

**MILITARY TRAINING SPECIFIC
ALLOTMENT
HANDBOOK**

February 1999

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Chapter 1

Introduction

1-1. Purpose

This publication was compiled by a HQDA process action team with members drawn from the Office of the Assistant Secretary of the Army (Financial Management and Comptroller) (OASA(FM&C)), Office of the Assistant Secretary of the Army (Manpower and Reserve Affairs) (OASA(M&RA)), Office of the Deputy Chief of Staff for Operations and Plans (ODCSOPS), Office of the Deputy Chief of Staff for Personnel (ODCSPER), U.S. Total Army Personnel Command (PERSCOM), HQ, U.S. Army Training and Doctrine Command (TRADOC), and HQ, U.S. Army Forces Command (FORSCOM). It provides guidance to assist in the management of the Military Training Specific Allotment (MTSA) which was established on 1 October 1997. In addition to this publication, numerous messages have been sent to the field detailing most of what is presented here. The purpose of preparing this publication is to include all applicable information in one document. The reader should recognize, however, that the ODCSOPS, HQDA is the proponent for training funds and sets the policy governing their use. Guidance issued by ODCSOPS takes precedence over this publication.

1-2. Background

a. The Army is in the midst of a significant era of change. Available resources continue to decline, and innovative initiatives must be developed to ensure that we can meet the challenges of the future. Effective and efficient stewardship of our limited resources must be part of the foundation upon which we build this changed Army. We must seek better ways to do business. As a result, the Army transitioned the Military Training Open Allotment (MTOA) to the MTSA.

b. Open allotments are essentially bank accounts for which many “authorized users” throughout the Army have a checkbook. The fund cite is published in Defense Finance and Accounting Service (DFAS) Manual 37-100-XX and may be used by any authorized fiscal station. Open allotments are extremely flexible and easy to use by the field, but there is no capability for front end control over the funds and past technologies have limited opportunities for financial analysis at the end of the process. In other words, the individual stations citing the funds don’t know how much money has been used, how much is in the account, or have any incentive to constrain the use of the funds, and the Army has no definitive means to determine how much has been spent until after the money is disbursed.

c. Based on a directive from Army leadership to review all open allotments, the OASA(FM&C) established a team to study ways to gain front end control over the MTOA. The MTOA funded per diem and travel for HQDA directed training and per diem for training done in conjunction with a permanent change of station (TDY enroute). Total MTOA expenditures increased even as the active force declined. This can be

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attributed to many factors, but ultimately the root cause was the accessibility of an unconstrained open allotment during a time of declining resources.

d. The team's mission was to determine whether the MTOA could be changed to a specific allotment without adversely affecting soldiers or training. Several options were considered and after much study and analysis, the Assistant Secretary of the Army (Financial Management and Comptroller) (ASA(FM&C)) made the decision to distribute the funds to the MACOMs. The ASA(FM&C) and the Deputy Chief of Staff for Operations and Plans (DCSOPS) agreed in August 1996 that the MTOA would be eliminated as of 1 October 1997. On 22 October 1996 the Assistant Secretary of the Army for Manpower and Reserve Affairs (ASA(M&RA)) and the ASA(FM&C) established the MTOA Transition Team. The details described in this manual are the result of the Transition Team's efforts and follow-on efforts based on lessons learned during FY98.

1-3. Overview

a. This section provides a summary of the new procedures. Refer to subsequent chapters to obtain more detailed information. For ease in communication, the new specific allotment will be referred to as the Military Training Specific Allotment (MTSA).

b. The MTOA was eliminated on 30 September 1997. The decision to transition the MTOA to a MTSA did not change personnel or training management responsibilities. The goal was to gain financial control while continuing to provide training for a ready Army and for soldier promotion. The change to a specific allotment was transparent to the soldier. PERSCOM continues to select and direct soldiers to training. Courses authorized for MTSA are fully managed on the Army Training Requirements and Resources System (ATRRS). ATRRS contains training requirements, class schedules, quota allocations, and input and graduation information. Students must have a training seat reservation in ATRRS before orders are issued (for courses in ATRRS). An "R" for reservation or a "W" for wait constitutes a reservation. PERSCOM will indicate whether courses are authorized funding under the MTSA on all request for orders (RFO) for officers and enlisted assignment instructions (EAI) to assist losing commands/installations in determining authorized funding. In addition, all courses in ATRRS are now coded to indicate whether they are authorized funding by the MTSA.

c. In FY 98, the first year of transition from the MTOA to MTSA, the MTSA funds were distributed to the MACOMs at the beginning of the fiscal year in Budget Subactivity (BA) 324. These funds were fenced on the funding letter and in the fund authorization document (FAD). Fencing ensured that the funds were used only for training that met the DCSOPS prerequisites.

d. In FY 99, MTSA funding was distributed to the MACOMs based on FY 98 execution. HQDA allocated MTSA funds in FY 99 from BA 3, Training and Recruiting, Program Element 324771.21 and 324771.41 to mission accounts of the respective

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MACOMs in MDEP TTDY during the FY 99 Funding Letter process. MTSA funds will be an unfenced program. MACOMs are responsible for programming and budgeting MTSA funds like other mission accounts after FY 98. MACOMs are responsible for funding required MTSA training for their soldiers.

e. During the requisition process, the gaining command has opportunities to define the required qualifications and training for in-coming soldiers. Requirements may be indicated through input to The Officer Personnel Management Information System (TOPMIS) or Enlisted Distribution and Assignment System (EDAS) or through contact directly with PERSCOM assignment officers. PERSCOM will include the training requirements in the request for orders (RFO) or enlisted assignment instructions (EAI) sent to the losing command. This will allow the losing command to properly prepare the soldier's travel orders.

f. The travel order generation process for training done as TDY and return did not change. The only difference is the MTSA fund cite placed on the orders. Voucher preparation and settlement did change. The procedures for training in conjunction with a permanent change of station are different. The primary difference is soldiers should receive two sets of orders. One is for the PCS move and the other will be for the TDY training. Since only the TDY enroute process changed, the rest of the overview will be devoted to this part of the new MTSA procedures.

g. The TDY travel order for the training will only be for the per diem portion of the soldier's expenses, and travel, if not funded by the PCS account. Most travel should be charged to the PCS account. The permanent change of station (PCS) order will cover all other costs associated with the soldier's relocation. The soldier will file vouchers for both sets of orders at the gaining installation. The finance office (DAO, DMPO, OPLOC) servicing the gaining installation will process both the TDY and PCS vouchers when there is TDY in conjunction with a PCS.

Chapter 2. Responsibilities

a. Deputy Chief of Staff of the Army for Operations and Plans (DCSOPS)

- (1) Determines Military Training Specific Allotment (MTSA) fund distribution to ensure publication in DA Program and Budget Guidance (PBG) for use by the MACOM in program and budget development.
- (2) Consolidates and makes final determination of MACOMs course exception to policy requests for inclusion under the authorized MTSA funded course list. Also ensures that excepted courses are brought to the attention of DCSPER and PERSCOM.
- (3) Establishes policy on appropriate charges to MTSA.
- (4) Tracks overall execution of MTSA funds.

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- b. *Deputy Chief of Staff of the Army for Personnel (DCSPER)*
 - (1) Maintains the ATRRS data base to include coding courses as authorized for MTSA funding.
 - (2) Updates ATRRS course listing at least every six months and more often if conditions warrant.

- c. *U.S. Total Army Personnel Command (PERSCOM)*
 - (1) Selects and directs soldiers to career development and required training enroute to assignments or authorized MTSA funded courses TDY and return. The career development training that is directed by PERSCOM in accordance with DA guidance and other new assignment requested training will be paid for by the losing command.
 - (2) Annotates in the Special Instructions section of RFO and EAI that include enroute training with the following: "This course is MTSA authorized."
 - (3) Manages MTSA funding accounts for soldiers assigned to DoD level and selected Joint commands that will receive MTSA funds directly from HQDA.

- d. *Assistant Secretary of the Army (Financial Management & Comptroller)*
 - (1) Issues fund authorization documents (FADs) to the MACOMs for MTSA funding using the same procedure as for all MACOM funds. MTSA funds will not be fenced.
 - (2) Ensures sufficient AFP and allocation are provided to all MACOMs on 1 October of each FY for processing of TDY orders.

- e. *Defense Finance and Accounting Service (DFAS)*
 - (1) Issues appropriate guidance and information to DFAS Operating Locations (OPLOCs), Defense Accounting Offices (DAOs), and Defense Military Pay Offices (DMPOs).
 - (2) Ensures subordinate organizations are aware of changes resulting from the transition to MTSA.

- f. *Major Command*
 - (1) Programs and budgets MTSA funds like other mission accounts after FY98. MACOMs are responsible for funding required MTSA training for their soldiers.
 - (2) Determines allocation of MTSA funds to subordinate installations and activities in support of personnel under their purview.

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- (3) Monitors MTSA obligations and expenses and is responsible for ensuring that MTSA funding is available to ensure that all soldiers receive required training.
- (4) Analyzes and processes exception to policy requests for possible inclusion under the authorized MTSA funded course list. Forwards requests in a timely manner to ODCSOPS for consideration.
- (5) Manages the MTSA program based on the policy guidance issued from DA, ODCSOPS and personnel and training execution management guidance issued by Commander, PERSCOM. Provides installations with the Commander's priorities for training. Responsibilities include equitable distribution of funding to all installations and realignment of resources to meet training requirements. Ensures full and proper utilization of MTSA funds.
- (6) Updates ATRRS "SH" semi-annually for assigned schools. [This is primarily a responsibility of MACOMs that own schoolhouses, e.g., TRADOC and FORSCOM]
- (7) Provides policy and cost-benefit analysis guidance to installations on the prudent use of rental cars.

g. Installations

There is sufficient variety in installation organizational alignments to preclude development of a definitive list of responsibilities that would be accurate for all recipients of this guide. For example, some installations have consolidated all resource management functions and others have not. Subsequently, the following list of responsibilities is not separated into organizational elements below the installation level.

- (1) General Responsibilities Applicable to All MTSA Training
 - (a) Installation Commanders are responsible for ensuring MTSA funds are used for only those courses on the ODCSOPS approved course list.
 - (b) Prioritize the use of available MTSA funds, in accordance with the authorized course list. May deny the use of MTSA funds for approved training on the basis of shortage of funds only if requests (forwarded through command channels) for additional funds have been denied and it can be shown that MTSA funds have not been used for purposes other than that originally intended. Denying MTSA training will be done as a last resort and only after ODCSOPS has been notified. PERSCOM career branch must be notified and the ATRRS reservation must be canceled.
 - (c) Review installation policy on messing, billeting, transportation, and other related information. Provide such information to ATRRS manager for inclusion on "SH" screen, as required. Incorrect information on the availability of support has a significant impact on the cost of TDY.

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- (d) Receive and review the RFO/EAI and ensure the course is coded in the ATRRS as a course eligible for MTSA funding.
 - (e) Review ATRRS to ensure the soldier has a training seat.
 - (f) If soldier's reservation is not in ATRRS, then maintain a suspense file and coordinate with PERSCOM to determine why reservation is not in ATRRS.
 - (g) Compute cost of TDY and travel. Use ATRRS "SH" screen to determine availability of lodging, messing, and transportation. Obligate funds for billeting and messing at the on-post rate unless there is evidence that the billeting and messing are not available on post. Rental cars are not authorized unless a cost benefit analysis shows that a rental car is needed and is the best option for transportation. Limit in and around mileage to avoid excessive mileage costs for POV travel.
 - (h) Notify PERSCOM if a soldier is unable to attend training.
 - (i) Prepare travel order within 30 days or less of the date travel begins.
 - (j) Review Unliquidated Obligations for disbursements. Fiduciary responsibilities for MTSA are the same as for all OMA funding.
 - (k) Contact soldier where possible to determine status of settlement. Establish procedures for following up with soldiers to ensure prompt settlement claims. Completion of settlement vouchers should be part of the permanent duty station (PDS) in and out processing procedures.
 - (l) Establish procedures to identify accounting transactions under appropriate AMS, MDEP, and Functional Cost Account (FCA).
 - (m) Certify travel orders, subject to fund availability.
 - (n) Monitor account for funding availability; inform command of shortfall.
 - (o) Review liquidated obligations for comparison of actual costs to estimates and, as needed, determine cause for excessive differences.
 - (p) Travel voucher approving officials have the responsibility to ensure that in and around travel claims are reasonable and justifiable.
 - (q) Use only installation fund cite. Installations are not allowed to use another activity's fund cite without written authorization.
- (2) Installation Responsibilities Specific to TDY Enroute of PCS
- (a) Losing Station:
 - (1) Receive RFO/EAI and prepare two sets of orders (TDY and PCS). Use losing station MTSA fund cite on the TDY orders.

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- (2) Review RFO/EIA with soldier to determine which option the soldier has selected — PCS with TDY enroute or TDY and return in conjunction with a PCS.
- (b) Gaining Station:
 - (1) Review RFO and EAI for incoming soldiers requiring training in accordance with MTSA rules.
 - (2) Ensure the PCS travel settlement voucher is processed by the servicing finance and accounting office at the gaining station.
- h. *Schoolhouse*
 - (a) Provide required data for ATRRS “SH” screen to servicing MACOM semi-annually.
 - (b) Take actions to assist in reducing travel and per diem costs to include provisions for messing, on-post housing, and transportation.
 - (c) Use all available on-post lodging for students before authorizing lodging off post in accordance with paragraph 4-2c(2)(a).
 - (d) Set limits on the number of in and around miles authorized per day in accordance with JFTR [U3510].
- i. *Students*
 - (a) Report to installation training manager discrepancies between entitlements authorized on their travel orders and services actually available at the TDY location.
 - (b) File settlement voucher within 5 days of completion of travel or monthly if travel is longer than 30 days.

Chapter 3

Funding Policy

3-1. General Policy Guidance

a. Military Training Specific Allotment (MTSA) funds are to be used to fund per diem and travel expenses incurred in conjunction with specific Army training. The ODCSOPS, HQDA is the proponent for these funds and establishes the policy concerning the courses that are authorized funding. That policy follows.

b. MTSA funds are available to fund TDY travel and per diem costs for active component soldiers to attend mandatory and selected duty position required training in conjunction with a PCS (TDY enroute) or in a TDY and return status, only for the courses listed below:

- (1) NCOES. This includes PLDC from Panama, BNCOC conducted at the proponent school, ANCOC, and CSMC.

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- (2) WOES. This includes WOCS, WOBC, WOAC, WOSC, and WOSSC.
- (3) OES. OBC, CAS3, and PCC (Leavenworth and Branches), and JPME Phase II
- (4) Advanced aircraft qualification courses.
- (5) MOS reclassification/reenlistment, area of concentration, skill identifier, specific PCC related training, and ASI/SQI producing courses in a TDY enroute mode.
- (6) First sergeants course, battle staff NCO course, and drill sergeants school.

A complete list of authorized courses is at Appendix A (only in the electronic version of this manual). In addition, the Army Training Requirements and Resources System (ATRRS) is annotated to indicate which courses fall under the MTSA umbrella. Appendix A provides detailed instructions for generating approved course lists from ATRRS.

3-2. Fund Distribution

a. MTSA funds are distributed to MACOMs based on execution rates. The MACOMs are responsible for further distribution of the funds. Some MACOMs may choose to centrally manage these funds.

b. MTSA funds are a portion of the commands/installations operation and maintenance, Army (OMA) mission funding. Commands/installations must exercise the same financial management responsibilities for MTSA as performed for other OMA programs.

c. Not all soldiers are assigned to Army MACOMs. Special arrangements have been made to ensure funding is available to support their MTSA training requirements. The following arrangements exist:

- (1) HQDA assigned personnel will be supported by Operating Agency 22 (OA22). This includes the Army Secretariat, ARSTAF, Field Operating Activities, and Chaplain and Judge Advocate General officers.
- (2) With the exceptions noted below, all soldiers assigned to Joint or DoD organizations will be supported by PERSCOM. This includes the Joint Staff, OSD, and DoD command headquarters (DeCA, TRANSCOM, etc.). Army component commands of Joint and DoD commands will be given funding on their individual FADs as follows:
 - (a) EUCOM (OA 94)
 - (b) USFK (OA 89)
 - (c) SOUTHCOM (OA 86)

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3-3. Fund Cites/Accounting

The DFAS-IN Manual 37-100-99 is updated to delete the old AMS Codes for the specific allotment. The following was deleted in DFAS-IN Manual 37-100-99. However, the MTSA funds must continue to be executed in MDEP TTDY and use Functional Cost Account (FCA) code F9871.

Deleted:

TDY Enroute : 324771.21

TDY and Return: 324771.41

MDEP for both TDY and Return and TDY Enroute: TTDY

New Codes:

Beginning in FY 99, MTSA funds must be obligated using the following AMS codes, MDEP, and FCA. The new FCA for MTSA is F9871. It is important to use the FCA because it is the only unique identifier for monthly execution information.

MACOM	OA	PE	MDEP	FCA
USACE	8	437018000	TTDY	F9871
USMA	17	311721000	TTDY	F9871
CIDC	21	435520000	TTDY	F9871
HQDA (OSA)	22	435212000	TTDY	F9871
INSCOM	25	114034000	TTDY	F9871
MTMC	35	421028000	TTDY	F9871
MDW	40	121918000	TTDY	F9871
OPTEC	41	122015000	TTDY	F9871
USASOC	5	324771000	TTDY	F9871
TRADOC	57	324771000	TTDY	F9871
AMC	6A	423012000	TTDY	F9871
MEDCOM	74	135197000	TTDY	F9871
FORSCOM	76	121018000	TTDY	F9871
EUSA	78	121018000	TTDY	F9871
USARPAC	82	121018000	TTDY	F9871
USARSO	84	121018000	TTDY	F9871
SOUTHCOM	86	134115000	TTDY	F9871
USAREUR	89	121018000	TTDY	F9871
EUCOM	94	134298000	TTDY	F9871
AAESA	5X	435212000	TTDY	F9871
SMDC	36	432169000	TTDY	F9871

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Chapter 4

Operations

4-1. TDY Process

a. The same rules which govern all other mission-essential temporary duty travel should be adhered to when preparing DD1610s for MTSA training.

b. TDY and Return. The process for TDY and return MTSA training is no different than any other training funded by the installation/unit or previously funded by the MTOA other than the MTSA fund cite that is placed on the orders. Fund control officers must, however, ensure that:

- (1) the correct MTSA fund cite is used for all MTSA travel (the MTOA fund cite will not be used).
- (2) MTSA fund cites are used only for those courses that meet ODCSOPS guidance.

c. TDY enroute. Soldiers have four options for attending TDY enroute in conjunction with a permanent change of station (PCS) in accordance with AR 600-8-11. The options and the appropriate funding accounts are as follows:

- (1) Option 1 and 3. Travel to and attend training, return to the old permanent duty station (PDS) and depart within 10 days and report to the new PDS. In this scenario, the losing command/installation covers the travel and per diem costs associated with training. Travel from the old to the new PDS is funded by the Military Personnel Appropriation, PCS open allotment. Under option 1, dependents remain in government quarters. Under option 3, dependents remain living on the local economy.
- (2) Option 2. Depart the old PDS, report to the new PDS, leave the new PDS within 10 days of reporting, travel to training and return to new PDS upon completion of training. In this scenario, the losing command/installation covers both the travel and per diem associated with the training. Travel from the old to the new PDS is funded by the Military Personnel Appropriation, PCS open allotment.
- (3) Option 4. Depart the losing PDS, travel to and attend training, travel to and report to the new PDS. In this scenario, the losing command/installation pays only the per diem while in training. All travel costs are chargeable to the Military Personnel appropriation, PCS open allotment. Soldiers without family members/dependents are authorized to elect only option 4.

Soldiers with DA-directed schooling at either the new or old PDS will not elect any of the above options, since a soldier cannot be TDY at his/her PDS. There will be no travel or per diem costs paid when this occurs.

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d. The Flow of Information

- (1) The gaining command (or the authorization document) identifies position requirements (including training requirements) when preparing a requisition.
- (2) PERSCOM will validate and fill the requisitions in accordance with the Army's distribution plan. The requested training and appropriate career development training will be included in Special Instructions as TDY enroute based on course availability. PERSCOM then transmits the RFO or enlisted assignment instruction to the losing and gaining command.
- (3) The losing command will provide orders (as described previously) for soldiers departing their command

e. ATRRS.

PERSCOM will reserve a school seat (TDY enroute) in ATRRS. Should a soldier with an ATRRS reservation be unable to attend training the (losing or gaining) command must request cancellation by the appropriate PERSCOM career branch. The request may be sent via FAX or E-mail. The request must contain requisition number, soldier's name, SSN, course and class number, course date, and reason for cancellation.

f. Special Procedures for DoD and Selected Joint Commands.

Assignment and funding procedures will be the same as those established for "training enroute" with the following exceptions. PERSCOM will transmit the RFO or enlisted assignment instruction to the losing command. The Special Instructions will detail how to contact the PERSCOM Budget Execution Branch for the fund cite. The losing commands will then publish orders for soldiers departing their commands and FAX a copy to PERSCOM Budget Execution Branch.

4-2. Entitlements

a. MTSA travel and per diem costs are governed by the Joint Federal Travel Regulation (JFTR). Users of this guide should also read the JFTR.

b. Officer Basic Course and Spouse Training.

- (1) Officer Basic Course (OBC) for cadets. Funding will be given to Cadet Command, through TRADOC, and Cadet Command will fund as the losing station. West Point will fund cadets coming out of West Point and going to OBC. TRADOC is responsible for funding MTSA follow-on training TDY enroute after OBC if authorized by PERSCOM.
- (2) Spouse Training. MTSA will only fund a spouse to attend one of the following courses: Command Team Seminar (2G-F56(CT) at Fort Leavenworth and Command Sergeants Major Course (Spouse) (521-F1 (Spouse) at Fort Bliss. Invitational travel orders (travel, meals, and applicable lodging expenses) for spouses who elect to attend either one of the above courses will be issued by the soldier's current command.

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Applicable expenses (meals and lodging) may not exceed the per diem rate.

c. Travel and Per Diem Costs.

(1) Travel. Travel costs are restricted to the constructive cost of airfare.

(2) Billeting.

- (a) School Commanders must use all available on-post government quarters before off-post lodging is authorized. This means that available on-post government quarters must be used even if class integrity cannot be maintained. Class integrity is not a recognized justification for authorizing off-post lodging. When on-post quarters are available, the lowest cost option is the governing factor for making the lodging decision.
- (b) Installations should obligate funds for billeting and messing at the on-post rate unless there is evidence that billeting and messing is not available on post. Check the ATRRS SH screen for billeting and messing availability. There is also a Per Diem Committee Internet Site at <http://www.dtic.mil/perdiem/jftr> with two documents that provide information on billeting and messing availability. These two documents are (1) the worldwide listing of Army installations without government quarters and/or dining facilities, and (2) school commandant meal rate determinations (list of TRADOC school courses that have been determined by their commanders/commandants to have mess directed, not directed, or partially directed).
- (c) Soldiers accompanied by spouses for training less than 20 weeks. In accordance with the JFTR [U5203], Section B, members are not entitled to dependents' travel and transportation allowance when a member is assigned to a school or installation as a student, if the course of instruction is to be of less than 20 weeks duration. Soldiers should be informed that if they take dependents, they will not be given a statement of nonavailability of Government quarters at the TDY station if adequate government housing is available. If there are available quarters for the soldier and not his/her dependents, the soldier is required to use the on post lodging. If the soldier elects to use the off post housing, he/she will not receive a statement of nonavailability and will only be reimbursed for the on-post lodging rate. The Commander, or his designated representative, who controls the quarters determines the adequacy of the quarters, not the service member.
- (d) Include the following statement in Block 16 of the DD 1610 or Format 400: "If there are available adequate government quarters for the Service Member and not for the dependents, government quarters are available for the Service Member. If the Service Member elects to use the off-post lodging, a quarters non-availability Control Number will not

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be issued and lodging reimbursement is based on the on-post quarters rate.”

(3) Reservations.

- (a) Soldiers should be advised to make their lodging reservation through the Central Reservation Center to increase the likelihood of getting on-post billeting at any Army installation. The phone number for the Central Reservation Center (CRC) is 1-800-GOARMY1 (462-7691). Soldiers should make lodging reservation upon receipt of official notification to attend selected course.
- (b) We reinforce the CFSC guidance that the Lodging Success Program (LSP) is a mandatory program for personnel on official travel orders where the LSP program is available. Reservations for the LSP are also made through the CRS at 1-800-GOARMY1 (462-7691).

(4) POV Travel.

- (a) If a soldier is authorized to travel by POV and lodging and meals are not available at the duty site, he/she may be authorized reimbursement for local mileage to and from the point of duty. The schoolhouse commander will set limits on the number of in and around miles authorized per day in accordance with JFTR [U3510]. Policy guidance should be reflected in ATRRS, Statements of Nonavailability (SNAs), and welcoming letters. Order-issuing officials should provide reimbursement authorization and limit the number of miles in block 16 of DD 1610. Additionally, if the original order does not contain reimbursement authority and the student receives a SNA, the statement should reflect a limit on the reimbursement for in and around mileage.
 - (b) Installations must limit in and around mileage on travel orders to eliminate excessive mileage costs for POV travel in accordance with guidance in JFTR [U3510]. It should be determined prior to the soldier attending training whether or not lodging and adequate dining facilities are available. If they are not, the order-issuing official, with information from the school, has the authority to decide if this discretionary entitlement should be authorized. In general, in and around travel is not authorized for MTSA funding unless this is more cost effective for the Army. Soldiers must present evidence that transportation was both necessary and not otherwise available (e.g., statements of nonavailability of messing and transportation would indicate a need for personal travel to eating establishments.)
- (5) Rental Cars. Beginning in FY 99, MTSA funds may be used for rental cars when it has been determined that it is the most cost effective means of transportation. Rental cars should be shared, whenever possible, to preclude abuse. It should be stressed that this is a discretionary entitlement to reduce the costs of travel for the government. MACOMs

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are responsible for providing policy guidance to installations on the prudent use of rental cars. Policy guidance for rental cars can be found in the Joint Federal Travel Regulation (JFTR), paragraph U3415, Special Conveyance Use. It provides guidance on making arrangements for rental cars through the Commercial Travel Office (CTO) and the reimbursement. It is important to note that neither training installations nor Commander, PERSCOM can direct installations to fund rental cars. The order-issuing official is the only authorizing official for determining whether a rental car will be authorized based on a cost benefit analysis.

- (6) Commercial Vehicles. If suitable lodging and meals are not available at the duty site, reimbursement for travel may be authorized for the use of commercial vehicles. Reimbursement is based on actual expense and not mileage.

d. Transportation Costs. Transportation costs will not be paid from MTSA funds. The MTSA account is for TDY travel and per diem cost only.

- (1) Excess Baggage. Activities must use their non-MTSA mission funds to pay for excess baggage.
- (2) Do-It-Yourself (DITY) Moves. As stated in DFAS-IN Manual 37-100-XX, DITY moves are not to be charged to the MTSA account. Unaccompanied baggage is considered a transportation cost and cannot be charged to the MTSA. However, the soldier's command, if desired, can approve the cost and pay for it with their non-MTSA funds.

Chapter 5

Voucher Settlement

a. In accordance with DoD Financial Management Regulation 7000.14-R, Volume 9, paragraph 0804, travelers are required to submit their travel vouchers to the servicing travel office within 5 days after completion of travel. In the case of the extended TDY, the traveler must submit a claim for each 30-day period; the claim must be submitted within 5 days after each 30-day period. Completion of travel voucher should be considered part of the PDS in and outprocessing procedures. If there is a need to find a soldier that has PCS'd, contact your installation Military Personnel Division or Personnel Service Battalion for the soldier's new unit and address.

b. Finance office consolidations and conversions to centralized disbursing have begun and will eliminate the transaction for other (TFO). The majority of the OPLOCs are already converted to Central Disbursing. The remainder will be completed during FY 99. With centralized disbursing, the accounting information from the settlement will be processed centrally and reach the appropriate accounting books within 30 days, thereby eliminating the long time lag previously associated with TFOs.

- (1) Soldiers who attend training TDY enroute (options 2 and 4) will file both their PCS and TDY settlement vouchers at the gaining installation. The finance

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office (DAO, DMPO, OPLOC) servicing the gaining installation will process both the TDY and PCS vouchers.

- (2) Soldiers who attend TDY enroute (options 1 and 3) must file their TDY settlement voucher prior to clearing their old PDS. The PCS portion will be settled at the gaining installations.

Appendix A — MTSA Course List

The list is too extensive to publish in hard copy and will only be included on the Internet version. However, the internet version does not have the latest official information since it changes frequently. We strongly recommend that you use ATRRS for the most current information. The following instructions are provided so that you may generate the list of courses from ATRRS.

To generate the two course lists that are approved for MTSA use, go to TSO (the reports generation side of ATRRS) and proceed to the Main Option List. Select either Admin or Super Reports with an " i " and hit your 'enter' key. Proceed down list until you find ' LISTRP ' and place a ' R ' to the left on the underscore and hit your 'enter' key. This takes you to the report that will generate the list of courses funded under MTSA. The two lists reflect those courses that are DA Directed and those that are funded only in a TDY Enroute mode. You will need to generate this report twice if you wish to keep the courses separated. Once you are on the first page (layout of fields you desire to display on printed report) you should select at minimum School Code/Name (1); Course Number (2); Phase (3); Title Long (4); Weeks (5); and Days (6) . You may select any of the other fields also as long as you do not exceed 132 characters. To the right of each field is the character length of that field. Once you have completed this page, hit your 'enter' key and proceed to the second page. This page allows you to select your sort sequence based upon items you selected on the first page. You can leave this blank and it will sort based upon the default sort which is school code/course number/phase. Next hit your 'enter' key and proceed to the next page. On this page you should insert 1999 on the FY line and enter your own title for the report if you desire to do so. Would recommend that one report be titled DA Directed Courses and the other TDY Enroute Only. Next hit your 'enter' key and proceed to the next page. This is the Include/Exclude page that identifies the parameters you select to generate the report. Go to Command Code and insert an ' e ' and to Select Code and insert an ' i '. Hit your 'enter' key. This takes you to the Command Code page and insert 'V' and 'W'. Hit your 'enter' key. This takes you to the Select Code Page and insert either a 'BG' (DA Directed Courses) or a 'BL' (TDY Enroute Courses). Hit your 'enter' key. This takes you back to the Include/Exclude page and highlights those fields you have selected. It also allows you to make changes if you desire. Next hit your 'enter' key and your report will start to run. Once completed you will see a disposition display where you can either print your report or download it to your PC. Once this is completed go back and generate your second report utilizing the same procedures as outlined above.

Appendix B — Questions and Answers

Q. If some soldiers must attend a particular school (for promotion) and money is tight, who funds?

A. The funds being distributed should cover the bills. However, for FY99 as a protective measure, the ODCSOPS (DAMO-TRI) will withhold some funds for distribution in FY 99 based on execution. MACOMs are responsible for funding required MTSA training for their soldiers.

Q. How will soldiers going to Joint assignments be handled?

A. With the exception of EUCOM, SOUTHCOM, and USFK, PERSCOM is responsible for funding MTSA training for Joint and DoD assigned active component Army soldiers. The exceptions are Joint Commands for which the Army is the executive agent. Those commands will receive funds on their funding authorization document (FAD).

Q. Who decides which courses are covered by the MTSA?

A. The ODCSOPS (DAMO-TRI) manages the MTSA funds and is responsible for policy governing the use of these funds.

Q. Why will two orders be issued for soldiers going TDY enroute?

A. There are two main reasons for issuing two orders:

1. Separate orders ensure that only the costs associated with the training are charged to the MTSA. When two fund cites are placed on one order, it is not uncommon for one of the fund cites to be charged for all costs.
2. Allows soldiers to settle a portion of the total move, either the PCS or the training sooner. This is advantageous for both the soldier and the order issuing organization.

Q. What happens when soldiers sent to training fail to meet height, weight, or Army Physical Fitness Test requirements and are returned to the sending station. Who pays?

A. In this event, any travel and per diem costs incurred by the soldier will be charged to the MTSA funds of the losing station. It is the responsibility of the soldier's last commander to ensure and certify that the soldier meets these prerequisites.

Q. A certain percentage of soldiers will fail to pass any given training. Who pays in this case?

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A. In these cases, the costs incurred will be borne by the organization whose fund cite is on the travel orders. This should be considered a cost of doing business and part of the historical funding that makes up the MTSA.

Q. How are travel advances handled?

A. The use of the Nationsbank VISA card is highly encouraged. If, however, a soldier does not possess a travel card, advances may be obtained from the servicing Defense Finance and Accounting Office or the local Finance and Accounting Office.

Q. Isn't my travel card canceled when I leave my current assignment? If so, how will I use the card during my training?

A. No. The travel card is not canceled. The cardholder keeps the card and the card number stays the same. The administrative offices at the gaining and losing organizations have to update the contractor's records to show changes in organization.

Q. How will commands/installations be able to operate/use these funds if there is a Continuing Resolution Authority?

A. This is not a new start and MTSA use can continue like any other ongoing program.

Q. Warrant Officer Candidates (WOCS). There are three phases of training. Final assignment is made after completion of the third phase. Who pays for the training?

A. All warrant officer candidates go to Warrant Officer Candidate School at Fort Rucker in a TDY enroute status except for those who are stationed at Fort Rucker when selected for WOCS as well as those branched aviation.

All warrant officers, upon completion of WOCS, are again TDY to their basic MOS qualification course enroute to their PCS assignments with the exception of the following MOSs. Warrant officers in these MOS are PCS'd to their respective MOS Q course due to its duration. Once at the MOS Q course, their final PCS assignment is identified. These MOS are:

- 131A at Fort Sill
- 140E at Fort Bliss
- 420C at the Navy School of Music
- 880A at Fort Eustis
- 881A at Fort Eustis
- Initial entry aviators at Fort Rucker

Soldiers TDY for the Warrant Officer Candidate School are not authorized per diem. From the moment they report in they are housed in barracks and are issued a meal

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card. The only soldiers that would be authorized per diem would be those warrant officers that, after graduation from WOCS, remain at Fort Rucker for Phase I of the Aviation Maintenance Technician Warrant Officer Basic Course. The losing installation will fund the WOCS and the follow-on training.

Q. What do we do about Drill Sergeants School?

A. All orders for Drill Sergeants School are TDY and Return even though the soldiers, if they pass the course, will return to the installation and then generally, PCS to another installation. The losing installation funds the TDY and return.

Q. If the circumstances involve movement between CONUS and OCONUS stations, will vouchers be sent back to the losing station, and if so, won't this cause hardships for the soldier?

A. Vouchers will be submitted and processed at the finance office servicing the gaining installation in both CONUS and OCONUS.

Q. If the Army Signal Command (ASC) G1 requisitions a soldier that requires an ASI school enroute, who is responsible for locking in an ATRRS seat for the course, ASC or PERSCOM?

A. If the request for the skill came in on a requisition, then PERSCOM would make the reservation for the individual to attend the school.

Q. Soldier is assigned to CONUS but attached to OCONUS Military Personnel Division (MPD) for finance and administration purposes. PCS orders were published by attached station. Who should fund the TDY enroute?

A. The losing unit with responsibility for financial control of soldier should fund the TDY enroute.

Q. Who has the funding for AC soldiers assigned to NG units?

A. For MTSA training, funding for AC soldiers assigned to NGB/ARNG units has been given, as applicable, to OA22. We don't anticipate a large requirement for MTSA dollars for Army Reserve and those soldiers assigned to ARNG units.

Q. Who pays for the 2-week requirement for the Army War College (Non-resident) Course?

A. MTSA does not fund AC soldiers who elect to attend CGSOC, Phases 2 & 4 through the RC schools. Apparently some MACOMs allow soldiers to take permissive TDY or soldiers elect to take phases during their vacation time. AC soldiers also can take Phase 2 & 4 through correspondence. Commands may elect to allow soldier to

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attend in a TDY and return status using their mission travel and per diem dollars. Details are worked locally between soldier and his command.

Q. Are modifications to travel orders required to cover significant variances between obligations and disbursed amounts?

A. No. Travel orders are estimates. Adjustments are expected when the final settlement is processed.

Q. What actions are expected to be taken prior to increasing obligations to match final settlement (disbursed) amounts reported on the Nonstock Fund Orders and Payable reports or DCAS reports? Any research required to determine why the disbursement exceeds the obligation?

A. Fiduciary responsibilities for MTSA are the same as for all OMA funding.

Q. Why is there no requirement for travelers to provide a copy of the settled travel claim to the MTSA manager?

A. Many activities have local regulations which require a traveler to submit a copy of the final settlement voucher to the order issuing official. Block 16 of the DD 1610 is usually annotated to indicate where the copy should be sent.

Q. How can we get personnel who are TDY enroute to their next duty station to process their travel claims in a timely manner? What requirement exists for MTSA managers to pursue settlement and close out of the travel orders/obligation?

A. DoD FMR 7000.14, Volume 9, section 020303 outlines the procedures for monitoring advances and action required when service members fail to submit travel claim.

Note: ***Additional questions and answers may be accessed on the OASA(FM&C) web site at www.asafm.army.mil, Business Practices, Military Training Specific Allotment Information, Additional MTSA Questions and Answers.***