



DEPARTMENT OF THE ARMY
OFFICE OF THE DEPUTY CHIEF OF STAFF, G-3/5/7
400 ARMY PENTAGON
WASHINGTON, DC 20310-0400

DAMO-TRI

JUL 15 2021

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Fort Leavenworth Training Travel Guidance

1. References:

- a. DA Message, 302101Z JAN 20, subject: Fort Leavenworth Training Travel Guidance.
- b. Memorandum, DAMO-TRI, 14 August 2019, with enclosure, subject: Institutional Training Directed Lodging and Meal Policy. /
- c. HQDA EXORD 010-18, 060117Z JAN 18, subject: Implementation of Automated Meal Card Management System.
- d. FRAGO 1, 2 and 3 to HQDA EXORD 010-18, subject: Implementation of Automated Meal Card Management System.
- e. Joint Travel Regulation.

2. This memorandum supersedes reference in paragraph 1a. Guidance is effective with classes that report on or after 1 July 2021. The intent of this memorandum is to provide updated administrative guidance to prepare Temporary Duty/Active Duty for Training (TDY/ADT) orders for selected training conducted under the purview of the US Army War College (AWC), US Army Command and General Staff College (CGSC) and Mission Command Center of Excellence (MCCOE), Fort Leavenworth, Kansas.

3. Based on available lodging, Soldiers attending the following courses (in priority order), in a TDY or ADT status, will be mandatorily assigned on-post lodging at no cost to the Service Member's (SM) sending command.

- a. Army Strategic Education Program-Command
- b. Intermediate Level Education-Common Core Course
- c. Intermediate Level Education-Advanced Operations Course

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- d. Battalion/Brigade Pre-Command Course
 - e. Mission Command Digital Master Gunner Course
 - f. Intermediate Staff College Preparatory Course
 - g. Information Operations Course (FA30)
 - h. Knowledge Management Qualification Course
4. Soldiers attending training, identified in paragraph two, will be notified by email a minimum of 30 calendar days from class report date if on-post government provided lodging is not available. Confirmation will be issued from AWC, CGSC or MCCOE; respectively.
5. Soldiers who receive an email from AWC, CGSC or MCCOE outlining the non-availability of on-post lodging will be required to make lodging reservations through the Defense Travel System (DTS)/manual (DD Form 1610) travel order process. The email confirming the non-availability of on-post government-provided lodging will be included in the TDY/ADT travel authorization packet. Training travel orders for those lodged off-post will cover all costs; such as: lodging, meals and incidentals (M&IE), etc.
6. For those housed on post, reimbursement for government meals is limited to either the standard government meal rate or proportional meal rate as identified below. Per references in paragraphs 1c and 1d, the sending command will ensure the common access card reflects a meal entitlement code (MEC) of 02. Travel orders will be annotated with a MEC of 02.
7. For those housed on post, a government dining facility is available and directed seven days per week for the following courses:
- a. Mission Command Digital Master Gunner Course
 - b. Intermediate Staff College Preparatory Course
 - c. Information Operations Course (FA30)
 - d. Knowledge Management Qualification Course
8. The proportional meal rate applies for those attending below courses due to mission requirements.
- a. Army Strategic Education Program-Command

- b. Brigade (BDE) Pre-Command/Command Sergeant Major Course
 - c. Battalion (BN) Pre-Command/Command Sergeant Major Course
 - d. Intermediate Level Education-Common Core Course
 - e. Intermediate Level Education-Advanced Operations Course
 - f. BDE Command Tactical Cdr Dev Program
 - g. Tactical Commanders Development (BN)
 - h. CSM Dev Pgm (follow-on BDE)
 - i. CSM Dev Pgm (follow-on BN)
9. Local commercial transportation shuttles are available from the Kansas City International Airport to Fort Leavenworth. Cost estimate is approximately \$50.00 each way. For those attending pre-command training, parking is limited around Eisenhower Hall. The distance from the Holiday Inn Express (IHG) to Eisenhower Hall is approximately two blocks. The logistics readiness center will only provide shuttle-bus service to/from lodging only during inclement weather.
10. Sending commands can authorize compact rental cars for Soldiers, who travel by air. Gas receipts will be monitored to avoid excessive mileage. In and around mileage is not authorized for those authorized to use their privately own Vehicle (POV). Disapproval must be annotated on the travel order. Sending commands are reminded to ensure all Soldiers have an appropriate government travel charge card to support their authorized travel expenses.
11. Temporary duty travel orders will not be issued in the following circumstances:
- a. When assigned or with duty at the training location.
 - b. When the training location and upcoming permanent change of station (PCS) is the same. Soldiers must PCS to the installation before course of instruction begins.
 - c. When the training and losing location is the same. The Soldier may not PCS until training is completed.
 - d. When training is conducted in a PCS status.
 - e. When the training seat reservation in ATRRS is in a wait ("W") status.

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f. When the intent is to train in a walk-on status.

12. Soldiers in a TDY/ADT status may not report early to the training base. Training activities are not authorized to direct early arrival. The class report date is considered a travel day for students. 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 are discouraged at the TDY site due to constrained lodging accommodations/services. Costs incurred to support dependents/family members at the TDY site is the responsibility of the SM.

13. Lodging policies, procedures and support requirements are outlined in reference 1b. Group lodging reservations will be made for those with a confirmed ATRRS "R" reservation and lodged on-post by the school validation authority. Therefore, lodging reservations through the Defense Travel System are not required/authorized unless notified that on-post lodging is not available (see paragraph 4 above). On-post lodging requirements are centrally paid by the government from class report date to class end date.

14. Soldiers attending training not identified in this memorandum will require lodging, meals and transportation authorization; as directed by the order issuing official.

15. This message will be posted to the ODCS, G-37/TR Training Directorate web site at <https://g357.army.pentagon.mil/tr/tri/ittg/default.aspx>.

16. The point of contact for this policy is Ms. Brenda L. Granderson, HQDA ODCS, G-37/TR at 703-695-4729 or brenda.l.granderson.civ@mail.mil.

17. This memorandum will remain in effect until superseded.



SCOTT M. NAUMANN
Brigadier General, GS
Director of Training

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Principal Officials of Headquarters, Department of the Army
Commander

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