



DEPARTMENT OF THE ARMY
ARMY LOGISTICS UNIVERSITY
CAPTAIN'S CAREER COURSE DEPARTMENT
562 QUARTERS ROAD
FORT LEE VA 23801-1705

Reply to:

MEMORANDUM FOR Attendees, Reserve Component Captain's Career Course Phase I, Class
SUBJECT: Welcome Letter

1. This letter is to provide guidance and assist you in planning for the CCC-RC Phase I Course (Quartermaster) at Fort Lee, VA. If you have any questions that cannot wait between now and the start of class, please contact me by email at the below addresses.
2. Class begins at 0830 hours in room 2508, Army Logistics University (Building 12420). Uniform is ACUs with patrol cap. Report date is the day prior to class start day NLT 2359 hours--physically signed in with the ALU Staff Duty Desk in Building 12420 bottom floor. SDO desk number is (804) 765-8440/8441.

Captain Career Training Department

Commercial numbers:

(804)765-8407/ 8406 (QM)

(804)765-8405/ 8408 (OD)

(804)765-8406/ 8409 (TC)

3. Phase I Class Information

- a. On Day Two, at 0630 report to have a height/weight session with the CLC3 SGL. HT/WT will be in APFU in Room 2508, Bldg 12420. Come to CCC-RC prepared to meet height and weight standards. **PT will be conducted twice a week but there is no APFT for this course**, as it is less than 8 weeks long.
- b. CCC-RC Phase I concentrate on inherent Quartermaster functions of Mortuary Affairs, Petroleum, Field Services, and Aerial Delivery. In addition you will receive training in ILAP and PBUSE. Classes usually run from 0800 – 1730. Intent is to train to standard - not to time.
- c. Each student needs to access <https://liw.logsa.army.mil/> and complete the SAR (System Access Request) process at home station before they arrive at ALU. SAR will authorize the attendee access to the LIW web site via CAC card. This is required for the ILAP training during the second week.
- d. **Required documents for day one** are **10 copies of your orders**, copy of a current DD-93, and a copy of a current SGLI. DD-93 and SGLI can be obtained from My Record Portal on the HRC website.

- e. Your units will have to be prepared to reimburse you for your meals by giving you per diem for FT Lee, VA. **Fort Lee will not provide you transportation to and from your lodging or hotel off post.** If you want a rental car it should be put on your orders by your unit authorizing you a rental car, prior to your arrival.
 - f. Plan your travel so that you arrive at Fort Lee, VA NLT 2359 day prior to class start date. You will sign in at the duty desk located on the 1st floor of ALU (BLDG-12420). **Contact Fort Lee Lodging FIRST (804-733-4100)** to determine if there is available room. If Fort Lee Lodging does not have a room available you will be lodged off post as directed by lodging personnel. Please use the hotel name given to you by Central Reservations Office; lodging is done on a contract basis with blocks reserved for the class.
 - g. If during the two weeks together you plan to travel outside of the ALU authorized radius and are flying, please coordinate with the QM team **PRIOR** to purchasing plane tickets. (Do not plan on being released on Friday afternoons until after 1400). A pass form will need to be submitted and approved by the Alpha Company Commander prior to going on pass.
 - h. Recommended packing list: ACUs, Boots, Patrol Cap (duty uniform), complete APFU (PT belt can be brought with you or one can be hand receipted to you) with running shoes, computer (optional), and note taking material. Computers with internet connection are available in the library in the building.
 - i. The course will end on last day of class on or about 1200hrs. **Do not plan your trip/flight home prior to this time.**
4. We look forward to meeting you. For all questions call Captain Career Training Department at above numbers.