



DEFENSE INFORMATION SYSTEMS AGENCY

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DISA INSTRUCTION 310-50-4*

POLICIES

DISA Joint Training and Exercise Program (DJTEP)

1. **Purpose.** This Instruction prescribes policy and assigns responsibilities for the DISA Joint Training and Exercise Program (DJTEP).
2. **Applicability.** This Instruction applies to all DISA activities.
3. **Authority.** This Instruction is published in accordance with the authority contained in Department of Defense Instruction (DoDI) 3020.47, DoD Participation in the National Exercise Program (NEP), 29 January 2009; Department of Defense (DoDD), 3000.06, Combat Support Agencies (CSAs), 27 June 2013; DoDD 1322.18, Military Training, 13 January 2009; Chairman of the Joint Chiefs of Staff Instruction (CJCSI) 3500.01H, Joint Training Policy for the Armed Forces of the United States, 25 April 2014; and DISA Director Memorandum, FY 15 – 18 Director's Training Guidance (DTG), 18 November 2014.
4. **References.**
 - 4.1 DISAI 310-50-3, DISA Joint Lessons Learned Program, 30 May 2014.
 - 4.2 CJCSM 3500.03E, Joint Training Manual for the Armed Forces of the United States, 20 April 2015.
5. **Background.** New defense priorities, coupled with an unknown security environment, requires DISA to focus training efforts on maintaining proficiency in Agency Mission Essential Tasks (AMETs), in order to provide superior full spectrum operational support to the combatant commands (CCMDs), national level leaders, and other mission and coalition partners. Realistic and vital individual and collective training, to include regular participation in exercises conducted internally or with CCMDs, service components, coalition partners, and other relevant governmental agencies, will ensure DISA's ability to accomplish its goals and objectives anytime and anywhere. The DJTEP supports the President of the United States National Exercise Program (NEP) and is nested with the Department of Defense (DoD) and Chairman of the Joint Chiefs of Staff (CJCS) directives and policies which require combat support agencies (CSAs) to participate in joint and integrated training events sponsored by the CJCS. The DJTEP will assist DISA leadership in its ability to assess readiness in the conduct of the Agency's mission.

6. Policy.

6.1 DISA organizations are to offer training to meet their assigned Mission Essential Tasks (METs) to effectively execute their mission responsibilities across all phases of joint campaigns and the full range of operations. DISA will ensure Agency Mission Essential Tasks (AMETs) are performed to defined set standards and aligned to the DISA Strategic Plan and that they support the CCMD METs, as stated in the DISA Readiness Concept of Operations (CONOPS).

6.2 DISA will support the full range of military operations by incorporating a progressive and synchronized exercise program which replicates prevalent and anticipated operational environments, in coordination with interagency, intergovernmental, multinational, and international organizations, as well as internal table top exercises (TTXs).

6.3 DISA training priorities will be determined by Agency leadership and will reflect the Director's focus for the current year's exercises.

6.4 DISA training objectives are based on current year training priorities and AMETs and incorporate identified seams and gaps in readiness. Training objectives will be developed for each selected exercise by the supported and supporting commanders.

6.5 DISA will provide an appropriate level of participation in CCMD exercises. (The CCMD exercises execute theater operations plans (OPLANs), concept of operations plans (CONPLANs), and other tactics, techniques, and procedures (TTPs) to train and assess headquarters, service components, and agencies that support the CCMD's ability to perform their METs.)

6.6 DISA will participate in U.S. Cyber Command and other cyber exercises in order to achieve and assess its strategic goals, including, but not limited to, strategic, operational, tactical exercises, war games, and experiments.

6.7 DISA will regularly conduct and/or support internal exercises, TTXs, and other conceptual exercises in order to posture the Agency to maintain readiness, identify seams and gaps in the Agency's ability to perform METs, execute plans, and aid in identification of critical infrastructure vulnerabilities.

6.8 The Joint Event Life Cycle (JELC) provides an orderly guide for depicting the inputs, process steps, and outputs necessary to assure successful execution of a training event of any size. DISA exercises will be designed, planned, and executed using the JELC.

6.9 The Joint Training Information Management System (JTIMS) is the approved CJCS program used to record all aspects of exercise development. DISA organizations at all levels are expected to utilize JTIMS in the development of exercises and when assessing their organization's ability to accomplish METs to the established standards defined in the Defense Readiness Reporting System (DRRS).

6.10 The Joint Lessons Learned Information System (JLLIS) is the approved CJCS program to capture lessons learned and observations. DISA organizations at all levels are expected to populate the DISA instance of JLLIS, in accordance with DISA Instruction (DISAI) 310-50-3, DISA Joint Lessons Learned Program (reference 4.1).

6.11 Exercise planning includes attendance at applicable planning conferences, biweekly Exercise Working Group (EWG) sessions, and monthly Commanders Exercise Working Group (CEWG) meetings.

6.12 Exercise funding will be planned, programmed, and budgeted to meet the anticipated costs required to support the JELC.

7. Responsibilities.

7.1 Director for Center for Operations (OP). The Director, OP, will:

7.1.1 Manage the DJTEP for the Director, DISA.

7.1.2 Serve as the office of primary responsibility (OPR) for overall DJTEP development, implementation, and sustainment.

7.1.3 Ensure the Agency meets DoD and CJCS guidance and timelines pertaining to CSA exercise participation.

7.1.4 Develop and coordinate all program-related guidance and activities in support of the DJTEP.

7.1.5 Manage the budget for the DJTEP for DISA headquarters (HQ) elements.

7.2 Directors, Executives, Commanders, and Chiefs of Major Organizational Elements. These individuals will:

7.2.1 Present and actively participate or provide representation in all exercise planning functions to include EWG, CEWG, operational planning teams, and all applicable exercise planning meetings.

7.2.2 Develop training objectives based on identified seams and gaps in applicable AMETs for inclusion in exercises.

7.2.3 Assist in the execution and assessment of exercises as members of the Exercise Control Group.

7.2.4 Provide subject matter experts (SMEs) capable of developing scenario injects.

7.2.5 Plan and execute specified and implied collective task training supporting AMETs.

7.2.6 Assign an action officer to perform duties as lead planner in reference to CCMD and Agency-wide internal exercises.

7.2.7 Provide controllers and/or observers to manage the inclusion, synchronization, and adjustments of Master Scenario Event List (MSEL) injects into the exercise scenario.

7.2.8 Provide training assessments for each event utilizing the Joint Training System (JTS) methodology, as outlined in Chairman of the Joint Chiefs of Staff Manual (CJCSM) 3500.03E, Joint Training Manual for the Armed Forces of the United States (reference 4.2).

7.2.9 Provide input for the development of after action reviews (AARs).

7.2.10 Input lessons learned and/or observations into the DISA instance of the JLLIS, in accordance with DISAI 310-50-3 (reference 4.1).

8. Duties.

8.1 Center for Operations (OP) Plans, Exercises, and Readiness Division (OP5).

The OP Chief, OP5, will:

8.1.1 Serve as the OPR for facilitation of the DJTEP.

8.1.2 Deliver the overall exercise guidance on DJTEP for the Director, DISA, regarding the conduct of the DJTEP and communicate the guidance to DISA HQ, subordinate organizations, and external agencies, as applicable.

8.1.3 Manage JTIMS and assist subordinate units in populating relevant exercise information.

8.1.4 Prepare a yearly list of exercise opportunities from across DoD for possible DISA participation.

8.1.5 Administer biweekly EWG meetings.

8.1.6 Facilitate the monthly CEWG.

8.1.7 Coordinate DISA involvement in CCMD, cyber, and internal exercises.

8.1.8 Liaise with the Continuity of Operations (COOP) Branch to provide guidance for exercise events.

8.1.9 Provide exercise assessment data to the Readiness Branch in support of the Agency readiness assessment process for utilization during the Joint Quarterly Readiness Review.

8.1.10 Maintain familiarity and interaction with the Plans Branch regarding CCMD OPLANs and CONPLANs to ensure all DISA support plans and mission areas are exercised on a regular basis and to a realistic degree. (Exercise involvement is to be modified, in accordance with the Guidance for Employment of the Force (GEF) 2-year plan.)

8.1.11 Coordinate with the Critical Infrastructure Protection (CIP) Branch to incorporate CIP data into scenario planning.

8.1.12 Participate as an advisory member to the Combatant Command Exercise Engagement and Training Transformation (CE2T2) Stakeholder Leadership Team.

8.1.13 Forecast, manage, and execute the exercise budget associated with DISA participation and support to Joint Staff and CCMD exercise planning events and other exercise planning events.

8.1.14 Represent the Agency at annual joint exercise and training planning conferences; advocate DISA mission area capabilities; and negotiate, and ultimately incorporate, DISA involvement in other command and/or Agency annual exercise plans.

8.1.15 Assist with training assessments. (Training assessments are an integral part of the joint training program and are used to adjust focus as needed. An effective training assessment process illuminates deficient resources, personnel, and methods and provides leadership with a snapshot view of readiness in relation to the training event scenario. Training assessments for each event will be accomplished utilizing the JTS methodology, as outlined in CJCSM 3500.03E (reference 4.2).)

8.2 Supported Commanders (Execution) and/or Exercise Leads. These individuals will:

8.2.1 Function as the DISA lead for assigned CCMD exercises affecting a single area of responsibility and in linked exercises where their CCMD is identified as the supported command.

8.2.2 Serve as the overall lead in internal DISA exercises where they are identified as having that responsibility.

8.2.3 Function as the SME pertaining to all things related to their supported CCMD in the exercise and as the focal point for all DISA support in a combined exercise where their CCMD is the exercise lead.

8.2.4 Conduct exercise planning, in accordance with the DISA Exercise Planner's Guide. (The initial coordination with other DISA elements to ensure the appropriate level of participation within the Agency is of primary importance.)

8.2.5 Provide members for the EWG to coordinate with SMEs from across the Agency on exercise participation and support and to provide information on planned participation.

8.2.6 Determine required resources and seek funding guidance from the OP5 Exercise Branch in event of shortfall.

8.2.7 Develop, coordinate, and disseminate DISA exercise orders and/or directives identifying Agency support requirements via the OP5 Exercise Branch. (Refer to DISA Exercise Planner's Guide for types of documents and recommend timeline for submissions.)

8.2.8 Attend all meetings, conferences, working groups, and workshops hosted by the CCMD in relation to DISA participation in exercise events. (For internal exercises, the supported commander and/or exercise lead will establish all required collaboration conferences, meetings, and workshops, as required, for the successful planning and execution of the exercise.)

8.2.9 Solicit and consolidate DISA training objectives from field offices and/or field commands and organizations, as well as centers, and enter them into JTIMS.

8.2.10 Develop, in coordination with other EWG members, exercise events to stimulate the training audience to perform activities to achieve training objectives. Once developed, ensure all events are entered into the joint master scenario event list (JMSEL) tab within the JTIMS database and, during exercise, provide additional injects, if needed, to keep the exercise aligned with scenario and training objectives.

8.2.11 Provide controllers and/or observers to manage the inclusion and synchronization of MSEL injects from the exercise scenario into live exercise participation, control exercise event implementation, and observe training audience responses to events.

8.2.12 Produce an Exercise Support Plan 60 days prior to exercise execution detailing all DISA planned participation, support, and control for the exercise.

8.2.13 Lead the exercise handover brief to associated commanders and their staffs for each organization participating in the exercise. (The purpose of the handover brief is to inform participants of the exercise start time, reporting procedures, locations of other participants, and overall exercise control guidance. The briefing prepares the training audience for participation.)

8.2.14 Conduct the "Road to Crisis" briefing at the morning operations update briefing prior to the beginning of level one exercises. (The briefing will layout the exercise scenario with current "Exercise World" events setting the scene for exercise play.)

8.2.15 Provide exercise status updates at the daily OP update during exercise execution.

8.2.16 Provide training assessments for each event utilizing the JTS methodology, as outlined in CJCSM 3500.03E (reference 4.2).

8.2.17 Conduct the exercise hotwash and facilitated after action review (FAAR); enter lessons learned and observations into the DISA instance of JLLIS, in accordance with DISAI 310-50-3 (reference 4.1); and provide the Director, DISA, with an AAR.

8.2.18 Perform other tasks, as directed or required; such as, EWG attendance and monthly CEWG exercise updates.

8.3 Supporting Commanders (Coordination) and/or Directorates. Supporting commanders and/or directorates will:

8.3.1 Present and actively participate in all planning functions, to include EWG meetings, Operational Planning Team meetings, and Joint Event Life Cycle (JELC) events, in support of CCMD and DISA exercises.

8.3.2 Assist in the execution and assessment of exercises, as members of the Exercise Control Group.

8.3.3 Provide subject matter expertise to identify training audiences, develop training objectives, and develop training scenarios and events to achieve training objectives.

8.3.4 Provide controllers and/or observers who manage the inclusion and synchronization of MSEL injects from the exercise scenario into live exercise participation.

8.3.5 Provide training assessments for each event utilizing the JTS methodology, as outlined in CJCSM 3500.03E (reference 4.2).

8.3.6 Provide input for the development of the AAR.

8.3.7 Input lessons learned and/or observations into the DISA instance of the JLLIS, in accordance with DISAI 310-50-3 (reference 4.1).

8.4 Commander of the DISA Command Center (DCC). The Commander, DCC, will:

8.4.1 Assume responsibilities as delineated in subparagraph 7.2.

8.4.2 Serve as primary conduit to maintain situational awareness of exercise activities for DISA.

8.4.3 Provide support based on levels of DISA participation.

8.4.4 Participate in crisis action planning for level one exercises.

8.4.5 Maintain a daily summary of exercise-related events, responses, and reporting for level one exercises.

8.4.6 Post briefings reports and situation reports to the DCC portal.

8.5 Trusted Agents (TAs). These individuals will:

8.5.1 Represent the anticipated exercise training audience that is involved in the planning of an exercise and charged with guarding its integrity. (Releasing details of the exercise prior to the start of the exercise will significantly reduce the training value of the exercise.)

8.5.2 Provide input to augment development of the exercise scenario and extent-of-play, in an effort to enhance exercise play and realism. (As an integral member of the exercise design team, a TA will not divulge exercise confidences to potential participants or others involved in the exercise. If at all possible, the TA will not be a member of the exercise training audience. If the TA must also assume a player's role in the exercise, the TA should not be positioned so as to compromise exercise information and usurp the training values to associates in their proximity. A TA will not reveal sensitive exercise information prematurely.)

8.5.3 Provide controllers and/or observers to manage the inclusion and synchronization of MSEL injects from the exercise scenario into live exercise participation.

8.5.4 Provide input for the development of the AAR.

8.5.5 Input lessons learned and/or observations into the DISA instance of the JLLIS, in accordance with DISA 310-50-3 (reference 4.1).

8.6 Training Audiences. Training audiences are organizations and leadership whose training requirements and objectives are the priority of effort. Training audiences will:

8.6.1 Participate in all exercise educational lead-up events and conduct operations real-time as if responding to crisis operations.

8.6.2 Conduct a self assessment on all aspects of operational planning leading up to the exercise.

8.6.3 Represent their organization during the FAAR and approve the final AAR.

8.6.4 Serve as an observer. (If serving as an observer, the execution of exercise should be observed and strategic implications of Agency involvement or lack of involvement on strategic exercise events provided immediately.)

8.6.5 Input lessons learned and/or observations into the DISA instance of the JLLIS, in accordance with DISAI 310-50-3 (reference 4.1).

MARK E. ROSENSTEIN
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Chief of Staff

*This Instruction must be reissued, canceled, or certified current within 3 years of its publication. If not, it will expire 10 years from its publication date and be removed from the DISA issuances postings.

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