



REPLY TO
ATTENTION OF:

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

JFSC-SARD

8 May 2018

**MEMORANDUM FOR JOINT AND COMBINED WARFIGHTING SCHOOL (JCWS) CLASS 18-3,
SEMINAR 20 (USCENTCOM/USSOCOM) STUDENTS**

SUBJECT: Enrollment Instructions

1. Welcome to the National Defense University (NDU), Joint Forces Staff College (JFSC), and the Joint Combined Warfighting School (JCWS), Satellite Program. This memo contains information you need to enroll as a JCWS Student in the USCENTCOM/USSOCOM satellite class. Requirements are outlined below.

A. Pre-Arrival Requirements.

- i) **Registration.** USCENTCOM and USSOCOM have completed staff actions to identify student nominations for the JCWS Satellite Class that starts 18 June 2018. The nominations are submitted to the Services for approval. Upon notification by your Service of selection, the Registrar will contact you via email with additional guidance.
- ii) In the first week, you will learn more about the electives being offered for the USCENTCOM/USSOCOM satellite. With only 18 students at the satellite site, we are limited to two electives. Your instructors will give you more information and complete the registration process in the first week of class.
- iii) Familiarize yourself with the following advanced reading publications:
 - (1) National Security Strategy
 - (2) Joint Publication 3-0
 - (3) Joint Publication 5-0

B. Class Start.

- i) **Reporting.** Class will be in the Joint Special Operations University (JSOU) building next to the USSOCOM Headquarters. Please be there no later than 0730. Note: there are no electronics (e.g., cell phones, tablets, iPads) permitted inside the buildings. There are boxes located outside the doors, if you would like to secure your items there rather than in your car.
- ii) **Uniform.** The satellite class will be in Cammys, BDU, flight suit, etc. If your Service has a policy for a higher standard, comply with Service policy.

2. JFSC relies heavily upon Information Technology to communicate with students, deliver curriculum and to create, deliver, and share student-developed materials. JCWS uses "Microsoft O365 private domain for email, cloud document storage, and other common features that O365 users are familiar with. JCWS also utilizes Outlook to allow for the sending and receiving of encrypted emails that may contain personally identifiable information (PII). JCWS also relies on the web-based Blackboard classroom applications for access to course materials and NDU library research tools. Both O365 and Blackboard can be accessed outside of school on any personal computing device (e.g, personal computer, iPad, or tablet) capable of web-browsing and running web-based applications. Students are eligible to obtain a

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student copy of the Microsoft Office Suite through the Microsoft Office Home Use Program for \$9.95 however, you will need the NDU email address you will get with O365 for this transaction.

- A. 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/>
- B. The JCWS Satellite Program for USCENTCOM/USSOCOM will use government computers in the classroom provided by JSOU. You cannot bring cell phones or any other computing device into the JSOU facility.
- C. You can use personal computing devices to complete homework assignments and will be given a DVD with the complete curriculum on the first day of class, which you can load on personal computing devices to ensure you will always have access at home or anywhere outside the classroom.
- D. For more information about the NDU/JFSC technology and computing environment, please reference the following: <http://www.ndu.edu/Students/Incoming-Student-Requirements/>

NOTE: *Approximately one to two weeks prior to class start you will receive an e-mail from Okta. Okta is web-based application software used by NDU to support student access to required IT accounts via a single login. The FROM email address will reflect “noreply@okta.com” however the message will include the credentials needed to access your Blackboard and Microsoft 365 accounts. **Please log-in immediately** upon receipt to allow time to troubleshoot any access issues prior to class start. Additional Okta log-on information can be found via the following:*

<http://www.ndu.edu/Portals/59/Documents/Incoming/itd/OKTA-O365%20End%20User%20Tutorial.pdf>

3. 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 representative at JFSC is listed below if you have any service-specific training questions. For any enrollment and registration questions, please contact JFSC Registrar Office at 757-443-6124.

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

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Civilians (DOD/Non-DOD)

Registrar Office

COMM (757) 443-6124 or DSN 646-6124

Email: registrar2@ndu.edu

International

International Military Student Office COMM (757) 443- or DSN 646-6135

4. We hope to make this an easy transition to the JCWS Satellite Program. If you need additional assistance, please check the JFSC Website for updates or contact us directly via (757) 443-6124 or DSN 646-6124.

Chief, Student Affairs and Registration Division