



**DEPARTMENT OF DEFENSE
NATIONAL DEFENSE UNIVERSITY
WASHINGTON DC 20319-5066**

REPLY TO
ATTENTION OF:

Office of the President

31 March 2012

Dear Student,

Congratulations on your selection for attendance at the National Defense University and welcome to the National War College (NWC), Class of 2013. We have enclosed an information packet to help you and your family make a smooth transition to Fort McNair and the greater Washington, D.C. Metropolitan area. Please pay particular attention to our registration requirements in the enclosures and complete them as soon as possible. If you have any questions concerning your upcoming move, please contact our Human Resources Directorate at (202) 685-3921 or DSN 325-3921.

Again, congratulations and welcome to an assignment you and your family will find both professionally and personally rewarding.

Sincerely,

A handwritten signature in blue ink, reading "A. E. Rondeau", is positioned above the typed name. The signature is stylized and includes a long horizontal line extending to the right.

A. E. Rondeau
Vice Admiral, U.S. Navy
President

Enclosures



REPLY TO
ATTENTION OF:

DEPARTMENT OF DEFENSE
NATIONAL DEFENSE UNIVERSITY
WASHINGTON, DC 20319-5066

NDU-HRD

31 March 2012

MEMORANDUM FOR National War College Class of **2013**

SUBJECT: Enrollment Instructions

1. Welcome to the National Defense University (NDU) and the National War College (NWC) **Class of 2013**. There are five key elements to enrollment at NWC: Registration, Security Clearance, Immunizations, Sign-in, and In-processing.

a. **Registration:** Enclosed are instructions for completing the on-line student registration. You can start your registration anytime after 9 April 2012. For those who do not have access to the on-line registration, there will be computer stations available during sign-in for you to register. However, we prefer you complete the registration on-line to reduce your in-processing time and to help us make your transition to NDU smooth. On-line registration should be completed NLT 14 May 2012.

b. **Security Clearance:** Verification of all Army, Navy and Air Force military student clearances will be done through JPAS. This verification process will begin 14 Jul 2012. 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 (Top Secret or Secret) is W37WAA6. The SMO code to pass SCI is W37WAA2. You must place NWC in the POC section on your visit request or it will not be picked up properly. For Non-DOD students (i.e. USCG, State Department, NSA, etc) you must request your agency submit a visit request by fax on command or company letterhead to 202-685-3765. SCI visit requests that require transmission by cable must be sent to the servicing NDU SSO at DIA. The PLA is SSO DIA//NDU//. For Non-DOD students who have both Top Secret and SCI, you must pass both your collateral clearance information and your SCI separately. For those students who 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 2012. Security POCs are Debbie Grooms, 202-685-2131; Montez Winters, 202-685-2134; or Jen Cefalo, 202-685-3834.

c. **Immunizations:** Prior to departing from your current organization, ensure that you have a current copy of your immunization records. Please be prepared to submit your immunization records to the Health Fitness representative.

NDU-HRD

SUBJECT: Enrollment Instructions

d. **Sign-In:** Military members will report to NDU, Marshall Hall, Bldg 62, Room 212, Fort McNair to sign-in with your respective service representative. Upon reporting, bring a copy of your assignment orders, leave form, and the personnel data sheet that's attached. As a reminder, **all military members must meet their Services' weight and/or fitness standards.** Report times are Monday thru Friday 0900-1200 and 1300-1500 with dates listed below:

	<u>No Earlier Than</u>	<u>No Later Than</u>
Military Students:		
USA/USAF/USCG/ USN	0900 30 July 2012	1500 9 August 2012
USMC	0900 30 July 2012	0930 2 August 2012

Earlier report dates are not authorized. If you report before the no earlier than 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 NWC Army Service Chair, COL Herschel Holiday (202) 685-3653 or email him at Herschel.Holiday@ndu.edu prior to signing out of your losing command. Report to Bldg 62, Room 212 to sign in off of leave. A leave form is required even if stationed locally. Duty uniform is Class B. Army students will meet with COL Holiday during the first week of the academic year; schedule TBD. Inprocess NDU IAW paragraph 1e.

Air Force (both military and civilian): Report to Bldg 59, Eisenhower School, Room 107, for Air Force Intro and Issues, 0730, Friday, 10 Aug 2012. 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 1430. The CSAF Chair is Col Bill Porter, (202) 685-3662, william.porter@ndu.edu.

Sea Services:

Navy: Report in accordance with paragraph 1e. of this document. Navy students will meet with their respective college Navy Service Chair during the first week of the academic year. Schedule TBD. The USN Chair is CAPT David Mayo, 202-685-3659, David.Mayo@ndu.edu.

Coast Guard: Report in accordance with paragraph 1e. of this document. 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 Frank Kingett, 202-685-3646, Frank.Kingett@ndu.edu.

NDU-HRD

SUBJECT: Enrollment Instructions

Marines: Check into Henderson Hall NLT Monday, 30 July 2012. Their contact numbers are (703) 614-7171/7172 and fax (703) 693-7576. Please report Tuesday, 31 July @ 1000 for an in-brief in Room 350, NWC, Roosevelt Hall. There will be a USMC sponsored in-brief at Henderson Hall on Wednesday, 1 August 2012. The time and exact location for the Henderson Hall brief will be provided at the NWC briefing on 31 July 2012. The academic classes begin 13 August 2012.

NOTE: Marine uniform will be the Service "C". Contact USMC Chair, Col Eric Buer, (202) 685-3644 or cell (202) 316-2038 or email him at Eric.Buer@ndu.edu prior to reporting aboard with any questions.

DOD Civilians (not including Air Force - see above): Are not required to sign-in until in-processing day – **13 August 2012**. Dress code during in-processing is coat and tie for male civilians and equivalent dress for female civilians.

Non-DOD Civilians: CAC card processing will be available prior to the first day of school; however, it will be completed by appointment only. It is highly recommended that you complete this process prior to the first day of class. Getting your CAC card ahead of time will ensure that in-processing and base access goes smoothly. The Security Division in Marshall Hall, Bldg. 62, Suite 314 will offer CAC card processing for our non-DOD students 9-27 July 2012, Monday – Wednesday 0800-1130 and 1230-1500, Thursdays by appointment only (no same day appointments), and Friday 0800-1200. Please ensure you bring two forms of valid government identification. The appointment takes approximately 20 minutes to complete and is also dependent upon the reliability of the CAC equipment. Please call the CAC office POC Mr. Larry Morales at 202-685-2160 to make your appointment. 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 recommend that you make the necessary arrangement to receive your CAC card during the specified time period provided by Security. CACs cannot be issued to any new student whose security clearance has not been passed to NDU by their command/company security office. Dress code during in-processing is coat and tie for male civilians and equivalent dress for female civilians.

Non-DOD Civilians can contact Dean Mark Pizzo, Dean of Students for any additional information or concerns relating to reporting instructions at 202-685-4343 or mark.pizzo@ndu.edu

e. In-processing: National War College (NWC) students report to Roosevelt Hall, Bldg 61, in the Rotunda, no later than 0730 13 August 2012 to receive your in-processing schedule. In-processing is scheduled for the morning of 13 August 2012, in the Atrium of Bldg 62, Marshall Hall, Fort McNair. For planning purposes you should expect to be in session from

NDU-HRD

SUBJECT: Enrollment Instructions

0830-1630 each day, Monday – Thursday **and 0830-2100 (Commandant's Reception 1800-2100) on Friday** of your first week at NWC.

2. We created an on-line biography book for each college that contains photos and biographical information on each faculty, senior staff member and student. We use the information from your on-line registration and your photo taken during in-processing to create your biography. Dress code during in-processing for military is Class B (short sleeve shirt with or without tie, summer whites or khakis for Navy personnel), coat and tie for male civilians and equivalent dress for female civilians.

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 such as a personal computer or pad/tablet. There is no requirement to have a specific type of computer or operating system. Your experience at NWC will be greatly enhanced if you have a wifi-enabled device (laptop, netbook, pad/tablet, or smartphone) as you will be able to access the Internet while on campus and connect to the services which NWC uses to communicate and deliver curriculum content. Laptop computers will not be issued to US students. For information about the NDU technology and computing environment, please visit the NDU Incoming Students Web site http://www.ndu.edu/aa/incoming_students.cfm.

4. 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 6700; Field Studies in National Security). 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. Generally, if you are participating in this program, you will need an official passport (burgundy in color) for international travel. Non-government employees participating in this program will travel on tourist passports (blue passports). Valid passports for international travel must have an expiration date after 31 December 2013.

5. 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

NDU-HRD
SUBJECT: Enrollment Instructions

personnel. Students may visit the JBM-HH homepage at <http://www.army.mil/jbmhh> or call [202-685-3139](tel:202-685-3139) for additional information on post policies and services available.

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

Military

Army: **SSG Sandra Sykes** COMM (202) 685-2140 or DSN 325-2140
Email: sandra.sykes@ndu.edu

Air Force: **MSgt Quiltina Smith** COMM (202) 685-2138 or DSN 325-2138
Email: quiltina.smith@ndu.edu

Sea Services: **PS1 (SW) Abner Mangapit** COMM (202) 685-4006 or DSN 325-4006
(USN, USMC, USCG) Email: abner.mangapit@ndu.edu

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

7. 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>.

8. 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) 981-5518-off base---DSN 858
	(301) 736-8082-on base---DSN 858
NSF Anacostia, DC:	(202) 433-0346---DSN 288
NNMC Bethesda, MD:	(301) 295-6564---DSN 295

9. 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 COMM (202) 685-3921 or DSN 325-3921. For civilians please contact Larry Johnson at COMM (202)

NDU-HRD

SUBJECT: Enrollment Instructions

685-2128 or DSN 325-2128. Please check the NWC website periodically for possible updates or postings of new information. <http://www.ndu.edu/nwc/>.



CAROL S. MOSS

LTC, AG

Chief of Military Personnel

Encls

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, Logistics

Director, Security

Welcome to the NDU DES website: Through the DES website you'll be able to perform the student administrative tasks while attending the National Defense University.

To facilitate your in-processing prior to attending NDU, please login and update your personal Bio Form. Please follow the steps outlined below.

You will need a computer with internet access in order to fill out your NDU Personal Bio Form. This is a SSL secured website. If you need assistance in using DES, please email itsg@ndu.edu or call (202) 685-3824.

Directions:

1. Log on to the internet using your preferred browser.
2. Go to the "NDU DES Login/Welcome Screen" link <https://www.jfsc.ndu.edu/des/>

A User Identification (User Id) and password are required for accessing the student home page. U.S. Military and Civilian students who have been nominated by their respective Service or Agency will have a User Id and password loaded into the system. On the Login/Welcome Screen, click on the Special Notice link to retrieve your User Id and Password. You will need to successfully answer a few questions to retrieve your User Id and Password. Please contact your NDU Service/Agency Representative if you have any problem retrieving your User Id and password.

Once logged in, you will be prompted to change your password.

3. Verify or update your Personal Bio Form. DES requires certain data elements to be completed prior to form submission. These items are identified in Blue font. The items identified in Black font are optional inputs.

You do not have to fill out all sections of the NDU Personal Bio Form in one sitting. At anytime, you have the option of clicking:

- "Save and Continue" which saves your screen inputs and allows for further input
- "Save and Exit" which will save what you have filled out to that point and exit you from the system. You may come back to the website at anytime to finish filling out the NDU Personal Bio Form.
- "Submit and Exit" which will submit your inputs and exit you from the NDU Personal Bio Form interface.

4. Once you have finished, you may close your web browser window.

PERSONAL PROPERTY PROCESSING OFFICES (PPPO)

- 1) Personnel are **AUTHORIZED TO USE ANY OF THE 12 PROCESSING Office's** of their choice. The outbound scheduling office at Fort Belvoir has a courier who picks up requests from all PPPO for movement on a daily basis.
- 2) Some of the Processing Office's work by appointment only. Please call for an appointment before journeying into the office.

LOCATION	ADDRESS/BLDG/ROOM	PHONE/E-MAIL ADDRESS	APPT/WALK-IN
Fort Belvoir JPPSOWA	9325 Gunston Rd. Bldg 1466 Suite N101 Fort Belvoir, VA 22060	703-806-4900 DSN 656-4900 Fax# 703-806-0351 jppsowa@conus.army.mil	WALK-IN/THEN APPT
Pentagon	2530 Crystal Drive Zachary Taylor Bldg./10 th FLR Arlington, VA 22202	703-602-1862 DSN 332-1862 Fax# 703-604-2885/602-1213	APPT ONLY
Henderson Hall (near Ft. Myer)	Henderson Hall HQMC 1555 South Gate Rd Bldg 29/Room 302 Arlington, VA 22214	703-614-7190/7191 DSN 224-7190 Fax# 703-614-7192 HNHL_TMO@USMC.MIL	WALK-IN
Quantico	Traffic Management Office Bldg 2009/2 nd FLR Quantico, VA 22134	703-784-2831/32/33 DSN 278-2831 Fax# 703-784-3567	APPT ONLY
Sugar Grove, WV	100 Midway Drive Bldg 100/Housing Welcome Ctr Sugar Grove, WV 26815	304-249-6306 DSN 564-7276 Fax# 304-249-6307	APPT ONLY (if not attached to CMD)
Walter Reed	Transportation Office Walter Reed Army Medical Center 6900 Georgia Ave N.W. Bldg 11/Room 1-87 Washington, DC 20307	202-782-3430 DSN 622-3430 Fax# 202-782-4643	APPT ONLY
USCG (near Ft. McNair)	2100 2 nd St. SW RM B442 Washington, DC 20593	202-372-4032/4033 Fax# 202-372-4901	APPT ONLY
Navy-Anacostia	2691 Mitscher Rd. Bldg 414/Suite 101 Anacostia Annex, DC 20373	202-433-3561 DSN 288-3561 Fax# 202-433-4079	APPT ONLY
Andrews AFB	Traffic Management Office 1535 Command Dr. Suite B108 Andrews AFB, MD 20762	301-981-7530/4451 DSN 858-7530/4451 Fax# 301-981-9733	WALK-IN/THEN APPT
Fort Meade	2234 Huber Rd Suite 116 FT Meade, MD 20755	301-677-9639 DSN 622-9639 Fax# 301-677-9667	APPT/WALK- INS/ONLINE COUNSELING
USCG Baltimore	2401 Hawkins Point Bldg 3 Baltimore, MD 21226	410-762-6023/21 Fax# 410-762-6014	APPT ONLY
Bolling AFB	229 Brookley Ave Bldg 520/ Room 101 Bolling AFB, DC 20032	202-767-8888 DSN 297-8888 Fax# 202-767-8155	WALK-IN/THEN APPT

UPDATED 20 Jul 2009

NEW STUDENT RECALL DATA SHEET

SIGN-IN DATE: _____

SERVICE: _____ (CIRCLE ONE: ACTIVE DUTY / GUARD / RESERVE)

RANK: _____ PROJ RANK/PROMOTABLE: _____

FIRST NAME: _____

MIDDLE INITIAL: _____

LAST NAME: _____

SSAN: _____

COLLEGE ATTENDING (CIRCLE ONE): EISENHOWER / NWC

LOCAL ADDRESS: _____

HOME PHONE/CELL PHONE: _____

SPOUSE/NEXT OF KIN INFORMATION

NAME/RELATIONSHIP (IF NOT SPOUSE): _____

CONTACT INFORMATION/EMAIL ADDRESS: _____



NATIONAL DEFENSE UNIVERSITY
NATIONAL WAR COLLEGE
WASHINGTON, D.C. 20319-5066

April 1, 2012

REPLY TO
ATTENTION OF:

Office of the Commandant

Dear Member of the Class of 2013

Congratulations on your selection to attend the National War College, National Defense University. Since its founding in August 1946, NWC's core mission has been to conduct a senior-level course in National Security Strategy. We provide the most advanced and relevant program available on the subject of national security strategy development and execution. You will find the program demanding, yet extremely rewarding. 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 www.ndu.edu/nwc 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 highlight that we do not provide "school solutions." Our emphasis and objective is to graduate students who are exceptionally skilled in:

- Critical analysis of strategic problems and issues;
- Clear, concise and convincing communication;
- Imaginative, creative and insightful assessment of issues;
- Enhanced abilities to deal with ambiguity and uncertainty;
- A joint, interagency, and multi-national perspective; and
- An abiding structure of continuous learning about a dynamic and ever-changing global environment.

Our student body is unsurpassed in quality and represents the future 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 – 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 thirty-four 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'll find that your interaction with your international 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.

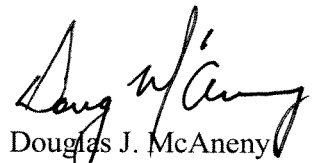
Our faculty will add another unique dimension to your educational experience. Our faculty is an outstanding group of civilian and military scholars. We have civilian academics, officers from all military services, State Department and USAID Foreign Service officers, and senior officials from DHS, FBI, 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 to not only 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.

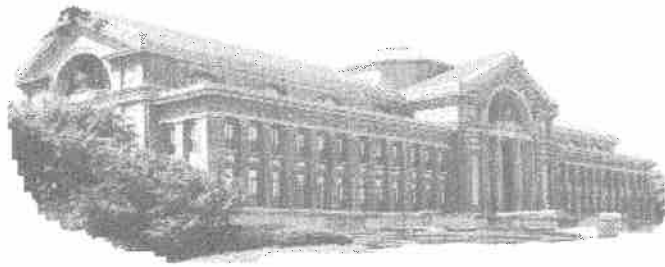
This year can also be a great year for your family and spouse. I have enclosed a short note from my wife Peggy regarding NWC Spousal participation. Please ask your spouse to consider participating in the Spouses' Club. The size and scope of the program is determined by the level of interest. As you are 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 the course. We are delighted when they are able to take advantage of our diverse electives program.

Finally, please mark your calendars for the NWC Class of 2013 Commandant's Reception for you and your spouses on the evening of Friday, 17 August. I look forward to welcoming each of you to the National War College and what will be a very special and enriching year.

Sincerely,



Douglas J. McAneny
Rear Admiral, U.S. Navy
Commandant



April 1, 2012

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. Board members meet monthly and Service Representatives usually sponsor one luncheon or event a year. 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 our 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. I'm here as an advisor to assist you throughout the year. I look forward to meeting you in August.

Most sincerely,

Peggy McAneny
Honorary Advisor

Attachment

NATIONAL WAR COLLEGE SPOUSE CLUB SURVEY FORM 2012-2013

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**

SPOUSE NAME: _____

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

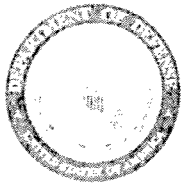
*ADDRESS: _____

*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 DEFENSE UNIVERSITY
NATIONAL WAR COLLEGE
WASHINGTON, D.C. 20319-5066

March 23, 2012

REPLY TO
ATTENTION OF:

Office of the Dean of Students

Dear Member of the Class of 2013:

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

In this packet you will find a welcoming letter from RADM Douglas J. McAneny, USN, Commandant of the National War College, a letter from Mrs. Peggy McAneny concerning the Spouses' Club, and a letter from me about the Executive Assessment and Development Program (EADP). Additionally, you will find a biographical form which I would like you to fill out and send back by 1 June 2012 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.) In addition, please find in your NDU welcome package the instructions for registering in the NDU DES system. This is very important. It is from this data base that we work selections for committee organizations, student leadership roles, and other vital data needed in the administration of the school year.

The faculty and staff look forward to your arrival in August at this historic institution. 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 30 July 2012. However, if you do plan to arrive in the D.C. area prior to 13 August 2012, please sign-in at the National Defense University, Marshall Hall, Bldg 62, Rm 212 with your respective service representative. 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 13 August.

In-processing is scheduled for Monday, 13 August 2012. **Please arrange to arrive at the National War College, Bldg 61, in the Rotunda, NLT 0730 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. All in-processing will be completed the first day. There are two important things to know about the first week of school:

1. **Non-CAC Card holders:** CAC card processing will be available prior to the first day of school; however, it will be completed by appointment only. It is highly recommended that you complete this process prior to the first day of class. Getting your CAC card ahead of time will ensure that in-processing and base access goes smoothly. The Security Division in Marshall Hall, Bldg. 62, Suite 314 will offer CAC card processing for our non-DOD students 9-27 July 2012, Monday – Wednesday 0800-1130 and 1230-1500, Thursdays by appointment only (no same day appointments), and Friday 0800-1200. Please ensure you bring two forms of valid government identification. The appointment takes approximately 20 minutes to complete and is

also dependent upon the reliability of the CAC equipment. Please call the CAC office POC Mr. Larry Morales at 202-685-2160 to make your appointment. 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 recommend that you make the necessary arrangement to receive your CAC card during the specified time period provided by Security. CACs cannot be issued to any new student whose security clearance has not been passed to NDU by their command/company security office. Dress code during in-processing is coat and tie for male civilians and equivalent dress for female civilians.

2. **Commandant's Reception:** In the first week of school you will attend the Commandant's Reception currently scheduled for Friday, 17 August from 1800-2000. 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 such as a personal computer or pad/tablet. There is no requirement to have a specific type of computer or operating system. Your experience at NWC will be greatly enhanced if you have a wifi-enabled device (laptop, netbook, pad/tablet, or smartphone) as you will be able to access the Internet while on campus and connect to the services which NWC uses to communicate and deliver curriculum content.

If you have any questions, please do not hesitate to contact our Department of Operations at (202) 685-3674/3714/3713 or DSN 325-3674/3714/3713 or E-mail nwc-Operations@ndu.edu.

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

Sincerely,



Mark B. Pizzo
Colonel, USMC (Ret)
Chief of Staff and
Dean of Students

Enclosure



NATIONAL DEFENSE UNIVERSITY
NATIONAL WAR COLLEGE
WASHINGTON, D.C. 20319-5066

March 23, 2012

REPLY TO
ATTENTION OF:

Office of the Dean of Students

Dear Future National War College Student:

Congratulations on being selected to attend the National War College (NWC) as a member of the Class of 2013!

The purpose of this letter is to introduce you to the Executive Assessment and Development Program (EADP). The EADP is an extensive battery of instruments to assess your preferences, capabilities, strengths, and potential vulnerabilities, particularly geared towards the skills you will need to succeed at the strategic level. It is a voluntary program that is strongly endorsed by the Commandant. It has consistently received high praise from students who have participated.

As part of the EADP, you will have the opportunity to complete a Strategic Leader Development Inventory (SLDI) – a 360° feedback survey designed specifically for joint/senior service college use. The SLDI can help you compare your leadership performance perceptions with the perceptions of your supervisors, peers, and subordinates. We strongly recommend that you ask your co-workers to complete the SLDI even if you have recently done another 360° assessment. As noted above, the SLDI is *specifically tailored* to the strategic level.

A certified faculty counselor will provide confidential individual feedback on your results. This feedback should help you to identify attributes you can develop through individual initiative or by utilizing the academic programs available at the college and university. This information will also facilitate recurring discussions throughout the year regarding the challenges facing senior leaders and the executive skills required for success.

In order for you to begin the EADP process, we need a current e-mail address so we can send you the registration instructions. **Please e-mail the EADP Administrator at eadp@ndu.edu and provide a current e-mail address – indicate in the e-mail subject line that you are an incoming NWC student.** We will then e-mail you the EADP registration instructions. **We recommend that you complete the EADP self-assessment instruments and register raters to complete the SLDI (360° assessment) before you depart your current duty assignment.**

Please contact the EADP Administrator at eadp@ndu.edu if you have any technical questions or COL Jim Johnson, the NWC EADP Director, at james.johnson1@ndu.edu for other questions regarding this program.

I strongly encourage you to take advantage of this unique opportunity. Again, welcome to NWC and to an exciting and rewarding year!

Sincerely,

Mark B. Pizzo
Colonel (Ret), USMC
Chief of Staff and Dean of Students

NATIONAL WAR COLLEGE STUDENT BIO SHEET
(Academic Year 2012-2013)
Please return by 1 June 2012!!

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)

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 sylvester.dallas@ndu.edu or david.hayes@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.