

# PREPARATION AND APPROVAL OF REGULAR ARMY INSTITUTIONAL TRAINING

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

DTG: 131502Z Mar 19 **Precedence:** R **DAC:** General

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SUBJ/PREPARATION AND APPROVAL OF REGULAR ARMY INSTITUTIONAL TRAINING TRAVEL ORDERS

## REFERENCES:

- A. ALARACT 045/2014, 2122244Z FEB 14, SAB.
- B. ALARACT 323/2010, 151347Z OCT 10, SUBJECT: TRAINING TRAVEL ORDERS IN CONJUNCTION WITH A PERMANENT CHANGE OF STATION.
- C. AR 350-1, ARMY TRAINING AND LEADER DEVELOPMENT.
- D. AR 600-8-11, REASSIGNMENT.
- E. HQ EXORD 010-18 IMPLEMENTATION OF AUTOMATED MEAL CARD MANAGEMENT SYSTEM.
- F. FRAGO 1 TO EXORD 010-18 IMPLEMENTATION OF AUTOMATED MEAL CARD MANAGEMENT SYSTEM.
- G. JOINT TRAVEL REGULATION.

1. THIS MESSAGE SUPERCEDES REFERENCES A AND B AND OUTLINES ADMINISTRATIVE GUIDANCE IN THE EXECUTION OF INSTITUTIONAL TRAINING TRAVEL ORDERS WHETHER TDY AND RETURN OR TDY EN ROUTE. THIS IS TO ENSURE RESPONSIBLE OFFICIALS ARE ENFORCING THE SUBMISSION OF REQUIRED DOCUMENTS TO INITIATE TRAVEL AUTHORIZATION TO ATTEND SCHOOL. REQUEST WIDEST DISSEMINATION TO PERSONNEL, TRAINING AND FUND MANAGERS IN MULTI-SERVICE ORGANIZATIONS, ARMY COMMANDS, ARMY SERVICE COMPONENT COMMANDS AND DIRECT REPORTING UNITS.

2. IT IS INCUMBENT UPON THE TRAVELER TO SECURE APPROPRIATE TRAVEL (DTS OR MANUAL DD FORM 1610) AND MEAL ENTITLEMENT CODE (MEC) AUTHORIZATION TO THEIR COMMON ACCESS CARD BEFORE TRAVEL COMMENCES. SOLDIERS ASSIGNED TO ACTIVITIES OUTSIDE OF THE ARMY (E.G., DOD, OTHER SERVICES, ETC) AND ATTENDING ARMY TRAINING WILL HAVE THEIR CAC UPDATED WITH AUTHORIZED MEC DURING CLASS IN PROCESSING.

3. SENDING COMMANDS/ORDER ISSUING OFFICIALS ARE REMINDED THAT TDY EN ROUTE ORDERS (MANUAL DD FORM 1610) IN CONJUNCTION WITH A PERMANENT CHANGE OF STATION (PCS) WILL NOT INCLUDE FUNDING AUTHORIZATION FOR TRAVEL TO AND FROM THE TRAINING BASE TO THE NEW PERMANENT DUTY STATION (PDS). THESE COSTS ARE CHARGEABLE TO THE APPLICABLE PCS TRAVEL ACCOUNT.

4. THE SENDING COMMAND/ORDER ISSUING OFFICIAL IS RESPONSIBLE TO ENSURE SOLDIER IS BRIEFED ON AUTHORIZED TRAVEL ENTITLEMENTS. ACCOUNTABLE OFFICIALS (REVIEWERS AND CERTIFYING OFFICERS) MUST ACCURATELY DOCUMENT AND APPROVE TRAVEL AUTHORIZATIONS. THE BELOW SUBSTANTIATING DOCUMENTS ARE MANDATORY ATTACHMENTS WITH TRAVEL REQUEST:

4.A. SOLDIERS AND SUPERVISORS SIGNED STATEMENT OF UNDERSTANDING OF TRAVEL AUTHORIZATION.

4.B. TRAVEL OPTION, PER REFERENCE E, WHEN TDY EN ROUTE IN CONJUNCTION WITH A PCS UNLESS TDY AND RETURN IS MANDATORY BEFORE THE CHANGE IN PDS (E.G., AIRBORNE, ETC).

4.C. VALID ATRRS TRAINING SEAT RESERVATION (RS SCREEN).

4.D. APPLICABLE TRAINING TRAVEL DA MESSAGE.

4.E. APPLICABLE PCS ORDER WITH IDENTIFIED TRAINING TDY EN ROUTE.

5. TRAVEL ORDERS (DTS OR MANUAL DD FORM 1610) WILL STIPULATE THE FOLLOWING:

5.A. COURSE TITLE AND DATES OF ATTENDANCE.

5.B. HOUSING (E.G., BARRACKS, GOVERNMENT LODGING OR OFF POST COMMERCIAL LODGING).

5.C. GOVERNMENT DINING FACILITY IS AVAILABLE OR NOT AVAILABLE.

5.D. COMMON ACCESS CARD MEAL ENTITLEMENT CODE, AS APPLICABLE.

5.E. IN AND AROUND MILEAGE WHEN USING POV IS NOT AUTHORIZED.

5.F. RENTAL CAR IS OR IS NOT AUTHORIZED.

6. COMMANDS WILL DIRECT SUBORDINATE ACTIVITIES TO PROVIDE ANNUAL TRAINING IN THE PREPARATION AND APPROVAL OF INSTITUTIONAL TRAINING TRAVEL ORDERS.

7. THIS MESSAGE WILL BE POSTED TO THE ODCS, G-3/5/7 PORTAL AT  
[HTTPS://G357.ARMY.PENTAGON.MIL/TR/TRI/ITTG/DEFAULT.ASPX](https://G357.ARMY.PENTAGON.MIL/TR/TRI/ITTG/DEFAULT.ASPX).

8. THE DCS, 3/5/7 POC FOR THIS MESSAGE IS MRS. MARY ELLEN  
MCCRILLIS, 703-614-9702 OR [MARY.MCCRILLIS.CIV@MAIL.MIL](mailto:MARY.MCCRILLIS.CIV@MAIL.MIL).

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