

INDUSTRY STUDENT INFORMATION GUIDE

A. BACKGROUND INFORMATION

1. The Defense Institute of Security Assistance Management (DISAM) conducts a series of instructional programs designed to enhance middle and senior level management capabilities of DOD military and civilian personnel assigned to U.S. and overseas security assistance activities, purchaser country officials, and defense industry representatives. DISAM, although located on an USAF base, is responsible to the Director, Defense Security Cooperation Agency (DSCA), who chairs the DISAM Policy and Advisory Council.

2. The DISAM program currently consists of thirteen separate courses. These courses, SAM-C (CONUS), SAM-CF (Financial Management), SAM-CM (Program/Case Management), SAM-E (Executive), SAM-F (Foreign Purchaser), SAM-IT (International Training Management), SAM-O (Overseas), SAM-TO (Training Officer), SAM-CS (Logistics Customer Support), SAM-TA (Advanced Training Automation Workshop), SAM-IPSR (International Programs Security Requirements), SAM-AT (Advanced Training) and SAM-AR (Advanced Resource Management Seminar). Varying in length from 3 days to three weeks the program is designed to provide the highest quality education and has been tailored to meet the specific needs of the student at all security assistance management levels.

3. [The SAM-E \(Executive\) Course](#) for industry personnel is designed to meet educational requirements of U.S. defense industry representatives responsible for or involved in international sales. The objective of the course is to enhance their opportunity for success by expanding their awareness of the international marketplace. To achieve this goal, the SAM-E student will be provided an overview of the entire security assistance management process, including the many facets of security assistance policy, planning and programming, and financial, logistics, and training management. Also, the SAM-E student will receive a concentrated introduction to the overseas operating environment. The SAM-E Course will consist of five class days with six or seven hours of scheduled instruction each day. Where possible, guest speakers who are authorities in their fields will be used to enhance the learning objectives of the course.

4. DISAM recognizes that equal opportunity programs are essential to the accomplishment of the missions of both DoD and DISAM. In keeping with this commitment, discrimination based on race, color, religion, sex, national origin, mental or physical disability or age is prohibited. DISAM pledges to eliminate barriers and practices that impede opportunity for all students, including sexual harassment, and architectural, transportation, and other barriers affecting people with disabilities.

B. ACADEMIC FREEDOM

DISAM supports a policy of academic freedom. Guest lecturers, faculty, and students are encouraged to state their opinions, support or criticize any objective, policy, strategy, or tactic in the pursuit of knowledge, understanding, or improvement in the management of security assistance. Such comments made by individuals or groups in the Institute forum will be safeguarded through the practice of non-attribution.

C. GRIEVANCES.

The Department of Defense has established procedures for relief of matters of personal

concern or dissatisfaction that are within the control of DISAM's management. If you have a grievance for which you seek redress for any dissatisfaction, the Class Manager should be notified. If this manager is unable to resolve your problem, your concerns may be addressed in turn by the appropriate DISAM director, the DISAM commandant, the Director, Defense Security Cooperation Agency, and the Department of Defense Inspector General.

D. COURSE INFORMATION

1. Classroom Decorum:

(a) Classes are held in the DISAM facility on the third floor of [building 52, Area B of Wright-Patterson AFB OH](#).

(b) Classes start each day at 8:00 a.m. and will normally end between 3:00 and 4:00 p.m. The course ends on Friday about 12:00 noon.

(c) Smoking is authorized in designated smoking areas only. A designated smoking area is established outside and adjacent to building 52. This area will be identified to students during the class introduction on the first day. Personnel smoking in this area are requested to use the receptacle provided for disposal of residue.

(d) Food and drink are not permitted in the DISAM auditorium or computer labs at any time. Under no circumstances will food items be permitted in the classroom when scheduled instruction is being conducted. Coffee and soft drinks are permitted in the classrooms and seminar rooms during class periods; and lunch may be taken into designated classrooms during noontime electives. Care should be taken to protect materials and furnishings from spills.

(e) Sandals, jeans, shorts, and sweatshirts are inappropriate for classroom apparel. Men should wear open neck sport shirt and slacks as a minimum, with equivalent apparel for women.

2. DISAM Library:

(a) Library facilities are located within DISAM for the students' needs. The Library contains an extensive collection of materials, textbooks, publications and periodicals (foreign and domestic) on all aspects of security assistance and related subjects. The Library also provides reference, bibliographic, and interlibrary loan and other related services for faculty and students.

(b) Classified material in the DISAM Library collection is not available to those students attending the SAM-E Course.

(c) All materials must be returned to the Library not later than Thursday noon prior to graduation.

3. Telephone Messages:

(a) Routine messages received on (937) 255-2962/ 5333/5421 during normal class hours will be placed on the student message board in the student lounge. Please check the board periodically for messages.

(b) Emergency calls received during normal working hours should also be directed to the above listed numbers. We will ask the party to hold and call the student from the classroom.

(c) After hours messages for those staying in the Visiting Officers' Quarters (VOQ) should be directed to (937) 257-3451. Your room number follows this number.

E. GENERAL INFORMATION

1. Geographical Information:

(a) DISAM is located in [Area B, building 52, Wright-Patterson Air Force Base, Ohio](#). The base is located in Fairborn OH, approximately ten miles NE of Dayton. Wright-Patterson AFB is divided into three areas. Areas A&C are where AFMC headquarters, the VOQ, officers' Club, Air Force Security Assistance Center (AFSAC), etc. are located. Area B is approximately four miles southwest of Areas A&C, and hosts DISAM, various system program offices, and the Air Force Institute of Technology (AFIT).

(b) Precipitation averages about 37 inches per year and is evenly distributed throughout the year. High relative humidity prevails much of the time. On the average there are about 129 days per year with measurable precipitation. The seasonal snowfall average is 19 inches. Average monthly temperatures range from about 30 degrees in January to 75 degrees in July. The extreme temperatures recorded are 106 degrees in July and -19 degrees in February. [Click here for today's weather.](#)

2. Base Access:

Access to Wright-Patterson Air Force Base VOQ, DISAM, and other facilities is restricted and students will be required to show identification at the gate entry points. Initially, you will have to be "signed in" for the week of your class. You will be notified by the Registrar's office approximately one week prior to class start date to set up arrangements with a DISAM representative to meet you the first morning of class at the Welcome Center, located at gate 1B, Area B. You will receive a pass for yourself and, if you have a vehicle, you will receive a temporary vehicle pass which will enable you to enter the base at anytime. Be sure to always have your personal pass and photo identification with you at all time while on Wright-Patterson AFB.

3. Transportation:

(a) If you arrive via Dayton International Airport, a commercial taxi to the base costs approximately \$37.00. Also available at the airport from 5:30a.m. - 11:25p.m. hours is the Airport Limousine Service (telephone: (937)898-7171). Approximate cost of transportation to the Wright-Patterson AFB billeting office is \$30.00, \$57.00 round-trip. Commercial rental vehicles from all major companies are available.

(b) [To reach the base from the Dayton International Airport](#) go east on Interstate 70 to Interstate 75, south on I-75, take State Route 4 east to State Route 444. If going to the VOQ, initially, you must enter through gate 12A as stated in "Base Access". Gate 12A is located on SR444.

(c) If you are staying in the [VOQ, go to building 825](#) for your room assignment. If you are in a taxi, do not release the cab while you check in since the rooms are often two blocks from the office.

(d) Parking at DISAM is available in the student parking area. Please do not park in the areas marked as follows: " Handicapped, Car Pool, Reserved, Reserved for DISAM guest, and Government Vehicles Only." Unauthorized vehicles will be ticketed by the base security police or parking monitors and may be towed away.

(e) Bus Transportation:

(1) Bus service between base billeting and DISAM is arranged by the Institute.

(2) Buses depart VOQ buildings 825/826 at approximately 7:05 and 7:36 a.m. For residents of buildings 832 through 836, buses depart at approximately 7:08 and 7:33 a.m. enroute to building 52 (DISAM), Area B.

(3) Return bus transportation to the VOQ will depart building 52, main entrance, at approximately 4:00 and 5:00 p.m. each day.

(4) On-base bus schedules are posted on the Student Bulletin Board and at most bus stops.

4. Messing Facilities:

(a) [Officers' Open Mess \(Area A\)](#) - the Officers' Club serves meals as follows:

BRUNCH Sunday - 10:00 a.m. - 1:30 p.m.

Main Dining Room closed Monday & Tuesday

DINNER: Wednesday & Thursday -5:30 p.m. - 8:30 p.m.

Friday and Saturday 5:30 - 9:00 p.m.

CLOSED HOLIDAYS

(1) If you are residing at the VOQ and are not a member of an Officers' Mess, you may purchase meals only at the mess dining facility upon presentation of a copy of your welcome letter endorsed by the VOQ.

(2) Dress Requirements: A collared sport shirt is the minimum standard for men. Ladies may wear slacks, street length dress skirt. Jeans in good condition are acceptable.

(b) The Flywright Club (Area B) is an annex of the Officers' Club (casual dress at all times) and serves soup and sandwiches daily from 11:00 a.m. - 1:30 p.m.. The hours are:

Monday through Thursday 11:00 a.m. - 8:00 p.m.

Friday 11:00 a.m. - 11:00 p.m.

Saturday, Sunday and Holidays CLOSED

(c) Packy's (Sports Trivia Restaurant) - building 823, Hope Hotel, Area A is open seven days a week from 6:00 a.m. - 2:00 p.m. & 5:00 p.m. - 10:00 p.m., Monday through Friday, 7:00 a.m. - 10:00 p.m. Saturday and Sunday & CLOSED Holidays..

5. Off-Base Billeting:

There are numerous hotels/motels in the local WPAFB area that can provide satisfactory accommodations. Three local hotels that are within a few minutes drive of DISAM are:

(a) Holiday Inn
2800 Presidential Drive
Fairborn OH 45324
(937) 426-7800

(b) Homewood Suites
2750 Presidential Drive
Fairborn OH 45324

(937) 429-0600

(c) Red Roof Inn
2580 Colonel Glenn Hwy
Fairborn OH 45324
(937) 426-6116

(For a and b: From Dayton Int'l Airport go east on I-70, then south on I-675 to exit 17, right on North Fairfield Rd., left on Col Glenn Hwy. Hotels are on the left, across from Wright State University. For c: Follow same directions from the airport but turn right on Col Glenn Hwy)

6. On-Base Billeting:

(a) Hope Hotel and Conference Center is a commercial hotel located in Area A, Wright-Patterson AFB. You may make reservations by calling (937) 879-2696.

(b) If you elected to stay in the Visiting Officers' Quarters (VOQ), reservations will be made by the DISAM Registrar. Reservations will be made at the VOQ office, Bldg 825, Area A. The current VOQ rate is \$27.00 per night; Master Card and Visa are accepted