



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

REPLY TO
ATTENTION OF:

JFSC-JCDES

7 December 16

MEMORANDUM FOR JOINT AND COMBINED WARFIGHTING SCHOOL-HYBRID (JCWS-H)
CLASS CY17 STUDENTS

SUBJECT: Enrollment Instructions

1. Welcome to the National Defense University (NDU), Joint Forces Staff College (JFSC), and the Joint and Combined Warfighting School - Hybrid (JCWS-H). This memo contains information needed to properly register as a JCWS-H 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) Lodging. JCWS-H students are responsible for securing their own lodging. Students will be provided lodging information closer to Face-to-Face One (F2F-1) session by the Seminar Team Leaders (STLs).
- iii) 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-H** in the POC section on your visit request or it will not be picked up properly by Security.

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 prior to class start date. JFSC will not initiate Transfers in Status (TIS) request.

- iv) Advanced Information Technology Preparation. Prior to class start date, you will be sent all account information from the JFSC Registrar's Office.
- v) Familiarize yourself with the following advanced reading publications.
 - (1) [National Security Strategy](#)
 - (2) [Joint Publication 3-0](#)
 - (3) [Joint Publication 5-0](#)

B. F2F-1 Inprocessing. All U.S. military members will report in their [Primary Uniforms](#) to 1st Floor Lobby, Normandy Hall for sign-in with your respective Seminar Team Lead and Registrar Representatives. Upon reporting, bring a copy of your assignment orders and/or leave form.

- i) All U.S. military members must meet their Service's weight and/or fitness standards.
- ii) All students must provide a copy of their orders.

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For each class, students will report the first day of class at the following times:

<u>Class</u>	<u>Start Date</u>	<u>F2F-1</u>	<u>F2F-2</u>	<u>Graduation Date</u>
17-1	2 Jan 17	10 April -14 April 17	18 Sept -29 Sept 17	29 Sept 17
17-2	23 Jan 17	1 May – 5 May 17	16 Oct – 27 Oct 17	27 Oct 17
17-3	13 Feb 17	22 May – 26 May 17	6 Nov – 17 Nov 17	17 Nov 17

2. JCWS 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. JCWS uses “Google for Government” private domain for email (Gmail), cloud document storage, and other common features that Gmail 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 and provides. Both Google 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.

3. 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
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
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4. 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