

Subject: ALARACT 180/2012 - FORT RUCKER INSTITUTIONAL TRAINING TRAVEL GUIDANCE

Originator: /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)

DTG: 051422Z Jul 12

Precedence: ROUTINE

DAC: General

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THIS MESSAGE HAS BEEN SENT BY THE PENTAGON TELECOMMUNICATIONS CENTER ON BEHALF OF DA WASHINGTON DC//DAMO-TRI//

SUBJECT: FORT RUCKER INSTITUTIONAL TRAINING TRAVEL GUIDANCE

REFERENCES:

A. DA ALARACT (146/2006), DAMO-TRI, 022011Z AUG 06, SUBJECT: MILITARY TRAINING SERVICE SUPPORT (MTSS) PROGRAM

B. DA ALARACT (252/2010), DAMO-TRI, 191826Z AUG 10, SUBJECT: TRAINING TRAVEL GUIDANCE FOR FIXED WING PILOT TRAINING AT FORT RUCKER.

C. MEMORANDUM, DAMO-TRI, 2 JUNE 2008, WITH ENCLOSURE, SUBJECT: INSTITUTIONAL TRAINING DIRECTED LODGING AND MEAL POLICY.

D. DA MSG, DAMO-TRI, 181848Z APRIL 11, SUBJECT: PRIVATIZATION OF ARMY LODGING (PAL).

E. MEMORANDUM, ACQUISITION, TECHNOLOGY AND LOGISTICS, OFFICE OF THE UNDER SECRETARY OF DEFENSE, 2 SEPTEMBER 2009, SUBJECT: USE OF WIDE AREA WORKFLOW (WAWF) FOR PURCHASE CARD TRANSACTIONS.

1. PURPOSE OF THIS MESSAGE IS TO UPDATE INSTITUTIONAL TRAINING TRAVEL POLICY AT FORT RUCKER. THIS MESSAGE CONSOLIDATES REFERENCES A AND B, AND INTEGRATES THE AVIATION SAFETY OFFICER COURSE (ASOC), U.S. ARMY COMBAT READINESS CENTER UNDER REFERENCE C. REQUEST DISSEMINATION OF THIS MESSAGE TO FUNDING, TRAINING AND PERSONNEL MANAGERS.

2. REFERENCES C AND D REMAIN IN EFFECT FOR SOLDIERS IN A TEMPORARY DUTY (TDY)/ACTIVE DUTY FOR TRAINING (ADT) STATUS ATTENDING TRAINING UNDER THE PURVIEW OF THE U.S. ARMY AVIATION CENTER OF EXCELLENCE (USAACE) AND THE U. S. ARMY WARRANT OFFICER CAREER COLLEGE (USAWOCC).

3. GUIDANCE DOES NOT APPLY TO INITIAL ENTRY TRAINING SOLDIERS, SOLDIERS ATTENDING OVERSEAS CONTINGENCY OPERATIONS COURSES OR SOLDIERS ATTENDING TRAINING IN A PERMANENT DUTY STATION (PDS) STATUS.

4. THE ARMY'S GOAL IS TO LODGE ALL ARMY RESIDENT SERVICE SCHOOL SOLDIERS

ON-POST UTILIZING GOVERNMENT HOUSING (BARRACKS) OR GOVERNMENT PROVIDED LODGING. SOLDIERS ASSIGNED TO OFF-POST CONTRACTED HOTELS MAY BE RECALLED TO ON-POST FACILITIES BY THE GOVERNMENT. DURING CHECK-IN, SOLDIERS WILL BE NOTIFIED OF THE DATE OF RECALL FROM OFF-POST GOVERNMENT PROVIDED LODGING. THE SOLDIERS' MOVEMENT WILL ONLY OCCUR ONCE, BE SCHEDULED FOR A WEEKEND OR HOLIDAY AND ONLY WHEN THE REMAINDER OF THE STAY EXCEEDS FOURTEEN DAYS. RECALL TO ON-POST GOVERNMENT PROVIDED LODGING IS MANDATORY AND NOT WAIVED.

5. SOLDIERS WILL REPORT TO INTERCONTINENTAL HOTELS GROUP (IHG) ARMY LODGING, BUILDING 308 FOR A ROOM ASSIGNMENT EXCEPT FOR THOSE BELOW:

5.A. SOLDIERS ATTENDING THE WARRANT OFFICER CANDIDATE SCHOOL (WOCS) WILL REPORT TO BUILDING 5910 FOR IN-PROCESSING AND ASSIGNMENT TO BARRACKS.

5.B. SOLDIERS ATTENDING MILITARY OCCUPATIONAL SPECIALTY (MOS) TRANSITION (MOS-T) TRAINING WILL REPORT TO BUILDING 6201 FOR IN-PROCESSING AND ASSIGNMENT TO BARRACKS.

5.C. SOLDIERS ATTENDING THE NON-COMMISSIONED OFFICER'S ACADEMY WILL REPORT TO BUILDING 4301 FOR IN-PROCESSING. SOLDIERS ATTENDING ADVANCED LEADER COURSE (ALC) WILL BE ASSIGNED TO BARRACKS. SENIOR LEADER COURSE (SLC) STUDENTS REFERRED TO IHG ARMY LODGING FOR ROOM ASSIGNMENT.

6. MEAL SUBSISTENCE AT GOVERNMENT DINING FACILITIES IS AVAILABLE AND DIRECTED AS FOLLOWS:

6.A. SOLDIERS ATTENDING MILITARY OCCUPATIONAL SPECIALTY TRANSITION (MOS-T) WILL SUBSIST AT NO COST SEVEN DAYS PER WEEK.

6.B. SOLDIERS ATTENDING WARRANT OFFICER CANDIDATE SCHOOL (WOCS) WILL SUBSIST SEVEN DAYS PER WEEK AT NO COST.

6.C. SOLDIERS ATTENDING ALC AND SLC WILL SUBSIST FIVE DAYS PER WEEK AT NO COST WITH FULL MEAL PER DIEM ON WEEKENDS AND FEDERAL HOLIDAYS.

6.D. SOLDIERS ATTENDING ASOC WILL SUBSIST FIVE DAYS PER WEEK AT NO COST WITH FULL MEAL PER DIEM ON WEEKENDS AND FEDERAL HOLIDAYS.

6.E. SOLDIERS ATTENDING GROUND DESIGNATED COURSES WILL SUBSIST WEEKDAYS AT NO COST WITH FULL MEAL PER DIEM ON WEEKENDS AND FEDERAL HOLIDAYS. GROUND DESIGNATED COURSES ARE AS FOLLOWS:

6.E.1. AVIATION CAPTAIN CAREER, PHASE 2 (RESERVE COMPONENT COURSE).

6.E.2. AVIATION WO ADVANCED AND AVIATION WO ADVANCED-RC.

6.E.3. AVIATION MASTER GUNNER.

6.E.4. AVIATION TACTICAL OPERATIONS.

6.E.5. AVIATION MAINTENANCE OFFICER.

- 6.E.6. AVIATION PRE COMMAND.
 - 6.E.7. AVIATION LIFE SUPPORT EQUIPMENT.
 - 6.E.8. WARRANT OFFICER STAFF.
 - 6.E. 9. WARRANT OFFICER SENIOR STAFF.
 - 6.E.10. DUNKER AND DUNKER RECERTIFICATION COURSES.
 - 6.E.11. ARMY SERE HIGH RISK (LEVEL C).
 - 6.E.12. DIGITAL MASTER GUNNER FOR TAIS.
 - 6.E.13. AIR TRAFFIC AND AIRSPACE MANAGEMENT TECHNICIAN.
7. SOLDIERS ATTENDING FLIGHT TRAINING COURSES IN A TDY/ADT STATUS WILL CONTINUE TO RECEIVE FULL MEAL PER DIEM DUE TO OPERATIONAL REQUIREMENTS.
8. GOVERNMENT TRANSPORTATION IS NOT AVAILABLE EXCEPT FOR WOCC, IERW, FIXED WING TO DOTHAN AND DALEVILLE, AL AND MOS TRANSITION TRAINING. SENDING COMMANDS ARE ENCOURAGED TO SUPPORT COMPACT RENTAL CARS FOR THOSE THAT MUST FLY. IN AND AROUND MILEAGE IS NOT AUTHORIZED FOR THOSE THAT TRAVEL BY POV AND ATTEND TRAINING SPECIFIED ABOVE SINCE GOVERNMENT TRANSPORTATION IS PROVIDED. IN AND AROUND MILEAGE FOR ALL OTHER RESIDENT SERVICE SCHOOL STUDENTS THAT TRAVEL BY POV MAY BE AUTHORIZED BY THE ORDER ISSUING OFFICIAL UP TO:
- 8.A. TEN MILES PER DAY IF ASSIGNED ON-POST LODGING.
 - 8.B. FIFTEEN MILES PER DAY IF ASSIGNED OFF-POST LODGING.
9. THE ISSUANCE, REVIEW AND APPROVAL OF TRAINING TRAVEL ORDERS AND ASSOCIATED FUNDING IS THE SOLE RESPONSIBILITY OF UNIT OF ASSIGNMENT/ORDER ISSUING OFFICIAL.
10. TEMPORARY DUTY TRAINING TRAVEL ORDERS WILL NOT BE ISSUED IN THE FOLLOWING CIRCUMSTANCES:
- 10.A. WHEN ASSIGNED OR WITH DUTY AT THE TRAINING LOCATION.
 - 10.B. WHEN TRAINING LOCATION AND UPCOMING PERMANENT CHANGE OF STATION (PCS) ARE THE SAME. SOLDIER MUST PCS TO THE INSTALLATION BEFORE COURSE OF INSTRUCTION BEGINS.
 - 10.C. WHEN TRAINING AND LOSING LOCATIONS ARE THE SAME, SOLDIER MAY NOT PCS UNTIL TRAINING IS COMPLETED.
 - 10.D. WHEN TRAINING IS CONDUCTED IN A PCS STATUS.
11. THE SENDING COMMAND IS RESPONSIBLE TO EDUCATE/BRIEF SOLDIERS ON TRAVEL

ENTITLEMENTS/AUTHORIZATIONS. LODGING RESERVATIONS UNDER PAL ARE NOT REQUIRED BUT HIGHLY ENCOURAGED. SOLDIERS ARE REQUIRED TO CONFIRM THEIR ROOM RESERVATION BY CALLING (334) 598-5216 BEFORE TRAVEL COMMENCES. CERTIFICATE OF NON-AVAILABILITY (CNA) WILL NOT BE ISSUED. TEMPORARY DUTY ORDERS WILL DIRECT GOVERNMENT PROVIDED QUARTERS AT NO COST TO THE SOLDIER AND GOVERNMENT DEDUCTIBLE MEALS WILL BE DIRECTED AT NO COST TO THE SOLDIER AS DELINEATED IN PARAGRAPH FIVE ABOVE.

12. SENDING COMMANDS/ORDER ISSUING OFFICIALS WILL NOT AUTHORIZE TRAVEL UNLESS THE SOLDIER HAS A VALID ATRRS CONFIRMED R RESERVATION. SOLDIERS MAY NOT REPORT EARLY TO THE TRAINING BASE. TRAINING ACTIVITIES ARE NOT AUTHORIZED TO DIRECT EARLY ARRIVAL ON CLASS REPORT DATE. SOLDIERS HAVE UNTIL 2400 HOURS ON REPORT DATE TO ARRIVE. 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, DCS G-37, INSTITUTIONAL TRAINING DIVISION (TRI) BEFORE EXECUTION OF TRAVEL. DEPENDENTS/FAMILY MEMBERS OF TDY/ADT STUDENTS 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 SERVICE MEMBER.

13. VALIDATION OF LODGING INVOICES IS A MANDATORY REQUIREMENT AND IS THE SOLE RESPONSIBILITY OF THE RESPECTIVE TRAINING ACTIVITIES IN COORDINATION WITH USAACE, G-3. THIS INCLUDES ALL APPLICABLE REQUIREMENTS UNDER USAACE, USAWOC, AND USACRC (E.G., ASOC). VALIDATION OF ON-POST LODGING MUST BE DONE IN COORDINATION WITH THE USA CORPS OF ENGINEERS (USACE). ADEQUATE INTERNAL CONTROLS MUST BE IN PLACE BY RESPECTIVE TRAINING ACTIVITIES TO VALIDATE THE CENTRALIZED BILLING PROCESS. PERIODIC AUDITS WILL BE DONE TO EVALUATE THE ADEQUACY OF INTERNAL CONTROLS.

14. THE FUNDS TO SUPPORT THE CENTRALIZED PAYMENT OF ON-POST LODGING COSTS WILL BE ALLOCATED TO THE USACE BY HQDA, G-37/TR, OCAR/USARC AND DIRECTOR, ARNG. SOLDIERS' LODGING WILL BE FUNDED FROM REPORT DATE TO CLASS END DATE. THE USACE WILL ADMINISTER FUNDS VIA IN-LICENSE AGREEMENTS FOR EACH COMPONENT.

15. THE FUNDS TO SUPPORT THE CENTRALIZED PAYMENT OF AC OFF-POST LODGING COSTS, IF REQUIRED, WILL BE ALLOCATED TO TRADOC BY THE HQDA, G-37/TR. FUNDING TO SUPPORT THE RESERVE COMPONENTS (RC) OFF-POST REQUIREMENTS REMAINS THE RESPONSIBILITY OF THE USARC AND DIRECTOR, ARNG IN DIRECT COORDINATION WITH THE USAACE, DCS G-8. THE RESERVE COMPONENT FUNDS WILL BE ISSUED UTILIZING A MILITARY INTERDEPARTMENTAL PROCUREMENT REQUEST.

16. THE CENTRALIZED PAYMENT OF STUDENTS OFF-POST LODGING COSTS, IF REQUIRED, WILL BE ADMINISTERED BY USAACE, DCS G-8. PAYMENT WILL BE MADE UTILIZING THE GOVERNMENT PURCHASE CARD. TO ENSURE PROPER ROUTING OF CONTRACT TRANSACTIONS PAID WITH THE PURCHASE CARD, WAWF WILL USE THE CODE "CRCARD" TO IDENTIFY THE PAYING OFFICE (E.G., BLOCK 12 OF THE STANDARD FORM 26). THE USAACE, DCS G-8, IN COORDINATION WITH TRADOC, DCS G-8, MUST IDENTIFY ANY POTENTIAL UNFINANCED REQUIREMENT TO HQDA, DCS G-37/TRI FOR FUNDING ADJUDICATION.

17. THE FUNDS TO SUPPORT THE CENTRALIZED PAYMENT OF SUBSISTENCE REQUIREMENTS WILL BE ALLOCATED TO IMCOM BY HQDA, G-37/TR, USARC AND DIRECTOR, ARNG, RESPECTIVELY. SOLDIERS' MEAL REQUIREMENTS WILL BE FUNDED FROM CLASS START DATE TO CLASS END DATE. SUBSISTENCE POLICIES, PROCEDURES AND SUPPORT REQUIREMENTS ARE OUTLINED IN REFERENCE C. WARRANT OFFICER CANDIDATE SCHOOL (WOCS) MEAL COST WILL BE CHARGED TO THE ARMY'S FOOD SUBSISTENCE AND BOS ACCOUNTS BASED ON CURRENT INSTALLATION PROCEDURES.
18. FORT RUCKER GARRISON WILL CONTINUE TO COLLECT CASH FOR GOVERNMENT DEDUCTIBLE MEALS PROVIDED TO SOLDIERS DURING MANDATORY WEEKEND TRAINING EVENTS WHEN SOLDIERS ARE ON WEEKEND MEAL PER DIEM. SOLDIERS WILL BE REQUIRED TO KEEP A LOG (DATE AND NUMBER OF MEALS) OF GOVERNMENT DEDUCTIBLE WEEKEND MEALS PURCHASED FOR REIMBURSEMENT PURPOSES.
19. THIS MESSAGE WILL BE POSTED TO THE HQDA, G-37/TR TRAINING DIRECTORATE WEB SITE AT [HTTPS://WWW.G357EXTRANET.ARMY.PENTAGON.MIL/AKO/ITTG/DEFAULT.HTM](https://www.g357extranet.army.pentagon.mil/ako/ittg/default.htm).
20. THE POINT OF CONTACT FOR THIS MESSAGE IS MRS. MARY ELLEN MCCRILLIS, HQDA, DCS G-37/TRI AT DSN 224-9702 OR MARY.MCCRILLIS.CIV@MAIL.MIL.
21. EXPIRATION DATE HAS NOT BEEN DETERMINED.