## Sign-In

      Military members will report in Class B uniform (USA) / Service uniform (USAF, USN, USMC, and USCG) 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, detaching Evaluation / FITREP (USAF exempt) 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 2018 and no later than 2 August 2018 at 1200**.  Civilians are not required to attend the sign-in briefings.

      Sign- in and briefing times are as follows:

| Days | Location | Times |
|---|---|---|
| **Thursday, 26 July 2018** | **Marshall Hall, Bldg. 62, Rm-155(A, B & C)** | **1000 or 1400** |
| **Tuesday, 31 July 2018** | **Marshall Hall, Bldg. 62, Rm-155(A, B & C)** | **1000 or 1400** |
| **Wednesday, 1 August 2018** | **Marshall Hall, Bldg. 62, Rm-155(A, B & C)** | **1000 or 1400** |
| **Thursday, 2 August 2018** | **Marshall Hall, Bldg. 62, Rm-155(A, B & C)** | **1000 or 1200** |

**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 STUDENT POCs: DSN Prefix: 325 | | | |
|---|---|---|---|
| **SERVICE / FUNCTION** | **NAME** | **PHONE** | **EMAIL** |
| MILPER Chief | LTC Corey Robinson | Comm:  (202) 685-3921 | corey.robinson.mil@ndu.edu |
| NCOIC | MSG Leon Franklin | Comm:  (202) 685-3576 | leon.franklin.mil@ndu.edu |
| Air Force | MSgt Pam Taylor | Comm: (202) 685-2138 | ndu-afrep@ndu.edu<br>pamela.d.taylor.mil@ndu.edu |
| Sea Services (USN, USMC, USCG) | PSC(SW/AW) Temitope Alao | Comm:  (202) 685-4006 | temitope.o.alao.mil@ndu.edu |
| | | | |
| Army | SFC Ivory West | Comm:  (202) 685-2140 | ivory.b.west.mil@ndu.edu |
| **CIVILIAN STUDENT POC:** | | | |
| DoD, Non-DoD, Industry | Mr. Larry Johnson | Comm: (202) 685-3616 | johnsonL@ndu.edu |

## 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) 619-3877 or 1-888-740-9851
http://www.villagesatbelvoir.com/

**Joint Base Anacostia-Bolling, DC**: (888) 294-8338/(202) 562-2631
http://www.bollingfamilyhousing.com/

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

**Bethesda, MD**
NNMC Bethesda, MD:          (301) 295-1138/0798---DSN 295-1138
http://walterreedhousing.com/

If you would  like to contact other CIC students to share housing please contact COL Matt Hergenroeder at matthew.hergenroeder@ndu.edu.

# NATIONAL DEFENSE UNIVERSITY
## EDUCATING, DEVELOPING AND INSPIRING NATIONAL SECURITY LEADERSHIP

Search National Defense University

# IA Compliance for JPME 10-Month Students

*NDU ITD Service Desk: 202-685-3824*

## IMPORTANT : PLEASE READ THIS PAGE THOROUGHLY AND COMPLY PER THE INSTRUCTIONS

NDU provides students with access to the Internet, wireless networks, curricula, and research tools -- all via DoD owned, managed, or compliant information systems. Access is predicated on student compliance with DoD Information Assurance (IA) regulations and requirements. **No student will receive access to any NDU system until they have accurately and fully completed their IA requirements.**

## ALL U.S. MILITARY and INTERNATIONAL AY19 JPME 10-MONTH STUDENTS must submit:

- A certificate of completion ("CyberCert") for the most recent DoD Cyber Awareness Challenge, taken AFTER JUNE 15, 2018; and,
- An NDU Student Account Access Request (SAAR) Form 2875 ("2875") completed and signed by the student.

## ALL CIVILIAN AY19 JPME 10-MONTH STUDENTS must submit:

- A certificate of completion ("CyberCert") for the most recent DoD Cyber Awareness Challenge, taken AFTER JUNE 15, 2018; and,
- An NDU Student Account Access Request (SAAR) Form 2875 ("2875") completed and signed by the student **AND by the student's home unit/agency Security Office.**

**IA Compliance Table**

| *COLLEGE* | *COMPLETE Appropriate 2875:* | *SAVE Completed 2875 & CyberCert As:* | *EMAIL Completed 2875 & CyberCert To:* |
|---|---|---|---|
| CIC | **Military & International CIC 2875** | AY19_CIC_Last_First_2875 and AY19_CIC_Last_First_CyberCert | **ndu-stuacctreqforms@ndu.edu** |
| | **Civilian CIC 2875** | | |

| CISA/JSOMA | Military & International CISA 2875 | AY19_CISA_Last_First_2875 and AY19_CISA_Last_First_CyberCert | ndu-stuacctreqforms@ndu.edu |
|---|---|---|---|
| | Civilian CISA 2875 | | |
| ES | Military & International ES 2875 | AY19_ES_Last_First_2875 and AY19_ES_Last_First_CyberCert | ndu-stuacctreqforms@ndu.edu |
| | Civilian ES 2875 | | |
| JFSC | Military & International JFSC 2875 | AY19_JFSC_Last_First_2875 and AY19_JFSC_Last_First_CyberCert | ndu-stuacctreqforms@ndu.edu |
| | Civilian JFSC 2875 | | |
| NWC | Military & International NWC 2875 | AY19_NWC_Last_First_2875 and AY19_NWC_Last_First_CyberCert | ndu-stuacctreqforms@ndu.edu |
| | Civilian NWC 2875 | | |

## REQUIREMENT #1: CYBER AWARENESS CHALLENGE V4 CERTIFICATE (CyberCert) *For ALL Students*

### STEP 1: Take the most recent version of the Cyber Awareness Challenge course

a. Via DISA at **https://iatraining.disa.mil/eta/disa_cac2018/launchPage.htm**

b. Via the Army Signal Corps (*ARMY ONLY*) at **https://cs.signal.army.mil/DoDIAA/default.asp**

c. Via JKO at **https://jkosupport.jten.mil/html/COI.xhtml?course_prefix=DOD&course_number=-US1364-18**

*NOTE: JKO registration requires a CAC, .gov address, or sponsored token.* NDU token sponsor is Jen Russell, jennifer.russell@ndu.edu, 202-685-3789.

### STEP 2: Download your CyberCert

a. When directed to print your course completion certificate, select "Print to PDF"

b. Browse to your Desktop

c. Save your CyberCert *using the naming convention for your program per the table above*, entering *YOUR name for Last* and *First,* and ending with *_CyberCert*

## STEP 3: Return your CyberCert to NDU via your College's Email Address

      a. Open your personal email account in a web-based email app (*Google, Hotmail, Yahoo, **https://web.mail.mil**, etc*)

      b. Click on the **appropriate email address for your program, per the table above**

      c. Attach your PDF CyberCert from the Desktop

      d. Send; the email will auto-populate the subject line

**REQUIREMENT #2: NDU SAAR FORM (2875)** *<u>For ALL Students</u>*

## STEP 1: Open, Complete and Sign Your College's 2875

      a. Click the **appropriate link for your program's 2875 in the table above**

      b. Enter required data in boxes 1, 2, 11, 14, 15, 17, and 18

      c. Check box 22a

      d. Enter date of your *completed* Cyber Awareness Certificate in box 22b. NOTE: *Certificate MUST cover entire NDU enrollment plus one week.*

      e. Check box 23a

      f.  Enter today's date in box 23c (*Must be done BEFORE signing*)

      g. Digitally sign box 23b.

      h. Save the signed 2875 as a PDF to your Desktop and/or print it out.

      NOTE: *Digital signature requires CAC or PIV; if a hand-written signature is necessary, download  the completed 2875, sign it, scan it, save it as PDF to the* Desktop, *and proceed to Step 2*

## STEP 2: Have your Organization's Security Office Complete their Section of the 2875 *For CIV Students ONLY; MIL and INTL Students SKIP STEP 2*

      a. Forward your signed 2875 to your organization's security office OR print out the 2875 and hand-carry it to your security office

      b. Your security office must complete Boxes 28-32, and a security officer must digitally or hand sign the form. All boxes are required.

      NOTE: *If the 2875 is hand-signed, scan in the completed form and save it as a PDF*

      c. Once the completed form is saved as a PDF, proceed to Step 3

## STEP 3: Download your 2875 to the Desktop

    a. Open the completed 2875 in Adobe, and click on the download icon in the top right corner of the PDF screen

    b. Browse to your Desktop

    c. Save your 2875 *using the naming convention for your program per the table above*, entering *YOUR name for Last* and *First,* and ending with _*2875*

## STEP 4: Return your 2875 to NDU via your Program's Email Address

    a. Open your personal email account in a web-based email app (*Google, Hotmail, Yahoo,* **https://web.mail.mil***, etc*)

    b. Click on the **appropriate email address for your program, per the table above**

    c. Attach your PDF 2875 from the Desktop

    d. Send; the email will auto-populate the subject line

## REQUIREMENT #3: NDU SECURITY CLEARANCE REVIEW *<u>For CIV Students ONLY</u>*

**McNair Campus: Pass your security credentials to the main NDU Security Office**

    a. Contact your agency/unit/organization security office, and direct them to send the following information to NDU Security by email or fax:

        -Student's Name

        -Student's NDU College/Program

        -Student's Investigation Date

        -Student's Investigation Type

    b. Send to: NDU Security, Montez Winters, **WintersM@ndu.edu**, Phone: (202) 685-2134, Fax: (202) 685-3765

## Norfolk Campus: Pass your security credentials to the JFSC Security Office

# Security Clearance

The National Defense University is a DOD and Interagency school for senior military officers, including reserve service components and DOD civilian and Interagency Federal agencies. Therefore, the processing of security clearance certification and validation is uniquely accomplished. Security validation process will commence 02 July 2018:

   * Active duty military - Verification and validation will be through the Joint Personnel Adjudication System (JPAS). NO VISIT CLEARANCE REQUESTS OR CERTIFICATION ARE REQUIRED.

**NDU SECURITY WILL NOT ACCEPT SCI TRANSFER-IN-STATUS (TIS) REQUESTS. NDU SECURITY WILL PROVIDE SPECIAL PURPOSE SCI INDOCTRINATION (READ-IN) IF AN SCI ELECTIVE IS TAKEN AS A COURSE WHILE A STUDENT AT NDU.**

   * DOD civilian personnel  - Your DOD Agency will have to certify your clearance to NDU via JPAS to SMO: W37WAA6 (collateral) or W37WAA2 (SCI.)

   * Reserve military personnel, USAR, USNR, USMCR and Air, National Guard reserve personnel. - Your military reserve units will have to certify your clearance to NDU via JPAS. The NDU Security Management Office (SMO) is: W37WAA6 (collateral) and W37WAA2 (SCI). The certification should be through 15 June 2019. In the JPAS certification under Point of Contact (POC) include the name of the school you will be attending, i.e. CISA, NWC, CIC, ES).

   * Non-DOD students, interagency,  USCG, State Department and some Intelligence Agencies, i.e. NSA, NGA, CIA, etc.) must have their agency submit a visit request on agency or command letterhead via facsimile, (202) 685-3765. NOTE: Non-DOD students with SCI accesses, must have their collateral clearance and SCI accesses certified separately via facsimile as indicated above.

   * Students that do not have a security clearance are required to have their agency or command certify type of background investigation conducted with dates. Per OPM requirements, for Federal employment, OPM requires a completed National Agency Check with Inquiries (NACI). Certification must be similarly to certification for collateral clearance via facsimile (202) 685-3765 on agency or command letterhead correspondence.

IMPORTANT NOTE: It is requested that all inbound students have their commands or agencies Security Manager or Special Security Officer (SSO) certify their security clearance information and background information as soon as possible. NDU Security personnel will submitted to NDU by 21 July 2018. Security POCs are Shereda Alexander, (202) 685-2131, Montez Winters, (202) 685-2134 and Larry Morales (202) 685-2160."

**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 2018.  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 any of the security specialist at Security@ndu.edu.  The NATO Awareness Briefing Handout and Certificate are included in this packet.

       c. **Common Access Card (CAC) Instructions**: <mark>DOD Students and NON-DOD Students</mark>- 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 <mark>Non-DOD personnel</mark> to obtain an appointment for CAC through the RAPIDS Appointment Scheduler at the following site:

<p style="text-align:center;">https://rapids-appointments.dmdc.osd.mil/appointment/</p>

<mark>Non-DOD personnel</mark> 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 <mark>Non-DOD personnel</mark> 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).

<mark>**NON-DOD PERSONNEL**</mark> **CAC REQUIREMENTS: Trusted Associate Sponsorship Program (TASS)**

       **STEP 1**-CONTACT TRUSTED AGENTS (PROVIDED BELOW), FOR THE ELECTRONIC SUBMISSION OF YOUR APPLICATION.  BASED ON TME AND LOCATION, ALMOST 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**: <mark>**DOD Students:**</mark> 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.

**NON DOD STUDENTS ONLY**

Contact the following TASS NDU Trusted Agents to complete an electronic CAC Application (TASS):

NWC- Dave Pearson at (202) 685-4344, pearsondb@ndu.edu
ES- Cynthia King at (202) 685-4338, cynthia.king@ndu.edu
CISA- Nadine Plater-Jones at (202) 685-2290, platern@ndu.edu
CIC – Donna Powers at 202-685-2070, powersD#@ndu.edu
Ed Roman at (202) 685-2171, romane@ndu.edu

NDU Trusted Agents will be available from **2 July - 3 August 2018** 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 or Montez Winters at (202) 685-2134, wintersm@ndu.edu.

RAPIDS Appointments:  Bring two forms of valid government identification.  The appointment takes approximately 20 minutes to complete depending 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 business attire/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 for additional information on post policies and services available.

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 security@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 at security@ndu.edu.

**Last Modified: 5 December 2017**

# 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    CIC   **(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 6 December 2017