



DEPARTMENT OF THE ARMY
US ARMY COMBINED ARMS CENTER AND FORT LEAVENWORTH
415 SHERMAN AVENUE UNIT 1
FORT LEAVENWORTH, KANSAS 66027-2300

REPLY TO
ATTENTION OF:

ATZL-CSS

3 NOV 2014

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy 15, Combined Arms Center (CAC) Mission Approval Authority for Temporary Duty (TDY) Outside of the Continental United States (OCONUS)

1. REFERENCE. AR 55-46, Transportation and Travel, Travel Overseas, 20 June 1994.
2. PURPOSE. Establish CAC policy for mission approval of OCONUS TDY for all CAC organizations.
3. SCOPE. This policy applies to all organizations aligned under CAC residing on Fort Leavenworth.
4. POLICY.
 - a. The approval authority for all CAC organizations, residing on Fort Leavenworth, requesting to travel OCONUS on TDY status is the CAC, Chief of Staff.
 - b. By exclusive exception, the approval authority for all Mission Command Training Program (MCTP) organizations requesting to travel OCONUS on TDY status is the MCTP Commander.
5. REQUIREMENTS.
 - a. CAC Organizations (excluding MCTP):
 - (1) All (non-MCTP) CAC organizations, residing on Fort Leavenworth, are required to data-enter their intended OCONUS TDY travel into the OCONUS Travel Tracker located on the SGS homepage:
<https://combinedarmscenter.army.mil/cachq/staff/SGS/default.aspx>, (click the icon for "OCONUS Travel").
 - (2) CAC, Headquarters requires all units to submit OCONUS travel, via the OCONUS Travel Tracker, a minimum of 10 calendar days prior to the first day of travel.
 - (3) The traveler's director must request Exception to Policy #15 through the Executive Officer to the CAC, Chief of Staff.

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(4) Once a week, the Office of the Secretary of the General Staff will export a report from the OCONUS Travel Tracker and send it thru the G8 to the CAC, Chief of Staff for mission approval.

(5) Upon approval, the Office of the Secretary of the General Staff will update the OCONUS Travel Tracker to reflect approval and send the weekly approval report to the Adjutant General Travel Clearance Manager for country clearance processing. The Adjutant General releases final country clearance.

(6) The requesting office can access Chief of Staff approval status by checking the OCONUS Travel Tracker.

b. MCTP Organizations:

For all MCTP organizations, the MCTP Commander provides a list of all travelers, exact dates of travel, and OCONUS destination(s), clearly showing his or her signature approval (ink or digital) to the Adjutant General Travel Clearance Manager as a final part of the process to gain country clearance.

6. PROPONENCY. The proponent for this command policy is CAC Office of the Secretary of the General Staff, usarmy.leavenworth.CAC.mbx.sgs-inbox@mail.mil, 913-684-0024.



ROBERT B. BROWN
Lieutenant General, USA
Commanding General

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