



REPLY TO
ATTENTION OF:

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

JFSC-SARD

2 June 2017

**MEMORANDUM FOR JOINT ADVANCED WARFIGHTING SCHOOL (JAWS) CLASS
ACADEMIC YEAR 17-18 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 selection, JFSC Registrar's Office will contact you via email with registration guidance and provide a Welcome Package via post.

Another, prerequisite of your attendance is our receipt of official copies of all of your transcripts. We **must** have these on file prior to your arrival so if you haven't done so already, please request your alma-mater send them to the following address as soon as possible.

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

- ii) **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.

SUBJECT: Enrollment Instructions

iii) Advanced Reading Requirements.

(1) *Donald Kagan's Thucydides: The Reinvention of History* will be sent via post.

iv) Syllabus. Syllabus information will be provided in posted Welcome Package.

v) Common Access Card (CAC) Instructions. Access to all NDU network accounts is via CAC; reissuance for DOD Civilians/Military is available, if needed, through JFSC Registrar at registrar2@ndu.edu.

B. Inprocessing. Between 17 July and 24 July 2017, all U.S. military members will report to your respective Service representative in the Military Human Resources Office (Room A-111) as indicated below for check-in and in-brief. Upon reporting, bring a copy of your assignment orders and/or leave form (including local moves).

i) Civilians report to Registrar's Office (A-101) on 19 July 17 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. Upon arrival, all students will be provided a laptop computer and email address for all academic and administrative needs. JAWS also utilizes Outlook to allow for the sending and receiving of encrypted emails that may contain personally identifiable information (PII). JAWS relies on the web-based Blackboard classroom applications for access to course materials and NDU library research tools. 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.

3. 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.

4. 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 (MilHR) representative is listed below if you have any questions or concerns:

SUBJECT: Enrollment Instructions

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

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/StudentWelcomingInformation.aspx>.

Chief, Student Affairs and Registration Division