

**(SEND 2 COPIES OF THE NOMINATION PACKAGE TO NDU
REGISTRAR'S OFFICE)**

NDU Nomination Package Checklist

Each student nomination package must include the following items:

- _____ NDU Student Nomination Form.

- _____ One official transcript (highest degree earned).

- _____ One-page student biography or résumé to include education and career history.

- _____ 2 letters of recommendation.

- _____ World-Wide travel statement.

- _____ Student's statement of no more than two pages as to their career aspirations, goals, and suitability for the program.

- _____ SAC students must include the Senior Acquisition Course Nomination Form.

- _____ Signed Education Release Form (if sending agency requires copies of final student evaluation and/or transcript)

NDU Student Nomination Form

(Please complete for each student nominated)

Name: _____
(Title: Dr., Ms., Mr.) (First Name) (Full Middle Name) (Last Name)

SSN: _____ Grade: _____ Gender: M F
(Minimum GS-14 or equivalent)

Parent Agency and Organization: _____

Service Computation Date: _____ Date of Rank: _____
(date: MM/DD/YY entered gov't service) (date: MM/DD/YY of last promotion)

Security Clearance: _____ Date: _____ **Security Clearance/Date (Mandatory)**

Nominated To: _____ ICAF _____ NWC

Nominated As: _____ Primary _____ Alternate _____ Consider for Fallout Quota

Nominated for Concentration Program: _____ No Concentration Program

_____ Senior Acquisition Course (SAC) _____ Information Operations Concentration Program (IOCP)
(Must include SAC Nomination Form) (Requires current Single Scope Background Investigation)

Student Home Address:

Duty Phone #: (____) _____ Home Phone #: (____) _____ e-mail: _____

Indicate Highest Degree Awarded and include official transcript from that institution. Note: Baccalaureate degree is the minimum educational credential accepted (65-70% of all incoming students hold a graduate degree).

(Circle one): Baccalaureate Masters Doctorate

Send completed package to the following address by COB **March 16, 2012**:

National Defense University
ATTN: Registrar
300 5th Avenue, Bldg 62, Room 202
Fort McNair, DC 20319-5066

Agency Representative: _____
(Print name) (Phone number)

(Signature) (Date)

The information on this form is correct. I have reviewed the concentration program that my agency has marked and I agree to complete this program if selected.

(Student signature) (Date)

Nomination Package must include the following items (see enclosed checklist):

(1) NDU Student Nomination Form; (2) one official transcript; (3) a one-page biography or resume to include education and career history; (4) two letters of recommendation, (5) a statement of not more than two pages from the student as to their career aspirations, goals, and their suitability for the program, (6) a statement verifying student is worldwide travel qualified (7) signed Authorization to Release Education Records if student records will be required by sending agency. SAC student nomination packages must include the Senior Acquisition Course Student Nomination Form.

Please do not include additional documentation in the package.



**National Defense University
Authorization to Release Education Records**

Name of Student: _____ SSN: _____

Branch of Service (*Please Circle One*):

US Army US Air Force US Marine US Navy US Coast Guard
Civilian International Officer

College: _____ Class Year: _____

By signing this statement and enrolling in a course at the National Defense University, I acknowledge and agree that my education records, including copies of my transcripts and student evaluations, may be disclosed to my sending agency/branch of service for inclusion in official personnel records. No further release is authorized without my expressed written consent.

SIGNATURE: _____ DATE _____

This release will remain in effect until I rescind in writing to NDU.

PRIVACY ACT STATEMENT

AUTHORITY: 10 U.S.C. § 153; 5 U.S.C. § 301

PRINCIPAL PURPOSE: The purpose is to enable individuals to provide the necessary information to the National Defense University for enrollment in a specific college, course or program and for the administrative processing associated with the efficiency of the National Defense University. The information will become a permanent record of the National Defense University.

ROUTINE USES: Data will be used to compile student databases, class placements, statistical data and for other routine administrative purposes.

MANDATORY OR VOLUNTARY DISCLOSURE: Failure to provide the requested information may prevent enrollment.

NDU Student Worldwide Travel Form

(Please complete for each student nominated)

Core curriculum travel is rigorous and includes local, domestic and international travel to industrial complexes such as factories, power plants, rail and shipyards, depots, oil drilling platforms and refineries, etc. Field studies undertaken include battlefield trips. Student candidates must be mobile and be able to participate in worldwide travel as a condition for admission.

This statement certifies that the student candidate is worldwide travel qualified.

Agency Representative: _____
(Print name) (Phone number)

Nominee: _____
(Signature) (Date)