



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND
102 MCNAIR DRIVE
FORT MONROE, VIRGINIA 23651-1047

ATTG-TRI-S

16 May 2008

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Living Allowance Validation and Approval for Payment to International Military Students (IMS)

1. References:

- a. Joint Federal Travel Regulation (JFTR), Volume I, Uniformed Service Members, 1 May 08.
- b. AR 12-15, Joint Security Assistance Training (JSAT), 5 Jun 00.
- c. (U) SECDEF message, USDP-DSCA, 141441Z Apr 03, subject: New Travel and Living Allowances (TLA) Policy Guidance for Security Cooperation Training Programs P3 Policy #03-01.

2. The Defense Finance and Accounting (DFAS) Center has highlighted a significant increase in the erroneous living allowance payments being approved for IMS attending security assistance authorized and funded training at several TRADOC-managed schools/installations. These erroneous payments potentially create Anti-Deficiency Act violations and must be addressed immediately.

3. Living allowance payments to IMS must be made in accordance with the above references. Living allowance payment policy in AR 12-15 has been superseded by reference c (enclosure 1), which will be incorporated in the revised regulation.

4. Various personnel in the School/Center International Military Student Offices (IMSO) currently prepare and sign, as the approving official, the vouchers for IMS living allowances submitted to DFAS for payment. In order to preclude overpayment of authorized living allowances and eliminate discrepancies between the amount paid and the calculated cost recorded as obligations in the accounting system, TRADOC/G3/SATFA is establishing the following management and fiscal controls effective date of this memo:

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a. Chief, IMSO will sign all IMS travel and living allowance vouchers. IMSO Chiefs will be designated as Approving Official on DD Form 577 NLT 13 June 2008. The form will be sent electronically to Chief, SATFA Financial Management Division (FMD) (see paragraph 6). A new 577 will be prepared and sent when there is a change in IMSO/Approving Official.

b. Commander/Appointing Authority for DD Form 577 will be the first Lieutenant Colonel or civilian equivalent in the IMSO chain of command.

c. Approving officials will be familiar with above references and validate the accuracy of all IMS vouchers submitted for payment to DFAS. SATFA FMD POCs will assist/advise in any regard as required.

d. All IMS will be paid the current Government Meal Rate (GMR), \$9.80/day for FY08, plus approved lodging allowance and incidentals of \$11/day, unless there are documented exceptions provided to SATFA FMD POC (paragraph 4). Enclosure 2 provides current in-force policy and procedural details regarding exceptions. Note that IMS attending courses designated in enclosure 2, paragraph 2b are authorized the local meal rate.

e. SATFA FMD will implement periodic audits of DFAS paid IMS vouchers to ensure payments are processed IAW above referenced policy and any approved exceptions.

5. Questions/comments concerning processing IMS travel and living allowance payments can be directed to the attention of Regina Lewis, SATFA FMD, at Regina.F.Lewis@us.army.mil, DSN 680-3822, commercial (757) 788-3822.

6. POCs for this memo are Barbara Summers, Chief, SATFA FMD, DSN 680-2961, commercial (757) 788-2961, Barbara.Summers@us.army.mil; and Dr. Judy Damewood, Chief, Policy, Plans, Programs, and

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Projects Office, SATFA, DSN 680-2056, commercial (757) 788-2056,
Judy.Damewood@us.army.mil.

FOR THE DEPUTY CHIEF OF STAFF G3/5/7



JOHN R. BAER
Director, Security Assistance
Training Directorate

- 2 Encls
1. SECDEF Message (DSCA
Policy Guidance #03-01)
 2. IMS Payment Information

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