



DEPARTMENT OF THE ARMY  
U.S. ARMY QUARTERMASTER SCHOOL  
2221 ADAMS AVENUE  
FORT LEE, VIRGINIA 23801-1705

ATSZ-NC (RN: 1)

MEMORANDUM FOR QUARTERMASTER SCHOOL STUDENTS

SUBJECT: Phase 2 Reporting to the Quartermaster School Fort Lee, VA

Welcome to the Quartermaster School. You have been identified to attend the course below. **Please note, mandatory completion of synchronous virtual learning Phase 1 is required to attend Phase 2 (resident).**

Course Title:

SGL Name:

Class #:

SGL Email:

Report Date:

SGL Phone #:

Graduation Date:

- a) **Reporting.** You will report to the 23rd Quartermaster Brigade staff duty desk at 1301 A Avenue, BLDG 3750, Fort Lee, VA NLT 2359 on your report date. A sign in roster with your MOS and class number will be provided with Day 1 information. Staff duty is available 24/7 and can be reached at 804-734-7835.
- b) **Lodging.** Students lodged On Post will report to the Holiday Inn Express IHG at the current per-diem rates in accordance with the Joint Travel Regulation (JTR). On post students are not required to book their lodging, the Privatized Army Lodging will ensure your lodging reservation is complete. If you are identified to be lodged Off Post, you (or your Command) will be required to make off-post lodging reservations through the Defense Travel System (DTS) at <https://dtsproweb.defensetravel.osd.mil>. The Quartermaster School will not be responsible for DTS issues.  
**Your class has been identified to be lodged**
- c) **Transportation.** Government transportation (i.e., shuttle buses) **is not available** for students attending ALC/SLC. A rental car is **highly encouraged** for students flying due to the remoteness of the base. **It is unit responsibility to fund any rental vehicles.** In and around mileage may be authorized for travel between lodging and the duty site for those housed off-post and authorized to use their Privately Own Vehicle (POV). In accordance with DOD Policy, you are required to have a Government Travel Charge Card (GTCC) prior to

ATSZ-NC (RN: 1)

SUBJECT: Phase 2 Reporting to the Quartermaster School Fort Lee, VA

attending school to pay lodging, meal and rental car expenses as applicable. Sending commands are reminded to ensure all Soldiers have an appropriate government travel charge card to support the authorized travel expenses. Disapproval must be annotated on the travel order.

- d) **Meals.** Students lodged on post or off are authorized full Meals and Incidental Expenses (M&IE) due to the limited dining options available at the Quartermaster School or restricted access to local DFACs regardless of on post or off post lodging.
- e) Again, welcome to the Quartermaster School. We hope you will arrive in an excellent physical, emotional, and mental state; have a will to learn and share experiences, devote your time to work hard, and become a better NCO for the Army. We are looking forward to having you as a student and confident that you will find the course both challenging and rewarding.