



# 2019 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 2019 cohort of the CWMD Graduate Fellowship Program will be accepted through midnight on Tuesday, April 30, 2019. We will notify all applicants of their status by the end of May 2019. Applicants must meet the following criteria:

- 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-09 through GS-15 and military (active duty, National Guard, or reserves) O-3 through O-6 or WO2 or WO5.

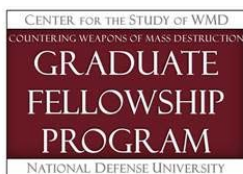
*or*

- Be Non-DoD U.S. Government employees 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](mailto:CWMDFellowship@ndu.edu).

The enclosed application package contains the following items:

- Instructions and helpful hints for completing and submitting your 2019 CWMD Graduate Fellowship application
- Data Sheet
- Essay Questions (2 pages)
- Supervisor's Certification
- Application Checklist
- Transcript
- Instructions for completing Standard Form 182



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COUNTERING WEAPONS OF MASS DESTRUCTION  
GRADUATE FELLOWSHIP PROGRAM

## Completing and Submitting your 2019 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](mailto: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. 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 will not be accepted. If accepted into the program, official transcripts must be sent to MSU prior to matriculation.
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 [CWMDFellowship@ndu.edu](mailto:CWMDFellowship@ndu.edu) at 202-685-2343.

**IMPORTANT NOTE: Each applicant must submit his/her own application. Unless previously arranged with and approved by the CWMD Graduate Fellowship Director or Program Manager, no applications submitted via organizational representatives will be accepted. This measure is to ensure that 1) we receive the application and 2) the applicant receives confirmation of application receipt.**



## 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. Brittany Marien to make arrangements for submitting your application.*

### Encryption and Security Concerns:

The [CWMDFellowship@ndu.edu](mailto: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. Brittany Marien at 202-685-2343 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.



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## 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?

Yes No

Are you a member of the National  
Guard

Yes No

Are you a military veteran

Yes No

Please indicate your rank or grade (or equivalent)

GS-9	GS-11	GS-12	GS-13	GS-14	GS-15	O-3	Other, explain:
O-4	O-5	O-6	WO2	WO3	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 (ex. BA, MS, PhD)	Year Awarded	Institution	Major	GPA
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Degree #3

Degree (ex. BA, MS, PhD)	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

Home

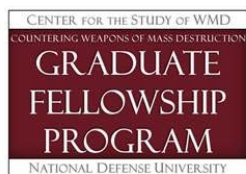
Home

Home Mailing Address	Work Mailing Address
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**Additional Information**

How did you hear about this program?



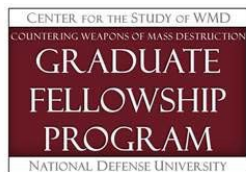
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**CWMD Graduate Fellowship Program Application -- Essay Question 1 of 2**

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

| Applicant's Name:



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**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:



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## 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. Our commitment to you is that, as you support the 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 and reasoning skills, and the necessary tools to better serve your organization and the Nation as a national security professional.

We trust that you are recommending an applicant who:

- Merits your highest, unqualified recommendation,
- Has the potential for significant future service in support of the Nation's security goals,
- Has your support to attend classes, either remotely or at the Missouri State University (Fairfax, Virginia Campus) or National Defense University (Washington, DC), two nights each week from 1800 to 2100 (Washington, DC local time),
- Has your support to attend the mandatory CWMD Graduate Fellows Colloquium in Washington, DC 12–17 August 2019.

**IMPORTANT:** We recognize that, in very rare cases, a CWMD Graduate Fellow may be required to terminate the program early to meet extraordinary contingency requirements in support of urgent national security objectives. Should this become necessary, you acknowledge by your signature below that you will certify this necessity by providing the CWMD Graduate Fellowship Program Director with a letter from the first general/flag officer or equivalent in the supervisory chain, attesting to the unavoidable nature of the applicant's early termination from this fully-funded program.

### 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, 12-17 August 2019 in Washington, DC
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 Countering WMD Graduate Fellowship Program's 2019 cohort.
6. In the event the applicant becomes required to terminate the program early to support extraordinary operational contingencies, I will document the same with a letter as described above.

Supervisor's Signature

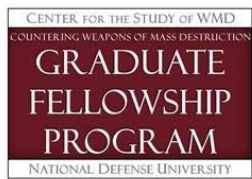
Supervisor's Printed Name

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

☐ Transcript

☐ Supervisor's Certification

☐ I have completed and saved the Standard Form 182 (if a DoD employee).

☐ I will email my complete application (2 files) to CWMDFellowship@ndu.edu by midnight on 30 April 2019.

☐ 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 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

Please complete 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](mailto:CWMDFellowship@ndu.edu) no later than 30 April 2019 in order to be considered for the fellowship program. Please send this with your application as a second attachment.

*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.