



## ARMED FORCES SPORTS TRAINING CAMP CHECKLIST

1. Project Officers shall ensure the following items are provided and completed:

a. Billeting is arranged at host installation during training camp. For non-CISM events, project officer is responsible for arranging billeting at the competition site, unless otherwise directed by the Armed Forces Sports Office or the Host Service Athletic Director. If billeting is not provided for free, billeting shall be arranged at the GSA per diem rate.

b. Provide meals and incidental expenses per funding guidance listed in paragraph 9 of the Armed Forces Sports SOP. Rates shall be followed by the following guidance:

1) Meals and Incidentals shall be provided by the hosting Service at the appropriate rate per the JTR (Reference c). When hosting the training camp on installation, the GSA on-base rate shall apply to cover the cost of the dining facilities.

2) If meals are provided to the athletes, only the incidental rate shall be paid. CONUS incidental rate is \$5.00/day. OCONUS incidental rate is \$3.50/day. The OCONUS incidental rate of \$3.50 applies when participants are housed on a U.S. military installation or lodging and messing is provided by the host nation. JTR authorizes the use of the \$3.50/day if the Authorizing/Order-Issuing Official (AO) determines that a reduced rate for incidental expenses is adequate. The reduced incidental expense rate must be stated in the traveler's orders (reference c, para 020304, E on page 2-40). Reduced incidental expense rates do not apply to the days traveled by the participant.

3) If dining facilities are not available for three meals per day, then the GSA proportional rate shall apply. If dining facilities are utilized, arrangements must be made to authorize civilian staff members (coaches, trainers, etc.) to use facilities.

4) Travel to and from competition from the training camp shall use the GSA rate for the temporary duty site per JTR.

5) Sample calculation for the following scenario:

a) The Armed Forces Men's Soccer team (roster of 22 personnel) is training for 10 days at NAS Mayport, FL and will compete at the CISM Championship in Rio de Janeiro, Brazil for seven days (including travel to/from). At NAS Mayport, lodging is available at \$35/night per athlete and messing is available and directed at the installation's dining facility. At CISM, the host nation is providing all meals at no cost to the delegations. The following shall be used for determining expenses:

1) Lodging:  $22 \text{ people} \times \$35/\text{night} \times 9 \text{ nights} = \$6,930.00$

2) Meals and Incidentals (M&IE):

a) Training Camp:  $22 \text{ people} \times 10 \text{ days} \times \$22.60/\text{day} \text{ (on-base per diem rate)} = \$4,972.00 \text{ } (\$221.00/\text{person})$

b) CISM (7 days including 2 travel days):

1) Travel day M&IE is 75% of full rate to/from Rio de Janeiro =  $\$114.00 \times 75\% = \$85.50/\text{day} \times 2 \text{ days} = \$171.00/\text{person}$



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2) TDY/TAD rate is \$3.50/day, the standard OCONUS incidental rate. Meals are provided.  $\$3.50 \times 5 \text{ days} = \$17.50/\text{person}$ .

3) Total calculation: 22 people  $\times$  (\$171.00 travel M&IE + \$17.50 TDY/TAD Incidental rate) = \$4,147.00 (\$188.50/person).

c) Total M&IE for training camp and CISM = \$9,119.00 (\$414.50/person)

6) Per Diem rates can be found at the following link: <https://www.travel.dod.mil/Travel-Transportation-Rates/Per-Diem/Per-Diem-Rate-Lookup/>

c. Arrange transportation to include:

1) Local transportation at training camps.

2) Transportation to and from higher-level competition.

3) Travel rates can be found at: <https://mygovtrip.com> or <https://www.gsa.gov/travel/plan-book/transportation-airfare-pov-etc/city-pair-program-cpp>

d. Securing scrimmage competitions and training facilities for all team sports.

e. Entry fees to higher level activities.

f. Purchase competitive uniforms (see paragraph 8.d.10).a).9) of Armed Forces SOP).

a) Host Service is responsible for purchase of all competitive uniforms. Uniforms for higher-level competition are purchased annually with athletes retaining all uniforms and issued items upon completion of each competition. Armed Forces Sports will provide you the maximum allowable expense for competitive uniforms as listed in appendix (N) of the SOP.

b) At the request of the proponent Service, AFSCS will issue an authorization letter to the Service Representative and the Host Project Officer 90 days prior to the Armed Forces Championship. The team captain, in coordination with the Service Representative and the Host Project Officer, will distribute the issue items to the team delegation and will return all unused excess items.

c) Armed Forces Teams advancing onto National Championships will use the Armed Forces Sports emblem on their competitive uniform and "USA" on their bags and warm-ups as applicable. Only competitive uniforms listed within the "Funding Limits for Competitive Uniforms" may be purchased. Additional gear such as polo shirts, warm-ups, t-shirts is not authorized and shall not be billed to the Services.

g. Project officer shall ensure Team Captain is issued Code of Conduct Forms (appendix D); Team Captain LOI (appendix G); Team Captain Booklet (appendix H); Chief of Mission LOI (appendix I); Chief of Mission Booklet (appendix J); Military Uniforms Equivalent Chart (appendix K); Anti-Doping Declaration Form (appendix L); Anti-Doping Brief (M); and Armed Forces and CISM Flag/Marching Protocol (appendix O).

2. For further information, please contact the Armed Forces Sports Office at 210-238-9919 [steven.a.dinote.naf@army.mil](mailto:steven.a.dinote.naf@army.mil); or [theresa.l.smith102.naf@army.mil](mailto:theresa.l.smith102.naf@army.mil) 210-380-1679.