



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

Dear Candidate,

Thank you for your interest in the Countering Weapons of Mass Destruction (CWMD) Graduate Fellowship Program. The CWMD Graduate Fellowship Program provides select DoD and interagency personnel an opportunity to earn a Graduate Certificate or Master of Science in WMD studies. This program aims to bridge the technical-policy divide, by teaching subject matter experts how to advise and inform policymakers, senior military, and civilian leaders responsible for CWMD. We look forward to receiving your application to join the 2021 cohort.

Eligibility. The Program aims to build the depth and breadth of CWMD expertise in support of U.S. national security objectives. For this reason, applicants with or without a CWMD background are encouraged to apply. Applications from DoD civilian personnel and uniformed service members (commissioned and senior noncommissioned officers) are welcome. Members of the National Guard and Reserve, as well as personnel from other federal agencies, are also encouraged to apply.

The Program. The CWMD Graduate Fellowship Program is divided into two one-year segments:

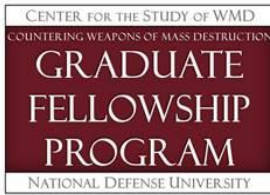
- During the first year of the program (Part 1), students can earn a Graduate Certificate in WMD Studies. Part 1 is fully funded for DoD uniformed and civilian personnel. Other program participants are funded by their employer or self-funded.
- During the second year (Part 2), the most competitive candidates can earn a Master of Science in WMD Studies. Part 2 is funded by direct arrangement between the student and Missouri State University.

The most competitive candidates will:

- Demonstrate a professional need that involves having CWMD-related responsibilities;
- Demonstrate that they require a deeper understanding of WMD-related issues to properly support and advise senior military and civilian leaders responsible for CWMD;
- Or both.

All applicants must:

- Be a U.S. citizen.
- Hold an active SECRET clearance.
- Possess a minimum of a bachelor's degree.
- Attend the week-long Colloquium I, scheduled for 16-20 August 2021. Participation is mandatory.



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Letters of Recommendation. The most competitive candidates will have one or two letter(s) of recommendation from senior officials within their organization and be able to articulate the long-term value to the U.S. Government of their being accepted into the Program.

Application Deadline. Applications for the 2021 CWMD Graduate Fellowship Program will be received by 11:59 pm on 22 March 2021. Applications that are incomplete or do not conform to the guidelines below will not be considered.

Applying to the Program. The necessary steps for completing the CWMD Graduate Fellowship Program application are outlined in the “Application Instruction and Helpful Hints” document on the website. If you have any questions, please consult the “Frequently Asked Questions” document on our website. For other inquiries, please e-mail CWMDFellowship@ndu.edu.

All applicants will receive an e-mail confirming receipt of their application. If you do not receive a confirmation e-mail within three business days after submission, please contact the Program Deliver Specialist at CWMDFellowship@ndu.edu. Applicants will be notified of our admission decision by 7 May 2021.

Sincerely,

John Mark Mattox, Ph.D.
Director, CWMD Graduate Fellowship Program
Center for the Study of Weapons of Mass Destruction
National Defense University

Enclosures:

- Application Checklist
- Data Sheet
- Personal Statement Form
- Supervisor’s Statement of Support

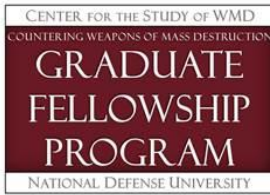
Instructions for Completing and Submitting your CWMD Graduate Fellowship Application

The final version of your application should be saved as a **single electronic PDF document** and emailed to CWMDFellowship@ndu.edu by 11:59 pm on 22 March 2021. Your application must be submitted in its original electronic format, the application should not be printed and scanned in. For instructions on how to add files and save your application as a single electronic PDF file, please see the "Helpful Hints" section on the website. Please make sure your name appears on all pages of your application. Your complete application should include the following items in the order they appear below:

- 1. Application Checklist.** Please complete and sign this page, acknowledging that your application is complete and accurate to the best of your knowledge.
- 2. Data Sheet.** This form must be completed in its entirety. All form fields must be filled for your application to be considered.
- 3. Resume.** Your resume should be no more than one page long.
- 4. Personal Statement.** Your personal statement must be entered into the space provided on page 4 of the application. Your essay should answer the three questions below and should not exceed 3,000 characters or 500 words. **Please do not use acronyms without first defining them.** Your personal statement should address the following questions:
 - What is your reason for undertaking graduate studies in CWMD? Please describe in detail an idea or concept that sparked your desire to learn and what do you expect to gain from the program?
 - How might your professional background enrich the educational experience of others in the program?
 - How would your selection as a CWMD Fellow facilitate the accomplishment of the program's objective of creating a specialized workforce capable of informing and advising senior civilian and military leaders on WMD-related issues?

Keep in mind: You do not need to have previous WMD experience, but we want to understand how studying WMD can help you inform key leaders in your organization of WMD considerations in your field.

- 5. Letter of Recommendation.** Your application should include at least one letter of recommendation from a senior organizational official. The letter should articulate the long-term value to the U.S. Government of your being accepted into the Program. It should also reflect on your leadership qualities, professional need, suitability for and ability to



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successfully complete the CWMD Graduate Fellowship Program. Please make sure your name appears on all pages of the letter.

6. **Academic Transcript.** Please include a scanned copy of all post-secondary degree work. Please keep in mind, if selected you will need to submit all official transcripts prior to matriculation.
7. **Supervisor's Statement of Support.** This form must be signed and dated by your immediate supervisor. The purpose of this statement is for your supervisor to certify that he or she will support your attendance of all program coursework. This means that the supervisor agrees to adjust TDY/TAD requirements such that they do not disrupt this taxpayer-funded education program. Although most of the program work occurs after hours, supervisors should anticipate about 100 hours of "duty hour" time to be required each year of the program.
8. **Standard Form (SF) 182 – Continued Service Agreement.** If you are selected as a DoD CWMD Graduate Fellow (the DoD is funding your Graduate Certificate) and/or your agency is funding your participation in the program, you will need to complete the SF-182.

The SF-182 is your Continued Service Agreement with the U.S. Government, which states you agree to continue to work for the federal government on CWMD-related issues for each year you participate in the Program (i.e. Graduate Certificate program equals one year of continued service, Master's degree program equals two years of continued service). After completing your SF-182, you do not need to merge the SF-182 into your application package. You can submit this as a separate document.

- If you leave federal government service before your continued service agreement terms are over, you will incur an obligation to pay back the DoD or your employing agency for the cost of your attending the Program.
- If you are self-funding your education, you will not need to complete an SF-182.

NOTE ON APPLICATION SUBMISSION: Each applicant must submit his/her own application. No applications submitted via organizational representatives will be accepted (unless previously approved by the CWMD Graduate Fellowship Program Director and/or Program Delivery Specialist).



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 11:59pm on 22 March 2021 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 is 14 pages long, 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 and 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.