



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

REPLY TO
ATTENTION OF:

JFSC-JCDES

24 October 2017

MEMORANDUM FOR Joint Continuing and Distance Education School (JCDES) Academic
Year 2018 Students

SUBJECT: Welcome to Joint and Combined Warfighting School-Hybrid (JCWS-H)

1. On behalf of the National Defense University President, the Joint Forces Staff College (JFSC) Commandant, and the Joint Continuing and Distance Education School, welcome to the Joint and Combined Warfighting School-Hybrid (JCWS-H) program. This program serves as Phase II of your Joint Professional Military Education.

2. This is an exciting opportunity for you to continue to enhance your planning skills with a dynamic group of learners, representing numerous services and civilian agencies. During the online portion of our course, you will interact with your classmates via Blackboard, our Learning Management System, using online Collaborate sessions (on camera classroom discussions), discussion boards, and WIKIs (group collaborative documents). As you progress, you will forge lasting relationships that will set you up for continued success in the profession of arms and the national security arena.

3. There are two in-residence, or "face to face," periods that you are required to attend. The first is a week-long and occurs about three months into the program, during week 14. The second is two-weeks long and occurs at the end of the course, weeks 39 and 40. For more information and a video about our JCWS-H program, please refer to the following website:

<http://jfsc.ndu.edu/Academics/Joint-Continuing-and-Distance-Education-School/>

4. You should be prepared to invest in your education as our curriculum is demanding and expectations for your performance are high. Sound time management skills are essential to successfully complete the requirements of this 9-month long course. On average, you can expect to dedicate 6-8 hours per week to your course work as you refine your critical thinking skills and cultivate a deeper appreciation for joint planning activities. Be advised that once you start week 1 of the program, you will receive formal training documentation. We hope everyone graduates and receives a graduation certificate. If you are required to withdraw after starting week 1, you will receive formal documentation specifying your withdrawal as either with or without prejudice. So take time now to look at your calendar and ensure you can dedicate time to this program for 40 weeks.

5. The National Defense University requires every student to complete Information Assurance (IA) and security clearance prerequisites before accessing our Learning Management System (Blackboard). Using the above link, you can navigate to Students, then Incoming Students, then Computer Pre-requisite Requirements to view the actions you need to take. The Registrar's Office will provide you with a suspense for submitting a copy of your Cyber Awareness

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Challenge Department of Defense Version 4.0 certificate of completion, and the completed NDU Form 2875. You are responsible for emailing these documents to the following email address: “ndu-stuacctreqforms@ndu.edu”.

Below is a link to the IA Compliance for JFSC Short Course students. Links to complete the Cyber Awareness Challenge and the NDU Form 2875 can be found here. Make sure to select your correct class (i.e. 18-1, 18-2, or 18-3) for the NDU Form 2875.

<http://www.ndu.edu/Students/IA-Compliance/JFSC-Short-Courses/>

If you need additional assistance with the cyber training or completing the NDU Form 2875, please contact the Joint Forces Staff College Information Management Officer (IMO) office at 757-443-6056/6058. Unfortunately screenshots, non-Cyber Awareness IA training, and training less than the Cyber Awareness Version 4.0 will not suffice for this security requirement.

6. If you need JFSC IT support, to include issues with Blackboard, contact the National Defense University IT Service Desk at 202-685-3824, 0600-1800 Eastern Time. IT Support prefers a phone call. However, if you are overseas or deployed, and an email is more practical, you can email them at “servicedesk@ndu.edu”.

7. You will soon receive an email with additional enrollment information from the JFSC Registrar’s Office for your specific class. Their phone number is 757-443-6124 and their email is registrar2@ndu.edu. Your primary point of contact during the course will be your instructor. However, if I can be of any assistance during your time with us, please feel free to contact me at 757-443-6356 or matthew.t.durham.mil@ndu.edu.

8. Again, welcome. On behalf of the entire JFSC team, we look forward to meeting you in person at your first face-to-face session.



MATTHEW T. DURHAM
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Director, Joint Continuing and
Distance Education School