

MOPC Need to Know Information

(Updated as of 3 Nov 2020)

All Students MUST contact MOPC ADMIN prior to attending for latest check-in and course Need-to-Know information updates!

- Email at mopc_admin@usnwc.edu and/or Phone (401) 841-1968/3685
- Keep MOPC Admin abreast of your current contact information (email and phone).
- Due to the current DOD and DON policies related to COVID-19, we will teach the course in a hybrid manner. The first two weeks will be done virtually using MS Teams and is designed to allow for the 14-day ROM required for most students. The remaining portion of the course will be conducted in class using approved social distancing protocols. You still need to plan your travel to Newport the evening before the first day of class. There are NO changes to your arrival or departure dates due to COVID-19.
- **Students must bring their own masks**
- Recommend you bring own Wi-Fi capable laptop device with CAC reader if able. Minimum PC laptop (or MAC equivalent) specifications required to support online course
 - Processor: i3 8th GEN or greater (e.g., i5 or i7)
 - Memory RAM: 8GB or greater
 - Hard Drive: 128GB or greater
 - Operating Systems: Windows 10
 - Web Cam / Microphone: Yes
 - Full size keyboard recommended
 - 15.6" Screen Size recommended
 - MS Office Suite: 2016
 - MS Teams App installed
- Students will receive on morning of first day of class from TBA location:
 - IPAD with course materials (readings, student sessions guides, scenario, templates
 - Laptop (with aforementioned specs) with CAC reader if unable to bring your own
 - Please advise prior to arrival if you need a laptop with CAC reader, or just a CAC reader.
 - Course ADMIN folder with Check-in paperwork, Class schedule, latest NWC COVID-19 guidelines, etc.
- All on-base billeted students will receive CMR rate due to lack of on-base subsidized eating option.
- All off-base billeted students will receive an endorsement to purchase premium WiFi service at commercial billeting (if offered) in order to support course Online Curriculum requirements.
- Students will need a rental car or POV. During initial 2-week ROM restrictions, students are not authorized to access base facilities (i.e., commissary, dining options), as well on-base eating options after ROM are not within timely walking distance from Evans Hall and most billeting locations.
- **Please check with your current command, gaining command, and BUPERS to determine if you require a waiver to travel to Newport based on current DON policies. If waiver is required, ensure NWC is info'ed on the waiver message.**

Family Separation Allowance (FSA)

Students must submit a copy of their updated/ signed **Page 2** upon check-in in order to have their FSA processed and paid while attending MOPC. Those who fail to submit on time, may be required to process their FSA at their ultimate duty station.

Pre-requisite IRD Requirements

ALL students will be issued a NWC email account while attending the course. In order to establish your NWC account prior to your arrival, you will need to provide the following documents:

- DoD CAC ID number (on backside of CAC).
- System Authorization Access Request-Navy (SAAR-N) form (Partially completed form will be emailed prior to your arrival).
- Current DoD Cyber Awareness Challenge Training certificate
- DON-PRIV-1.0 Department of the Navy Annual Privacy Training Certificate

Note: When sending us certifications/forms please place your last name in the beginning of the

file name. Use Internet Explorer (not Chrome) when completing the certifications. Chrome will not allow a certificate to be printed. The NWC IRD will only accept training completed on [E-Learning](#) or [TWMS](#).

Course Material / Read Ahead

All course material will be provided. You will be issued a MOPC DVD containing schedule information, syllabus, readings references, planner references, and other useful information. In addition all course material will be accessible via locally issued iPad. Recommended read ahead material will be provide 2 weeks prior to the start of the course.

Security Clearance

MOPC attendance requires a SECRET clearance for access to NWC facilities at Sims Hall. MOPC attendees must have a valid SECRET clearance to attend. Your clearance will be verified by the administrative department prior to your course start date. If there are concerns related to a clearance, please feel free to contact us. For non-Navy attendees, a security clearance verification/visit request must be submitted from the member's security officer to the Naval War College security office (JPAS users SMO code is 001244). For non-JPAS users please submit your clearance information via fax (401) 841-3004. Include in your fax, the member's name, type of clearance, closed date, IT level and NATO read-in information if any. This form must be on a company letterhead and signed by the security manager. For more information, please contact us at (401) 841-3685/1483.

If your next billet requires TS/SCI, your orders should contain the following text:

“DETACHING COMMAND: MEMBER MUST HAVE A CURRENT SINGLE SCOPE BACKGROUND INVESTIGATION (SSBI) WITH ELIGIBILITY FOR TOP SECRET/SENSITIVE COMPARTMENTED INFORMATION (TS/SCI) BEFORE TRANSFERRING TO THIS COMMAND. IF THE MEMBER DOES NOT HAVE THE AFOREMENTIONED ELIGIBILITY THEN THE COMMAND DELIVERING THE ORDERS WILL INITIATE A REQUEST FOR SSBI VIA E-QIP DIRECT AND ENSURE IT HAS BEEN ACCEPTED AND IS BEING PROCESSED BY OPM.”

If this text is missing and you believe it should be there, contact your Detailer. If you have not started this process, contact your SSO for guidance. Our course is unclass but at times we will have discussions at the secret level. We will only verify your clearance status for Secret for the course, not for your follow on assignment.

Attire / Uniform Policy

Military:

Officers. NWU Type III or Service Khaki or service equivalent.

Civilian:

Business Casual attire is the service khaki equivalent and includes a dress quality collared shirt or turtleneck and dress slacks for men and either a dress or dress blouse and pants/skirt for women. Turtlenecks are acceptable but do not include collarless shirts or flight deck jerseys and do not contain logos on the collar or extreme logos elsewhere on the garment.

For the online portion of the course (Weeks 1 and 2), in lieu of wearing service khaki/service uniform equivalent/NWU Type IIIs, students are authorized to wear “casual summer attire” which is collared shirt (polo or similarly relaxed style), or blouse equivalent. In all cases no tee-shirts, gym shirts, tank tops, sports bras, tops with exposed midsections.

Seasonal dress uniforms (service dress blue/white, summer white, and winter blue) and civilian professional attire are not required however, if you anticipate attending a special event at NWC or another local command (SWOS, NAPS, etc.), it is recommended you check on the dress code as many commands prescribe dress uniforms for specific events. Dress uniforms are usually required to attend distinguished visitor (Service secretaries, etc.) lectures. Civilian Professional Attire consists of coat or sweater and tie, dress-quality collared shirt and dress slacks for men and either a dress or sport coat, dress blouse, and pants or skirt for women. Shoes are of a dress quality with both closed toe and heel. Sling back shoes are an acceptable alternative for women.

Mail and E-mail

Your mailing address at the College is: (example)
ATTN: CDR JOHN Q. SMITH (MOPC XX-XX)

US NAVAL WAR COLLEGE
SIMSs HALL
686 CUSHING ROAD
NEWPORT, RI 02841-1207

Network Access

NMCI is not available at the Naval War College and SIPRNET accounts will not be established. However, there is a SIPRNET Café you can have access to. Personnel with NMCI accounts are advised that in order to remotely access NMCI, they must consult their systems administrator to obtain the necessary OWA privileges. Due to the absence of NMCI at the NWC, personnel are encouraged to ensure successful remote access prior to arriving at MOPC

Schedule and Other Information

- **CHECK with ADMIN prior to arrival for latest Check-in requirements due to COVID-19.**
- **Day 1 of Class COVID-19 Operations: Report to Evans Hall (Bldg. 1284) parking lot between approximately 0730-0930 to pick up course issued materials mentioned earlier via “no contact check-in” protocols. Faculty Team Lead will provide exact times via email.**
- *****Once we return to OPS Normal (i.e., post COVID-19 pandemic): Report to Sims Hall (bldg. 29) between 0730-0745 and Course begins promptly at 0800 on Day 1*****
- Classes are scheduled for all workdays, including the days immediately ahead of and following Federal holidays.
- No watches or other duties are assigned during the MOPC training period.
- There are no specific provisions for spouses due to the short duration of this course, but the NWC Student Guide has helpful information for those whose spouses are also traveling to Newport.
- [Directions](#) to NWC from TF Green Airport (Providence - PVD)
- The Newport Shuttle (Orange Cab affiliate) runs daily from the Providence Airport to the Naval Station (Gate 1). Reservations are recommended. Call (401) 841-0020. Additionally, Rainbow Cab (401) 849-1333 and Orange Cab (401) 841-0030 provide transportation to and from the airport.
- Personnel with NMCI accounts are advised that in order to remotely access NMCI, they must consult their systems administrator to obtain the necessary OWA privileges. Due to the absence of NMCI at the NWC, personnel are encouraged to ensure successful remote access prior to arriving at MOPC.
- **Returning flights: do not schedule departure from T.F. Green Airport (PVD) before 1500, or 1600 from Logan Airport (BOS) on last day of the course.**

Parking

Please park in the large lot across the street from the Chalet and BOQ. If staying off base, park in the lots marked "student parking" while on the NWC campus. Admin will provide a placard at check-in.