

**COMMAND AND GENERAL STAFF SCHOOL (CGSS) POLICY FOR
STUDENT OVERNIGHT LODGING AT FORT BELVOIR SATELLITE CAMPUS**
(Effective until rescinded or superseded)

1. **PURPOSE.** To clarify and establish policies and procedures for temporary duty (TDY) travel allowances in the vicinity of but outside Permanent Duty Station (PDS) limits located within the official Washington [DC] Local Commuting Area.

2. **APPLICABILITY.** This policy memorandum applies to all Regular Army (RA), Army National Guard (ARNG), and US Army Reserve (USAR) Officers attending the Command and General Staff Officer Course (CGSOC) at the Command and General Staff School (CGSS) Fort Belvoir, Virginia (FBVA) Satellite Campus *from assigned PDS locations within the Washington Local Commuting Area.*

3. **REFERENCES.**

a. Department of Defense Instruction (DoDI) 4515.14 (Washington Local Commuting Area).

b. Department of Defense, PDTATAC (The Joint Travel Regulations (JTR)).

c. HQDA DCS, G-3/5/7, DAMO-TRI (Institutional Training Directed Lodging and Meal Policy Handbook).

d. HQDA DCS, G-3/5/7, Institutional Tng Div message (Fort Belvoir Training Travel Guidance), 231755Z Mar 18.

4. **BACKGROUND AND DISCUSSION.**

a. The FBVA Satellite Campus venue for intermediate Professional Military Education (PME) CGSOC is in geographic proximity to a high-density target officer population stationed in the greater National Capital Region (NCR) area. Policy of the DoDI [Reference 3.a.] and JTR [Reference 3.b.] determine whether this population of officer-students: (1) commutes daily during the duty week between PDS/residence and the FBVA campus in local official travel [home station] status without travel orders; or (2) lodges at the campus TDY station in TDY travel status under an authorized official travel order.

b. The FBVA Satellite Campus is located at the south-central extremity of the NCR geographic area, thereby subject to official travel policy applicable to the "Washington Local Commuting Area" defined under authority of the DoD Director of Administration and Management (DA&M). The DoDI defines an area in and around the NCR in which

official travel need not be authorized by issuance of travel orders. DoD's policy effectively places the FBVA TDY station within the local commuting area of all PDS located within the NCR geographic area, consisting of the District of Columbia and six counties in Maryland and Virginia [per Title 10, U.S.C.]; and the geographic area surrounding the NCR consisting of 24 additional counties in Maryland, Virginia, Pennsylvania, and West Virginia. [*Refer to enclosures for map depictions.*]

c. Characterization of travel between PDS located in the Washington Local Commuting Area and FBVA TDY station as local official travel correlates with JTR authorizations and allowances applicable to "travel in and around the PDS" [JTR para 0206]. The JTR authorizes transportation allowances and reimbursements for eligible travel within the PDS local [commuting] area without issuance of travel orders, claimed via submission of local travel vouchers. Per diem [lodging, meals, and incidentals] for TDY performed in the PDS local area is only authorized by issuance of travel orders when two specific conditions are met: *(1) TDY travel period must exceed 12 consecutive hours; and (2) overnight lodging is required to perform the TDY mission.*

d. The travel period condition for authorizing issuance of travel orders and per diem allowances for TDY in the PDS local area is inherent and readily met in the PME mission at the FBVA Satellite Campus. A requirement for overnight lodging, however, must be established by the proponent for the mission performed at the FBVA campus. Commands/agencies of officers stationed in the Washington Local Commuting Area may not issue travel orders and authorize per diem on their own authority; doing so would violate DoD statutory travel policies, and payment of improperly authorized per diem allowances to their officers would create personal travel debt subject to collection by the Government through direct remittance or payroll deduction.

5. POLICIES AND PROCEDURES.

a. Director, CGSS, ICW HQDA DCS, G-3/5/7 (DAMO-TRI), proponents for the PME CGSOC mission at the FBVA Satellite Campus, have validated an overnight lodging requirement for officers attending from PDS residences located outside the NCR geographic area from which typical daily commutes for TDY performed at the FBVA campus would exceed two (2) hours of total travel time per duty day. The travel time eligibility criterion accounts for such factors as road distance, access to principal traffic arteries, and routes around or through high-density traffic areas.

b. The PDS residence, the place from which the officer commutes daily to the PDS location, is used as the travel point of origin for application of the overnight lodging criteria. Eligibility may generally but not exclusively attach to travel from such duty stations as Fort Meade, Fort Detrick, and Aberdeen Proving Ground located in Anne Arundel, Frederick, and Harford Counties, respectively, in the State of Maryland, assuming respective PDS residences also fall outside the NCR geographic area.

Eligibility may also apply to an officer assigned to a PDS location *within* the NCR geographic area if the residence/place from which the officer commutes daily to the PDS location happens to fall *outside* the NCR geographic area.

c. Overnight lodging for eligible officers is necessary to avoid the challenges and impacts of daily commutes in and around the greater Washington-Baltimore-Arlington-Alexandria metropolitan areas. Commuting factors considered in the overnight lodging determination include significant accident exposure and risk to officer-students traveling daily along metropolitan area traffic corridors; lost out-of-classroom course time allocated to individual reading, writing, and study essential to the graduate-level PME and leader development program; reduced participation in group academic sessions; less prospects for broadening opportunities offered outside normal course class time, such as voluntary electives and staff rides; and fewer opportunities for networking interactions and socializing with peers. Officers facing these daily commuting challenges and impacts are at risk of not successfully completing rigorous individual and group academic requirements constituting their intermediate-level career course, failing to graduate, and ultimately jeopardizing promotion potential.

d. Beginning 60 days prior to the three class start dates each year, CGSS will screen prospective student rosters for officers stationed at PDS locations meeting overnight lodging criteria. Upon verification of eligibility, CGSS will issue to subject officers a mission essential statement for overnight lodging at the FBVA Satellite Campus, for coordination with chain of command/supervision and travel Authorizing or Approving Officials. The mission essential memo must be filed with travel order authorizations as a substantiating document verifying eligibility for travel allowances for TDY performed in the PDS local area in compliance with JTR rules. [Refer to enclosure for sample memo.]

e. For officers attending in TDY travel status under an authorized official travel order from PDS locations outside the Washington Local Commuting Area, HQDA directs lodging in FBVA on-post Privatized Army Lodging IHG Army Hotel properties where HQDA centrally manages and pays individual daily guest room fees on behalf of students and sending commands [References 3.c. and 3.d.]. Issuance of an overnight lodging mission essential statement for officers performing TDY in the PDS local area carries with it both directed lodging and centralized payment of lodging costs. Should a sending command located in the Washington Local Commuting Area issue travel orders and authorize per diem on their own authority without a substantiating mission essential statement, it risks consequences as noted in paragraph 4.d. and is responsible for all incurred TDY travel expenses including lodging.

f. The overnight lodging requirement and mission essential statement procedure *does not apply to PDS/residence locations within the NCR*. Sending commands from those locations intending to issue TDY travel orders authorizing travel allowances must request an exception to policy (ETP) from HQDA DCS G-3/5/7, DAMO-TRI (Institutional

Training Division) for approval. Without an approved ETP, the command should not issue travel orders or authorize travel allowances and would be responsible for all TDY costs if they do so.

6. **EFFECTIVE DATE.** This policy is effective on the date of signature and remains in effect until superseded by proper authority.

7. **PROPONENT.** The proponent for this policy is the office of the Satellite & Blended Campus Program Manager, CGSS.

3 Encls

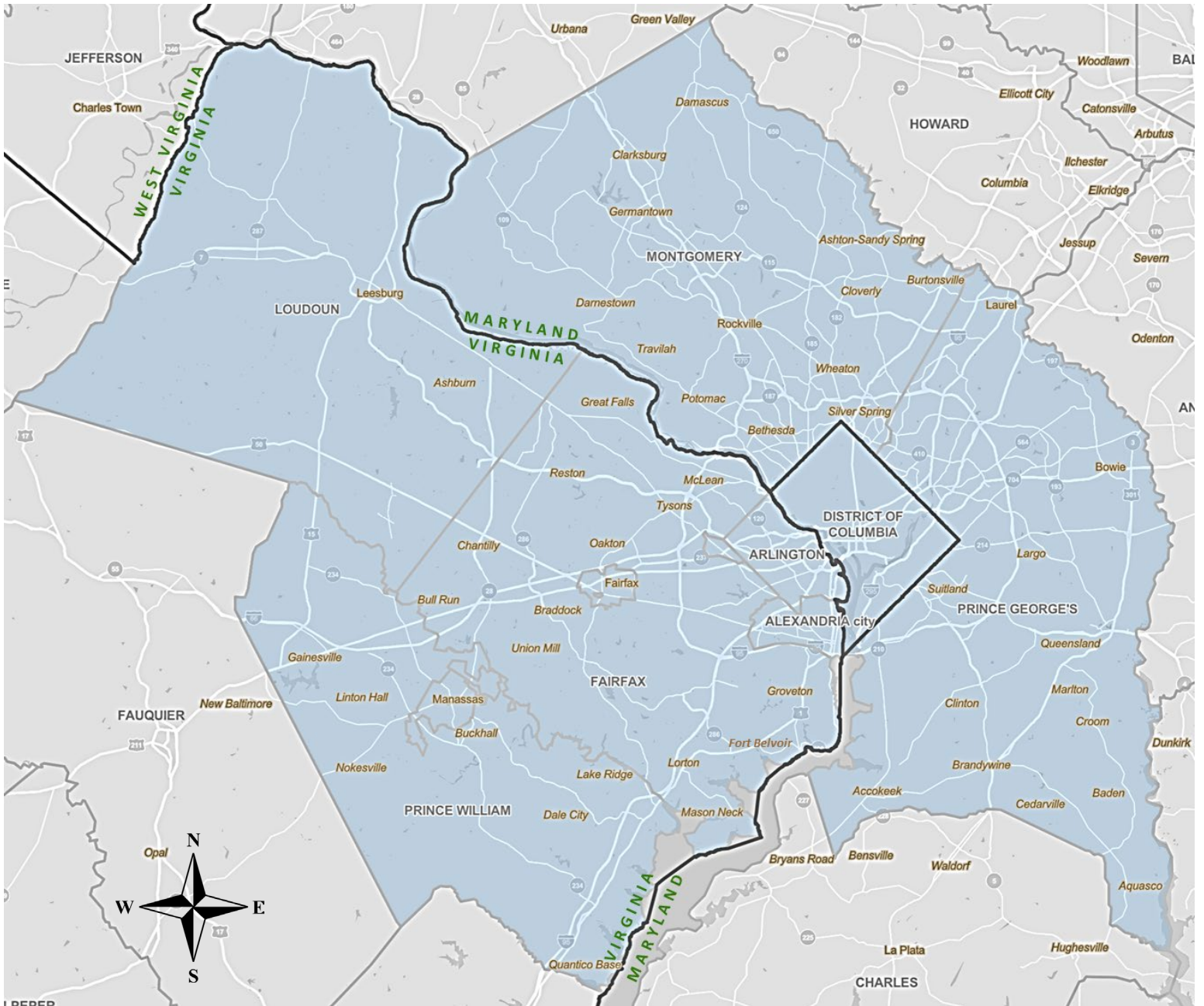
1. Washington Local Commuting Area:
National Capital Region
2. Washington Local Commuting Area:
Geographic Areas Surrounding
the NCR
3. Sample Mission Essential Memo
for Overnight Lodging

TOMMY L. CARDONE
COL, IN
Director, Command & General
Staff School

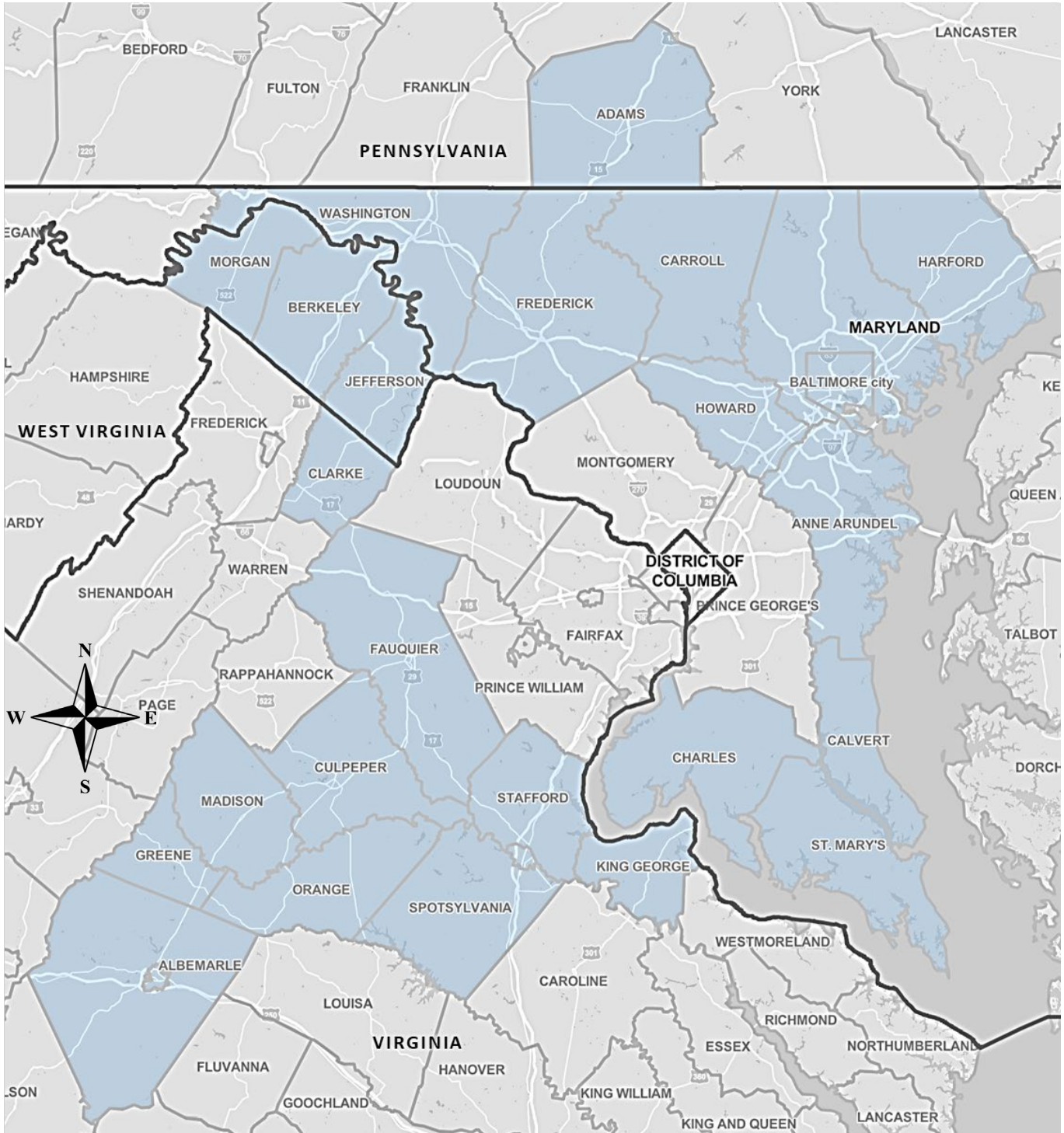
Coordination:

DFAS-IN Office of Director, Travel Mission Area, Enterprise Solutions and Standards
HQDA DCS G-3/5/7, DAMO-TRI (Institutional Training Division)

**WASHINGTON LOCAL COMMUTING AREA:
NATIONAL CAPITAL REGION
[Denoted in Blue]**



**WASHINGTON LOCAL COMMUTING AREA:
GEOGRAPHIC AREAS SURROUNDING THE NCR**
[Denoted in Blue]





DEPARTMENT OF THE ARMY
U. S. ARMY COMMAND AND GENERAL STAFF COLLEGE
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FORT LEAVENWORTH, KANSAS 66027-2301

ATZL-LSG

ISSUE DATE: _____
CONTROL NUMBER: _____

MEMORANDUM FOR Commanders, Directors, Supervisors, and Travel Authorizing or Approving Officials of _____

SUBJECT: Mission Essential Overnight Lodging While Attending the Command and General Staff Officer Course (CGSOC) at the Fort Belvoir Satellite Campus

1. References: See enclosure.
2. Reference (a) effectively places the Fort Belvoir, VA (FBVA) TDY station within the local commuting area of all permanent duty stations (PDS) located in the National Capital Region (NCR) geographic area and a defined geographic area surrounding the NCR.
3. Per Reference (b), officers assigned to affected PDS may be eligible for specified official travel allowances while commuting to the FBVA campus but may not be issued travel orders authorizing per diem [lodging, meals, incidentals] unless overnight lodging is required to perform the TDY mission.
4. In Reference (c) Director, Command and General Staff School (CGSS), ICW HQDA DCS G-3/5/7 (DAMO-TRI), validates overnight lodging as mission essential for officers attending from PDS residences located outside the NCR geographic area from which typical daily commutes for TDY performed at the FBVA campus would exceed 2 hours of total travel time per duty day.
5. CGSS has verified eligibility of named officer for transportation and per diem allowances IAW Reference (b), para 020601, based on mission essential overnight lodging criteria. Per diem allowances include lodging in FBVA IHG Army Hotel guest quarters at no cost to the officer or sending command. This memorandum must be filed as a substantiating document with a TDY travel authorization.
6. Point of contact for this memorandum is the Office of Satellite & Blended Campus Program Management, CGSS; Mr. Les Gramkow, Program Manager, (913) 684-7385, leslie.l.gramkow.civ@army.mil; Mr. Mike Jessup, Operations Specialist, (913) 684-4729, michael.j.jessup2.civ@army.mil.

Encl

JOHN Q. PROFESSIONAL
COL, BR
Director, Command and General
Staff School

Encl 3

ATZL-LSG

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REFERENCES

- (a) Department of Defense Instruction (DoDI) 4515.14 (Washington Local Commuting Area)
- (b) Department of Defense, PDTATAC (The Joint Travel Regulations (JTR))
- (c) HQ CGSS memorandum (Policy for Student Overnight Lodging at Fort Belvoir Satellite Campus), 27 October 2023

SAMPLE