



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

REPLY TO  
ATTENTION OF:

JFSC-SARD

15 February 2018

MEMORANDUM FOR JOINT AND COMBINED WARFIGHTING SCHOOL (JCWS) CLASS 18-2  
STUDENTS

SUBJECT: Enrollment Instructions

1. Welcome to the National Defense University (NDU), Joint Forces Staff College (JFSC), and the Joint and Combined Warfighting School (JCWS). This memo contains information needed to properly register as a JCWS 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 additional guidance.
- ii) Computer Requirements. All students attending the Joint Forces Staff College will no longer be issued computers upon arrival. Our campus is officially Bring Your Own Device (BYOD) and students are expected to bring a personally owned device for access to curriculum and course instruction. Additional BYOD guidance may be found at <http://www.ndu.edu/Students/Incoming-Student-Requirements/>.
- iii) Lodging. JCWS students are responsible for securing their own lodging. The nearest lodging facility is the Navy Gateway Inns and Suites (NGIS) located adjacent to JFSC on Naval Support Activity Hampton Roads (Norfolk, VA) and is preferred by most students attending this training. Quarters are limited, especially family quarters. Contact NGIS at 757-394-9054. When calling that number, you will connect to an automated system; use the option (dial 0) that directs you to "reservation arriving today or to reach the front desk". Doing so will take you to the NGIS front desk. Do not utilize DTS for your lodging reservations if you intend to stay at NGIS. **NOTE:** When making reservations, please specify that you are attending the 10-week in-resident JPME II course. **Reservation Code for JCWS Class 18-2 is: 30120100574.**
- iv) 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 **JCWS** in the POC section on your visit request or it will not be picked up properly by Security.
  - (1) SCI is not a required to attend JCWS; however, some electives have this clearance requirement. See the Electives Syllabus information in subparagraph v. below. If you are interested in an elective requiring TS/SCI, submit the appropriate clearance documents.
- v) 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.

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- vi) Advanced Information Technology (IT) Preparation. To have access to the required NDU network accounts, students must complete an NDU 2875 and forward copy of current CyberAwareness Certificate. Course enrollment **will NOT be finalized** until receipt of both as well as Security clearance verification.
    - (1) NDU 2875. Complete the form in accordance with guidance at <http://www.ndu.edu/Students/IA-Compliance/JFSC-Short-Courses/>. Digitally sign form and save to your computer using indicated file naming protocol. Attach file to an email and forward to indicated email inbox.
      - (a) 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."
    - (2) CyberAwareness Completion Certificate. All incoming JPME II students must be current with appropriate year Cyber Awareness Challenge. 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 the NDU network. Please save copy of certificate in accordance with guidance at <http://www.ndu.edu/Students/IA-Compliance/JFSC-Short-Courses/>. Attach file to an email and forward to indicated email inbox.
  - vii) Course enrollment and Seminar Assignment. Approximately 4 weeks from class start, you will receive an email from the JFSC Registrar Office requesting completion of an Enrollment Verification Form (EVF). A completed EVF is required to reserve your seat in the JCWS course and the data requested will be used in Seminar assignment. It is anticipated that completing all required fields will take approximately 5-10 minutes and we ask that you complete immediately. Any delay effects course enrollment and timely Seminar Assignment.
  - viii) Advanced Readings. Familiarize yourself with the following publications prior to arrival.
    - (1) National Security Strategy
    - (2) Joint Publication 3-0
    - (3) Joint Publication 5-0
  - ix) Elective Syllabus. Elective information will be provided during the first week of class.
- B. In-processing. All U.S. military members will report in their [Primary Uniforms](#) to 1<sup>st</sup> Floor Lobby, Normandy Hall as indicated below for sign-in with your respective Service representative and in-brief. Upon reporting, bring a copy of your assignment orders and/or leave form (including local moves).
- i) All U.S. military members must meet their Service's weight and/or fitness standards.
  - ii) All Army students must provide a copy of their PCS Orders, TDY orders, last APFT or OER dated within last six months.

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- iii) A \$25 MWR fee will be collected for expenses related to Orientation and Graduation events. Student Teaching Leaders (STL) will discuss upon your arrival to applicable Seminar room.
- iv) First day inprocessing times are as follows:

<u>Service</u>	<u>Event</u>	<u>Location</u>	<u>Time:</u>
<i>Navy and Marine Corps</i>	In-processing	1 <sup>st</sup> Floor, Lobby, Normandy Hall	0730
<i>Air Force</i>	In-processing	1 <sup>st</sup> Floor, Lobby, Normandy Hall	0730
<i>Army</i>	In-processing	1 <sup>st</sup> Floor, Lobby, Normandy Hall	0730
<i>International</i>	In-processing	Guidance provided by IMSO	
<i>Interagency Civilian</i>	In-processing	1 <sup>st</sup> Floor, Lobby, Normandy Hall	0815

**NOTE:** Due to change in mission requirements, all 18-2 students will be required to wear the Joint and Combined Warfighting School **graduation** uniform within first three weeks of class start date as specified in the [Primary Uniforms](#) policy. Please have all uniforms available and ready.

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 “Microsoft O365 private domain for email, cloud document storage, and other common features that O365 users are familiar with. JCWS also utilizes Outlook to allow for the sending and receiving of encrypted emails that may contain personally identifiable information (PII). JCWS relies on the web-based Blackboard classroom applications for access to course materials and NDU library research tools. Both O365 and 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. Students are eligible to obtain a student copy of the Microsoft Office Suite through the Microsoft Office Home Use Program.

**NOTE:** Approximately two weeks prior to class start you will receive an e-mail from Okta. Okta is web-based application software used by NDU to support student access to required IT accounts via a single login. The FROM email address will reflect “noreply@okta.com” however the message will include the credentials needed to access your Blackboard and Microsoft 365 accounts. Please log-on immediately upon receipt to allow time to troubleshoot any access issues prior to your arrival. Additional Okta log-on information can be found at <http://www.ndu.edu/Portals/59/Documents/Incoming/itd/OKTA-O365%20End%20User%20Tutorial.pdf>

3. Students are not required to register their vehicle at Naval Support Activity. 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 Service Representative 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](mailto:MHRO-JFSC@NDU.EDU)

Air Force: COMM (757) 443-6131 or DSN 646-6131  
Email: [MHRO-JFSC@NDU.EDU](mailto:MHRO-JFSC@NDU.EDU)

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Sea Services:

COMM (757) 443-6091 or DSN 646-6091

Email: [MHRO-JFSC@NDU.EDU](mailto:MHRO-JFSC@NDU.EDU)

**Civilians (DOD/Non-DOD/Industry)**

Registrar Office

COMM (757) 443-6124 or DSN 646-6124

Email: [REGISTRAR2@NDU.EDU](mailto: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