



NATIONAL DEFENSE UNIVERSITY  
JOINT FORCES STAFF COLLEGE  
NORFOLK, VA 23511-1702

REPLY TO  
ATTENTION OF:

JFSC-MHRO

8 January 2018

MEMORANDUM FROM MILITARY HUMAN RESOURCES OFFICE (MHRO)

SUBJECT: Billing Rates / Messing for JFSC Joint and Combined Warfighting School (JCWS),  
Joint Professional Military Education (JPME) Phase II Students

REF: (a) Joint Travel Regulations (JTR)  
(b) HQDA DCS G-3-5-7 message DTG R 281721Z AUG 17

1. In accordance with reference (a), effective 1 October 2017, the following rates apply for students attending the Joint Forces Staff College (JFSC), JPME Phase II Course. Reference (b) provides additional administrative guidance for U.S. Army personnel.

**STUDENT LODGING:**

- Students lodging ***on base*** at Navy Gateway Inns & Suites (NGIS) and the Navy Lodge are entitled to 100% reimbursement of their lodging cost. Both the NGIS and Navy Lodge are considered government quarters.

**NOTE:** Per the JTR, students directed to commercial lodging off base at time of NGIS check in (excluding lodging made in arrangement with the Navy-Lodge by NGIS) will be required to obtain a non-availability confirmation number from NGIS (not Naval Station Norfolk) along with the phone number and name of the providing lodging rep to be submitted with travel claims for lodging reimbursement.

- Students lodging ***off-base*** in independently procured commercial lodging (i.e., ***not obtained via the sources above***) are subject to a "Flat Rate" Per Diem which shall not exceed ***\$69.75*** per day, seven days per week (***\$69.75 is 75% of the maximum lodging rate for Norfolk, VA for a TDY in length of 31-180 days***).

**STUDENT MESSING:** Government Messing Facilities are not available for students at JFSC. The JTR maximum rate for the meal and incidental expense (M&IE) for Norfolk, VA is \$51.00; ***however, due to the length of JPME II, the 75% flat rate applies to all students whether lodging on or off-base:***

- ***\$51.00 per day @ the 75% flat rate = \$38.25 (applies to TDYs in length of 31-180 days).***

2. Points of Contact for this memo are JFSC-MHRO Service Representatives who can be reached at these numbers: (USAF) DSN 646-6131; (USN/USMC/USCG) DSN 646-6091; and (USA) DSN 646-6158. Commercial telephone prefix for all numbers is (757) 443-XXXX.

3. This memorandum supersedes all previous JFSC-MHRO billing rate memorandums and remains in effect until superseded.

C. A. BELL  
LT, U.S. Navy  
Chief, Military Human Resources Office

Attachments:  
Copy of Ref (b)