

MOPC Need to Know Information

(Updated as of 22 Sep 2025)

Students will report to Sims Hall (Bldg.29) in the classroom on Day 1, NET 0715 and NLT 0750. Class begins promptly at 0800.

All Students MUST contact MOPC ADMIN before attending for the latest check-in and course Need-to-Know information updates.

- Email at mopc_admin@usnwc.edu or phone (401) 856-5871/5860
- Keep MOPC Admin abreast of your current contact information (email and phone).

Personal laptop requirements

MOPC requires a Wi-Fi-capable laptop with CAC reader to access class materials via SharePoint and complete specific homework assignments. If you cannot bring a computer, MOPC will provide a temporary laptop loaner. Identify your need for a laptop when you contact MOPC Admin.

Rental cars

A rental car or POV is highly recommended while attending this course. Limited dining options are within timely walking distance from Sims Hall and most on-base billeting locations.

Family Separation Allowance (FSA)

All Students **except those noted below** must submit a copy of their updated/ signed Page 2 upon check-in to have their FSA processed and paid while attending MOPC. Notably, Reservists (non-mobilized) FSA is processed through the Naval War College OSO's office. If you cannot update your Page 2, you must process their FSA at your ultimate duty station. **MOPC is unable to process FSA for the following students:**

- IA MOB (any student coming via ECRC): You must submit a request through gaining command or inquire at ECRC if you can submit it through them.
- US Air Force, US Army, US Coast Guard, US Marine Corps students: parent service/command will process upon return
- Civilians: Not authorized FSA
- On TAD orders: Students will process upon return to their parent command.

Course Material / Read Ahead

All students will be issued an NWC email account and access to our SharePoint while attending the course. The SharePoint will contain all the course material, including; schedule information, syllabus, readings references, planner references, and other helpful information. Recommended read-ahead material will be provided two weeks before the start of the course.

CIN/CDP/UIC

MOPC CIN: A-2G-5500, MOPC CDP: 13MV. The Naval War College staff and student UICs are 00124 and 30486, respectively.

MOPC Security Clearance

MOPC is a SECRET level course and thus requires a SECRET clearance to attend, and to access NWC facilities at Sims Hall. Your clearance will be verified by the administrative department prior to your course start date. If there are concerns related to a clearance, please feel free to contact us. For non-Navy attendees, a security clearance verification/visit request must be submitted from the member's security officer to the Naval War College security office (DISS users SMO code is 001244). For non-DISS users please submit your clearance information via fax (401) 841-3004. Include in your fax the member's name, type of clearance, closed date, IT level and NATO read-in information if any. This form must be on a company letterhead and signed by the security manager. For more information, please contact us at (401) 856-5810.

Anyone with a TS/SCI, please get a TIS instead of being read out.

If your next billet requires TS/SCI, your orders should contain the following text:

"DETACHING COMMAND: MEMBER MUST HAVE A CURRENT SINGLE SCOPE BACKGROUND INVESTIGATION (SSBI) WITH ELIGIBILITY FOR TOP SECRET/SENSITIVE COMPARTMENTED INFORMATION (TS/SCI) BEFORE TRANSFERRING TO THIS COMMAND. IF THE MEMBER DOES NOT HAVE THE AFOREMENTIONED ELIGIBILITY, THEN THE COMMAND DELIVERING THE ORDERS WILL INITIATE A REQUEST FOR SSBI VIA E-QIP DIRECT AND ENSURE IT HAS BEEN ACCEPTED AND IS BEING PROCESSED BY OPM."

If this text is missing and you believe it should be there, contact your Detailer. If you have not started this process, contact your SSO for guidance. Our course is unclass, but we will sometimes have discussions at the secret level. We will only verify your clearance status for Secret for the course, not for your follow-on assignment.

Attire / Uniform Policy

Military:

- Officers NWU Type III/Service Khaki or other service equivalent.
- Enlisted NWU Type III/Navy Service Uniform or other service equivalent.
- Fleet Attire may be worn only on authorized "Fleet Attire Fridays" as listed in NWC Plan of the Week (e.g., **flight suits/2POCs are only authorized for wear on Fleet Attire Fridays**)

Civilian:

Business Casual attire is the service khaki equivalent and includes a dress-quality collared shirt or turtleneck and dress slacks for men and either a dress or dress blouse and pants/skirt for women. Turtlenecks are acceptable but do not include collarless shirts or flight deck jerseys and do not contain logos on the collar or extreme logos elsewhere on the garment.

Seasonal dress uniforms (service dress blue/white, summer white, and winter blue) and civilian professional attire are **not** required. However, if you anticipate attending a special event at NWC or another local command (SWOS, NAPS, etc.), it is recommended you check the dress code as many commands prescribe dress uniforms for specific events. Dress uniforms are usually required for distinguished visitors (Service secretaries, etc.) lectures. Civilian Professional Attire consists of a coat or sweater and tie, dress-quality collared shirt and dress slacks for men, dress or sport coat, dress blouse, and pants or skirt for women. Shoes are of a dress quality with both closed toe and heel. Sling-back shoes are an acceptable alternative for women.

Mail and Email

Your mailing address at the College is:
(example) ATTN: CDR JOHN Q. SMITH
(MOPC XX-XX) US NAVAL WAR COLLEGE
SIMS HALL
686 CUSHING ROAD
NEWPORT, RI 02841-1207

Network Access

NMCI is unavailable at the Naval War College, and SIPRNET accounts will not be established. However, there is a SIPRNET Café you can have access to. Personnel with NMCI accounts are advised to access NMCI remotely; they must consult their systems administrator to obtain the necessary OWA privileges. Due to the absence of NMCI at the NWC, personnel are encouraged to ensure successful remote access before arriving at MOPC.

Schedule and Other Information

- **CHECK with ADMIN before arrival for the latest Check-in requirements.**
- Report to Sims Hall (bldg. 29) between 0730-0745, and class begins promptly at 0800 on Day 1
- Classes are scheduled for all workdays, including the days immediately ahead of and following Federal holidays.
- No watches or other duties are assigned during the MOPC training period.
- There are no specific provisions for spouses due to the short duration of this course, but the NWC Student Guide has helpful information for those whose spouses are also traveling to Newport.
- [Directions](#) to NWC from TF Green Airport (Providence - PVD)
- The Newport Shuttle (Orange Cab affiliate) runs daily from Providence Airport to the Naval Station (Gate 1). Reservations are recommended. Call (401) 841-0020. Additionally, Rainbow Cab (401) 849- 1333 and Orange Cab (401) 841-0030 provide transportation to and from the airport.
- **Returning flights: do not schedule departure from TF Green Airport (PVD) before 1500 or 1600 from Logan Airport (BOS) on the last day of the course.**

Parking

Please park in the large lot across the street from the Chalet and BOQ. If staying off base, park in the lots marked "student parking" while on the NWC campus. Admin will provide a placard at check-in.