

ADMINISTRATIVE DATA AND INSTRUCTIONS (AD&I)

COMMAND AND GENERAL STAFF OFFICER COURSE-COMMON CORE (CGSOC-CC)

U.S. Army Command and General Staff School (CGSS) – Fort Belvoir (FBVA) Satellite Campus CGSOC-CC Class 25-001

- **Report Date:** **Wednesday, 8 January 2025**
 - **Start Date:** **Thursday, 9 January 2025**
 - **End Date:** **Thursday, 24 April 2025**
-

PROSPECTIVE FORT BELVOIR SATELLITE CAMPUS CGSOC-CC STUDENTS:

Again, ***Congratulations*** on selection for in-residence CGSOC-CC, an essential component of Army Intermediate Officer Professional Military Education (OPME)! Graduates of CGSOC-CC, in combination with successful completion of respective credentialing courses, are eligible for award of MEL-4 and JPME-I military education certifications. The Fort Leavenworth Satellite & Blended Campus Program Office (S&BCPO) and Fort Belvoir Campus Teaching Teams are dedicated to facilitating a dynamic and rewarding academic and professional development experience.

READ THIS DOCUMENT CAREFULLY IN ITS ENTIRETY. Purpose is to inform and shape student preparations for travel to and arrival at the FBVA TDY station, successful course participation, and constructive engagement with class peers and faculty.

ATTENDANCE CONFIRMATION:

- Direct communication with individual students is only sure method of confirming attendance and ensuring CGSS is prepared to receive the FBVA class.
- Receipt of the Director's welcome e-mail and these instructions confirms your Army Training Requirements & Resources System (ATRRS) reservation.
- Recipients who no longer plan to attend, or whose attendance status changes at any time before report date, ***must immediately inform S&BCPO and career or quota managers*** ensuring the latter cancel ATRRS reservations [S&BCPO cannot make or cancel reservations].
- Non-reporting students with standing reservations are annotated as "No Shows" in ATRRS with adverse consequences for later in-residence attendance.

CRITICAL TASKS:

- 1) COMPLETE ONLINE REGISTRATION NLT FRIDAY, 22 NOVEMBER 2024 IAW SECTION A-1.**
- 2) CONFIRM RESERVATION AT FORT BELVOIR IHG ARMY HOTEL [AS APPLICABLE] BY 22 NOVEMBER IAW SECTION A-3.**
- 3) REPLY TO WELCOME E-MAIL BY 22 NOVEMBER IAW SECTION A-4, ITEMS 1-6.**
- 4) ENSURE TRAVEL ORDERS ARE AUTHORIZED AND APPROVED BEFORE TRAVEL COMMENCES IAW SECTION B.**
- 5) VERIFY SECURITY CLEARANCE INFORMATION IN DISS BEFORE REPORTING IAW SECTION D-1.**
- 6) COMPLETE WRITING SKILLS PREREQUISITES BEFORE REPORTING IAW SECTION D-2.**

CGSS will correspond with students via e-mail or phone. This and any further correspondence take precedence in event of conflicting information or instructions from other sources. S&BCPO [p. 12] will address any aspect of course attendance needing clarification ***after students' careful reading of this document.***

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SECTION A: ACTIONS UPON RECEIPT OF THIS CORRESPONDENCE

IMPERATIVE ALL STUDENTS ACCOMPLISH FIRST, SECOND, & THIRD PRIORITIES BELOW, THEN REPLY TO WELCOME E-MAIL PER INSTRUCTIONS IN SECTION A-4.

A-1. FIRST PRIORITY: REGISTER ONLINE NLT FRIDAY, 22 NOVEMBER 2024.

- a. Login [CAC authenticated] to CGSS Satellite & Blended CGSOC Registration page:
<https://armyusms.tradoc.army.mil/students/satellite/index.asp>
- b. To register: 1) Select "Belvoir 2025-001" class; 2) click NEXT to read registration instructions and complete a three-page registration form; 3) REVIEW and correct errors; and 4) SUBMIT. Required fields must be completed before registration can be submitted; we encourage you to complete all applicable fields even if not marked as required. Provide a personal as well as official e-mail address as requested on page 2 of form.
- c. Contact Mr. Jessup [p. 12] if problems with online registration.
- d. S&BCPO will make reasonable attempts to contact those students not registered by 22 November. A student may be replaced or their reservation/enrollment cancelled after that date if attendance is not self-confirmed.

A-2. SECOND PRIORITY: Verify personal fitness eligibility qualifications NLT 22 November for attending professional military education.

- a. Officers are not eligible to attend if currently flagged for failure to pass a record fitness test or failure to comply with Army body fat standards.
- b. Students must meet body fat standard and pass record ACFT to remain in the course; weigh-in and ACFT are initially administered within first five class duty days. Failure to meet standards after initial and second attempts results in student dismissal and removal action. IAW HQDA EXORD 153-22, unit commanders or equivalent authorities are responsible for attesting to their officer's physical ability to take and pass the ACFT prior to officers attending the course. CGSS infers when students report for class that proper authority attested to required ACFT performance.
- c. Fitness requirements apply to all components; ACFT minimum retesting timelines do not apply. [Army Directive 2022-05 and HQDA EXORD 153-22]
- d. Permanent profiles must be current and updated for ACFT-event restrictions including alternate aerobic events [ACFT events must list the plank ILO leg tuck]. Officers on permanent profiles must test on all events not specifically prohibited in the profile. Permanent profiles prohibiting the 2-mile run must direct one of the **four** approved alternate aerobic events. Officers with profiles prohibiting the 2-mile run or an alternate aerobic event cannot be tested and are not eligible to attend.
- e. Officers on temporary profiles restricting any ACFT event(s) cannot take the ACFT **and are not eligible to attend**. ACFT testing/event modifications are not available for temporary profiles.
- f. Officers currently in the Disability Evaluation System (DES) process or those with a P3-P4 profile with a second signature, pending entry into the DES process, are not eligible to attend. Their permanent profiles will not be updated for ACFT, and they cannot take an ACFT before continuation of service or discharge is decided.
- g. Officers on current pregnancy profiles and for 365 days after conclusion of pregnancy are exempt from record fitness testing and body composition standards. They will satisfy PME fitness eligibility requirements using the most recently passed record fitness test and record body fat assessment dated 5 September 2022 or later. If either test or assessment is dated earlier than 5 September 2022, officers will request a fitness eligibility waiver from the school director [submit e-mail covering five Ws of why last passed test or assessment is not within 730-day requirement prior to reporting]. Postpartum officers whose 365-day exemption expires before graduation are expected to meet body fat and ACFT standards upon expiration.

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h. Pregnant and postpartum officers still on postpartum profile will be cleared in writing by a healthcare provider to attend the course.

i. Verification requirements:

➤ Self-attest to conditions in A-2.a thru A-2.c above.

➤ If any conditions of A-2.d thru A-2.h apply, submit appropriate documentation: Copy of permanent or pregnancy/postpartum profile; copy of P3-P4 profile updated for ACFT with approved continuation of duty; request for waiver of pregnancy/postpartum fitness eligibility requirements; and healthcare provider clearance for pregnant/ postpartum officers still on postpartum profile.

➤ S&BCPO will review verifications and screen for eligibility disqualifications.

j. Officers must report any changes to fitness eligibility as they occur before the report date. Officers reporting with fitness eligibility disqualifications will be immediately removed from the class without exception.

A-3. THIRD PRIORITY: Call IHG Army Hotels-Fort Belvoir [(703) 704-8600] if transient quarters are required to reserve a room in class block [if TDY and Return or En Route; not Home Station status or commuting from current residence]. Students should identify as attending ILE/CGSOC when making reservations. Record the reservation confirmation code(s) for personal use as well as in responding to welcome e-mail [ref Sec A-4].

A-4. FOURTH PRIORITY: NLT 22 November ‘Reply’ to welcome e-mail [to Mr. Jessup and Mr. Gramkow (p. 12)]:

1) ACKNOWLEDGE RECEIPT.

2) CONFIRM completed registration IAW Section A-1.

3) CONFIRM fitness eligibility IAW Section A-2; verification requirements listed in A-2.i.

4a) PROVIDE lodging reservation confirmation code(s) IAW Section A-3 or...

4b) VERIFY *lodging not required* [Home Station status] or intent to decline Government quarters [Section B-5].

5) REPORT attendance duty status: TDY and Return; TDY En Route; or Home Station. [TDY En Route to a new PDS within the Washington Local Commuting Area ref Section B-7 is considered Home Station.]

6) ATTACH STP [SOLDIER TALENT PROFILE (IPPS-A)]/ORB [or equivalent]. [Encrypt e-mail to safeguard PII.]

A-5. FIFTH PRIORITY: Prior to reporting 8 January 2025 complete writing skills course prerequisites described in Section D-2. Incomplete prerequisites can incur immediate academic probation after reporting.

A-6. PERSONAL COMMITMENT:

a. This full-time, rigorous course of instruction demands students' whole and undivided attention to successfully meet all individual and group academic requirements. No personal or professional demands can conflict with full engagement. TDY and Return or Home Station status students should ensure current supervisors understand nature of a required Army career OPME course and do not expect students to perform work related to present duties concurrently with course attendance. **Failure to achieve course standards carries significant career implications.** Immediately inform career managers, then S&BCPO, if these attendance conditions may not be met to enable advance resolution of external demands or conflicts. Lacking resolution, decisions to withdraw from the class must be made before reporting, not after. Withdrawals occurring after course start will normally be recorded on Academic Evaluation Reports filed in official personnel records.

b. Students must report on time and stay through graduation to earn course credit. Resolve anticipated commitment and scheduling conflicts in advance. Requests for release before graduation on 24 April require General Officer endorsement and must be submitted through command channels IAW AR 350-1 (10 Dec 2017), para 3-22, at least four weeks in advance of a requested departure date. Students departing early may not receive full course credit.

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SECTION B: TRAVEL, ORDERS, AND LODGING

- Before commencing official travel, review latest **Force Health Protection Guidance -Coronavirus Disease 2019 and Other Infectious Respiratory Diseases** [26 July 2023]. Subject document and updated guidance posted at: <https://www.defense.gov/Spotlights/Coronavirus-DOD-Response/Latest-DOD-Guidance/>
- If infectious respiratory disease symptoms may delay departure from home station and reporting to FBVA on 8 January, notify S&BCPO [p. 12] immediately.

B-1. Provide copy of this document to order-issuing officials for assistance in preparation of travel orders.

- a. Sending commands are responsible for educating/briefing travelers on TDY travel allowances and authorizations and **ensuring students receive authorized/approved orders before commencing official travel.**
- b. Travel and transportation allowances are payable only after issue of valid orders.
- c. Commands should generally charge all TDY costs [travel, per diem, rental car and fuel, etc.] to respective Institutional Training-TDY (IT-TDY) accounts per *Institutional Training-Temporary Duty (IT-TDY) Funds Management User Guide* published by HQDA DCS, G-3/5/7, Institutional Training Division, unless other funding guidance takes precedence [e.g., Reserve Components, ACPs, PCS]. *CGSS does not centrally prepare student orders nor provide a Cross Org Line of Accounting (LOA) for sending command orders.*
- d. Command briefings should include 1) instructions on receiving scheduled partial payments (SPP) every 30 days during extended TDY; and 2) impacts on per diem authorizations and payments for travel away from TDY station. One or more overnight absences from TDY station may require variations to travel authorizations and will change per diem allowances [ref Sec E-3].
- e. Request travel policy clarifications from sending commands in advance of travel as needed.
- f. Sending commands may contact S&BCPO [p. 12] for clarification of proper and statutory application of travel and absence policy in orders preparations.

B-2. AMEDD-Specialty Officers:

- a. If **ASSIGNED to MEDCOM unit**, e-mail funding request form and questions to: usarmy.jbsa.medcom.mbx.medcom-centralized-ttdy-military-schools@health.mil
- b. If not assigned to MEDCOM unit, unit of assignment funds TDY.
- c. *MEDCoE will only fund TDY for officers assigned to MEDCoE.*

B-3. USAR Officers:

- a. Normal travel allowances are centrally funded by HQ US Army Reserves through HRC-Reserve Personnel Management Directorate (RPMD), Reserve Schools Branch (RSB).
- b. Local command channels prepare TDY orders for AGR officers [FTNGD-OTD status, for instance]. HRC RSB sends memo of DTS travel instruction and Cross Org Line of Accounting (LOA) to official e-mail addresses approximately 4-6 weeks prior to report date.
- c. For all other categories of USAR officers, HRC RSB generates and sends Active Duty for Training (ADT) orders with Cross Org LOA to official e-mail addresses approximately 4-6 weeks prior to report date.
- d. Contact HRC RSB, (502) 613-6730/9035, usarmy.knox.hrc.mesg.rpmd-pde-ile@army.mil, for non-receipt of ADT orders and DTS LOA within expected time frame.
- e. ADT orders do not constitute travel orders or authorize payment of TDY allowances; TDY orders must be prepared in DTS for that purpose using the Cross Org LOA and HRC-RPMD Routing List for approval.
- f. Upon reporting, Troop Program Unit (TPU) officers attending in ADT status should be prepared to submit to FBVA Army Military Pay Office (AMPO) a copy of their ADT and DTS orders to initiate basic pay.

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- g. BAH is payable at the primary residence rate and should be updated or recertified as needed through command channels before reporting [last certification date cannot be more than three years prior to reporting date on ADT orders]. Recommend bringing latest copy from IPERMS of unit-verified DA Form 5960 [Basic Allowance for Housing (BAH) Authorization and Dependency Declaration] only for purpose of AMPO confirming correct entitlements when inputting start-pay action [AMPO cannot input changes to BAH authorization].
- h. Procedures for issuance of DD Form 214 to USAR officers who serve the entire ADT period [≥90 days] will be provided after reporting.

B-4. HQDA Institutional Training Travel Guidance (ITTG).

- a. HQDA ITTG governs TDY at FBVA TDY station [*Message, HQDA DCS G-3/5/7, DAMO-TRI, 231755Z Mar 18, subject: Fort Belvoir Training Travel Guidance*; posted at: <https://g357.army.pentagon.mil/tr/tri/ittg/default.aspx>; and also attached].
- b. Orders will direct on-post lodging at no cost to students or sending commands, **reflecting "\$0" estimated/ actual lodging costs** from report date to end date [unless command pre-authorizes/approves and funds in travel orders a return to the permanent duty station (PDS) location/residence during non-duty hours and retention of lodging IAW *The Joint Travel Regulations (JTR) Para 020312*].
- c. Orders will authorize FBVA **local meal rate (LMR)** and incidentals per diem IAW ITTG and JTR:
 - **FBVA FY25 per diem rate: \$87 LMR + \$5 incidental expenses = \$92 daily M&E rate.**
- d. Government transportation is not available; commercial transportation services will not meet student requirements.
- e. ITTG encourages compact rental car authorizations for those who travel by air.
- f. In-and-around mileage is not authorized for those who travel by POV.

B-5. Directed Lodging.

- a. HQDA directs student assignment to on-post Privatized Army Lodging (PAL) IHG Army Hotels guest quarters at no cost to sending commands.
- b. Check-in location is IHG Staybridge Suites, 9215 Woodbury Rd., Bldg 1208 [directly opposite Alexander T. Augusta Military Medical Center inside Pence Gate].
- c. Per agreement with HQDA, IHG Army Hotels provide only **single occupancy accommodations [for student authorized to travel on TDY orders]** at a fixed rate centrally invoiced and paid.
- d. Special lodging requests may be submitted *for hotel consideration* when making individual reservations. The hotel is not required to accommodate special requests. Family members/dependents/pets are not authorized to travel to TDY station on TDY orders nor supported under TDY conditions and student support arrangements. Costs incurred for *accommodated* special requests are separate from centrally billed room rates and billed directly to students as *non-reimbursable expenses*.
- e. Personal charge card accounts may be recorded upon check-in to enable hotel billing for ancillary room expenses [non-reimbursable].
- f. Students declining directed no-cost lodging **DO NOT** receive statements of non-availability to secure other lodging **NOR** are they reimbursed for personal lodging arrangements.
- g. **TDY students intending to decline directed lodging must notify S&BCPO by 22 Nov [ref Sec A-4.4b] or at least two weeks in advance of report date IOT adjust lodging requirements and avoid hotel no-show charges.**

B-6. Arrival/Departure.

- a. Early arrivals and late departures **are not authorized**.

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- b. Students/sending commands are responsible for any lodging arrangements and costs if arriving prior to 8 Jan report date or departing after 24 Apr end date, with one exception: OCONUS travelers [includes Alaska, Hawaii, US territories] are authorized one-day early arrival and one-day late departure **if traveling directly from/to OCONUS PDS locations and necessary due to transportation connections. Report known early arrivals to S&BCPO by 22 November or immediately upon scheduling confirmation occurring after 22 November.**
- c. TDY order "proceed date" from current duty station is based on authorized mode of transportation and travel days for official distance to FBVA TDY station computed IAW JTR to comply with 8 January report date.

B-7. Travel/TDY Status.

- a. "Fort Belvoir, VA" is temporary duty station.
- b. Officers stationed in National Capital Region (NCR) or Washington Local Commuting Area [ref DoDI 4515.14] attend in "Home Station [training]" status without travel orders or allowances, commuting daily to Fort Belvoir from current PDS residences.
- c. Officers ordered TDY En Route by HRC in conjunction with PCS where losing or gaining PDS is in NCR area do not receive TDY allowances. They may not commence PCS until after course end date [losing PDS] or must sign-in to NCR-area PDS before course start date [gaining PDS].
- d. PCS report dates for officers en route to NCR-area PDS should be set 30 days before class start date to ensure sufficient time for receipt and set-up of household goods and preclude conflict with scheduled instruction and course requirements. Contact HRC for adjustment of report date to new PDS if RFOs do not allow this time.
- e. Travel orders will not be issued when ATRRS reservation is in "W" [Wait] status.

B-8. DTS/DD Form 1610 TDY Travel Orders.

- a. Attached *HQDA message, 131502Z Mar 19*, provides guidance on execution and approval of institutional training travel orders for Active Component Officers.
- b. TDY En Route travel is *directed* on PCS orders but *executed* utilizing a manual DD Form 1610 [*not* in DTS] initiated and approved by sending [losing] command **in addition to PCS orders.**
- c. USAR ADT orders must be accompanied by approved DTS travel orders authorizing travel and payment of TDY allowances.
- d. Neither SPP while TDY nor final voucher settlement upon return to sending command or arrival at gaining command can be accomplished without properly approved DTS orders [TDY and Return] or DD Form 1610 [TDY En Route].

B-9. Graduation/Departure.

- a. Attendance at graduation ceremony on end date of class is mandatory [*Uniform: Class A ASU/AGSU; beret or garrison cap headgear*].
- b. Travel orders must allow sufficient travel time after graduation on morning of 24 April to safely return to home station or arrive at next assigned duty station or other authorized destination.

B-10. Travel-related Questions?

- a. Order-issuing activities should direct travel order questions not addressed in these instructions and attachments through normal institutional training travel channels.
- b. S&PCPO will attempt to clarify travel policy applications if student or sending command needs further assistance in order preparations and will address or redirect ATRRS-related issues.

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SECTION C: REPORTING INSTRUCTIONS

C-1. WHEN: WEDNESDAY, 8 JANUARY 2025, 0900-1500 EST as completion of official travel permits; reporting day is still official travel day. Reporting 0900-1500 facilitates orderly course start the next morning.

a. When travel completion prevents reporting by 1500, notify Campus Team Leaders, Mr. Mark Hurley [(703) 805-8146], or Mr. Kevin Hudie [(703) 805-8147] as soon as late arrival is known and NLT 1500 on reporting day for alternate instructions and incoming student accountability.

b. Everyone reports to the campus on 8 January regardless of TDY or Home Station status.

C-2. WHERE: CGSS-FORT BELVOIR SATELLITE CAMPUS; Barden Education Center, Bldg 1017, 9625 Belvoir Rd. [southeast of intersection of Belvoir Road and 12th Street on South Post near Belvoir Chapel (p. 15)].

a. Parking is located immediately behind Bldg 1017 accessed from Langfitt Loop [south side of building].

b. Standard check-in time at IHG Staybridge Suites starts at 1600 EST. Earlier check-in may be possible based on room availability and readiness; check room status at Front Desk.

C-3. HOW: Directions and installation access information at end of document [pp. 13-15].

a. Report in duty uniform or civilian clothes conforming to Army uniform policy for official travel.

b. If traveling and reporting in civilian clothes, clothing may be casual but must be appropriate for reporting to a military school, present a professional public image, and reflect positively on the Army [e.g., no cut-offs, tank tops, flip flops].

c. Bring one **complete** set of travel orders per following instructions. If TDY and Return: In DTS under User Profile set 'Form Printing Preferences' to 1) print itinerary information for reservations; 2) use 'Default' Authorizations Preferences [not 'Govt+Form']; and 3) select 'Attachments' option to print 'Document History.' If TDY En Route: PCS orders **and** manual DD 1610 [ref Sec B-8].

SECTION D: MANDATORY REQUIREMENTS PRIOR TO REPORTING

D-1. Ensure currently assigned Security Officer verifies personal clearance information in Defense Information Security System (DISS).

- a. DISS record must show "access" and completed [signed] nondisclosure agreement (NDA).
- b. Minimum INTERIM SECRET security clearance is required. DISS verification should identify deficiencies *for correction before departure from home station/current assignment*; S&BCPO screens student clearance information in DISS.

D-2. Complete Writing Skills academic prerequisites.

- a. No *earlier* than one duty day after a student completes registration [per Sec A-1], "SMS Web Site" sends a system-generated e-mail confirming successful registration with individual access information for CGSC Blackboard Web portal [<https://cgsc.blackboard.com>]. Students access course content via same portal. Students unable to logon should contact Support Desk using virtual link or e-mail listed below "Accept & Logon" button on Web portal. Change password after logon from Profile/Name hyperlink in menu on left of Home page. To access requirements: On "Organization Page" under heading "CGSC Resident & Satellite Student Resources" select "Satellite & Blended Student Services & Admin" hyperlink; on the new page select "Professional Writing Skills Tests" hyperlink in left-hand menu.
- b. Read instructions then open ***Professional Writing Skills Test*** hyperlink below instructions to complete the writing diagnostic assessment.
- c. After completing the diagnostic assessment, open ***Writing Skills Self-Assessment*** hyperlink to complete a self-assessment of your writing skills.

D-3. Complete pending personnel/administrative actions before departing present duty station/assignment.

FBVA Satellite Campus does not have dedicated personnel/admin specialists to support TDY students. Student recourses are sending/losing commands and local US Army Garrison-Fort Belvoir support agencies.

D-4. Students must be enrolled and current in DEERS to simplify and facilitate access to FBVA health services.

D-5. Students should complete select inprocessing tasks on the CGSC Blackboard portal in advance of reporting. Logon to Blackboard [per Sec D-2.a]: On the Home "Organization Page" under "CGSC Resident & Satellite Student Resources" heading, select "Satellite Student Services & Admin" hyperlink, then select "Fort Belvoir Campus" hyperlink in left-hand menu to access "Welcome / In Processing" instructions and other information from the FBVA Campus Teams.

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SECTION E: GENERAL COURSE ADMIN

E-1. Duty uniform is OCP ACU. ASU or AGSU [Class A and B] and APFU are required.

➤ Coat & tie and business-casual civilian attire* will be required for extracurricular events.

[*Minimum Dress Standards: Conservative attire; **no jeans**; Men: polo or button-down shirt w/collar, dress pants w/belt, dress shoes w/socks; Women: skirt, dress, or pants; inconspicuous footwear; tasteful accessories.]

E-2. Fitness, duty days, and personal mail.

a. Students conduct regularly scheduled individual and staff group organized PT.

b. Classes are held during Monday-Friday duty week with exception of Federal holidays [20 Jan; 17 Feb] and a select day(s) of individual preparation and research time [TBD]. Overnight departures from TDY station during duty and non-duty time affect TDY allowances and per diem payments including student billing of lodging costs incurred during absences.

c. Students may forward mail to:

US Army Command & General Staff School
Attn: CGSOC 25-001 [Student Name]
9625 Belvoir Rd., Bldg 1017
Fort Belvoir, VA 22060-5522

E-3. Absences, course completion, and TDY travel allowances.

a. Students are required to attend all scheduled instruction.

b. Requests for TDY to another location and ordinary leave conflicting with scheduled instruction are only considered in extenuating and mitigating circumstances.

c. Students will review and acknowledge requirements and responsibilities for authorized absences and compliance with travel authorizations and allowances applicable to travel away from the TDY station. Approved absences impact TDY travel allowances IAW JTR [for instance, per diem is not authorized any day of leave/administrative absence or when student returns to PDS/residence]. Consult respective travel offices and Authorizing/Order-Issuing or Approving Officials regarding adjustments to TDY allowances and per diem payments before submitting request for absence. Travel orders may authorize variations to itinerary for overnight travel away from TDY station during non-duty time.

d. Any absence requires completion of missed course requirements.

e. Attendance at graduation is mandatory [Class A ASU/AGSU; beret or garrison cap headgear].

E-4. Course texts and publications: Course publications and texts are issued in digital or print media. Student digital courseware is almost entirely PDF format. Students should bring personal devices [i.e., laptop/netbook, e-Reader, tablet/iPad] compatible with PDF file format courseware.

E-5. Information technology:

a. Computers are not issued for personal use outside of classrooms. Classrooms are equipped with student desktop computers operating on NIPRNet LAN.

b. Government computers brought from sending commands for personal use [cannot access LAN] should have sufficient user administrator rights enabling students to continue operating for duration of course. Campus IT support technician cannot access or attempt to support devices without available user administrator rights.

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- c. Student devices must be configured with Azure Virtual Desktop (AVD)/Hypori platforms to access Army 365 services [E-mail, OneDrive, Teams, SharePoint Online]. Army NETCOM began blocking access to all Army 365 services through commercial Internet on 1 June 2023 for devices not using the secure AVD/Hypori platforms.
- d. IHG Staybridge Suites provides free high-speed Internet access for guests.

E-6. Privately owned weapons (POW): Temporary duty personnel are not allowed to register or bring POWs onto the FBVA Installation [ref <https://home.army.mil/belvoir/index.php/about/Garrison/DES/physical-security/weapon-registration>].

E-7. Send queries to S&BCPO as necessary *after careful reading of this document*. Direct travel order questions to sending commands [official travel office/order-issuing activity] and then to S&BCPO if needing further clarification. Direct specific questions about course of instruction to primary POC listed below.

SECTION F: FINAL CRITICAL TASK REMINDERS

F-1. COMPLETE ONLINE REGISTRATION NLT FRIDAY, 22 NOVEMBER 2024 IAW SECTION A-1.

F-2. CONFIRM RESERVATION AT FORT BELVOIR IHG ARMY HOTEL [AS APPLICABLE] BY 22 NOVEMBER IAW SECTION A-3.

F-3. REPLY TO WELCOME E-MAIL BY 22 NOVEMBER IAW SECTION A-4, ITEMS 1-6.

F-4. ENSURE TRAVEL ORDERS ARE AUTHORIZED AND APPROVED BEFORE TRAVEL COMMENCES IAW SECTION B.

F-5. VERIFY SECURITY CLEARANCE INFORMATION IN DISS BEFORE REPORTING IAW SECTION D-1.

F-6. COMPLETE WRITING SKILLS PREREQUISITES BEFORE REPORTING IAW SECTION D-2.

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SATELLITE & BLENDED CAMPUS PROGRAM OFFICE (S&BCPO)

POINTS OF CONTACT

PRIMARY:

CLASS ADMINISTRATION/PROGRAM OF INSTRUCTION

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ADMINISTRATIVE DATA AND INSTRUCTIONS (AD&I)

U.S. ARMY COMMAND AND GENERAL STAFF SCHOOL – FORT BELVOIR CGSOC-CC CLASS 25-001

DIRECTIONS TO FORT BELVOIR

From Washington, D.C. via I-95 South:

- Traveling south on I-95 take Fairfax County Parkway/VA 286 Exit 166A.
- Take Fairfax County Pkwy to its end at US Rt. 1/Richmond Highway.
- Turn left at traffic light.
- Entrance to Fort Belvoir Tulley Gate is on right at first traffic light after turning onto US Rt. 1/Richmond Hwy.
- Fort Belvoir Lieber Gate is on left about one mile past entrance to Tulley Gate along US Rt. 1/Richmond Hwy.
- Refer to following page for gate access information.

From Richmond via I-95 North:

- Traveling north on I-95 take Fort Belvoir Exit 161B [US Rt. 1/Richmond Highway].
- Proceed five miles to Fort Belvoir.
- Continue through traffic light at intersection of Fairfax County Parkway/VA 286.
- Entrance to Fort Belvoir Tulley Gate is on right at first traffic light past Fairfax County Pkwy intersection.
- Fort Belvoir Lieber Gate is on left about one mile past entrance to Tulley Gate along US Rt. 1/Richmond Hwy.
- Refer to following page for gate access information.



ADMINISTRATIVE DATA AND INSTRUCTIONS (AD&I)

U.S. ARMY COMMAND AND GENERAL STAFF SCHOOL – FORT BELVOIR CGSOC-CC CLASS 25-001

FORT BELVOIR INSTALLATION ACCESS/GATES INFORMATION

Information accessed 7 November 2024. Before reporting check latest posted access and gate information at:
<https://home.army.mil/belvoir/about/Garrison/DES/physical-security> **and**
<https://home.army.mil/belvoir/about/visitor-information>

- **TULLEY GATE VISITOR CENTER:** Open Mon-Fri, 0600 – 1800. Closed weekends and holidays. After hours and weekends, visitors and commercial traffic must use Commercial Lanes at Tulley Gate.
- **TULLEY GATE:** Open 24/7.
- **LIEBER GATE:** Open daily 0600-1800.
- **PENCE GATE:** CLOSED until further notice.
- **J.J. KINGMAN GATE:** Open Mon-Fri, 0600 – 0900; egress (exit) only 1500 – 1800. Closed on holidays.
- **WALKER GATE:** CLOSED until further notice.
- **TELEGRAPH GATE:** CLOSED until further notice.
- **FARRAR GATE [entrance to DAVISON ARMY AIRFIELD]:** Open 24-7 to Authorized Personnel only.

ADMINISTRATIVE DATA AND INSTRUCTIONS (AD&I)

U.S. ARMY COMMAND AND GENERAL STAFF SCHOOL – FORT BELVOIR CGSOC-CC CLASS 24-002

FORT BELVOIR INSTALLATION MAP AND CAMPUS LOCATION

