



DEPARTMENT OF THE ARMY  
HEADQUARTERS, UNITED STATES ARMY CADET COMMAND  
204 1ST CAVALRY REGIMENT ROAD  
FORT KNOX, KENTUCKY 40121-5123

ATCC-RM (145-1b)

JAN 03 2024

MEMORANDUM FOR

Commanders, All Units Reporting Directly to this Headquarters  
Directors and Chiefs, Primary and Special Staff Offices, HQ USACC

SUBJECT: Policy Memorandum 8-2 – US Army Cadet Command Institutional Training  
Directed Lodging and Meal (ITDLM) Policy

1. References:

a. Department of the Army Institutional Training Directed Lodging and Meal Policy Handbook, 1 April 2016.

b. TRADOC TASKORD IN161721 Institutional Training Directed Lodging and Meal (ITDLM) Policy Implementation, 20 June 2016.

2. Applicability. This policy applies to active component US Army Cadet Command (USACC) Soldiers attending institutional training funded by the Army Deputy Chief of Staff (DCS), G-3/5/7. For USACC this includes Basic Officer Leader Course (BOLC)-B, Professional Military Education (PME) courses, and required functional training funded with Management Decision Package (MDEP) TTDY (previously known as MTSA).

3. Guidance.

a. Travel entitlements for centrally funded services (lodging and directed meals) will be in compliance with the Army ITDLM Policy Handbook. These entitlements and any associated reimbursements will comply with Army DCS, G-3/5/7 training travel guidance for applicable training sites.

b. In accordance with reference b., TRADOC Centers of Excellence (CoEs) and Schools participating in the ITDLM program will abide by the policies in the ITDLM handbook. CoEs/Schools are to have necessary controls in place to ensure compliance with the guidance in the handbook. CoEs/Schools are to incorporate ITDLM into the Command/Organizational Inspection Program (OIP).

4. Purpose. To provide policy and guidance for the USACC implementation of controls over the ITDLM program.

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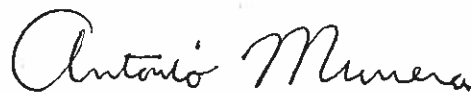
a. USACC G8 will maintain control over the line of accounting (LOA) that funds applicable institutional training funded with MDEP TTDY. This ensures the funding is used appropriately for only BOLC-B, PME courses, and required functional training. ICW G1, G8 will review all BOLC-B travel authorizations and place the TTDY LOA on each authorization. Access to the Defense Travel System (DTS) LOA for PME will require a cross-organization funding action approved by USACC G8. Travelers will request access to the LOA by submitting a reservation screenshot from the Army Training Requirements and Resources System (ATRRS) to the G8 travel team group box, [usarmy.knox.usacc.list.usacc-dts-help-civ@army.mil](mailto:usarmy.knox.usacc.list.usacc-dts-help-civ@army.mil). A member of the G8 travel team will verify that the ATRRS snapshot validates that the course should be funded with TTDY prior to approving the cross-organization funding request. The screenshot must show the Quota Source (QS) and the Component Code (CP).

b. DTS approvers throughout the Command will comply with travel entitlements authorized by the Army DCS, G-3/5/7. Travel documents will only be approved with correct, authorized per diem entitlements for lodging and directed meals.

c. USACC G8 incorporates ITDLM into the OIP by maintaining a requirement on the 5-year Internal Control Evaluation Plan (ICEP), and by performing recurring tests for compliance. G8 will perform compliance tests on PME travel documents applicable to ITDLM by conducting a monthly 10% audit on all travel documents utilizing the DTS TTDY LOA. G8 will also perform an annual evaluation during the Annual Statement of Assurance.

5. Policy Compliance. USACC institutional training travel entitlements are approved in accordance with Army DCS, G-3/5/7 travel guidance with minimal discrepancies. If G8 testing uncovers significant discrepancies or evidence of waste/fraud/abuse, then this policy will be re-evaluated to explore further restrictions and funding controls.

6. The point of contact for this memorandum is Bill May, USACC G8, at (502) 624-4396, [william.w.may.civ@army.mil](mailto:william.w.may.civ@army.mil).



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