

---

## LODGING

---

On 1 OCT 2015, the InterContinental Hotels Group (IHG) assumed management of the Army Lodge on Fort Lee, VA. The Army Logistics University (ALU) has established a Privatized Army Lodging (PAL) program that will manage the required on-post lodging reservations of ALU students attending classes in one of the ten course categories below.

1. Basic Officer Leader Courses (BOLC-B)
2. Warrant Officer Basic Courses (WOBC)
3. Advanced Leader Courses (ALC)
4. Warrant Officer Advanced Courses (WOAC)
5. Senior Leader Courses (SLC)
6. Command and General Staff Officer Course – Common Core (CGSOC-CC)
7. ORSA Military Applications Course (ORSA)
8. Functional Area 49 Qualification Course (FA49)
9. Pre-Command Courses (PCC)
10. Captain Career Courses – Reserve Component (LOG-C3)

Students attending the courses listed above will be notified by their course manager, a minimum of 30 calendar days from the class report date, as to whether their course will be lodged on or off-post. If lodging is available on-post, soldiers attending one the courses listed above will be housed on-post at no cost to the service member or the sending command. The PAL office will only make on-post reservations for students who have a confirmed ATRRS reservation (“R” status only) and whose class has been identified by IHG as eligible for on-post lodging. Students with a “Hold” or “Wait” status will be required to obtain their own lodging reservations.

**Guidance for Students Directed to Stay in On-Post Lodging Facilities:** If you have been notified that you will be lodged on-post, and you have a confirmed ATRRS (R) reservation for this class, the ALU PAL office has reserved a room for you. **You do not need to make a reservation through the on-post hotel.**

Lodging Per Diem: You are **not** authorized lodging per diem as this cost is covered under the Institutional Training Directed Lodging and Meal (ITDLM) program and paid directly to the hotel on your behalf.

Meals & Incidental Expenses (M&IE): You are authorized full Meals & Incidental Expenses (M&IE) due to the limited dining options available at ALU (no DFAC).

Transportation: It is highly recommended that your unit authorizes a rental car if you are flying to Ft Lee, or in-and-around mileage (5 miles per day for on-post students) if traveling by a Privately Owned Automobile (POA). It is a unit responsibility to fund rental vehicles and in-and-around mileage.

In accordance with DoD Policy, you are required to have a Government Travel Charge Card (GTCC) prior to attending school to pay meal and rental car expenses as applicable. Sending units are required to input all travel requirements using the Defense Travel System (DTS).

**Guidance for Students Directed to Stay in Off-Post Lodging Facilities:** If you have been notified that you will be lodged off-post, you (or your command) are required to make your lodging reservations at a local off-post hotel through DTS, or as directed by your orders issuing activity. Statements of Non-Availability (SNA) are no longer required in order to make reservations for off-post lodging.

Lodging Per Diem: You **are** authorized lodging per diem in accordance with the current Joint Federal Travel Regulations (JFTR)

Meals & Incidental Expenses (M&IE): You are authorized full Meals & Incidental Expenses (M&IE).

Transportation: It is highly recommended that your unit authorizes a rental car if you are flying to Ft Lee, or in-and-around mileage (20 miles per day) if traveling by a Privately Owned Automobile (POA). It is a unit responsibility to fund rental vehicles and in-and-around mileage.

In accordance with DoD Policy, you are required to have a Government Travel Charge Card (GTCC) prior to attending school to pay lodging, meals, and rental car expenses as applicable. Sending units are required to input all travel requirements using the Defense Travel System (DTS).

## **PAL FAQ**

**How will I know if I have a hotel room on-post?** You should receive a welcome letter from your course manager NLT 30 days prior to class start with lodging information.

**I have been notified that I will be lodged in an off-post hotel. Does ALU pay my lodging expenses?**  
No, you will need to coordinate with your sending command for off-post lodging while attending class at ALU.

**My class is not listed in one of the ten priorities.** If your class is not listed in one of the ten priorities listed above, you will need to coordinate lodging through your sending command.

If you have any questions, or need additional assistance, please contact your course manager.

**If you would like to confirm that you have a reservation at the IHG Hotel, you may contact them directly at:**

**IHG Army Hotel  
2301 Mahone Avenue  
Fort Lee, VA 23801  
(804) 733-4100**

<http://www.ihg.com/armyhotels/hotels/us/en/fort-lee/zylea/hoteldetail>