SUBJ: ALARACT 191/2006

SUBJECT: MILITARY TRAINING SERVICE SUPPORT (MTSS) PROGRAM

1. THIS MESSAGE ANNOUNCES THE IMPLEMENTATION OF THE MTSS PROGRAM AT FORT LEONARD WOOD, MO FOR SOLDIERS ATTENDING TRAINING UNDER THE PURVIEW OF THE U.S. ARMY CHEMICAL SCHOOL, U.S. ARMY ENGINEER SCHOOL, U.S. ARMY MILITARY POLICE SCHOOL, MANEUVER SUPPORT CENTER (MANSCEN) ARMY TRAINING CENTER, NONCOMMISSIONED OFFICER ACADEMY AND TRAINING UNDER THE PURVIEW OF THE USAR 95TH DIVISION (INSTITUTIONAL TRAINING).

2. BY DIRECTION OF THE HQDA MTSS SENIOR REVIEW GROUP, 14 SEPTEMBER 2006, THE MTSS PROGRAM AT FORT LEONARD WOOD IS EFFECTIVE WITH CLASSES THAT BEGIN ON OR AFTER 1 DECEMBER 2006. THE PROGRAM IS APPLICABLE TO ALL ACTIVE ARMY, ARMY RESERVE, AND ARMY NATIONAL GUARD SOLDIERS ON TDY/ADT STATUS EXCEPT IRR RAPID TRAIN-UP AND ACTIVE ARMY SOLDIERS THAT ATTEND THE CHILD ABUSE PREVENTION AND INVESTIGATIVE TECHNIQUES (CAPIT) AND DOMESTIC VIOLENCE INTERVENTION (DIVIT) COURSES. TRAVEL AND PER DIEM COST FOR IRR RAPID TRAIN-UP SOLDIERS IS FUNDED UNDER A SEPARATE FUNDING SOURCE (I.E., GWOT). TRAVEL AND PER DIEM COST FOR ACTIVE ARMY SOLDIERS THAT ATTEND CAPIT AND DIVIT ARE FUNDED BY THE U. S. ARMY MILITARY POLICE SCHOOL. ARMY RESERVE AND ARMY NATIONAL GUARD SOLDIERS THAT ATTEND CAPIT AND DIVIT IS FUNDED BY THE RESERVE COMPONENTS AND WILL BE COVERED UNDER MTSS. TEMPORARY DUTY/ACTIVE DUTY FOR TRAINING ORDERS WILL DIRECT GOVERNMENT QUARTERS AT NO COST TO SOLDIER AND GOVERNMENT DEDUCTIBLE MEALS AT NO COST TO THE SOLDIER AS DELINEATED IN PARAGRAPHS SIX AND SEVEN BELOW.

3. ASSIGNMENT TO GOVERNMENT QUARTERS IS THE RESPONSIBILITY OF THE INSTALLATION. FORT LEONARD WOOD REQUIRES THAT ALL RESIDENT SERVICE SCHOOL SOLDIERS ATTENDING TRAINING IN A TDY/ADT STATUS REPORT TO ARMY LODGING, BUILDING 470, SUITE 1201 FOR A ROOM ASSIGNMENT EXCEPT AS FOLLOWS:

A. SOLDIERS ATTENDING SAPPER LEADER COURSE WILL REPORT TO BUILDING
6022 NOT LATER THAN 1800 ON REPORT DATE FOR IN-PROCESSING AND ASSIGNMENT TO BARRACKS.

B. SOLDIERS ATTENDING MOS TRANSITION TRAINING (FORMERLY KNOWN AS MOS RECLASSIFICATION) TO INCLUDE COMBAT ENGINEER HEAVY TRACK COURSE (ASI B6) AND PETROLEUM VEHICLE OPERATOR (ASI H7) WILL REPORT TO BUILDING 470, ROOM 2109 FOR IN-PROCESSING AND ASSIGNMENT TO BARRACKS.

4. ADVANCED ROOM RESERVATIONS ARE NOT REQUIRED FOR SOLDIERS ASSIGNED TO ARMY LODGING BUT HIGHLY ENCOURGED. SOLDIERS THAT MUST TRAVEL BY AIR AND WITHOUT AUTHORIZATION FOR A RENTAL CAR ARE ENCOURAGED TO CALL TOLL FREE 1-800-677-8356 OR (573) 596-0665 BEFORE LEAVING HOME STATION SO ON-POST LODGING CAN BE PRE-ARRANGED.

5. THE GOAL IS TO LODGE ALL ARMY RESIDENT SERVICE SCHOOL STUDENTS ON-POST. ALL OFF-POST STUDENT ROOM NIGHT REQUIREMENTS, IF REQUIRED, WILL BE HANDLED BY FORT LEONARD WOOD LODGING THROUGH GOVERNMENT CONTRACTED HOTELS. HOTELS WILL OFFER STANDARD MID-LEVEL AMENITIES. FORT LEONARD WOOD LODGING MAY RECALL SOLDIERS FROM OFF-POST CONTRACTED HOTELS. THE RECALL PROCESS WILL BE EXPLAINED DURING INITIAL CHECK IN. SOLDIERS WILL BE ADVISED IN WRITING WHEN ON-POST LODGING BECOMES AVAILABLE. FORT LEONARD WOOD WILL FUND LODGING FROM REPORT DATE THROUGH CLASS END DATE EXCEPT FOR ACTIVE COMPONENT BASIC OFFICER LEADER COURSE (BOLC) PHASE III STUDENTS THAT ARE CALLED TO IMMEDIATE ACTIVE DUTY. OFFICER BASIC COURSE SOLDIERS LODGING WILL BE PAID FROM ARRIVAL DATE TO CLASS END DATE.

6. BASE OPERATION SUPPORT FOR USAR TASS BATTALION STUDENTS, ADMINISTRATIVE AND CADRE ROOM NIGHT REQUIREMENTS WILL BE FACILITIATED BY THE DPTM, MOBILIZATION AND RESERVE AFFAIRS OFFICE IN COORDINATION WITH ARMY LODGING AT NO COST TO THE SOLDIER. ALL USAR TASS BATTALION STUDENTS, ADMINISTRATIVE STAFF AND CADRE WILL SUBSIST AT THE INSTALLATION DINING FACILITIES SEVEN DAYS PER WEEK AT NO COST TO THE SOLDIER. GOVERNMENT TRANSPORTATION IS PROVIDED FOR ALL USAR TASS BATTALION STUDENTS TO MEET LODGING, CLASS AND MEAL REQUIREMENTS. IN AND AROUND MILEAGE FOR THOSE THAT POV IS NOT AUTHORIZED SINCE GOVERNMENT TRANSPORTATION IS PROVIDED.

7. MEAL SUBSISTENCE AT INSTALLATION DINING FACILITIES IS DIRECTED AS FOLLOWS:

A. SOLDIERS ATTENDING MOS-TRANSITION COURSES, PETROLEUM VEHICLE OPERATOR COURSE (ASIH7) AND COMBAT ENGINEER HEAVY TRACK COURSE (ASI B6), WARRIOR LEADER COURSE, DRILL SERGEANT COURSE AND BNCOC IN A TDY/ADT STATUS WILL CONTINUE TO SUBSIST AT INSTALLATION DINING FACILITIES SEVEN DAYS PER WEEK AT NO COST TO THE SOLDIER.

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

8. FORT LEONARD WOOD WILL FUND SUBSISTENCE REQUIREMENTS FROM CLASS START DATE TO CLASS END DATE EXCEPT AS DIRECTED ABOVE. ACTIVE COMPONENT BOLC PHASE III MEALS WILL BE FUNDED STARTING THE DAY AFTER THE SOLDIER ARRIVES (I.E. THOSE AUTHORIZED EARLY REPORT) THROUGH CLASS END DATE EXCEPT FOR WEEKENDS AND FEDERAL HOLIDAYS.

9. SOLDIERS WILL BE DIRECTED BY THE INSTALLATION TO SUBSIST AT DINING FACILITIES THAT ARE LOCATED AS CLOSE AS POSSIBLE TO QUARTERS AND CLASSROOMS. FORT LEONARD WOOD WILL USE AN AUTOMATED SYSTEM TO TRACK MEALS SERVED. THE ARMY HEADCOUNT SYSTEM WILL BE LOCATED AT EACH SERVING LINE. MEAL CARDS WILL BE ISSUED TO SOLDIERS, AS REQUIRED, DURING IN-PROCESSING. THE MEAL CARD WILL BE OVER-PRINTED WITH EITHER MTSS (5) OR MTSS (7), SIGNED BY THE APPROPRIATE MEAL CARD CONTROL OFFICER AND LAMINATED TO PERMIT USE IN MULTIPLE TRAINING CYCLES. ALL MEAL CARDS WILL BE RETURNED AND ACCOUNTED FOR DURING OUT-PROCESSING. STUDENTS WILL BE REQUIRED TO SHOW THE MEAL CARD AND SWIPE THEIR MILITARY COMMON ACCESS (CAC) CARD AND ENTER THEIR PIN NUMBER BEFORE BEING SERVED. DAILY STATISTICS WILL BE AVAILABLE BY COMPONENT, STUDENT AND MEAL.

10. SENDING COMMANDS ARE ENCOURAGED TO SUPPORT COMPACT RENTAL CARS FOR SOLDIERS THAT MUST FLY. IN AND AROUND MILEAGE IS NOT AUTHORIZED FOR STUDENTS WHO TRAVEL BY POV AND ATTEND THE SAPPER LEADER, MOS-TRANSITION, ASI B6 AND ASI H7 TRAINING SINCE GOVERNMENT TRANSPORTATION IS PROVIDED. IN AND AROUND MILEAGE FOR ALL OTHER RESIDENT SERVICE SCHOOL STUDENTS THAT TRAVEL BY POV MAY BE AUTHORIZED BY THE ORDER ISSUING OFFICIAL AS FOLLOWS:

A. 15 MILES PER DAY, IF ASSIGNED ON-POST LODGING.

B. 20 MILES PER DAY, IF ASSIGNED OFF-POST LODGING.

11. SENDING COMMANDS WILL EDUCATE/BRIEF STUDENTS ON TRAVEL ENTITLEMENTS/AUTHORIZATIONS. TEMPORARY DUTY/ACTIVE DUTY FOR TRAINING ORDERS WILL DIRECT GOVERNMENT QUARTERS AT NO COST TO THE SOLDIER AND GOVERNMENT DEDUCTIBLE MEALS AT NO COST TO THE SOLDIER PER PARAGRAPHS SIX AND SEVEN. SOLDIERS ARE NOT AUTHORIZED PER DIEM AT THEIR PERMANENT DUTY STATION (PDS). WHEN INSTITUTIONAL TRAINING IS DIRECTED BY COMMANDER, HUMAN RESOURCES COMMAND FOR ACTIVE COMPONENT PERSONNEL AT THE NEW PDS SITE (E.G., FORT LEONARD WOOD), SOLDIERS MUST PCS TO THE INSTALLATION BEFORE THEY REPORT TO COURSE OF INSTRUCTION. IN ADDITION, WHEN MULTIPLE COURSES OF INSTRUCTION ARE DIRECTED AT THE SAME TRAINING SITE AND COURSES OF INSTRUCTION EQUALS OR SURPASSES TWENTY WEEKS SOLDIERS WILL BE PCS D TO THE INSTALLATION. IN THESE CASES, TDY ORDERS ARE NOT GENERATED BY THE LOSING COMMAND. SAMPLE TDY ORDER FORMAT AND A FACT SHEET CAN BE

FOUND AT HTTPS://WWW.G357EXTRANET.ARMY.PENTAGON.MIL/AKO/MTSS. SAMPLE TRAVEL ORDER FORMAT MUST BE FOLLOWED TO REDUCE EXCESSIVE OBLIGATIONS BY THE ORDER ISSUING OFFICIAL AND ENSURE SOLDIERS ARE REIMBURSED APPROPRIATELY. WE ENCOURAGE SENDING COMMANDS TO ATTACH A COPY OF THE FORT LEONARD WOOD FACT SHEET TO EACH ORDER, AS REQUIRED, SO THE SOLDIER KNOWS WHAT TO EXPECT AT THE TRAINING SITE.

12. TRAVEL SETTLEMENT VOUCHERS MUST BE CAREFULLY REVIEWED TO PRECLUDE ERRONEOUS PAYMENTS. THERE SHOULD BE NO CLAIMS FOR LODGING WHILE AT THE TRAINING SITE. THERE SHOULD BE NO CLAIMS FOR MEAL REIMBURSEMENT EXCEPT WHERE AUTHORIZED. FORT LEONARD WOOD IS RESPONSIBLE FOR ALL LODGING COSTS FROM CLASS REPORT DATE TO THE CLASS END DATE AND MEAL COSTS AS DELINEATED ABOVE. THERE SHOULD BE NO CLAIMS FOR IN AND AROUND MILEAGE OR RENTAL CARS UNLESS AUTHORIZED ON THE ORIGINAL TRAVEL ORDER. SOLDIERS ARE REQUIRED TO KEEP A DAILY LOG FOR IN AND AROUND MILEAGE AND RECEIPTS FOR RENTAL CAR REIMBURSEMENT. THE ORDER ISSUING OFFICIAL, IF APPLICABLE, IS RESPONSIBLE FOR TRAVEL TO AND FROM TRAINING SITE TO INCLUDE ALL MISCELLANEOUS EXPENSES/ENTITLEMENTS DURING THE TDY PERIOD (I.E., SELECTED MEALS, IN AND AROUND MILEAGE, RENTAL CAR, AND AUTHORIZED LAUNDRY EXPENSES).

13. SENDING COMMANDS ARE REMINDED THAT ACTIVE COMPONENT (AC) SOLDIERS WHO ATTEND TRAINING IN A TDY EN ROUTE STATUS (AR 614-6 OR AR 600-8-11) DO NOT REQUIRE TWO SETS OF ORDERS (PCS AND TDY ORDER). THE FUND CITE FOR THE APPLICABLE TDY EXPENSES/ENTITLEMENTS CAN BE PLACED IN THE PCS ORDER UNDER SPECIAL INSTRUCTIONS. SPECIAL INSTRUCTIONS MUST DIRECT GOVERNMENT QUARTERS AND GOVERNMENT DEDUCTIBLE MEALS AT NO COST TO THE SOLDIER AS DIRECTED. SOLDIERS WILL FILE FOR TDY REIMBURSEMENT WITH THEIR PCS TRAVEL VOUCHER AT THE NEW PDS. SOLDIERS THAT ELECT TO RETURN TO THE OLD PDS (AR 614-6 OR AR 600-8-11) BEFORE SIGNING OUT OF PDS, IF AUTHORIZED, WILL BE ISSUED A DD FORM 1610 OR DEFENSE TRAVEL SYSTEM (DTS) AUTHORIZATION DOCUMENT. SOLDIERS ISSUED A DD FORM 1610 WILL FILE A DD FORM 1351-2, TRAVEL VOUCHER OR SUBVOUCHER WITHIN FIVE DAYS OF COMPLETING THE TDY OR BEFORE CLEARING THE CURRENT PDS. SOLDIERS ISSUED A DTS TRAVEL AUTHORIZATION DOCUMENT CANNOT FILE A DD FORM 1351-2. THESE SOLDIERS MUST FILE FOR REIMBURSEMENT THROUGH DTS WITHIN FIVE DAYS OF COMPLETING THE TDY OR BEFORE CLEARING THE CURRENT PDS. SOLDIERS DIRECTED TO INSTITUTIONAL TRAINING AT THEIR CURRENT OR NEW PDS MAY NOT ELECT ANY TRAVEL OPTION SINCE SOLDIERS MAY NOT BE ON TDY AT PERMANENT DUTY STATION. ORDER ISSUING OFFICIALS WILL NOT AUTHORIZE TDY UNLESS THE SOLDIER HAS A VALID ATRRS CONFIRM R RESERVATION. SOLDIERS ARE NOT AUTHORIZED TO REPORT EARLY TO THE TRAINING BASE EXCEPT FOR AC OFFICER ACCESSIONS CALLED TO IMMEDIATE ACTIVE DUTY.

DEPENDENTS/FAMILY MEMBERS OF TDY/ADT STUDENTS ARE DISCOURAGED AT THE TDY SITE DUE TO CONSTRAINED ACCOMMODATIONS AND THE NON-AVAILABILITY OF MILITARY SERVICE FACILITIES NECESSARY TO SUPPORT FAMILY MEMBERS.

14. THE FUNDS TO SUPPORT THE CENTRALIZED PAYMENT OF AC STUDENTS LODGING AND DIRECTED MEALS REQUIREMENTS AS DELINEATED ABOVE WILL BE ALLOCATED TO FORT LEONARD WOOD THROUGH THE INSTALLATION MANAGEMENT AGENCY BY HQDA, ODCS, G-3/5/7. FUNDS TO SUPPORT USAR AND ARNG LODGING, MEALS AND USAR TASS BATTALION TRANSPORTATION REQUIREMENTS WILL BE ISSUED BY OCAR/USARC AND NGB UTILIZING A MILITARY INTERDEPARTMENTAL PURCHASE REQUEST. FORT LEONARD WOOD IS REQUIRED TO PROVIDE A MONTHLY FINANCIAL DISBURSEMENT REPORT TO HQDA, ODCS,
G-3/5/7 FOR DISTRIBUTION. REPORT IS DUE ON THE 15TH OF EACH MONTH FOR THE PREVIOUS MONTH. ADEQUATE INTERNAL CONTROLS MUST BE IN PLACE TO ENSURE THE FUNDS ARE USED ONLY TO SUPPORT MILITARY STUDENTS ON TDY/ADT IN ACCORDANCE WITH THE INSTRUCTIONS ABOVE. PERIODIC AUDITS WILL BE DONE TO EVALUATE THE ADEQUACY OF INTERNAL CONTROLS.

15. POINT OF CONTACT FOR THIS MESSAGE IS MRS. MCCRILLIS, ODCS,
G-3/5/7 AT DSN 224-9706.

16. EXPIRATION DATE CANNOT BE DETERMINED.
BT
#1904