

West Region Police Academy Cost and Payment Information

Cost and Payment Information per Cadet:

1. **Billeting** - Cadets will be housed at Staybridge Suites in Las Cruces. Full per diem is authorized. Cadets are responsible for their lodging reservations and costs. For reservations contact the Staybridge Suites office and inform them that you are a White Sands Missile Range Academy Cadet at:

Commercial: (575) 521-7999

Fax Commercial: (575) 382-7009

sslascrucel@lodginghost.com

2. **Meals** - Full per diem is authorized for meals daily.

3. **Rental Vehicles** - Rental vehicles are strongly recommended.

4. **Travel Orders** - Each Garrison is responsible for preparing travel orders for Cadets. If at all possible prepare orders via the Defense Travel System (DTS). If Garrisons do not have DTS available, travel orders will be prepared manually. It is required that each activity ensure that each cadet is set up for partial payment in DTS, this will ensure split payment is made in a timely manner to Bank of America.

5. **Settlement Vouchers** - It is the responsibility of each Cadet to process his or her settlement voucher (DD 1351-2) either via DTS or manually to their servicing Finance institution. If DTS is utilized each Garrison is responsible for ensuring that a partial payment is set up in DTS. Each Cadet filing a manual voucher is responsible for ensuring settlement vouchers are processed every 30 days to ensure government travel cards are paid timely. Settlement voucher must indicate split disbursement when government travel cards are utilized. Garrison need to grant WSMR Police Academy the authority to approve and certify settlement vouchers (DD1351-2). WSMR will forward manual settlement vouchers to servicing Finance institution to ensure timely payment. Cadet will provide a copy to their unit. Assistance will be provided if necessary.

6. **Government Travel Card** - If Cadet does not have a government credit card, the Garrison is responsible for processing necessary paperwork.

7. **Tuition** - Cadet Tuition in the amount of \$1,712.00 must be made by fax or e-mail via Military Interdepartmental Purchase Request (MIPR) from the cadet's resource management personnel to one of the following recipients:

a. Please fax the MIPR to WSMR DES at fax # is: (575) 678-4459. If you need to discuss any financial issues the office can be reached at phone #: DSN: 258-2814 or Comm: (575) 678-2814.

b. The total amount of the itemized column for Academy supplies is \$123.2K excluding the Lease of GSA Vehicles (six LE sedans and two vans). A total cost to support the WSMR Academy is \$171.2K for 100 Cadets (25 per class) for a total of four classes. Break-out of Tuition Costs is as follows:

| Description | Per Cadet | Funding Source |
|---|-----------|------------------------------|
| Academy Supplies (i.e., pens, writing paper, staples, caulk, printer cartridges, copier paper, RW Video Disks, Cassettes Tapes, IED Kits, Simulated Drugs Kits, Hearing Protection, Eye Protection, Silhouette Targets, Protective Gear, Fingerprint Kits, Fingerprint Cards, Striking Bags, Strike Dummy, Water Cans, Traffic Vests, Gun Cleaning Kits, Decontamination Kits, Gloves, Measuring Tapes, Two Way Radios, Batons, Stop Watches, Training Videos, Certificate Paper, Awards, Markers, Binders, Dividers, Folders, Labels, Water hoses, buckets, Pepper spray, FX Marking Cartridges, Disposable Mouthpieces, Testing Sheets, Red Guns, Intoxilyzer S-D2 Prelim Breath Testing Equipment and Supplies, Wood Screws, Lumber, Staple Guns, Student Issue and Work Books, Copies Paper, Medical First Aid Kits, Conversion Kits (i.e., 9mm, Shotgun and M4, Arroyoseco Driving Course, and First Aid Training Equipment. | 1,232.00 | MIPR from each Activity/Unit |
| | | |
| GSA Leased Vehicles (This covers costs associated with movement of Cadets and Driving Course) | 480.00 | MIPR from each Activity/Unit |
| | | |
| Total: | 1,712.00 | |

8. Questions - Contact WRPA IMCOM West Rep, Phone # 210-295-2066 (DSN -421).