

Institutional Training Directed Lodging and Meal Policy Handbook



Office of the Deputy Chief of Staff, G-3/5/7
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Chapter 1 Introduction

1-1. Purpose

This handbook updates roles, operational policies and standard administrative procedures for centrally funded services (lodging and directed meals) at designated resident training sites Centers of Excellence (COE) and Schools. The handbook also delineates policy for transportation services contracted by the U.S. Army Sustainment Command at resident training locations on behalf of the Army National Guard (ARNG) or United States Army Reserve (USAR) and appropriate funding responsibility.

1-2. Background

a. In addition to this publication, Department of Army messages are issued to the field detailing specific guidance in the execution of training travel orders by the order-issuing official and guidance in the execution of service support to Army students at Army resident training sites. The Deputy Chief of Staff (DCS), G-3/5/7 training travel policy guidance for applicable training sites is located at <https://www.g357.army.pentagon.mil/tr/tri/ittg/default.aspx>.

b. This handbook was compiled by a Headquarters, Department of the Army (HQDA) process action team with members drawn from the Assistant Secretary of the Army (Financial Management and Comptroller) (ASA FM&C), Assistant Secretary of the Army (Installations, Energy and Environment) (ASA IEE), DCS, G-4, Assistant Chief of Staff for Installation Management (ACSIM), U.S. Army Training and Doctrine Command (TRADOC), U.S. Army Medical Command (MEDCOM), U.S. Army Corps of Engineers (USACE) and U.S. Army Material Command/U.S. Army Sustainment Command (USAMC/USASC).

c. The proponent for this handbook is the Director of Training, DCS, G-3/5/7. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to HQDA, DCS, G-3/5/7, ATTN: DAMO-TRI, 450 Army Pentagon, Washington, DC 20310-0450. This publication is not intended to be all inclusive. This document does not delineate the business rules for institutional training management, temporary duty travel, training travel order preparation or funding to attend training.

d. Privatization of Army Lodging (PAL) is authorized by the Military Housing Privatization Initiative legislation 10 U.S.C. 2878. Under PAL, a private sector Company operates, manages and maintains on-post lodging. The private sector Company, Rest Easy, LLC with hotel operations by the InterContinental Hotels Group (IHG), will centrally invoice students attending Institutional Training on installations participating in the PAL Program in accordance with the terms of In-License (or other agreements)

negotiated between the Army and the Company. There is a separate In-License agreement and associated funding for each Army component (Active Duty, USAR and ARNG). The COE/School G-3/5/7 (also known as the Schoolhouse Validation Authority (SVA) in this document) has an active role in the forecasting, reservation and validation of student invoices, and must interact with the private sector company (also known as the IHG Army Hotel Group Coordinator (GC) and with the program executor, USACE, for successful program execution.

1-3. Scope

a. The centralized funding of Soldier's lodging and selected meals is applicable to Regular Army, ARNG and USAR Soldiers attending selected courses of instruction at Army institutions in a temporary duty (TDY), annual training (AT) or active duty for training (ADT) status.

b. This handbook provides policy and administrative processes for directed lodging and meal services for Soldiers attending institutional training funded by the DCS, G-3/5/7, Director, Army National Guard and Chief, Army Reserve. This funding policy does not apply to Soldiers attending training at home station, in a permanent duty status, enlisted Soldiers attending their Initial Military Training (Basic Combat Training, Advanced Individual Training or One Station Unit Training or follow-on training), Soldiers mobilized to support contingency operations or temporary duty travel for training programmed and funded outside of the DCS, G-37/Training Directorate.

c. As the proponent for Army training, the DCS, G-3/5/7 is accountable and acts as the fiscal steward for training funds and sets the policy governing their use. This handbook does not address unique circumstances that may arise during execution at Army training sites. Support service issues that may arise during mission execution that cannot be resolved locally between the training activity and local service representatives will be forwarded to USACE for lodging issues and USASC for dining facility service issues for resolution. Those issues that cannot be resolved at the intermediate level will be referred to HQDA ACSIM (DAIM-IS) or DCS, G-4 (DALO-SUF) for Army staff review, coordination and resolution.

1-4. References. Required and related publications, prescribed and referenced forms are listed in Appendix A.

1-5. Responsibilities

a. Office of the Assistant Secretary of the Army, Financial Management and Comptroller

(1) Provide overall policy for management of appropriated funds.

(2) Issues funding to HQDA, Army Commands (ACOMs), Army Service Components (ASCCs), Direct Reporting Units (DRUs) and selected Combatant Commands (COCOMs) subject to availability of funds and in accordance with approved funding targets.

(3) Facilitate the transfer of funds between HQDA, ACOMs, ASCC's, DRUs and selected COCOMs per the request of the DCS, G-3/5/7.

(4) Serve as the Army's functional liaison to Defense Finance and Accounting Service (DFAS), to communicate and coordinate financial management issues, including payment and reimbursement issues.

b. Office of the Assistant Secretary of the Army, Installations, Energy and Environment

(1) Provide policy and program direction for housing programs.

(2) Manage real estate and housing programs such as the Residential Communities Initiative and PAL Program.

c. Office of the Deputy Chief of Staff, G-3/5/7

(1) Serve as the functional proponent for Army training policy and guidance.

(2) Serve as the Army staff proponent for Institutional training travel policy and procedures.

(3) Provide policy and management oversight for Institutional Training directed lodging and meals.

(4) Issue course priority placement of Soldiers into Privatization of Army Lodging.

(5) Directs the training portion of the Operation Maintenance Army (OMA) program and budget.

d. Office of the Deputy Chief of Staff, G-4

(1) Serve as the functional proponent for The Army Food Program.

(2) Prescribe principal policies, responsibilities and standards for the implementation and management of Army subsistence and food service programs.

(3) Plan, programs and budgets resources for dining facility operations,

equipment replacement and dining facility décor and equipment costs for Military Construction Army (MCA) projects.

e. Office of the Assistant Chief of Staff for Installation Management

- (1) Proponent for Service-Based Costing structure.
- (2) Proponent for management, acquisition and use of motor vehicles.
- (3) Exercise Army Staff supervision over Army housing (barracks and PAL).
- (4) Plan, programs and budgets for Base Operations Support (BOS) and Sustainment, Restoration and Modernization (SRM) requirements.

f. Director of the Army National Guard (Dir, ARNG)/States and Territory Army National Guard

- (1) Fund student pay, travel and per diem to attend training.
- (2) Issue appropriate training travel orders (e.g., AT (in lieu of ADT), ADT or TDY).
- (3) Ensure subordinate commands/Soldiers are aware of and understand the Institutional Training directed lodging and meal policy and authorized/approved travel entitlements.
- (4) Issue ARNG training support funds through the General Fund Enterprise Business System (GFEBS) with instructions to use the funds to support ARNG resident student lodging and directed meal requirements. Initial Funding Authorization Document (FAD) should be received by USACE not later than 5 October each year and USASC not later than 30 October each year. Quarterly FADs are due not later than (NLT) the 15th of January, March and July.
- (5) Fund associated lodging, meals, and transportation costs, as applicable, for Soldiers attending courses under the purview of the ARNG Schools conducted at Army resident training locations.
- (6) Reconcile expended amounts used from each installation at the end of each quarter. As necessary, adjust the next quarter's Military Interdepartmental Purchase Request (MIPR) to meet revised projections of usage.
- (7) Coordinate funding discrepancies directly with the USACE AND USASC.

g. Office of the Chief Army Reserve (OCAR)/US Army Reserve Command (USARC).

- (1) Fund student pay, travel, and per diem.
- (2) Issue appropriate training travel orders (e.g., AT (in lieu of ADT), ADT or TDY).
- (3) Ensure subordinate commands/Soldiers are aware of and understand the Institutional Training Directed Lodging and Meal (ITDLM) policy and authorized/approved travel entitlements.
- (4) Issue USAR training support funds through GFEBS with instructions to use the funds to support USAR resident student lodging and directed meal requirements. Initial FAD should be received by USACE not later 5 October of each year and USASC no later than 30 October each year. Quarterly FADs are due NLT the 15th of January, March and July.
- (5) Fund associated lodging, meals, and transportation costs, as applicable to support Soldiers attending courses under the purview of the USAR Schools and conducted at Army resident training locations.
- (6) Reconcile expended amounts used from each installation at the end of each quarter. As necessary, adjust the next quarter's FADs to meet revised cost projections of usage.
- (7) Coordinate funding discrepancies directly with USACE and USASC.

h. U.S. Army Corps of Engineers (USACE)/U.S. Army Corps of Engineers, Norfolk District

- (1) Execute the PAL Institutional Training In-license Program.
- (2) Represents the interests of HQDA, DCS, G-3/5/7, USARC and Dir, ARNG in providing PAL for Soldiers attending Institutional Training.
- (3) Negotiate, prepares, coordinates and supports the execution of legal instruments to support the Army's use of PAL for students attending training.
- (4) Coordinate projected lodging requirements and program funding with Army and private sector organizations.
- (5) Ensure adequate funding is available to issue Government Orders to IHG Army Hotels and monitors funding levels to ensure program continuity, securing additional funds from Army organizations, as required.
- (6) Prepare final validation authorizing payment of weekly invoices submitted by IHG Army Hotels and reviewed/approved by location schoolhouses.

(7) Oversees payment process.

i. U.S. Army Materiel Command/U.S. Army Sustainment Command:

(1) Determine capability of installation Dining Facilities (DFAC) to support students.

(2) Responsible for tracking ITDLM headcount.

(3) Provide quarterly execution reports, by location, to HQDA, ODCS, G-37/ Training Directorate and Reserve Components (USARC and Dir, ARNG).

(4) Monitor expenditures allocated by the Army to support directed meals consumed.

(5) Execute funds to support ITDLM students based on the standard Department of Defense (DoD) Meal Rate.

(6) Incorporate ITDLM Policy requirements in Command Inspection Program.

j. Headquarters, Department of the Army, Army Commands, Army Service Component Commands, Direct Reporting Units and selected COCOMs

(1) Ensure subordinate commands/organizations are aware of directed government housing (barracks and/or lodging) and meals for training at selected resident service schools. Guidance can be found at <https://g357.army.pentagon.mil/tr/tri/ittg/default.aspx>.

(2) Execute travel, if appropriate and authorized per diem authorizations to support Soldiers attendance to institutional training.

(3) Ensure subordinate commands/Soldiers are aware of and understand the ITDLM policy and authorized/approved travel entitlements.

(4) Ensure appropriate financial management travel accounts are used to support TDY, AT (in lieu of ADT), ADT to attend Institutional Training.

(5) Randomly sample TDY settlement vouchers for Soldiers attending Institutional Training to verify Soldiers were correctly reimbursed per diem for meals not centrally funded by the Government during their training attendance. If discrepancies are found, take appropriate action.

(6) Incorporate ITDLM Policy requirements in Command Inspection Program.

(7) Monitor training travel obligations and expenses ensuring obligations and reimbursements are within tolerance. Those outside of desired funding tolerance will be reviewed and appropriate action taken.

k. Army Training Commands/Centers of Excellence/Schools

(1) Ensure subordinate organizations are aware of the ITDLM policy.

(2) Maintain liaison with the local service provider in support of the Army's Institutional Training mission.

(3) Ensure class representative briefs ITDLM Policy as part of class in-processing outlining requirement for meal cards and use of on-post housing (barracks or lodging), as appropriate.

(4) Ensure course/class representative notify Schoolhouse Validation Authority (SVA), in writing (e-mail is acceptable) when students are dismissed early or are flagged (i.e., class recycles, medical or Uniform Code of Military Justice (UCMJ) actions, etc.) for required action.

(5) Ensure meal cards are issued to Soldiers during in-processing for those served in dining facilities. Chapter 4 delineates subsistence policies and procedures.

(6) Ensure travel order discrepancies and/or required amendments, as appropriate, are referred to the order-issuing official for action. This includes Commander, Human Resources Command for those TDY en route, in conjunction with a PCS, if appropriate.

(7) Ensure subordinate organizations do not disseminate travel and per diem authorization information to students. Training activities will refer Soldier back to the order issuing official for any travel order clarification or for general information.

(8) Ensure directed government services are in concert with HQDA guidance for each training activity. Guidance can be found at <https://g357.army.pentagon.mil/tr/tri/ittg/default.aspx>.

(9) Ensure off-post lodging requirements authorized for centralized funding are supported through local appropriated fund contracts or blanket purchase agreements, as directed by HQDA, DCS, G-37/Training Directorate.

(10) Incorporate ITDLM Policy requirements in Command Inspection Program.

Chapter 2. On-Post Lodging Policies and Procedures

2-1. Lodging Policy

a. The PAL Institutional Training In-Licenses agreements will only authorize payment for student lodging for arrival on class report date and departure on class end date, with exceptions noted below. Notwithstanding the exceptions, students with orders that authorize arrival before class report date or departure after class end date are responsible for payment of lodging expenses and must seek reimbursement from their sending command or order-issuing official for expenses incurred.

b. Authorized exceptions to above policy, are as follows:

(1) When continuous TDY is directed. For example, follow on training not initially identified. Orders must be amended to support lodging costs.

(2) Class recycles based on medical holds, UCMJ, security clearance problems, class failures, etc. Orders must be amended to support lodging costs.

(3) Early arrival of officers called to immediate active duty to attend Basic Officer Leader Course-B (BOLC-B) unless in a PCS status.

(4) Overseas students may be authorized one night prior to class report date and one night after class end date in order to accommodate travel arrangements, as required.

(5) Students who are dismissed early from a course will be given one day, if required, to make required travel arrangements.

c. Dual-military personnel who elect to attend the same course/class are not authorized separate accommodations.

d. Class inputs without a valid ATRRS R reservation will not be covered under the centralized billing process (ITDLM). The soldiers lodging and meal expenses will be the sole responsibility of the sending command.

e. Deviations from referenced policy and the authorized exceptions to policy, as stated above, must be approved by respective component/funding sources (i.e., HQDA, DCS, G-37/TRI, OCAR/USARC and Dir, ARNG) before lodging expenses are charged to the individual components Institutional Training In-License agreement accounts. Deviations must be addressed through the USACE at pal-nao@usace.army.mil.

f. Soldiers on leave or administrative absence (pass) are not authorized central funding nor reimbursement for any lodging (on-post or off-post) expenses, to include

any fees assessed for standard daily service associated with retaining the room during the leave /pass period.

g. The IHG Army Hotel may agree, during holidays or other periods of recognized exodus and when prolonged vacancies are projected, to allow student occupants to encumber guest rooms for the purpose of storing personal belongings. The standard daily service fee will be the Soldier's responsibility and is not chargeable to the Government. The IHG Army Hotel will make a reservation for the Soldier's return date for those who check out of the hotel during leave/pass period. Central funding for room charge resumes when the Soldier checks back in on the authorized return date.

h. The SVA shall provide the IHG Army Hotel GC a list of those on leave and/or pass with number of days to ensure individual billing.

i. Soldiers who do not take authorized exodus leave/pass continue to be centrally funded and continue to report to duty as instructed by the school.

j. Soldiers are responsible for all ancillary charges incurred (e.g., phone calls, late check-out fees, etc.).

k. Students attending schools/courses that are not covered by the ITDLM centralized hotel billing process must seek lodging reimbursement from their sending command.

2-2. Centers of Excellence/Schools Lodging Support Requirements

a. The Centers of Excellence/ Schools G-3/5/7, SVA is responsible for providing the ATRRS generated Army TDY/ADT requirements to the IHG Army Hotel GC. In accordance with the In-Licenses, the government must provide a twelve-month projection to the local hotel annually in June for the upcoming training year. The IHG Army Hotel GC will notify the SVA in August for the upcoming Fiscal Year (FY) of any classes/students projections that cannot be immediately accommodated. Lodging projections will exclude requirements housed in barracks, PCS students, home station, civilians, other Services, Foreign Military and training activities/schools on the installation not authorized centralized lodging and meal payments.

b. Lodging projections will include the planned classes, the class schedules to include class report and class end dates, number of projected Army Institutional Training military requirements eligible for lodging and other information necessary for the IHG Army Hotel GC to reserve the projected number of rooms.

c. The SVA must periodically update the forecast and must notify the IHG Army Hotel when Training Requirements and Resource Arbitration Panel (TRAP) actions impact lodging (e.g., increases or decreases). Upon discovery or knowledge of larger changes (those affecting 10 or more rooms), the SVA must communicate in writing to the IHG Army Hotel GC all class schedule changes and cancellations generating

adjustments to the respective reservations as soon as possible.

d. The IHG Army Hotel GC will block rooms based on the forecast, subject to updates as required by the reservations process.

e. The IHG Army Hotel GC will advise the designated SVA of the possible requirement for off-post lodging based on rooms blocked/reserved on a monthly basis. The IHG Army GC will provide the final anticipated off-post room nights to the SVA seven working days before class report date. See Chapter 3 for Off-Post Policy and Procedures.

2-3. Lodging Reservations

a. Reservations are subject to the maximum funding amount stated on a Government Order issued for each component. The U.S. Army Corps of Engineers issues the Government Orders. The schoolhouse is required to take specific actions relating to reservations at 45, 17 and 7 days prior to class report date.

b. The SVA shall confirm the forecast for the number of rooms required for group reservations with the IHG Army Hotel GC forty-five (45) calendar days prior to any class report date. Class reservation data will include the following:

(1) Course title (see paragraph 2-2a for exclusions)

(2) Course number

(3) Class number

(4) Class report and class end date

(5) Student name, rank, component, last four of SSN or mutually agreed upon other identification number and e-mail address.

c. On or before seventeen (17) calendar days prior to the class report date, the respective SVA shall update the actual number of rooms required and student information identified above.

d. On or before seven (7) calendar days prior to the class report date, the respective SVA shall confirm the actual number of rooms reserved and finalize any changes to the information above.

e. The SVA must make every effort to communicate cancellations by 5:00 PM local time on the seventh calendar day in advance of the class report date. The Government is subject to a one-night cancellation charge for all cancellations that occur after 6:00 PM local time on the seventh (7th) calendar day in advance of the class

report date.

f. The IHG Army Hotel GC will provide the SVA with a list of Soldiers holding an IHG reservation who did not report to lodging. Information will be provided within 24 hours of scheduled class report date.

2-4. Lodging Invoicing and Validation

a. The IHG Army Hotel GC shall submit three (3) weekly invoices (one for the Regular Army, USAR and ARNG) to the SVA with a copy to the Norfolk District Corps of Engineers for every applicable billing cycle by noon Eastern Standard Time on the Tuesday immediately following the applicable billing cycle.

b. The invoice (Appendix A, Figure 1) will consist of an IHG Army Hotel System generated PDF file that may be accompanied by an Excel file containing supporting documentation and/or corrections. The invoice period is Sunday to Saturday night inclusive. The IHG Army Hotel invoice will include the following:

- (1) Course title
- (2) Class number
- (3) Class report date and class end date
- (4) Students name, component and last four of SSN

c. The SVA shall review all invoices and supporting documentation submitted by the IHG Army Hotel GC and provide results back to the IHG Army Hotel GC with a copy to USACE Norfolk District. The Schoolhouse SVA is responsible for ensuring that all charges on the invoice and associated correction sheets are valid. The review shall include but not be limited to:

(1) Confirmation that the student is attending the stated class for the specified invoice period and has not been released for academic, medical reasons, emergency leave, pass, etc.

(2) Student is correctly classified by component

(3) Students with early arrivals or late departures are in compliance with stated policy

(4) Charges for cancellations or no-shows are valid for the invoice period

d. The SVA shall provide specific corrections to the IHG Army Hotel GC with a copy to the USACE Norfolk District and provide a manual or electronic signature

indicating review of the invoice and associated manual corrections. The USACE Norfolk District will maintain a copy of the validation.

e. The SVA shall have up to seven (7) calendar days from receipt of the invoice to perform its responsibilities in the validation process, consisting of an audit of all the invoices and supporting documentation submitted by the IHG Army Hotel GC. Any requests by the SVA for any missing information from the IHG Army Hotel GC shall extend the seven (7) days period appropriately. Schoolhouse Validation Authority designated POCs are encouraged to submit validations in a timely manner to facilitate invoice processing and payment.

f. The invoice may be used to reconcile any errors found in the preceding billing cycles. Corrections are limited to the FY currently applicable to the In-License. Schoolhouse Validation Authorities are responsible for reviewing prior corrections. The USACE shall adjust the invoice payment accordingly.

2-5. Settlement of Lodging Account

a. Following schoolhouse validation, the USACE, Norfolk District shall conduct its review of the invoice, accept the invoice and initiate the payment process with the USACE Finance Center (Millington, TN).

b. Payment for no-show fees are authorized only when IHG Army Hotel cannot fill the room.

c. The USACE will track payments and room nights by component, by location.

2-6. U. S. Army Corps of Engineers Resource Management Policies and Procedures

a. Establish and maintain procedures to ensure upfront funds control including accounting for obligations by component and by training location.

b. Establish a Purchase Request and Commitment (PR&C) in the Corps of Engineers Financial Management System (CEFMS) for all funding documents received from each component.

c. Execute FADs from ABO, Dir, ARNG and USARC to cover projected quarterly expenses.

d. Upon receipt of funds, issue Government Orders to the private sector lodging provider.

e. Establish maximum room nights and invoice amounts consistent with funds available.

f. Obligate funds once the Government Order is executed. Issue amendments, as required.

g. Process weekly invoices upon receipt of complete/validated invoices.

h. Track weekly consumption and ensure sufficient funds are available with periodic funding reports to component points of contacts (POCs).

i. In the 4th quarter, forecast funding levels and coordinate the receipt of funding needed to cover expenses for the duration of the fiscal year.

j. Close out Regular Army, ARNG and USAR FADs not later than 90 days following payment of final invoices in a fiscal year.

Chapter 3. Off-Post Lodging Policies and Procedures

3-1. Lodging Policy

a. Soldiers will be assigned to any room within the IHG Army Hotel portfolio before the government initiates an Off-Post Lodging Voucher.

b. Authorization for off-post lodging contracts rests with HQDA, DCS, G-37/ Training Directorate, Institutional Training Division.

c. Based on training location, Soldiers attending training under the purview of ITDLM may be subject to assignment to off post government provided lodging. Recall to on- post government provided lodging is mandatory and not waivable. Soldiers who must be temporarily assigned to off-post contracted hotels will be recalled to on-post, by the government, when notified by IHG Army Hotel that on-post rooms are available. Soldiers assigned to off post commercial contract hotels will be issued an Off-Post Lodging Voucher signed by the SVA with the selected hotel identified. The Off-Post Lodging Voucher will be annotated to reflect that if on post rooms become available before designated recall date the Soldier is required to move accordingly.

d. The SVA will issue the Off-Post Lodging Voucher to IHG Army Hotel GC for final completion. As a part of the lodging check-in process, IHG Army Hotel will notify Soldiers, if required, if the hotel is full and they are being placed off-post by the Government. The Soldiers' recall date will be clearly annotated on the Off-Post Lodging Voucher by the IHG Army Hotel Group representative.

3-2. Lodging Support Requirements

a. The designated SVA will complete and issue all off-post lodging vouchers to the IHG Army Hotel GC within three working days of class report date. If rooms are

available on report date the IHG Army Hotel GC shall provide Soldiers with an IHG Army Hotel room and not issue the off-post lodging vouchers.

b. The IHG Army Hotel GC has the authority to modify initial recall date based on revised/current room availability. All off-post hotel vouchers not issued and/or when recall date is modified will be marked, as appropriate, and returned to the SVA on a daily basis for required action.

c. During check-in, Soldiers who must be lodged off-post will be advised of their expected date of recall from off-post government provided lodging. The Soldiers' recall date will be clearly annotated on the Off-Post Lodging Voucher. The Off-Post Lodging Voucher will be distributed as follows:

(1) First copy issued to the Soldier-Soldier is to provide to the hotel to indicate authorized use of the contract hotel and direct billing.

(2) Second copy issued to the SVA to support reconciliation of invoices.

(3) Third copy is for IHG Army Hotel GC for recall purposes.

(4) Xerox copy for Soldier records.

3-3. Lodging Recall Policy

a. Movement of any Soldier(s) will only occur once, be scheduled for a weekend or holiday and only when the remainder of the stay exceeds 14 days.

b. Soldiers have the latitude to elect a weekday return to the IHG Army Hotel as long as class instructor is notified and movement does not interfere with class attendance.

3-4. Lodging Reservations

a. Upon notification from the IHG Army Hotel GC of off-post requirements, the SVA shall contact the off-post hotel(s) to make reservations.

b. The SVA shall complete the Off-Post Lodging Voucher and submit to IHG Army Hotel GC for completion/authorized amendment and presentation to applicable student.

c. The SVA shall acquire all signed/unsigned Off-Post Lodging Vouchers from IHG for accountability.

d. If required, contact hotel to cancel rooms for no-shows.

3-5. Lodging Invoicing and Validation

a. Hotel shall submit invoice packet to SVA monthly but not more than twice a month.

b. Invoice must include the following:

(1) Invoice number, hotel name, POC, address and phone number.

(2) Backup documentation (Master Group Folio and Off-Post Lodging Vouchers).

3-6. Settlement of Off-Post Lodging Account

a. Upon receipt of a valid invoice, the Centers of Excellence/School SVA will validate the invoice against the Off-Post Lodging Vouchers in coordination with course manager and/or ATRRS. The SVA or applicable designee shall make payment to the hotel using a government purchase card.

b. Correct invoices will be reconciled and paid within 10 business days of receipt.

c. The SVA shall execute a Standard Form (SF) 1034 (Appendix A, Figure 2), by component and send to the COE/Schools, G-8 for credit card payment.

3-7. Centers of Excellence/Schools Resource Management Policies and Procedures

a. Create a Purchase Request and Purchase Order in GFEBS upon receipt of SF 1034 to pay credit card for off-post lodging expenses.

b. Establish/maintain procedures to ensure upfront funds control including accounting for obligations/obligation amendments.

c. Establish procedures to identify accounting transactions under appropriate Army Management Structure (AMS) and Management Decision Evaluation Package (MDEP) for Operation Maintenance Army (OMA) reporting purposes.

d. Execute MIPRs from the Dir, ARNG and USARC to cover their share of the credit card expense.

e. Execute monthly obligations/obligation amendments for off-post lodging daily room night charges based on receipt of signed SF 1034.

f. In the 4th quarter, forecast funding levels and coordinate the receipt of funding needed to cover expenses for the duration of the FY.

g. Send end of year reconciliation report no later than 1 July to USARC, D, ARNG and TRADOC to support end of year funding requirements.

h. Close out D, ARNG and USARC MIPRs.

Chapter 4. Subsistence Policies and Procedures

4.1. Installation Logistics Readiness Center (LRC) Subsistence Support.

a. Specific meal times will be coordinated with a primary point of contact from each school.

b. Reimbursement for directed provided government meals by appropriated fund dining facilities will be calculated using the DoD Standard Meal Rate. Appendix B contains instructions to claim reimbursement for all meals.

c. Directed government meals begin on class start date and end on class end date except when continuous TDY is directed (for example, multiple courses at the same training site (less than 20 weeks), class recycles, medical holds, UCMJ, etc.). In these cases, the TDY order must be extended and directed meals continue, per the original provisions (seven (7) or five (5) days). Regular Army Basic Officer Leader Course (BOLC) students will use dining facilities starting the day after they arrive regardless of class start date, per the provisions of the temporary duty order.

d. Army students attending institutional training and subsisting in a Dining Facility (DFAC) will be issued a Meal Card, (DD Form 714) to eat meals at no cost to the individual. See Army Regulation (AR) 30-22, Department of Army Pamphlet (DA PAM) 30-22 and AR 600-38 for specific guidance. Directed government meals will be in concert with the HQDA, G-37 guidance for each training activity. Guidance can be found at <https://g357.army.pentagon.mil/tr/tri/ittg/default.aspx>.

e. Soldiers in a TDY status do not lose their Basic Allowance for Subsistence entitlement.

f. An over-stamped meal card with ITDLM (5) will indicate to the headcounter that the student is authorized three meals a day, five days a week, Monday through Friday, less Federal holidays, at no cost to the student. Students issued an ITDLM Meal Card (5) who wish to eat in the dining facility on weekends or Federal holidays will pay cash at the current DoD Standard Meal Rate. The meal will be recorded as a cash sale and not as an ITDLM Meal.

g. An over-stamped meal card with ITDLM (7) will indicate to the headcounter that the student is authorized three meals a day, seven days a week, to include all Federal holidays, at no cost to the student. In some cases, on weekends and Federal holidays a brunch and supper meal may be served in place of the standard breakfast, lunch and

dinner.

h. Identification card readers will be placed at each installation dining facility head count station that serves Institutional Training students. Prior to being served, students will be required to scan their Common Access Card (CAC) and enter their PIN. Manual sign-in sheets will be in place as a backup system.

i. Soldiers that are directed to use government subsistence at no cost will not be issued non-availability statements.

j. Students attending schools/courses that are not covered by the ITDLM centralized directed meal billing process must seek meal reimbursement from their sending command.

k. Perform quarterly sampling of DFACs to observe headcount operation and review documentation to validate headcounts recorded.

l. Detailed procedures for DFAC operations are outlined in Appendix B.

4-2. U.S. Army Sustainment Command Settlement of Subsistence Accounts

a. Within 10 business days after the end of the month, USASC Food Program Manager will identify reimbursement amount per LRC by component in accordance with procedural guidance identified in Appendix B.

b. Send quarterly execution reports to USARC, Dir, ARNG and G-37/TRI outlining actual meals served and cost breakout.

c. In the 3rd quarter, forecast funding levels and coordinate the receipt of funds needed to cover remainder of the FY, as appropriate

4-3. U.S. Army Sustainment Command Resource Management Policies and Procedures

a. Execute quarterly cost transfers by preparing any needed SF 1081 (Voucher and Schedule and Withdrawal and Credits), Appendix A, Figure 3 for actual meals served (actual headcount) at the Standard Meal Rate published in the DoDFMR. The operational portion will be transferred to the LRC F Account via GFEBS and the food cost will be transferred to the Military Pay Army (MPA) Open Allotment Account (EOR 258A).

b. Execute quarterly obligation/disbursement based on FADs from HQDA, USARC and Dir, ARNG to support actual meals served.

c. Close out Regular Army, ARNG and USAR FADs.

Chapter 5. Government Transportation Policy

5-1. Government Transportation Services for Reserve Component Schools

a. Bus transportation services currently contracted by the LRC on behalf of the ARNG or USAR will be maintained to meet training mission requirements (e.g., lodging, meals, class requirements, etc).

b. Funding to support requirements is the sole responsibility of the Dir, ARNG/State representative or USARC, as appropriate.

Chapter 6. Management Control Checklist

6-1. Management Controls

a. A management control checklist is attached at Appendix C.

b. Checklist is to be used to evaluate key management controls to determine whether the daily operational processes are operating as intended.

Appendixes

Appendix A

Section I Related Publications

AR 350-1
Army Training and Leader Development

AR 30-22
The Army Food Program

DA Pamphlet 30-22
Operating Procedures for The Army Food Program

AR 600-38
The Meal Card Management System

AR 58-1
Management, Acquisition and Use of Motor Vehicles

AR 25-400-2
The Army Records Information Management System (ARIMS)

Department of Defense Financial Management Regulation (DoDFMR) 7000.14-R,
Chapter 19, Food Service Program

Section II Referenced Forms

SF and DD forms are available from the OSD web site (<https://www.dtic.mil/whs/directives/forms/index.htm>) excepted as noted.
Appendix A, InterContinental Hotels Group Generated Invoice, page 22

Appendix A, SF 1034, figure 2, page 23
Public Voucher For Purchases and Services Other Than Personal (This form can be obtained from <http://www.gsa.gov/portal/forms/download>)

Appendix A, SF 1081, figure 3, page 24
Voucher and Schedule of Withdrawals and Credits (This form can be obtained from <http://www.gsa.gov/portal/forms/download>)

Appendix A, DD Form 714
Meal Card (This form can be obtained through normal supply channels.)

Appendix B

Dining Facility Operating Procedures When Feeding Non-Initial Entry Training
Institutional Soldiers, Page 25

Appendix C

Management Control Evaluation Checklist, page 28

Appendix A. Figure 1. InterContinental Hotels Group Generated Invoice

ITP SAMPLE INVOICE FLW WEEK 24 2015.pdf - Adobe Acrobat Pro

File Edit View Approval Window Help

Create [Icons] Customize [Icons]

1 / 2 96.4% Tools Fill & Sign Comment

IHG ARMY HOTELS **Weekly Group Invoice** *IHG Army Fort Leonard Wood Foster Lodge*

Name of Hotel : LendLease DBA Rest Easy LLC

Address :
 City, State, and Zip : , AA
 Invoice Contact : Gabriele Leak
 Comp : ARMY
 Room Rate : \$66.75

INVOICE ID : 0045	MFLWA	24	1510
(DACA# - LOC ID -		INVOICE# - YYYMM)	
DACA65-9-13-0045	Invoice Period Days : SUN - SAT		
DUNS CCR #968398243	Invoice Period Covered : From : 10/11/15		
CAGE CODE 6G7R9	(Incl. Nights Of) To : 10/17/15		

Date Prepared : 10/29/15

Report Period : Days in Period : 7

B/S/O Class Attending	Last Name	First Name	Last Four SSN	Incode	Room Number	Order #	Arrival Date	Class Report Date	Class End Date	Departure Date	Nights Stayed	Room Charge	Total Amount
1 O, B 120A	AAA	Carlnewton		MFLWC	K333	1r2zfg	17-OCT-2015	18-OCT-15	18-DEC-15	30-DEC-2015	1	66.75	66.75
2 120A	BBB	Gabriel		MFLWC	G220	1r2z84	18-OCT-2015	18-OCT-15	18-DEC-15	17-DEC-2015	1	66.75	66.75
3 120A	CCC	Michael		MFLWC	G223	1R83QL	18-OCT-2015	18-OCT-15	18-DEC-15	17-DEC-2015	1	66.75	66.75
4 O 120A	DDD	Daniel		MFLWC	L326	dstleonardwo	17-OCT-2015	18-OCT-15	18-DEC-15	16-DEC-2015	1	66.75	66.75
5 125D	AAA	Carlos		MFLWC	F215	1P2X2M	12-JUL-2015	12-JUL-15	19-NOV-15	19-OCT-2015	7	66.75	467.25
6 125D	BBB	Jeremy		MFLWC	F217	1P24DP	12-JUL-2015	12-JUL-15	19-NOV-15	19-OCT-2015	7	66.75	467.25
7 ALC12B	CCC	Jimmy		MFLWC	L212	1r2h8	02-OCT-2015	01-OCT-15	20-NOV-15	20-NOV-2015	7	66.75	467.25
8 ALC12B	DDD	David		MFLWC	L230	1r4i	01-OCT-2015	01-OCT-15	20-NOV-15	20-NOV-2015	7	66.75	467.25
9 ALC12B	EEE	Lyle		MFLWC	F129	23903	01-OCT-2015	01-OCT-15	20-NOV-15	20-NOV-2015	7	66.75	467.25
10 ALC12B	FFF	Daniel		MFLWC	E228	85T12B	01-OCT-2015	01-OCT-15	20-NOV-15	20-NOV-2015	7	66.75	467.25
11 ALC12B	GGG	Ryan		MFLWC	F323	A2546	01-OCT-2015	01-OCT-15	20-NOV-15	20-NOV-2015	7	66.75	467.25
12 ALC12B	HHH	Christopher		MFLWC	E316	1r2a5p	01-OCT-2015	01-OCT-15	20-NOV-15	20-NOV-2015	7	66.75	467.25
13 ALC12B	III	ALEJANDRO		MFLWC	K325	0100115_A02	01-OCT-2015	01-OCT-15	20-NOV-15	20-NOV-2015	7	66.75	467.25
14 ALC12B	JJJ	Jermiah		MFLWC	F213	1rsb5w	01-OCT-2015	01-OCT-15	20-NOV-15	20-NOV-2015	7	66.75	467.25
15 B ALC12B	KKK	Tauveve		MFLWC	E232	n158a	01-OCT-2015	01-OCT-15	20-NOV-15	21-DEC-2015	7	66.75	467.25
16 ALC12B	LLL	Blake		MFLWC	P316	1r44h	03-OCT-2015	01-OCT-15	20-NOV-15	20-NOV-2015	7	66.75	467.25
17 ALC12B	MMM	Shaun		MFLWC	F132	01000115_a0	01-OCT-2015	01-OCT-15	20-NOV-15	20-NOV-2015	7	66.75	467.25

Page 1 of 2 ihg_pa_statement_1

Start [Icons] 10:14 AM

Appendix A. Figure 2. SF1034-Public Voucher for Purchases and Services Other Than Personal

NUMBER AND DATE OF ORDER		ARTICLE OR SERVICE <i>(Give full description, give number of contract or fixed supply contract, and other data unless stated otherwise)</i>	QUANTITY	UNIT PRICE		AMOUNT
				UNIT	PER	
		MISS Lodging (backup detail attached)	500	65.00		32,500.00
TOTAL						32,500.00
<input type="checkbox"/> PROVISIONAL <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL <input type="checkbox"/> PROGRESS <input type="checkbox"/> ADVANCE		APPROVED FOR	EXCHANGE RATE	DIFFERENCE		
		= \$	= \$ 1.00			
		AMOUNT PAID BY CHECK				
		TITLE				
PAYMENT BY CHECK: _____ (Name of bank) _____ (Name of branch) _____ (City)						
ACCOUNTING CLASSIFICATION						
CHECK NUMBER: _____ MM ACCOUNT OF U.S. TREASURY: _____ CASH: _____ DATE: _____ PAYEE: _____						
1. When filled in by the payee, it must be in accordance with the instructions on the reverse side of this form. 2. This form is to be used only for the purchase of supplies, services, or other items which are not for the personal use of the individual. 3. When a voucher is issued for the purchase of supplies, services, or other items, the name of the person issuing the voucher must be in accordance with the instructions on the reverse side of this form. For example: "John Doe Company, per John Smith, Secretary," or "The Treasurer," or "The Accounting Unit."						FOR
						TITLE
PURCHASER'S SIGNATURE: _____ TITLE: _____ DATE: _____						

S

Appendix A. Figure 3. SF 1081-Voucher and Schedule of Withdrawals and Credits

STANDARD FORM 1081
 Revised September 1982
 Department of the Treasury
 I TFRM 2-2500

**VOUCHER AND SCHEDULE
 OF WITHDRAWALS AND CREDITS**

CHARGE AND CREDIT WILL BE REPORTED ON CUSTOMER AGENCY STATEMENT OF TRANSACTIONS FOR ACCOUNTING PERIOD ENDING _____		Transaction Date	
		Document No.	
CUSTOMER AGENCY		BILLING AGENCY	
Agency Location Code (ALC)	Customer Agency Voucher No.	Agency Location Code (ALC)	Billing Agency Voucher No.
DEPARTMENT BUREAU ADDRESS		DEPARTMENT BUREAU ADDRESS	
SUMMARY		SUMMARY	
APPROPRIATION, FUND, OR RECEIPT SYMBOL	AMOUNT	APPROPRIATION, FUND, OR RECEIPT SYMBOL	AMOUNT
(MUST AGREE WITH BILLING AGENCY TOTAL) TOTAL		(MUST AGREE WITH BILLING AGENCY TOTAL) TOTAL	
Details of charges or reference to attached supporting documents			

BILLING AGENCY CONTACT:
 PREPARED BY _____
 APPROVED BY _____
 TELEPHONE NO. _____

CERTIFICATION OF CUSTOMER OFFICE

I certify that the items listed herein are correct and proper for payment from and to the appropriation(s) designated.

(Date)

(Telephone No.)

(Authorized administrative or certifying officer)

NSN 7540-00-8344234
 PREVIOUS EDITION NOT USABLE

Appendix B - Dining Facility Operating Procedures When Feeding Non-Initial Entry Training (IET) Institutional Training Soldiers

1. The following operating procedures are to be utilized, as appropriate.
2. Army designated schools have the following responsibilities:
 - a. Issue an over-stamped/laminated, described in paragraph c(1) following, electronically prepared DD Form 714 (Meal Card) to each student within 5 business days of their arrival. An over-stamped copy of the Soldiers TDY/AT/ADT orders may be used until the meal cards are issued. Do not substitute a locally designed form in place of the DD Form 714.
 - b. Collect the over-stamped/laminated meal card when the student's TDY concludes at the training site.
 - c. Procedures for identifying meal entitlement are as follows:
 - (1) The over-stamping on the meal cards will identify the participant's meal authorization; ITDLM-5 will indicate the participant is authorized dining facility meals Monday through Friday (5 days) excluding weekends and Federal holidays. ITDLM-7 will indicate the participants are authorized dining facility meals Monday through Sunday (7 days) including weekends and Federal holidays.
 - (2) Meal cards are best prepared in advance and issued by card number rather than by the individual's name and may be color coded to differentiate school classes (dependent on class loads). Laminating cards preserves cards for re-issue.
3. The Installation Food Program Manager (FPM) is responsible for the following:
 - a. Confirm ITDLM head count by component is finalized into the Army Food Management Information System (AFMIS) within 10 business days after the end of the month.
 - b. Coordinate with USASC HQ Food Program Manager for quarterly reimbursement for Soldiers dining under ITDLM (OMA funds only).
 - c. The instructions for reimbursement identified in 3.b. above can be downloaded from http://www.quartermaster.army.mil/jccoe/jccoe_main.html and will be maintained in accordance with AR 25-400-2 and DA Pam 30-22.
4. Dining Facility Managers are responsible for the following:
 - a. Ensure meals for students are entered/recorded into the automated or manual headcount system by headcount personnel.

b. Brief headcounter in accordance with AR 30-22, DA Pam 30-22, this appendix, and local guidance.

5. Headcounters are responsible for the following:

a. Identify each Soldier's meal authorization by reviewing the following documents:

(1) Over-stamped/laminated meal card or over-stamped TDY/AT/ADT orders (up to five days from in-processing).

(2) Personal Identification (one of the following):

(a) Common Access Card (CAC)

(b) DD Form 2A (Military ID Card)

(c) Pictured State Driver License

b. Process each diner into appropriate headcount system (AFMIS or manual system) by using one of the following methods. See headcounter decision matrix at http://www.quartermaster.army.mil/jccoe/jccoe_main.html.

(1) Automated entry with CAC (if the person knows his or her PIN) or DD Form 2A.

(2) Manual entry as a non-card diner (entry) when the PIN is unknown, when there is no reader for the DD Form 2A, or when using State driver's license. In these events the diner will sign a manual headcount form annotated to indicate the training course name.

(3) One-line entries to account for a group of diners are the exception for garrison dining and field training. Paragraph 3-25d, DA Pam 30-22 describes instances where one-line entries are appropriate. The individual making a one-line entry must always ensure that every diner is authorized to eat without cash payment.

6. Closeout by the Headcounter at the conclusion of the meal:

a. LRC Meal:

(1) At the conclusion of each meal, use AFMIS as the data source to enter total headcount by service component (Active Army, Army National Guard and Army Reserve) onto the memorandum/invoice for reimbursement along with a printed roster of names of the individuals served.

(2) For remote garrison feeding support when the dining facility earns headcount credit, enter headcount by service component into the appropriate meal served (Breakfast, Lunch, or Dinner for example). The request for support to include the individual course/class from the schoolhouse is required to support the data entry.

b. Operational/Field Meal: For operational rations support (Meals Ready to Eat (MRE) and/or commercial box lunches)) enter the total headcount into AFMIS. Both a memorandum of support and total headcount from the schoolhouse/course director by service component (Regular Army, Army National Guard and Army Reserve) are required. Soldiers attending weekend training activities and who are on meal per diem (weekends and federal holidays) must pay cash for the provided operational/field meal. The cash payment for field meals will be in accordance with rates published annually by the DoD.

Appendix C. Management Control Evaluation Checklist

1. Function. The function covered by this checklist is the administration, operation and management of Army lodging and government subsistence services in support of the Institutional Training mission.

2. Purpose. The purpose of this checklist is to assist Internal Review managers with the requirement to evaluate the key management controls listed below. It is not intended to cover all management controls. The checklist is specifically intended to ensure that critical processes operate as intended and that resources are safeguarded from fraud, waste, and misuse.

3. Instructions. Answers must be based on the actual testing of key management controls (e.g., document analysis, direct observation, sampling, simulation, other). Answers which indicate deficiencies must be explained and corrective action indicated in supporting documentation. These management controls must be evaluated at least once every two years. Certification that this evaluation has been conducted must be accomplished on DA Form 11-2-R (Management Control Evaluation Certification Statement).

4. Test Questions. The questions are specific to the functions and chapters indicated. (Negative answers indicate a management control weakness, if applicable.)

a. Lodging (Chapter 2)

(1) Is the lodging activity giving lodging priority to Army Soldiers attending Army Institutional Training?

(2) Is there an active off-post lodging contract in effect and approved by HQDA, ODCS, G-3/5/7?

(3) Is there an active lodging recall policy?

(4) Are weekly lodging charges for students reconciled and forwarded to the appropriate office for payment within seven (7) calendar days?

b. Subsistence (Chapter 3)

(1) Is the LRC coordinating meal schedule requirements with the schoolhouse?

(2) Are appropriate and clearly identified meal cards being issued to Soldiers directed mess? Are meal cards over-printed with either ITDLM-5 or ITDLM-7? Are meal cards issued, controlled and accounted for in accordance with Chapter 3 of AR 600-38? Are the meal cards collected as part of out-processing?

(3) Is the headcounter following the Headcounter Decision Matrix at http://www.quartermaster.army.mil/jccoe/jccoe_main.html?

(4) Is full and accurate information on diners being captured on meals for institutional training participants so that accurate reimbursement can be made?

(5) Is reimbursement of meals being calculated using the DoD Standard Meal Rate and the current Joint Culinary Center of Excellence (JCCoE) spreadsheet at http://www.quartermaster.army.mil/jccoe/jccoe_main.index right hand side of screen title Meal Rate?

(6) Are monthly subsistence charges for students reconciled and forwarded to the DRM for payment quarterly?

c. Resource Management (Chapter 5)

(1) Are the installation F account and the MPA open allotment (EOR 258A) being properly reimbursed for meals served in dining facilities (based on the actual headcount)?

(2) Are the quarterly financial disbursement reports being forwarded to ODCS, G-3/5/7, D, ARNG and USARC?

5. Comments. Help to make this a better tool for evaluating management controls. Submit comments to: HQDA, DCS, G-3/5/7, ATTN: DAMO-TRI, 450 Army Pentagon, Washington, DC 2031-04