



D3P Battlestaff Bootcamp: December 16th, 2019

Dear State Election Directors,

Since our inception in 2017, the Belfer Center's Defending Digital Democracy Project (D3P) has been committed to aiding election officials in protecting the core of American democracy--the election process. After the past three years of training, outreach, and research, we remain humbled by the complexity and enormity of the challenges you and your teams face. Just as you continue your work to serve the American people, we continue our work to serve you.

With that, we at D3P would like to invite you to our Battlestaff Bootcamp--a one day training event that will teach you how to turn your election staff into a versatile, operational task force prepared to manage and mitigate the spectrum of crises you face, from the digital to the physical. We will challenge you to look at operational management differently while still operating within your resourcing constraints. Drawing upon best practices from the military and private sector, the training combines instruction with hands-on training simulations. Applicable to both state and county level election leaders, Battlestaff Bootcamp emphasizes how critical integration and coordination are to defending the election process. We invite each state to send four participants--two state level and two county level election directors.

What: Battlestaff Bootcamp

When: Monday, December 16th 2019 (8am through 5pm)

Where: Hilton Hotel, Springfield, VA

Who: 4 participants per state (2 state level and 2 county level election directors)

****Register By Monday November 18th, 2019****

Training Event Overview

Battlestaff Bootcamp will challenge state and local election officials to look at their management practices through a new operational lens and identify ways to improve existing structures and processes. Through these new methods, election directors will increase situational awareness and optimize decision-making, making them better equipped to prepare for and respond to the spectrum of threats (digital and otherwise) that the election process faces. The training will focus on improving four main areas of staff operations:



- 1) The physical set up of an Election Operations Center.
- 2) How to organize election staff to manage the Election Operations Center to include key roles and responsibilities that go beyond normal daily activity.
- 3) The communication and data flows critical to managing time-sensitive election operations, including an incident tracking system and incident trend analysis.
- 4) Methods to reduce human error and increase overall staff efficiencies by implementing standardized processes.

The training event will begin in the morning with a tabletop exercise simulating the months leading up to and during the voting period. The simulation will highlight how shortfalls in operational management and preparation can increase risk to the elections process--it's integrity and the public's confidence in it. Following the simulation, participants will engage in an after action review to identify points of vulnerability and learn how to successfully combat them. In the afternoon, D3P will provide instruction on how to implement new approaches back in your state/county. A guide book will accompany the training.

For those interested in arriving early, we invite you to attend a coordinated monuments tour of downtown Washington D.C. on Sunday afternoon. Just like elections, this will happen rain or shine.

Coordinating Information:

Participants will be required to pay for their own travel and lodging.

For those who would like to attend but require financial assistance in order to do so, D3P has limited funding available to assist participants so please annotate that when you register. Since we are not able to fund everyone's participation so we ask that only those who truly need the financial assistance request it.

Meals will be provided during the Monday training event for all participants. A discounted rate is available at the Hilton Springfield (<https://www3.hilton.com/en/hotels/virginia/hilton-springfield-SPRSHHF/index.html>) for \$129 per night (6550 Loisdale Rd, Springfield, VA 22150). Please indicate you need a reservation with our reserved room block when you register. If additional seats are available, we will reach out to the states that indicate in the survey that they would like to bring additional attendees.

For those interested in arriving early, we invite you to attend a coordinated monuments tour of downtown Washington D.C. on Sunday afternoon. Just like elections, this will happen rain or shine.

If you and your teams can attend, please register by filling out the following survey no later than Monday, November 18th 2019.

Thank you for your continued service to our country. We look forward to seeing you in December.

Best,

The D3P Team



* Required

Email address *

Your email



Organization Name *

Your answer

Attendee #1 Name *

Your answer

Attendee #1 Position *

Your answer

Attendee #2 Name

Your answer

Attendee #2 Position

Your answer



Attendee #3 Name (County Level)

Your answer

Attendee #3 Position (County Level)

Your answer

Attendee #4 Name (County Level)

Your answer

Attendee #4 Position (County Level)

Your answer

Would you like rooms reserved on your behalf for our block room rate of \$129 per night at the Hilton Springfield? (Unless otherwise coordinated, participants are responsible for paying for their own lodging costs) *

- Yes, please reserve me a room
- No, I will not require a room reservation



How many rooms would you like us to reserve on your behalf?

- 1
- 2
- 3
- 4

Which nights would you like the rooms reserved for?

- Sunday December 15th 2019
- Monday December 16th 2019
- Both Sunday and Monday nights

Do you require financial assistance from D3P for travel and lodging in order to attend? *

- Yes, financial assistance is necessary for our team to attend
- No financial assistance is not needed
- No financial assistance is not needed but would be used if offered
- Other: _____



If additional seats are available, would you like to bring additional participants for your state? (Notification of availability will be sent via email on Wednesday November 16th) *

- Yes, I'd like additional participants from my state to attend
- No
- Other: _____

Would you like to attend the optional monument tour of Washington DC on Sunday afternoon (December 15th 2019)? The tour will be complete by 4pm. *

- Yes
- No

A copy of your responses will be emailed to the address you provided.

Submit

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