

HEADQUARTERS
UNITED STATES EUROPEAN COMMAND
UNIT 30400, BOX 1000
APO AE 09128

STAFF MEMORANDUM
NUMBER 30-2

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PERSONNEL

Procedures for Obtaining Military Training Specific Allotment (MTSA) Funding for US Army
Professional Military Education

1. **Summary.** To prescribe policies governing the use of Military Training Specific Allotment (MTSA) funding in support of HQ USEUCOM Army personnel attending DA directed training.
2. **Applicability.** This Staff Memorandum applies to all U. S. Army service members assigned to Headquarters, United States European Command.
3. **Internal Control Systems.** This directive contains internal control provisions and is subject to the requirements of the internal management control program.
4. **Suggested Improvements.** The proponent of this Staff Memorandum is ECJ1.
5. **Policy.** U. S. Army personnel assigned to USEUCOM and attending specified Professional Military Education (PME) courses (see Para. 6(e)) do so using Military Training Specific Allotment (MTSA) funding. MTSA funds are provided by Department of the Army (DA) to USEUCOM each fiscal year. The cost of any PME training in excess of the annual allotment provided to USEUCOM is absorbed by other Headquarters activities, unless additional funding is provided by DA. In order to reduce the amount of USEUCOM mission funds used in support of Army PME training, the procedures set forth in this memorandum will be followed when sending U. S. Army personnel to MTSA supported training.
6. **General.**
 - a. ECJ1 will manage allocation of training seats which use MTSA funding. Allocation will be based upon priority as indicated in paragraph 6(e). Standard Operating Procedure (SOP) for processing travel orders is located at Appendix A.
 - b. ECJ1 will prepare an annual estimate of MTSA funding needed to support USEUCOM training requirements at the beginning of each fiscal year. Shortfalls in projected MTSA funding will be reported to HQDA ODCSOPS (DAMO-TRI) and provided to USEUCOM-ECCM as an Unfunded Requirement (UFR). ECCM will report this UFR through normal budget channels in order to alert Army Budget Office of projected shortfall.

c. Should funding in excess of annual MTSA allotment be needed to meet USEUCOM/ Army training requirements, ECJ1 will request support using additional USEUCOM funds through ECCM to the Working Program and Budget Advisory Committee (WPBAC). USEUCOM mission funding will not be used to support Army training unless approved by the WPBAC or ECCM if authority is so delegated.

d. ECCM, in coordination with ECJ1, will ensure the proper distribution of any MTSA funding received subsequent to the use of HQ EUCOM mission funds in support of Army training.

e. PME will be prioritized as shown below:

- (1) ANCOC/BNCOC
- (2) Warrant Officer Staff/Basic/Advanced Course
- (3) Pre Command/Command Team Seminar
- (4) JPME II
- (5) Other Army Specialty Designation Courses

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APPENDIX A

Standard Operation Procedure (SOP)

Use of Military Training Specific Allotment (MTSA) in Support of Professional Military Education (PME) of U. S. Army Personnel Assigned to USEUCOM

1. **Procedures.**

a. At the beginning of each fiscal year, personnel needing MTSA supported training will be identified by the following sources:

ANCOC/BNCOC	HQ Commandant
WOSC/BC/AC	ECJ1
Other Army Courses	ECJ1/HQ Commandant
PCC/CTS	ECJ1
JPME II	Directorates/ECJ1

By name requirements with preferred course dates will be forwarded to ECJ1. These requirements will be integrated by ECJ1 into a MTSA spending plan based upon course priority and fund availability. ECJ1 will notify ECCM and the Directorate concerned as early as possible, once fund availability has been verified. DD 1610 will be prepared by the traveler's Directorate and forwarded to ECCM for fund certification (Block 19 of DD 1610). ECCM will provide the MTSA fund site unless funding constraints require funding from another source determined by ECCM/WPBAC.

b. Use of MTSA funded rental cars will not be approved unless specifically authorized in the PERSCOM generated order instructions. Directorates may fund rental cars using mission funds if they desire.

c. Upon certification, ECCM will forward DD1610 to ECJ1 for authorization.

d. ECJ1 will verify information and funding amount/source and authorize travel (Block 20 of DD 1610).

e. DD 1610 will then be returned to the appropriate Directorate for signature by Order Authorizing Official (Block 20).

f. For travel conducted in a TDY and Return mode, travelers must provide ECCM a copy of their paid travel voucher upon receipt from Finance. ECCM will adjust according to the paid voucher and forward a copy to ECJ1 for similar adjustment.

2. **Responsibility.** ECJ1 is the HQ Staff Proponent for this SOP. Any questions, comments, recommendations should be directed to ECJ1-XO, DSN 430-5103.