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

Report date:
CIV: NLT 26 July 2023 by 1300

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

Attire for in-processing:
Business Casual attire

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.

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 2 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:
   ○ 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 18 May (attachment 1)
☐ Log into Blackboard (available 19 May) (attachment 1)
☐ Complete Cyber Awareness Training and DON Annual Privacy Training (attachment 2)
☐ Bring your personal device (iPad, tablet, laptop, Chromebook, etc.) (attachment 3)
☐ Fill out the “Incoming Civilian Student CAC Information” form (link contained in body of this letter) (18 May)
☐ Complete/submit Security paperwork for badge/parking placard on Blackboard by 23 June

Need to know items:
1. Naval War College contacts
   * Dean of Students Office: 401-856-5500 / deanofstudents@usnwc.edu
   * NWC Marine Corps Office: 401-856-5137 / 5139
   * NWC Army Office: 401-856-5134 / 5139
   * NWC Air Force/Space Force Office: 401-856-5135 / 5141
2. Naval War College Orientation for all students:
   * Tuesday, 1 August through Thursday, 3 August. Day one kicks off at 0800. Full schedule will be posted on Blackboard.
   * Attire: Business casual attire

3. Academic year:
   * Classes begin 11 August 2023
   * Graduation will be 14 June 2024
   * Convocation 8 August 2023 (Attire: Professional attire)
   * Future Warfighting Symposium 9-10 August 2023
   * Academic calendar overview:
     https://usnwc.edu/Academics-and-Programs/Academic-Resources/Academic-Calendars

4. Please fill out the Incoming Civilian Student CAC Information form via the following link. Responses are due by 18 May.
   https://forms.office.com/r/tAyHJTeKvY

5. 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%202023.pdf?sv=2017-04-17&sr=b&si=DNNFileManagerPolicy&sp=pin&sig=UcJoPltLx6mV6CBO9d7%2BPtFrZVqX868C6jK30BFe%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
     navymwmnewport.com/child-youth/school-liaison-officer
6. 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, sso@usnwc.edu.

7. Additional information:
   * Joint Personal Property Shipping/Storage Information (attachment 5)
   * Naval Station Newport base map (attachment 6)
   * NWC campus parking map (attachment 7)

CDR BRIAN DOHERTY, USN
Interim Dean of Students
GUIDE TO STUDENT ONLINE REGISTRATION
FOR THE U.S. NAVAL WAR COLLEGE

Completing your student registration—due by 18 May 2023

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=DNNDFileManagerPolicy&sig=f1NOJfotO7zo0kdc4Wmh
   fRv4GLeyuWuO2ryzHfH%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=D8C4
   1B25F69A2B473B3117EF2014D7F7

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)856-5500 or deanofstudents@usnwc.edu.
GUIDE TO LOGGING INTO BLACKBOARD FOR THE U.S. NAVAL WAR COLLEGE

Blackboard will be available on 19 May 2023

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 username, 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 username.

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)856-5500 or deanofstudents@usnwc.edu.
CYBERSECURITY AWARENESS (INFORMATION ASSURANCE) CHALLENGE TRAINING

Training must be completed after Fiscal Year (01 OCT 22)

REF: NAVADMIN 223/22

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/](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 2023

If TWMS is unavailable log into My Navy Portal (MNP)  [https://my.navy.mil/](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 re-register – 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.
6. Scroll down and select ENROLL in the DOD-CAC-2023.0 DOD Cyber Awareness Challenge 2023
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.


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):

which now redirect you to the JKO site to take the course.

● 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. Brian Martin if you have any questions or concerns at Brian.Martin@usnwc.edu
Send completion certificates to iat raining@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 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.

**Should I set up a Zoom account prior to arrival?** Yes. Go to [https://Zoom.us](https://Zoom.us) to setup a free account. Ensure that your full name is displayed as your username so when we take attendance during Zoom sessions you get credit for being there!

**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 as needed.**

Should you have any questions, please feel free to contact the Help Desk:
(401) 856-5999  
[ support@usnwc.samanage.com](mailto: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/Retirement or Separation orders have been received)

• 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
Email: navsta_move@us.navy.mil
Web: www.move.mil

The Personal Property Processing Office is located in building 690 Peary Street, Naval Station Newport, RI. Our Customer Service window hours: 0900 to 1500 M-F.

Lastly

Please take the time to complete the mandatory Customer Satisfaction Survey (CSS) 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. For more information on CSS see:

https://www.militaryonesource.mil/moving-housing/moving/moving-resources/
"Customer Satisfaction Survey Brochure"

Integrity First
Service Before Self
Excellence in all We Do

PERSONAL PROPERTY PROCESSING OFFICE
NEWPORT, RI

People first – Mission always
Advance moving tips:

Create a Defense Personal Property System (DPS) account at https://dps.move.mil/cust/standard/user/home.xhtml

Contact our office as soon as PCS/Retirement or Separation orders are received to set up an appointment

Provide a seven (7) calendar day pickup date spread when accomplishing your application for shipment. **Do not make commitments until your move dates are secured with a carrier.**

Allow sufficient days to clear out of housing, rental or closing on your home.

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**Optimal move dates...**

Peak moving season is extremely challenging for all customers. Carrier capacity during June and July is at a premium. Customers are encouraged to avoid the last two weeks of June through 4 July.

Excess weight can cost the customer a lot of money. An easy and usually dependable method is to estimate a 1,000 pounds per room. You can also ask your personal property counselor the weight of your previous shipment.

Lastly, ensure your residence is clean prior to your scheduled pack date.

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**Personally Procured Move (PPM):**

Have a contingency plan in case primary or alternate dates are not available. If no government contractor is available to move your property, you may want to procure your own moving company.

You can get an estimate for your upcoming PPM when you apply via www.move.mil. The estimate identifies how much the government will pay if you choose to “do-it-yourself.” You can use this money to cover the cost of hiring packers, renting moving trucks, and so on. If you spend less to move your property the government will incentivize you to move yourself, you get to pocket the difference!

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**Helpful Links:**

Since moving doesn't happen that often we recommend you access https://www.militaryonesource.mil/moving-housing/ to review a vast array of moving tools and resources, such as:

- **Moving Tips**
- **Weight Estimator**
- **PPM Estimator**
- **Customer Brochures**
- **PBS Kids Relocation Resources**
- **It's Your Move Booklet – Military**
- **It's Your Move Booklet – Civilian**
- **Privately Owned Vehicles**
Naval Station Newport

Naval War College Parking Map

NO PARKING:
- YELLOW & RED PAINTED CURBS
- WATERSIDE OF SCHONLAND HALL
- GRASS AREAS ADJACENT TO GRAVEL LOTS

Legend:
- RED: Restricted/Reserved Staff and Faculty
- BLUE: Open
- YELLOW: Student
- GREEN: Construction
- ORANGE: Motorcycle Parking
- P1 (Parking Garage): Staff and Faculty
- P2 (Parking Garage): Staff and Faculty
- H1 (Parking Garage): Staff and Faculty
- Navy Gateway Inn and Suites (NGIS)
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: 0600-1800 M-F