



**Information Resources Management College**  
**National Defense University**  
 NDU iCollege  
 300 5<sup>th</sup> Avenue, Bldg. 62  
 Washington, DC 20319  
 iCollegeOSS@ndu.edu \* Tel: 202-685-6300 \* Fax: 202-685-4860

## Military Reserve and National Guard Policy

The NDU iCollege is pleased to welcome members of the Military Reserve and National Guard organizations to take advantage of the opportunities available at the government's information management college. The following paragraphs provide specific guidance for Military Reserve and National Guard members.

### ELIGIBILITY AND ADMISSION

Individuals who apply for admission to the NDU iCollege must meet the following eligibility criteria:

**Employment:** Federal civilian government employees, military officers, non-Federal Government employees (State, Local government), and private sector employees sponsored by a government agency. Military members in the Reserve or National Guard may apply for admission based on the submission of their fulltime active duty orders.

**Grade/Rank:** Federal civilian government employees must be at least GS-13 or equivalent, and military officers must hold at least the grade of O-4 (GS-14, O-5 for Chief Financial Officer Leadership Program). Non-Federal employees, to include State and local government and private sector employees must be of an equivalent grade.

**Education:** Bachelor's Degree from a regionally accredited institution.

Upon admission, individuals admitted to the NDU iCollege will be sent a letter of admission with enrollment instructions and name of faculty advisor. Students may then self-enroll using the college's student information system.

### TUITION

<b>Organization</b>	<b>Per-course tuition for FY15 &amp; FY16*</b>
Department of Defense	Waived
Other Federal Agency, State and Local Government	\$1,125
Private Sector (Government sponsored)	\$2,050
Reserve or National Guard with rank of O-4 or above on fulltime active duty orders.	Waived
*Excludes Advanced Management Program other special offerings such as executive or special seminars.	

### iCollege POINT OF CONTACT

If you have any questions about eligibility, admission, enrollment, or tuition, please contact the NDU iCollege Office of Student Services for assistance.

Information Resources Management College National Defense University 300 5 <sup>th</sup> Avenue, Marshall Hall (Bldg. 62) Fort Lesley J. McNair Washington, D.C. 20319	Phone: 202-685-6300 Fax: 202-685-4860 E-mail: iCollegeOSS@ndu.edu
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## ADDITIONAL INFORMATION **www.ndu.edu/irmc**

Information about our programs and courses is available on our website (www.ndu.edu/irmc) and in the NDU iCollege **Catalog**. Please let us know if you need additional information by contacting the Office of Student Services at 202-685-6300 or iCollegeOSS@ndu.edu.

### **GETTING STARTED**

STEP 1: Review the Eligibility Criteria and Application Instructions

STEP 2: Select a Program

STEP 3: Apply For and Receive Admission

STEP 4: Consult Academic Advisor (if necessary)

STEP 5: Select and Enroll in Courses

STEP 6: Receive and Review Enrollment Confirmation Emails

STEP 7: Submit your Payment of Tuition (or active duty orders)

STEP 8: Participate in Classes (onsite or online)!

### **SUBMITTING ORDERS OR UNIT LETTER TO THE NDU iCOLLEGE**

Two weeks prior to a course's start date, the NDU iCollege Office of Student Services will request either 'Active Duty **or** Drill Status (Training)' orders from the student's 'organizational unit of record' (or other active duty orders authoring agency) for admittance to the college based on their eligibility status as Military Reserve or National Guard Officers on active duty orders **or** the Military Reserve or National Guard Officer will provide a letter from their 'Organizational Unit of Record' indicating that the student is committed to Fulltime National Guard /Reserve Duty (i.e., drill status) for the periods defined below (Title 10 or Title 32 status):

- For "e-Resident" courses (5 week course, which includes a 5 day on-site/classroom portion), the active duty orders or memo from the student's military unit indicating that their Fulltime National Guard /Reserve Duty (i.e., drill status) for that period matches the exact dates of the onsite portion of the course.
- For "Distributed Learning" (DL, online) course offerings, a minimum of 5 Fulltime National Guard /Reserve Duty (i.e., in drill status) days during the 12-week DL period.

### **NATIONAL GUARD TECHNICIANS AND CIVILIAN EMPLOYEES**

National Guard / Reserve Technicians (Title 10 Military Technician Dual Status or Title 32 Section 709 DoD Civilian Employee) should submit two weeks prior to the course's start date any of the following acceptable documents: a.) an approved/signed DD Form 1610 Request and Authorization for TDY Travel of DoD Personnel, b.) Current SF-50 Notification of Personnel Action, or c.) a memorandum from the National Guard or Reserve member's organizational unit of record on official letterhead confirming the student's DoD-funded employment.

All civilian employees of state National Guard units are considered State Government (non-DoD) employees unless documentation is provided to the IRM College to prove the individual fills a federally-funded position.

NOTE: The student must submit the above documentation to the Office of Student Services before the course start date or he/she may be removed from the course.