



**DEPARTMENT OF THE ARMY**  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT LEE  
3312 A AVENUE, SUITE 208  
FORT LEE, VIRGINIA 23801

REPLY TO  
ATTENTION OF

FORT LEE POLICY NO. 11-05

IMLE-ZA

FEB 6 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Priority for Lodging Transient Personnel

1. Reference: DoD Directive 1015.00, Lodging Resource Policy, 6 Oct 06.
2. Background: Personnel entitled to transient quarters in accordance with the above reference consistently exceed the capability of the installation to lodge. Therefore, a policy is required to establish the priority of assignment to government transient quarters.
3. Policy:
  - a. Personnel in a Temporary Duty (TDY) status to Fort Lee will be lodged in available transient quarters in the following priority:
    - (1) International Students (Lodging operation will block rooms).
    - (2) TDY Officer Basic Course (BOLC).
    - (3) Warrant Officer Basic Course (WOBC).
    - (4) Advanced Leaders Course (ALC).
    - (5) Students receiving a reclassification of MOS training.
    - (6) Other TDY personnel, military and civilian, with confirmed reservations.
    - (7) Department of Defense (DoD) civilians, TDY for more than 30 days, on reduced per diem.
    - (8) Other TDY personnel, military and civilian, without confirmed reservations.
  - b. The priority for Davis House DVQ assignment is: General Officers and equivalent grade DoD civilians.

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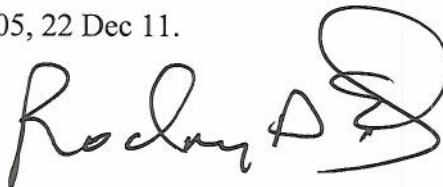
c. Classes will be lodged as a whole for the purpose of command and control. If the entire class cannot be accommodated with on-post lodging, the entire class will be lodged at the same facility off post.

d. Special Interest Conferences that require priority consideration such as Regimental Week, Ordnance Week, Summits, etc. In such cases, long-range advance planning is required in order for Lodging to generate the space with the least disruption of other priority commitments. Hosts who require priority must coordinate requirements through SCOE Executive Operations.

e. The TDY travelers who are handicapped have priority over all occupants of handicapped designated units.

4. Proponent for this policy is Fort Lee Lodging, 734-6693.

5. The policy supersedes Fort Lee Policy 11-05, 22 Dec 11.

A handwritten signature in black ink, appearing to read "Rodney D. Edge". The signature is stylized and cursive, with a large, looped initial "R" and "E".

RODNEY D. EDGE  
COL, LG  
Garrison Commander

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