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THE JOINT STAFF
WASHINGTON, DC

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2 March 2010

MEMORANDUM FOR PARTICIPANTS IN THE WORLDWIDE JOINT TRAINING AND SCHEDULING CONFERENCE

Subject: Worldwide Joint Training and Scheduling Conference 2010-01
Memorandum of Instruction Three.

1. General. The Worldwide Joint Training and Scheduling Conference 2010-01 (WJTSC 10-01) will be held in Colorado Springs, Colorado, from 29 March - 2 April 2010. Travel days are 27-28 March and 3-4 April 2010. This memorandum is the third and final of three memorandum of instruction on the conference and provides the format and agenda for the WJTSC.

2. Theme and Objectives. The theme of the conference will be "**Training for Integrated Operations**." The objectives of the conference are to:

a. Discuss identification of integrated operations training requirements, JMETL development, and evaluation of joint training for integrated operations.

b. Provide a forum to present, discuss, and synchronize Combatant Command, Combat Support Agency (CSA), Service, Interagency, and Coalition joint/combined training and exercise issues.

c. Facilitate Joint Staff J-7, USJFCOM, and OSD discussion of joint training and exercise programs and initiatives with the Joint Training Community.

3. Invitees. Combatant Commands, Services, CSAs, Office of the Secretary of Defense, Interagency, and Coalition Partners with interest and equities in joint training and exercises are encouraged to attend.

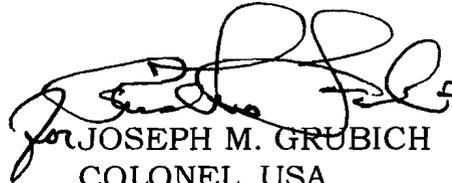
4. Administrative. This is the third and final of three memorandums that will provide details on the WJTSC 10-01. There are six attachments to this memorandum with more detailed conference information.

5. Summary. The overall readiness and effectiveness of the US Government to meet national security challenges is directly linked to our ability to plan and

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conduct integrated operations. The WJTSC provides an opportunity for DOD and its Interagency Partners to share information as well as to discuss and integrate training and exercise needs that facilitate achievement of mutual goals and objectives, consistent with national priorities. Additionally, this unique forum provides the opportunity for Interagency and Coalition Partners and DOD to raise and discuss, in working groups and executive session, issues related to integrated operations exercise planning, execution, and evaluation. I encourage everyone to actively participate in the process.



for JOSEPH M. GRUBICH
COLONEL, USA

Chief, Joint Exercise and Training Division

Attachments:

1. WJTSC 10-1 Theme
2. Key Dates/Schedule/Agenda
3. Working Groups
4. System Training and Demonstrations
5. Plenary Session Information
6. Information/Guidance/Instructions

Attachment 1: WJTSC 10-1 Theme
Training for Integrated Operations

Conference objective: Insight into and discussion by the Joint Training Community Council of Colonel representatives on experiences and challenges in developing integrated operations capabilities. Potential discussion topics include identifying the joint training requirements, developing integrated operations joint mission essential tasks, and evaluating and assessing integrated operations training.

Problem: Emerging and existing strategic guidance continues to emphasize that a comprehensive approach involving all elements of U.S. national power, and involvement of other stakeholders, in a complex operational environment is becoming the norm in solving national security challenges. This level of synchronization and coordination to fully operationalize integrated activities requires focused preparation in joint training programs.

Background: DODD 1322.18 defines integrated operations as the synchronization, coordination, and/or integration of DOD and other U.S. Government agencies' activities, in coordination with partner nations, and non-governmental entities across the full range of military operations, which achieves a comprehensive approach that advances U.S. Government goals and objectives. DODD 1322.18 directs the combatant commands to establish and conduct integrated operations training as required by joint mission essential tasks.

Synonymous expressions such as "comprehensive approach" or "unified action" are variants of this DOD-defined term. Unified Action is defined in Joint Pub 1 as "the synchronization, coordination, and/or integration of the activities of governmental and nongovernmental entities with military operations to achieve unity of effort." Unified Action thereby includes a wide scope of actions, including the synchronization of activities with other government agencies, intergovernmental organizations, and coordination with nongovernmental organizations and the private sector, taking place within unified commands, subordinate unified commands, or joint task forces to achieve unity of effort.

CJCSN 3500.01, 2010-2013 Chairman's Joint Training Guidance, identifies "Interagency, Intergovernmental, and Nongovernmental Organization Coordination" as a Chairman of the Joint Chiefs of Staff High Interest Training Issue for incorporation as appropriate into combatant command joint training programs.

Requirement: At WJTSC 10-1, each Combatant Command will present a 10 minute issue oriented presentation on Thursday, 1 April, during the plenary session, to describe how their command is accomplishing integrated operations training. Areas of interest include 1) developing integrated operations joint

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mission essential tasks and associated conditions and standards, 2) identifying integrated operations joint training requirements, 3) synchronizing events with other U.S. Government agencies' activities, in coordination with partner nations, and non-governmental entities, and 4) evaluating and assessing integrated operations training. The representative from each combatant command making this presentation is at the discretion of that organization.

Suspense: Briefings will be due to the Joint Staff J-7 NLT 11 Mar 2010.

Intent: Stimulate discussion among joint training community conference participants on the development of appropriate joint mission essential tasks, conditions, and standards that address integrated operations; joint training requirements that have emerged from efforts to conduct integrated operations training; examples of training objectives developed to support training; successes and challenges in incorporating non-DOD partners into joint training events; and assessments of integrated operation training. Additionally, any real-world operational experiences (lessons learned) related to integrated operations and integrated operations training would be appropriate.

Attachment 2 – Key Dates/Schedule/Agenda

Key Dates/Suspenses

- 03 Mar 10 – Joint Training Council of Colonels Issue Review Video
Teleconference 1100-1400 EST
- 05 Mar 10 -- Final Working Group agendas and briefings due to JS J-7
- 11 Mar 10 – All Briefings, read-aheads due to JS J-7
- 11 Mar 10 – Combatant command Integrated Operations Training Briefings due to JS J-7 by COB
- 12 Mar 10 – On-line pre-conference registration closes at midnight

Final Schedule/Agenda

Sunday, 28 Mar 10

1400 – 1800 WJTSC 10-01 Registration/In-Processing in Crowne Plaza Lobby

Monday, 29 Mar 10

0700 – 1800 – WJTSC 10-01 Registration/In-Processing in Crowne Plaza Lobby

0800 – 1700 – Focused Working Groups (see attachment 3)

Tuesday, 30 Mar 10

0700 – 1800 – WJTSC 10-01 Registration/In-Processing in Crowne Plaza Lobby

0800 – 1700 – Focused Working Groups (see attachment 3)

Wednesday, 31 Mar 10

0700 – 1800 – WJTSC 10-01 Registration/In-Processing in Crowne Plaza Lobby

0800 – 1700 – Focused Working Groups (see attachment 3)

1800 – 1900 – No-Host Social Hour

Thursday, 1 Apr 10

0700 – 0800 – WJTSC 10-01 Registration/In-Processing in Crowne Plaza Lobby

0800 – Welcome, Administrative Remarks

0810 – GO/FO/SES Remarks

0830 – USNORTHCOM Novel Strain CPX Briefing

0900 – JCISFA Security Cooperation Briefing

0930 – National Guard Olympic Support Briefing

1000 – Break

1030 – Combatant Command Integrated Operations Briefs (USNORTHCOM, USEUCOM, USSTRATCOM, USTRANSCOM, USSOCOM)

1145 – 10th Mountain Special Skills Initiative

1215 – Lunch

1300 – Working Group Brief Backs/Issue Review (CEP/NEP Synch; JETP; USJFCOM Ex Spt; JTF Capable HQ; Jt Trng Enterprise; ACGU; M&S; JKDDC; JAEC; USG Interagency WGs)

1430 – OSD/Interagency Issue Updates (DHS, USAID, Intel, etc.)

1500 – Break

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- 1530 – DOS S/CRS Briefing
- 1600 – Combatant Command Integrated Operations Briefs (USAFRICOM, USJFCOM, USPACOM, USCENTCOM, USSOUTHCOM)
- 1715 – OUSD(NII)/OSD(P) Information Sharing Issue Update
- 1730 – Wrap-up
- 1745 – Executive Session

Friday, 2 Apr 10

- 0700 – 0800 – WJTSC 10-01 Registration/In-Processing in Crowne Plaza Lobby
- 0800 – Admin
- 0810 – Working Group Brief-backs/Issue Review (JLLP; JTIMS; UJTL; JCA; ISJT; I2T2; CSA; JLET WGs)
- 0930 – Combatant Command, Combat Support Agency, and USFK Issue Updates
- 1015 – National EM OPFOR Briefing
- 1045 – Master Issue Deck Review
- 1130 – Service, NGB Updates
- 1200 – Wrap-up
Conference ENDEX

Attachment 3 – Working Groups (WG)

1. On 29-31 Mar 10, Joint Staff J-7, USJFCOM and OSD will facilitate functional working groups. The scheduled working groups for WJTSC 10-01 along with brief descriptions of the purpose of each group are listed in paragraph 3. A graphic schedule is included at the end of this list. **Final WG agendas are due to JS J-7 NLT COB 05 Mar 10.**

2. To enhance working group collaboration and information sharing, each working group room can be provided with a “spider phone” to facilitate teleconferencing. Working group leads who desire to use this teleconferencing capability should contact Mr. Dave Zook (attachment 6) to confirm coordination. Working group leads will be responsible for scheduling the audio conference with their conference call coordinator. Working Groups that intend to use Defense Connect Online (DCO) in conjunction with the teleconference to allow remote participants to view presentations must provide their presentations to Joint Staff J-7 NLT 11 Mar.

3. Joint Staff will conduct a pre-conference training/information/orientation session with working group leads/support personnel on Sunday, 29 March at 1700. Joint Staff will review system and support capabilities, the Local Area Network configuration, briefing formats and suspenses, and other administrative guidance.

4. Schedule.

a. Monday, 29 Mar 10:

(1) Individual and Staff Joint Training (ISJT) WG. The purpose of the Individual and Staff Joint Training Working Group is to provide insight into Combatant Command individual and staff joint training requirements, training support capability, and adopted best practices through presentation and discussion of the individual and staff elements of each Combatant Command’s joint training program. The programs of USNORTHCOM, USSOUTHCOM, and USSTRATCOM were presented and discussed during WJTSC 09-2 and updates on the programs of USAFRICOM, USEUCOM and USSOCOM will be presented and discussed during WJTSC 10-1. The intended audience is OSD, Combatant Commands, Services, Combat Support Agencies (CSA), and NGB. Particular focus will be on the development, execution, management, and support of individual and staff training at the Combatant Command level. MAJ Bill Coryell, 703-695-5427, email william.coryell@js.pentagon.mil.

(2) Chairman’s Exercise Program/National Exercise Program (CEP/NEP) Synchronization WG. The purpose of the CEP/NEP Synchronization Working Group is to provide an update to and discuss the open WJTSC issues, review/synchronize the 5-Year NEP calendar, discuss upcoming exercises, and

discuss the draft CEP CJCSI. This working group will also set the stage for follow-on exercise WG discussions. Expected participants are OSD, Combatant Commands, Services, CSAs, NGB, and Interagency Partners. Col Timothy Fennell, 703-227-3752, email timothy.fennell@js.pentagon.mil.

(3) Joint Capability Area (JCA) WG. The purpose of the JCA Working Group is to provide an update on the current status of the JCAs and the UJTL to JCA mapping effort to the UJTL and JCA communities. The intended audience includes Combatant Commands, Services, NGB, CSAs, OSD and Interagency Partners (as required). CDR Matt Fleming, 703-697-7991, email matthew.fleming@js.pentagon.mil.

(4) Joint Modeling and Simulation (M&S) Capability WG. The Joint M&S Capability WG will work through Enterprise level requirements, activities, and shortfall issues focused on improving the Joint Training Environment. This WG will deal with Enterprise wide issues and processes focusing on M&S capabilities, joint training aids and future programs. Expected participants are OSD, Joint Staff, Services, Combatant Commands, CSAs, and Coalition partners using or developing models, data, and services supporting distributed training activities. LtCol Art Madril, Tel (757) 203-7888; DSN 668-7888; email: arturo.madril@jfc.com.mil and Mr. Richard Riggs, Tel (757) 203-6016; DSN 668-6016; email: richard.riggs@jfc.com.mil

(5) Joint Lessons Learned Program (JLLP) WG. The purpose of the JLLWG is to enhance the United States' joint capabilities by improving lessons learned program processes; contribute to improvements in doctrine, organization, training, materiel, leadership and education, personnel, facilities, and policy (DOTMLPF-P). The JLLWG provides a collaborative venue where the Joint Staff, combatant commands, Services, CSAs and other agencies involved in lessons learned programs can present issues, share ideas, and work together towards issue resolution. During the JLLWG, the JS provides a functional review and update on the improvements being made to the Joint Lessons Learned Information System (JLLIS) and conducts the configuration review board where recommendations for further enhancement are prioritized by the joint lessons learned (JLL) community of practice. Intended Audience: Joint Staff, Interagency, Combatant Commands, Services, CSAs, and NGB. LCDR Sam Tanner, 571-256-1939, email Samuel.tanner@js.pentagon.mil.

(6) Joint Exercise Transportation Program (JETP) Exercise Validation WG. This WG will ensure combatant command FY11 and FY12 exercise schedules are supportable by force providers, transportation assets and strategic lift funding. Combatant commands will discuss their FY12 funding targets at this session. Combatant commands should bring balanced exercise budgets that equal FY11 funding targets provided to them by JS J7. Budgets will identify exercise name, dates, and cost estimates for airlift, sealift, port handling, inland transportation, commercial ticket program, and small

commercial cargo program. Additionally, combatant commands should come prepared to brief their significant events or requirements in FY11 & 12. Expected participants are OSD, Combatant Commands, Services, CSAs, NGB, and Interagency Partners. Lt Col Brian Livergood, 703-695-5745, email brian.livergood@is.pentagon.mil.

(7) Joint Assessment and Enabling Capability (JAEC) WG. The JAEC Assessment Working Group helps ensure that assessments meet the needs of leadership and the joint training community, and are supportable. The audience includes representatives of the joint training community: Services, combatant commands, the NGB, and CSAs. This group has been critical to developing an effective assessment process and metrics, and will be vital to improving future assessments. David Baranek, 703-575-4389, email david.baranek.ctr@osd.mil.

b. Tuesday, 30 Mar 10:

(1) Joint Knowledge Development and Distribution Capability (JKDDC) Stakeholder Meeting. The purpose of the JKDDC Stakeholder Meeting is to review/discuss FY10 execution to date, develop FY 11 program goals and objectives, review FY11 stakeholder requirements, and discuss emerging issues and new business. The intended audience is OSD P&R, Combatant Commands, Services, CSAs, and NGB. Mr. Martin Vozzo, Deputy Program Manager, 757-203-5839, email Martin.Vozzo@jfc.com.mil.

(2) Joint Lessons Learned Program (JLLP) WG. Continued from 29 Mar 10. For description, see paragraph a(5) above).

(3) Joint Training Enterprise Board/WG. The purpose of this WG is to work through Enterprise level requirements, activities, and shortfall issues focused on improving the Joint Training Environment. This working group will deal with Enterprise wide issues and processes to include integration of the Australian-Canadian-Great Britain-United States (ACGU) partners into the Joint Training Enterprise. The intended audience is OSD, Joint Staff, Combatant Commands, Services, CSAs, and Coalition partners. LtCol Art Madril, Tel 757-203-7888, email arturo.madri@jfc.com.mil.

(4) Joint Exercise Transportation Program (JETP) WG. (Continued from 29 Mar 10. For description, see paragraph a(6) above).

(5) Combat Support Agency (CSA) WG. The CSA WG is intended to assist the CSAs with improving their participation in, and support for, the JTS and T2 programs. The WG will raise the CSA awareness of JTS and T2 programs, address existing CSA issues, and provide an opportunity to discuss challenges and potential solutions. The intended audience is CSAs, CSA-assigned & other Joint Training Systems Specialists, Joint Staff/Combatant

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Command/Service Training Representatives, OSD PSA (USD(I), USD(AT&L), ASD(NII)), Defense Agencies, and non-DoD organizations (especially those who work with one or more CSAs). Mr. Dave Cook, 703-735-2931, email paul.d.cook@nga.mil.

(6) Joint Task Force (JTF) Capable Headquarters (HQ) Readiness WG. The purpose of the JTF Capable HQ WG is to provide a forum for Combatant Commands to share insights on the preparation and readiness sustainment of JTF Capable HQs, to identify JTF HQ related training issues to the joint training community, and to identify mitigation strategies and options to address JTF HQ training and readiness issues. Emphasis for this session is 1) Understanding key initiatives in progress; 2) Sharing techniques used by Combatant Commands to sustain the readiness of their JTF Capable HQ; and 3) Identifying training challenges associated with sustaining the readiness of JTF Capable HQs that can be referred to the training community or any other program of record, as appropriate. Outcome: Consensus and better understanding of prioritized training issues and mitigation strategies. The intended audience includes OSD, Joint Staff, Combatant Commands, and Services. Mr. Dan Abahazy, 757-203-7421, email daniel.abahazy@jifcom.mil.

(7) USJFCOM Exercise Support WG. The purpose of the Exercise Support WG is to optimize USJFCOM support for all combatant commands for FY 11 and FY12 USJFCOM supported events. The intended audience includes combatant command training representatives at the 05-06 level capable of making scheduling/support requirement decisions for their commands. Mr. Howard "Tank" Thorp, 757-203-6069, email howard.thorp@jifcom.mil.

(8) Universal Joint Task List (UJTL) User Advisory Group (UUAG). The purpose of the UUAG is to discuss UJTL policy, procedures, and related issues. Additionally, the JS J-7 will provide an update to the UJTL task submission process from both a procedural and a software development point of view, as well as provide an overview of the UJTL Task Development Tool (UTDT) operation and capabilities. The UUAG will discuss and resolve assigned WJTSC issues and will provide an open forum will be conducted to address additional issues and concerns from the UJTL community on UJTL policy, procedures, business rules, and future UTDT software development. The intended audience is OSD, Combatant Commands, Services, CSAs, NGB, and Interagency Partners. LTC Dan Ray, 703-697-1133, email daniel.p.ray@js.pentagon.mil.

c. Wednesday, 31 Mar 10:

(1) Australian, Canadian, Great Britain, United States (ACGU) WG. The purpose of this WG is to work through enterprise level requirements, activities, and shortfall issues focused on improving and supporting the scheduling and conduct of joint and combined operations with ACGU. This

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WG will deal with the enhancement of ACGU Joint, Combined, and Multilateral training in order to increase operational capability, preparedness, and improve interoperability. The intended audience is OSD, Joint Staff, Combatant Commands, Services, CSAs, and Coalition partners. LtCol Art Madril, 757-203-7888, email arturo.madril@jfc.com.mil.

(2) U. S. Government (USG) Interagency Training Coordinator WG. The purpose of the USG Interagency Training Coordinator WG is to promote interagency coordination and collaboration that improves the realism and quality of DoD exercises and experiments, ensures DoD events meet the exercise and operational needs of interagency partners, and ensures DoD events promote an integrated operations approach. The means to achieve our WG objectives are discussion of the open WJTSC issues, briefs from selected Combatant Commands or Services, and interagency partners, as well as relative information briefs. The group will discuss the assigned WJTSC issue and will develop, as necessary, new issues. The intended audience for this working group is USG Interagency Training Coordinators and Principals, OSD, Joint Staff, Combatant Commands, Services, CSAs, and NGB (as required). Mr. Gary M. Quay, 703-695-9112, email gary.quay@js.pentagon.mil.

(3) Intelligence Integration for Training Transformation (I2T2) WG. The purpose of this WG is to better synchronize and integrate a variety of Joint Intelligence Training (JIT) initiatives, issues and concerns in the context of T2 and the Joint Training System (JTS). The I2T2 WG provides a venue for JIT Program situational awareness and a means to align and deconflict JIT issues for presentation to senior T2 leadership. The intended audience is: OSD, Joint Staff, Combatant Command, Service, and CSA intelligence trainers who support operational intelligence, and or train intelligence functions in a classroom or exercise environment, and experiment with emerging intelligence capabilities. Rich Pontius, 757-203-7404, email richard.pontius@jfc.com.mil.

(4) Combatant Command Exercise and Engagement (CE2) Stakeholder Leadership Team (SLT) Quarterly Meeting. The quarterly SLT meeting will discuss current and new issues affecting the Combatant Commander Exercise and Engagement program. The SLT will receive an update on FY10 obligation rates, current UFR status, and mid-year review, among others. FY11 discussions will include finalizing any FY11 Programs, Goals and Objectives issues, completing a draft UFR list, and proposed issues from the stakeholders. Expected participants are Joint Staff J-7, Combatant Commands, Services, and OSD. LTC Emory Phlegar, 703-695-5744, emory.phlegar@js.pentagon.mil.

(5) Joint Logistics Education and Training (JLET) WG. The purpose of the JLET WG is twofold (1) to redefine Issue 09-010 as briefed during the WJTSC 09-2 plenary session and (2) to recommend which organization should assume ownership of the JLET WG and any associated issues. Presentations will include updates on current Joint logistics education, training, and M&S

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initiatives within DOD. The intended audience is OSD, Joint Staff, and Combatant Command, Service, and CSA logisticians who support operational logistics, train logistics functions in a classroom or exercise environment, and experiment with emerging logistics capabilities. Mr. Warren Bizub, 757-203-6969, email warren.bizub@jfcom.mil.

(6) Joint Training Information Management System (JTIMS) User Advisory Group (UAG). The purpose of the JTIMS UAG is to provide a functional review of JTIMS and update the status of software development as it relates to delivering specific strategic/operational requirements in support of the JTS and its business rules. The JS/J-7 will demonstrate v5.0 SMEB capabilities, outline proposed changes scoped for inclusion in the V6.0 build, review Force Sourcing business rules, provide a JMESL capability update, and provide an update of JTIMS-DRRS-UJTL enhanced web services. The intended audience is OSD, Joint Staff, Combatant Commands, Services, CSAs, and NGB. LTC Dan Ray, 703-697-1133, email daniel.p.ray@js.pentagon.mil.

(7) Joint Capability Area (JCA) WG. (Same agenda and presentations as Monday, 29 Mar 10. See paragraph a(3) above for description).

WORKING GROUP SCHEDULE

Monday, 29 March	Tuesday, 30 March	Wednesday, 31 March	Thursday, 1 April	Friday, 2 April
0800-1200 CEP/NEP Synch 1300-1700 JETP	0800-1700 Joint Knowledge Distribution and Development Capability (JKDDC) Stakeholder Meeting	0800-1700 Intelligence Integration for Training Transformation		
0800-1700 Joint M & S Capability	0800-1400 Combat Support Agency	0800-1700 USG Interagency		
0800-1700 Joint Lessons Learned Program	0800-1200 JETP 1300-1700 USJFCOM Exercise Support	0800-1200 Joint Logistics Education and Training 1300-1700 Joint Capability Areas		
0800-1200 Joint Capability Areas 1300-1700 Joint Assessment and Enabling Capability	0800-1700 Joint Lessons Learned Program	0800-1700 Combatant Command Exercise & Engagement Stakeholder Leadership Team		
0800-1700 Individual and Staff Joint Training	0800-1200 JTF Capable HQ Readiness 1300-1700 Universal Joint Task List UAG	0800-1700 ACGU		
	0800-1700 Joint Training Enterprise	0800-1200 JTIMS UAG 1300-1700 JMSEL/System Integration		

Attachment 4 – System Training and Demonstrations

1. The following are the System Training and Demonstration Sessions for WJTSC 10-01. All training is UNCLASSIFIED and uses a training version of the specific system involved.

- a. Joint Lessons Learned Information System (JLLIS)
- b. Joint Training Information Management System (JTIMS)
- c. Universal Joint Task List (UJTL) Task Development Tool (UTDT)
- d. Defense Readiness Reporting System (DRRS)

SYSTEM TRAINING SCHEDULE

Time	29 Mar	30 Mar	31 Mar
0800-1200	UTDT	DRRS	JLLIS
	JTIMS	JTIMS	DRRS
1300-1700	DRRS	DRRS	JLLIS
	JTIMS	JTIMS	UTDT
1800-2000	DRRS	JLLIS	
	JTIMS	UTDT	

Attachment 5 – Plenary Session Information

On 1-2 Apr 10, the Plenary Session will be the main venue for discussion of issues concerning the joint training community. Senior leadership representation from each stakeholder is imperative to understanding and resolving issues. The intent is to make decisions and reach consensus on issue resolution and way ahead during this session. The major elements of the plenary session are described below.

1. Integrated Operations Briefings. Each Combatant Command will present a 10 minute issue oriented presentation during the plenary session to describe the challenges and successes their command has experienced with integrated operations training. Areas of interest include 1) developing integrated operations joint mission essential tasks and associated conditions and standards, 2) identifying integrated operations joint training requirements, 3) synchronizing events with other U.S. Government agencies' activities, in coordination with partner nations, and non-governmental entities, and 4) evaluating and assessing integrated operations training. The representative from each combatant command making this presentation is at the discretion of that organization.

2. Working Group Brief-backs. WG Chairs will update conference attendees on: their working group accomplishments; the status of assigned Master Issue Deck issues; propose potential new issues; and describe how the Integrated Operations theme relates to their WG. Briefings will be presented using a standardized Brief-back slide format that will be provided to each WG. Proposed new issues will be presented in the standard Master Issue Deck format.

3. Organizational Issue Presentations. Each joint training community stakeholder will be given an opportunity to present joint training and/or exercise issues from the perspective of their command/Service/agency. Updates should describe the issue, with a brief history and pertinent facts surrounding the issue and, if known, recommendations for resolution and way ahead. This is not intended to be a command informational brief.

Attachment 6 – Information, Guidance and Instructions

1. WJTSC 10-01 Information. WJTSC 10-01 Information Memorandums (such as this one), Master Issue Deck, Visitor Information Booklet, briefings, and other administrative information will **not** be pre-printed for conference attendees (other than senior representatives from each organization). All information will be posted on the JS J-7/JETD WJTSC 10-01 Web Page as it becomes available at URL:

http://www.dtic.mil/doctrine/training/conferences/wjtsc10_1.htm. If conference attendees wish to have printed versions of these materials, they must print them prior to attending this conference.

a. Registration. Registration is on-line at URL: <http://www.wjtsc.us>. Pre-registration closes 19 Mar 10. Registration can be done in person at the Crowne Plaza during scheduled registration/in-processing times (see atch 2).

b. Billeting. For maximum convenience, non-local event attendees should stay at the Crowne Plaza Hotel. Crowne Plaza reservations can be reached at 1-800-981-4012. Please reference the conference code “WJTSC” when registering with the hotel. Alternatively, both the WJTSC 10-01 registration site and the conference web site provide an optional link to the hotel room reservation site. Shuttle service is available to the hotel from the Colorado Springs Airport. For information on guest services and amenities, please contact the hotel directly. Crowne Plaza Hotel policy requires 48-hour notice if attendees plan to vacate their rooms prior to the date they provided to the hotel when they made their reservations. If attendees do not provide the requisite 48-hour notice, they are subject to a \$50.00 reservation cancellation fee.

c. Classification. This is an unclassified conference. If required, organizations may request facilities for classified meetings. To request these facilities, provide the date, time, duration, specific purpose, number of personnel, level of classification, justification and POC responsible. JS J-7 will not be responsible for administering clearance information for these meetings. POC's will be responsible for coordinating directly with USNORTHCOM.

d. Registration Fee and Clearance Information. There is no registration fee for this conference. In addition, since this is an unclassified venue, no clearance information is required for this conference.

e. Magnetic Media Restrictions. IAW Joint Staff policy, USB “Thumb” drives will not be connected to any Joint Staff computer or network, including all conference computers. The only authorized means of transferring data is via CD-R Compact Disc media. This applies to any data that must be transferred to or from the conference computers or network (including computers in the Internet Café) such as briefings, papers, agendas, reports, etc.

f. Internet Access. Joint Staff J-7 provides no-cost, CAC-enabled internet access to all attendees at the Internet Café. The Internet Café has 20 laptop work stations, all with CAC readers installed, as well as hard-wire internet connections for an additional 12 attendee-owned laptops. The internet café will normally be open for attendees from 0630-1900 daily. Free wireless internet access is available throughout the Crowne Plaza Hotel Concourse Area, including the lobby, the bar, and the restaurant. Wireless will not, however, be available in the conference rooms or salons. Guest rooms offer wireless internet access on a daily and weekly fee basis.

2. Pre-Conference Issues Coordination VTC. JS J-7/JETD will host a VTC for Joint Training Council of Colonels representatives on 3 Mar 10, 1100-1400 EST to review and validate the latest Master Issue Deck for presentation during WJTSC 10-01. The final hour, from 1300-1400 EST, is devoted to discussion of the CE2 POM.

3. Points of Contact. For more information or questions, please contact LTC Emory Phlegar, JS J-7/JETD, DSN 225-5744 or commercial, (703) 695-5744. Email address is emory.phlegar@js.pentagon.mil. Alternate POC's are Mr. Dave Zook, DSN 223-9791, commercial, 703-693-9791, email address zookdh@js.pentagon.mil and Mr. Chris Reams, 703-695-5436, DSN 225-5436, email address reamsc@js.pentagon.mil.