



NATIONAL DEFENSE UNIVERSITY
THE DWIGHT D. EISENHOWER SCHOOL
FOR NATIONAL SECURITY AND RESOURCE STRATEGY
WASHINGTON, DC 20319-5062

ES-APS

MEMORANDUM FOR ALL FACULTY

SUBJECT: Completion of International Travel Requirements, AY 2017

Welcome New Faculty!

All faculty of The Dwight D. Eisenhower School for National Security and Resource Strategy/National Defense University (ES/NDU) are required to conduct an international field study for the Industry Studies Program as part of the student requirements to graduate.

As a DoD traveler, you must complete the following training and documentation to travel to all theaters on **“official business”** in accordance with the ***Department of Defense Foreign Clearance Guide (eFCG), DoD 4500.54-G***: Anti-Terrorism/Force Protection (AT/FP) Level 1 Training; Survival, Evasion, Resistance and Escape (SERE) 100.2 Training; U.S. Forces Korea (USFK) (Korea-specific) Training; Area of Responsibility (AOR) Local PACOM Security Briefing; Human Rights Awareness Education Course/SOUTHCOM General Order Number 1; and, the Isolated Personnel Report (ISOPREP).

You are required to have a passport (no-fee, official or diplomatic) that is valid until 1 December 2017 and contains a minimum of 4-6 blank pages for visas. If you are an Industry Fellow, you will need a tourist passport that is also valid until 1 December 2017. If you have a valid no-fee, official or diplomatic passport with less than the minimum required number of 4-6 blank pages for visas, you must apply for a new passport.¹ If you were never issued a passport, or have a passport that is lapsing or has expired, or is lost or stolen, you will need to apply for one, renew the one you have (if issued within the past 15 years), or report your lost/stolen passport.

Except for the AOR Local PACOM Security Briefing and visas which cannot be completed in the first or fall semester, complete all other requirements before registration in August 2016. Complete these requirements now to prepare and enable you to travel anywhere throughout the world, in response to any last-minute travel requirements received.

¹ The U.S. Department of State will not add visa pages to U.S. passports.

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Please click on the links for more information on completing these requirements: 1) [Passports and Visas](#), 2) [Course Prerequisite Training](#), 3) [How to Use the State Department Passport Application aps](#), and, 4) [Passport Application Checklist](#).

If you have any questions or need more information or assistance with completing the training courses, contact the administrative personnel at your previous or current command or agency for support. They should be able to help you complete these requirements. If you have any questions or need more information or assistance with processing passports, contact the SIA/State Department at 202-485-8200 or CA-PPT-SIA-CS@state.gov. To find the nearest location to apply for a passport, call the toll-free number, 1-877-487-2778 (available 24 hours daily) or visit the **Passport Acceptance Facility Search Page**, at <http://iafdb.travel.state.gov>.

The completion of these prerequisites now will allow you to concentrate on helping the students to complete their studies and not be distracted with your delinquent requirements.

Once again, welcome to the Eisenhower School! We look forward to meeting and working with you to help you achieve your educational and career goals. We hope that you will not only find your teaching experience here productive but also enjoyable. If we can do anything to assist you during your stay or address any questions, comments or concerns which you may have about the academic program, please don't hesitate to contact us directly (John Meier, 202-685-4306, john.meier@ndu.edu or john.meier@gc.ndu.edu; or Thomas Santoro, 202-685-4321, thomas.santoro@ndu.edu or thomas.santoro@gc.ndu.edu). Thank you.

John G. Meier III
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National Security Industrial Base Professor &
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