

**U. S. ARMY SOLDIER SUPPORT INSTITUTE (SSI)  
TRAINING TRAVEL GUIDANCE**

RAAUZYUW RUEADWD1566 2141327-UUUU--RUJAAAA.  
ZNR UUUUU ZUI RUEWMC0728 2141328  
R 011214Z AUG 16  
FM HQDA DCS G-3-5-7 INSTITUTIONAL TNG DIV WASHINGTON DC  
TO RUJAAAA/CDR TRADOC DCG FT EUSTIS VA  
RUIAAAA/CDR TRADOC DCG FT EUSTIS VA  
RUJAAAA/CDR TRADOC DCS G-3-5-7 OPNS CTR FT EUSTIS VA  
RUJAAAA/CDR TRADOC DCS G-4 DOL FT EUSTIS VA  
RUJAAAA/CDR TRADOC SGS FT EUSTIS VA  
RUJAAAA/ARNG NGB COMOPS ARLINGTON VA  
RUIAAAA/ARNG NGB COMOPS ARLINGTON VA  
RUJAAAA/ARNGRC ARLINGTON VA  
RUIAAAA/ARNGRC ARLINGTON VA  
RUJAAAA/ARNGRC WATCH ARLINGTON VA  
RUIAAAA/ARNGRC WATCH ARLINGTON VA  
RUJAAAA/CDR 5 ARMY NORTH AOC FT SAM HOUSTON TX  
RUIAAAA/CDR 5 ARMY NORTH AOC FT SAM HOUSTON TX  
RUJAAAA/CDR ATEC ABERDEEN PROVING GROUND MD  
RUJAAAA/CDR NETCOM 9THSC FT HUACHUCA AZ  
RUJAAAA/CDR USARCENT SHAW AFB SC  
RUIAAAA/CDR USAREUR CG WIESBADEN GE  
RUIAAAA/CDR USAREUR G3 WIESBADEN GE  
RUIAAAA/CDR USAREUR G8 WIESBADEN GE  
RUJAAAA/CDR USARSO FT SAM HOUSTON TX  
RUIAAAA/CDR USASOC COMMAND CENTER FT BRAGG NC  
RUIAAAA/CDR USASOC FT BRAGG NC  
RUIAAAA/CDR USASOC G-8 MSG CENTER FT BRAGG NC  
RUIAAAA/CDR USASOC MESSAGE CENTER FT BRAGG NC  
RUIPAAA/CDR USEUCOM COS VAIHINGEN GE  
RUIPAAA/CDR USEUCOM DCDR VAIHINGEN GE  
RUIPAAA/CDR USEUCOM J3 DIRECTORATE VAIHINGEN GE  
RUJAAAA/CDR USMEPCOM NORTH CHICAGO IL  
RUIAAAA/CDR3RD ARMY SHAW AFB SC  
RUIAAAA/CDR3RD ARMY USARCENT WATCH OFFICER SHAW AFB SC  
RUJAAAA/CDRAMC REDSTONE ARSENAL AL  
RUIAAAA/CDRAMC REDSTONE ARSENAL AL  
RUIAAAA/CDRFORSCOM CMD CTR FT BRAGG NC  
RUIAAAA/CDRFORSCOM FT BRAGG NC  
RUJAAAA/CDRHRC G3 DCSOPS FT KNOX KY  
RUIAAAA/CDRHRC G3 DCSOPS FT KNOX KY  
RUJAAAA/CDRHRC G8 DCSRM FT KNOX KY  
RUSFASA/CDRINSCOM FT BELVOIR VA  
RUIAAAA/CDRINSCOM FT BELVOIR VA  
RUIAAAA/CDRINSCOMIOC FT BELVOIR VA

RUEPINF/CDRINSCOMIOC FT BELVOIR VA  
RUJAAAA/CDRMDW WASHINGTON DC  
RUIAAAA/CDRMDW WASHINGTON DC  
RUJAAAA/CDRUSAASA FT BELVOIR VA  
RUIAAAA/CDRUSACIDC FT BELVOIR VA  
RUJAAAA/CDRUSACYBER FT BELVOIR VA  
RUJAAAA/CDRUSACYBER G3 FT BELVOIR VA  
RUIPAAA/CDRUSAFRICA VICENZA IT  
RUIAAAA/CDRUSAMEDCOM FT SAM HOUSTON TX  
RUIAAAA/CDRUSARCYBER WATCH OFFICER FT BELVOIR VA  
RUIAAAA/CDRUSARPAC CG FT SHAFTER HI  
RUIAAAA/CDRUSARPAC FT SHAFTER HI  
RUJAAAA/CDRUSASAC REDSTONE ARSENAL AL  
RUIAAAA/CDRUSASAC REDSTONE ARSENAL AL  
RUJAAAA/COMDT USAWC CARLISLE BARRACKS PA  
RUIAAAA/COMDT USAWC CARLISLE BARRACKS PA  
RUJAAAA/HQ IMCOM FT SAM HOUSTON TX  
RUIAAAA/HQ IMCOM FT SAM HOUSTON TX  
RUJAAAA/HQ SDDC CMD GROUP SCOTT AFB IL  
RUIAAAA/HQ SDDC CMD GROUP SCOTT AFB IL  
RUJAAAA/HQ SDDC COC OPS G3 SCOTT AFB IL  
RUIAAAA/HQ SDDC COC OPS G3 SCOTT AFB IL  
RUJAAAA/HQ SDDC OPS MSG CNTR SCOTT AFB IL  
RUIAAAA/HQ SDDC OPS MSG CNTR SCOTT AFB IL  
RUEADWD/HQDA AASA WASHINGTON DC  
RUEADWD/HQDA COE WASHINGTON DC  
RUJAAAA/MEDCOM HQ RESOURCE MGT FT SAM HOUSTON TX  
RUJAAAA/NETCOM G3 CURRENT OPS FT HUACHUCA AZ  
RUIAAAA/NETCOM G3 CURRENT OPS FT HUACHUCA AZ  
RUJAAAA/SMDC ARSTRAT CG ARLINGTON VA  
RUIAAAA/SMDC ARSTRAT CG ARLINGTON VA  
RUJAAAA/SMDC ARSTRAT CS ARLINGTON VA  
RUIAAAA/SMDC ARSTRAT CS ARLINGTON VA  
RUJAAAA/SMDC ARSTRAT G3 ARLINGTON VA  
RUJAAAA/SUPERINTENDENT USMA WEST POINT NY  
RUJAAAA/USAR CMD GRP FT BRAGG NC  
RUIAAAA/USAR CMD GRP FT BRAGG NC  
RUJAAAA/USAR OCAR DRM COMPT FT BELVOIR VA  
RUIAAAA/USAR OCAR DRM COMPT FT BELVOIR VA  
INFO RUEADWD/HQDA DCS G-3-5-7 CIV LEADER DEV DIV WASHINGTON DC  
RUEADWD/HQDA DCS G-3-5-7 COLLECTIVE TNG DIV WASHINGTON DC  
RUEADWD/HQDA DCS G-3-5-7 INSTITUTIONAL TNG DIV WASHINGTON DC  
RUEADWD/HQDA DCS G-3-5-7 MIL LEADER DEV DIV WASHINGTON DC  
RUEADWD/HQDA DCS G-3-5-7 TNG DIRECTORATE WASHINGTON DC  
BT  
UNCLAS

**SUBJ/U. S. ARMY SOLDIER SUPPORT INSTITUTE (SSI) TRAINING TRAVEL GUIDANCE**

REFERENCES:

A. ALARACT (078/2013), DTG 011503Z APR 13, SUBJECT: U. S. ARMY SOLDIER SUPPORT INSTITUTE TRAINING TRAVEL GUIDANCE.

B. MEMORANDUM, DAMO-TRI, 1 APRIL 2016, WITH ENCLOSURE, SUBJECT: INSTITUTIONAL TRAINING DIRECTED LODGING AND MEAL POLICY.

C. DEPARTMENT OF DEFENSE INSTRUCTION 1120.11, MARCH 17, 2015, SUBJECT: PROGRAMMING AND ACCOUNTING FOR ACTIVE MILITARY MANPOWER.

D. JOINT TRAVEL REGULATION.

1. THIS MESSAGE SUPERSEDES REFERENCE A. REFERENCE B IS APPLICABLE TO ARMY MILITARY TEMPORARY DUTY (TDY)/ACTIVE DUTY TRAINING (ADT) SOLDIERS ATTENDING TRAINING UNDER THE PURVIEW OF THE U.S. ARMY SOLDIER SUPPORT INSTITUTE (USA SSI), FORT JACKSON, SC. REQUEST WIDEST DISTRIBUTION TO SUBORDINATE COMMANDS/ORGANIZATION STAFF ELEMENTS.

2. THIS MESSAGE DOES NOT APPLY TO:

2.A. ENLISTED TRAINEES AS DEFINED IN REFERENCE C, ENCLOSURE TWO, PARAGRAPH 1F(3) (A).

2.B. SOLDIERS ATTENDING OVERSEAS CONTINGENCY OPERATIONS (OCO) COURSES.

3. TRAVEL OFFICIALS WILL DIRECT GOVERNMENT HOUSING AS FOLLOWS:

3.A. GOVERNMENT PROVIDED HOUSING (LODGING OR BARRACKS) IS AVAILABLE AND DIRECTED AT NO COST TO SOLDIERS. SOLDIERS ATTENDING THE BELOW COURSES WILL REPORT TO IHG ARMY HOTEL- FORT JACKSON, BUILDING 7550, FOR A ROOM ASSIGNMENT EXCEPT FOR PARAGRAPHS 4.B.9 (36B10), 4.C.14 (42A10) AND SSG AND BELOW UNDER

3.D. THESE SOLDIERS WILL REPORT TO BUILDING 2301 FOR IN PROCESSING AND ASSIGNMENT TO BARRACKS.

3.B. ATRRS SCHOOL CODE 805A

3.B.1. FINANCIAL MANAGEMENT BASIC OFFICER LEADER COURSE (BOLC).

3.B.2. FINANCIAL MANAGEMENT CAPTAINS CAREER COURSE (CCC), PHASES 1 AND 3.

- 3.B.3. FINANCIAL MANAGEMENT PRE-COMMAND.
- 3.B.4. GFEBs COST MANAGEMENT.
- 3.B.5. GFEBs FINANCIALS.
- 3.B.6. PRINCIPLES OF COST ACCOUNTING AND MANAGEMENT.
- 3.B.7. INTERMEDIATE COST ACCOUNTING AND MANAGEMENT.
- 3.B.8. PLANNING, PROGRAMMING, BUDGETING, EXECUTION SYSTEM.
- 3.B.9. FINANCIAL MANAGEMENT TECHNICIAN (36B10).

3.C. ATRRS SCHOOL CODE 805C

- 3.C.1. ADJUTANT GENERAL BOLC.
- 3.C.2. ADJUTANT GENERAL CCC, PHASES 1 AND 3.
- 3.C.3. HUMAN RESOURCES TECHNICIAN WARRANT OFFICER ADVANCED COURSE (WOAC).
- 3.C.4. HUMAN RESOURCES TECHNICIAN WOAC, PHASES 1 AND 2.
- 3.C.5. ADJUTANT GENERAL PRE-COMMAND.
- 3.C.6. BRIGADE S-1 OPERATIONS.
- 3.C.7. HUMAN RESOURCES PLANS AND OPERATIONS.
- 3.C.8. HUMAN RESOURCE MANAGEMENT QUALIFICATION, PHASE 2.
- 3.C.9. HUMAN RESOURCES TECHNICIAN WO BASIC COURSE (WOBC).
- 3.C.10. EXECUTIVE ADMINISTRATIVE ASSISTANT.
- 3.C.11. POSTAL SUPERVISOR.
- 3.C.12. POSTAL OPERATIONS.
- 3.C.13. POST OPERATIONS, PHASE 1.
- 3.C.14. HUMAN RESOURCES SPECIALIST (42A10)

3.D. ATRRS SCHOOL CODE 805C

- 3.D.1. EXECUTIVE ADMINISTRATIVE ASSISTANT (510-ASIE3)
- 3.D.2. POSTAL SUPERVISOR (7A-SI4J/500-ASIF4).
- 3.D.3. POSTAL OPERATIONS (7C-SI/ASI4J/500-ASIF5).
- 3.D.4. POSTAL OPERATIONS (7C-SI/ASI4J/500-ASIF5), PHASE 1. PHASE 1 CONVERTS TO PHASE 2 IN FY 2017.

3.E. ATRRS SCHOOL CODE 604

- 3.E.1. RECRUITING SENIOR LEADER COURSE (SLC).
- 3.E.2. RETENTION SLC.
- 3.E.3. HUMAN RESOURCES SPECIALIST ADVANCED LEADER COURSE (ALC).
- 3.E.4. HUMAN RESOURCES SLC.
- 3.E.5. FINANCIAL MANAGEMENT TECHNICIAN ALC.
- 3.E.6. FINANCIAL MANAGEMENT SLC.
- 3.E.7. CHAPLAIN ASSISTANT ALC, PHASE 2.
- 3.E.8. CHAPLAIN ASSISTANT SLC, PHASE 2.

4. TRAVEL OFFICIALS WILL DIRECT GOVERNMENT SUBSISTENCE AS FOLLOWS:

4.A.1. SOLDIERS ATTENDING 36B10, 42A10 AND ENLISTED SOLDIERS WITH THE RANK OF SSG AND BELOW ATTENDING ASIE3, ASIF4, AND ASIF5 WILL BE DIRECTED GOVERNMENT MEALS AT NO COST TO THE SERVICE MEMBER (SM) SEVEN DAYS PER WEEK. SOLDIERS SFC AND ABOVE WILL BE DIRECTED GOVERNMENT MEALS AT NO COST TO THE SM WEEKDAYS WITH PROPORTIONAL MEAL RATE (PMR) ON WEEKENDS AND FEDERAL HOLIDAYS.

4.A.2. SOLDIERS ATTENDING BELOW COURSES WILL BE DIRECTED GOVERNMENT MEALS WEEKDAYS AT NO COST TO THE SM WITH PMR ON WEEKENDS AND FEDERAL HOLIDAYS.

4.A.2.1 FINANCIAL MANAGEMENT OFFICER BASIC QUALIFICATION (BQ).

4.A.2.2. FINANCIAL AND ADJUTANT GENERAL BOLCS.

4.A.2.3. FINANCIAL AND ADJUTANT GENERAL CCC, PHASES 1 AND 3.

4.A.2.4. WOBC AND WOAC COURSES.

4.A.2.5 PRE-COMMAND COURSES.

4.A.2.6. ALC AND SLC COURSES.

4.B. SOLDIERS ATTENDING TRAINING NOT LISTED IN PARAGRAPHS 4.A.1 AND 4.A.2. WILL BE DIRECTED PMR SEVEN DAYS PER WEEK BASED ON AVAILABILITY OF GOVERNMENT DINING FACILITIES ON THE INSTALLATION.

5. REIMBURSEMENT OF ALL OTHER TRAVEL COSTS ASSOCIATED WITH THE TDY/ADT IS THE RESPONSIBILITY OF THE ORDER ISSUING OFFICIAL. FOR EXAMPLE, AIR FARE, RENTAL CAR, IN AND AROUND MILEAGE, IF AUTHORIZED AND INCIDENTAL EXPENSES. THE SENDING COMMAND IS RESPONSIBLE TO EDUCATE/BRIEF SOLDIERS ON TRAVEL ENTITLEMENTS/AUTHORIZATIONS.

6. GROUP RESERVATIONS WILL BE MADE FOR THOSE WITH A CONFIRMED ATRRS "R" RESERVATION BY THE SCHOOL VALIDATION AUTHORITY IN COORDINATION WITH IHG ARMY HOTEL-FORT JACKSON. CERTIFICATION OF NON-AVAILABILITY WILL NOT BE ISSUED.

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) IS THE SAME. SOLDIER MUST PCS TO INSTALLATION BEFORE COURSE OF INSTRUCTION BEGINS.

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

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

7.E. WHEN THE RESERVATION IN ATRRS IS IN A WAIT (W) STATUS.

8. SOLDIERS IN A TDY/ADT STATUS MAY NOT REPORT EARLY TO THE TRAINING BASE EXCEPT FOR REGULAR ARMY (RA) BASIC OFFICER LEADER COURSE (BOLC) STUDENTS. TRAINING ACTIVITIES ARE NOT AUTHORIZED TO DIRECT EARLY ARRIVAL ON CLASS REPORT DATE. CLASS REPORT DATE IS A TRAVEL DAY. 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 OF TDY/ADT STUDENTS ARE PROHIBITED AT THE TDY SITE EXCEPT BY INVITATION OF THE COMMANDANT DUE TO CONSTRAINED ACCOMMODATIONS/SERVICES.

9. COMMANDS MAY AUTHORIZE RENTAL CARS FOR THOSE WHO FLY EXCEPT FOR THOSE YOUNGER THAN 21 YEARS OF AGE. SOLDIERS MUST BE 21 AND HAVE A CREDIT CARD TO RENT A CAR IN THE STATE OF SOUTH CAROLINA. TAXI SERVICES ARE AVAILABLE FROM THE COLUMBIA METROPOLITAN AIRPORT AND FORT JACKSON.

10. THE LOGISTICS READINESS CENTER (LRC) PROVIDES GOVERNMENT TRANSPORTATION FOR THOSE ATTENDING MOS AIT TRAINING. SOLDIERS WHO USE THEIR PRIVATELY OWNED AUTOMOBILE AND ATTEND 36B10 AND 42A10 WILL NOT BE AUTHORIZED IN AND AROUND MILEAGE SINCE GOVERNMENT TRANSPORTATION IS PROVIDED. ALL OTHER SOLDIERS MAY BE APPROVED UP TO:

10.A. EIGHT MILES PER DAY IF LODGED ON-POST.

10.B. TWENTY MILES PER DAY IF LODGED OFF-POST.

11. LODGING AND SUBSISTENCE POLICIES, PROCEDURES AND SUPPORT REQUIREMENTS ARE OUTLINED IN REFERENCE B. GROUP LODGING RESERVATIONS WILL BE MADE FOR THOSE WITH A CONFIRMED ATRRS "R" RESERVATION BY THE SCHOOL VALIDATION AUTHORITY. THEREFORE, LODGING RESERVATIONS THROUGH THE DEFENSE TRAVEL SYSTEM ARE NOT REQUIRED/AUTHORIZED. LODGING REQUIREMENTS ARE CENTRALLY FUNDED FROM CLASS REPORT DATE TO CLASS END DATE EXCEPT FOR RA BOLC-B STUDENTS. LODGING COSTS FOR THESE SOLDIERS WILL BE PAID FROM ARRIVAL DATE TO CLASS END DATE. SUBSISTENCE REQUIREMENTS ARE CENTRALLY FUNDED FROM CLASS START DATE TO CLASS END DATE IN ACCORDANCE WITH PARAGRAPH FOUR EXCEPT FOR RA BOLC-B STUDENTS. MEAL COSTS FOR THESE SOLDIERS WILL BE FUNDED STARTING THE DAY AFTER THEY ARRIVE TO CLASS END DATE.

12. THE U. S. ARMY MISSION INSTALLATION CONTRACTING COMMAND (MICC), FORT JACKSON WILL BE RESPONSIBLE FOR AWARD AND ADMINISTRATION OF OFF-POST CONTRACTS FOR COMMERCIAL LODGING PER POLICIES AND PROCEDURES AS SPECIFIED IN THE FEDERAL ACQUISITION REGULATION (FAR).

13. THIS MESSAGE WILL BE POSTED TO THE HQDA, G-37/TR TRAINING DIRECTORATE WEB SITE AT [HTTPS://G357.ARMY.PENTAGON.MIL/TR/TRI/ITTG/DEFAULT.ASPX](https://G357.ARMY.PENTAGON.MIL/TR/TRI/ITTG/DEFAULT.ASPX).

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

15. THIS MESSAGE REMAINS IN EFFECT UNTIL SUPERSEDED.

BT  
#1566

NNNN  
Received from AUTODIN 011328Z Aug 16