JFSC-SARD

5 November 2018

MEMORANDUM FOR JOINT AND COMBINED WARFIGHTING SCHOOL-HYBRID (JCWS-H) CLASS CY19 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 in accordance with guidance at http://www.ndu.edu/Students/IA-Compliance/JFSC-Short-Courses/   Digitally sign form and save to your computer using indicated file naming protocol. Attach file to an email and forward to indicated email inbox.

         (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."

(2) Cyber Awareness Training. All incoming JPME II students must be current with appropriate year Cyber Awareness Challenge. The training must be valid for duration of attendance and must be taken in JKO AFTER 1 November 2018, and no later than ONE WEEK prior to your course start date. Additional guidance concerning this requirement may be found via http://www.ndu.edu/Students/IA-Compliance/JFSC-Short-Courses/ .

vi) Course enrollment and Seminar Assignment. Approximately 2-4 weeks from class start, you will receive an email from the JFSC Registrar Office requesting completion of an Enrollment Verification Form (EVF). A completed EVF is required to reserve your seat in the JCWS course and the data requested will be used in Seminar assignment. It is anticipated that completing all required fields will take approximately 5-10 minutes and we ask that you complete immediately. Any delay effects course enrollment and timely Seminar Assignment.

vii) 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:

Cohort	Start Date	F2F-1	F2F-2	Graduation Date
19-1	10 Dec 18	25 – 29 Mar 19	16 – 27 Sept 19	27 Sept 19
19-2	22 Jan 19	22 – 26 Apr 19	15 – 25 Oct 19	25 Oct 19
19-3	11 Feb 19	13 – 17 May 19	4 – 15 Nov 19	15 Nov 19

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.

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*NOTE: Approximately one week 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 at:*

<div align="center">

OKTA Tutorial

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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
                                               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