**JFSC-SARD**

14 November 2018

MEMORANDUM FOR JOINT AND COMBINED WARFIGHTING SCHOOL (JCWS) CLASS 19-1, SEMINAR 22 (USNORTHCOM) 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 USNORTHCOM satellite class. Requirements are outlined below.

   A.  Pre-Arrival Requirements.

      i)   Registration.  USNORTHCOM has completed a staff action to identify student nominations for the JCWS Satellite Class that starts 14 January 2019.  The nominations were submitted to the Services for approval.  Upon notification by your Service of selection, the JFSC Registrar office will contact you via email with registration guidance.

      ii)   Security Clearance.   Verification of all student clearances (DoD Civilians and Military) will be done through the Joint Personnel Adjudication System (JPAS). This verification process will begin 45 days prior to class start.  JFSC will not initiate Transfers in Status (TIS) request.

         (1) The Security Management Office (SMO) code to send collateral clearances (Secret) is **617203**.  The SMO code to send Top Secret/Sensitive Compartmented Information (TS/SCI) access is **617206**.  You must place **JCWS** in the POC section on your visit request or it will not be picked up properly by Security.

         (2) SCI is not a requirement to attend JCWS; however, in the first week, you will learn more about the electives being offered for the USNORTHCOM satellite. With only 18 students at the satellite location, we are limited to potentially two electives.  Your instructors will provide additional information and complete this registration process in class.

      iii) Advanced Readings.   Familiarize yourself with the following publications:

         (1) National Security Strategy

         (2) Joint Publication 3-0

         (3) Joint Publication 5-0

SUBJECT: Enrollment Instructions

   B. Class Start.

   i) Reporting.

      a. The JCWS Satellite Class will be in the North Colorado Springs Readiness Center (9510 Voyager Pkwy, Colorado Springs, CO 80920) which is also a National Guard Armory and Recruiting Center. Plan to be there between 0700 and 0730 on 14 January 2019.

      b. Although class does not begin until 14 January, the faculty will need for you to bring your WiFi-enabled computing device to the class location to ensure connectivity prior to the start of class at some time during 9-11 January. The Seminar Team Leader will provide more guidance on this in his welcome letter which will go out after the first of December.

   ii) Uniform. The satellite class will use the working uniform (e.g., ACU, BDU, flight suits). If your Service has a policy for a higher standard, comply with Service policy.

2. JFSC relies heavily upon Information Technology to communicate with students, deliver curriculum 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 also 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 for $9.95; however, you will need the NDU email address you will get with O365 for this transaction.

   A. The JCWS Satellite Program at USNORTHCOM will not issue computers to students.

      i) Plan to use a personal, Wi-Fi-enabled computer device (e.g. laptop or iPad/tablet device with keyboard) to allow you to connect to the internet while at school. Many students rely on an iPad or tablet to "consume" information and a separate device to produce information (laptop/desktop) for their assignments. You will be given a DVD with the complete curriculum on the first day of class. You can load that on your personal device to ensure you will always have access.

      ii) JCWS will provide limited support to register and connect your personal device to the Wi-Fi network, but please be aware that your device must run on current operating systems. For example, the network may not support laptops using Windows XP, but is compatible with more recent operating systems for PC and MAC: Windows Vista,

7 & 8 as well as current Mac lOS. Unfortunately, we have limited experience integrating Android devices and cannot guarantee their compatibility.

iii) Mobile printing through the wireless network is also provided, and support to connect your device to a wireless printer is available; however, students are encouraged to embrace the paperless environment we have provided through our connected curriculum.

B. Advanced Information Technology (IT) Preparation. To access the required IT accounts, students must complete an NDU 2875 as well as complete JKO facilitated CyberAwareness training. Course enrollment will NOT be finalized nor will students gain access to course curriculm until completion of both as well as Security clearance verification. Please note that CyberAwareness training must be accomplished via JKO. Agency or service-specific certifications will not be accepted. **To enable the JFSC Registrar office to confirm completion via JKO, please update your JKO profile to add "(STUDENT-JFSC) – Joint Forces Staff College" as your secondary organization.** Additional IA compliance guidance may be found via the following: **http://www.ndu.edu/Students/IA-Compliance/JFSC-Short-Courses/**

C. For more information about the NDU/JFSC technology and computing environment, please reference the following: http://www.ndu.edu/Students/Incoming-Student-Requirements/ . Additional questions may be answered by the NDU helpdesk at (202) 685-3824.

*NOTE: Approximately one week prior to class start you will receive an e-mail from OKTA. OKTA is a 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-in immediately upon receipt to allow time to troubleshoot any access issues prior to class start. Additional Okta log-on information can be found via the following:*

*http://www.ndu.edu/Portals/59/Documents/Incoming/itd/OKTA-O365%20End%20User%20Tutorial.pdf*

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. For any enrollment and registration questions, please contact the JFSC Registrar's office at 757-443-6124 or via email at registrar2@ndu.edu . If you have service-specific questions or concerns, your respective JFSC Service Representatives are listed below.

**Military**

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|---|---|
| Army: | COMM (757) 443-6158 |
| Air Force: | COMM (757) 443-6131 |
| Sea Services: | COMM (757) 443-6091 |

SUBJECT:  Enrollment Instructions


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

    Registrar Office                            COMM (757) 443-6124
                                              Email:  REGISTRAR2@NDU.EDU


**International**

    International Military Student Office    COMM (757) 443-6135


4.  We hope to make this an easy transition to the JCWS Satellite Program.  If you need additional assistance, please contact the Satellite Program Manager (Assistant Professor Jay Sawyer) at (757) 443-6268 or via email at george.j.sawyer.civ@msc.ndu.edu.  The JFSC Registrar Office can be reached at (757) 443-6124.  Assistant Professor Sawyer will also be your Seminar Team Leader during class 19-1.  Please check the JFSC Website for updates via the following link:
http://jfsc.ndu.edu/Students/Incoming-Students/




                                           Chief, Student Affairs and Registration Division