

CWMD Graduate Fellowship Program Application Checklist

Below you will find a set of instructions for applying to the CWMD Graduate Fellowship. The complete application packet can be downloaded from the CWMD Graduate Fellowship website at <http://cwmdgradfellowship.dodlive.mil/prospective-student-information/admission-procedures/>.

Please confirm that you have completed all of the required steps to apply for the CWMD Graduate Fellowship by signing this page at the bottom and attaching the signed document to your application email.

- Fill out the Data Sheet (page 2 of this packet). ***This portion of the application cannot be printed and scanned. It must be submitted in its original electronic form for your application to be considered.***
- Complete the two essay questions (pages 3 and 4 of this packet).
- Include your official transcript from your most recent degree (may be scanned or electronic).
- Have your supervisor complete the Supervisor Certification (page 5 of this packet).
- Complete SF 182 (see instructions on page 6 of this packet, form found at <http://cwmdgradfellowship.dodlive.mil/prospective-student-information/admission-procedures/>).
- Combine all files, excluding the SF 182 in a single document, in the order that follows:
 1. Application Checklist
 2. Data Sheet (***do not print and scan***)
 3. Essay Questions
 4. Scanned / electronic copy of your official transcript
 5. Supervisor Certification
- Send your completed application packet and SF 182 (2 separate files) via email to cwmdfellowship@ndu.edu.
(For agency representatives: Please do not include more than one application in each email.)

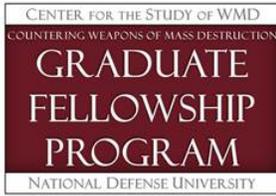
Once you submit your application, you will receive two emails:

1. An immediate bounce message acknowledging receipt of the email.
2. A confirmation acknowledging receipt of a complete application, sent within 5 business days. If you do not receive this email, please call Ms. Hannah Kraushaar (Program Manager) at 202-685-3127.

I acknowledge that I have completed and submitted all of the required pieces of the application in accordance with the instructions included in this document.

Signature

Date



NATIONAL DEFENSE UNIVERSITY
 CENTER FOR THE STUDY OF WMD
 COUNTERING WEAPONS OF MASS DESTRUCTION
 GRADUATE FELLOWSHIP PROGRAM

CWMD Graduate Fellowship Program Application

Do not print and scan this form. It must be sent in its original electronic form for your application to be considered.

Data Sheet

Biographical Information		
Salutation:	Last Name:	First Name:
Suffix:	Middle Name:	Preferred Name:

Employment Information		
Uniformed Service / Civilian:	Rank / Grade:	
Reserves? Yes No	National Guard? Yes No	
Job Title:		
Office:		
Agency / Organization:		

Reserve / National Guard Employment Information	
If you indicated you are a member of the Reserves or National Guard in the section above, please fill out the information below regarding your military rank and position.	
Uniformed Service:	Rank:
Job Title:	
Office:	
Agency / Organization:	

Education Information				
Please list your most recent degree(s), up to three degrees, in reverse chronological order.				
Degree (ex. BA, MS, PhD)	Year Awarded	Institution	Major / Concentration	GPA

Contact Information		
Work Email:	Preferred email:	Preferred phone:
Home Email:	Home Mailing Address:	
Work Phone:		
Home Phone:		

Additional Information
How did you hear about this program?
If other, please specify:



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Essay Question 1 of 2

Tell us about your experience in countering WMD. (Limit: 1500 characters)

Applicant's Name:



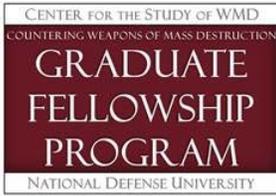
CWMD Graduate Fellowship Program Application

Essay Question 2 of 2

The Countering WMD Graduate Fellowship Program is expected to yield many benefits to program participants. For example, it will provide them the opportunity to participate in an academic experience that will greatly expand their intellectual horizons, make them more competitive for promotion, and provide them with an advanced degree from a well-established institution of higher learning. However, all of these benefits are ancillary to the program's central aim, which is to enhance the depth of CWMD expertise in the Department of Defense, in anticipation of the CWMD challenges of the next 10-15 years.

Respond to the following question: *“How would your selection as a CWMD Fellow facilitate the accomplishment of the program’s central aim?”* (Limit: 1500 characters)

Applicant's Name:



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CWMD Graduate Fellowship Program Application

Supervisor's Certification

Message to Applicant's Supervisor

Dear Supervisor,

On behalf of the Assistant Secretary of Defense for Nuclear, Chemical, and Biological Defense Programs (ASD(NCB)), thank you for your support of this unique developmental program for DoD professionals. The Countering WMD Graduate Fellowship Program is authorized and funded in recognition of DoD's extraordinary need to ensure the presence of a highly trained cadre of persons equipped to deal with the Nation's emerging CWMD challenges. In order for this program to succeed, we ask that person you are recommending be someone who:

- Merits your highest, unqualified recommendation,
- Has the potential for distinguished future service in support of the Nation's CWMD goals,
- Has your support to depart work in time to attend evening classes beginning at 1800, typically two nights per week,
- Has your support to attend the CWMD Graduate Fellows Colloquium, taught for a period not to exceed 50 hours per year during regular business hours (typically once a month on Friday afternoons, once a semester all day Friday, and once a year for a two-day seminar all day Thursday and Friday).

Our historical experience reveals that the vast majority of supervisors who forward recommendations for program membership recognize this time investment as a professional development opportunity that few DoD organizations are funded to provide and enthusiastically facilitate the program member's participation in all required activities. While we are aware of the time commitment involved, we also realize that there is no shortcut to the development of genuine subject matter expertise and intellectual acumen regarding public policy issues as complex as those associated with WMD. We understand that unanticipated, extraordinary operational requirements occasionally arise in support of National defense requirements. When this happens, we work with affected CWMD Fellows and make every effort to enable them to complete the program. Our commitment to you is that, if you will support this applicant's full participation in this demanding program, you will gain an employee who possesses a truly comprehensive understanding of WMD issues, greatly enhanced written communication skills and reasoning skills, and the necessary tools to serve your organization and the Nation as a DoD professional.

Supervisor's Certification

I certify that:

1. I am the applicant's immediate supervisor.
2. I have reviewed the applicant's application.
3. The applicant has discussed with me time commitments required for the program including:
 - The need for an official travel schedule adjusted to facilitate class attendance,
 - Attendance at evening classes, usually two nights per week,
 - Attendance at the CWMD Graduate Fellows Colloquium, taught during regular business hours at National Defense University.
4. I approve the applicant's application for and, if selected, full participation in the CBDDP Countering WMD Graduate Fellowship Program.

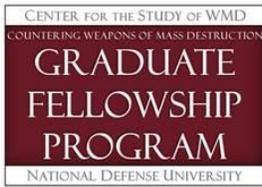
Signature

Printed name

Date

Title

Applicant's Name



Instructions for Completing Standard Form 182

Attached is the U.S. Office of Personnel Management Standard Form 182: Authorization, Agreement, and Certification of Training (commonly called the SF 182). This is your “contract” with the U.S. Government. You must complete it, ensure that it contains all required signatures, and send it in PDF format to CWMDFellowship@ndu.edu no later than 30 April 2014 in order to be considered for the fellowship program.

Return the completed form to the email address shown above—NOT to your organizational training officer and NOT to Missouri State University.

This is an electronic form, and most U.S. Government computer systems should allow you to sign it digitally. If not, sign and date the form manually.

While the form looks intimidating (14 pages), it really is not; most of it is instructions for how to complete the form. Here’s how to proceed:

SECTION A: See pages 6-8 for an explanation of each block 1-17. **Complete SECTION A except for block 2 (Social Security Number) and 3 (Date of Birth), which are not required at this time.**

SECTION B: No action required; this section has been completed for

you. **SECTION C:** No action required; this section has been completed

for you.

SECTION D: Complete 1a-2e. While your organization may ask that you submit the form to your organizational training officer for completion of 3a-3e for the training officer’s awareness, we do not require this; *the training officer neither approves nor funds the CWMD Graduate Fellowship.*

SECTION E: No action required; we will complete this section.

SECTION F: No action required; we will complete this

section.

READ the Privacy Act Statement on Page 3.

READ the Continued Service Agreement on Pages 4-5. **Sign and date this agreement on Page 5. THIS IS THE MOST IMPORTANT PART OF THE ENTIRE SF 182.** Your application will not be processed without your signature and the date on Page 5.