



Personnel

**JOINT DEPLOYMENT DISTRIBUTION
OPERATIONS CENTER SELECTION AND TRAINING**

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This instruction establishes the policies and procedures for requesting, sourcing, training, and funding United States Transportation Command (USTRANSCOM) personnel, and its transportation component commands (TCC) in support of Joint Deployment Distribution Operations Centers (JDDOC). It is applicable to USTRANSCOM and its TCCs, and serves as a guide to select and train personnel to support JDDOCs. The following procedures are not regulatory in nature and do not supersede any Service or combatant command instructions or regulations. Send comments and suggested improvements to this publication on Air Force Form 847, Recommendation for Change of Publication, to TCJ3-SS, 508 Scott Drive, Scott AFB IL 62225-5357.

1. General.

1.1. Background. The JDDOC concept was developed in response to a long-standing need for strategic and theater deployment and distribution integration. Since the incorporation of the concept in January 2004, each geographic combatant commander (GCC) has established a permanent JDDOC scaled for their region and assigned missions, providing each commander with an organization that has the prerequisite authority and capability to synchronize the deployment and distribution process. The JDDOC operates as a partnership between the GCC, the Service components, and the national partner (NP) organizations. The term NP refers to supporting combatant commanders, the Services, Defense Logistics Agency (DLA), and national agencies that provide collective subject matter expertise to the theater JDDOC. National agencies may be any one of a number of non-Department of Defense (DOD) entities that rely on the DOD distribution process.

1.2. JDDOC Staffing. The JDDOC structure is tailored by the GCC after considering the operational environment (i.e., United States (US) only, allied, coalition participation, force posture, etc.) and the maturity of the theater of operations (e.g., physical and communications infrastructure). As a joint organization, manning the JDDOC is a shared responsibility, and the sourcing of positions varies among theaters. GCCs are responsible for implementing a core JDDOC structure. The GCC core capability element provides the enduring foundation for the entire organization. From that core the GCC performs the deployment and distribution functions during normal day-to-day conditions and provides the continuity and theater expertise for transitioning to the increased operations tempo of a contingency or crisis. The core capability is not an added GCC staff, but is staffed by internally reorganizing existing GCC assets. To meet increased requirements generated by crisis situations, the core JDDOC staff is first augmented by in-theater plus-up personnel from the GCC's theater or components. The exact size and composition of the in-theater augmentation team will vary depending upon the scope of the scenario and the maturity of the theater. The GCC orchestrates this augmentation. Additional augmentation can then be requested from NPs. Multinational and/or Interagency partners will staff the JDDOC as requested by the GCC and agreed to by each nation or agency, based on the size and complexity of the multinational operation.

2. Individual Augmentee (IA) Request.

2.1. Crisis Situation. A crisis situation is an incident or situation involving a threat to the nation, its territories, citizens, military forces, possessions, or vital interests that develops rapidly and creates a condition of such diplomatic, economic, political, or military importance that commitment of military forces and resources is contemplated to achieve national objectives. During a crisis situation, the GCC may make the determination that NP augmentation is required to support their respective JDDOC. The crisis may be for a period of short duration in support of major natural disaster relief or humanitarian missions; or cover an extended period of time such as the overseas contingency operations (OCO).

2.1.1. GCC JDDOC IA Requests. The GCC submits IA requests, to include JDDOC augmentation requirements, to the Joint Staff in accordance with CJCSI 1301.01C, *Individual Augmentation Procedures*, January 4, 2004. The GCC should inform USTRANSCOM of its IA request for NP JDDOC augmentation through USTRANSCOM Deployment Distribution Operations Center (DDOC). USTRANSCOM will assist the GCC, as needed, with coordinating for additional NP augmentation. Combatant commands must anticipate potential IA positions and provide a validated joint manning document (JMD) in a timely manner to their component commands and Joint Staff for review and tasking.

2.1.2. USTRANSCOM JDDOC Support. Upon receipt of a valid IA request, USTRANSCOM will assemble a team of qualified personnel to respond to the crisis. The initial response JDDOC team will consist of members of USTRANSCOM and/or TCC personnel. Selected personnel should have, if possible, operational experience, understanding of the theater required to support, and required skill sets for the assigned billet. The *Distribution Process Owner (DPO) Joint Deployment Distribution Operations Center (JDDOC) Template* contains a notional list of JMD billets USTRANSCOM and TCCs will be expected to fill. The GCC may deviate from this notional JMD based on operational necessity.

2.1.2.1. Emergent Crisis. During a crisis situation, it may be necessary to provide support within hours of receipt of a valid IA request. In these instances the DDOC Chief will advise USTRANSCOM Operations and Plans Director (TCJ3) and TCJ3-Deputy (TCJ3-D) of the request. TCJ3 will alert TCCs, as required. TCJ3-D will nominate a team to support the crisis. If additional resources are required, the JDDOC oversight board (OB) co-chairmen will convene the full JDDOC OB to nominate additional personnel as required. If TCC support is required, USTRANSCOM Manpower and Personnel Directorate (TCJ1) will forward TCCs a tasking request to fill their assigned billets. Once a complete team has been assembled, TCJ3 or designated representative will certify that the team is qualified and ready for deployment. Emergent crisis processing can normally be accomplished in 48 hours or less.

2.1.2.2. Protracted Crisis. During a protracted crisis such as OCO, where IA support becomes planned and predictable, the JDDOC OB will be responsible for identifying and selecting USTRANSCOM personnel to fill those requirements. TCCs will fill JDDOC billets as identified in the DPO JDDOC Template, current edition, realizing that support requests may deviate slightly to meet GCC operational requirements. TCCs will provide the USTRANSCOM deployment manager names of individuals selected for deployment.

2.2. Exercise Support.

2.2.1. Request and coordination for USTRANSCOM support begins at the Joint Staff (JS) Operational Plans and Interoperability Directorate, Engineering Staff Section (J7) sponsored semi-annual worldwide joint training and scheduling conference (WJTSC). One of the primary objectives of the WJTSC is to synchronize, deconflict, and validate Chairman of the Joint Chiefs of Staff (CJCS) exercises for the next two fiscal years. The WJTSC provides the supported commander's exercise planning staff the opportunity to identify USTRANSCOM support requirements. Additionally, the supported commanders can define requirements during their annual exercise synchronization conference, which is attended by USTRANSCOM representatives. These two venues facilitate synchronizing and sourcing support to combatant commander exercise requests. Additionally, USTRANSCOM liaison officers (LNOs) located at supported combatant commands may provide assistance with the development of area of responsibility specific support requirements. Once USTRANSCOM validates the requirements and commits to exercise support, USTRANSCOM will participate in the combatant command exercises joint event life cycle to include: concept development conference, initial planning conference, mid planning conference (MPC), and final planning conference (as required). Normally, supporting commander requirements are solidified no later than the MPC. USTRANSCOM will make every effort to request TCC support for JDDOC exercise teams no later than

MPC to ensure maximum participation. Once USTRANSCOM commits to an exercise, TCCs will make every effort to support. TCC participation may be limited due to personnel availability resulting from other deployment requirements or lack of Operations and Maintenance funding to support the temporary duty (TDY).

2.2.2. TCJ1 is the office of primary responsibility (OPR) for sourcing all validated IA requests. The Joint Training Information Management System (JTIMS) is the system of record to identify exercise support requirements. Combatant commands should identify all units and IAs required for USTRANSCOM support in both JTIMS and Joint Operation Planning and Execution System (JOPES). The supported command will also provide a validated exercise manning document with unit line numbers (ULN) within JOPES. If JTIMS is unavailable, the supported commander must submit an IA automated message handling system (AMHS) request message to TCJ1.

3. JDDOC Sourcing.

3.1. Responsibility.

3.1.1. JDDOC OB Co-chairmen. TCJ3-D and TCJ1 serve as the JDDOC OB co-chairmen and are responsible for providing JDDOC OB management. TCJ1 is responsible for JDDOC OB meeting preparations, convening meetings, and overseeing the command deployment manager. TCJ3-D is responsible for briefing TCJ3 on manning issues and identifying a JDDOC team during an emergent crisis situation.

3.1.2. Command Deployment Manager. TCJ1-Deployment Operations Division (TCJ1-O) is assigned as command deployment manager and is responsible for the following:

3.1.2.1. Maintain the JDDOC battle roster and all deployment requirements for USTRANSCOM. The JDDOC battle roster is a listing of all valid and anticipated JDDOC manning requirements and personnel assigned against those requirements. Battle roster will be organized by team, in support of each individual exercise and crisis.

3.1.2.2. Coordinate JDDOC OB administrative actions, such as forecasting manning shortfalls and scheduling meetings.

3.1.2.3. One month prior to scheduled JDDOC OB meetings, provide valid and anticipated JDDOC battle roster manning requirements, along with a list of personnel and their qualifications to each of the JDDOC OB directorate representatives.

3.1.2.4. Moderate JDDOC OB meetings and provide a review of current JDDOC battle roster manning requirements and any other issues requiring JDDOC OB attention.

3.1.2.5. Notify personnel of battle roster selection and perform predeployment processing to include establishing deployment dates, providing predeployment instructions and points of contact, scheduling predeployment training, coordinating orders and travel arrangements, and providing other support as required.

3.1.3. JDDOC OB Directorate Representatives. Directorate JDDOC OB representatives are responsible for soliciting volunteers, selecting non-volunteers, and providing nominations to the JDDOC OB. JDDOC OB directorate representatives must possess the authority to commit personnel to support USTRANSCOM JDDOC manning requests.

3.2. JDDOC Teams.

3.2.1. Crisis Situation.

3.2.1.1. Operational time permitting, selection to serve in a JDDOC will require full-time, dedicated availability commencing 60 days before scheduled deployment date in order to fulfill all predeployment and training requirements. Standard lead time for identifying deploying personnel by name is 90 days prior to scheduled deployment.

3.2.1.2. Director and deputy director billets must have in-theater staggered rotation dates by at least 30 days in order to ensure continuity of operations. Other deploying JDDOC IAs should be allocated enough time to complete a one-week turnover in-theater. Additionally, every effort should be made for the team to train and travel as a group.

3.2.2. Exercise.

3.2.2.1. Refers to IA support for all exercises in accordance with USTRANSCOM Message, *USTRANSCOM Support for the Joint Exercise Program*, DTG 121502Z MAR 08 incorporated into this instruction as Attachment 2. JDDOC exercise teams will be comprised of personnel throughout USTRANSCOM and the TCCs, and may also include Reserve Component (RC) personnel.

3.2.2.2. Selection to an exercise team will require completion of all training and predeployment requirements prior to deployment. Directorates need to allow adequate time for selected personnel to complete required training.

3.2.2.3. Employment of the same members, for exercises within the same theater, is encouraged and allows teams the opportunity to take full advantage of lessons learned.

3.2.2.4. A minimum of 30 days is required to identify Active Component (AC) personnel and 6 months to identify RC personnel by name to fill exercise battle roster billets.

3.2.2.5. JDDOC exercise teams should follow the general structure and requirements contained in the *DPO JDDOC Template*, taking into consideration that the combatant command may need to adjust the JDDOC structure to meet their unique operational requirements. JDDOC exercise teams are task organized depending on the scope of the mission and will consist of up to eight IAs to complement the supported combatant command JDDOC staffing.

3.3. JDDOC OB.

3.3.1. The JDDOC OB will meet quarterly, or as required, to review sourced GCC JDDOC crisis and exercise requirements, validate joint exercise requirements in coordination with TCJ3-Joint Training (TCJ3-T), designate billets for TCC and RC fill, and select USTRANSCOM personnel to fill JDDOC battle roster billets.

3.3.2. JDDOC OB members include the JDDOC OB co-chairmen (TCJ1 and TCJ3-D), and a senior military or civilian representative from Strategy, Policy, Programs, and Logistics Directorate (TCJ5/4); Command, Control, Communications, and Computer Systems Directorate (TCJ6); Command Surgeon (TCSG); the Joint Reserve Directorate (TCJ9), and a representative from each TCC.

3.4. JDDOC OB Process.

3.4.1. One month prior to scheduled JDDOC OB meetings, the deployment manager will provide valid and anticipated JDDOC battle roster IA manning requirements, along with a list of personnel and their qualifications to each of the JDDOC OB directorate representatives. Primary sourcing for these requirements is the AC with augmentation provided by the RC.

3.4.2. The JDDOC OB directorate representatives will solicit volunteers and/or select personnel on a non-volunteer basis to fill JDDOC battle roster requirements. Names of volunteers will be provided to TCJ1-O as soon as they become known.

3.4.3. The deployment manager will schedule, make all administrative preparations, and invite JDDOC OB members to the JDDOC OB meeting.

3.4.4. The deployment manager will moderate JDDOC OB meetings and provide a review of current JDDOC battle roster manning requirements and any other issues requiring JDDOC OB attention. The JDDOC OB will first determine which JDDOC battle roster billets should be tasked to TCCs and which are filled by USTRANSCOM personnel. The remaining billets will then be tasked to RC personnel. Each JDDOC OB member shall submit a list of candidates for consideration. The JDDOC OB will review and select the most qualified candidate to fill each

billet. In cases of nonconcurrency among JDDOC OB members, the JDDOC OB co-chairmen maintain final decision authority.

3.4.5. Upon completion of the JDDOC OB meeting, the TCJ3-D will brief TCJ3 on the board's recommendations. Upon TCJ3 approval, TCJ3-D will notify TCJ1 of final approved selections.

3.4.6. Once approved, the deployment manager will notify selected personnel, TCJ3-T and TCJ1-Training and Civilian Personnel Division (TCJ1-C) (DDOC Training Coordinator and JDDOC Training Coordinator) of final battle roster selections. Training will be accomplished in accordance with paragraph 4 of this instruction.

3.4.7. In the event that a team member cannot complete an assigned deployment, that individual's JDDOC OB directorate representative will notify the JDDOC OB co-chairmen and nominate a qualified backfill. If a backfill is not provided, the JDDOC OB may be convened to select a qualified backfill if necessary. TCJ3 is the final approval authority for any changes and/or exceptions to team composition.

3.5. Requests for Reserve Support. Request for deployable RC support will be reviewed by the JDDOC OB and given to the appropriate directorate representatives for action. If required, the directorates will prepare a USTRANSCOM Request for Reserve Component Support (IMT 52) for deployable JDDOC billets. Emergent requests for Reserve Support need to be generated 120 days prior to requirement start in order to comply with service timelines. The IMT 52 "Detail Justification for Reserve Support" block will be based upon specific JDDOC billet information contained in the *DPO JDDOC Template*. Completed IMTs 52 will be approved by the directorate requesting RC support and forwarded to TCJ9 for action in accordance with the USTRANSCOM Instruction 38-2, *USTRANSCOM Joint Transportation Reserve Unit (JTRU) Direct Support Requirements*, May 12, 2003, *Reserve Component Utilization Committee Charter* and the *Reserve Component Utilization Guidelines and Request Process*.

3.6. Requests for TCC Sourcing of JDDOC Positions. TCJ1-O is responsible for ensuring IA tasking requests are forwarded to the TCCs. TCC IA taskings will be sent using JOPEs request that contain the ULN of USTRANSCOM's time-phased force deployment data (TPFDD) or exercise plan identification. In time critical situations, USTRANSCOM may also inform TCCs through the task management tool (TMT) or direct e-mail to their manpower equivalent (Air Mobility Command (AMC) Manpower and Personnel (A1), Surface Deployment and Distribution Command (SDDC) Personnel (G1), and Military Sealift Command (MSC) Maritime Forces and Manpower Management (N1)). The tasking must be clear as to the deployment length, position, pay grade, location, start date, and skill requirement (military occupation specialty/rate/Air Force specialty code/Navy designator), and must indicate funding source responsibility (e.g., USTRANSCOM or TCC).

3.7. Length of Assignment. The standard in-theater tour length for a JDDOC deployment is 179 days, although in some instances this will vary depending on operational necessity. Members will be assigned to a JDDOC exercise team until exercise completion. Any prolonged absence (TDY, joint professional military education (JPME II) attendance, convalescent leave, etc.) by team members will require replacement. It is incumbent upon the applicable JDDOC OB directorate representative to nominate a replacement by name to the JDDOC OB co-chairmen.

3.8. Selection of JDDOC Director. TCCS will solicit volunteers from within USTRANSCOM, DLA, and the TCCs on a semi-annual basis, or as required, to fill JDDOC director billets. After receiving the list of volunteers, TCCS will select and recommend the most qualified candidate and forward the list of volunteers to TCCC for approval. Upon TCCC approval, TCCS will forward the candidate's name to the supported combatant commander for concurrence. The standard tour of duty to support a JDDOC deployment team is 179 days; other tour lengths are negotiable.

4. Training.

4.1. General. The *DPO JDDOC Template* contains the missions, functions, and tasks required to maintain a successful JDDOC. Personnel selected to a JDDOC shall be trained in accordance with the training guidance contained in the *DPO JDDOC Template*. Personnel should be knowledgeable and proficient in their assigned position and ready to contribute upon arrival.

4.2. Responsibility.

4.2.1. DDOC and JDDOC Training Coordinator (TCJ1-C) shall:

- 4.2.1.1. Develop and maintain deployable JDDOC operational scenario-based training program and course of instruction.
- 4.2.1.2. Conduct training in support of operations including contingencies, humanitarian relief efforts, and joint exercises.
- 4.2.1.3. Identify, maintain, and update deployable JDDOC training requirements using the *DPO JDDOC Template*, combatant command requirements, and lessons learned.
- 4.2.1.4. Develop and maintain deployable JDDOC individual training plans for selected personnel.
- 4.2.1.5. Enter selected personnel into the command learning management system (LMS).
- 4.2.1.6. Provide selected personnel an individual plan and DDOC on-the-job training (OJT) to include a list of computer accounts to be established.
- 4.2.1.7. Schedule and conduct individual training.
- 4.2.1.8. Notify TCJ3-West (TCJ3-W) or TCJ3-East (TCJ3-E) division training coordinators of individual and OJT training requirements.
- 4.2.1.9. Update training progress in the command LMS.
- 4.2.1.10. Monitor and facilitate completion of individual and on-the-job training.
- 4.2.1.11. Provide TCJ3-T and battle roster team leader periodic updates on team training progress.
- 4.2.1.12. Debrief returning team personnel for training lessons learned.

4.2.2. TCJ3-T shall:

- 4.2.2.1. Notify personnel of team and collective training requirements.
- 4.2.2.2. Plan, schedule, and conduct a team exercise/deployment training event using JTIMS, meeting all requirements of JTIMS such as identifying training objectives, data collection, observation, etc.
- 4.2.2.3. Provide the deployment manager with dates of team training events.
- 4.2.2.4. Support the development and execution of supported combatant command team and collective training event(s).
- 4.2.2.5. Monitor training progress.
- 4.2.2.6. Engage battle roster team leader to ensure all training is completed prior to deployment.
- 4.2.2.7. Provide JDDOC OB co-chairmen periodic updates on the overall team training progress.
- 4.2.2.8. Provide JDDOC OB co-chairmen team training validation recommendation.
- 4.2.2.9. Debrief returning team members for team and collective training lessons learned.

4.2.2.10. Use to the maximum extent the Joint Training Experimentation Network (JTEN) for support of lead training event.

4.2.3. Division Chief (TCJ3-E or TCJ3-W) shall:

4.2.3.1. Oversee team training progress.

4.2.3.2. Assist battle roster team leader, as required, to help ensure all training is accomplished prior to deployment.

4.2.3.3. Assign divisional representative to sign off training requirements.

4.2.3.4. Ensure adequate opportunities exist for DDOC OJT.

4.2.4. Divisional Training Coordinator (TCJ3-E or TCJ3-W) shall:

4.2.4.1. Contact and schedule selected personnel for DDOC OJT.

4.2.4.2. Facilitate completion of DDOC OJT.

4.2.5. Battle Roster Team Leader (Senior Member) will:

4.2.5.1. Work closely with deployment manager, TCJ3-T, and TCJ1-C to ensure team personnel have completed all predeployment and training requirements.

4.2.5.2. Provide TCJ3-T periodic updates on team training progress.

4.2.5.3. Ensure all team personnel are ready for deployment.

4.2.6. Team Members shall:

4.2.6.1. Contact the deployment manager, TCJ1-C, and TCJ3-T points of contact.

4.2.6.2. Complete all assigned training and predeployment requirements prior to deployment.

4.2.6.3. Report to DDOC floor 60 days prior to deployment to begin DDOC OJT (only applies to 6 month deployments).

4.2.6.4. Maintain current accounts for all systems relevant to their assigned positions (JOPES, single mobility system (SMS), Global Transportation Network (GTN), Global Decision Support System (GDSS), Logbook, defense connect online (DCO), Intratheater Airlift Request System (ITARS), and other systems depending on duty position).

4.2.6.5. Provide battle roster team leader periodic predeployment and training completion updates.

4.2.6.6. Participate in team training exercise.

4.2.6.7. Participate in collective training event (only applies to exercise deployments).

4.2.6.8. Provide TCJ3-T and TCJ1-C with recommended training updates upon return from deployment.

4.2.7. Deployment Manager shall:

4.2.7.1. Provide team members with TCJ3-T and TCJ1-C training points of contact.

4.2.7.2. Schedule and monitor predeployment training.

4.2.7.3. Provide predeployment and deployment expectation and requirements.

4.2.7.4. Notify TCCs of mandatory requirement to attend team training event.

4.3. Predeployment Training. The deployment manager is responsible for scheduling and monitoring all predeployment training. All required training will be specified on deployment checklists, to include Service specific training both on and offsite. The deployment manager will brief personnel on what to expect during the predeployment process and provide destination reporting requirements.

4.4. Individual Training. Members must have the necessary skills to perform the duties of the assigned position. USTRANSCOM members will complete individual training requirements, as outlined in the command's training management and tracking system, for their assigned position. Individual training includes the successful completion of the formal JDDOC course. Members are expected to perform at a level specified by the *DPO JDDOC Template* before entering collective training.

4.5. USTRANSCOM DDOC Floor OJT Training. DDOC floor training is an integral part of overall training plan and is where the majority of all training requirements will be accomplished. DDOC floor training is expected to be accomplished in day-to-day operations on the DDOC floor as team members perform their normal duties in the combatant command-specific branch. In the case of JDDOC deployment teams, personnel who do not have DDOC floor experience will be required to work on the floor in an OJT status for a minimum of 30 days prior to deployment, dependent on the member's prior experience. This provides necessary joint planning experience and allows team members time to become familiar with DDOC operations and current combatant command-specific deployment and distribution issues before deployment. The requirement to OJT on the floor does not apply for specialists to include lessons/assessment branch chief and the in-transit visibility (ITV) branch chief. A shorter OJT period is recommended for members of exercise JDDOC teams. RC team members are also encouraged to perform OJT training in addition to their normal combatant command-specific tasks during reserve training periods.

4.6. Team Exercise/Deployment Training. All deploying personnel must complete a team training event before commencement of the supported exercise or deployment. Team training event is mandatory for all USTRANSCOM participants and TCCs and strongly encouraged for NP participants. The team training event may occur either in the continental United States or outside the continental United States, depending on operational requirements. TCJ3-T will plan, schedule, and conduct a team training event that will exercise and test the JDDOC team. Upon successful completion of the training event, the JDDOC OB co-chairmen or their designated representative will validate the JDDOC team as ready for deployment.

4.7. Collective Joint Training. All deploying personnel must complete a collective JDDOC training event with other deployable distribution command and control (D2C2) enablers (teams/individuals) deploying to the same operation/exercise/contingency. The collective training event will explain interactions between JDDOC, director of mobility forces (DIRMOBFOR)-Air, DIRMOBFOR-Surface, and joint task force-port opening (JTF-PO). TCJ3-T is responsible for supporting the supported combatant commander in the development and execution of a collective joint training event in theater.

4.8. Service Specific Training and Equipment Issue. The deployment manager is responsible for ensuring all service specific training is accomplished and equipment issued prior to deployment. Service specific training requirements are based on the type, length, and location of JDDOC support being provided. For example, a six-month deployment to support a CDDOC requirement would require offsite service specific training for U.S. Army, U.S. Navy and U.S. Marine Corps service members, while a two week TDY to support a PDDOC-K exercise would result in training provided at Scott AFB.

4.9. JDDOC Director. TCJ3-T shall develop and coordinate a tailored training plan to support the JDDOC Director. The training plan will take into consideration requirements contained in the JDDOC Template and balance them against the prospective Director's past experiences.

5. Funding.

5.1. Crisis Situation. USTRANSCOM JDDOC deployments in support of crisis situations are submitted as an estimate in the Transportation Working Capital Fund (TWCF) operating budget. USTRANSCOM tracks these costs

using an emergency and special program (ESP) code. The deployment manager will manage transportation requirements.

5.2. Exercise.

5.2.1. Supported combatant commands are responsible for deploying and redeploying all supporting forces, equipment, and IAs. The sourcing organization (USTRANSCOM and/or its TCCs) is responsible for all per diem costs associated with deployed forces.

5.2.2. Exercise funds pay for all USTRANSCOM JDDOC participants in direct support of a CJCS exercise. TCJ3-T plans and manages the exercise budget which is funded through combatant command exercise engagement and training transformation (CE2T2) funds. TCJ3-T will budget for two JDDOC exercises per year, per combatant command, including strategic transportation portions with the JCS J7 and provide feedback on level of supportable funding.

MIKE GOULD
Major General, USAF
Director of Operations and Plans

Attachments

1. References, Abbreviations, Acronyms, and Terms
2. USTRANSCOM Support for the Joint Exercise Program Message

Attachment 1

REFERENCES, ABBREVIATIONS, ACRONYMS, AND TERMS

Section A - References

CJCS Instruction 1301.01C, Individual Augmentation Procedures, 4 January 2004
Distribution Process Owner (DPO), *Joint Deployment Distribution Operations Center (JDDOC) Template*, Current Edition
USTRANSCOM Instruction 38-2, *USTRANSCOM Joint Transportation Reserve Unit (JTRU) Direct Support Requirements*, May 12, 2003
USTRANSCOM *Reserve Component Utilization Committee Charter (RCUCC)*
USTRANSCOM *Reserve Component Utilization Guidelines and Request Process*

Section B - Abbreviations and Acronyms

AC - Active Component
AMC - Air Mobility Command
AMC - A1 – AMC Manpower and Personnel
AMHS - automated message handling system
AT/FP - anti-terrorism and force protection
CBRNE - chemical, biological, radiological, nuclear and high-yield explosives
CE2T2 – combatant command exercise engagement and training transformation
CJCS - Chairman of the Joint Chiefs of Staff
D2C2 - deployable distribution command and control
DCO – defense connect online
DDOC - Deployment Distribution Operations Center
DIRMOBFOR - director of mobility forces
DLA - Defense Logistics Agency
DOD - Department of Defense
DPO - distribution process owner
ESP - emergency and special program
GCC - geographic combatant commander
GDSS - Global Decision Support System
GTN - Global Transportation Network
IA - individual augmentee
ITARS - Intratheater Airlift Request System
ITV - in-transit visibility
J-7 - Joint Staff Operational Plans and Interoperability Directorate, Engineering Staff Section
JDDOC - joint deployment distribution operations centers
JMD - joint manning document
JOPES - Joint Operation Planning and Execution System
JPME - joint professional military education
JS - joint staff
JTIMS - Joint Training Information Management System
JTEN - Joint Training Experimentation Network
JTF-PO - joint task force - port opening
LMS - learning management system
LNO - liaison officer
MPC - mid-planning conference
MSC - Military Sealift Command
MSC - N1- MSC Maritime Forces and Manpower Management
NP - national partners
OB - oversight board
OCO - overseas contingency operations
OJT - on-the-job training

OPR - office of primary responsibility
RC - Reserve Component
SDDC - Surface Deployment and Distribution Command
SMS - single mobility system
TCC - transportation component command
TCJ1 - USTRANSCOM Manpower and Personnel Directorate
TCJ1-C - USTRANSCOM Manpower and Personnel Directorate, Training and Civilian Personnel Division
TCJ1-O - USTRANSCOM Manpower and Personnel Directorate, Deployment and Operations Division
TCJ3 - USTRANSCOM Operations and Plans Directorate
TCJ3-D - USTRANSCOM Operations and Plans Directorate, Deputy
TCJ3-E - USTRANSCOM Operations and Plans Directorate, East Division
TCJ3-SS - USTRANSCOM Operations and Plans Directorate, Support Division, Standards Branch
TCJ3-T - USTRANSCOM Operations and Plans Directorate, Joint Training Division
TCJ3-W - USTRANSCOM Operations and Plans Directorate, West Division
TCJ5/4 - USTRANSCOM Strategy, Policy, Programs and Logistics Directorate
TCJ6 - USTRANSCOM Command, Control, Communications, and Computer Systems Directorate
TCJ9 - USTRANSCOM Joint Reserve Directorate
TCSG - USTRANSCOM Command Surgeon
TDY - temporary duty
TIP - trafficking in persons
TMT - task management tool
TPFDD - time-phased force deployment data
TWCF - Transportation Working Capital Fund
ULN - unit line number
US - United States
USTRANSCOM - United States Transportation Command
WJTSC - worldwide joint training and scheduling conference

Section C - Terms

National Partner - Includes supporting combatant commanders, the Services, Defense Logistics Agency, and national agencies that provide collective subject matter expertise to the theater JDDOC.

National Agencies - May include one of a number of non-DOD entities that rely on DOD distribution process.

Transportation Component Commands (TCC) - Includes Air Mobility Command (AMC), Military Sealift Command (MSC), and the Military Surface Deployment and Distribution Command (SDDC).

Attachment 2

USTRANSCOM SUPPORT FOR THE JOINT EXERCISE PROGRAM MESSAGE

UNCLASSIFIED//

Subject: USTRANSCOM SUPPORT FOR THE JOINT EXERCISE PROGRAM

Originator: CDR USTRANSCOM(UC)

DTG: 121502Z Mar 08

UNCLASSIFIED//

FROM: USTRANSCOM SCOTT AFB IL//TCCC//

PLEASE PASS TO OFFICE CODES:

TO: USPACOM HONOLULU HI//CC/J1/J3/J4/J7/TRANSCOM LNO// USEUCOM VAIHINGEN
GE//CC/J1/J3/J4/TRANSCOM LNO// USAFRICOM STUTTGART GE//CC// USSTRATCOM OFFUTT AFB
NE//CC/J1/J3/J4/TRANSCOM LNO// USNORTHCOM PETERSON AFB CO//CC/J1/J3/J4/J7/TRANSCOM
LNO// USCENTCOM MACDILL AFB FL//CC/J1/J3/J4/J7/TRANSCOM LNO// USSOCOM MACDILL AFB
FL//CC/J1/J3/J4/TRANSCOM LNO// USSOUTHCOM MIAMI FL//CC/J1/J3/J4/J7/TRANSCOM LNO//
USJFCOM NORFOLK VA//CC/J1/J3/J4/J7/TRANSCOM LNO//

INFO: JOINT STAFF WASHINGTON DC//J7/TRANSCOM LNO// USFK SEOUL
ROK//CC/J1/J3/J7/TRANSCOM LNO// DLA FORT BELVOIR VA//CC/J3/J7/TRANSCOM LNO// AMC SCOTT
AFB IL//CC/A3// SDDC SCOTT AFB IL//CC/G5// COMSC WASHINGTON DC//CC/N3//

UNCLASSIFIED

SUBJ/USTRANSCOM SUPPORT FOR THE JOINT EXERCISE PROGRAM

GENTEXT/PERSONAL FOR/LEADERS

1. USTRANSCOM'S OBJECTIVE IN SUPPORTING THE JOINT EXERCISE PROGRAM IS TO "TRAIN AS WE FIGHT." THE INTENT OF THIS MESSAGE IS TO OUTLINE USTRANSCOM'S JOINT ENABLING CAPABILITIES AND PROVIDE A BASELINE TEMPLATE OF EXERCISE SUPPORT THAT MIRRORS ACTUAL OPERATIONS, GIVEN FUNDING AND OPTEMPO TRAINING CONSTRAINTS.

2. AS A SUPPORTING COCOM, USTRANSCOM SUPPORTS CHAIRMAN OF THE JOINT CHIEFS OF STAFF (CJCS) AND COCOM SPONSORED JOINT EXERCISES AS THE JOINT MOBILITY FORCE PROVIDER AND AS THE DISTRIBUTION PROCESS OWNER (DPO). USTRANSCOM WILL PROVIDE THE FOLLOWING SUPPORT:

2.A. COMMON-USER TRANSPORTATION.

2.B. AERIAL REFUELING.

2.C. AEROMEDICAL EVACUATION AND PATIENT MOVEMENT.

2.D. INTEGRATION THROUGH OUR DEPLOYMENT AND DISTRIBUTION OPERATIONS CENTER (DDOC) AT SCOTT AFB, IL.

2.E. DEPLOYMENT AND DISTRIBUTION COMMAND AND CONTROL (D2C2) ENABLING CAPABILITIES:

2.E.1. JOINT DEPLOYMENT AND DISTRIBUTION OPERATIONS CENTER (JDDOC) AUGMENTATION.

2.E.2. DIRECTOR MOBILITY FORCES - AIR AND SURFACE (DM4-A AND DM4-S).

2.E.3. JOINT TASK FORCE - PORT OPENING (JTF-PO).

2.F. DISTRIBUTION ENVIRONMENT SUPPORT SYSTEM (DESS).

3. USTRANSCOM WILL PROGRAM JOINT ENABLING CAPABILITY SUPPORT TO YOUR TWO (2) HIGHEST PRIORITY EXERCISES AS FOLLOWS:

3.A. USTRANSCOM DDOC SUPPORT: USTRANSCOM WILL TAILOR SUPPORT TO CJCS AND COCOM SPONSORED EXERCISES AND RESPOND TO THE SUPPORTED COMMAND'S TRAINING AUDIENCE VIA THE USTRANSCOM DDOC. IN ADDITION, USTRANSCOM PROVIDES A JOINT EXERCISE CONTROL GROUP (JECG), WHICH INTERFACES WITH THE SUPPORTED COMMAND'S JECG (AS REQUIRED).

3.B. JDDOC: THE GEOGRAPHIC COCOM'S JDDOC DIRECTS, COORDINATES AND SYNCHRONIZES ASSIGNED/ATTACHED FORCE DEPLOYMENT AND REDEPLOYMENT EXECUTION, AND DISTRIBUTION TO ENHANCE ABILITY TO EXECUTE OPERATIONS AND LOGISTICS PLANS. RECENT REAL WORLD OPERATIONS AND JOINT EXERCISES HAVE DEMONSTRATED THAT THE JDDOC IS A CRITICAL NODE WITH ESSENTIAL REACH BACK CAPABILITY TO LINK THE SUPPORTED COMBATANT COMMANDERS WITH STRATEGIC NATIONAL PARTNERS. USTRANSCOM WILL PROVIDE BASELINE SUPPORT OF UP TO EIGHT INDIVIDUAL AUGMENTEES (IAS) TO COMPLEMENT THE SUPPORTED COCOM JDDOC STAFFING. SHOULD THE SUPPORTED COCOM ELECT TO FORWARD DEPLOY SOME OR ALL OF THE JDDOC IAS TO A SUBORDINATE JDDOC TOTAL SUPPORT WILL NOT NORMALLY BE PROVIDED BEYOND THE BASELINE LEVEL.

3.C. DIRECTOR OF MOBILITY FORCES - AIR (DM4-A) AND SURFACE (DM4-S): THIS CAPABILITY ENABLES THE SUPPORTED COMMANDER TO ANTICIPATE AND DECONFLICT MOVEMENTS BEFORE THEY ARRIVE, AVOIDING BACKLOGS AND EASILY SHIFTING PRIORITY OF MOVEMENT WHEN REQUIRED. DM4-A (O6 OR ABOVE) IS THE DESIGNATED AGENT RESPONSIBLE FOR PROVIDING GUIDANCE TO THE C/JFACC (AIR MOBILITY DIVISION) ON ALL AIR MOBILITY ISSUES WITHIN THE AOR/JOA. DM4-S IS AN EMERGING CONCEPT THAT MIRRORS DM4-A AND SUPPORTS THE C/JFLCC. SPECIFIC AREA OF OPERATIONS-BASED SUPPORT DETAILS ARE STILL BEING DEVELOPED.

3.D. JOINT TASK FORCE-PORT OPENING - AERIAL PORT OF DEBARKATION (JTF-PO APOD) AND SEA PORT OF DEBARKATION (JTF-PO SPOD): JTF-PO IS POSTURED TO PROVIDE AN IMMEDIATE RESPONSE TO SUPPORT COCOM CONTINGENCY OPERATIONS AND JOINT EXERCISE TRAINING EVENTS. JTF-PO IS A JOINT EXPEDITIONARY CAPABILITY, DEVELOPED TO RAPIDLY OPEN A PORT OF DEBARKATION (APOD OR SPOD) WHILE SIMULTANEOUSLY ESTABLISHING AN INITIAL DISTRIBUTION NODE TO FACILITATE PORT THROUGHPUT. THE JTF-PO PACKAGE DEPLOYS WITH STREAMLINED COMMAND AND CONTROL AND ASSET VISIBILITY SYSTEMS THAT IMMEDIATELY LINK WITH JOINT SYSTEMS TO ESTABLISH END-TO-END VISIBILITY. JTF-PO PROVIDES THE SUPPORTED COMMANDER INCREASED VISIBILITY OVER THE DEPLOYING FORCES AND DISTRIBUTION OPERATIONS. JTF-PO IS A TAILORABLE CAPABILITY AND THE SUPPORTED COCOM, IN CONJUNCTION WITH USTRANSCOM, WILL SCOPE THE PACKAGE BASED ON MISSION REQUIREMENTS.

3.E. DISTRIBUTION ENVIRONMENT SUPPORT SYSTEM (DESS): DESS IS A JOINT LOGISTICS TRAINING CAPABILITY THAT IS UNDERGOING CERTIFICATION FOR INCLUSION IN THE USJFCOM JOINT FORCE TRAINER TOOLKIT. THE DESS FEDERATION IS FUNCTIONALLY MANAGED BY USTRANSCOM AND SUPPORTED BY USJFCOM IN THE EXECUTION OF SELECTED JOINT TRAINING EVENTS. THE DESS FEDERATION FACILITATES DEPLOYMENT READINESS TRAINING DURING JOINT EXERCISES. DESS PROVIDES THE CAPABILITY TO CONDUCT REALISTIC POWER PROJECTION, DEPLOYMENT, DISTRIBUTION, AND SUSTAINMENT TRAINING OTHERWISE NOT ACCOMPLISHED WITHOUT CONTAMINATING REAL WORLD SYSTEMS WITH TRAINING ACTIVITIES/DATA. DESS REPLICATES FORCE FLOW AND SUSTAINMENT DATA TO ENABLE A TRAINING AUDIENCE TO REACT TO LOGISTICS NEEDS AND ONGOING REQUIREMENTS OF THE WARFIGHT UTILIZING EXERCISE C2 SYSTEMS (EXERCISE SMS, GLOBAL TRANSPORTATION NETWORK EXERCISE SYSTEM, AND JOINT OPERATION PLANNING AND EXECUTION SYSTEM (JOPES)). CURRENTLY, USTRANSCOM IS FUNDED TO PROVIDE DESS SUPPORT FOR UP TO A TOTAL OF FOUR EXERCISES ANNUALLY. COCOMS REQUEST DESS SUPPORT THROUGH USJFCOM PER USJFCOM ESTABLISHED PROCEDURES.

3.F. OTHER UNIQUE AND AOR SPECIFIC REQUESTS WILL BE HANDLED ON A CASE BY CASE BASIS. REQUESTS SHOULD FOLLOW ESTABLISHED PROCEDURES IN PARAGRAPH 4 BELOW.

4. REQUEST PROCESS. REQUEST AND COORDINATION FOR USTRANSCOM SUPPORT BEGINS AT THE JOINT STAFF (JS) J7 SPONSORED SEMI-ANNUAL WORLDWIDE JOINT TRAINING AND SCHEDULING CONFERENCE (WJTSC). ONE OF THE PRIMARY OBJECTIVES OF THE WJTSC IS TO SYNCHRONIZE, DECONFLICT AND VALIDATE CJCS EXERCISES FOR THE NEXT TWO FISCAL YEARS. THE WJTSC PROVIDES THE SUPPORTED COMMANDER'S EXERCISE PLANNING STAFF THE OPPORTUNITY TO IDENTIFY USTRANSCOM SUPPORT REQUIREMENTS. ADDITIONALLY, THE SUPPORTED COMMANDERS CAN DEFINE REQUIREMENTS DURING THEIR ANNUAL EXERCISE SYNCHRONIZATION CONFERENCE, WHICH IS ATTENDED BY USTRANSCOM REPRESENTATIVES. THESE TWO VENUES WILL FACILITATE SYNCHRONIZING AND SOURCING SUPPORT TO YOUR EXERCISE REQUESTS. ADDITIONALLY, USTRANSCOM LNOS LOCATED AT SUPPORTED COCOM HEADQUARTERS ARE AVAILABLE TO ASSIST WITH DEVELOPMENT OF AOR-SPECIFIC SUPPORT REQUIREMENTS. ONCE USTRANSCOM VALIDATES THE REQUIREMENT AND COMMITS TO EXERCISE SUPPORT, USTRANSCOM WILL PARTICIPATE IN YOUR EXERCISES' JOINT EVENT LIFE CYCLE TO INCLUDE: CONCEPT DEVELOPMENT CONFERENCE, INITIAL PLANNING CONFERENCE, MID-PLANNING CONFERENCE (MPC) AND FINAL PLANNING CONFERENCE (AS REQUIRED). NORMALLY, SUPPORTING COMMANDER REQUIREMENTS ARE SOLIDIFIED NO LATER THAN THE MPC.

5. THE JOINT TRAINING INFORMATION MANAGEMENT SYSTEM (JTIMS) IS THE JS SYSTEM OF RECORD TO IDENTIFY EXERCISE SUPPORT REQUIREMENTS. COCOMS SHOULD IDENTIFY ALL UNIT AND INDIVIDUAL AUGMENTEE (IA) REQUIREMENTS FOR USTRANSCOM SUPPORT IN BOTH JTIMS AND JOPES. CURRENTLY, JTIMS DOES NOT SUPPORT IDENTIFYING IA REQUIREMENTS, BUT SHOULD BE CAPABLE BY OCT 2008. UNTIL JTIMS IS CONFIGURED TO SUPPORT IA REQUESTS, THE SUPPORTED COMMANDER MUST SUBMIT AN IA AMHS REQUEST MESSAGE TO THE USTRANSCOM J1. THE USTRANSCOM J1 IS THE OFFICE OF PRIMARY RESPONSIBILITY (OPR) FOR SOURCING ALL VALIDATED IA REQUESTS. IN ADDITION, THE SUPPORTED COMMAND SHOULD BUILD THE ULN WITHIN JOPES.

6. FUNDING. SUPPORTED COCOMS ARE RESPONSIBLE FOR DEPLOYING AND REDEPLOYING ALL SUPPORTING FORCES, EQUIPMENT AND IAS. THE SOURCING ORGANIZATION (USTRANSCOM AND/OR ITS TRANSPORTATION COMPONENT COMMANDS) IS RESPONSIBLE FOR ALL PER DIEM COST ASSOCIATED WITH DEPLOYED FORCES.

7. USTRANSCOM POCS:

CDR JEFFREY W. MCCRAY, J3-TE, CHIEF, JOINT EXERCISES BRANCH,
JEFFREY.MCCRAY@USTRANSCOM.MIL, DSN 779-1588.

CDR CARLA BLAIR, J1-O, CHIEF, DEPLOYMENT OPERATIONS DIVISION,
CARLA.BLAIR@USTRANSCOM.MIL, DSN 779-7093.

CDR JOHN GROESCHEL, J3-OS, CHIEF, STANDARDIZATION BRANCH,
JOHN.GROESCHEL@USTRANSCOM.MIL, DSN 779-4221.

8. THIS MESSAGE RELEASED BY GEN NORTON A. SCHWARTZ, CDR USTRANSCOM.