



REPLY TO
ATTENTION OF:

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

JFSC-SARD

5 March 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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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

International

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

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