

March 7, 2007

**CONDUCTING DEFENSE ACQUISITION UNIVERSITY (DAU)
COURSE OFFERINGS AT CUSTOMER (LOCAL) LOCATIONS**

1. **PURPOSE:** To prescribe DAU policy and procedures pertaining to the conduct of DAU course offerings at customer-requested locations.
2. **DISCUSSION:** DAU is responsible for providing education and training to the acquisition workforce. As part of DAU's annual requirements identification process, the Service Director, Acquisition Career Managers (DACMs) often request courses are taught at sites where a large population of their acquisition workforce resides, i.e., local or customer locations. Teaching courses at customer locations results in benefits for the University and the DACMs by reducing travel and per diem costs.
3. **POLICY:** DAU will review DACMs requests for local classes during the annual data call or as requested throughout the year and will support as many of these requests as possible, providing the DACMs and the local activity can meet their responsibilities as delineated below.
4. **RESPONSIBILITIES AND PROCESS:**
 - a. **HQ-Performance and Resource Management (PRM)**
 - (1) Distribute DACMs requests to DAU Regions for projected annual local offerings and those received throughout the year.
 - (2) Finalize local requests in a timely manner after coordination with the appropriate DAU Regions.
 - (3) Publish the annual teaching schedule. Update the Army Training Resources and Requirements System (ATRRS) with the location of the host, and the name and phone number of a local point of contact (POC). This should be completed approximately 150 days prior to the start of each fiscal year or 60-90 days prior to the class start if a local request is approved during the schedule execution year.

(4) Provide DACMs/local hosts with the Course Requirements Document annually after the establishment of the schedule as well as throughout the year as the document is updated or changed. The Course Requirements Document is also available online at [https://daunet.dau.mil/sites/hqpr/hqprm/S/Public%20 Documents/ Forms/All Items](https://daunet.dau.mil/sites/hqpr/hqprm/S/Public%20Documents/Forms/AllItems).

(5) Resolve any conflicts between parties listed in this directive.

b. DACMs

(1) Provide local requests to DAU either during the annual data call or as required throughout the year; include proposed dates, locations, requested number of students, and rationale for offering.

(2) Ensure subordinate Service/Component Host activity is aware of roles and responsibilities inherent in requesting and hosting a local offering.

(3) Provide DAU with the name, phone number, and e-mail address of the local host POC prior to the fiscal year and with each request for an out-of-cycle local offering.

c. Host Activity

(1) The host activity at the local location is responsible for designating a POC for the course and providing name, phone number, and e-mail address to the appropriate DAU Region sponsoring the course. The POC is responsible for performing “pre-course” and “during course” requirements, both administrative and logistical, required by DAU to ensure successful course execution. These are tasks required both before and during the course execution and include, but are not necessarily limited to, the following:

(a) Receive books and other course-related information that DAU determines necessary.

(b) Designate adequate classroom facilities to accommodate the number of students and equipment required for the class. This includes a clean facility with appropriate acoustics, ventilation, overhead projector, computers for instructors and students as required, computer for PowerPoint presentations, white boards, VCR/TV and/or VCR with projection device and unobstructed visibility for both the instructor and students. Sufficient restrooms, soda/snack machines, and phones should also be available.

- (c) Determine local housing (i.e., Visiting Officer Quarters (VOQ), contract hotel, other) and/or transportation (i.e., shuttle bus) arrangements that are required for out-of-town students (if appropriate).
- (d) Set up classroom in accordance with DAU requirements, including table and chairs and arranging course material.
- (e) Provide the required number of adequate breakout rooms per the DAU Course Requirements Document.
- (f) Obtain necessary equipment and/or supplies as specified by DAU, including, but not limited to, whiteboard markers and erasers, markers for flip-boards, scotch tape with dispenser, writing tablets, pencils, and blank transparencies.
- (g) Provide the necessary computer support and troubleshooting as necessary to include installation of software and printers per the DAU Course Requirements Document.
- (h) Advertise course information to local students located in and around the host activity and ensure students are properly enrolled for the course in ATRRS no later than 65 days prior to class start date.
- (i) Provide administrative assistance during the execution of the course offering including, but not limited to, reproducing class rosters and faxing registration information to the designated DAU campus.
- (j) Provide general area for phone use (commercial and DSN if available) for the DAU instructors and students.
- (k) Provide the DAU instructor and Regional Student Services Representative a name, phone number, and e-mail address for student messages to be received during the class.
- (l) Provide work area for one (1) DAU instructor.

(m) Provide DAU teaching region and Student Services Representatives with local information 90 days prior to the class start date. Information should include, but not limited to, the teaching location (building number/street address/room number), mailing address for materials, maps, hotel information, security instructions (facility access security requirements), and other information on the local area to be included in the student welcome letter and to aide the instructors travel.

(2) If any of the above requirements cannot be met, the host activity must notify DAU a minimum of 90 days prior to the class start date so that a decision can be made to either conduct or cancel the class.

d. DAU Campus Assigned to Teach the Course

(1) Notify the host activity POC a minimum of 120 days in advance of initial logistical and administrative requirements to clearly establish logistical, administrative and any other needs/milestones. This includes, but is not limited to, number of tables, chairs, computers, white boards, butcher paper, VCR, overhead projector, and supplies.

(2) Provide host activity with the class schedule and the classroom set up requirements to include diagram when possible.

(3) Provide host activity with general administrative information, such as class dates, hours, last day end time, and DAU policies, such as attendance, dress, and grading policy.

(4) Verify that all requirements are known by host activity in advance and maintain periodic contact with host regarding progress, problems, etc. Coordinate with the host activity 60 days prior to the start date of the class to confirm that the host activity met all requirements and are prepared to welcome the students and instructors.

(5) Ensure students fill out the appropriate course surveys to include all mandatory surveys.

(6) Update Student Training and Resource System (STARS) with input and graduation status codes.

(7) Provide the DAU Activity Registrar a roster of students, with the building and room number of the class and local POC phone number to assist when student inquiries are made.

e. DAU Campus Assigned to Host the Course

(1) Provide written reporting instructions and pertinent administrative information to students enrolled in the course including those that are not located at the local site, advising them of course location, class hours, travel, VOQ and housing information, and any other pertinent information.

(2) Provide support staff to instructors from other DAU Regions for preparing teaching material such as slides, handouts, certificates, etc.

(3) Ensure all enrolled students are sent an automated welcome letter from the STARS 60 days before the class start date as directed by the DAU Student Services. All pertinent administrative information to include, but not limited to, course location, class hours, billeting and housing information, directions and/or maps, phone number of campus POC, and any pre-course assignments.


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Commandant

This document supersedes DSMC directive 34-1 and DAU directive 322-1.