



UNITED STATES MARINE CORPS  
MARINE CORPS DETACHMENT  
686 MINNESOTA AVE  
FORT LEONARD WOOD, MISSOURI 65473-8963

7220

CO

4 OCT 2013

POLICY LETTER 5-13

From: Commanding Officer

To: All Marines

Subj: TRAVEL PROCEDURES, PERDIEM RATES AND MANDATORY GOVERNMENT  
CHARGE CARD POSSESSION WHILE ATTENDING FORMAL SCHOOLS AT  
MARINE CORPS DETACHMENT FORT LEONARD WOOD, MO

Ref: (a) CG, Training and Education Command Policy on Travel  
Support dtd 6 Jun 13  
(b) Joint Federal Travel Regulation (JFTR)  
(c) All Army Action message 432/2011  
(d) DoD Commercial Lodging Programs memorandum

Encl: (1) Marine Detachment Sponsored schools  
(2) Army sponsored school  
(3) Screen shot from IHG  
(4) Fort Leonard Wood map  
(5) MarDet phone list

1. Situation. In accordance with reference (a), the Commanding Officer, Marine Corps Detachment Fort Leonard Wood (MarDet) is directing strict adherence to the lodging requirements contained in reference (b) while performing Temporary Additional Duty (TAD) to MarDet sponsored or to any Army sponsored course aboard the Fort Leonard Wood Army Base. Enclosures (1) and (2) identify both MarDet and Army schools. Reference (c) identifies Fort Leonard Wood in its entirety as a non-government quarters facility and reference (d) identifies the on base hotel as a Privatized Army Hotel (PAL) and is not considered government quarters and is therefore exempt from providing a statement of non-availability. This policy directly conflicts with Marine Corps procedures relating to Defense Travel System (DTS).

2. Mission. To publish policy in supporting our students that are TAD to our Formal Learning Center as well as combat financial hardships and delays in travel claims settlements and Government Travel Charge Card (GTCC) payments.

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3. Execution. Proactive involvement from all levels of leadership must ensure the following actions are accomplished prior to departing the parent unit and arriving to Fort Leonard Wood:
- a. All travelers **regardless of grade or location of lodging** must be provided a Government Travel Charge Card prior to arriving at Fort Leonard Wood.
  - b. Request lodging at the IHG hotel on base at the following at <http://www.ihg.com/hotels/us/en/reservation>.
  - c. If lodging is available at the IHG hotel on base inform the unit DTS manager to apply the Proportional Meals Rate (PMR) to the orders as the Periods of instruction (POI) will allow students to eat at the dining facility for at least two meals. Taxi fees should be authorized for on base movement from the hotel to school classrooms.
  - d. If rooms are not available at the IHG hotel on base the traveler must print the screen from the web site and upload into DTS in order to satisfy the statement of non-availability requirement. Full per Diem rates will be at the St. Robert / Waynesville MO (Pulaski County) area.
  - e. If quarters are not available on base a rental car will be required. Current taxi rates from off base lodging to schools houses and ranges far exceed the cost of a rental car. Rental car will be funded by unit funds only.
  - f. Upon arrival to Fort Leonard Wood students will immediately report to the MarDet S-1 at 686 Minnesota Ave per enclosure (4) for all required administrative issues. The S-1 can be contacted at 573-596-1044. Once S-1 requirements are accomplished the student will be released to the appropriate school house.
  - g. The Personnel officer will provide a statement of non-availability only if the traveler can produce a printed screen from the IHG hotel (Enclosure (3)).
  - h. All students are required to report to the S-1 prior to graduation and departure from MarDet for a detaching endorsement. Any student departing the area without obtaining a detaching endorsement will not be provided one at a later date as verification will be unattainable.

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- i. Enclosure (5) provides MarDet S-1 points of contact for parent units and or travelers for any issues not covered in the policy letter.
4. Administration and Logistics. All Companies within the Detachment will update reporting instructions, websites, and any Program of Instructions to reflect this policy.
5. Command and Signal.
  - a. Command. This policy is effective the date signed.
  - b. Signal. Point of contact at this command regarding this policy is the Personnel Officer at 573-596-6896.

  
J. R. GILTZ



UNITED STATES MARINE CORPS  
TRAINING AND EDUCATION COMMAND  
1019 ELLIOT ROAD  
QUANTICO, VA 22134

IN REPLY REFER TO:  
7200  
C 464  
06 JUN 2013

MEMORANDUM FOR DISTRIBUTION

From: Commanding General  
To: Distribution List

Subj: TRAVEL SUPPORT FOR STUDENTS ATTENDING FORMAL SCHOOLS TRAINING

Ref: (a) Joint Federal Travel Regulations, Volume 1 (JFTR)  
(b) MCO 1153.2B - Management of Marine Corps Formal  
Schools and Training Detachments  
(c) Marine Corps Travel Instructions Manual (MCTIM)

Encl: (1) Reporting/Detaching Endorsement - Basic Example  
(2) Reporting/Detaching Endorsement - Detailed Example

1. Situation. Many students attending TECOM formal schools are in Temporary Duty (TDY) status. Each travel situation is different and the circumstances and complexity of each situation varies significantly. The level of student travel support provided at each schoolhouse varies. The frustration caused by a lack of student travel support can cause confusion and anxiety for the student, the parent command, and schoolhouse personnel and greatly impacts the training mission.

2. Mission. To establish guidance, supporting travel for students attending formal courses of instruction.

3. Execution

a. Commander's Intent. Make changes at the institutional and transactional level that better support student travel thereby; (1) improving the training experience, (2) ensuring compliance with travel regulations, and (3) reducing travel costs.

b. Concept of Operations. Part of the TECOM mission is to execute training and education policies, plans, and programs to ensure Marines are prepared to meet the challenges of present and future operational environments. Supporting the students' travel requirements at both the institutional and transactional levels will enhance the student experience and ensure TECOM resources are maximized resulting in increased training opportunities for Marines.

(1) Institutional. In order take advantage of available resources and keep travel costs at a minimum, each schoolhouse must

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take steps to improve the overall travel support provided. All schoolhouse commanders will do the following:

(a) Publish travel information for students. Information that will support the student's travel arrangements will be published. There are several means by which to publish this information including posting to the school's website, letter of instruction sent to the student, and Automatic Message Handling System (AMHS) message. The publication must include the following information: (1) servicing airport for the installation/TDY location; (2) available transportation options from airport to school; (3) location and point of contact information for government lodging facilities; and (4) availability, location and hours of government messing facility.

(b) Maximize use of government quarters. Ensure government quarters are used to the maximum extent possible. Government quarters are not limited to "barracks" directly assigned to the school. All government quarters on the installation must be utilized. Government quarters include but are not limited to barracks, transient quarters, BOQ/BEQ, and contracted/privatized lodging facilities. Note: See Appendix A of reference (a) for a complete definition/list of government quarters. Availability and use of government quarters is directly tied to availability of government meals.

(c) Maximize use of government messing. Per Diem is designed to offset lodging and meals and incidental expense (M&IE) costs incurred while performing travel away from the permanent duty station (PDS). Over 80% of all travel costs result from per diem expenses. The proper lodging expense is easily determined and is limited to the expense actually incurred or the maximum TDY locality lodging ceiling, whichever is less. However, determination of the proper meal rate depends on a number of factors. Note: See reference (a), paragraph U4149. The cost for meals varies significantly depending on the meal rate that is prescribed.

1. In accordance with reference (a), paragraph U4155, the Schoolhouse Commander is authorized to determine the appropriate meal rate. For the purpose of this memorandum, "Schoolhouse Commanders" include Commanding Officers, Detachment Officers in Charge (OIC), and School Directors. This does not include course directors, course heads, course chiefs, course OIC's, training officers, personnel officers, or others.

a. Commercial/Locality Meal Rate (CMR).  
Prescribed when no government meals are available. Rates vary based on locality. (\$41-\$66 per day for FY13)

b. Proportional Meal Rate (PMR). Prescribed when

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1 or 2 government meals are available. Rates vary based on locality. (\$27-\$39 per day for FY13)

c. Government Meal Rate (GMR). Prescribed when all 3 government meals are available. The standard rate for all locations is \$11.55 per day for FY13.

2. With regards to determining the appropriate meal rate, Schoolhouse Commanders will do the following:

a. Prescribe the GMR for all uniformed members attending formal schools for which adequate government quarters are available on the installation and a government dining facility/mess is available for all three meals.

b. Ensure the government messing facility is used to the maximum extent possible.

c. Ensure all training schedules include adequate time for all students to utilize the government dining facility/mess, including movement to/from the facility.

(d) Document status of government quarters and meals. Ensure all programs of instruction (POI) are updated, per the routine POI submission schedule contained in reference (b) to document the availability of government quarters and meals. This information is included in item 20, Reporting Instructions, of the POI. If the mission of the course dictates government meals are "not available" for all or a portion of the duration, the schoolhouse commander must provide adequate justification for non-availability. Justification is limited to the following:

1. No messing facility available on the installation.
2. Night operations conducted during the course for which the messing facility cannot support. "Box lunches" should be utilized if made available by the messing facility.
3. Operations conducted outside the installation.

(e) Identify school travel support Point of Contact (POC). Each schoolhouse must identify a POC for travel support. This POC must be able to communicate with the traveler, the student's parent command and TECOM's Formal Schools Travel Support Section (FSTS) and be able to answer questions related to the student's travel. This POC must be added to the student check-in and check-out procedures.

(2) Transactional. In order to enhance the learning experience, the schoolhouse must take steps to improve the overall

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support provide for each student. Improved travel support will (1) ensure compliance with travel regulations; (2) safeguard valuable resources; and (3) protect students from undue financial hardship. All Schoolhouse Commanders will do the following:

(a) Upon check-in

1. Validate that each student has arrived with properly approved TDY orders.

2. Review each student's TDY orders to ensure proper per diem entitlements are authorized based on the conditions of the course and/or the availability of government quarters and/or meals. If necessary, contact the parent command to initiate an amendment to orders.

3. Explain to each student their authorized entitlements and responsibilities as government travelers.

(b) During training

1. Review student's orders in the event of changes to conditions of the course and/or the availability of government quarters and/or meals. If necessary, contact the parent command to initiate an amendment to orders.

2. Monitor student's ability to pay for travel expenses. Contact parent command if the student is experiencing problems with their Government Travel Charge Card (GTCC), receiving payment of authorized travel advances, or receiving scheduled partial payments.

3. Assist travelers that are on PCS/TEMINS travel orders (non-DTS) with filing 30-day partial travel claims.

4. Notify the student's parent command when an extension to TDY orders is required.

(c) Upon check-out. In accordance with reference (c), ensure all Marines are provided a reporting/detaching endorsement. The endorsement is used by the traveler's approving official to determine the proper entitlements to be paid on the final travel voucher. Enclosures (1) and (2) are examples of reporting/detaching endorsements. All endorsements will include the following:

1. Date reported.

2. Date detached.

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3. Course name(s) and class number(s) student attended.

4. Justification for any extension to original course dates.

5. Statement of government quarters availability/non-availability. The Schoolhouse Commander must verify that a proper statement of non-availability (SNA) or certified non-availability number (CNA) was issued by the appropriate installation lodging facility prior to issuing an endorsement that "Government quarters were not available". The Schoolhouse Commander **DOES NOT** have the authority to determine government quarters availability; this must be done by the appropriate installation lodging facility.

6. Statement of government meals availability/non-availability. If government meals were "not available", the Schoolhouse Commander must provide details and adequate justification for non-availability. If meals were provided at no cost to the member, it must be indicated here. Examples of when meals are "provided" include issuance of a meal card, MRE's issued, field mess provided, or the member is authorized to utilize government mess at no cost. Justification is limited to the following:

a. No messing facility is available on the installation.

b. Night Operations. Include dates of night operations and specific meal missed (e.g. dinner).

c. Operations conducted outside the installation. Include dates of these operations and specific meal missed (e.g. lunch and dinner).

7. Whether or not field conditions applied at any time during the TDY period.

8. Student travel support point of contact.

4. Administration and Logistics. All applicable templates, guidance, and links can be found on the TECOM G-8 Division Sharepoint Site:

<https://eis.usmc.mil/sites/tecomcompt/default.aspx>

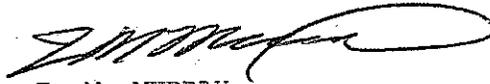
5. Command and Signal

a. Command. This guidance is effective the date signed and is applicable to all formal courses of instruction conducted at or administratively supported by, Training Command, Education

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Command, MCRD Parris Island, MCRD San Diego, MAGTF-TC, and all Headquarters Divisions of Training and Education Command.

b. Signal. Point of contact is Mr. Jim Ference at (703) 432-0375; DSN 378-0375, email: jim.ference@usmc.mil.



T. M. MURRAY

DISTRIBUTION: A,B,C

Reporting/Detaching Endorsement - Basic Example

1320  
GCE  
28 Sep 12

From: Commanding Officer, School of Infantry (West)  
To: Lance Corporal I. M. STUDENT xxx xx xxx/0351 USMC

Subj: REPORTING/DETACHING ENDORSEMENT

1. You reported for TAD/TEMINS to this command at 0700 on 3 August 2012.
2. You completed your TAD/TEMINS at this command at 1000, 28 September 2012.
3. While at this command you attend the Advanced Machine Gun Course Class 2012004.
4. Government quarters and messing were available and utilized TAD/TEMINS to this command.
5. There were no field conditions during this period.
6. Point of contact at this command is \_\_\_\_\_ at Comm (xxx) xxx-xxx; DSN xxx-xxxx, email:\_\_\_\_\_.

I. R. COMMANDER

Enclosure (1)

Reporting/Detaching Endorsement - Detailed Example

1320  
GCE  
28 Sep 12

From: Commanding Officer  
To: Lance Corporal I. M. STUDENT xxx xx xxx/0351 USMC  
Subj: REPORTING/DETACHING ENDORSEMENT

1. You reported for TAD/TEMINS to this command at 0700 on 3 August 2012.
2. You completed your TAD/TEMINS at this command at 1000, 28 September 2012.
3. While at this command you attend the Advanced Machine Gun Course Class 2012004. The original class graduation date of 26 September 2012 was extended by 2 days due to inclement weather.
4. Government quarters were available.
5. Government meals were available as outlined below;
  - (a) From 3-18 August 2012 and 15-28 September all three meals were available.
  - (b) From 19 August-09 September 2012 the dinner meal was not available due to night operations. All other meals were available.
6. You were under field conditions from 10-14 September 2012.
7. Point of contact at this command is \_\_\_\_\_ at Comm (xxx) xxx-xxx; DSN xxx-xxxx, email: \_\_\_\_\_.

I. R. COMMANDER

Enclosure (2)

REFERENCE (B)

JFTR

TO LARGE

TO PRINT

**ALARACT 432/2011**

**DTG:R 231139Z Nov 11**

UNCLASSIFIED///FOR OFFICIAL USE ONLY  
THIS MESSAGE HAS BEEN SENT BY THE PENTAGON TELECOMMUNICATIONS  
CENTER ON BEHALF OF DA WASHINGTON DC//IMCOM G-9//.

SUBJ: WORLDWIDE LISTING OF ARMY INSTALLATIONS W/O OFFICIAL  
TRAVEL GOVERNMENT QUARTERS AND/OR DINING FACILITIES AS OF AUGUST  
2011

- A. JOINT FEDERAL TRAVEL REGULATIONS (JFTR), CHAPTER 1, PARS. U1045, U4400 AND GLOSSARY.
- B. JOINT TRAVEL REGULATIONS (JTR), CHAPTER 1, PAR. C1055.
  - 1. THIS AUGUST 2011 MSG PROVIDES POLICY GUIDANCE AND INFORMATION REGARDING INSTALLATIONS W/O ADEQUATE OFFICIAL TRAVEL GOVERNMENT QUARTERS AND/OR DINING FACILITIES. THIS IS AN IMCOM G-9, FAMILY AND MWR, G-1, G-3/5/7, G-4, DFAS COORDINATED MSG. IT APPLIES TO PERSONNEL TRAVELING ON OFFICIAL TRAVEL ORDERS/AUTHORIZATIONS (I.E., PER DIEM). IT DOES NOT APPLY TO SOLDIERS PARTICIPATING IN FIELD TRAINING EXERCISES OR ON GROUP ANNUAL TRAINING ORDERS. SOLDIERS IN THESE CATEGORIES WILL BE ASSIGNED QUARTERS, IF AVAILABLE, REGARDLESS OF ADEQUACY. THIS MSG DOES NOT APPLY TO SOLDIERS ATTENDING ARMY SERVICE SCHOOLS. AVAILABILITY OF QUARTERS AND DINING FOR SOLDIERS ATTENDING SCHOOLS IS DETERMINED BY G-3/5/7, HQDA IAW WITH OACSIM, IMCOM G-9 FAMILY AND MWR AND THE HOST INSTALLATION. ORDER-AUTHORIZING OFFICIALS SHOULD CHECK INSTALLATION WEBSITES AND HQDA, DCS 3/5/7 WEBSITE AT [HTTPS://WWW.G357EXTRANET.ARMY.PENTAGON.MIL/AKO/MTSS](https://www.g357extranet.army.pentagon.mil/ako/mtss) REGARDING QUARTERS AND DINING AVAILABILITY FOR PERSONNEL ATTENDING ARMY SERVICE SCHOOLS. THIS MESSAGE DOES NOT APPLY TO SOLDIERS DEPLOYED/MOBILIZED TO THE INSTALLATIONS IN SUPPORT OF CONTINGENCY OPERATIONS. DEPLOYED/MOBILIZED SOLDIERS MUST CONSULT THE PERSONNEL POLICY GUIDANCE (PPG) TO DETERMINE THE REQUIREMENTS FOR STATEMENTS OF NONAVAILABILITY (SNA). THE PPG IS FOUND AT THE FOLLOWING LINK:  
[HTTP://WWW.ARMYG1.ARMY.MIL/MILITARYPERSONNEL/PPG.ASP](http://www.armyg1.army.mil/militarypersonnel/ppg.asp).
  - 2. ORDER-AUTHORIZING OFFICIALS WILL CITE THIS MSG AS AUTHORIZATION TO REIMBURSE OFFICIAL TRAVELERS UP TO THE LOCALITY LODGING PER DIEM RATE FOR TRAVEL TO INSTALLATIONS W/O OFFICIAL TRAVEL GOVERNMENT QUARTERS. THERE IS NO REQUIREMENT FOR INSTALLATIONS TO ISSUE CONTROL NUMBERS OR DOCUMENTATION WHEN OFFICIAL GOVERNMENT TRAVEL QUARTERS ARE LISTED ON THIS DOCUMENT AS NOT AVAILABLE. THIS MSG IS USED TO VERIFY NONAVAILABILITY OF OFFICIAL TRAVEL GOVERNMENT QUARTERS. PERSONNEL MAY CITE THIS MSG IN THE REMARKS SECTION (BLK 26) ON DD FORM 1351-2 (TRAVEL

VOUCHER IN LIEU OF CITING IT ON THE ACTUAL TRAVEL ORDER FOR PURPOSES OF APPROPRIATE REIMBURSEMENT.

3. INSTALLATIONS NOT MENTIONED IN THIS MESSAGE HAVE BOTH DINING AND OFFICIAL TRAVEL GOVERNMENT QUARTERS. SOLDIERS ARE RESPONSIBLE FOR ENSURING APPROPRIATE USE OF OFFICIAL GOVERNMENT QUARTERS. IN ACCORDANCE WITH THE JFTR, UNIFORMED TRAVELERS MUST OBTAIN A NONAVAILABILITY CONTROL NUMBER TO BE REIMBURSED UP TO THE LOCALITY PER DIEM RATE FOR LODGING.

4. ORDER-ISSUING OFFICIALS MAY USE THIS MSG TO HELP DETERMINE APPROPRIATE MEAL RATE FOR SOLDIERS. CIVILIANS MAY NOT BE DIRECTED INTO THE GOVERNMENT MEAL RATE. THE GOVERNMENT MEAL RATE MAY ONLY BE DIRECTED WHEN THE SOLDIER RESIDES IN OFFICIAL GOVERNMENT QUARTERS AT THE TDY ORDERED INSTALLATION. IF NO MEAL RATE IS DIRECTED IN THE ORDERS, THE LOCALITY MEAL RATE IS REIMBURSED AS THE DEFAULT. THERE IS NO REQUIREMENT FOR INSTALLATIONS TO ISSUE CONTROL NUMBERS OR DOCUMENTATION FOR NONAVAILABILITY OF GOVERNMENT MEALS. PERSONNEL MAY CITE THIS MSG IN THE REMARKS SECTION (BLK 26) ON DD FORM 1351-2 (TRAVEL VOUCHER) IN LIEU OF CITING IT ON THE ACTUAL TRAVEL ORDER.

5. INSTALLATIONS MARKED WITH "\*\*\*" - ALTHOUGH THESE INSTALLATIONS HAVE NO OFFICIAL TRAVEL LODGING, THEY DO HAVE UNOFFICIAL LODGING OR PRIVATELY OWNED LODGING ON POST THAT MAY BE OCCUPIED BY OFFICIAL TRAVELERS IF SPACE IS AVAILABLE. RESERVATION INFORMATION FOR PRIVATELY OWNED LODGING AT [HTTP://WWW.IHGARMYHOTELS.COM/PAL/EN/US/HOME](http://www.ihgarmyhotels.com/pal/en/us/home)

6. NO QUARTERS AND NO DINING. THE FOLLOWING INSTALLATIONS AND U.S. ARMY RESERVE/NATIONAL GUARD ENCLAVES DO NOT HAVE ADEQUATE OFFICIAL TRAVEL GOVERNMENT QUARTERS OR DINING FACILITIES. NONAVAILABILITY CONTROL NUMBERS ARE NOT REQUIRED FOR THESE LOCATIONS.

ALABAMA AAP, AL  
ANNISTON AD, AL  
BADGER AAP, WI  
CAMP ATTERBURY, IN\*\*  
CAMP NAVAJO, AZ  
CHARLES MELVIN PRICE SUPPORT CENTER, IL  
CORNHUSKER AP, NE  
CRANE AAP, IN  
DETROIT ARSENAL, MI  
DEVENS RFTA, MA  
ETHAN ALLEN FR, VT  
FT A.P. HILL, VA\*\*  
FT BUCHANAN, PR\*\*  
FT DETRICK, MD  
FT LEAVENWORTH, KS\*\*  
FT RUCKER, AL\*\*  
FT SHAFTER, HI\*\*

FT TOTTEN, NY  
FT WINGATE DA, NM  
FT MCPHERSON, GA  
FT MONMOUTH, NJ  
FT MONROE, VA  
HARRY DIAMOND LABS, MD  
HAWTHORNE AAP, NV  
HAYS AAP, PA  
HOLSTON AAP, TN  
INDIANA AAP, IN  
IOWA AAP, IA  
JEFFERSON PG, IN  
JOLIET AAP, IL  
KANSAS AAP, KS  
KEWEENAW RC, MI  
LAKE CITY AAP, MO  
LEXINGTON - BLUEGRASS AD, KY  
LIMA ARMY TANK CENTER, OH  
LONE STAR AAP, TX  
LONGHORN AAP, TX  
LOUISIANA AAP, LA  
MCALESTER AAP, OK  
MILAN AAP, TN  
MILITARY OCEAN TERMINAL - SUNNYPPOINT, NC  
MISSISSIPPI AAP, MS  
NEWPORT AAP, IN  
PHOSPHATE DEVELOPMENT WORKS, AL  
PICATINNY ARSENAL, NJ  
PINE BLUFF ARSENAL, AR\*\*  
POHAKULA TRAINING CENTER, HI  
PONTIAC STORAGE FACILITY, MI  
PRESIDIO OF SAN FRANCISCO, CA  
PUEBLO AD, CO\*\*  
RADFORD AAP, VA  
RAVENNA AAP, OH  
RED RIVER ARMY DEPOT, TX  
RIVERBANK AAP, CA  
ROCK ISLAND ARSENAL, IL  
ROCKY MOUNTAIN ARSENAL, CO  
SAGINAW AIRCRAFT PLANT, TX  
SAVANNA AD, IL  
SCRANTON AAP, PA  
SENECA AD, NY  
SIERRA ARMY DEPOT, CA\*\*  
STRATFORD ARMY ENGINEER PLANT, CT  
SUNFLOWER AAP, KS  
TANK AUTOMOTIVE AND ARMAMENT COMMAND, MI

TARHEEL AMP, NC  
TOBYHANNA AD, PA  
TOOELE AD, UT\*\*  
TRIPLER ARMY MEDICAL CENTER, HI\*\*  
TWIN CITIES AAP, MN  
UMATILLA AD, OR  
US ARMY GARRISON SELFRIDGE, MI  
VINT HILL FARMS STATION, VA  
VOLUNTEER AAP, TN  
WATERVLIET ARSENAL, NY  
YUMA PROVING GROUNDS, AZ\*\*

254TH BSB, SCHINNEN, NLD  
AMBERG, DEU  
CAMP HIALEAH, KOR  
DEXHEIM, DEU  
GARMISCH, DEU  
GENERAL SUPPORT CENTER, LUX  
HARDY BARRACKS, JPN\*\*  
HOHERBORGEN, DEU  
KURE, JPN\*\*  
OBER RAMSTADT AS ACTIVITY, DEU  
PIRMASENS, DEU  
PUSAN (BUSAN) SUPPORT FACILITY, KOR  
RAF HYTHE, ENG  
RHEINDALEN, DEU  
RHQ AFNORTH, NLD  
WORMS, DEU

7. DINING AVAILABLE AND NO QUARTERS. THE FOLLOWING  
INSTALLATIONS HAVE DINING FACILITIES BUT NO ADEQUATE OFFICIAL  
TRAVEL GOVERNMENT QUARTERS. NONAVAILABILITY CONTROL NUMBERS FOR  
QUARTERS ARE NOT REQUIRED FOR TRAVEL TO THESE INSTALLATIONS.

FT. HOOD, TX\*\*  
FT. MYER, VA\*\*  
FT MCNAIR, VA\*\*  
FT. POLK, LA\*\*  
FT. RILEY, KS\*\*  
FT. SAM HOUSTON, TX\*\*  
FT. SILL, OK\*\*  
FT STORY, VA\*\*  
FT BELVOIR, VA\*\*  
FT BLISS, TX\*\*  
FT CAMPBELL, KY\*\*  
FT GILLEM, GA  
FT GORDON, GA\*\*

FT HAMILTON, NY\*\*  
FT HUACHUCA, AZ\*\*  
FT KNOX, KY\*\*  
FT LEONARD WOOD, MO\*\*  
FT WAINWRIGHT, AK\*\*  
WALTER REED NATIONAL MILITARY MEDICAL CENTER, MD  
WHITE SANDS MISSILE RANGE, NM\*\*  
NATICK RESEARCH DEV. & ENG. CENTER, MA

BABENHAUSEN, DEU  
ROBINSON BARRACKS, DEU  
ILLESHEIM, DEU  
MIESAU AD, DEU  
NATO HEADQUARTERS, BEL  
NATO SUPPORT ACTIVITY, BEL  
CAMP EAGLE, KOR  
CAMP LONG, KOR  
CAMP PAGE, KOR  
CAMP RED CLOUD, KOR  
YONGSAN ARMY GARRISON, KOR

8. QUARTERS AVAILABLE AND NO DINING. THE FOLLOWING INSTALLATIONS HAVE ADEQUATE OFFICIAL TRAVEL GOVERNMENT QUARTERS BUT NO DINING FACILITIES AVAILABLE TO THE TRAVELER. OFFICIAL TRAVELERS TO THE FOLLOWING INSTALLATIONS ARE REQUIRED TO OBTAIN A NONAVAILABILITY CONTROL NUMBER IN ORDER TO OBTAIN REIMBURSEMENT UP TO THE LOCALITY PER DIEM RATE FOR LODGING (QUARTERS).

CARLISLE BARRACKS, PA  
FT JACKSON, SC  
FT LEE, VA  
CHARLOTTESVILLE, VA - THE JUDGE ADVOCATE GENERAL'S LEGAL CENTER AND SCHOOL  
CHIEVRES AIRBASE/CASERNE DAUMERIE, BEL  
PANZER KASERNE, DEU  
KELLEY BARRACKS, DEU

9. CONTRACTED COMMERCIAL HOTELS AT DISCOUNTED RATES OFF OF PER DIEM ARE AVAILABLE SUPPORTING MILITARY INSTALLATIONS THROUGH THE LODGING SUCCESS PROGRAM (LSP) ([WWW.LODGINGSUCCESS.COM](http://WWW.LODGINGSUCCESS.COM)). TRAVELERS TO THE BELOW AREAS ARE ENCOURAGED TO CALL THE ARMY'S CENTRAL RESERVATION CENTER (CRC) AT 1-866-DoD-LSP1 (1-866-363-5771) FOR LODGING RESERVATIONS.

BALTIMORE, MD (FT MEADE)  
HAMPTON/NEWPORT NEWS, VA (FT MONROE)  
LANGLEY AFB)  
HUNTSVILLE, AL (REDSTONE ARSENAL)

MIAMI, FL (HQ, SOUTHCOM)  
NATIONAL CAPITAL REGION-NORTHERN VIRGINIA (FT BELVOIR,  
FT MYER, FT MCNAIR, PENTAGON, CRYSTAL CITY, ARLINGTON,  
ALEXANDRIA, ROSSLYN)  
PETERSBURG, VA (FT LEE)  
THE JUDGE ADVOCATE GENERAL'S LEGAL CENTER AND SCHOOL  
(CHARLOTTESVILLE, VA)

10. INSTALLATIONS WILL NOTIFY IMCOM G-9 FAMILY AND MWR-HP (THROUGH APPROPRIATE REGION/IMCOM) OF ANY CHANGES IN THE AVAILABILITY OF OFFICAL TRAVEL GOVERNMENT QUARTERS OR DINING FACILITIES. ALL CHANGES TO THIS MSG WILL BE DISSEMINATED BY IMCOM G-9 FAMILY AND MWR-HP.

11. POINTS OF CONTACT FOR THIS ACTION ARE: LTC RODRIGUEZ-TORRES (ENTITLEMENTS), ARMY G-1, COM (703) 692-6889; SHEILA MELTON (DFAS/FINANCE INQUIRIES), DFAS, DSN 699-5372/6094, COM (317) 510-5372 (FINANCE INQUIRIES). LIANE MEURET (ARMY LODGING AND LSP), IMCOM G-9, FAMILY AND MWR-HP, DSN 357-3231, COM (253) 967-3231; WILLIAM KING (DFAC), ARMY G-4, DSN 224-0875, COM (703) 614-0875, AND MARY ELLEN MCCRILLIS, G/3/5/7, COM (703) 614-9702.

12. THIS MESSAGE SUPERSEDES ALL PREVIOUS MESSAGES ON THIS SUBJECT. THIS INFORMATION, AS WELL AS UPDATED LSP LOCATIONS, WILL BE POSTED ON THE OFFICIAL MWR WEBSITE AT [WWW.ARMYMWR.COM/TRAVEL/LODGING/](http://WWW.ARMYMWR.COM/TRAVEL/LODGING/) AND [WWW.LODGINGSUCCESS.COM](http://WWW.LODGINGSUCCESS.COM).

13. EXPIRATION DATE CANNOT BE DETERMINED.

# DoD PREFERRED COMMERCIAL LODGING PROGRAMS

## OVERVIEW

DoD preferred commercial lodging programs provide high-quality lodging options at or below the per diem rate. The programs available to DoD travelers are managed by the General Services Administration (GSA) and the Military Services. Military Travelers going TDY to military installations must check DoD Lodging availability before making other accommodations. Civilians are encouraged to use DoD Lodging when available.

## NAVY ELITE

The Navy Elite Lodging Program offers hotels with rates that are at or below the local per diem rate for lodging and are U.S. Government Safety/Fire approved. In general, all locations are within a 5-mile radius or a 15-minute driving distance during rush hour to the DoD facility of assignment. There are no deposits required, hotels offer same day cancellation policies, and may include additional amenities. The Navy Elite program is operated by CWTSatoTravel as part of their Navy travel service contracts. Navy travelers can contact their CWTSatoTravel agent for reservations.

## LODGING SUCCESS PROGRAM

The Lodging Success Program (LSP) provides DoD official travelers with quality commercial hotels when installation lodging is unavailable. On average, room rates are 20% below per diem. LSP hotels meet minimum mandatory quality and security requirements and are Federal Emergency Management Agency (FEMA) safety compliant. LSP hotel capabilities vary by location supporting full service, limited service, extended stays, and meeting/conference requirements. Additional program information is available at: [http://www.armymwr.com/travel/lodging/lodging\\_success.aspx](http://www.armymwr.com/travel/lodging/lodging_success.aspx) or phone: 866-363-5771 (866-DoD-LSP1).

- National Capital Region
- Fort Belvoir, VA
- Fort Lee, VA
- Charlottesville, VA
- Fort Meade, MD
- Redstone Arsenal, AL

## DTS Processing Procedures for Lodging

- Lodging must be reserved as outlined, and the adjusted cost information must be entered into the Per Diem Entitlements screen of your DTS travel authorization.
- For additional information on entering the lodging costs into DTS, see Section 2.7.3.1 of the DTS Document Processing Manual at [https://www.defensetravel.dod.mil/Docs/Training/DP\\_2.pdf](https://www.defensetravel.dod.mil/Docs/Training/DP_2.pdf)

## DoD Lodging



Access DoD Lodging through the DTS homepage, by clicking the DoD Lodging link

\*Information current as of 4/2012



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*The DoD Center for Travel Excellence*

[www.defensetravel.dod.mil](http://www.defensetravel.dod.mil)

## FEDROOMS®

DoD travelers are permitted to use the General Services Administration (GSA) FedRooms® program. FedRooms® offers specially negotiated federal government hotel rates at or below per diem. The program offers benefits to travelers such as no early check-out fees, no deposits, no hidden fees and travelers can cancel a reservation until 4pm on the day of arrival without penalty. For more information on GSA FedRooms® log on to: <http://www.gsa.gov/portal/content/105396> or <http://www.fedrooms.com>. To obtain these benefits, you must reserve the room with the FedRooms® rate – not a government rate.

The Defense Travel System (DTS) displays FedRooms® properties in the lodging display and rooms may be booked for DoD organizations.

## PRIVATIZED ARMY LODGING

The Privatized Army Lodging (PAL) program is a partnership between the Army and private industry to improve the condition of on-post lodging facilities and provide for their long-term sustainment. The Army has initiated the program at 22 installations. Hotel rates at the converted facilities are below per diem for official travel. Government lodging converted to PAL will be developed into full service hotels and are no longer considered government lodging, making them exempt from travel regulations requiring statements of non-availability. Reservations can be booked at [www.ihgarmyhotels.com](http://www.ihgarmyhotels.com) or by calling 1-877-711-TEAM (1-877-711-8326).

## LONG TERM LODGING

If a traveler is to be TDY at one location for more than 30 days, lodging reservations should be made on a weekly, monthly, or other long-term basis if possible. Companies offering long term lodging arrangements under a General Services Administration (GSA) Schedule can be found at <http://www.gsa.gov/corporatehousing>. These facilities are typically in an apartment or condominium type property and may be furnished with all the amenities of a home.

In addition to the properties offered by GSA, selected properties in the LSP may also offer long term rentals. If you need assistance booking these properties, contact your organization's supporting commercial travel office.



\*Information current as of 4/2012.



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[www.defensetravel.dod.mil](http://www.defensetravel.dod.mil)

CLASS	NAME	LOCATION	SPONSOR	S-1 FOC	DTS FOC	DTS PHONE
A1613B1	CONSTRUCTION EQUIPMENT REPAIRER	FORT LEONARD WOOD, MO	MARDET USMC	MSGT KIRBY WILLIAM 573-596-2402 CWO4 ROBERT WALLACE 573-596-6986	SGT LIA QUIROSRODRIGUEZ	573-596-1044/4814
A1613E1	ENGINEER EQUIPMENT CHIEF (USMC)	FORT LEONARD WOOD, MO	MARDET USMC	MSGT KIRBY WILLIAM 573-596-2402 CWO4 ROBERT WALLACE 573-596-6986	SGT LIA QUIROSRODRIGUEZ	573-596-1044/4814
A1613F1	ENGINEER EQUIPMENT OPERATOR	FORT LEONARD WOOD, MO	MARDET USMC	MSGT KIRBY WILLIAM 573-596-2402 CWO4 ROBERT WALLACE 573-596-6986	SGT LIA QUIROSRODRIGUEZ	573-596-1044/4814
A16ACN1	ENGINEER EQUIPMENT OFFICER (USMC)	FORT LEONARD WOOD, MO	MARDET USMC	MSGT KIRBY WILLIAM 573-596-2402 CWO4 ROBERT WALLACE 573-596-6986	SGT LIA QUIROSRODRIGUEZ	573-596-1044/4814
A16ACU1	ENGINEER EQUIPMENT MECHANIC NCO (USMC)	FORT LEONARD WOOD, MO	MARDET USMC	MSGT KIRBY WILLIAM 573-596-2402 CWO4 ROBERT WALLACE 573-596-6986	SGT LIA QUIROSRODRIGUEZ	573-596-1044/4814
A16ACX1	ENGINEER EQUIPMENT OPERATOR NCO COURSE	FORT LEONARD WOOD, MO	MARDET USMC	MSGT KIRBY WILLIAM 573-596-2402 CWO4 ROBERT WALLACE 573-596-6986	SGT LIA QUIROSRODRIGUEZ	573-596-1044/4814
A16C091	SEMITRAILER REFUELER OPERATOR (USMC)	FORT LEONARD WOOD, MO	MARDET USMC	MSGT KIRBY WILLIAM 573-596-2402 CWO4 ROBERT WALLACE 573-596-6986	SGT LIA QUIROSRODRIGUEZ	573-596-1044/4814
A16CAJ1	VEHICLE RECOVERY (USMC)	FORT LEONARD WOOD, MO	MARDET USMC	MSGT KIRBY WILLIAM 573-596-2402 CWO4 ROBERT WALLACE 573-596-6986	SGT LIA QUIROSRODRIGUEZ	573-596-1044/4814
A16EAV1	ENGINEER ASSISTANT CHIEFS COURSE	FORT LEONARD WOOD, MO	MARDET USMC	MSGT KIRBY WILLIAM 573-596-2402 CWO4 ROBERT WALLACE 573-596-6986	SGT LIA QUIROSRODRIGUEZ	573-596-1044/4814
A16H5A3	NON-LETHAL WEAPONS INSTRUCTOR	FORT LEONARD WOOD, MO	MARDET USMC	MSGT KIRBY WILLIAM 573-596-2402 CWO4 ROBERT WALLACE 573-596-6986	SGT LIA QUIROSRODRIGUEZ	573-596-1044/4814
A16T3B4	CHEMICAL, BIOLOGICAL, RADIOLOGICAL AND NUCLEAR (CBRN) SPECIALIST BASIC (USMC)	FORT LEONARD WOOD, MO	MARDET USMC	MSGT KIRBY WILLIAM 573-596-2402 CWO4 ROBERT WALLACE 573-596-6986	SGT LIA QUIROSRODRIGUEZ	573-596-1044/4814
A16KJK4	CHEMICAL, BIOLOGICAL, RADIOLOGICAL AND NUCLEAR (CBRN) PLANNER (USMC)	FORT LEONARD WOOD, MO	MARDET USMC	MSGT KIRBY WILLIAM 573-596-2402 CWO4 ROBERT WALLACE 573-596-6986	SGT LIA QUIROSRODRIGUEZ	573-596-1044/4814
A16EG14	ITRO CHEMICAL, BIOLOGICAL, RADIOLOGICAL AND NUCLEAR (CBRN) BASIC WARRANT OFFICER	FORT LEONARD WOOD, MO	MARDET USMC	MSGT KIRBY WILLIAM 573-596-2402 CWO4 ROBERT WALLACE 573-596-6986	SGT LIA QUIROSRODRIGUEZ	573-596-1044/4814

CID	Name	Location	SPONSOR	S-1 POC	DTS POC
AL60LD3	CID SPECIAL AGENT	FORT LEONARD WOOD, MO	USA	B CO - 701st BN - DSN 581-4195 Comm 573-596-4195.	
AL658J3	MILITARY POLICE INVESTIGATOR	FORT LEONARD WOOD, MO	USA	B CO - 701st BN - DSN 581-4195 Comm 573-596-4195.	
AL658K3	MILITARY POLICE BASIC OFFICER LEADER-BRANCH	FORT LEONARD WOOD, MO	USA	B CO - 701st BN - DSN 581-4195 Comm 573-596-4195.	
AL68LP3	CONVENTIONAL PHYSICAL SECURITY/CRIME PREVENTION	FORT LEONARD WOOD, MO	USA	B CO - 701st BN - DSN 581-4195 Comm 573-596-4195.	
AL68H13	ANTITERRORISM OFFICER BASIC (ATOBC)	FORT LEONARD WOOD, MO	USA	B CO - 701st BN - DSN 581-4195 Comm 573-596-4195.	
AL68HS3	ANTITERRORISM OFFICER ADVANCED (ATOAC)	FORT LEONARD WOOD, MO	USA	B CO - 701st BN - DSN 581-4195 Comm 573-596-4195.	
AL6KH23	CRIME AND CRIMINAL INTELLIGENCE ANALYSTS (CCCIAC)	FORT LEONARD WOOD, MO	USA	B CO - 701st BN - DSN 581-4195 Comm 573-596-4195.	
AL6M9K3	ANTITERRORISM EVAS DRIVING - STAFF DRIVERS	FORT LEONARD WOOD, MO	USA	B CO - 701st BN - DSN 581-4195 Comm 573-596-4195.	
AL6MTT3	SPECIAL REACTION TEAM MARKSMAN OBSERVER, (PHASE 2)	FORT LEONARD WOOD, MO	USA	B CO - 701st BN - DSN 581-4195 Comm 573-596-4195.	
AL6MQF3	CHILD ABUSE PREVENTION INVESTIGATIVE TECH	FORT LEONARD WOOD, MO	USA	B CO - 701st BN - DSN 581-4195 Comm 573-596-4195.	
AL6MQH3	PROTECTIVE SVCS TNG & ANTITERRORISM DRIVING	FORT LEONARD WOOD, MO	USA	B CO - 701st BN - DSN 581-4195 Comm 573-596-4195.	
AL6MRK3	SPECIAL REACTION TEAM (SRT), (PHASE 1)	FORT LEONARD WOOD, MO	USA	B CO - 701st BN - DSN 581-4195 Comm 573-596-4195.	
AL6MUD3	DOMESTIC VIOLENCE INTERVENTION TECHNIQUES	FORT LEONARD WOOD, MO	USA	B CO - 701st BN - DSN 581-4195 Comm 573-596-4195.	
AL68114	TECHNICAL ESCORT	FORT LEONARD WOOD, MO	USA	Army POC (Administrative Assistant, Incident Response Training Department, 573-596-1308. (DSN: 581)	USMC POC: (573) 596-0684 (DSN: 581)
AL6CBR4	CBRN RESPONDER	FORT LEONARD WOOD, MO	USA	Army POC (Administrative Assistant, Incident Response Training Department, 573-596-1308. (DSN: 581)	USMC POC: (573) 596-0684 (DSN: 581)
AL6NAJ4	CBRN CAPTAINS CAREER	FORT LEONARD WOOD, MO	USA	Army POC (Officer Training Department): (573) 596-0131 Ext 67721/7719. (DSN: 581)	USMC POC: (573) 596-0734 (DSN: 581)

**Non-availability Notification for class dates.**

Need help with your reservation? Chat Online with an agent

We are sorry, the dates you selected are not available for an on-post hotel at the installation you selected. Please see below for a listing of our hotels in the surrounding area.

VIEW MAP

Sort by Brand Currency USD

Displaying 1 - 1 of 1 hotels

4 Previous | Next

Add to Favorites

CHECK RATES

Holiday Inn Express Hotel & Suites - Saint Robert - Leeward Wood

605 Highway Z  
St. Robert, MO, United States  
5.55 mi (8.96 km) from destination

Hotel Reservations : 1 888 HOLIDAY (1 888 465 4329)  
Hotel Front Desk : 1-573-3382289

Free Internet  
Free Breakfast

VIEW HOTEL INFORMATION

Sort by Brand

Displaying 1 - 1 of 1 Hotels

Foreign currency conversions are for guidance only, as exchange rates may fluctuate. All reservations must be paid in the local currency specified by the hotel. The hotels guarantee only the currency confirmed at the time of the reservation.

**Refers the traveler To a partner hotel Within the local Economy.**

**Hotel Search Results**

**EXAMPLE:**

This page should be printed by the traveler and uploaded into DTS as a SNA on the front end of the DTS process.

The traveler reports to FLW S-1 where we can view this page and then provide an actual SNA on command letter head.

Modify Your Search

Destination: Fort Leavenworth - MO  
*Looking for another US Army installation?*

Check In: Sep-21-2013  
Check Out: Oct-31-2013

Adults: 1 Children: 0 Rooms: 1

Travel Type:  Official  Unofficial

Official Travel Is:  TDY  PCS  DYO  Other

Group Code

HOLIDAY SEARCH

From the main gate - Missouri RD turns into constitution Ave..



Marine Detachment HQ  
686 Minnesota Ave

