

U. S. ARMY SOLDIER SUPPORT INSTITUTE (SSI) TRAINING TRAVEL

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

DTG: 191726Z Dec 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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R 191726Z DEC 17

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

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SUBJ/U. S. ARMY SOLDIER SUPPORT INSTITUTE (SSI) TRAINING TRAVEL GUIDANCE

REFERENCES:

A. DA MESSAGE 011214Z AUG 16, SUBJECT: U. S. ARMY SOLDIER SUPPORT INSTITUTE TRAINING TRAVEL GUIDANCE.

B. DA MESSAGE 132015Z OCT 17, SUBJECT: INSTITUTIONAL TRAINING TRAVEL GUIDANCE

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

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

E. JOINT TRAVEL REGULATION.

1. THIS MESSAGE SUPERSEDES REFERENCE A AND IS EFFECTIVE WITH CLASSES REPORTING ON OR AFTER 4 MARCH 2018. REFERENCE C IS APPLICABLE TO ARMY MILITARY TEMPORARY DUTY (TDY)/ACTIVE DUTY TRAINING (ADT) SOLDIERS ATTENDING TRAINING UNDER THE PURVIEW OF THE U.S. ARMY SOLDIER SUPPORT INSTITUTE (USA SSI), FORT JACKSON, SC. REQUEST WIDEST DISTRIBUTION TO SUBORDINATE COMMANDS/ORGANIZATION STAFF ELEMENTS.

2. THIS MESSAGE DOES NOT APPLY TO:

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

2.B. SOLDIERS ATTENDING OVERSEAS CONTINGENCY OPERATIONS (OCO) COURSES.

3. TRAVEL OFFICIALS WILL DIRECT THE FOLLOWING:

3.A. GOVERNMENT PROVIDED HOUSING (LODGING OR BARRACKS) IS AVAILABLE AND DIRECTED AT NO COST TO SOLDIERS. SOLDIERS ATTENDING BELOW COURSES WILL REPORT TO IHG ARMY HOTEL- FORT JACKSON, BUILDING 7550, FOR A ROOM ASSIGNMENT EXCEPT FOR PARAGRAPHS 3.B.9 (36B10), 3.C.14 (42A10) AND SSG AND BELOW UNDER

3.D. THESE SOLDIERS WILL REPORT TO BUILDING 2301 FOR IN PROCESSING AND ASSIGNMENT TO BARRACKS.

3.B. SCHOOL CODE 805A

3.B.1. FINANCIAL MANAGEMENT BASIC OFFICER LEADER COURSE (BOLC) .

3.B.2. FINANCIAL MANAGEMENT CAPTAINS CAREER COURSE (CCC), PHASES 1 AND 3.

3.B.3. FINANCIAL MANAGEMENT PRE-COMMAND.

3.B.4. GFEBs COST MANAGEMENT.

3.B.5. GFEBs FINANCIALS.

3.B.6. PRINCIPLES OF COST ACCOUNTING AND MANAGEMENT.

3.B.7. INTERMEDIATE COST ACCOUNTING AND MANAGEMENT.

3.B.8. PLANNING, PROGRAMMING, BUDGETING, EXECUTION SYSTEM.

3.B.9. FINANCIAL MANAGEMENT TECHNICIAN (36B10) .

3.C. SCHOOL CODE 805C

3.C.1. ADJUTANT GENERAL BOLC.

3.C.2. ADJUTANT GENERAL CCC, PHASES 1 AND 3.

3.C.3. HUMAN RESOURCES TECHNICIAN WARRANT OFFICER ADVANCED COURSE (WOAC) .

3.C.4. HUMAN RESOURCES TECHNICIAN WOAC, PHASES 1 AND 2.

3.C.5. BRIGADE S-1 OPERATIONS.

3.C.6. HUMAN RESOURCES PLANS AND OPERATIONS.

3.C.7. HUMAN RESOURCE MANAGEMENT QUALIFICATION, PHASE 2.

3.C.8. HUMAN RESOURCES TECHNICIAN WO BASIC COURSE (WOBC) .

3.C.9 EXECUTIVE ADMINISTRATIVE ASSISTANT.

3.C.10. POSTAL SUPERVISOR.

3.C.11. POSTAL OPERATIONS.

3.C.12. POSTAL OPERATIONS, PHASE 2

3.C.13. HUMAN RESOURCES SPECIALIST (42A10)

3.D. SCHOOL CODE 805C

- 3.D.1. EXECUTIVE ADMINISTRATIVE ASSISTANT (510-ASIE3)
- 3.D.2. POSTAL SUPERVISOR (7A-SI4J/500-ASIF4).
- 3.D.3. POSTAL OPERATIONS (7C-SI/ASI4J/500-ASIF5).
- 3.D.4. POSTAL OPERATIONS (7C-SI/ASI4J/500-ASIF5), PHASE 2.

3.E. SCHOOL CODE 604

- 3.E.1. HUMAN RESOURCES SPECIALIST ADVANCED LEADER COURSE (ALC).
- 3.E.2. HUMAN RESOURCES SLC.
- 3.E.3. FINANCIAL MANAGEMENT TECHNICIAN ALC.
- 3.E.4. FINANCIAL MANAGEMENT SLC.
- 3.E.5. CHAPLAIN ASSISTANT ALC.
- 3.E.6. CHAPLAIN ASSISTANT SLC.

4. GOVERNMENT DINING FACILITIES ARE AVAILABLE AND DIRECTED SEVEN DAYS PER WEEK AT NO COST TO SOLDIERS.

5. REIMBURSEMENT OF ALL OTHER TRAVEL COSTS ASSOCIATED WITH THE TDY/ADT IS THE RESPONSIBILITY OF THE ORDER ISSUING OFFICIAL. FOR EXAMPLE, AIR FARE, RENTAL CAR, IF AUTHORIZED AND INCIDENTAL EXPENSES. THE SENDING COMMAND IS RESPONSIBLE TO EDUCATE/BRIEF SOLDIERS ON TRAVEL ENTITLEMENTS/AUTHORIZATIONS.

6. GROUP RESERVATIONS WILL BE MADE FOR THOSE WITH A CONFIRMED ATRRS "R" RESERVATION BY THE SCHOOL VALIDATION AUTHORITY IN COORDINATION WITH IHG ARMY HOTEL-FORT JACKSON. THEREFORE, DTS /IHG ON-LINE RESERVATIONS ARE NOT REQUIRED/AUTHORIZED.

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

- 7.A. WHEN ASSIGNED OR WITH DUTY AT THE TRAINING LOCATION.
- 7.B. WHEN TRAINING LOCATION AND UPCOMING PERMANENT CHANGE OF STATION (PCS) IS THE SAME. SOLDIER MUST PCS TO INSTALLATION BEFORE COURSE OF INSTRUCTION BEGINS.
- 7.C. WHEN TRAINING LOCATION AND LOSING LOCATION IS THE SAME. SOLDIER MAY NOT PCS UNTIL TRAINING IS COMPLETED.
- 7.D. WHEN TRAINING IS CONDUCTED IN A PCS STATUS.
- 7.E. WHEN THE RESERVATION IN ATRRS IS IN A WAIT (W) STATUS.

8. SOLDIERS IN A TDY/ADT STATUS MAY NOT REPORT EARLY TO THE TRAINING BASE EXCEPT FOR REGULAR ARMY (RA) 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. 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.

9. 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. PER REFERENCE B, IN AND AROUND MILEAGE FOR THOSE WHO USE THEIR PRIVATELY OWN VEHICLE IS NOT AUTHORIZED AND MUST BE ANNOTATED ON THE TDY ORDER.

10. LODGING AND SUBSISTENCE POLICIES, PROCEDURES AND SUPPORT REQUIREMENTS ARE OUTLINED IN REFERENCE C. LODGING REQUIREMENTS ARE CENTRALLY FUNDED FROM CLASS REPORT DATE TO CLASS END DATE EXCEPT FOR RA BOLC STUDENTS. LODGING COSTS FOR THESE SOLDIERS WILL BE PAID FROM ARRIVAL DATE TO CLASS END DATE. SUBSISTENCE REQUIREMENTS ARE CENTRALLY FUNDED FROM CLASS START DATE TO CLASS END DATE IN ACCORDANCE WITH PARAGRAPH FOUR EXCEPT FOR RA BOLC STUDENTS. MEAL COSTS FOR THESE SOLDIERS WILL BE FUNDED STARTING THE DAY AFTER THEY ARRIVE TO CLASS END DATE.

11. 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).

12. 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.

13. THIS MESSAGE REMAINS IN EFFECT UNTIL SUPERSEDED.

Received from AUTODIN 191743Z Dec 17