National Defense University (NDU)

Nomination Package Checklist

SEND 2 COPIES OF THE NOMINATION PACKAGE TO THE NDU UNIVERSITY REGISTRAR'S OFFICE

Each student nomination package must include the following items:

☐ NDU Student Nomination Form

☐ One official transcript (highest degree earned)

☐ One-page student biography or résumé (include education and career history)

☐ **Two** Letters of Recommendation

☐ World-Wide Travel Statement

☐ Statement of Purpose (No more than two pages)

☐ Signed National Defense University Privacy Act Statement

☐ Signed Education Release Form (if nominating agency requires copies of final student evaluation and/or transcript)

SAC students must also include:

☐ Senior Acquisition Course Nomination Form

National Defense University (NDU)
Student Nomination Form
(Form with **all** applicable fields completed **must** accompany every nomination package. **DEADLINE: 1 April 2014**)

Name: _____
      (Title: Dr., Ms., Mr., etc.)   (Last Name)   (First Name)   (Full Middle Name)

SSN/NID: _____   **Grade**: _____
                                                      (Minimum GS-14 Equivalent or above)

Parent Agency and Organization: _____

Service Computation Date: _____   **Date of Rank**: _____
      (Date: MM/DD/YY entered govt. service)   (Date: MM/DD/YY of last promotion)

Security Clearance Information is Mandatory (Please contact your Security Office if you do not have the below information):

Security Clearance Level: _____   **Adjudication Date**: _____
                                                      (Date: MM/DD/YY of last investigation Adjudication)

Nominated to: CISA   ES   NWC

Nominated to the Following Concentration: No Concentration   Senior Acquisition Course (Must include SAC Nomination Form)

Mailing Address: _____
                              (Mailing Address Line One)

_____
                              (Mailing Address Line Two)

_____
                              (Mailing Address Line Three)

Duty Phone Number: (_____)_____   **Home Phone Number**: (_____)_____

Primary E-mail: _____   **Secondary E-mail**: _____

Highest Degree Earned (Check one):

☐ **Bachelor's Degree**   ☐ **Master's Degree**   ☐ **Doctorate**

Please include official transcript from the institution where your highest degree was earned.

Note: A Bachelor's degree from an accredited college or university is the minimum educational credential required to earn a master's degree.

I certify that I have read this application and instructions and that, to the best of my knowledge the information provided is correct and complete. I understand that if it is found to be otherwise, my application is invalid, or in the event that I am enrolled, I will be subject to dismissal from the National Defense University. I have also reviewed the concentration program that my agency has marked and agree to complete this program if selected.

_____   _____
      (Nominee signature)   (Date)

Nominated As (To be completed by Agency Representative):   ☐ Primary   ☐ Alternate   ☐ Consider for Fallout Quota

Agency Representative: _____
                        (Print name)   (Office/Duty Phone Number)

_____   _____
      (Signature)   (Date)

Instructions: Complete this form with **all** applicable information and send completed package to the University Registrar's Office via email (PDF File), fax or mail using the contact information below. Please do not include additional documentation in package. (incomplete/partial submissions will not be processed).

Email: University-Registrar@ndu.edu	**Mail:** The National Defense University University Registrar's Office 300 5th Avenue, Bldg 62 Washington, DC 20319-5066	**FAX**: (202) 685-3920 **DSN**: 325-3920

Nomination Package must include the following items (see attached checklist):

(1) NDU Student Nomination Form

(2) One official transcript (highest degree earned)

(3) One-page student biography or résumé to include education and career history

(4) Two Letters of Recommendation

(5) World-Wide Travel Statement

(6) Statement of Purpose (No more than two pages)

(7) Signed National Defense University Privacy Act Statement

(8) Signed Education Records Release Authorization Form (if nominating agency requires copies of final student evaluation and/or transcript)

**SAC students must include the Senior Acquisition Course Nomination Form

Incomplete/Partial submissions will not be processed and will be referred back to the Agency Representative.

Please do not include additional documentation in the package.

Privacy Act Statement

- **AUTHORITY**: 10 U.S.C. 2165 (National Defense University: Component Institutions), 10 U.S.C. 2163 (Degree Granting Authority for National Defense University). E.O. 9397, as amended (SSN).

- **PURPOSE**:   To confirm attendance eligibility, monitor student progress, produce records of grades and achievements, prepare assignment rosters, and to render management and statistical summaries and reports at the National Defense University for Active military, Reserve, National Guard, DoD and other Federal and State civilian, international military and civilian fellow, contractor, and private industry students attached to the National Defense University.

- **ROUTINE USES**: None.

- **DISCLOSURE**: Disclosure of requested information is voluntary. However, failure to provide the requested information may result in the denial of entrance and/or access to the NDU. Failure to furnish the requested information may delay or prevent action on your application.

Student:

_____

(Print name)

_____

(Signature)   (Date)

National Defense University (NDU)
Educational Records Release Authorization
(Please Print Clearly)

Name: _____

        (Title: Dr., Ms., Mr.)   **(Last Name)**   **(First Name)**   **(Full Middle Name)**

SSN/NID: _____

        By signing this statement and enrolling in a course at the National Defense University, I acknowledge and agree that my education records, including copies of my transcripts and student evaluations, may be disclosed to my sending agency/branch of service for inclusion in official personnel records. No further release is authorized without my expressed written consent.

SIGNATURE: _____ **DATE**_____

This release will remain in effect until I rescind in writing to NDU.

National Defense University (NDU)
Student Worldwide Travel Form
(Please complete for each student nominated)

Core curriculum travel is rigorous and includes local, domestic and international travel to industrial complexes such as factories, power plants, rail and shipyards, depots, oil drilling platforms and refineries, etc. Field studies undertaken include battlefield trips. Student candidates must be able to participate in worldwide travel as a condition for admission.

This statement certifies that the student candidate is worldwide travel qualified.

Agency Representative: _____
                                        (Print name)   (Phone number)

Nominee: _____
                                              (Print name)

_____
                                     (Signature)   (Date)

The Eisenhower School
Senior Acquisition Course
(SAC)
Academic Year 2014-2015

Program Description

The Senior Acquisition Course (SAC) is the pre-eminent course for members of the Defense Acquisition Workforce. This course is designed to prepare selected military officers and civilians -- already highly experienced and well credentialed -- for senior leadership and staff positions throughout the acquisition community.

Mandated by the Defense Acquisition Workforce Improvement Act (DAWIA) (Title XII Public Law 101-310), the Eisenhower School (ES) has been designated by the Under Secretary of Defense for Acquisition, Technology and Logistics (USD [AT&L]) to deliver the Senior Acquisition Course to selected acquisition workforce students under the sponsorship of the Defense Acquisition University. Each year, the services and agencies select fifty-seven acquisition professionals (24 military officers and 33 civilians) to participate in the program. In order to fulfill the objectives of the course, all SAC nominees must be level III certified in or have senior level experience in at least one acquisition career field (nominees possessing level II certification will be considered for course entry on a case-by-case basis).

SAC students are full members of the Eisenhower School student body – a mix of combat and support personnel, diplomatic and other federal agency personnel, international fellows, and industry fellows. SAC students are offered a wide choice of research and elective opportunities, as well as a common core curriculum and two required electives in Acquisition Policy.

Course Curriculum

The Senior Acquisition Course consists of the entire 10-month Eisenhower School curriculum, enhanced for designated acquisition students through four major elements:

1. Core Curriculum

The multi-disciplinary core curriculum includes courses such as Strategic Leadership, National Security Studies, Military Strategy and Logistics, Economics, Defense Resourcing, Industry Study and Industry Analytics. Additionally, a core course in Acquisition is conducted for all ES students in the spring semester in conjunction with the other core curriculum studies. This course, consisting of seminars, lectures and case studies, have been designed to challenge the students to assess current acquisition policy and practices in the context of National Security Strategy, with an emphasis on acquisition management in a changing world. Students in the Senior Acquisition Course participate in the core curriculum with all other ES students.

2. Mandatory Acquisition Policy Advanced Studies

An essential component of the Senior Acquisition Course, the Eisenhower School's core curriculum is supplemented by a course of study spanning two elective periods, one each in the fall and spring semesters:

Acquisition Policy I: The fall course provides students the opportunity to select a "focus track" of one of five topics offered, including Innovation and Change in Industry and Government, Sustaining Technological Advantage, Research and Technology Policy, Comparative International Acquisition Systems, and Changing Defense Industrial Base. Additionally, students will hear a lecture from a senior acquisition official in government or industry, participate in a field study related to their "focus track" and attend media training for acquisition professionals at Defense Acquisition University.

Acquisition Policy II: This spring course is divided into two parts; The first half of the course is seminar based and focuses on areas and topics of strategic importance, to include Acquisition Policy, A Historical Perspective, Political Foundations of Defense Acquisition, Defense Market Theory, Sources of Military Innovation, Life Cycle Logistics, and Ethics in Acquisition for Senior Leaders. The focus of the second half, research and writing, is described in paragraph 4, below.

Note: PMT-401, the Program Manager's Course, also offered at the Eisenhower School, may be taken in lieu of Acquisition Policy I, Acquisition Policy II.

3. Elective Courses

A wide array of elective courses covering all aspects of acquisition management is available. Students select one regional study, one industry study, and two other electives courses during the 10-month ES program.

4. Research

Acquisition Policy II also provides a forum, through individual or small group research, for analytical study of an acquisition issue or topic that has current critical interest in the defense community. All Senior Acquisition Course students undertake a research project and write a paper suitable for publication in a professional journal. An Acquisition Department faculty research advisor oversees each project. Students present the results of their research in small fora held at the School at the conclusion of the spring elective period. A number of these papers are published in acquisition journals each year. Acquisition students completing particularly exceptional research compete for an array of research awards -- both honorary and monetary-- to include an award sponsored and presented by the Defense Acquisition University.

For further information, please contact the Eisenhower School Department of Acquisition at (202) 685-4767 and ask for the Senior Acquisition Course (SAC) Director

ICAF Senior Acquisition Course (SAC)
Student Nomination Form

Name of Nominee: _____

(Title: Dr., Ms., Mr.)　　(Last Name)　　(First Name)　　(Full Middle Name)

Parent Agency and Organization: _____

_____

Is the nominee an Acquisition Corp member?　　　　Yes　　　　No

Is the nominee a Defense Acquisition University graduate?　　　Yes　　　　No

Is the nominee certified in any Acquisition field(s)?　　　Yes　　　　No

If so, in which field(s) and at what certification level (I, II, III):

_____

_____

_____

If not certified level II or III, the nominee is appropriately qualified for this senior level acquisition course by virtue of the following:

_____

_____

_____

Agency Representative: _____

(Print name)　　　　　　　　　　　　(Phone number)

_____

(Signature)　　　　　　　　　　　　(Date)