

FORT BELVOIR TRAINING TRAVEL GUIDANCE

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

DTG: 231755Z Mar 18 **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
TO RUJAAAA/ARNG NGB COMOPS ARLINGTON VA
UNCLAS

SUBJ/FORT BELVOIR TRAINING TRAVEL GUIDANCE
REFERENCES:

- A. DA MESSAGE 141852Z JUN 16, SAB.
 - B. MEMORANDUM, DAMO-TRI, 1 APRIL 2016, WITH ENCLOSURE, SUBJECT: INSTITUTIONAL TRAINING DIRECTED LODGING AND MEAL (ITDLM) POLICY.
 - C. JOINT TRAVEL REGULATION (JTR)
 - D. DEPARTMENT OF DEFENSE INSTRUCTION 4515.14, CHANGE 1, 24 MAY 2017, SUBJECT: WASHINGTON LOCAL COMMUTING AREA.
1. THIS MESSAGE SUPERSEDES TRAINING TRAVEL GUIDANCE ISSUED IN REFERENCE A. REFERENCE B, CHAPTER TWO, IS APPLICABLE TO ALL ARMY MILITARY TEMPORARY DUTY (TDY)/ACTIVE DUTY TRAINING (ADT) SOLDIERS ATTENDING SELECTED TRAINING AT FORT BELVOIR, VIRGINIA. REQUEST WIDEST DISTRIBUTION TO SUBORDINATE COMMANDS/ORGANIZATION STAFF ELEMENTS.
 2. TRAVEL OFFICIALS WILL DIRECT THE FOLLOWING:
 - 2.A. TRAINING LOCATION AS FORT BELVOIR, VA FOR SOLDIERS ATTENDING THE BELOW COURSES.
 - 2.A.1. INSPECTOR GENERAL COURSE.
 - 2.A.2 INSPECTOR GENERAL ADVANCED COURSE.
 - 2.A.3. SIMULATIONS OPERATIONS COURSE (FA 57).
 - 2.A.4. INTERMEDIATE LEVEL EDUCATION (COMMON CORE) COURSE.

2.A.5. FORCE MANAGEMENT QUALIFICATION COURSE (FA 50).

2.A.6. FA 52 QUALIFICATION COURSE, PHASE 2.

3. TRAVEL OFFICIALS WILL DIRECT THE FOLLOWING IN SUPPORT OF HOUSING (LODGING) AND SUBSISTENCE:

3.A. GOVERNMENT PROVIDED LODGING IS AVAILABLE AND DIRECTED AT NO COST TO SOLDIER/SENDING COMMAND. SOLDIERS WILL REPORT TO IHG ARMY HOTEL-FORT BELVOIR, BUILDING 470, 18TH AND GAILLARD ROAD FOR A ROOM ASSIGNMENT. TRAVEL AND ALL OTHER PER DIEM AUTHORIZATIONS ARE THE SOLE RESPONSIBILITY OF THE SENDING COMMAND/ORDER ISSUING OFFICIAL.

3.B. A GOVERNMENT DINING FACILITY IS NOT AVAILABLE. MEALS AND INCIDENTALS PER DIEM WILL BE AUTHORIZED PER REFERENCE C.

3.C. GOVERNMENT TRANSPORTATION IS NOT AVAILABLE EXCEPT FOR THE FA 52 QUALIFICATION COURSE (SEE PARAPGRAH 3.D). COMMERCIAL TRANSPORTATION SERVICES ARE LIMITED AND WILL NOT MEET STUDENT REQUIREMENTS. SENDING COMMANDS ARE ENCOURAGED TO AUTHORIZE RENTAL CARS (COMPACT ONLY) FOR THOSE WHO FLY. IN AND AROUND MILEAGE FOR THOSE WHO UTILIZE THEIR PRIVATELY OWN VEHICLE IS NOT AUTHORIZED. DISAPPROVAL WILL BE ANNOTATED ON THE TRAVEL ORDER.

3.D. SOLDIERS ATTENDING THE FA 52 QUALIFICATION COURSE ARE NOT AUTHORIZED RENTAL CARS IN CONJUNCTION WITH AIR TRAVEL GOVERNMENT VANS WILL BE AVAILABLE TO MEET ALL STUDENT TRANSPORTATION REQUIREMENTS. TAXI FARE FROM AND TO RONALD REAGAN WASHINGTON NATIONAL AIRPORT, ARLINGTON, VA IS AUTHORIZED.

4. FUNCTIONAL AREA 50 TRAINING CONSIST OF TWO COURSES FOR A TOTAL OF 14 WEEKS. COURSE ONE IS HOW THE ARMY RUNS (4 WEEKS) AND COURSE TWO IS FA 50 (10 WEEKS). BOTH COURSES ARE UNDER ATRRS SCHOOL CODE 134, ARMY FORCE MANAGEMENT SCHOOL (AFMS). TRAINING SEAT RESERVATIONS WILL BE MADE CONCURRENTLY FOR BOTH COURSES AND TRAINING MUST BE TAKEN CONSECUTIVELY. THE AFMS REMAINS RESPONSIBLE TO ENSURE CLASS SCHEDULES ARE ALIGNED SO THERE IS NO BREAK IN TRAINING.

5. FUNCTIONAL AREA 50 SELECTEES REQUIRING ILE COMMON CORE WILL BE SCHEDULED TO ATTEND ILE (SCHOOL CODE 701F) IN CONJUNCTION WITH FA 50 TRAINING AT FORT BELVOIR. TRAINING 20 WEEKS OR MORE AT ONE LOCATION WILL BE EXECUTED IN A PERMANENT CHANGE OF STATION (PCS) STATUS.

6. FUNCTIONAL AREA 57 TRAINING SELECTEES REQUIRING ILE COMMON CORE WILL BE SCHEDULED TO ATTEND ILE (SCHOOL CODE 701F) IN CONJUNCTION WITH FA 57 TRAINING AT FORT BELVOIR. TRAINING 20 WEEKS OR MORE AT ONE LOCATION WILL BE EXECUTED IN A PCS STATUS.

7. PER REFERENCE D, SOLDIERS ASSIGNED TO DOD ACTIVITIES WITHIN THE NATIONAL CAPITAL REGION (NCR) ARE NOT REQUIRED TO HAVE TRAVEL ORDERS ISSUED FOR OFFICIAL TRAVEL IN THE WASHINGTON LOCAL COMMUTING AREA. REIMBURSEMENT OF LOCAL TRAVEL EXPENSES IS APPLICABLE WHEN PERMITTED.

8. THE SENDING COMMAND IS RESPONSIBLE TO EDUCATE/BRIEF SERVICE MEMBERS (SM) ON TRAVEL ENTITLEMENTS/AUTHORIZATIONS. TRAVEL ORDERS BY THE LOSING COMMAND WILL NOT BE ISSUED IN THE FOLLOWING CIRCUMSTANCES:

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

8.B. WHEN THE NCR IS THE PERMANENT CHANGE OF STATION AREA. SOLDIER MUST PCS TO THE NCR BEFORE COURSE OF INSTRUCTION BEGINS. TRAVEL COMPENSATION WILL BE DETERMINED BY LOCAL OFFICIAL.

8.C. WHEN LOSING COMMAND LOCATION IS WITHIN THE NCR. SOLDIER MAY NOT PCS UNTIL TRAINING IS COMPLETED. TRAVEL COMPENSATION WILL BE DETERMINED BY LOCAL OFFICIAL.

8.D. WHEN TRAINING IS CONDUCTED IN A PCS STATUS. FOR EXAMPLE, FA 50 AND HOW THE ARMY RUNS (ARMY FORCE MANAGEMENT COURSE).

8.E. WHEN THE ATRRS RESERVATION IS IN A WAIT (W) STATUS.

9. 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 SM.

10. LODGING 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 AUTHORITIES. THEREFORE, LODGING RESERVATIONS

THROUGH THE DEFENSE TRAVEL SYSTEM (DTS) ARE NOT
REQUIRED/AUTHORIZED. LODGING REQUIREMENTS ARE CENTRALLY FUNDED
FROM CLASS REPORT DATE TO CLASS END DATE.

11. THIS MESSAGE ALONG WITH REFERENCE B WILL BE POSTED TO THE
ODCS, 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 703-614-9702 OR MARY.MCCRILLIS.CIV @
MAIL.MIL.

13. THIS MESSAGE REMAINS IN EFFECT UNTIL SUPERSEDED.

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Received from AUTODIN 231801Z Mar 18