



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

REPLY TO
ATTENTION OF:

JFSC-SARD

2 Aug 2017

**MEMORANDUM FOR JOINT AND COMBINED WARFIGHTING SCHOOL (JCWS) CLASS 17-4,
SEMINAR 25 (USEUCOM/USAFRICOM) 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 USEUCOM/USAFRICOM satellite class. Requirements are outlined below.

A. Pre-Arrival Requirements.

- i) **Registration.** USEUCOM and USAFRICOM have completed staff actions to identify student nominations for the JCWS Satellite Class that starts 11 September 2017. 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 USEUCOM/USAFRICOM satellite. With only 18 students at the satellite site, we are limited to two electives. Your instructors will give you more information on the electives and complete the registration process in 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.** The JCWS Satellite Class will be on Patch Barracks in the Bernard W. Rogers Partnership Conference Center (Small Salon, 4th Floor, Building 2307). 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

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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.

A. Advanced Information Technology Preparation. To enable account creation and receive applicable usernames and passwords, the following requirements must be met:

i) NDU 2875. Complete Part I of the form as directed by instructions on the last page. Save a copy of the digitally signed form to your computer. Attach file to an email and send it to NDU_JFSC_IMO@ndu.edu NLT 15 August 2017.

(1) 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."

ii) All incoming JPME II students must be current with FY17 Cyber Awareness Challenge (version 4.0). The certificate must be valid for duration of attendance and must be completed within the last 9 months. Additionally, students that do not have the Cyber Awareness Challenge (version 4.0) will not be allowed access to their Blackboard or Google Cloud accounts. Submit the course completion certificate to NDU_JFSC_IMO@ndu.edu and bring a copy with you when you report on first day of class.

B. The JCWS Satellite Program for USEUCOM/USAFRICOM 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 at school. You will be required to provide multi-page writing assignments, so chose your computer accordingly (tablets, IPADs, phones, etc will not be allowed in the conference center). You will be given a DVD with the complete curriculum on the first day of class. You can load that on your personal computer to ensure you will always have access. If you want to use a government-owned computer, be aware that you probably do not have administrative rights and access to Google Drive/Documents may be blocked.

ii) There will be limited ECJ-6 support to register and connect your personal computer to the network, but please be aware that your computer must run on a current operating system and have an ethernet port to connect to the internet.

C. 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

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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

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