

Training Standard Operating Procedure (TSOP)  
Joint Planning Operations Course

1. PURPOSE. The purpose of this TSOP is to provide planning guidance to initiate and execute training through the Joint Planning Orientation Course (JPOC) at the Joint Forces Staff College (JFSC), Norfolk, VA.
2. SITUATION. JPOC training is a requirement for those EFALANT personnel identified on the Individual Training Plan (ITP). The training is provided via resident courses hosted by, and located at, the JFSC, Norfolk, VA. Attendance at the course is done by gaining a class quota and then being assigned orders to execute the training.
3. MISSION. Initiate and execute training as per the below procedures.
4. EXECUTION.
  - a. The EFALANT Training Officer will review the ITP and identify those personnel needing JPOC. Priority of assignment will be provided to these personnel. Additional personnel may be assigned to JPOC to augment the skill base or to limit future training needs.
  - b. JPOC is provided by the Joint Planning Orientation Division (JPOD) at JFSC. An annual schedule of courses is published by the JPOD and is available for review at the JFSC website ([www.jfsc.ndu.edu/jpoc](http://www.jfsc.ndu.edu/jpoc)). The standard course length is 2-1/2 days although there are classes for Reservists that fit into a standard 2-day drill weekend. These courses are identified as Reserve Component classes and are normally held at JFSC Norfolk, VA. Select the courses dates corresponding to these 2-day offerings and assign personnel to the respective classes.
  - c. Quota requests to JFSC can be either by letter or e-mail. A sample letter is provided as enclosure (1). The e-mail address is: [JPOD@JFSC.NDU.EDU](mailto:JPOD@JFSC.NDU.EDU). Once the class quotas are received, confirm the availability of travel funds and notify the candidates to submit their orders applications. Notification may be either by a coordination memorandum or training order. A sample training order is provided as enclosure (2).
  - d. When an initial candidate list is prepared, a copy of the list must be provided to the EFALANT DCOS for Administration and Manpower to plan for travel orders types and estimated costs.
  - e. When quotas are finalized, confirm the list of candidates with the DCOS for Administration and Manpower.

## 5. ADMINISTRATION AND LOGISTICS.

- a. The DCOS for Administration and Manpower will control funding of travel orders utilizing EFALANT-budgeted IDTT funds or ADT man-days, unless otherwise directed.
- b. The telephone contact at JFSC for JPOC is 757-443-6224.
- c. Individual personnel are responsible to ensure their orders applications are properly prepared and submitted. Individual personnel must also follow-up on their orders processing to allow for proper planning, or reactive corrections, prior to the deployment date.
- d. Berthing/messing may be available at JFSC. This will be identified in the coordination memorandum or training order.
- e. A list of student candidates, JFSC points of contact and other contact information will be included in the coordination memorandum or training order.
- f. Directions to JFSC:

\*Directions from Norfolk Airport: Take Norview Ave to I-64 West (toward Richmond). Take the 564 to Naval Base exit; get in right lane. Take first exit (Terminal Blvd; Joint Forces Staff College) and keep Terminal Blvd for 3 traffic lights. Make a right turn on to Hampton Blvd (3<sup>rd</sup> light). JFSC entrance (gate) is first light on right.

\*Directions from I-64: Follow I-64 East into Norfolk. Take the 564 to Naval Base exit; get in right lane. Take first exit (Terminal Blvd; Joint Forces Staff College) and keep Terminal Blvd for 3 traffic lights. Make a right turn on to Hampton Blvd (3<sup>rd</sup> light). JFSC entrance (gate) is first light on right.

- g. If EFALANT personnel attend JPOC as a group, the senior member will assume the duties as OIC. The OIC will be responsible for ensuring group attendance and completion.
- h. The OIC will report to the EFALANT Training Officer, copy to the EFALANT Readiness Officer, on the completion of the class and those personnel who completed, or failed to complete, the training. This report must be made within 15 days of the end of the training.

## 6. COMMUNICATIONS AND CONTROL.

- a. Communications for routine planning purposes will be primarily by written memoranda or e-mail. Time-sensitive (<48 hour response required) communications should be by telephone.

- b. Upon reporting, students will be subject to the rules, regulations and procedures of the JFSC. ADCON will remain with EFALANT.

0000  
Ser  
Date

From: Commander, Engineering Field Activity Atlantic  
To: Commander, Joint Forces Staff College (Attn: JPOD)

Subj: JPOC Class Quota Request

Ref:

1. In accordance with reference (a), we request the following personnel attend the JPOC (Date) Reserve Offering to be held at the Joint Forces Staff College, Norfolk, VA.
2. The personnel assigned to this training are as follows:

Rank/FI/Last Name	Home Town
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3. The EFALANT Point of Contact for coordinating this training is:

Deputy Chief of Staff  
Readiness & Training

Enclosure (1)

COMMANDER  
ENGINEERING FIELD ACTIVITY, ATLANTIC  
NORFOLK, VIRGINIA  
DATE

EFALANT TRAINING ORDER MM-YY

TIME ZONE: Use LOCAL TIME for operations.

TASK ORGANIZATION:

- (a) EFA LANT
- (b) CEU LANT
- (c) EEU LANT
- (d) OICC LANT

1. SITUATION. Joint Operations are fundamental aspects of the mission of EFALANT and her subordinate units. Since this ability is essential, a training course is provided by the Joint Orientation Planning Division (JPOD) at the Joint Forces Staff College (JFSC), Norfolk, VA. The class is entitled “Joint Planning Orientation Course” (JPOC). The goal of this training is to introduce EFALANT personnel to the fundamentals of operating in a joint force environment and to introduce a standardized method of planning for joint force operations.

2. MISSION. EFALANT Readiness and Training Department will assign personnel to attend the JPOC course during the (Dates) weekend. This training will be mandatory for those personnel assigned to the course and/or provided with orders for attendance.

3. EXECUTION.

a. Concept of Operation. The following will be performed:

(1) The EFALANT Readiness/Training Department will establish a student candidate list for the JPOC.

(2) The EFALANT Readiness/Training Department will coordinate the JPOC with the JPOD at JFSC for course attendance, class location and other critical elements of information (CEOI) as necessary.

(3) The EFALANT Readiness and Training Officer will coordinate with the COS Administration and Manpower for candidate orders.

Enclosure (2)

(4) The senior officer assigned to the JPOC will act as the OIC for the student candidates from EFALANT. The OIC will be responsible for on-site leadership of the students.

b. Commander's Intent.

(1) This is a Training Order. Its purpose is to provide direction and guidance to all EFALANT units and personnel to fully coordinate and execute the identified training.

(2) Candidates for the JPOC are expected to execute their assigned orders and strive to accumulate an excellent working knowledge of the course material. The goal of this training is to be able to provide the candidates with the knowledge necessary to meet their mission in a joint force contingency.

c. Coordinating Instructions.

(1) The JPOC will begin on (Date) at 0730. The course will last for two days. See Annex A for the course schedule and topics.

(2) Candidates for JPOC are listed in Annex B. All candidates are expected to be available for the full length of their identified training.

(3) Candidates are required to read the Users Guide for Joint Operations Planning, attached as Annex C.

(4) Candidates will immediately alert their chain-of-command and the Training/Readiness Department if they will not be available to attend their assigned training.

(5) Personnel assigned to Travel Code 4 IDTT orders or authorized use of a rental car must coordinate for transportation of personnel who will not have a vehicle. Coordination instructions will be promulgated sepcor.

4. ADMINISTRATION AND LOGISTICS.

a. Orders. Orders for candidates will be issued as follows:

(1) For candidates within 50 miles of Norfolk, VA, orders will be ADT or no-cost IDTT(regular drill). Members will submit no-cost IDTT orders applications to their respective RESCEN for processing and issue.

Enclosure (2)

(2) For candidates outside 50 miles of Norfolk, VA, and dependent on the availability of funding, orders will be ADT or cost IDTT. Members will submit cost IDTT orders applications to the COS Administration and Manpower for processing and issue.

(3) If the member is assigned to ADT orders, applications will be submitted directly to the member's RESCEN. The following statement will need to be made in the remarks section of the application: "Member will be attending Joint Planning Orientation Course at the Joint Forces Staff College, Norfolk, VA. This course is necessary for completion of Individual Training Plan and Unit Readiness requirements."

(4) If the member so chooses, no-cost IDTT orders may be requested in lieu of cost IDTT or ADT orders.

(5) If training funds are restricted, members may be requested to accept no-cost IDTT orders in lieu of cost IDTT or ADT orders. However, no member who rates cost orders will be forced to attend on no-cost IDTT.

b. If ADT orders are requested, the member must maintain communications with their RESCEN as to status of their orders. If ADT orders are denied, they must immediately contact the COS Administration and Manpower for instructions.

c. The OIC will report to the EFALANT Training Officer, copy to the EFALANT Readiness Officer, on the completion of the class and those personnel who completed, or failed to complete, the training. This report must be made within 15 days of the end of the training.

d. Directions to JFSC (see Map on Annex D):

\*Directions from Norfolk Airport: Take Norview Ave to I-64 West (toward Richmond). Take the 564 to Naval Base exit; get in right lane. Take first exit (Terminal Blvd; Joint Forces Staff College) and keep Terminal Blvd for 3 traffic lights. Make a right turn on to Hampton Blvd (3<sup>rd</sup> light). JFSC entrance (gate) is first light on right.

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Enclosure (2)

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b. Upon reporting, students will be subject to the rules, regulations and procedures of the JFSC. ADCON will remain with EFALANT.

Deputy Chief of Staff  
Readiness & Training

Enclosure (2)