MEMORANDUM FOR National War College Class of 2015

SUBJECT: Enrollment Instructions

1. Welcome to the National Defense University (NDU) and the National War College (NWC) Class of 2015. 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: All DOD Civilian and Military student clearances will be passed through JPAS. This verification process will begin 7 July 2014. 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 NWC 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), your agency must 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, your agency must pass both collateral clearance information and 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 Jennifer Cefalo 202-685-2131 and Montez Winters, 202-685-2134.

   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 2014. 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 this packet.
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 1 August 2014. Sign-in and briefing times are as follows:

<table>
<thead>
<tr>
<th>Days</th>
<th>Times</th>
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<tbody>
<tr>
<td>Thursday, 24 July 14</td>
<td>1000 or 1400</td>
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<tr>
<td>Tuesday, 29 July 14</td>
<td>1000 or 1400</td>
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<tr>
<td>Wednesday, 30 July 14</td>
<td>1000 or 1400</td>
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<tr>
<td>Thursday, 31 July 14</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. 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 Bldg59, Eisenhower Hall, Room 107, for an Air Force Intro, 0730, Friday, 1 Aug 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. The CSAF Chair is Col Bill Porter, 202-685-3662, william.porter@ndu.edu. In-process NDU IAW paragraph 1d.

Sea Services:

Navy. Muster with Navy Chair in Bldg 61, Roosevelt Hall Rotunda on Friday August 1st at 0830, uniform is Service Khaki. Briefing will take place in room 350 from 0900-1100. 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 CAPT James Duval, 202-685-2309, james.duval@ndu.edu. In-process NDU IAW paragraph 1d.
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Marines: Report NLT 29 July 2014 to CONAD, HQ Bn (Henderson Hall) between 0730-1630. The uniform for 29 July will be Service “C.” Phone contact for CONAD is (703) 614-7171/7172, Fax (703) 693-7576. HQMC TLS Brief is scheduled for 30 July 2013 at 0730 (Location TBD). The uniform for the HQMC TLS brief is forecasted to be utilities. Both the HQMC TLS Brief date and the NDU check-in dates are subject to change but likelihood of change is minimal. Initial National War College and Eisenhower School administrative check-in session will be at 0900 on 31 Jul 2014 in Room 350, Roosevelt Hall, Bldg 61, Fort McNair. The uniform for the administrative check-in will be Service “C.” National War College USMC Chair is Colonel Scott Arnold, 202-685-3644, frank.s.arnold.mil@ge.ndu.edu. In-process NDU IAW paragraph 1d.

DOD/Non-Civilians (not including Air Force - see above): Are not required to sign-in until 4 August 2014. Prior to departing from your current organization, ensure that you have a current copy of your immunization records. Contact Dean Mark Pizzo, Dean of Students for any additional information or concerns relating to reporting instructions at 202-685-4343 or pizzom@ndu.edu.

c. Common Access Card Instructions: 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 through the RAPIDS Appointment Scheduler at the following site:

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

Non-DOD personnel will need to process through the Central Verification System (CVS), 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 CVS 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 CVS (202-685-2605).

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 CVS APPLICATION PROCESS. COMPLETION OF THE CVS APPLICATION PROCESS IS REQUIRED BEFORE THE NDU RAPIDS OPERATOR CAN CREATE A CAC FOR NON-DOD PERSONNEL.
Contact John X. Rach at 202-685-2605, rachj@ndu.edu, to schedule a time and date for processing your information into CVS. NDU Security will offer CVS processing for non-DOD students the weeks of 7 July - 1 Aug 2014; Monday, Wednesday, and Friday: 0900-1130/1230-1430, Thursday 1100-1200/1245-1430, and Tuesday 0930-1145/1230-1430. 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.

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 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 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. DOD Civilians: 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: DOD personnel will receive their CAC through RAPIDS Appointment Scheduler at the following site:

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

d. Academic/In-processing Dates: National War College (NWC) students report to Roosevelt Hall, Bldg 61, in the Rotunda, no later than 0700 on 4 August 2014. In-processing is scheduled for 1230 on 4 August 2014, 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, 8 August 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/aa/incoming_students.cfm.

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 2015.
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:

**Military**

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

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

**Civilians**

Mr. Larry Johnson 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.

7. 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: 703-805-3018/3019--DSN 655-3018/3019
   - Joint Base Anacostia-Bolling, DC: 202-562-2631
   - Joint Base Andrews Naval Air Facility, MD: 301-736-8082
   - NNMC Bethesda, MD: 301-295-6564/1138/0798--DSN 295-6564/1138/0798
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. Please check the NWC website periodically for possible updates or postings of new information at http://www.ndu.edu/nwc/.

Encls

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

CAROL S. MOSS
LTC, AG
Chief of Military Personnel

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