

FOREWORD

Welcome to the U. S. Army Logistics University (ALU). I am confident that your association with us will be both personally and professionally rewarding, and that this institution will serve your needs not only today but long into the future as we maintain our ties to the current operating environment, the Sustainment of Excellence, and the greater Education and DoD communities!

This student handbook will answer many of the questions you may have concerning your stay at the University. If you have any other questions or problems that are not covered in the student handbook, call Student Services Office, (804) 765-4728/0921.

ALU has been on a transformation journey. On July 2, 2009, the Army Logistics Management College (ALMC) began its transformation into the Army Logistics University (ALU). Restructured as a University, ALU has added to its curriculum professional military education for all Quartermaster, Ordnance and Transportation Corps Officers, NCOs, and Warrant Officers. Additionally, the ALU will continue its tradition of **premier** acquisition education in acquisition operations research, and operational, Joint, and Sustainment Logistics. Also during our restructuring, the School of the Army Logistics Management College (ALMC) was changed to the College of Professional and Continuing Education (CPCE).

Please visit our homepage at <http://www.alu.army.mil> to find the education opportunities you need.

As Always, our role is to make the “ARMY STRONG”. ALU is the premier Trainer and Educator of Sustainment Leaders of the U.S. Forces!

A handwritten signature in black ink, reading "John E. Hall", is centered on a light gray, textured rectangular background.

JOHN E. HALL, SES
President

IMPORTANT TELEPHONE NUMBERS

ALU Registrar	Commercial DSN	(804)	765-4965 539-4965
ALU Staff Duty Officer	Commercial DSN	(804)	765-8440 539-8440
	Staff Duty Cell		(804) 205-4576
ALU Student Battalion*	Commercial DSN	(804)	765-8110/0921 539-8110/0921
ALU Official Mailroom Fax	Commercial DSN	(804)	765-4663 539-4663
Fort Lee Operator	Commercial DSN	(804)	765-3000 539-3000
Fort Lee Lodging Operations Office	Commercial Toll Free DSN	(804) (800)	733-4100 403-8533 687-6700
Carlson Wagonlit <u>Official</u> Travel Office	Commercial Toll Free	(804) (800)	733-1460 916-3456
Information, Tickets & Travel	Commercial	(804)	765-3789/3783
Groome Transportation (Airport Shuttle)	Commercial	(804)	748-0779
Taxi	Commercial	(804) (804)	862-1108 (Rainbow) 458-3325 (Marshall)

*Student Battalion will post official messages for resident students during duty hours.

The word "he," when used in this publication, represents both the masculine and feminine genders unless otherwise specifically stated.

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ARRIVAL AND DEPARTURE

Students will report to ALU as directed in their orders or by guidance from their respective School's Welcome Packages (there will be posters in Bldg 12500 and a Report Screen in the front foyer of Bldg 12420 and 12500 with directions to the assigned classrooms or auditoriums for Monday morning Orientation). Unless otherwise directed by your Course Director, you can expect to graduate not later than 1100 on the last day of class. You should not plan your departure from the Fort Lee area before 1200 or from the Richmond International Airport before 1300. The Registrar's Office will notify ALU CPCE students of their classroom/orientation status via an information email on/about 45 days from the start of the class. Any changes in classroom status closer to the start date, students will be notified ASAP. **CLC3 students need to arrive at least two weeks prior to their class start date in order to inprocess through their perspective company and the post. Student Battalion is NOT open during weekend hours.**

LOST LUGGAGE

Before leaving the airport, students should contact the airline and inform them where the lost luggage should be delivered. If you are staying in a motel, it should be delivered to the motel. If you are staying in lodging, it should be delivered to the Fort Lee Lodging Operations Office Bldg. 8025, so a clerk can sign for it. The clerk will notify students when their luggage has arrived. If luggage has not arrived before the class starts or for assistance in locating it, contact the Student Services Office on the first day of class.

STUDENT BATTALION

The Companies and Student Battalion are located in Bldg. P-12420 (ALU), room 1450. Personnel are available to assist with administrative problems. Brochures outlining historical and recreational attractions in the local area are available in room 1450. Telephone messages will be handled as follows:

- a. Routine telephone messages received on lines DSN 539- 0921 or (804) 765-0921 during normal duty hours will be placed in the filing cabinet where incoming faxes are also filed.
- b. Emergency calls received during normal duty hours should be directed to the Student Battalion Office. Students will be called from class to take emergency calls. Emergency calls received after duty hours will be handled first by the Staff Duty Officer ((804) 765-8440/Cell phone (804) 205-4576) (within the Richmond Metropolitan Area) and second by the Company Commander who will be called by the Staff Duty Officer.
- c. Students wishing access to electronic mail accounts should refer to page 14 of the handbook, ALU Library.

Telephone access codes for students **will not** be authorized at ALU. Students requiring long-distance access should be provided (by their sending unit) alternate methods such as pre-paid phone cards or a telephone credit card. **EMERGENCY** calls will be cleared and placed through the student's respective companies.

The current leaders of the respective Companies are:

Staff and Faculty Company: (804) 765-8122 and (804) 765-8131
Alpha Company: (804) 765-8130 – CLC3 Active and Reserve Component Courses
Bravo Company: (804) 765-8127/8128 – QM BOLC, SARRS, SAMS-1E and PBUSE Courses
Charlie Company: (804) 765-8126 and (804) 765-8125 – OD and TC BOLC Courses
Delta Company: (804) 765-0063 and (804) 765-0036 – Technical Logistics College, ORSA MAC PHs 1 and 2, Theater Logistics Studies Program, and all other ALU Functional Courses

NOTE: The Staff Duty Officer (SDO) is available 24-7 in Building 12420 (front entrance, desk straight ahead) in reference to signing-in and answering questions that students may have (reference paragraph b above for phone numbers).

Logistics NCOA Students - Students in-processing ALC/SLC will report to the ALU on their START date in P.T. uniform at the designated hours listed on the flier posted in the respective hotel/on-post lodging facility.

OTHER MILITARY REPRESENTATIVES

The Navy currently has no representative at ALU. The Air Force currently has no representative at ALU. The Marine Corps representative at Fort Lee is located in Bldg. 9302; the phone number is DSN 687-7945 or (804) 734-7945.

ARMY RESERVE AND ARMY NATIONAL GUARD STUDENTS

To support Reserve Component Students, the U.S. Army Logistics University has a Assistant Vice President – Army Reserve (USAR) and Assistant Vice President – Army National Guard (ARNG). The officers are available to assist Reserve Component personnel with administrative issues as well as academic and career counseling. Both the Assistant Vice Presidents are located in Suite 4140 in the East Wing of the Education Building (Bldg. 12420). The USAR representative is in Room 4143 and ARNG representative is in Room 4144. The telephone numbers for USAR are commercial (804) 765-8008 or DSN 539-8008 and for the ARNG (804) 765-8007. Both USAR and ARNG representatives can be reached via e-mail at leealurc@conus.army.mil.

STUDENT ADMINISTRATIVE INFORMATION

Attire

The ALU uniform for **USA Personnel** is Army Combat Uniform (ACU) **with the exception noted below**. **USN Personnel:** E7 and above, summer khakis or Camouflage Utility Uniform (CUU) for units authorized CUUs. For E6 and below summer whites, winter blue uniform, or CUU, as appropriate. **USMC Personnel:** Service B or service C (contact Fort Lee USMC DET Commander for switchover dates) or Camouflage Digital Utilities. **USAF Personnel:** Short or long sleeved shirt/blouse and pants/skirt or BDU/CDU (Camouflage Desert Uniform). Flight suits are **not** authorized. **USCG Personnel:** Coast Guard Class B (winter uniform) or tropical uniform for summer.

As an exception, military students attending the **Combined Logistics Captains Career Course (CLC3)** and **Basic Officers Leaders Course (BOLC)** are required to wear ACU's and are required to bring Class A or Army Service Uniforms. Military students attending the **Theater Logistics Studies Program (TLog)** are required to bring Army Combat Uniforms (ACUs) and Class A or Army Service uniforms. Military students attending the **Sustainment Pre-Command Course (SPCC)** will wear the ACUs only. Military students attending the **Logistics Pre-Command Course (LPCC)** will wear ACU's. The welcome letter for the **LPCC** will contain additional information for the different iterations of the course. The Class A uniform is required for the **ORSA Military Applications Course** graduation ceremonies with ACU being the classroom uniform. All students attending the **ALU NCOA** classes are required to wear Class A uniforms for their respective graduation ceremonies. National Guard and Army Reserve students will wear appropriate office civilian attire when not on military orders (see description below for proper civilian business attire). Allied military students will wear attire specified by their respective country commanders.

The dress for U.S. military students attending courses at the ALU-Huntsville Campus is the Army Combat Uniform (ACU). Military in the U.S. Army should bring their PT uniform for a mandatory weigh-in and APFT. Allied military students wear attire specified by their commanders. Civilian students wear business casual attire. During guest speaker presentations, a coat and tie for civilian male students and equivalent attire for civilian female students is appropriate.

Civilian students, while attending ALU courses, should wear **business** casual attire. Business casual attire is defined as dress slacks, shirts with collars, dress shoes/loafers and the equivalent attire for women. Shorts, sandals, athletic shoes, tank tops, jeans and athletic sweat suit are **not** considered appropriate business casual attire. Guest Speaker presentations attire will be coat and tie for civilian male students and equivalent attire for civilian female students.

Army Weight Control Program

ALU enforces the Army Weight Control Program in accordance with AR 600-9 (The Army Weight Control Program). Incoming military personnel for the following course will be weighed during the first week of class: **ORSA Military Applications Course** (Phase 1) will be weighed-in on the second day at 0700 hours. The **CLC3** weigh-ins are on the first day (students should refer to in processing schedule received upon signing in to HHC). Military personnel in the **Theater Logistics Studies Program (TLog)** will be weighed-in in conjunction with administration of the APFT. Students of the **ALU NCOA** will be administered a weigh-in on the start day of their course and an APFT within 72 hours of their course start date. **Weigh-in attire** will be service appropriate uniform or the Army Physical Fitness Test summer uniform (no spandex). Personnel who fail to meet standards will be administered the body fat analysis. Students who do PT on Fort Lee are **required** to wear a reflective belt before 0800 hours and after 1600 hours. For those students running on the Petersburg National Battlefield, it is recommended that you wear your Army PT uniform.

Family Care Plan

In accordance with AR 600-20, (Army Command Policy) or other appropriate service regulations, military students must maintain a Family Care Plan with their respective companies. Soldiers will meet with their respective Company Commander and review and update their plan and complete the required counseling worksheet within the first week of the course. Each plan will be approved by the Company Commander and filed with the company within 2 months of counseling and maintained within the company for 90 days after the student completes his course. For availability of childcare on Fort Lee, see Childcare, page 10, in this handbook.

In-processing Registration

All Army military personnel not assigned to Fort Lee must be attached if they are TDY here in excess of 30 days. A copy of those orders will be collected during initial in-processing. All Army military personnel on permanent change of station orders (CLC3 & TLOG/FIT students) must bring five copies of their orders, their DA Form 31 (Request and Authority for Leave), DD93 (Emergency Data), and SGLV and a copy of last OER to the Student Services to sign in.

Student TDY Travel Advances

All incoming students are encouraged to get their travel advances before they arrive at ALU or bring their Government-issued credit card. The military pay cell at Fort Lee will not be able to provide travel advances.

TDY/Temporary Additional Duty (TAD) Orders

Students should bring a minimum of 10 legible copies of TDY/TAD orders with them to ALU. Three copies (U.S. Army military personnel, four copies) are needed for in processing. Some places of lodging also require orders. Students must have at least one copy of their orders with them at all times.

Firearms

All privately owned firearms must be registered with the Provost Marshal within 72 hours of arrival at Fort Lee. Firearms may not be kept in post lodging. ALU does not have facilities to store firearms. Personnel who desire to bring firearms must make their own arrangements for storage off of Fort Lee property.

Student Copier/Data fax

A student copier and facsimile machine is located inside ALU, room 1450. Both the copier and the facsimile machine are for official use only and under the control of Student Battalion. The facsimile number is DSN 539-8133 or (804) 765-8133.

Student Supplied Material

Students should bring their own paper and pencils to class. It is recommended also that a calculator and a 3-ring binder be brought to class. Expendable supplies are not issued to students but may be purchased at the ALU Bookstore (Bldg 12420).

Academic Evaluation Reports (AER)

Army student personnel enrolled in courses that exceed 60 working days will receive a DA Form 1059, **Academic Evaluation Report (AER)**, upon completion. The college issues Reserve Component students a DA Form 1059 for courses of 15 working days or more upon completion.

Course Evaluation Questionnaire - (CEQ)

At the end of each course, students will be given a CEQ (via paper or online) to complete. In completing the questionnaire, please be specific. Input on the CEQ will allow ALU to improve deficiencies and capitalize on successes.

Postal Services

Students attending ALU courses that are longer than two weeks are authorized a mailbox. Students can also receive mail via the Internet while at ALU. See page 14, ALU Library.

The ALU mailroom is located in Bldg 12500, Room C134. The hours of operation are: 1030-1630 hours Mon – Fri. The telephone number is: (804) 765-4002/4235. Any student wishing to have an assigned mailbox must report to the University mailroom. Otherwise, any mail received for students will be delivered as general delivery.

If you are scheduled to attend a course at ALU, please use the following address and your mail will be held for you:

Name
US ARMY LOGISTICS UNIVERSITY
*STUDENTS COURSE ACRONYM AND NUMBER
Box number or General Mail
2401 QUARTERS ROAD
FORT LEE VA 23801-1705

*this is a requirement for ALL students

The mailroom is authorized to provide lockbox and re-route service only. No personal mail will be brought to the mailroom to be mailed. Postage stamps and other postage needs and services are provided at the Fort Lee Post Office, Bldg. 9030, Monday through Friday 0830-1630 and on Saturday 0900-1200. The telephone number is (804) 861-0539.

It is also advised that students attending CLC3 who depart from Fort Lee to attend the Phase 3 should complete a DD 2258 (Temporary Mail Disposition Form) before they leave. If a student does not fill out this form, mail will be retained in the ALU mailroom during his Phase 3 TDY. Students should also complete the appropriate DD2258 prior to graduation. Failing to complete a DD 2258 prior to graduation will result in all mail being returned to sender as undeliverable.

Student Parking

Students attending ALU may park in the following parking areas ONLY:

1. North Lot located on Evacuation Road (lot is on the left as you turn off of 34th Street).
2. C-Wing Parking Lot located on Quarters Road (largest parking lot available with plenty of parking for all students)(follow Evacuation Road all the way behind Bldg 12500 – parking lot on your Right)

Students will **not** park in **any** of the Faculty and Staff Parking lots (signs posted) . Only non-Faculty and Staff authorized to park here are VIPs and Guest Instructors who should have Reserved Parking spaces already reserved by the respective department needing the space(s). Staff and Faculty members have parking permits and the parking lots are monitored and tickets will be issued to those cars not showing the proper Staff and Faculty identification.

Valuables should be removed from parked vehicles and vehicles should be locked at all times. Please adhere to the following rules:

Parking Rules:

- a. No parking on the grass.
- b. All four wheels of the vehicle must be on the asphalt.
- c. Park where white lines have been marked for individual spaces.
- d. Do not park beside or in front of fire hydrants.
- e. Do not park where there are reserved spaces; i.e., marked VIP/Commandant's guest or reserved car pool.
- f. Do not park where there are white diagonal lines. These have been marked for a reason.
- g. Do not park in any spaces marked "Handicap Parking". MPs will issue tickets.

Handicapped Parking

Students with disabilities may park in the designated parking spaces behind Bldg. P-12500 (in the staff and faculty parking lot) or in the Jessup Road Parking Lot (signs are visible). Students must bring a temporary windshield pass/decals or the license plate must be annotated as handicapped. Virginia state laws **prohibit** ALU from issuing handicap decals or license plates.

Vehicles

Fort Lee is no longer an open post. **Students who do not have DoD stickers on their vehicles will be issued passes at the Lee Avenue Gate ONLY upon their arrival to Fort Lee.** Students with POVs are required to bring proof of registration, insurance and a valid driver's license to obtain the vehicle passes thru the Lee Avenue Gate. Liability insurance is required by the state in which the vehicle is registered. The state of Virginia has a compulsory liability insurance law. A minimum of \$25,000 personal liability and \$5,000 property damage coverage is required.

Drivers involved in a vehicular accident on post are required to report the accident to the Provost Marshal, Building 8526. The telephone number is (804) 734-7400/7428. Accidents that cause damage in excess of \$500 or result in personal injury must be reported to the local police department so that the Virginia Division of Motor Vehicles (DMV) can be notified. If the police are not called, students should contact their insurance agent who will notify DMV. There is a requirement that DMV be notified within 5 days of the accident.

Winter Weather Procedures

In the event of adverse winter conditions (snow, ice storm, hurricane, etc.), the following procedures will apply for both closings and delayed openings:

- a. Students should tune to local radio stations (WMXB – FM 103.7, WRVA 1140 AM, WKLR 86.5 or WKHK 95.3) or television stations (WTVR Channel 6, WRIC Channel 8, WAVY Channel 10 or WWBT Channel 12). Fort Lee's command information channel, Channel 70, also displays information on both closings and delays.
- b. Students staying in the Fort Lee Lodging may contact the front desk to determine if adverse weather conditions have impacted Fort Lee operations.
- c. Students may also check the WEATHER ADVISORY section of the student message board.
- d. If Fort Lee is closed due to inclement weather, ALU will also be closed.

Graduation Day Adverse Weather

Classes will be held on graduation day if adverse weather results in a delay of two hours or less. If Fort Lee is closed or there is a delay in excess of two hours, TDY students are advised to depart this duty station when it is practical and safe to do so. Course certificates/diplomas will be mailed to all graduating students.

It is suggested that students with airline reservations check with their airlines for latest flight information before departing. Highway information may be obtained from local radio and television stations.

Student Grievance Procedures

Complaints or grievances may be presented through ALU chain of command or in accordance with the ALU Standard Operating Procedures (ASOP). ALU is accredited through the Council on Occupational Education (COE). COE's address is: 41 Perimeter Center East, NE, Suite 640, Atlanta, GA 30346, 800-917-2081/ 770-396-3898.

ALU Site at the University of Huntsville

The College of Professional and Continuing Education (CPCE), Army Logistics University (ALU), provides extended courses for FA51 officers and MOS 51C NCOs at the Army Acquisition Center of Excellence (AACoE), Huntsville, AL, which is located on the campus of the University of Alabama in Huntsville (UAH). As such, its classrooms are an extension of the CPCE, ALU, in that it is owned, leased and/or rented to provide classroom or laboratory instruction as a part of the total program of the main campus of ALU. The Director of AACoE provides supervision of ALU classes and the ALU President (Chief Administrative Officer) provides academic oversight for ALU courses at AACoE. The ALU Registrar's Office at Fort Lee provides academic administrative support. For information about the ALU courses offered at the AACoE, go to <http://asc.army.mil/aacoe>.

ALU's Vision and Mission Statements

ALU's vision is to be the **premier** trainer and educator in sustainment of US forces. Our mission is to **enhance** the readiness and sustainability of US Forces through training, education, consulting and research in Logistics, Acquisition and Operations Research Systems Analysis.

STUDENT WELFARE AND CONDUCT

Tobacco Products

Both ALU buildings are chewing and smoke-free environments. The only designated smoking areas are the gazebos located between the NCO Academy Wing of Bldg 12420 and the A-Wing of Bldg 12500, outside the ALU Cafeteria, Bldg 12500 (signs posted) and outside the C-Wing, Bldg 12500 (signs posted). Smoking is prohibited in all [areas](#) to include parking lots but these designated areas. The chewing of tobacco is to be done outside only and will not be condoned in the classroom. The course director or instructor will provide information on the appropriate smoking area for other buildings.

Student Conduct

Students are required to demonstrate conduct that is appropriate for an academic environment at all times. Disruptive conduct will not be tolerated to include profane language (in the hallway, cafeteria, classroom, etc.) After-hours activities will be conducted in a manner that reflects favorably on the students and ALU. Students will comply with all applicable service regulations, instructions, and/or directives as well as all local, state, and federal laws.

Absenteeism

Students must obtain approval from their course director if they plan to be absent from class. Annual leave and planned sick leave must be approved in advance. In the event of absence for emergency or sudden illness, students must notify the course director, the Company Commander or the Staff Duty Officer (SDO) (see page i, IMPORTANT TELEPHONE NUMBERS) as soon as possible. Course directors will coordinate action for the student through the appropriate School Dean, the Assistant Commandant and the Director of Administration and Services (DAS). After duty hours, calls will be handled first by the ALU SDO (804) 765-8440/Cell (804) 205-4576) and second by the Company Commander who will be called by the Staff Duty Officer. Absence without approved leave is grounds for dismissal. Leave taken by civilian students during school attendance will be recorded on Standard Form 71 (Application for Leave) and reported to the student's home installation by the DAS, Registrar's Office. Leave and passes for military students will be processed in accordance with AR 600-8-10 (Leave and Passes Regulation) or other appropriate service regulation. Requests will be initiated with the student's course director or, in the case of an emergency, with the SDO, and will be coordinated with ALU's HHC Student Battalion Commander and the student's unit commander.

Non-Attribution

ALU supports a policy of academic freedom. Guest lecturers, faculty and students are encouraged to state their opinions and support or criticize any objective, policy, or procedure in the pursuit of knowledge, understanding or improvement of management. Such comments made by individuals or groups in the college forum will be safeguarded through the practice of non-attribution.

Honor Code

a. The Honor Code applies to all students, staff, and faculty at ALU.

b. Responsibilities:

Instructors	Students	Battalion/International Military Student Office (IMSO) Personnel	Course Directors/Managers
Surveillance and enforcement of the policy concerning collaboration or cheating	Compliance with policy	Briefing incoming students (including international students) on ALU's Honor Code	Recommending action through their chain of command to the Vice President concerning suspected violations of the Honor Code.
Monitoring exercises and examinations to prevent collaboration or cheating from occurring.			Briefing incoming students (including international students) on ALU's Honor Code

c. The following are unacceptable behavior that may lead to an Honor Code infraction. Definitions of each term can be found in the Glossary of Terms at the back of the SOP:

- (1) Cheating.
- (2) Collaborating.
- (3) Equivocation.
- (4) Plagiarizing.
- (5) Unauthorized assistance.

This list may not be inclusive, depending on the circumstances of a suspected infraction.

d. Students who are found guilty of violating the Honor Code may be subject, but are not limited, to the following:

- (1) Failure on the exercise or examination.
- (2) Termination of enrollment in the course.
- (3) Initiation of an adverse academic evaluation report (AER).
- (4) Disciplinary action under no judicial or judicial punishment, as may be appropriate.

e. Procedures for suspected Honor Code violations.

(1) The instructor will notify the course director of a suspected honor code violation. The course director will expeditiously notify the chain of command (committee chair, department chair, and Dean). The Dean will appoint an impartial third-party investigating officer outside of the department in which the alleged offense occurred. The Dean may request an investigating officer from the dean of the other college if required.

(2) The investigating officer will request the advice of the Fort Lee staff judge advocate (SJA) prior to requesting any oral or written statements from a student suspected of violating the Honor Code. Upon receipt of guidance from the SJA, the investigating officer will proceed with the investigation.

(3) The investigating officer will gather evidence, interview the instructor and any witnesses, and take statements from suspected violators in accordance with the advice provided by the SJA. If the suspected violator is an international student, a representative from the IMSO will be present. The investigating officer may also interview the course director, committee chair, and department chair as required. Once he has gathered all required statements and evidence, the investigating officer will put together a report with required evidence as attachments, for review by the Vice President. The investigating officer will provide that package within 1 week of the alleged incident. He will also meet and discuss the evidence with the Vice President as required.

(4) Alleged violators will be permitted to continue in regularly scheduled classes during the investigation, as well as during any appeal process, unless their presence is disruptive to training or discipline.

(5) The Vice President may choose to interview witnesses or suspected violators. The Vice President may also seek advice from the relevant department chair or anyone else with applicable information. The Vice President will, whenever possible, make a final decision on the alleged violation within 3 days of receiving the investigating officer's report. Written notification of this decision will be forwarded to the individual.

(6) A student may appeal the decision of the Vice President to the President within 5 days of notification by forwarding a written request. The decision of the President is final and will be made within 30 days of the initial report. A copy of the decision will also be forwarded to the individual's supervisor.

(7) In the case of resident classes, if there is sufficient time between the occurrence of the suspected violation and graduation, the student will be informed of the Vice President's decision prior to graduation. If there is insufficient time before the course graduation for the Vice President's decision, the student will not receive a signed certificate or diploma but may attend the graduation. If the Vice President later decides in favor of the student or the President's decision favors the student after appeal, the student will be mailed a signed certificate or diploma. If an adverse decision is made, appropriate action will be taken.

(8) On-site class instructors, in coordination with the course director, will write a memorandum for record identifying all facts of the alleged violation, to include names and telephone numbers of any witnesses. The on-site course director will notify the student, in private, that he or she is suspected of an honor code violation and will not receive a certificate until the Vice President makes a decision. The student will be allowed to attend graduation with the class but will not be provided a signed certificate or diploma.

(9) After a decision is made, all documentation of the case will be returned to the appropriate school Dean.

References:

- Office of Government Ethics, Standards of Ethical Conduct for Employees of the Executive Branch, effective 3 February 1993.
- CASCOM & FL Regulation 600-27, Improper Relationships With Initial Entry Training (IET) Soldiers, 26 September 2003.
- AR 600-20, Army Command Policy, 13 May 2002.
- AR 600-23, Army Health promotion, 28 April 1996
- TRADOC Regulation 350-6, IET Policies and Administration, 16 June 2004.

Safety Precautions for Pedestrians and Troop Formations

In accordance with Fort Lee Policy Number 15.96, Subject: Safety Precautions for Pedestrians and Military Troop Formations, please adhere to the procedures below. The term “pedestrian” includes, but is not limited to, runners, walkers and joggers. Pedestrians will wear retro-reflective clothing that is visible in all directions while traveling on roadways after 1600 and before 0800. Pedestrians will face traffic and will not use headphones or earphones. Runners will carry flashlights while running during hours of darkness and limited visibility. First Street and 20th Street from B Avenue to Shop Road are all closed to vehicular traffic Monday - Friday, 0500 to 0730. Retro-reflective clothing is available in limited quantities for guests of the Fort Lee Lodging Office and at physical fitness facilities on Fort Lee.

IAW CASCOMFL Reg 190-5, dated 1 July 06, vehicle operators on Fort Lee and operators of Government owned vehicles will NOT use cell phones unless the vehicle is safely parked or unless they are using a hands-free device. The wearing of any other portable headphones, earphones or other listening devices while driving is strictly prohibited. Violation of this regulation could result in driving privileges being revoked on Post.

TRANSPORTATION

Students arriving by automobile may enter Fort Lee via I-95 (Temple Avenue Exit) or I-295 (Fort Lee Exit) through the Lee Avenue Gate off Highway 36 or through the Mahone Avenue gate from Route 460 (see map on page B-3). Only vehicles with DOD stickers will be allowed in gates other than the Lee Avenue gate. All rental or POV's without stickers will be required to get a Visitor's pass at the Lee Avenue gate (*see **VEHICLES**). Those arriving by air at Richmond International Airport (RIC) may arrange transportation to Fort Lee and surrounding areas with Groome Transportation or local cab companies. Cost for transportation from RIC to Fort Lee with Groome Transportation is \$38.00 per person. Group rates are available if more than one person is commuting at a time to the same stop (2 students split \$47/3 students split \$57/4+ \$18.50 per person). Groome's phone number is (804) 748-0779 and it is located outside the baggage area at the airport. They accept both cash and credit. Taxi services are available on post (to include weekends and holidays) and throughout the surrounding area. Taxis also provide airport transportation.

Rate Schedule for Local Taxis:

Between RIC and Fort Lee - \$45.00

To: the Tri-cities area - ranges from \$7.75 and up (depending on destination)

- : Southpark shopping malls - \$9.75
- : Exits 45 & 58 or I-95 Hotels - \$18.75.
- : Exit 61 – 21.75
- : Prince George Courthouse area - \$10.75.
- : Amtrak Train Station in Ettrick - \$13.75.

On post: \$2.00 per person **anywhere** on post - **If the taxi is asked to “wait” for a passenger at a stop on post - \$.25 per minute.

All above fares are for capacity of taxicab (1-6 passengers) from one point of origin to one destination point. Between 2100 to 0600 hours a \$1.00 nightly differential exists for on-post to off-post fares and off-post to on-post fares. Marshall and Rainbow are contracted companies on post and are required to post a rate chart in all cabs. Phone numbers are listed on page i.

Students needing transportation to the airport may sign up with Groome Transportation (if at all possible) not later than 1200 on the Wednesday before their departure from Fort Lee. To reserve transportation, student must contact Groome Transportation directly.

CARLSON WAGONLIT OFFICIAL TRAVEL

The Carlson Wagonlit Official Travel Office (Bldg. 12010) is located on the first floor, room 129 of the Soldier One-Stop Center, on the corner of Adams Avenue and 34th Street. The Official Travel Office will assist students needing off-post hotel or motel accommodations in the local area during their stay and provide information and reservation service on all airlines. The telephone number is (804) 733-1460 or toll free 1-800-916-3456. Hours of operation are Monday through Friday 0730-1615, closed Saturday and Sunday.

ACCOMMODATIONS FOR PERSONS WITH DISABILITIES

ALU has the following equipment available to persons with disabilities:

Scanners/readers	Braille Interface Translator
Talking calculators	Talking dictionaries
Zoom text software	Speech synthesizers
Braille embossers	Telecommunication & amplification Devices
Closed caption decoders	Left and right hand keyboards
Handwriting Stands	HC Open Book Monitors
Keyboard w/mouth and hand wands	Computer, Arkenstone, HC Open Book

Additionally, students who need a sign language interpreter for training that is **2 days or longer** may submit an application through their supervisors and training officers to:

DOD COMPUTER/ELECTRONIC
ACCOMMODATIONS PROGRAM OFFICE
(CAP OFFICE)
TRICARE MANAGEMENT ACTIVITY
5111 LEESBURG PIKE SUITE 810
FALLS CHURCH, VA 22041

DSN 761-8813
(703) 681-8813
TTY (703) 681-8813
FAX (703) 681-9075

The CAP Office must receive the application at least **4 weeks before** the date the service should begin. Their email address is www.tricare.osd.mil/cap.

Training officers **must indicate** in the Army Training Requirements and Resources System (ATRRS) that a student has a disability, the nature of the disability and that a CAP application has been submitted. A copy of that application should be sent to the ALU Registrar (US ALU, ATTN ATSZ-DAS-ASO-R, 2401 Quarters Rd, Fort Lee, VA 23801-1705), DSN 539-4965, (804) 765-4965 or FAX DSN 539-4240.

The CAP Office will review the application. If the application is approved the CAP office will contract for the service and advise the ALU Registrar's Office and the submitting office of the vendor. ALU will coordinate with the vendor concerning dates, times, location and meeting with the student.

CHILD CARE/PUBLIC SCHOOLS

Under Virginia law, it is a misdemeanor for a parent or guardian to neglect his child. A “neglected child” is defined as any child “who is without parental care or guardianship caused by the reasonable absence ... of the child’s parents, guardian, legal custodian or other person standing in loco parentis.” See Sections 18.2-371 and 16.1-228, Code of Virginia.

Fort Lee’s Child, Youth & School Services offers full day, part day and hourly programs for children six weeks thru kindergarten. There is a waiting list for most childcare programs. You are strongly advised to put your child’s name on the waiting list as soon as possible. Childcare services may not be readily available at Fort Lee or in surrounding civilian communities. The Family Childcare (FCC) program offers care to children four weeks to 12 years of age. Military family members provide services in their Government quarters. The School Age Services (SAS) program offers before-and-after school (for students attending most Prince George County schools) and full-day summer fun programs for children in 1st thru 5th grades. Program eligibility is based on the grade participants have just completed, not the new grade they will enter in the Fall for the next school year (i.e. children completing 5th grade are still considered 5th graders for the summer program). School-age hourly care is available on a space-available basis.

Students coming to Fort Lee in a TDY or PCS status should call the Parent Central Services Central Registration Office, Bldg 10624, at (804) 765-3852/765-3196 to put their children’s names on the future needs list as soon as they receive orders. Parents must register their children before receiving childcare services. Updated immunization records and original birth certificates are required at time of registration. Physicals are required within 30 days of registration but a physical that is less than a year old will also be acceptable. Parents need to have at least two (2) local emergency contact names and numbers (two would be the students respective Company Commander and First Sergeant) when registering their child. Parents with children who have special needs (to include asthma and food allergies) need to let Child, Youth & School Services (CYSS) know upon first contact. It is strongly encouraged that these children be registered early so they can be run through the Special Needs Accommodation process.

Youth will attend public school in the city or county in which they reside, whether living in a house, apartment or hotel. If needed, parents may want to check on the availability of before and after school arrangements for the child’s school prior to signing a lease.

More information on Fort Lee’s childcare program can be found on the web at: <http://www.leemwr.com>

If a student fails to obtain child care services within a reasonable period of time, the Vice-President, ALU, may relieve the student from the course for cause. Relief for cause is a permissible administrative response to a student who fails to provide adequate supervision for his minor children.

PET CARE

All pets living on post must be registered within three days at the Veterinary Treatment Facility (VTF) after arrival to Fort Lee. Proof of current vaccination is required or your pet/pets will need to be vaccinated. All animals residing on post need to be **micro chipped**. Please be sure to bring your pet/pets veterinary treatment records. Call for appointments at 734-2446/9555. All pets must have protection from the elements (wind, rain and sun) with food and water. Military personnel living off post must have a dog license from their local area and current vaccinations. Local ordinance and Fort Lee Supplement to AR 40-905 require immunization of dogs, cats and horses against rabies. All dogs and cats must be on a leash at all times when outside fenced pens (housing restrictions apply). Any pets kept on post must also be registered with the housing office. Ownership of more than two pets in family housing areas is prohibited. The Veterinary Treatment Facility (VTF) will not provide care to breeding animal or litters. Animals are not allowed in play grounds, tot lot areas, public buildings, swimming pools, sports areas, tennis courts, golf courses, parade grounds, public gatherings or in post lodging. Animals found running loose on Fort Lee will be picked up by the MP’s or Game Warden and taken to the Fort Lee Impound Facility, Bldg. 11027. The animals are held three working days before becoming Government Property and either humanly put to sleep or adopted by new owners. **Note:** *Animal abandonment is punishable under the Code of Military Justice System (IAW AR 40-905) and Virginia State Law. Additional information on Fort Lee facilities for pet care can be found on the Veterinary Treatment Facility web page: <http://kenner.narmc.amedd.army.mil>*

ALU FACILITIES

ALU Cafeteria

The AAFES American Eatery, ALU cafeteria, located in B-wing, Bldg. P-12500. This café offers hot breakfast from 0630 to 1030 and hot and cold lunches from 1100 to 1300 which includes a full service grill, cold sandwiches and entrees. Telephone Number 804-862-4447

Einstein Bagels/Subway

Located in the ALU Bldg 12420, Einstein Bagels offers a variety of bagels, pastries and coffees. Hours of operation are from 0700-1400 hours Monday through Friday. Subway offers a variety of hot and cold sandwiches, chips, cookies and drinks. Their hours of operation are from 1000-1630 hours Monday through Friday. Both can be found on the 1st Floor East Wing Food Court.

Business of the Blind Shop

Located in the ALU Bldg 12420 4th Floor, this cozy establishment serves as a “mini” shoppette, Which offers a variety of snacks such as fresh popped popcorn, chips, drinks, juices, frozen entrees and sandwiches. They also carry Pens, Paper, antacids and various headache remedy’s. A sit down snack / dining area is also provided with a microwave and a flat screen television for customer use. Hours of operation are Monday – Friday, 0700-1500.

Bookstore

The ALU Bookstore, an Army and Air Force Exchange Service (AAFES) facility is available in Bldg. 12420. All students are authorized to purchase books, paper, pencils and other supplies directly related to their class work. Civilian students must show a copy of their TDY orders when making a purchase.

Military and civilian students may purchase software at an academic price with an ID and a copy of orders stating their attendance at ALU. The hours of operation are from 0730-1500, Monday through Friday. The telephone number is (804) 861-6598.

Library

The Army Logistics University Library is a state-of –the-art research facility whose mission is to provide academic, technical, combat development and doctrinal research support in a stimulating learning environment for the ALU, Sustainment Center of Excellence, Training Doctrine Command, DOD and other authorized users.

The library maintains a collection of books, references, government publications, periodicals, CD-ROMS, audio-visual media, and online databases that support ALU courses and logistics research. New material is selected to complement the various academic curriculum and mission requirements while furthering the understanding of logistics management, military science, business, general management, and many other topics of interest. There are public computers available for use in the library with Internet capability and a full range of Microsoft Office products.

This full-service academic facility is centrally located on the 2nd and 3rd floors of the ALU education building. The Library hours are Monday-Friday, 0800-1730, Saturday and Sunday, Closed. It is closed on Federal Holidays.

Library lending privileges are granted to ALU students and staff, and to Fort Lee Civilian and Military personnel. Access to the library’s online resources and research databases are available through the Army Logistics Library web page at: http://www.almc.army.mil/ALU_LIBRARY/ALULIBRARY.htm

This library also includes a section on the 2nd floor for the Fort Lee Family and Morale, Welfare and Recreation Community Library. This library offers a current collection of fiction, nonfiction, children's books, audio-visual material, and periodicals. Patrons also have access to six internet computers and a copy machine.

Chaplain

The ALU Chaplain is on duty in room 4140, Bldg. 12420 and can be reached at (804) 765-8009. In case of an emergency contact the Installation Operations Center (IOC) at 734-1584, they will contact the on-call duty chaplain. Worship Services are listed at www.lee.army.mil click on the Services or Families tab this will take you to the Chaplain's page.

ALU Barbershop

The ALU Barbershop is located on the 2nd Floor, Bldg 12420 Room 2410. The hours of operation are 0900-1700, Mon-Fri. The Barbershop is open to all course directors, instructors and students on a walk-in basis.

FORT LEE SERVICES AND FACILITIES

Fort Lee Lodging/Institutional Training Directed Lodging and Meal Policy Information

INSTITUTIONAL TRAINING DIRECTED LODGING AND MEAL POLICY FOR FORT LEE, VIRGINIA (UNCLASSIFIED)

AFTER 1 February 2012: LODGING/MEALS: The Institutional Training Directed Lodging and Meal Policy (ITDLM) (formally known as MTSS) will have the Lodging portion ONLY reinstated at Fort Lee, VA for Army Military TDY students beginning on or after 1 February 2012. This policy does not apply to soldiers attending contingency operations courses or soldiers attending training in a permanent change of station status. The Ft Lee Garrison on behalf of ALU will secure Lodging for Army students both on-post and off-post. Cost of all room night requirements will be borne by the Government. It is imperative that all Active Army, ARNG and USAR students be informed of this lodging policy PRIOR to departing their home unit. Sending units are encouraged to support rental cars or in and around mileage, as applicable for all students up to: 5 miles per day if lodged on-post or 20 miles per day if lodged off-post. The sending Command/Order Official is responsible for educating/briefing student travelers on travel entitlements and authorizations and ensure the soldier is in receipt of training travel orders before travel commences.

Soldiers in a TDY/ADT status are to report to Army Lodging, Building 8025, for room assignment. All other students attending ALU classes must use Army Lodging Success to obtain housing or a statement of non-availability (SNA). For toll free reservation services contact 1-866-363-5771 or email: centralreservations@redstone.army.mil. The CRC is open Mon-Fri from 0800-2200 hours Central Time (closed on Federal Holidays). Inbound students must call CRC NLT 2 weeks prior to course start date to ensure they will be assigned to the same or local hotel as their classmates attending the course. Reporting early to Ft Lee is NOT authorized except for the Combined Logistics Captains Career Course (CLC3) and the AC BOLC students called to immediate active duty. CLC3 students will arrive at least 2 weeks prior to the class start date in order to complete their in-processing. The report date for all other ALU classes is ONE day prior to the actual class start date to allow for travel.

All students attending ALU courses will need either a credit card or cash advance prior to attending school for their meal purchases. Meals are NOT covered under the ITDLM. There are several places on campus and around post to eat and there are a variety of restaurants around Ft Lee within 5 miles of the campus.

ALL OTHER ALU STUDENTS or Training Managers are required to call the US Army Lodging Success Program (LSP), Central Reservation Center (CRC) at 1-866-363-5771 in order to secure lodging while in school. Follow the menu prompts and select the Fort Lee Reservations option. All other military and civilian business travelers may contact the Fort Lee Lodging Office 30 days before their TDY Start Date to determine availability of on-post quarters during their training. The telephone numbers are: (804) 733-4100, DSN 687-694/6698 or (804) 734-6698/94 or 1-800-403-8533. If Government quarters are available, a Reservation will be made for you and a

Confirmation numbers will be issued. If quarters are not available, Fort Lee Lodging will advise the traveler to call the Army Lodging Central Reservations Center (1-866-GO-ARMY) to get reservations at an LSP hotel, and a Statement of Non-Availability Control Number (SNA). For additional Lodging information check the Fort Lee Lodging website, www.leemwr.com/Comm/com_lodging.htm or the ALU website, www.alu.army.mil/handbook/lodging.htm.

On-post check-in time is 1500 hours. Students arriving at Fort Lee Lodging prior to 1500 hours may be required to wait if a room is not available. Checkout time is at 1100 hours. All on-post lodging rooms have internet access, refrigerators and microwave ovens, some also have cook-tops.

Students residing in Fort Lee Lodging must pay their bills every thirty (30) days or upon check out, whichever comes first. Students should retain their room keys until the end of their stay, and upon checkout they should turn-in the keys to the Front Desk. Students lodging in local hotels are responsible for paying their bills in accordance with individual hotel policy.

Additional information for Fort Lee Lodging can be found by clicking on the lodging icon on the Family and Morale, Welfare and Recreation web page at <http://www.leemwr.com>.

In the event that LSP rooms are not available, the Central Reservations Center will issue a Statement of Non-availability Control number (SNA). Travelers with an SNA may contact the Carlson Wagonlit Official Travel Office (Bldg 12010) for off-post hotel accommodations during their course stay, and for information and reservations services on all airlines. The telephone number is (804) 733-1460 or toll free 1-800-916-3456. The hours of operation are Monday through Friday 0730-1615, closed Saturday and Sunday.

THEATER LOGISTICS STUDIES PROGRAM (TLOG) AND COMBINED LOGISTICS CAPTAINS CAREER COURSE (CLC3) STUDENTS ONLY

TLog and CLC3 students who report early to find housing must stop by the ALU HHC Student Battalion to in-process and then report to Ft Lee Housing Office. HHC should be notified of any change in status-PCS, marital, etc., as soon as possible.

Medical and Dental Care

Emergency medical care and transportation to the nearest emergency room (John Randolph Hospital (Hopewell) or Southside Regional Medical Center (Petersburg)) can be obtained by dialing **911**. The emergency crew will determine, based on the severity of the situation, which hospital the student will be transported to. **If personnel are experiencing chest pains, having difficulty breathing or have lacerations CALL 911.** As soon as possible, a student must inform either his instructor or HHC of the nature of the emergency.

Kenner Army Health Clinic (KAHC) provides **non-emergency** medical care for civilians on TDY on a walk-in basis at the Occupational Health Clinic (OHC). The hours of operation are 0730-1630 Monday – Friday. **An ID card and copy of TDY orders (DD Form 1610) is required prior to treatment.** The Occupational Health Clinic (OHC) is located in Bldg. 8130, KAHC, 2nd Floor. For all other times, **military** students and **civilian** students who are covered by TRICARE, please call 1-866-645-4584 for an appointment in the Primary Care Clinic (PCC). Civilian students, who are not covered by TRICARE, must call the PCC at 734-9166. The student/soldier **must** inform either his instructor or HHC before reporting to the OHC or the PCC.

Transportation to and from KAHC, the OHC, the Bull Dental Clinic, the PCC, and off-post medical facilities for **non-emergency** care is the responsibility of the student. A taxi service is available on Fort Lee by Burgess Cab 458-2535 or Rainbow Cab 862-1108.

If a KAHC physician refers civilian students on TDY at Fort Lee to an off-post-medical facility, prescriptions from the referred facility will be honored at KAHC if they are in the KAHC formulary. KAHC will not refill prescriptions for pre-existing conditions. **Civilian students in a TDY status must bring an adequate supply of medications for pre-existing medical conditions to last the duration of the TDY.** All bills incurred from civilian medical facilities are the responsibility of the student's home station.

Telephone numbers for these facilities are: **EMERGENCY 911**, Occupational Health Clinic, (804) 734-9159; Primary Care Clinic, (804) 734-9166; and Pharmacy, (804) 734-9137. The Kenner Information Desk is staffed 0400 – 2200 hours, Monday – Friday. The telephone number is 734-9000.

ALU Student Battalion Office (primary POC) and Director of Education and Outreach (alternate POC) personnel are available to assist when students are ill.

The Bull Dental Clinic (Bldg. 8204), located at 25th Street and C Avenue, telephone 734-9607/9608, provides **emergency assessment service only for civilian students, providing that they bring a copy of their TDY orders to present to the clinic before treatment can be rendered. Emergencies are ONLY seen during the sick call hours of 0700-0830.** The hours of operation at the clinic are 0730-1630 (closed for lunch 1130-1230). The emergency (after duty hours/holidays/weekends) phone numbers are: Cell – 586-2779 or Beeper – 778-9667.

Post Exchange (PX)

The Army Air Force Exchange Service operates the Main PX located in the Community Shopping Center, Bldg. 1605, 300 A Avenue, near the Sisisky Avenue Gate. The store offers clothing and shoes, jewelry, gifts, music, health and beauty aids and more for the entire family. Hours of operation are Monday 9:00 am – 9:00 pm; Tue-Thursday, 9 am - 8 pm; Friday and Saturday, 9 am - 9 pm; and Sunday, 10 am - 6 pm. Call (804) 861-5970 for information.

The PXtra is located on the corner of Mahone Avenue and Battle Drive. The PXtra's hours are Monday through Sunday from 7:00 a.m. to 10:00 p.m. and Holidays from 8:00 a.m. to 6:00 p.m. Call (804) 862-3763 for more information.

The PXtra offers a wide variety of convenience and food items, stationery, music, some limited household goods and a variety of alcoholic and non-alcoholic beverages in the Class VI section. Western Union Telegraph Service (incoming and outgoing), personal telegrams and telegraphic money are available at the PXtra's customer service desk.

All civilians on TDY are authorized limited PX privileges. (A copy of TDY orders and billeting key must be shown when making purchases.)

Commissary

Civilian students on TDY at ALU are NOT authorized to use the Fort Lee Commissary. Hours of operation are Tuesday through Friday, 1000-1930; Saturday, 0900-1700; Sunday, 1100-1700, and closed on Monday.

Military Clothing Sales Store (MCSS)

The Military Clothing Sales Store is located on the right side of the PXtra. Authorized customers can purchase uniform and TA-50 items, special order dress uniforms, and many commercial items that soldiers find useful in the field. The MCSS is open Monday through Saturday from 8 a.m. to 8 p.m. and Sunday from 10 a.m. to 6 p.m. An alteration shop is connected to the back of the MCSS and is open Monday through Saturday from 9 a.m. to 7 p.m.

Concession Operations

There are several concession operations at both the Main PX and the PXtra. Those at the Main Exchange include the Barber Shop, Beauty Shop, Cellular Phone Sales and Service, Optometry Clinic, Optical Shop, Hair n More, and GNC. Coming Fall 2011 – UPS Store.

Concessions in the PXtra include a Barber Shop, Internet Café, Laundry and Dry Cleaning, Computer Repair, Enterprise Car Rental, Brigade Quartermaster Shop, Novelty Shop, Specialty Awards Shop, Alteration Shop and Gamestop.

Army Community Service (ACS)

The ACS Relocation Program provides service members and Families with welcome packets, local maps and an installation telephone directory. In addition, service members and their Families can borrow pots, pans, dishware, coffee pots, toaster ovens, strollers, futons, car seats, irons, and ironing boards for 30 days. ACS requires one copy of official orders and a copy of your ID card when checking out these items. The lending closet hours of operation are Mon-Fri, 0800-1700, ACS, Bldg. 9023, Mahone Avenue across from Burger King. For information on other ACS, call (804) 734-7589

ACS Fact Sheet:

Army Community Service (ACS) Main Office:

1231 Mahone Avenue, Building 9023

Fort Lee, VA 23801-1605

Telephone: (804) 734-6388, Fax (804) 734-6383

ACS also has an office in the : Soldier Support Center
1401 B Ave, Bldg 3400, Rm 102
Ft Lee, VA 2380-1605
Telephone : (804) 734-7579

Hours of Operation: 0800-1700 Monday – Friday

Army Community Service (ACS) assists commanders in maintaining readiness of Soldiers and their Families by delivering services which promote self-reliance, resiliency and stability during war and peace. ACS recognizes the Army Family Covenant and the Army Community Covenant by supporting a quality of life that is commensurate with their service.

ACS has helped thousands of Soldiers and their Family members in time of need. ACS has expanded services to provide support for those deployed Soldiers who have been impacted by repeat deployments and extensions. Their Family members have sacrificed and it's our job to make certain they remain strong, focused and capable to preserve the Family unit.

Services Offered:

➤ **Army Emergency Relief (AER)** offers emergency financial assistance to all Army personnel, active, retired and their Family members in the following categories: food, rent, required travel, utilities, essential car repairs, medical bills, funeral expenses and essential needs in the event that pay is lost or not received. 734-7954

➤ **Army Family Action Plan (AFAP)** allows everyone the opportunity to submit their issues which will be presented to Army leadership. It is a process that lets Soldiers and Families say what's working, and what isn't – AND what they think will fix it. 734-7979

➤ **Army Family Team Building (AFTB)** is an official Army training program that helps develop ready Families and ready Soldiers. This program contributes to unit, mission environment and lifestyle by providing them with information, knowledge and skills vital to the readiness of the force. 734-7979

➤ **Mobilization & Deployment Readiness Program** is designed to provide resources and support units, Soldiers and Families in preparing for pre-deployment, deployment and post-deployment and provide FRG training. 734-6648

➤ **Employment Readiness Program (ERP)** provides up-to-date support services which help customers make informed decisions when seeking employment. 734-7738

➤ **Empowerment Program Services/Victim Advocate** assists those who are victims of domestic violence. This includes safety planning, protective orders, community resource information and referrals. 734-7585

➤ **Exceptional Family Member Program (EFMP)** is a mandatory enrollment support program that works with other military and civilian agencies to provide coordinated medical, educational, housing, community support and personnel services to Soldiers who have a special needs Family member. 734-6393

➤ **Financial Readiness Program (FRP)** offers classes on checkbook management, money management, and budgeting. Information is available on several other financially related topics of interest to military Families. Other classes are available upon request. 734-7952

➤ **Information, Referral & Follow-up Program (IR&F)** is designed to link service members and their Family members with other military and civilian helping agencies. 734-6388

➤ **Army Volunteer Corps (AVC)** provides assistance in the recruitment, training and recognition of installation volunteers and maintains a database of volunteer positions available on the installation. 734-7827

➤ **New Parent Support Program (NPSP)** offers services to expectant parents and parents of newborns through three years of age. The New Parent Support Home Visitors can visit with you at home or can schedule an office visit. Services are tailored to your Family's needs and goals. 734-7585

➤ **Relocation Readiness Program** provides Relocation counseling to Service members relocating OCONUS and CONUS. Citizenship/Immigration liaison services, GED, ESL classes, Waiting Family and Hearts Apart support. Operate a lending closet for temporary use of basic household items. 734-7589

➤ **Family Advocacy Program (FAP)** builds healthy Families and sustains strong communities by providing comprehensive approaches to prevention, identification, and intervention of child and spouse abuse in military Families. Classes on Parenting, 5 Love Languages, Anger and Stress Management, Single Parent Support and others available upon request. 734-7585

➤ **Survivor Outreach Services (SOS)** connects survivors with people who can help you move forward and find strength. Many times after you have lost a loved one, there are unresolved issues or questions that may surface months or years after the loss. We are there to help and provide you with needed resources. SOS demonstrates the Army's commitment to Families of the fallen. 734-6445

➤ **Sexual Assault Prevention and Response Program (SAPR)** is committed to supporting and caring for victims of sexual assault and to ensuring that victims are treated according to Army policy. This program reinforces the Army's commitment to eliminate incidents of sexual assault that centers on prevention (education and training), immediate response (victim advocacy), and follow-up. 734-7585

➤ **Single Soldier Bags** are created each year and distributed to nominated Soldiers who find themselves unable to return home for the holiday season. All items are donated by the Fort Lee community and delivered by Garrison Command on Christmas Eve. 734-6878

➤ **Pillow Case Project** offers free pillowcases with the photograph of a loved one for deploying Soldiers and their Family members. 734-6648

Banking and Check Cashing

Sun Trust Bank

SunTrust has two locations on Fort Lee. The main branch is located at 1400 Mahone Avenue, adjacent to the Lee Playhouse and opposite the U.S. Post Office. Both Lobby and drive-through hours are Monday through Thursday, 0900-1700, and Fridays 0900-1800. The main branch is closed on Saturday and Sunday. The Commissary Branch is located in the Commissary on Shop Road, next to the Community Shopping Center (Main PX, Bldg. 1605). The hours are Tuesday through Friday, 1000-1900, Saturday, 0900-1700, and Sunday, 1000-1400. The branch is closed on Monday. SunTrust operates **two** automated teller machines (ATM's) at the main bank and the PX'tra (Bldg. 9025) and **one** each at the following locations: Soldier Support Center Bldg 3400, Troop Support Store Bldg 18020, Commissary Branch (Bldg. 1600), Community Shopping Center (Main PX, Bldg. 1605), Army Shoppette, Gas Station Bldg 1650, Quartermaster Museum (Bldg. 5218), D.E.C.A. (Bldg. 11200), Bowling Center (Bldg. 9040), Fort Lee Lodging (Bldg. 8025), Regimental Club (Bldg. 2609), SCOE (Bldg. 5020), ALU (Bldg. 12500 and Bldg 12420), , Regimental R&R (Bldg. 3650), Cardinal Golf Club (Bldg. 11802), and Kenner Army Health Clinic (Bldg. 8130). For further information, contact SunTrust at (804) 862-2500 or (804) 541-2926, or call SunTrust Customer Service at 1-800-SUNTRUST (800-786-8787) 24 hours a day, 7 days a week.

Fort Lee Federal Credit Union

Founded in 1952 by Fort Lee employees, Fort Lee Federal Credit Union is a not-for-profit, financial cooperative that serves all of your personal banking needs. Fort Lee FCU proudly serves all Fort Lee personnel as well as the following cities and counties: Hopewell, Petersburg, Colonial Heights, Prince George, Dinwiddie, Chesterfield and Sussex. Membership is open to all who live or work within these localities.

Fort Lee FCU offers checking accounts, ATM and Visa debit cards, savings and retirement solutions, mortgages, auto loans, Visa credit cards, insurance options, and much more. Their convenience services make personal banking easier than ever, with options such as online banking, online bill pay, mobile banking, and e-statements.

Fort Lee Federal Credit Union has two convenient locations. The branch at 3510 A Avenue on Fort Lee is open Monday through Tuesday, 9am–5pm; Wednesday, 10am–5pm; and Thursday through Friday, 9am–5:30pm. The branch at 4495 Crossings Boulevard in Prince George is open extended hours and Saturdays.

The credit union also has 11 ATMs on post, including at the A Avenue Branch, the PX, the PXtra, the AAFES Gas Station, the Soldier Support Center, ALU, and the Troop Store on North Fort Lee.

For more information, visit www.fortleecu.org <<http://www.fortleecu.org>> or call (804) 452-0736.

Military students also may cash checks at the cashier's cage at the Community Shopping Center (Main PX, Bldg. 1605) with proper ID and travel orders. The limit for personal checks, drawn upon an established account, is \$300 per day and \$500 for Government checks. The hours of operation are Monday through Saturday 0900-2100 and Sunday, 1000-1800. The Customer Service area at the PXtra (Bldg. 9025) provides Western Union services. The Lee Club and the Regimental Club (NCO) also offer check-cashing services.

The Shoppette Complex (Express)

The Shoppette is located at A Avenue and 6th Street. In addition to gasoline, this facility offers a wide variety of convenience and food items, limited household goods and a variety of alcoholic and non-alcoholic beverages in the Class VI section. Also attached is a firestone Care Care Center that offers services to include repairs, Virginia State Inspections, new tires and batteries. Also attached is Popeye's Restaurant.

Car Wash

The Car Was is located at A Avenue and Sisisky next to the Shoppette Complex.

Ordnance Troop Store

The Ordnance troop Store is located at 18020 Edgewood Rd. on the Ordnance side of Fort Lee. This facility offers a wide Variety of convenience and food items, stationary and some limited household goods.

Dining Facilities

In addition to the ALU Cafeteria, other on-post dining facilities include: PX Food Court (Bldg. 1605), PXtra Food Court (Bldg. 9025), Burger King (Bldg. 4309), Popeye's (Bldg.), golf Course Snack Bar (Bldg. 11810), Bowling Center Snack Bar (Bldg. 9040), The Lee Club (Bldg. 9009), Nothin' Fancy (Bldg. 9009), and the Regimental Club (Bldg. 2609). See APPENDIX A for hours, locations and phone numbers.

Regimental Club (NCO)

The Regimental Club, Bldg. 2609, offers an extensive "All You Can Eat" Lunch Buffet Mon - Fri from 1130-1300. Bingo is played Wed/Thu 1830-2200 with prizes reaching \$5000. On Wednesdays - the Regimental Club will have music specials with HipHop, R&B, and Oldies in the Jazz Lounge. On Fri and Sat nights you will find HipHop, R&B/Beach and Jazz playing in one of our lounges for your enjoyment

You must be 21 or older to enter the club. Must be 25 or older to enter the Jazz Lounge. You must adhere to the dress code of the facility. AIT students are not authorized in this facility. Come on out, enjoy some great food and entertainment. We will also be glad to cater your class party, graduation, wedding reception or retirement.

We also run special entertainment during the year such as LOL Comedy Tour, Dueling Pianos, Oktoberfest, and lots of family geared fun!

The Warrior Zone

The Warrior Zone is your one stop for all indoor entertainment. Games range from Thunderball bowling, pool, table tennis, arcade, card and board games. Get interactive with the available Wii & Xbox 360 Kinect systems on large screen TVs.

Come get active at the Warrior Zone and bring the family. Hours of operation: Tuesday – Thursday from 11:00a.m. – 9:00 p.m. Saturdays and Sundays from 11:00 a.m. -9:00 p.m. Closed on Monday & Friday. (Fall and Winter hours of operation are subject to change)

HideAway

The HideAway is located next to the Outdoor Rental and is open Wednesday 1600-2400 , Thursday from 1600-2200, Friday 1600-0200 and Saturday 1800-0200 hours. It is a beautiful secluded area to party and relax from your stress. On Wednesdays we offer Karaoke on Friday there is a variety of music and customer requests and Saturdays is a mix of Karaoke and open mike with dance music - take your pick!! There is a beautiful patio for outdoor enjoyment and during the summer months we offer the concert series "Live at Five" where every Friday from 1700-2100 top bands from all the USA.- During the year we have a Celtic Festival, Beach Party, BikeFest, etc for all family enjoyment!

Call for more details, 765-2101 or 765-6619. Watch for our FMWR "At Ease" magazine with all the details published on a quarterly basis.

The Lee Club

The Lee Club is located on the corner of Mahone Avenue and Battle Drive in Bldg. P-9009, (804) 734-7541 catering/manager or (804) 734-7547 main office. Office hours: Tues – Fri, 0830 – 1700, closed on Mon. Dining Hours: Tues – Fri 1700-1830, offering a Tuesday Night International Buffet. The Lee Club offers a variety of dining experiences with everything from elegant catered parties and wedding receptions to the rowdy fun of darts, and pool in the Nothin' Fancy Bar which is open Wed – Fri 1700-2000 with new weekly entertainment coming in the Fall of 2011 – please check website for updates. For more information, see APPENDIX A. For a list of the activities offered at the Lee Club, see the FMWR web page at <http://www.leemwr.com> and click on Clubs, then The Lee Club icon.

Public Affairs Office

The Fort Lee Public Affairs Office keeps the Fort Lee community informed about post events, activities and programs. This community includes service members, civilian employees, contractors, retirees and their family members on post and in surrounding areas. The PAO is also the installation's source for release of information to civilian media. The public affairs staff facilitates interviews between the media with Fort Lee service members and its employees; provides media training to Army personnel; organizes speaking engagements with members of the military; and helps coordinate requests for the Army 392nd Band, the post's musical ambassadors to the community. The PAO initiates outreach programs within the local community, fostering continued positive relationships between Fort Lee service members and the nation they serve. The public affairs staff also publishes the weekly post newspaper. The PAO is located at 1321 Battle Drive in the David Bloom Building, Bldg. 9024. The PAO website, for additional information on Fort Lee activities and the surrounding communities, can be reached at: www.lee.army.mil/pao/public.affairs.office.aspx.

Post Newspaper

The Fort Lee *Traveller* is the official newspaper for Fort Lee. It is printed weekly and is distributed on Thursdays. The *Traveller* is available online at www.ftleetraveller.com and made available via racks at numerous locations on and off post, including the Community Shopping Center (Main PX), Commissary, Bowling Center, Post Office, Gas Station and Shoppette, as well as delivered to all post housing units. The deadline for submitting articles and announcements to the *Traveller* is noon on Friday of the week before publication. Submissions may be e-mailed to LeePublicAffairs@conus.army.mil; dropped off at the PAO, Bldg. 9024; or mailed to the Public Affairs Office, 1321 Battle Drive, Fort Lee, VA 23801-1531.

Command Information Television, Channel 70

The Fort Lee Command Information source, Channel 70, provides 24-hour information on community activities and upcoming events. Programming includes the Pentagon Channel, community announcements, and important traffic and weather information that can be accessed from on-post television sets receiving local cable service.

HEALTH AND FITNESS

Clark Fitness Center

Clark Fitness Center, Bldg. 2414, features the following: a free-weight training room, a machine room with Nautilus, a full line of Life Circuit computerized weight-training equipment, Lifesteps, treadmills and Nordic Track ski machines; four racquetball courts; two full-basketball courts; full locker rooms with saunas for men and women and equipment checkout. Tanning services are available for customers. Hours of operation are: Monday through Friday, 0430-1900, closed Saturday, Sunday and holidays. For additional information call (804) 765-3636.

MacLaughlin Fitness Center

MacLaughlin Fitness Center located in Bldg 4320 features the following: a free weight training room; a machine room with Nautilus, treadmills and crosstrainers; three racquetball courts; two full basketball courts; full locker rooms with saunas for men and women; equipment checkout and a gymnasium for basketball, volleyball and other indoor physical conditioning activities.

Five racquetball/handball courts with a mezzanine-viewing area, exercise rooms for aerobics, yoga, workouts and weightlifting are also available.

The facility is open Monday through Friday, 0530–0900 and 1100–2130, and Saturday, Sunday and holidays from 0800–1800. MacLaughlin is closed on Thanksgiving and Christmas. For additional information about this facility, call (804) 734-3070.

Interim ALU Exercise Facility

This fitness center is located on the ALU Campus in Bldg. 12507. This temporary facility provides individuals on the ALU Campus with weight training and cardio equipment. A permanent facility will be constructed in the future. Hours of operation are Monday – Friday, 11 a.m. - 7 p.m. The facility is closed on Saturday, Sunday and federal holidays. For more information, call (804) 765-0695.

ALU Combatives Program

The Combatives Warehouse, located behind Bunker Hall, holds training opportunities on Tuesday and Thursday evenings from 1730 to 1900. POC for Combatives training is Major Jarron McGarry and can be reached at 804-765-8208.

Swimming Pool

The Battle Drive Community Outdoor Pool (located behind the Lee Club) opens Memorial Day Weekend and runs through Labor Day Weekend. The pool is open 7 days a week, weather permitting. Pool fees are based on a daily, monthly or season rate and passes may be purchased at the pool. Swim lessons are available at a reasonable rate. For hours of operation and pool fees, please access our website, <http://www.leemwr.com/> or email swimming@leemwr.com for additional information.

RECREATION AND WELFARE

Family and Morale, Welfare & Recreation Information

Keep up to date with FMWR activities, services, and special events! Here's how:

- Our web site, <http://www.leemwr.com/> , offers general FMWR facility information such as: description of services, price lists, locations, contact information, and more.
- The At Ease Magazine is a quarterly publication that can be found outside the ALU Cafeteria or online at www.leemwr.com.
- Follow Fort Lee FMWR on facebook and twitter for complete up to date information.
- FMWR Facilities – Of course, you can always walk into any FMWR facility on Fort Lee to inquire about what is going on around post. Our helpful team members can answer many of your questions and guide you in the right direction.
- Fort Lee FMWR hopes that you will enjoy the “lighter side” of Fort Lee during your stay. So get on out there and discover what is waiting for you!

Automotive Shop

With vehicle lifts, bay space, tools and a trained instructor on hand, this facility allows patrons to perform minor vehicle repairs. Short- and long-term vehicle storage is available through this facility that is located in Bldg. 9035 behind the Bowling Center on Battle Drive. Hours: Wed- Fri, 1200-2000, Sat-Sun, 0800-1600; closed on Monday, Tuesday and holidays. Telephone: (804) 734-6859.

Adventure Park

Phone: 804-765-3058

The Adventure Park offers skateboarding, batting and a climbing wall. The park is located at C and Mahone Avenues.

A new disc golf course is located nearby. Signs provide range and par information.

Hours of operation are: Tuesday & Thursday from 1130. – 1930 p.m. and Saturday from 1200 p.m. – 1800

Bowling Center

The Bowling Center is located in Bldg. 9040 behind the PXtra (Bldg. 9025). Active and retired military personnel, their dependents, reservists, National Guard, civilian students, and Guests may use the facility. (Civilian students must present a copy of their orders.) This 24-lane center is equipped with automatic scoring, a Pro Shop and Action City Grille. Hours of operation are: Mon - Thurs, 1100-2100; Fri - Sat, 1100 - 2200; and Sun, 1100-1800 (2100 hours when Monday is a Holiday). On Saturday night from 1800-2200 *Glow-n-Motion* is featured. Food and beverages purchased from activities other than the Bowling Center are prohibited. For further information, call (804) 734-6860/7485.

Community Library

Fort Lee Family and Morale, Welfare and Recreation Community Library is located at 34th Street, Bldg 12420, Room 2010. We are centrally located within the Army Logistics University Library. Adult and Children's collections, DVDs, audio books, periodicals and 6 computers with Internet service are available for patron use. Hours of operation are: Mon-Fri, 0800-1700; Sat, 1000-1700 and Sun, 1200-1700. Donated books are available to share amongst the group for reading and discussion. Telephone: (804) 765-8095.

Golf Course

The Cardinal Golf Club (27 holes) - located on A Avenue just past 41st Street, Fort Lee's beautiful golf course offers both 9- and 18-hole play. The facility has a Pro Shop, Snack Bar, Driving Range, Putting Green and Lockers. The course is open daylight to dusk, seven days a week. The Pro shop and Driving Range are open from 0700 until dusk. The Snack Bar is open 0900-1500 weekdays and 0630-1600 weekends. Golf Telephone: (804) 734-2899 or Snack Bar Telephone (804)734-2892.

Leisure Travel Services

The Fort Lee Leisure Travel Service Office is located in Bldg. 9024 on Battle Drive. It is a full-service Family and MWR leisure travel agency that specializes in a variety of travel services including tickets to amusement parks, local and national attractions, vacation packages, cruises and hotel reservations. LTS will assist military and DoD civilians in obtaining discounts for leisure travel and can also accommodate travel arrangements for the civilian community.

Hours of operation are Monday - Friday, 0900 – 1700 (limited hours Saturday from May to September) and closed on Sunday and holidays. (Note: fall hours are subject to change.) For more information, call (804) 765-3789.

Lee Playhouse

Lee Playhouse, Bldg. 4300 (between Burger King and Suntrust Bank) offers the community a live theater with volunteer actors from the surrounding area. Each season four main stage theatrical productions and four children's theater shows are featured. For a show schedule or to make reservations call 734-6629. Also, check out the MWR web page at <http://www.leemwr.com> for the 2011-2012 Season for the Lee Playhouse.

Outdoor Recreation

Fort Lee's Outdoor Recreation Center offers a variety of outdoor activities and programs from mountain biking, horseback riding, kayaking, trap/skeet, archery and weapons ranges to hunting and chartered fishing trips.

The ranges are open year-round; however, the hours of operation for each are subject to change due to military training or inclement weather. Additionally, Outdoor Recreation offers water-skiing lessons and various other instructional classes.

Authorized patrons eligible to utilize the ranges are: active duty and retired military, DoD/DA Civilians.

Outdoor Recreation is open Monday - Friday, 0900 - 1700; Saturdays, 0830. - 1200 and closed Sunday and holidays. For more information, call (804) 765-2212/2210.

Outdoor Recreational Hazards

Virginia offers a variety of outdoor recreation activities; however, there are always some dangers. Students planning to spend some time camping, hiking or just picnicking must be aware of the ever-present insects and ticks in Virginia. Dress appropriately and apply repellent.

Quartermaster Museum

The Quartermaster Museum (Bldg. 5218) is a three-dimensional visual history book of the Quartermaster (QM) Corps. Reflected in the exhibits are past and present QM responsibilities for supply and service, subsistence, mortuary affairs, petroleum and water, aerial delivery, field services, and galleries portraying former missions such as clothing, heraldry, construction engineering, horse and mule remount, and transportation, ending with the Supporting Victory Gallery where the role of the Quartermaster Corps in wartime is portrayed. The history of Fort Lee, from World War I to the present, is told in the Fort Lee Gallery. Among the interesting artifacts on exhibit are General Eisenhower's WWII mobile living quarters, General Patton's jeep, and General Grant's saddle used by him throughout the Civil War. Hours of operation are Tuesday through Friday, 1000-1700, and Saturday and Sunday, 1100-1700. The museum is closed on Mondays, Thanksgiving Day, Christmas Day and New Year's Day. The telephone number is (804) 734-4203.

U.S. Army Women's Museum

The U.S. Army Women's Museum serves as an educational institution, providing military history training and instruction to soldiers, veterans and the civilian community. The Museum has one of the most comprehensive and expansive collections in the world of primary and secondary documents pertaining to the history of U.S. Army women. The museum is the custodian and repository of artifacts and archival material pertaining to the service of women across all branches and organizations of the U.S. Army from inception to the present day. The museum collects, preserves, manages, interprets and exhibits these unique artifacts as a means to provide training and educational outreach. The Museum operates Monday-Saturday from 0800-1700 in support of its Soldier training mission and the gallery is open to the public to visit Tuesday through Friday 1000-1700, and Saturday 1100-1700. The museum is closed on Federal Holidays. Information can be obtained by calling 804-734-4327 or visiting on the web at www.awm.lee.army.mil.

RELIGIOUS SERVICES

Chapels

There are several chapels at Fort Lee for Protestant and Catholic services. Notices of religious services are published intermittently in the post newspaper, *Traveller*. The Student Services Office maintains a listing of religious services and activities. Additional information also may be gained by calling (804) 734-6494.

Chapel locations are as follows:

- a. Memorial Chapel - Sisisky and Battle Drives, Bldg. 10600, 734-0232/1552.
- b. Heritage Chapel - Sisisky and C Avenues, Bldg. 2607, 765-3325/3316.
- c. Liberty Chapel – C and Mahone Avenues, Bldg 9100, 734-7460/7461/7322.

Catholic

Memorial Chapel – Sunday Mass, 0845 and 1200; Confessions, Sunday, 0815; Monday through Thursday, 1145 Mass.

Catholic Language Masses: Korean Mass, 1845, 4th Saturday of each month at Memorial Chapel.

Protestant

Heritage Chapel – Sunday: 0930, Contemporary Service; 1100 Spanish Protestant and 1400 Samoan Protestant Service .

Memorial Chapel – Sunday: 1015, Collective Protestant Service.

Liberty Chapel – Sunday: 1115, Collective Protestant (Gospel) and 1800, Chapel NeXt Contemporary. Chapel NeXt Fellowship meal at 1700.

Ordinance Campus –Sunday: Collective AIT Protestant Service, Hatcher Hall.

Church of Jesus Christ of Latter Day Saints (Mormon)

Spiritual Fitness Center annex, Bldg 3701, Sunday: 0830 and Institute Class, Saturday, 1500. For further information call the Spiritual Fitness Center at 734-3325 or the Installation Chaplain's Office at 734-6494.

Islamic Services

Friday 1215-1315, 23rd Brigade Spiritual Fitness Center, Bldg 3701. For further information call the Spiritual Fitness Center at 734-3325 or the Installation Chaplain's Office at 734-6494.

Jewish Services

Congregation Brith Achim, Petersburg, Friday, 1930 and Saturday at 1000. For further information call Rabbi Beck-Berman at 732-3968.

Duty Chaplain

For emergencies only please contact the Fort Lee Installation Operations Center at 734-1584.

APPENDIX A
FORT LEE FOOD FACILITIES
Clubs, Cafeterias, and Snack bars throughout Fort Lee

PXTRA (Bldg. 9025)

Pizza Hut (861-0130)	Dining Room	Mon-Sat	1100-2100
	Delivery	Sun- Thurs	1100-2200
		Fri & Sat	1100-2400
Froots (722-8222)	Mon-Fri	1000-2000	
	Sat	1100-1800	
	Sun	1100-1800	

PX (Bldg. 1605)

Anthony's Pizza (862-4642)	Mon-Fri	1100-1900	
	Sat	1100-2000	
	Sun	1100-1600	
Charley's Steakery (861-1627)	Mon-Fri	0830-1900	
	Sat	0830-2000	
	Sun	0830-1600	
Subway	Mon-Thurs	0800-2000	
	Fri – Sat	0800-2100	
	Sun	0900-1800	
Manchu Wok	Sun –Fri	1000-1700	
	Sat	1000-1800	
Burger King (Bldg. 4309) (733-3839)	Mon-Fri	0630-2030	Drive-Thru 0600-2100
	Sat	0630-2030	0630-2030
	Sun	0730-1900	0730-1900
Popeye's (Bldg 1650)	Mon – Thurs	1000-2000	Drive Thru will stay open an additional hour after closing.
	Fri - Sat	1000-2100	
	Sun	1000-1800	

BOWLING CENTER

Action City Grille (Bldg 9040)	Mon-Thu	1100-2100
	Fri-Sat	1100-2400
	Sun	1100-1800

GOLF COURSE

SNACK BAR (Bldg. T-11810)	Mon-Fri	0900-1500
	Sat-Sun	0630-1500

ALU CAFETERIA	*Mon-Thu	0630-1400
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APPENDIX C

SHOPPING MALLS

SOUTHPARK MALL (COLONIAL HEIGHTS)

230 Southpark Circle, Colonial Heights, VA 23834 (804) 526-3900

1. Follow I-95 North. Immediately after crossing the Appomattox River take the Southpark Boulevard exit

OR

2. From the Main Gate take Route 36E (turn right) towards Hopewell, turn left at the first light onto Route 144/Temple Avenue and continue to the mall (4th light).

Some of the stores to choose from include: Macy's, American Eagle, Bath & Body, Dillard's, Lane Bryant, J.C. Penney's and Justice. For more information: <http://www.southparkmall.com>

CHESTERFIELD TOWNE CENTER (CHESTERFIELD COUNTY)

11500 Midlothian Turnpike, Richmond, VA 23235 (804) 794-4660

Follow directions above for Cloverleaf Mall to US Route 60 West (stay in the right lane). Continue on 60 West past Cloverleaf Mall for approximately 5 miles. Mall is on the right.

Some of the stores to choose from include: Express, Foot Locker, PacSun, Ross, The Limited, New York & Company. For more information: <http://chesterfieldcenter.com>

REGENCY SQUARE (HENRICO COUNTY)

1420 N. Parham Road, Richmond, VA 23229 (804) 740-7467

Take I-95 to I-64 West (toward Charlottesville). Follow I-64 to second Parham Road exit. Take Parham Road south approximately 1-1/2 miles. Mall is on the right.

Some of the stores to choose from include: Sephora, Aeropostale, Texas de Brazil Brazilian Steak House, XXI Forever, Black Rose, Godiva Chocolatier. For more information: <http://www.shopregencysqmall.com>

STONY POINT FASHION OUTLET (CHESTERFIELD COUNTY)

9200 Stony Point Parkway, Richmond, VA 23235 (804)560-7467

Take I-95 North to Chippenham Parkway North (Route 150). Follow Chippenham past Hull Street Road and Midlothian Turnpike exits. You will pass Chippenham Medical Center (on the right). Bear right at the Stony Point Parkway exit. Bear right at the end of the exit. Stony Point Fashion Park is directly ahead.

There are approximately 75 stores and Restaurants to choose from including: Build-A-Bear Workshop, Saks Fifth Avenue, Lois Vuitton, Anthropologie, Coach, Ann Taylor, Gap, Champs Sports, Lucky Brand Jeans, and Yankee Candle Company. For More information:
<http://shopstonypoint.com>

SHORT PUMP TOWN CENTER (RICHMOND)

11800 West Broad Street, Richmond, VA 23233 Guest Services: (804) 360-1700

Take I-95 to I-64 West (towards Charlottesville). Take exit 178A which becomes a ramp. Take the ramp all the way to Broad Road into Broad Street. Take a left onto Broadview Lane. Go approximately 1/10th of a mile to Short Pump Town Center.

Some stores to choose from include: Journeys, Nordstrom, Williams Sonoma, Urban Outfitters, Pottery Barn, Dick's Sporting Goods and Eddie Bauer. For More information:
<http://www.shortpumpmall.com>

Take Route 36 East to 295 North to I-64 East, get off at Exit 234 to Lightfoot. There are numerous outlet stores and malls along Route 60 into Williamsburg (to include the Prime Outlets-Williamsburg with over 80 stores to choose from that include women's and men's apparel, health and beauty, shoes, luggage, house wares and food/beverages.

APPENDIX D

Directions to ALU, Fort Lee

<p>From Northern Virginia follow Interstate 95 South to I-295. From I-295 take Exit 9B, Route 36 West (Fort Lee/Colonial Heights). Immediately move over to the center or left lane (right lane turns right only). Pass through four traffic lights, turn left at the fifth light, and enter Fort Lee. After passing through the Lee Avenue gate, turn right at Adams Avenue (turn just before the light). Make a right onto Mahone Avenue (next light) and a left at Jessup Street (next light). Turn right at stop sign onto Quarters Road. Student parking is on the right and follow the road around to ALU, Bldg. P-12500.</p>	<p>From Eastern Virginia follow Interstate 64 West to Interstate 295 South. Take Exit 9B, Route 36 West (Fort Lee/Colonial Heights). Pass through four traffic lights, turn left at the fifth light, and enter Fort Lee. After passing through the Lee Avenue gate, turn right at Adams Avenue (turn just before the light). Make a right onto Mahone Avenue (next light) and a left at Jessup Street (next light). Turn right at stop sign onto Quarters Road. Student parking is on the right and follow the road around to ALU, Bldg. P-12500.</p>
<p>From Western Virginia take Interstate 64 East to Interstate 95 South. Follow Interstate 95 South toward Petersburg. Take exit 54, Temple Avenue (Route 144), turn right on Temple Avenue. Pass through four traffic lights and take a right at the fifth traffic light, which is River Road. Follow River Road to the end, and turn right on Route 36 West. Turn left at the next traffic light and enter Fort Lee. After passing through the Lee Avenue gate, turn right at Adams Avenue (turn just before the light). Make a right onto Mahone Avenue (next light) and a left at Jessup Street (next light). Turn right at stop sign onto Quarters Road. Student parking is on the right and follow the road around to ALU, Bldg.P-12500.</p>	<p>From Richmond Airport take South Airport Drive to Interstate 64 East. From Interstate 64 take Interstate 295 South. Take Exit 9B, Route 36 West (Fort Lee/Colonial Heights). Pass through four traffic lights, turn left at the fifth light and enter Fort Lee. After passing through the Lee Avenue gate, turn right at Adams (A) Avenue (turn just before the light). Make a right onto Mahone Avenue (next light) and a left at Jessup Street (next light). Turn right at stop sign onto Quarters Road. Student parking is on the right and follow the road around to ALU, Bldg. P-12500.</p>
<p>From North Carolina via Interstate 95 take exit 50A, Fort Lee/Route 460 East. Turn left on Hickory Hill Road (Route 109) and follow for 1 mile. Enter Fort Lee and make a right at Jessup Street (first traffic light). Turn right at stop sign onto Quarters Road. Student parking is on the right and follow the road around to ALU, Bldg. P-12500.</p>	<p>From North Carolina via Interstate 85 take exit 68, Interstate 95 South/Route 460 East. Follow the signs for Route 460 Business/County Drive/Norfolk. Turn left on Hickory Hill Road (Route 109), and follow for 1 mile. Enter Fort Lee and make a right at Jessup Street (first traffic light). Turn right at stop sign onto Quarters Road. Student parking is on the right and follow the road around to ALU, Bldg. P-12500.</p>

APPENDIX E

CONCESSION OPERATIONS

BLDG. 9025 (PXtra)

Fone Frills	(804) 732-5888	Mon-Sat 1000-1900/Sun 1000-1700
Barber Shop	(804) 861-6060	Mon-Sat 0900-1900/Sun 1000-1700
Computer Repair	(804) 732-1880	Mon-Sat 1000-1900/Sun Closed
Brigade QM	(804) 722-1179	Mon-Sat 1000-1900/Sun 1000-1700
Enterprise Car Rental	(800) 736-8222	Mon-Fri 1000-1800/Sat 1000-1700 Sun Closed
Laundry/Dry Cleaners	(804) 861-4622	Mon-Sat 0900-1900/Sun 1100-1600
Gift Basket Shop	(804) 943-8104	Mon-Sat 1000-1900/Sun 1000-1700
Cultural Gift Shop	(804) 861-3751	Mon-Sat 1000-1900/Sun 1000-1700
Internet Café Cyberzone		Mon-Sun 0700-2000
Awards Shop	(804) 861-1121	Mon -Sat 1000-1900/Sun 1000-1700
GameStop	(804) 722-1184	Mon -Sat 0900-1900/Sun 1000-1800

Bldg P-1605 (COMMUNITY SHOPPING CENTER)

Mon-Sat 1000-1900/ Sun 1100-1700

Barber Shop	861-5881
Optical Shop	733-7385
Optometry Clinic	733-8274
GNC	957-4961
Cellular Accessories	732-7673
Hair 'n' More	943-6043
Fonefrills	536-1955
Beauty Shop	861-0965 **Mon-Sat 0900-1800/Sun 1000-1700

Bldg P-1600 (Commissary)

(765-2254)

Closed Monday	
Tue-Fri	1000-1930
Sat	0900-1700
Sun	1100-1700

Bldg. 4320

Picture Perfect Frame Shop (765-3060)	Mon	Closed
	Tue-Wed	1400-1700
	Thu-Fri	1200-1700
	Sat	1000-1400

BLDG. 5000 (Mifflin Hall)

Barber Shop (734-4415)	Mon-Fri	0900-1700
	Sat-Sun	Closed

BLDG. 8525 (Behind the Military Police Station)

Laundromat	24 hours
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