

Dear Ms. BATTLE

Welcome to the Defense Acquisition University. Please read this message carefully as it will answer most of your questions. Save this message for future reference.

This message provides information concerning your registration in Life Cycle Product Support (LOG 340 13-031) from 20 May 13 to 24 May 13 at the Defense Acquisition University.

LOCATION: HUNTSVILLE AL
BUILDING: DAU
ROOM: 2
TIME: 8:00 a.m. to 5:00 p.m.

Open link for address and directions to the DAU Building. Once there click on "Directions & Map".

<http://www.dau.mil/sites/locations/s/default.aspx>

The building does not open before 7:00 a.m.

The first class will start at 8:00 a.m. on Monday, May 20, 2013. The final class will finish no later than 12:00 p.m. on Friday, May 24, 2013.

Please report NLT 7:45 a.m. on the first day, if you are late (after 8:00 a.m.) you risk losing your seat to a waitlisted student.

TO CANCEL YOUR RESERVATION: DAU cannot cancel your reservation. If you are not able to attend the class you must officially cancel your reservation through the agency-specific site you used to apply as soon as possible. Your status will be no-show if you do not cancel and fail to show which could prohibit you from applying for additional courses by your service.

TRANSPORTATION: No public or government-furnished transportation is available from the Huntsville International Airport to the DAU location.

DAU does not directly provide funding to students for travel and per diem expenses. Each component and agency Acquisition Career Management Office or parent organization is responsible for coordinating and funding student travel requirements and expenses for eligible students based on component or agency-specific policy, to include authorizing and funding a rental car.

BUILDING SECURITY/INFORMATION: On the first day of class enter through the main lobby to receive your Student Access Badge and classroom assignment. After you receive your badge you will be able to enter through other doors. You are required to wear and to have your badge visible at all times while in the building, access to the building is from 0700-1700 Mon-Fri.

CELL PHONES: Talking on your cell phone in the main lobby, hallways and inside classrooms is prohibited AT ALL TIMES. You will receive information on the first day of class on where they can be used.

SPECIAL INSTRUCTIONS: Welcome to LOG340, Life Cycle Product Support. The pre-course portion of your class starts today at the DAU Virtual Campus site located at <https://learn.dau.mil/>

You should log-in as soon as possible using your DAU Virtual Campus username and password or your common access card (CAC). Your username is listed at the bottom of this email. If you don't know your password, you may select the "Forgot Password" link under the log-in area or contact the DAU Help Desk. Once in the Virtual Campus site, click on the course and you will be taken to the course framework in Blackboard. Once in Blackboard, you will find links to pre-course reading under the Pre-Course Work TAB on the left.

TDY ORDERS/FUNDING: DAU is not involved with the reservation process and does not prepare your travel worksheet or your travel orders and DAU does not directly fund your travel.

Each component and agency Acquisition Career Management Office or parent organization is responsible for coordinating and funding student travel requirements and expenses for eligible students based on component or agency-specific policy.

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. Contact your agency representative if you have questions.

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

Navy/Marine Corps - <https://www.atrrs.army.mil/channels/navyedacm/Public/DODConsentForm.htm>

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

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

NON DoD FEDERAL GOVERNMENT AGENCIES (including FAI, Commerce, HHS, U.S. Coast Guard, etc.) -
<https://www.atrrs.army.mil/channels/faitas/student/logon.aspx?caller=1>

TDY/LODGING INSTRUCTIONS: DAU does not make lodging reservations for students. You should review the travel instructions for your organization/service. Military or civilian government students in a TDY status who are required by their organization/service to stay in base lodging will contact the Redstone Arsenal Lodging Office at (256) 876-5713/8028. If quarters are not available and a Non Availability number is required you will then call Central Billeting at 1-866-363-5771.

The list of establishments is provided as reference only and does not constitute an endorsement by the Defense Acquisition University.

La Quinta Inn & Suites 256-258-2777

Candlewood Suites 256-830-8222

Days Inn & Suites 256-971-0208

Extended Stay 256-830-9110

Sheraton 4 Points (Airport) 256-772-9661

ADDITIONAL LODGING OPTIONS: <http://www.huntsville.org/visitors/stay/>

The list of establishments is provided as reference only and does not constitute an endorsement by the Defense Acquisition University.

DAU STUDENT POLICIES: Student policies concerning arrival and departure, non-attribution, academic policy, etc. may be found at <http://www.dau.mil/studentInfo/default.aspx> and Select Student Policies.

NOTE: According to provision 5 of the Code of Federal Regulations Sect. 410.402(a), DAU has no authority to authorize or recommend overtime, comp time, credit hours, etc. for time spent during non-duty hours studying or preparing for DAU courses. You will need to consult your agency for further guidance.

GRADUATION CERTIFICATES: Instructions for printing certificates can be found at http://www.dau.mil/homepage%20documents/Printing_Official_Certificates.pdf

DAU OPERATIONAL STATUS: Call the DAU Operational Status line: 1-800-845-7606, Option 1 for the following information:

*Current operational status of DAU regional campuses and training centers.

*Information about DAUs plans for students and conducting classes.

ATTENDANCE/ABSENTEEISM: DAU goal is full-time attendance; however, DAU recognizes that this may not always be possible.

(1) Students who will miss periods of time during the course should coordinate with their instructor in advance, to determine impacts to receiving a graduation certificate. DAU policy states that there is no remediation for students who fail to achieve the minimum passing grade in DAU courses. When weather-related absences affect significant segments of the course the instructor or course manager determines if the missed material will be rescheduled. If a student does not complete the rescheduled work, no credit will be issued for any part of the course.

(2) Whenever possible, the student shall request permission from the instructor in advance of absences, which must be for valid reasons such as illness or family emergencies. Early plane reservations before course graduation are not considered valid excuses.

(3) Civilian students are responsible for reporting leave taken during a course offering to their employing organization. Military students shall document their leave with the appropriate military personnel office

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 students are authorized to wear civilian clothes; uniforms are not required. The minimum standard for all civilian students is business casual: dress slacks, shirts with collars, dress shoes/loafers and the equivalent attire for women. Shorts, flip-flops, athletic shoes, tank tops, jeans, and athletic sweat suits are examples of inappropriate attire. You may want to bring a sweater or light jacket as the room temperature can fluctuate.

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. If no one contacts you within 30 days from the start of class please contact the DAU Student Services Regional POC noted below.

MEALS: Microwave and refrigerator are provided for student use. Snack/soda machines are located in student break room; there are several local eateries nearby.

DAU STUDENT SERVICES REGIONAL POC: Jim Moudy, 256-922-8723, james.moudy@dau.mil

STUDENT MESSAGES: Can be left at (256) 922-8020.

INCLEMENT WEATHER: Though we are not located on Redstone Arsenal the DAU South campus follows the protocol set by them. Call 1-877-863-1462 for the latest information. If Redstone Arsenal is closed or under a delayed opening it will be the same for the DAU South campus. You can also find information at <http://www.redstone.army.mil>

Other sources of information:

DAU Homepage: www.dau.mil

Television -- WAAY (Channel 31), WAFF (Channel 48), WHNT (Channel 19) and WZDX (Fox54); Radio -- WAHR 99.1FM, WDRM 102FM, WEKR 1240AM, WEUP 1600 AM, WGSV 1270AM, WJAB 90.9FM, WLRH 89.3FM, WQRC 100.3FM, WRAB 13M, WTAK 106.1FM WVNN 770AM, WWIC 1050AM and WZYP 104.3FM.

During the past few years there have been changes in the acquisition, needs determination, and POM/budget processes. These changes are reflected in DAU course material. Students who need a refresher prior to taking courses may access the latest policy information at the Defense Acquisition Resource Center, <https://dap.dau.mil/Pages/Default.aspx>, including links to the DoD 5000 series, the Defense Acquisition Guidebook, and Chairman, Joint Chiefs of Staff Instructions explaining the Joint Capabilities Integration and Development System (JCIDS) process.