



DEPARTMENTS OF THE ARMY AND THE AIR FORCE  
JOINT FORCE HEADQUARTERS  
OFFICE OF THE ADJUTANT GENERAL - CALIFORNIA NATIONAL GUARD  
9800 GOETHE ROAD - P.O. BOX 269101  
SACRAMENTO, CALIFORNIA 95826-9101

CAJS-J7

29 August 2012

MEMORANDUM FOR Joint Staff Directors

SUBJECT: Letter of Instruction for Joint Staff Training Course Face-to-Face, 07-09 SEP 12.

1. References.

- a. Department of Defense Instruction (DODI) 1300.19, DoD Joint Officer Management Program.
- b. CJCS Notice 3500.01, 2012-2015 Chairman's Joint Training Guidance (31 August 2011).
- c. NGB Memorandum for Directors or Chiefs of Staff to JFHQ-states, Puerto Rico, US Virgin Islands, Guam and District of Columbia. Subject NGB DSCA Yearly Training Guidance to National Guard JFHQ-States Training years 2011-2015 (08 June 2010).
- d. CAAG Memorandum Dtd 7 January 2012 to California Military Department (CMD) Senior Leadership: Subject: The Adjutant General's Military Department Training Guidance
- e. JFHQ-CA Chief, Joint Staff, Joint Training Plan Guidance dtd 05 AUG 12

2. Introduction. The Face to Face (F2F) is the final phase of the Joint Staff Training Course (JSTC). Joint Staff Trainees will apply Joint principles, practices, and techniques learned during the 40-hour online Joint Domestic Operations Course (JDOC) to a practical exercise—flood response in North Dakota. Officers completing JSTC Phases will be awarded 1.5 joint points, added to the Joint Officer Management List (JMOL) and invited to apply for the Advanced Joint Primary Military Education (AJPME) during the October Drill. The JSTC is also the prerequisite for preparing directorates for EXERCISE UNITED RESPONSE/Golden Guardian 13 and the opportunity for additional 5 joint points for TY 13.

3. Endstate. Sustain the DSC Command's "Trained" Preparedness Status in the Defense Readiness Reporting System (DRRS) during Exercise United Response 2013.

4. Required References. Participants must become familiar with their Directorate specific function operational plans and SOPs listed below in order to complete the F2F Practical Exercise/Staff Training Exercise. Hard copies will be provided for reference during the F2F. Joint Staff Directorates need to be prepared to conduct follow on training during their respective section training periods to meet the published guidance from Department of Defense Instruction 1300.19, (DOD Joint Officer Management) "Joint Matters Criteria."

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a. San Francisco Bay Area Earthquake Readiness Response CONOP. FOUO- Controlled Document; must receive a password from Cal EMA. POC for this action is Scott Marotte at [scott.marotte@calema.ca.gov](mailto:scott.marotte@calema.ca.gov) or 916-845-8785.

b. State of California Emergency Plan

c. JFHQ-CA OPLAN 3000-11-01

d. OPLAN/OPORD 3002-11-03

e. California National Guard Emergency Procedures Manual (EPM)

f. Military Resource Advisory Group (MRAG) (LNOs/EMAC LNOs/EPLOs)

g. CNG Civil Support Planning Standard Operating Procedures (ALL)

h. All documents can be found on the J7 portal at:

<https://portal.ca.ngb.army.mil/sites/j7/Shared%20Documents/Forms/AllItems.aspx?RootFolder=%2fsites%2fj7%2fShared%20Documents%2fJoint%20Staff%20Training%20Course%20%28JSTC%29%202012&FolderCTID=&View=%7b713E84A0%2dF0A7%2d4070%2dA467%2d207557646CD7%7d>

5. Administrative/Coordinating Instructions:

a. Location. Okinawa Armory, 8450 Okinawa St, Sacramento, CA, 95828. Reference Enclosure 1 for driving directions. For issues with driving directions or parking please contact SFC Silva at 916-854-1220.

b. Lodging. Reference Enclosure 2 for local hotel information.

c. Meals. Participants are responsible for their own meals. Refreshments will be provided. Cash donations will be accepted, but are not mandatory and cannot be claimed as travel expenses. Reference enclosure 3 for list of restaurants in the area.

d. Attire. Military – ACUs; Civilian – Business Casual.

e. Government Per Diem rates. \$99 lodging

f. JFHQ-CA JSTC Training Augmentation. The JSTC Training Staff requests the following JFHQ-CA training/briefing augmentation. Contact the J7 Directorate for previous JSTC Slides/Shells to branch your briefings is desired.

(1) J5. Brief the San Francisco Bay Area Earthquake Response: Concept of Operations Plan (23 SEP 08) 1000-1030 7 SEP 12. POC for this action is LTC Fritz Kraus.

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(2) J7. Brief the EXERCISE UNITED RESPONSE/GOLDEN GUARDIAN 2013 San Francisco Scenario 1030-1100. POC for this action is LTC Stanley Zezotarski.

(3) J3/J35. Brief OPLANs 3000-11-01 Civil Support; OPLAN 3002-11-03 (JRSOI). POC for this action is Major Jason Hioco.

(4) State Judge Advocate (SJA)/Judge Advocate General. Brief Legal Framework of Emergency Response/Dual Status Command (DSC) 1130-1200. POC for this action is MAJ William Blanco.

g. F2F training dates are subject to change based on state requirements for battling the real world wildfires burning throughout northern California (dates TBD).

6. POC for this memorandum is CPT Eric Azevedo at [eric.s.azevedo@us.army.mil](mailto:eric.s.azevedo@us.army.mil) or 916-854-3236 (mobile 916-281-8893).



ROBERT A. SPANO  
COL, AV, CAARNG  
Director, Joint Staff

4 Encls

1. Driving Directions
2. Lodging Information
3. Okinawa Area Restaurants
4. Timeline