SAMPLE JUSTIFICATION LETTER - 2022 DCTF

[Date]
[Name]
[Title]
[Entity Name]
[Postal Address]
[City, State, Zip]

[   ] 2022

Dear _____,

I would like to attend the 2022 Deployable Communications Technology Forum from Monday, September 26 – Thursday, September 29, 2022, in Dublin, Ireland. The forum brings together U.S. DoD executive and tactical communicators from military departments, unified commands, and government agencies for a continuing dialogue on the development and delivery of communications capabilities to the warfighter.

About the Forum

This year, the forum will be hosted by Warriors Ethos, a tax-exempt 501(c)(3) non-profit that seeks to assist veterans in transitioning to a successful civilian career through engagement, education, and job placement.

The 2022 Deployable Communications Technology Forum is an educational and training forum that draws members from the Chairman of the Joint Chiefs of Staff communications team, the Secretary of Defense communications team, SOCOM, the joint special forces community, elite communications support units, service branch representatives, DISA, coalition and partner nations, and many more. The ability to network and collaborate with these dynamic groups in one place, and to tackle the issues and challenges common across communications within the DoD, is not something commonly offered.

Content and Speakers

The main theme of the forum this year is Achieving Information Dominance at the Tactical Edge. Important and emerging topics will be covered that help government agencies meet the evolving deployed communications needs of the modern warfighter across the full scale of operational environments, including:

- *Enabling Multi-Domain Operations*
- *How to Communicate Survive and Sustain in a Contested Environment/Weapons Engagement Zone*
- *A Use Case in Operating in a Contested Environment; Russian Actions in the Ukraine from a Firsthand Viewpoint presented by Oleksandr "Sasha" Danylyuk*
- *Cyber and Electronic Warfare Readiness*
- *Data Analytics and Cloud at the Tactical Edge*
- *Quantum Computing Communications*
- *Project Convergence and JADC2*
- *Autonomous Vehicles*

Further information can be found at [2022 Deployable Communications Technology Forum](#).

Keynote

The forum will feature GEN (Ret.) Tony Thomas as keynote speaker. GEN (Ret.) Thomas formerly served as the 11th Commander of U.S. Special Operations Command (USSOCOM) headquartered at MacDill Air

Force Base, FL. Prior to assuming command of USSOCOM, GEN (Ret.) Thomas served as Commander, Joint Special Operations Command (JSOC), Fort Bragg, NC.

Speakers, Panelists and Moderators

Other featured distinguished speakers and panelists include:

MG (R.) Lawrence Brock III, U.S. Army, former Commanding General of 311th Signal Command

MajGen (R.) Mark Clark, U.S. Marine Corps, former Commander of MARSOC

Rear Admiral Susan BryerJoyner Deputy Director, Command, Control, Communications, and Computer/ Cyber Systems, J-6, Joint Staff , U.S. Navy (invited)

BG Jeth Rey, Director of the Network Cross-Functional Team, U.S. Army

COL Adam Sannutti, JSOC CTO, U.S. Army (invited)

Col Christopher T. Johnson USAF HAF AF/USSF/OCSO

COL (R) Wade Johnston U.S. Army, former CIO, Army Futures Command

COL (R.) John McLaughlin, U.S. Army, former Director, C4 Operations, USSOCOM

LTC Brian Wong Commander JCU, U.S. Army (invited)

CSM Jack Nichols, ARCYBER Command Sergeant Major, U.S. Army Cyber Command (invited)

CW4 Shawn Petermann, Senior Technical Advisor, JSOC J6, U.S. Army

Dr. Cyril Mark Taylor, Chief Technical Officer, SOCOM (invited)

Oleksandr "Sasha" Danylyuk, Head of The Center for Ukrainian Defense Reforms

Konstantin Vilk, Founder and CTO QuSecure

Kathleen Cassedy, Helios Global Inc

Training Sessions

I intend on participating in the complimentary training sessions, to be given by various leading technology companies to learn more about best use cases and their latest software or hardware releases, which are offered as a benefit of participation at the forum. Training will be given by Klas, Microsoft, CodeMettle, Dell, NexTech Solutions and Cohesity.

Additional

In addition to the above, I will also participate in collaborative working groups on the aforementioned topics; listen to and ask questions of distinguished panels comprising experts in the field of government and military tactical communications deployments; and attend breakout sessions that will enable delegates to focus on the goals that pertain to our organization.

You can find further information on the value of the forum at www.deployablecommunicationsforum.com

Costs

I am seeking approval for time away from the office as well as registration, travel and housing-related expenses. An estimated cost breakdown is included below:

Airfare: $_____
Transportation: $_____
Hotel: $_____
Meals: $_____
Registration Fee: $ 275
TOTAL: $_____

Summary

My attendance at this forum will help us meet our goals by providing us with a competitive edge and a significant return on investment. When I return, I can debrief the rest of the team on key solutions and findings obtained from attending the 2022 Deployable Communications Technology Forum.

In summary, this forum provides a truly unique opportunity to:

- collaborate with and learn from similar agencies and peers that share common requirements, issues and challenges.
- discover current thinking and the latest advancements in deployable communications technology.
- have direct access to experts in the field of government and military tactical communications deployments.
- have direct access to the world's leading IT companies that serve the defense industry.
- improve existing systems and network capability by submitting gaps and addressing technical and security issues.
- comply with the National Defense Strategy by working to prioritize the government's development of cutting-edge technology and capabilities, to improve procurement practices and adopt industry best practices.
- participate in technology lectures, breakout sessions and trainings; and
- further my department's goals

Thank you in advance for your consideration.

Sincerely,

_____