

ALARACT 078/2013

DTG: R 011503Z APR 13

THIS MESSAGE HAS BEEN TRANSMITTED BY USAITA ON BEHALF OF//DAMO-TRI//

SUBJECT: U. S. ARMY SOLDIER SUPPORT INSTITUTE TRAINING TRAVEL GUIDANCE

REFERENCES:

A. MEMORANDUM, DAMO-TRI, 2 JUNE 2008, WITH ENCLOSURE, SUBJECT: INSTITUTIONAL TRAINING DIRECTED LODGING AND MEAL POLICY.

B. ALARACT (018/2010), MESSAGE 152022Z JAN 10, SUBJECT: TRAINING TRAVEL POLICY.

C. DA MSG, DAMO-TRI, 032043Z FEB 12, SUBJECT: PRIVATIZATION OF ARMY LODGING (PAL).

1. THE INTENT OF THIS MESSAGE IS TO PROVIDE POLICY, ADMINISTRATIVE AND FUNDING GUIDANCE IN THE EXECUTION OF ARMY MILITARY PERSONNEL TEMPORARY DUTY/ACTIVE DUTY FOR TRAINING (TDY/ADT) ORDERS, HOUSING (E.G., BARRACKS AND GOVERNMENT PROVIDED LODGING) AND LOGISTICS SUBSISTENCE GUIDANCE FOR THOSE ATTENDING SELECTED INSTITUTIONAL TRAINING UNDER THE PURVIEW OF THE US ARMY SOLDIER SUPPORT INSTITUTE (USASSI), FORT JACKSON, SC.

2. REFERENCE A IS EFFECTIVE WITH THE TRANSFER OF OWNERSHIP FROM GOVERNMENT ARMY LODGING TO REST EASY, LLC UNDER INTERCONTINENTAL HOTELS GROUP (IHG) ON 1 MAY 2013. GUIDANCE DOES NOT APPLY TO NON-PRIOR SERVICE (NPS) OR PRIOR SERVICE (PS) ENLISTEES ATTENDING INITIAL SKILLS TRAINING (E.G., BASIC COMBAT TRAINING AND ADVANCED INDIVIDUAL TRAINING (AIT) OR NPS/PS AIT FOLLOW-ON TRAINING), TRAINING EXECUTED IN A PERMANENT CHANGE OF STATION STATUS OR OVERSEAS CONTINGENCY OPERATIONS (OCO) COURSES AND SELECTED U.S. ARMY RECRUITING COURSES.

3. SOLDIERS ATTENDING TRAINING IN A TDY/ADT STATUS NOT COVERED UNDER THE PURVIEW OF THIS MESSAGE WILL REQUIRE LODGING AND MEAL REIMBURSEMENT AS AUTHORIZED BY THE ORDER ISSUING OFFICIAL.

4. THE HQDA, G-37/TR GOAL IS TO MAXIMIZE THE USE OF HOUSING (BARRACKS AND LODGING) ON FORT JACKSON FOR TDY/ADT SOLDIERS. SOLDIERS ATTENDING BELOW COURSES WILL REPORT TO IHG LODGING, BUILDING 7550 FOR A ROOM ASSIGNMENT.

- 4.A. SCHOOL CODE 805A.
 - 4.A.1. FINANCIAL MANAGEMENT OFFICER (BRANCH QUAL) (BQ) .
 - 4.A.2. FINANCIAL MANAGEMENT BASIC OFFICER LEADER COURSE (BOLC) .
 - 4.A.3. FINANCIAL MANAGEMENT CAPTAINS CAREER COURSE (CCC), PHASES 1 AND 3.
 - 4.A.4. FINANCIAL MANAGEMENT PRE-COMMAND.
 - 4.A.5. GFEBs COST MANAGEMENT.
 - 4.A.6. GFEBs FINANCIALS.
 - 4.A.7. PRINCIPLES OF COST ACCOUNTING AND MANAGEMENT.
 - 4.A.8. INTERMEDIATE COST ACCOUNTING AND MANAGEMENT.
 - 4.A.9. PLANNING, PROGRAMMING, BUDGETING, EXECUTION SYSTEM.

- 4.B. SCHOOL CODE 805B.
 - 4.B.1. CAREER COUNSELOR.
 - 4.B.2. RECRUITING PRE-COMMAND.
 - 4.B.3. TRANSITION NCO.

- 4.C. SCHOOL CODE 805C.
 - 4.C.1. ADJUTANT GENERAL BOLC.
 - 4.C.2. ADJUTANT GENERAL CCC, PHASES 1 AND 3.
 - 4.C.3. HUMAN RESOURCES TECHNICIAN WARRANT OFFICER ADVANCED COURSE (WOAC) .
 - 4.C.4. HUMAN RESOURCES TECHNICIAN WOAC, PHASES 1 AND 2.
 - 4.C.5. ADJUTANT GENERAL PRE-COMMAND.
 - 4.C.6. BRIGADE S-1 OPERATIONS.
 - 4.C.7. HUMAN RESOURCES PLANS AND OPERATIONS.
 - 4.C.8. HUMAN RESOURCE MANAGEMENT QUALIFICATION, PHASE 2.
 - 4.C.9. HUMAN RESOURCES TECHNICIAN WO BASIC COURSE (WOBC) .
 - 4.C.10. EXECUTIVE ADMINISTRATIVE ASSISTANT (SFC AND ABOVE) .
 - 4.C.11. POSTAL SUPERVISOR (SFC AND ABOVE) .
 - 4.C.12. POSTAL OPERATIONS (SFC AND ABOVE) .
 - 4.C.13. POST OPERATIONS, PHASE 1 (SFC AND ABOVE) .

- 4.D. SCHOOL CODE 604.
 - 4.D.1. RECRUITING SENIOR LEADER COURSE (SLC) .
 - 4.D.2. RETENTION SLC.
 - 4.D.3. HUMAN RESOURCES SPECIALIST ADVANCED LEADER COURSE (ALC) .
 - 4.D.4. HUMAN RESOURCES SLC.
 - 4.D.5. FINANCIAL MANAGEMENT TECHNICIAN ALC.
 - 4.D.6. FINANCIAL MANAGEMENT SLC.
 - 4.D.7. CHAPLAIN ASSISTANT ALC, PHASE 2.
 - 4.D.8. CHAPLAIN ASSISTANT SLC, PHASE 2.

5. THE COST OF GOVERNMENT PROVIDED LODGING, WHETHER ON-POST OR OFF-POST, WILL BE AT NO COST TO SOLDIER. SOLDIERS ASSIGNED TO OFF-POST

CONTRACTED HOTELS MAY BE RECALLED TO ON-POST FACILITIES BY THE GOVERNMENT. DURING CHECK-IN, SOLDIERS WILL BE NOTIFIED, IN WRITING, OF THE DATE OF RECALL, IF AVAILABLE, FROM OFF-POST GOVERNMENT PROVIDED LODGING. THE SOLDIERS' MOVEMENT WILL ONLY OCCUR ONCE, BE SCHEDULED FOR A WEEKEND OR HOLIDAY AND ONLY WHEN THE REMAINDER OF THE STAY EXCEEDS FOURTEEN DAYS. RECALL TO ON-POST GOVERNMENT PROVIDED LODGING IS MANDATORY AND NOT WAIVED.

6. THE U. S. ARMY MISSION INSTALLATION CONTRACTING COMMAND (MICC), FORT JACKSON WILL BE RESPONSIBLE FOR AWARD AND ADMINISTRATION OF OFF-POST CONTRACTS FOR COMMERCIAL LODGING PER POLICIES AND PROCEDURES AS SPECIFIED IN THE FEDERAL ACQUISITION REGULATION (FAR).

7. SOLDIERS ATTENDING FINANCIAL MANAGEMENT TECHNICIAN (36B10) AND HUMAN RESOURCES SPECIALIST (42A10) COURSES IN A TDY/ADT STATUS WILL REPORT TO BUILDING 2245 FOR IN PROCESSING AND ASSIGNMENT TO BARRACKS.

8. SOLDIERS ATTENDING THE FOLLOWING COURSES IN GRADES SSG AND BELOW WILL REPORT TO BUILDING 2245 FOR IN PROCESSING AND ASSIGNMENT TO BARRACKS:

8.A. EXECUTIVE ADMINISTRATIVE ASSISTANT (510-ASIE3)

8.B. POSTAL SUPERVISOR (7A-SI4J/500-ASIF4).

8.C. POSTAL OPERATIONS (7C-SI/ASI4J/500-ASIF5).

8.D. POSTAL OPERATIONS (7C-SI/ASI4J/500-ASIF5), PHASE 1

9. SOLDIERS ATTENDING COURSES IDENTIFIED IN PARAGRAPHS SEVEN AND EIGHT THAT REPORT ON OR AFTER 1 MAY 2013 WILL BE DIRECTED GOVERNMENT MEALS AT NO COST TO THE SERVICE MEMBER SEVEN DAYS PER WEEK.

10. SOLDIERS REPORTING ON OR AFTER 1 MAY 2013 WILL BE DIRECTED GOVERNMENT MEALS WEEKDAYS AT NO COST TO THE SERVICE MEMBER WITH FULL MEAL PER DIEM ON WEEKENDS AND FEDERAL HOLIDAYS FOR BELOW COURSES:

10.A. FINANCIAL MANAGEMENT OFFICER BASIC QUALIFICATION (BQ).

10.B. FINANCIAL AND ADJUTANT GENERAL BOLCS.

10.C. FINANCIAL AND ADJUTANT GENERAL CCC, PHASES 1 AND 3.

10.D. WOBC AND WOAC COURSES.

10.E. ALC AND SLC COURSES.

11. SOLDIERS ATTENDING ALL OTHER COURSES WILL BE AUTHORIZED FULL MEAL PER DIEM.

12. THE SENDING COMMAND IS RESPONSIBLE TO EDUCATE/BRIEF SOLDIERS ON TRAVEL ENTITLEMENTS/AUTHORIZATIONS. TRAINING TRAVEL ORDERS PUBLISHED

BEFORE LODGING TRANSFER WILL NOT BE AMENDED. SOLDIERS WILL BE DIRECTED TO SETTLE THEIR ARMY LODGING ACCOUNT BEFORE THE TRANSFER BECOMES EFFECTIVE NO LATER THAN 28 APRIL 2013. GROUP RESERVATIONS WILL BE MADE FOR THOSE WITH A CONFIRMED ATRRS R RESERVATION BY USASSI, G-3 IN COORDINATION WITH IHG LODGING. SOLDIERS WILL CONFIRM THEIR ROOM RESERVATION BY CALLING (803) 782-9802 BEFORE TRAVEL COMMENCES. CERTIFICATION OF NON-AVAILABILITY WILL NOT BE ISSUED.

13. TRAINING TRAVEL ORDERS WILL NOT BE ISSUED IN THE FOLLOWING CIRCUMSTANCES:

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

13.B. WHEN TRAINING LOCATION AND UPCOMING PERMANENT CHANGE OF STATION (PCS) IS THE SAME. SOLDIER MUST PCS TO INSTALLATION BEFORE COURSE OF INSTRUCTION BEGINS.

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

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

13.E. WHEN IN AN ATRRS "WAIT" STATUS.

14. SOLDIERS IN A TDY/ADT STATUS MAY NOT REPORT EARLY TO THE TRAINING BASE EXCEPT FOR ACTIVE COMPONENT FINANCE AND ADJUTANT GENERAL BASIC OFFICER LEADER COURSE (BOLC) STUDENTS. TRAINING ACTIVITIES ARE NOT AUTHORIZED TO DIRECT EARLY ARRIVAL ON CLASS REPORT DATE. CLASS REPORT DATE IS A TRAVEL DAY. SOLDIERS HAVE UNTIL 2400 HOURS ON REPORT DATE TO ARRIVE. 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 OF TDY/ADT STUDENTS ARE PROHIBITED AT THE TDY SITE EXCEPT BY INVITATION OF THE COMMANDANT DUE TO CONSTRAINED ACCOMMODATIONS/SERVICES.

15. COMMANDS MAY AUTHORIZE RENTAL CARS FOR THOSE WHO FLY EXCEPT FOR THOSE YOUNGER THAN 21 YEARS OF AGE. SOLDIERS MUST BE 21 AND HAVE A CREDIT CARD TO RENT A CAR IN THE STATE OF SOUTH CAROLINA. TAXI SERVICES ARE AVAILABLE FROM THE COLUMBIA METROPOLITAN AIRPORT AND FORT JACKSON.

16. THE DIRECTORATE OF LOGISTICS PROVIDES GOVERNMENT TRANSPORTATION FOR THOSE ATTENDING MOS AIT TRAINING. THEREFORE, IN AND AROUND MILEAGE FOR SOLDIERS WHO POV AND ATTEND 36B10 AND 42A10 WILL NOT BE AUTHORIZED SINCE GOVERNMENT TRANSPORTATION IS PROVIDED. ALL OTHER SOLDIERS MAY BE APPROVED UP TO:

16.A. EIGHT MILES PER DAY IF LODGED ON-POST.

16.B. TWENTY MILES PER DAY IF LODGED OFF-POST.

17. THE USA SSI, G-3 REPRESENTATIVE WILL BE RESPONSIBLE FOR THE IDENTIFICATION OF RESPECTIVE LODGING REQUIREMENTS, OFF-POST LODGING RESERVATIONS/AUTHORIZATIONS AND INVOICE VALIDATION PROCEDURES.

18. THE FUNDS TO SUPPORT THE CENTRALIZED PAYMENT OF ON-POST LODGING COSTS WILL BE ALLOCATED TO THE USA CORPS OF ENGINEERS (USACE) BY HQDA, G-37/TR, USARC, AND DIRECTOR, ARNG. SOLDIERS' LODGING WILL BE FUNDED FROM REPORT DATE TO CLASS END DATE EXCEPT FOR ACTIVE COMPONENT (AC) BOLC STUDENTS CALLED TO IMMEDIATE ACTIVE DUTY IN A TDY STATUS. LODGING FOR THESE STUDENTS WILL BE PAID FROM ARRIVAL DATE TO CLASS END DATE. THE USACE WILL ADMINISTER FUNDS VIA IN-LICENSE AGREEMENTS FOR EACH COMPONENT.

19. THE FUNDS TO SUPPORT THE CENTRALIZED PAYMENT OF AC OFF-POST LODGING COSTS, IF REQUIRED, WILL BE ALLOCATED TO TRADOC BY HQDA, G-37/TR. FUNDING TO SUPPORT THE RESERVE COMPONENTS (RC) OFF-POST REQUIREMENTS REMAINS THE RESPONSIBILITY OF THE USARC AND DIRECTOR, ARNG. THE RC FUNDS WILL BE ISSUED UTILIZING A MILITARY INTERDEPARTMENTAL PROCUREMENT REQUEST.

20. THE PAYMENT OF SOLDIERS OFF-POST LODGING COSTS, IF REQUIRED, WILL BE ADMINISTERED BY USA SSI, G-8. PAYMENT WILL BE MADE UTILIZING THE GOVERNMENT PURCHASE CARD. TO ENSURE PROPER ROUTING OF CONTRACT TRANSACTIONS ARE PAID WITH THE PURCHASE CARD, WIDE AREA WORK FORCE (WAWF) WILL USE THE CODE "CRCARD" TO IDENTIFY THE PAYING OFFICE (E.G., BLOCK 12 OF THE STANDARD FORM 26). ANY POTENTIAL UNFINANCED REQUIREMENT MUST BE REPORTED TO APPLICABLE COMPONENT FOR FUNDING ADJUDICATION.

21. VALIDATION OF THE LODGING INVOICES IS A MANDATORY REQUIREMENT AND IS THE SOLE RESPONSIBILITY OF THE USA SSI, G-3. ADEQUATE INTERNAL CONTROLS MUST BE IN PLACE TO VALIDATE THE CENTRALIZED BILLING PROCESS. VALIDATION OF ON-POST LODGING MUST BE DONE IN COORDINATION WITH USACE. PERIODIC AUDITS WILL BE DONE TO EVALUATE THE ADEQUACY OF INTERNAL CONTROLS.

22. THE FUNDS TO SUPPORT THE CENTRALIZED PAYMENT OF SUBSISTENCE REQUIREMENTS WILL BE ALLOCATED TO ARMY MATERIEL COMMAND (AMC) BY HQDA, G-37/TR, USARC AND DIRECTOR, ARNG, RESPECTIVELY. SOLDIERS' MEAL REQUIREMENTS WILL BE FUNDED FROM CLASS START DATE TO CLASS END DATE EXCEPT FOR BOLC SOLDIERS. THESE SOLDIERS WILL BE DIRECTED MESS THE DAY AFTER ARRIVAL TO CLASS END DATE. THE DIRECTOR OF LOGISTICS WILL CONTINUE TO COLLECT CASH FOR GOVERNMENT DEDUCTIBLE MEALS PROVIDED TO

SOLDIERS DURING MANDATORY WEEKEND TRAINING EVENTS WHEN SOLDIERS ARE ON WEEKEND MEAL PER DIEM. SOLDIERS WILL BE REQUIRED TO KEEP A LOG (DATE AND NUMBER OF MEALS) OF GOVERNMENT DEDUCTIBLE WEEKEND MEALS PURCHASED FOR TRAVEL REIMBURSEMENT PURPOSES. SUBSISTENCE POLICIES, PROCEDURES AND SUPPORT REQUIREMENTS ARE OUTLINED IN REFERENCE A. SUBSISTENCE REQUIREMENTS ARE FUNDED FROM CLASS START DATE TO CLASS END DATE IN ACCORDANCE WITH PARAGRAPHS NINE AND TEN ABOVE.

23. THIS MESSAGE WILL BE POSTED TO THE HQDA, G-37/TR TRAINING DIRECTORATE WEB SITE AT
[HTTPS://WWW.G357EXTRANET.ARMY.PENTAGON.MIL/AKO/ITTG/DEFAULT.HTM](https://www.g357extranet.army.pentagon.mil/ako/ittg/default.htm).

24. THE 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.

25. EXPIRATION DATE HAS NOT BEEN DETERMINED.