

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 Fellowship is comprised of the CWMD Graduate Certificate and Master's Degree programs. These programs provide select DoD and Interagency personnel of exceptional promise the opportunity to obtain a specialized, graduate-level education necessary to support and properly advise senior military and civilian leaders responsible for CWMD. We look forward to receiving your application to join the 2020 cohort.

The Program. The CWMD Graduate Fellowship Program is divided into two parts:

- The first year of study leads to the completion of the CWMD Graduate Certificate Program. All accepted students are automatically enrolled into the Graduate Certificate Program.
- Upon successful completion of the 1st year CWMD Graduate Certificate Program, the most competitive candidates will be considered for the second-year of study, leading to the Master of Science in WMD Studies. To be considered for the Master degree program you will not need to re-apply, an internal review and selection process will take place for second year candidates.

Prerequisites. In keeping with the Program's aim of building depth of CWMD expertise in support of U.S. national security objectives, the Program serves as a unique professional development opportunity for talented public servants with or without CWMD background. The most competitive candidates will:

- 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
- Demonstrate a professional nexus with CWMD-related responsibilities (CWMD issues affect the entire Interagency and we encourage applicants to reflect upon the way in which their current duties relate to these issues); or
- Both.

Applying to the Program. We welcome and encourage applications from both DoD and uniformed (commissioned officer and senior noncommissioned officer) and civilian personnel as well as personnel from other federal agencies.

NOTE: Non-DoD applicants are required to provide their own funding. Many agencies are willing to sponsor employee participation in order to obtain the expertise afforded by this program.

All applicants **must**:

- Be a U.S. citizen (except for international partners applying under the terms of an established agreement);
- Hold an active SECRET clearance;
- Have a minimum of a bachelor's degree (many applicants also hold advanced or professional degrees);
- Submit at least one letter of recommendation from a senior official within their organization; and
- Be able to attend the week-long mandatory Colloquium in Washington, D.C. 10-14 August 2020.

Applications for the 2020 CWMD Graduate Fellowship Program will be received through midnight on 5 April 2020. Applications that are incomplete or do not conform to the guidelines below will not be considered.

The necessary steps for completing the application the CWMD Graduate Fellowship Program are outlined below. If you have any questions, please consult the Frequently Asked Questions 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 five business days after submission, please contact the Education Program Manager at 202-685-7372. Applicants will be notified of our admission decision by 31 May 2020.

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 Instructions
- Helpful Hints
- Application Checklist
- Data Sheet
- Personal Statement Questions
- Supervisor's Certification and Statement of Support
- Instructions for Completing the Standard Form (SF) 182

Application Instructions

Read Carefully and Follow Exactly

1. **Application Checklist.** Complete and sign this page, acknowledging that your application is complete and accurate to the best of your knowledge.
2. **Data Sheet.** Complete all fields. Incomplete forms will not be considered. Submit the data sheet with the rest of the application in its original electronic format (i.e. do not print and scan). See “Helpful Hints” section below for technical assistance.
3. **Resume.** Your resume should be no longer than one page.
4. **Personal Statement.** Your personal statement must be a maximum of 3000 characters. **Do not use acronyms without first defining them.** Your personal statement should address the following questions:
 - Why do you want to undertake graduate studies in CWMD? (Please describe what sparked your desire to learn and what 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 CWMD can help you inform key leaders in your organization of CWMD considerations in your field.*)
5. **Academic Transcripts:** Please include a scanned copy of all post-secondary degree work. (Successful applicants will submit official transcripts prior to matriculation.)
6. **Letter(s) of Recommendation:** Your application package 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 address your leadership qualities as well as your suitability for, and ability to successfully complete, the CWMD Graduate Fellowship Program.
7. **Supervisor’s Statement of Support:** Your immediate supervisor must sign and date this statement. The purpose of this statement is for your supervisor to certify that he or she will support your attendance of all required events. This means your supervisor agrees to adjust TDY/TAD requirements such that they do not disrupt this taxpayer-funded education program. Although the later majority of program work occurs after hours, supervisors should anticipate about 100 hours of “duty-hours” time to be required each year of the Program.

8. **Technical Guidance and Instructions for Submitting your Application.** You will need to submit your application as a single pdf file. This will require merging your resume, scanned transcript(s) and letter(s) of recommendation into the electronic application. Please follow the instructions below:

- **Wait until the end (final review) to sign your application.** You will not be able to merge your resume, scanned transcript(s) and letter(s) of recommendation after the application has been signed.
 - **Note on Transcripts:** If you've received an electronic version of your official transcript(s), you will not be able to merge the documents into the pdf; universities place restrictions on the documents that prevent tampering.
 - If this is the case, please print your transcript(s) and re-scan them onto your computer, so they can be saved and merged into the application.
 - If you have a hard copy of your transcript(s), please scan them onto your computer and save them as a pdf; same for your letter(s) of recommendation.

- **How to combine and merge files into one PDF:**
 - Your Resume, Letter(s) of Recommendation and Transcript(s) should all be saved on your computer as a pdf.
 - Open **Adobe Acrobat**. (If you do not have or have access to Adobe Acrobat and need to submit your application, please contact the Education Program Manager at CWMDFellowship@ndu.edu.)
 - Within Acrobat, click on the *Tools menu* (next to Home) and select *Combine Files*.
 - Click *Combine Files*, and then click *Add Files* to select the files you want to include in your PDF. You should add your resume, transcript(s), letter(s) of recommendation and 2020 CWMD Graduate Fellowship application all into one file.
 - Double-click on a file to expand and rearrange individual pages. Click, drag, and drop to reorder the files and pages. Press the Delete key to remove unwanted content. The files should appear in the following sequence:
 1. Application Instructions
 2. Helpful Hints
 3. Application Checklist
 4. Data Sheet
 5. Resume
 6. Personal Statement
 7. Academic Transcripts
 8. Letter of Recommendation
 9. Supervisor's Statement of Support
 - When finished arranging files, click *Combine Files*.
 - Review your application to make sure the documents appear in the right sequence. If they are still out of sequence, you can click *Tools* and use the *Organize Pages* button to organize the pages into the right sequence.
 - Afterwards, click *File*, then *Save As*. Save your document using the following naming convention: **Last Name_2020 CWMD Fellowship Application**, then click Save.

- **Signing your application:**

- Review the Application Checklist and confirm that all the documents are included in the application in the appropriate order, as listed above.
- Forward to your supervisor for signature, so they can digitally sign the Supervisor Certification page. Once received, please digitally sign the application checklist. Save, ensuring the naming convention is still intact.
- If the signature box has been disabled. Instructions for digitally signing a pdf are below:
 1. Within Acrobat, click on the *Tools menu* (next to Home) and select *Certificates*.
 2. In the Certificates tool bar, select Digitally Sign.
 3. Use your mouse, click and drag to draw the area where you would like the signature to appear. Once finished dragging out the desired area, you will be taken to the next step of the signing process.
 4. Select your “Digital ID” and click *Continue* and then click *Sign*. You will be prompted to enter in your PIN number (if applicable). The document will then display your signature. Remember to save your document.

- **Submitting your application:** Ensure that your application is complete and that all elements appear in the order listed above. Only complete applications will be considered.

- All applications must be UNCLASSIFIED. In case of special circumstances, contact CWMDFellowship@ndu.edu or call 202-685-7372 for guidance.
- Save the completed application as a single PDF document and email it to CWMDFellowship@ndu.edu.
- The CWMDFellowship@ndu.edu email address cannot accept encrypted emails. If you need to use encryption, please submit your application via the DoD SAFE file-sharing system at <https://safe.apps.mil/>.

Once you have e-mailed your 2020 CWMD Graduate Fellowship Application to CWMDFellowship@ndu.edu your application is complete. **Reminder:** The deadline to submit your application is 5 April 2020 at 11:59pm.

NOTE: Although some federal agencies may conduct their own procedures for selecting candidates to apply for the Program, each applicant must submit his/her own application. Unless previously arranged with and approved by the CWMD Graduate Fellowship Program Director, no application submitted via organizational representatives will be accepted.

If you do not receive within five business days of submission, an email confirming we have received your application, please assume your application was not received and contact CWMDFellowship@ndu.edu or 202-685-7372.

Helpful Hints for Completing Your Application

- **General Tip:** When completing this application, assume the person reviewing your application does not know anything about your professional experience or the internal acronyms used within your organization. Please list the full name of all program, agencies, and organizations before using abbreviations.
- **Data Sheet:** When listing your agency, please list your parent agency (i.e. Department of Defense (DoD), Department of Justice (DOJ), U.S. Army (USA), etc.), then for sub-organization, please list your immediate organization (Defense Threat Reduction Agency (DTRA), Federal Bureau of Investigations (FBI), 20th CBRNE Command (sufficient), etc.), and then (if applicable), please list your direct office.
- **Resume:** Type your essay in Microsoft Word, check word count, and then copy and paste into the application.
- **Personal Statement:** The goal of the program is to educate government professionals who will be responsible for advising senior leaders on CWMD issues and/or whose profession may in some way related to WMD-issues. We have had individuals from a wide-range of agencies (e.g the Department of Transportation, Health and Human Services, Federal Bureau of Investigations, Department of State, Homeland Security, Intelligence agencies, etc.) accepted into this program. If you are not in a traditional WMD field, please think about how WMD relates to your profession and how you can inform your leadership of WMD considerations and implications in your field.
TIP: Also reflect on how your professional background would help you provide a different perspective on WMD issues in classroom discussions.



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

Resume

Personal Statement

Letter of Recommendation

Official Transcripts

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 5 April 2020.

I certify that the attached personal statement 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



CWMD Graduate Fellowship Program Application - Data Sheet

Biographical Information

Title	Last Name	First Name	Middle Name
Suffix	Preferred Name		

Current Principal Employment

Job Title	Office	Organization	Cabinet-Level Agency (DoD, etc.)
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Short Job Description

Rank, Grade, or Equivalent for Current Principal Employment

GS-9	E-7	O-2	Other, please explain:
GS-11	E-8	O-3	
GS-13	E-9	O-4	
GS-14	WO-4	O-5	
GS-15	WO-5	O-6	

Check All That Apply

US Army
U.S. Marine Corps
U.S. Navy
U.S. Air Force
U.S. Coast Guard
Public Health Service
Active Duty
Reserve Rank Job Title
National Guard Rank Job Title
Civilian
Veteran Service

Data Sheet -- Page 2 of 2

Education Information: Please list your three most recent degrees, beginning with the most recent.

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

- Work
- Home

Preferred Phone

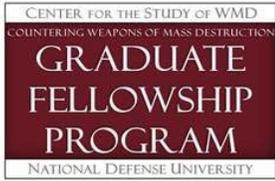
- Work
- Home

Home Mailing Address

Work Mailing Address

Additional Information

How did you hear about this program?



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CWMD Graduate Fellowship Program Application -- Personal Statement

Please answer the three Personal Statement questions listed on the instruction page. (Limit: 3000 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. 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 10–14 August 2020.

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, 10-14 August 2020 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 CDBP Countering WMD Graduate Fellowship Program's 2020 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.

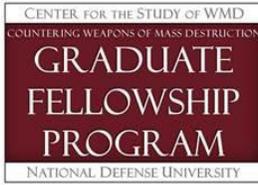
Supervisor's Signature

Supervisor's Printed Name

Supervisor's Title

Date

Applicant's Name



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 5 April 2020 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.