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AFBL-CG

06 November 2019

MEMORANDUM FOR RECORD

SUBJECT: Command Policy Letter # 14, Travel Authorizations for Professional Military Education (PME), Functional, and Institutional Schools

1. References:

- a. Joint Federal Travel Regulation, 01 October 2019
- b. Program Objective Memorandum (POM) 20-24.

2. Purpose: Establish business rules for travel related to PME, functional, and institutional schools' travel.

3. Background: Prior to Program Objective Memorandum (POM) 20-24, the G-3/5/7 training directorate programmed temporary duty (TDY) funds to support attendance at institutional training (IT) in multiple management decision packages (MDEPS) and used different models to estimate requirements. This led to fragmentation of programming and fund execution actions. In POM 20-24 the G-3/5/7 training directorate changed this business practice to consolidate all regular army (RA) TDY for it under a single MDEP using a single methodology. This reduces the tasks associated with programming and fund management responsibilities. This change optimizes available resources while maintaining the army's commitment for soldiers to attend required institutional training and leader development courses.

4. Beginning 01 OCT 2019, the approval authority for all TDY schools is the 1AD G3 Training. Additionally, the 1st Armored Division G3 Training provides a single line of accounting for all TDY school travel, 20-G3-TS. Additionally, all TDY school authorization requests use the "Schools" routing list. MSTA is no longer a line of accounting for PME.

5. All TDY school authorization requests must reflect the per-diem rates (meals and incidentals), lodging, flights, rental cars (including gas), and Constructive Travel Worksheet (CTW) in accordance with the respective school's ALARACT. Any deviation from the ALARACT requires a memorandum for record requesting an exception to this