THE JOINT STAFF
WASHINGTON, DC

Reply ZIP Code:
20318–7000

31 May 2013

MEMORANDUM FOR PARTICIPANTS IN THE WORLDWIDE JOINT TRAINING CONFERENCE

Subject: Worldwide Joint Training Conference 2013 Announcement Memorandum

1. General. The Worldwide Joint Training Conference 2013 (WJTC 13) will be held at the Joint Staff J-7 Facility located at 116 Lake View Parkway, Suffolk, Virginia, from 20-22 August, 2013. This conference provides a forum to present and discuss Combatant Command, Combat Support Agency (CSA), and Service joint training and exercise issues, priorities and concerns, and develop recommended courses of action. This memorandum initiates a call to the joint training community to:

a. Propose topics and issues for discussion during the 22 August executive session.

b. Provide rosters of conference attendees.

2. Invitees. Combatant Commands, Services, National Guard Bureau, CSAs, and Office of the Secretary of Defense with equities in joint training issues are encouraged to attend. Each organization has an attendance quota (see attachment 2). This conference is focused at the planner (O-6) and action officer level to develop, frame, and solve joint training and exercise issues. Executive level attendance is not required.

3. Objectives:

a. Develop strategy to ensure alignment of resources with joint training enterprise priorities

b. Characterize the future training environment and scope future support requirements

c. Schedule and De-conflict Five Year J-7 Exercise Support Plan

d. Develop/validate JIOR FY14 program of work, FY14 schedule of events and generate future year training needs

e. Collect, define, validate and prioritize training gaps that may require technical solutions

f. Gain consensus on FY14 JKO program resource allocation execution strategy; begin collaboration on FY15 Joint web-based training priorities

g. Enhance CSA collaboration with the joint training community by assessing CSA Joint Training Plan implementation

4. Working Groups. The following WGs will be held during WJTC 13.

a. Combatant Commander Exercise and Engagement (CE2) Stakeholder Leadership Team (SLT)

b. Joint National Training Capability Corporate Board (JNTC)

c. Individual Training & Learning (ITL) WG /Joint Knowledge On-line (JKO) Stakeholder's Meeting

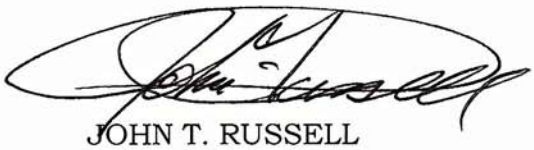
d. Combat Support Agency (CSA) WG

e. Joint Exercise Scheduling WG

f. Joint Information Operations Range (JIOR) WG

g. Training Gaps & Analysis Forum (TGAF) WG

5. Summary. Joint training improves joint readiness for future operations. The WJTC is the most important 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 suggestions on how to improve joint training. I encourage everyone to actively participate and contribute to this open and collaborative process.



JOHN T. RUSSELL
Colonel, USAF
Deputy Director, Program Management Activities

Attachments:
1. Key Dates/Schedule/Agenda
2. Information/Guidance/Instructions

Attachment 1 – Key Dates/ Schedule/Agenda

Key Dates/Suspenses

05 Jun 13 - Conference Registration Web Site Operational
18 Jun 13 - Conference attendee rosters and proposed topics and issues for discussion during plenary due to JS J-7
30 Jul 13 - Pre-WJTC 13 Video Teleconference
16 Aug 13 - Conference Registration closes at midnight

Proposed Schedule/Agenda

Monday, 19 Aug 13
1300 – 1600 WJTC 13 Registration/In–Processing
1600 – 1700 Working Group Lead and Support Personnel Orientation

Tuesday, 20 Aug 13
0730 – 1600 WJTC 13 Registration/In–Processing
0800 – 0830 Plenary (Welcome / Kick-off / WG Guidance)
0900 – 1700 JNTC CB; Joint Exercise Scheduling, ITL/JKO Working Groups
1730 – 1900 No-Host Social

Wednesday, 21 Aug 13
0730 – 1600 WJTC 13 Registration/In–Processing
0800 – 1700 CE2 SLT; CSA, JIOR, TGAF Working Groups

Thursday, 22 Aug 13
0800 – 1500 Fusion Board

Attachment 2 – Information, Guidance and Instructions

1. WJTC 13 Information. WJTC 13 Information Memorandums, Visitor Information Booklet, briefings, and other administrative information will **not** be pre–printed for conference attendees. Information will be posted as it becomes available on the J-7 conference websites. If conference attendees wish to have printed versions of these materials, they must print them prior to attending this conference. Conference information will be posted as it becomes available at a CAC accessible URL on the Joint Doctrine, Education, and Training Electronic Information System (JDEIS). We will also establish a non-CAC conference site on the Joint Electronic Library (JEL). URLs will be provided in conference memorandum #2.

a. Classification. Briefings and discussions are at the **SECRET** level.

b. Costs. Executive Beverage Service: An executive beverage service will be provided for all participants during the conference for $15 total. This service will provide coffee, water, soda, fruits and snacks throughout the duration of the conference. All attendees will be charged a minimum of $15 for the Executive Beverage Service.

c. Magnetic Media Restrictions. USB "Thumb" drives will not be connected to any computers or the conference network. 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 such as briefings, papers, agendas, reports, etc.

2. Conference Attendance and Registration.

a. Registration. Participants to WJTC 13 will be required to register using the Joint Event Management Information System (JEMIS). Registration should be complete by 16 August 2013. Visitor requests must be current. All charges will be paid during registration. Use the following link to register: https://secure.jten.mil/jemis/index.html.

b. Due to Joint Staff guidance on reducing travel and conference expenses, organizational quotas have been established for conference attendance. Quotas for stakeholder organizations follow:

1) Combatant Commands – 9 per command (includes component commands)

2) USFK and Cyber Command – 3 per command

3) Services – 9 per department (2 for the USCG)

4) CSAs – 3 per agency (4 for DIA and 5 for DISA)

5) NGB – 3

6) OSD – 6

7) Joint Staff – 39

Other organizations desiring to attend the conference must contact CDR Chris Cizek (information below) for attendance validation.

c. All stakeholder organizations listed above must provide a by-name list of their desired conference attendees to Joint Staff J-7 DD PMA/PP/PI, attention CDR Cizek and Mr Zook, NLT 18 Jun 13. Additional requirements that exceed the quotas must be coordinated with Joint Staff J-7 for approval.

d. All attendees planning to participate in WJTC 13 must have their security managers send their visit authorization requests via the Joint Personnel Adjudication System (JPAS) at least five days prior to the visit. JPAS is the required DoD-wide security clearance certification system used for visit request transmission. The SMO Code for submitting ALL visit requests to is DDJ0212. Transmitting via JPAS will ensure timely and accurate processing. For visit requests, the JS Complex Suffolk POC is Mr. Barry Flye; phone number is (757) 203-7292.

e. If JPAS is not available and sending by mail or facsimile transmission is the only feasible method, send to:

Joint Staff Security Management Office
114 Lake View Parkway
Suffolk, VA 23435-2697

Voice Telephone: Customer Support (757) 203-7029/7401 / CONUS DSN 668-7029/7401 / Fax: (757) 203-7512

The information must be on command or company letterhead and signed off on by the respective security manager or facility security officer.

3. Check-In Procedures. Visitors may enter or exit the building only through the lobby doors. Any questions you may have regarding visitor control or security procedures may be addressed to members of the security staff. Participants may check-in beginning at 1300 on the afternoon of 19 Aug 2013 in the Suffolk Security In-Processing Center (SSIC) located across the parking lot from the J-7 Lobby in the one-story facility adjacent to the unmanned guard post. Once participants and their hand-carried items are screened, they will receive their event badge and proceed to the Joint Visitor Bureau of the J-7 Facility to receive their conference badge. The Joint Visitor Bureau is located in the main lobby. Executive Beverage Service fees will be collected at this time. All visitors to the J-7 building are required to display the visitor's badge issued to them at the time of sign-in throughout the duration of the conference while in the J-7 building.

4. Parking and Entry Control. The Department of Homeland Security Federal Protective Service controls traffic and parking on the GSA-leased Suffolk Complex. The posted speed limit throughout the Suffolk Complex is 15 M.P.H. Parking is available in the J-7 main parking lot in available designated parking spaces. Vehicles parked in other than general designated parking area may be towed at owner's expense. Ample parking in a 500-car visitor lot just to the east of the Complex is available should there be no more parking within the perimeter of the installation. A U.S. government issued common access card (CAC) or U.S. military Teslin identification card is required for access onto the Suffolk Complex. Participant event

badges provide Suffolk Complex perimeter turnstile access at the current force protection condition (FPCON) level.

5. Billeting. There are a number of hotels in the local area which provide rooms at the government rate.

COURTYARD by MARRIOTT -- 1.8 mi. 8060 Harbour View Blvd. Suffolk, 23435,757-483-5777

TOWNPLACE SUITES by MARRIOTT -- 1.8 mi. 8050 Harbour View Blvd. Suffolk, 23435, 757-483-5177

HILTON GARDEN INN – 2 mi. 35921 Harbour View Blvd. Suffolk, 23435, 757-484-9001

SPRINGHILL SUITES by MARRIOTT -- 4 mi. 2424 Gum Road (off Portsmouth Blvd) Chesapeake, 23321, 757-405-3100

HAMPTON INN & SUITES – CHESAPEAKE – SQUARE MALL -- 4.5 mi. 4449 Peek Trail (Chesapeake Sq. Mall) Chesapeake, 23321, 757-465-7000

HOLIDAY INN - EXPRESS -- 5.5 mi. 2436 Gum Road Chesapeake, 23321, 757-465-2222.

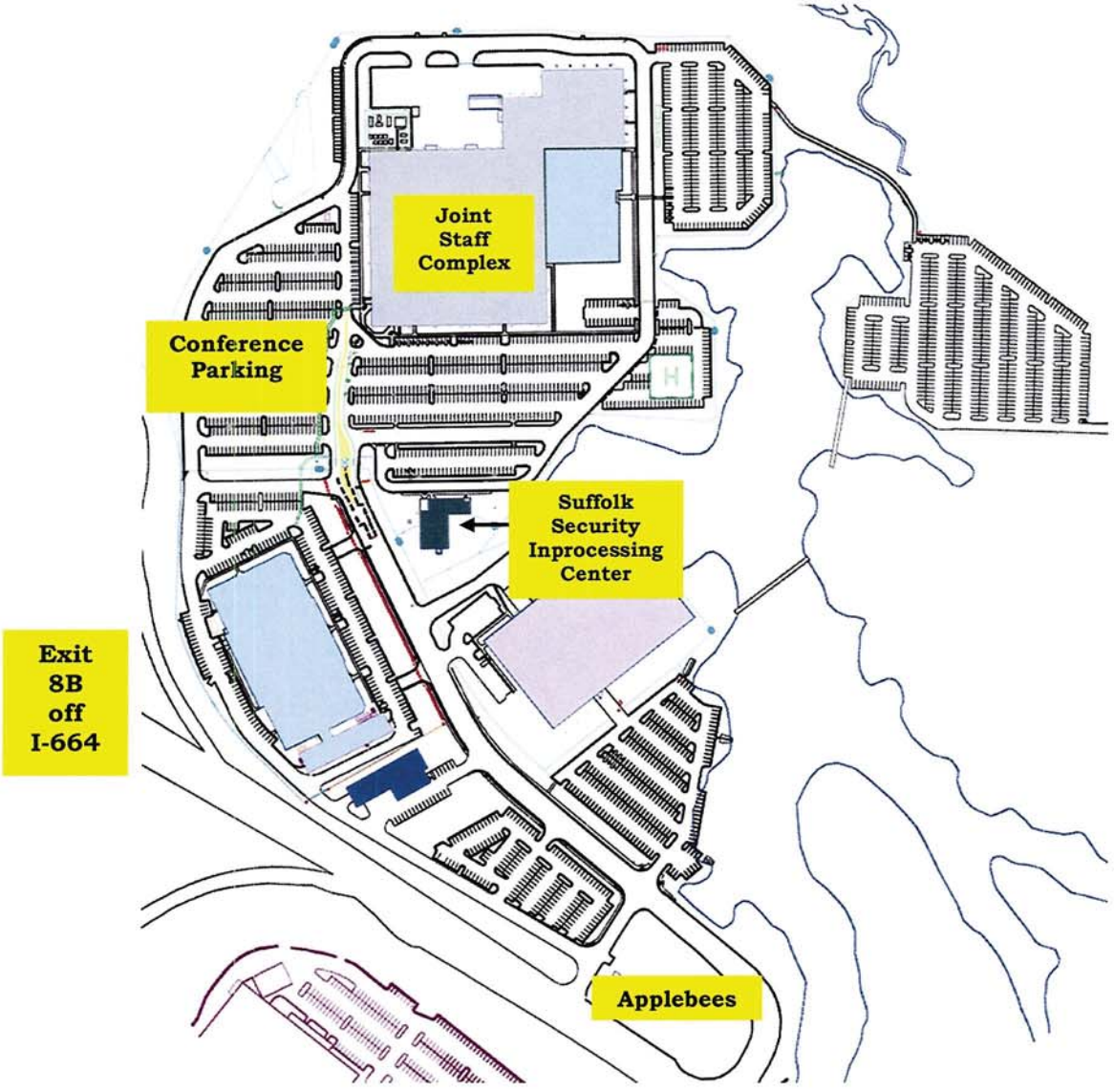
6. Pre–Conference Issues Coordination VTC. JS J–7 DD PMA will host a **VTC** for Joint Training representatives on **30 Jul 13, 1100–1300 EST** to review and validate issues and topics for discussion during WJTC 13.

7. Points of Contact. For more information or questions, please contact CDR Chris Cizek, JS J–7/DD PMA/PP/PI, DSN 260–4647 or commercial, (571) 256-4647. Email address is christopher.j.cizek.mil@mail.mil. Administrative POC for conference planning and logistics is Mr. Dave Zook, DSN 223–9791, commercial, (703) 693–9791, email address david.h.zook.ctr@mail.mil.

Driving Directions:

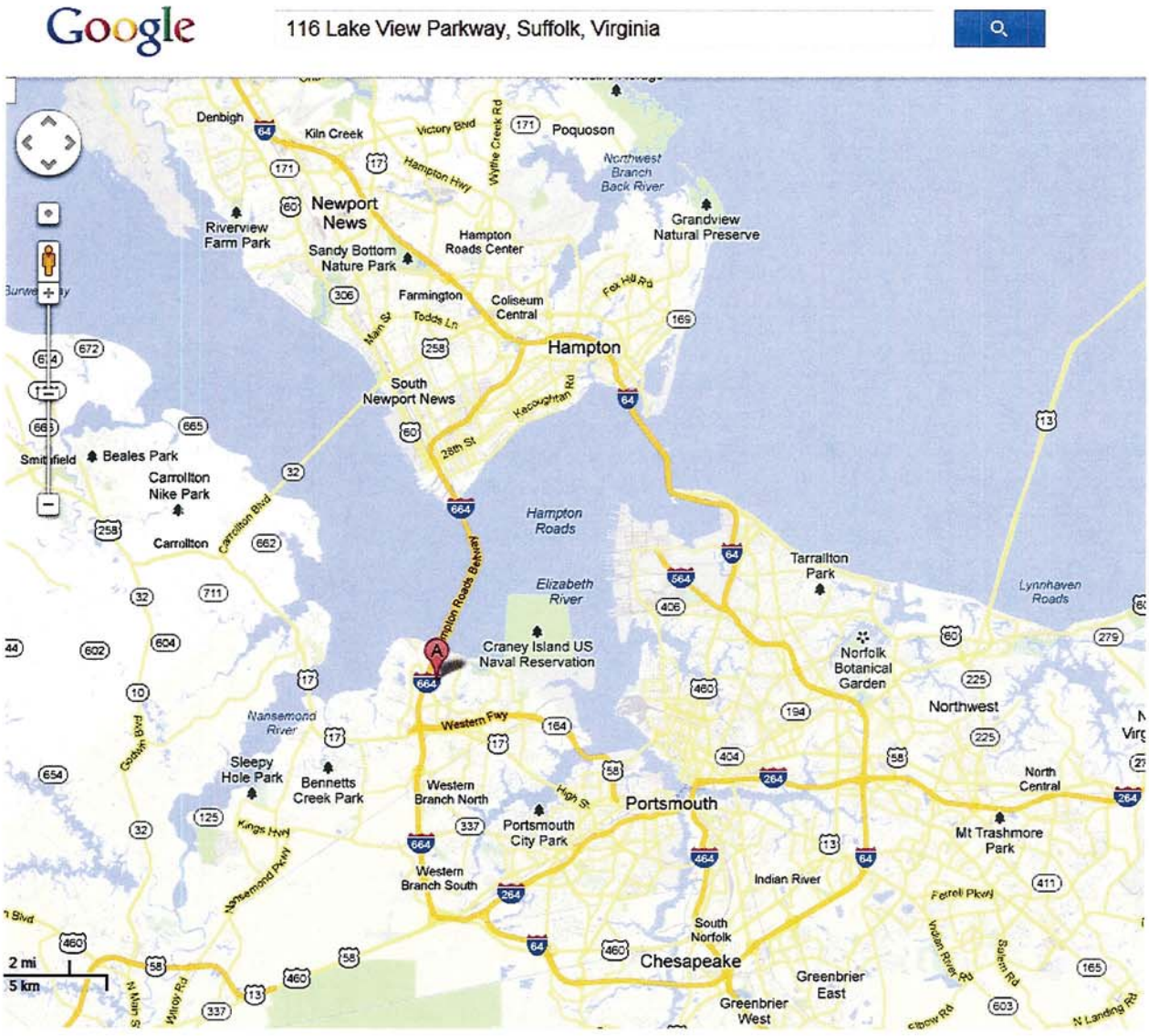
Washington, DC to J-7 Suffolk (116 Lake View Parkway, Suffolk, VA 23435):

- I-395 South towards Richmond - I-395 becomes I-95 South
- From I-95 South merge onto I-295 South via Exit 84A
- From I-295 South merge onto I-64 East via Exit 28A
- From I-64 East merge onto I-664 South via Exit 264
- I-664 will cross the Monitor-Merrimac Bridge Tunnel
- From I-664 South merge onto VA-135 via Exit 8B
- Immediately merge into the left lane and make a left onto Lake View Parkway at the first traffic light on College Drive (there is an Applebee's on the left corner)
- Proceed to first gate – CAC card is required for access onto the DoD Suffolk Compound.
- Stay in far left lane once inside the first gate.
- Proceed through second unmanned gate and continue straight.



NEWPORT NEWS / WILLIAMSBURG INTERNATIONAL AIRPORT

Follow signs leading to Interstate 64. Take I-64 East, towards Hampton. At Interstate 664 interchange, follow I-664 South, towards Suffolk. Upon crossing the Monitor-Merrimac Bridge- Tunnel, look for College Drive signs and take exit 8B. Once on College Drive, you will see the J-7 on the left. Take the left turn into the industrial park area via Lake View Parkway (Applebees is on the corner). This road will terminate at the Joint Staff Suffolk Complex's main gate. (Total miles: 23)

NORFOLK INTERNATIONAL AIRPORT

Follow signs leading to Interstate 64. Take I-64 East, towards Chesapeake. At Interstate 664 interchange (exit 299B; approximately 20 miles), follow I-664 North, towards Newport News, to College Drive (exit 8B). Once on College Drive, you will see the J-7 on the left. Take the left turn into the industrial park area via Lake View Parkway (Applebee's is on the corner). This road will terminate at the Joint Staff Suffolk Complex's main gate. (Total miles: 30)