DEPARTMENT OF DEFENSE

DEFENSE ACQUISITION UNIVERSITY
OFFICE OF THE PRESIDENT
9820 BELVOIR ROAD
FORT BELVOIR, VA 22060-5565

20 July 2012

MEMORANDUM FOR: Incoming PMT 401 Local Students

FROM: Roy L. Wood, Jr., Dean, Defense Systems Management College

SUBJECT: InterContinental Hotels Group (IHG) Lodging for the Program Manager's Course (PMT 401)

There has been a change to the Training Commander's Policy in regard to the IHG rooms provided to PMT 401 students who live locally. The new policy requires local students who reside in the Military District of Washington (MDW), ***and live further than 15 miles from Fort Belvoir*** to notify the PMT 401 Course Manager of their desire for an IHG room while attending the course. Students must provide rationale why they need a room (e.g. live on the edge of MDW area which would require a daily 2+ hour commute).

Students who live closer than 15 miles to Fort Belvoir will ***NOT*** be afforded an IHG room unless extenuating circumstances exist (e.g. live in quarters with multiple children under the age of 10 affecting my ability to study). Students who fall into this category must provide justification for the room in writing (email will suffice). Each case will be reviewed and approved or not approved by the Dean, Defense Systems Management College.

It is still the Training Commander's Policy to provide IHG rooms to local PMT 401 students who reside in MDW if they have a ***justifiable*** need for one. The new policy will require local students to "Opt In" by notifying our PMT 401 Course Manager of their need, and gaining approval from the Dean if they live closer than 15 miles from Fort Belvoir.

It is our desire to provide a high quality learning experience for each student attending PMT 401, while ensuring that we are proactive in our stewardship. We believe that this policy change will enable us to do both.

If you have any questions in regard to this policy change, please contact Sean Herr, PMT 401 Course Manager, (703) 805-9731, email: Sean.Herr@dau.mil or Scott Reynolds, PMT 401 Professor/Student Services Lead at (703) 805-5255, email: Scott.Reynolds@dau.mil.

Roy L. Wood, Jr., Ph.D.
Dean, Defense Systems Management College