



REPLY TO
ATTENTION OF:

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

JFSC-SARD

22 May 2017

MEMORANDUM FOR JOINT AND COMBINED WARFIGHTING SCHOOL (JCWS) CLASS 17-3,
SEMINAR 23, NATIONAL CAPITAL REGION (NCR) 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 NCR Satellite class. Requirements are outlined below.

A. Pre-Arrival Requirements.

- i) Registration. The Joint Staff, J-7 has completed staff actions to identify student nominations for the JCWS Satellite Class that starts 19 June 2017. The nominations were 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 NCR Satellite. With only 19 students at the satellite site, we are limited to two electives. Your instructors will give you more information about the electives and complete the registration process in 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. The JCWS Satellite Class will be at the National Defense University on Fort Leslie J. McNair, in George C. Marshall Hall. Plan to arrive between 0700 and 0730 on the first day.
- 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. JCWS relies heavily upon information technology to communicate with students, deliver curriculum content, and to create, deliver, and share student-developed materials. JCWS uses "Google for Government" private domain for email (Gmail), cloud document storage, and other common features that Gmail users are familiar with. Additionally, JCWS relies on the web-based Blackboard classroom applications for access to course materials and NDU library research tools. Both Google and Blackboard can be accessed outside of class on any personal computing device (e.g., personal laptop computer) capable of web-browsing and running web-based applications.

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A. The JCWS Satellite Program for National Capital Region will not issue computers to students.

- i) Plan to use a personal laptop (Windows or Apple) to allow you to connect to the internet while in class. If you want to use a government-owned device, be aware that you probably do not have administrative rights and access to Google Drive/Documents may be blocked. You will be required to provide multi-page writing assignments, so chose your device accordingly.
- ii) There will be limited IT support at NDU to register and connect your personal device to the network. Please ensure that your device runs on a current operating system.
- iii) You will be given a DVD with the complete curriculum on the first day of class. You can load that on your personal device(s) to ensure you will always have access.

B. For more information about the JFSC technology and computing environment, please contact (202) 685-3824.

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 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)

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- or DSN 646-6135

4. We hope to make this an easy transition to the JCWS Satellite Program. If you need additional assistance, please call your respective Service representative listed above, the Satellite Program Manager at (757) 443-6229 or DSN 646-6229, or the JFSC Registrar at (757) 443-6124 or DSN 646-6124. Please check the JFSC Website for updates: <http://jfsc.ndu.edu/Students/StudentWelcomingInformation.aspx>

Chief, Student Affairs and Registration Division