



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT LEAVENWORTH
290 GRANT AVENUE UNIT 1
FORT LEAVENWORTH, KANSAS 66027-1417

IMLV-ZA

22 July 2015

MEMORANDUM FOR GARRISON ACTIVITIES

SUBJECT: Garrison Command Policy Letter #10, Garrison TDY Policy

1. PURPOSE. To reduce the amount of resources expended on TDY travel without preventing the workforce from receiving required training and information.

2. GENERAL. The following policy and procedures apply to all Garrison activities.

3. POLICY/PROCEDURES.

a. All TDY will be approved by the Deputy to the Garrison Commander (via email) prior to creation of an authorization in DTS.

b. TDY that is required to maintain licensure or certification will receive the highest priority. Priority will also be given to TDY that is fully funded from a central source other than by the Army Garrison at Fort Leavenworth.

c. Activities will actively seek alternatives for savings:

(1) TDY is expensive due to the combination of travel costs, lodging, registration, meals, rental cars, parking, and incidental expenses. Look for alternative funding for any of the expense items to reduce costs.

(2) If two or more individuals have been approved for travel at the same course, look at the potential for driving a government vehicle with all travelers to the course.

(3) Attempt to use public transportation for in and around travel, avoiding the need for a rental car.

(4) Travel during normal duty hours to avoid travel compensatory time. In considering this as a saving, weigh it against the potential cost of additional lodging or per diem costs.

(5) When there are multiple training requirements for the same course, consider bringing the course to Fort Leavenworth versus sending multiple travelers to some other location.

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- (6) Consider sending one employee to training to return and train others.
4. This policy is effective immediately. POC is Mr. Jack Walker, Deputy to the Garrison Commander, 684-2993.

//Original Signed//
THOMAS A. SHOFFNER
COL, AR
Garrison Commander