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THE JOINT STAFF
WASHINGTON, DC

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26 August 2011

MEMORANDUM FOR PARTICIPANTS IN THE WORLDWIDE JOINT TRAINING AND SCHEDULING CONFERENCE

Subject: Worldwide Joint Training and Scheduling Conference 2011-2 Memorandum of Instruction Three.

1. General. The Worldwide Joint Training and Scheduling Conference 2011-2 (WJTSC 11-2) will be held in Colorado Springs, Colorado, from 26-30 September 2011 at the Crowne Plaza Hotel. Travel days are 24-25 September and 1-2 October 2011. This memorandum provides the final agenda and format for WJTSC 11-2. All communities with interest and equities in joint training and exercises are encouraged to attend.

2. Theme. The theme of the conference is “**Supporting the Joint Training Community**.” This theme addresses the questions:

a. How will the Joint Staff J-7 Joint Force Development Directorate efficiently enable relevant joint training and joint training capabilities to the joint force?

b. What actions and strategies are necessary to better inform our training efforts by Joint Force lessons learned, Concept Development and Solutions Analysis, and validated joint training requirements?

3. Objectives. The objectives of the conference are to:

a. Understand Joint Training roles and responsibilities of the new Joint Staff J-7 Joint Force Development Directorate; when/how to coordinate through Strategy and Policy (S&P) and/or Joint & Coalition Warfighting (JCW), both formally and informally.

b. Discuss and resolve Combatant Command, Combat Support Agency (CSA), Service, Interagency, and Coalition joint/combined training and exercise issues, develop recommended courses of action, and obtain Force Development leadership guidance.

c. Discuss joint training and exercise programs and efficiency initiatives to better synchronize interagency roles and needs, improve operational readiness and meet USG theater security cooperation objectives in a resource constrained environment; develop recommended courses of action and obtain Force Development leadership guidance.

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d. Synchronize and schedule resources (timing, funding, transportation, participants) across Combatant Commands, CSAs, Services, Interagency, and Coalition in support of joint exercise programs.

e. Provide Joint Training Information Management System (JTIMS) and Joint Lessons Learned Information System (JLLIS) user training to ensure tools are understood and meet user requirements as the systems of record for the joint training process. Obtain user feedback for system improvements, develop recommendations and obtain Force Development leadership guidance.

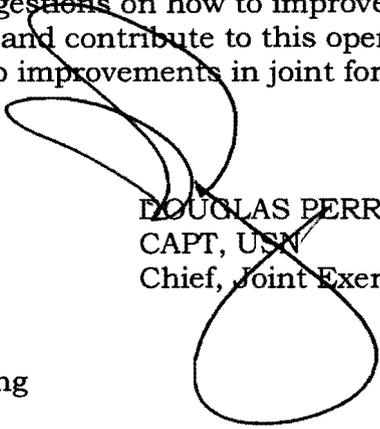
f. Coordinate policy, strategies, and actions necessary to integrate doctrine, lessons learned, and validated concepts and solutions into joint training events to enhance joint operational capabilities.

g. Understand the concept for integration of Joint Development products into Joint Training in order to enhance joint operational capability and readiness within the force.

4. Administrative. This is the final of three memorandums that provides details on the WJTSC 11-2. There are three attachments to this memorandum as follows:

- a. Key Dates/Schedule/Training (Attachment 1)
- b. Working Groups (WG) (Attachment 2)
- c. Information/Guidance /Instructions (Attachment 3)

5. Summary. The WJTSC is an important venue for discussion, 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 that is intended to contribute to improvements in joint force readiness.



DOUGLAS PERRY
CAPT, USN
Chief, Joint Exercise and Training Division

Attachments:

- 1. Key Dates/Schedule/Training
- 2. Working Groups (WG)
- 3. Information/Guidance/Instructions

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Attachment 1 – Key Dates/Schedule/Training

Key Dates/Suspenses

31 Aug 11 – Joint Training Council of Colonels Issue Review VTC
1 Sep 11 – All read-aheads due, to include WG final agendas
16 Sep 11 – Conference Pre-Registration closes at midnight; all read-aheads posted to conference website
25 Sep 11 – On-site registration and conference in-processing
26-30 Sep 11 – WJTSC 11-2 Execution

Sunday, 25 Sep 11

1300 – 1900 WJTSC 11-2 Registration/In-Processing (Ballroom Concourse)
1600 – 1700 Working Group Lead and Support Personnel Orientation (Foothills)

Monday, 26 Sep 11

0700 – 1800 WJTSC 11-2 Registration/In-Processing
0800 – 0830 WJTSC 11-2 Introduction (Colorado Salons A&B)
1000 – 1200 Learning Management Systems Side-Bar Meeting
0900 – 1700 Focused WGs
 0900-1700 Joint Lessons Learned Program (JLLP)(Colorado Salons A&B)
 0900-1700 Joint Modeling and Simulation Capability (M&S)(Centennial)
 0900-1700 Joint Cyberspace Training Initiative (Colorado Salon C)
 0900-1700 Joint Assessment and Enabling Capability (Gold Camp) (Afternoon off-site classified session requires Visit Access Request – See Attach 3, para 1.c.)
 1300-1700 Joint Exercise Transportation Program (JETP) (Colorado Salons F&G)
 1300-1700 Joint Task Force Readiness (Gold Camp)

Tuesday, 27 Sep 11

0700 – 1800 WJTSC 11-2 Registration/In-Processing
0800 – 1700 Focused WGs
 0800-1200 Universal Joint Task List (UJTL) User Advisory Group (UUAG) (Gold Camp)
 0800-1200 Joint Cyberspace Training Initiative (Off-site classified session requires Visit Access Request – See Attach 3, para 1.c.)
 0800-1700 Joint Lessons Learned Program (JLLP) (Colorado Salons E,F,G)
 0800-1700 Exercise Support and Joint Concept Development and Experimentation Integration (Colorado Salons A&B)
 0800-1700 Joint Training Enterprise (Colorado Salon C)
 0800-1700 Joint Knowledge Online (JKO) Stakeholder’s Meeting (Foothills)
 0800-1700 Intelligence Integration for Training Transformation (I2T2) (Centennial)
 1300-1630 Significant Military Exercise Briefs (SMEB) and Developing Countries Combined Exercise Program/Personnel Expenses (DCCEP/PE) (Off-site classified session requires Visit Access Request – See Attach 3, para 1.c.)

Wednesday, 28 Sep 11

0700 – 1800 – WJTSC 11-2 Registration/In-Processing
0800 – 1700 – Focused WGs
 0800-1200 Combat Support Agency (CSA) (Centennial)
 0800-1200 Joint Concept Development and Experimentation Integration (Colorado Salons F&G)

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0800-1500 Australia, Canada, Great Britain, and United States (ACGU) Training Integration & Interoperability (Gold Camp)

0800-1700 Department of Defense/U. S. Government (DOD/USG) Interagency (Colorado Salons A&B)

0800-1700 Individual and Staff Joint Training (ISJT) (Colorado Salon C)

0800-1700 Combatant Command Exercise and Engagement (CE2) Stakeholder Leadership Team (SLT) Quarterly Meeting (Foothills)

1300-1700 Joint Training Information Management System (JTIMS) User Advisory Group (Centennial)

1730 - 1930 - No-Host Social

Thursday, 29 Sep 11

0700 - 0800 - WJTSC 11-2 Registration/In-Processing

0830 - 1400 - Plenary Session

0830-0845 Welcome, Admin

0845-0900 Theme Introduction

0900-1000 Theme Discussions

- Chairman's Joint Training Guidance (HITIs)
- Cyber Training Initiative
- J-7 Support to Joint Training Community
- Interagency Integration; Conference Construct
- Joint Concept Development and Experimentation Integration
- Lessons Learned Process

1000-1030 Break

1030-1045 Australian Briefing

1045-1100 JECC Briefing

1100-1130 Assessment/Training Trends Briefing

1130-1200 Working Group Issue Briefbacks

1200-1300 Lunch

1300-1430 Working Group Issue Briefbacks

1430-1500 Break

1500-1700 Council of Colonels

Friday, 30 Sep 11

0900 - 1200 - Executive Session

1400 ENDEX

Training Opportunities

Joint Training System (JTS)/Training System Integration 101

Monday, 26 Sep, 0900-1100

This training session is offered to provide an introduction to the Joint Training System and the tools that support joint training program management.

POC is Mr Dave Zook, (703) 693-9791; david.zook.ctr@js.pentagon.mil.

UJTL Task Development Tool (UTDT) - User training will be offered on Monday, 26 Sep, 1300-1700

POC is Mr Mitch Johnson, (703) 695-5436; Mitchell.johnson.ctr@js.pentagon.mil

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Joint Training Information Management System –
 Tuesday, 27 Sep: User training, two sessions, 0800-1200 and 1300-1700
 POC is Mr. Joseph Mazon, (571) 256-4648; joseph.mazon.ctr@js.pentagon.mil.

Joint Lessons Learned Information System –
 Wed 28 Sep: User training, two sessions, 0800-1200 and 1300-1700
 POC is Mr. Jeff Willard, 703-695-3484 DSN 225-3484;
jeffrey.willard.ctr@js.pentagon.mil.

Room	Sunday, 25 Sep	Monday, 26 Sep	Tuesday, 27 Sep	Wednesday, 28 Sep	Thursday, 29 Sep	Friday, 30 Sep
Ballroom Concourse	1300-1900 Registration	0700-1800 Registration	0700-1800 Registration	0700-1800 Registration	0700-0800 Registration	
Colorado Salons A&B		0800-0830 Conf Intro 0900-1700 JLLP	0800-1700 Ex Spt & JCDE	0800-1700 USG Interagency	Plenary Session	
Colorado Salon C		0900-1700 CTI	0900-1700 Joint Trng Enterprise	0800-1700 Individual/Staff Trng		
Colorado Salon D	Internet Café (Opens at 1200)	Internet Café	Internet Café	Internet Café	Internet Café	Internet Café (Closes at 1000)
Colorado Salons E			0800-1700 JLLP			
Colorado Salons F&G		0900-1700 JETP	0800-1700 JLLP	0800-1200 JE2I		
Foothills	1600-1700 WG Orientation	0900-1100 JTS 101 1300-1700 JSO	0800-1700 JKO	0800-1700 CE2 SLT	Council of Colonels	Executive Session
Gold Camp		0900-1200 JAEC 1300-1700 JTF Read	0800-1200 UJTL	0800-1700 ACGU		
Centennial		0900-1700 M&S	0800-1700 I2T2	0800-1200 CSA 1300-1700 JTIMS		
Avondale						
El Paso		1000-1200 LMS Side-bar				
Fremont		1300-1700 UTDT Training	0800-1700 JTIMS Training	0800-1700 JLLIS Training		
SAIC CR (Offsite)		1400-1700 JAEC	0800-1200 CTI 1300-1630 SMEB/DCCEP			
Summit Ballroom				1730-1930 No-Host Social		

Side Meeting. Learning Management Systems (LMS) Meeting, Monday, 26 Sep, 1000-1200. This meeting is an opportunity for LMS administrators and courseware developers to share ideas and best practices in the delivery/tracking of training, LMS administration, and course creation with counterparts across commands. POC: Ms Linda Hull; (719) 556-0252.

Attachment 2 – Working Groups (WG)

The following functional WGs are scheduled for 26-28 Sep 11. Read-ahead information (briefings) and final agendas and refined issues are due **NLT 1 Sep 11** to facilitate posting to the conference website. JS J-7 SP will conduct a review session the week of 6 September to vet all briefs and ensure that they are focused on the issues we need to tackle.

Each working group lead is responsible for providing sufficient issue detail to describe the work that is intended to be accomplished during the working group session. Working group issue descriptions will be provided to the joint training community to assist them in determining the right level of participation and to prepare for the working group sessions. Additional read-ahead information that will assist potential attendees to prepare for the working group is highly encouraged. All information that is provided to JS J-7 will be posted on the conference website prior to 25 Sep 11.

1. Joint Exercise Transportation Program (JETP) WG. The JETP WG will ensure combatant command FY12 and FY13 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 FY12 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 (CTP), and small commercial cargo program (SCCP). Additionally, combatant commands should come prepared to brief their significant events or requirements in FY12 & 13. Intended Audience: OSD, Combatant Commands, Services, Combat Support Agencies. POCs: Lt Col Steve Scherzer, scherzs@js.pentagon.mil (DSN: 225-5745) and Mr Caleb Klein, kleinc@js.pentagon.mil (DSN: 223-6700).

2. 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, and facilities (DOTMLPF). The JLLWG provides a collaborative venue where the joint staff (JS), combatant commands, services, combat support and other agencies involved in lessons learned programs can present issues, share ideas, and work together towards issue resolution. POCs are LtCol Trey Pappas at chris.pappas@js.pentagon.mil , 571-256-1939; Diane Lent-Tucker at diane.lent-tucker@js.pentagon.mil , 703-614-8167; or Shelby Ball at Shelby.ball@js.pentagon.mil, 703-695-2263.

3. Intelligence Integration for Training Transformation (I2T2) WG. Details on this working group are TBD.

4. Joint Modeling and Simulation (M&S) Capability WG. 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 focusing on M&S capabilities, joint training aides and future programs. Intended Audience: OSD, Joint Staff, Combatant Commands, Services, Combat Support Agencies, and Coalition partners. POCs: Mr. John Vinett John.vinett@jcom.mil, 757-203-7677 and LTC Chris Vaughn; christopher.vaughn@jcom.mil; 757-203-5916.

5. Joint Assessment and Enabling Capability (JAEC) WG. As part of the CE2T2 Program Objective Memorandum (POM) process, resources are allocated to joint training programs based on POM requests, consisting of quad charts and info papers. The JAEC office has begun to support the process by assessing submission quality and how well they align with strategic requirements. The unclassified working group will discuss the following: the pilot effort (completed in 2011), whether the strategic requirements can be improved, ways to measure quality, and measures of effectiveness (MOE). In addition, the group will briefly discuss JAEC assessment efforts. Additionally, to identify common or significant issues, OSD/JAEC performs a quantitative analysis of training proficiency assessment (TPAs) that combatant commanders publish in JTIMS. The result is a classified briefing that presents a snapshot of current issues as well as trends, both positive and negative. Findings are organized by Functional Area and Level of War, similar to the UJTL. Trends have developed over three years of analysis. The classified working group will include a discussion of these findings and methodology. Visit requests are required for access to the off-site classified portion of this working group. See attachment 3, paragraph c for additional information on visit request procedures. The audience includes representatives of the joint training community: Services, combatant commands, the National Guard Bureau, and combat support agencies. POC: David Baranek, 703-575-4389, david.baranek.ctr@osd.mil.

6. Joint Knowledge Online (JKO) Stakeholder's Conference. The JKO Stakeholder's Conference's primary purpose is to discuss and gain consensus on critical issues facing JKO in view of USJFCOM disestablishment and transition to JS J7 JCW. Intended Audience: OSD, Joint Staff, Combatant Commands, Services, Combat Support Agencies, Joint Forces Staff College, and National Guard Bureau. POC: Mr. Martin Vozzo, Deputy Program Manager; Martin.Vozzo@jfc.com.mil; (757) 203-5839 DSN 668-5839.

7. Joint Training Enterprise WG. Purpose of this session is to work through Enterprise level requirements, activities, and shortfall issues focused on improving the Joint Training Environment. Morning session will consist of a JNTC Corporate Board meeting to work through JNTC requirements, activities, and program issues focused on improving the Joint Training Environment through a collaborative business process. Afternoon session will deal with Enterprise wide joint training issues and processes. Intended Audience - OSD, Joint Staff, Combatant Commands, Services, Combat Support Agencies, and Coalition partners. POC: Mr Al Lawver; allen.lawver@jfc.com.mil; 757-203-7152.

8. Exercise Support and Joint Concept Development and Experimentation Integration WG. The purpose of this WG is to review and deconflict long range schedules to optimize J-7 support for all combatant commands; in order to improve overall U.S. Government readiness by maximizing the benefit of multi-agency participation in training, exercises, and rehearsals. Specific focus/discussion will be on: How to request JS J-7 support (training, exercises, and rehearsals), S&P Chairman's Exercise Program and National Exercise Program, JCW supported exercises, S&P and JCW Interagency Coordination/Support, Preparation for the February 2012 National Capital Region Interagency Integration and Exercise Deconfliction Conference. Additionally, it will introduce information on the role of exercises in the overall JS Force Development mission and a concept for the integration of joint concepts and experimentation into exercises. This WG group combines the former JS J-7 CEP/NEP

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WG and the former USJFCOM Exercise Support WG. Intended Audience: Combatant command and Service training representatives empowered to make scheduling/support requirement decisions for their organization. POCs: CAPT Paul Hugill; paul.hugill@jfc.com.mil; (757) 203-7203 and COL Steve Miller; steven.miller@js.pentagon.mil; 703-692-7258.

9. Universal Joint Task List (UJTL) User Advisory Group (UUAG). The UUAG is a intended for planner-level body participants and Organizational Points of Contacts (OPOCs) that provides recommendations on UJTL policy and procedure. The UUAG forum convenes to discuss the future direction of the UJTL program, to include updates to CJCSI 3500.02 (UJTL Policy and Guidance). JS J-7 will provide an update on the UJTL task development process from procedural and software points of view, status of in-process CJCSI and CJCSM revisions, current trends, and organizational point of contact (OPOC) responsibilities. Intended audience: Joint Staff, combatant commands, Services, Combat Support Agencies, and National Guard Bureau. Representatives should include OPOCs and decision makers for organizations. POCs: LTC Daniel Ray, (703) 697-1133; DSN 223-2436; daniel.ray@is.pentagon.mil, LtCol Robert Noonan, (571) 256-4647; DSN: 312-260-4647; robert.noonan@js.pentagon.mil, Amber Rose, (757) 203-5329; DSN: 668-5329; amber.rose@hr.js.mil; and Mr. Mitchell Johnson, (703) 693-5436; DSN 223-5436; johnsomr@js.pentagon.mil.

10. Joint Cyberspace Training Initiative WG. The Cyberspace Training Initiative WG will provide status updates for actions derived from the last WJTSC and discuss updates on CTI components, with a focus on exercises, Red Teams, and modeling and simulation/cyber range requirements development; best practices at the combatant commands; and development of a Cyber Training Scenario "Cookbook". The classified Joint Cyberspace Training session is directly related to the Cyber Training Initiative working groups on exercise development and red team support. This venue will allow us to introduce classified exords and discuss how we are going to meet the intent of these exords. Visit requests are required for access to the off-site classified portion of this working group. See attachment 3, paragraph c for additional information on visit request procedures. Intended audience: Combatant command exercise planners and training analysts. POCs: Tim Kemper, DAFC; kempert@stratcom.mil; DSN: 272-5137, COMM: 402-232-5137 and Ron Moore, DAFC; moorer@stratcom.mil; DSN: 272-3578, COMM: 402-232-3578.

11. 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 working group also seeks to identify issues impacting individual and staff joint training and performance and to recommend ways ahead for potential issue resolution. The goal of the working group is to serve as a catalyst for improving joint staff officer duty performance and joint readiness. The primary area of focus of this working group, in the Worldwide Joint Training and Scheduling Conference (WJTSC) forum, under the Combatant Command Exercise and Engagement (CE2) funding and management structure, is individual and staff joint training in the joint force commands; not broader military individual training. Intended audience: OSD, combatant commands, Services, Combat Support Agencies, and National Guard Bureau. The working group benefits from participation of individuals actively involved in the development,

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execution, management, and support of individual and staff joint training at the combatant command level. POCs: MAJ John Spencer, Tel (703) 695-5427; DSN 225-5427; john.spencer@js.pentagon.mil and Dr. Linda Fenty, Tel (703) 256-4649; DSN 225-4649; email: linda.fenty.ctr@js.pentagon.mil and Mr. John Stone; (757) 275-1047; jstone@camber.com.

12. Department of Defense/U. S. Government (DOD/USG) Interagency WG. The USG Interagency Working Group is to promote interagency coordination and processes that will improve whole of government training, education, exercises, and experiments (TEEE). The group will discuss initiatives to promote interagency collaboration, discuss progress on resolving TEEE related issues, and will discuss the relationship of this WG with other forums. Working group will also define and develop goals and deliverables in preparation for a DC conference scheduled for February 2012. Intended Audience: USG Interagency Training Coordinators and Principals, OSD, Joint Staff, Combatant Commands, Services, CSAs, and NGB (as required). POCs: Mr. Gary Quay, (703) 695-9112; gary.quay@js.pentagon.mil and Mr. Robert Webster; (703) 614-7481; robert.webster@js.pentagon.mil.

13. Combatant Command Exercise and Engagement (CE2) Stakeholder Leadership Team (SLT) Quarterly Meeting. CE2 SLT is comprised of primary and alternate leadership representatives from each Combatant Command, the Services, ODASD (Readiness), and the Joint Staff J-7. Primary members are decision makers for the CE2 that shape the T2 Program Objective Memorandum build, annual Program Execution Plan, and prioritization and allocation of funds within the CE2 account. Expected participants are JS J-7, combatant commands, Services, and OSD. **This event is by invitation only.** POC: Lt Col Steve Scherzer, 703-695-5745, stephen.scherzer@js.pentagon.mil.

14. Australia, Canada, Great Britain, and United States (ACGU) Training Integration & Interoperability WG. The purpose of the WG is to provide a collaborative forum to enhance ACGU Joint, Combined, and Multilateral training that increases operational capability, preparedness, and improves interoperability. Principal focus is on development and integration of partner training environments with the Joint Training Environment. Intended Audience: OSD, Joint Staff, ACGU nation reps, combatant commands, and Services. POCs: Mr. Gerald McGowan; gerald.mcgowan@jifcom.mil; 757-203-6093 and Mr. Bob Kean; robert.kean.ctr@jifcom.mil; 757-203-7552.

15. Joint Training Information Management System (JTIMS) User Advisory Group. The purpose of the JTIMS UAG is to provide a functional review of JTIMS and update the status of the software development as it relates to delivering specific strategic/operational in support of the Joint Training System (JTS). The JS/J-7 will review STRATLIFT and SMEB business rules, policy, and procedures, demonstrate v7.1 capabilities, outline proposed changes scoped for inclusion in the V7.2, and provide an update of JTIMS enhanced web services. Intended Audience: Joint Staff, OSD, Combatant Commands, Service Components, Services, Combat Support Agencies, and National Guard Bureau. POCs: LTC Dan Ray, (703) 697-1133; DSN 227-1133; daniel.p.ray@js.pentagon.mil and Ms. Jane Ward, (703) 693-4015; DSN 223-4015; jane.ward@js.pentagon.mil.

16. Combat Support Agency (CSA) Working Group. The CSA Working Group is intended to assist the CSAs with improving their participation in, and support for, the

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JTS and T2 programs. The WG will raise CSA awareness of JTS and T2 programs, address existing CSA issues, and provide an opportunity to discuss challenges and potential solutions. Intended audience: Combat Support Agencies, CSA-assigned & other JTSS, Joint Staff/COCOM/Service Training Representatives, OSD PSA (USD(I), USD(AT&L), Defense Agencies, non-DoD organizations (especially those who work with one or more CSAs). POC: Mr. Dave Cook, Chief, Plans and Readiness Division, National Geospatial-Intelligence Agency NGA/MRPR; (571) 557-3855; paul.d.cook@nga.mil.

17. Joint Task Force (JTF) Readiness Working Group. This working group has been established as a result of WJTSC Master Issue 11-004 "Joint Task Force (JTF) Training WG". This working group will share successes, articulate challenges, and pursue common solutions related to the training proficiency of JTF HQs and functional component staffs. The WJTSC 11-2 initial meeting of the WG will concentrate on developing the scope of the WG focus, discuss possible WG products and deliverables, and review a draft set of business rules. Intended audience: Joint Staff, combatant commands, and Service's joint training experts in the grades O5 to O6, and Government Civilians in the grades GS-14 to GS-15. POC: TBD

18. Joint Experimentation & Joint Exercises Integration Working Group (JE2I WG). The JE2I WG will develop procedures and guidance for integrating experimentation with potential capability solutions identified in joint concept development with the joint training system's exercise planning. The working group will discuss the synchronization of the JCD&E development cycle and experimentation planning process with the joint training system's four phase exercise planning process with the desired outcome being identification of potential projects for inclusion in the experimentation program of work for FY12 that can be matched with currently scheduled CCMD exercises that could be modified/augmented/extended to evaluate experimental changes to variables in training objectives. The WG will also develop potential language changes for CJCSIs 3010 and 3500 to facilitate integration of experiments and exercises. POCs: COL Christopher Parsons, 703-614-1430, christopher.parsons@js.pentagon.mil; Ms Kathleen Baldino, 703-571-0947, kathleen.baldino@js.pentagon.mil; Mr Steve Brown, 703-695-9124, steven.brown@js.pentagon.mil.

19. SMEB and DCCEP/PE. This working group is a focused meeting for SMEB and DCCEP/PE program managers. This WG will provide an overview of the SMEB notification process, review and clarify SMEB eligibility requirements, share common requests for information from the Interagency, and discuss current trends in SMEBs. Time will be available for questions and answers and in-depth discussion on specific exercises for SMEB notification. The DCCEP/PE program process and submission requirements will be reviewed. In addition, the WG will discuss current challenges for the DCCEP/PE program and brainstorm overarching process changes. Attendees for DCCEP/PE will need to be prepared to discuss their specific systems and processes in place and propose suggestions for future study of DCCEP/PE management. This working group will be classified SECRET//NOFORN for SMEBs and UNCLASSIFIED for DCCEP/PE. Visit requests are required for access to this working group. See attachment 3, paragraph c for additional information on visit request procedures. POCs: Maj Angela Ochoa; (703) 695-4405; angela.ochoa@js.pentagon.mil; and Mr Robert Jacquez, 703-697-9004, Roberto.jacquez@js.pentagon.mil.

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Attachment 3 – Information/Guidance /Instructions

1. WJTSC 11-2 Information. WJTSC 11-2 Information Memorandums, Master Issue Deck, Visitor Information Booklet, briefings, and other administrative information will **not** be pre-printed for conference attendees. If conference attendees wish to have printed versions of these materials, they must print them prior to attending the conference. Information will be posted as it becomes available at URL: <https://jdeis.js.mil/jdeis/index.jsp?pindex=53>. This URL is only CAC accessible. Additionally, information is available at a non-CAC site URL: <http://wjtsc.boozallen.com/> .

a. Registration. Registration is on-line at URL: <http://www.wjtsc.us>. **Pre-registration will close on 16 Sep 11**. Continued distribution of WJTSC related information will only be to individuals who have registered on this site for the conference.

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 719-576-5900 (ext 1600 for reservations). Registration URL is: https://resweb.passkey.com/Resweb.do?mode=welcome_ei_new&eventID=3093814 Shuttle service is available between the Crowne Plaza Hotel and the Colorado Springs Airport and operates every half hour from 0500-2200. 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 cancellation fee. Wireless internet access will be available in all guest rooms at no charge during this conference.

c. Classification. This is an unclassified conference. Visit requests are NOT required to attend the unclassified portions of the conference. Visit requests will be required for the classified JAEC side-bar scheduled to convene 26 Sep 11, 1400-1700 (MST); the Cyber Initiatives side-bar scheduled to convene 27 Sep 11, 0800-1200 (MST); and the DCCEP/SMEB side-bar scheduled to convene 27 Sep 11, 1300-1630 hrs (MST), offsite from the WJTSC 11-1 Crowne Plaza Hotel conference venue.

Visit Access Requests (VAR) will be required for all classified meeting attendees and must be submitted **NLT COB 23 September** or the visitor will not be allowed access to the classified conference meetings. USNORTHCOM J7 SMO Code is EP2SFNBD6. VAR POC INFO: Please email VAR information to the N-NC/J7 Security Managers, SMSgt Gregory Wood, gregory.wood@northcom.mil, tel (719) 556-2234 (DSN 834), FAX (719) 554-6250 (DSN692); and SFC R. Paul Ulmer, N-NC/J74, (719) 556-6849, Richard.Ulmer@northcom.mil. Send one email for each meeting listing the attendee(s) information, using the appropriate Subject line: "VAR Info for JAEC Meeting (or Cyber Initiatives Meeting, or DCCEP/SMEB Meeting)."

d. Classified Sessions. Secure facilities just outside Peterson AFB's North Gate have been set up for the three classified meetings. The meeting site address is Mount Columbia Room, Command View Conference Center, 360 Command View, Colorado Springs, CO, 80915, 719-474-8000. Maps to this location will be available at the admin/ops office. A projection system and classified computer will be available for

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use. However, classified telecom or SVTC capability is not available at this offsite location.

e. Registration Fee. There is no registration fee for this conference.

f. 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 (including computers in the Internet Café) such as briefings, papers, agendas, reports, etc.

2. Pre-Conference Issues Coordination VTC. JS J-7/JETD will host a **VTC** for Joint Training Council of Colonels representatives on **31 Aug 11, 1100-1300 EST** to review and validate the latest Master Issue Deck for presentation during WJTSC 11-2. Issue OPRs will brief the status of their issues. The WJTSC Council of Colonels consists of 0-6/GS-15 level representatives from each organization in the Joint Training Community – all are welcome to participate in this pre-conference forum either by VTC, telecon, or in the Pentagon. Organizations desiring to participate by telecon will call (703) 695-4042, DSN 225-4042, or toll free (866) 283-3879. The pass code is available from Mr. Dave Zook, (703) 693-9791, david.zook.ctr@js.pentagon.mil.

3. Points of Contact. For more information or questions, please contact Lt Col Steve Scherzer, JS J-7/JETD, DSN 225-5745 or commercial, (703) 695-5745. Email address is stephen.scherzer@js.pentagon.mil. Alternate POC is Mr. Dave Zook, DSN 223-9791, commercial, (703) 693-9791, email address david.zook.ctr@js.pentagon.mil.

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