



DEPARTMENT OF DEFENSE  
NATIONAL DEFENSE UNIVERSITY  
WASHINGTON, D.C. 20319-5062

**Sign-In**

Military members will report in Class B uniform to National Defense University (NDU), Marshall Hall, Bldg. 62, Fort McNair for in-brief and sign-in with your respective service representative. Upon reporting, bring a copy of your assignment orders and leave form (including local moves). As a reminder, **all military members must meet their Services' weight and/or fitness standards.** Prior to in-processing, please ensure your Medical Readiness is up-to-date, to include annual PHA (Periodic Health Assessment), annual Dental Exam, and biannual HIV. Report no earlier than 26 July 2016 and no later than 4 August 2016 at 1200. Civilians are not required to attend the sign-in briefings.

Sign- in and briefing times are as follows:

<b><u>Days</u></b>	<b><u>Location</u></b>	<b><u>Times</u></b>
Thursday, 28 July 2016	Marshall Hall, Bldg. 62, Rm155	1000 or 1400
Tuesday, 2 August 2016	Marshall Hall, Bldg. 62, Rm155	1000 or 1400
Wednesday, 3 August 2016	Marshall Hall, Bldg. 62, Rm155	1000 or 1400
Thursday, 4 August 2016	Marshall Hall, Bldg. 62, Rm155	1000 or 1400

**Note: Members returning from overseas assignments may be approved to report early.**

**The Military Service Chairs 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.

## NDU Student POCs

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

### Military

Army: **SSG Ivan Marjanovic** COMM (202) 685-2140 or DSN 325-2140  
Email: [Ivan.Marjanovic.mil@ndu.edu](mailto:Ivan.Marjanovic.mil@ndu.edu)

Air Force: **SMSGt Lorinda McDaniel** COMM (202) 685-2138 or DSN 325-2138  
Email: [Lorinda.McDaniel@ndu.edu](mailto:Lorinda.McDaniel@ndu.edu)

Sea Services: **PS1 (SW/AW) Sade Smith** COMM (202) 685-4006 or DSN 325-4006  
(USN, USMC, USCG)  
Email: [Sade.Smith.mil@ndu.edu](mailto:Sade.Smith.mil@ndu.edu)

NCOIC: **MSG Jennifer Boyd** COMM (202) 685-3576 or DSN 325-3576  
Email: [Jennifer.A.Boyd@ndu.edu](mailto:Jennifer.A.Boyd@ndu.edu)

MILPER Chief: **LTC Letitia Bryant** COMM (202) 685-3921 or DSN 325-3921  
Email: [Letitia.Bryant@ndu.edu](mailto:Letitia.Bryant@ndu.edu)

**Civilians** **Mr. Larry Johnson** (202) 685-3616 or DSN 325-3616  
(DOD/Non-DOD/Industry)  
Email: [johnsonl@ndu.edu](mailto:johnsonl@ndu.edu)

## Security Clearance

Verification of all Army, Navy and Air Force student clearances will be done through JPAS. This verification process will begin 1 July 2016. SCI is not a requirement to attend; NDU will not initiate **nor accept** Transfers in status (TIS) request. All DOD civilian students must utilize JPAS to pass clearances. The Security Management Office (SMO) code to send collateral clearances (Secret or Top Secret) is W37WAA6. The SMO code to send SCI access is W37WAA2. You must place your school name (CISA, ES, iCollege, or NWC) 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 Inquiries (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 22 July 2016. Security POCs are Shereda Alexander, (202) 685-2131, Montez Winters, (202) 685-2134 and Larry Morales (202) 685-2160.

## **Bring Your Own Device (BYOD) Campus Environment**

All the colleges at National Defense University (NDU) 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 e-mail (g-mail), cloud document storage, and other common features that g-mail 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, your school 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 have used iPads with great success. Your school 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, and 10 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. Please ensure your devices are updated with the current drivers and operating system patches to make on-boarding easier. For more information about the NDU technology and computing environment, please visit the NDU Incoming Students website <http://www.ndu.edu/Students/IncomingStudents/ITFAQs.aspx> .

**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 2016. 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](mailto:rachj@ndu.edu), (202) 685-2605. The NATO Awareness Briefing Handout and Certificate are included in this packet.

c. **Common Access Card Instructions: NON-DOD Students-** 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 for CAC through the RAPIDS Appointment Scheduler at the following site:

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

Non-DOD personnel will need to process an electronic application through the Trusted Associate Sponsorship System (TASS), 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 TASS 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 TASS (Contact Trusted Agent provided number).

#### **NON-DOD PERSONNEL CAC REQUIREMENTS: TASS**

**STEP 1-**CONTACT TRUSTED AGENTS (PROVIDED BELOW), FOR THE ELECTRONIC SUBMISSION OF YOUR APPLICATION. BASED ON TME AND LOCATION, ALLMOST ALL APPOINTMENTS WILL BE COMPLETED AT NDU.

**STEP 2-** OBTAIN AN APPOINTMENT THROUGH THE RAPIDS APPOINTMENT SCHEDULER FOR CAC CREATION. RAPIDS DOES NOT ACCEPT SAME DAY APPOINTMENTS.

d. **Common Access Card Instructions: DOD Students:** 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 using RAPIDS.** DOD personnel requesting CAC re-issue will need appointments through the Rapids Appointment Scheduler, available through the following site:

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

## **DOD PERSONNEL CAC REQUIREMENTS: RAPIDS**

**STEP 1-DOD PERSONNEL PROCESS APPLICATIONS THROUGH RAPIDS (IF REQUIRED), NOT TASS. FOR QUESTIONS ON RAPIDS CONTACT LARRY MORALES, (202) 685-2160.**

**STEP 2-OBTAIN AN APPOINTMENT THROUGH THE RAPIDS APPOINTMENT SCHEDULER FOR CAC CREATION. RAPIDS DOES NOT ACCEPT SAME DAY APPOINTMENTS.**

Contact the following TASS NDU Trusted Agents to complete an electronic CAC Application (TASS): **NON DOD STUDENTS ONLY**

John X. Rach at (202) 685-2605, [rachj@ndu.edu](mailto:rachj@ndu.edu)

NWC- Dave Pearson at (202) 685-4344, [pearsondb@ndu.edu](mailto:pearsondb@ndu.edu)

ES- Cynthia King at (202) 685-4338, [cynthia.king@ndu.edu](mailto:cynthia.king@ndu.edu)

CISA- Nadine Plater-Jones at (202) 685-2290, [platern@ndu.edu](mailto:platern@ndu.edu)

Ed Roman at (202) 685-2171, [romane@ndu.edu](mailto:romane@ndu.edu)

NDU Trusted Agents will be available from **5 July - 5 August 2016** to process your electronic application into TASS. **CAC's cannot be issued to any new student whose security clearance/background verification 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 make your appointment through RAPIDS. The NDU Badging Office verifies all received clearances. Validation of security clearance information can be made by contacting Larry Morales at (202) 685-2160, [moralesl@ndu.edu](mailto:moralesl@ndu.edu) or Montez Winters at (202) 685-2134, [wintersm@ndu.edu](mailto:wintersm@ndu.edu).

RAPIDS Appointments: 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 recommend 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.

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](tel:2026853139) for additional information on post policies and services available.



DEPARTMENT OF DEFENSE  
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REPLY TO  
ATTENTION OF:

North Atlantic Treaty Organization (NATO) Paperwork: NATO Awareness Briefing

**THIS BRIEFING DOES NOT CONSTITUTE ACCESS OR READ-ON TO NATO OR NATO MATERIAL. IF YOU NEED A NATO READ-ON FOR SCHOOL PURPOSES CONTACT NDU SECURITY.**

NATO is Foreign Government Information (FGI): definition-

Classified or Unclassified, NATO information is generated by the North Atlantic Treaty Organization (NATO) and released to NATO-member countries. NATO information is classified as COSMIC Top Secret, NATO SECRET, Confidential, Restricted, and Unclassified. The United States is a NATO member Country.

Questions concerning NATO Material and the NDU NATO program should be sent to John X. Rach at (202) 685-2605, rachj@ndu.edu.

**NATO SECRET/CONFIDENTIAL (NS/NC): Access to NATO SECRET/CONFIDENTIAL requires an individual have a finalized/granted U.S. Secret, or higher clearance.** NATO SECRET material will be stored separately from U.S. classified in a GSA approved safe. When removed from storage NS and NC material will be properly protected with a NATO cover sheet.

**NATO RESTRICTED (NR): Access to NATO RESTRICTED does not require a Personnel Security Clearance.** Individuals requesting access to NR information need to be briefed on security procedures and have a valid need-to-know prior to access.

**NATO UNCLASSIFIED (NU):** NU information is unclassified, which may carry administrative or dissemination limitation markings. NU information shall only be used for official purposes and only individuals and organizations that require it for official NATO purposes may have access to it. Release of NATO Unclassified information to the public requires the approval of the originator and proper document markings.

**ACCESS:** NATO access is based on a need-to-know and verification of the compatible U.S. Clearance. Access to NATO is not based on position, rank, or clearance level. **Contact the NDU Security Office to verify any individual's access to NATO material. It is your individual responsibility to verify an individual's security clearance, NATO read-on, and need-to-know.**

**UNSECURED/COMPROMISED NATO Material:** NATO material found to be unsecured, lost, or compromised will be reported to the NDU NATO Sub-Registry Officer or NDU Security. If you discover NATO material unsecured or unattended immediately contact your NDU NATO Sub-Registry Officer (202) 685-2605, rachj@ndu.edu.

**NATO AWARENESS BRIEFING CERTIFICATE-NDU STUDENTS**

**SECTION A – GENERAL**

1. NAME: \_\_\_\_\_

**Last**

**First**

**MI**

2. DUTY POSITION:   **STUDENT**                                    3. DATE: \_\_\_\_\_

4. SCHOOL ATTENDING: ES    CISA    NWC    ICOLLEGE    **(Circle School Attending)**

5. EMPLOYEE TYPE: **STUDENT**

**SECTION B - BRIEFING**

6. I certify that I have been briefed and fully understand the procedures for handling NATO SECRET, CONFIDENTIAL, RESTRICTED, or UNCLASSIFIED material and am aware of my responsibilities for safeguarding such information and that I am liable to prosecution under Sections 793 and 794 of Title 18, U.S.C., if either by intent or negligence I allow it to pass into unauthorized hands. I acknowledge receipt of the NATO handout. **This briefing does not constitute access or read-on to NATO or NATO material.** **The NDU NATO Sub-Registry Custodian conducts NATO Read-On's.**

7. SIGNATURE OF INDIVIDUAL: \_\_\_\_\_ DATE: \_\_\_\_\_

8. SIGNATURE OF BRIEFER: \_\_\_\_\_ DATE: \_\_\_\_\_

**Instructions: NATO Awareness Briefing Certificate: Each student will complete a NATO Awareness Briefing Cert and bring to NDU Security during Student In-processing.**

**Section A- General:** Individual(s) must provide: (Examples) **DO NOT COMPLETE THIS SECTION**

Name: Last, First, MI

Duty Position: **Student**

Date: **Date Signed**

School: (Circle School Attending)

Employee Type: **Student**

**Section B- Briefing**

NDU Student will sign and date line 7. **Leave Line 8 Blank.**

Modified 19 Jan 2016



### Medical/Housing Information

For information concerning Tricare North Region please call (877) 874-2273, or visit their website at <http://www.healthnetfederalservices.com>.

For family housing information within the MDW area please contact the following military installations:

**Fort Myer, VA :** (703) 696-3557/3558/3559  
DSN 426-3557/3558/3559  
<http://www.jbmhh.army.mil/WEB/JBMHH/Directorates/housing.html>

**Fort Belvoir, VA:** (703) 805-3018/3019---DSN 655-3018/3019  
<http://www.villagesatbelvoir.com/>

**Joint Base Anacostia-Bolling, DC:** (202) 562-2631  
<http://www.bollingfamilyhousing.com/>

**Joint Base Andrews, MD**  
Community Housing: (301) 981-5518---DSN 858-5518  
Privatized Housing: (301) 736-8082---DSN 858-8082  
<http://andrewsfamilyhousing.com/>

NNMC Bethesda, MD: (301) 295-1138---DSN 295-1138  
<http://walterreedhousing.com/>

## **Vehicle Registration**

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.