

MTSS Fact Sheet For Army Personnel Attending Resident Training within the Leader College for Information Technology (LCIT) at Ft Gordon, GA

1. Fort Gordon TRADOC Resident Service Schools are in the Military Training Service Support (MTSS) Program. These include all courses taught within LCIT by 442d Signal Battalion and the School of Information Technology (SIT). MTSS is a DA-directed program that TDY and ADT student Soldiers will use while attending school at Fort Gordon. The program directly funds the training installation to provide students lodging, meals, and specific transportation costs. Listed below are some important facts regarding the MTSS Program and entitlements.
 - MTSS includes all Army military components and ranks attending TRADOC resident schools on Fort Gordon. It does not include civilians or the other services.
 - MTSS does not alter or stop your Basic Allowance for Subsistence (BAS).
 - Early reporting to Fort Gordon is not authorized except for selected officers that are called to Immediate Active Duty to await Officer Basic Training. **Soldiers who report in early without authorization will incur out-of-pocket, non-reimbursable, expenses.**
 - During Soldier in-processing, the TDY soldier will receive information on procedures to file an Interim TDY voucher.

Lodging:

- **Students must check in at Griffith Hall** to be assigned lodging. Students will not be required to pay for lodging provided they reside in the assigned facilities. The majority of students will be housed on-post. On the rare occasion on-post lodging is not available students are billeted in a contract hotel until post lodging becomes available. **Students without transportation should call ahead to make reservations at Griffith Hall; be sure to tell them you will not have transportation.**
- Students are discouraged from bringing their dependents/family to the training site. Facilities are not available to provide adequate support.

Transportation Entitlements:

-If you are directed to travel by air, you are authorized taxi fare not to exceed \$42 a week. TDY orders must state that you are authorized taxi transportation. **You**

are required to keep a daily log of taxi expenses. If your orders do not authorize taxi you will need to have your orders amended by your parent organization so that you can be reimbursed for taxi fare. Shuttle service is not available.

- If your travel orders state that you are authorized to travel by Privately Owned Vehicle (POV), you **must maintain an In-and-Around Mileage Log**. You will be able to claim the following "in and around" mileage rates:

- If you have on-post lodging you will be authorized to claim 12 miles per day
- If you have off-post lodging you will be authorized to claim 25 miles per day

Other Entitlements:

- \$3 daily for incidentals.
- A maximum of \$2 daily for laundry services after the 7th day of being TDY.

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Procedures for Military Training Service Support (MTSS)

1. NCOs, warrant officers, and commissioned officers on TDY or ADT orders to FT Gordon, GA for training will not receive Per Diem payments for meals except for weekends and federal holidays. Upon inprocessing, students are enrolled in the MTSS program effective on their class start date. MTSS Meals will be provided five days per week with breakfast, lunch, and dinner offered Monday through Friday including training holidays. MTSS Students who do not eat in the dining facility are not authorized to claim reimbursement for missed meals.
2. Beginning on 17 December 2006, all Fort Gordon MTSS eligible students must eat in a Fort Gordon Dining Facility. MTSS Students may eat in any dining facility, however the designated dining facility for officer, warrant officer, and NCO students is Dining Facility 13.
 - a. DFAC 13 is located in Building 24414 on Brainard Avenue at 25th Street. It is also known as the 93d Signal Brigade Dining Facility.
 - b. Additional dining facilities are located along Chamberlain Avenue. They include Dining Facilities 4, 6, and 8. Currently, these dining facilities operate at maximum capacity. Lines are likely to be long with extensive wait times. Neither dining facility operating hours nor class schedules will be adjusted to accommodate the delays.
3. Effective 3 Jan 07, students attending training in a TDY or ADT status will be enrolled in MTSS as described in paragraph 1.
4. During holiday exodus periods the 442d Signal Battalion will publish the exodus dining facility as part of the exodus briefing. The 2006 Exodus (16 Dec 06 – 2 Jan 07) dining facility is DFAC 6 on Chamberlain Avenue. Its regular and holiday hours are provided in enclosure 1.
5. Student Meal Card Procedures:
 - a. The 442d Signal Battalion S1 will issue MTSS eligible students a meal card.
 - b. Meal cards are accountable items. Students are responsible for safeguarding their meal card.
 - c. At the end of their course, students will return their meal card to the appropriate 442d Signal Battalion company operations section. If a student remains on Fort Gordon for a follow-on course the student will be issued a new card for the follow-on course.
 - d. MTSS students receive per diem only for weekends and federal holidays. These are the only periods MTSS meals will not be available.

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e. Army MTSS policy requires students to use the dining facilities on training holidays.

f. If the 442d Signal Battalion S1 has not issued a student a meal card, the student may show a copy of their orders to the dining facility cashier until they are issued a meal card. The student must get a MTSS meal card as soon as possible, but no later than 96 hours after their course begins.

g. Students who miss MTSS meals will not be reimbursed for the cost.

7. 442d Signal Battalion Procedures:

a. The Battalion S1 will issue DD Form 714 (Meal Card) to eligible students. The DD Form 714 will include the soldier's name, last four digits of their Social Security number, and component (i.e., RA, AR, or NG; required for funding purposes). Each meal card will have beginning and ending dates that correspond to the beginning and ending dates of the course in which the soldier is enrolled. Meal cards turned in after course completion will be destroyed.

b. The 442d Battalion S-1 will over-stamp the meal card with "MTSS-5," indicating the participant is authorized meals Monday through Friday (5 days). This will differentiate them from those Soldiers not authorized separate rations.

c. In accordance with AR 600-38 Meal Card Management System, meal cards are accountable items. Battalion Meal Card Control Officers/NCOs will ensure they issue meal cards only to personnel who are authorized and ensure they enter accurate information on each meal card.

d. Battalion Meal Card Control Officers/NCOs will maintain a meal card log with at least the following information: meal card number, course start, and end dates, date of issue, name of meal cardholder, meal cardholder's legible signature, and date meal card was returned into the Meal Card Control Officer/NCO. You will also ensure your accountability measures are in accordance with Army regulations and TRADOC policy.

e. The 442d Signal Battalion can expect routine inspections of the MTSS meal card program by the Garrison Logistics staff as well as the LCIT Headquarters.

8. Dining Facility Procedures:

a. The headcount clerk will check each individual's meal card and military Identification Card DD Form 2A (Identification Card) or DA Form 428, Application for Identification Card, or travel orders for verification of entitlement to be subsisted.

b. MTSS personnel authorized to subsist without reimbursement will identify their meal entitlements by showing their DD Form 714 (meal card) over-stamped "MTSS" to the headcount clerk prior to entering the serving line.

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c. Once the entitlement is validated, the diner will enter his or her social security number (SSN) into the Army Head Count (AHC) System and proceed through the line.

d. One-line entries are authorized:

- 1) During the last 15 minutes of the serving period due to time constraints or;
- 2) When a designated individual in charge of a group of soldiers in training or in the field picks up rations for the group.

9. Lost Meal Card Procedures:

a. Personnel who have lost their meal card must provide DD Form 1544 or have a valid memorandum signed by the Commander, Executive Officer (XO), or First Sergeant (1SG) in order to enter the dining facility.

1) The memorandum must contain the individual meal card number, name, last four of the SSN, and date unit was notified.

2) The memorandum will allow the student to consume three meals only (breakfast/lunch/dinner).

b. Lost or stolen meal cards must be reported to the Battalion Meal Card Control Officer/NCO and reported in writing to Installation Food Service, Food Advisor, building 14500, within five duty days.

c. Over weekends and holidays, personnel who have lost their meal card or ID card will report to the SDNCO to obtain an authorization memorandum.

10. POC for MTSS issues is Ms. Barbara May, LCIT Plans & Operations, 791-6245.

Encl

ROBERT W. HOELSCHER II
COL, SC
Commandant, Leader College for
Information Technology

Distribution:

Commander, Garrison Fort Gordon GA
Commander, 442d Signal Battalion
Director, School of Information Technology
Regimental NCO Academy
Fort Gordon Dining Facilities
Students

Enclosure Dining Facility Operating Hours to ATZH-LC SUBJECT: Procedures for Military Training Service Support (MTSS) Meals

Dining Facility # 13 Bldg 24414 Manager: 791-7555	Days	Breakfast	Lunch	Dinner	
	Mon., Tue., Wed., & Fri.	0700 - 0900	1130 - 1300	1700 - 1830	
	Thu.	0600 - 0800	1130 - 1300	1600 - 1730	
	Weekend/Holidays	Closed	1130 - 1400	1600 - 1800	
Dining Facility # 11 Bldg 21709 Manager: 791-6777	Days	Breakfast	Lunch	Dinner	
	Mon. thru Fri.	0730 - 0900	1130 - 1300	Closed	
	Weekend/Holidays	Closed	Closed	Closed	
Dining Facility # 8 Bldg 25704 Manager: 791-7205	Days	Breakfast	Lunch	Dinner	
	Mon. - Fri.	0530 - 0730	1100 - 1300	1600 - 1830	
	Weekend/Holidays	Closed	Closed	Closed	
Dining Facility # 6 Bldg 25717 Manager: 791-6055	Days	Breakfast	Lunch	Dinner	Midnight
	Mon. - Fri.	0600-0800	1100 - 300	1700- 800	2245 - 0045
	Saturday	0630 - 0800	1130 - 1400	1600 - 1830	Closed
	Sunday/Holidays	0730 - 0900	1130 - 1400	1600 - 1830	Closed
Dining Facility # 4 Bldg 29704 Manager: 791-7504	Days	Breakfast	Lunch	Dinner	
	Mon. - Fri.	0530 - 0730	1030 - 1300	1500 - 1800	
	Weekends/Holidays	Closed	1130 - 1400	1600 - 1830	