Dear Member of the Class of 2016:

Congratulations on your selection to attend the National War College. We are an integral part of the nation’s flagship platform for strategic-level joint professional military education, the National Defense University. Since its founding in 1946, NWC’s core mission has been to conduct a senior-level course in National Security Strategy. Throughout the academic year, we will put you in the shoes of national security decision-makers, and focus relentlessly on helping you to hone your strategy-making skills and to wield the various instruments of national power. It is a rigorous program with weekly reading requirements augmented with a number of writing assignments. Upon completion you will be prepared to serve at the most senior levels of our military and government and capable of dealing with the most challenging joint and interagency environments. The curriculum leads to a fully accredited Master of Science Degree in National Security Strategy. I encourage you to visit http://nwc.ndu.edu to learn more about our program.

Our educational philosophy is centered on developing those critical thinking skills that lead to strategic analysis and synthesis. I want to underscore that we do not provide “school solutions.” Our objective is to graduate students who are exceptionally able to:

- Critically analyze strategic problems and issues;
- Communicate clearly and concisely;
- Assess issues creatively and imaginatively;
- Adapt to ambiguity and uncertainty;
- Operate with a joint, interagency, and multi-national perspective; and
- Embrace an abiding structure of continuous learning about a dynamic and ever-changing global environment.

Our student body is unsurpassed in quality and represents potential leadership of our armed forces and government agencies. Historically, over one-third of our graduates have gone on to flag/general officer rank or the civilian equivalent in their careers. You and your classmates are a national asset — among the finest officers and civil servants of our nation. The demographics of our student body include about 55% military officers, 30% DoD and non-DoD civilian agencies, and 15% international fellows. Our non-DoD students represent the State Department, the intelligence community, law enforcement, homeland security and many other government agencies.

Among your classmates will be International Fellows, military officers from up to 32 countries, who will participate as full members of your class. Historically, our International Fellows are extremely successful in their promotion rates to flag/general officer. Many of our NWC Alumni are Chiefs of Defense, Chiefs of Services, and senior ranking officers on
general/joint/multi-national staffs. You will find that interaction with your inter-national colleagues will significantly enhance your educational experience. If you are interested in serving as a co-sponsor in tandem with our assigned faculty members, please let us know promptly. Co-sponsoring an International Fellow can be an enriching experience for you and your entire family.

Our faculty will add another unique dimension to your educational experience. They are an outstanding group of civilian and military scholars. We have civilian academics, officers from all military services, State Department and USAID Foreign Service officers, and senior officials from DHS, FBI, CIA, NSA, and DIA. Combined, they give us a true joint and interagency perspective. Members of the faculty bring a broad range of policy and command experience to the classroom, in addition to strong academic credentials. They have built their outstanding reputations on their excellence as teachers, practitioners and mentors.

Your attendance in the 10-month program is an opportunity not only to enrich your mind but to improve your physical conditioning and general health. To that end, we offer a wide variety of physical training and exercise opportunities. You will be afforded some optional medical assessments offered by the Health and Fitness Department of the National Defense University. I encourage each and every one of you to take full advantage of these services. More information will be provided during your orientation.

This year can also be a great year for your family and spouse. Enclosed is a short spouse’s note from our events coordinator regarding NWC spousal participation. Please ask your spouse to consider participating in the Spouses’ Club. The size and scope of the program is determined by the level of interest. As you are all peers in class and come from diverse backgrounds, the Spouse Program is special. It can add a great deal to what should be a banner year for the entire family. Your spouse should be aware that a number of our academic elective courses are open to them, on a space available basis. And, there is a specific spouse elective called National Security Strategy Overview which is designed especially for all spouses. The course enjoys great reviews and I encourage your spouse to think about taking it as well as to participate in our diverse electives program.

Finally, please mark your calendars for the NWC Class of 2016 Commandant’s Reception for you and your spouses on the evening of Friday, August 7th. This is the first of several formal social events held during the academic year. We look forward to welcoming each of you to the National War College and what will be a very special and enriching year.

Sincerely,

Guy T. Cosentino
Brigadier General, USA
Commandant
Dear Member of the Class of 2016:

Welcome and congratulations on your selection to the National War College.

In this packet you will find a welcoming letter from the Commandant of the National War College and a letter from the Commandant’s wife about the Spouses’ Club. Additionally, you will find a biographical form which I would like you to fill out and send back by 26 June 2015 so we can prepare for your arrival. (This form is needed to develop your name tags, desk plates and other identification devices prior to your arrival.)

The faculty and staff look forward to your arrival on 3 August 2015 at Roosevelt Hall. Please arrange to arrive at the National War College, Bldg 61, in the Rotunda, NLT 0700 hours. From there you will be directed to your committee room where a Committee Faculty Sponsor will welcome you, introduce you to your fellow students, and brief you on the day’s activities to include in-processing. In-processing is scheduled for Monday, 3 August 2015. All in-processing will be completed on that day by the University.

We are eager to share with you what we hope will be a unique, rewarding, challenging, and rich experience. You should not report to the War College prior to 23 July 2015. However, if you do plan to arrive in the D.C. area between 23 and 31 July, please sign-in at the National Defense University, Marshall Hall, Bldg 62 with your respective service representative. Please refer to the NDU welcome package enrollment instructions, paragraph 1b for additional guidance. I encourage you to take advantage of your leave time to settle your housing and other personal affairs so that you will be able to attend all academic and college social activities beginning 3 August. There are a few important things to know about the first week of school:

1. Non-Common Access Card (CAC) Card holders: CAC card processing will be available prior to the first day of school. Please refer to the NDU welcome package enrollment instructions, paragraph 1c for additional guidance.

2. Commandant’s Reception: In the first week of school you will attend the Commandant’s Reception currently scheduled for Friday, 7 August from 1800-2100. The uniform for the reception will be Dress Blue for USA; Service Dress for USAF and USCG; Service Dress White for USN; and Blue-White Dress "B" for the USMC. Appropriate civilian attire is a business suit for gentlemen and appropriate equivalent for ladies. Because of the various functions throughout the school year, students are required to bring all service uniforms.
3. **Notebook Computer**: NWC makes use of information technology to communicate with students, deliver curriculum content and provide mechanisms to create/deliver and share student-developed materials. To access these capabilities, you need access to the Internet from home and a device capable of web-browsing and running web-based applications. Please refer to the NDU welcome package enrollment instructions, paragraph 2 for important guidance.

4. **Official Passports**: All U.S. students should acquire an official passport prior to arrival. This is a critical requirement for our regional studies practicum.

If you have any questions, please do not hesitate to contact our Department of Operations at (202) 685-3674/3713/3715 or DSN 325-3674/3713/3715 or E-mail nwc-Operations@ndu.edu.

Best wishes on a successful and rewarding year as a National War College student.

Sincerely,

[Signature]

Dermot P. Cashman
CAPT, USN
Dean of Students

Enclosure
Dear Member of the Class of 2016:

Congratulations on being selected to attend the National War College as a member of the Class of 2016. The purpose of this e-mail is to introduce you to the National War College’s Executive Assessment and Development Program (EADP). The EADP is an extensive battery of instruments to assess your preferences, capabilities, strengths, and weaknesses, particularly geared towards the skills you will need to succeed at the strategic level.

As part of the EADP, you will also have the opportunity to complete a Strategic Leader Development Inventory (SLDI) — a 360° feedback survey designed specifically for joint/senior level college use. We recognize that 360° evaluations are becoming more common and among others, the Department of the Army is implementing a 360° feedback process as a supplement to its Officer Evaluation process. We believe that the 360° component of our EADP program is distinct and very important and we request that you complete our 360° even if you have done other feedback instruments in the past.

A certified National War College faculty counselor will provide confidential individual feedback on your results. This feedback will help you identify worthwhile areas on which to focus your own individual development during your time at the War College and beyond. It should also be invaluable for your understanding of the challenges facing senior leaders and the executive skills required for success.

In order for you to start the EADP process, we need a current e-mail address from you so we can email you the registration instructions for the EADP. Ensure you will have access to this email address until you arrive at NWC. Please email the EADP Administrator at eadp@ndu.edu and provide your current email address — indicate in the email subject line that you are an incoming National War College student wishing to participate in the EADP program. We will then email you the EADP registration instructions. We recommend you complete the EADP self-assessment instruments and register raters to complete the SLDI the 360° assessment before you leave your current duty assignment.

Again, welcome to the National War College and to an intellectually challenging and rewarding year!

Please contact the EADP Administrator at eadp@ndu.edu if you have any technical questions or contact Colonel Ling Yung, NWC EADP Program Director, at ling.yung@ge.ndu.edu for other questions regarding this executive assessment program.

Sincerely,

DERMOT P. CASHMAN, CAPT., USN
Dean of Students, National War College
National Defense University
Dear Student Spouse:

Welcome to the National War College! I know that you will enjoy the coming year, and the Spouses' Club could be a big part of that enjoyment. I invite you to join in when your personal schedule will allow.

The policy at the National War College is to treat the spouses as partners in this year's experience, so we include you in a number of interesting events throughout the year. Spouses are offered the opportunity to audit certain advanced studies classes and lectures on a space available basis. The College provides generous support and encouragement for all spouse activities.

The NWC Spouses' Club does not have an election of officers. Our board is made up of volunteers, and board members meet monthly. Please don't hesitate to offer to serve in one of many areas we have to fill. With the size of the college student body, our membership is small, friendly and informal. The main objective of the club is to allow spouses to get to know one another and to enjoy some of the wonderful activities the Washington, DC area has to offer.

Attached is a Survey Form. Please fill it out if you would be willing to fill a position, or would at least consider filling or sharing a position with another spouse. Our NWC Spouses' Club does not consume a lot of time and is so much more relaxed than Clubs you may have previously experienced. We especially try and make our get-togethers interesting and fun, with an event about once a month. Also, several of the members will be International Spouses, as invitations have been sent to thirty-two countries requesting senior military members to be students in this year's class. The club is all about you and what you want to do. Staff and faculty are here to advise and assist you throughout the year. We look forward to meeting you all in August.

Most sincerely,

[Signature]

Barbara Cosentino

April 1, 2015
NATIONAL WAR COLLEGE SPOUSE CLUB SURVEY FORM 2015-2016
Please fill out form and return to the address below

NATIONAL WAR COLLEGE
ATTN: NWCSC
300 D STREET
FORT LESLEY J. MCNAIR
WASHINGTON, D.C. 20319-5078
E-mail: proctor@ndu.edu

SPOUSE NAME: ____________________________________________________________

NWC STUDENT'S NAME/BRANCH OF SERVICE/AGENCY: ____________________________

ADDRESS: __________________________________________________________________

PHONE NUMBER: __________________________________________________________

EMAIL ADDRESS: __________________________________________________________

Please indicate position(s) you would be willing to accept:

___ PRESIDENT: Supervises and manages Club and conducts Executive Board meetings.

___ VICE PRESIDENT: Assumes the duties of President when necessary. Arranges monthly meeting place and notifies members of meetings.

___ SECRETARY: Keeps minutes of Board/Club meetings and handles any Club correspondence.

___ TREASURER: Maintains financial records and carries out any required financial transactions.

___ TOURS: Contacts sources and makes arrangements for Club tours.

___ RESERVATIONS: Takes reservations and collects monies for all tours.

___ HOSPITALITY: Acknowledges significant events in lives of students, faculty, and staff.

___ MEMBERSHIP: Collects membership funds and forms. Maintains a current list of names and addresses of members.

___ NEWSLETTER EDITOR: Serves as editor of monthly newsletter.

___ WAYS AND MEANS: Sells cookbooks if the class wants to do one, coordinates sale of White House Christmas Ornaments, NWC throws or whatever is decided on.
National War College Spouses' Club

Welcome to the National War College!

It has been a great year for us and it's not over yet! We still have more tours and social events to attend but I wanted to take a moment and introduce you to the Spouses' Club.

Just like other Spouses' Clubs, we are all volunteers and spouses of students here at NWC. NWCSC is a very casual club - there are no set rules and regulations - the club is set up to simply support the students with their social events and to have a few social events and tours of our own.

If you love to be involved and have the time, the Spouses' Club needs you! The time commitment is not extensive - only one meeting a month and time spent helping with any social events, as they come up.

The following are the chairs that need to be filled:
President, Vice President, Secretary, Treasurer, Tours, Reservations, Ways & Means, Hospitality/Photographer, Membership, & Newsletter

Many of the chairs actually co-chair with someone else - Tours is one of those.

All the information you will need will be given to you and there is always a representative from the school and the alumni group to help in anyway they can!

I highly recommend that there be a board set before the students begin - so that you can meet shortly after the school year begins and get connected and started on this amazing year! So please consider joining the board!

If you have any questions please send me an email
kamey.tippett.vol@gc.ndu.edu

Have a great year!
Kamey Tippett, President NWCSC 2015
NATIONAL WAR COLLEGE STUDENT BIO SHEET
(Academic Year 2015-2016)
Please return by 26 June 2015!!

Male: _______ Female: _______

Last Name: ___________________ Suffix: ______________

First Name: ___________________

Middle Name: ___________________

Title/Rank: (please abbreviate) ________________________

Service/Agency: _____________________________________

How would you prefer your name be displayed on any nameplate/tag that NDU might issue to you: (i.e. William D. Jones = Bill Jones or Teresa J. Smith = T.J. Smith)

NO CALL SIGNS PLEASE

Nametag should read: _________________________________

Email address: _____________________________________

Cell phone number: _________________________________

***********************************************************************************************************************************************

Spouse information: (Note: It is important we have your spouse’s full name and how he/she would prefer it to appear on his/her nametag.)

Last Name: ___________________ Suffix: ______________

First Name: ___________________

Title/Rank: (please abbreviate) ________________________

How would you prefer your name be displayed on any nameplate/tag that NDU might issue to you: (i.e. William D. Jones = Bill Jones or Teresa J. Smith = T.J. Smith)

Nametag should read: _________________________________

NOTE: You will recognize the information requested above (plus more) is required by the National Defense University during online student registration. By filling out this bio-sheet and either faxing (202)685-6461 or emailing david.hayes@ndu.edu and sylvester.dallas@ndu.edu, you will allow us to order the appropriate student and spouse nametags (if applicable). This will also ensure they are available by the first day of class.
MEMORANDUM FOR National War College Class of 2016

SUBJECT: Enrollment Instructions

1. Welcome to the National Defense University (NDU) and the National War College (NWC) Class of 2016. There are four key elements to enrollment at NWC: Security Clearance, Sign-in, Common Access Card Instructions, and Academic Starts/In-processing dates.

   a. Security Clearance: Verification of all Army, Navy and Air Force student clearances will be done through 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 SMO code to send SCI access is W37WAA2. You must place NWC 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
NDU-HRD
SUBJECT: Enrollment Instructions

Awareness requirements can be addressed to John X. Rach, rach@ndu.edu, (202) 685-2605. The NATO Awareness Briefing Handout and Certificate are included in the welcome packet instructions on www.ndu.edu.

b. Sign-In: Military members will report in Class B uniform to NDU, Marshall Hall, Bldg. 62, 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 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 15.

Sign-in and briefing times are as follows:

<table>
<thead>
<tr>
<th>Days</th>
<th>Location</th>
<th>Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, 23 July 2015</td>
<td>Marshall Hall, Bldg 62, Hopper Auditorium</td>
<td>1000 or 1400</td>
</tr>
<tr>
<td>Tuesday, 28 July 2015</td>
<td>Marshall Hall, Bldg 62, Hopper Auditorium</td>
<td>1000 or 1400</td>
</tr>
<tr>
<td>Wednesday, 29 July 2015</td>
<td>Marshall Hall, Bldg 62, Hopper Auditorium</td>
<td>1000 or 1400</td>
</tr>
<tr>
<td>Thursday, 30 July 2015</td>
<td>Marshall Hall, Bldg 62, Hopper Auditorium</td>
<td>1000 or 1400</td>
</tr>
</tbody>
</table>

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: Contact NWC Army Service Chair, COL Robert Timm (202) 685-3653 or email him at Robert.Timm@ndu.edu prior to signing out of your losing command. Duty uniform is Class B. Army students will meet with COL Timm during the first week of the academic year; schedule TBD. In-process NDU IAW paragraph 1d.

Air Force (both military and civilian): Report to Bldg 59, Eisenhower Hall, Room 107, for an Air Force Intro, 0730, Friday, 31 July 2015. 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. The CSAF Chair is Col Julian Tolbert, (202) 685-3662, julian.tolbert@ndu.edu. In-process NDU IAW paragraph 1d.

Sea Services:

Navy. Muster with Navy Chair in Bldg 61, Roosevelt Hall Rotunda on Thursday, 30 July 2015 at 0800, uniform is Service Khaki. Briefing will take place in room 350 from 0815-0945. The USN Chair is CAPT James Buckley, (202) 685-3659, James.Buckley@ndu.edu. In-process NDU IAW paragraph 1d.

Coast Guard: Coast Guard students will meet with their respective college Coast Guard Service Chair during the first week of the academic year. Schedule TBD. The USCG Chair is
NDU-HRD
SUBJECT: Enrollment Instructions

CAPT James Duval, (202) 685-4427, james.duval@ndu.edu. In-process NDU IAW paragraph 1d.

Marines: Report NLT 27 July 2015 to the Consolidated Administration Office (CONAD), HQ Bn (Henderson Hall) between 0730-1630. Phone contact for CONAD is (703) 614-7171/7172, Fax (703) 693-7576. Expect a National War College orientation for all Marine Corps Students at 0800 on 28 July 2015 in Roosevelt Hall, Bldg 61, Fort McNair. The uniform for the NWC administrative check-in will be Service “C.” A Headquarters Marine Corps Top Level School Brief (also known as the “Re-Green” brief) is tentatively scheduled for 29 Jul 2015 (time and location TBD). The uniform for the HQMC TLS brief is expected to be the utility uniform. The National War College USMC Chair is Colonel Michael Orr, (202) 685-3644, Michael.r.orr.mil@gc.ndu.edu. In-process NDU IAW paragraph 1d.

DOD/Non-Civilians (not including Air Force – see above): Are not required to sign-in until 3 August 2015. Please send/provide a copy of your immunization record to Lt Col Tricia Garcia Tricia.Garcia@ndu.edu or Mr. Don Myers MyersDS@ndu.edu prior to in-processing. Contact CAPT Dermot Cashman, Dean of Students for any additional information or concerns relating to reporting instructions at (202) 685-2319 or dermot.cashman@ndu.edu.

c. 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/

Common Access Card Instructions: NON-DOD Students: 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
NDU-HRD
SUBJECT: Enrollment Instructions

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, platermj@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 has 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 recommended that you make the necessary arrangements 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.

d. Academic/In-processing Dates: National War College (NWC) students report to Roosevelt Hall, Bldg 61, in the Rotunda, no later than 0700 on 3 August 2015. In-processing is scheduled for 1230 on 3 August 2015, in the Atrium of Bldg 62, Marshall Hall, Fort McNair. For planning purposes, you should expect to be in session from 0830-1630 each day, Monday – Thursday and 0830-2100 (Commandant's Reception 1800-2100) on Friday, 7 August 2015 of your first week at NWC.
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, NWC 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. 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 have used iPads with great success. NWC 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 a 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, 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 website 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 NWC. All DOD students must ensure your traveler profile is released in DTS prior to departure from your last/parent organization. NWC 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 NWC. NWC 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 NWC Curriculum (Core Course 6610; National Security Strategy Practicum). 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. If you are participating in this program, you will need an official passport (burgundy in color) for international travel. Valid passports for international travel must have an expiration date after 31 December 2016.
NDU-HRD
SUBJECT: Enrollment Instructions

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 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.

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

<table>
<thead>
<tr>
<th>Military</th>
<th>Army: SSG Ivan Marjanovic</th>
<th>COMM (202) 685-2140 or DSN 325-2140</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Email: <a href="mailto:Ivan.Marjanovic.mil@ndu.edu">Ivan.Marjanovic.mil@ndu.edu</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Air Force: MSgt Lorinda McDaniel</td>
<td>COMM (202) 685-2138 or DSN 325-2138</td>
</tr>
<tr>
<td></td>
<td>Email: <a href="mailto:Lorinda.McDaniel@ndu.edu">Lorinda.McDaniel@ndu.edu</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sea Services: PS1 (SW) Sade Smith</td>
<td>COMM (202) 685-4006 or DSN 325-4006</td>
</tr>
<tr>
<td></td>
<td>Email: <a href="mailto:Sade.Smith.mil@ndu.edu">Sade.Smith.mil@ndu.edu</a></td>
<td></td>
</tr>
<tr>
<td>Civilians</td>
<td>Mr. Larry Johnson</td>
<td>(202) 685-3616 or DSN 325-3616</td>
</tr>
<tr>
<td>(DOD/Non-DOD/Industry)</td>
<td>Email: <a href="mailto:johnsonl@ndu.edu">johnsonl@ndu.edu</a></td>
<td></td>
</tr>
</tbody>
</table>

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 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/
NDU-HRD
SUBJECT: Enrollment Instructions

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) 685-3616 or DSN 325-3616. Please check the NWC website periodically for possible updates or postings of new information at [http://nwc.ndu.edu/](http://nwc.ndu.edu/)

Encls

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