

**ALARACT 320/2011**

**DTG: R 232122Z AUG 11**

UNCLASSIFIED//

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

SUBJECT: **FORT BLISS INSTITUTIONAL TRAINING DIRECTED LODGING AND MEAL POLICY**

A. DA MSG, DAMO-TRI, 062125ZAPR 06, SUBJECT: MILITARY TRAINING SERVICE SUPPORT (MTSS) PROGRAM.

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

C. ALARACT 018/2010, SUBJECT: TRAINING TRAVEL POLICY.

D. ALARACT 323/2010, SUBJECT: TRAINING TRAVEL ORDERS IN CONJUNCTION WITH A PERMANENT CHANGE OF STATION.

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

1. THIS MESSAGE SUPERSEDES TRAINING TRAVEL AND SUPPORT GUIDANCE ISSUED IN REFERENCE A. REFERENCE B REMAINS IN EFFECT.

2. **SOLDIERS ATTENDING TRAINING AT THE USA SERGEANTS MAJOR ACADEMY (USASMA) AT FORT BLISS, TX IN A TDY/ADT STATUS WILL REPORT TO ARMY LODGING, BUILDING 1744 FOR ROOM ASSIGNMENTS EXCEPT FOR THOSE ATTENDING WARRIOR LEADER COURSE (WLC). THESE SOLDIERS WILL REPORT TO BUILDING 1006 (CHAFFEE AND PLEASANTON) FOR IN-PROCESSING AND ASSIGNMENT TO BARRACKS.**

3. GOVERNMENT DINING FACILITIES ARE AVAILABLE AND DIRECTED, AS FOLLOWS:

3.A.1. SOLDIERS ATTENDING WLC WILL CONTINUE TO SUBSIST SEVEN DAYS PER WEEK AT NO COST.

3.A.2. **SOLDIERS ATTENDING BATTLE STAFF NONCOMMISSIONED OFFICER COURSE (BSNOC) AND THE SERGEANTS' MAJOR NON-RESIDENT COURSE (SMNRC), PHASE 2 ARE DIRECTED TO SUBSIST AT INSTALLATION DINING FACILITIES WEEKDAYS AT NO COST TO SOLDIER WITH FULL MEAL PER DIEM ON WEEKENDS AND FEDERAL HOLIDAYS. DIRECTED MEAL POLICY IS EFFECTIVE WITH CLASS STARTS ON OR AFTER 1 OCTOBER 2011.**

4. THE GARRISON WILL CONTINUE TO PROVIDE GOVERNMENT TRANSPORTATION SUPPORT FOR WLC. SOLDIERS ATTENDING WLC ARE NOT AUTHORIZED IN AND AROUND MILEAGE OR A RENTAL CAR.

5. SENDING COMMANDS ARE ENCOURAGED TO SUPPORT RENTAL CARS OR IN AND AROUND MILEAGE, AS APPLICABLE FOR BSNCO, PHASE 2 AND SMNRC, PHASE 2 UP TO:

5.A.1. TEN MILES PER DAY IF LODGED ON-POST.

5.A.2. FIFTEEN MILES PER DAY IF LODGED OFF-POST.

6. THE ISSUANCE AND APPROVAL OF ACTIVE COMPONENT TRAINING TRAVEL ORDERS AND ASSOCIATED FUNDING IS THE SOLE RESPONSIBILITY OF THE ORDER ISSUING OFFICIAL WHETHER IN DEFENSE TRAVEL SYSTEM FOR TDY AND RETURN OR WHEN UTILIZING A DD FORM 1610.

7. TRAINING TRAVEL ORDERS WILL NOT BE ISSUED IN THE FOLLOWING CIRCUMSTANCES:

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

7.B. WHEN TRAINING LOCATION AND UPCOMING PERMANENT CHANGE OF STATION (PCS) ARE THE SAME. SOLDIER MUST PCS TO INSTALLATION BEFORE COURSE OF INSTRUCTION BEGINS.

7.C. WHEN TRAINING AND LOSING LOCATION ARE THE SAME. SOLDIER MAY NOT PCS UNTIL TRAINING IS COMPLETED.

7.D. WHEN TRAINING IS CONDUCTED IN A PCS STATUS.

8. SOLDIERS MAY NOT REPORT EARLY TO THE TRAINING BASE. THE USASMA MAY NOT DIRECT EARLY ARRIVAL ON CLASS REPORT DATE. THE REPORT DATE IS A TRAVEL DAY. DEPENDENTS/FAMILY MEMBERS ARE DISCOURAGED AT THE TDY SITE DUE TO CONSTRAINED ACCOMMODATIONS AND SERVICES.

9. EFFECTIVE 11 AUGUST 2011, THE USASMA, G-3 IS RESPONSIBLE FOR THE LODGING REQUIREMENTS, OFF-POST LODGING AUTHORIZATIONS, IF ANY AND INVOICE VALIDATION PROCEDURES OF ARMY STUDENTS ASSIGNED TO GOVERNMENT PROVIDED LODGING.

10. THE ARMY'S GOAL IS TO LODGE ALL ARMY RESIDENT SERVICE SCHOOL AND THE ARMY SCHOOL SYSTEM BATTALION (TASS BN) STUDENTS ON-POST UTILIZING GOVERNMENT HOUSING (BARRACKS) AND GOVERNMENT PROVIDED LODGING. THOSE ASSIGNED TO OFF-POST CONTRACTED HOTELS

MAY BE RECALLED TO ON-POST FACILITIES BY THE GOVERNMENT. THE RECALL PROCESS, IF REQUIRED, WILL BE EXPLAINED DURING INITIAL CHECK IN BY A LODGING REPRESENTATIVE ON BEHALF OF THE GOVERNMENT. SOLDIERS WILL BE ADVISED IN WRITING WHEN ON-POST LODGING BECOMES AVAILABLE. RECALL TO ON-POST GOVERNMENT PROVIDED LODGING IS MANDATORY. SOLDIERS LODGING WILL BE FUNDED FROM REPORT DATE THROUGH CLASS END DATE.

11. GARRISON BASE OPERATION SUPPORT FOR SOLDIERS UNDER THE PURVIEW OF THE 136TH REGIMENT (COMBAT ARMS), TEXAS REGIONAL TRAINING INSTITUTE (ARNG) AND THE 80TH TRAINING COMMAND (USAR) IS AS FOLLOWS:

11.A. PROVIDE GOVERNMENT HOUSING (BARRACKS) FOR STUDENTS AND ADMINISTRATIVE STAFF.

11.B. PROVIDE SUBSISTENCE AT THE INSTALLATION DINING FACILITIES SEVEN DAYS PER WEEK AT NO COST TO THE SOLDIER.

11.C. PROVIDE GOVERNMENT TRANSPORTATION.

12. SOLDIERS ATTENDING TRAINING UNDER THE RESERVE COMPONENTS (RC) TRAINING INSTITUTIONS WILL NOT BE AUTHORIZED IN AND AROUND MILEAGE FOR THOSE WHO TRAVEL BY POV AND RENTAL CARS FOR THOSE WHO FLY.

13. GARRISON WILL FUND SUBSISTENCE REQUIREMENTS FROM CLASS START DATE TO CLASS END DATE BASED ON ABOVE GUIDANCE. THE FUNDS TO SUPPORT THE CENTRALIZED PAYMENT OF CONSUMED GOVERNMENT MEALS REMAIN UNCHANGED. FUNDS ARE ALLOCATED TO IMCOM BY THE ODCS, G-3/5/7, OCAR/USARC AND DIRECTOR, ARNG, AS APPLICABLE. SUBSISTENCE POLICIES, PROCEDURES AND SUPPORT REQUIREMENTS ARE OUTLINED IN REFERENCE B.

14. THE FUNDS TO SUPPORT THE CENTRALIZED PAYMENT OF LODGING COSTS WILL BE ALLOCATED TO THE USA CORPS OF ENGINEERS (USACE) BY THE ODCS, G-37/TR, OCAR/USARC, AND DIRECTOR, ARNG, AS APPLICABLE. THE USACE WILL ADMINISTER FUNDS VIA IN-LICENSE AGREEMENTS FOR EACH COMPONENT. THE FUNDING TO SUPPORT THE CENTRALIZED PAYMENT OF OFF-POST LODGING, IF REQUIRED, IS THE RESPONSIBILITY OF TRADOC FOR THE AC. FUNDING TO SUPPORT THE RC OFF-POST REQUIREMENTS, IF REQUIRED, REMAINS THE RESPONSIBILITY OF THE USARC AND DIRECTOR, ARNG IN DIRECT COORDINATION WITH THE USASMA, G-8.

15. VALIDATION OF THE LODGING INVOICES IS A MANDATORY REQUIREMENT AND REMAINS THE SOLE RESPONSIBILITY OF USASMA, G-

3. VALIDATION OF ON-POST LODGING MUST BE DONE IN COORDINATION WITH USACE. ADEQUATE INTERNAL CONTROLS MUST BE IN PLACE BY RESPECTIVE TRAINING ACTIVITIES TO VALIDATE THE CENTRALIZED BILLING PROCESSES. PERIODIC AUDITS WILL BE DONE TO EVALUATE THE ADEQUACY OF INTERNAL CONTROLS.

16. THIS MESSAGE WILL BE POSTED TO THE ODCS, 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).

17. THE POINT OF CONTACT FOR THIS MESSAGE IS MRS. MARY ELLEN MCCRILLIS, HQDA, G-3/5/7 AT DSN 224-9702 OR  
[MARYELLEN.MCCRILLIS@US.ARMY.MIL](mailto:MARYELLEN.MCCRILLIS@US.ARMY.MIL).

18. EXPIRATION DATE HAS NOT BEEN DETERMINED.