



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
UNITED STATES ARMY LOGISTICS UNIVERSITY
ALPHA COMPANY, 71ST TRANSPORTATION BATTALION
2401 QUARTERS ROAD
FORT LEE, VIRGINIA 23801-1705

ATSZ-BNA

10 October 2012

MEMORANDUM FOR Combined Logistics Captains Career Course (CLC3) Students

SUBJECT: Welcome Letter and Information

1. The objective of the Combined Logistics Captains Career Course (CLC3) is to prepare you for command of support companies or serve as multifunctional logistics branch staff officers. While attending CLC3 you will be part of Alpha Company, 71st Transportation Battalion at the Army Logistics University (ALU). At the company level, you will be provided with the administrative support required for all CLC3 students.
 2. The resident portion of CLC3 is 20-weeks and three days, divided into three phases. The initial seven weeks (Phase 1A) are company command preparatory; followed by seven weeks (Phase 1B) of multifunctional logistics training; the second phase (Phase 2) are five weeks of Ordnance, Quartermaster, and Transportation specific training, and the third phase (Phase 3) is devoted to military history and common core subjects.
 3. The following is general information about the resident course and Fort Lee. You can access additional information by going to the University's home page at <http://www.alu.army.mil> or http://www.alu.army.mil/ALU_COURSES/ALUCOURSES-BYINST.htm#PME-O
 4. Fort Lee is located three miles east of Petersburg, Virginia. If traveling by automobile; take Interstate 295 at Exit 9B to Route 36, then West to Fort Lee. Richmond Airport is approximately 30 miles north of Fort Lee. Groome Transportation Inc., provides commercial limousine service from the airport to Fort Lee. To contact Groome, call (804) 748-0779. Taxi service is also available. You can contact Rainbow Taxi Service at (804) 862-1108 or Burgess Taxi Service at (804) 458-2535.
 5. Signing in/In-processing at Fort Lee on or before report date:
 - a. Alpha Company, 71st Transportation Battalion is located inside the Army Logistics University on the first floor, room 1450; the address is 2401 Quarters Road, Fort Lee, VA. 23801 (located off 34th Street and Jessup Street). Click here for directions: http://www.alu.army.mil/ALU_ABOUT/ALUCAMPUSMAP.htm **Click here for reporting info:** <http://www.lee.army.mil/HRD/SOLDIERS.REPORTING.FOR.DUTY.ASPX#PMESTudentsALU>
- (1) Duty hours for Alpha Company: 0730 - 1630, Monday thru Friday. The phone number for the company orderly room is DSN 539-0921 or commercial: (804) 765-0921.

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- (2) After duty hours, weekends, and Federal/training holidays. Report to the ALU Staff Duty Officer (SDO) at the main desk on the first floor, for assistance please call (804) 765-8440/8441. You must report in person and in uniform for CLC3.

b. The following documents are required to in-process:

- (1) Five (5) copies of your orders
- (2) One copy of your ORB
- (3) Officer records work sheet
- (4) CLC3 student information sheet (will be given upon signing in)
- (5) A copy of a completed GAT survey
- (6) Proof that you are up to date on all shots and medical (PHA, PDHRA, Dental, Vision, etc.).
- (7) Upon signing in, you will update and sign your DD 93 with Alpha Company Student Services.

c. PCS students are required to in-process the Fort Lee installation. Alpha Company will provide an in-processing checklist. In-processing takes approximately 10 days.

(1) Housing.

i. **On-post.** Contact the Villages at Fort Lee Housing Office to be placed on the housing waiting list as soon as you receive your orders; you can also be placed on the housing waiting list when you sign in at Fort Lee. The Villages at Fort Lee Housing Office is located in the Soldier Support Institute on B-Avenue as well as at 1510 Sisisky Blvd, DSN 539-1963 or commercial, (804) 765-1963, (804) 765-1558, or <https://lee.pinnaclefamilyhousing.com>. Fort Lee Housing is able to project availability.

ii. **Off-post.** For assistance in locating suitable off-post accommodations, contact Housing Services Office (HSO) at DSN 539-1960 or commercial (804) 765-1960. HSO and Fort Lee Housing are co-located. Also, AHRN has local rentals and sales listings available at <http://www.ahrn.com>.

d. TDY students (M-Day NG) need to stop by Soldier Support Institute and ensure they are entitled to medical care in DEERS. MTSS is no longer authorized so please ensure you check into Lodging upon arrival. If lodging on post is unavailable, a "Certificate of Non-availability of Government Quarters" will be issued and you will be provided a list of hotels off-post that will fit the per-diem rates. Monthly travel voucher settlements will have to be submitted.

e. Following the completion of in-processing, you will be authorized 10 days of Permissive TDY to secure housing, register your children for school, and/or to finalize quarters. You may also sign out on leave if you have leave days accrued and time permits prior to starting class.

f. On the first day, report to the ALU, Building 12420, NLT 0700 for the company in-processing and welcome brief. On the first day of class, report to the same location at 0625 for

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weigh-in. Uniform for the weigh-in is the IPFU. CLC3 orientation will begin promptly at 0830 by the CLC3 staff. Uniform is the ACU or equivalent.

g. In-processing with the Finance and Accounting Office will be accomplished on the first day of class if it was not accomplished during the period after your report date. Do It Yourself (DITY) documents are turned in by appointment to the Installation Transportation Office and have a six (6) day turn around before you can pick them up and turn them in to Finance at Soldier Support Institute.

h. Finance no longer provides travel advances. Medical Service personnel will be TDY in Phase 2 of CLC3 to Fort Sam Houston. TDY travel and reimbursements will be submitted on a travel voucher upon completion of this phase and return to Fort Lee. Ensure you pick up your copy of the group DA Form 1610 prior to departure in Phase 1B to Fort Sam Houston. Additionally you must report to lodging at Fort Sam Houston to receive your lodging assignment.

i. **In-processing tips:** Your report date has been adjusted to 14 days prior to your start date to facilitate in-processing and permissive TDY. Bring enough money to cover initial expenses; remember, off post housing often requires unexpected costs (e.g., apartment deposits, utility deposits, phone installation, etc). Hand-carry all official records (e.g., military personnel, medical, dental, financial, and training records).

6. **Household Goods:** As soon as you have secured quarters, contact Fort Lee Transportation Office to set up delivery of your household goods or make storage arrangements. Do not schedule HHG delivery during instruction period without coordination with your Small Group Instructor. The Transportation Office is located in the Soldier Support Institute on B-Avenue, DSN 687-4449 or commercial (804) 734-4449.

7. **Physical Training and Weigh-In Requirements:** You must arrive in good physical condition to meet the APFT standards outlined in TC-3-22.20, Army Physical Readiness Training (APRT). You will be weighed-in at 0630 on your class start date and will be administered an APFT within 72 hours of your class start date. You are required to meet the height/weight standards outlined in AR 600-9, The Army Weight Control Program.

a. **Weight Control - Administrative:** Students not meeting height/weight screening requirements will be flagged IAW AR 600-9. One retest height/weight screening will be administered no earlier than 7 days and no later than 24 days after the initial screening. Soldiers who subsequently fail to meet height/weight standards will be removed from the course.

b. **Weight Control - Academic:** For PME courses with multiple phases, the initial height/weight screening will be administered during the first phase of the resident course. One retest height/weight screening will be administered no earlier than 7 days and no later than 24 days after the initial screening. Soldiers who subsequently fail to meet height/weight standards will be removed from the course.

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c. **APFT - Administrative:** Students that do not pass the initial APFT will be flagged IAW AR 600-8-2. One retest APFT will be administered no earlier than 7 days and no later than 24 days after the initial testing. Soldiers who subsequently fail the APFT will be removed from the course. Students who are flagged for failure to pass the APFT or comply with the Army height/weight standards are not eligible for selection, scheduling or attendance at the PME schools and/or courses. Any Soldier who is flagged becomes eligible for scheduling and attendance at the PME schools and/or courses once the flag is removed.

d. **APFT - Academic:** The DA Form 1059 (Service School Academic Evaluation Report) of Soldiers who fail to pass the APFT and/or meet height/weight standards will be annotated in block 11d "Failed to Achieve Course Standards." Soldiers who fail to achieve course standards are not eligible to enroll in any PME courses for 6 months after their dismissal. The 6 month waiting period begins on the day after the DA Form 1059 is signed. Soldiers who failed to pass the APFT and/or meet the height/weight screening a second time is not eligible to enroll in any PME courses for 1 year after the second failure.

8. Uniform Requirements:

a. **Duty uniform is the ACU or equivalent:** The Army Combat Uniform (ACU) is the primary uniform while attending CLC3. Current unit patches and crests are authorized during course attendance. Upon receipt of follow-on orders, students are authorized to wear the unit patch and crest of their gaining command. Reserve Component students will wear their unit patch and crest. The graduation uniform for US Army students is the Army Service Uniform (ASU), Class A (Army Green Uniform) is allowed until the wear-out date.

b. **Improved Physical Fitness Uniform (IPFU):** The IPFU will be worn when conducting physical training (all components are required regardless of weather conditions) with the addition of a blue reflective belt (worn over your shoulder, right to left). You are encouraged to acquire all uniform items at your current station prior to arrival at Fort Lee. The local military clothing sales store may be out of stock of common sized items.

9. **Class Schedule:** Classes are scheduled from 0830-1730, Monday through Friday. Physical training is conducted on an individual and/team basis during the week and a Company Run is conducted on the last duty day of each week from 0530-0630. Formation will be directly behind Clark Fitness Center between B-Ave and C-Ave. A minimum of three times per week is recommended to maintain good physical fitness. Additionally, students can participate in the combatives program which can start as early as 0530 and go as late as 2300. Students are expected to be present for all scheduled classes. Do not make arrangements for days off, household goods processing, POV pickup, and other similar absences without prior approval from your Small Group Instructor or the CLC3 Course Director.

10. **Child Care and Schools:** For those students requiring child care, information concerning the facilities and programs available can be obtained by contacting Child Development Services, DSN 687-3848 or commercial (804) 765-3848. School information is located on the Army

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Community Services website under MWR website: www.leemwr.com or you can contact the Schools Liaison at 804-765-3813.

11. **AKO ID/Password:** Ensure your AKO ID and password are up to date and you have your CAC logon code prior to arrival at Fort Lee. Additionally, ensure your DOIM/IT office has turned off your Outlook email before you PCS and/or you set up auto forward to your AKO. Ensure that you type @mail.us.army.mil after your email user name to ensure emails will go to your AKO and not forwarded to your outlook account, otherwise it will continue to be forwarded to your installation's outlook account and you will not be able to receive your email while you are here.

12. **Federal and Training Holiday Schedules:** Wait until you have in-processed A-CO Administrative Services before you make any Holiday plans. Our schedule may differ from your previous units. The schedule will be posted but you must seek your SGL and Company Commander's approval before you purchase tickets. There will be no travel to foreign countries authorized while on pass or during your course.

13. **Staff Duty:** There is a requirement for CLC3 students to provide staff duty for the University on a rotational basis. Schedules will be posted as soon as they are created. There will be a cut off on pass and leave submissions prior to the SDO roster being published in the event of long weekends and/or major holidays. See your SGL for more guidance.

14. **Taskings:** Similar to line units, we do receive taskings that students must fill (escorts for distinguished visitors, spring/fall clean-up, installation runs, installation ceremonies, etc.). Students are not exempt from these taskings. Additionally, there will be a student chain of command that we will utilize to ensure administrative information as well as operational taskings are passed to the student during attendance here. The teams S1 and XO will work hand in hand with the company chain of command to ensure all deadlines are met.

15. **Facebook Page:** At the direction of the Commander, Sustainment Center of Excellence (SCoE), a Facebook page has been developed to provide public access to non-classified information about the SCoE, Fort Lee, VA and the surrounding civilian community. Access to this page does not require a Common Access Card (CAC) and information on this page is designed for family members of Soldiers assigned to the SCoE. It is recommended that you provide this link to your family members <http://www.facebook.com/SCoECascom>.

16. A summary of important phone numbers is enclosed for your convenience. If we can be of assistance before your arrival, feel free to contact A-CO's Administrative Services (see below).

Office	Commercial
Commander	(804) 765-8130
1SG	(804) 765-8129
ALU SDO	(804) 765- 8440/8441
Administrative Services	(804) 765-0921

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Housing Division	(804) 765-1963
Fort Lee Lodging	(804) 734-6698
Child Development Services	(804) 765-3848
Post Operator Assistance	(804) 765-3000
Post IOC	(804) 734-7993

17. Contact the CLC3 course director at 804-765-8401 or DSN 539-8401 with academic questions and A-CO Student Services at (804) 765-0921- or DSN 539-0921 for administrative assistance.

///Original Signed///
ROSILYN C. WOODARD
CPT, LG
Commanding