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THE JOINT STAFF
WASHINGTON, DC

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15 August 2012

MEMORANDUM FOR PARTICIPANTS IN THE WORLDWIDE JOINT TRAINING AND SCHEDULING CONFERENCE

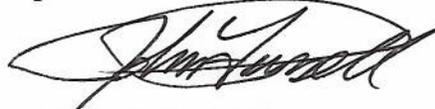
Subject: Worldwide Joint Training and Scheduling Conference 2012-2 (WJTSC 12-2)
Memorandum of Instruction Three.

1. General. WJTSC 12-2 will be held at the Crowne Plaza Hotel in Colorado Springs, Colorado, from 18-20 September 2012. This memorandum provides the final agenda and format for WJTSC 12-2.
2. Objective. The objective of the conference is to provide a forum to present and discuss Combatant Command (CCMD), Service, Combat Support Agency (CSA), and multi-national training and exercise issues, develop recommended courses of action, and obtain joint force development leadership guidance.
3. Key Dates and Suspenses. See paragraph 1 of Attachment 1 for a list of key suspense dates for conference information.
4. Conference Attendance. CCMDs, Services, CSAs, Office of the Secretary of Defense, National Guard Bureau (NGB), and multinational partners with equities in joint training and exercise issues are encouraged to attend. This conference is focused at the planner (O-6) and action officer level to develop, frame, and solve joint training and exercises issues. Executive level attendance is not encouraged. An executive level SVTC outbrief is scheduled for 26 September to review and present issues for executive guidance and decisions.
5. Administrative. This is the final of three memorandums that provides details on WJTSC 12-1. There are three attachments to this memorandum as follows:
 - a. Key Dates/Schedule/Working Groups (Attachment 1)
 - c. Information/Guidance /Instructions (Attachment 2)
 - d. Conference Concept (Attachment 3)

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6. Summary. The WJTSC is the most important venue for coordination and resolution of issues that impact joint training. 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 also ask that all working group leads adhere to the published suspense for submitting read-aheads as well as attendance at the orientation session on 17 Sep 12. I encourage everyone to actively participate and contribute to this open and collaborative process.



JOHN T. RUSSELL
Col, USAF
Chief, Joint Exercise and Training Division

Attachments:

1. Key Dates/Schedule/Working Groups
2. Information/Guidance/Instructions
3. Conference Concept

Attachment 1 – Key Dates/Schedule/Working Groups

1. Key Dates/Suspenses

- 17 Aug 12 – Master Issue Deck updates and proposed new issues due to JS J-7
- 17 Aug 12 – Video Teleconference (VTC) Connection details due
- 29 Aug 12 – Joint Training Council of Colonels Issue Review VTC
- 30 Aug 12 – All read-aheads due
- 30 Aug 12 – Working Group final agendas due
- 5 Sep 12 – Prospective participants in the classified CTI working group have completed the three access requirements (conference registration, notification email and Visit Request, see Attachment 3, para 1b) to be entered on the Access List.
- 5 Sep 12 – Foreign Nationals attending the CTI session directly contact: Thomas.skinner.ctr@northcom.mil and Carl.Howell.ctr@northcom.mil
- 11 Sep 12 – Conference Pre-Registration closes at midnight; all read-aheads posted to conference website
- 17 Sep 12 – On-site registration and conference in-processing begins
- 17 Sep 12 – Working Group Lead and Support Personnel Orientation
- 18-20 Sep 12 – WJTSC 12-2 Execution

2. Schedule/Agenda – See Attachment 4 for conference agenda concept.

Monday, 17 Sep 12

- 1300-1900 WJTSC 12-2 Registration/In-Processing
- 1600-1700 Working Group Lead and Support Personnel Orientation

Tuesday, 18 Sep 12

- 0700-1800 WJTSC 12-2 Registration/In-Processing
- Change:** 0800-1000 Developing Country Combined Exercise Program (DCCEP)
- 0800-1200 Joint Lessons Learned Program (JLLP) Training
- Change:** 0800-1200 Australia, Canada, Great Britain, and United States (ACGU) Training Integration & Interoperability
- 0800-1700 Joint National Training Capability (JNTC) Corporate Board
- Change:** 1000-1700 Exercise Engagement
- Change:** 1300-1700 Personal Expenses (PE)
- 1300-1700 Combat Support Agency (CSA)
- 1300-1700 Joint Cyberspace Training Initiative (unclassified session)
- 1300-1700 Joint Lessons Learned Information System (JLLIS) New User and Administrator Training
- Change:** 1600-1800 Program Objective Memorandum (POM) Measures of Effectiveness (MOE)

Wednesday, 19 Sep 12

- 0700-1800 WJTSC 12-2 Registration/In-Processing
- 0800-1200 Universal Joint Task List (UJTL) User Advisory Group (UUAG)
- 0800-1200 Individual and Staff Joint Training (ISJT)
- 0800-1200 JTIMS Joint Master Scenario Event List (JMSEL) User Training
- 0800-1700 Joint Cyberspace Training Initiative (Off-site classified session)
- 0800-1700 Joint Lessons Learned Program (JLLP) Update
- 0800-1700 Combatant Command Exercise Engagement (CE2) Stakeholder Leadership Team (SLT) Quarterly Meeting (By Invitation Only)
- 0800-1700 Joint Modeling and Simulation Capability (M&S)
- 1300-1500 UJTL Organizational Point of Contact (OPOC) Training

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1300-1700 Joint Knowledge Online (JKO) Stakeholder's Meeting
1300-1700 Joint Training Information Management System (JTIMS) UAG
1500-1700 UJTL Task Development Tool (UTDT) User Training

Thursday, 20 Sep 12

0700-0800 WJTSC 12-2 Registration/In-Processing

Change: 0900-1400 Individual/Organizational JLLIS Training and Assistance

0800-1300 Council of Colonels

0800-1700 Joint Lessons Learned Program (JLLP) WG (Decade of War Volume 2)

Wednesday, 26 Sep 12

1100-1400 Executive Session (SVTC)

3. Working Groups

a. Functional WGs are scheduled for 18-20 Sept 12. Execution dates and times are indicated in paragraph 2. Read-ahead information, final agendas and refined issues are due **NLT 30 Aug 12** to facilitate posting to the conference websites. Draft working group agendas and additional working group details are posted to the conference websites:

This URL is only accessible using CAC and can contain FOUO material:

<https://jdeis.js.mil/jdeis/index.jsp?pindex=55>.

The non-CAC site is:

http://www.dtic.mil/doctrine/training/conferences/wjtsc12_2.htm.

b. A recurring concern of conference attendees is the failure to provide read-aheads on the conference websites. Each WG lead is responsible for providing read-ahead information that will assist attendees prepare for the working group. All information that is provided to JS J-7 will be posted on the conference website NLT 11 Sep 12.

c. Following WG execution on 18 and 19 Sep, WG Chairs will provide executive level briefing slides on their working group accomplishments and **will be prepared to brief their WG activities and issues to the Council of Colonels on Thursday, 20 Sep 12**, and potentially to the Executive Session the following Wednesday, 26 Sep 12.

d. Briefback slides will be formatted using a standardized bullet format that will be provided to each WG lead at the **WG Orientation Meeting on Monday, 17 Sep 12 at 1600**. Open issues from the Master Issue Deck will be updated reflecting work accomplished during the working group meeting. Proposed new issues will be formatted in the standard Master Issue Deck format that will be provided to each WG lead.

e. The **WG Lead Orientation Meeting on Monday, 17 Sep 12 at 1600** is a mandatory meeting for the WG leads and their support personnel. This meeting will provide guidance for WJTSC 12-2 execution and will also discuss the way-ahead for working groups at future conferences. Working Group leads should come prepared to validate the necessity for their working groups to participate in future conferences.

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Attachment 2 – Information/Guidance /Instructions

1. WJTSC 12-2 Information. WJTSC 12-2 Information Memorandums, Master Issue Deck, Visitor Information Booklet, briefings, and other administrative information will **not** be pre-printed for conference attendees. Information will be posted as it becomes available at two sites. This URL is only accessible using CAC and can contain FOUO material: <https://jdeis.js.mil/jdeis/index.jsp?pindex=55>. The non-CAC site is: http://www.dtic.mil/doctrine/training/conferences/wjtsc12_2.htm.

a. 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=5806502 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.

b. Classification. This is an unclassified conference. Visit requests are NOT required to attend the unclassified portions of the conference at the Crowne Plaza Hotel. Secure facilities just outside Peterson AFB's North Gate have been set aside for the Cyber Training Initiatives (CTI) working group scheduled to convene 19 Sep 12, 0800-1700 (MST) offsite from the WJTSC 12-2 conference venue. The meeting site address is SAIC, Command View Conference Center, 360 Command View, Colorado Springs, CO, 80915, 719-474-8000. Maps to this location will be available at the conference admin/ops office.

To gain access to the CTI Working Group (SECRET REL ACGU meeting), prospective attendees must accomplish the following three steps NLT 5 September 2012:

(1) Register for WJTSC 12-2 at <http://www.wjtsc.us> and ensure JS J-7 has validated your conference attendance;

(2) Send a notification Email with Attendee Name, Email address, Phone number, Citizenship, Rank/Grade, Agency and which group you are attending (CTI WG) to: Thomas.skinner.ctr@northcom.mil and Carl.howell.ctr@northcom.mil. One email may contain this information for multiple attendees.

(3) Ensure your Organizational Security Manager accomplishes a JPAS Visit Request to SMO CODE: EP2SFNBD6 and specify in the POC Block: "Tom Skinner" and the classified working group being attended (CTI). If unable to use JPAS, your Organizational Security Manager may FAX the Visit Request to 719-554-6250, ATTN: SGT James and Mr. Skinner, and ensure it states that the individual or list of individuals wants to access the CTI Working Group. Foreign Nationals attending a classified session must contact the USNORTHCOM POCs (Thomas.skinner.ctr@northcom.mil and Carl.howell.ctr@northcom.mil) directly prior to 5 Sep 12. Meeting room seats are strictly limited by Fire Code, so sign up early (none accepted after 5 Sep)! POCs: Tom Skinner 719-474-8313; Carl Howell 719-556-0164.

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

d. 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. Conference Attendance and Pre-Registration.

a. Pre-Registration. Conference pre-registration is on-line at URL: <http://www.wjtsc.us>. **Pre-registration will close on 11 Sep 12.**

b. Organizational quotas are established for conference attendance. Quotas for stakeholder organizations are specified in Memorandum #2. Other organizations desiring to attend the conference must contact CDR Chris Cizek (information below) for attendance validation.

c. Stakeholder organization requirements that exceed the quotas must be coordinated with Joint Staff J-7 (Mr Abahazy) for approval.

d. Conference registrants will be in a pending status until their registration is validated by Joint Staff J-7. Registrants will be notified once their attendance has been approved.

3. Pre-Conference Issues Coordination SVTC. JS J-7/JETD will host a **SVTC** for Joint Training Council of Colonels representatives on **29 August 12, 1100-1300 EDT** to review and validate the latest Master Issue Deck for presentation during WJTSC 12-2. Issue OPRs will brief the status of their issues. The WJTSC Council of Colonels consists of O-6/GS-15 level representatives from each organization in the Joint Training Community – all are expected 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 will be available from Mr. Dave Zook, (703) 693-9791.

4. Registration/In Processing. On-site registration will be conducted in the Concourse Area in the vicinity of the Admin/Operations Support Room; directional signs will be posted in the Lobby area. Your WJTSC 12-2 nametag will be provided as well as an information packet that will contain the the WJTSC Agenda, Welcome Letter, and maps. Registration will be conducted as follows:

Monday, 17 Sep

1300 – 1900

Tuesday, 18 Sep and Wednesday, 19 Sep

0700 – 1800

NOTE: We strongly recommend personnel attending Working Groups on Tuesday, 18 Sep in process with the Joint Staff/J-7 on Monday, 19 March.

5. Points of Contact. For more information or questions, please contact CDR Chris Cizek, JS J-7/JETD, DSN 260-4647 or commercial, (571) 256-4647. Email address is christopher.j.cizek.mil@mail.mil. Alternate POC is Mr. Dave Zook, DSN 223-9791, commercial, (703) 693-9791, david.h.zook.ctr@mail.mil.

Attachment 3 – Conference Concept

1. Working Groups -- Working groups are intended to develop, discuss, and resolve joint training issues; and address interoperability, coordination, collaboration, and process improvements. The result of a working group session should be the development of an issue – either for council of colonels or executive session decision. Some issues may not be mature enough for presentation, but may still be a focus of effort by the working group.

WG Chairs will provide executive level briefing slides on their working group accomplishments and **will be prepared to brief their WG activities and issues to the Council of Colonels on Thursday, 20 Sep 12**, and potentially to the Executive Session the following Wednesday, 26 Sep 12. Slides will be formatted using a standardized bullet format that will be provided to each WG lead at the **Working Group Lead Orientation Meeting on Monday, 17 Sep 12 at 1600**. Open issues from the Master Issue Deck will be updated reflecting work accomplished during the working group meeting. Proposed new issues will be formatted in the standard Master Issue Deck format that will be provided to each WG lead.

2. Council of Colonels (CoC) – The CoC is the O-6 level representatives of the joint training community. **The CoC will meet in closed session on Thursday, 20 Sep 12, 0800-1300, to include the O-6 representative plus two per organization, no contractors**, to discuss and debate emerging issues and resolve issues. The CoC provides the opportunity for these senior members of the joint training community to have frank and open non-attributable discussions on issues and to develop consensus on the way-ahead. Agenda includes a review of the master issue deck and brief-backs from select working groups as necessary. Members include:

Joint Staff J-7 (S&P and JCW)

Combatant commands

- USAFRICOM
- USCENTCOM
- USEUCOM
- USNORTHCOM
- USPACOM
- USSOCOM
- USSOUTHCOM
- USSTRATCOM
- USTRANSCOM

Sub-unified commands

- U. S. Forces Korea
- USCYBERCOM

Combat support agencies

- Defense Intelligence Agency
- Defense Information Systems Agency
- Defense Logistics Agency
- Defense Threat Reduction Agency
- National Geospatial-Intelligence Agency
- National Security Agency
- Defense Contract Management Agency

Services

- Army
- Navy
- Air Force
- Marine Corps
- USCG

NGB

OSD (TRS)

Coalition (United Kingdom, Canada, Australia)

4. Executive Session – The executive session is a FO/GO/SES focused wrap-up meeting to discuss and resolve executive level issues. This session is intended to provide a recap of the working group and CoC activities to the joint training senior leaders, and to present those issues that require their personal involvement for resolution. CoC representatives must articulate the issues that cannot be solved at CoC level, and what action must be taken by a FO/GO/SES to achieve the expected/desired resolution to a joint training issue. The executive session will meet at the **Pentagon on Wednesday, 26 Sep 12, 1200-1500 EDT** in room 2B869. Executives unable to attend in person will be able to use SVTC. SVTC connection details should be provided to Ms Lysie Battle, (703)695-5546, lysie.s.battle.ctr@mail.mil NLT 12 Sep12. Executives plus one from the following Joint Training Enterprise stakeholders are invited:

Joint Staff J-7 (S&P and JCW)

Combatant commands

- USAFRICOM
- USCENTCOM
- USEUCOM
- USNORTHCOM
- USPACOM
- USSOCOM
- USSOUTHCOM
- USSTRATCOM
- USTRANSCOM

Services

- Army
- Navy
- Air Force
- Marine Corps

OSD (TRS)