CHECKING INTO THE U.S. NAVAL WAR COLLEGE

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

Report no later than date: 13 February 2020

You may report earlier, provided it is within the boundaries of your orders and cleared by your NWC Service Advisor.

Report to Quarterdeck in Conolly Hall (attachment 7). They will direct you to the Dean of Students Office in Hewitt Hall. In-processing takes several hours over a couple of days. Be in the proper uniform and arrive no later than 1300 on the day you report. If you get your orders stamped at the Quarterdeck after hours or on a weekend, you are expected to report the next business morning in uniform for in-processing.

Note: Do not bring family members with you when you are in-processing. You will have plenty of other times to bring them in for a tour.

Uniform for check-in: Navy – SDB
                      Marine Corps – Service A
                      Army – ASU

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 10 January 2020 (attachment 1)

☐ Log into Blackboard (available 13 January) (attachment 1)

☐ Complete Cyber Awareness Training and DON Annual Privacy Training (attachment 2)

☐ Bring copy of GTCC Training certificate (attachment 3)

☐ Bring your personal device (iPad, tablet, laptop, Chromebook, etc.) (attachment 4)

☐ Bring copies of all PPME completion certificates – Navy students only (attachment 8)

☐ Bring vehicle registration with you so you can get your student parking placard

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:
   * Tuesday, 18 February through Thursday, 20 February. Day one kicks off at 0800. Full schedule will be posted on Blackboard.
   * Uniform (day one only): Navy – SDB
     Marine Corps – Service A
     Army – ASU

3. Academic year:
   * Classes begin 2 March 2020
* Graduation will be 2 March 2021 (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://dnnlgwic.blob.core.windows.net/portals/0/GlobalContent/Resident%20Students/Student%20Handbook%202019.pdf?sr=b&si=DNNFileManagerPolicy&sig=p2ZJvqodY9ElbsyyP6E8GEa2mPOWvaYfXxuava681uw%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. Please note that our SSO cannot submit you for TS/SCI access 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). Coast Guard students, if you are SCI-eligible please have your SSO forward your clearance information via JPAS to SMO code N001243 or via SCI message traffic to NAVWARCOL.
   SSO:  CDR Chad Simpson
   sso@usnwc.edu
6. Additional information:
   * Joint Personal Property Shipping/Storage Information (attachment 5)
   * Naval Station Newport base map (attachment 6)
   * NWC campus parking map (attachment 7)
GUIDE TO STUDENT ONLINE REGISTRATION
FOR THE U.S. NAVAL WAR COLLEGE

Completing your student registration--due by 10 January 2020

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=f1NOJfot07zo0kdc4WmhfRv4GLeyuWuO2ryzHfH%2FCbE%3D

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

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

Blackboard will be available on 13 January 2020

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 click on the Orientation Information menu button to the left to find your orientation schedule and other orientation information. 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.

If you experience any difficulties, please contact
the Dean of Students office
(401)841-3373 or deanofstudents@usnwc.edu.
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 or Firefox.

All of the websites below are CAC (Common Access Card) enabled (with the exception of DISA). Most websites will accept your digital ID certificate as opposed to the EMAIL certificate – some accept both. However, Per NAVADMIN 200/18, all Navy personnel, including Contractors, Foreign Liaisons/Officers, and REL, must possess a CAC with PIV_Auth certificate activated and visible no later than 31 January 2019. PIV_Auth certificate may be activated on a CAC by visiting https://www.dmdc.osd.mil/self_service.

If that fails, completely close out of Internet Explorer (not just the tab), reopen it, and attempt to login using the other certificates associated with your CAC. Also, be sure to click “allow popups from this site” and “enable adobe flash player” if/when prompted.

Defense Information Systems Agency (DISA) has approved an updated version of the training (CAC 2019) in late 2018. This version will include an option for facilitated delivery and test-out. Personnel who complete CAC 2018 after 1 October 2018 and prior to DISA approval and release of CAC 2019, satisfy the FY19 CAC General Military Training (GMT) requirement and will not be required to complete CAC 2019. CAC 2019 is approved and released, thus all remaining Navy personnel (military, civilian, and contractor) who have not satisfied FY19 CAC GMT must complete CAC 2019.

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

2. Click on the Quick Links Tab
3. Select Navy eLearning (NEL). Use your authorization certificate and enter your pin when prompted.
4. 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” – the PIV authentication notice should appear. Click “continue to enter system”
5. Near the top of the page select course catalog.
6. In the Learning category box click on the link for DON Training.

NOTE: If you have/require a JWICS account (@nmic.ic.gov) you are required to do the Intel Community (IC) version of the Cyber Awareness (or if you have any SCI access). The IC version also satisfies the requirement for NIPR and SIPR. The IC version has "IC" in the title.
8. Select the “My Learning” tab at the top of the page.

9. Click “Launch” for the Cyber Awareness Challenge.

10. After completion select “Open My Training History” located under the “My Learning” tab in the “My Training” box to verify course completion or to print your certificate.

OR


12. Click on “Online Training and Notices” in the left pane (or click yes when the “training reminder pops up)

13. 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.

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

● Non-Navy / Marine Corps personnel may utilize their own service’s/department’s/agency’s training portal to complete your version of the Cyber Awareness Challenge training

PERSONALLY IDENTIFIABLE INFORMATION (PII) TRAINING

Training must be completed after the start of the new Fiscal Year (01 OCT18).

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

1. Follow steps 1-5 from the Cyber Awareness Challenge instructions.

2. In the box next to “ALL” type DON and press enter.

3. Scroll down and select ENROLL in DON-PRIV-1.0 Department of the Navy Annual Privacy Training

4. Select My Learning at the top of the page.

5. Click on LAUNCH.

6. After completion select “Open My Training History” to verify completion or to print your certificate.

OR

8. Click on “Online Training and Notices” in the left pane (or click yes when the “training reminder” pops up)
9. 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).

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](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

**PLEASE NOTE:** While at IRD, we recommend that you also sign up for the WENS (emergency notification system) to ensure you receive all emergency notices by email, landline, and/or cell phone. Feel free to contact the ISSM, LTJG Dan Ceccarelli, if you have any questions or concerns. (401)-841-3496 or [daniel.ceccarelli@usnwc.edu](mailto:daniel.ceccarelli@usnwc.edu) - HL 123 IRD Front Office

If you have been issued a SIPR token, Per Navy guidance it is issued to you and it needs to accompany you to the Naval War College for SIPR access. Please DO NOT surrender it upon transfer. Thank you.
**Government Travel Charge Card Program Training**

Per the Travel and Transportation Reform Act (TTRA) of 1998, Public Law 105-264. All DoD personnel, unless otherwise exempt, who perform travel as part of their duties will obtain and use an individually billed Government Travel Charge Card (GTCC) for all authorized expenses relating to official travel.

Upon check-in, you will be asked if you have a GTCC. If you do not, we will assist you with the application process. If you already have a GTCC, we will transfer your card to the Naval War College (NWC) hierarchy and update your information (Navy only. All other students will have a profile created in case you travel while you are here).

The DoD instruction that covers the Department of Defense Travel Card Program (DoDI 5154.31, Volume 4), para 0404) mandates that all DoD Personnel will obtain and use an IBA. Non-DoD personnel are exempt from the mandatory use. For those who meet this exemption, identify yourself as non-DoD when checking in to the Travel Office and we will create your DTS profile and mark you as "exempt" from mandatory use of the GTC.

Per DoDI 5154.31, Volume 4, before an individual receives a travel card for the first time, it is required that they complete the “Program & Policies – Travel Card Program (Travel Card 101) (Mandatory) training course at the Passport website: https://www.defensetravel.dod.mil/Passport.

Existing GTCC holders are required to take the GTCC refresher training and sign a new SOU every three years. “Program & Policies – Travel Card Program (Travel Card 101) (Mandatory)”, above, is acceptable for both initial and refresher training. Refresher training from other Department of the Defense (DoD) sources is also acceptable. Navy (DON) Cardholder (CH) Refresher Training can be found at the DON Consolidated Card Program Management Division (CCPMD) website: https://www.navsup.navy.mil/public/navsup/ccpmd/travel_card. If you have completed the required refresher training from any acceptable source within the past three (3) years from the date of check-in, and can provide your certificate of completion, you will not be required to take the training again until the 3-year anniversary date on your certificate.

The following information is needed for your certificate:

- Agency Program Coordinator (APC) name: Tyler T. Hyde
- Command name: Naval War College
- Hierarchy levels 1 through 4: 20001, 22000, 32650, 42010

**Bring your training completion certificate with you when you report aboard.**

Questions regarding the GTCC Program can be directed to travelnwc@usnwc.edu or the Travel Card APC, Tyler Hyde at tyler.t.hyde@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 when you check-in to avoid delays with your in-processing.**

**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. The Help Desk has a limited supply CAC readers for PCs and Macs that can be loaned out if need be for other sites. They must be returned before you depart the War College.
While at NWC, students will be able to access a wireless network. 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

Updated 6 Sept 2019
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.

**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 when you check in so the Help Desk can help you configure your document readers, calendars, and War College email.

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.
Here are a couple of ideas...

Students contemplating Government – Privatized quarters are advised units are small and 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.

Advance moving tips for new students:

“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 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.
Main entrance is located in Conolly Hall. The Quarterdeck is to your right as you enter the doors.
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: Print all seven block certificates as you complete them and turn them into the Dean of Students Office at check-in.

If you have problems with any of the blocks, contact the e-Learning help desk.