



**DEPARTMENT OF THE ARMY  
HEADQUARTERS  
U.S. ARMY MANEUVER SUPPORT CENTER AND FORT LEONARD WOOD  
FORT LEONARD WOOD, MISSOURI 65473-5000**

FLW Regulation  
No 55-3

15 August 2002

Transportation and Travel  
PERMANENT CHANGE OF STATION (PCS) TRAVEL ENTITLEMENTS

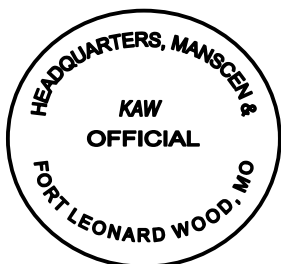
**Summary.** The change to this regulation reflects transition to the United States Army Maneuver Support Center and Fort Leonard Wood (MANSCEN & FLW) and incorporates C1 into the basic regulation.

**Applicability.** This regulation is applicable to all trainee and student personnel, assigned or attached to the installation for the purpose of undergoing training.

**Supplementation.** Supplementation of this regulation is prohibited unless specifically approved by Headquarters, MANSCEN.

**Suggested Improvements.** The proponent agency of this regulation is the Directorate of Logistics (DOL). Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to DOL, ATTN: ATZT-DL-T, 179 Missouri Avenue, Fort Leonard Wood, MO 65473-8952.

FOR THE COMMANDER:



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\*This regulation supersedes FLW Reg 55-3, dated 25 June 1986 and FLW Reg 55-3, C1, dated 13 April 1990.

1. Purpose. To establish procedures for affording trainee and student personnel departing the training center on permanent change of station (PCS) the opportunity to exercise their option to elect one of the travel entitlements contained in Volume 1, Joint Federal Travel Regulations (JFTR).

## 2. References and Forms.

### a. Required references.

(1) AR 612-201, Personnel Processing, Initial Entry/Prior Service/Trainee Support. Cited in paragraph 5a, and 5d(4).

(2) Volume 1, Joint Federal Travel Regulations. Cited in paragraph 1, 5a, and 5d(5)(a).

b. Prescribed form. FLW FL 272, Election of Travel Entitlements. Cited in paragraph 4a(1), 4a(2), 4d(2), 5d, 5d(1)(a), 5d(1)(b), 5d(1)(c), 5d(3)(a), 5d(3)(b), 5d(5)(a), 5d(5)(b), 5d(5)(c), and appendix A.

3. Explanation of Acronyms and Terms. Acronyms and terms used in this regulation are explained in the glossary.

## 4. Responsibilities.

### a. The Assistant Director for Military Personnel will -

(1) Establish procedures to ensure FLW FL 272,s are prepared and submitted in strict compliance with the provisions of this regulation.

(2) Publish and distribute required PCS orders in a timely and efficient manner only after receipt of properly executed FLW FL 272, Election of Travel Entitlements, figure 1.

(3) Ensure that all trainee and student personnel processed through Transfer Point have been afforded the option to elect a specific method of travel upon release from initial active duty for training, separation, or discharge, if otherwise entitled.

(4) Provide an initial orientation of PCS travel entitlements to all Reserve Enlistment Program 1963 (REP-63) training accessions who do not inprocess through the 43d AG Bn (Rcpt) and provide four copies of the initial active duty for training (IADT) order to the training unit commander.

### b. Commander, 43d AG Bn will -

(1) Provide an initial orientation on PCS travel entitlements to all REP-63 training accessions processed through 43d AG Bn.

(2) Furnish four copies of the IADT order for each REP-63 training accession to the training unit commander.

### c. Commander of basic training (BT) units will -

(1) Ensure the IADT order furnished by 43d AG Bn accompanies all REP-63 personnel recycled to another BT activity on the installation.

(2) Provide the IADT order furnished by 43d AG Bn to the commander of the training activity scheduled to conduct military occupational specialty (MOS) training in cases involving graduates who will remain on the installation for military occupational skill MOS training.

### d. All training unit commanders will -

(1) Provide a briefing on the PCS travel entitlements using appendix A. This briefing will occur not earlier than the 3d week of training.

(2) Ensure all trainee/student personnel complete FLW FL 272 prior to departing the training unit on PCS and that completed forms are distributed in strict accordance with the provisions of this regulation.

(3) Provide Director of Logistics (DOL) with schedule of entitlement briefings.

### e. DOL will -

(1) Effect necessary coordination with interested command and staff activities to provide Government Transportation Request (GTR) to those individuals who so request and are otherwise entitled.

(2) Provide information and assistance to unit commanders and/or trainee/student personnel when required in areas of travel and transportation as applicable to this regulation and within the purview of directorate responsibility.

### f. Director of Resource Management (DRM) will -

(1) Effect necessary coordination with interested command and staff activities to provide cash payment of mileage allowance to those individuals who so request and are otherwise entitled.

(2) Provide information and assistance to unit commanders and/or trainee/student personnel when required, in areas of travel and transportation as applicable to this regulation, and within the purview of directorate responsibility.

## 5. Procedures.

a. During the initial orientation of REP-63 personnel at 43d AG Bn by the Army Reserve or National Guard Liaison NCO, as required by AR 612-201, the PCS travel entitlements specified in JFTR, Part D, Chapter 4, will be carefully explained. Individuals will be advised that during the training cycle they will be required to elect one of these options for return travel or to their next duty station for further training, if applicable. It will also be carefully explained at the time that if the IADT order specifies a method of return travel, the individual must travel by that method and no other option is available. A record of each individual counseled will be maintained by liaison personnel for a minimum of 6 months.

b. At the time REP-63 receptees depart the 43d AG Bn (Reception) for the training unit, four copies of the IADT order for each individual will be annotated "FOR PCS TRAVEL PURPOSES" and furnished the training unit commander. Basic training unit commanders will ensure these orders accompany all individuals recycled to other BT units or directed to report to another Fort Leonard Wood training activity for MOS training upon completion of BT.

c. In cases involving REP-63 personnel who do not inprocess through 43d AG Bn, the actions required by paragraphs a and b, above, will be accomplished during inprocessing by the Student/Trainee Center.

d. Training unit commanders are responsible for ensuring that all trainee/student personnel are briefed not earlier than the third week of training on PCS travel entitlements using the briefing form at appendix A. Following the briefing, each individual will complete FLW FL 272. The completed forms will be distributed in accordance with the following instructions -

(1) REP-63 Release from Initial Active Duty for Training (REFRADT) (Lockstep).

(a) If the individual elects a GTR or if the IADT order directs the use of a GTR for return travel, the unit commander will complete the block designated "TRAINING UNIT USE ONLY" and deliver two copies of FLW FL 272 and four copies of the IADT

order to the Personnel Strength Management Branch, Trainee/Student Processing Division. Completed FLW FL 272 must be submitted so as to arrive at Student/Trainee Services NLT Monday of the third week prior to the final week of training. Immediately upon publication of orders attaching REP-63 to the Transition Point for the purpose of REFRADT, the Personnel Management Officer will forward one copy of FLW FL 272 and four copies of the IADT order to the Transportation Officer who will make necessary travel arrangements. The second copy of FLW FL 272 will be filed in the military personnel records jacket (MPRJ) prior to forwarding the record to the Transfer Point.

(b) If the individual elects travel pay, the unit commander will complete the block designated "TRAINING UNIT USE ONLY" and deliver one copy of FLW FL 272 to the Personnel Management Officer, Student/Trainee Services Center, who will ensure completed FLW FL 272 is filed in the MPRJ prior to forwarding the record to the Transfer Point. Completed FLW FL 272 will be submitted in accordance with the time frame specified in paragraph 1a, above.

(c) If the individual is not entitled to an option, FLW FL 272 will be appropriately executed and delivered to Student/Trainee Services Center in accordance with the time frame specified in paragraph 1a, above, for filing the MPRJ prior to forwarding the record to Transfer Point.

#### (2) Reassignment (all components) (Lockstep).

(a) If the individual elects a GTR the unit commander will complete the block designated "TRAINING UNIT USE ONLY" and deliver one copy of FLW FL 272 to the Personnel Management Officer, Student/Trainee Services Center. Forms must be submitted so as to arrive at Student/Trainee Services Center NLT Monday of the third week prior to the final week of training. Immediately upon publication of the reassignment order, the Personnel Management Officer will forward the completed FLW FL 272 with a copy of the reassignment order to the Transportation Officer who will make necessary travel reservations. Immediately upon publication of the reassignment order, the Strength Management Officer will forward the completed FLW FL 272 with four copies of the reassignment order to the Transportation Officer who will make necessary travel reservations.

(b) If the individual elects travel pay, the unit commander will complete the block designated "TRAINING UNIT USE ONLY" and deliver one copy of the completed FLW FL 272 to the Personnel Management Officer, Student/Trainee Services Center. Completed FLW FL 272 must be submitted so as to arrive at Student/Trainee Personnel Section NLT Monday of the third week prior to the final week of training. Immediately upon publication of the reassignment order, the completed FLW FL 272 with a copy of a reassignment order will be delivered to the Military Pay Section, Pay/Exam Branch, Finance and Accounting Division (FAD), Directorate of Resource Management. Completed FLW FL 272 will be maintained on file by FAD for a minimum of 6 months following disbursement of travel pay.

#### (3) Administrative Separation (all components).

(a) All individuals being considered for administrative separation from the service will be thoroughly counseled by the training unit commander or his designated representative concerning the travel entitlements contained in Volume 1, JFTR. Following required counseling, each individual will be required to complete FLW FL 272 and a copy of the completed form will accompany the unit commander's recommendation for separation or retention submitted through the chain of command to the approving authority. Each individual will be advised that should the proposed separation be disapproved, FLW FL 272 will be destroyed.

(b) FLW FL 272 will accompany all approved administrative separation actions to the Transfer Point. Transfer Point will provide the Transportation Officer or Finance Officer, as appropriate, four copies of each separation order. A copy of the FLW FL 272 for each individual administratively separated from the service will be maintained on file by Transfer Point for a minimum of 6 months following the effective date of separation.

(c) The chiefs, Permanent Party or Student/Trainee Personnel Actions and Affairs Units, as appropriate, are responsible for destruction of FLW FL 272 when proposed administrative separation actions are disapproved by the General Courts-Martial convening authority. In cases involving disapproval of proposed separation actions by the Special Courts-Martial convening authority. In cases involving disapproval of proposed separation actions by the Special Courts-Martial convening authority, FLW FL 272 will be destroyed at that level.

### Appendix A UNIT COMMANDER'S ORIENTATION

#### Briefing Script – Election of Travel Entitlement.

"You will soon be completing your training at Fort Leonard Wood and will be assigned on orders to a new duty station. If you are part of a group traveling to your next station, you will travel as directed in your orders. If you receive individual travel orders, you will be required to select a method of travel. After this briefing, you will be furnished a form (FLW FL 272) on which you will select a travel option. It is important that you listen closely to this briefing because, once you mark this form, you will not be able to change your mind. Except in unusual circumstances. The option you choose will affect your final out-processing and pay.

The two basic options are (1) Draw travel pay or (2) Government transportation request (GTR).

Option 1. If you elect to draw travel pay, you will be paid 16 cents per mile for the distance between Fort Leonard Wood and your next duty station (or home of record if National Guard or U.S. Army Reserve and you are separating) plus \$50 per diem for each day you are in a travel status. You will use this pay to buy your own ticket and you will be responsible for making your own reservations. You will not be paid any additional travel pay even if the cost of the ticket is higher than the amount of money you receive as travel pay. At this time, the travel pay should be enough to buy your ticket by bus, train, or airline. If you are traveling by privately owned vehicle (POV) with family or friends, you should elect draw travel pay.

Option 2. If you select GTR, the Government will select the mode of travel (bus or air) and arrange for your transportation. The departure time will be controlled by the Transportation Office. In some instances, firm airline reservations cannot be made for travel on your release date, so you may be required to depart on the day following your release. By selecting the GTR, you are guaranteed that you will have transportation at no cost to you to your next duty station.

You must now select one of these options by marking the FLW FL 272. Remember that your choice will be final and cannot be changed, except in unusual circumstances, once the forms have been collected by me.

## Privacy Act Statement on Reverse

ATZT-AG-M-T

MEMORANDUM FOR FLW Transition Point, Bldg 470, Rm 2123

SUBJECT: Election of Travel Entitlements

1. I have been counseled concerning travel entitlements. I understand I may choose one of the following entitlements as authorized by the Joint Federal Travel Regulation (JFTR):

\_\_\_\_\_ a. TRAVEL PAY I am requesting that I be paid TRAVEL PAY. I understand that I will receive NO money the day of discharge, and at the completion of travel I will file a Travel Voucher and be paid 18 cents per mile for the distance, plus \$50.00 per day per diem as authorized by actual mode of travel used. I further understand that I will make my own reservations and buy my own ticket.

\_\_\_\_\_ b. GOVERNMENT TRANSPORTATION REQUEST (GTR) I am requesting that I be issued a Government Transportation Request (GTR). By selecting the GTR, I understand that I will be furnished transportation at no cost to me to my home of record at the time of entry into the military. If I request a GTR, I will be required to travel by the mode of transportation authorized and arranged by the Transportation Officer.

2. Per Joint Federal Travel Regulation, paragraph U5125 5, I understand that if I am being released from active duty or separated during my initial enlistment or agreed period of service and I have not served at least 90 percent of the contracted period, transportation in kind is by the least expensive mode of travel and no per diem (meals) will be paid. This rule does not apply to soldiers being released from active duty or discharged due to a medical condition.

3. I also understand that once the choice is made, I understand that by making a change in travel plans (i.e. change from GTR to Travel Pay) may delay the processing of my discharge.

\_\_\_\_\_  
(Printed Name)\_\_\_\_\_  
(SSN)\_\_\_\_\_  
(Payroll Signature)\_\_\_\_\_  
(Unit)\_\_\_\_\_  
(Date)

FLW FL 272 (Rev 1 Sep 97) Previous Edition Obsolete

Figure 1. Sample of FLW FL 272. (Page 1 of 2)

# PRIVACY ACT STATEMENT

Authority: 10 U.S. Code 3013, Executive Order 9397

Principle purpose: To afford student personnel the option of electing a method of travel when processed for separation/discharge from the military.

Routine uses: The SSN is used to identify the individual and insure that information is correctly recorded. The form will be completed by all student personnel prior to departure from FLW due to student chapter action. By executing this form, the soldier acknowledges understanding of travel entitlements contained in the Joint Travel Regulations, the options available to them, and has been afforded the opportunity to elect the option of choice. This form will ultimately be used by the Fort Leonard Wood, MO Transition Point to prepare separation/discharge orders.

Voluntary Disclosure: Disclosure of information is voluntary. However, failure to disclose necessary information may preclude timely publication of required separation/discharge orders. Army activities will identify the individual by alternate means or obtain the information from other Army records.

Figure 1a. Sample of FLW Form 272. (Page 2 of 2)

## Glossary

### Section I. Acronyms.

AG  
Adjutant General

AR  
Army regulation

Bn  
battalion

BT  
basic training

DOL  
Director of Logistics

DRM  
Director of Resource Management

FAD  
Finance and Accounting Division

FLW  
Fort Leonard Wood

FLW FL  
Fort Leonard Wood Form Letters

GTR  
Government Transportation Request

IADT  
initial active duty for training

JFTR  
Joint Federal Travel Regulations

MANSCEN & FLW  
United States Army Maneuver Support  
Center  
and Fort Leonard Wood (same as  
MANSCEN)

MOS  
military occupational specialty

MPRJ  
military personnel records jacket

NCO  
noncommissioned officer

NLT  
no later than

PCS  
permanent change of station

POV  
privately owned vehicle

REFRADT  
release from initial duty for training

REP-63  
Reserve Enlistment Program 1963

### Section II. Term.

Permanent Change of Station (PCS).  
For the purpose of this regulation, PCS  
will be as defined in Joint Federal Travel  
Regulation (JFTR) appendix J, to  
include REP-63 scheduled for  
REFRADT.