

ALARACT 281/2011

DTG: R 291401Z JUL 11

THIS MESSAGE HAS BEEN SENT BY THE PENTAGON TELECOMMUNICATIONS CENTER ON BEHALF OF DA WASHINGTON DC//DAMO-TR//

SUBJECT: FORT LEONARD WOOD INSTITUTIONAL TRAINING DIRECTED LODGING AND MEAL POLICY

A. DA MSG, DAMO-TRI, 041303Z OCT 06, SUBJECT: MILITARY TRAINING SERVICE SUPPORT (MTSS) PROGRAM.

B. MEMORANDUM, DAMO-TRI, 2 JUNE 2008, SUBJECT: INSTITUTIONAL TRAINING DIRECTED LODGING AND MEAL POLICY.

C. ALARACT 018/2010, SUBJECT: TRAINING TRAVEL POLICY.

D. ALARACT 323/2010, SUBJECT: TRAINING TRAVEL ORDERS IN CONJUNCTION WITH A PERMANENT CHANGE OF STATION.

E. DA MSG, DAMO-TRI, 181848Z APR 11, SUBJECT: PRIVATIZATION OF ARMY LODGING (PAL).

1. THIS MESSAGE SUPERSEDES TRAINING TRAVEL AND INSTALLATION SUPPORT GUIDANCE ISSUED IN REFERENCE A. REFERENCE B, REMAINS IN EFFECT AND NOW INCLUDES THE PRIME POWER SCHOOL. POLICY CONTINUES TO EXCLUDE SOLDIERS ATTENDING INDIVIDUAL READY RESERVE RAPID TRAIN-UP, GWOT COURSES AND ACTIVE COMPONENT SOLDIERS ATTENDING THE CHILD ABUSE PREVENTION AND INVESTIGATIVE TECHNIQUES (CAPIT) AND DOMESTIC VIOLENCE INTERVENTION (DIVIT) COURSES. TRAVEL AND PER DIEM FOR THESE SOLDIERS ARE FUNDED UNDER SEPARATE FUNDING SOURCES (E.G., OVERSEAS CONTINGENCY OPERATIONS AND OSD RESPECTIVELY).

2. RESIDENT SERVICE SCHOOL SOLDIERS ATTENDING TRAINING IN A TDY/ADT STATUS CONTINUE TO REPORT TO INTERCONTINENTAL HOTELS GROUP ARMY LODGING, BUILDING 470, SUITE 1201 FOR ROOM ASSIGNMENTS, EXCEPT AS FOLLOWS:

2.A. SOLDIERS ATTENDING SAPPER LEADER COURSE WILL BE ASSIGNED TO BARRACKS.

2.B. ALL SOLDIERS ATTENDING MILITARY OCCUPATIONAL SKILL (MOS) ADVANCED INDIVIDUAL TRAINING (AIT) TRANSITION TRAINING (MOS-T) WILL BE ASSIGNED TO BARRACKS.

2.C. SOLDIERS ATTENDING COMBAT ENGINEER HEAVY TRACK COURSE (ASI B6) WILL BE ASSIGNED TO BARRACKS.

3. RESIDENT SERVICE SCHOOL MEAL SUBSISTENCE AT INSTALLATION/GARRISON DINING FACILITIES IS DIRECTED AS FOLLOWS:

3.A. SOLDIERS ATTENDING THE FOLLOWING COURSES WILL CONTINUE TO SUBSIST SEVEN DAYS PER WEEK AT NO COST:

3.A.1. SAPPER LEADER COURSE

3.A.2. ALL MOS AIT TRANSITION TRAINING (MOS-T)

3.A.3. COMBAT ENGINEER HEAVY TRACK COURSE (ASI B6)

3.A.4. WARRIOR LEADER COURSE

3.A.5. ALL ADVANCED LEADER COURSES

4. ALL OTHER SOLDIERS ATTENDING TRAINING IN A TDY/ADT STATUS WILL BE DIRECTED TO SUBSIST WEEKDAYS AT NO COST TO THE SOLDIER WITH FULL MEAL PER DIEM ON THE WEEKENDS AND FEDERAL HOLIDAYS.

5. GARRISON WILL FUND SUBSISTENCE REQUIREMENTS FROM CLASS START DATE TO CLASS END DATE BASED ON ABOVE GUIDANCE EXCEPT FOR AC BOLC-B STUDENTS. THE AC BOLC-B MEALS WILL BE FUNDED STARTING THE DAY AFTER THE SOLDIER ARRIVES (E.G., THOSE AUTHORIZED EARLY REPORT) THROUGH CLASS END DATE EXCEPT FOR WEEKENDS AND FEDERAL HOLIDAYS. THE FUNDS TO SUPPORT THE CENTRALIZED PAYMENT OF CONSUMED GOVERNMENT MEALS REMAIN UNCHANGED. FUNDS ARE ALLOCATED TO IMCOM BY THE ODCS, G-3/5/7, OCAR/USARC AND DIRECTOR, ARNG, AS APPLICABLE. SUBSISTENCE POLICIES, PROCEDURES AND SUPPORT REQUIREMENTS ARE OUTLINED IN REFERENCE B.

6. SENDING COMMANDS ARE ENCOURAGED TO SUPPORT COMPACT RENTAL CARS FOR SOLDIERS WHO MUST FLY. IN AND AROUND MILEAGE IS NOT AUTHORIZED FOR STUDENTS WHO TRAVEL BY POV AND ATTEND SAPPER LEADER, MOS-TRANSITION AND ASI B6 SINCE GOVERNMENT TRANSPORTATION IS PROVIDED. PER REFERENCE C, IN AND AROUND MILEAGE MAY BE AUTHORIZED BY THE ORDER- ISSUING OFFICIAL UP TO:

6.A. TEN MILES PER DAY IF ASSIGNED TO ON-POST LODGING.

6.B. FIFTEEN MILES PER DAY IF ASSIGNED TO OFF-POST LODGING.

7. PER REFERENCE D, THE ISSUANCE AND APPROVAL OF ACTIVE COMPONENT TRAINING TRAVEL ORDERS AND ASSOCIATED FUNDING IS THE SOLE RESPONSIBILITY OF THE ORDER-ISSUING OFFICIAL WHETHER IN DEFENSE TRAVEL SYSTEM FOR TDY AND RETURN OR WHEN UTILIZING A DD FORM 1610.

8. TRAINING TRAVEL ORDERS WILL NOT BE ISSUED IN THE FOLLOWING CIRCUMSTANCES:

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

8.B. WHEN THE TRAINING LOCATION AND UPCOMING PERMANENT CHANGE OF STATION (PCS) ARE THE SAME. SOLDIER MUST PCS TO INSTALLATION BEFORE COURSE OF INSTRUCTION BEGINS (E.G., COMBAT ENGINEER MINE DETECTION DOG HANDLER).

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

9. SOLDIERS MAY NOT REPORT EARLY TO THE TRAINING BASE. TRAINING LOCATION IS NOT AUTHORIZED TO DIRECT EARLY ARRIVAL ON CLASS REPORT DATE. SOLDIERS HAVE UNTIL 2400 HOURS ON REPORT DATE TO ARRIVE. DEPENDENTS/FAMILY MEMBERS ARE DISCOURAGED AT THE TDY SITE DUE TO CONSTRAINED ACCOMMODATIONS AND SERVICES.

10. EFFECTIVE 11 AUGUST 2011, THE MANEUVER SUPPORT CENTER OF EXCELLENCE (MSCOE), G-3 IS RESPONSIBLE FOR THE LODGING REQUIREMENTS, OFF-POST LODGING AUTHORIZATION, AND INVOICE VALIDATION PROCEDURES OF ARMY STUDENTS ASSIGNED TO GOVERNMENT PROVIDED LODGING.

11. AS OUTLINED IN REFERENCE E, THE ARMY'S GOAL IS TO LODGE ALL ARMY RESIDENT SERVICE SCHOOL AND THE ARMY SCHOOL SYSTEM (TASS) BATTALION STUDENTS ON-POST UTILIZING GOVERNMENT HOUSING (BARRACKS) AND GOVERNMENT PROVIDED LODGING. THOSE ASSIGNED TO OFF-POST CONTRACTED HOTELS MAY BE RECALLED TO ON-POST FACILITIES BY THE GOVERNMENT. THE RECALL PROCESS WILL BE EXPLAINED DURING INITIAL CHECK IN BY A LODGING REPRESENTATIVE ON BEHALF OF THE GOVERNMENT. SOLDIERS WILL BE ADVISED IN WRITING WHEN ON-POST LODGING BECOMES AVAILABLE. RECALL TO ON-POST GOVERNMENT PROVIDED LODGING IS MANDATORY. SOLDIERS' LODGING WILL BE FUNDED FROM REPORT DATE THROUGH CLASS END DATE EXCEPT FOR ACTIVE COMPONENT BASIC OFFICER LEADER COURSE-B (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.

12. EFFECTIVE 11 AUGUST 2011, THE 80TH TRAINING COMMAND (USAR) WILL FACILITATE THE TASS BN STUDENT AND CADRE (ADMINISTRATIVE STAFF AND

INSTRUCTORS) LODGING REQUIREMENTS DIRECTLY WITH THE MSCOE, G-3. BASE OPERATION SUPPORT FOR REQUIRED SERVICES (E.G., BARRACKS, DINING FACILITIES AND TRANSPORTATION) WILL CONTINUE TO BE FACILITATED BY IMCOM, MOBILIZATION AND RESERVE AFFAIRS OFFICE, AS INDICATED BELOW:

12.A. THE 80TH TRAINING COMMAND (USAR), S-3 WILL SUBMIT THEIR LOGISTIC REQUIREMENTS ON FLW FORM 694-R THROUGH MSCOE, G-3 ON OR BEFORE THE NLT DATE OF SUPPORT. THE REQUEST WILL BE USED BY THE MSCOE TO VALIDATE THE TASS BN LODGING REQUIREMENTS AND BY THE GARRISON FOR LOGISTICAL SUPPORT.

12.B. GOVERNMENT BARRACKS ARE AVAILABLE AND DIRECTED TO SUPPORT THE USAR TASS BN MOS AIT TRANSITION STUDENTS. WHEN ADDITIONAL BARRACKS SPACE IS NEEDED FOR THE MOS AIT STUDENTS, REQUESTS WILL GO TO IMCOM FOR ACTION. ALL NCOES TASS STUDENTS AND CADRE WILL BE HOUSED IN LODGING UNTIL ADDITIONAL BARRACK SPACE CAN BE SECURED BY THE GARRISON.

12.C. ALL TASS BN STUDENTS AND CADRE WILL SUBSIST AT THE INSTALLATION DINING FACILITIES SEVEN DAYS PER WEEK AT NO COST TO THE SOLDIER.

12.D. GOVERNMENT TRANSPORTATION IS AVAILABLE AND DIRECTED TO SUPPORT ALL TASS BN REQUIREMENTS. IN AND AROUND MILEAGE IS NOT AUTHORIZED FOR THOSE WHO TRAVEL BY POV AND RENTAL CARS ARE NOT AUTHORIZED FOR THOSE THAT FLY.

13. UNDER REFERENCE E, THE FUNDS TO SUPPORT THE CENTRALIZED PAYMENT OF LODGING COSTS WILL BE ALLOCATED TO THE USA CORPS OF ENGINEERS (USACE) BY THE ODCS, G-37/TR, OCAR/USARC, AND DIRECTOR, ARNG, AS APPLICABLE. THE USACE WILL ADMINISTER FUNDS VIA IN-LICENSE AGREEMENTS FOR EACH COMPONENT. THE FUNDS TO SUPPORT THE CENTRALIZED PAYMENT OF OFF-POST LODGING IS THE RESPONSIBILITY OF TRADOC FOR THE AC. FUNDING TO SUPPORT THE RC OFF-POST REQUIREMENTS REMAINS THE RESPONSIBILITY OF THE USARC AND DIRECTOR, ARNG IN DIRECT COORDINATION WITH THE MSCOE, G-8.

14. VALIDATION OF THE LODGING INVOICES IS A MANDATORY REQUIREMENT AND REMAINS THE SOLE RESPONSIBILITY OF MSCOE, G-3 AND THE 80TH TRAINING COMMAND (USAR), RESPECTIVELY. VALIDATION OF ON-POST LODGING MUST BE DONE IN COORDINATION WITH USACE. ADEQUATE INTERNAL CONTROLS MUST BE IN PLACE BY RESPECTIVE TRAINING ACTIVITIES TO VALIDATE THE CENTRALIZED BILLING PROCESS. PERIODIC AUDITS WILL BE DONE TO EVALUATE THE ADEQUACY OF INTERNAL CONTROLS.

15. THIS MESSAGE WILL BE POSTED TO THE ODCS, G-37/TR TRAINING

DIRECTORATE WEB SITE AT
[HTTPS://WWW.G357EXTRANET.ARMY.PENTAGON.MIL/AKO/ITTG/DEFAULT.HTM.](https://www.g357extranet.army.pentagon.mil/ako/ittg/default.htm)

16. THE POINT OF CONTACT FOR THIS MESSAGE IS MRS. MARY ELLEN
MCCRILLIS, HQDA, G-3/5/7 AT DSN 224-9702 OR
MARYELLEN.MCCRILLIS@US.ARMY.MIL.

17. EXPIRATION DATE HAS NOT BEEN DETERMINED.