

RESTRICTED



JOINING INSTRUCTIONS

FOR

JUNIOR COURSE 68/2009

**ARMED FORCES COMMAND AND STAFF COLLEGE JOINING INSTRUCTIONS
FOR JUNIOR COURSE 68/2009**

INTRODUCTION

1. The Commandant and staff of Armed Forces Command and Staff College (AFCSC), Nigeria congratulate you on your selection to attend the Junior Staff Course of the AFCSC. We hope that you will enjoy the course and gain considerably from its contents.

LOCATION OF THE COLLEGE

2. The Armed Forces Command and Staff College Nigeria is located in Jaji, a sedate town situated midway between the towns of Kaduna and Zaria, on the Kaduna-Kano highway in the northern part of the Country.

ORGANIZATION OF THE COLLEGE

3. The AFCSC is a joint armed forces training institution under the Defence Headquarters. The College is administered by the College Board made up of the Honourable Minister of Defence as the Chairman, Honourable Minister of State for Defence, the Chief of Defence Staff, the Chief of Army Staff, the Chief of the Naval Staff, the Chief of the Air Staff, the Commandant of the College as members, and the Permanent Secretary of the Ministry of Defence as Secretary. The Board meets at least once a year to take decisions on policy matters affecting the College. The Commandant of the College is responsible to the College Board for the administration and the conduct of training in AFCSC.

AIM OF THE COURSE

4. The aim of the Junior Course is to prepare nominated officers of the rank of captain in the Nigerian Army and its equivalent in the Navy and Air Force to enable them perform staff functions and lower level management of men and resources in the Services, by developing their communication, analytical and leadership skills. At the same time, it will further develop their career prospects in the Services.

OBJECTIVE OF THE COURSE

5. The objective of the Course is to produce an officer with an analytical mind and adequately knowledgeable in staff procedures, capable of holding effectively and efficiently staff officer's appointment at Grade 3 level. In other words, to improve the professional knowledge of captains/lieutenants/flight lieutenants to make them capable of holding staff or command appointments appropriate to their ranks in the Army, Navy and Air Force respectively.

SCOPE OF THE COURSE

6. The course is in 2 broad categories, tri-Service and single Service. The breakdown of the overall syllabus reflecting the tri-Service and departmental packages are as follows:

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- a. General Outlook.
- | | | |
|-----|------------------------------------|--------------|
| (1) | Total number of weeks | 20 weeks. |
| (2) | Periods per week | 29 periods. |
| (3) | Total number of periods (20 weeks) | 580 periods. |
| (4) | Total teaching periods (18 weeks) | 522 periods. |
| (5) | Mid term break | 29 periods. |
| (6) | IPS, public holidays etc | 29 periods. |
| (7) | Total tri-Service periods | 285 periods. |
| (8) | Total single Service periods | 251 periods. |
| (9) | Number of terms (9 weeks each) | 2 terms. |
- b. Tri – Service Packages
- | | | |
|-----|--------------------------|---------------------|
| (1) | <u>Staff Functions.</u> | |
| (a) | Routine Staff Work | 78 periods. |
| (b) | Communication Skills | 14 periods. |
| (c) | Operational Staff Work | 16 periods. |
| (d) | Managerial Staff Work | 19 periods. |
| (2) | Professional Development | 112 periods. |
| (3) | General Studies | 46 periods. |
| (4) | Total | 285 periods. |
- c. Single Service Packages (DLW).
- | | | |
|-----|--------------------------|---------------------|
| (1) | Operational Staff Work | 68 periods. |
| (2) | Professional Development | 158 periods. |
| (3) | Total | 226 periods. |
- d. Single Service Packages (DMW).
- | | | |
|-----|------------------------|-------------|
| (1) | Operational Staff Work | 61 periods. |
|-----|------------------------|-------------|

(2)	Professional Development	208 periods.
(3)	Total	269 periods.
e. <u>Single Service Packages (DAW).</u>		
(1)	Operational Staff Work	101 periods.
(2)	Professional Development	133 periods.
(3)	Total	234 periods.

PACKAGE HIGHLIGHTS

7. Staff Functions. The staff functions form about 40 per cent of the curriculum. The bulk of the packages are handled in the tri-Service term, which is Term 1. The various Departments in the single Service term treat some of the packages, especially those peculiar to the Services. The objectives of the package are to enable students understand the techniques of various staff functions and practice them adequately in the art. In addition, the package develop student’s skills in performing staff functions as would be expected of them as staff officers in the various Service headquarters and units. The staff function package is divided into sub-packages as follows:

- a. Routine Staff Work. Routine Staff Work is a critical part of the staff functions. It involves presentations, syndicate rooms discussions, tutorials and RICs. It will enable in-depth studies of the provisions of the Joint Service Writing Manual (JSWM) as well as practice students in written and oral staff works expected of a staff officers in the day to day running of a headquarter or unit. The package is structured such that all major Service Writing subjects are preceded by adequate tutorials and debriefs before an RIC on that subject. The objective of the package is developing students’ ability to handle various correspondence especially Service documents.
- b. Communication Skills. Communication skill package is structured to provide means for developing oral and written communications skills of the students. It is aimed at developing the thought process of the students and sharpens their power of expression both orally and in writing.
- c. Operational Staff Work. Operational Staff Work provides the framework upon which students would be schooled in various operational writing that would be useful to them in future as operations and staff officers. The objective of the package is to have working knowledge of the operations writing procedure and style as well as the workings and functions of operations room.
- d. Managerial Staff Work. Managerial Staff Work includes subjects that would develop students’ knowledge and skills in management procedures. The subjects are mainly secretariat in nature and aimed at developing students’ skills in office management. It involves mostly practical exercise with few syndicate room discussions.

8. Professional Development. The professional development package introduces students to some fundamental military concepts in line with the modern doctrinal concept of manoeuvrist approach to warfare. It is prominent both in the tri-Service and single Service terms of the course. The lectures, presentations and visits would enable students understand the structure, roles, functions and capabilities of the Services to facilitate mutual understanding among the various Services personnel. The package would achieve in-depth knowledge of the modes of operations of the land, maritime and air forces and therefore enhance effort in attaining jointness. It also enables understanding of the higher management of the Defence and Services headquarters and how they interface with each other. Students would be introduced to the basic principles of Peace Support Operations (PSO) and Counter Insurgency (COIN) operations just adequate to launch them into the senior course. The package also introduces students to the operational concept and doctrine of the Nigerian Armed Forces as the basis for all other operational studies and practical exercises.

9. General Studies. The General Studies package contains subjects that update students on some aspects of Nigeria's domestic and international affairs especially as they affect national and international security. It enlightens students on the workings of some of the regional and sub-regional organizations. The basic principles of leadership and how it could be applied at various levels of command and control would be treated under this package.

ARMY JUNIOR STAFF COURSE SINGLE SERVICE PHASE

10. The aim of the Army Junior Staff Course is to give officers of the rank of captain in the Army 2-fold education as follows:

- a. A sound knowledge of the organization and roles of all Arms and Services of the Nigerian Army.
- b. An understanding of the principles and techniques involved in the employment of all arms in conventional military operations up to battalion level.
- c. An understanding of the logistics systems used in the Nigerian Army.
- d. An understanding of the principles and techniques of staff work.
- e. Practical experience in command up to battalion group level.
- f. An understanding of the principles of unit administration, inspection procedures, and unit documentations.
- g., An understanding of the principles of Service Funds Accounting.
- h. An understanding of the principles of leadership and resource management.
- i. The ability to collect and collate information and to examine a problem with balance and imagination to arrive at a logical conclusion and to present it clearly, accurately and concisely.
- j. Knowledge of national issues and world affairs, particularly African geo-political studies.

NAVY JUNIOR STAFF COURSE SINGLE SERVICE PHASE

11. The aim of the Navy Junior Staff Course is to develop the professional effectiveness and administrative ability of lieutenants, to enable them undertake command, staff and training appointment appropriate to their rank. The phase also covers:

- a. An understanding of the principles of leadership, and their application in command and divisional responsibilities in the Navy,
- b. An understanding of the principles and some of the techniques of management and their relevance to the effective operation of ships.
- c. A broad understanding of Naval Law and aspects of its application in the course of establishing good discipline in the Navy.

AIR FORCE JUNIOR STAFF COURSE

12. The aim of the Air Force Junior Staff Course is to train flight lieutenants and junior squadron leaders in order to develop their professional effectiveness and capacity to undertake command and staff appointments appropriate to their ranks.

13. The aim is achieved through instruction, which is organized with the following broad objectives in mind:

- a. Developing in the students a capability to appreciate social, economic, political and military problems of national and international importance that interplay in the environment in which force is to be employed so as to derive professional benefit to their Service, as well as to themselves.
- b. Inculcating in students, awareness of the principles governing the employment of military forces (i.e. principles of war) and the role of air power in general and a sound knowledge of the functions, organization and administration of the Air Force in particular.
- c. Giving students a clear understanding of the organization and functions, capabilities and limitations of the Army and Navy, so as to enable them to be effective members of an inter-service team.

THE COURSE MAIN EVENTS

14. The duration of the Course is 20 weeks divided into 2 terms. Below is the tentative outline sequence of events:

- a. Assembly. 15 Jul 09.
- b. Inauguration. 17 Jul 09.
- c. Term 1. 20 Jul – 20 Jul 09.

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- d. Mid-Course Break. 21 – 25 Sep 09.
- e. Term 2. 26 Sep – 3 Dec 09.
- f. Graduation. 4 Dec 09.

15. The inauguration ceremony will be conducted in Danjuma Hall. Students will be briefed on the details of the activities for this day on arrival.

RECEPTION

16. Officers attending JC 68/2009 are to report to the College on Wed 15 Jul 09. The reception is at the JC Students' Quarters, Jaji Cantonment.

HOURS OF WORK

17. Except during visits and certain exercises, the normal programmed working hours are as follows:

- a. Mon to Thu 0830 - 1345 hours (24 periods).
- b. Fri 0830 - 1300 hours (5 periods).

Students will be expected to do considerable amount of study and research outside programmed times.

METHOD OF WORK

18. Syndicates. Student officers will be allocated to syndicates comprising 6 - 10 officers of different corps and specializations. A Directing Staff (DS) conducts each syndicate. Students will change syndicates each term and have a different DS as well.

19. Instructional Pattern. Most subjects in the syllabus are covered in the following pattern:

- a. Study précis and associated background reading.
- b. Syndicate discussion.
- c. Syndicate work controlled by DS.
- d. Consolidation exercises.
- e. The accepted language of instructions is the English language.

20. Other Instructional Techniques. In addition to the progression of background reading/presentation/discussion, students will participate in:

- a. Central lectures.

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- b. Group studies and presentations.
- c. Indoor Command Post Exercises (CPX) and indoor Map Exercises (MAPEX).
- d. Tactical Exercises Without Troops (TEWT) (Army officers only).
- e. Field Training Exercises (FTX) (Tactical exercises with troops).
- f. Individual and group exercises.
- g. Field leadership activities.

21. Individual Work. Students will be required to complete a number of written exercises outside scheduled working hours. Written exercises are corrected by DS and moderated by the respective Chief Instructors (CIs). The respective Directors, Dy Comdt and the Comdt see some papers before being returned to the originator.

BOOKS

22. Students will be supplied with all précis, pamphlets, maps and stationery. They will be required to be very frugal in the use of all items of stationery while on the Course. Drawing materials and vufoils will be issued for specific exercises and presentations. However, you will need to bring with you a pen, pencil, ruler, eraser, ink and any other aids to good presentation that you personally favour. Submitted written work may not be done in biro, pencil or fibre-tipped pen. The College insists that written work for submission be done in fountain pen using blue/ blue-black ink.

23. The recommended Dictionary is the latest edition of the Concise Oxford Dictionary.

PRE-COURSE PREPARATION

24. Background Knowledge. The syllabus for this course includes exercises involving map reading, map marking and voice procedures (especially for the Army students). Students are expected to have known these already. However, experience has shown that students do not usually revise these topics before they arrive. To prevent unnecessary waste of time, especially in Term 1, students are advised to revise these techniques before the commencement of the Course. Students should endeavour to have a good working knowledge of the organization, characteristics and equipment of their own specialization and in less detail of the other branches of their Services. To derive maximum benefit from the Course, it is important that you should have a good grasp of current national and international affairs; a careful selective study of newspapers and periodicals should provide this. Students are also to avail themselves of the pre-course reading materials from the College website at www.nigerianafcsc.org.

25. Course Reading Material. Students are to collect course-reading materials on arrival from the Grade 2 Staff Officer in-charge of training in their respective divisions. All course-reading materials are to be preserved for possible future use in the Senior Course.

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26. Past Students' Corrected Solutions. You are not to bring past students' solutions for the course. Any reference made to such solutions during the course will attract severe disciplinary measures.

ABSENCE FROM INSTRUCTION

27. A student who misses 5 consecutive days of instruction will be withdrawn from the course. You are therefore advised to ensure that your personal affairs are well organized before the course starts.

ADMINISTRATION

28. Accommodation. You will be allocated accommodation in JC Student Officers' Quarters.

29. Personal Servant. Due to limitation in living accommodation, you are advised not to come with your personal servant. Students who intend to secure the services of local house help are free to do so at their own expense. However, students must obtain security clearance from the AFCSC Intelligence Detachment on the prospective house helps.

30. Staff Cars and Drivers. Students are not allowed to retain official vehicles and drivers during the course. Private cars may be brought to Jaji, but officers who wish to bring drivers will provide for them.

31. Leave. Leave will be granted at weekends, national holidays, and about one week break in the course. Only in very exceptional circumstances will leave be granted during working hours. Requests for exceptional leave will be submitted through syndicate DS to the CI who will process them accordingly.

32. Transportation. Students will be responsible for transporting themselves to and from Jaji for the course. This refers to Nigerian students only.

33. Banking. You are advised to arrange cashing facilities with the branches of your banks in Kaduna, Zaria or Jaji. Union, Wema and Diamond Banks have a branch each in Jaji Cantonment. Automated Teller Machines (ATMs) are also available at the College.

34. Multiple Entry Visa. Allied students are advised to procure multiple entry visa when reporting for the Course in order to avoid the inconveniences that could be associated with renewal of visa.

DRESS AND EQUIPMENT

35. Uniforms. Officers on JC will require the following uniforms:

- a. Special AFCSC Activities. During all special AFCSC activities such as the inauguration, graduation etc No 2 Dress (Service Dress) and its equivalent in other Services would be worn. Students would normally be warned in advance and proper instructions would be issued on dress for the occasion.

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- b. Classroom Work. The working hour dress is No 4 or 5, working rig, bush jackets or tunic. The army students are advised to wear their lanyards and unit belts for ease of identification.
 - c. Tactical Exercise without Troops and Demonstrations. Unless stated otherwise, No 5 dress or the equivalent in the Navy (Navy Blue) and Air Force would be worn for all TEWTs and demonstrations; black shoes will not be worn.
 - d. Mess Functions. No 3 dress (mess kit); national dress or lounge-suit.
 - e. Visits. No 4 dress or bush jackets or tunic will be worn during visits. However, during the Naval and Air Force visits, special instructions on dress would be issued by the sponsor dept while for other visits and tours the sponsors would issue separate dress instructions.
 - f. Weather. The weather in Kaduna is dry and cold from July -November and hot from March to May. It is mostly rainy from mid May - October. Students are advised to bring warm clothing and raincoat (poncho) for use during harmattan and rainy season. Appropriate dresses should be brought for use for various seasons of the year. In addition, students are advised to bring at least one national dress or complete lounge-suit for use during some formal occasions.
36. Name Tags. Name tags issued by the College are to be worn throughout the duration of the Course on all military dresses. They are controlled items and students would return them before they leave the college after graduation. A student would be charged ₦ 500.00 for a lost nametag.
37. Equipment. The college has only limited quantities of binoculars, compasses, map boards, map cases and protractors. Students are therefore advised to bring any of the above items if they can for their personal use.
38. Arms and Ammunition. Students are not allowed to bring arms and ammunition to the college.

PAY AND ALLOWANCES

39. Nigerian Officers. The normal system of payment for all Nigerian officers will continue.
40. Allied Officers. Allied officers are to make necessary arrangements with their countries' embassies for their pay and allowances. Foreign officers are to ensure that their home governments provide them with the requisite course allowance before arrival in Nigeria.

MEDICAL

41. First Line. The cantonment Medical Centre (MC) is located along Ibrahim Babangida Road. Sick parade is at 0700 hours each morning. Officers who are declared unfit to attend instruction should inform their DS through the syndicate leader or by any convenient means. In addition, there is a Sick Bay in the College Complex located in front of Danjuma Hall, to facilitate medical treatment particularly during working hours.

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42. Second Line. Cases that cannot be treated in the Sick Bay and Cantonment MC will be referred to the Nigerian Army Reference Hospital Kaduna (NARHK). There are other specialist hospitals in Kaduna and Zaria towns, which can also render medical treatment to students promptly.

43. Medical Certificate. All officers are to undergo medical test in accordance with the medical requirements contained in Annex A. The proforma in Annex B is to be completed by a Service doctor from any military hospital/medical centre. Any officer who fails to produce a duly completed medical form (Annex B) may not be taken on the Course.

44. AIDS Free Certificate. Allied students are required to undergo AIDS test in their home countries. AIDS-Free certificates are to be presented to the Foreign Liaison Officer on arrival at the College.

45. Sick Leave. Officers who become sick whilst on leave should contact the nearest military or general hospital. In case of admission, students should endeavour to inform the College Coordination's office by the fastest possible means.

MAIL

46. The mail address and telephone number of the College are:

a. Postal Address.

Armed Forces Command and Staff College
PMB 2234
JAJI
Nigeria.

An example of how a student could use this address is shown below:

Lt (NN) AB Student
Junior Course, Dept of Maritime Warfare
Armed Forces Command and Staff College
PMB 2234
JAJI
Nigeria.

b. Fax. 062 - 420021.

c. Telephone - 062 - 420086.

d. For more detailed information of the College, visit the AFCSC Website at www.nigerianafcsc.org.

47. Delivery. Outgoing mail correctly stamped, should be dropped into the mailbox provided in the depts. Incoming mails will be placed in students' boxes.

JOINING PROFORMA

48. Students are to complete the joining proforma attached at Annex B to this instructions and return the completed forms to the Coordination Branch as soon as possible.

PHOTOGRAPH

49. Students are to take passport photographs in Service Dress without cap immediately after inauguration using the College photographers. Six copies of the photographs are to be submitted to Coordination Branch along with the completed joining proforma.

COLLEGE FACILITIES

50. Library. The Armed Forces Command and Staff College has a modern, well-stocked library. It is run on the open shelf system and facilities are available for copying subjects/articles required for study or for research papers. The College enjoys inter-library cooperation with Sir Kashim Ibrahim Library at Ahmadu Bello University (ABU) Zaria. The facilities of the ABU Library are therefore available to AFCSC students. The Librarian will issue card to you on arrival to enable you borrow books from the libraries. The instructions on the use of AFCSC Library will be made available to you on arrival.

51. AFCSC Bookshop. There is an AFCSC bookshop to complement the services of the College Library. Reams of paper, pens, bottles of ink, file jackets, clips, card boards and a lot of other consumables can be purchased from the Bookshop. The College Bookshop no doubt saves a lot of time and money on the part of students who have to travel to Zaria or Kaduna to buy such items.

52. Cyber Café. The AFCSC Cyber Café is also available to complement the service of the College Library. This affords staff and students the opportunity to carry out research through the Internet.

53. Internet Facility. The College has provided free Internet facility at the College HQ and the departments to further ease accessibility to information and research materials. Students can get hooked up to this by submitting their systems for configuration at the Dept of Info Tech at the College HQ.

54. Games and Sports. While academic pursuit takes precedence among College activities, physical fitness is not ignored at the College. Games and sports have always played important parts in developing leadership qualities. Students will be appointed sports officers, who will be responsible for arranging competitions with units and organizations in and around Jaji. Students and staff are encouraged to participate in inter-syndicate and inter-division competitions. Students are therefore advised to bring their sports kits while coming to the College. Evening games at 1630 hours on Mondays and Tuesdays and morning physical trainings (PTs) at 0600 hours on Wednesday and Thursdays are compulsory for all students and other personnel of the College. Absence from such programmed events attracts disciplinary action. Students are expected to dress in white vests preferably with College logo on a suitable short or track-suit bottom for both evening games and morning PTs.

55. Sports Facilities. In addition to a standard gymnasium, facilities exist at Jaji for the under listed sports and students should also bring their own sports equipment for:

- a. Badminton.
- b. Basketball.

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- c. Football.
 - d. Golf.
 - e. Handball.
 - f. Hockey.
 - g. Lawn Tennis.
 - h. Squash.
 - i. Table Tennis.
 - j. Volleyball.
 - k. Swimming Pool.
56. Evening Games. Evening games on Mondays at 1630hrs and Morning PT on Wednesdays at 0600hrs are compulsory for all JC students during the course. Students are required to be properly attired in the AFCSC white vest upon a suitable short or tracksuit bottom. Non-attendance at any of the sports functions will attract severe disciplinary action including withdrawal from the course.
57. Banking. There are 3 banks (Wema, Union and Diamond Banks) in the Cantonment and a number of ATMs. There are also numerous banks in nearby towns of Kaduna and Zaria which students can use while on the Course. Students who come from outside Kaduna are advised to make necessary arrangements for cashing facilities with these banks before the Course begins.
58. Shopping. There are well-stocked supermarkets where purchase can be made in the Cantonment. There are also many shopping centres in Kaduna and Zaria where a variety of goods are sold.

PLACES OF INTEREST

59. There are lots of places of interest and relaxation in both Kaduna and Zaria. These include:
- a. 1 Div Officers Mess and Sports Complex.
 - b. Ahmadu Bello Stadium, Kaduna.
 - c. Ahmadu Bello University, Zaria.
 - d. Hamdala Hotel, Kaduna.
 - e. Kaduna Golf Club.
 - f. Kaduna State Museum.
 - g. NDA Officers Mess, Kaduna.

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- h. NTI Conference Centre.
- i. Nigerian Army Museum (located at the Nigerian Military School, Zaria).
- j. Kaduna and Zaria Polo Clubs.
- k. NAF Club, Kaduna.
- l. TRAPCO Ranch and Resort (by Kaduna International Airport).
- m. Fifth Chukker Polo Centre (by Maraban Junction).

MISCELLANEOUS

60. Cleanliness of Surroundings. Students are required to keep their surroundings clean. Students are also advised to cultivate the habit of gardening and tending where possible.
61. Airport and Railway Stations. There is an international airport in Kaduna and a landing strip at the School of Aviation in Zaria. There are also railway stations in Kaduna, Riga Chikun, Jaji (Wusono) and Zaria. There is an Aviation Club at the School of Aviation, Zaria and at Kaduna; which students may become members on application.
62. Trips Outside the College. Students are advised in their own interest to drive with care on Kaduna – Jaji – Zaria Road. The traffic on this road is very heavy and accidents are common. The College has lost some officers on this road in the past. Students are advised to avoid late nights and unnecessary trips on this highway.
63. Religious Worship. Worshipping centres comprising the Catholic and the Protestant Churches and the Mosque are located within the Cantonment. There are regular church services on Sundays and Muslim prayers on Fridays.

MESS ACTIVITIES

64. All JC students are full members of the AFCSC Officers' Mess and will be required to use the mess and to pay mess bills while on the Course. Extra regimental mess activities are optional to the students.

DISCIPLINE

65. All officers attending the Course are warned of the consequences of cheating and examination malpractices of any kind in the College. Any officer caught cheating will face appropriate disciplinary action. Students are therefore, advised to face their studies squarely and work towards self-improvement and not aim at scoring high grades at all cost.
66. All officers are expected to play their full part in the syndicate, sub syndicate and extra-curricula activities as their abilities allow. A student may be withdrawn from training at any stage in the Course, if he is unable to maintain a high standard of personal and professional discipline.
67. The contravention of the instructions in this Joining Instructions would attract sanctions as provided in the Armed Forces Act CAP A20 LFN.

CONCLUSION

68. While congratulating you for your nomination to attend the Junior Staff Course, this brief is made to give you the essential requirements and what to expect on the course. It is aimed at facilitating your pre-course preparations and settling down quickly to work on arrival. Studying at Jaji is a unique experience. Students should come prepared to work and obtain maximum benefit from the Course. You will continue to receive brief/instructions as may be required throughout the period of the Course.

69. Any questions in respect of these instructions should be directed to the Coordination Branch, Armed Forces Command and Staff College.

Jaji
Jul 09

PE EFEDUE
Cdr
for Comdt

Annexes:

- A. AFCSC Medical Examination Form.
- B. Joining Proforma for Students.

ANNEX A TO
JC 68/2009 JOINING INSTRUCTIONS
DATED JUL 09

AFSCS MEDICAL EXAMINATION FORM

1. Particulars Of Student

- a. Name:.....
- b. Rank:.....
- c. Service No:.....
- d. Age:.....
- e. Unit/Formation:.....

2. Physical Examination

- a. Physique (Good, Overweight, Debilitated):.....
.....
- b. BP:.....
- c. Does Officer have any Medical History of Note? (Specify):
.....
.....

3. Investigation

- a. Blood Hb/Pcv:..... Wbc:.....
- b. Blood Sugar:.....
(Random Blood Sugar)
- c. Hiv Status:.....
(For Foreign Students Only)
- d. Urinalysis:.....
- e. Stool Microscopy:.....
- f. Chest X-Ray:.....

Students to come with their X-Ray Films and reports on all investigations done.

SIGNATURE OF MEDICAL OFFICER

NAME:.....

RANK:.....

SVC No:.....

UNIT/FORMATION:.....

DATE:.....

ANNEX B TO
JC68/2009 JOINING INSTRUCTIONS
DATED JUL 09

TO: Coordination Branch
Armed Forces Command and Staff College
PMB 2234
JAJI
Nigeria

Photo In Svc
Dress
(No Cap)

JUNIOR COURSE JOINING PROFORMA

1. NO.....Rank.....Surname.....
Other Names (Underline that by which you wish to be called during the course).....
2. Date of Birth.....
3. Qualification: Military.....
4. Qualification: Civil.....
5. Svc/Arm.....
6. Nationality (Foreign Students Only).....
7. Last Unit.....Last Appointment.....
8. Next of Kin.....Relationship.....
9. Address.....
10. Mobile Phone Number.....E-mail Address.....
11. Religion.....State of Origin.....
12. Sports or Interests.....

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13. Career Details. Please give details of all appointments held and courses attended since commission:

Serial	Appt	Unit/Fmn	Courses	Duration	Remarks
(a)	(b)	(c)	(d)	(e)	(f)

14. Autobiography.