

-----Original Message-----

From: DAADMINISTRATOR@PTSC.PENTAGON.MIL
[mailto:DAADMINISTRATOR@PTSC.PENTAGON.MIL] On Behalf Of PTC WASHINGTON
DC//ALARACT//

Sent: Monday, December 01, 2008 11:36 AM

To: DCS G3 Collective Training

Subject: ALARACT 286/2008 - INSTITUTIONAL TRAINING DIRECTED LODGING AND
MEAL POLICY

Importance: Low

UNCLASSIFIED//

PRECEDENCE TO: ROUTINE DTG: 011633Z DEC 08

PRECEDENCE CC: ROUTINE

TYPE: DMS SIGNED/ENCRYPTED

FROM PLA: PTC WASHINGTON DC//ALARACT//

FROM D/N: C:US,O:U.S. Government,OU:DoD,OU:ARMY,OU:Organizations,
L:CONUS,L:WASHINGTON DC,OU:DA PENTAGON

TELECOMMUNICATIONS(uc),OU:ALARACT RELEASE AUTHORITY(UC)

SUBJECT: ALARACT 286/2008 - INSTITUTIONAL TRAINING DIRECTED LODGING AND
MEAL POLICY

TEXT:

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THIS MESSAGE HAS BEEN SENT BY THE PENTAGON TELECOMMUNICATIONS CENTER
ON BEHALF OF DA WASHINGTON DC//SAFM-CES-CRI/DAMO-TR//

TO ALARACT//

CDR USSOUTHCOM MIAMI FL//SCJ3/SCJ1/SCJ8-CM-B/SCJ8-CP-B//

SUBJECT: INSTITUTIONAL TRAINING DIRECTED LODGING AND MEAL POLICY

A. REF MEMORANDUM ODCS, G-3/5/7, 24 OCTOBER 2008, SUBJECT: REQUEST
APPROVAL OF THE INSTITUTIONAL TRAINING DIRECTED LODGING AND MEAL
POLICY AT THE ARMY LOGISTICS MANAGEMENT COLLEGE (ALMC) HUNTVILLE, AL
CAMPUS.

B. REF DA MSG 251746 JAN 06, SUBJECT: MILITARY TRAINING SERVICE SUPPORT
PROGRAM

1. THIS MESSAGE ANNOUNCES A CHANGE TO REFERENCE B, PARAGRAPH TWO.

2. EFFECTIVE WITH CLASS START 2 JANUARY 2009, THE ARMY WILL IMPLEMENT
DIRECTED GOVERNMENT PROVIDED LODGING AND GOVERNMENT PROVIDED
WEEKDAY MEALS AT THE U.S. ARMY LOGISTICS MANAGEMENT COLLEGE (ALMC),
HUNTSVILLE CAMPUS. POLICY IS APPLICABLE TO ALL COURSES OF INSTRUCTOR
UNDER SCHOOL CODE 907A AND ALL ARMY MILITARY TEMPORARY DUTY
(TDY)/ACTIVE DUTY TRAINING (ADT) STUDENTS. TEMPORARY DUTY/ACTIVE DUTY
FOR TRAINING ORDERS WILL DIRECT GOVERNMENT PROVIDED QUARTERS AT NO
COST TO SOLDIER AND GOVERNMENT PROVIDED MEALS AT NO COST TO THE
SOLDIER AS DELINEATED IN PARAGRAPH THREE BELOW.

3. COORDINATION AND ASSIGNMENT TO GOVERNMENT PROVIDED QUARTERS AND GOVERNMENT PROVIDED WEEKDAY MEALS IS THE RESPONSIBILITY OF THE DIRECTOR, ALMC - HUNTSVILLE CAMPUS. SOLDIERS WILL BE AUTHORIZED FULL MEAL PER DIEM ON WEEKENDS AND FEDERAL HOLIDAYS. THE US ARMY ACQUISITION SUPPORT CENTER (USAASC) WILL FUND LODGING AND DIRECTED SUBSISTENCE REQUIREMENTS FROM CLASS START DATE TO CLASS END DATE.

4. RENTAL CARS FOR THOSE THAT FLY AND IN AND AROUND MILEAGE FOR STUDENTS WHO CHOOSE TO TRAVEL BY POV WILL NOT BE AUTHORIZED. GOVERNMENT PROVIDED TRANSPORTATION WILL BE AVAILABLE TO AND FROM THE HUNTSVILLE AIRPORT AND FOR STUDENT WEEKEND AND FEDERAL HOLIDAY MEAL REQUIREMENTS.

5. IT IS THE SENDING COMMANDS RESPONSIBILITY TO EDUCATE/BRIEF SOLDIERS ON AUTHORIZED/APPROVED TRAVEL ENTITLEMENTS. TEMPORARY DUTY/ACTIVE DUTY FOR TRAINING ORDERS WILL DIRECT GOVERNMENT LODGING AT NO COST TO THE SOLDIER AND GOVERNMENT PROVIDED MEALS WEEKDAYS WITH FULL MEAL PER DIEM ON WEEKENDS AND FEDERAL HOLIDAYS. SOLDIERS ARE NOT AUTHORIZED PER DIEM AT THEIR PERMANENT DUTY STATION (PDS). WHEN INSTITUTIONAL TRAINING IS DIRECTED AT THE NEW PDS SITE (I.E., REDSTONE ARSENAL), SOLDIERS MUST PCS TO THE INSTALLATION BEFORE THEY REPORT TO COURSE OF INSTRUCTION. IN THESE CASES, TDY ORDERS ARE NOT GENERATED BY THE LOSING COMMAND.

6. THE ORDER ISSUING OFFICIAL REMAINS RESPONSIBLE FOR TRAVEL TO AND FROM THE TRAINING SITE TO INCLUDE ALL MISCELLANEOUS EXPENSES/ENTITLEMENTS DURING THE TDY PERIOD, AS APPLICABLE.

7. SENDING COMMANDS ARE REMINDED THAT ACTIVE COMPONENT SOLDIERS WHO ATTEND TRAINING IN A TDY EN ROUTE STATUS (I.E., AR 614-6 OR AR 600-8-11) DO NOT REQUIRE TWO SETS OF ORDERS (PCS AND TDY ORDER). THE FUND CITE FOR THE APPLICABLE TDY EXPENSES/ENTITLEMENTS CAN BE PLACED IN THE PCS ORDER UNDER SPECIAL INSTRUCTIONS. SPECIAL INSTRUCTIONS MUST DIRECT GOVERNMENT LODGING AT NO COST TO THE SOLDIER AND GOVERNMENT PROVIDED MEALS AT NO COST TO THE SOLDIER AS DIRECTED ABOVE. SOLDIERS WILL FILE FOR TDY REIMBURSEMENT WITH THEIR PCS TRAVEL VOUCHER AT THE NEW PDS. SOLDIERS THAT ELECT TO RETURN TO THE OLD PDS (I.E., AR 614-6 OR AR 600-8-11) BEFORE SIGNING OUT WILL BE ISSUED A DD FORM 1610 OR DEFENSE TRAVEL SYSTEM (DTS) AUTHORIZATION DOCUMENT. SOLDIERS ISSUED A DD FORM 1610 WILL FILE A DD FORM 1351-2, TRAVEL VOUCHER OR SUBVOUCHER WITHIN FIVE DAYS OF COMPLETING THE TDY OR BEFORE CLEARING THE CURRENT PDS. SOLDIERS ISSUED A DTS TRAVEL AUTHORIZATION DOCUMENT CANNOT FILE A DD FORM 1351-2, TRAVEL VOUCHER OR SUBVOUCHER. THESE SOLDIERS MUST FILE FOR REIMBURSEMENT THROUGH DTS WITHIN FIVE DAYS OF COMPLETING THE TDY OR BEFORE CLEARING THE CURRENT PDS. SOLDIERS DIRECTED TO INSTITUTIONAL TRAINING AT CURRENT PDS OR WITHIN DEFINED LOCAL COMMUTING AREA MAY NOT ELECT ANY TRAVEL OPTION SINCE SOLDIERS MAY NOT BE ON TDY AT PERMANENT DUTY STATION. ORDER ISSUING OFFICIALS WILL NOT AUTHORIZE TDY UNLESS THE SOLDIER HAS A VALID ATRRS CONFIRMED RESERVATION. SOLDIERS ARE NOT TO REPORT EARLY TO THE TRAINING BASE. DEPENDENTS/FAMILY MEMBERS OF TDY/ADT STUDENTS ARE DISCOURAGED AT THE

TDY SITE DUE TO CONSTRAINED ACCOMMODATIONS AND THE NON-AVAILABILITY OF MILITARY SERVICE FACILITIES NECESSARY TO SUPPORT FAMILY MEMBERS.

8. THE FUNDS TO SUPPORT THE CENTRALIZED PAYMENT OF AC STUDENTS LODGING, SELECTED MEALS AND TRANSPORTATION REQUIREMENTS, AS DELINEATED ABOVE, WILL BE ALLOCATED TO THE USAASC BY HQDA. FUNDS TO SUPPORT USAR AND ARNG LODGING AND MEAL REQUIREMENTS WILL BE ISSUED BY OCAR/USARC AND NGB TO USAASC UTILIZING A MILITARY INTERDEPARTMENTAL PURCHASE REQUEST. ADEQUATE INTERNAL CONTROLS MUST BE IN PLACE TO ENSURE THE FUNDS ARE USED ONLY TO SUPPORT MILITARY STUDENTS ON TDY/ADT IN ACCORDANCE WITH THE INSTRUCTIONS ABOVE. PERIODIC AUDITS WILL BE DONE TO EVALUATE THE ADEQUACY OF INTERNAL CONTROLS.

9. POC FOR THIS MESSAGE IS MRS. MCCRILLIS, ODCS, G-3/5/7 AT DSN 224-9706.

10. EXPIRATION DATE CANNOT BE DETERMINED.

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ORIGINAL TO RECIPIENTS:

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MESSAGE TYPE: OTHERORG

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Classification: UNCLASSIFIED

Caveats: NONE