



REPLY TO
ATTENTION OF:

**NATIONAL DEFENSE UNIVERSITY
JOINT FORCES STAFF COLLEGE
NORFOLK, VA 23511-1702**

JFSC-SARD

4 May 2018

**MEMORANDUM FOR JOINT ADVANCED WARFIGHTING SCHOOL (JAWS) CLASS
ACADEMIC YEAR 18-19 STUDENTS**

SUBJECT: Enrollment Instructions

1. Welcome to the National Defense University (NDU), Joint Forces Staff College (JFSC), and the Joint Advanced Warfighting School (JAWS). This memo contains information needed to properly register as a JAWS Student. Registration requirements are outlined below.

A. Pre-Arrival Requirements.

- i) **Registration.** Upon notification by your Service of your selection, the JFSC Registrar's Office will contact you via email with registration guidance and provide a Welcome Package via postal mail.
- ii) **Transcript.** A prerequisite of your JAWS attendance is our receipt of an official copy of your highest level of education transcript. We **must** have this on file prior to your arrival so if you haven't done so already, please request your alma-mater forward to the following address as soon as possible.

Joint Forces Staff College
Office of the Registrar
7800 Hampton Blvd
Norfolk, VA 23511-1701

- iii) **Security Clearance.** The Security Management Office (SMO) code to send collateral clearances (Secret) is **617206**. The SMO code to send Top Secret/Sensitive Compartmented Information (TS/SCI) access is **617203**. You must place **JAWS** in the PoC section on your visit request or it will not be picked up properly by Security. Please contact them directly via 757-443-6351/6326 to confirm receipt.
- (1) All DOD Students (Civilian and Military). Verification of all student clearances will be done through the Joint Personnel Adjudication System (JPAS). This verification process will begin 45 days prior to class. JFSC will not initiate Transfers in Status (TIS) request.
 - (2) For OCONUS travel, all students will require ISOPREP. For students with an existing ISOPREP account, please update prior to arrival. For students without an existing ISOPREP, DD Form 1833; additional guidance will be provided under a separate cover.

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iv) Defense Travel System (DTS). Please ensure your DTS profile is detached from your losing Agency/Command ***before you depart***. Previous students have experienced difficulty trying to accomplish this post arrival and the delay significantly impacts TDY coordination for curriculum-based Field Study Trips. Additionally, please bring Point of Contact information for your losing Agency/ Command DTS monitor. This is critical should problems arise “gaining” you to this unit.

v) Advanced Reading Requirements. The following are required readings in support of your JAWS enrollment. Both will be included in your Welcome Package.

- (1) Donald Kagan’s *Thucydides: The Reinvention of History*
- (2) Marine Corps Gazette Article: Thucydides – A Thinking Man’s Guide

vi) JAWS Writing Assessment. JAWS administers a diagnostic writing assessment to all students which will help tailor the schools’ Executive Writing Program to individual needs. The assessment is a 60-minute exam and may be accomplished either at the JFSC campus or at home station. Timeline is as follows:

- (1) NLT 4 May 2018, students should provide Test Control Officer (TCO)/Proctor point of contact information to the JFSC Academic Writing Specialist, Mr. Jeffrey Turner.
- (2) NLT 1 June 2018, student must complete the writing diagnostic under TCO/Proctor supervision and the TCO/Proctor must forward the original electronic file to Mr. Turner for review.

vii) Common Access Card (CAC) Instructions. A CAC is required to access several parts of your JAWS curriculum. Issuance/ Re-issuance for DOD Civilians/Military is available (if needed) through JFSC Registrar at registrar2@ndu.edu.

B. Inprocessing. Between 16 July and 23 July 2018, all JAWS military members will report to the JFSC Military Human Resources Office (MilHR) to begin in-processing. All of the service reps are located in Normandy Hall, Room A-111 however to ensure availability, please call in advance to schedule an in-processing appointment. Service specific point of contact information may be found below in paragraph 5.

**** **Note:** **Military students must be in uniform and have a copy of orders to begin in-processing.**

- i) Civilians report to Registrar’s Office (A-101) on 19 July 18 for check-in and in-brief.
- ii) All U.S. military members must meet their Service’s weight and/or fitness standards.
- iii) All Army students will provide a copy of their PCS Orders, TDY orders, last APFT or OER dated within last six months.

2. JAWS relies heavily upon information technology to communicate with students, deliver curriculum content, and to create, deliver, and share student-developed materials. As of 2018, JFSC will no longer issue computers upon arrival. Our campus is officially Bring Your Own

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Device (BYOD) and students are expected to bring a personally owned device for access to curriculum and course instruction. Additional BYOD guidance may be found via the following link. <http://www.ndu.edu/Students/Incoming-Student-Requirements/>

3. Advanced Information Technology (IT) Preparation. To access the required IT accounts, students must complete an NDU 2875 as well as complete Personally Identifiable Information (PII) and Cyber Awareness training. Course enrollment **will NOT be finalized nor will students gain access** to course curriculum until completion of all three as well as Security clearance verification. Please note that PII and Cyber Awareness training **must be accomplished via JKO**. Agency or service-specific certifications **will not be accepted**. Additional IA compliance guidance may be found via the following: <http://www.ndu.edu/Students/IA-Compliance/JFSC-Short-Courses/>

NOTE: It is critical you read and follow the instructions provided at the above link. Failure to do so will delay IT account creation processes and thus delay your access to curriculum and applicable course/content sharing systems.

- A. NDU 2875. Complete the form in accordance with guidance at <http://www.ndu.edu/Students/IA-Compliance/JFSC-Short-Courses/> Digitally sign form and save to your computer using indicated file naming protocol. Attach file to an email and forward to indicated email inbox.
 - i) Per DOD 8570.01-M, "all individuals with access to DOD IT systems are required to receive and complete initial Information Assurance Awareness training before being granted access to systems(s) and annual Information Assurance Awareness training to retain access."
- B. CyberAwareness Completion Certificate. All incoming JPME II students must be current with appropriate year Cyber Awareness Challenge. The training must be valid for duration of attendance and **must be taken in JKO AFTER 15 June 2018, and no later than ONE WEEK prior to your course start date**. Additional guidance concerning this requirement may be found via <http://www.ndu.edu/Students/IA-Compliance/JFSC-Short-Courses/>
- C. Personally Identifiable Information (PII) Training. All incoming JPME II students must complete J6S Personally Identifiable Information Course. The training must be valid for duration of attendance and **must be taken in JKO AFTER 15 June 2018, and no later than ONE WEEK prior to your course start date**. Additional guidance concerning this requirement may be found via <http://www.ndu.edu/Students/IA-Compliance/JFSC-Short-Courses/>

4. Students are not required to register their vehicle at Naval Support Activity Hampton Roads, Virginia. All vehicles must be licensed, registered, inspected, and insured in accordance with state and local laws, and are subject to checks and security measures at the gate by law enforcement and/or security personnel.

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5. All Army students will provide the “End Date” to their last evaluation report. Army students' evaluation report (OER/AER) end dates must be within 90 days prior to class start date. Your respective JFSC Military Human Resources representative is listed below if you have any questions or concerns:

Military

Army:	Comm: (757) 443-6158 or DSN 646-6158 Email: MHRO-JFSC@NDU.EDU
Air Force:	Comm: (757) 443-6131 or DSN 646-6131 Email: MHRO-JFSC@NDU.EDU
Sea Services:	Comm: (757) 443-6091 or DSN 646-6091 Email: MHRO-JFSC@NDU.EDU

Civilians (DOD/Non-DOD/Industry)

Registrar Office	Comm: (757) 443-6124 or DSN 646-6124 Email: REGISTRAR2@NDU.EDU
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International

International Military Student Office	Comm: (757) 443-6135 or DSN 646-6135
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5. We hope to make this an easy transition to the Joint Forces Staff College. Please check the JFSC Website for updates. <http://jfsc.ndu.edu/Students/Incoming-Students/>

Chief, Student Affairs and Registration Division