

ARMY FORCE MANAGEMENT SCHOOL
ADMINISTRATION and LOGISTICS
POLICY
AND
PROCEDURES
GUIDE

9/10/03

Title Page

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1. PURPOSE AND SCOPE

The purpose of these policies and procedures is to establish a framework for operations of the Army Force Management School (AFMS) courses. These courses are as follows:

- a. The Force Management Course,
- b. The General Officer/Senior Executive Service Course
- c. The Action Officer Force Integration Course
- d. The Army Material Command Action Officer Course
- e. The Army Joint Staff Officer Orientation Course

The Force Management course includes a two week core course of general force management subjects and two one week functional modules, which address combat and materiel development and force development. This course forms the “core” curriculum that provides the student the education and training necessary to perform the duties required in the force management arena.

The scope of these policies and procedures will address those actions required by the school staff and faculty and the students from the time of notification of attendance in the course to completion and return to home station.

2. FUNDING

Headquarters and Department of the Army DCS, G-3, funds the Force Management course. Students attending the Force Management Course will be provided travel orders by the school. All other courses are funded through their initiating agencies and travel orders will be provided to the students through those agencies. The General Officer / Senior Executive Service (GO/SES) course is funded through a variety of sources (GOMO for active duty General Officers, state funding for National Guard General Officers, assignment agency funding for SESs, etc).

3. CLASS COMPOSITION

Classes will be comprised of both local and TDY students. Reimbursement for TDY for the Force Management Course will be in accordance with the provisions of the JFTR (military) and the JTR (civilian). Local transportation (rental car or mileage reimbursement) will not be funded by DCS, G-3.

4. REGISTRATION/PERSONAL DATA FORM

A Registration / Personal Data Form is included in the welcome packet. Students are requested to complete this form (Appendix 1) and return it to the AFMS administrative office by FAX, DSN: 655-4910 or COMM: (703) 805-4910 as soon as possible -. Timely submission enables lodging arrangements to be made.

5. DD FORM 1556 (CIVILIAN STUDENTS)

Civilian students - must bring a locally-initiated DD Form 1556, Request, Authorization, Agreement, Certification of Training and Reimbursement Form with them from their home station in order to have completion of the course entered on their training record.

6. ARRIVAL

a. TDY Students: -Students are not required to report to Humphreys Hall until the first day of the course. Those students who have confirmed reservations for Government quarters on Fort Belvoir should proceed directly to the Front Desk of Fort Belvoir Lodging (Billeting Office), Building 470. If students are being billeted at a commercial facility, they should proceed directly there from the Airport. Students arriving at local airports should follow these instructions:

(1) National Airport. Students may take a taxi to Fort Belvoir Lodging (if billeted at Fort Belvoir) or to the approved commercial facility. The fare should be approximately - \$35.00 to these locations. Students may also use Dafries Van Services to get to Fort Belvoir Lodging - Knadle Hall (approximate cost \$12.00 to \$15.00). GET A RECEIPT and file for reimbursement when submitting your TDY voucher.

(2) Dulles Airport. - Limo service will take you to National Airport (approximate cost \$18.00) and then you can take a taxi to your lodging. Or, you can take a taxi directly to your lodging (approximate cost \$50.00). GET A RECEIPT in order to be reimbursed.

b. Local Students: - -Report to Humphreys Hall for In-Processing between 0715 - 0745 hours the –first day of class -

7. BILLETING

a. Four week students: First priority for lodging the Force Management Course TDY students will be government quarters. The billeting facility is Fort Belvoir Lodging,, Building 470, 9775 Gaillard Road, on Fort Belvoir. Up to 30 students per class will be billeted at Knadle Hall. -TDY students must confirm attendance with the course registrar, and confirm with the Reservations Desk at Ft Belvoir by indicating attendance at the Force Management Course at AFMS. -. If sufficient government quarters are not available, the student -will be billeted off post. Call 1-800-Go-Army-1 in order to obtain a statement of nonavailability number and reservation to an off-post location. This lodging information applies only to the Force Management four-week course students. The Fort Belvoir Lodging telephone number is (703) 704-8600 or toll free 1 (800) 295-9750 or FAX: (703) 704-8899. There is no DSN.

b. GO/SES students: These students are responsible for arranging their own billeting. First call Fort Belvoir Lodging office, Commercial (703) 704-8600 or 1-800-295-9750 or DSN 655-2333 or FAX: (703) 704-8899, to ascertain if government quarters

are available. If not, students should make billeting arrangements for a commercial facility by calling Lodging Success at 1-800 GO ARMY 1

8. LENGTH OF COURSES

<u>Course</u>	<u>Length</u>
Force Management Course	4 weeks
General Officer/Senior Executive Service Course	5 days
Action Officer Force Integration Course	5 days
Army Material Command Action Officer Course	5 days
Army Joint Staff Officer Orientation Course	5 days

9. PREREQUISITES FOR AFMS ATTENDEES (Four week students only)

a. General. It is the intent of HQDA that all officers and DA civilians assigned to Force Management positions in the Army attend the Army Force Management School core course of instruction.

b. Prerequisites for Force Management Course Attendance:

- (1) Be assigned to or going to a documented Force Management (FM) position.
- (2) Military - in the rank of Captain to Colonel.
- (3) Civilians - in Grades GS 11 - 15. Civilians in Career Program 26 (Manpower and Force Development) will have selection priority for course attendance over other civilian career programs.

c. Security Clearances. Students are required to possess a **SECRET** security clearance for the course work in the Organizational Command Training Program (OCTP) Lab. Prior to attendance, -obtain from your Security Manager - the Security Verification Form at appendix 1-2 and fax or mail it to AFMS, ATTN: Security Officer, 5500 21st St. Suite 1400, Fort Belvoir, VA 22060-5923. The FAX number is COMM: (703) 805-5946 or DSN: 655-5946.

d. Height and Weight Standards. Uniformed students must meet the DA height/weight standards prescribed in AR 600-9. Students - not in compliance with the Army Weight Control Program on arrival will not be enrolled in the school and will be returned to their home station. The DCS, G-3 Representative will enforce AR 600-9 standards.

e. Instructional Level of Curriculum. While there are no specific education, training, or experience prerequisites, maximum benefit will be realized if students have completed Military Educational Level (MEL) 4. Force management students who are able to function at a high level of reading, note-taking and writing proficiency will find the course more rewarding and beneficial.

10. LOCATION

All classes are conducted in Humphreys Hall (Building 247), on Fort Belvoir, between - Kuhn Road and Gaillard Road on 21st Street. - Appendix 3-1 and 3-2 are maps to get to Fort Belvoir and Humphreys Hall. More detailed post maps are available in the school.

11. TRAINING DAY and SCHEDULE

a. Training Day: 0800 - 1700 Monday through Friday.

b. Training Schedule: A training schedule for each course will be provided to students during in-processing. These schedules identify class subjects, class times, and lunch periods. The schedules are to be used as a guide and are subject to change. When there are changes, students will either receive a new schedule or be notified of changes in advance by their Course Director.

12. POST ACCESS

Fort Belvoir is at Force Protection Condition (FPCON) level C. This requires – you to provide proper identification as you enter the installation. If you drive your own vehicle and have a DoD vehicle sticker, you should not experience any major delays while coming onto the installation. However, be prepared for some gate backup. If you are renting a vehicle, it is recommended that you have required documentation to secure a temporary pass. Documentation is a valid driver's license, proof of insurance and rental agreement. First time entrance to post with a rental car must be at the Tully Gate located at Rt 1, south of the Pence Gate.

13. ATTENDANCE POLICY

a. It is mandatory that students attend all scheduled instruction, unless properly excused. Habitual absences or tardiness will not be tolerated and could result in appropriate disciplinary action by the DCS, G-3 Representative.

b. General policy is, absence from scheduled academic instruction will not be approved, except in cases of emergency. Routine personal business, medical, and dental appointments, etc, should be scheduled (or rescheduled) after return to your duty station. Requests for excused absences must be submitted in writing through the Class Leader to the Course Director to the DCS, G-3 Representative of AFMS for approval.

14. UNIFORMS/APPROPRIATE ATTIRE

a. Military personnel - Class B seasonal uniform. November through March the weather is fairly cold in the Washington area. A raincoat, black sweater, or windbreaker is recommended for those months.

b. Civilian personnel - business casual. Men: Slacks (no jeans) and sport shirt (tie is not required); Women: Skirt/slacks (no jeans) and blouse.

c. A safety requirement on Fort Belvoir is that all persons jogging during hours of limited visibility wear a reflective armband, vest or other item of reflective clothing, which will provide equal visibility from all directions.

15. CODE OF CONDUCT

All students will conduct themselves in a professional and socially acceptable manner. Students not meeting appropriate standards will be referred to the DCS, G-3 Representative for determination of continued course attendance.

16. CLASSROOM CONDUCT

Students are expected to be prompt, attentive, cooperative and courteous to fellow students, staff, and instructors. Smoking is prohibited throughout Building 247. Designated smoking areas are on the north side sidewalk of Building 247 where ashtrays have been provided. Eating lunch, drinking coffee, tea or soft drinks is permitted in classrooms. Classrooms will be kept neat and clean.

17. ACADEMIC EVALUATION (Four week students only)

The following evaluation tools will be administered:

a. Force Management Course: Diagnostic (not counted toward course grade), midterm, final examination and case study evaluation.

b. Sub-course: One examination / evaluation.

c. All other courses: No course grade examination / evaluation.

18. GRADUATION REQUIREMENTS (Four week students only)

To receive an AFMS certificate of training for the Force Management Course, the individual student must achieve a minimum average of 60% on the Mid-term and Final examinations and a minimum final average of 70% on all examinations and evaluations.

19. ARMY ORGANIZATIONAL COMMAND TRAINING PROGRAM (OCTP)

The Army Force Management School has a well-developed, computerized facility with all necessary equipment and access to data banks to support case studies, assessments, and related integrated Force Management activities. The AFMS Staff and Faculty provide the scheduling and administrative support for this facility in support of school training activities.

20. INSTRUCTIONAL MATERIALS

Instructional materials are issued to students on a permanent basis. They become the student's responsibility for disposition. As these materials are very useful tools for those assigned to Force Management positions, each student should allow ample space in their luggage to take these materials home. AFMS is neither funded nor staffed to package or mail this material to a student's home station. There is a post office located on post if you choose to mail these materials home. AFMS will not reimburse you for this expense.

21. MAIL The mailing address for personnel attending the School will be:

US ARMY FORCE MANAGEMENT SCHOOL
ATTN: (YOUR NAME)
5500 21ST STREET SUITE 1400
FORT BELVOIR, VA 22060-5923

22. HOW TO CONTACT YOU

a. During the duty day: Telephone calls for students may be received at Humphreys Hall, COMM: (703) 805-4901 or DSN: 655-4901 between 0730 and 1700 hours on weekdays. Students will not be excused from class for calls unless an emergency exists.

b. After duty hours: Routine calls to individual students staying at the BOQs on Fort Belvoir may be received at the Front Desk at Fort Belvoir Lodging, COMM: (703) 704-8600, or their room (numbers will be assigned at check-in). The call will ring back to the operator in Fort Belvoir Lodging if there is no answer. The operator will take a message. A light on the phone will be on if a message has been received. For an extreme emergency after duty hours, when all other methods fail, a caller may contact the Headquarters, Department of the Army Duty Officer, COMM: (703) 697-0218 / 6219.

23. TELEPHONES

a. Official Calls. Three telephones are available in suite 1600, Humphreys Hall, during the class hours for students to make official, outgoing telephone calls only. Calls should be less than 5 minutes.

b. Personal Calls. Due to the number of students in training and the limited number of personnel available to answer phones, all students are requested to restrict incoming

calls to AFMS to emergencies only. Arrangements should be made to call family and friends after hours to preclude personal calls on official phones.

24. AMERICAN RED CROSS

Student's family members who may need to contact you through the Red Cross should call (703) 805-2057 for information and assistance. The National Capital Chapter in Washington, D.C. provides night and weekend coverage and the number to call is (202) 728-6499. It is important that family members know your social security number and the school you are attending in the event the Red Cross needs to contact you.

25. MEDICAL SERVICES

Military personnel requiring medical services will be treated at DeWitt Army Hospital located on Fort Belvoir. Civilian students may receive emergency medical care at DeWitt Army Hospital per authorization on their orders. (Emergency Room (703) 805-0518).

26. STUDENT FEEDBACK

Student feedback is vital to the meaningful assessment of the effectiveness of this course. Students will be issued critique sheets during the course and student cooperation in completing them will be appreciated.

27. SOCIAL FUNCTIONS: Functions are at students' initiative or as announced.

28. COURSE COMPLETION

Certificates of Course Completion will be presented to students at the conclusion of each course. Completed (signed) DD Form 1556s will be returned to those students that provided them to the Commandant or the Administration/Logistics Assistant at registration. An "Exit Package" containing TDY information will be provided to the Force Management students prior to receiving their Certificates of Course Completion.

29. SUPPORT TO THE GRADUATE

The intent for the Army Force Management School is to provide continuous, current support for the corps of Force Management graduates. So that the graduates remain in contact with the school, updated school, faculty/staff, reference and course information is readily available at our website:

<http://www.afms1.belvoir.army.mil>

The Webmaster is Mr. Avatar LeFevre, (703) 805-5924, DSN 655-5924.

In addition, periodic newsletters, containing articles of current interest to Force Managers or addressing activities at AFMS will be posted to the website. The DCS G-3 Representative and the Program Manager select the works published in the newsletter.

30. MISCELLANEOUS

a. Checks can be cashed for \$50.00 at the Fort Belvoir Officer's Club, (for officers or civilians who are members of another club). Personal checks up to \$300.00 per day (military or civilian) and government checks up to \$500.00 may be cashed at the Fort Belvoir Post Exchange. Military and civilian students may cash government checks at the SunTrust Bank as long as they can prove they are here on TDY status by providing the bank a copy of their orders.

b. If you are a coffee drinker, you should bring a coffee cup with a lid to use during the course. This will reduce the cost of the coffee fund, reduce trash and waste products, and save wear and tear on the carpets in the break areas. Provisioning of coffee for students is a student (class) responsibility. A coffee pot is provided in the student break area for the Force Management Course. The purchase of coffee, cream, and sugar etc. and the making of coffee are student (class) responsibilities. Past classes have organized a "coffee committee" on the first day of school to take care of these duties. The student break area around the coffee pots must be kept neat and clean.

c. Requests for Reproduction. Any student requiring access to reproduction equipment must coordinate with the Admin/Logistics Officer or his Assistant.

31. INCLEMENT WEATHER

In the event of severe weather conditions, the AFMS may be closed or have a late arrival or early dismissal based on either an Office of Personnel Management (OPM) or AFMS decision. Students will be notified as follows:

a. Notification.

(1) During Duty Hours. The Course Director will advise students of early dismissal.

(2) During Non-Duty Hours. Students will follow the OPM instructions covering all federal employees in the Military District of Washington (MDW) area as announced over local radio and television stations. Students should specifically follow instructions for "all federal workers" or "Fort Belvoir" (if such a distinction is made).

b. Delayed Arrival or Liberal Leave Procedures. If the Office of Personnel Management (OPM), the DCS, announces a "delayed arrival "or" liberal leave policy, the G-3 Representative will assess the situation and determine if classes will be held or delayed. The announcement will be posted to phone number (703) 805-4902. If no announcement or other contact is made, students are expected to report to class on time.

However, prudence should always dictate student actions and AFMS does not expect students to involve themselves in dangerous expeditions or extraordinary measures to arrive on time. Prudence includes a reasonable effort to obtain public transportation.

REGISTRATION FORM

1. STUDENTS NAME: _____
(LAST) (FIRST) (MI)

2. ADDRESS: _____

3. SSN: _____ 4. RANK/GRADE: _____ 5. CLASS NO: _____

6. ASSIGNMENT: _____

7. HOME TELEPHONE: (____) _____ WORK (COMM) (____) _____
FAX NUMBER: _____ WORK (DSN) _____

8. E-MAIL ADDRESS _____

9. EDUCATION DEGREE AND MAJOR: _____

10. ARE YOU EMPLOYED AT A MAJOR COMMAND HEADQUARTERS? YES ___ NO ___

11. ARE YOU A MEMBER OF THE ACQUISITION CORPS? YES ___ NO ___

12. HOW MANY YEARS OF MILITARY SERVICE? _____ WHAT WAS YOUR HIGHEST
MILITARY GRADE ATTAINED? _____ BRANCH _____

13. HOW MANY YEARS OF CIVILIAN SERVICE DO YOU HAVE? (DO NOT INCLUDE
MILITARY) _____

14. ARE YOU A MEMBER OF THE ARMY NATIONAL GUARD OR THE US ARMY RESERVE?
YES ___ NO ___ IF YES, WHICH COMPONENT? _____

15. CAREER PROGRAM? _____

16. ARE YOU A MEMBER OF A PROFESSIONAL MILITARY SOCIETY? YES ___ NO ___
IF YES, WHICH ONE? _____

17. EMERGENCY NOTIFICATION DATA:
IN THE EVENT OF AN EMERGENCY WHILE ATTENDING THE AFMS COURSE, PLEASE
CONTACT:
 - A. PERSON TO BE NOTIFIED: _____
 - B. RELATIONSHIP: _____
 - C. ADDRESS: _____
 - D. TELEPHONE NUMBER: _____

SAMPLE Security Clearance Verification

YOUR LETTERHEAD

OFFICE SYMBOL

DATE

MEMORANDUM FOR SECURITY OFFICER, ARMY FORCEMANAGMENT
SCHOOL, 5500 21ST STREET, SUITE 1400, FORT
BELVOIR, VA 22060-5923

SUBJECT: Security Clearance Verification

1. Reference AR 604-5, Department of the Army Personnel Security Program.

2. _____
(FIRST NAME) (MIDDLE NAME) (LAST NAME)

_____ has a _____ Security Clearance.
(SSN) (LEVEL)

3. This clearance was issued on the following information:

a. Type of Investigation: _____

b. Date Final Clearance Granted: _____

4. Point of contact for this information is the undersigned, telephone number
_____.

(Security Manager)

(Organization)

DD Form 1610 Checklist

Name (Last, First, MI) _____

Social Security Number _____

Position Title _____

Rank/Grade _____

Official Duty Station Address _____

Office Symbol _____

Commercial Phone Number _____ DSN _____

Commercial Fax Number _____ DSN _____

Security Clearance (TS, S, etc.) _____

Proceed Date _____

Location Proceeding From _____

Mode of Travel *POV ____ Air ____

If Air, Cost of Airfare _____

Rental Car Authorized **Yes ____ Cost \$ ____ No ____

Fund Cite for Rental Car if Authorized _____

Leave Dates if Any in Conjunction with TDY _____

Other TDY Dates if Any in Conjunction with School TDY _____

For students traveling by POV, in and around mileage is not authorized. Mileage reimbursement and per diem are limited to constructive cost of common carrier transportation and related per diem as determined in the JTR.

** The Army Force Management School will not pay for rental cars. If a rental car is authorized, please list the fund cite here or provide a memorandum from your command that specifies the correct accounting classification and cost.

Fax this form to Mr. Robert Lebron, DSN 655-5946 or commercial (703) 805-5946. Upon receipt of security clearance verification, travel orders will be faxed to you.

POST FACILITIES

Fort Belvoir is a well developed Army installation with modern and attractive health and welfare facilities. Listed below are some of the most used ones. A Fort Belvoir map that depicts their location is at Appendix 3.

<u>Activity</u>	<u>Telephone</u>
<u>BARBER SHOP (BLDG 2303)</u>	(703) 799-4975
<u>Hours:</u> 0900 to 1800 Monday - Wednesday 0900 to 1900 Thursday 0900 to 1800 Friday 0800 to 1700 Saturday	
<u>BEAUTY SHOP (BLDG 2303)</u>	(703) 780-6600
<u>Hours:</u> 0900 to 1800 Monday - Friday 1000 to 1600 Saturday	
<u>BOWLING CENTER (BLDG 1199)</u>	(703) 360-7171
Snack Bar - 0630 to 2130 (Open seven days a week)	
<u>OFFICER'S CLUB (BLDG 20)*</u>	(703) 780-0930
<u>Meal Hours:</u> No Breakfast; Closed on Monday. Castle Club (cafeteria style) Lunch 1130 to 1330 Tuesday - Friday Dinner - 1800 to 2100 Tuesday, Wednesday, Thursday, *Saturday Buffet - 1800 to 2100 Wednesday and Friday, 1030 to 1330, on Sunday only	
<i>*Dress Code: Causal (no jeans/tennis shoes). On Saturdays coat and tie for dinner. The Fort Belvoir Officers Club is a "Member's only" club with exchange privileges to other US Army Officers Clubs; bring your club card.</i>	
<u>COMMUNITY CLUB, ESSAYONS (BLDG 1200) *</u>	(703) 780-0962
<u>Meal Hours:</u> No Breakfast Lunch - 1100 to 1330 Monday - Friday Dinner - 1700 to 2030 Tuesday – Friday	
<u>COMMISSARY - FORT BELVOIR (BLDG 2302)</u>	(703) 806-6374
<u>Hours:</u> 0900 to 1600 Sunday 1100 to 2100 Monday 0900 to 2100 Tuesday - Friday 0800 to 1900 Saturday	
<u>DEFENSE SYSTEMS MANAGEMENT COLLEGE CAFETERIA (BLDG 207)</u>	
<u>Hours:</u> 0645 to 1400 Monday - Friday	

DINING FACILITY AT DeWITT HOSPITAL (703) 805-0552

Must have Military ID or Orders Showing TDY Status

Hours: Breakfast 0600 to 0830 Monday - Friday
Lunch 1100 to 1330 Monday - Friday
Dinner 1600 to 1800 Monday - Friday

FITNESS CENTER (Bldg 1035)

(703) 806-5368

Hours: 0530 to 2000 Monday - Friday
0900 to 1700 Saturday/Sunday

POST EXCHANGE MANAGER

(703) 806-4371

POST EXCHANGE (BLDG 2303)

(703) 806-5800

Hours: 0900 to 2100 Monday - Friday
0800 to 2100 Saturday only
1000 to 1800 Sunday only

SNACK BAR (In the PX, (BLDG 2303)

(703) 806-8508

Hours: 1030 to 2100 Monday - Saturday
1030 to 1700 Sunday

SWIMMING POOL (INDOOR)

(703) 805-2620

LIBRARY

The library is located between Gunston and Belvoir Roads at 1024 12th Street. Van Noy Library has an inventory of approximately 100,000 books. Hours of operation are from 9:00 a.m. to 9:00 p.m. Tuesday through Thursday; 9:00 a.m. to 6:00 p.m. on Friday; 9:00 a.m. to 5:00 p.m. Saturday and 12:00 p.m. to 6:00 p.m. on Sunday.

RELIGIOUS SERVICES

Numerous religious services are conducted on post. Additionally, a chaplain is available 24 hours a day to aid in any need or emergency and may be reached during duty hours at (703) 806-4316 or after duty hours at (703) 806-3104. A schedule of services is as follows with times subject to change:

PROTESTANT

General Protestant
Belvoir Chapel..... 0800 (Sunday)
1100 (Sunday)
Pentecostal
Gunston Chapel.....1300 (Sunday)

JEWISH

Sabbath Service.....2000 (Friday) Belvoir Chapel

Oneg Shabbat.....2100 (Friday) Belvoir Chapel
Oneg Saturday Service..0930 (Fourth Saturday) Belvoir Chapel

ROMAN CATHOLIC

Belvoir Chapel..... 0930 (Sunday)
1230 (Sunday)
Mt. Vernon Chapel..... 1700 (Saturday)
0730 (Sunday)
0900 (Sunday)
1045 (Sunday)
1230 (Sunday)
Gunston Hall..... 1115 (Sunday)

OFF-POST RESTAURANTS

There are numerous off-post restaurants in the vicinity of Fort Belvoir. Some of the more frequented ones are listed below:

1. *Shoney's* - 6630 Richmond Hwy (US 1 North) - (703) 765-8823
2. *Chi Chi's Mexican* - 6640 Richmond Hwy (US 1 North) - (703) 768-5000
3. *Burger King* - 9120 Richmond Hwy (US 1 North) - (703) 781-7285
4. *Pizza Hut* - 6321 Richmond Hwy (US 1 North) - (703) 765-5553
5. *Domino's Pizza* - 23-B Cooper Road (Off US 1 North)
DELIVER ON POST (703) 360-0700
6. *McDonald's* 6239 Richmond Hwy (US 1 North) - (703) 765-5857
7. *Chef Huang's Restaurant* - 8626 Richmond Hwy (US 1 North) (703) 360-0600
8. *Hunan Royale Restaurant* - 8746 Cooper Road (Off US 1 North)
DELIVER ON POST 1630 - 2130, MINIMUM ORDER \$15.00



