

# FORT CAMPBELL MASTER LEADER COURSE TRAINING TRAVEL GUIDANCE

Originator: [HQDA DCS G-3-5-7 INSTITUTIONAL TNG DIV WASHINGTON DC](#)

DTG: 031321Z Jul 18 **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 FORSCOM DCS G3 CURRENT OPS FT BRAGG NC](#), [CDR FORSCOM DCS G3 CURRENT OPS FT BRAGG NC](#), More...

CC: [HQDA DCS G-3-5-7 CIV LEADER DEV DIV WASHINGTON DC](#), [HQDA DCS G-3-5-7 COLLECTIVE TNG DIV WASHINGTON DC](#), [HQDA DCS G-3-5-7 INSTITUTIONAL TNG DIV WASHINGTON DC](#), [HQDA DCS G-3-5-7 MIL LEADER DEV DIV WASHINGTON DC](#), More...

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ZNR UUUUU ZUI RUEWMCF2622 1841329  
R 031321Z JUL 18  
FM HQDA DCS G-3-5-7 INSTITUTIONAL TNG DIV WASHINGTON DC

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SUBJ/FORT CAMPBELL MASTER LEADER COURSE TRAINING TRAVEL GUIDANCE

1. REFERENCE DA MESSAGE 021320Z MAY 17, SUBJECT: FORT CAMPBELL MASTER LEADER COURSE TRAINING TRAVEL GUIDANCE.

2. THIS MESSAGE REPLACES REFERENCED MESSAGE, EFFECTIVE IMMEDIATELY. PURPOSE OF THIS MESSAGE IS TO PROVIDE TRAINING TRAVEL GUIDANCE FOR SOLDIERS ATTENDING THE MASTER LEADER COURSE AT THE NON COMMISSIONED OFFICER ACADEMY (NCOA), SCHOOL CODE 685, FORT CAMPBELL, KY. REQUEST WIDEST DISTRIBUTION TO SUBORDINATE COMMANDS/ORGANIZATION STAFF ELEMENTS.

3. TRAVEL OFFICIALS WILL DIRECT THE FOLLOWING:

3.A. FORT CAMPBELL, KY AS THE TRAINING LOCATION.

3.B. PRIVATIZED LODGING IS AVAILABLE AND DIRECTED AT THE IHG HOLIDAY INN EXPRESS ON FORT CAMPBELL. HOTEL RESERVATIONS WILL BE MADE THROUGH THE DEFENSE TRAVEL SYSTEM. FAILURE TO USE AVAILABLE, DIRECTED LODGING, COULD RESULT IN A TRAVELER'S LODGING REIMBURSEMENT BEING LIMITED TO THE AMOUNT THE GOVERNMENT WOULD HAVE PAID IF USED.

3.C. GOVERNMENT DINING FACILITIES ARE AVAILABLE AND DIRECTED.

4. COMPACT RENTAL CARS MAY BE AUTHORIZED BY SENDING COMMANDS FOR THOSE WHO MUST FLY. GAS RECEIPTS WILL BE CLOSELY MONITORED TO AVOID EXCESSIVE MILEAGE. IN AND AROUND MILEAGE FOR THOSE WHO USE THEIR PRIVATELY OWN VEHICLE IS NOT AUTHORIZED.

5. THE SENDING COMMAND IS RESPONSIBLE TO EDUCATE/BRIEF SOLDIERS ON TRAVEL ENTITLEMENTS/AUTHORIZATIONS. TEMPORARY DUTY TRAVEL ORDERS WILL NOT BE ISSUED IN THE FOLLOWING CIRCUMSTANCES:

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

5.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.

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

5.D. WHEN TRAINING IS EXECUTED IN A PCS STATUS.

5.E. WHEN ATRRS RESERVATION IS IN A WAIT (W) STATUS.

6. THE NCOA MAY NOT DIRECT EARLY ARRIVALS. THE CLASS REPORT DATE IS CONSIDERED A TRAVEL DAY. 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 PROHIBITED AT THE TDY SITE DUE TO LIMITED ACCOMMODATIONS AND SERVICES.

7. REIMBURSEMENT OF ALL AUTHORIZED TRAVEL EXPENDITURES IS THE RESPONSIBILITY OF THE ORDER ISSUING OFFICIAL. SOLDIERS ON TDY DO NOT LOSE THEIR BAS. SOLDIERS ARE REQUIRED TO PAY CASH FOR THEIR MEALS. REIMBURSEMENT IS AT THE GOVERNMENT MEAL RATE. THE STANDARD MEAL RATE CAN BE FOUND AT [HTTP://WWW.DEFENSETRAVEL.DOD.MIL/SITE/PERDIEM.CFM](http://www.defensetravel.dod.mil/site/perdiem.cfm).

8. THIS MESSAGE WILL BE POSTED TO THE HQDA, 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).

9. POINT OF CONTACT FOR THIS MESSAGE IS MRS. MARY ELLEN MCCRILLIS, HQDA, G-3/5/7 AT DSN 224-9702 OR MARY.MCCRILLIS.CIV @ MAIL.MIL.

10. THIS MESSAGE REMAINS IN EFFECT UNTIL SUPERSEDED.

BT  
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