

## **STUDENT INFORMATION:**

***It is very important that you arrive by the scheduled start time on the first day of class. LATE ARRIVALS RISK LOSING THEIR SEAT TO A WALK-IN OR STANDBY STUDENT. If you have an "Emergency" or get delayed en-route to the Kettering OH campus, please call (937) 781-1025, (press 1 for Student Services) and leave your name, cell phone #, class you are scheduled to attend, and a detailed message about your situation so that we can inform your instructors and/or supervisor if needed.***

**LOCATION:** The Defense Acquisition University Midwest Region (DAUMW) is located in the Miami Valley Research Park, 3100 Research Blvd., Kettering Ohio, 45420. DAUMW offices are located on the third floor of Pod 3 and the classrooms are located on the second floor of Pod 3 and first and second floors of Pod 4.

**INTERNATIONAL/FOREIGN NATIONAL STUDENTS:** Please contact the Student Services Regional POC at (937) 781-1025, Option 1, prior to class start date for reporting instructions. If you're attending IND 200 (Intermediate Contract Property Admin & Disposition), please bring a copy of your "Invitational Orders" with you to class.

**STUDENTS WITH SPECIAL NEEDS:** If you identified yourself as "disabled" when you applied for this course, someone from DAU will contact you to discuss any special needs you may have. Perhaps someone has contacted you already, in which case you need take no further action unless there is a change in the type of assistance you need. For those who haven't already been contacted, you can email the Midwest Region Student Services at [Student.services.MW@dau.mil](mailto:Student.services.MW@dau.mil) or by phone at (937) 781-1025, Option 1.

**CON 090 COURSE MATERIAL:** If you are attending a CON 090 class, it is now a paperless class. You will not be given a hard copy of the student guide. If you desire a hard copy, then you will need to print one on your own and bring it to class. The student guide for your class will be available approximately one week before the class start date. At that time, you will receive an e-mail from the DAU Virtual Campus prompting you to log in to your account to access the pre-course materials. When you log in to your account, the student guide will also be available for viewing and printing. **Also, please NOTE that most CON 090 classes start on a Tuesday unless a HOLIDAY falls within the class dates, in which case it will start on a Monday.**

**TRANSPORTATION FROM AIRPORT TO LODGING:** You can use a taxi or Charter Vans (937) 898-4043 (toll free 1-800-874-0934), <http://www.chartervans.com/> for transportation from the airport to your lodging.

**GETTING ON BASE:** All students entering WPAFB will need to show a valid Department of Defense ID card (AF, Army, Navy, Coast Guard, DoD, military or civilian) in order to gain access to the Base. Anyone not having a valid DoD ID card will be refused access to the Base. Due to constant changes in the Security Forces mission and manning requirements, it is recommended you look up the latest gate hour schedule and force protection conditions at <https://www.my.af.mil/gcss-af/USAF/ep/contentView.do?contentType=EDITORIAL&contentId=1405650&channelPageId=-527255&programId=764840>.

**TDY ORDERS:** DAU doesn't prepare your travel orders or directly fund your travel. In order to receive your orders and information about funding, you must complete a travel worksheet, which you can find at the links below. Non-DoD students should use their agencies' standard processes for travel orders. Please contact your agency representative if you have questions; DAU is unable to answer questions pertaining to orders or funding, except to remind you to call your agency's representative. Here is the link to the DAU site where you can find contact information for your student category: <http://www.dau.mil/studentInfo/Pages/Military%20personnel%20Welcome.aspx>

Contact information is also available within the agency-specific links below.

Army - <https://www.atrrs.army.mil/channels/aitas>

Navy/Marine Corps - <https://www.atrrs.army.mil/channels/registernow>

Air Force - <https://www.atrrs.army.mil/channels/acqnow>

Non-military DoD agencies - <https://www.atrrs.army.mil/channels/acqtas>

**TO CANCEL YOUR CLASS RESERVATION:** If you need to cancel or change your registration, return to the electronic agency system you used to apply for the course as soon as possible to make that change.

**RENTAL CARS:** The Defense Acquisition University (DAU) does not fund rental cars or vicinity travel costs of privately owned vehicles for students attending courses at DAUMW. WPAFB-operated shuttle bus service is confined to on-base service and is very limited. Limited eating facilities are available within walking distance of on-base lodging and eating facilities around contract quarters, in some cases, may be limited.

**MIDWEST REGION CAMPUS SECURITY AND PARKING:** You may enter through the main door of 3100 Research Blvd. All personal articles should be labeled with (at a minimum) the owner's name and organization and no items are to be left unattended. Students should park in the employee/student parking lots. As you enter 3100 Research Blvd, take the first drive to the right and the employee/student parking lots will be on your left. Students are not allowed to park outside the entrance in the drop-off area or in the visitor or 2-hour parking lots. Handicapped spaces are located in the small lot next to the side of the building.

**STUDENTS ATTENDING DEFENSE ACQUISITION UNIVERSITY MIDWEST (DAUMW) OFFERINGS DURING THREATCON DELTA (when the local base is closed) will adhere to the following policy:** Local students attending DAUMW offerings should not physically report to their WPAFB duty location (ASC, AFMC HQs, AFRL, etc) unless instructed to do so by their parent Command. Note: employees authorized to enter the base during THREATCON DELTA are limited to mission essential personnel only. Otherwise, they should call one of the following DAUMW telephone numbers, (937) 781-1098 or (937) 781-1030 to receive instructions on how to proceed. TDY students will not be able to get on base during THREATCON DELTA; they are to stay at their lodging location and report to DAUMW via telephone (937) 781-1098 or 1030 to receive instructions on how to proceed. It is recommended that TDY students also call their home station for an update from their MAJCOM/Organization. Students (except mission essential personnel) will not be allowed to report to work or class on WPAFB until THREATCON DELTA is lifted or they are called back to duty.

**INCLEMENT WEATHER:** Students should follow the Wright-Patterson Air Force Base (WPAFB) guidance provided on local TV and radio channels, 7, 9, 22, and WHIO 1290. They will have postings if WPAFB is delayed or closed. Students can also call (937) 781-1025 and press option #4 or call the WPAFB weather hotline at (937) 656-SNOW (7669). If WPAFB is delayed, class start times will be delayed by the same amount of time. If WPAFB is closed, the DAU Midwest Region Campus will be closed. Students staying at hotels will not receive notification so it is important to monitor the local TV or radio channels.

**NON-DAU Computers:** DAU Policy prohibits the connection of any non DAU equipment to the DAU network infrastructure. This prohibition applies to all equipment not directly owned or leased by DAU.

**ATTIRE:** Military attire is optional when attending a class located at DAU Midwest. Military students are authorized to wear civilian clothes if they choose to do so and should follow the same standards as their civilian counterparts. The minimum standard is business casual: dress slacks, shirts with collars, dress shoes/loafers and the equivalent attire for women. Shorts, sandals, athletic shoes, tank tops, jeans, and athletic sweat suits are examples of inappropriate attire.

**MEALS:** There is a cafeteria located in the Miami Valley Research Park complex that offers breakfast, lunch, and various snacks/drinks. Several nearby eating establishments are located within a short drive for students having POVs or rental cars. A student lounge with vending machines, phones, and computers is also available for your use.

**MATERIALS:** Students are expected to furnish their own writing materials, such as pens, pencils, paper, and highlighters.

**CALCULATORS:** We recommend that students bring a calculator to all classes involving mathematics. You are expected to be able to operate the calculator that you bring. *NOTE: DAU will not reimburse you for the cost of the calculator.*

**ATTENDANCE:** We request that you make every effort to report to your class on time. Admission is not guaranteed after the scheduled start time. If you anticipate being late, please notify the Student Services office at (937) 781-1025, Option 1. You are expected to attend all class meetings. Supervisors should not approve leave for students during the class and students should not plan for medical appointments unless absolutely necessary and coordinated with the course instructor. **In accordance with DOD Instruction 5020.16, students' supervisors should ensure they do not require any additional or special duties of the student during the duration of the course.**

**RETURN TRAVEL:** TDY personnel should schedule flights from Dayton International Airport for no earlier than three hours after the scheduled course completion time.

**PHONE MESSAGES:** Telephone messages can be left for students at (937) 781-1025, Option 1. Messages will be given directly to students if it is an emergency or left on the student message board if not an emergency.

**DAU STUDENT SERVICES REGIONAL POC:** Leslie Guinto at 937-781-1089 or email [leslie.guinto@dau.mil](mailto:leslie.guinto@dau.mil). This person can answer your general questions about location, start date, class time, etc., but cannot authorize or make any changes to your registration or travel orders.

AGENCY POCs: <http://www.dau.mil/studentInfo/Pages/Military%20personnel%20Welcome.aspx>  
DAU Homepage: <http://www.dau.mil>

Student policies concerning arrival and departure, non-attribution, academic policy, etc. may be found at [http://www.dau.mil/studentInfo/Pages/student\\_info.aspx](http://www.dau.mil/studentInfo/Pages/student_info.aspx)

## **DIRECTIONS TO DEFENSE ACQUISITION UNIVERSITY (MIDWEST CAMPUS)**

### **FROM THE AIRPORT (Most Direct Route)**

Take I-70 East to I-75 South to US-35 (Exit 52B) towards Xenia (East). Take US-35 East for 4.7 miles to Woodman Drive. Turn right (south) onto Woodman Drive for approximately 1.6 miles. Turn left onto Research Blvd (Rt 835) for .8 miles to 3100, turn right. Students may park in the employee/student lot-as you enter 3100 Research Blvd, take the first drive to the right and the employee/student parking lots will be on your left. Parking is prohibited in the visitor lots except for the handicapped marked parking spots.

### **ALTERNATE ROUTE FROM THE AIRPORT**

Take I-70 East to I-675 south. Take (Exit 10) Indian Ripple Rd/Dorothy Lane/Kettering. Turn right (west) for .4 miles. Turn right onto County Line Road for 1.4 miles (3 traffic lights). Turn left onto Research Blvd/Shakertown Rd for .3 miles and turn left into 3100. Students may park in the employee/student lot-as you enter 3100 Research Blvd, take the first drive to the right and the employee/student parking lots will be on your left. Parking is prohibited in the visitor lots except for the handicapped marked parking spots.

### **FROM THE NORTH**

Take I-75 South to US-35 (Exit 52B) towards Xenia. Take US-35 East for 4.7 miles to Woodman Drive. Turn right (south) onto Woodman Drive for approximately 1.6 miles. Turn left onto Research Blvd (Rt 835) for .8 miles to 3100, turn right. Students may park in the employee/student lot-as you enter 3100 Research Blvd, take the first drive to the right and the employee/student parking lots will be on your left. Parking is prohibited in the visitor lots except for the handicapped marked parking spots.

### **FROM THE SOUTH**

Take I-75 North to US-35 (Exit 52B) towards Xenia. Take US-35 East for 4.7 miles to Woodman Drive. Turn right (south) onto Woodman Drive for approximately 1.6 miles. Turn left onto Research Blvd (Rt 835) for .8 miles to 3100, turn right. Students may park in the employee/student lot-as you enter 3100 Research Blvd, take the first drive to the right and the employee/student parking lots will be on your left. Parking is prohibited in the visitor lots except for the handicapped marked parking spots.

### **ALTERNATE ROUTE FROM SOUTH**

Take I-675 North to Dorothy Lane/Indian Ripple Road (Exit 10) and turn left (towards Dorothy Lane) for .6 miles. Turn right onto County Line Road for 1.4 miles. Turn left onto Research Blvd/Shakertown Rd for .3 miles and turn left into 3100. Students may park in the employee/student lot-as you enter 3100 Research Blvd, take the first drive to the right and the employee/student parking lots will be on your left. Parking is prohibited in the visitor lots except for the handicapped marked parking spots.

### **DIRECTIONS TO THE DEFENSE ACQUISITION UNIVERSITY FROM WRIGHT-PATTERSON INN OR HOPE HOTEL**

Exit Wright-Patterson AFB from Gate 12A turning right on OH-444. Take the exit to the right for OH-844. Merge onto I-675 South. Take US-35, Exit 13B, towards Dayton. Exit onto Woodman Drive and turn left. Take Woodman Drive for 1.6 miles to Research Blvd, turn left. Building 3100 will be on your right in .8 miles. Students may park in the employee/student lot-as you enter 3100 Research Blvd, take the first drive to the right and the employee/student parking lots will be on your left. Parking is prohibited in the visitor lots except for the handicapped marked parking spots.

### **DIRECTIONS TO WRIGHT-PATTERSON AFB & WRIGHT-PATT INN (Fairborn, OH)**

#### **FROM THE WEST AND/OR DAYTON INTERNATIONAL AIRPORT**

Take I-70 East to OH-4 (exit 41), then OH-4 South to OH-235. Take the exit ramp and then turn left onto OH-235/Chambersburg Road. Follow OH-235 for approximately 3 miles to the intersection of OH-444 (Broad St). Turn right onto OH-444 (Broad St) and follow that to Gate 12A (on the right next to the Hope Hotel entrance). If staying at the Hope Hotel (Bldg 823), THE ENTRANCE IS LOCATED PRIOR TO PROCEEDING THROUGH THE GATE. If staying at the Wright-Patterson Inn, proceed towards the gate (you are now on Chidlaw Road), continue on Chidlaw Road, to Schlatter Drive, turn right and the Wright-Patt Inn office (Bldg 825) will be directly on your right.

#### **FROM THE NORTH**

Take I-75 South to I-70 East. Take I-70 East to OH-4 (exit 41), then OH-4 South to OH-235. Take the exit ramp and then turn left onto OH-235/Chambersburg Road. Follow OH-235 for approximately 3 miles to the intersection of OH-444 (Broad St). Turn right onto OH-444 (Broad St) and follow that to Gate 12A (on the right next to the Hope Hotel entrance). If staying at the Hope Hotel (Bldg 823), THE ENTRANCE IS LOCATED PRIOR TO PROCEEDING THROUGH THE GATE. If staying at the Wright-Patterson Inn, proceed towards the gate (you are now on Chidlaw Road), continue on Chidlaw Road, to Schlatter Drive, turn right and the Wright-Patt Inn office (Bldg 825) will be directly on your right.

#### **FROM THE SOUTH**

Take I-75 North to I-675 North. Proceed on I-675 North for approximately 20 miles to the OH-844/N. Fairfield Rd/Wright-Patterson AFB Areas A & C exit. Follow OH-844 exit ramp (STAY TO THE LEFT) to the OH-444/Fairborn exit. At the bottom of the ramp, turn left (North) onto OH-444 to the next traffic light and turn left into Gate 12A. If staying at the Hope Hotel (Bldg 823), THE ENTRANCE IS LOCATED PRIOR TO PROCEEDING THROUGH THE GATE. If staying at the Wright-Patterson Inn, proceed towards

the gate (you are now on Chidlaw Road), continue on Chidlaw Road, to Schlatter Drive, turn right and the Wright-Patt Inn office (Bldg 825) will be directly on your right.

**FROM THE EAST**

Take I-70 West to I-675 South, then I-675 South to OH-444 (Exit 24) Fairborn/WPAFB Areas A & C. Take OH-444 (turn right) and go approximately 3 miles to Gate 12A (on the right). If staying at the Hope Hotel (Bldg 823), THE ENTRANCE IS LOCATED PRIOR TO PROCEEDING THROUGH THE GATE. If staying at the Wright-Patterson Inn, proceed towards the gate (you are now on Chidlaw Road), continue on Chidlaw Road, to Schlatter Drive, turn right and the Wright-Patt Inn office (Bldg 825) will be directly on your right.