



*National Defense University  
Eisenhower School for National Security  
& Resource Strategy (NDU-ES)*



## **Application Package Checklist For Private Sector Fellows**

### **E-MAIL/FAX THE NOMINATION PACKAGE TO THE NDU REGISTRAR'S OFFICE**

Fax Number: (202) 685-4810

Email: [University-Registrar@ndu.edu](mailto:University-Registrar@ndu.edu)

*Each student nomination package must include the following items:*

- **NDU/ES Private Sector Fellow Nomination Form**  
*(provided in this pdf document)*
- **One official transcript**  
*(highest degree earned)*
- **One-page student biography or résumé**  
*(include education and career history)*
- **NDU Privacy Act Statement**  
*(provided in this pdf document)*
- **Education Release Form**  
*(if company requires copies of final student evaluation and/or transcript)  
(provided in this pdf document)*
- **Memorandum of Agreement**  
*(provided as a separate pdf document)*



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## Private Sector Fellow Security Information

**Access to Fort McNair and NDU networks:** The Department of Defense (DoD) requires the use of a Common Access Card (CAC) for both physical access to facilities and logon access to DoD networks. The minimum requirements to obtain a CAC card at NDU include: 1) Completion of an FBI fingerprint check, and 2) Submission of a National Agency Check with Inquiries (NACI).

**Security Clearances:** Having a DoD security clearance is NOT required for admission to the Eisenhower School. If you desire to take electives or industry studies requiring a clearance you will be provided information on how to have your company submit clearance information. If you do not have a clearance, time does not permit obtaining one for the sole purpose of attending NDU ES.

Prospective students with a DoD/DSS security clearance satisfies the background requirements. For all other students, NDU will initiate a NACI on receipt of fingerprint submissions.

**If you HAVE NEVER HAD A NACI**, or more intensive, background check: **Contact NDU Security Officer, Ms. Deborah Scavone, SCAVONED@ndu.edu, (757) 443-6326**, to obtain instructions on where/how to obtain and submit fingerprints, and initiate the NACI process.

**If you HAVE HAD a NACI or other background check** you will simply need to complete, and submit separately, an NDU System Authorization Access Request (NDU Form 2875). **DO NOT** include the 2875 in your application package.

### NDU SYSTEM AUTHORIZATION ACCESS REQUEST FORM 2875 INSTRUCTIONS

**STEP 1: Complete and sign an NDU SAAR Form 2875** - 4 Page form for Civilian Students (follows this page)

- a. Enter required data in boxes 1, 2, 6, 11, 14, 15, 17, and 18. *\*NOTE: Please provide a personal email address to which you will have continuous access (i.e. Gmail, Hotmail, Yahoo).*
- b. Check box 23a.
- c. Enter today's date in box 23c. *\*NOTE: Must be done BEFORE signing*
- d. Digitally sign box 23b. *\*NOTE: Digital signature requires CAC or PIV; if hand-signed, scan the signed 2875.*
- e. Save the signed 2875 as a PDF to your computing device, and/or print it.

**STEP 2: Have your organization's Security Office complete Part III of the Form 2875**

- a. Forward your signed 2875 to your organization's Security Office OR print out your signed 2875 and hand-carry it to your Security Office.
- b. Your Security Office must complete Boxes 36-40f, and a Security Officer must digitally or hand sign the form. All boxes are required. *\*NOTE: If hand-signed, scan the signed 2875, save it as a PDF, and proceed to Step 3.*

**STEP 3: Download and save your completed, signed 2875**

- a. Browse to the final draft of your fully completed, signed PDF 2875 on your computing device.
- b. Save your PDF 2875 one last time using this naming convention: **YourLastName\_YourFirstName\_2875**. *\*NOTE: The naming convention for your 2875 is critically important to its processing; please follow directions exactly.*

**STEP 4: Email your 2875 to NDU**

- a. Open an email to [ndu-stuacctreqforms@ndu.edu](mailto:ndu-stuacctreqforms@ndu.edu)
- b. Attach your PDF 2875 to the email, ensuring it is correctly named, per Step 3b.
- c. Click send.
- d. **Bring your printed 2875 with you to NDU as back-up verification.**