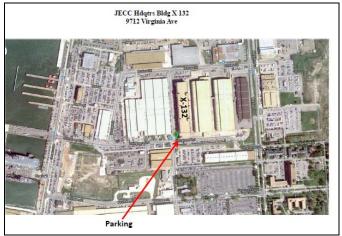# Joint Enabling Capabilities Command Planner's Course Administrative Information and Instructions

The following provides information on administrative requirements for the USTRANSCOM Joint Enabling Capabilities Command Planner's Course (JECC PC). The course director is Andrew Creel (757-836-9735, DSN 836-9735), e-mail address andrew.p.creel.civ@mail.mil. The course coordinator is Rhiannon Ressler (757-836-5869, DSN 836-5869), e-mail address rhiannon.m.ressler.civ@mail.mil.

The JECC PC will be conducted weekdays **0900 - 1800** at the Joint Enabling Capabilities Command. The Joint Enabling Capabilities Command (JECC) headquarters is now located at 9712 Virginia Avenue - Bldg X-132, Norfolk, VA 23511-3212 (DSN: 836-5689) on Naval Station Norfolk. **NOTE: When you are making your flight arrangements, please take into consideration that the last day will go until 1130. Graduation is at 1100. Please do not expect to leave any earlier if you want to receive credit for attending the two-week course.**

1. COMPLETE THE FOLLOWING IMMEDIATELY:

a. If you did not register via our website and did not previously submit, Download, fill out and return the JECC PC biography form to Rhiannon Ressler (rhiannon.m.ressler.civ@mail.mil) and Andy Creel (andrew.p.creel.civ@mail.mil). This form will be used to place attendees into planning teams and to select the class and planning team leads. Save the form, using the following naming convention: "LastName_FirstName_StudentBio"

b. Complete and submit a Visit Authorization Request (guest students only, see item 6 below).

c. Complete the online course "JFC 200 Module 13: Forming a JTF HQ (1 hr)" located at https://jkodirect.jten.mil/Atlas2/page/desktop/DesktopHome.jsf . You can either save the course certificate as a .pdf and e-mail to Mrs. Ressler, or you can print a copy of the course completion certificate and bring it with you to turn in to Mrs. Ressler upon your arrival at the JECC PC. Please see the separate JFC 200 handout for additional instructions on how to enroll.

2. ACCESS TO NAVAL STATION NORFOLK requires a valid U.S. government ID card. If you are driving a rental vehicle you will need your government ID, a valid driver's license and if requested a copy of your rental agreement to show to the gate guards. Traffic is very heavy at the gates, plan on arriving early to avoid being late. This is of particular importance to ensure timely in processing at X-132 on the first Monday of the course.

3. FIRST DAY ARRIVAL LOCATION AND TIME: Initial check in will take place at the Visitor Control Center, Building X-132. Standing on Dillingham Ave. and facing the front of Building X-132, the Visitor Control Center is located just inside the right entrance to the building (see photo below). If you arrive at the building NLT 0800 there should be no problems with parking.

JECC Hdqtrs Bldg X 132
9712 Virginia Ave

Parking

JECC Hdqtrs Bldg X 132
9712 Virginia Ave

Enter here

NAVAL STATION NORFOLK BASE MAP

*Gate 2 is closed to inbound traffic from Hampton BLVD Mon – Fri before 0800. You can use Gate 5 as an alternate route if you get to X-132 before 0800.

4. CLASS REQUIREMENTS: This is a rigorous course that requires additional commitments outside of normal duty hours, to include reading assignments, group work and scheduled presentations during some lunch hours (TBD) as well as one after class no-host social during the first week of the course. The lunch hour is typically used by students to prepare or refine planning products. There are refrigerators and

microwave ovens available for students that desire to bring their lunch to class. There are also numerous fast food restaurants nearby (Pizza Hut, McDonald's, NEX Food Court, etc.). ==NOTE: Day 1: We will have a No-host social at Thimble Shoals Pub aboard NAVSTA Norfolk 1730-1900.==

5. SECURITY NOTE: Personal electronic equipment, to include cell phones, Apple Watches, Fitbits, and Bluetooth/Wifi enabled devices, are **NOT** allowed in Building X-132 and will not be held for you by the security office. Recommend securing all such equipment in your car, or room prior to entering Building X-132. There are also a limited number of lockers at the entrance that can be used as temporary storage for cell phones but must be removed daily.

Removable Media Policy

Not Authorized on USTRANSCOM Systems / Networks

- **Memory Sticks**
- **Thumb Drives**
- **Camera Flash Media Cards**
- **iPODS, MP3s, Music CDs**
- **Transfer of data from higher classified System to lower**

Authorized on USTRANSCOM Systems / Networks

- **Government-procured optical disk and magnetic media (must scan before first use)**
- **Internal and External Optical Disk Readers/Writers and Magnetic Media Readers/Writers**
- **Transfer of data from lower to higher system (adhere to classification markings requirement)**
- **Transfer of data between same classification systems**
- **USG-Issued Blackberries (not in secure spaces)**

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6. SECURITY CLEARANCE: The procedure for visitors to submit clearance data is as follows:

All visitors to JECC must have a minimum Secret security clearance and be U.S. citizens. Personnel planning to visit the JECC must have their Special Security Officer (SSO) or Security Manager send their Visit Authorization Request via the Joint Personnel Adjudication System. JPAS is the required DoD-wide security clearance certification system used for visit request transmission. The SMO code for transmission to the JECC is: USTC-JECC. Transmission via JPAS will ensure timely and accurate processing. You must submit the request for the entire period of the course. Please contact the JECC Visitor Control Office transcom.norfolk.jecc.list.j2@mail.mil. Comm: 757-836-9791 or DSN 312-836-9791 for questions regarding your JPAS clearance submission.

JPAS security clearances should be submitted ASAP but no later than 5 days prior to the first day of the course. The visit request POC and contact number MUST be listed as RHIANNON RESSLER (757) 836-5869 OR ANDREW CREEL (757) 836-9735. Inaccurate information on your JPAS request could result in a delay in authorization to enter the building.

If JPAS is not available, have your (SSO) or security manager scan the hardcopy visit request and send it by email or fax to the JECC SSO, Mr. Bernard "Jesse" James, at bernard.james.civ@mail.mil or request can be faxed to 757-836-9298. He can be contacted at: Comm: 757-836-9852 or DSN: 312 836-9852.

Faxed and emailed visit requests should contain the following information:
- Visitor's name, rank and service or title
- SSN
- Place and date of birth
- Clearance level and date granted
- Investigation and date completed
- Access requested
- Purpose of visit: Attend JECC PC Course
- Date(s) of visit (If one year perm cert is desired, it must be clearly annotated)
- Visit POC (person actually being visited) and phone: YOU MUST USE RHIANNON RESSLER (757) 836-5869 or ANDREW CREEL (757) 836-9735.
- Visitor's organization and mailing address
- Security manager's name, signature, and date
- Security manager's phone/email/fax

7. UNIFORM: MILITARY - As an authorized JECC Uniform of the Day, Utilities will be the normal uniform for the course, unless specific service uniform policies direct. Flight suits may be worn as authorized by service regulations. CIVILIAN – Business casual.

8. LODGING:

Navy Gateway Inns and Suites (Best Option - No traffic and located on Norfolk Naval Station)
http://ngis.dodlodging.net/propertys/Norfolk-NS---VA

Navy Lodge in Norfolk:
https://www.navy-lodge.com/lodge_page.html?p_lodge_number=34

Hampton Inn Norfolk Naval Base
http://hamptoninn.hilton.com/en/hp/hotels/index.jhtml?ctyhocn=ORFNBHX

Quality Inn Norfolk Naval Base
http://www.qualityinn.com/hotel-norfolk-virginia-VA449

9. JECC PC RECOMMENDED PREPARATORY READINGS/COURSEWARE

The following are links to publications and courseware designed to help prepare attendees for the JECC PC.

Recommended documents have the specific chapters noted as to the priority of reading. Attendees will be asked to read or review these sections. **Read** means JECC PC students have a Bloom's Taxonomy "Understanding" of the material – they can describe or explain the content. **Review** means JECC PC students have a Bloom's Taxonomy "Knowledge" of the material – they have a working understanding and can find the details in the source document if required. **Skim** means JECC PC students have a general idea of what topics the source document covers. Links are provided for each of the assignments below. Some of the assignments linked below require a CAC enabled account.

NOTE: If the below links do not work the first time you select them, copy and paste the URL into your browser.

1. Read: JP 5-0 Joint Operation Planning – Executive Summary: **Skim** Chapters IV and V
   http://www.dtic.mil/doctrine/new_pubs/jp5_0.pdf
2. Review: JP 1 Joint Doctrine of the Armed Forces of the United States - Executive Summary
   http://www.dtic.mil/doctrine/new_pubs/jp1.pdf
3. Read: Joint Enabling Capabilities Command (JECC) Fact Sheet
   http://www.jecc.mil/Information/Fact-Sheets/

4. Review: JP 3-0 Joint Operations – EXSUM; **Skim** Chapters III and IV
   http://www.dtic.mil/doctrine/new_pubs/jp3_0.pdf
5. Review: JP 3-33 Joint Task Force Headquarters – EXSUM; **Skim** Chapters I, II, IV
   http://www.dtic.mil/doctrine/new_pubs/jp3_33.pdf

Optional preparations include a series of DOCNET courseware:

1. Review: Doctrine for the Armed Forces of the United States DOCNET Courseware
   http://www.dtic.mil/doctrine/docnet/courses/capstone/dafus.htm
2. Review: Operational Art and Design DOCNET Courseware
   http://www.dtic.mil/doctrine/docnet/courses/operations/opart.htm
3. Review: Planning Joint Operations DOCNET Courseware
   http://www.dtic.mil/doctrine/docnet/courses/planning/planning.htm
4. Review: Interagency Coordination DOCNET Courseware
   http://www.dtic.mil/doctrine/docnet/courses/operations/iac.htm