



THE JOINT STAFF  
Washington, DC

Reply ZIP Code:  
20318-7000

4 May 2023

MEMORANDUM FOR PROSPECTIVE JOINT TARGETING SCHOOL STUDENTS

Subject: Policy on Quota Prioritization and the Registration Process for Joint Targeting School Attendance

The Joint Targeting School (JTS) manages the registration process and student quotas based on priorities established by this memorandum. As a joint functional school, JTS prioritizes development of joint targeteers, building targeting capacity across combatant commands and the joint force.

The Joint Targeting Staff Course rank requirement is O-2 to O-6, CW1 to CW5, E-6 to E-9, or DoD civilian equivalent. The Collateral Damage Estimation, Combat Assessment, and Weapons Applications Courses **do not** have a rank requirement.

Process to obtain JTS quota:

1. Quota (seat) requests are made through the Joint Event Management System (JEMIS) at: [https://secure.jten.mil/jemis\\_new/welcome.jsp](https://secure.jten.mil/jemis_new/welcome.jsp)
2. JTS prioritizes quotas based on the information provided in the request
3. A wait list is developed for courses where demand exceeds the quotas available.
4. 30 days prior to class start date, an email is sent to each individual registered in JEMIS either confirming the quota or notifying the student that they are on the waitlist.
5. Upon receipt of confirmation e-mail, individuals are required to reply with their intent to attend the course prior to the provided suspense date. If the individual declines their quota, or they fail to notify JTS of their intent to attend, their quota will be reassigned to a waitlisted individual.

Quota Priorities:

1. Deploying/Deployed targeteers, PCS en-route status, and partner students on Invitational Travel Orders
2. Targeteers assigned to CCMDs, sub-unified commands, or other functional components (including Air Operations Centers)
3. Joint Staff targeteers, Global Response Forces/JTF force providers, Cyber Mission Forces/Teams, federated partner organizations providing direct reach back to combatant commands (CCMDs), and deploying operational law Judge Advocate Generals
4. Service targeteers
5. Reserve/National Guard targeteers
6. Interagency targeteers not embedded in CCMDs
7. Non-targeteers

Contact the Joint Targeting School Administrator for questions regarding this policy at 757-492-0277.

  
LORETA FERGUSON  
Deputy Director, Joint Targeting School