

FORT LEONARD WOOD TRAINING TRAVEL GUIDANCE

Originator: HQDA DCS G-3-5-7 INSTITUTIONAL TNG DIV WASHINGTON DC

DTG: 281417Z Aug 17 **Precedence:** R **DAC:** General

To: ARNG NGB COMOPS ARLINGTON VA, ARNG NGB COMOPS ARLINGTON VA, ARNGRC ARLINGTON VA, ARNGRC ARLINGTON VA, 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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FM HQDA DCS G-3-5-7 INSTITUTIONAL TNG DIV WASHINGTON DC

SUBJ/FORT LEONARD WOOD TRAINING TRAVEL GUIDANCE REFERENCES:

A. DA MESSAGE, DTG: 061744Z MAY 2016, SUBJECT: FORT LEONARD WOOD TRAINING TRAVEL GUIDANCE.

B. MEMORANDUM, DAMO-TRI, 1 APRIL 2016, WITH ENCLOSURE, SUBJECT: INSTITUTIONAL TRAINING DIRECTED LODGING AND MEAL POLICY.

C. DEPARTMENT OF DEFENSE INSTRUCTION 1120.11, MARCH 17, 2015, SUBJECT: PROGRAMMING AND ACCOUNTING FOR ACTIVE MILITARY MANPOWER.

D. JOINT TRAVEL REGULATION.

1. THIS MESSAGE SUPERSEDES REFERENCE A AND IS EFFECTIVE WITH CLASSES THAT REPORT ON OR AFTER 1 OCTOBER 2017. REFERENCE B REMAINS IN EFFECT AND IS APPLICABLE TO ARMY MILITARY TEMPORARY DUTY/ACTIVE DUTY TRAINING (ADT) SOLDIERS ATTENDING TRAINING UNDER THE PURVIEW OF THE U.S. ARMY MANEUVER SUPPORT CENTER OF EXCELLENCE (MSCOE). REQUEST WIDEST DISTRIBUTION TO SUBORDINATE COMMANDS/ORGANIZATION STAFF ELEMENTS.

2. THIS MESSAGE DOES NOT APPLY TO:

2.A. ENLISTED TRAINEES AS DEFINED IN REFERENCE C, ENCLOSURE 2, PARAGRAPH 1F(3)A.

2.B. SOLDIERS ATTENDING OVERSEAS CONTINGENCY OPERATIONS COURSES.

2.C. REGULAR ARMY (RA) SOLDIERS ATTENDING THE CHILD ABUSE PREVENTION AND INVESTIGATIVE TECHNIQUES AND DOMESTIC VIOLENCE INTERVENTION COURSES.

2.D. TRAINING CONDUCTED UNDER THE PURVIEW OF THE U.S. ARMY CIVILIAN POLICE ACADEMY.

2.E. SOLDIERS ATTENDING TRAINING UNDER THE PURVIEW OF ARMY TRAINING REQUIREMENTS AND RESOURCES SYSTEM (ATRRS) SCHOOL CODES 145U, 436, 842, TC06, 1046, L031, L052 AND L191.

2.F. SOLDIERS ATTENDING THE JOINT SENIOR LEADER COURSE.

2.G. SOLDIERS ATTENDING THE CWMD SENIOR STAFF PLANNER'S COURSE.

3. TRAVEL GUIDANCE TO SUPPORT ATTENDANCE AT ARNG AND USAR TRAINING INSTITUTES WILL BE ADDRESSED SEPARATELY. REGULAR ARMY (RA) ENGINEER OFFICERS ATTENDING THE SAPPER LEADER COURSE IN CONJUNCTION WITH THEIR BASIC OFFICER LEADER COURSE WILL EXECUTE TRAVEL IN A PERMANENT CHANGE OF STATION STATUS (PCS). PER REFERENCE D, TRAINING AT ONE LOCATION 140 DAYS OR MORE IS A PCS.

4. SOLDIERS IN PARAGRAPHS 2.A THROUGH 2.G WILL REQUIRE TRAVEL AUTHORIZATION AS DETERMINED BY THE FUNDING/ORDER ISSUING OFFICIAL.

5. SOLDIERS ATTENDING TRAINING UNDER THE PURVIEW OF THIS MESSAGE IN A TDY/ADT STATUS WILL REPORT TO IHG ARMY HOTEL-CANDLEWOOD SUITES EXCEPT FOR THOSE ATTENDING BELOW COURSES:

5.A. SOLDIERS ATTENDING SAPPER LEADER WILL BE ASSIGNED TO BARRACKS.

5.B. SOLDIERS ATTENDING MILITARY OCCUPATIONAL SPECIALTY (MOS) TRANSITION TRAINING (MOS-T) WILL BE ASSIGNED TO BARRACKS REGARDLESS OF RANK.

6. MEAL SUBSISTENCE AT GOVERNMENT DINING FACILITIES IS DIRECTED, AT NO COST TO SOLDIER, SEVEN DAYS PER WEEK FOR THE FOLLOWING COURSES:

6.A. SAPPER LEADER COURSE.

6.B. MILITARY OCCUPATIONAL SPECIALTY (MOS) (ADVANCED INDIVIDUAL TRAINING (AIT)) COURSES (MOS-T).

6.C. COMBAT ENGINEER HEAVY TRACK COURSE (ASI B6).

6.D. BASIC LEADER COURSE.

6.E. ADVANCED LEADER COURSES.

6.F. SENIOR LEADER COURSES.

6.G. CBRN RESPONDER COURSE.

6.H. CBRN MASS CASUALTY DECONTAMINATION COURSE.

7. SOLDIERS ATTENDING TRAINING NOT LISTED IN PARAGRAPH SIX WILL BE DIRECTED TO SUBSIST WEEKDAYS AT NO COST WITH STANDARD GOVERNMENT MEAL RATE ON THE WEEKENDS AND FEDERAL HOLIDAYS. PER REFERENCE B, SOLDIERS DIRECTED GOVERNMENT MEALS AT NO COST WILL BE ISSUED A MEAL CARD, AS APPROPRIATE.

8. THE LOGISTICS READINESS CENTER DOES NOT PROVIDE GOVERNMENT TRANSPORTATION FOR RESIDENT SERVICE SCHOOL SOLDIERS EXCEPT FOR THOSE ATTENDING INITIAL ENTRY TRAINING, SAPPER LEADER AND MOS-T.

9. SENDING COMMANDS ARE ENCOURAGED TO SUPPORT COMPACT RENTAL CARS FOR SOLDIERS WHO MUST FLY. IN AND AROUND MILEAGE FOR THOSE WHO ARE AUTHORIZED TO DRIVE THEIR PRIVATELY OWN AUTOMOBILE IS NOT AUTHORIZED. DISAPPROVAL MUST BE ANNOTATED ON THE TRAVEL ORDER.

10. THE ISSUANCE AND APPROVAL OF RA TRAVEL ORDERS AND ASSOCIATED FUNDING IS THE SOLE RESPONSIBILITY OF THE ORDER-ISSUING OFFICIAL. TRAINING TRAVEL ORDERS WILL NOT BE ISSUED IN THE FOLLOWING CIRCUMSTANCES:

10.A. WHEN ASSIGNED OR WITH DUTY AT THE TRAINING LOCATION:

10.B. WHEN TRAINING LOCATION AND UPCOMING PERMANENT CHANGE OF STATION (PCS) IS THE SAME. SOLDIER MUST PCS BEFORE COURSE OF INSTRUCTION BEGINS. FOR EXAMPLE, COMBAT ENGINEER MINE DETECTION DOG HANDLER.

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

10.D. WHEN TRAINING IS CONDUCTED IN A PCS STATUS.

10.E. WHEN THE ATRRS RESERVATION IS IN A WAIT (W) OR CANCELLED (C) STATUS.

11. TRAINING ACTIVITIES 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 MUST BE ADDRESSED TO HQDA, G-3/5/7, INSTITUTIONAL TRAINING DIVISION BEFORE EXECUTION OF THE TRAVEL. DEPENDENTS/FAMILY MEMBERS ARE DISCOURAGED AT THE TDY SITE DUE TO CONSTRAINED ACCOMMODATIONS AND SERVICES. COST INCURRED TO SUPPORT DEPENDENTS/FAMILY MEMBERS AT THE TDY SITE IS THE PERSONAL RESPONSIBILITY OF THE SERVICE MEMBER.

12. LODGING AND SUBSISTENCE POLICIES, PROCEDURES AND SUPPORT REQUIREMENTS ARE OUTLINED IN REFERENCE B. GROUP LODGING RESERVATIONS WILL BE MADE FOR THOSE WITH A CONFIRMED ATRRS "R" RESERVATION BY THE SCHOOL VALIDATION AUTHORITY. THEREFORE, RESERVATIONS WITHIN THE DEFENSE TRAVEL SYSTEM IS NOT AUTHORIZED. LODGING REQUIREMENTS ARE FUNDED FROM CLASS REPORT DATE TO CLASS END DATE. DIRECTED SUBSISTENCE REQUIREMENTS ARE FUNDED FROM CLASS START DATE TO CLASS END DATE IN ACCORDANCE WITH PARAGRAPHS SIX AND SEVEN ABOVE.

13. THIS MESSAGE WILL BE POSTED TO THE HQDA, ODCS G-37/TR TRAINING DIRECTORATE WEB SITE AT
[HTTPS://WWW.G357.ARMY.PENTAGON.MIL/TR/TRI/ITTG/DEFAULT.ASPX](https://www.g357.army.pentagon.mil/tr/tri/ittg/default.aspx).

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

15. THIS MESSAGE REMAINS IN EFFECT UNTIL SUPERSEDED.

Received from AUTODIN 281453Z Aug 17