE OUTLINED IN REFERENCE C. GROUP LODGING RESERVATIONS WILL BE MADE FOR THOSE WITH A CONFIRMED ATRRS "R" RESERVATION AND LODGED ON-POST BY THE RESPECTIVE SCHOOL VALIDATION AUTHORITY. THEREFORE, LODGING RESERVATIONS THROUGH THE DEFENSE TRAVEL SYSTEM ARE NOT REQUIRED/AUTHORIZED. LODGING REQUIREMENTS ARE 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 TO CLASS END DATE. SUBSISTENCE FOR MOS-T SOLDIERS WILL BE PAID FROM CLASS START DATE TO CLASS END DATE.

17. THE ARMY, G-37/TR, IN COORDINATION WITH ALU, CGSC AND IHG ARMY HOTELS WILL CONTINUOUSLY MONITOR THE STUDENT OVERFLOW REQUIREMENTS AND MAKE COURSE PRIORITY ADJUSTMENTS, AS APPROPRIATE.

18. 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).

19. 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](mailto:MARY.MCCRILLIS.CIV@MAIL.MIL)

20. THIS MESSAGE REMAINS IN EFFECT UNTIL SUPERSEDED.

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