MEMORANDUM for U.S. members of the College of International Security Affairs Class of 2015

SUBJECT: Enrollment Instructions

1. Welcome to the National Defense University (NDU) and the College of International Security Affairs (CISA) Class of 2015. This memo contains important information you need in order to be fully registered as an NDU student. Mandatory NDU In-processing will take place on Monday, August 4, 2014 per details below.

   a. Security Clearance: Verification of all Army, Department of the Navy and Air Force 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 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 Inquiry (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 2014. Security POCs are Joe Pallanez, (202) 685-3835 and Montez Winters, 202-685-2134.

   b. Sign-In: U.S. 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 U.S. military members must meet their Services' weight and/or fitness standards. Report no earlier than 24 July 2014 and no later than 4 August 2014.

   Sign- in and briefing times are as follows:

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

Note: Members returning from overseas assignments may be approved to report early. MILPER Chief, LTC Moss, 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.patterson@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 Dean of Students and USAF Chair, Col Steven Kett (202) 685-9460 or steven.kett@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.taylor@ndu.edu.

DoD Civilians: Are not required to sign-in until the first day of In-processing on Monday, 4 August. Dress code for In-processing is business casual.

Non-DoD Civilians: CAC card processing will be available prior to the first day of In-processing. It is highly recommended that you complete this process prior to the first day of class. Obtaining your CAC card ahead of time will ensure that base access and In-processing proceed smoothly.

The first step is to contact John X. Rach (202-685-2605, 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 from 0800-1130/1230-1500, and Friday from 0800-1200. Monday appointments may become available. CACs 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 that this action has been completed before you call the CAC office to schedule your appointment. Validation of security clearance information can be made by contacting Larry Morales at 202-685-2160 or moralesl@ndu.edu.

For your appointment please bring two forms of valid government identification. The appointment takes approximately 20 minutes to complete and is dependent upon the reliability of
the CAC equipment. Therefore, 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 recommended 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, Bldg. 62, guard desk for the CAC office location.

Non-DOD Civilians can contact Dean of Students, COL Steven Kett, for any additional information or concerns relating to reporting instructions at (202) 685-9460 or steven.kett@ndu.edu.

c. Academic/In-processing Dates: CISA students report to Abraham Lincoln Hall (Building 64) Room 2212 at 8:30 am on Monday, 4 August. CISA will provide an initial welcome and preview of events with an opportunity to meet some faculty and staff before NDU In-processing at 1330. 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 4 August 2014, in the Atrium of Bldg. 62, Marshall Hall, Fort McNair. Convocation and the NDU Orientation will take place on Tuesday, 5 August in front of Roosevelt Hall (National War College). Plan on arriving no later than 0815 that morning and remaining at NDU until 1630.

d. CISA Registration: All CISA students will be pre-preregistered in their courses for the core curriculum and their Area of Concentration. CISA’s academic year will commence the week following orientation on Monday, 11 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 U.S. 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. 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.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 JBM-HH 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:

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<th>Military</th>
<th>Army:</th>
<th>SFC Irish White</th>
<th>COMM (202) 685-2140 or DSN 325-2140</th>
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<tr>
<td></td>
<td>Email: <a href="mailto:irish.white@ndu.edu">irish.white@ndu.edu</a></td>
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<tr>
<td>Air Force:</td>
<td>MSgt Lorinda McDaniel</td>
<td>COMM (202) 685-2138 or DSN 325-2138</td>
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<tr>
<td></td>
<td>Email: <a href="mailto:Lorinda.McDaniel@ndu.edu">Lorinda.McDaniel@ndu.edu</a></td>
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<tr>
<td>Sea Services:</td>
<td>PS1 (SW) Abner Mangapit</td>
<td>COMM (202) 685-4006 or DSN 325-4006</td>
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<tr>
<td></td>
<td>Email: <a href="mailto:abner.mangapit@ndu.edu">abner.mangapit@ndu.edu</a></td>
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**Citizens**  Mr. Larry Johnson  COMM (202) 685-2128 or DSN 325-2128  
(DOD/Non-DOD/Industry)  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](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---DSN 426
   - Fort Belvoir, VA:  (703) 454-9700---DSN 655
   - 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
   - NSF, Anacostia, DC:  (202) 433-0346---DSN 288
   - NNMC, Bethesda, MD:  (301) 295-6564---DSN 295

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 Affairs) at (202) 685-7784 or [Sheila.deturk@ndu.edu](mailto:Sheila.deturk@ndu.edu). Please check the NDU website periodically for possible updates or postings of new information. [http://www.ndu.edu](http://www.ndu.edu).

Encl

CAROL S. MOSS  
LTC, AG  
Chief of Military Personnel

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

Director, Academic Affairs
Director, Chief Information Office
Director, Events
Director, Security