



DEPARTMENT OF DEFENSE  
NATIONAL DEFENSE UNIVERSITY  
WASHINGTON, D.C. 20319-5062

NDU-HRD

MEMORANDUM FOR Dwight D. Eisenhower School for National Security and Resource Strategy Class of 2015

SUBJECT: Enrollment Instructions

1. Welcome to the National Defense University (NDU) and the Dwight D. Eisenhower School for National Security and Resource Strategy Class of 2015. There are three key elements to enrollment at the Eisenhower School: Security Clearance, Sign-in, and In-processing.

a. **Security Clearance:** Verification of all Army, Navy and Air Force military student clearances will be done through JPAS. This verification process will begin 14 July 2014. Transfers in status (TIS) can be done through JPAS but NDU will not initiate transfer requests for military students. All DOD civilian students must utilize JPAS to pass clearances. The SMO code to pass collateral clearances (Top Secret or Secret) is W37WAA6. The SMO code to pass SCI access is W37WAA2. You must place ES in the POC section on your visit request or it will not be picked up properly by Security. For Non-DOD students (i.e. USCG, State Department, NSA, etc) request your agency submit a visit request by fax on command or company letterhead to 202-685-3765. For Non-DOD students who have both Top Secret and SCI, you must pass both your collateral clearance information by fax and your SCI separately. For those students who do not have a security clearance and are attending based on a National Agency Check with Inquiry (NACI) you are required to pass your NACI confirmation with dates on command or company letterhead by fax. All security clearance information must be submitted to NDU by 23 July 2014. Security POCs are Joe Pallanez, (202) 685-3835; Montez Winters, 202-685-2134.

b. **Sign-In:** Military members will report to NDU, Marshall Hall, Bldg 62, Hopper Auditorium, Fort McNair for in-brief and sign-in with your respective service representative. Upon reporting, bring a copy of your assignment orders, leave form (including local moves), and the personnel data sheet that is attached. As a reminder, **all military members must meet their Services' weight and/or fitness standards.** Report **no earlier** than 24 July 2014 and report **no later** than 4 August 2014. Sign-in and briefing times are as follows:

<u>Days</u>	<u>Times</u>
Thursday, 24 July 2014	1000 or 1400
Tuesday, 29 July 2014	1000 or 1400
Wednesday, 30 July 2014	1000 or 1400
Thursday, 31 July 2014	1000 or 1400

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**Note: Members returning from overseas assignments may be approved to report early. The Dean of Students will approve requests on a case-by-case basis.** If approved, check-in with MILPER upon arrival. Thereafter, report to your college daily until the first day of class. Otherwise, if you arrive to the local area before the report date, you will remain in a leave status.

**Army (military only):** An Army Introduction Brief with the Army Service Chair – COL Dave Shugart ([david.shugart@ndu.edu](mailto:david.shugart@ndu.edu), 202-685-4439) – will be held your first week of school, look for the announcement. After signing-in with the NDU Army representative, you will complete your personnel and finance in-processing at Fort Meyer. This in-processing session is held daily from 8 to 11:15 a.m. in Building 230, Room 117, Joint Base Myer-Henderson Hall. Uniform for in-processing is Class B. In-process NDU IAW paragraph 1c.

**Air Force (both military and civilian):** Report to Bldg 61, National War College, Roosevelt Hall Rotunda, for an Air Force Intro, 0730, Friday, 1 August 2014. Uniform is short sleeve blue shirt for military, coat and tie or equivalent for civilians. Coffee and a light breakfast will be provided, and the event will conclude by 1500 in Bldg 59, Eisenhower Hall School, Baruch Auditorium. The Eisenhower School CSAF Chair is Col Gregory Schwab, 202-685-4477, [gregory.schwab@ndu.edu](mailto:gregory.schwab@ndu.edu). In-process NDU IAW paragraph 1c.

#### **Sea Services:**

**Navy:** Report to Bldg 59, Eisenhower School, in Room 314 for a Navy Intro, 0830, Friday, 1 August 2014. Working Khaki uniform is appropriate for check-in. Coffee and a light breakfast will be provided and the event will conclude by 1130. The Eisenhower School Navy Service Chair is CAPT Matthew Pregmon, 202-685-4428, [matthew.pregmon@ndu.edu](mailto:matthew.pregmon@ndu.edu). In-process NDU IAW paragraph 1c.

**Coast Guard:** Students should contact the Coast Guard Service Chair, Captain Robert Wagner, 202-685-4478, [robert.p.wagner.mil@gc.ndu.edu](mailto:robert.p.wagner.mil@gc.ndu.edu) prior to departing their current unit to provide a valid email address to allow connectivity during travel/PCS to the Eisenhower School. Students should complete administrative processing between 29-31 July as noted in paragraph above. Coast Guard students will meet with the Service Chair the first day of classes (schedule TBD). Tropical Blue uniform is appropriate for check-in and in-processing.

**Marines:** **Marines:** Report NLT 24 July 2014 to CONAD, HQ Bn (Henderson Hall), check in between 0730-1630. The uniform for that check-in will be Service "A". Phone contact for CONAD is 703-614-7171/7172, Fax 703-693-7576. Initial Marine Eisenhower School administrative check-in session will be at 0800 on 25 July 2014 in Room 400, Eisenhower Hall, Bldg 59, Ft McNair. The uniform for 25 July will be Service "C". Expect the session to last until approximately 1600.

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HQMC TLS Brief is scheduled for 31 July 2014, at 0730 in the Henderson Hall Theater. The uniform for the HQMC TLS brief is forecasted to be utilities. Both the HQMC TLS Brief date and location are subject to change; details will be confirmed at the 25 July ES orientation. NDU check-in dates are subject to change but likelihood of change is minimal. Contact ES USMC Chair, Colonel Brian Buckles at 202-685-4202 (office) or 650-793-6625 (Cell), or via email at [brian.buckles@ndu.edu](mailto:brian.buckles@ndu.edu). Additionally, Colonel Rick Jackson is available for contact at 202-685-0813 (office) or via email at [richard.jackson@ndu.edu](mailto:richard.jackson@ndu.edu). The most important element of information needed will be personal email and cell phone numbers to ensure connectivity during the transition, PCS, and leave periods. In-process at NDU per paragraph 1c.

**DOD Civilians:** Are not required to sign-in until in-processing day **4 August 2014**. Dress code during in-processing is coat and tie for male civilians and equivalent dress for female civilians. **(Air Force DOD Civilians refer to instructions in above paragraph titled Air Force (both military and civilian)).** Prior to departing your current organization, ensure that you have a current copy of your immunization records.

**Non-DOD Civilians:** Non-DOD Civilians: CAC card processing will be available prior to the first day of school. It is highly recommended that you complete this process prior to the first day of class. Getting your CAC card ahead of time will ensure that in-processing and base access goes smoothly. Prior to departing your current organization, ensure that you have a current copy of your immunization records.

The first step in this process is to contact John X. Rach at 202-685-2605, [rachj@ndu.edu](mailto:rachj@ndu.edu), to schedule a time and date for processing your information into the CVS/CAC system. The Security Division will offer CAC card processing for non-DOD students the weeks of 8-26 July 2014, Tuesday and Wednesday 0800-1130/1230-1500, and Friday 0800-1200. Monday appointments may become available. **CAC's cannot be issued to any new student whose security clearance has not been passed to the NDU Security office by their command/company security office.** Remember to confirm this action has been completed when you call the CAC office to make your appointment. Validation of security clearance information can be made by contacting Larry Morales at 202-685-2160 or [moralesl@ndu.edu](mailto:moralesl@ndu.edu).

Please ensure you bring two forms of valid government identification. The appointment takes approximately 20 minutes to complete. It is also dependent upon the reliability of the CAC equipment. We recommend you call again the day of your appointment to verify the serviceability of the CAC machine. Since the process is somewhat time consuming, it is recommend that you make the necessary arrangement to receive your CAC card during the specified time period provided by Security. Location of the Security/CAC office is subject to change in July. You must check in at the Marshall Hall, building 62, guard desk for the CAC office location. Dress code during in-processing is coat and tie for male civilians and equivalent dress for female civilians.

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Additionally, Non-DOD Civilians will be required to attend a week long orientation session 30 July 2014 – 1 August 2014. Additional information concerning the Non-DOD orientation will be sent at a later date.

**c. In-processing: Eisenhower School students report to room 107, Eisenhower Hall, Bldg 59, between 0700 and 0825 hours, 4 August 2014, for seminar room and Primary Faculty Adviser (PFA) assignments. Please be seated in Baruch Auditorium, on the second floor of Eisenhower Hall, not later than 1240 hours, 4 August 2014. At this time, the Eisenhower School leadership team will address the Class of 2015. The Commandant's welcome will begin at 1245 hours in Baruch Auditorium.**

The following is a summary of the schedule for 4 August 2014:

0700 - 0825	Seminar & PFA Assignments	Eisenhower Hall Room 107
0800 - 1130	In-processing alphabetically	Marshall Hall
1245 - 1315	Commandant's Welcome	Baruch Auditorium
1315 - 1330	AMB's Welcome	Baruch Auditorium
1330 - 1415	Dean of Students	Baruch Auditorium
1430 - 1600	Meet with PFAs	PFA Offices

**In-processing is scheduled for the morning of 4 August 2014, in the atrium of Bldg 62, Marshall Hall, Fort McNair. You will in-process in alphabetical order by the first letter of your last name according to the below schedule.**

<b><u>Last Name</u></b>	<b><u>In-processing begins</u></b>
<b>A thru C</b>	<b>0800</b>
<b>D thru G</b>	<b>0830</b>
<b>H thru K</b>	<b>0900</b>
<b>L thru N</b>	<b>0930</b>
<b>O thru R</b>	<b>1000</b>
<b>S thru V</b>	<b>1030</b>
<b>W thru Z</b>	<b>1100</b>

2. The morning is also a good opportunity to locate your seminar room and meet many of the faculty on an individual basis. For planning purposes you should expect to be in session from 0830-1630 each day, Monday – Thursday of your first week at the Eisenhower School.

3. Bring Your Own Device (BYOD) Campus Environment: All the colleges at National Defense University rely upon information technology to communicate with students, deliver curriculum content, and to create, deliver, and share student-developed materials. We currently use a

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"Google for Government" private domain to provide email (gmail), cloud document storage, and other common features that gmail users are familiar with. Additionally, we rely upon the commercial Blackboard classroom web-based application to provide access to course materials and NDU library research tools. Both Google and Blackboard are accessed via internet which means that each student requires access to the internet outside of school and a personal computing device (a personal computer, pad, or tablet) capable of web-browsing and running web-based applications.

Please note, with the exception of CISA International Fellows, NDU does not issue laptop computers to its students and only a very limited number of laptops are available and connected to the NDU internal network and network printers for short-term use. NDU offers a campus wide internet Wi-Fi network to allow students to access the internet from their personal devices while on campus. Mobile printing through the wireless network is also provided and support to connect your device to our wireless printers is available, however, students are encouraged to embrace the paperless environment we have provided through our connected curriculum.

You should plan to use a personal, Wi-Fi-enabled device (laptop or other tablet) to allow you to connect to the internet while at school. Many students rely on a tablet to "consume" information and a separate device to produce information (laptop/desktop) for their assignments. Each college provides support to register and connect your personal device(s) to the Wi-Fi network, but please be aware that your device must run on a current operating system. More information about compatible devices and the NDU technology and computing environment may be found on the NDU Incoming Students Web site:

[http://www.ndu.edu/aa/incoming\\_students.cfm](http://www.ndu.edu/aa/incoming_students.cfm).

4. Official Travel and Passports: All students will perform travel using orders published in Defense Travel System (DTS) while assigned to the Eisenhower School. **All DOD students must ensure your traveler profile is released in DTS prior to departure from your last/parent organization.** The Eisenhower School will conduct a passport processing session, including the taking of passport photos, shortly after you begin your first class. International travel is an essential part of the Eisenhower School Industry Study Program, as it is intended to broaden the perspective of U.S. students. Valid and appropriate passports are an obvious necessity for travel overseas, and we will offer administrative assistance to help you ensure that your passport is suitable for travel. Generally, if you are participating in this program, you will need an official passport (burgundy in color) for international travel. Non-government employees participating in this program will travel on tourist passports (blue passports). Valid passports for international travel must have an expiration date after 31 December 2014.

5. Students are no longer required to register their vehicle at Fort McNair. All vehicles must continue to be licensed, registered, inspected and insured in accordance with state and local laws,

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and are subject to checks and security measures at the gate by law enforcement and/or security personnel. Students may call 202-685-3139 or visit the JBM-HH homepage at <http://www.army.mil/jbmhh> for additional information on post policies and services available.

6. Your **respective representative** is listed below if you have any questions or concerns:

**Military**

Army: **SFC Irish White** COMM (202) 685-2140 or DSN 325-2140  
Email: [irish.white@ndu.edu](mailto:irish.white@ndu.edu)

Air Force: **MSgt Lorinda McDaniel** COMM (202) 685-2138 or DSN 325-2138  
Email: [Lorinda.McDaniel@ndu.edu](mailto:Lorinda.McDaniel@ndu.edu)

Sea Services: **PS1 (SW) Abner Mangapit** 202-685-4006 or DSN 325-4006 (USN, USMC, USCG)  
Email: [abner.mangapit@ndu.edu](mailto:abner.mangapit@ndu.edu)

**Civilians** **Mr. Larry Johnson** 202-685-2128 or DSN 325-2128  
(DOD/Non-DOD/Industry) Email: [johnsonl@ndu.edu](mailto:johnsonl@ndu.edu)

7. For information concerning Tricare North Region please call (877) 874-2273, or visit their website at <http://www.healthnetfederalservices.com>.

8. For family housing information within the MDW area please contact the following military installations:

Fort Myer, VA :	703-696-3557---DSN 426-3557
Fort Belvoir, VA:	703-454-9700---DSN 655-9700
Joint Base Anacostia-Bolling, DC:	202-562-2631
Joint Base Anacostia-Bolling, DC-	
Housing Welcome Center:	202-685-1187
Joint Base Andrews Naval	
Air Facility, MD:	301-735-8082-on base---DSN 858-8082
NSF Anacostia, DC:	202-433-0346---DSN 288-0346
NNMC Bethesda, MD:	301-295-6564---DSN 295-6564




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9. I know that your year with us will be exciting and I hope to help you make an easy transition to National Defense University and Fort McNair. If you need additional assistance, **please contact your respective service representative** above or the Chief of Military Personnel at 202-685-3921 or DSN 325-3921. For civilians please contact Larry Johnson at 202-685-2128 or DSN 325-2128. Please check the Eisenhower School website periodically for possible updates or postings of new information at <http://www.ndu.edu/es/>.

Encls

  
CAROL S. MOSS  
LTC, AG  
Chief of Military Personnel

cc:

Chief, MPD, Ft Myer  
Chief, MDW Defense Finance Office  
Chief, MPS, JBAB  
OIC, PSD, Anacostia  
Director, Health & Fitness  
Director, RMD  
NDU Foundation

Dean of Students, The Eisenhower School  
Dean of Students, NWC  
Director, Academic Affairs  
Director, Chief Information Office  
Director, Events  
Director, Security