



NATIONAL DEFENCE COLLEGE NIGERIA

JOINING INSTRUCTIONS COURSE 25 2016 - 2017 SESSION



BACKGROUND INFORMATION

THE COLLEGE ENVIRONMENT GEOGRAPHY AND CLIMATE

1. The National Defence College is located in Abuja, the seat of Government of the Federal Republic of Nigeria. Abuja is centrally located and easily accessible from all parts of the country by road and air. The major international airports with connecting flights to Abuja are; the Murtala Mohammed International Airport Lagos, Mallam Aminu Kano International Airport Kano, Port Harcourt International Airport Port Harcourt and Akanu Ibiam International Airport Enugu. The Nnamdi Azikiwe International Airport Abuja also operates international flights to many parts of the world.

2. The city is located in the Guinea Savannah region of central Nigeria. It has 2 seasons, namely, the dry and rainy seasons. The rainy season starts from around mid March to October, while the dry season is characterised by hot sunny and subsequently windy cold days, which starts from October to March of the following year.

3. Abuja's landscape has beautiful natural features, consisting of lowlands, rolling hills dotted with isolated highlands and massive granitic rocky hills. The hills include Bwari-Aso in the North-East, Guzape and Idon Kasa ranges in the North-West of Gwagwalada. The North-East has the highest peaks in the territory with some reaching over 760m above sea level.

PLACES OF INTEREST

4. There are many recreational facilities available in Abuja, which may be of interest to participants. These include the rocky sites, dams, Abuja National Stadium, International Conference Centre, ECOWAS Secretariat, Centre for Women Development,

National Christian Centre, National Mosque, Nigeria Law School and University of Abuja. Others are Shehu Musa Yar' adua Centre, Obansanjo Space Centre, Centre for Arts and Culture, Ushafa Pottery Village, the National Assembly as well as Gowon Centre for National Unity and International Cooperation.

a. **Rock Sites.** The Federal Capital Territory (FCT), in which Abuja city is located, is dotted with massive granite outcrops that are very attractive to tourists. These include Zuma Rock (Niger State), which appears to be a giant elephant squalling its head in between its front legs. Others include:

i. **Aso Rock.** Aso Rock in Gbagyi dialect means 'victory' rock, adorns the background of the "Three Arms Zone", which is the seat of power in Nigeria. The "Three Arms Zone" is the area that houses the National Assembly, Supreme Court and the Presidential Villa.

ii. **Katampe Rock.** Another attractive rock of interest is the Katampe Hill, believed to be the Centre of Nigeria. The Hill offers a beautiful panoramic view of the capital city at dawn and dusk. It is a resort place for picnic lovers and tourists. One fascinating feature of the hill is that vehicles can be driven straight to its top.

b. **Dams.** There are 2 major dams in Abuja – The Lower Usman and Jabi Dams. The Lower Usman Dam is about 40km drive from the city centre and supplies the bulk of the city's portable water to the city. The environment is very good for picnic and outings. Jabi Dam which is just 4km from the city centre also has bush resort for picnickers.

HOTELS/RESTAURANTS/SHOPPING CENTRES

5. Abuja has some beautiful 5 star hotels like Transcorp Hilton Hotel and Sheraton Hotel and Towers as well as numerous 3 and 2 star hotels. These hotels serve international cuisine as well as local menus.

6. There are also good restaurants that serve local and continental dishes. These include Jevnic, Mama Cass, Chinese Restaurant, Tantalizers among others. Some of the Shopping centres/ Super markets which participants can patronize include Exclusive stores, Amigo, Sahad and Grand Square among others.

HISTORICAL BACKGROUND OF NATIONAL DEFENCE COLLEGE

7. The National Defence College (NDC) was established in 1992 as the highest military institution in Nigeria for the training of selected senior military officers, the Nigeria Police and civil servants from strategic Ministries, Departments and Agencies (MDAs) of the Federal Government for higher responsibilities. It also trains officers from friendly countries. The Terms and Conditions of Admission for International Participants is at Enclosure 1. Since the Nigerian Armed Forces had already established a strong tri-Service heritage in the Nigerian Defence Academy (NDA), Kaduna and the Armed Forces Command and Staff College (AFCSC), Jaji, it was appropriate and cost effective to continue the tradition by establishing the new top level military institution on a tri-Service basis. Consequently, NDC became a reality in 1992 on a temporary site at the former Ministry of Foreign Affairs building in Marina, Lagos. In August 1995, the College was moved out of Lagos to a temporary site in Abuja located on Herbert Macaulay Way (North). The then Head of State and Commander-in-Chief of the Armed Forces of the

Federal Republic of Nigeria, General Sani Abacha inaugurated the NDC Course 4 on 14 September 1995, to herald the movement of the College to its new temporary site. Elaborate plans are at advanced stage to relocate the College to its permanent site in Piwoyi District of Abuja.

ORGANISATION OF NATIONAL DEFENCE COLLEGE

8. The College is organised into an Academic Faculty, Administrative and Logistics Branches, as well as the Centre for Strategic Research and Studies. The College is headed by the Commandant, a “3-star” appointment, who is the Chief Executive. The Commandant is supported by the following senior appointments:

a. **The Deputy Commandant.** The Deputy Commandant who is also the Director of Studies assists the Commandant in the day-to-day running of the College. He is responsible for course design and curriculum planning. His post is authorised as an appointment for a “2-star” Officer.

b. **The College Secretary.** The College Secretary is the Commandant's Chief of Staff and Senior Executive. He heads the Administrative and Logistics Branches. He is responsible for negotiating the College resources, administration, logistics, budgetary control and the external profile of the College.

c. **The Provost.** The Provost is the head of the Centre for Strategic Research and Studies (CSRS). The post is designed for an academic professor, a retired “2-star General with fwc+ or fdc+ and at least an MSc”, a retired ambassador or a retired vice chancellor. The Provost is answerable to the Commandant of the College.

ACADEMIC FACULTY

9. The Academic Faculty comprises the Studies Department and the CSRS. The Studies Department is under the Deputy Commandant/Director of Studies, while an Academic Provost heads the CSRS. There are 7 Studies Department and an integral Coordination Department. These departments are:

- a. **Department of Higher Military Organization and Operations (DHMO)**. The DHMO is headed by a Brigadier General.
- b. **Department of Academic Research and Analytical Support (DARAS)**. The DARAS is headed by a Commodore.
- c. **Department of National and Military Strategy (DNMS)**. The DNMS is headed by an Air Commodore.
- d. **Department of National and Geopolitical Affairs (DNGA)**. The DNGA is headed by an Ambassador who is also the Commandant's adviser on international affairs.
- e. **Department of Curriculum and Programmes Development (DCPD)**. The DCPD is headed by a Commodore.
- f. **Department of Information and Communications Technology (DICT)**. The DICT is headed by an Air Commodore.
- g. **Department of History Research and Archives (DHRA)**. The DHRA is headed by a Brigadier General.

h. **Coordination Department.** The Coord Department is headed by a Brigadier General who is responsible for detailed programming of the College academic activities, generation of teaching materials, and practical organizational work related to the implementation of the academic programmes of the College.

CENTRE FOR STRATEGIC RESEARCH AND STUDIES (CSRS)

10. The CSRS was formerly known as the Centre for Peace Research and Conflict Resolution. On 3 August 2004, the Governing Board of the College gave approval for a change of the name of the Centre to African Centre for Strategic Research and Studies (ACRS). However, the name was further changed to Centre for Strategic Research and Studies by the Governing Board in July 2012 as a result of the review of the objectives of the Centre to cover other areas beyond regional operations. It is headed by a Provost. The Centre has 5 Departments, and each Department is headed by a Director. These departments are:

- a. Defence and Security Studies.
- b. Conflict Studies, Peacekeeping and Humanitarian Affairs.
- c. Regional and Area Studies.
- d. Governance and Public Policy.
- e. Science and Technology.

MISSION AND OBJECTIVES OF THE COLLEGE

MISSION

11. The Mission of the NDC is:

To impart knowledge and develop expertise and

skills of senior military officers and their civilian counterparts through a firm understanding of all the essential factors that impact on national security and prepare them for higher responsibilities at operational and strategic levels in both national and international assignments.

OBJECTIVES

12. The objectives of the NDC are:

a. To study and analyze:

(1) The socio-political environment of Nigeria and its impact on national security.

(2) The role of science and technology in national security.

(3) The nature, evolution and dynamics of international relations, including issues related to international security and how they impact on Nigeria's foreign relations. It also looks at the role of Nigeria's foreign policy in promoting her national interest.

(4) The various issues which relate to countries in the strategic neighbourhood of Nigeria and their impact on the fortunes of the country.

(5) The fundamental concepts and processes of national security decision making.

(6) The broad understanding of Nigeria's economy and its impact on national security. The

emphasis is on clarity of basic economic concepts, analysis of current policy issues, understanding of the design and implementation of viable economic policies and strategies to ensure development and national security.

- b. To develop an in-depth understanding of elements of national power which will aid in the formation of grand national strategy.
- c. To proffer policy recommendations on specified national issues that border on national security.
- d. To undertake advanced academic research at national strategic policy levels.

PHILOSOPHY

13. The National Defence College provides the highest level of formal military education intended to inculcate a sense of advanced military professionalism and involvement in the decision making process under democratic political culture and structures. In the pursuit of its professional training programmes, the College has developed sound and consistent military expertise in the study of policy options as to where, when and how force could be applied for security and peaceful purposes.

14. To achieve this educational objective, participants are encouraged to be imaginative and creative and to cultivate the confidence of expressing their views openly. In order to encourage this, the College encourages free exchange of ideas through a “Rotunda Rule” policy of non-attribution in the Auditorium, where participants, staff and Directing Staff (DS) will be able to express personal views frankly to a privileged audience.

15. The curriculum of the College is designed to be **provocative, demanding and rigorous**. Participants will be faced with a variety of problems for which there is no College 'template solution'. They will be encouraged to consider and challenge their own intellectual assumptions and standpoints about the **nature of war, peace, leadership, politics, ethics** and the **application of force**.

16. The College, therefore, works intensively at the conceptual level, researching and analysing issues in depth to produce well informed, critical judgments, and to cultivate the art of intelligent questioning and conceptual thinking. Overall, the intention is that the NDC and its fellows should play a part in the evolution of military thoughts to meet the new circumstances of the Twenty First Century.

METHODOLOGY

17. The mission and philosophy of the College are pursued through lectures, seminars, workshops, conferences and syndicate assignments. The Participants also write term papers and all year round research projects on approved topics. There are also geo-strategic tours of the nation and other parts of the world. The activities of the College are conducted in English Language.

ADMISSION POLICY

18. Admission into the College is based on selection of senior military officers, civilians and other similar cadres from Africa and the world at large. The selection level of the participants is set high so that apart from professional skills and qualifications, they would have considerable experience to enable them contribute meaningfully and authoritatively to discussions. For instance, nominees from the rank of Colonel in the Nigerian Army and its

equivalent in other Services undergo a rigorous selection process, while in the Civil Service, the admission is offered to officers of the cadre of Director and above. It is to be noted that any participant who is absent continuously from lectures for a period of 2 weeks for whatever reason will be advised to withdraw from the Course.

COLLEGE CREST

19. The Crest of the College is made up of two circles with a white background. The space within the inner circle is strapped in the national colours, green-white-green, while the name of the College is inscribed in the lower part of the white space between the 2 circles. Within the inner circle, the armed forces insignia is placed on the white background between the two green colours. An Eagle and a Torch of peace are placed in succession on top of the emblem. At the base is a scroll in yellow parchment bearing the College motto: *Intellect, Courage and Patriotism*.



MAIL

20. The College's postal address is:
National Defence College Nigeria
Herbert Macaulay Way (North)
Central Area
P. M. B. 323
Garki, Abuja

WEBSITE

21. The College Website address is www.ndc.gov.ng. Additional information about the College could be obtained from the Website.

ACADEMIC PROGRAMME

COLLEGE CURRICULUM

22. The 11 months study programme is organized into 9 blocks conducted in 3 Terms. The blocks are:

- a. **Block 1:** Research Methodology.
- b. **Block 2:** The State and Socio-Political Environment.
- c. **Block 3:** Economy and Finance.
- d. **Block 4:** Science and Technology.
- e. **Block 5:** Strategy, Statecraft and National Security.
- f. **Block 6:** International Affairs and Regional Studies.
- g. **Block 7:** War Study Package.
- h. **Block 8:** Peace Support Operations.
- i. **Block 9:** Higher Management of Defence.

The blocks are conducted in the following manner:

23. **First Term.** Foundation Studies (14 Weeks):

- a. Global Scene in Perspective.
- b. National Economy.
- c. Elements of Strategy.
- d. Warfare and Military Strategy.
- e. Strategists and Military Thinkers.
- f. Technology and Warfare.
- g. Strategic Installations' Visit.
- h. Geo-strategic Visit to States.
- i. Term Paper and Research Projects.

24. **Second Term.** Defence Policy Development, Operational Art and Geo-strategic Studies (14 Weeks):

- a. Global Scene in Perspective.
- b. Defence Policy Development.
- c. The Art of Command.
- d. Military Aid to Civil Authority/Military Assistance to Civil Power.
- e. Peacekeeping Operations.
- f. Campaign Studies.
- g. Joint Operations/Logistics at Operational Level.
- h. Geo-strategic World Study Tour.

25. **Third Term.** Higher Management of Defence (16 Weeks):

- a. Crisis Management at the Operational and Strategic Levels.
- b. National Defence Planning Exercise.
- c. Policy Paper Presentation.
- d. Term Paper and Defence of Research Projects.

26. **Country Brief by International Participants.** As part of the course curriculum, international participants are expected to make presentations on their countries to other members of the course and the Faculty. The presentations are normally for an hour, followed by an interactive session of 30 minutes. Participants are encouraged to invite their resident Ambassadors in Nigeria to witness their presentations and also use the occasion to further showcase their cultural and national symbols through display. International participants will be scheduled for their presentation at the commencement of the course.

27. **Visits.** The following visits are conducted during the Course:

- a. Tour of Abuja.
- b. Geo-strategic tour of States.
- c. Visit to Strategic Installations.
- d. Visit to Military Establishments.
- e. Geo-strategic World Study Tour.

With the exception of the tour of Abuja, which is to acquaint participants with their immediate environment, all other visits are study tours which require them to submit papers and make presentations on the visits.

28. **Electives.** In addition to the course curriculum, there are some electives, which provide participants with the opportunity to tailor their academic programme to meet individual interests. The electives also enable participants to go beyond the limits of the core curriculum and expand their professional expertise, by taking advanced studies in specific additional subjects. Each participant must offer at least one elective during the course. The approved electives are:

- a. Military History.
- b. Information and Communication Technology.

However, French and English classes are held for participants to improve their communication skills. French Language is a compulsory subject for all Anglo-phone participants, while participants from the Francophone nations study English as a compulsory subject.

LECTURES AND SYNDICATION

29. The methods of instruction are mostly through lectures by experts in different fields, seminars, individual and group work. Lectures take place at the College Auditorium, Abacha Hall. Copies of lectures and other instructional materials needed for the course are made available to each participant through the College website and in some cases sent to their mail boxes. Participants are divided into syndicates for group discussions and assignments, and are expected to make valid contributions in their various syndicates. There are 10 syndicates in all and each has at least 2 Directing Staff (DS). The DS coordinates the discussions and activities of the Syndicate.

PRE-COURSE READING LIST

30. Reading materials can be accessed through the College e-library website www.ndc.gov.ng before resumption for the Course. Participants are however advised to have background knowledge of the undermentioned subject areas:

- a. Strategy.
- b. Strategic Leaders.
- c. Policy.
- d. National Security.
- e. Nigeria's Vision 20-20-20.

- f. Globalisation with specific focus on:
 - (1) Terrorism.
 - (2) ICT.
 - (3) Economy.
- g. Global and Regional Approaches to Conflict Resolution/Management.

FELLOWSHIP AWARD AND GRADUATE PROGRAMMES

AWARD OF FELLOWSHIP

31. Successful completion of the course leads to the award of the qualification: Fellow of the Defence College (fdc). Directing Staff (DS) who complete a tour of duty of one year, as well as Academic Directors are eligible for the Award of Distinguished Fellow of the Defence College fdc(+).

MASTERS DEGREE PROGRAMME IN STRATEGIC STUDIES

32. A Masters Degree (MSc) Programme in Strategic Studies is organised by the University of Ibadan on affiliation basis. This programme is open to all qualified graduates of the Defence College who are selected to undertake the programme. The Course assembles in October each year. There is a residency requirement which makes it mandatory for those registering for the Programme to attend lectures in the University for a duration of 6 months.

ADMINISTRATIVE ARRANGEMENTS

COURSE DURATION

33. The Course is an 11 months Course and should be free of any distraction. Therefore, no participant is to be engaged by either his Service, department or home government on any tasks

within or outside Nigeria while on the Course. The College will not grant any permission for the release of participant except on withdrawal.

COURSE ALLOWANCES

34. Participants are advised to collect course allowances from their respective Service Headquarters/Ministries or home governments before assembling for the Course and also before reporting to the University of Ibadan for the MSc Programme.

GEO - STRATEGIC WORLD STUDY TOUR

35. **Passports.** In preparation for the Geo-strategic World Study Tour, each participant is required to ensure that he is in possession of a current valid Official International Passport. The Course entails travelling outside the shores of Nigeria hence all participants are to come along with valid International Passports whose expiry date will not be less than 18 months at the time of reporting for the Course. It is however mandatory for Nigerian participants to come with Official Passports. **The College would not accept the responsibility of renewing expired international passports for participants.**

36. **Visa Arrangements for International Participants.** International participants are expected to apply for a 2-year multiple entry visa for themselves and their spouses at the Nigerian Embassy or High Commission in their respective countries. This is to cover the duration of the Course and the Masters degree programme at the University of Ibadan.

37. **Spouses.** Participants who wish to travel with their spouses for the Geo-Strategic World Study Tour could do so at their own expense. However, the College would be responsible for the procurement of visa, medical certificate and insurance

where required for such spouses. Names, valid international passport and yellow cards should be submitted to the Coordination Branch of the College at the commencement of preparation for the Tour. Late entries would not be entertained.

ARMS AND AMMUNITIONS

38. Participants are not allowed to bring arms and ammunition to the College.

DRESS

39. For the purpose of uniformity and orderliness, Participants are expected to always appear dressed in a manner appropriate to the occasion. Participants on NDC Course will need the following dresses:

a. **Special Activities**. During special activities in the College such as Course Inauguration and Graduation, the dress would be Service Dress for the Army and Air Force, No 1 for the Navy and No 2 for the Nigeria Police. All International and other Paramilitary participants are to appear in their respective Service Dresses, while civilians from MDAs of government are to be in lounge suit.

b. **Work**. Unless otherwise directed, the dress during working hours for participants and members of Faculty is lounge suit except Fridays, when informal/traditional dresses are worn. However, there are occasions when military participants will be required to wear uniforms and they will be notified accordingly.

c. **Visits**. Participants are expected to take along with them No 4 or 5 for the Army, Bush Jacket for the Navy and Tunic for the Air Force during all programmed visits. This is in addition to lounge suits. For tour of military

establishments, special instructions on dress would be issued.

REPORTING AND DOCUMENTATION

40. The following important dates for NDC Course 25 are to be noted:

- a. Course Assembly Date: **5 Sep 16.**
- b. College/Personal Admin: **6 - 9 Sep 16.**
- c. Commencement of Term 1: **12 Sep 16.**
- d. Inauguration of NDC Course 25: **15 Sep 16.**
- e. Graduation Day/End of NDC Course 25: **4 Aug 17.**

41. On arrival, participants are to report directly to the National Defence College Complex located at Herbert Macaulay Way (North) Abuja, where a Reception Centre is usually established. All inquiries are to be directed to the Principal Staff Officer Coordination (PSO Coord) or the Staff Officer 1 Coordination (SO 1 Coord) on the following telephone lines and email:

- a. PSO Coord Tel: +2349099777440.
- b. SO 1 Coord Tel: +2348035852731.
- c. Email: ndcngcoord@yahoo.com.

42. Participants are to submit 20 passport size photographs (28mm x 28mm on white background) each, in uniform for Service personnel and mufti for civilians to the Coordination Department. All participants are to complete a Bio Data Form online and submit a hard copy to the SO1 Coord on arrival. In addition, all participants are to report with a complete and duly certified medical report.

ACCOMMODATION AND FEEDING

43. The College provides each participant with accommodation in Apo and Piwoyi Quarters. Two or 3 participants will share a flat of 3 bedrooms. This accommodation is however not convenient for Participants to live-in with their spouses or dependants. International participants who will like their families to accompany them would have to make arrangement for accommodation in Abuja with the assistance of their respective embassies, where applicable. It is the College policy that no participant is allowed to accommodate personal staff or aides in the Quarters. All wards/dependants/staff could be in the Quarters from 0600 hours and must depart by 1800 hours daily. Participants are to arrange for their own feeding in their accommodation. In the alternative, participants can patronize the Mess and restaurants within the College.

TRANSPORTATION AND PARKING OF PERSONAL VEHICLES

44. The College provides buses to transport participants from Piwoyi Quarters to the College for lectures and other engagements. Participants, who have cause to bring their cars from their residence to the College, are to make use of Participants' car park located within the College premises. Participants' cars should not be parked in spaces provided for College permanent staff and Members of Faculty. International participants coming with their cars are to procure valid International Drivers' Licence and to comply with the requisite customs documentation at the point of entry. However, participants without their cars could make private arrangements for their transportation after official hours.

MEDICAL AND HEALTH SERVICES

45. Clinics are available within the College and at Apo/Piwoyi Quarters to address the medical needs of participants. The clinics have been recently renovated and expanded to cope with the increasing number of participants. The clinics are manned by qualified and specialised doctors, nurses (both civil and military) and other experienced Service personnel. The Course is rigorous and will exert considerable pressure on participants. Participants will therefore be required to undergo intensive medical test before the commencement of the Course. Only those certified medically fit will be inaugurated into the Course. International participants are to conduct comprehensive medical investigations before reporting for the Course. The Reports of their medicals are to be submitted to the College Medical Officer on resumption. International Participants with serious medical cases will be expected to bear the cost of medical bills. International participants will also be expected to bear the cost of treatment of relatives staying with them.

INTEGRATED PRINTING PRESS

46. An Integrated Printing Press has been installed in the College. The Printing Press has greatly enhanced the timely and quality production of published documents and manuscripts. It is important to note that other departments of the government now patronize the Press for their printing works.

WORK PRODUCTION CENTRE

47. To support the Printing Press is the Work Production Centre (WPC). It is the nerve centre for the production of all teaching materials for the College. It is therefore a very busy Centre which demands the cooperation of all its users. The WPC is available for syndicate or group official works. Requests for

such jobs should be directed to the Office of the PSO Coord. For works involving research projects and term papers, individuals will bear the cost for materials and production.

THE COLLEGE LIBRARY

48. To aid research, the College maintains a Library equipped with books, journals, reports and other publications in the areas of work undertaken by the College. The current collection in the Library stands at over 20,000 titles, comprising books and journals in various fields of military, politics, international relations, strategic studies, peace studies and capacity building.

49. The Library has almost completed the digitalisation of all its research resources. It has indexed editorial opinions, feature articles and commentaries in relevant national and international newspapers, magazines and journals, which are concerned with conflict prevention, peace, security and defence issues generally. The Library is also fully automated with a collection of over 34,000 e-granary Digital Library. Internet facilities are also available in the Library. Participants are free to avail themselves of the facility for their research projects and term papers.

INFORMATION AND COMMUNICATIONS TECHNOLOGY SERVICES

50. The College operates a Local Area Network (LAN) which links all offices and syndicate rooms to a central server for both Intranet and Internet services. Using Very Small Aperture Terminal (VSAT) transmission technology, the College acts as an autonomous Internet Service Provider, with the entire College community as its client. With the available Internet facility, the College, including the CSRS is provided with the capacity to surf the Internet, download, send and receive e-mails, among other on-line data services. The participants' residential quarters are

also linked to the VSAT ICT system infrastructure located in the College complex.

INFORMATION AND COMMUNICATIONS TRAINING LABORATORY

51. The College in its efforts to bequeath her academic institutional community with advanced Information Technology (IT) tools for training and research purposes also has commissioned her computer training laboratory to achieve this aspiration. The computer unit trains, organizes seminars and workshops for staff.

52. The computer laboratory is equipped with computer system/accessories, and multimedia computer projector for power point presentations. It is connected to the College LAN for wireless internet access.

MUSEUM/HALL OF FAME

53. The Museum/Hall of Fame is an integral part of the College. It is established as a tribute to the vision of its founding fathers and a storehouse of institutional memory. It tells the history of the College in a nutshell. The NDC Museum is designed as a living monument to capture the vision and the seasons of the College, past and present. It is arranged into 4 sections.

- a. Historical Evolution/Documentary Unit.
- b. National Defence College Plaque of Fame.
- c. Military Arts/Souvenirs.
- d. Documentation and Records.

OFFICIAL FUNCTIONS

54. Social contacts among the participants and staff are enhanced through periodic formal 'Get Together' and parties. Lunch for important guest lecturers on working days will be announced. Occasionally, spouses of participants would be invited to attend some official functions of the College such as the Graduation Ceremony.

RECREATIONAL FACILITIES

55. Sporting activities in the course programme of the College is very important. To this end, both the participants and staff of the College will be privileged to enjoy various recreational facilities such as the newly equipped gymnasium in the College and Maitama Quarters; Swimming, Lawn Tennis and Squash at the Mogadishu Barracks in Abuja, as well as have a feel of professional golfing at the IBB Golf Course, also in Abuja. This arrangement will continue until the College moves completely to its permanent site in due course.

SOCIAL ACTIVITIES

56. Participants are to socialise within acceptable limits as expected of senior officers. Facilities and events at NDC Officers' Mess as well as other Military and Police messes could be utilised by participants for their comfort and relaxation. International Participants are expected to behave in a manner that recognises and respects the customs and norms of the host community.

57. Every participant will be required to host 15 other participants to a social get together or outing during the Course, at a venue to be determined by the host. It could be at the NDC Officers Mess or any other safe recreation place within Abuja City

for a brief period of about one hour. The schedule will be worked out by the Course Executive Committee and disseminated to all participants 2 weeks into the Course.

LEAVE/PUBLIC HOLIDAYS

58. Leave is granted at weekends and between terms. Only in very exceptional circumstances will leave be granted during working days. Request for exceptional leave will be submitted to the Deputy Commandant in writing through the Syndicate Directing Staff (DS). All participants must obtain the necessary Directorate of Military Intelligence (DMI) forms and military passes from the PSO Coord before any travel. The College observes following public holidays:

- a. New Year – 1 Jan.
- b. Eid el Maulud - Subject to declaration by the Federal Government.
- c. Good Friday - Subject to declaration by the Federal Government.
- d. Easter Monday - Subject to declaration by the Federal Government.
- e. Labour Day - 1 May.
- f. Democracy Day - 29 May.
- g. Eid el Fitr - Subject to declaration by the Federal Government.
- h. Eid el Kabir - Subject to declaration by the Federal Government.
- i. Independence Day - 1 Oct.
- j. Christmas Day – 25 Dec.
- k. Boxing Day – 26 Dec.

59. **Leave and Passes For Foreign Participants.** Foreign participants that are desirous of going on leave/pass outside Abuja must obtain a written consent from their Embassy or High Commission addressed to the Commandant. Such leave/pass

will be approved by the Commandant only.

CONCLUSION

60. These Joining Instructions are intended to guide all prospective participants of the National Defence College, Nigeria for the duration of their stay in the College/Country. Incoming participants are requested to carefully read and comply with the instructions. On arrival, they are to avail themselves of all arrangements made for their convenience. The College wishes all participants an exciting and rewarding experience at the National Defence College, Nigeria.



EJ ENENCHE

Brig Gen

PSO Coord

17 Jun 16

Enclosure:

1. Terms and Conditions of Admission for International Participants.

**TERMS AND CONDITIONS OF ADMISSION FOR
INTERNATIONAL PARTICIPANTS AT THE NATIONAL
DEFENCE COLLEGE**

1. The National Defence Course is an 11 months strategic level training programme conducted at the National Defence College (NDC) Abuja, Nigeria. The Course is aimed at developing the expertise and skills of senior military/para-military officers and their civilian counterparts for higher responsibilities at operational and strategic levels. It is therefore specifically targeted at military officers of the rank of colonel and its equivalent in the other Services of the Nigerian and Foreign armed forces. The next course, NDC Course 25, will assemble from 5 - 9 September 2016 and end on 4 August 2017.

2. Admission into the College is very competitive. However, limited slots are reserved for foreign participants subject to the nomination of eligible officers by interested countries and payment of the requisite fees. Such nominee(s) must fulfill the following criteria:

a. **Rank**. Prospective participants must be of the rank of colonel in the army or its equivalent in the sister Services of the armed forces. In exceptional cases, the College could accept officers of the ranks of lieutenant colonel and brigadier general or their equivalents.

b. **English Proficiency**. English is the language of instruction and communication in NDC. Participants must be proficient in both spoken and written English. A workable knowledge of the English Language would be acceptable for countries whose official language is not English.

c. **Medical Fitness.** Nominees are required to submit a comprehensive medical report to the College Medical Officer on resumption. The report is to include the following among others:

- (1) HIV/AIDS Free Certificate.
- (2) Hepatitis A-C Free Certificate.
- (3) TB and Bordetella Pertussis Free Certificates.

3. Nominees are required to hold a diplomatic/official passport with a multiple entry visa valid for 2 years while passports expiry date should not be less than 18 months at the time of resumption. The passport is to contain at least 6 empty pages for visas for the foreign study tour. Confirmation of acceptance of vacancy is to reach the National Defence College, Nigeria, Abuja on or before 17 August 2016. Please note that nominees are required to furnish the College with the following documents not later than 26 August 2016:

- a. A Short Biography (Not more than 500 words).
- b. Scanned copy of international passport (first 3 pages including data page).
- c. Twelve passport sized photographs and 3 family pictures.



EJ ENENICHE

Brig Gen
for Comdt

17 Jun 16

