

## Academic/In-processing Dates

**National War College (NWC) students report to Roosevelt Hall, Bldg. 61, in the Rotunda, no later than 0730 on 6 August 2018.** University wide in-processing is scheduled for 1215 on 6 August 2018, in the Atrium of Bldg. 62, Marshall Hall, Fort McNair. More specific requirements are listed below, PLEASE READ thoroughly. For planning purposes, you should expect to be in session from 0830-1630 each day, Monday – Friday. Additionally, the NWC Commandant will host a formal reception on Friday, 10 August 2018. The uniform for the reception will be Dress Blue for USA; Service Dress for USAF and USCG; Service Dress White for USN; and Blue-White Dress "B" for the USMC. Appropriate civilian attire is a business suit for gentlemen and appropriate equivalent for ladies.

**Army:** Report to Bldg. 59, Eisenhower Hall, Room 107, for an Army Intro, 0800, Friday, 3 August 2018. Uniform is Class B short sleeve shirt with no tie. 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 Introduction, 0730, Friday, 3 August 2018. 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).

**Navy:** Muster with Navy Chair in Bldg. 61, Roosevelt Hall Rotunda on Friday, 3 August 2018 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). Include the incoming USN Chair on all e-mails. The incoming USN Chair is CAPT Daniel Bryan, [Daniel.W.Bryan.mil@ndu.edu](mailto:Daniel.W.Bryan.mil@ndu.edu). In-process NDU IAW academic/in-processing dates above.

**Coast Guard:** Prior to your arrival, Coast Guard students should contact the Coast Guard Service Chair, CAPT Jose Jimenez, USCG, (202) 685-4459, [jose.l.jimenez.mil@ndu.edu](mailto:jose.l.jimenez.mil@ndu.edu), and provide a valid email address to allow connectivity during travel/PCS to the National War College. Once you arrive at NWC, Dr. Robert Watts will be your POC if you have any additional questions. He can be reached at, (202) 685-3708 or [wattsr3@ndu.edu](mailto:wattsr3@ndu.edu). In-process NDU IAW academic/in-processing dates above.

**Marines:** Report **NLT 27 July 2018** 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 30 July in Roosevelt Hall, Bldg. 61, Fort McNair. The uniform for the NWC administrative check-in is Service "C." Headquarters Marine Corps will also conduct a Top Level School Brief (also known as the "Re-Green" brief) during the week of 30 July (time and location TBD). Expect utilities as the uniform of the day for the HQMC TLS brief. Contact the National War College USMC Chair, Colonel Philip Pastino, via email at [philip.m.pastino.mil@gc.ndu.edu](mailto:philip.m.pastino.mil@gc.ndu.edu) if you have not received a welcome aboard letter with coordinating instructions directly from him or updated your contact information. Separate military NDU in-process not required (complete all

administrative actions at Henderson Hall). Complete remainder of NWC in-processing IAW all-hands academic/in-processing.

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

### **Official Travel**

International travel is an essential part of the NWC Curriculum.

- All travel will be executed using Department of Defense orders published in the Defense Travel System (DTS). **All DOD students must ensure your traveler profile is released by your current organization in DTS before your departure from your last/parent organization before arriving to NWC.**

- Each student must have a DOD Government Travel Credit Card for travel expenses.

- International travel will be performed using an official passport (burgundy in color) or a diplomatic passport. If you hold an official passport it must have an expiration date after 30 November 2019. NWC will provide assistance in obtaining official passports for individuals who require them.

- All students must provide proof of immunizations to be authorized to travel internationally. Military students ensure you depart your current organization with a copy of your immunization records. Civilian students send a copy of your immunization record to our Medical Liaison, Mr. Don Myers, LPN, EMT at [myersd5@ndu.edu](mailto:myersd5@ndu.edu), prior to your arrival to NWC. The following vaccinations are required Hep A and B, Tetanus, Polio, MMR, and Varicella (chickenpox).