



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.

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



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 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.



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-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 Marine Corps	US Navy
US Coast Guard	

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

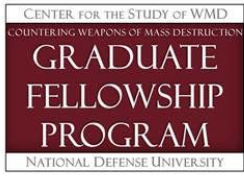
Degree (ex. BA, MS, PhD)	Year Awarded	Institution	Major	GPA
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Contact Information

Work Email	Work Phone
Home Email	Home Phone
Preferred Email	Preferred Phone
Work	Work
Home	Home
Home Mailing Address	Work Mailing Address

Additional Information

How did you hear about this program?

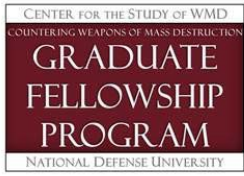


NATIONAL DEFENSE UNIVERSITY
CENTER FOR THE STUDY OF WMD
COUNTERING WEAPONS OF MASS DESTRUCTION
GRADUATE FELLOWSHIP PROGRAM

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

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

| Applicant's Name:

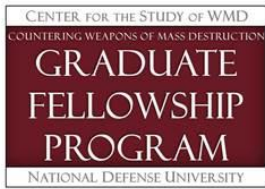


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GRADUATE FELLOWSHIP PROGRAM

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:



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 no later than 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.