



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
DELTA COMPANY, UNITED STATES ARMY LOGISTICS UNIVERSITY
2401 QUARTERS ROAD
FORT LEE, VIRGINIA 23801-1705

ATSZ-BND

12 March 2012

MEMORANDUM FOR ALL INCOMING STUDENTS

SUBJECT: In-processing Instructions

1. Welcome to Delta Company "Diamondbacks." The company provides command & control (C2), administrative, operational, and logistical support to all students that are here to attend the Technical Logistics College (warrant officer QM, TC, and OD advance and basic courses), the Theater Logistics Course (and TLOG/FIT), ORSA-MAC (FA49), ORSA-Q, and Acquisition (FA51) courses to ensure relevant, world-class education and training for Logistics Warriors.
2. All students upon arrival must report to the Fort Lee Lodging Office (Bldg 8025) to make arrangements for lodging. **DO NOT MAKE LODGING ARRANGEMENTS ON YOUR OWN. Prior to your arrival to Fort Lee (at least two weeks out) call and make a reservation with the Fort Lee Lodging Office at 1-800-403-8533.** When calling, identify yourself as student (Warrant Officer/TLOG/ORSA etc) for class number XX-XXX, located on your orders. If rooms are not available on post, the lodging office will provide you with the phone number (866-363-5771) to the Central Reservations Center (CRC) to obtain a statement of non-availability (SNA) to procure off-post housing. If you have difficulties obtaining a SNA notify Delta Company Commander or First Sergeant immediately at 804-898-9255 or 804-898-9259.
3. Upon arrival to Fort Lee, report to D Co/71st Transportation Battalion office located at building 12500-Rm C117 (1st floor, C wing) Bunker Hall to sign in from leave. If on the weekend or after duty hours you must sign in at the Staff Duty Desk located at building 12420 in the main lobby, the staff duty officer will give you instructions on where to report for the first day of training.
4. On day one:
 - a. If you are a student attending any of the **Warrant Officer Advance or Basic courses** you will report to room C305/6 (3rd floor, C wing) building 12500, at 0530 hrs in your physical fitness uniform (unless otherwise directed by your course instructor); from 1 May-30 September (shorts & short sleeve shirt); from 1 October-31 April (jacket, pants, long-sleeve shirt, hat & gloves).

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- b. If you are a student attending any of the following courses: TLOG, TLOG/FIT, ORSA-MAC, ORSA-Q, or SASMO you will report to the Green/Dickerson Auditorium (specified in your ATTRS welcome letter) building 12500, at 0800 in Army Combat Uniform (ACU) for orientation (unless otherwise directed by your course instructor).

5. The following information below pertains to all incoming students. Prior to your arrival at Fort Lee you must complete all DA required training and be current on your MEDPROS. In addition you must have the following in your possession:

- a. 2 copies of orders
- b. 2 Copies of SGLI Form 8286 (Insurance Form)
- c. 2 Copies of DD Form 93 (Record of Emergency Data)
- d. Permanent Profile forms (If applicable)
- e. APFT Score card (ACQUISITION STUDENTS ONLY)
- f. **MOTORCYCLE RIDERS: 1 copy each of your license, MSF card, and insurance.**

6. Privately-Owned Weapons: If you bring your POW with you (rifle or handgun) and you are either staying on post or plan on bringing your POW to on-post ranges, you must register your weapon on Fort Lee at the Soldier Support Center in Building 3400 (located on B avenue). Requirements for registration are make, model, and serial number of the weapon.

7. Road Closures: Between the hours of 0500-0730 do not drive on B Avenue or Shop Road. Both routes are used as run routes for installation units. You may cross at the intersections.

8. Parking at ALU: Students are allowed to park in areas designated for student parking only.

9. Your TAC (Teacher, Advisor, and Counselor) will be sending you a welcome letter prior to your arrival at Fort Lee. If you have any questions, concerns, or issues, and need to contact the company prior to your arrival to Fort Lee, call Mrs. Davis the D/71st Student Battalion Operations Specialist at (804) 765-4918. You can also contact the D Company chain of command – CPT Zachary Palko (804) 765-0063 or 1SG James Fields (804) 765-0036.

10. Mailing Address while attending ALU:

**RANK, NAME
WOBC/T-LOG/ORSA/FIT CLASS #
BOX #
2401 QUARTERS ROAD
FORT LEE, VA 23801-1705**

11. The POC for this memorandum is the undersigned at (804) 765-0063.

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ZACHARY D. PALKO
CPT, LG
Commanding