



DEPARTMENT OF THE AIR FORCE
WASHINGTON, DC 20330-1080

Office Of The Under Secretary

6 June 2003

MEMORANDUM FOR SEE DISTRIBUTION

FROM: SAF/IAPX

SUBJECT: Travel and Living Allowance Policy Guidance for Security Assistance Training Programs (SAF/IAPX 03025)

This letter replaces SAF/IAPX 0324.

The attached SECDEF (USDP-DSCA) message is forwarded for your information and use, as appropriate. It provides updated guidance on Travel and Living Allowance (TLA) payments, when authorized, under International Military Education and Training Program, Foreign Military Sales training cases and other security cooperation training programs.

Please contact Mrs. Braese, or Mrs. Sparkman, DSN 425-8929/8905, if you have any questions.

//Signed//
TERRY L. BATES
Chief, Security Assistance Policy Division
Deputy Under Secy, Int'l Affairs

Attachment:
SECDEF (USDP-DSCA)
141441Z APR 03



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TERRY L. BATES

Chief, Security Assistance Policy Division
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SUBJECT: NEW TRAVEL AND LIVING ALLOWANCES (TLA) POLICY GUIDANCE FOR SECURITY COOPERATION TRAINING PROGRAMS P3 POLICY # 03-01

1. THE PURPOSE OF THIS MESSAGE IS TO PROVIDE NEW POLICY GUIDANCE FOR INTERNATIONAL STUDENTS (IMS) WHO RECEIVE TRAVEL AND LIVING ALLOWANCES UNDER THE INTERNATIONAL MILITARY EDUCATION AND TRAINING, FOREIGN MILITARY SALES AND OTHER SECURITY COOPERATION PROGRAMS.
2. EFFECTIVE 1 APRIL 2003, IMS ALREADY ATTENDING THE NATIONAL DEFENSE UNIVERSITY WILL BE AUTHORIZED THE SAME TRAVEL PER DIEM ALLOWANCE RATES AS THOSE AUTHORIZED FOR THE US UNIFORMED SERVICE MEMBERS UNDER THE JOINT FEDERAL TRAVEL REGULATION (JFTR). ANY STUDENTS ATTENDING SENIOR LEVEL SCHOOLS (LISTED IN PARAGRAPH C.(6) OF THIS MESSAGE) STARTING ON OR AFTER 1 JUNE 2003 WILL ALSO BE AUTHORIZED THESE RATES. EFFECTIVE 1 OCTOBER 2003, ALL IMS ATTENDING ALL SCHOOLS (MILITARY AND CIVILIANS REGARDLESS OF RANK) WILL BE AUTHORIZED THE SAME TRAVEL PER

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DIEM ALLOWANCE RATES AS THOSE AUTHORIZED UNDER THE JFTR. THE FOLLOWING RATE CHANGES RESULTED FROM A COMPREHENSIVE REVIEW OF THE CURRENT IMS LIVING ALLOWANCE RATES CONDUCTED BY DSCA AND THE MILITARY SERVICES.

3. TO DOCUMENT THESE CHANGES, DOD5105.38M, SECURITY ASSISTANCE MANAGEMENT MANUAL (SAMM), IS CHANGED AS FOLLOWS:

A. TABLE 1001-2 IS RETITLED FROM 'DAILY SUPPLEMENTAL LIVING ALLOWANCES FOR IMET STUDENTS' TO 'DAILY SUPPLEMENTAL LIVING ALLOWANCES FOR IMS UNDER SECURITY COOPERATION PROGRAMS'.

B. THE REMAINDER OF THE TABLE IS DELETED IN ITS ENTIRETY AND REPLACED WITH THE FOLLOWING:

(1) IF GOVERNMENT OR CONTRACTED GOV'T QUARTERS ARE NOT AVAILABLE AND MESS IS NOT AVAILABLE, THE LIVING ALLOWANCE RATE IS: ACTUAL COST OF LODGING + JFTR LOCAL MEAL RATE + \$11 SPECIAL IMS INCIDENTALS (NTE MAX LODGING AUTHORIZED IN JFTR; IMS MUST SHOW PROOF OF RENTAL AGREEMENT OR LODGING RECEIPT)

(2) IF GOVERNMENT OR CONTRACTED GOV'T QUARTERS ARE AVAILABLE AND MESS IS NOT AVAILABLE, THE LIVING ALLOWANCE RATE IS: ACTUAL COST OF LODGING + JFTR LOCAL MEAL RATE + \$11 SPECIAL IMS INCIDENTALS (NTE MAX LODGING AUTHORIZED IN JFTR)

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(3) IF GOVERNMENT OR CONTRACTED GOV'T QUARTERS ARE AVAILABLE AND MESS IS AVAILABLE, THE LIVING ALLOWANCE RATE IS: ACTUAL COST OF LODGING + JFTR GOVT MEAL RATE + \$11 SPECIAL IMS INCIDENTALS.

(4) IF GOVERNMENT OR CONTRACTED GOV'T QUARTERS ARE AVAILABLE AND ONE OR TWO MEALS ARE AVIALABLE, THE LIVING ALLOWANCE IS: ACTUAL COST OF LODGING + JFTR PROPORTIONAL MEAL RATE + \$11 SPECIAL IMS INCIDENTALS.

(5) IF QUARTERS AND MESS ARE AVAILABLE AND FREE OF CHARGE, THE LIVING ALLOWANCE RATE IS: \$11 SPECIAL IMS INCIDENTALS.

(6) IF QUARTERS ARE FREE OF CHARGE AND MESSING IS AVAILABLE (ABOARD SHIP), THE LIVING ALLOWANCE RATE IS: GOVERNMENT MEAL RATE + \$11 SPECIAL IMS INCIDENTALS FOR OFFICERS AND \$11 SPECIAL IMS INCIDENTALS FOR ENLISTED.

(7) IF GOVERNMENT OR CONTRACTED GOV'T QUARTERS ARE AVAILABLE AND IMS CHOOSES TO LIVE OFF BASE/POST, THE LIVING ALLOWANCE RATE IS: \$0 (ZERO).

(8) IF GOVERNMENT OR CONTRACTED GOV'T QUARTERS ARE NOT AVAILABLE (AVAILABILITY OF QUARTERS WILL BE BASED UPON THE AVAILABILITY OF GOVERNMENT FAMILY HOUSING) AND DEPENDENTS ARE ENCOURAGED (SEE PARA C. (6) FOR QUALIFIED COURSES), THE LIVING ALLOWANCE RATE IS: ACTUAL COST OF LODGING + JFTR LOCAL MEAL RATE + \$11 SPECIAL IMS INCIDENTALS (NTE

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MAX LODGING AUTHORIZED IN JFTR; IMS MUST SHOW PROOF OF RENTAL AGREEMENT AND CERTIFY THAT DEPENDENTS WILL RESIDE WITH IMS FOR AT LEAST 75% OF THE COURSE DURATION).

(9) IF GOVERNMENT OR CONTRACTED GOV'T QUARTERS ARE AVAILABLE AND MESS IS NOT AVAILABLE AND DEPENDENTS ARE ENCOURAGED (SEE PARA C.(6) FOR QUALIFIED COURSES), THE LIVING ALLOWANCE IS: ACTUAL COST OF LODGING + JFTR LOCAL MEAL RATE + \$11 SPECIAL IMS INCIDENTALS (NTE MAX LODGING AUTHORIZED IN JFTR).

(10) IF GOVERNMENT OR CONTRACTED GOV'T QUARTERS ARE AVAILABLE (AVAILABILITY OF QUARTERS WILL BE BASED UPON THE AVAILABILITY OF GOVERNMENT FAMILY HOUSING), MESS IS AVAILABLE, AND DEPENDENTS ARE ENCOURAGED (SEE PARA C.(6) FOR QUALIFIED COURSES), THE LIVING ALLOWANCE RATE IS: ACTUAL COST OF LODGING + JFTR LOCAL MEAL RATE + \$11 SPECIAL IMS INCIDENTALS.

(11) IF GOVERNMENT OR CONTRACTED GOV'T QUARTERS ARE AVAILABLE (AVAILABILITY OF QUARTERS WILL BE BASED UPON THE AVAILABILITY OF GOVERNMENT FAMILY HOUSING), ONE OR TWO MEALS ARE AVAILABLE AND DEPENDENTS ARE ENCOURAGED (SEE PARA C.(6) FOR QUALIFIED COURSES), THE LIVING ALLOWANCE RATE IS: ACTUAL COST OF LODGING + JFTR LOCAL MEAL RATE + \$11 SPECIAL IMS INCIDENTALS.

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(12) IF BACHELOR GOVERNMENT OR CONTRACTED GOV'T QUARTERS ARE AVAILABLE AND DEPENDENTS ARE NOT ENCOURAGED/AUTHORIZED. BUT THE IMS CHOOSES TO BRING HIS DEPENDENTS AND RESIDES OFF BASE/POST, THE LIVING ALLOWANCE RATE IS: \$0 (ZERO).

(13) WHEN AN IMS FROM ONE COUNTRY IS ATTENDING A REGIONAL MOBILE EDUCATION AND TRAINING (MET) COURSE IN ANOTHER COUNTRY, THE LIVING ALLOWANCE RATE IS: ACTUAL COST OF LODGING NOT TO EXCEED JFTR MAX LODGING RATE + MEALS IN ACCORDANCE WITH JFTR + APPLICABLE OCONUS INCIDENTALS.

C. THE NOTES ON TABLE 1001-2 ARE ALSO DELETED IN THEIR ENTIRETY AND REPLACED AS FOLLOWS:

(1) IF GOVERNMENT QUARTERS ARE NOT AVAILABLE, A STATEMENT OF NON-AVAILABILITY OR EQUIVALENT MUST BE ISSUED TO THE IMS (AND FILED WITH VOUCHER) AND JFTR RATES EQUAL TO THOSE AUTHORIZED FOR US PERSONNEL WILL BE AUTHORIZED FOR IMS. IN ADDITION, A SPECIAL INCIDENTAL RATE OF \$11 PER DAY IS AUTHORIZED FOR IMS. QUARTERS AVAILABLE MEANS THAT USG QUARTERS OR CONTRACTED GOVERNMENT QUARTERS WERE EITHER FURNISHED OR MADE AVAILABLE. IF THE IMS ELECTS NOT TO RESIDE IN GOVERNMENT QUARTERS OR CONTRACTED GOVERNMENT QUARTERS AND GOVERNMENT QUARTERS OR CONTRACTED GOVERNMENT QUARTERS ARE AVAILABLE,

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THE IMS WILL NOT BE AUTHORIZED TO BE PAID LIVING ALLOWANCES (LODGING, FOOD OR INCIDENTALS) THROUGH SECURITY COOPERATION PROGRAMS. FOR IMS CURRENTLY ATTENDING TRAINING IN THE US THAT ELECTED TO RESIDE OFF-BASE/POST UNDER THE OLD 1999 TLA POLICY, THE IMS WILL BE AUTHORIZED TO CONTINUE TO RECEIVE TLA AT 1999 TLA POLICY RATES UNTIL THEIR CURRENT LINE OF TRAINING IS COMPLETED AND THE IMS HAS RETURNED HOME. HOWEVER, IF THE IMS IS SCHEDULED FOR FOLLOW-ON TRAINING AT A DIFFERENT TRAINING LOCATION, THE TLA RATES IN THIS MESSAGE (DSCA 03-1) WILL APPLY AT THE NEW TRAINING LOCATION. MESS AVAILABLE MEANS THREE MEALS PER DAY ARE AVAILABLE IN A USG MESS, WHETHER OR NOT ACTUALLY CONSUMED. IN OVERSEAS AREAS INCLUDING HAWAII, WHERE USG QUARTERS AND MESS ARE NOT AVAILABLE, THE RATES AUTHORIZED ARE EQUAL TO THOSE AUTHORIZED FOR US PERSONNEL IN THE JFTR. WHEN AN IMS FROM ONE COUNTRY IS ATTENDING A REGIONAL MOBILE EDUCATION COURSE OR TRAINING COURSE IN ANOTHER COUNTRY, THE ACTUAL COST FOR LODGING AND MEALS WILL NOT EXCEED MAXIMUM AUTHORIZED IN THE JFTR.

(2) WHEN TLA IS AUTHORIZED, THE TRAVEL ALLOWANCE RATE INCLUDES THE DAY OF DEPARTURE FROM HOME COUNTRY TO THE DAY OF ARRIVAL AT, AND DAY OF DEPARTURE FROM EACH TRAINING INSTALLATION, AND THE DAY OF ARRIVAL AT HOME COUNTRY. TLA RATES WHILE THE IMS IS ON TRAVEL STATUS

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INCLUDING UNSCHEDULED DELAYS, ARE BASED ON RATES EQUAL TO THOSE IN THE JFTR FOR US PERSONNEL. IN MOST CASES, THE IMS WILL NOT RECEIVE THEIR FIRST TLA PAYMENT UNTIL THEY HAVE BEEN IN CONUS FOR TWO WEEKS; THEREFORE, THE SAO IS ENCOURAGED TO ADVANCE IMS SUFFICIENT FUNDS IN UNITED STATES DOLLARS TO MEET ALL EXPENSES WHILE IMS IS ENROUTE TO INCLUDE TWO WEEKS ADVANCE TLA. ANY SUCH ADVANCES SHALL BE ANNOTATED IN THE SPECIAL CONDITIONS BLOCK OF THE ITO TO PREVENT DUPLICATE PAYMENT OF ENTITLEMENTS AT CONUS TRAINING ACTIVITIES.

(3) WHEN IMS IS SCHEDULED TO ATTEND TRAINING FOR FIVE (5) WEEKS OR LESS, THE SAO IS AUTHORIZED TO PURCHASE ROUNDTRIP TRANSPORTATION AND TO PAY IMS TOTAL AUTHORIZED LIVING ALLOWANCE ENTITLEMENTS AT THE TIME OF DEPARTURE. GTR # AND AMOUNTS PAID FOR TRANSPORTATION AND LIVING

ALLOWANCES WILL BE ANNOTATED IN THE SPECIAL CONDITIONS BLOCK OF THE ITO TO PREVENT DUPLICATE PAYMENT OF ENTITLEMENTS.

(4) IF THE DURATION OF TRAINING AT THE LAST TRAINING INSTALLATION IS TWO (2) WEEKS OR LESS, AND/OR THE LAST TRAINING INSTALLATION HAS NO MEANS OF PAYING THE IMS, THE IMSO AT THE NEXT-TO-LAST TRAINING INSTALLATION WILL ARRANGE FOR ADVANCE PAYMENT OF TRAVEL AND LIVING ALLOWANCE FOR THAT PERIOD OF TIME TO THE DAY OF ARRIVAL AT THE NEXT FOLLOW-ON TRAINING INSTALLATION OR COUNTRY. EXCEPT FOR PERIODS OF

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LEAVE, THE IMS ITO WILL BE ENDORSED IN THE SPECIAL CONDITIONS BLOCK TO IDENTIFY THE PERIOD OF TIME FOR WHICH ADVANCED LIVING AND TRAVEL ALLOWANCES WERE MADE.

(5) IF IT IS DETERMINED THAT AN IMS STUDENT WHO HAS DEPARTED THE CONUS OR OVERSEAS TRAINING ACTIVITY WAS OVERPAID IN CONUS OR AT THE OVERSEAS ACTIVITY, NO ATTEMPT WILL BE MADE TO COLLECT THE OVERPAYMENT FROM THE IMS. THE IMPLEMENTING AGENCY CONCERNED WILL DETERMINE WHETHER A FUNDING ADJUSTMENT VIA THE SECURITY COOPERATION TRAINING PROGRAM IS NECESSARY FOR THE TRAINING CONCERNED.

(6) THE IMS IS ENCOURAGED BY DOD TO BRING DEPENDENTS ONLY TO THE FOLLOWING COURSES:

ARMY WAR COLLEGE

ARMY COMMAND AND GENERAL STAFF COLLEGE AT BOTH FORT LEAVENWORTH AND THE WESTERN HEMISPHERE INSTITUTE FOR SECURITY COOPERATION (WHINSEC)

SERGEANTS MAJOR ACADEMY

NATIONAL DEFENSE UNIVERSITY

THE INTER-AMERICAN DEFENSE COLLEGE

AIR WAR COLLEGE

AIR COMMAND AND STAFF COLLEGE

SQUADRON OFFICER SCHOOL

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GRADUATE PROGRAMS AT THE AIR FORCE INSTITUTE OF TECHNOLOGY

NAVAL COMMAND COLLEGE

NAVAL STAFF COLLEGE

GRADUATE PROGRAMS AT NAVAL POSTGRADUATE SCHOOL

USMC COMMAND AND STAFF COLLEGE

USMC EXPEDITIONARY WARFARE SCHOOL

USMC SCHOOL OF ADVANCED WARFIGHTING

ARMED FORCES STAFF COLLEGE

AN IMS SCHEDULED TO ATTEND ANY OF THE ABOVE LISTED COURSES MAY ALSO BRING DEPENDENTS FOR PREREQUISITE COURSES, FOLLOW-ON COURSES, AND AUTHORIZED LEAVE PERIODS. TLA IS NOT AUTHORIZED FOR LEAVE PERIODS BEFORE OR FOLLOWING COMPLETION/TERMINATION OF TRAINING. IMS ARE NOT ENCOURAGED TO BRING DEPENDENTS TO ANY OTHER COURSES. THE WITH DEPENDENT TLA RATE IS INTENDED/AUTHORIZED WHEN THE DEPENDENTS RESIDE WITH IMS FOR THE MAJORITY (75%) OF THE COURSE DURATION. THE WITH DEPENDENT TLA RATE IS NOT INTENDED/AUTHORIZED FOR IMS WITH DEPENDENTS WHO COME ONLY FOR PERIODIC VISITS.

(7) ACCOMPANIED STUDENTS LIVING OFF POST/BASE ATTENDING COURSES WHERE DEPENDENTS ARE ENCOURAGED BY DOD (SEE PARA C.(6)) MAY DRAW A LIVING ALLOWANCE ADVANCE UPON ARRIVAL IN CONUS OF AN AMOUNT NOT TO EXCEED 10

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PERCENT OF THEIR TOTAL MAXIMUM LIVING ALLOWANCE AUTHORIZED AT A PARTICULAR LOCATION. THE STUDENT LIVING ALLOWANCE DRAWN DURING THE PERIOD OF TRAINING WILL BE ADJUSTED TO ENSURE THAT THE AMOUNT OF THE ADVANCE IS FULLY RECOVERED BEFORE THE STUDENT COMPLETES TRAINING AT THAT LOCATION.

(8) WHEN AN IMS IS AUTHORIZED THE WITH DEPENDENT TLA RATE AND IS SUBSEQUENTLY HOSPITALIZED, THE WITH DEPENDENT TLA RATE SHALL CONTINUE TO BE PAID.

(9) LIVING ALLOWANCE FOR LEAVE PERIODS BEFORE OR FOLLOWING COMPLETION/TERMINATION OF TRAINING IS NOT AUTHORIZED. LEAVE WITH LIVING ALLOWANCE MAY BE GRANTED DURING PERIODS OF CLASS BREAKS, AUTHORIZED HOLIDAYS, AND BETWEEN CONSECUTIVE COURSES.

(10) GUEST INSTRUCTORS ASSIGNED TO WHINSEC, IAAFA OR NAVSCIATTS WILL BE PAID A LIVING ALLOWANCE BASED UPON THE INSTALLATION'S GOVERNMENT QUARTERS OR GOVERNMENT CONTRACTED QUARTERS RATES BY GRADE AND A STANDARD SUBSISTENCE ALLOWANCE REGARDLESS OF RANK. GUEST INSTRUCTORS ALLOWANCES ARE PAID OUT OF THE MILITARY SERVICES OPERATIONS AND MAINTENANCE ACCOUNT, NOT SECURITY ASSISTANCE TRAINING PROGRAMS.

4. THIS TLA POLICY CHANGE IS ALSO APPLICABLE TO IMS FUNDED IN A PREVIOUS FY WHO WILL CONTINUE TRAINING AFTER NEW RATES ARE

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IMPLEMENTED. REQUEST MILDEP FIELD TRAINING AGENCIES ADJUST TLA COSTS PROGRAMMED AS SOON AS POSSIBLE.

5. SINCE TLA INCREASES WILL IMPACT THE TOTAL IMET PROGRAM FOR SOME COUNTRIES IN FY2003, SAOS SHOULD BEGIN AT ONCE TO READJUST/REPRIORITIZE TRAINING WITHIN THEIR FY2003 IMET PROGRAMS AND IDENTIFY DELETIONS/CHANGES TO ABSORB THE TLA INCREASES WITHIN THEIR FY2003 IMET PROGRAM.

6. SAOS ARE REMINDED THAT TLA IS INTENDED TO BE A SUPPLEMENTAL LIVING ALLOWANCE AND IS INTENDED TO ASSIST WITH ADDITIONAL PERSONAL EXPENSES THAT THE IMS INCURS WHILE AWAY FROM THEIR HOME. IT IS NOT A SUBSTITUTE FOR PAY OR OTHER COMPENSATION NECESSITATED BY DUTY OUTSIDE OF AN IMS HOME COUNTRY.

7. DSCA POC FOR THIS MESSAGE IS KAY JUDKINS, POLICY AND PLANS DIVISION, (703) 601-3719 OR DSN: 329-3719, E-MAIL KAY.JUDKINS@DSCA.MIL.

RL

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