

# MOPC Need to Know Information

(Updated as of 6 July 2022)

**Effective 1 Jan 2022, all students attending MOPC must be fully immunized prior to the start date of the course. Any student not immunized and without a DON approved exemption will be turned away and will not be able to attend the course. Those who are exempted from immunization MUST complete a 10-day local ROM just prior to the start of the course. Please contact your detailer, or the HQ's issuing your orders to build the ROM timeframe in your orders if you have a DON approved exemption.**

- Students must contact the course prior to attending for latest check-in and course Need-to-Know information updates. Email at mopc\_admin@usnwc.edu or phone (401) 841-1968/3685
- Keep MOPC Admin abreast of your current contact information (email and phone).
- It is recommended you bring a WiFi-capable laptop device with a CAC reader if able. Minimum PC laptop (or MAC equivalent) specifications recommended are:
  - Processor: i3 8<sup>th</sup> 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
- If you do not have a laptop, we will provide a loaner one for you. Please advise before arrival if you need a laptop with CAC reader or just a CAC reader.
- Students will receive on the morning of the first day of class from TBA location:
  - Laptop (with specs mentioned above) with CAC reader if unable to bring your own
  - Course ADMIN folder with Check-in paperwork, Class schedule, course material, etc.
- All on-base billeted students will receive the PMR rate and students residing off base will receive the CMR rate.
- All off-base billeted students will receive an endorsement for purchasing premium WiFi service at commercial billeting (if offered) to support course online curriculum requirements.
- Students will need a rental car or POV.
- Please check your current command, gaining command, and BUPERS to determine if you require a waiver to travel to Newport based on current DON policies. If a waiver is needed, ensure NWC is info'ed on the waiver message.

## Family Separation Allowance (FSA)

All Students **except those noted below** must submit a copy of their updated/ signed Page 2 upon check-in to have their FSA processed and paid while attending MOPC. Of note, Reservists (non-mobilized) FSA is processed through the Naval War College OSO's office. If you can not update your Page 2, you will be required to process their FSA at your ultimate duty station. **MOPC is unable to process FSA for the following students:**

- IA MOB (any student coming via ECRC): Must submit a request through gaining command or inquire at ECRC if you can submit it through them.
- US Air Force, US Army, US Coast Guard, US Marine Corps students: parent service/command will process upon return
- Civilians: Not authorized FSA
- On TAD orders: Students will process upon return to their parent command.

## Course Material / Read Ahead

ALL students will be issued a NWC email account and access to our SharePoint while attending the course. The Sharepoint will contain all of the course material, including; schedule information, syllabus, readings references, planner references, and other helpful information. Recommended read-ahead material will be provided 2 weeks before 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. The administrative department will verify your clearance before 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 DISS. For non-DISS 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 company letterhead and signed by the security manager. For more information, please contact us at (401) 841-3685/1483.

Anyone with a TS/SCI please get a TIS as opposed to being read out.

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.

## **Covid**

Following the current DOD and DON policies related to COVID-19, the course will be conducted in person using approved 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. Effective 1 Jan 2022, all students attending MOPC must be fully immunized before starting the course. Any student not vaccinated and without a DON-approved exemption will be turned away and unable to participate in the class. Those exempted from immunization MUST complete a 10-day local ROM just before the start of the course. Please get in touch with your detailer or the HQ's issuing your orders to build the ROM timeframe in your orders if you have a DON-approved exemption.

Currently, IAW NAVADMIN 073/321 waivers are required for Official Travel to and from "RED" Locations IAW DON COVID-19 Travel Tracker. Those locations can be found here (CAC required): [DoN COVID-19 Travel Tracker - DoN COVID-19 Travel Tracker - My Navy Portal](#) Detaching Commands are responsible for processing Waivers for students traveling to Naval Station Newport to attend MOPC. If you require a waiver at the time of your departure enroute to Naval Station Newport please use the below information for your waivers:

Gaining Command (O-6) / SES (GS15) or above who concurs (Name/Command):

CAPT Joesph C. Girard, US Naval War College.

Point of Contact: Ms. Michel Santana

Name/Rank/Title/E-mail/Telephone Number: Civilian/Admin Officer/Michel.santana@usnwc.edu/401-841-2494.

## **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.

**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, 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 Email

Your mailing address at the College is: (example)  
ATTN: CDR JOHN Q. SMITH (MOPC XX-XX)  
US NAVAL WAR COLLEGE  
SIMS 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 to access NMCI remotely, 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 before arriving at MOPC

## Schedule and Other Information

- **CHECK with ADMIN before arrival for the latest Check-in requirements.**
- Report to Sims Hall (bldg. 29) between 0730-0745 and class 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.
- **Returning flights: do not schedule departure from TF Green Airport (PVD) before 1500, or 1600 from Logan Airport (BOS) on the 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.