

**JOINING INSTRUCTIONS - JUNIOR COMMAND COURSE (JCC)**

**INTRODUCTION**

1. The Commandant and staff of the Army War College (AWC) congratulate you on your selection to attend the Junior Command Course (JCC). We hope that you will make maximum use of the opportunity given to you and follow the course with the diligence. The purpose of these instructions is to provide you with the necessary information to facilitate you to follow JCC.

**GENERAL**

2. Junior Command Course (JCC) is the second progressive course conducted by the OCDC which enhances the knowledge and competencies established by the Junior Staff Course. The purpose of the course sets forth to address the knowledge requirement of middle grade officers, principally on command aspects based on the current doctrine and associated staff work. The qualification provided will establish competencies to hold Grade 2 level command, staff and instructional appointments along with the opportunity to establish themselves to pursue higher military education and advance in career. The course consists of a balanced and comprehensive learning module incorporating applications from Operational Staff Work, Service Writing, Operations of War, Military Doctrine and other command related disciplines.

**AIM OF THE COURSE**

3. To develop a sound understanding on basic command and staff aspects/procedures with a view of prepare middle grade officers to hold responsibilities in command, staff and instructional appointments at Grade 2 level.

**OBJECTIVES OF TRAINING**

4. The course is designed to achieve following objectives:
- a. Exercise student officers on multi-level command structures within the parameters of a Brigade setting.
  - b. Develop the effectiveness of Headquarters and command elements.
  - c. Exercise student officers on selected aspects of command.
  - d. Practice existing operational procedures.
  - e. Impart knowledge on the theoretical aspects of Conventional and Counter Insurgency Operations.
  - d. Practice writing formal estimate for Operations of War and Counter Insurgency Operations.
  - e. To widen the horizons on international affairs.

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- f. Groom student officers in military traditions and social etiquette.
- g. Prepare the student officers for the DSCSC entrance examination.

**RANK STRUCTURE**

- 5. The officers in the ranks of Captain and Major could attend the course.
- 6. The officers in the rank of Captain must have passed the Captain to Major promotion examination.

**DURATION OF THE COURSE**

- 7. Sundays and public holidays will be non-working days except the days on which exercises are scheduled. The total availability of periods is enumerated below:
  - a. Duration of the course - 03 months (approx)
  - b. Total number of weeks - 14 weeks
  - c. Total number of working weeks - 13 weeks
  - d. Course break - 01 week
  - e. Total number of working days - 72 days

**TIME TABLE/PERIODS**

- 8. The daily time table with the specification of periods is as given below:

0600-0640	Physical Training/Individual Private Studies (IPS)
0700-0745	Breakfast
0800-0840	Period 1
0845-0925	Period 2
0930-1010	Period 3
1015-1055	Period 4
1100-1120	Tea Break
1125-1205	Period 5
1210-1250	Period 6
1255-1335	Period 7
1340-1420	Period 8
1425-1525	Lunch Break
1530-1610	IPS
1645-1745	Recreation
2000-2200	Self-Studies

**COURSE CURRICULUM**

9. The course curriculum is designed to achieve the followings:
- a. To produce qualified middle grade officers who can approach and solve problems in a logical manner, stimulating original ideas and evolving new approaches on arriving at decisions and to present their decisions.
  - b. To produce qualified middle grade officers who can take over command responsibilities at their level and discharge such responsibilities efficiently and effectively with desired authority.
10. The course provides an opportunity for the student officers to demonstrate their inclination for leadership and potential for command when entrusted with such responsibilities during exercises and presentations.
11. **Course Syllabus.** The detailed programme is structured to suit the aim and objectives of the JCC. Where appropriate, the elements of the syllabus are grouped into packages, studies and exercises and the whole syllabus is designed to provide a balanced and progressive programme. The subjects taught at the course can be grouped under eight distinct headings as follows:
- a. English.
  - b. Service Writing.
  - c. Operational Staff Work.
  - d. Information Technology.
  - e. Methods of Instruction.
  - f. Leadership.
  - g. Doctrine.
  - h. Intelligence.
  - i. Tactics A - Arms.
  - j. Tactics B - Operations of War.
  - k. Tactics C - Operations Other Than War.
  - l. Administration in the War.
  - m. International Relations.
  - n. Miscellaneous (Including IPS).

**DESIGN OF THE COURSE**

12. **The Syndicate System.** This system is an excellent way of allowing student officers to learn from each other's experience. Syndicates will be accommodated with 10 -12 student officers and JCC will have six such syndicates. A major part of the work is conducted within the syndicates. Syndicates will be kept under the supervision and guidance of a Directing Staff (DS). Within each syndicate, there will be a combination of student officers from different arms and services.

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**13. Teaching Methodology.** Student officers will be issued with publications and precis packs at the beginning of the course. In general, subjects will be taught by means of.

- a. **Individual Private Studies (IPS).** These periods are allocated for the student officers to be prepared for the forthcoming course activities such as Syndicate Room Discussions (SRD), Cloth Model Discussions (CMD) etc.
- b. **Presentations/Lectures.** Most subjects will be introduced by one or more central presentations or lectures.
- c. **Syndicate Room Discussion (SRD).** The student Officers will be issued with a student preparation guide (SPG), which will include questions to be addressed in the syndicate room. It will refer the student officers with the relevant precis and if necessary, to other sources. At SRDs, student officers are encouraged to lead all discussions with DS assistance and direction.
- d. **Map Exercises (MAPEX).** Where appropriate, the SRD will be followed by a tutorial MAPEX to enhance student officers understanding.
- e. **Cloth Model Discussion (CMD).** CMDs will facilitate student officers for drawing together and fathoming the theoretical teachings of Operations of War and Counter Insurgency Operations.
- f. **Tactical Exercise Without Troops (TEWT).** TEWTs will confirm that student officers have grasped the teachings of Operations of War and Counter Insurgency Operations.
- g. **War Study Presentations.** War study presentations aim at building the skills in studying a past operation, battle, campaign and to analyse it in order to draw out lessons. The student officers undertake this as sub-syndicates on a given topic.

**14. Assessments.** The system for assessment is comprehensive and fair. It covers knowledge, skills, abilities, potential and attitudes towards learning and self-improvement. The DS comments are made in the progressive assessments to improve student officers' performances throughout the course. The formal assessment is carried out through Red Ink Corrections (RIC) and package end assessment tests, all of which have direct links to the course objectives. The use of standardised marking criteria ensures the uniform assessment of the student officers.

**15. Successful Completion of the Course.** The student officers **should obtain a minimum 40 marks in overall assessment and pass three out of four RICs for the successful completion of the course.** Failure to achieve 40 marks in any two RICs makes the student officer fail in the course and would be considered only as 'attended' the course.

**DISCONTINUATION FROM THE COURSE**

16. Student officers shall be discontinued from the course due to following reasons:

a. **Attendance Failure.** Student officers should compulsorily attend all events of the course. Leave/short leave will not be granted during working days unless there is an urgent official commitment or personal requirement on extreme compassionate grounds. Maximum 72 hours personal leave will be granted for exceptional cases (Death of spouse/children/parents/in-laws/ siblings) subject to the pandemic situation in the country. Failure to attend the course cumulatively for more than three days due to medical, official, or personal reasons will result in the discontinuation of the student officer from the course

b. **Academic Misconduct.** Academic misconduct includes any action or attempted action by a student officer that may result in an unfair academic advantage for the student officer, or an unfair academic advantage or disadvantage for other student officers.

c. Academic misconduct includes, but is not limited to:

(1) **Cheating.**

(a) Accessing, purchasing, exchanging or offering for purchasing any item to be submitted as an assessment task.

(b) Behaving deceitfully or dishonestly in examinations, in the preparation of assessable items or during in-class assessments.

(c) Using or possessing prohibited equipment or material during an examination.

(d) Sending, receiving or accessing or endeavoring to send, receive or access any source of stored electronic information during the course work unless specified by the assessor (use of data transfer device by the student officers should be strictly at the discretion of the assessor).

(e) Drawing or writing on materials, other than the exam papers provided, during an examination.

(2) **Collusion/Facilitating Academic Dishonesty.**

(a) Assisting another student officer, intentionally or recklessly, to commit an act of academic misconduct.

(b) Unauthorized collaboration with other student officers on assessable work.

(c) Uploading a copy of a subject outline or other subject or course materials to a website or server without permission of the College, for any other reason than personal use (permission should be sought from the Subject Coordinator for subject materials or academic staff for all other materials).

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(d) Removing or endeavoring to remove from the examination room any question or answer paper, other papers provided for the student officers to use during the course of the examination, or other material which is the property of the DS Br, unless authorized by the examination supervisor and examiner.

(3) **Fraud.** Impersonating other student officers, or another student officer allowing another individual to impersonate him/her, for the purpose of completing an examination, assessment task or online activity.

(4) **Misrepresentation/Fabrication.**

(a) Submitting a piece or work, including an assessable group work item, with the intention of deceiving the assessor regarding individual contributions to the work.

(b) Intentional and unauthorized falsification or invention of any information, experimental data or citation in an assessable item.

(c) Misleading ascription of authorship (including claiming authorship of parts of a group assignment prepared by other student officer).

(d) Representing data or information incorrectly, improperly or falsely.

(e) Falsely indicating participation, or recording attendance on behalf of another student officer, in an activity where attendance is required for assessment purposes.

(f) Submitting a text/code-matching software originality report that falsely represents the originality of an assignment submitted for assessment.

(5) **Obstruction/Interference.** Behaving in any way that limits the academic opportunities of other student officers by improperly impeding their work or their access to educational resources.

(6) **Plagiarism.**

(a) Using another person's ideas, designs, words or any other work without appropriate acknowledgement.

(b) Re-using one's own work without appropriate acknowledgement.

(c) In a computer-based plagiarism check report, as a guide, a returned percentage below 20% would probably indicate that plagiarism has not been occurred. However, if the 20% of matching text is one continuous block this could still be considered plagiarism. Similarly, anything beyond this perimeter should be decided on the originality and the genuineness of the work and at the discretion of the supervisor/viva panel.

(d) As and when any other similar or different software to use to determine academic integrity criteria stipulated for such software may be used in future.

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17. Defence Studies Branch will take action in response to allegations of academic misconduct to ensure that:
- a. Academic integrity is upheld.
  - b. That student officer who observe the principles of academic integrity are not kept at a disadvantage.
  - c. That the College's reputation and standards are protected for current and future student officers and staff.
  - d. The College provides opportunities for educational where appropriate.
18. Submitting fraudulent documentation (including, but not limited to medical certificates) for the purposes of an academic consideration request is misconduct that is investigated through a Court of Inquiry appointed by the College.
19. Allegations of academic misconduct by a student officer undertaking a coursework must be investigating through a Court of Inquiry appointed by the College.
20. **Personal Predicament.** If any student officer is not in the position of continuing the course due his personal impediments will be subjected to discontinuation of the course.

### **ADMINISTRATIVE INSTRUCTIONS**

1. **Daily Routine.** Working days in the AWC are from Monday to Saturday. Sundays are generally considered as holidays.
2. **Discipline.**
  - a. **Punctuality.** All the student officers must be punctual for lectures/ classes/ exercises as per the training programme. Any officer who is not attending to scheduled training event without prior permission or without a proper medical disposal is liable for disciplinary action.
  - b. **Dress Code.** All student officers must be in possession of the uniforms and other kit/dress as per Army dress code according to the respective service dress regulations. Dress No 6 could be worn for classroom work. All officers of the course should be dressed in similar dress. Dress will be stipulated for outdoor activities along with instructions for such activities. Unauthorized shoes, badges and wearing of trinkets and jewellery are strictly prohibited.
  - c. **Conduct.** All student officers are required to observe high standards of conduct. The nominated Duty Student Officer for the day will be responsible for the duties of the day. The Course Senior Student Officer is responsible for the overall conduct and discipline of the course.

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3. **Out of Bound Areas.** Following areas will be out of bounds for student officers unless otherwise summoned:

- a. Commandant's Office/Residence.
- b. Chief Instructor's Office/Residence.
- c. Senior Instructor/Directing Staff Office/Residence.
- d. Directing Staff Rest Areas during outdoor exercises.

4. **Accommodation.** Due to the nature of the course, it is essential that student officers live in throughout the course. All officers will be provided with single accommodation or double accommodation. Officers who wishes to walk out should submit his request on the walking out register by 1330 hour through the course senior and GSO 2 - DS Br/DS to the Senior Instructor for approval on the same day. Walking outs are not permitted unless it is absolutely essential.

- a. **Handing/Taking Over.** Handing/taking over of the accommodation and stores must be done in the presence of the caretaker NCO/Mess staff. All officers are advised to carefully take over each item and ensure that all existing breakages/damages are noted in the documents.
- b. **Breakages/Damages.** All officers are expected to pay for any breakage or damage of any fitting/fixture or stores/equipment.

5. **Officers' Mess.** All student officers should be adhered to the mess rules. A deposit of Rs. 15,000/- is need to be kept with Officers' Mess as the expenses for extra messing. The mess bills should be settled within one weeks of receiving the mess bills. Mess bills should be settled completely before obtaining clearance at the termination of the course. The deposit money will be taken into account when clearing the final mess bill.

6. **Transport.** If available, the student officers are permitted to have personal transport for their personal requirements. However, ownership of the vehicles must be either a student officer or spouse. Other vehicles will not be permitted to enter camp premises under any circumstances. Parking of vehicles will be allowed at specified areas allocated by the college. Student officers should carry vehicle cover to ensure the safety of vehicles. Transport will be available on the following occasions:

- a. From accommodation areas to Officers' Mess.
- b. For excursions/educational visits.
- c. Group administrative requirements.

7. **Transport for Exercises.** Student officers are required to maintain vehicle discipline during field exercises and ensure that drivers and accompanying staff is briefed about their tasks and carry them out efficiently. The senior most student officer would be nominated as the convoy commander whilst each vehicle will have its designated vehicle commander.

8. **Service of the Permanent Staff.** A senior non-commissioned officer and two privates will be nominated for the administration of the course. Student officers under no circumstances will endeavour to obtain the services of the permanent staff of the AWC for private purposes.

9. **Orderlies.** The student officers can accompany the orderlies provided that they come on a



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movement order. Student officers are permitted to obtain the assistance from orderlies except for course assignments/exercises. Before these orderlies move out of the college premise, they should enter in the register which is maintained by the course senior non-commissioned officer. They should not move around the camp premises in civvies during working hours and the student officers are responsible for the conduct and discipline of their orderlies. Orderlies are utilised for general duties of the AWC under the supervision of the Training Centre Warrant Officer (TCWO) in a specific period of time in all working days. Separate day - today instructions are issued by the GSO 2/SO 3 (DS Br) in this regard.

**10. Leave.** Student officers may proceed on leave during the break periods after filling up the leave application. No leave will be granted during training periods except on extreme compassionate grounds. Student officers should first obtain authority from the DS and then formally apply in writing at least 72 hours in advance through DS Br. All leaves would be sanctioned by the CI. However, student officers should note that on return from such leave, they will have to be quarantined under prevailing COVID 19 prevention guidelines and this may result in additional failure.

**11. Medical.** The Medical Inspection Room remains open 24 hours with the medical orderly on duty. Any serious patient will be evacuated to the General Hospital Buttala/Monaragala or Base Hospital - Diyatalawa. Student officers should first inform the GSO 2 - DS Br and then get the AFM 3 prepared from the DS Br, before reporting sick.

**12. Guests.** Student officers may entertain guests in the Officers' Mess with the prior permission from the PMC, but entertainment would be limited to very subtle facilities available in the Officers' Mess. No guests will be allowed in accommodation areas.

**13. Gifts and Parties to Directing Staff.** Student officers are prohibited to offer gifts of any nature to the DS. It is also incorrect to invite the DS for private parties or functions.

**14. List of Personal Belongings and Necessities to be Brought by Student Officers.** Student officers are required to buy their own requirement of stationery during the course. The Training Support Wing will issue standard stationery for exercises and general use.

**15. Points of Contacts.** Respective syndicate DS or a sponsor DS will look into your requirements. Main point of contact is the DS Coord and GSO 2 (DS Br) for any queries during your stay at the AWC.

### **LIST OF PERSONAL BELONGINGS AND NECESSITIES**

**1. Uniforms.**

- a. Dress No 2, No 4 and No 5.
- b. Dress No 6 (Routine Working Dress) 3 x sets.
- c. Dress No 7 (Combat) 2 x sets.

**2. Plain Clothes.**

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- a. Shirts-long sleeved and slacks (conservative type).
- b. Blazer.
- c. Shoes (black/brown).
- d. Ties.
- e. Casual dress.

**3. PT Kits.**

- a. Shorts white (Black track bottom for lady officers).
- b. T-Shirts white.
- c. Socks white. 1 x additional set
- d. Jogging shoes white.
- e. Track kit.
- f. Track bottom (Navy Blue or Black).

**4. Personal Items.**

- a. Personal computer/Laptop.
- b. Printer (optional).
- c. Bed sheets, pillow cases, towels etc as required.
- d. Table lamp

**5. Control Items.**

- a. 1 GPS.

**6. Stationeries. Student Officers should bring sufficient stationery required to follow the course. Requirement of stationeries are as follows:**

- a. Duplicating paper - A4 approximately two reams.
- b. Map marking pens (6 x colours) one set.
- c. White board marker pens (4 x colours) non-permanent one set.
- d. File covers/Tags.
- e. Drawing/marker pens, stapler, puncher, ruler, erasers, pens, pencils, paper cutter, clip board, poster colours and etc.
- f. Tracing papers and talc paper 10 meters each approximately.
- g. Rewritable CDs/Data Traveller.
- h. Any other stationery items as required.

**Note:** Dress for the Officers' Mess is Smart Casual.