Dear Incoming Fellow:

Congratulations on your acceptance into the International Counterterrorism Fellowship program at The College of International Security Affairs (CISA), the newest and most cutting-edge war college within the National Defense University (NDU). This program combines a senior-level Joint Professional Military Education (JPME) program with a rigorous Master of Arts in Strategic Security Studies.

CISA is one of NDU’s five colleges and has been designated as the Department of Defense flagship for education and the building of partnership capacity in combating terrorism and irregular warfare at the strategic level. The College’s mission is to educate and prepare civilian and military national security professionals and future leaders from the United States and partner nations for the strategic challenges of the contemporary security environment.

Your selection to attend this joint education program at NDU recognizes your potential for significant future contributions to your service or agency and the Nation. We know you will find the experience intellectually challenging, professional rewarding, and personally satisfying. In addition to the rigor of the academic program, you will also have the opportunity to interact with your global peers; over half the student body is comprised of International Counterterrorism Fellows. You will also interact with colleagues from across the U.S. government and the joint force. CISA alums worldwide cite these professional and personal linkages as a highlight of the unique CISA experience.

Final details will be provided to you early summer. Should you have any other questions in the meantime, please feel free to contact Ms. Sheila DeTurk, Director of Student Services, at (202) 685-7784 or sheila.deturk@ndu.edu.

On behalf of the entire College, I would like to extend a warm welcome and best wishes towards your academic success.

MICHAEL S. BELL, Ph.D.
Chancellor
The College of International Security Affairs
National Defense University
MEMORANDUM FOR College of International Security Affairs Class of 2016

SUBJECT: Enrollment Instructions

1. Welcome to the National Defense University (NDU) and the College of International Security Affairs (CISA) Class of 2016. This memo contains important information you need in order to be fully registered as a NDU student. Mandatory NDU in-processing will take place on Monday, August 3, 2015 per details below.

   a. **Security Clearance:** Verification of all Army, Department of the Navy and Air Force student clearances will be done through Joint Personnel Adjudication System (JPAS). This verification process will begin 1 July 2015. SCI is not a requirement to attend. NDU will not initiate Transfers in Status (TIS) request. All DOD civilian students must utilize JPAS to pass clearances. The SMO code to send collateral clearances (Secret or Top Secret) is W37WAA6. The Security Management Office (SMO) code to send Sensitive Compartmented Information (SCI) access is W37WAA2. You must place CISA in the POC section on your visit request or it will not be picked up properly by Security.

   Non-DOD students (i.e. USCG, State Department, NSA, etc.) must have their agency submit a visit request by fax on command or company letterhead to (202) 685-3765. Please note that non-DOD students who have both Top Secret and SCI must pass their collateral clearance information and SCI separately by fax. Those students who do not have a security clearance and are attending based on a National Agency Check with Inquiries (NACI) you are required to pass NACI confirmation with dates on command or company letterhead by fax. All security clearance information must be submitted to NDU by 23 July 2015. Security POCs are Shereda Alexander, (202) 685-2131, Montez Winters, (202) 685-2134 and Larry Morales (202) 685-2160.

   **NATO Awareness Briefings:** All incoming NDU students are required to complete a NATO Awareness Briefing Certificate. **The NATO Awareness Briefing is not a NATO Read-On.** Students will complete and return the NATO Awareness Briefing Certificate- NDU Students, Section A and B, according to the instructions listed at the bottom of the certificate. This form will be turned into NDU Security during NDU New Student In-processing in August 2015. Each student will keep the North Atlantic Treaty Organization (NATO) paperwork handout. Signing Section B of the Briefing Certificate indicates the student has read and understands procedures for handling NATO Material. Questions concerning the NATO Awareness requirements can be addressed to John X. Rach, rachj@ndu.edu, (202) 685-
2605. The NATO Awareness Briefing Handout and Certificate are included in the welcome packet instructions at www.ndu.edu.

b. Sign-In: All U.S. military members will report in their Class B uniforms 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 and leave form (including local moves). As a reminder, all U.S. military members must meet their Services' weight and/or fitness standards. Prior to in-processing, please ensure your Medical Readiness is up-to-date, to include annual PHA (Periodic Health Assessment), annual Dental Exam, and biannual HIV. Report no earlier than 21 July 2015 and no later than 31 July 2015.

Sign-in and briefing times are as follows:

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<thead>
<tr>
<th>Days</th>
<th>Location</th>
<th>Times</th>
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<tbody>
<tr>
<td>Thursday, 23 July 2015</td>
<td>Marshall Hall, Bldg 62, Hopper Auditorium</td>
<td>1000 or 1400</td>
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<tr>
<td>Tuesday, 28 July 2015</td>
<td>Marshall Hall, Bldg 62, Hopper Auditorium</td>
<td>1000 or 1400</td>
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<tr>
<td>Wednesday, 29 July 2015</td>
<td>Marshall Hall, Bldg 62, Hopper Auditorium</td>
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<tr>
<td>Thursday, 30 July 2015</td>
<td>Marshall Hall, Bldg 62, Hopper Auditorium</td>
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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. Otherwise, if you arrive to the local area before the report date, you will remain in a leave status. Do not report to your college during this sign-in period. You will report to your college on in-processing day only.

Army: Contact CISA Army Service Chair, LTC Rebecca Patterson (202) 685-7771 or Rebecca.patterso@ndu.edu prior to signing out of your closing command. Duty uniform is Class B. Army students will meet with LTC Patterson during the first week of the academic year; schedule TBD.

Air Force: Contact CISA USAF Chair, LtCol Donald Palmer (202) 433-9664 or Donald.Palmer@ndu.edu prior to signing out of your closing command. Uniform is short sleeve blue shirt.

All Sea Services: Contact CISA Sea Service Chair, CDR Kyle Taylor (202) 685-3875 or kyle.w.taylor.mil@gc.ndu.edu.

DoD Civilians: Are not required to sign-in until the first day of in-processing on Monday 3 August. Please send/provide a copy of your immunization record to Lt Col Tricia Garcia Tricia.Garcia@ndu.edu or Mr. Don Myers MyersD5@ndu.edu prior to in-processing. Dress code for in-processing is business casual.

Common Access Card Instructions: DOD Students: CAC 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 ahead of time will ensure that in-processing and base access goes smoothly. CAC reissuance for DOD Civilians/Military is available as needed.
DOD personnel requesting CAC re-issue will need appointments through the RAPIDS Appointment Scheduler, available through the following site:

https://rapids-appointments.dmdc.osd.mil/appointment/

**Non-DoD Civilians:** Please send/provide a copy of your immunization record to Lt Col Tricia Garcia Tricia.Garcia@ndu.edu or Mr. Don Myers MyersD5@ndu.edu prior to in-processing. CAC processing will be available prior to the first day of the school year. It is highly recommended that you complete this process prior to the first day of class. Getting your CAC ahead of time will ensure that in-processing and base access proceeds smoothly. The following procedures apply to the issuance of Non-DOD CAC’S:

The NDU CAC process requires all Non-DOD personnel to obtain an appointment for CAC through the RAPIDS Appointment Scheduler at the following site:

https://rapids-appointments.dmdc.osd.mil/appointment/

Non-DOD personnel will need to process an electronic application through the Trusted Associate Sponsorship System (TASS), prior to showing for their RAPIDS appointment. Non-DOD personnel will need to electronically process their CAC application through an NDU Trusted Agent (TA), prior to their appointment. It is suggested Non-DOD personnel complete the TASS portion of the CAC requirement NLT 1 hour prior to their appointment. We recommend you call again the day of your appointment to verify the serviceability of TASS (Contact Trusted Agent provided number).

**DOD AND NON-DOD PERSONNEL ARE REQUIRED TO OBTAIN AN APPOINTMENT THROUGH THE RAPIDS APPOINTMENT SCHEDULER FOR CAC CREATION.**

**ALL NON-DOD PERSONNEL MUST COMPLETE THE TASS APPLICATION PROCESS. COMPLETION OF THE TASS APPLICATION PROCESS IS REQUIRED BEFORE THE NDU RAPIDS OPERATOR CAN CREATE A CAC FOR NON-DOD PERSONNEL.**

Contact the following TASS NDU Trusted Agents to complete an electronic CAC Application:

John X. Rach at (202) 685-2605, rachj@ndu.edu
NWC- Dave Pearson at (202) 685-4344, pearsondb@ndu.edu
ES- Cynthia King at (202) 685-4338, cynthia.king@ndu.edu
CISA- Nadine Plater-Jones at (202) 685-2290, platem@ndu.edu
Ed Roman at (202) 685-2171, romane@ndu.edu

NDU Trusted Agents will be available from 6 - 31 July 2015 to process your electronic application into TASS. 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 your clearance information have been completed when you call the CAC (RAPIDS) office to make your appointment. Validation of security clearance information can be made by contacting Larry Morales at (202) 685-2160, moralesl@ndu.edu or Montez Winters at (202) 685-2134, wintersm@ndu.edu.
RAPIDS Appointments: Bring two forms of valid government identification. The appointment takes approximately 20 minutes to complete. It is also dependent upon the reliability of the RAPIDS Station. We recommend you call again the day of your appointment to verify the serviceability of the RAPIDS Station ((202) 685-2134/(202) 685-2160). 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 NDU Security. The NDU Security Office is located in Marshall Hall, Building 62, Room 199A. You must check in at the Marshall Hall, Building 62, guard desk prior to proceeding to the NDU Badging Office for your CAC. Dress code during in-processing is coat and tie for male civilians and equivalent dress for female civilians.

Non-DOD Civilians can contact Sheila DeTurk, Director of Student Academic Affairs, for any additional information or concerns relating to reporting instructions at (202) 685-7784 or Sheila.deturk@ndu.edu.

c. Academic/In-processing Dates: CISA students report to Abraham Lincoln Hall (Building 64) Room 2212 at 9:30 am on Monday 3 August 2015. CISA will provide an initial welcome and preview of events with an opportunity to meet some faculty and staff before NDU in-processing at 12:15. Time for lunch will also be allocated and CISA staff will escort you to Marshall Hall. NDU in-processing is scheduled for the afternoon of 3 August 2015, in the Atrium of Bldg. 62, Marshall Hall, Fort McNair. Convocation and the CISA Orientation will take place from Aug 4-7. Additional details will be provided by CISA.

d. CISA Registration: All CISA students will be pre-registered in their courses for the core curriculum and their Area of Concentration. CISA’s academic year will commence on 10 August. Course schedules will be discussed and distributed during the Orientation.

2. 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 “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, CISA does not issue laptop computers to its students. In 2012 NDU installed 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, iPad or other tablet) to allow you to connect to the internet while at school. Many students rely on an iPad or
tablet to "consume" information and a separate device to produce information (laptop/desktop) for their assignments. Many of our students this year used iPads with great success. CISA will provide support to register and connect your personal device to our Wi-Fi network, but please be aware that your device must run on current operating systems. For example, the network does not support laptops using Windows XP, but is compatible with more recent operating systems for PC and MAC: Windows Vista, 7 & 8 as well as current Mac iOS. Unfortunately, we have limited experience integrating Android devices and cannot guarantee their compatibility.

Students are eligible to participate in the Microsoft Office Home Use program to obtain a student copy of the Microsoft Office Software Suite.

For more information about the NDU technology and computing environment, please visit the NDU Incoming Students Web site: http://www.ndu.edu/Students/IncomingStudents/ITFAQs.aspx.

3. Official Travel and Passports: All students will perform travel using orders published in Defense Travel System (DTS) while assigned to CISA. DOD students must ensure a traveler profile is released in DTS prior to departure from your last/parent organization. NDU requires a Government Travel Card for travel expenses. If you have a Controlled Spend Account card, you must switch to the Government Travel Card, preferably before arriving at NDU.

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

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

**Military**

Army: SSG Ivan Marjanovic COMM (202) 685-2140 or DSN 325-2140
Email: Ivan.Marjanovic.mil@ndu.edu

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

Sea Services: PS1 (SW/AW) Sade Smith COMM (202) 685-4006 or DSN (USN, USMC, USCG) 325-4006
Email: Sade.Smith.mil@ndu.edu

**Civilians**

(DOD/Non-DOD/Industry) Mr. Larry Johnson COMM (202) 685-2128 or DSN 325-2128
Email: johnsonl@ndu.edu

6. For your convenience, many links you will need at the National Defense University are mentioned in the enclosed links page. For information concerning Tricare North Region please call (877) 874-2273, or visit their website at http://www.healthnetfederalservices.com.
7. For family housing information within the Military District of Washington (MDW) area please contact the following military installations:

   Fort Myer, VA:          (703) 696-3557/3558/3559
                         DSN 426-3557/3558/3559

   Fort Belvoir, VA:      (703) 805-3018/3019 --- DSN 655-3018/3019
                         http://www.villagesatbelvoir.com/

   Joint Base Anacostia-Bolling, DC: (202) 562-2631
                         http://www.bollingfamilyhousing.com/

   Joint Base Andrews, MD
     Community Housing:  (301) 981-5518 --- DSN 858-5518
     Privatized Housing: (301) 736-8082 --- DSN 858-8082
                         http://andrewsfamilyhousing.com/

   NNMC Bethesda, MD:    (301) 295-1138 --- DSN 295-1138
                         http://walterreedhousing.com/

8. 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 call 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 or Sheila DeTurk (CISA Director of Student Academic Affairs) at (202) 685-7784 or Sheila.deturk@ndu.edu. Please check the NDU website periodically for possible updates or postings of new information. http://www.ndu.edu.

Encls

LETITIA L. BRYANT
LTC, AG
Chief of Military Personnel

cc:
Chief, PSB, Ft McNair
Chief, MDW Defense Finance Office
Chief, MPS, JBAB
OIC, PSD, Anacostia
Director, Health & Fitness
Director, RMD
NDU Foundation

Dean of Administration, CISA
Dean of Students, CISA
Director, Academic Affairs
Director, Chief Information Office
Director, Events
Director, Security