



## DEPARTMENT OF THE ARMY

MARYLAND ARMY NATIONAL GUARD  
1234<sup>TH</sup> CORPS SUPPORT BATTALION  
29<sup>TH</sup> STREET, REGIMENT ARMORY  
BALTIMORE, MD 23456

MD-ARMY-MIL

14 October 2012

MEMORANDUM FOR Cdr 7A JMTC, ATTN: AETT-RM-BE/BC, Unit 28130, APO AE 09114

SUBJECT: Overseas Deployment Training Travel Funds Request

1. The 1234<sup>th</sup> Corps Support Battalion, Maryland Army National Guard will deploy to JMTC, Germany. This Headquarters is requesting travel funds to support this overseas deployment up to \$1,500 per Soldier, as follows:

- a. State/COMPO: Maryland
- b. ODT Line(s) #: 71234A/B
- c. Unit UIC: WRXYZA
- d. Number of PAX: ##
- e. Dates: Advon: 7 Feb – 21 Feb 2013; Main Body 10 Feb – 21 Feb 2013.
- f. Location of Training: Hohenfels, Germany
- g. DTS Funding Cap = ## pax. x \$1,500.00 = \$ \_\_\_\_\_
- h. Estimated cost of travel: ## pax. x \$ \_\_\_\_\_ (lowest CTO offered price/ticket) = \$ \_\_\_\_\_
- i. Commercial Shipping/Excess Baggage of Equipment: = \$ 0.00
- j. Estimated total cost for ODT Line(s) airfare (incl. equipment shipping) = \$ \_\_\_\_\_
- k. Requested amount for funding via DTS Cross Org LOA method = \$ \_\_\_\_\_
- l. Requesting Unit's DTS Organization Label(s): \_\_\_\_\_, \_\_\_\_\_, etc.

2. The point of contact for coordinating the DTS Cross Org funding process is Ms Miller, 987 Bay Lane, Havre De Grace, Maryland 23456, DSN 312-123-4567 comm (410) 123-1234 / Fax (410) 123-3456, e-mail: msmiller@ngb.army.mil.

3. It is understood that Central Billing Account (CBA) will be selected from the applicable DTS drop down menu (Travel - Other Trans – Type) when booking airfare. Maximum number of travelers authorized per Group Authorization is ten (10). JMTC G-8 personnel (DTS ID#s: 2007, 7702, and 867110737) will be added to the routing list as 'Reviewer' at a level after unit's reviewers. We acknowledge that the requesting unit's LOA will fund per diem.

4. The point of contact for this headquarters is SGM Forrest, DSN 312-123-1234, Comm (410) 576-1234, 29<sup>th</sup> Street, Regiment Armory, Baltimore, Maryland 23456.

FOR THE COMMANDER:

/////original signed/////

JOHN J. FORREST  
SGM, MDARNG  
ODT Manager

CF: ARNG Affairs Office, 7A JMTC