



2017 APPLICATION PACKAGE

CWMD Graduate Fellowship Program

Please read the following instructions carefully. Applications that are incomplete or do not conform to the guidelines below will not be accepted.

Applications for the 2017 cohort of the CWMD Graduate Fellowship Program will be accepted through midnight on Friday, January 6, 2017. We will notify all applicants of their status by the end of February 2017. Applicants must meet the following criteria:

- Reside in the Washington, D.C. metropolitan area for the duration of the program.
- Hold a bachelor degree from a regionally accredited institution of higher learning
- Hold a Final SECRET security clearance.
- NOT be enrolled in another academic program

and one of the following:

- Be DoD employees. Eligible personnel include civilians GS-12 through GS-15 and military (active duty, National Guard, or reserves) O-3 through O-6 or WO4 or WO5.

or

- Be Non-DoD government employees or contract personnel of equivalent ranks to those listed for DoD employees **and** be able to supply funding for program completion. Only DoD personnel are eligible for DoD funding.

The necessary steps for completing an application to the CWMD Graduate Fellowship Program are outlined on the pages that follow. After reading the application package thoroughly, if you have any questions, please email CWMDFellowship@ndu.edu.

The enclosed application package contains the following items:

- Instructions and helpful hints for completing and submitting your 2017 CWMD Graduate Fellowship application
- Data Sheet
- Essay Questions (2 pages)
- Supervisor's Certification
- Application Checklist
- Instructions for completing Standard Form 182



Completing and Submitting your 2017 CWMD Fellowship Application

Your complete application should include two separate PDF files, as described below. Each file should be saved as a PDF document (***PDF Portfolios will not be accepted***) and emailed to CWMDFellowship@ndu.edu. For instruction on combining PDF files, please see the “Helpful Hints” section on the next page.

File #1: Please include all items in the order they appear below.

1. **Completed Data Sheet:** This form must be completed in its entirety. All form fields must be filled for your application to be considered. ***This page cannot be printed and scanned. It must be submitted with the rest of the application in its original electronic format.***
2. **Essay Response #1:** Response must be limited to 1500 characters.
3. **Essay Response #2:** Response must be limited to 1500 characters.
4. **Official Transcript from your most recent degree:** This document may be scanned, even if an “unofficial” or “copy” watermark appears. Transcripts from previous degrees, partial degrees, or non-degree certificate programs and unofficial transcripts will not be accepted.
5. **Signed and Dated Supervisor’s Certification:** This document may be printed and scanned, even if it includes an electronic signature. Printing and scanning will facilitate combining PDF files.
6. **Signed and Dated Application Checklist:** This document may be printed and scanned, even if it includes an electronic signature. Printing and scanning will facilitate combining PDF files.

File #2: **Completed SF 182:** Please see the instructions on the last page of this application package for information on completing the SF 182. (*Non-DoD applicants are not required to submit this document to the program with their applications, but may need to complete and submit it to their sponsoring organizations if they are receiving funding from their agency for participation in the program*).

Once an application is submitted, the person who sent the application will receive two emails, as follows. Please note: if an agency representative submits the application, he or she (not the applicant) will receive the confirmation receipt.

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

For Agency Representatives submitting applications on behalf of a candidate:

Please do not include more than one application in each email. There are often limits to the size of an email allowed to leave an agency’s system or enter the NDU system. To avoid having your application attachments altered or removed by either your agency’s firewall or the NDU email firewall, please send each application in a separate email.



Helpful Hints for Completing and Submitting your Application

Assembling your application package as a single PDF file:

First, save all application components as individual PDF files. Scanners typically have an option to save documents as PDFs. If not, or if you are working with an electronic file, follow the instructions below to either print a document as a PDF or save a component of an existing PDF as a separate file. Next, combine all files into a single PDF.

Printing a document as a PDF:

1. Go to the “Print” menu in your file.
2. Under “Printer”, select “Adobe PDF”
3. Click “Print”. At this point, you will be given the option to save the file as a PDF.

Saving a component of an existing PDF as a separate file (Recommended for Data Sheet):

1. On the left-hand side of your screen, click on the “Page Thumbnails” icon (generally looks like two stacked pieces of paper).
2. In the newly-opened “Page Thumbnails” menu, right-click on the pages you wish to save as a separate file.
3. Click “Extract Pages”
4. Enter the page numbers of the pages you wish to save separately. Make sure the “Extract Pages As Separate Files” and “Delete Pages After Extracting” boxes are unchecked.
5. Click “Ok”. A new PDF window will open with only the pages you selected in the previous step.

Combining individual files into a single PDF file:

1. Right click on one of the PDF files you wish to combine.
2. Select “Combine files in Acrobat ...” A new window will open for adding files.
3. Drag and drop all files you wish to combine into the new window in the order they should appear in the final file.
4. Click “Combine Files”

Note: If you are unable to combine the files into a single PDF, try printing and scanning any pages with electronic signatures. Files with electronic signatures cannot be combined with other files.

In general, you will need Adobe Pro (available on most US Government computers) to combine files into a single PDF. If you do not have Adobe Pro, please contact Ms. Hannah Kraushaar to make arrangements for submitting your application.

Encryption and Security Concerns:

The CWMDFellowship@ndu.edu email address cannot accept encrypted emails. If you have a need to use encryption, please submit your application via the AMRDEC SAFE file-sharing system (<https://safe.amrdec.army.mil/safe/>).

All application should be UNCLASSIFIED and not include any FOUO information. If there is no way for you to submit an UNCLASSIFIED application, please contact Ms. Hannah Kraushaar at 202-685-3127 to request an exemption. Exceptions will only be granted in cases where applicants cannot put their real names and/or job titles on an UNCLASSIFIED application. Classified applications cannot be used to provide additional details on an otherwise UNCLASSIFIED application. In cases where a classified application is required, applications classified above the SECRET level will not be accepted.



CWMD Graduate Fellowship Program Application -- Data Sheet

Biographical Information

Salutation	Last Name	First Name	Middle Name
Suffix	Preferred Name		

Employment Information

If applicable, please indicate the uniformed service to which you belong. *(Service civilians should select the service for which they work.)*

US Army	US Air Force	US Coast Guard
US Marine Corps	US Navy	Civilian / Not Applicable

Are you a member of a reserve?	Are you a member of the National Guard?	Are you a military veteran?
Yes No	Yes No	Yes No

Please indicate your rank or grade (or equivalent)

GS-12	GS-13	GS-14	GS-15	O-3
O-4	O-5	O-6	WO4	WO5

Job Title	Office	Agency / Organization
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Reserve / National Guard Employment Information (Please fill out only if you indicated you are a member of the Reserves or National Guard in the section above.)

Please indicate the uniformed service to which you belong Please indicate your rank

US Army	US Air Force	US Coast Guard
US Marine Corps	US Navy	

Job Title	Office	Agency / Organization
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Data Sheet -- Page 2 of 2

Education Information: Please list your most recent degree(s), up to three degrees, in reverse chronological order

Degree #1

Degree (ex. BA, MS, PhD)	Year Awarded	Institution	Major	GPA
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Degree #2

Degree	Year Awarded	Institution	Major	GPA
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Degree #3

Degree	Year Awarded	Institution	Major	GPA
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Contact Information

Work Email	Work Phone
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Home Email	Home Phone
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Preferred Email	Preferred Phone
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Work	Work
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Home	Home
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Home Mailing Address	Work Mailing Address
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Additional Information

How did you hear about this program?



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

CWMD Graduate Fellowship Program Application -- Essay Question 1 of 2

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

| Applicant's Name:



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

CWMD Graduate Fellowship Program Application -- Essay Question 2 of 2

How would your selection as a CWMD Fellow facilitate the accomplishment of the program's central aim?
(Limit: 1500 characters)

Applicant's Name:



CWMD Graduate Fellowship Program Application -- Supervisor's Certification

Message to Applicant's Supervisor: (Please read carefully)

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 national security professionals. The Countering WMD Graduate Fellowship Program is authorized and funded in recognition of the US Government'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 the 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 calendar 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 the vast majority of supervisors who forward recommendations for program membership recognize this time investment as a professional development opportunity that few US Government 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 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 better serve your organization and the Nation as a national security 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 am the person who principally regulates and has authority to adjust the applicant's work schedule.
5. I approve the applicant's application for and, if selected, will fully support the applicant's full participation in the CDBP Countering WMD Graduate Fellowship Program's 2017 cohort.

Supervisor's Signature

Supervisor's Printed Name

Supervisor's Title

Date

Applicant's Name



CWMD Graduate Fellowship Program Application -- Checklist

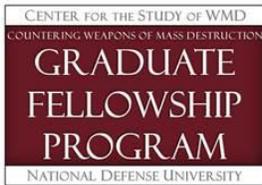
Please confirm you have completed all of the required steps to apply to the CWMD Graduate Fellowship Program by completing this page and signing at the bottom. Please include the signed document as the last page of your application.

- I have completed and/or assembled the following items and combined them into a single PDF file.
 - Data Sheet
 - Essay Question #1
 - Essay Question #2
 - Official Transcript
 - Supervisor's Certification
- I have completed and saved the Standard Form 182.
- I will email my complete application (2 files) to CWMDFellowship@ndu.edu by midnight on 29 April 2016.
- I certify that the attached essays are exclusively my own work.
- I understand that plagiarism of any kind, to include representing the written work of another as one's own, is strictly forbidden in the Countering WMD Graduate Fellowship Program, as it is in most other academic and research endeavors. As such, for the Countering WMD Graduate Fellowship Program, documented plagiarism may result in severe administrative penalties, to include disenrollment from the Program, recoupment of funds paid by the U.S. Government on behalf of the Program participant, and referral to the participant's supervisory chain for disciplinary action. I also understand that making a fraudulent statement or representation can also be punished, under 18 USC 1001, with a fine of up to \$10,000 and imprisonment up to five years.

I acknowledge I have completed and will submit all of the required pieces of the application in accordance with the instructions provided.

Signature

Date



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 6 January 2017 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.