

**Army:** Report to Building 59, Eisenhower Hall, Room 107, for an Army Intro, 0800, Friday 5 August 2016. Uniform is Class B short sleeve shirt with no tie. In-process NDU IAW academic/in-processing dates below. Contact NWC Army Service Chair, COL Jayson Altieri (202) 685-3976 or email him at [jayson.a.altieri.mil@ndu.edu](mailto:jayson.a.altieri.mil@ndu.edu) prior to signing out of your losing command. Army students will meet with COL Altieri on or about the first week of the academic year.

**Air Force (both military and civilian):** Report to Bldg. 59, Eisenhower Hall, Room 107, for an Air Force Intro, 0730, Friday, 5 August 2016. Uniform is short sleeve blue shirt for military, coat and tie or equivalent for civilians. Coffee and a light breakfast will be provided and the event will conclude by 1500. The CSAF Chair is Col Eric Moritz, (202) 685-3662, [eric.j.moritz.mil@ndu.edu](mailto:eric.j.moritz.mil@ndu.edu). In-process NDU IAW academic/in-processing dates below.

### **Sea Services:**

**Navy:** Muster with Navy Chair in Bldg. 61, Roosevelt Hall Rotunda on Tuesday, 2 August 2016 at 0830, uniform is Service Khaki. Briefing will take place in room 350 from 0845-1015. The USN Chair is CAPT Douglas Reckamp, (202) 685-3659, [Douglas.E.Reckamp.mil@ndu.edu](mailto:Douglas.E.Reckamp.mil@ndu.edu). In-process NDU IAW academic/in-processing dates below.

**Coast Guard:** Coast Guard students should contact the Coast Guard Service Chair, Captain Matthew Callan, (202) 685-4459, [matthew.c.callan.mil@ndu.edu](mailto:matthew.c.callan.mil@ndu.edu) and provide a valid email address to allow connectivity during travel/PCS to the National War College. Upon arrival to NWC, Coast Guard students will meet with their respective college Coast Guard Representative during the first week of the academic year. Schedule TBD. The USCG Representative is Dr. Robert Watts, (202) 685-3649, [wattsr3@ndu.edu](mailto:wattsr3@ndu.edu). In-process NDU IAW academic/in-processing dates below.

**Marines:** Report **NLT 28 July 2016** to the Consolidated Administration Office (CONAD), HQ Bn (Henderson Hall) between 0730-1630. Phone contact for CONAD is (703) 614-7171/7172, Fax (703) 693-7576. Expect a National War College orientation for all Marine Corps Students during the week of 1 August in Roosevelt Hall, Bldg. 61, Fort McNair. The uniform for the NWC administrative check-in will be Service "C." A Headquarters Marine Corps Top Level School Brief (also known as the "Re-Green" brief) will be conducted during the week of 1 August (time and location TBD). The uniform for the HQMC TLS brief is expected to be the utility uniform. The outgoing National War College USMC Chair is Colonel Michael Orr, (202) 685-3644, [Michael.r.orr.mil@gc.ndu.edu](mailto:Michael.r.orr.mil@gc.ndu.edu). The incoming USMC Chair is Colonel Philip Pastino. In-process NDU IAW academic/in-processing dates below.

### **Academic/In-processing Dates**

**National War College (NWC) students report to Roosevelt Hall, Bldg. 61, in the Rotunda, no later than 0730 on 8 August 2016.** In-processing is scheduled for 1230 on 8 August 2016, in the Atrium of Bldg. 62, Marshall Hall, Fort McNair. For planning purposes, you should

expect to be in session from 0830-1630 each day, Monday – Thursday. **The Commandant's Reception will be held on Friday, 12 August 2016, 1800-2100.**

**\*For additional information to help expedite your in-processing and transition to the War College, please go to <http://nwc.ndu.edu>.**

### **Official Travel and Passports**

All students will perform travel using orders published in Defense Travel System (DTS) while assigned to NWC. **All DOD students must ensure your traveler profile is released by your current organization in DTS prior to departure from your last/parent organization.** NWC requires a Government Travel Card for travel expenses. If you have a Controlled Spend Account card, you must switch to the Government Travel Card, preferably before arriving at NWC. International travel is an essential part of the NWC Curriculum (Core Course 6600; National Security Strategy Practicum). Valid and appropriate passports are an obvious necessity for travel overseas. You will need an official passport (burgundy in color) for international travel. Valid passports for international travel must have an expiration date after 31 December 2017. We will offer administrative assistance to help you ensure that your passport is suitable for travel. NWC will conduct a passport processing session, including the taking of passport photos, shortly after you begin your first class.

### **Immunizations**

For Military students, prior to departing your current organization, ensure that you have a current copy of your immunization records. For our civilian students, please work with your healthcare provider for your records. Civilian students need to send a copy of your immunization record to Mr. Don Myers (email: [MyersD5@ndu.edu](mailto:MyersD5@ndu.edu)) prior to in-processing.