

SUBJECT: Responsibilities when supporting the Military Training Service Support (MTSS) program.

1. The following guidance is to be applied by either the MTSS support unit or organization, and the Army Food Program as appropriate.
2. Military Training Support Organizations have the following responsibilities--
 - a. Issue an over stamped/laminated electronically prepared DD Form 714 to each MTSS participant (student) within 5 business days of the participant's arrival. An over stamped copy of the participants TDY orders with an expiration clearly identified may be used until the DD Form 714 is issued.
 - b. When the MTSS participants require food service support other than the normal garrison feeding (field feeding and/or operational ration support) provide a roster listing each individual participant, to include a support memorandum (see sample format at encl 1). As a minimum the class roster will contain the following information:
 - (1) Rank
 - (2) Name (last and first)
 - (3) Social Security Number (SSN) (the last six)
 - (4) Service Component (Active Army, Army Reserve or National Guard)
 - c. Withdraw the over stamped/laminated DD Form 714 when an individual participant withdraws, or the class concludes the training.

NOTES:

- (1) The over stamping on the DD Form 714 will identify the participant's meal authorization; **MTSS-5** will indicate the participant is authorized meals Monday through Friday (5 days) excluding weekends. **MTSS-7** will indicate the participants are authorized meals Monday through Sunday (7 days) including weekends.
- (2) It is recommended that meal cards are prepared in advance and issued by card number rather than by the individual's name.

(3) It is also recommended that the DD Form 714 be prepared using different color paper stock (dependent on class loads). This will assist the dining facility in determining which cards are active and those that are inactive and need to be withdrawn.

3. Installation Food Program Manager (FPM) is responsible for the following:

a. Submitting the MTSS billing packet to the appropriate DOL/RMO/RLBC authority. The MTSS billing packet will be submitted monthly, within 5 business days after the close of the food service accounting period.

b. The MTSS billing packet will consist of the following documents:

- (1) MTSS Headcount Summary Consolidated (AFMIS DSS) (encl. 2)
- (2) MTSS Headcount Daily Summary (Dining facility AFMIS DSS) (encl. 3)
- (3) MTSS Debit/Credit Calculation Report (XL Spread sheet) (encl. 4)
- (4) Public Voucher SF Form 1034 (encl. 5)

c. The FPM will maintain on file all MTSS daily detail reports (Para 4f below) submitted by each operational dining facility supporting the MTSS program.

d. The daily dining facility detail data and the MTSS billing packet will be maintained in the active file for one year and inactive file for 6 months and then destroyed.

4. Dining Facility Management is responsible for the following:

a. All MTSS participants will be entered/recorded into the Automated Head Count (AHC) system by the appropriate headcount person.

b. The headcount process is as follows:

1. Identify each MTSS participants as authorized by reviewing the following documents:

(a) MTSS over stamped/laminated meal card (DD Form 714) or over stamped TDY orders

(b) Personal Identification (one of the following)

- (1) Common Access Card (CAC)
- (2) DD Form 2A
- (3) Pictured State Driver License

2. Process each authorized MTSS participant into the AHC system by using the following methods.

(a) Regular entry with CAC (if the person knows their PIN number) or readable DD Form 2A.

(b) As a non-card diner (entry) if they do not know their PIN, does not have a readable DD Form 2A or are using State driver's license.

3. No group entries are permitted in a normal garrison environment. Group entries are permitted only during remote field feeding situations.

c. Closeout headcount/cashier at the back office station at the conclusion of the meal.

d. Enter daily the MTSS group headcount data (credit for all personnel listed on the supporting roster) when providing support such as remote feeding (A-ration), and/or operational rations such as MRE's and box lunches. Both a memorandum of support and an individual roster are required to support the data entered. MTSS group entry methods are identified in the paragraph e. below.

e. Using the AFMIS back office, select the File Maintenance process and then MTSS data entry screen (AJK-070). Enter the total headcount supported by service component (Active Army, Army Reserve or National Guard) as reflected in the supporting memorandum and roster. Enter the headcount data as follows--

(1) For remote feeding support (dining facility earns headcount credit) enter headcount by service component into the appropriate meal served (B, L, or D).

(2) For operational rations support (MRE's and/or Box Lunches) (no headcount credit earned by the dining facility) enter the total headcount on to the "Operational Ration" line of the data entry screen (AJK-070). To support the entry on this line complete the Operational Ration work sheet (XL Spread Sheet) which provides the detail of the meal supported by service category (encl 9)?

f. Process the following daily reports from the back office Joint Food Service (JFS) system at either the end of day or the following day (all cashier/headcount stations must be closed out).

- MTSS Recap Report (JFS) (encl 6)
- MTSS Meal Verification Report (JFS) (encl 7)
- MTSS Headcount Report (AJK-031 AFMIS) (encl 8)
- Weekly Operational Ration Usage Report (XL Spread Sheet) (encl 9)

g. Forward the above supporting daily reports on a weekly base to the FPM office.

Department of the Army
Alpha Company, 187th Medical Battalion
32nd Medical Brigade, U.S. Army Medical Department Center and School
Fort Sam Houston, Texas 78234-6115

MCCS-HHS REPLY TO
 ATTENTION OF

26 Aug 04

MEMORANDUM THRU 187 Med BN S4; 32nd Medical Brigade S4;

FOR Mr. Gest, Camp Bullis, Director of Logistics, Services Branch.

SUBJECT: Request for Subsistence for OBC 04-402 CHSX

1. Request that Mermite and MREs be provided for students in support of the OBC 04-402 CHSX.
2. Dates: 8 Sep – 16 Sep 04.
3. Pertinent information is as follows:

Date	Time	Type	Amount	(Kosher MRE)	(Halal MRE)	Total
8 SEP 04	Breakfast	MRE	154	2	0	156
	Lunch	MRE	154	2	0	156
	Dinner	Mermite	154	2	0	156
9 SEP 04	Breakfast	Mermite	154	2	0	156
	Lunch	MRE	154	2	0	156
	Dinner	Mermite	154	2	0	156
10 SEP 04	Breakfast	Mermite	154	2	0	156
	Lunch	MRE	154	2	0	156
	Dinner	MRE	154	2	0	156
13 SEP 04	Breakfast	MRE	154	2	0	156
	Lunch	MRE	154	2	0	156
	Dinner	MRE	154	2	0	156
14 SEP 04	Breakfast	MRE	154	2	0	156
	Lunch	MRE	154	2	0	156
	Dinner	MRE	154	2	0	156
15 SEP 04	Breakfast	MRE	154	2	0	156
	Lunch	MRE	154	2	0	156
	Dinner	BBQ/Mermite	154	2	0	156
16 SEP 04	Breakfast	Mermite	154	2	0	156
	Lunch	MRE	154	2	0	156
	Dinner	NONE				

	Regular MRE	Kosher MRE	Halal MRE	Breakfast Hot A	Dinner Hot A
Totals	2156	40	0	462	462

4. Request MREs be picked up 7 Sep 04 at 1030 at Camp Bullis DFAC. Point of contact for pick-up is the CPT Al-Ali, at 221-██████.
5. Request coffee with all HOT A breakfast. Coordinate with CPT Al-Ali, at 221-██████.
6. A class roster and DA Form 4187 for payroll deduction will be provided.
7. Point of contact for this request is the undersigned at 221-██████. Fax 1-6489.

//Original Signed//
CARYN R. VERNON
CPT, MS
Operations Officer

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MTSS Headcount Summary - Consolidated

Installation: Sam Houston
Reporting Period: August 2004

Description	Breakfast	Lunch	Dinner	Brunch	Supper	Holiday	Total
Active Army Total	723	572	755	0	0	0	2,050
U.S. Air Force	0	0	0	0	0	0	0
U.S. Navy	0	0	0	0	0	0	0
U.S. Marine Corps.	0	0	0	0	0	0	0
U.S. Army Reserve	6	13	19	0	0	0	38
Army National Guard	1	1	1	0	0	0	3
Common Service Total	7	14	20	0	0	0	41
Army ROTC	0	0	0	0	0	0	0
Army MAP	0	0	0	0	0	0	0
Allied Nations	0	0	0	0	0	0	0
Air National Guard	0	0	0	0	0	0	0
U.S. Air Force Reserve	0	0	0	0	0	0	0
U.S. Navy Reserve	0	0	0	0	0	0	0
USMC Reserve	0	0	0	0	0	0	0
Reimbursable Total	0	0	0	0	0	0	0
Other Headcount	0	0	0	0	0	0	0
Garrison Headcount Total	730	586	775	0	0	0	2,091
Operational Rations Headcount	0	0	0	0	0	0	0
HEADCOUNT TOTAL	730	586	775	0	0	0	2,091

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MTSS Headcount Daily Summary

Unit (Dining Facility): DINING FACILITY #1
 Installation: Sam Houston
 Reporting Period: August 2004

Date	Breakfast	Lunch	Dinner	Brunch	Supper	Holiday	Total
2004-08-04	0	1	31	0	0	0	32
2004-08-05	6	18	31	0	0	0	55
2004-08-06	17	28	23	0	0	0	68
2004-08-07	14	17	17	0	0	0	48
2004-08-08	7	23	24	0	0	0	54
2004-08-09	25	25	37	0	0	0	87
2004-08-10	25	36	26	0	0	0	87
2004-08-11	23	18	19	0	0	0	60
2004-08-12	12	19	22	0	0	0	53
2004-08-13	29	24	12	0	0	0	65
2004-08-14	5	12	15	0	0	0	32
2004-08-15	4	10	21	0	0	0	35
2004-08-16	25	27	36	0	0	0	88
2004-08-17	30	42	35	0	0	0	107
2004-08-18	19	37	26	0	0	0	82
2004-08-19	25	31	30	0	0	0	86
2004-08-20	31	36	24	0	0	0	91
2004-08-21	0	17	18	0	0	0	35
2004-08-22	1	22	21	0	0	0	44
2004-08-23	14	1	3	0	0	0	18
2004-08-24	2	4	1	0	0	0	7
2004-08-25	4	10	5	0	0	0	19
2004-08-26	11	7	25	0	0	0	43
2004-08-27	21	28	18	0	0	0	67
2004-08-28	4	10	10	0	0	0	24

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2004-08-29	5	13	26	0	0	0	44
2004-08-30	40	34	36	0	0	0	110
2004-08-31	32	36	36	0	0	0	104
TOTAL	431	586	628	0	0	0	1,645

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MTSS Headcount Daily Summary

Unit (Dining Facility): ~~DINING FACILITY #4~~

Installation: Sam Houston

Reporting Period: August 2004

Date	Breakfast	Lunch	Dinner	Brunch	Supper	Holiday	Total
2004-08-04	0	0	0	0	0	0	0
2004-08-11	0	0	0	0	0	0	0
2004-08-25	151	0	147	0	0	0	298
2004-08-26	148	0	0	0	0	0	148
TOTAL	299	0	147	0	0	0	446

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Instruction for Preparation of MTSS Billing Calculation

1. Prepare this on a Monthly basis using the data provided in the Decision Support System (DSS)
2. Use the MTSS Headcount Summary Report - Consolidated for the Installation.
3. Ensure that all headcount for the Installation has been entered and that the last End of Day (EOD) process has been run in AFMIS.

4. Change the Installation/Unit Designation as needed.
5. Enter the Month for this report in the Month Column on the 'DATA' page.

6. Change the Brk, Lun, and Din Food Costs (FC) and Operating Expenses (OPExp) only if needed.
Use the DOD Meal Rate Message. This change will be used in all calculations.

7. On a yearly basis or as directed by Finance, change the 'Accounting Classifications' at the bottom of the form.
Use the classifications given by your finance section.

8. Enter the totals for each component in the proper meal. Totals and calculations will update for the remainder of the sheet.

9. When all data has been entered use the Totals at the bottom of the page to prepare the finance documents for transfer from the MTSS accounts (Debit MTSS) and credit the MPA Account (Credit Food SVC ALLOT) for the Food Cost Portion and credit the F account for the OP Exp (Surcharge) of the billing.

10. Paper copy can be saved for filing or the spreadsheet can be saved using the Save As option from the file pull down menu and save as 'MTSS MMMyr' (MTSS AUG04).

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MTSS Debit / Credit Calculations from DSS for all Facilities Fort Sam Houston, Texas

Month **August-04**

Meal Rates			
Meal	FC	OpExp	Total
Brk	1.40	0.30	1.70
Lun	2.85	0.45	3.30
Din	2.85	0.45	3.30
Total	7.10	1.20	8.30

Component		Meals	FC	OpExp	Debit From MTSS Account
Active Duty (AD)	Brk	723	1,012.20	216.90	
	Lun	572	1,630.20	257.40	
	Din	755	2,151.75	339.75	
	OpRat				
	Total	2050	4,794.15	814.05	5,608.20
National Guard (NG)	Brk	1	1.40	0.30	
	Lun	1	2.85	0.45	
	Din	1	2.85	0.45	
	OpRat				
	Total	3	7.10	1.20	8.30
Army Reserve (AR)	Brk	6	8.40	1.80	
	Lun	13	37.05	5.85	
	Din	19	54.15	8.55	
	OpRat				
	Total	38	99.60	16.20	115.80
Combined Total	Brk	730	1,022.00	219.00	
	Lun	586	1,670.10	263.70	
	Din	775	2,208.75	348.75	
	OpRat				
	Total		4,900.85	831.45	5,732.30

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Accounting Classifications :

Accounting Classifications :		Meals	Credit Value
Credit Food Service Allotment (MPA): 2142010-000001-C-933-P4N2A- 00012120-5933MP5933	AD	2050	4,794.15
	NG	3	7.10
	AR	38	99.60
	Total Credit	2091	4,900.85
Credit Op Exp Allotment (F Account): 2142020-0000-2A-933-7B6AH- 438000-041133-1WJ004-WU92	AD	2050	814.05
	NG	3	1.20
	AR	38	16.20
	Total Credit	2091	831.45
Grand Total Credits			5,732.30

PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL

VOUCHER NO.

U.S. DEPARTMENT, BUREAU, OR ESTABLISHMENT AND LOCATION
 READINESS AND LOGISTICS BUSINESS CENTER
 FOOD SERVICE BRANCH
 ATTN: BUDGET OFFICE
 BLDG 122
 FORT SAM HOUSTON, TX 78234

DATE VOUCHER PREPARED
 9 SEP 2004

SCHEDULE NO.

CONTRACT NUMBER AND DATE

PAID BY

REQUISITION NUMBER AND DATE

PAYEE'S NAME AND ADDRESS

READINESS AND LOGISTICS BUSINESS CENTER
 INSTALLATION FOOD SERVICE PROGRAM
 FORT SAM HOUSTON, TX 78234-5002

DATE INVOICE RECEIVED

DISCOUNT TERMS

PAYEE'S ACCOUNT NUMBER

SHIPPED FROM

TO

WEIGHT

GOVERNMENT B/L NUMBER

NUMBER AND DATE OF ORDER	DATE OF DELIVERY OR SERVICE	ARTICLES OR SERVICES <i>(Enter description, item number of contract or Federal supply schedule, and other information deemed necessary)</i>	QUANTITY	UNIT PRICE		AMOUNT (¹)
				COST	PER	
01 AUG 04	31 AUG 04	DFAC MTSS MEALS AD MEALS				5,608.20
		AR MEALS				8.30
		NG MEALS				115.80
(Use continuation sheet(s) if necessary) (Payee must NOT use the space below) TOTAL						5,732.30

PAYMENT: PROVISIONAL COMPLETE PARTIAL FINAL PROGRESS ADVANCE

APPROVED FOR = \$ _____ EXCHANGE RATE = \$1.00

BY ² _____

TITLE _____

DIFFERENCES _____

Amount verified; correct for _____

(Signature or initials) _____

Pursuant to authority vested in me, I certify that this voucher is correct and proper for payment.

9 SEP 04
(Date)

Mary J. Danga
(Authorized Certifying Officer) ²

FOOD PROGRAM MANAGER
(Title)

ACCOUNTING CLASSIFICATION

CHECK NUMBER _____ ON ACCOUNT OF U.S. TREASURY CHECK NUMBER _____ ON (Name of bank)

CASH _____ DATE _____ PAYEE ³ _____

\$ _____

¹ When stated in foreign currency, insert name of currency.
² If the ability to certify and authority to approve are combined in one person, one signature only is necessary; otherwise the approving officer will sign in the space provided, over his official title.
³ When a voucher is receipted in the name of a company or corporation, the name of the person writing the company or corporate name, as well as the capacity in which he signs, must appear. For example: "John Doe Company, per John Smith, Secretary," or "Treasurer," as the case may be.

PER

TITLE

MTSS Recapitulation of Meal Record

For: 08/04/2004

Food Service - ROCCO DFAC

Date: 08/05/2004

Type of Personnel	Breakfast Meals	Lunch Meals	Dinner Meals	Brunch Meals	Supper Meals	Night Breakfast	Night Dinner	N/A	Total Meals
Navy	0	0	0	0	0	0	0	0	0
Navy Reserve	0	0	0	0	0	0	0	0	0
Navy ROTC	0	0	0	0	0	0	0	0	0
Navy Cadets	0	0	0	0	0	0	0	0	0
Marine Corp	0	0	0	0	0	0	0	0	0
Marine Corp Reserve	0	0	0	0	0	0	0	0	0
Army	0	1	30	0	0	0	0	0	31
Army Reserve	0	0	1	0	0	0	0	0	1
Army Nat'l Guard	0	0	0	0	0	0	0	0	0
USCG	0	0	0	0	0	0	0	0	0
Civilian	0	0	0	0	0	0	0	0	0
Air Force	0	0	0	0	0	0	0	0	0
Air Force Nat'l Guard	0	0	0	0	0	0	0	0	0
Foreign	0	0	0	0	0	0	0	0	0
Other (Specify)	0	0	0	0	0	0	0	0	0
AR	0	0	0	0	0	0	0	0	0
Dept. Of Defense	0	0	0	0	0	0	0	0	0
Not through line	0	0	0	0	0	0	0	0	0
Air Force Reserve	0	0	0	0	0	0	0	0	0
Coast Guard Reserve	0	0	0	0	0	0	0	0	0
Total MTSS	0	1	31	0	0	0	0	0	32
Total Meals w/PL/PTL	0	1	31	0	0	0	0	0	32
Remarks									Total Diners 32

STATION AUDIT BOARD

The undersigned certify the above to be, for the date specified, an accurate recapitulation of enlisted dining facility meals received for.

Signature and rank, rate or grade:

[Handwritten Signature]

Signature and rank, rate or grade:

Signature and rank, rate or grade:

Run Date/Time: Thursday, August 05, 2004 05:28:42
Transaction DB: SQL Server Database (fsdb) On 2745-128-d3

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US Army Food Service - ROCCO DFAC

MTSS MEAL VERIFICATION RECORD

Meal Date: 08/04/2004

Unit	SSN	Name / # Diners	Unit	SSN	Name / # Diners
	23-8958	1 USA Diner(s) W/Out Card			
	11-2131	COOK MARTIN RICHARD			
	49-7614	1 USA Diner(s) W/Out Card			
	78-7475	1 USA Diner(s) W/Out Card			
	76-5245	KANE CHRISTOPHER JAMES			
	78-7703	1 USA Diner(s) W/Out Card			
	10-0574	BARRY JOHN ALLEN			
	90-6534	1 USA Diner(s) W/Out Card			
	61-7349	WRIGHT CARLOS DEMONE			
	74-5412	1 USA Diner(s) W/Out Card			
	48-2789	GILBERT ELIJAH MARC			
	86-7965	1 USA Diner(s) W/Out Card			
	88-4393	1 USA Diner(s) W/Out Card			
	13-9938	RUSSELL RICHARD ANDREW			
	1-9087	PED RAFAEL CALIVA JR			

Total Diners (Page): 15 Grand Total Diners: 16

Run Date/Time: Friday, August 06, 2004 10:21:49

Transaction DB: SQL Server Database (fsdb) On 2745-128-d3

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DATE: 09 Sep 2004

MTSS HEADCOUNT REPORT

PCN AJK-031

ACT CODE: DF0004

MEAL DATE: 09 Sep 2004

MEAL TYPE: LUN

ACTIVE ARMY	150	ROTC	0
ACTIVE US AIR FORCE	0	US NAVY RESERVES	0
ACTIVE US NAVY	0	AIR NATIONAL GUARD	0
ACTIVE US MARINES	0	US MARINE RESERVES	0
ALLIED NATIONS MEALS	0	AIR FORCE RESERVES	0
ARNG	15	OTHERS	0
USAR	35	MRE	(165)
US ARMY (MAP)	0		

TOTAL MTSS

200

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MTSS (Military Training Support System)

Operational Ration (Bx Lunch / MRE)

Unit:

Dining Facility # 4

Begin:

6 Sept 04

End:

12 Sept 04

Enter the totals for all types of operational ration for the designated meal and day. Submit at end of week to IFPM.

	Mon			Tue			Wed			Thu			Fri			Sat			Sun			Total
	Brk	Lun	Din																			
AD											140			5	10		15			14	4	188
NG											15			2	6		8			8		33
AR											10			3	2		10			5		30
Total											165			10	18		30			24	4	251
G Tot											165			28			30			28		251

Use this sheet for all types of operational rations (MRE's and Box Lunches - non in house ingredients) issued to MTSS classes and individuals supported under MTSS agreements. Add across for each component and submit to FPM on a weekly basis. Do not mix monthly accounting periods (i.e. Use separate sheet for end of one month and beginning of next month).

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