

Arrival/In-processing Instructions (CAO 14 MAR 22)

National War College (NWC) students report to Roosevelt Hall, Bldg. 61, in the Rotunda, no later than 0730 on 1 August 2022. On 1 August students will be welcomed to NWC and complete University-wide in-processing in the Atrium of Bldg. 62, Marshall Hall. More specific details will of the schedule will be released as they become available. For planning purposes, during the week of 1 August students should plan to be in session from 0830-1630 each day, Monday – Friday. Additionally, the NWC Commandant will host a formal reception on Friday, 5 August 2022. The uniform for the reception will be ASU or AGSU (Dress Variation) 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. Service-specific reporting instructions follow. Agency Chairs will provide additional guidance to civilian students if required.

Army: Report to Bldg. 61, Roosevelt Hall Rotunda for an Army Welcome/Introduction, 0800, Friday, 29 July 2022. Uniform is Class B short sleeve shirt with no tie. Contact NWC Army Service Chair, COL Allen Leth (719)505-6869 or email him at allen.d.leth.mil@ndu.edu at your earliest convenience but no later than before 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.

Air Force (both military and civilian): The NDU Air Force Element will look to Friday, 29 July 2022 (time and location TBD) for on-boarding. Uniform is Class B short-sleeve shirt/business casual for civilians, and the agenda will conclude 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. For specific questions regarding signing into National Defense University, contact MSgt Whitney Blount at 202-685-2138 or whitney.c.blount.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, (619) 871-3297, todd.s.glasser.mil@ndu.edu. In-process NDU IAW academic/in-processing dates above.

Coast Guard: Prior to arrival, Coast Guard students should contact the Coast Guard Service Chair, CAPT Jason Smith, USCG, (281) 796-9809, 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. CG-0923 will provide separate guidance for in-processing Coast Guard Base NCR. Base NCR provides administrative support for all Coast Guard members assigned within the NCR. Coast Guard students will receive further direction on time/date/location to meet with Coast Guard leadership. Tropical Blue Long is the uniform of the day, unless otherwise listed.

Marines: Report NLT 20 July 2022 to the Consolidated Administration Office (CONAD), HQ Bn (Henderson Hall) between 0730 - 1630. Phone contact for CONAD is (703) 614-7171/7172. Expect a National War College orientation for all Marine Corps students during the week of 25 July 2022 in Roosevelt Hall, Bldg. 61, Fort McNair. The uniform for the NWC orientation is Service “C.” HQMC intends to conduct a Top Level School brief (also known as the “Re-Green” brief) during the week of 25 July 2022 (time /location/uniform TBD). Contact the NWC USMC Chair, Colonel Michael Prosser, via email at michael.b.prosser.mil@ndu.edu or 202.685.3644 if you have not received a welcome aboard email with coordinating instructions directly from him. Complete remainder of NWC in-processing IAW all-hands academic/in-processing at the start of the academic year on 1 August 2022.

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 2023. NWC will provide assistance in obtaining official passports for individuals who require them.

Immunizations

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 must depart current organization with a copy of their immunization records. Civilian students should send a copy of their immunization record to our Medical Liaisons: Mr. Don Myers, LPN, EMT at myersd5@ndu.edu and Mr. Duane Dunmire, ATC at dunmire@ndu.edu prior to arrival to NWC.