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THE JOINT STAFF
WASHINGTON, DC

Reply Zip Code:
23435-2697

08 June 2018

**MEMORANDUM FOR JOINT LESSONS LEARNED CONFERENCE 2018 (JLLC 18)
PARTICIPANTS**

**SUBJECT: Joint Lessons Learned Conference 2018 (JLLC 18) Announcement
Memorandum #1**

1. General. The Joint Lessons Learned Conference 2018 (JLLC 18) will be held in the Executive Conference Center (ECC) located at Joint Staff Hampton Roads Facility in Suffolk, Virginia, 25-27 September 2018. Travel days are 24 and 28 September 2018.

2. Overview. The theme of JLLC 18 is, "Lessons Learned from Global Integration". The purpose is to improve the understanding of challenges and successes experienced during integration of global operations, and to inform Joint Staff planning and execution of the Chairman, Joint Chiefs of Staff Global Integrated Exercise (GIE) series. Furthermore, this conference provides a forum for the joint lessons learned community to meet face-to-face, discuss the Joint Lessons Learned Program (JLLP), present issues, share ideas, and work together towards improving JLLP awareness, and promote advocacy for organizational lessons learned (LL) programs. In addition, participants will have the opportunity to receive hands-on Joint Lessons Learned Information System (JLLIS) and IBM Watson training, and to discuss the way ahead for JLLIS data analytics and modernization.

3. Invitees. Combatant Commands (CCMDs), Services and National Guard Bureau (NGB), Joint Staff (JS), Office of the Secretary of Defense (OSD), Combat Support Agencies (CSAs), the Interagency (IA), multinational partners with LL equities, and other agencies with LL programs, are all encouraged to attend. The JLLC 18 will focus at the planner (O-6) and action officer levels to develop, frame, and solve joint LL issues. Executive level attendance is not required nor encouraged. This memorandum initiates a call to the joint lessons learned community to:

a. Propose JLLC 18 topics and issues, consistent with the theme, for discussion during the conference and working groups.

b. Plan for attendance, in accordance with quotas, provided in Attachment 3.

4. Administrative. This is the first of three memoranda providing details on JLLC 18. There are four attachments to this memorandum as follows:

1. JLLC Objectives, Key Dates, and General Schedule (Attachment 1)

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2. General Information, Registration, Attendance, and Points of Contact (Attachment 2)
3. Organization Quotas (Attachment 3)
4. Billeting and Travel Information (Attachment 4)

5. Summary. The primary focus of the JLLP is to enhance joint force capabilities, and advance force readiness. The JLLC enhances collaboration between the Services and NGB, JS, OSD, CCMD, CSAs, the IA, other agencies involved in LL programs. The intent this conference is to highlight the best practices, from each participating organization, specifically related to “Lessons Learned from Global Integration” from their respective LL programs. The ultimate goal of this conference is to apply lessons learned to improve the understanding of challenges and successes experienced during integration of global operations. Conference results will inform Joint Staff planning and execution of the Chairman, Joint Chiefs of Staff’s global integrator role, which will help the military make quicker decisions on the allocation and use of resources across regions and missions.

6. Questions. Please direct any questions to lead event coordinator, Ms. Francesca Bloom, francesca.e.bloom.civ@mail.mil, or (703) 695-6787.



M. Kim Frisby, GS-15
Acting Chief, Joint Lessons Learned
Division
Deputy Director, J-7
Future Joint Force Development

Attachments:

1. JLLC Objectives, Key Dates, and General Schedule
2. General Information, Registration, Attendance, and Points of Contact
3. Organization Quotas
4. Billeting and Travel Information

Attachment 1 – JLLC Objectives, Key Dates, and General Schedule

JLLC Objectives:

- (1) Conduct targeted discussion and collaboration sessions, which will contribute towards better understanding of global integrated operations, and assist in the planning and execution of future GIE events
- (2) Provide participants with program, policy and procedure updates.
- (3) Provide on-demand JLLIS, and IBM Watson training to lesson managers, users, and administrators.

Key Dates:

Specific due dates for submissions:

20 Jul 18: Potential agenda topics and organizational requests to present due to J7.

10 Aug 18: Non-U.S. citizens visit requests on file with the Defense Intelligence Agency (DIA).

17 Aug 18: Draft/outline of presentations due to J7 for review and consideration.

17 Aug 18: All stakeholder conference attendees registered in JEMIS via CAC or access code: **JLLC**

31 Aug 18: Read-ahead material due to J7 for placement on the JLLIS website.

31 Aug 18: Final briefings due to JS J7, POCs: Ms. Francesca Bloom and Maj Tim Martin.

10 Sep 18: US citizens visit requests on file with JS Security Office (JSSO).

General Schedule:

Monday 24 Sep			
Time	Topic	Presenter	Location
1300-1600	Early-Bird Check-In		QD
Tuesday 25 Sep			
0700-0800	Check-In/Admin	All	QD
0800-0815	Kick-Off/Welcome	COL Stephen Stasevich	ECC
0815-0845	Intro: LL from Global Integration	RDML Andrew Loiselle	ECC

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0845-0945	Keynote #1: "Implementing the National Defense Strategy: Acting on Lessons Learned"	OUSD(P) ASD for Strategy & Force Development	ECC
0945-1000	Break		
1000-1130	Panel #1: "Building Blocks: Service Support for GIO LL"	USA, USAF, USMC, USN, NGB, USCG	ECC
1130-1300	Lunch		ECC
1300-1400	Keynote #2: "KM and LL in Support of Global Integration"	NSA	ECC
1400-1415	Break		
1415-1530	Panel #2: "Combat Support for Globally Integrated Operations"	DCMA, DISA, DLA, DTRA, NSA	ECC
1530-1600	Wrap-Up	COL Stephen Stasevich	ECC
1800-2000	No-Host Ice-Breaker (Optional)		Courtyard by Marriott
Wednesday 26 September			
0800-0805	Admin Remarks	Ms. Fran Bloom	ECC
0805-0900	Keynote #3: "NATO LL Optimization Plan"	JALLC	ECC
0900-0915	Break		
0915-1015	Panel #3: "Alliance and Coalition Perspectives on GIO"	JALLC, POL, +2 (TBD)	ECC
1015-1030	Break		
1030-1130	Keynote #4: "LL from Integrating Global Diplomacy"	DoS/FSI/CSCD	ECC
1130-1300	Lunch		ECC
1300-1400	Panel #4: "Working With DoD to Achieve GIO"	DoS, USAID, FEMA, USCG	ECC
1400-1415	Break		
1415-1445	"Way Ahead for GIO"	RDML Andrew Loiselle	ECC
1445-1500	Conference Conclusion	COL Stephen Stasevich	ECC
Thursday 27 September (Morning US/FVEY ONLY Classified Session, afternoon UNCLASSIFIED, open to all).			
0800-0810	Welcome/Admin Remarks	COL Stephen Stasevich	MIC
0810-0845	Keynote #5: "Chairman's Vision for Global Integration"	J-5/JSP/SDD	MIC

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0845-0945	Keynote #6: "LL from GIE-Related Exercises"	J7/FJFD/JLLD	MIC
0945-1000	Break		
1000-1130	Panel #5: "Player Perspectives on Recent Exercises"	NORTHCOM, STRATCOM, TRANSCOM, JS J3/5, J7, OSD	MIC
1130-1145	Wrap-Up Classified Session	COL Stephen Stasevich	MIC
1145-1330	Lunch		
1330-1430	User Configuration Meeting	Bruce Beville	VTC Theater
1430-1530	JLLIS/Watson Training	Jane Ward	VTC Theater

Attachment 2 – General Information, Registration, Attendance, and Points of Contact

1. JLLC 18 Information.

a. Classification. Days 1 and 2 and the afternoon of Day 3 will be UNCLASSIFIED. The morning of Day 3 is classified SECRET//REL USA, FVEY. See information below (para 2.b.) regarding visit requests.

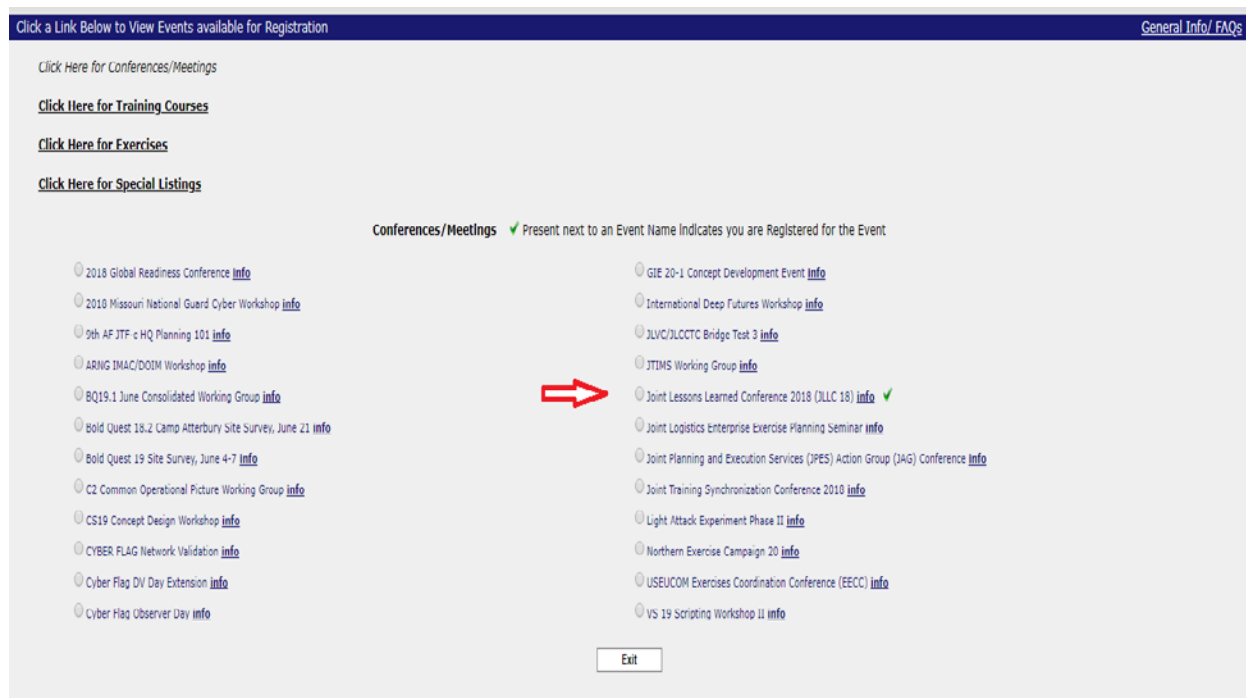
b. Registration Fee. There is no registration fee for this conference.

c. Magnetic Media Restrictions. No connection of USB “thumb” drives to any computers or the conference network allowed. The only authorized means of transferring data is via compact disk (CD-R) media. This applies to the transferring of any data to or from the conference computers or network (including computers in the “Internet Café”) such as briefings, papers, reports, etc.

2. Conference Registration.

a. Registration. Conference registration is open on-line at URL: https://secure.jten.mil/jemis_new/welcome.jsp

b. Follow the prompts to the “Joint Lessons Learned Conference 2018,” as shown below. POCs for registration issues are Mr. Paul Anderson, DSN 668-5587, commercial 757-203-5587, paul.j.anderson.civ@mail.mil and Ms. Inez Lee, commercial 703-697-2397, inez.lee.civ@mail.mil.



c. Visit Requests. Due to the nature of the venue, this event requires filing a Visit Request with the JS Security Office (JSSO). Registrants will be advised whether their clearance is on file. Follow the below instructions:

1) U.S. Citizens. US Citizens planning to visit JS Suffolk must have their security managers send their visit authorization requests to JSSO via the Joint Personnel Adjudication System (JPAS) **NLT 10 Sep 18**. The SMO Code for submitting ALL visit requests is **DDJ0212**. Your Suffolk Complex JLLC point of contact is [Paul Anderson](#). Transmitting via JPAS will ensure timely and accurate processing. If JPAS is not available and sending by mail or facsimile transmission are the only feasible methods, information must be on command letterhead and signed by the respective security manager or facility security officer and sent to:

Joint Staff Security Management Office
114 Lake View Parkway
Suffolk, VA 23435-2697
Phone: (757) 203-7029/7401, CONUS DSN: 668-7029/7401
Fax: (757) 203-7512

2) Foreign Representatives. Representatives of foreign governments or international organizations planning to visit JS Suffolk must have their respective embassies forward visit requests to the Defense Intelligence Agency (DIA) **at least 45 days prior to visit, estimated NLT 10 Aug 18**.

d. NATO personnel assigned to Supreme Allied Command Transformation (SACT) planning to visit Joint Staff Suffolk, also referred to as Joint Staff Hampton Roads (JSHR), must complete the JSHR visit request found on the SACT Security website. All other NATO personnel must submit visit requests via their embassies. Include the JLLC-18 JSHR POC and telephone number (Paul Anderson, 757-203-5587) as well as the visitor's name, rank, ID number, country of origin, and date and place of birth. Send the completed form to the SACT Security Office for certification. The SACT Security Office will forward the request to the SACT U.S. Liaison Office for verification and forwarding to the JS-SMO.

e. Visitors from SACT Regional Commands (i.e., Joint Warfare Center, Joint Force Training Center, Joint Analysis Lessons Learned Center, Staff Element Europe and SACT Representative in Europe) may use the above procedures, if they send their certified NATO security clearances to the SACT Security Office in advance. All other NATO personnel must submit visit requests via the NATO Visits Office. Note: The message PLAD for the SSO is JOINT STAFF SSO. POC for SCI Access is Felix Rivera (757) 203-5957 / CONUS DSN 668-5957.

3. Attendance.

a. All stakeholder organizations' conference attendees must registered in JEMIS **NLT 17 Aug 18**. Organizational quotas are as listed in attachment 2. Requirements that exceed the quotas must be coordinated with Joint Staff J-7 for approval. Please send requests for additional quotas to JS J-7/FJFD JLLD SPE, attention Ms. Inez Lee, at inez.lee.civ@mail.mil.

b. Other organizations desiring to attend the conference must contact JLLD point of contact above in 3.a for attendance validation.

4. Points of Contact. Ms. Francesca Bloom, JS J-7/FJFD JLLD SPE, commercial, (703) 695-6787, francesca.e.bloom.civ@mail.mil. Maj Tim Martin, JS J-7/FJFD JLLD SPE, commercial (703) 695-3484, timothy.j.martin40.mil@mail.mil. Suffolk POC for conference planning and logistics is Mr. Paul Anderson, DSN 668-5587, commercial, (757) 203-5587, paul.j.anderson.civ@mail.mil.

Attachment 3 – Quotas by Organization for Conference Attendees

Due to fiscal constraints and OMB guidance on reducing travel and conference expenses, organizational quotas for stakeholder organizations are as follows. For organizations not listed, please contact JS J7 to confirm space availability

Organization	Quota
USA (CALL)	2
USAF (A9L)	2
USN (NWDC)	2
USMC (MCCLL)	2
USCG (HQ)	2
NGB (HQ)	2
J1	1
J2	1
J3	1
J4	1
J5	1
J6	1
J8	1
OSD-P	2
USAFRICOM	2
USCENTCOM	2
USEUCOM	2
USCYBERCOM	2
NORAD-NORTHCOM	2
USPACOM	2
USSOCOM	2
USSOUTHCOM	2
USSTRATCOM	2
USTRANSCOM	2
DCMA	2
DIA	2
DISA	2
DLA	2
DTRA	2
NGA	2
NRO	2
JPRA	1

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NSA/CSS	2
FBI	2
CIA/CSI	2
NASA	2
FSI	2
FEMA	2
NDU	2
JALLC	2
MN PARTNERS	1 EA

Attachment 4 – Billeting and Travel Information

1. Billeting. There are a number of hotels in the local area, which provide rooms at the government rate. The list below is from the *JS Suffolk Visitors Guide*. Hotels more than 3 miles away are excluded from this list. The traveler must request the government rate.

COURTYARD by MARRIOTT 1.9 mi.
8060 Harbour View Blvd.
Suffolk, 23435
(757) 483-5177

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

HILTON GARDEN INN 1 mi.
5921 Harbour View Blvd.
Suffolk, 23435
(757) 484-9001

BEST WESTERN PLUS 2.5 mi.
3235 Western Branch Blvd.
Chesapeake, 23321
(757) 484-9539/1-800-528-1234

Special rate lodging is available for Non-DTS users by clicking [here](#) for either the Courtyard by Marriott or TownPlace Suites. The *JS Suffolk Visitors Guide* provides additional information on hotels, restaurants, and local transportation. This document is available on the registration site.

2. Travel. For those traveling by air, the JS Suffolk Complex is near two international airports. Rental cars are available from both airports, with shuttles to area hotels provided. There is no bus or shuttle service available to the JS Suffolk Facility. Airport information provided below:

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 JS Suffolk Complex on the left. Take the left turn into the industrial park area via Lake View Parkway. This road will terminate at the JS 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 JS Suffolk Complex on the left. Take the left turn into the industrial park area via Lake View Parkway. This road will terminate at the Joint Staff Suffolk Complex's main gate. (Total miles: 30)

