



REPLY TO
ATTENTION OF:

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

JFSC-SARD

2 Aug 2017

MEMORANDUM FOR JOINT AND COMBINED WARFIGHTING SCHOOL (JCWS) CLASS 17-4,
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 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 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 new Joint Special Operations University (JSOU) building next to the SOCOM 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. 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 USCENTCOM/USSOCOM will use government computers in the classroom provided by the Joint Special Operations University (JSOU). You cannot bring cellphones 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.
- D. 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

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| 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)

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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