

U.S. ARMY TRAINING TRAVEL GUIDANCE TO ATTEND THE JOINT AND COMBINED WARFIGHTING SCHOOL (JCWS), JOINT PROFESSIONAL MILITARY EDUCATION (JPME) PHASE II

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

DTG: 281721Z Aug 17 **Precedence:** R **DAC:** General

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FM HQDA DCS G-3-5-7 INSTITUTIONAL TNG DIV WASHINGTON DC

SUBJ/U.S. ARMY TRAINING TRAVEL GUIDANCE TO ATTEND THE JOINT AND COMBINED WARFIGHTING SCHOOL (JCWS), JOINT PROFESSIONAL MILITARY EDUCATION (JPME) PHASE II

REFERENCES:

A. DA MESSAGE 201832Z MAY 16, SAB.

B. JOINT TRAVEL REGULATION.

1. THIS MESSAGE SUPERSEDES REFERENCE A AND IS EFFECTIVE WITH CLASSES THAT REPORT ON OR AFTER 1 SEPTEMBER 2017. THIS MESSAGE PROVIDES ADMINISTRATIVE GUIDANCE IN THE PREPARATION OF TEMPORARY DUTY (TDY) ORDERS FOR REGULAR ARMY ENLISTED AND OFFICERS ATTENDING JCWS, JPME PHASE II UNDER THE PURVIEW OF THE JOINT FORCES STAFF COLLEGE (JFSC), SCHOOL CODE 516, NORFOLK NAVAL STATION, NORFOLK, VIRGINIA. REQUEST WIDEST DISSEMINATION TO PERSONNEL, TRAINING AND RESOURCE MANAGERS.

2. LODGING AND SUBSISTENCE.

2.A. GOVERNMENT LODGING IS AVAILABLE AND DIRECTED. SOLDIERS WILL CONTACT/REPORT TO THE NAVY GATEWAY INNS AND SUITES (NGIS), BUILDING SC-400 FOR ACCOMMODATIONS. SOLDIERS WILL CONFIRM THEIR LODGING RESERVATION AT (757) 394-9054 WITH THEIR GOVERNMENT TRAVEL CARD UPON RECEIPT OF CLASS WELCOME LETTER. SOLDIERS ASSIGNED TO ROOMS BY NGIS (INCLUDING ROOMS MADE IN ARRANGEMENT

WITH THE NAVY-LODGE BY NGIS) WILL BE REIMBURSED UP TO BUT NOT TO EXCEED CURRENT LOCALITY RATE. THE OFFICE OF THE REGISTRAR WILL PROVIDE ADDITIONAL INFORMATION REGARDING RESERVED ROOM BLOCKS FOR EACH CLASS IN THE CLASS WELCOME LETTER.

2.B. A GOVERNMENT DINING FACILITY IS NOT AVAILABLE.

3. TRAVEL ORDERS WILL STIPULATE THE NORFOLK NAVAL STATION, NORFOLK, VA AS THE TDY LOCATION. COMMERCIAL TRANSPORTATION IS AVAILABLE TO TRAINING LOCATION FROM NEAREST AIRPORT (NORFOLK INTERNATIONAL AIRPORT). RENTAL CARS FOR THOSE WHO FLY MAY BE AUTHORIZED AT THE DISCRETION OF THE ORDER ISSUING OFFICIAL. GAS RECEIPTS WILL BE MONITORED TO AVOID EXCESSIVE CHARGES TO THE GOVERNMENT. IN AND AROUND MILEAGE FOR THOSE WHO CHOOSE TO DRIVE THEIR PRIVATELY OWNED AUTOMOBILE IS NOT AUTHORIZED. DISAPPROVAL MUST BE ANNOTATED ON TRAVEL ORDER.

4. THE SENDING COMMAND IS RESPONSIBLE TO EDUCATE/BRIEF SOLDIERS ON TRAVEL ENTITLEMENTS/AUTHORIZATIONS. ALL AUTHORIZED TRAVEL COSTS WILL BE BORNE BY THE SOLDIER WITH SUBSEQUENT REIMBURSEMENT BY THE GOVERNMENT.

5. PER THE JTR, SOLDIERS DIRECTED TO COMMERCIAL LODGING OFF BASE AT TIME OF NGIS CHECK IN (EXCLUDING ROOMS MADE IN ARRANGEMENT WITH THE NAVY-LODGE BY NGIS) WILL BE REQUIRED TO OBTAIN A NON-AVAILABILITY CONFIRMATION NUMBER FROM NGIS ALONG WITH THE PHONE NUMBER AND TO SUBMIT WITH TRAVEL CLAIMS FOR LODGING REIMBURSEMENT. DIRECTED COMMERCIAL LODGING MAY NOT EXCEED 100 PERCENT OF THE CURRENT LOCALITY RATE. IN ADDITION, THE JTR DIRECTS A FLAT RATE PER DIEM FOR TDY OF 31-180 DAYS AT 75 PERCENT OF THE LOCALITY RATE. THEREFORE, INDEPENDENTLY PROCURED COMMERCIAL LODGING MAY NOT EXCEED THE FLAT RATE PER DIEM AUTHORIZED.

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

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

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

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

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

6.E. WHEN THE RESERVATION IN ATRRS IS IN A "WAIT" STATUS.

7. SOLDIERS MAY NOT REPORT EARLY TO THE TRAINING BASE. 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 STUDENTS ARE DISCOURAGED DUE TO CONSTRAINED ACCOMMODATIONS AND SERVICES.

8. 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).

9. 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.

10. THIS MESSAGE REMAINS IN EFFECT UNTIL SUPERSEDED.

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