

AWfF SENIOR MENTOR SYMPOSIUM 01-2014
29 APRIL 2014, 1330-1500 CDT
MEMORANDUM OF INSTRUCTION

Purpose

The 29th ABCT Warfighters' Forum (AWfF) Senior Mentor Symposium, hosted by the AWfF Executive Director, MG Anthony Ierardi, Deputy Senior Commander, III Corps and Fort Hood, TX and CSM Scott Schroeder, CSM, III Corps and Fort Hood, TX, will convene **Tuesday, 29 April 2014, 1330-1500 (1830Z – 2000Z) Central Daylight Savings Time (CDST)**.

The ongoing purpose of the symposium is to provide a recurring venue for ABCT Commanders and community leaders to engage in topics of interest; discuss best practices for meeting the challenges of Unified Land Operations; and share valuable observations, insights and lessons to improve the full range of military operational readiness and assist ABCTs with influencing institutional change.

Symposium Topics

Projected Presentations: (topics, presenters, and briefing order are subject to change)

Topic #1: "Trends of Armored Formations", COL Paul T. Calvert, COG, NTC.

Topic #2: "Training and Employing the Standard Scout Platoon in Decisive Action", LTC Jay Miseli, Commander, 1st Squadron, 7th U.S. Cavalry.

Topic #3: "Lessons Learned – OEF Theater Assistance Force", COL Bob Whittle, Commander, 2nd ABCT, 1st Cavalry Division.

Topic #4: "Department of Reconnaissance & Security Update", BG Leopoldo A. Quintas, Commandant Armor School, MCoE, Fort Benning, GA.

Symposium Specific

The symposium will use the Defense Connect Online-Secret (DCO-S) Adobe Connect Enterprise Server. Participants will need access to a Secret Internet Protocol Router Network (SIPRNet) computer and become familiar with Adobe Connect capabilities in order to participate.

Prior to the AWfF Symposium, there will be one connectivity test to verify your systems can connect to the DCO-S session and confirm that audio/speaker capability work properly. **All Participants are highly encouraged to use this test prior to the actual symposium.**

- A) **Connectivity Test Date/Time:** 23 April 2014, 0900-1130 and 1300-1600 Central Time.
- B) **Presenter Rehearsal Date/Time:** 24 April 2014, 1000-1130 Central Time.
- C) **AWfF Symposium Date/Time:** 29 April 2014, 1330-1500 Central Time.

Meeting Name for all sessions is: AWfF Symposium 01-2014.

URL: <https://connect.dco.dod.smil.mil/awffsympo0114>

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Presenter Instructions

Presentations are due to AWfF staff **NLT 15 April 2014**. All slides in the presentation must be clearly marked with classification levels and with any appropriate authorized control markings IAW AR 380-5 and originators local policy. Otherwise, unmarked slides will be treated as SECRET/NOFORN. Please send slides to: MAJ Anibal Colon, (254) 286-5388; anibal.colon.mil@mail.mil, also cc: MAJ Kevin Nogle, (254) 287-2849; kevin.m.nogle.mil@mail.mil and SSG Ryan Anderson, (254) 287-4160; ryan.anderson3.mil@mail.mil.

- On the designated Presenter Rehearsal Day (**24 April 2014**), Presenters or their designated representative will perform a systems test with AWfF NCS from the system they intend to use for the symposium and confirm their provided presentations meet expectations. Presenters will also confirm contact telephone numbers with AWfF NCS for day of symposium. Use the telephone numbers found in the Help Desk & Contact Info chart on page 2 to contact AWfF POCs on the day of rehearsal and symposium.
- The day of the symposium, presenters shall be logged into the session NLT 45 minutes prior to start time to allow sufficient time for troubleshooting technical issues and conduct a telephonic (land line) call between AWfF and the presenter POC (see Help Desk & Contact Info chart on page 2).
- On the day of the symposium, AWfF NCS will conduct a communication check with all Presenters 15-minutes before symposium start to confirm they are on the session and ready to present.
- On the day of the symposium, Presenters will be prepared to shift presentation times forward or back at the direction of the AWfF Director.

Rules of Engagement

The following major rules on etiquette will be used during the Symposium:

- Using the provided URL, participants will log in to the session “Guest” window and type their rank; first name; last name; duty position; and organization (Please, no call signs).
- All Participants are encouraged to collaborate using the Voice, Chat, or My Status ICON capabilities of Adobe Connect (found in lower left corner of the screen). Camera function will not be used.
- Use standard military radio transmission procedures.
- Break lengthy transmissions into smaller sections to minimize latency problems.
- Mute the microphone when not in use to minimize background noise.
- Identify yourself when first speaking and announce end of transmission with “Over” or “Out” so others know your transmission is complete.

Help Desk & Contact Info

A Help Desk will be available to assist participants on the dates and times specified below		
Event	Date	Telephone
Connectivity Test Help Desk (Only for Date & Times Specified)	23 April 2014 0900-1130 & 1300-1600 Central Time	254-286-5388; DSN 566 254-287-4160; DSN 737
Presenter Rehearsal Day (Only for Date & Times Specified)	24 April 2014 1000-1130 Central Time	254-287-2585/2586: DSN 737 VOIP:302-738-1509/1510
AWfF Symposium Help Desk (Only on Symposium Day)	29 April 2014 1330-1500 Central Time	254-287-2585/2586; DSN 737 VOIP:302-738-1509/1510

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**Attendance
RSVP**

Participants are asked to provide AWfF staff your **RSVP NLT COB 18 April 2014**. A projected participant list is provided to the AWfF Director and Executive Director 24 hours prior to the symposium. Please indicate your intention to attend through email to MAJ Anibal Colon, anibal.colon.mil@mail.mil, also cc: MAJ Kevin Nogle, (254) 287-2849; kevin.m.nogle.mil@mail.mil and SSG Ryan Anderson, (254) 287-4160; ryan.anderson3.mil@mail.mil .

**AWfF Web
Portal**

The AWfF Web Portal provides additional and frequently asked symposium technical information. AWfF Web Portal: **CURRENTLY UNDER CONSTRUCTION DUE TO POST MIGRATION ISSUES.**

If presentations are classified, they will be posted on the AWfF SIPR Portal:

<http://www.us.army.smil.mil/suite/page/14167>

Symposiums are recorded and a link to the recorded session posted on the AWfF SIPR Portal.

POCs

POC this MOI: MAJ Anibal Colon, (254) 286-5388; anibal.colon.mil@mail.mil

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ANIBAL COLON
MAJ, EN
Integrator, ABCT Warfighters Forum (AWfF)