



## **Subject: Enlisted Combat Skills/Green Platoon (EGP) Travel Instructions**

### **Authorization Approval Timeline:**

Your travel orders must be submitted in the Defense Travel System (DTS) NLT 10 days prior to your report date. Ensure you comply with the following instructions to complete a valid Authorization.

### **DTS Cross Organization Line of Accounting (LOA):**

SOATB RMO will grant access to those who have ATTRS Reservations. You will receive an email from our office NLT 21 Days from your Report Date, letting you know you have access to the EGP LOA. If you require access earlier, contact SOATB RMO and we will work with you.

### **Flight:**

If you are flying, you are required to make all reservations in DTS through the Commercial Travel Office (CTO). You must use your Government Travel Charge Card (GTCC). DO NOT use your personal credit or debit card.

### **Lodging:**

Barracks are provided, so lodging costs must be \$0. If you drive your personal vehicle to Fort Campbell from your duty station and make an overnight stop, we will not reimburse you for any lodging fees incurred. You must claim that cost using your unit's LOA in DTS.

### **Per Diem:**

During training, you are authorized a per-diem rate of \$11.05 on weekdays and \$22.40 on weekends or non-duty days. Ensure this is reflected in the per diem section of DTS.

### **POV Travel:**

If you plan to drive your POV you must attach a Constructed Travel Worksheet (CTW) in your Authorization. Instructions on how to complete a CTW and template are attached in this email. The primary mode of transportation for the Regiment & the Government is Commercial Air. If you do not choose to fly and elect to drive your POV, you must provide a snipped image (screenshot) of the flight cost from your duty station to Fort Campbell and the flight cost from Fort Campbell back to your duty station. You can do this in DTS by creating a dummy flight reservation, snipping the required images, deleting the authorization, and then creating your real one. You are authorized In/Around Mileage up to 15 miles/day and you must attach a mileage log when you submit your voucher.

### **Rental Car:**

Rental cars are not required and only allowed if approved and funded by your home unit. If your unit authorizes a rental car, you must attach a memo signed by your Commander/1SG stating they understand their units funds will be used to fund the rental car and fuel for the duration of the TDY. If approved, your home unit LOA needs to be added to the Authorization and tied to the rental expense.

### **Other Expenses:**

You must provide a receipt for reimbursable expenses greater than \$10.

- If you are taking your POV, do not provide gas receipts since that is included in the mileage rate.
- Do not attach receipts for food, groceries, or related sustenance costs. This is already included in your per-diem rate, which consists of Meals and Incidentals.
- Do not use your GTCC to purchase non-mission expenses. You will receive a brief on GTCC use when you begin the course.

### **Final Voucher for Travel:**

You must submit and sign your DTS travel voucher within 5 business days from when you complete your training or return to your home station.

**General course Info:**

If you have not done so already, ensure you review the Enlisted Combat Skills Course information on ATRRS prior to your arrival at Combat Skills. The course information has vital information you will need to help ensure your success in training. Below is the link to our Course Information:

<https://www.atrrs.army.mil/atrrscc/courseInfo.aspx?fy=2023&sch=331C&crs=600-F29&crstitle=ENLISTED+COMBAT+SKILLS&phase=>

If you cannot access ATRRS directly, contact your S3 Schools NCO to obtain this information.

RMO POCs:

OIC: CPT Jarrell, Peyton at [peyton.a.jarrell.mil@socom.mil](mailto:peyton.a.jarrell.mil@socom.mil)

NCOIC: SGT Stevenson, Asaiah at [asaiah.e.stevenson.mil@socom.mil](mailto:asaiah.e.stevenson.mil@socom.mil)

Travel Analyst: CPL Kologo, Amed at [amed.kologo.mil@socom.mil](mailto:amed.kologo.mil@socom.mil)