

GENERAL INFORMATION

TRAVEL: Richmond International Airport (RIC) is located 30 miles north of Fort Lee and is served by most national airlines. Limousine service is provided from RIC to Fort Lee by Groome Transportation Service. Petersburg also is served by commercial bus lines and railways on a frequent schedule. On-post transportation is limited to commercial cab service. Shuttle bus service to Fort Lee is provided by LSP hotels. The Carlson Wagonlit Travel Office on post provides a complete line of travel services. That office can be reached on 1-800-916-3456 or (804) 733-1460 (official travel) or (804) 733-1480/2137 (leisure travel). Carlson Wagonlit's fax number is (804) 733-1478.

VEHICLE REGISTRATION: Fort Lee is not an open post. Students who do not have DOD stickers on their privately owned vehicles must obtain passes at the Lee Avenue gate in order to enter Fort Lee. Proof of vehicle registration and insurance and a valid driver's license are required to obtain a vehicle pass. Students driving on post must have liability insurance in the amount required by the state in which their vehicle is registered.

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 1-866-363-5771/804-734-6698 or email: centralreservations@redstone.army.mil . The CRC is open Mon-Fri from 0800-2200 hours Central Time (closed on Federal Holidays). Inbound students (except those reporting in a TDY/ADT status - as these students are required to report to Building 8025 as outlined in above paragraph) 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.

REPORTING PROCEDURES: On the day of your arrival at Fort Lee, report to the 71st Student Battalion office located at building 12420 – Room 1450 (1st floor, west wing) or Staff Duty (afterhours & weekends) Army Logistics University to sign in from leave. Make sure that you have a copy of your orders in hand and that you are in uniform when you arrive. All officers must arrive with the correct unit patches affixed on their ACUs. The following patches are considered acceptable: Follow-on unit, ALU school patch, assigned Division Patch. (Note: ROTC and USMA patches are not authorized for wear.) On the weekends or after hours the class bulletin for upcoming courses will be displayed behind the SDO desk.

TELEPHONE CALLS: Students may be contacted during duty hours by calling the Student Battalion Office, (804) 765-8132/8440/DSN 539-8132/8440. In an emergency, a student will be called out of class; otherwise, the instructor will pass a note to the student. Emergency calls after duty hours should be directed to (804) 479-0981. The post operator can be reached at (804) 765-3000/DSN 539-3000. Additional information can be found under “Academic Info” on ALU’s Web site, www.alu.army.mil. Students are responsible for all long-distance telephone charges.

ARMY APFT / WEIGHT CONTROL PROGRAM: ALU enforces the Army Weight Control Program in accordance with AR 600-9, the Army Weight Control Program and ALARACT 297/2009 - Policy Clarification on Army Physical Fitness Testing (APFT), Body Composition and Physical Profiles For Army dated 201834Z Oct 09.

Soldiers attending Professional Military Education (PME) and functional courses beyond Initial Military Training (IMT) 8 weeks or longer will take the APFT and height/weight screening as a course requirement. One retest is allowed and will be given no earlier than seven days after the initial APFT and/or height/weight screening failure. Please ensure that you have passed an APFT within 30 days of coming to BOLC B.

UNIFORMS: All students in the long term courses need to bring their PT uniforms, Army Service Uniform /Class A equivalent for other services and ACUs/Class C equivalent for other services.

STUDENT PARKING: Student parking is authorized and available in several marked areas in and around the ALU facility. Students are NOT allowed to park in the lots marked as ALU staff and faculty parking area. Valuables should be removed from parked vehicles and vehicles should be locked at all times.

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 numbered brown signs.
- f. Do not park where there are white diagonal lines. These have been marked for a reason.
- g. Students with disabilities may park in the designated parking spaces around the campus. Students must bring a temporary windshield pass/decal with them, or the license plate must be annotated as handicapped. ALU cannot issue handicap decals or license plates.

GRADES: Examinations or practical exercises are administered in courses longer than 2 weeks and in much shorter course. Course directors and instructors evaluate student performance through classroom participation, practical exercises, oral briefings and examinations.

Surveys may be administered early in the course to provide instructors with an indication of the level of the students' knowledge at the beginning of the course. Using this information, instructors are able to adjust the instruction to the requirements of the students. In-progress or midterm examinations and final comprehensive examinations also are administered. These examinations may be either subjective or objective and may be augmented by written analyses or research projects.

ACADEMIC STANDARDS: The ALU honor code places students on their honor not to give information or assistance to others or to receive help from any other source while taking examinations. This honor code is an integral part of the ALU academic environment. Adherence to this code marks a student as a mature individual who is willing to rely on his/her own efforts.

Failure to follow the honor code may result in reduction of academic standing or dismissal of the student from the class with an explanation of the circumstances forwarded to sponsoring command or agency.

Complaints or grievances may be presented through ALU chain of command or in accordance with the ALU Standard Operating Procedures (ASOP). CPCE (ALMC) 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.

ARMY OFFICER EVALUATION: An Academic Evaluation Report (AER), DA Form 1059, will be prepared by ALU in accordance with AR 623-3, Evaluation Reporting System. International military student officers will receive a DA Form 2496, International Student Academic Report, if enrolled in a graded course of 10 or more class days. For multiple-phased courses, AERs will be prepared on completion of the final phase.

RELIEF OF STUDENTS: Students may be relieved from ALU courses for academic deficiency or failure, misconduct, or other reasons deemed adequate by the President. A student may be relieved without prejudice to comply with official order or by request of the student in case of personal inconvenience, emergency, or academic insufficiency.

ACADEMIC AWARDS: Some courses award top graduates with honors. The top graduate is designated as the "Distinguished Graduate" and other top graduates are designated as "Honor Graduates". The Captains Career Course presents "Distinguished", "Honor", and "President's List" Awards.

SKILL IDENTIFIERS: Skill identifiers (SIs) indicate specific officer occupational skills that are not related to any one specialty but are needed to perform the duties of a position. SIs also indicate specialized enlisted skills that are closely related and are in addition to those required by an MOS. Courses that lead to classification according to SI are indicated in the alphabetical course listing section of this catalog. SIs are explained in DA Pamphlet 611-21, Military Occupational Classification and Structure.