



DEPARTMENT OF THE ARMY
US ARMY MILITARY POLICE SCHOOL
FORT LEONARD WOOD, MISSOURI 65473-8926

REPLY TO

ATTENTION: ATSJ-TE

September 27, 2018

MEMORANDUM FOR Students Attending Domestic Violence Intervention Training (DVIT) Course TY19, at Fort Leonard Wood, MO for the dates including: 14-18 January 2019 (001-19); 25 February-01 March 2019 (002-19); 29 April- 3 May 2019 (003-19), 19-23 August 2019 (004-19).

SUBJECT: U.S. Army Military Police School (USAMPS) Domestic Violence Intervention Training (DVIT) Course Letter of Instruction TY17

1. Congratulations on your selection to attend the USAMPS DVIT Course. Please read all the information thoroughly before making plans to attend the course.

2. Your period of TDY will begin on the Saturday (OCONUS) or Sunday (CONUS) before the first day of class, with **the first day of class being on the MONDAY of the iteration dates listed above, depending on your assigned course. The course is scheduled to end at approx. 1600 on Friday, of the iteration dates listed above. Bear in mind that your presence for this course is required through 1630 hrs. on the final Friday of the iteration, which you are attending.** This is not considered a travel day, but if you decide to travel, **no flights should be made out of St. Louis prior to 2000 hrs.** Students leaving prior to Graduation will not receive a diploma. (Local FLW students proceed to #5)

3. **You must use the Defense Travel System (DTS).** Build your DTS authorization and then contact Natasha Tanner, 573-563-7873 or DSN 676-7873 or email natasha.l.tanner.civ@mail.mil for funding. Mrs. Tanner will add the funding codes to your DTS authorization. (Mrs. Tanner is your funding code contact ONLY. All personnel changes and course logistical questions should be coordinated through your POC: Course Manager, Ms. Elizabeth Bailey, whose contact information is provided below.) Effective 03/15/2015 all students attending the Domestic Violence Intervention Course are required to upload a signed copy of a **DD 577** from one of their approving official into the substantiating records section of their authorization. Funding will not be added onto the authorization without it. A **DD 577** is an appointment record on his/hers approving officials DTS duties. Upon notification of being selected to the DVIT Course a **DD 577** is to be obtained. A student will not receive funding for the course unless **DD 577** is submitted. Failure to receive funding will cause the student to be dropped from course. Obtaining a copy of a **DD 577** should be a relatively simple task, as all DTS approving officials are required to have a copy completed before assuming their assigned DTS duties. Ask and a copy should be given. Please address any questions with Mrs. Natasha Tanner 573-563-7873 or Email natasha.l.tanner.civ@mail.mil

Building your DTS.... Building your DTS authorization and contacting Mrs. Tanner for LOA is considered to be part of the registration process for the course. It is important that this registration process occur 30 days prior to the first day of class in order to secure your seat in the specified iteration for which you were selected to attend. Failure to register for the DVIT Course at least 30

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days prior to the first day of class could jeopardize your participation in the course, as there are numerous persons waiting for slots held by cancellations and “no-shows.” Your prompt registration is important.

If you are unit funded, DTS is completed in accordance with your unit policies. If your unit inputs you into ATRRS, you are unit funded.

4. **As of 1 June 2015, Air Fare, Rental and Lodging reservations are required to be reserved through DTS. (If you are experiencing difficulties, contact your travel office for assistance.)**

a. **As of 1 March 2016 all personnel must utilize DTS Lodging Module.** As of 18 March 2016, “Per the Joint Travel Regulations (para. 1265), travelers are directed to first use Public-Private Venture lodging when TDY to a military installation at an Integrated Lodging Program Pilot site, if government lodging (DoD Lodging) is not available. If privatized lodging is available and not used, reimbursement is limited to the amount the government would have paid if used. GOVCC use is mandatory for Lodging, Airfare and Rental Car.

b. To integrate privatized lodging, the lodging reservation module in DTS will be modified to include a "Govt - Privatized" Tab. This new second tab will appear after the Govt-DoD Lodging tab, and before the "Commercial-DoD Preferred" lodging tab. DTS will route travelers to privatized lodging when TDY to a military installation and DoD lodging at the TDY location is not available. If privatized lodging is available and not used, DTS will display a pre-audit and limit lodging reimbursement to the amount the government would have paid if used.

c. If TDY to a non-pilot location, use of privatized lodging is not required by the JTR, however, DTS will still display a pre-audit and automatically limit the traveler's lodging reimbursement when declining available privatized lodging."

d. Missouri does participate in the federal/state tax exempt for lodging. It is the Service Members responsibility to ensure that federal and state taxes are not added to your lodging bill. It is also the Service Members responsibility to ensure that “safe” charges are removed from your bill if you did not utilize the safe. You may still see occupancy tax, tourist tax, room tax etc. on your bill for some hotels.

5. Mandatory Course In-Processing will be conducted at **0700, on the Monday, Day 1, of each iteration, in Classroom 1712/1718, Thurman Hall, Building 3203, first floor.** Start time for all other days of the Course, Days 2 through 5, will be 0730 hrs.

a. There will be no weigh-in during in-processing for this course. Military students must meet service-required height and weight standards prior to enrollment in this course

b. Bring three copies of your travel authorization and approved (Thru USAMPS DOT&E) waiver to class on the first day.

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c. **The uniform for all Military personnel** during this course is duty (ACU / MCU) uniform. *Civilian personnel* (contract personnel) will wear appropriate duty uniform or civilian business casual attire--**blue jeans, t-shirts, sweatshirts, flip-flops and other similar apparel are not considered appropriate attire.**

d. The majority of the course will be conducted in Thurman Hall, Building 3203, Classroom 1712/1718, first floor. Attendance for all instruction is mandatory.

6. Transportation to and from the St. Louis airport is authorized: (NOTE: **Travel to and from the Springfield, MO Airport is not authorized.**)

a. Rental Cars: USAMPS fund cites for rental cars are being issued to one designated driver for each group of 2-3 students. **Your service designated headquarters (ACOM) representative/training coordinator will identify rental car driver and personnel assigned as passengers. The personnel who have been assigned rental cars will be required to assist with student transportation to/from the airport and in/around Ft Leonard Wood. Rental cars may be authorized for only one individual (on a case by case basis). **IF A RENTAL CAR IS AUTHORIZED (DRIVERS DESIGNATED BY GROUP OR COMMAND) – CAR AUTHORIZED IS A COMPACT. ANYTHING ABOVE A COMPACT REQUIRES EMAIL APPROVAL THROUGH BSETD POC - this will also need to be attached under substantiating documents- EVERY INDIVIDUAL WILL NOT BE AUTHORIZED A RENTAL VEHICLE (RATIO:2).** Full size vehicle can be authorized with 3-4 personnel being transported from airport (with preapproval). DVIT Course preapproval contact Natasha Tanner @ natasha.l.tanner.civ@mail.mil . Email preapproval is required to be attached with receipts. Designated drivers must possess a major credit card (& License) to get a rental vehicle. Drivers and passengers need to contact each other and coordinate flight arrival times in order to meet at the airport. A recommended meeting place is the USO at the St Louis airport. The USO provides excellent facilities to include, free food, coffee, television, video games, e-mail, and sleeping arrangements while waiting. If driver/passenger contact has not been made a week prior to the course the students need to contact your sponsoring unit or the Course Manager. Reimbursement is prohibited for rental cars not authorized by USAMPS. **Unauthorized rental cars may be funded by the student's unit; the student's travel authorization will contain the unit fund site; and the statement, "Rental car funded by (name of unit)" will be entered in the remarks section.**

****Individuals are responsible for state tax and to ensure that state tax is removed from their lodging expenses.**

b. Greyhound Bus Service: Call 1-800-231-2222 or go to <http://www.greyhound.com/> to get current pricing and schedules. Our local Greyhound bus terminal is located at 718 Missouri Ave, St Robert MO, number (573) 336-5913. You will have to take a cab from the bus station to FLW Lodging. Express Shuttle from STL to FLW: Call 1-800-827-9399 or go to <http://usaxonline.com/> for pricing 1-15 person(s).

7. The following transportation is available on FLW: Post Cab (573) 336-0111; Official troop lift 6-1981 or Shuttle Bus with planned routes on post.

8. The Behavioral Sciences Education and Training Division (BSETD) of USAMPS

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provides funding to Army Active Duty Soldiers and Army Civilians attending DVIT through appropriate channels (ACOM/BSETD (DVIT). Advances can be made through DTS when the authorization is prepared. USMC/Army Reserve/National Guard/Navy/Coast Guard/Air Force are funded for TDY (Rental Car (if authorized)/Lodging/ Per Diem etc.) through your local Commands/ local agencies. Individuals entered into ATRRS by their units will be funded through their unit funding.

9. **Per diem rates: Full Per Diem**

DVIT is not an MTSS course, meal cards will not be provided by this Division.

***Per-diem is based on Fort Leonard Wood rates only; therefore, you **will not** be authorized St. Louis per diem rates if you choose to depart FLW the day of graduation and stay the night in a hotel in St. Louis in order to catch an early morning flight the next day to your home base.

10. Privately Owned Vehicles (POV) may be used to travel from place of duty to Fort Leonard Wood, MO, and return, but reimbursement is limited to constructive cost of airfare. **POV mileage in/around the TDY site is not authorized.** The most economical mode of transportation should be used.

11. The following remarks will be entered on your travel authorization:

- a. (For ALL personnel): "Government lodging is directed; locality meal rate is authorized."
- b. "TDY settlements should be submitted in DTS within 5 days after completion of training."
- c. (For Civilian personnel): "Medical care authorized IAW AR 40-3 for civilians in a TDY status."

12. If you cannot attend the course, contact your ACOM Training Representative ASAP.

13. For more information about FLW check out the web page at: <http://www.wood.army.mil>

14. Privately or Government owned weapons are not allowed on the installation or in classrooms. If you bring a weapon, even if authorized to carry as a condition of employment, you will be responsible for properly securing the weapon in a location outside of the classroom, off the installation.

15. An approved prerequisite (MOS/Rank/Grade) waiver is needed for PFC/E3/LCPL and below for you to be in the course (Also needed for E8/CW4 & CW5). Your unit will need to send a waiver to SFC Chet Weichelt, USAMPS DoT&E, chet.r.weichelt.mil@mail.mil; USAMPS DOT OPNS NCO, Contact phone number is 573-563-5561. Please cc elizabeth.a.bailey30.civ@mail.mil or your instructor POC also. ****All 31 Series attending without an approved waiver will be allowed to stay in the course; however will not receive a Diploma/Certificate until an approved waiver (Thru USAMPS DOT&E) is received. A unit will have 2 Weeks to ensure an approve waiver (31Series) is forwarded/received by this office or the Service Member will be listed in Attrs as "Did not graduate and coded - Fail to meet Prerequisites". All Non 31 Series must have an**

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approved waiver (Thru USAMPS DOT&E) by COB the first day of the course (Monday), can be extended to prior to class start Tuesday am 0730 hrs. or they will be released from the course.

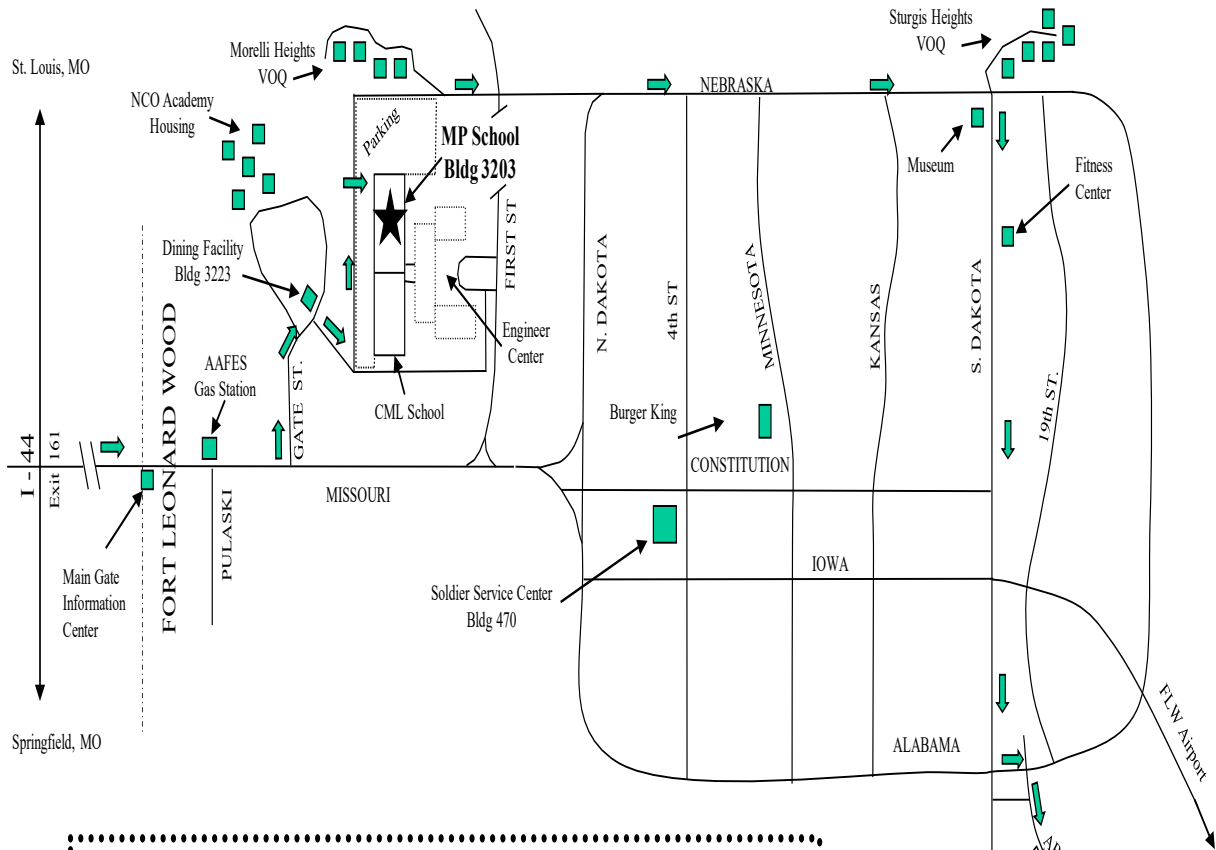
16. The point of contact for this class is the Domestic Violence Intervention Training Course Manager, Ms. Elizabeth Bailey at DSN 676-7807, commercial (573) 563-7807 or email elizabeth.a.bailey30.civ@mail.mil, DVIT Instructor: Mr. Larry Maxwell (573)563-7624, DVIT Instructor: Mr. Adam Wells (573) 563-7861 or Training Admin (DTS issues) Mrs. Natasha Tanner, 573 563-7873 or DSN 676-7873.

DONNA D. FERGUSON
Chief, Behavioral Sciences Education and
Training Division

U.S. Army Military Police School, Fort Leonard Wood, Missouri
Behavioral Sciences Education and Training Division
Building 3203 - Classroom 1712/1718 - and Building 970 - Deavers House

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Directions:

From the St. Louis Airport, take Hwy 70W, Hwy 270W, to I-44W. From I-44, go south at the Fort Leonard Wood Exit #161, straight into Main Gate (Missouri Ave.), and continue through the first traffic light.

To Building 470, Soldier Service Center:

From intersection of Missouri Ave./Pulaski Ave., continue straight. At third traffic light, Missouri Ave. turns into Constitution Ave. Bldg. 470 is second building on the right.

To Building 3203, Classroom 1712/1718:

From intersection of Missouri Ave./Pulaski Ave. continue straight. Turn left at the next street (Gate St.). Turn right at the next access road; Bldg. 3203 is the first building on the left; MP School is in the left side; the BSETD Classroom (1712/1718) is on the first floor.

To Bldg. 970, Deavers House:

From the side parking lot of Bldg. 3203, enter onto Nebraska Ave. Reach the intersection of Nebraska Ave./South Dakota Ave.; turn right. Reach the intersection of South Dakota Ave./Alabama Ave.; turn left. Reach the intersection of Alabama Ave./Artillery Circle; turn right. Turn right at sign, "Parker Hall, Bldg. 971," into ALETD parking lot.

