CHECKING INTO THE U.S. NAVAL WAR COLLEGE

College of Naval Command & Staff (CNCS) In-processing Information

Report no later than 11 February. *You may report earlier, provided it is within the boundaries of your orders and cleared by your NWC Service Advisor. Please take ROM requirements into consideration when planning your arrival.*

Due to the on-going COVID environment, all in-processing is done electronically. 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, we will begin your in-processing. DO NOT fill it out until you arrive. Your official check-in (Orders stamp equivalent) will be based on your ROM requirements. All NWC in-processing paperwork is located on Blackboard. Details on how to access Blackboard are contained in Attachment 1 of the welcome aboard email.
Marine Corps and Army students will receive additional guidance on Service specific in-processing requirements.

Action Items:

- ☐ Email studentpoc@usnwc.edu ASAP with the following:
    - 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
- ☐ Register in the student enrollment system; due by 7 January 2021 (attachment 1)
- ☐ Log into Blackboard (available 8 January) (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 copies of all PPME completion certificates – Navy students only (attachment 7)

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 Quarterdeck: 401-841-1310

2. Orientation for all students:

    * Tuesday, 16 February through Thursday, 18 February. Day one kicks off at 0800. Full schedule will be posted on Blackboard.

    **Note, Individual services may have additional indoc requirements. Your Service Advisor's Office will relay that information to you. The Dean of Students Office is the Service Advisor for all Navy students.

3. Academic year:
    * Classes begin 24 February 2021
    * Graduation will be 1 March 2022 (date is tentative)
    * Academic calendar overview:
https://usnwc.edu/Academics-and-Programs/Academic-Resources/Academic-Calendars

4. 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%202019.pdf?sr=b&si=DNNFileManagerPolicy&sig=p2ZJvqodY9EIbsyyP6E8GEa2mPOWvaYfXxuava68Iuw%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

5. 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.

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. If your most recent personnel security investigation for TS/SCI is older than six years, please note that our SSO cannot submit you for a reinvestigation upon your arrival solely for the purpose of taking an Elective course (as it does not meet the "need-to-know" threshold). SIPRNET accounts will NOT normally be established unless academic or community requirements dictate access. Intel and Special Operations community members should make an appointment with the SSO for local access requirements. Military students do not require an SCI transfer in status (TIS).

SSO: CDR Chad Simpson
sso@usnwc.edu

6. Additional information:
    * Joint Personal Property Shipping/Storage Information (attachment 4)
    * Naval Station Newport base map (attachment 5)
    * NWC campus parking map (attachment 6)

CAPT CYNTHIA A. DIETERLY, USN
Dean of Students

Attachment 1

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

Completing your student registration--due by 7 January 2021

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.

Updated 18 Nov 2020

Attachment 1

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

Blackboard will be available on 8 January 2021

1. Log into Blackboard: https://navalwarcollege.blackboard.com/ (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 or in the welcome email with that 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

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 your NWC student in-processing documents in your Service specific folder.

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 the left 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.

Updated 18 Nov 2020

CYBERSECURITY AWARENESS (INFORMATION ASSURANCE) CHALLENGE TRAINING

Training must be completed after the start of the new Fiscal Year (01 OCT20).

REF: NAVADMIN 292/19

NWC recommends using **Internet Explorer (IE), however depending on the system you are using, you may be able to complete the training using 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-IAA-V17 DOD Cyber Awareness Challenge 2020

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

3. Click on the Quick Links Tab
4. Select Navy eLearning (NEL).
5. 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 re-register – which should take effect immediately) – click "login with CAC. Click "continue to enter system"
6. Near the top of the page select course catalog.
7. In the Learning category box click on the link for DON Training.
8. Scroll down and select ENROLL in the DOD-IAA-V17.0 DOD Cyber Awareness Challenge 2020.
9. Select the "My Learning" tab at the top of the page.
10. Click "Launch" for the Cyber Awareness Challenge.
11. 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.

OR

12. If you haven't already completed the training via TWMS or Navy eLearning, the link to the training will appear in this window (along with any other outstanding training requirements).

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://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 must be completed after the start of the new Fiscal Year (01 OCT20).

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): http://iatraining.disa.mil/eta/piiv2/launchPage.htm

- 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 the ISSM, LCDR Lauren Fleming if you have any questions or concerns at (401)-841-3496 or Lauren.fleming@usnwc.edu
Send completion certificates to Lauren.fleming@usnwc.edu

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 will need it to do your electronic check-in and in-processing and attend Zoom sessions for orientation and online office calls.**

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 in-processing. You will also use it for virtual Zoom sessions for office calls and orientation.

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: navsta_move@navy.mil
Web: https://move.mil

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.

PERSONAL PROPERTY PROCESSING OFFICE – NEWPORT RI
Building 690
Naval Station Newport RI 02841

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

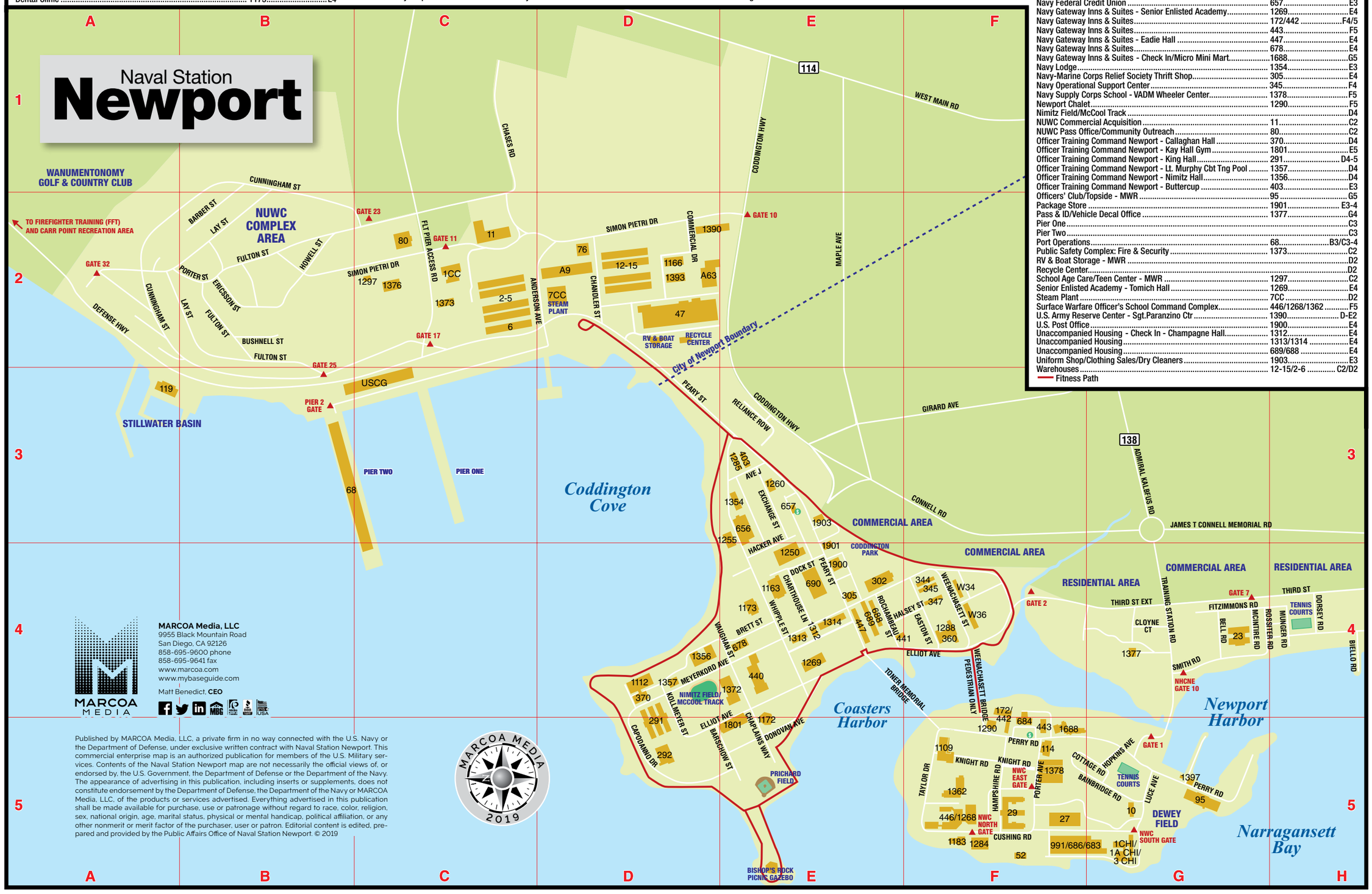
Have a contingency plan in case primary or alternate dates are not available-if no government contractor available to move property may want to procure own moving company (personally procured move) PPM.

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.

FACILITY	BLDG.#	GRID
Barbershop/Mini-Mart - King Hall	291	D4-5
Bishop's Rock Picnic Gazebo - MWR		E5
Brett Hall	114	F5
Center for Service Support - Fitzgerald Hall	1183	F5
Chapel of Hope	1172	E4-5
Child Development Center (CDC) - MWR	1376	C2
Coastal Riverine Squadron 8	W36	F4
Coasters Harbor Island Marina - MWR	1397	G5
Commissary	1163	E4
Communications	76	D2
Defense Institute of International Legal Studies - Walsh Hall	441	E-F4
Dental Clinic	1173	E4
Explosive Ordnance Disposal Mobile Unit 12	119	A3
Fleet & Family Support Center	1260	E3
Fleet Logistics Center Newport/Official Mail Center	47	D2
Galley - Ney Hall	292	D5
Gas Station/Mini-Mart/Auto Skills Ctr	1285	E3
HAZMAT/CHRIMP Center	1393	D2
Island Express Base Supply Center	47	D2
John H. Chafee Fitness Center - MWR	1109	F5
Leisure Bay Coffee Shoppe - MWR	1255	E3-4
Marine Corps Detachment Newport - Beirut Memorial Hall	1112	D4
MWR Admin/Community Rec Ctr/Bowling/Liberty Ctr	656	E3-4
MWR Maintenance	W34	F4
Naval Academy Prep School Administration - Perry Hall	440	E4
Naval Academy Prep School Baseball - Prichard Field		E5
Naval Academy Prep School Billeting - Ripley Hall	1372	E4
Naval Academy Prep School Classrooms - Perry Hall	440	E4
Naval Academy Prep School Gym - Gym 302	302	E4
Naval Criminal Investigative Svc	344	F4
Naval Health Clinic New England - Newport	23	G4
Naval Justice School - Helton & Morrison Halls	1288	F4
Naval Leadership and Ethics Center - Perry Hall	440	E4
Naval Legal Service Center - Bradley Hall	360	F4
Naval Station HQ/PSD/Housing/PAO	690	E4
Naval War College - Conolly Hall	686	F-G5
Naval War College - Evans Hall	1284	F5
Naval War College - Hewitt Hall	991	F-G5
Naval War College - Luce Hall	1CHI	G5
Naval War College - Mahan Hall	3	G5
Naval War College - McCarty Little Hall	27	F5
Naval War College - Pringle Hall	1A	G5
Naval War College - Schonland Hall	52	F5
Naval War College - Sims Hall	29	F5
Naval War College - Spruance Hall	683	F-G5
Naval War College Museum - Founders Hall	10	G5
NAVFAC - HQ (Public Works)	1CC	C2
NAVFAC Operations/Maintenance (Public Works)	A63	D2
NAVFAC Transportation (Public Works)	A9	D2
Navy Band Northeast	347	F4
Navy Exchange Complex	1250	E4
Navy Federal Credit Union	657	E3
Navy Gateway Inns & Suites - Senior Enlisted Academy	1269	E4
Navy Gateway Inns & Suites	172/442	F4/5
Navy Gateway Inns & Suites	443	F5
Navy Gateway Inns & Suites - Eadie Hall	447	E4
Navy Gateway Inns & Suites	678	E4
Navy Gateway Inns & Suites - Check In/Micro Mini Mart	1688	G5
Navy Lodge	1354	E3
Navy-Marine Corps Relief Society Thrift Shop	305	E4
Navy Operational Support Center	345	F4
Navy Supply Corps School - VADM Wheeler Center	1378	F5
Newport Chalet	1290	F5
Nimitz Field/McCool Track		D4
NUWC Commercial Acquisition	11	C2
NUWC Pass Office/Community Outreach	80	C2
Officer Training Command Newport - Callaghan Hall	370	D4
Officer Training Command Newport - Kay Hall Gym	1801	E5
Officer Training Command Newport - King Hall	291	D4-5
Officer Training Command Newport - Lt. Murphy Cbt Tng Pool	1357	D4
Officer Training Command Newport - Nimitz Hall	1356	D4
Officer Training Command Newport - Buttercup	403	E3
Officers' Club/Topside - MWR	95	G5
Package Store	1901	E3-4
Pass & ID/Vehicle Decal Office	1377	G4
Pier One		C3
Pier Two		C3
Port Operations	68	B3/C3-4
Public Safety Complex: Fire & Security	1373	C2
RV & Boat Storage - MWR		D2
Recycle Center		D2
School Age Care/Teen Center - MWR	1297	C2
Senior Enlisted Academy - Tomich Hall	1269	E4
Steam Plant	7CC	D2
Surface Warfare Officer's School Command Complex	446/1268/1362	F5
U.S. Army Reserve Center - Sgt.Paranzino Ctr	1390	D-E2
U.S. Post Office	1900	E4
Unaccompanied Housing - Check In - Champagne Hall	1312	E4
Unaccompanied Housing	1313/1314	E4
Unaccompanied Housing	689/688	E4
Uniform Shop/Clothing Sales/Dry Cleaners	1903	E3
Warehouses	12-15/2-6	C2/D2

Fitness Path



MARCOA Media, LLC
9955 Black Mountain Road
San Diego, CA 92126
858-695-9600 phone
858-695-9641 fax
www.marcoa.com
www.mybaseguide.com

Matt Benedict, CEO

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Current Gate hours (as of 10 August 2020):

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

Gate 2 is closed.

Gate 17 is on the back side of the base. It is open Monday – Friday, 0600-1800.

Normal Gate hours:

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

Gate 2 is open Monday – Friday, 0630-0830 for inbound traffic only.

Gate 17 is on the back side of the base. It is open Monday – Friday, 0600-1800.

Naval War College

Campus Parking Map

Main entrance is located in Conolly Hall. The Quarterdeck is to your right as you enter the doors.

RED: Restricted/Reserved
BLUE: Staff and Faculty
YELLOW: Student
GREEN: Open
WHITE: Schonland Hall Staff

P1 (Parking Garage): Staff and Faculty
P2 (Parking Garage): Staff and Faculty
Navy Gateway Inn and Suites (NGIS)

Revised: 15 Mar 19

Attachment 7

Instructions for
Primary Professional Military Education (PPME)
for the College of Naval Command and Staff (CNCS)

Expectations:

If you are a Navy Officer and will be attending the Naval War College in the College of Naval Command and Staff (CNCS), then you are required to complete the e-learning PPME course in preparation for JPME Phase I, unless you have previously completed JPME I through a *Navy only* distance education program. **Students who have completed JPME1 *through Navy CDE courses* are not required to complete PPME, however, you must bring proof of JPME completion when checking in.**

Get started as soon as possible - **this course requires approximately 70 hours to complete**. We realize that some of you may not have time to complete the PPME course prior to your arrival. Although not an ideal scenario, you will have some time after your arrival and prior to the start of classes to complete this requirement. Anyone anticipating this situation should contact the Deputy Dean of Students as soon as possible.

Getting Started on PPME (You must use a CAC enabled device. Internet Explorer works best):

- Connect to https://my.navy.mil/
- Click Professional Resources
- Click Navy e-Learning – Online Courses
- Click OK
- Click on "Course Catalog Tab"
- Click on "Department of Navy (DON) Training"
- Click on "Professional Military Education"
- Click on "Primary Professional Military Education (CWOs and O1 to O4)"
- Enroll in and complete **all seven blocks** of the training.

If you are unable to see the PPME courses, follow the following instructions:

- Connect to https://my.navy.mil/
- Click Professional Resources
- Click Navy e-Learning – Online Courses
- Click OK
- Click on "Course Catalog Tab"
- Midway down the page, type PPME in the first block (above the Number column)
- Click Apply Filters
- Enroll in and complete **all seven blocks** of the Officer PPME training.

NOTE: Download all seven block certificates as you complete them. Email all certs to christopher.pittman@usnwc.edu
If you have problems with any of the blocks, contact the e-Learning help desk.