# CHECKING INTO THE U.S. NAVAL WAR COLLEGE College of Naval Command & Staff (CNCS) In-processing Information for Civilian Students

#### Report date:

CIV: NLT 20 July

You may report earlier, provided it is within the boundaries of your orders and per guidance from your parent agency.

Due to the on-going COVID environment, in-processing is currently done in a hybrid fashion, some parts electronically and some parts in-person. DO NOT report to the NWC Quarterdeck to have your orders stamped. Check-in to NWC will be done virtually via the "New Student Arrival and Check-in" form located on Blackboard. Once the electronic form is submitted, you will be contacted by someone from our OPSCELL to confirm receipt of your information. DO NOT fill out the form until you arrive. Your official check-in (Orders stamp equivalent) will be based on submission of this form.

You also need to schedule an appointment to come in for the in-person portion of your NWC in-processing. The link is on Blackboard. Follow instructions on Blackboard for your NWC in-processing paperwork. Details on how to access Blackboard are contained in Attachment 1 of the welcome aboard email.

Do not bring family members with you when you report for in-processing. You will have other opportunities to show them around.

#### **Action Items:**

Email studentpoc@usnwc.edu ASAP with the following:
o 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
(preferably a personal email)
Register in the student enrollment system; due by 1 June 2022 (attachment 1)
Log into Blackboard (available 2 June) (attachment 1)
Complete Cyber Awareness Training and DON Annual Privacy Training (attachment 2)
Bring your personal device (iPad, tablet, laptop, Chromebook, etc.) (attachment 3)
Send Vetting Form and DEERS Enrollment Form <b>if required</b> (attachments 7&8)
Complete/submit Security paperwork for badge/parking placard on Blackboard by 1 July

#### **Need to know items:**

- 1. Naval War College contacts
  - \* Dean of Students Office: 401-841-3373 / deanofstudents@usnwc.edu
  - \* NWC Marine Corps Office: 401-841-4795/4862
  - \* NWC Army Office: 401-841-4795/2134
  - \* NWC Air Force Office: 401-841-3786/2694
  - \* NWC Coast Guard Office: 401-841-2397/4795
  - \* NWC Quarterdeck: 401-841-1310

- 2. Naval War College Orientation for all students:
  - \* Tuesday, 26 July through Thursday, 28 July. Day one kicks off at 0800. Full schedule will be posted on Blackboard.
  - \* Attire: Business casual attire
- 3. Academic year:
  - \* Classes begin 5 August 2022
  - \* Graduation will be 16 June 2023
  - \* Convocation 2 August 2022 (Attire: Professional attire)
  - \* Future Warfighting Symposium 3-4 August 2022
  - \* Academic calendar overview:

https://usnwc.edu/Academics-and-Programs/Academic-Resources/Academic-Calendars

#### 4a. Do you have a DoD CAC or acceptable PIV for base entry?

**If yes**, contact Marian Roberts at 401-841-2303 or <u>marian.roberts@usnwc.edu</u> to inform her you have a CAC or acceptable PIV card. Ensure your CAC/PIV expiration date is later than 1 July 2022. If it expires before 1 July 2022, you must get a new CAC/PIV at your current location. PIV or PIV-I cards are accepted from the following agencies:

Department of State Department of Commerce Department of Treasury Department of Labor

Department of Justice Department of Health & Human Services
Department of Interior Department of Housing & Urban Development

Department of Agriculture Department of Transportation
Department of Education

Department of Veterans Affairs Department of Homeland Security

United States Postal Service

Skip to #5 if you have ID as stated above.

#### 4b. If no, read on and follow all instructions in their entirety.

- \* Fill out the Vetting Form (attachment 7) and return to Marian Roberts via fax, 401-841-7568, encrypted email, or DOD Safe Site (<a href="https://safe.apps.mil/">https://safe.apps.mil/</a>) no later than 29 April. Make sure you sign and initial in all places indicated on the form! Failure to follow this step will result in you not being able to get on base.
- \* Once your vetting form has been approved by regional security, your name will be sent to the NAVSTA Pass Office. Upon arrival, you must first go to the Pass Office outside Gate 1 (use the address 299 Cloyne Ct., Newport, RI in your GPS). Have your vehicle registration, insurance card, driver's license, and one other form of ID (as specified on page 3 of the vetting form) with you. They will give you a temporary pass so you can get on base for the next couple of days until you are issued a CAC.
- 5. Now that we've gotten you on base, we have to get everyone a DOD CAC. If you have a DOD CAC, skip to #6. If you do not have a DOD CAC, continue reading and follow all instructions in their entirety. Your PIV will not work on our network.
- \* Contact Marian Roberts at 401-841-2303 or <u>marian.roberts@usnwc.edu</u>. Inform her that you need to get a CAC.
- \* If possible, it is highly recommended that you plan to arrive a few days prior to the CIV report no later than date in order to facilitate acquisition of a CAC to minimize disruption to

your orientation schedule. The NWC security point of contact for the CAC issuance is Mr. Harry Leonard, harry.leonard@usnwc.edu. You may hear from him if he needs additional information from you.

- \* Please inform the Dean of Students office of your expected date of arrival.
- \* Fill out the DEERS Enrollment Form (attachment 8) and return to Marian Roberts via fax, 401-841-7568, encrypted email, or DOD Safe Site (<a href="https://safe.apps.mil/">https://safe.apps.mil/</a>) no later than 29 April.

#### 6. Helpful links:

\* Core curriculum

https://usnwc.edu/college-of-naval-command-and-staff/Core-Curriculum

\* Electives

https://usnwc.edu/college-of-naval-command-and-staff/Electives

- \* Advanced Research Programs (in lieu of an elective) https://usnwc.edu/Research-and-Wargaming/Advanced-Research-Programs
- \* Student Handbook

https://dnnlgwick.blob.core.windows.net/portals/0/GlobalContent/Resident%20Students/Student%20Handbook%202020.pdf?sr=b&si=DNNFileManagerPolicy&sig=W0Du4pCV9ZSN6cAHj7FwjFJXOIm562PTj8sk%2FvOx2No%3D

\* NAVSTA Housing Office (note, there are no bachelor quarters available for geographic bachelors)

401-841-2232 / 800-217-0875

http://www.navstanewporthomes.com/

\* School Liaison Officer, Ms. Pamela Martin

pamela.martin@navy.mil

401-841-7126

navymwrnewport.com/child-youth/school-liaison-officer

#### 7. Security Clearance Information

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. While a SECRET clearance is required, most courses are taught at the unclassified level. SIPRNET accounts will NOT normally be established unless academic or community requirements dictate access.

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. Students with current TS/SCI eligibility may apply for these courses. There is no need to send SCI clearance information prior to arrival at NWC nor do military students require an SCI transfer in status (TIS). NWC SSO will verify clearances and facilitate SCI indoctrination if required for Elective course enrollment. Please note, if your SCI eligibility is expired, our SSO cannot submit you for

a reinvestigation solely for the purpose of taking an Elective course as it does not meet the "need-to-know" threshold. Contact the SSO if you have questions, <a href="mailto:sso@usnwc.edu">sso@usnwc.edu</a>.

#### 8. Additional information:

- \* Joint Personal Property Shipping/Storage Information (attachment 4)
- \* Naval Station Newport base map (attachment 5)
- \* NWC campus parking map (attachment 6)

CAPT CINDY DIETERLY, USN Dean of Students

### GUIDE TO STUDENT ONLINE REGISTRATION FOR THE U.S. NAVAL WAR COLLEGE

### Completing your student registration--due by 1 June 2022

1. To find a tutorial that will help with student registration, go to this link:

https://dnnlgwick.blob.core.windows.net/portals/0/Student-Information-Form-Instructions.pdf?sr=b&si=DNNFileManagerPolicy&sig=f1NOJfoto7zo0kdc4WmhfRv4GLeyuWuO2ryzHfH%2FCbE%3D

2. To complete the online registration, go to this link:

https://cmsweb.usnwc.edu/forms/gen\_cf/inq\_app\_exec\_screen.cfm?scor\_id=D8C41B25F69A2B473B3117EF2014D7F7

- 3. The "I am Finished Submit" button is located at the very bottom of the enrollment form. If this button is not available, then you have not entered all required information in one of the highlighted fields. If you update any of your registration information, you must press this submit button again before exiting to save the changes. You will receive a confirmation email upon pressing the submit button.
- 4. Note, some commands have security protocol that block the registration site from working properly. If you run into issues with pages not loading or locking up, try your personal computer or a device that is not connected to your command's network.

If you experience any difficulties, please contact the Dean of Students office

(401)841-3373 or deanofstudents@usnwc.edu.

(continue to page 2)

## GUIDE TO LOGGING INTO BLACKBOARD FOR THE U.S. NAVAL WAR COLLEGE

### Blackboard will be available on 2 June 2022

- 1. Log into Blackboard: <a href="https://navalwarcollege.blackboard.com/">https://navalwarcollege.blackboard.com/</a> (If a box comes up asking for credentials, click cancel. The login page for Blackboard should then open. If not, copy and paste the link instead of clicking on it.)
- 2. Use your First.Last name as the user name, for example: David.Schmidt. However, there are some exceptions, for those with very long names as there may be some truncation, and for those with more common names, there may be a number after your last name (David.Schmidt2). If you are one of these people, you will receive instructions separately with your user name.
- 3. Click Forgot Password to obtain your password. You will be required to give your first name, last name, and your user name (see #2 above). You will then receive an email with a link to create your password. Note, the email is the one in the student database that you provided in your registration.
- 4. Once you log in, Dean of Students Information Center will be listed as one of your courses. Click on that and then look to the menu buttons on the left side of your screen and
- a. click on Student in-processing. You will find the New Student Arrival and Check-in online form mentioned in the Checking into the U.S. Naval War College document. You will also find required NWC student in-processing documents.
- i. If you do not see the menu buttons on the left side of your screen, click on the thick blue or grey line. The menu buttons will pop out. It may take a few tries, depending on the type of device you are using.
- b. Click on the Orientation Information menu button to find your orientation schedule and other orientation information.

## If you experience any difficulties, please contact the Dean of Students office

(401)841-3373 or deanofstudents@usnwc.edu.

#### CYBERSECURITY AWARENESS (INFORMATION ASSURANCE) CHALLENGE TRAINING

Training must be completed after Fiscal Year (01 OCT 21)

REF: NAVADMIN 244/21

NWC recommends using Microsoft Edge Web Browser, however depending on the system you are using, you may be able to complete the training using Internet Explorer or Google Chrome.

All of the websites below are CAC (Common Access Card) enabled (with the exception of DISA).

For all DON Personnel (military, civilian, and contractor), the preferred method is:

Via TWMS (Total Workforce Management): https://twms.dc3n.navy.mil/

- 1. Click on "Online Training and Notices" in the left pane (or click yes when the "training reminder pops up)
- 2. Select and complete DOD Cyber Awareness Challenge 2022

If TWMS is unavailable log into My Navy Portal (MNP) https://my.navy.mil/

- 1. Click on the Quick Links Tab
- 2. Select Navy eLearning (NEL).
- 3. You will be prompted to log in to ELIAAS click "I agree" (if you haven't logged in for a significant amount of time you will have to click through a few more screens to reregister which should take effect immediately) click "login with CAC. Click "continue to enter system"
- 4. Near the top of the page select course catalog.
- 5. In the Learning category box click on the link for DON Training.
- Scroll down and select ENROLL in the DOD-IAA-V19.0 DOD Cyber Awareness Challenge
   2022.
- 7. Select the "My Learning" tab at the top of the page.
- 8. Click "Launch" for the Cyber Awareness Challenge.
- 9. After completion, select "Open My Training History" located under the "My Learning" tab in the "My Training" box. Select the (All) tab to see the courses completed and courses enrolled. Print your certificate if you have completed the course.

If you are non-Navy/Marine Corps, please complete your service's / agency's version of the cyber awareness challenge or use the links below

LAST resort training methods would be to follow the provided links (no permanent record of training is provided so save and print your certificates. JKO will require an account to be created.

https://public.cyber.mil/training/cyber-awareness-challenge/

https://jkodirect.jten.mil/Atlas2/page/desktop/DesktopHome.jsf

If you receive any error messages using the links above, try copying and pasting them into a Chrome.

#### PERSONALLY IDENTIFIABLE INFORMATION (PII) TRAINING

Training times lines are same as CAC.

- 1. Follow steps from the Cyber Awareness Challenge instructions.
- 2. Complete DON-PRIV-2.0 Department of the Navy Annual Privacy Training

LAST resort training method would be to follow the provided link (no permanent record of training is provided so print and save your certificates): <a href="https://www.doncio.navy.mil/privacy/">https://www.doncio.navy.mil/privacy/</a>

 Non-Navy / Marine Corps personnel may utilize their own service's/department's/agency's training portal to complete your version of the Privacy Act training

Feel free to contact one of our ISSO, Mr. Larry Davis if you have any questions or concerns at Larry.Davis@usnwc.edu

Send completion certificates to <a href="mailto:iatraining@usnwc.edu">iatraining@usnwc.edu</a>

#### The Naval War College Digital Curriculum / Bring Your Own Device Policy

Based on extensive research and evaluation, the Naval War College is digitizing a majority of the curriculum with the intent to provide an improved educational experience for our students, save printing costs, and do our part to help save the environment by reducing our use of paper.

What does this mean for me? The NWC is no longer issuing all curriculum materials in print form. Students will now be provided digital copies (in lieu of printed materials) for all curriculum materials that can be digitized.

#### **Bring Your Own Device**

The NWC has adopted a Bring Your Own Device (BYOD) policy. All students are required to bring their own laptops or tablets in order to access the digital curriculum. The college will provide you with the formatted readings and instructions on how to load them onto your device. By using your own device, you will be able to retain all the selected readings on your tablet for future professional reference. Bring your device with you as you so you can setup your Wifi account during check-in and attend Zoom sessions as needed.

#### **Suggested Devices**

Nearly all devices will work with the Naval War College's digital curriculum. In the past we have had success with Microsoft products, Apple products, and Android products. Some examples include iPads and the Microsoft Surface. Traditional laptops (PC and MAC) work just as well.

#### War College Email and Wireless Network Access

Mobile devices such as phones and tablets and laptops will not require a CAC reader to access email or calendars.

While at NWC, students will be able to access a wireless network within the Naval War College. Personal devices should have the latest security and software updates as well as a current anti-virus program installed. If they do not, they may not be allowed to join the wireless network.

Can I get ALL my readings in digital format? Not yet. Required readings for your courses are either "Selected Readings" (articles and the like) or books. We have been successful in converting 95% of the Selected Readings to digital format and they will be available for loading onto your device. Regarding books, most of those used in our curriculum are not yet available digitally; however, the College is working with publishers to make them available in the future. In the meantime, students will be issued the print version of books that are not yet available in digital format.

Will the NWC support/service my personally owned device? No. NWC personnel are not authorized or trained to provide servicing of personal devices. The NWC can

only provide the formatted readings and instructions for you to load the readings onto your personal device.

**Can I buy a device from the NWC?** No. Devices are available directly from the manufacturer or at military exchanges and other retail outlets.

Does the NWC have loaner laptops? No. You must bring your own device.

What should I do before arriving in Newport? If you already have a personal device you would like to use, do your best to make sure it is up to date. This includes Apple updates, Windows updates, and software updates (Java, Flash player, Internet Browser, etc.), and current anti-virus software such as McAfee, Norton, or Symantec. If you do not have a device, please purchase one and update it.

Bring your device with you as you will need it for accessing Blackboard to complete your NWC student check-in and inprocessing. You will also use it for virtual Zoom sessions as needed.

Should you have any questions, please feel free to contact the Help Desk: (401) 841-4900

support@usnwc.samanage.com (email is preferred)



## Our counseling office is postured to assist with all your movement needs:

- Creating a Defense Personal Property System (DPS) account
- Assist with permanent and temporary storage extension request.
- One-on-one personal property counseling session (once PCS orders have been received)
- Tracing Shipments (shipment whereabouts)
- Personally Procured Move (PPM) request and reimbursements
- Claims guidance and points of contact
- Request for documents i.e. Bill of Lading, DD Form 1299 - Application and Shipment of Personal Property and household goods inventories
- Provide shipment weights
- Quality Assurance support Carrier performance management

#### Who We Are

#### Mission:

Provide Department of Defense and Coast Guard service members, employees and families a superior relocation experience.

#### **Contact Us**

Phone: 401-841-4896 or 800-345-7512

Email: <a href="mailto:navsta-move@navy.mil">navsta move@navy.mil</a>
Web: <a href="https://move.mil">https://move.mil</a>

The Personal Property Processing Office is located in building 690. Our Customer Service window hours: 0900 to 1500 M-F.

### Lastly

Please take the time to complete the mandatory Customer Satisfaction Survey that will be sent to you within seven days of the completion of your move. Your survey data provides valuable feedback to the movers so they can evaluate and enhance their performance. Your feedback will directly improve the household shipping experience for the entire Military/DOD community.





Integrity First
Service Before Self
Excellence in all We Do

JOINT PERSONAL PROPERTY SHIPPING OFFICE – NORTHEAST

NAVAL STATION NEWPORT RI

People first - Mission always



## Advance moving tips for new students:

#### Here are a couple of ideas...

Students contemplating Government – Privatized quarters are advised units are small an may require storage of excess property. Naval War College and Surface Warfare Officers School students should review floor plans contained in housing information bulletin and ship only those household goods that can be accommodated in the units.

"Recommend members utilize non-temporary storage at origin under the entitlements outlined in JTR 052008 HHG with a Courses of 20 or more weeks at any one location."

Students are encouraged to remind their personal property counselor to review the Personal Property Consignment Guide (PPCIG) prior to making final shipment arrangements to Newport RI. Limiting the amount of property you ship to Newport will greatly aid in our ability to service all graduating students during your departure.

# Graduating students moving tips:

Peak moving season is extremely challenging for graduating students. Carrier capacity during June – July is at a premium. Graduating students are encouraged to avoid the last two weeks of June through 4 July.

#### Optimal move dates...

Once you have received your orders you should look to plan early to secure dates. Recommended timeframes are 1 through 15 June or sometime after 4 July. Service failures are more likely in-between these dates so students are advised to plan accordingly and to be flexible.



Don't forget before you can secure your move dates you must have travel orders in hand.

#### Things to factor in when departing:

Create a Defense Personal Property System(DPS) account.

Contact our office as soon as PCS orders are received to set up an appointment

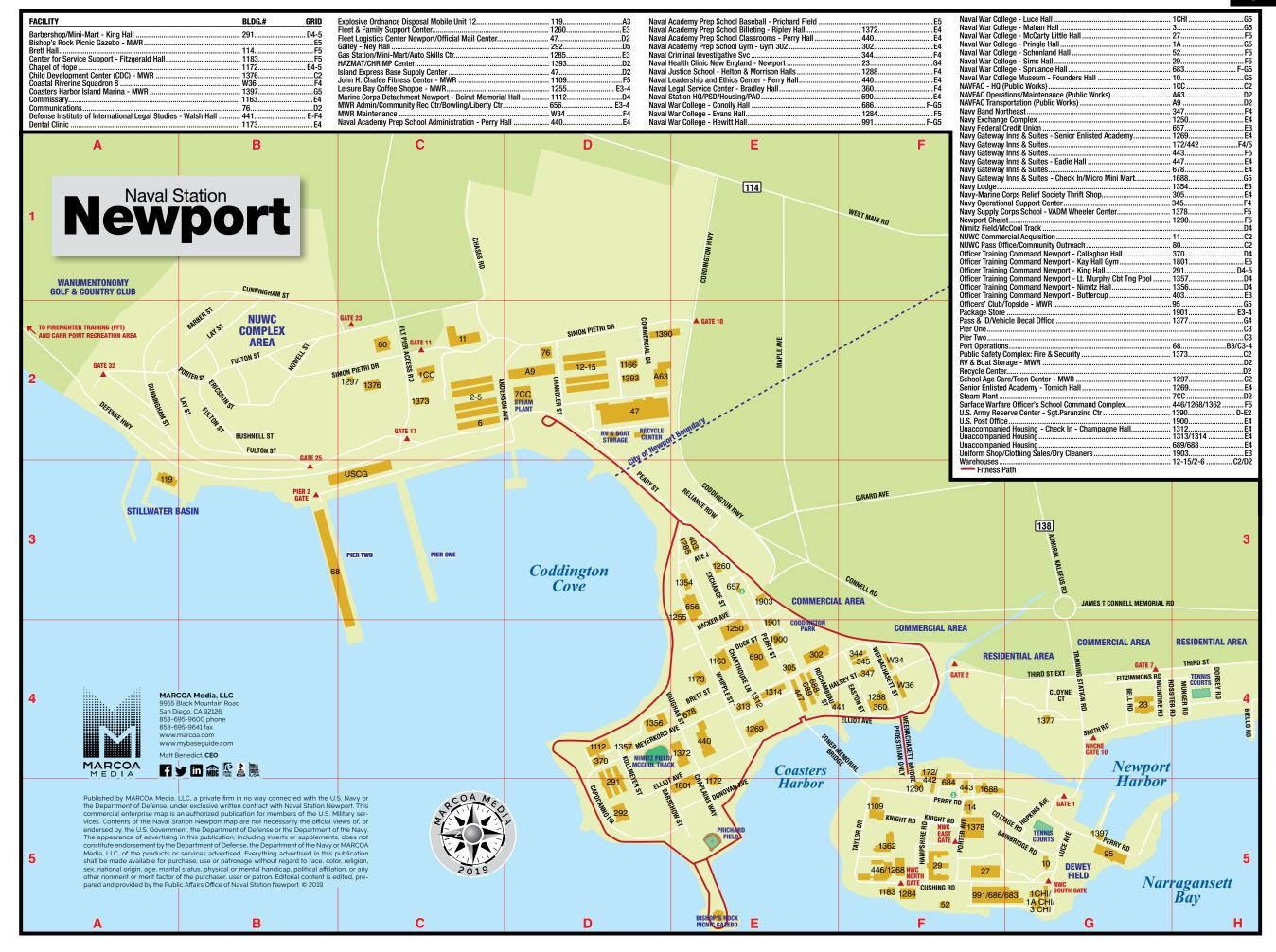
Provide primary and alternate dates to HHG office. Alternate dates must be at least 1 week after the requested primary dates.

Allow days to clear out of housing

Have a contingency plan in case primary or alternate dates are not available-if no government contractor available to move property may want to procure own moving company (personally procured move) PPM.

Any travel questions need to go through your travel admin personnel.

Customers can access detailed key shipping information, links and other pertinent information on the Department of Defense Household Goods Portal at www.move.mil.



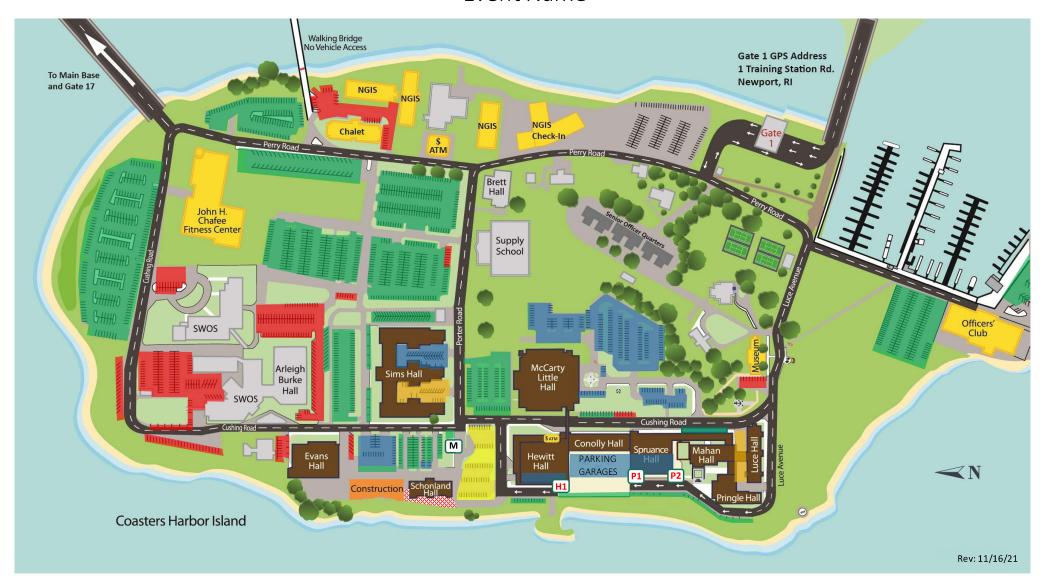
### **Gate hours:**

Gate 1 is our main gate. It is open 24/7.

Gate 17 is on the back side of the base. Hours of operation: 0600-2100 M-F; 0600-1800 S&S

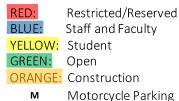
## **Naval Station Newport**

#### **Event Name**



#### **NO PARKING:**

- YELLOW & RED PAINTED CURBS
- WATERSIDE OF SCHONLAND HALL
- GRASS AREAS ADJACENT TO GRAVEL LOTS



P1 (Parking Garage): Staff and Faculty
P2 (Parking Garage): Staff and Faculty

H1 (Parking Garage): Staff and Faculty
Navy Gateway Inn and Suites (NGIS)