

**College of Information and Cyberspace**  
**Leadership Development Program**



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# PROGRAM DELIVERY FORMAT

## FULL TIME SEMINAR

The Leadership Development Program (LDP) is administered as a highly interactive full time (Monday – Friday, 8:00am – 5:00pm) in-resident 14-week seminar. Attendance for the full 14-week weeks is mandatory and time away to attend must be pre-coordinated by the student with their home agency/service. If a student foresees a conflict or encounters an unexpected issue that will affect their ability to attend any portion of the Seminar, they will need to immediately speak with the Program Coordinator. Requests for attendance accommodations are reviewed and approved by the instructor and/or the Dean of Students.

## TRAVEL ARRANGEMENTS FOR NON-LOCAL ATTENDEES

Due to the in-resident format of the Leadership Development Program, any student that is not local to Fort Lesley J. McNair in Washington, DC will be required to travel to and reside in the area for the full 14-weeks of the program. The College of Information and Cyberspace does not fund or arrange travel for students to attend in-resident programs. The student is responsible for coordinating their own travel and funding arrangements through their home agency/service.

For longer term stays in the DC area there are several Extended Stay hotels in Alexandria and other areas of Northern Virginia and Maryland. The website HOMES.mil offers a secure site for landlords and property managers wishing to list their properties for DoD service members and government civilians stationed near military installations. Search for "NAVY JB ANACOSTIA-BOLLING DC - NAVY YARD/PENTAGON/WASHINGTON" (more DC/Maryland listings) or "JOINT BASE MYER-HENDERSON HALL" (more DC/Virginia listings). Approximate times for traveling by car to/from Fort McNair appear below. During especially bad traffic, these times may double; during exceptionally bad weather, traffic may stop completely due to road conditions.

Downtown DC: 5 minutes

Georgetown/Dupont Circle, DC: 10 minutes

Pentagon City or Crystal City, VA: 15 minutes

Arlington, VA: 20 minutes

Alexandria, VA: 25 minutes

McLean, VA: 40 minutes+

Bethesda, Silver Spring or College Park, MD: 40 minutes+

Springfield, VA: 45 minutes+

Fairfax, VA: 50 minutes +

Lorton, VA: 55 minutes+

Woodbridge, VA: 55 minutes+

## COURSE REGISTRATION

The Leadership Development Program has a set curriculum and course enrollment is automatic upon acceptance to the program. No action is required by LDP participants to enroll in their program's required classes.

## BLACKBOARD & NDU EMAIL ACCOUNTS

In addition to the seminar format, LDP courses are conducted via Blackboard (Bb), the College of Information and Cyberspace (CIC) online Learning Management System. Students will also be assigned an NDU email and a Microsoft Office 365 (O365) account that provides access to NDU Library and Microsoft resources. Blackboard and NDU email accounts for CIC students are issued after they have met the NDU Information Assurance Requirement. Students can expect their credentials for these accounts to be delivered by the program start date.

Any questions or issues related to Blackboard can be directed to the CIC Office of Student Services at 202-685-6300 or [CICOSS@ndu.edu](mailto:CICOSS@ndu.edu). Questions or issues pertaining to NDU email or O365 can be directed to the NDU Information Technology Helpdesk at 202-685-3824.

## BRING YOUR OWN DEVICE

Students need a laptop or tablet with a recent operating system that has the most current available updates, suitable anti-malware protection, and full-featured productivity software. Devices must be able to support Internet based video conferencing (e.g. Wi-Fi, webcam, microphone). This academic IT should be a laptop or a similarly capable tablet.

All CIC courses require Internet access as essential course material is hosted on NDU's Blackboard site, which is also the access point to the NDU Library. Additionally, the College is making increased use of Internet-based video conferencing in its courses—including for contingency purposes, such as for inclement weather. The need for video conferencing means that students must have both webcams and microphones in order to participate in class.

More information such as best practices and frequently asked questions about the NDU Bring Your Own Device Policy can be found on the Bring Your Device CIC webpage: <https://cic.ndu.edu/Current-Students/Bring-Your-Own-Device/>.

# GETTING STARTED: INFORMATION ASSURANCE COMPLIANCE REQUIREMENT

The National Defense University (NDU) provides all of its students with access to the Internet, wireless networks, curricula, and research tools -- all via Department of Defense (DoD) Information Systems. Access to NDU information systems is predicated on user compliance with DoD/NDU cybersecurity regulations. No student will receive access to any NDU system until they have accurately and fully completed all mandatory DoD/NDU cybersecurity requirements.

## ALL STUDENTS WISHING TO ENROLL IN COURSES MUST SUBMIT:

- A. Submit (via email) a valid annual Cyber Awareness course completion certificate (“CERT”).  
*\*NOTE: Cyber training must be renewed every academic year and cannot lapse during your enrollment; expired Cyber training results in an immediate loss of access to NDU information systems.*
- B. Submit (via email) an NDU System Authorization Access Request Form 2875 (“2875”) completed and signed by the student AND by the student’s home unit/agency Security Office.
- C. Submit (via email) a signed NDU Acceptable Use Policy (“AUP”) form completed and signed by the student.

## CYBER AWARENESS TRAINING INSTRUCTIONS

**STEP 1:** Complete a Department of Defense, Joint Staff or military service-approved annual Cyber Awareness course from one of the following locations:

1. Via JKO: [https://jkosupport.jten.mil/html/COI.xhtml?course\\_prefix=DOD&course\\_number=-US1364-21](https://jkosupport.jten.mil/html/COI.xhtml?course_prefix=DOD&course_number=-US1364-21) *\*Requires registration*
2. Via DISA at <https://public.cyber.mil/training/cyber-awareness-challenge/>
3. Via Navy e-Learning at <https://learning.nel.navy.mil/ELIAASv2p/> *\*Requires CAC and registration*
4. Via the Air Force Advanced Distributed Learning System (ADLS) at: <https://golearn.adls.af.mil/login.aspx> *\*Requires CAC and registration*

**STEP 2:** Save your Cyber Awareness course completion certificate as a PDF document to your computing device using the file naming convention *CIC\_lastname\_firstname\_CERT* (e.g. *CIC\_Smith\_John\_CERT*).

**Note: All students must provide an actual certificate of completion from one of the four sites listed above. A completed courses transcript cannot be accepted to meet this requirement.**

## NDU SYSTEM AUTHORIZATION ACCESS REQUEST FORM 2875 INSTRUCTIONS

**STEP 1:** Open the NDU System Authorization Access Request Form 2875 ("2875"), complete and digitally sign the form.

1. Enter required data in highlighted fields 1, 3, 4, 5, 6, 7, 10, 11, and 15 (date).
  - a. For box 7, please provide a personal email address where you will have continuous access (i.e. Gmail, Hotmail, Yahoo, etc).
  - b. **Please note, the date listed in box 15 must match the completion date on your Cyber Awareness Challenge Certificate. Date discrepancies will result in the document being returned for correction.**
  - c. **All boxes are required. Failure to provide the necessary information will result in your document not being accepted for processing.**
2. Enter today's date in box 17. *\*NOTE: Must be done BEFORE signing.*
3. Digitally sign box 16. *\*NOTE: Digital signature requires CAC or PIV.*
4. Save the signed 2875 as a PDF to your computing device.

### **STEP 2: Do not complete Section II.**

**STEP 3:** Have your home unit/organization's Security Office complete Section III of the SAAR form 2875.

1. Forward your digitally signed 2875 to your organization's Security Office.
2. Your Security Office must complete fields 27-34, and a Security Officer must digitally sign the form.
  - a. **All boxes are required. Failure to provide the necessary information will result in your document not being accepted for processing.**
3. Have your Security Office return the completed form to you.

**STEP 4:** Save your completed, signed 2875 as a PDF document to your computing device using the file naming convention *CIC\_lastname\_firstname\_2875* (e.g. *CIC\_Smith\_John\_2875*).

## NDU ACCEPTABLE USE POLICY FORM INSTRUCTIONS

**STEP 1:** Open the NDU Acceptable Use Policy form and thoroughly review the content.

**STEP 2:** Type your name and date into the fields at the bottom of the form, and digitally sign the form.

**STEP 3:** Save your completed, signed AUP Form as a PDF document to your computing device using the file naming convention *CIC\_lastname\_firstname\_AUP* (e.g. *CIC\_Smith\_John\_AUP*).

## SUBMISSION INSTRUCTIONS

- Compose an email with subject line of CIC IA COMPLIANCE – YOUR NAME
- Attach your completed, signed, security reviewed NDU SAAR 2875, Cyber Awareness course completion certificate, and completed and signed NDU Acceptable Use Policy Form.
- Send to the National Defense University at [ndu-stuacctreqforms@ndu.edu](mailto:ndu-stuacctreqforms@ndu.edu).
- Students who are completing the IA Compliance Requirement for the Leadership Development Program must provide their documents by the deadline specified in their program acceptance email.

## NEXT STEPS

- After review, you will receive an email if your Information Assurance Compliance documents have been accepted or if there are any errors that must be addressed.
- LDP participants can direct any questions regarding this process to the IA compliance point of contact specified in their program acceptance email.

**\*\* All students are required to meet this mandatory information assurance compliance requirement. Failure to complete the NDU Information Assurance Compliance Requirement can result in a delay in or prevent a student from participating in the Leadership Development Program. \*\***

## FORT McNAIR DIRECTIONS & ACCESS

The National Defense University (NDU) is located on the ground of Fort Lesley J. McNair in Southwest Washington, D.C. between the Anacostia River and the Washington Channel. Our address is:

National Defense University  
College of Information and Cyberspace  
Fort Lesley J. McNair  
300 5<sup>th</sup> Avenue  
Marshall Hall, Building 62  
Washington, DC 20319

### FORT McNAIR ACCESS

The Main Gate/Visitor's Gate is located on 2<sup>nd</sup> Street SW and is open 24/7. All non-DoD/non-federally affiliated visitors must use this gate to access Fort McNair.

A federal or state government-issued photo ID with biographic information such as name, date of birth, gender, and address is required. Security badges are not acceptable. All credentials are subject to screening and vetting by Installation Access Control personnel.

### FORT McNAIR DIRECTIONS

#### VIA METRO

NDU is located about 1 mile from the Washington Metro's Waterfront station on the Green Line. The station exit is in front of a Safeway store on the north side of M Street. Leaving the station, walk down 4th Street (S) three blocks until it ends and becomes P Street SW. Walk one block on P Street SW (E) to 2nd Street SW. Make a right on 2nd Street SW (S) following the brick wall on your right until you can make a right to enter Ft McNair Visitor Gate. Proceed through the gate until you get to the Security guard.

#### FROM ARLINGTON AND POINTS SOUTH AND WEST

##### (VIA 14<sup>TH</sup> STREET BRIDGE)

Follow I-395 North on the 14th Street Bridge (US Rte 1 North) across the Potomac River. Take the Maine Avenue exit on the right (just after the road dips down and curves to the left). At the foot of the ramp turn left. On Maine Avenue, bear right, staying at street level and continue on Maine Avenue until it curves left and becomes M Street SW. Turn right (S) on 4th Street SW and continue three blocks until it ends and becomes P Street SW. Continue one block on P Street



SW (E) to 2nd Street SW. Make a right on 2nd Street SW (S) following the brick wall on your right until the first right you can make to enter Ft McNair Visitor Gate. Proceed through the gate until you get to the Security guard. Follow the map to designated parking.

**FROM ALEXANDRIA OR ANACOSTIA  
(VIA WOODROW WILSON BRIDGE)**

Follow I-295 North to the South Capitol Street exit. Proceed across the South Capitol Street Bridge, staying to the right. Turn right on Potomac Ave SE to First Street SE. Make a left on to First Street SE staying in the left lane. Proceed one block to N Street SE and make a left. Proceed 3 blocks on N Street SE to S Capital Street SW and make a left. Ensure you are in the right lane. Go 2 blocks on S Capital Street SW heading south to P Street SW and make a right. Proceed 3 blocks on P Street SW to 2nd Street SW and then make a left. Go one block and then veer right onto Ft McNair Visitor gate entrance.

**FROM MARYLAND, PRINCE GEORGE'S COUNTY AND  
EASTERN MONTGOMERY COUNTY**

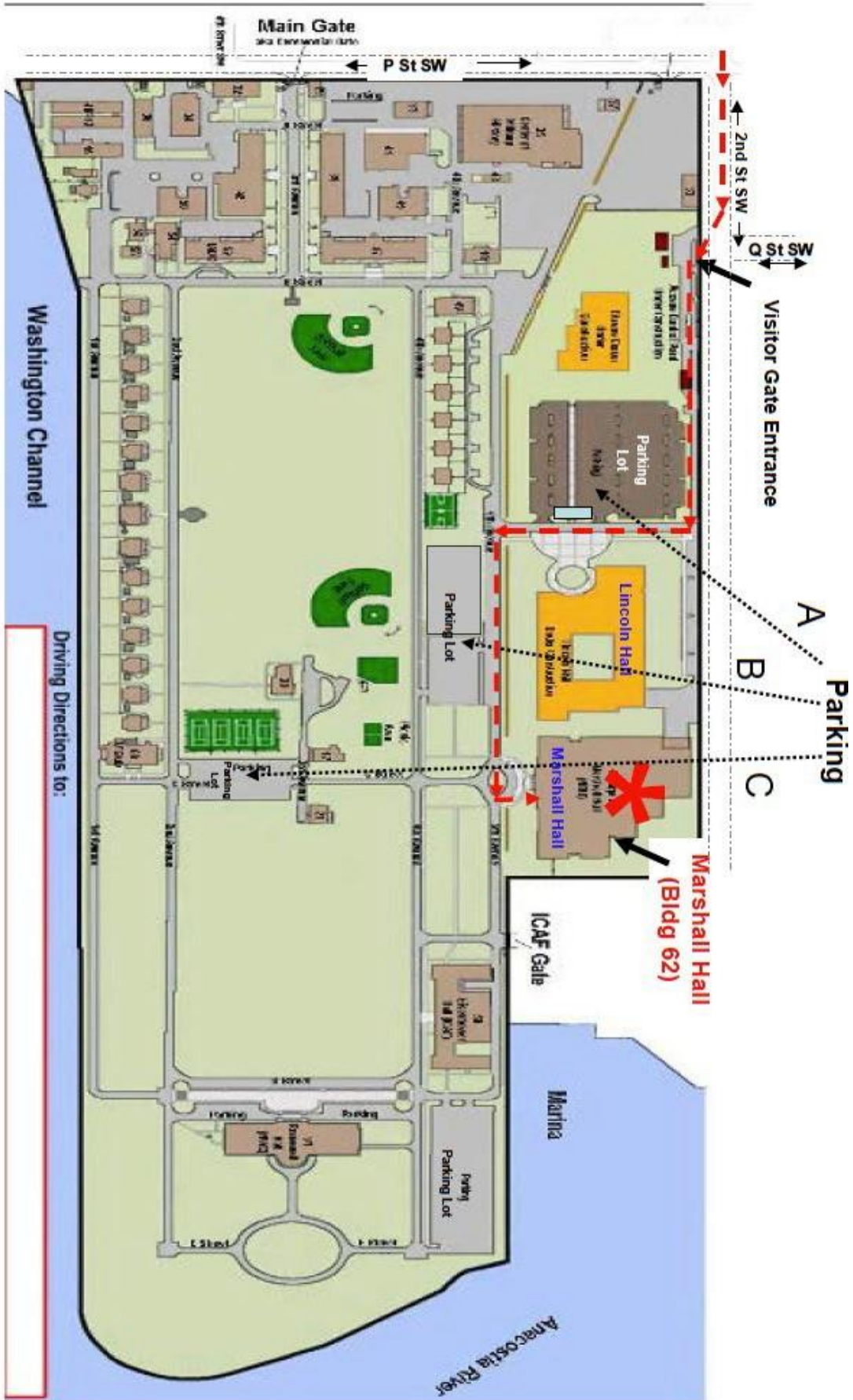
Follow the Capitol Beltway (I-495 or I-95) to the Baltimore-Washington (B-W) Parkway exit. Proceed Southbound on the B-W Parkway. As you near Washington, the B-W Parkway will become I-295 South; continue on I-295 to the Suitland Parkway exit. Exit at the Suitland Parkway and immediately exit on to I-295 Northbound. After joining I-295 North exit immediately at the South Capitol Street exit. Proceed across the South Capitol Street Bridge, staying to the right. Turn right on Potomac Ave SE to First Street SE. Make a left on to First Street SE staying in the left lane. Proceed one block to N Street SE and make a left. Proceed 3 blocks on N Street SE to S Capital Street SW and make a left. Ensure you are in the right lane. Go 2 blocks on S Capital Street SW heading south to P Street SW and make a right. Proceed 3 blocks on P Street SW to 2nd Street SW and then make a left. Go one block and then veer right onto Ft McNair Visitor gate entrance.

### **FORT McNAIR MAP AND PARKING**

The closest parking lot to Marshall Hall is Parking Lot B. On the next page there is a map of the Fort McNair campus detailing its exact location in reference to Marshall Hall. Spaces are first come, first served. Tickets will be issued to cars that are parked in reserved spots without reserved parking passes. At times, parking spaces are reserved for special event and guest parking (signs will be posted).

If handicap parking is needed, there are spots available in the first row of parking in this lot. When entering the parking lot take an immediate left and the handicap parking spots are available towards the end of that row on the left.

NOTE: It is illegal to use a hand-held cellular phone and drive while in the District of Columbia. The violation is a \$100 fine. This law applies while on Ft McNair. The speed limit on Fort McNair is 15 miles per hour on 5th Avenue, and 20 miles per hour elsewhere. Citations issued by Ft McNair MPs are DC citations.



## DRESS CODE & SECURITY BADGES

### DRESS CODE

Military and civilian personnel are expected to exemplify high standards of dress and appearance. A business suit with tie or conservative sport coat with tie is considered appropriate dress for men; commensurate attire is expected of women. Military students may wear either their class B uniform or civilian attire as described above.

### NATIONAL DEFENSE UNIVERSITY SECURITY BADGES

A security badge will be issued to each student upon their arrival for in-processing on the first day of their cohort. Students must wear their assigned badge at all times while in NDU facilities. All issued badges must be turned in at the end of last day of class or as directed. **Report lost/stolen badges to the Office of Student Services immediately.**

## FEES & PAYMENT INSTRUCTIONS

The NDU CIC is a U.S. Department of Defense (DoD) institution so there are no tuition fees for DoD civilian and military employees for NDU CIC courses or academic programs. This includes all course sections and the Chief Information Officer Leadership Development Program but may not include special sections such as executive or special seminars.

Non-DoD Civilian, State and Local government are subject to the cost of tuition at a reduced rate. Private sector employees are required to pay the full cost of tuition.

<i>Employer Category</i>	<i>Tuition per Course</i>	<i>Leadership Development Program (LDP)</i>
DoD Civilian, Active U.S. Military & Uniformed Services, Active Military Reserve or National Guard	None	None
Non-DoD Civilian, State and Local Government	\$1,100	\$10,750
Private Sector	\$2,200	\$16,900

## INVOICE AND PAYMENT INSTRUCTIONS

Detailed instructions for submitting payment are provided to the student by e-mail in the form of an invoice prior to the program start date.

All payments for LDP classes are due no later than the first day of the program. If payment is not received, the student's account will be delinquent, the student may not be admitted entry to the program, and the student may not be allowed to attend future classes until his or her account is cleared.

The CIC cannot accept cash payments. Valid forms of payment are: credit card and Military Interdepartmental Purchase Request (MIPR).

All official communication related to tuition will be sent to the email address provided in the program application. **If your email address or other contact information changes, it is your responsibility to notify the CIC Office of Student Services of those changes.**

## Questions?

If you have any questions, please contact the Office of Student Services Monday through Friday between 7:00 and 15:00 at [CICOSS@ndu.edu](mailto:CICOSS@ndu.edu) or 202-685-6300.

