

UNCLASSIFIED



DEPARTMENT OF THE ARMY  
HEADQUARTERS, 369<sup>TH</sup> SIGNAL BATTALION  
457 BARNES AVE, BLDG 29602  
FORT EISENHOWER, GEORGIA 30905

ATZH-TBA (350-10h)

12 June 2024

MEMORANDUM FOR Incoming MOS-T Students

SUBJECT: Welcome Letter for MOS-T Students Re-classing to 25U or 25S

1. On behalf of LTC Lauren J. Bell, CSM Charles "Chuck" Vaughn, Cadre and Staff from across the Cyber Center of Excellence, welcome to 369<sup>TH</sup> Signal Battalion! 369<sup>TH</sup> SIG BN is a subordinate battalion falling under the 15<sup>th</sup> Signal Brigade and Cyber Center of Excellence (CCoE). As an MOS-T, you will lead by example and demonstrate the Army standards to the Initial Entry Training (IET) Soldiers. This welcome letter will provide you with all necessary information to prepare you for arrival to Fort Eisenhower. All information and guidelines are developed IAW various Army publications and the experiences/recommendations from previous classes. We hope your time here will be challenging, rewarding, and significant in the development and progression of your military career!

2. **Reporting:** Upon arriving at Fort Eisenhower, you will report to the 15th Signal Brigade Staff Duty located at Building 25710, Barnes Avenue, Fort Eisenhower GA (In front of Friendship Chapel). You will "sign in" at the Brigade Staff Duty desk, located on the second floor. Immediately after signing in at the Brigade, you will do ONE of the following actions:

a. If signing in on **Monday – Friday between 0900-1700** you will immediately report to the 369TH SIG BN HQ, located at Building 29602, 457 Barnes Avenue, Fort Eisenhower GA and go to the S3 office (enter building, down hall on the right).

b. If signing in on **weekends and federal holidays** you will immediately contact the 24-hour CQ number at 706-791-8482/8126 (25U) or 706-791-0721 (25S). The CQ will give you further guidance.

c. If you need assistance at ANY time during this process (you are confused, the CQ won't answer, you aren't getting help, etc.), please go to the 15TH SIG BDE Staff Duty desk.

3. **Billeting/POV:**

a. Soldiers arriving on **PCS orders** will be residing in the barracks unless PCS

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orders authorize the moving of dependents. Class absences to attain billeting is not authorized.

b. Soldiers on **"TDY"** status will reside in the barracks. In addition, MOS-T Soldiers, regardless of rank, may be assigned to on-post government-provided lodging when barracks are not available.

c. Soldiers who receive an email from the 15<sup>th</sup> Signal Brigade or Cyber Center of Excellence regarding "non-availability" of on-post facilities (lodging or DFAC) will be required to make lodging reservations through the Defense Travel System. Soldiers must add the confirmation email of "non-availability" to their TDY/ADT travel authorization packet. In addition, the TDY/ADT travel authorization will cover all costs including lodging, meals, and incidentals. Rental cars will be authorized for those who travel by air.

d. Soldiers will not be provided transportation while assigned to 369<sup>TH</sup> SIG BN. Privately Owned Vehicles (POV) and rental cars are authorized for use and highly encouraged. In and around mileage will not be authorized for POVs. Disapproval for in and around mileage will be annotated on the travel orders.

4. **Meal Entitlements:** As per HQDA DCS G-3/5/7 guidance; Soldiers attending the 25S and 25U courses housed in barracks will have directed government meals seven days per week (for the duration of training).

a. Soldiers in TDY status do not lose their Basic Allowance for Subsistence entitlement.

b. Soldiers **NOT** receiving BAS will have their Common Access Cards coded as "ITDLM Students". This can be done by the Soldier's home unit or by the 369<sup>TH</sup> Signal Battalion's S1 upon arrival. Meal cards will **NOT** be issued.

5. **Leave and Passes:** Ordinary Leave requests are not granted while in training. Emergency Leave requests must be accompanied by a Red Cross Message. Passes (for travel outside a 250-mile radius) may be granted during scheduled DONSA's and must be submitted through IPPS-A no later than 14 days prior to the desired start date.

6. **Special Instructions:**

a. Students will not schedule flights before 1500 on Graduation Day. Any further information or questions regarding travel and entitlements should be directed to your local training manager.

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- b. Firearms are not permitted in the Barracks nor hotel billeting.
  - c. There is **NO** vaping or smoking allowed in the barracks. Designated smoke areas will be posted and must be 50 feet away from federal government buildings.
  - d. A “police call” of the barracks will be done daily.
  - e. The side doors for the barracks are for emergency use only and are set with an active alarm.
  - f. DFAC 8 and DFAC 13 are the only authorized DFACs for MOS-T Soldiers. Note that DFAC hours are subject to change (see attached Figure 1.B).
  - g. Pets are not authorized in the barracks.
  - h. A Soldier’s home unit **MUST** ensure service members have an active Government Travel Card covering the full duration of their training.
  - i. Have your unit S-1 create an attachment to **UIC: W0U5WA** starting on your ATRRS report date and ending on your ATRRS end date.
5. Point of contact is SFC Barnhart, Anthony at [anthony.s.barnhart.mil@army.mil](mailto:anthony.s.barnhart.mil@army.mil) or (706) 791-6705.

LAUREN J. BELL  
LTC, SC  
Commanding

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**Figure 1.A- 369TH HQ Building**

	BREAKFAST	LUNCH	DINNER	LATE MEAL	WEEKEND & HOLIDAY
DFAC #1 BLDG 33804 219 W Hospital Rd Mr. Knowles 791-1600/1632/1638	0600-0800	1100-1300	1530-1800	N/A	0700-0900/1130-1330/1600-1800
DFAC #4 BLDG 29704 29 <sup>th</sup> and B street Ms. Galloway 791-6055/5422/4430	0630-0830	1100-1300	1630-1830	2245-0100	0700-0900/1130-1330/1600-1800
DFAC #6 BLDG 25717 27 <sup>th</sup> and B Street Ms. Myrick 791-7205/6004/3673	0530-0730	1100-1300	1530-1730	N/A	0700-0900/1130-1330/1600-1800
DFAC #8 BLDG 25704 25 <sup>th</sup> and B Street Mrs. Goodson 791-6778/6371	0600-0800	1100-1300	1600-1730	N/A	0700-0900/1130-1330/1600-1800
DFAC #13 BLDG 24414 25 <sup>th</sup> and Brainard Ave Ms. Sheppard 791-8566/4282/8282/7208	0630-0830	1130-1300	1630-1800	N/A	CLOSED
Effective: 19 August 2020			Installation Food Service POC: Lakisha Singleton 791-2636 Famous Johnson 791-5680		

**Figure 1.B- DFAC Hours of Operation**