

## AGENCY DISCLOSURE NOTICE

The public reporting burden for this collection of information, 0704-XXXX, is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or burden reduction suggestions to the Department of Defense, Washington Headquarters Services, at whs.mc-alex.esd.mbx.dd-dod-information-collections@mail.mil. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

## PRIVACY ACT STATEMENT

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

**PURPOSE:** The data provided will be used to update your National Defense University (NDU) record. NDU data are used to authenticate and identify NDU personnel and students; track academic enrollment, assignments, progress, and assessments; track personnel records and actions; create academic transcripts and related reports; facilitate award of degrees and credentials; conduct analysis for regional and DoD academic accreditations; and create reports for University leadership to aid in the development of effective curricula, facilitate academic completion requirements.

**ROUTINE USES:** Data are shared with other Federal/State agencies and contractors for the purpose of communicating educational credentials and accrediting University programs. For a complete list of routine uses and authorities see the applicable system of records notice, National Defense University (NDU) Student Data Files (September 21, 2010, 75 FR 57458). The notice is located at:

<https://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570570/dndu01/>

**DISCLOSURE:** Voluntary. However, if data in NDU systems are not up-to-date, your NDU entitlements/privileges and the ability of NDU systems to identify you as an NDU-affiliated person could be delayed or inaccurate. The production of accurate academic transcripts may not be possible. Home addresses will be used for mustering in the event of an officially declared manmade or natural disaster (DoDI 3001.02) and for notification of a Privacy compromise, loss or stolen (breached) personally identifiable information (PII). If addresses are not correct these two requirements will not be performed with accuracy as to your location.

# NATIONAL DEFENSE UNIVERSITY - Foreign Delegation Visit Request Form



Thank you for your interest in visiting NDU. Please examine the following timeline for requesting a visit to NDU:

-4 weeks prior to your requested visit date: Submit a Foreign Visitor Request to the DIA **AND** notify NDU POC (see contact information below) of the intent to visit.

-2 weeks prior to your requested visit date: Fill out NDU's *Foreign Delegation Visit Request Form*, below.

The point of contact (POC) for Foreign Delegation visits to NDU is the International Student Management Office / Ms. Catherine Tappert: c.a.tappert.civ@ndu.edu , 202-685-4075

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Email Address:

Please list your FVR number:

What is the date of your visit?

What is the name of your group?

How many people are in the delegation?

Please list the name, rank, and title of the head of your delegation:

Please list the name, rank, and title of the members of the delegation:

Will the delegation bring a gift?

Yes

No

If so, what will the gift be? (Please note that NDU prefers no gifts, though we leave this decision to the delegation.)

What uniform will the delegation wear? Be specific.

Does the delegation speak English?

Yes

No

If not, will the delegation bring an interpreter?

Yes

No

Where else will the delegation visit on their visit to the US?

Please list the type (sedan, van, coach bus) and number of vehicles the delegation will use.

Please select the delegation's purpose(s) for the visit. Please note that NDU will do its best to accommodate the delegations' interests based on availability of staff and resources.

Check any that apply:

Meeting with NDU Leadership

Professional Military Education Briefing

Round-table discussion with NDU subject matter experts

Meeting with NDU International Fellows from the visiting nation

To discuss enrolling officers from visiting country to NDU programs in the future

Other

Who in the delegation has visited NDU previously? Please list their names as well as the purpose for their prior visit.

What else would you like the NDU International Visits Coordinator to know prior to your visit?