



REPLY TO
ATTENTION OF:

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

JFSC-SARD

30 July 2018

**MEMORANDUM FOR JOINT AND COMBINED WARFIGHTING SCHOOL (JCWS) CLASS 18-4,
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** 10 September 2018. 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: USEUCOM and USAFRICOM Regional Studies. Your instructors will give you more information and complete this registration process in 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. 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. If interested, students are eligible

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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 for USEUCOM/USAFRICOM will not issue computers to students. **You will need a personal laptop, tablet etc. to connect to the internet, but please choose your device carefully. You will be required to provide multi-page writing assignments while attending this course.** 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. If you want to use a government-owned device (not recommended), be aware that you probably do not have administrative rights and access to Google Drive/Documents may be blocked.
- B. There will be limited ECJ-6 support to register and connect your personal device to the network, but please be aware that your device must run on a current operating system.
- C. Advanced Information Technology (IT) Preparation. To access the required IT accounts, students must complete an NDU 2875 as well as CyberAwareness training. Course enrollment **will NOT be finalized nor** will **students gain access** to course curriculum until both are completed 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/>
- D. For more information about the NDU/JFSC technology and computing environment, please reference the following: <http://www.ndu.edu/Students/Incoming-Student-Requirements/>.

NOTE: *Approximately one to 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-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. Your respective representative at JFSC is listed below if you have any service-specific training questions. For any enrollment and registration questions, please contact JFSC Registrar Office at 757-443-6124.

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 check the JFSC Website for updates or contact us directly via (757) 443-6124 or DSN 646-6124.

Chief, Student Affairs and Registration Division