

***** UNCLASSIFIED/ *****

Subject: ALARACT 415/2011 - INSTITUTIONAL TRAINING TRAVEL POLICY UPDATE - FORT LEE, VA

Originator: /C=US/O=U.S.

GOVERNMENT/OU=DOD/OU=ARMY/OU=ORGANIZATIONS/L=CONUS/L=WASHINGTON DC/OU=DA PENTAGON TELECOMMUNICATIONS (UC) /OU=ALARACT RELEASE AUTHORITY (UC)

DTG: 151655Z Nov 11

Precedence: ROUTINE

DAC: General

To: /C=US/O=U.S. GOVERNMENT/OU=DOD/OU=ARMY/OU=ORGANIZATIONS/OU=ADDRESS LISTS/CN=AL ALARACT (UC)

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

SUBJECT: INSTITUTIONAL TRAINING TRAVEL POLICY UPDATE - FORT LEE, VA

A. DA MSG (ALARACT 096/229), DAMO-TRI, 032203Z APR 09, SUBJECT: INSTITUTIONAL TRAINING DIRECTED LODGING AND MEAL POLICY AT FORT LEE, VA.

B. MEMORANDUM, DAMO-TRI, 2 JUNE 08, WITH ENCLOSURE, SUBJECT: INSTITUTIONAL TRAINING DIRECTED LODGING AND MEAL (ITDLM) POLICY.

C. DA MSG (ALARACT 323/2010), DAMO-TRI, 151347Z OCT 10, SUBJECT: TRAINING TRAVEL ORDERS IN CONJUNCTION WITH A PERMANENT CHANGE OF STATION.

D. MEMORANDUM, IMOP-T, UNDATED, WITH ENCLOSURES, SUBJECT: REINSTATEMENT OF THE LODGING PORTION OF INSTITUTIONAL TRAINING DIRECTED LODGING AND MEALS POLICY (ITDLMP).

1. THIS MESSAGE SUPERCEDES REFERENCE A. REFERENCE B IS REINSTITUTED EFFECTIVE WITH CLASSES THAT REPORT ON OR AFTER 1 FEBRUARY 2012. POLICY DOES NOT APPLY TO SOLDIERS ATTENDING CONTINGENCY OPERATIONS COURSES OR SOLDIERS ATTENDING TRAINING IN A PERMANENT CHANGE OF STATION STATUS. REQUEST WIDEST DISSEMINATION OF THIS MESSAGE TO FUNDING, TRAINING AND PERSONNEL MANAGERS.

2. THE U.S. ARMY LOGISTICS UNIVERSITY (ALU), G-3, IN COORDINATION WITH, THE 80TH TRAINING COMMAND (USAR) AND THE U.S. ARMY COMMAND AND GENERAL STAFF COLLEGE (CGSC) IS RESPONSIBLE FOR THE IDENTIFICATION OF ARMY PERSONNEL LODGING REQUIREMENTS, OFF-POST LODGING AUTHORIZATIONS AND INVOICE VALIDATION

PROCEDURES FOR ARMY SOLDIERS ASSIGNED TO GOVERNMENT AND GOVERNMENT PROVIDED LODGING. LODGING POLICIES, PROCEDURES AND SUPPORT REQUIREMENTS ARE IDENTIFIED IN REFERENCE B. FORT LEE GARRISON ON BEHALF OF ALU WILL SECURE LODGING FOR ARMY STUDENTS ON-POST AND OFF-POST. COST OF ALL ROOM NIGHT REQUIREMENTS WILL BE BORNE BY THE GOVERNMENT.

3. SOLDIERS IN A TDY/ADT STATUS ARE TO REPORT TO ARMY LODGING, BUILDING 8025, FOR ROOM ASSIGNMENT EXCEPT FOR SOLDIERS ATTENDING MILITARY OCCUPATIONAL SPECIALTY (MOS) ADVANCED INDIVIDUAL TRAINING (AIT) TRANSITION (MOS-T) TRAINING. THESE SOLDIERS MUST REPORT TO THEIR RESPECTIVE TRAINING BRIGADES FOR IN-PROCESSING AND ASSIGNMENT TO BARRACKS. ENLISTED SOLDIERS SSG (E-6) AND ABOVE ATTENDING MOS-T TRAINING WILL BE REFERRED TO ARMY LODGING ONLY IF BARRACKS CANNOT BE SECURED. THESE SOLDIERS WILL NOT BE LODGED IN OFF-POST GOVERNMENT PROVIDED LODGING.

4. RESIDENT SERVICE SCHOOL SOLDIERS WILL BE AUTHORIZED FULL MEAL PER DIEM EXCEPT THOSE ATTENDING MOS-T TRAINING. THESE SOLDIERS WILL BE DIRECTED TO SUBSIST AT DESIGNATED GOVERNMENT DINING FACILITIES SEVEN DAYS PER WEEK. COST OF CONSUMED GOVERNMENT MEALS WILL BE BORNE BY THE GOVERNMENT. SUBSISTENCE POLICIES, PROCEDURES AND SUPPORT REQUIREMENTS ARE OUTLINED IN REFERENCE B.

5. THE CURRENT GARRISON BASE OPERATION SUPPORT BUSINESS PRACTICE REMAINS UNCHANGED FOR USAR TASS BATTALIONS (CADRE AND STUDENTS) FOR LODGING AND TRANSPORTATION. CADRE AND STUDENTS WILL BE DIRECTED TO SUBSIST AT DESIGNATED GOVERNMENT DINING FACILITIES SEVEN DAYS PER WEEK.

6. THE GARRISON WILL CONTINUE TO PROVIDE GOVERNMENT TRANSPORTATION SUPPORT FOR SOLDIERS ATTENDING INITIAL MILITARY TRAINING. SENDING COMMANDS ARE ENCOURAGED TO SUPPORT RENTAL CARS OR IN AND AROUND MILEAGE, AS APPLICABLE FOR ALL OTHER STUDENTS UP TO:

6.A. FIVE MILES PER DAY IF LODGED ON-POST.

6.B. TWENTY MILES PER DAY IF LODGED OFF-POST.

7. TEMPORARY DUTY/ADT TRAVEL ORDERS WILL DIRECT GOVERNMENT PROVIDED QUARTERS AT NO COST TO SOLDIER AND DIRECTED MEALS FOR SOLDIERS IDENTIFIED IN PARAGRAPH FOUR AND FIVE ABOVE. TEMPORARY DUTY TRAVEL ORDERS WILL NOT BE ISSUED IN THE FOLLOWING CIRCUMSTANCES:

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

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

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

7.D. WHEN TRAINING IS CONDUCTED IN A PCS STATUS (E.G., COURSE(S) LENGTHS ARE/EQUAL 20 WEEKS OR MORE AT SAME LOCATION).

8. THE SENDING COMMAND/ORDER ISSUING OFFICIAL IS RESPONSIBLE FOR EDUCATING/BRIEFING STUDENT TRAVELERS ON TRAVEL ENTITLEMENTS AND AUTHORIZATIONS AND ENSURES THE SOLDIER IS IN RECEIPT OF TRAINING TRAVEL ORDERS BEFORE TRAVEL COMMENCES.

9. SOLDIERS IN A TDY/ADT STATUS MAY NOT REPORT EARLY TO THE TRAINING BASE. THE TRAINING ACTIVITIES ARE NOT AUTHORIZED TO DIRECT EARLY ARRIVAL ON CLASS REPORT DATE. DEPENDENTS/FAMILY MEMBERS OF TDY/ADT STUDENTS ARE DISCOURAGED AT THE TDY SITE DUE TO CONSTRAINED ACCOMMODATIONS/SERVICES.

10. THE FUNDS TO SUPPORT THE CENTRALIZED PAYMENT OF ACTIVE COMPONENT SOLDIERS LODGING REQUIREMENTS TO INCLUDE MOS-T CONSUMED MEALS WILL BE ALLOCATED BY ODCS, G-3/5/7 TO THE INSTALLATION MANAGEMENT COMMAND. THE DEPARTMENT WILL TRANSFER FUNDS TO IMCOM FROM THE ARMY COMMANDS, IF REQUIRED, TO SUPPORT THE CHANGE IN FUNDING POLICY. FUNDS TO SUPPORT RESERVE COMPONENT LODGING AND MEAL REQUIREMENTS FOR RESIDENT AND TASS BATALLION TRAINING WILL BE ISSUED BY OCAR/USARC AND DIRECTOR, ARNG, AS APPROPRIATE, UTILIZING A MILITARY INTERDEPARTMENTAL PURCHASE REQUEST. TRANSPORTATION FOR TASS BN TRAINING IS THE FUNDING RESPONSIBILITY OF OCAR/USARC.

11. INSTALLATION MANAGEMENT COMMAND IS REQUIRED TO PROVIDE A MONTHLY FINANCIAL DISBURSEMENT REPORT TO HQDA, ODCS, G-37/TRI, USARC AND DIRECTOR, ARNG. 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 SOLDIERS ON TDY/ADT STATUS. PERIODIC AUDITS WILL BE DONE TO EVALUATE THE ADEQUACY OF INTERNAL CONTROLS.

12. 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)

13. POINT OF CONTACT FOR THIS MESSAGE IS MRS. MCCRILLIS, HQDA ODCS, G-37/TR, AT DSN 224-9706 OR MARY.MCCRILLIS@HQDA.ARMY.MIL.

14. EXPIRATION DATE HAS NOT BEEN DETERMINED.
Classification: UNCLASSIFIED
Caveats: FOUO

