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THE JOINT STAFF  
WASHINGTON, DC

Reply ZIP Code:  
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25 Aug 2010

## MEMORANDUM FOR PARTICIPANTS IN THE WORLDWIDE JOINT TRAINING AND SCHEDULING CONFERENCE

Subject: Worldwide Joint Training and Scheduling Conference 2010-2  
Memorandum of Instruction Three.

1. General. The Worldwide Joint Training and Scheduling Conference 2010-2 (WJTSC 10-2) will be held in Colorado Springs, Colorado, from 20-24 September 2010. The Crowne Plaza Hotel has been selected as the venue for the conference (see attachment #4). Travel days are 18-19 and 24-25 September 2010. This memorandum is the third and final of three memorandums of instruction on the conference and provides the format and agenda for the WJTSC.

2. Theme. The theme of the conference will be “**The Joint Training Challenge of Irregular Warfare (IW)/Counterinsurgency (COIN) and Full Spectrum Training Requirements.**” The theme of WJTSC 10-2 addresses the question “What challenges are impacting the joint training community in planning, resourcing and executing IW and COIN related joint training requirements and how are we balancing these requirements against full spectrum joint training requirements?”

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 final of three memorandums that provide details on the WJTSC 10-2. There are four attachments to this memorandum with more detailed conference information:

- a. Key Dates and Schedule
- b. Working Groups and System Training
- c. General Session Information
- d. Information, Guidance and Instructions

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5. Summary. The objective of joint training is to improve joint readiness for future operations. The WJTSC is the premier venue for coordination and resolution of issues that impact joint training within the joint training community. It is imperative that attendees come with an open mind and ideas to resolve issues as well as new and innovative ideas to improve joint training. I encourage everyone to actively participate in the process.



JOSEPH M. GRUBICH

COLONEL, USA

Chief, Joint Exercise and Training Division

Attachments:

1. Key Dates/Schedule/Agenda
2. Working Groups and System Training
3. General Session Information
4. Information/Guidance/Instructions

## **Attachment 1 – Key Dates/Schedule/Agenda**

### **Key Dates/Suspenses**

27 Aug 10 – Organization senior representative information due to JS J-7

31 Aug 10 – Joint Training Council of Colonels Issue Review Video  
Teleconference

01 Sep 10 – WG agendas, Briefings, and read-aheads due to JS J-7

10 Sep 10 – Conference Registration (Website) closes at midnight

### **Schedule/Agenda**

#### Sunday, 19 Sep 10

1400 – 2000 WJTSC 10-2 Registration/In-Processing

#### Monday, 20 Sep 10

0800 – 1700 – Focused Working Groups (see attachment 2)

#### Tuesday, 21 Sep 10

0800 – 1700 – Focused Working Groups (see attachment 2)

#### Wednesday, 22 Sep 10

0800 – 1700 – Focused Working Groups (see attachment 2)

1800 – 1900 – No-Host Social

#### Thursday, 23 Sep 10

0830 – Welcome, Administrative Remarks

0840 – GO/FO/SES Remarks

0900 – USJFCOM Theme Introduction (Irregular Warfare and COIN Joint  
Training Challenges)

1000 – Theme discussions (two 20-minute presentations)

1040 – Break

1110 – Theme discussions and theme wrap-up

1200 – Lunch

1330 – Working Group Brief Backs and Issue Discussion

1530 – Wrap-up and ENDEX

#### Friday, 24 Sep 10

0800 – Welcome, Admin

0805 – Executive Session (Head Table Representative plus 1-2, no contractors)

1120 – Conference Wrap-up

1130 – ENDEX

## **Attachment 2 – Working Groups (WG) and System Training**

1. On 20-22 Sep 10, Joint Staff J-7, USJFCOM and OSD will facilitate functional working groups. The scheduled working groups for WJTSC 10-2 are listed in paragraph 5. A brief description of the purpose of each working group can be found in Memorandum of Instruction #2 (2 Aug 10) and the conference website ([http://www.dtic.mil/doctrine/training/conferences/wjtsc10\\_2.htm](http://www.dtic.mil/doctrine/training/conferences/wjtsc10_2.htm)) under working groups. A graphic schedule is included at the end of this list.

**Final working group agendas and briefings are due to JS J-7 for posting to the conference website NLT 01 Sep 10.**

2. To enhance working group collaboration and information sharing, each working group room can be installed with a “spider phone” to facilitate teleconferencing. Working group leads who desire to use this teleconferencing capability should contact Mr. Dave Zook (contact info in attachment 4) to confirm coordination. Working group leads will be responsible for scheduling the audio conference with their conference call coordinator.

3. Joint Staff will conduct a pre-conference training/information/orientation session with working group leads/support personnel on Sunday, 19 September at 1700. Joint Staff will review system and support capabilities, the Local Area Network configuration, briefing formats and suspenses, and other administrative guidance.

4. The Joint Task Force (JTF) Capable Headquarters (HQ) WG is being deleted from the WJTSC WG schedule. The issues currently impacting the training readiness of JTF Capable HQ’s do not lend themselves to discussion and mitigation by this WG. POC: Mr. Dan Abahazy, 757-203-7421, [daniel.abahazy@jfc.com.mil](mailto:daniel.abahazy@jfc.com.mil).

5. Schedule.

a. Monday, 20 Sep 10:

(1) Chairman’s Exercise Program/National Exercise Program (CEP/NEP) Synchronization WG. Expected participants are OSD, Combatant Commands, Services, CSAs, NGB, and Interagency Partners. POC: LTC Mary Toohey; 703-697-3752; [mary.toohey@js.pentagon.mil](mailto:mary.toohey@js.pentagon.mil)

(2) Joint Exercise Transportation Program (JETP) Exercise Validation WG. Expected participants are OSD, Combatant Commands, Services, CSAs, NGB, and Interagency Partners. POC: Lt Col Stephen Scherzer, 703-695-5745, [stephen.scherzer@js.pentagon.mil](mailto:stephen.scherzer@js.pentagon.mil).

(3) Joint Lessons Learned Program (JLLP) WG. The intended audience is Joint Staff, Interagency, Combatant Commands, Services, CSAs, and NGB. POC: LCDR Sam Tanner, 571-256-1939, [samuel.tanner@js.pentagon.mil](mailto:samuel.tanner@js.pentagon.mil).

(4) Joint Training Modeling and Simulation (M&S) Capability WG. The intended audience is OSD, Joint Staff, Combatant Commands, Services, Combat Support Agencies, and Coalition partners at O4 - O6 and GS-13 -15 levels. POC: Lt Col Joe Nolan, 757-203-7623, [joseph.nolan@att.jfcom.mil](mailto:joseph.nolan@att.jfcom.mil)

(5) Joint Capability Area (JCA) WG. The intended audience includes Combatant Commands, Services, NGB, CSAs, OSD and Interagency Partners (as required). POC: CDR Matt Fleming, 703-697-7991, [matthew.fleming@js.pentagon.mil](mailto:matthew.fleming@js.pentagon.mil).

(6) Joint Assessment and Enabling Capability (JAEC) WG. The audience includes representatives of the joint training community: Services, combatant commands, the National Guard Bureau, and combat support agencies. This group has been critical to developing an effective assessment process and metrics, and will be vital to improving future assessments. POC: David Baranek, 703-575-4389, [david.baranek.ctr@osd.mil](mailto:david.baranek.ctr@osd.mil).

(7) Joint Logistics Education and Training (JLET) WG. 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. POC: Mr. Warren Bizub, 757-203-6969, [warren.bizub@jfcom.mil](mailto:warren.bizub@jfcom.mil)

b. Tuesday, 21 Sep 10:

(1) Joint Exercise Transportation Program (JETP) WG. Continued from 20 Sep 10.

(2) USJFCOM Exercise Support WG. The intended audience includes combatant command training representatives at the O5-O6 level capable of making scheduling/support requirement decisions for their commands. POC: Dr. Earl Eaddy, 757-203-7545, [earl.eaddy@jfcom.mil](mailto:earl.eaddy@jfcom.mil).

(3) Joint Training Enterprise Board. The intended audience is OSD, Joint Staff, Combatant Commands, Services, Combat Support Agencies, and Coalition partners. POC: Mr. Richard Riggs, 757-203-6016, [richard.riggs@jfcom.mil](mailto:richard.riggs@jfcom.mil).

(4) Joint Lessons Learned Program (JLLP) WG. Continued from 20 Sep 10.

(5) Joint Knowledge Online (JKO) Stakeholder Meeting. The intended audience is OSD P&R, Combatant Commands, Services, CSAs, and NGB. POC: Mr. Martin Vozzo, Deputy Program Manager, 757-203-5839, [Martin.Vozzo@jfc.com](mailto:Martin.Vozzo@jfc.com).

(6) Universal Joint Task List (UJTL) User Advisory Group (UUAG). The intended audience is combatant commands, Services, CSAs, NGB, and Interagency Partners. POC: LTC Dan Ray, 703-697-1133, [daniel.ray@js.pentagon.mil](mailto:daniel.ray@js.pentagon.mil).

(7) Intelligence Integration for Training Transformation (I2T2) WG. The intended audience is OSD, Joint Staff, Combatant Command, Service, and CSA intelligence trainers who support operational intelligence, train intelligence functions in a classroom or exercise environment, and experiment with emerging intelligence capabilities. POC: Rich Pontius, 757-203-7404, [richard.pontius@jfc.com](mailto:richard.pontius@jfc.com).

c. Wednesday, 22 Sep 10:

(1) Individual and Staff Joint Training WG. The working group benefits from participation of individuals actively involved in the development, execution, management, and support of individual and staff joint training at the combatant command level. POC: MAJ Jim Hart, 703-695-5427, [james.hart@js.pentagon.mil](mailto:james.hart@js.pentagon.mil).

(2) USG Interagency Training Coordinator WG. 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). POC: Mr. Gary M. Quay, 703-695-9112, [gary.quay@js.pentagon.mil](mailto:gary.quay@js.pentagon.mil).

(3) Combatant Command Exercise and Engagement (CE2) Stakeholder Leadership Team (SLT) Quarterly Meeting. Participants are CE2 SLT members plus two. POC: LTC Emory Phlegar, 703-695-5744, [emory.phlegar@js.pentagon.mil](mailto:emory.phlegar@js.pentagon.mil).

(4) Australian, Canadian, Great Britain, United States (ACGU) Training Integration WG. The intended audience is OSD, Joint Staff, Combatant Commands, Services, CSAs, and Coalition partners. POC: Mr. Bob Kean, 757-203-7552, [robert.kean@jfc.com](mailto:robert.kean@jfc.com).

(5) Joint Training Information Management System (JTIMS) User Advisory Group (UAG). The intended audience is OSD, Joint Staff, Combatant Commands, Services, CSAs, and NGB. POC: LTC Dan Ray, 703-697-1133, [daniel.ray@js.pentagon.mil](mailto:daniel.ray@js.pentagon.mil).

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(6) Joint Capability Area (JCA) WG. Same agenda and presentations as Monday, 20 Sep 10.

(7) Combatant Command Reserve Component Advisory Group. The intended audience is the available reserve component representatives from the combatant commands in attendance. POC: COL Troy Kok, Tel (618) 229-8275; DSN 779-8275; [troy.kok@ustranscom.mil](mailto:troy.kok@ustranscom.mil).

(8) Combat Support Agency (CSA) WG. The intended audience is CSAs, CSA-assigned & other Joint Training Support Specialists, Joint Staff/ Combatant 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). POC: Mr. Dave Cook, 703-735-2931, [paul.d.cook@nga.mil](mailto:paul.d.cook@nga.mil).

6. System Training Sessions for WJTSC 10-2. Trainees will have a computer (up to 15 seats available per session) and will be able to work with an UNCLASSIFIED training version of the program during the training session.

(1) Joint Lessons Learned Information System (JLLIS)

(2) Joint Training Information Management System (JTIMS)

## WJTSC 10-2 Working Groups and System Training, 20-23 Sep 2010

Room	Monday, 20 September	Tuesday, 21 September	Wednesday, 22 September
Colorado Salons A&B	0800-1200 Chairman's Exercise Program / National Exercise Program  1300-1700 Joint Exercise Transportation Program	0800-1200 Joint Exercise Transportation Program  1300-1700 USJFCOM Exercise Support	0800-1700 Individual/Staff Joint Training
Colorado Salon C	0800-1700 Joint Lessons Learned Program	0800-1700 Joint Training Enterprise	0800-1700 US Government Interagency Training Coordinator
Colorado Salons F&G	0800-1700 Modeling and Simulation	0800-1700 Joint Lessons Learned Program	1300-1700 Combat Support Agencies
Foothills		0800-1700 Joint Knowledge Development and Distribution Capability Stakeholder Meeting	0800-1700 Combatant Command Exercise Engagement Stakeholder Leadership Team Quarterly Meeting
Gold Camp	0800-1200 Joint Capability Areas  1300-1700 Joint Logistics Education and Training	0800-1700 Universal Joint Task List User Advisory Group	0800-1300 Australian, Canadian, Great Britain, United States (ACGU)  1300-1700 Reserve Component Advisory Group
Centennial	0800 -1200 Joint Assessment and Enabling Capability	0800-1700 Intelligence Integration Training Transformation	0800-1200 Joint Training Information Management System User Advisory Group  1300-1700 Joint Capability Areas

Time	20 Sep	21 Sep	22 Sep	23 Sep	Location
0800-1200	JTIMS	JTIMS	JLLIS	JLLIS	Fremont
1300-1700	JTIMS	JTIMS	JLLIS	JLLIS	Fremont

### **Attachment 3 – General and Executive Session Information**

1. In a continuing effort to streamline and better focus the efforts of the WJTSC, the general session will be held in its entirety on 23 Sep 10, followed by an Executive Session on the morning of 24 Sep 10. The General Session will be the main venue for discussion of the theme and 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 general session are described below.

a. Theme Discussion. USJFCOM will present the introductory theme briefing followed by select presentations, principally USCENTCOM, USSOCOM, USSOUTHCOM, USAFRICOM, the Army, and the Marine Corps, that best address the theme, and a general theme discussion period.

b. Working Group Brief-backs and Master Issue Deck Review. WG Chairs will provide an executive level briefing to conference attendees on their working group accomplishments and describe how/if the conference theme relates to their WG. Briefings will be presented using a standardized Brief-back slide format that will be provided to each WG lead. Open conference issues from the issue deck will be addressed by working group leads who were assigned the issue for discussion during their working group. During the review, briefers will provide an executive level overview of the issue, and make recommendations for combining similar issues, binning new issues and issue closure. Proposed new issues are to be presented in the standard Master Issue Deck format.

2. Executive Session. The closed executive session will be held on Friday morning. It is an invitation only meeting of the senior joint training community representatives plus two. There will be no contractors in this meeting. The joint training community consists of the Joint Staff, OSD, combatant commands, Services, CSAs, NGB, and USFK. Coalition and interagency partners are also invited to participate with a representative. The executive session agenda will be provided to senior representatives on 23 Sep 10.

**Attachment 4 – Information, Guidance and Instructions**

1. WJTSC 10-2 Information. WJTSC 10-2 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 10-2 Web Page as it becomes available at URL: [http://www.dtic.mil/doctrine/training/conferences/wjtsc10\\_2.htm](http://www.dtic.mil/doctrine/training/conferences/wjtsc10_2.htm). If conference attendees wish to have printed versions of these materials, they must print them prior to attending this conference.

a. Registration. Pre-registration is on-line at URL: <http://www.wjtsc.us>. Pre-registration closes 10 Sep 10. Participants may also fully register on-site at the Crowne Plaza Hotel on 19-23 Sep. On-site final registration will be available on Sunday, 19 Sep from 1400-2000, and Monday-Thursday, 0630-1800. Participants in Monday working groups are highly encouraged to register on Sunday.

b. Billeting. The Crowne Plaza Hotel, Colorado Springs has been selected as the venue for the conference. For maximum convenience, non-local event attendees should stay at the Crowne Plaza Hotel. Crown Plaza reservations can be reached at 1-800-981-4012 or 719-576-5900 (ext 1600 for reservations). Please reference the conference code “WJ9” when registering with the hotel.

c. Uniform. The military uniform for the WJTSC 10-2 is battledress/camouflage uniform/flight suits (aviators). Civilian attire is long sleeve shirt (collar) with slacks.

d. 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.

e. 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.

f. 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, etc.

g. 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.

2. Pre-Conference Issues Coordination VTC. JS J-7/JETD will host a VTC for Joint Training Council of Colonels representatives on 31 Aug 10, 1100-1300 EST to review and validate the latest Master Issue Deck for presentation during WJTSC 10-2. Proposed new issues for consideration during this VTC were due to JS J-7 on **20 Aug 10**. New issues should be submitted in the standard issue format.

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: emory.phlegar@js.pentagon.mil. Alternate POC's are Mr. Dave Zook, DSN 223-9791, commercial, 703-693-9791, email: zookdh@js.pentagon.mil and Mr. JD Thomas, 703-693-8591, DSN 223-8591, email: john.thomas@js.pentagon.mil.

