



# STUDENT HANDBOOK

JOINT SPECIAL OPERATIONS UNIVERSITY

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[SOCOM.MIL/JSOU](http://SOCOM.MIL/JSOU)

THE FIRST CHOICE FOR SPECIAL OPERATIONS EDUCATION AND KNOWLEDGE THROUGHOUT THE WORLD.



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The River Walk in  
downtown Tampa and the  
Hillsborough River.



# HISTORY AND MISSION

## History

The Joint Special Operations University (JSOU) was established in September 2000 as an institution of higher learning focused on joint special operations education. General Peter Schoomaker, the former commander of USSOCOM, envisioned JSOU as supporting specific educational requirements for special operations forces (SOF) and non-SOF national security decision makers.

In 2008, JSOU was designated as the joint SOF educational component of USSOCOM (USSOCOM Dir 10-1, 25 Aug 08). As such, our mission remains to provide education to joint special operations forces.

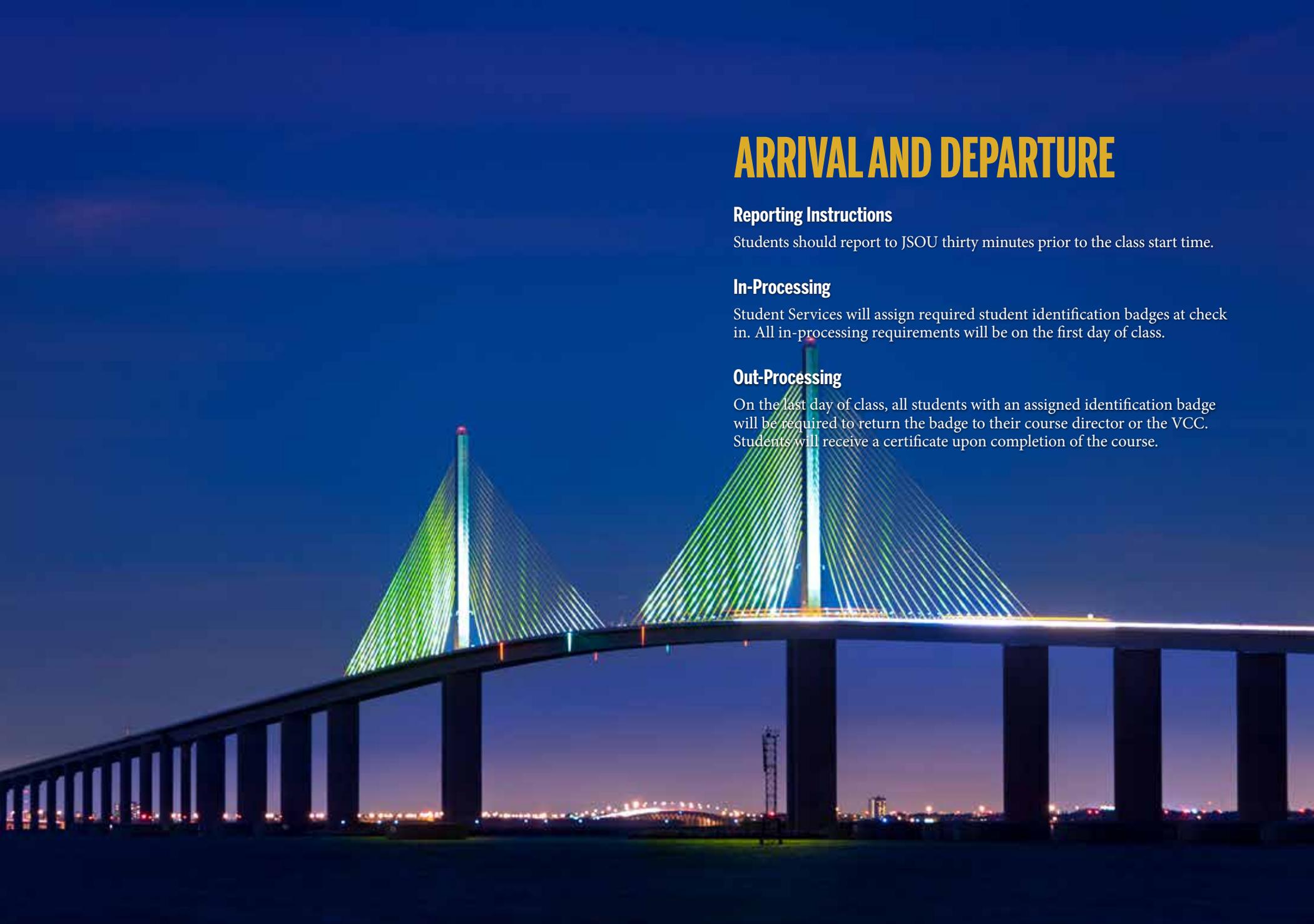
## Mission Statement

To prepare Special Operations Forces (SOF) to shape the future strategic environment by providing specialized joint professional military education, developing SOF-specific undergraduate and graduate level academic programs, and by fostering special operations research, analysis and outreach in support of USSOCOM objectives.

## Vision Statement

The first choice for special operations education and knowledge throughout the world.

A globally recognized academic institution, JSOU serves the entire Department of Defense as the Center of Excellence for Special Operations knowledge and research. JSOU is the foundation of joint professional development throughout the special operations community, investing in the entire SOF team of officers, noncommissioned officers (NCOs), warrant officers and civilians. This is achieved by maintaining the high standards of an accredited academic institution, delivering relevant special operations-focused curricula when and where needed, retaining a highly competent faculty proficient in multiple teaching methods, and by rapidly adapting to a changing global environment.



# ARRIVAL AND DEPARTURE

## Reporting Instructions

Students should report to JSOU thirty minutes prior to the class start time.

## In-Processing

Student Services will assign required student identification badges at check in. All in-processing requirements will be on the first day of class.

## Out-Processing

On the last day of class, all students with an assigned identification badge will be required to return the badge to their course director or the VCC. Students will receive a certificate upon completion of the course.



JSOU President, Dr. Brian A. Maher, speaks to an Enlisted Academy graduating class.

USSOCOM PUBLIC AFFAIRS

## GENERAL INFORMATION

### Online

For complete course listings and general information, visit us online at [jsou.socom.mil](http://jsou.socom.mil).

### Location

JSOU is located at Bldg. 520, 7701 Tampa Point Blvd, MacDill AFB, Tampa, FL, 33621.

### Hours of Operation

Normal business hours are 0700-1700 (Eastern Time), Monday through Friday. This includes administrative and instructional hour availability.

### Holidays

Below is a list of recognized holidays at JSOU:

- New Year's Day
- Martin Luther King Jr. Day
- Presidents Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Christmas Day

## Attendance

Personnel attending JSOU courses are considered to be at their place of duty/work, therefore, they are expected to be on time and attend 100 percent of the course unless the course director grants an exception. Exceptions are approved on a case-by-case basis and the course director will determine if the student meets graduation requirements. Sick leave may be authorized when a hospital/doctor certifies a student's absence from class for incapacitation due to illness or injury. It is the student's responsibility to notify the instructor of record of any medical condition that will prevent them from attending the class. Extended absences could result in dismissal from class and the student having to return for the next iteration.

## Lodging

It is the student's responsibility to make arrangements for lodging while attending courses at JSOU. There is on-base lodging available at the MacDill Inn, located at the following address:

MacDill Inn  
7637 Bayshore Blvd., Bldg 350  
MacDill AFB, FL 33621  
Main: 813-828-4259 | DSN: 968-4259  
[macdill.inn@macdill.af.mil](mailto:macdill.inn@macdill.af.mil)

The MacDill Inn is open 24 hours a day. Lodging checkout time is 1200 firm. Contact the lodging manager to make other arrangements if your schedule does not meet the required checkout time. The on-base lodging office will issue non-availability statements when needed. Please be aware that on-base lodging is limited for visiting families. Unless your family member(s) is/are attending the school in an official capacity and on official orders, lodging is not required to be provided for them.

Off-base hotels near base can be found online at [military-hotels.us/florida/macdill-afb-fl.html](http://military-hotels.us/florida/macdill-afb-fl.html).

## Course Materials

The course director will issue all required course materials on the first day of class.

## Ethical and Professional Behavior

Students are expected to adhere to the ethical and professional standards

associated with their professional duties and JSOU academic standards. Students found in violation of professional and/or academic misconduct will be subject to discipline through the university and/or their chain of command. Plagiarism is copying verbatim, without quotation marks, with the intent to claim the material as one's own work, as is the intentional use, without credit, of a source's sentence structure and style with only minor word changes. The instructor of record will provide students with the appropriate style manual for citing research sources to avoid such actions.

## Dress Code

Military students may wear any official uniform, including flight suits, battle dress uniforms, or combination of dress uniforms. Civilian students may wear conservative, professional, and casual attire, including slacks, open-collar shirts, dresses, etc. Jeans, shorts, T-shirts, athletic wear, sneakers, flip flops, etc., are not acceptable.

## Smoking

Smoking, to include smokeless tobacco, is not permitted on campus outside designated areas. E-cigarettes are not permitted inside the facility. Please treat e-cigarettes as a tobacco product and use them in the designated smoking areas.

## Weapons

Weapons are covered by Title 41 CFR 102-74.440: Federal law prohibits the possession of firearms or other dangerous weapons in any federal and/or federal court facilities by persons not specifically authorized by 18 USC 930. Violators will be subject to a fine and/or imprisonment for periods up to five years.

## Telephone

Family and units or squadrons may contact Student Services at DSN: 299-3586, Commercial: (813) 826-3586 regarding messages or emergencies. There is a public telephone in the Distinguished Visitors Office. Cell phones and all other personal electronic devices are not allowed in the JSOU building. However, personal electronic devices are allowed in the Academic Resource Center, all outside common areas, and the student café during business hours. Wireless internet is available in the student common areas, and the password will be given on the first day of class. There are lock boxes available next to the turnstiles for storing electronic devices.

## Fax/Copier

A facsimile machine is in the Visitor Control Center (VCC). The fax number is (813) 826-3058.

## Academic Resource Center/Library

The library collection consists of more than 10,000 SOF-related items, including books, e-books, audio books, audio downloads, video recordings, periodicals, and databases. We have librarians available during business hours to assist with any guidance needed. Their number is (813) 826-4663.

## Computers

CAC-enabled computers are in the Academic Resource Center and are networked to a printer. The computers and printers are for student use and can be used during business hours.

## Academic Counseling Services

JSOU has established an Academic Counseling Center to assist students with their higher-education goals. Specifically, the Academic Counseling Center will help students: explore bachelor's, master's, and doctoral degree programs; review military, college education, and experience to informally assess transferable college credit; select degree programs that are compatible with professional and personal goals; develop academic roadmaps for JSOU students; identify external opportunities for SOF students to complete college degrees; alert SOF students to JSOU courses for professional enrichment; and provide persistent, tailored academic support to JSOU students. The JSOU Academic Counseling Center can be reached at (813) 826-4246 or by email at [academicadvice@socom.mil](mailto:academicadvice@socom.mil).

## Student Café

The student café includes a refrigerator, microwave, commercial coffeemaker, and a snack bar. Coffee, snacks, and drinks are for sale on an honorary system. Snacks and drinks contained with lids can be brought into the classroom.

## Parking

Student parking is available on campus. Numbered parking spaces are reserved for staff members only. All other parking is available on a first-come, first-served basis to all visitors. Long-term or overnight parking requires a parking permit issued by the VCC and must be displayed in the vehicle windshield.

Overnight parking is not allowed in the alternate parking lot. Parking in this unauthorized area overnight will result in your vehicle being towed.

## Identification Badges

Students and visitors are required to wear JSOU-issued ID badges above the waist and visible at all times.

## Americans with Disabilities Act (ADA) Policy

JSOU fully supports and complies with the ADA. We endeavor to provide students, employees, and the community an opportunity for success with as few deterrents possible. We strive to create a welcoming environment and will work in good faith to provide reasonable accommodations for students with special needs.

Students are encouraged to make their instructors aware of any special accommodations they may require to be successful in their classes. Instructors have the authority to make reasonable accommodations in their classrooms. Prospective students are encouraged to contact the Registrar's Office if assistance is required in applying for admission or registering for courses.

## Grievance Procedures

Students in all programs should make every attempt to resolve any disputes regarding academic matters with the instructor of record. Students should follow this order of contact: when disputes are not resolved at the level of the instructor of record then they should make an appointment with the director-ate chief. If not resolved to satisfaction, the student should make an appointment with the Dean of Academics.

## Banking

The Armed Forces Bank is in the Base Exchange at 3108 N. Boundary Blvd., Bldg. 926, MacDill AFB, FL. Hours of operation are Monday-Saturday from 0900-2000 and Sunday from 1000-1800. They have an ATM available. The bank's telephone number is (813) 840-8254. The website is [afbank.com](http://afbank.com) and explains all services provided.



# MACDILL AIR FORCE BASE FACILITIES

## Health Care

The 6th Medical Group is an outpatient medical facility that provides top-quality care to the patient population at MacDill. Patients who require specialized care in surgical or orthopedic services are referred to other military facilities or to civilian specialists. The 6th Medical Group is at 3250 Zemke Ave., MacDill AFB, FL 33621. The hours of operation are Monday-Friday from 0700-1630. The clinic will be closed on the third Monday of every month for training and will be closed for all federal holidays and Air Mobility Command family days. The clinic's main line is (813) 828-2273 (CARE). The 6th Medical Group does not offer emergency services. Please call 9-1-1 for emergencies. The website is <http://www.macdill.af.mil/units/6thmedicalgroup/> and explains all services provided including pharmacy information.

## Concession Operations

The Main Exchange is at 3108 Boundary Blvd., Bldg. 926, Tampa, FL 33608. They have many stores, restaurants, and concessions available, including UPS, a barber shop, beauty salon, laundry, dry cleaning, an optical center, mobile center, Subway, Taco Bell, Charley's Grilled Subs, Manchu Wok, GNC, Enterprise Rent-A-Car, Firestone, Burger King, etc. Contact the Main Exchange at (813) 840-0511 for more information Monday-Saturday 0900-2000 and Sunday from 1000-1800. The website is <http://www.shopmyexchange.com/exchangelocations/MacdillAFBStore.htm>.

## Travel

ITT is located at 3108 N. Boundary Blvd., MacDill AFB, FL 33621. ITT is a full-service ticketing and travel agency specializing in vacation travel for the military community. ITT assists with all your travel needs, including air, car, hotel, vacation packages, tours, cruises and local ticket attractions. The phone number is (813) 828-2478. The hours of operation are Monday-Friday 0900-1700 and Saturday from 1000-1500.

## Launderette

The Launderette is open 24 hours a day and is at the Main Exchange, 3108 N. Boundary Blvd., Bldg. 926, Tampa, FL 33608.

## Laundry and Dry Cleaning

Laundry service is provided at the Main Exchange, 3108 N. Boundary Blvd., Bldg. 926, Tampa, FL 33608. Hours of operation are Monday-Friday 0800-1800 and Saturday 0900-1600. It is closed Sundays. The number is (813) 840-0395.

## Fitness Center

The Fitness Center is at 8115 Cypress Stand St., Bldg. 303, MacDill AFB, FL 33621. Hours of operation are Monday-Friday 0430-2300. Saturday, Sunday, and holidays the hours are 0600-1800. There also is a smoothie bar inside the Fitness Center. The Fitness Center has a basketball court, racquetball court, group exercise rooms, a spin room, cardiovascular mezzanine area with treadmills, recumbent bikes, ellipticals, upright bikes, AMTs, rowers, rope climbers, a free-weight room, two lighted running tracks, a lighted trail on Bayshore Avenue, a softball field, four multipurpose fields, cross-training equipment, and a Fit-n-Play workout area. Personal trainers are available by appointment only. The phone number is (813) 828-4496, DSN 968-4496.

## Swimming Pool

The MacDill Base Pool is near the Post Office and across the street from the library. It is open from Memorial Day weekend through Labor Day. The address is Bldg. 47, Condor St., MacDill AFB, FL 33621. The phone number is (813) 840-6919.

## Golf Course

The Bay Palms Golf Complex is at 1805 Golf Course Ave., MacDill AFB, FL 33621. The phone number is (813) 840-6904. Hours of operation are 0700-sunset daily. The golf course has two 18-hole, par-72 courses with a 24-hour lighted driving range, a practice chipping green and sand trap areas to help you perfect your game. The 12,500-square-foot clubhouse features a private tournament room, an ultramodern pro shop, larger restroom/locker room areas and a colossal eatery. Group and private lessons can be arranged through the Bay Palms Pro Shop.

## Outdoor Recreation

MacDill AFB has many outdoor recreation opportunities. Tents, campers, and accessories are available for rental on an hourly, daily and/or weekly basis. The vast rental area includes boats, fishing gear, sleeping bags, camping equipment, grills and more. FamCamp is a program that operates year-round, with 366 full-service sites, complete with electricity, water, waste disposal, cable TV and optional telephone service. The area also includes 14 partial hook-up spots, complete with water and electric; 60 dry camp sites; and a tent camping area. Lewis Lake is north of the Raccoon Creek Recreation Area that includes four pavilions, picnic tables, grills, a playground and a volleyball court. Advance reservations and a \$25 refundable deposit are required. Marina is a one-stop shop for all your marina needs. They sell live and frozen bait, fishing tackle, fuel, propane, beach and RV supplies, ice, etc. Available for rent are boats with motors, canoes, kayaks, paddle boats, and water safety equipment. The Outdoor Adventure Program takes you to many of the area attractions, including Orlando, Cedar Key, Ybor City, and on canoe trips. Scuba and lifeguard certification instruction sessions also are available. Raccoon Creek Pavilion is a screen-shaded building with tables perfect for parties. The RV and Boat Storage lot is at Building 60. It includes long-term wet slips and dry storage for boats. Storage is available for recreational equipment and, contains 293 secure storage spaces. A skeet range is on Southshore Avenue. It offers a wide variety of programs and services. It offers turkey shoots, usually in February and November. Skeet shooting is \$5.50 per round, gun rental is \$5 and a "Shoot n' Save" card is \$46, which covers 11 rounds. Contact Caroline Rice, facility director, for additional information on facilities at (813) 840-6919.

## Bowling

MacDill Lanes Bowling is at 8216 Hangar Loop Dr., Bldg. 298, MacDill AFB, FL 33621. Hours are Sunday 1200-2100, Monday 1030-1900, Tuesday-Thursday 1030-2000, Friday 1030-2200, and Saturday 1200-2200. This is a 12-lane facility for all ages and is equipped with automated pinsetters and scoring system. League play, lessons, and special programs are offered. Open bowling is encouraged. The phone number is (813) 828-4005.



The historic Tampa Theatre, located in downtown Tampa, shows classic and independent films

## FAQ

**Q** How do I withdraw from a course?

**A** Contact the Registrar's Office at (813) 826-3580/3581/3923.

**Q** Who do I contact if I am running late for class?

**A** Contact Student Services at (813) 826-3586.

**Q** If someone needs to contact me during the course, what number should they call?

**A** They should call Student Services. A message will be delivered to the student as soon as possible. If there is an emergency, the student will be pulled out of class immediately.

**Q** If I need to print, copy, or electronically send a message, where do I go?

**A** Use the student computers and the printer in the Business Center. For additional needs, contact Student Services.

**Q** How do I request college transcripts?

**A** Visit our website and submit an electronic request or contact the Registrar's Office.

**Q** How can I access my work or home emails?

**A** The Academic Resource Center is equipped with computers that allow you to check your personal emails and have CAC readers to check your web email.

**Q** Is there a walking, biking, or jogging trail nearby?

**A** Yes, jogging trail is located across the street from the university. The university has showers and changing rooms (limited space).



**Lectinary**

Airman & Family Readiness .....	828-2721
Arts and Crafts Center	
Awards, Gift Shop & Frame Shop .....	828-4413
Wood Hobby Shop .....	828-2093
Auto Hobby Shop .....	828-4553
Bay Palms Golf Complex .....	840-6904
Tee Time .....	840-6915
Starter Shack .....	828-4494
Child Development	
Center 1 .....	828-3332
Center 2 .....	828-2244
Center 3 .....	828-0195
Civilian Personnel .....	828-3477
Customer Service ID Card .....	828-2278
Diner's Reef Dining Facility .....	828-2412
Education Center .....	828-3115
Family Child Care .....	828-7760
Fitness Center .....	828-4496
Human Resources .....	828-2911
Information, Tickets & Travel .....	828-2478
Library .....	828-3607
USSOCOM Research Library .....	826-4663
MacDill Inn .....	828-4259
MacDill Lanes .....	828-4005
Manpower & Organization .....	828-3711
Military Personnel .....	828-2278
Outdoor Recreation .....	828-4982/6919
Marina .....	828-4983
Skeet Range .....	828-5299
School Age Program .....	828-5971
SeaScapes .....	840-0772/828-3805
Surf's Edge Club .....	840-6900
Boomers Bar & Grill .....	828-3357
Veterinary Clinic .....	828-3558
Youth Center .....	828-7956/7957

# PHONE NUMBERS

**Office of the Registrar**  
M-F 0700-1600  
(813) 826-3581/3580/3923

**Student Services**  
M-F 0700-1600  
(813) 826-3586

**USSOCOM  
Satellite Library**  
M-F 0700-1600  
(813) 826-4663



**Academic Resource  
Center/Library**

JSOU STAFF PHOTOS

# TAMPA BAY AREA

## RESTAURANTS

Beef 'O' Brady's  
4516 S. Dale Mabry Hwy  
(813) 837-5200

Bella's Italian Café  
1413 S. Howard Ave.  
(813) 254-3355

Chick-fil-A  
3678 W. Gandy Blvd.  
(813) 831-4203

Chipotle  
3696 W. Gandy Blvd.  
(813) 839-7030

Datz Delicatessen  
2616 S. MacDill Ave.  
(813) 831-7000

Five Guys Burgers and Fries  
4304 S. Dale Mabry Hwy.  
(813) 374-0197

The Green Lemon  
915 S. Howard Ave.  
(813) 868-5463

Hula Bay  
5210 W. Tyson Ave.  
(813) 837-4852

Interbay Market (Green Store)  
6110 Interbay Blvd.  
(813) 839-7542

PDQ  
2207 S. Dale Mabry Hwy.  
(813) 254-7373

Qdoba Mexican Grill  
3801 W. Gandy Blvd.  
(813) 837-0101

Slice Pizza  
5831 S. Dale Mabry Hwy.  
(813) 644-5905

Square 1 Burgers  
3701 Henderson Blvd.  
(813) 414-0101

Starbucks  
3619 W. Gandy Blvd.  
(813) 831-5179

Wright's Gourmet House  
1200 S. Dale Mabry Hwy.  
(813) 253-3838

## ATTRACTIONS

Adventure Island  
1-888-800-5447  
[adventureisland.com](http://adventureisland.com)

Busch Gardens  
1-888-800-5447  
[buschgardens.com](http://buschgardens.com)

Big Cat Rescue  
(813) 920-4130  
[bigcatrescue.org](http://bigcatrescue.org)

Channelside  
(813) 223-4250  
[channelsidebayplaza.com](http://channelsidebayplaza.com)

The Florida Aquarium  
(813) 273-4000  
[flaquarium.org](http://flaquarium.org)

Lowry Park Zoo  
(813) 935-8552  
[lowryparkzoo.com](http://lowryparkzoo.com)

Museum of Science  
& Industry  
(813) 920-4130  
[mosi.org](http://mosi.org)

NY Yankee's Spring Training  
(813) 875-7753  
[www.steinbrennerfield.com](http://www.steinbrennerfield.com)

Tampa Bay Buccaneers  
(813) 870-2700  
[buccaneers.com](http://buccaneers.com)

Tampa Bay Lightning  
(813) 223-7999  
[lightning.nhl.com](http://lightning.nhl.com)

Tampa Bay Rays  
(813) 228-7157  
[RaysBaseball.com](http://RaysBaseball.com)

The Tampa Museum of Art  
(813) 274-8130  
[tampamuseum.org](http://tampamuseum.org)

Yacht Starship Cruises  
(813) 223-7999  
[yachtstarship.com](http://yachtstarship.com)

Ride the trolleys  
in Tampa's Historic  
Ybor City.

KIMBERLY NORMAN, JSOU STAFF PHOTO



The listing of these local area businesses and attractions is for general information purposes only. Their listing does not constitute an endorsement by the U.S. Air Force or USSOCOM of their products or services. The information is provided by the respective businesses, and while we endeavor to keep the information up to date and correct, we make no representations about the completeness, accuracy, reliability, suitability or availability with respect to the products, services or related graphics contained on their websites for any purpose. Any reliance you place on such information is therefore strictly at your own risk.

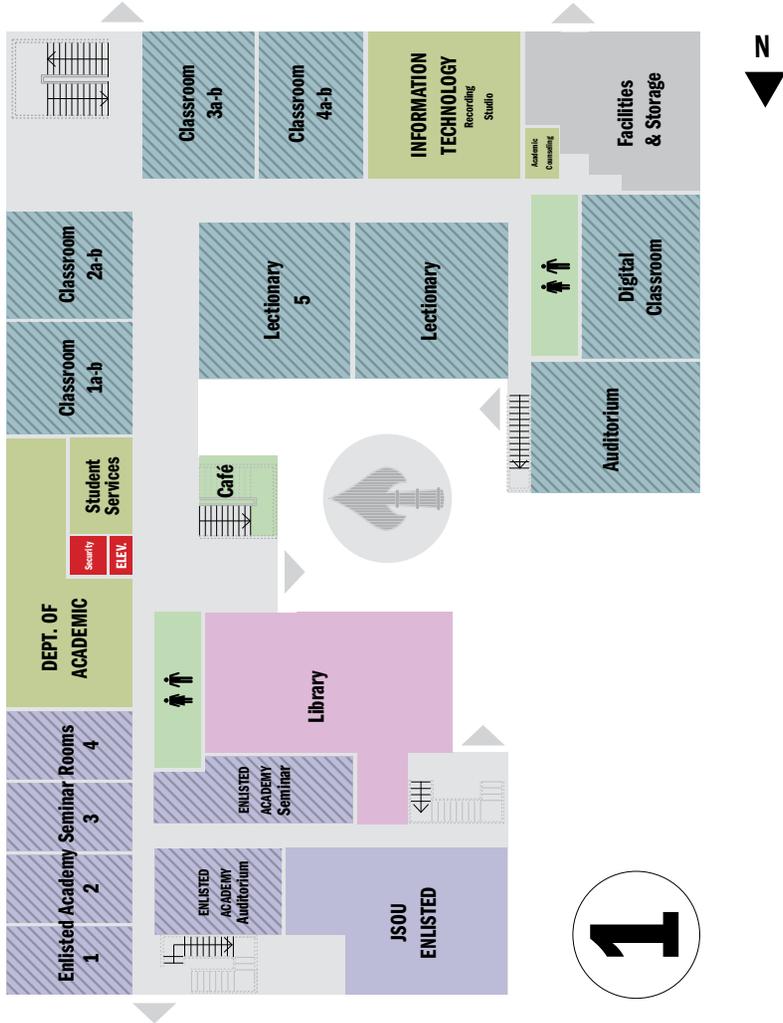
# MACDILL AIR FORCE BASE



## Building Number Key

6 AMW HQ .....	299	JICCEN .....	565
6 AMW IG .....	296	Legal Office .....	299
927 ARW HQ .....	296	Library .....	252
Airman's Attic, Airman & Family Readiness .....	18	Loan Locker .....	17
Arts & Crafts .....	300 & 305	MacDill Inn - Lodging Reception Center .....	411
Base Clinic (6MDG) .....	1078	Manpower (IDEA/PECI) .....	373
Base Ops .....	3	MARCENT .....	535
Base Theater .....	41	Marina .....	654
Bowling - MacDill Lanes .....	298	Mil Clothing Sales .....	926
BX/Food Court .....	926A	MSG .....	52
Car Rental .....	17	NAF HRO .....	373
Car Wash .....	915	NOSC .....	1775
CENTCOM HQ .....	570	Passenger Terminal .....	90
Chapel .....	355	Passports, ID/CAC Cards .....	373
Child Development Centers .....	381, 384 & 395	PME & Airman Leadership School .....	53
Civilian Personnel/Military Personnel .....	373	Pool .....	47
Civil Engineering SQ .....	11	Post Office .....	18
Class 6 Store .....	926	Raccoon Creek Pavilion .....	2017
Coalition Village .....	3070	Retiree Activities Office .....	925
Commissary .....	925	Safety Office .....	299
Diner's Reef Dining Facility .....	263	School-Age Program .....	307
DLA (Base Repro) .....	25	SeaScapes Beach Club .....	682
Dental Clinic .....	1078	Security Forces HQ .....	203
Davis Conference Center .....	359	Self-Help Store .....	11
Education Center .....	252	Skeet Range .....	1100
EEO/SOC Actions .....	1066	SOCOM .....	501
Equipment Rental & Outdoor Adv .....	60	Sports Complex .....	DD
FamCamp Check-in .....	60	Supply .....	49
FamCamp/FamCamp Annex .....	700	Surf's Edge Club/Boomers .....	499
Finance/Contracting .....	147	Temporary Lodging Facilities .....	360-364
Fitness Center .....	303	Tinker Elem School .....	1203
Flight Simulator .....	295	TMO .....	52
FSS HQ .....	72	Tricare .....	1078
FSS Marketing/Mortuary/Finance .....	65	Vehicle Dispatch .....	175
Golf - Bay Palms Golf Complex .....	726	Veterinary Clinic .....	936
Grow Financial FCU .....	102	Volunteer Program .....	17
Honor Guard .....	307	Youth Center .....	382
Household Goods .....	52	Youth Programs Sports Complex .....	KK
Information, Tickets & Travel .....	926		

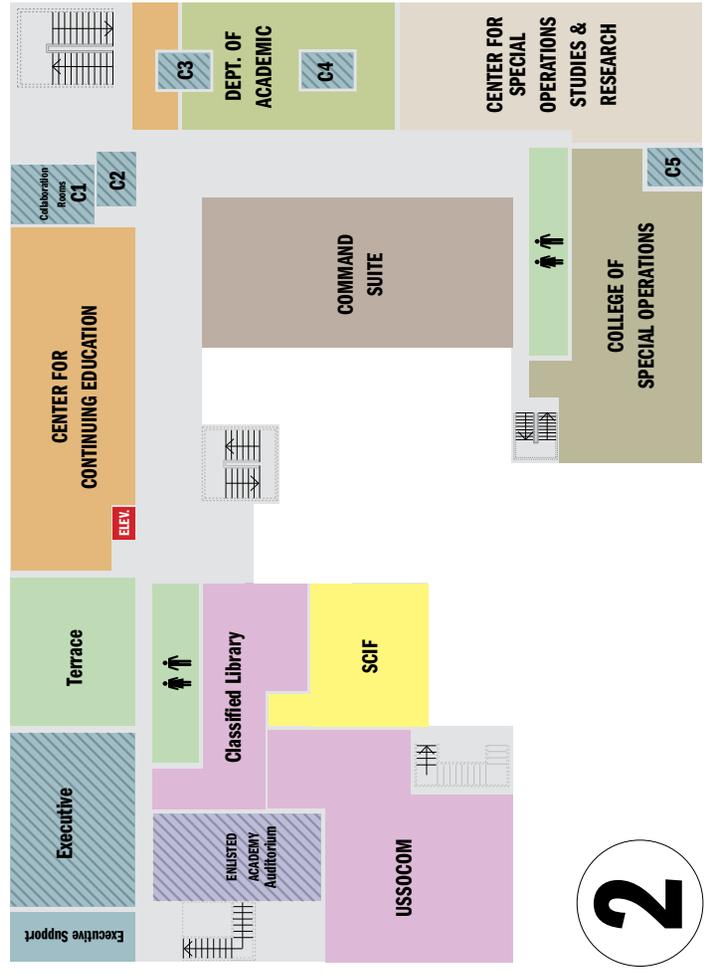
# CAMPUS MAP



1

## DIRECTORY

- JSOU Classrooms, Auditorium
- Enlisted Academy
- All Classrooms
- Library, USSOCOM Historian, Classified Library
- Cafe, Restrooms, Terrace
- Student Services, Dept. of Academic Affairs, IT
- Facilities
- Center for Continuing Education
- Command Suite
- College of Special Operations
- Center for Special Operations Studies & Research
- SCIF



2



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**JOINT  
SPECIAL  
OPERATIONS  
UNIVERSITY**

7701 Tampa Point Blvd.  
MacDill AFB, FL 33621

[socom.mil/jsou](http://socom.mil/jsou)



AN ACCET-ACCREDITED INSTITUTION

