

## Academic/In-processing Dates

**National War College (NWC) students report to Roosevelt Hall, Bldg. 61, in the Rotunda, no later than 0730 on 2 August 2021.** University wide in-processing is scheduled for 1215 on 3 August 2021, 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, 6 August 2021. 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. 61, Roosevelt Hall Rotunda for an Army Welcome/Introduction, 0800, Friday, 30 July 2021. Uniform is Class B short sleeve shirt with no tie. Contact NWC Army Service Chair, COL Jamie Hayes (202) 330-3475 or email him at [james.e.hayes.mil@ndu.edu](mailto:james.e.hayes.mil@ndu.edu) prior to signing out of your losing command. For specific questions regarding signing into National Defense University, contact SSG Rainard Johnson at (202) 685-2140, or [rainard.l.johnson.mil@ndu.edu](mailto:rainard.l.johnson.mil@ndu.edu). Army students will meet with Senior Leader Division (SLD) and assignments officers early in the academic year.

**Air Force (both military and civilian):** Report to Bldg. 64, Lincoln Hall main auditorium for an Air Force Introduction (time TBD) on Friday morning, 30 July 2021. Uniform is light-blue, short-sleeve shirt for military, coat and tie or equivalent for civilians. Coffee, juice and pastries will be provided before we welcome senior Air Force officials to kick off our year. The day's agenda concludes with pairings of students and faculty advisors and a tour of National War College. The AF Chair is Col Bryan "Buzz" Wolford, (202) 685-3662 (DSN 325), (757) 570-5750 cell, [bryan.wolford.mil@ndu.edu](mailto:bryan.wolford.mil@ndu.edu).

**Navy:** Muster with Navy Chair in Bldg. 61, Roosevelt Hall Rotunda on Friday, 30 July 2021 at 0830, uniform is Service Khaki. The USN Chair is CAPT Todd Glasser, (202) 685-3659, [todd.s.glasser.mil@ndu.edu](mailto:todd.s.glasser.mil@ndu.edu) or [todd.s.glasser.mil@msc.ndu.edu](mailto:todd.s.glasser.mil@msc.ndu.edu). In-process NDU IAW academic/in-processing dates above.

**Coast Guard: Coast Guard:** Prior to your arrival, Coast Guard students should contact the Coast Guard Service Chair, CDR Jason Smith, USCG, (281) 796-9809, [jason.s.smith.mil@ndu.edu](mailto:jason.s.smith.mil@ndu.edu) and provide a valid email address and phone number to allow connectivity during travel/PCS to the National Defense University, Fort McNair, Washington D.C. In-process NDU IAW academic/in-processing dates above. Tropical Blue Long is the uniform of the day, unless otherwise listed. Coast Guard students will receive further direction on time/date/location to meet with Coast Guard leadership.

**Marines:** Report NLT 30 July 2021 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 27 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 27 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 M. Pastino, via email at [phil.m.pastino.mil@msc.ndu.edu](mailto:phil.m.pastino.mil@msc.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 at the start of the academic year on 2 August 2021.

**\*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 2022. 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. The following vaccinations are required Hep A and B, Tetanus, Polio, MMR, and Varicella (chickenpox). Required vaccinations must be complete prior to attendance. 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 Liaisons: Mr. Don Myers, LPN, EMT at [myersd5@ndu.edu](mailto:myersd5@ndu.edu) and Mr. Duane Dunmire, ATC at [dunmire@ndu.edu](mailto:dunmire@ndu.edu) prior to your arrival to NWC.