

From: Dean of Students, U.S. Naval War College

To: Incoming U.S. Naval War College Intermediate Students

Subj: **WELCOME ABOARD FEBRUARY 2015 ARRIVALS**

Encl: (1) Guide to Pre-Arrival and Checking Aboard at the U.S. Naval War College

(2) Navy Primary Professional Military Education (PPME) - Officer

1. Congratulations on your orders to the U.S. Naval War College in historic Newport, Rhode Island! You will be joining the select ranks of leaders from all branches of the U.S. military, U. S. government, and allied nations who have graduated from this prestigious institution. I am certain that your Naval War College (NWC) experience will prove to be rewarding, and our office looks forward to your arrival.

2. The Dean of Students (DOS) office will oversee your student orientation and handle daily NWC student issues. While the NWC is primarily an academic environment, the DOS office acts as a conduit providing the military chain of command and structure necessary to meet essential requirements. Our primary office phone number is: (401) 841-3373 or DSN: 841-3373. If you have any issues or questions, please contact the DOS office. Navy Officers are advised to take full advantage of advance travel and dislocation allowances as the processing of PCS claims may take greater than 30 days. Other services may wish to do the same.

3. Administrative tasks to complete **prior** to arrival:

- Email DOS office (studentpoc@usnwc.edu) ASAP with the following:
 - rank; full name; name you prefer to be called; and a contact phone number and email address you will be able to access while en route to Newport
- Register in the student enrollment system; please complete by 16 January 2015 (Enclosure 1)
- Complete PPME (Officer) **prior to the start of classes** – Navy students only (Enclosure 2)
- Complete MBTI Assessment (see attachment)
- Cyber Awareness Training (Enclosure 1)
- Personally Identifiable Information Training (Enclosure 1)
- Bring copies of all completion certificates with you when you check in**
 - **Cyber Awareness Challenge**
 - **Personally Identifiable Information (PII)**
 - **PPME**
- Navy students:
 - Hand carry your Khakis and Service Dress Blues as they are required when you arrive.
 - Bring a copy of your page 2

4. Check-in. Please plan to spend a few hours here on the day you check in to complete all NWC and service specific in-processing items; to allow adequate time **you must be here by 1400 on any day that you check-in.**

- All students are required to report aboard **no later than 1400 on Monday, 9 February.** However, you may report earlier than this date. Please do not bring spouses/children with you when you check-in. You will have other opportunities to show them around the college.
- Uniform for check-in:
 - Navy – Khakis
 - Army – Class B

- Marine Corps – Service A

Contact your individual service advisors for additional requirements and PCS processing instructions.

5. Orientation

- Runs Tuesday, 10 February through Friday, 13 February. The first day kicks off at 0730.
- The following is a link to BlackBoard, which you can access after 7 January 2015 to find the draft orientation schedule. This will help to facilitate your planning of other PCS details such as household goods delivery, etc. and will give you details as to where and when you need to be for orientation as well as what uniform to wear. Hardcopies of the schedule are not provided when you arrive. You must access the orientation schedule via BlackBoard.

<https://navalwarcollege.blackboard.com/>

Use the same log-in that you used for student registration. If you changed your password, you must use the original password we sent you and then change it once you've logged on. Dean of Students Information Center will be listed as one of your courses; click on that, and then on the Orientation Information button to the left. If you have any problems with BlackBoard, call the Dean of Students office.

- All students will have a photo taken on day 1 of orientation. Uniform for the photo will be:
 - Navy – Service Dress Blues
 - Army – Class A
 - Marine Corps – Service A
- All students are required to wear service PT gear on day 4 of orientation.

6. Academics

- Classes begin on 20 February 2015.
- Your graduation is on 1 March 2016. (Negotiate your lease accordingly!)
- For an overview of Academic Year 2014-2015, please visit:

<http://www.usnwc.edu/Students/U-S--Resident-Students.aspx>

8. Follow us on Facebook for the latest Naval War College news, and for those overachievers, you can even get a jumpstart by viewing our collection of lecture videos! Our Facebook link is:

<https://www.facebook.com/NavalWarCollege>

9. Welcome aboard, we look forward to hosting you here at the Naval War College. Again, please contact our office if you have any problems, questions or concerns.

John P. Griffin
Captain, USN
Dean of Students / Registrar

Guide to Pre-arrival and Checking Aboard at the Naval War College

Registration:

Before you arrive at the U.S. Naval War College, you must register in the student enrollment system; get this done as soon as possible but no later than 16 Jan. Follow the directions in the other attachment you receive with the welcome email. The link to our website for registration is below:

<http://www.usnwc.edu/Students/U-S--Resident-Students.aspx>

Your default user name/password algorithm is contained in a separate attachment to the welcome email. Non-DOD computers and some overseas computers have experienced difficulty accessing the NWC system in the past due to certificate compatibility issues. Recommend using Firefox or Chrome over Internet Explorer. If you do have difficulties registering into the system, please contact our office at: (401) 841-3373 or by email at studentpoc@usnwc.edu.

Core Curriculum:

The core course consists of three trimesters of study, plus three electives, one per trimester. NWC develops the three core courses (Joint Maritime Operations; Theater Security Decision Making; Strategy and Warfare) as independent courses of study to accommodate the intermediate level College of Naval Command and Staff's unique system of matriculating and graduating students in November, March, and June. While the courses are clearly interrelated, they are developed and delivered as independent courses. A speaker program and professional conferences complete the College's academic requirements.

For more detail of the core courses, follow the following link:

<http://www.usnwc.edu/Academics/Resident-Curriculum.aspx>

Electives:

All U.S. students will complete an elective course of study. Electives are grouped into Areas of Study (AoS) relevant to the development of leaders in the military profession. The elective selection process will be fully briefed during orientation. For area of study and course descriptions, follow the following link:

<http://www.usnwc.edu/Students/Register-for-Electives.aspx>

For questions regarding electives, contact the Electives Office at (401) 841-3261 or (DSN) 841-3261.

Digital Curriculum:

NWC no longer issues all curriculum material in print form. Students will be provided digital copies for all curricula that can be digitized. When you arrive, all students that do not have a personally owned tablet device will be loaned an Apple iPad to use during the academic year. You may use your own iPad

or other tablet device as desired. The PDF attachment entitled “The NWC Digital Curriculum” provides all the details.

Security Clearance:

Attendance at the Naval War College requires at least a SECRET level clearance. If you are not currently cleared for SECRET or are due for a periodic review (PR), you should initiate the request immediately at your current command. Collateral and SCI access requirements are handled by both our Security and Special Security Office (SSO) departments, respectively. While a SECRET clearance is required, most courses are taught at the unclassified level.

Though it is not necessary to have a current TS/SCI eligibility, some of our Elective courses and Special Programs/Advanced Research Projects (ARPs) are held at this level. Please note that our SSO cannot submit you for TS/SCI access upon your arrival solely for the purpose of taking an Elective course (as it does not meet the “need-to-know” threshold). SIPRNET accounts will NOT normally be established unless academic or community requirements dictate access. Intel and Special Operations community members should make an appointment with the SSO (upon arrival) for local access requirements.

Cyber Awareness and Personally Identifiable Information:

In order to establish a computer access account, Cyber Awareness and PII certificates must be submitted to the Information Resources Department (IRD). Links to the training are found below. Ensure you print out your completion certificates and bring them with you for check in; please contact IRD with any issues: (401) 841-4900.

Navy Students: complete the current courses on NKO.

Non-Navy Students may use your own service portal or use the following link:

<http://iase.disa.mil/eta/index.html>

You can access both the CyberAwareness and Personally Identifiable Information (PII) trainings here.

Attire/Uniform Policy:

While assigned to the Naval War College, students primarily wear civilian clothes to class. Generally speaking, the NWC specifies “Business Casual” as the appropriate civilian attire for students during the work/class day. Business Casual is defined for men as, at a minimum, a collared dress shirt (no tie), dress slacks, and dress shoes. For women, it is a dress or dress blouse, dress slacks or skirt, and dress shoes. Denim or denim like material, flip-flops, shorts/skorts, micro-mini skirts as well as clothing that may distract or cause embarrassment to co-workers is not allowed.

For evening lectures, receptions and ceremonies, a coat and tie or full suit may be specified. Military uniforms will be worn during the visits of senior flag and general officers and other dignitaries. Service Dress uniforms (no medals) are also required for certain events, including graduation. The full Attire Policy can be found on the NWC website and in the Student Handbook for complete guidance.

<http://www.usnwc.edu/Students/U-S--Resident-Students.aspx>

Uniforms for Navy Officers: Although you will attend classes in business casual civilian attire, throughout the year you will be expected to wear all your service uniforms including summer whites, khakis, Service Dress Blues, and Service Dress Whites. You will also have opportunities to attend optional military and formal balls requiring both blue and white mess dress uniforms. Flight suits, NWUs/BDUs will also be appropriate attire for some events.

Housing/CBQ Assignments:

The NWC web site reflects current housing information. Students (military or civilian) with dependents (on funded orders), should direct all questions to the Naval Station Housing Office at:

<http://www.housing.navy.mil/onestop>

Students will not be required to check-in off leave to accept housing/quarters. If you were not previously afforded the opportunity to take house-hunting leave, you will have that chance on this end prior to the start of classes, if you arrive early enough and have completed your check-in.

Currently, there are no bachelor quarters available for geographic bachelors, and this will likely be the case for the foreseeable future. There is a shared quarters option available through the Housing Office and the public/private housing venture. To find out more information on that option, contact NAVSTA Newport Housing Officer at 401-841-2232 / DSN 841-2232/ Toll free 800-217-0875.

Points of Contact:

Naval War College Quarterdeck: (401) 841-3089/1310 (DSN Prefix: 841)

Dean of Students Office:

Main Line: (401) 841-3373
Fax: (401) 841-7568

Service Advisors:

Army 401-841-4795/2134
Marine Corps 401-841-4795/4862

**Initial Instructions for
Primary Professional Military Education (PPME)
for the College of Naval Command and Staff (CNCS)**

Expectations:

If you are a Navy Officer and will be attending the Naval War College in the College of Naval Command and Staff (CNCS), then you are required to complete the NKO PPME course in preparation for JPME Phase I, unless you have previously completed JPME I through a Navy distance education program. **Students who have completed JPME1 through Navy CDE courses are not required to complete PPME, however, you must bring proof of JPME completion when checking in.**

Get started as soon as possible - this course requires approximately 70 hours to complete. We realize that some of you may not have time to complete the PPME course prior to your arrival. Although not an ideal scenario, you will have some time after your arrival and prior to the start of classes to complete this requirement. Anyone anticipating this situation should contact the Deputy Dean of Students as soon as possible.

Getting Started on PPME:

- Connect to <https://www.nko.navy.mil/> (NKO access)
- Fill in the user name and password or use CAC log in
- Click on “Learning” block (across top)
- Click on “Learning Opportunities” (top left under “LEARNING”)
- Click on “E-Learning” (under Quick Links)
- Follow PPME guidance above in the First Option, starting with “Browse Categories”.

NOTE: Print all seven block certificates as you complete them and turn them into the Dean of Students Office at check-in.