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THE JOINT STAFF
WASHINGTON, DC

Reply ZIP Code:
20318-7000

17 July 2014

MEMORANDUM FOR PARTICIPANTS IN THE 2014 WORLDWIDE JOINT TRAINING CONFERENCE

Subject: Worldwide Joint Training Conference 2014 Memorandum #2

1. General. The Worldwide Joint Training Conference 2014 (WJTC 14) will be held at the Joint Staff Suffolk Complex located at 116 Lake View Parkway, Suffolk, Virginia, from 26-28 August, 2014. This conference provides a forum to present and discuss Combatant Command (CCMD), Combat Support Agency (CSA), and Service joint training issues, priorities and concerns, and develop recommended courses of action.

2. Invitees. CCMDs, Services, National Guard Bureau (NGB), CSAs, and Office of the Secretary of Defense representatives with equities in joint training issues are encouraged to attend. Organizations are requested to adhere to the attendance quotas in attachment 3. This conference is focused at the planner (O-6) and action officer level to develop, frame, and solve joint training issues. Executive level attendance is not required.

3. Objectives:

- a. Develop a framework of Next Generation Training Strategy
- b. Develop Combatant Commanders Exercise Engagement and Training Transformation (CE2T2) Governance
- c. Develop a CE2T2 Assessment Model
- d. Gain concurrence of Joint Staff J-7 FY15 Program of Work to support CCMDs and Services

4. Working Groups. The following working groups (WG) are scheduled for WJTC 14:

- a. CE2T2 Fusion Board
- b. Joint Staff J-7 Joint Exercise Scheduling
- c. Joint Task Force Headquarters (JTF HQ) Training
- d. Cyberspace Training

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- e. Joint Knowledge Online (JKO)
- f. Individual Training and Learning (ITL)
- g. Section 2010 Developing Country Combined Exercise Program (DCCEP)
/Section 1203 of FY14 NDAA/ Significant Military Exercise Brief (SMEB)
- h. CE2T2 Assessments
- i. DoDTechSpace Familiarization
- j. Joint Training Information Management System (JTIMS)
- k. Joint Exercise Transportation Program (JETP) Process Action Team (PAT)

5. Summary. We are looking forward to a productive session that will address many of the issues identified by the joint training enterprise. The agenda and working group line-up are reflective of the input that you provided. Your active participation and contributions to the discussions will ensure that at the conclusion of the plenary session on Thursday, substantive joint training issues are resolved and others are targeted with plans of action and milestones for subsequent resolution. Thanks for your continued interest and engagement and I look forward to seeing each of you in August.



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

Attachments:

- 1. Key Dates/Schedule/Agenda
- 2. Working Groups
- 3. Information/Guidance/Instructions

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Attachment 1 – Key Dates/ Schedule/Agenda

Key Dates/Suspenses

23 Jul 14 -- Pre-WJTC 14 WG Lead brief at July CE2 SLT meeting
12 Aug 14 -- Working Group Read-aheads and Final Agendas due to JS J-7 DD PMA
22 Aug 14 -- Conference Registration closes at midnight

Schedule/Agenda

Monday, 25 Aug 14

0800 – 1600 Registration/In-Processing
1100 – 1700 Joint Exercise Transportation Process Action Team (JETP PAT)
1600 – 1630 Working Group Lead and Support Personnel Orientation

Tuesday, 26 Aug 14

0730 – 1600 Registration/In-Processing
0800 – 0845 Plenary (Welcome / Kick-off)
0900 – 1200 Joint Exercise Scheduling, Cyberspace Training, CE2T2 Assessments
1300 – 1500 DoDTechSpace Familiarization
1300 – 1700 Joint Exercise Scheduling, Cyberspace Training, 2010/1203/SMEB
1500 – 1700 DoDTechSpace Familiarization

Wednesday, 27 Aug 14

0730 – 1200 Registration/In-Processing
0800 – 1200 CE2T2 Fusion Board, JTF HQ, and ITL
1300 – 1700 CE2T2 Fusion Board, JKO, and JTIMS

Thursday, 28 Aug 14

0800 – 1200 Plenary Session

Attachment 2 – Working Groups (WG)

The following functional WGs are scheduled for WJTC 14. Expected execution dates and times are indicated in attachment 1.

Working Group leads will brief their proposed agenda and WG objectives during the 23 July 14 Joint Training Stakeholder SVTC (1430-1615 (EST)). WG leads are also requested to send read-ahead information and final agendas to DDPMA POCs in Enclosure 3 **NLT 12 Aug 14** to facilitate posting to conference websites. Each WG lead is responsible for providing sufficient detail to describe the work that is intended to be accomplished during the working group session. Additional read-ahead information that will assist potential attendees to prepare for the working group is highly encouraged.

Telecon and DCO capability are available in the WG rooms. WG leads are responsible for coordinating the details of telecon and DCO connectivity, and disseminating connection information to their stakeholders who will not be in attendance at the conference in Suffolk.

1. CE2T2 Assessments WG. This working group is intended for Planners and AOs who work Assessment and Performance Measure topics for their CE2T2 programs, especially those new to CE2T2. Topics covered will include how to write effective POM Performance Measures (MOEs) and a survey of our year-of-execution data collection plans. The CE2T2 Exercise 1-to-N list project and the future of CE2T2 Assessment may also be topics of discussion. POCs: Dr. Shep Barge, walter.s.barge.civ@mail.mil, (571) 372-5394 or Ken ("Crash") Konwin, kenneth.c.konwin.ctr@mail.mil, (571) 372-5366.

2. Cyberspace Training WG. The Joint Staff J7 will facilitate a cyberspace operations working group as part of the conference. Combatant Commands (CCMDs) are requested to send Joint Cyberspace Center (JCC) representatives to support this working group. The focus of the working group is training and readiness issues related to cyberspace operations command and control at the CCMD level. By 15 August, each JCC should submit to Joint Staff J7 their top three hard force development issues for detailed discussion. The desired outcome of the working group is a prioritized list of CCMD training requirements and a draft implementation plan for addressing these needs through Joint Force Development. **THE MORNING SESSION OF THIS WG IS OPEN TO COALITION / FOREIGN LIAISON OFFICER PARTICIPATION.** Coalition/Foreign Liaison Officers desiring to participate please coordinate with J7 MN/ACT Division and WG Lead. POCs: Col Rigel "Shooter" Hinckley, rigel.k.hinckley.mil@mail.mil, (757) 203-7251 and Maj Doug Curran, douglas.m.curran.mil@mail.mil.

3. Individual Training & Learning (ITL) WG. Gain an understanding on how to plan for and schedule Continuum of Learning/Blended Learning into CCMD training activities and facilitate an exchange among trainers who are dealing with unique training issues and how they are trying to resolve them, and what help they may need (from Joint Staff or other CCMDs) and suggestions for our collective way-ahead. Commands/Organizations Invited to Attend: OSD, Joint Staff (JS), CCMDs, Services, CSAs, Joint Forces Staff College (JFSC), and NGB. **THIS WG IS OPEN TO COALITION AND FOREIGN LIAISON OFFICER PARTICIPATION.** POCs: Lead: Dr.

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David Fautua, david.t.fautua.civ@mail.mil, (757)203-7767; Alternate: Ms. Beth Lape, elizabeth.o.lape.civ@mail.mil, (757)203-5507.

4. Joint Exercise Scheduling WG. The purpose of this working group is to review and deconflict long range schedules to optimize JS J-7 support for all CCMDs for FY15 to FY20 joint staff supported events. The intended audience is CCMD training representatives capable of making scheduling/support requirement decisions for their commands. POCs: Lead: CAPT David Tidwell, david.l.tidwell2.mil@mail.mil, (757) 203-7203; Alternate: Mr. Greg Schleyer, gregory.j.schleyer.civ@mail.mil, (757) 203-7161.

5. Joint Knowledge Online (JKO) WG. The purpose of the JKO WG is to provide a forum for JKO Stakeholders (CCMDs, Services, CSAs, NGB, NDU, OSD (P&R)) to discuss and resolve significant web-based individual training challenges. Primary objective of the WG will be to gain consensus of FY15 JKO program resource allocation execution strategy and to begin collaboration on FY16 Joint web-based individual training priorities. POCs: Lead: Joe Camacho, joseph.d.camacho.civ@mail.mil, (757)203-7266; Alternate: Marty Vozzo, martin.l.vozzo.civ@mail.mil, (757)203-5839.

6. Joint Task Force Headquarters WG. The JTF HQ Training WG will (1) provide an overview and discussion of JTF HQ Training accomplished during the past year in response to SECDEF directives; (2) explain how to gain and sustain JTF HQ readiness through an understanding of current doctrine and CJCS guidance; (3) present lessons learned from recent real-world JTF operations; (4) propose future plans to design, plan, and (5) execute JTF HQ training to meet OSD, CCMD, and Service requirements. POCs: Col Bryan Runkle, bryan.t.runkle.mil@mail.mil, (757) 203-7282; Alternate: CDR Kevin Robb, kevin.e.robb3.mil@mail.mil, (757) 203-6047.

7. JTIMS WG. Working group focused on the policies dictating the use of JTIMS to include proposed expansion of the use of JTIMS force requests. JTIMS Program and Requirements Management will also be reviewed, with allotted time for user discussion and program feedback. POCs: LTC Brian Hittner, brian.e.hittner.mil@mail.mil, brian.e.hittner.mil@mail.smil.mil, (703) 697-1133; Alternate: Mr Gregg Martin, gregg.w.martin.civ@mail.mil, gregg.w.martin.civ@mail.smil.mil, (757) 203-7446.

8. 10 USC Section 2010/Section 1203/SMEB WG. Provide an update on latest DCCEP/SMEB policies and new 1203 funding authority. POC: Ms. Senel Snider, Senel.snider.civ@mail.mil (703) 697-2359.

9. JETP PAT. Working group meeting of the JETP Process Action Team (PAT) to discuss JETP policy and processes. Topics include discussion of CJCSM 3511.01 Resources Manual, policy for using the Commercial Ticket Program, processes for JETP execution and reporting, and best practices amongst CCMDs and Services. POC: Ms. Denise Maurer, denise.e.maurer.civ@mail.mil, (757) 203-5948.

10. DoD TechSpace Familiarization. Sub-title: "Life After e-mail at DoD". If there is such a thing as a universal sentiment in the CE2T2 enterprise, it would be the desire for plenty of collaboration and visibility in planning and running the enterprise. This working group is designed to lead a discussion and demonstration of an existing, fully operational, DoD-owned collaboration environment on the SIPRNet called

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DoDTechSpace. JAEC has piloted several efforts this year on DoDTechSpace and found it very useful for preserving knowledge, connecting people, and enhancing discussion and asynchronous collaboration. It's vital that CE2T2 move beyond the 'Reply All' e-mail for its non-live collaboration. This group will hold two identical 2-hour sessions on the afternoon of 26 August from 1300-1500 and again at 1500-1700). Please attend either session. POCs: Dr Shep Barge, walter.s.barge.civ@mail.mil, (571) 372-5394 or Ms. Erecca Simpson, erecca.s.simpson.ctr@mail.mil, (571) 372-5397.

11. CE2T2 Fusion Board. The CE2T2 Fusion Board is comprised of primary and alternate stakeholders from each Combatant Command, the Services, ODASD (Readiness), and JS J-7. Stakeholders will engage in discussions regarding several ongoing strategic level efforts that include the CE2T2 governance, assessments and the next generation training strategy. Stakeholders will also receive updates on other ongoing studies or collaborations that may impact the future of the enterprise. This is a closed session for specified attendees only. POCs: LTC Bubba Lewis, William.i.lewis3.mil@mail.mil, (703) 695-5745; Alternate: Ms. Denise Maurer, denise.e.maurer.civ@mail.mil, (757) 203-5948.

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Attachment 3 – Information, Guidance and Instructions

1. WJTC 14 Information. WJTC 14 Information Memorandums, 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 the CAC accessible URL on the Joint Electronic Library Plus (<https://jdeis.js.mil/jdeis/>). We will also post information on a non-CAC conference site on the DTIC JEL (<http://www.dtic.mil/doctrine/training/conferences.htm>).

a. Classification. Briefings and discussions may be conducted up to the **SECRET** level.

b. Costs. There are no additional costs for attendees to this conference.

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. Pre-Conference Issues Coordination VTC. JS J-7 DD PMA will host a VTC for Joint Training representatives on 23 July 2014, ICW the CE2 SLT meeting to review and validate issues and topics for discussion during WJTC 14. Working Group leads will brief their proposed agenda and WG objectives. The time slot for WJTC briefs is 1430-1630 (EST), 23 July, in Suffolk Conference Room 2026. Contact Mr. Lew Goodman, jess.l.goodman.ctr@mail.mil, (757) 203-7126, for further details if needed. The CE2 SLT is attended by designated O-6/GS-15 level representatives from each organization in the Joint Training Community.

3. Conference Attendance and Registration.

a. Registration. Participants to WJTC 14 will be required to register using the Joint Event Management Information System (JEMIS). Registration should be complete by 22 August 2014. Visitor requests must be current. Use the following link to register: <https://secure.jten.mil/jemis/index.html>.

b. Organizational quotas for conference attendance follow:

- 1) CCMDs – 15 per command (includes component commands)
- 2) USFK – 2; and Cyber Command – 6
- 3) Services – 15 per department (6 for the USCG)
- 4) CSAs – 3 per agency (4 for DIA and 5 for DISA)
- 5) NGB – 5
- 6) OSD – 6

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7) Joint Staff – 40

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

c. Foreign Liaison Officers attached to J7 and Coalition Officers are invited to attend selected WGs (IT&L and Cyberspace Training morning session) as well as the Thursday Plenary session. Coalition/FLO are requested to coordinate their attendance through the J7 MN/ACT Branch (Mr. Hugh Hays, (757) 203-7107).

d. All attendees planning to participate in WJTC 14 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, barry.j.flye.civ@mail.mil, (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.

4. 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 0800 on 25 Aug 2014 in the Suffolk Security In-Processing Center (SSIC) located across the parking lot from the 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. All visitors to the Joint Staff Suffolk 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 Joint Staff Suffolk building.

5. 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 Suffolk facility 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

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

6. 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.

7. Points of Contact. For more information or questions, please contact CDR Chris Cizek, JS J-7/DD PMA/PPD/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.

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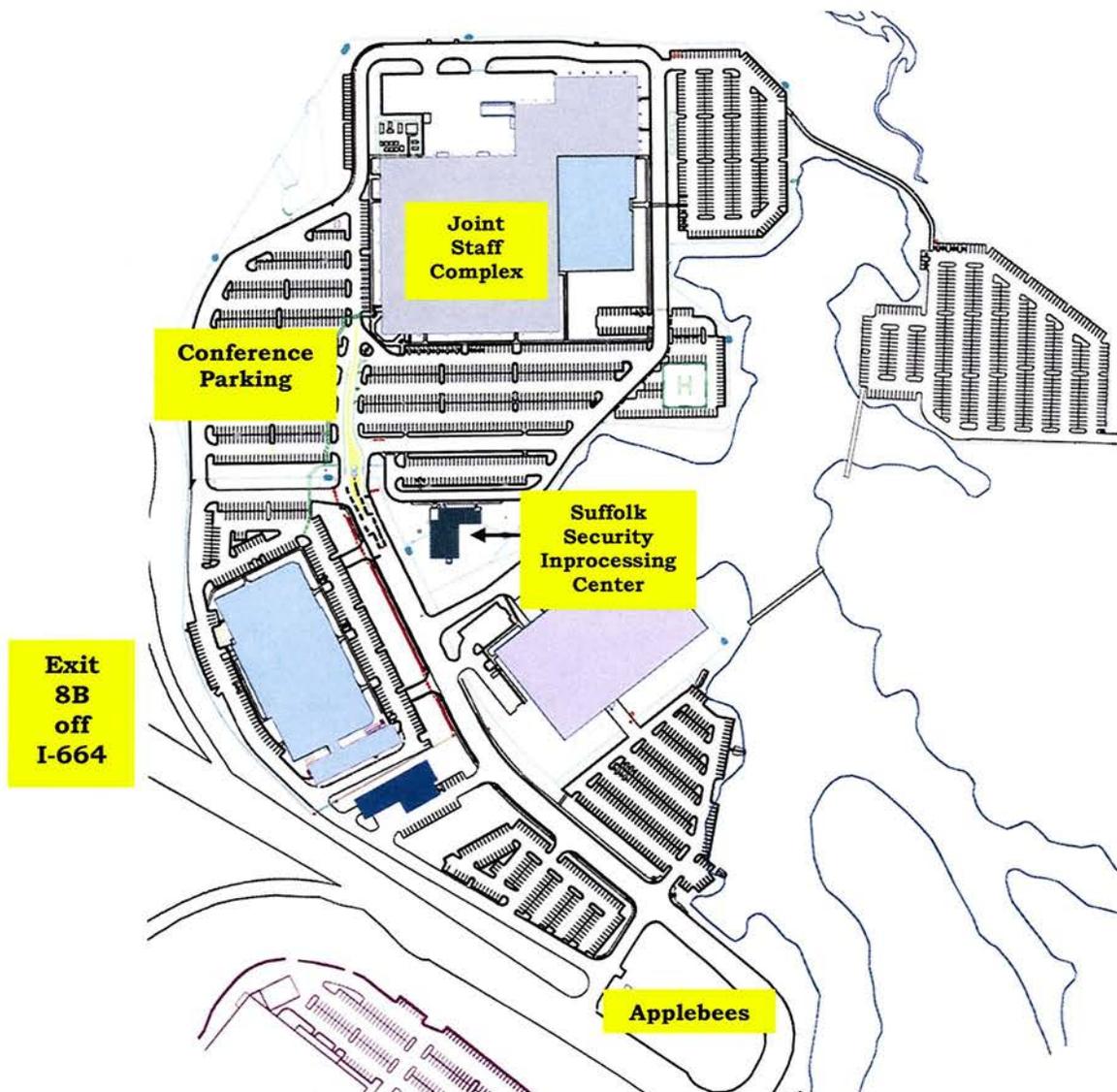
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Driving Directions:

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)

