Congratulations on your acceptance as a student to The Eisenhower School for National Security and Resource Strategy (ES)! As part of your in-processing and industry study program, many requirements need to be completed by you, turned in, and then tracked by the staff of ES. These requirements vary by subject, collector, method, and time. To assist you as you navigate this multitude of tasks, please follow the chronological checklist below. For any questions, please contact your service/agency chair.   
  
 Good luck with your studies and future travels!

**Before Arrival (Prior to 27 Jul but *NO EARLIER THAN 15 Jun*)**

NEW!!

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|  | **Task No.** | **Task** | **Instruction** |
|  | 1 | Student information questionnaire | Specific instructions to be provided by NDU at a time TBD. |
|  | 2 | Establish JKO account | Go to <https://jkodirect.jten.mil/Atlas2/page/login/Login.jsf> and create a JKO account. Omit if you already have an account. Ensure you affiliate as a student of the Eisenhower School when you create your account. If you already have an account, you will need to update your affiliation. This is required for our training manager to track the requirements for ES students. If you are not affiliated with ES, your training record will not be visible to the ES Staff. |
|  | 3 | Complete Cyber Awareness Training | Go to <https://jkodirect.jten.mil/Atlas2/page/login/Login.jsf> , log in, and complete the DOD Cyber Awareness Challenge (Course ID: US1364). This must be done on JKO. Similar courses on other service/agency systems do not qualify as NDU can only run reports to verify completion on JKO. Bring certificates with you at check in. |
|  | 4 | Complete PII/Privacy Act Training | Go to <https://jkodirect.jten.mil/Atlas2/page/login/Login.jsf> , log in, and complete the Privacy Act Awareness Course (Course ID: US-002). This must be done on JKO. Similar courses on other service/agency systems do not qualify as NDU can only run reports to verify completion on JKO. Bring certificates with you at check in. [If you completed Personally Identifiable Information (PII) Training (Course ID: J6S N-US416) after 15 June 2018 but before JKO discontinued the program, you do not need to complete the Privacy Act Awareness Course] |
|  | 5 | IT (2875) | Go to [http://www.ndu.edu/Students/Incoming-Students/](http://www.ndu.edu/Students/Incoming-Students/%20) and complete the IA requirements particular to your organization and student type (Mil/Civ). Requirements and links are at the middle of the NDU incoming student’s page. Ensure this form is submitted to IT on the link provided on the NDU page. |
|  | 6 | Turn in biography | Use the template provided on the ES New Student Information page <https://www.es.ndu.edu/newstudentinstructions> . Please submit with a photo. Bring a hard copy with you upon check in. |
|  | 7 | Review Student Handbook | Student handbook can be accessed at <https://www.es.ndu.edu/newstudentinstructions>. |
|  | 8 | Complete the EADP Student Assessment | Visit the following link <http://es.ndu.edu/EADP/>and email the EADP Coordinator at the email address provided. She will create a student profile for you and email you your specific login code to complete the assessment. This takes about 3.5 hours to complete and is required prior to your arrival at ES. |

**During Check In (06 Aug)**

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|  | **Task No.** | **Task** | **Instruction** |
|  | **9** | Attend one of the in-processing sessions at NDU. | Times and instructions are available on the <https://www.es.ndu.edu/newstudentinstructions> page. Military students must attend both the brief and the processing session. Civilians must attend only the processing sessions. The purpose of these is to handle your administrative check in requirements (such as a GOVTCC verification or application) with the experts in person. |
|  | 10 | Ensure that the detaching command has dropped you from DTS. | Speak with your current command DTS representative and have them drop you. This will enable NDU to gain you upon arrival. |
|  | 11 | Passport Validation | Bring your BLUE TOURIST Passport (if you have one) for validation. All students traveling internationally in the Spring will be issued Official Passports (red/brown books). The tourist passport facilitates the application process. |

**First Week (6-10 Aug)**

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|  | **Task No.** | **Task** | **Instruction** |
|  | 12 | Nametag/desk plate corrections turned in | On the first day, you will receive a nametag and desk plate. If either of those need corrections, report this to Belinda Palmer in Rm 110. |
|  | 13 | IT system access confirmation (Blackboard, O365, wireless access) | Once you are able to access Blackboard, O365, AND have access to the NDU wireless system, report this to your faculty seminar lead. |
|  | 14 | Turn in immunization record. | Turn in a copy of your immunization record to Health and Fitness on the first floor. |

**Second Week (13-17 Aug)**

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|  | **Task No.** | **Task** | **Instruction** |
|  | 15 | DTS | Students with last name starting with A-M will process in with Mr. Luis Cordero in Rm 110. He will ensure you are properly gained by ES and that your home address and GOVTCC information is correct. You will need to bring your GOVTCC with you for this. If required and not already complete, outstanding vouchers for PCS travel will be processed at this time. |

**Third Week (20-24 Aug)**

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|  | **Task No.** | **Task** | **Instruction** |
|  | 16 | DTS | Students with last name starting with N-Z will process in with Mr. Luis Cordero in Rm 110. He will ensure you are properly gained by ES and that your home address and GOVTCC information is correct. You will need to bring your GOVTCC with you for this. If required and not already complete, outstanding vouchers for PCS travel will be processed at this time. |

**Fourth Week (27-31 Aug)**

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|  | **Task No.** | **Task** | **Instruction** |
|  | 17 | DTS | Students having issues with DTS will meet with Mr. Luis Cordero in Rm 110. He will ensure you are properly gained by ES and that your home address and GOVTCC information is correct. You will need to bring your GOVTCC with you for this. The most common issues are a failure to be dropped from DTS by your previous command and out of date information in your personal profile. |

**NLT 31 August**

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|  | **Task No.** | **Task** | **Instruction** |
|  | 18 | GTCC (IBA) applications submitted and/or transferred. | Instructions to follow. |
|  | 19 | JKO SERE training | Link provided on the ES New Student Requirements page. Send an electronic copy to Ms. Sue Fuchs. This is necessary to complete security requirements for international travel later in the year. Complete this on JKO as other service site certificates (such as NKO and AKO) will not be accepted. |
|  | 20 | JKO AT Level 1 training | Link provided on the ES New Student Requirements page. Send an electronic copy to Ms. Sue Fuchs. This is necessary to complete security requirements for international travel later in the year. Complete this on JKO as other service site certificates (such as NKO and AKO) will not be accepted. |

**Eisenhower School Service/Agency Chairs**

Organization Faculty POC Faculty POC E-Mail Address Faculty POC Phone Number

US Army / DOA Colonel Woodard Hopkins [woodard.hopkins.mil@ndu.edu](mailto:woodard.hopkins.mil@ndu.edu) 202-685-4439

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US Dept. of Commerce Mr. Andrew Wylegala [andrew.p.wylegala.civ@ndu.edu](mailto:andrew.p.wylegala.civ@ndu.edu) 202-685-4265

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USAID Dr. Steven Pierce [steven.pierce.civ@ndu.edu](mailto:steven.pierce.civ@ndu.edu) 202-685-4497

US Dept. of Energy TBD

DIA Mr. James McGrory [james.p.mcgrory.civ@ndu.edu](mailto:james.p.mcgrory.civ@ndu.edu) 202-685-2271

NGA Mr. David White [david.l.white.civ@ndu.edu](mailto:david.l.white.civ@ndu.edu) 202-685-4520

NSA Mr. Stephen Bloor [stephen.m.bloor.civ@ndu.edu](mailto:stephen.m.bloor.civ@ndu.edu) 202-685-4483

OMB Mr. William Mea [william.j.mea.civ@ndu.edu](mailto:william.j.mea.civ@ndu.edu) 202-685-0813

OSD-P TBD

Canada/France LTC Stephen MacDonald [s.l.macdonald.ca@ndu.edu](mailto:s.l.macdonald.ca@ndu.edu) 202-685-3703

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| **Organization** | **No Pers** | **Faculty POC Billet** | **Faculty POC Name** | **Comments** |
| USA | 61 | Army Chair | Col Hopkins | Colonel Redding will replace |
| USN | 23 | Navy Chair | CAPT Westerkom |  |
| USMC | 14 | Marine Chair | Col Horowitz |  |
| USCG | 4 | Coast Guard Chair | CAPT Jimenez |  |
| USAF | 57 | Air Force Chair | Col Wagner | Colonel Eric Shafa will repace |
| IF | 36 | ISMO | ISMO |  |
| Canada | 2 | CF Chair | Col MacDonald |  |
| DGA (French) | 1 | French PFA | Dr. Groves/ Dr. Kramer |  |
| USG A/L | 3 | USG A/L Chair | Mr. Erickson |  |
| FBI | 3 | FBI Chair | Mr. Olohan |  |
| DHS | 3 | DHS Chair | Mr. Lemek |  |
| DOT | 1 | DHS Chair | Mr. Lemek |  |
| DOC | 4 | DOC Chair | Mr. Wylegala |  |
| DOS | 18 | DOS Chair | Mr. Holtzapple |  |
| USAID | 3 | USAID Chair | Dr. Pierce |  |
| DOE | 3 | DOE Chair | TBD |  |
| OMB | 2 | OMB Chair | Mr. Mea |  |
| GSA | 2 | TBD | TBD |  |
| DISA | 1 | NSA Chair | Mr. Bloor |  |
| DIA | 3 | DIA Chair | Mr. McGrory |  |
| NGA | 3 | NGA Chair | Mr. White |  |
| NSA | 3 | NSA Chair | Mr. Bloor |  |
| DSLDP | 10 | Service Chairs | Service Reps | Will fall under appropriate service chair |
| DLA | 3 | DLA Chair | Mr. Bennett |  |
| DCMA | 1 | SAC Director | Dr. Buckles |  |
| DA | 9 | DA Chair | Mr. Lebrun |  |
| DAF | 9 | Air Force Chair | Col Wagner |  |
| DoN | 8 | Navy Chair | CAPT Westerkom |  |
| DOD A/L | 1 | TBD | TBD | Will fall under appropriate service chair |
| OSD | 2 | OSD-P Chair | TBD |  |
| DAU | 1 | SAC Director | Dr. Buckles |  |
| JS | 1 | OSD-P Chair | Ms. Zakriski |  |
| Industry | 20 | IND Chair | TBD |  |