



REPLY TO
ATTENTION OF:

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

JFSC-SARD

12 November 2017

**MEMORANDUM FOR JOINT AND COMBINED WARFIGHTING SCHOOL-HYBRID (JCWS-H)
CLASS CY18 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) Course. 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 students are responsible for securing their own lodging. Students will be provided lodging information closer to Face-to-Face 1 session by the Seminar Team Leaders (STL).
- 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** in the POC section on your visit request or it will not be picked up properly by Security.
 - (1) 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.
- iv) 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.
- v) **Advanced Information Technology (IT) Preparation.** To have access to the required NDU network accounts, the following IT requirements must met. Prior to class you will be sent all account information. Course enrollment **will NOT be finalized** until receipt of the following:
 - (1) **NDU 2875**. Complete the form as directed at <http://www.ndu.edu/Students/IA-Compliance/JFSC-Short-Courses/>. Save a copy of the digitally signed form to your computer. Attach file to an email and send it to ndu-stuacctreqforms@ndu.edu **as soon as possible**.
 - (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."

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(2) CyberAwareness Completion Certificate. All incoming JPME II students must be current with appropriate year Cyber Awareness Challenge (version 4.0). 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. Submit the course completion certificate to ndu-stuacctreqforms@ndu.edu.

vi) Familiarize yourself with the following advanced reading publications.

(1) [National Security Strategy](#)

(2) [Joint Publication 3-0](#)

(3) [Joint Publication 5-0](#)

B. F2F1 Inprocessing. All U.S. military members will report in their [Primary Uniforms](#) to 1st Floor Lobby, Normandy Hall as indicated below for cohort sign-in below 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.

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

<u>Cohort</u>	<u>Start Date</u>	<u>F2F-1</u>	<u>F2F-2</u>	<u>Graduation Date</u>
18-1	26 Dec 17	26 – 30 Mar 18	17 – 28 Sept 18	28 Sept 18
18-2	22 Jan 18	23 – 27 Apr 18	15 – 26 Oct 18	26 Oct 18
18-3	12 Feb 18	14 – 18 May 18	5 – 16 Nov 18	16 Nov 18

2. JCWS-H 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 and provides. 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.

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. 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

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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

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