



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
JOINT FORCE HEADQUARTERS - NY
330 OLD NISKAYUNA ROAD
LATHAM NY 12110-3514

S: 23 September 2013

MNAG-DJS

21 AUG 2013

MEMORANDUM FOR

Commander, New York Army National Guard, 330 Old Niskayuna Road, Latham, New York 12110

Commander, New York Air National Guard, 330 Old Niskayuna Road, Latham, New York 12110

Commander, New York Naval Militia, 330 Old Niskayuna Road, Latham, New York 12110

Commander, New York Guard, 330 Old Niskayuna Road, Latham, New York 12110

SUBJECT: Joint Operations Center (JOC) 101

1. On 04-08 November 2013 NGB will be sponsoring a Joint Operations Center basic course also known as JOC 101 at DMNA. A forty-hour basic operational course designed for the Joint Force Headquarters – State Joint Operations Center (JOC) staff, centered on the JOC “core competencies”, the basic operational functions that every JOC staff member must know to be successful. **It is IMPORTANT that each attending member bring a wireless capable laptop for the course!** It can be personal or a unit issued one.

2. The New York National Guard is encouraged to send the following representatives to the JOC 101 course:

- a. NYARNG Personnel – 9
- b. NYANG Personnel – 9
- c. NYNM Personnel – 2
- d. NYG Personnel – 2
- e. JFHQ Personnel - 8

3. Attendance: This is not an ATRRS course. Names of the attendees will be submitted to the J5/J7 NLT 23 September 2013.

J5/J7

SUBJECT: Joint Operations Course (JOC) 101

4. Funding: National Guard Bureau (NGB) is funding the Mobile Training Team (MTT) to come to DMNA, however, the force providers must secure funding for participants who attend the course.

5. Prerequisites: Students are required to have an AKO username and password and register for or possess a Joint Information Exchange Environment (JIEE) account for the training site, Defense Connect Online (DCO), and Regional and State Online Resource for Emergency Management (RaSOR-EM) accounts. Students are also encouraged to complete the following on-line FEMA Courses: IS 75, 100.a, 200.a, 700.a and 800.b.

6. Uniform: Uniform for this course will be the duty uniform for all military personnel.

7. Transportation and lodging:

- a. Transportation is not available.
- b. Government lodging is not available. A list of local hotels is enclosed.
- c. All visitors are required to provide military identification at the front gate and then obtain a visitor's pass from the front desk security officer.
- d. Government messing is not available.

8. Reporting information: Report time will be at 0745 on 4 November 2013. Students will report to room 205, which is located within the DMNA facility, armory side. The course will be completed at 1630 on 8 November 2013.

9. Point of contact for the JOC 101 Course is Major Sean Garry at (518) 786-6175/Sean.C.Garry.mil@mail.mil or Sergeant Damian Felton at (518) 786-4473/Damian.J.Felton.mil@mail.mil.

FOR THE ADJUTANT GENERAL:



RAYMOND F. SHIELDS, JR
Brigadier General, NYARNG
Director, Joint Staff

Encls

1. Course Information Sheet.
2. DMNA Directions

CF:

MNAR-COS (w/encls)
MNAF/DS (w/encls)