

Dear CAPT XXXX,

Thanks for your prompt response and, once again, welcome to the National Defense University! We are really looking forward to having you at NDU.

We would most appreciate if you filled out this form (attached) with your personal family data. Kindly note that accurate information regarding you and your family is very useful to us as we start to make arrangements for your year in the United States.

Please be aware that we cannot start making the necessary arrangements for your enrollment in the National Defense University until we receive the information requested on this form from you so we kindly request that you return it to us as soon as possible.

Rest assured, we do our due diligence to protect the personal information you provide us in this form. Your personally identifiable information is only shared with National Defense University components that require data for enrollment procedures (EG the Colleges, security, etc.). In an effort to further protect your data, feel free to utilize AMRDEC upon completion of the form to encrypt the document you send. The following link will give you a step-by-step of how to safely and securely send the PIF: <https://safe.amrdec.army.mil/safe/guide.aspx>. You will use the "Proceed as Guest" option. If you choose to send the document directly via e-mail, the e-mail will not be encrypted and your data will not be protected.

If you have any questions in the meantime, or have trouble completing the form, please do not hesitate to ask!

Kindly,

Madeline

V/R

Madeline DuBois

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