

**BY ORDER OF THE COMMANDER
45TH SPACE WING**

45TH SPACE WING INSTRUCTION 10-203

13 MAY 2013



Operations

**45TH SPACE WING REPORTING
GUIDANCE**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available for downloading or ordering on the e-Publishing website at www.e-publishing.af.mil

RELEASABILITY: There are no releasability restrictions on this publication

OPR: 45 SW/CP

Certified by: 45 SW/CP
(Maj Michael Synakiewicz)

Supersedes: 45 SWI 10-203, 1 April 2005

Pages: 10

This instruction implements AFPD 10-2, *Readiness*. It directs operational reporting within the 45th Space Wing (45 SW). It extends the guidance as established and described in AFI 10-206, *Operational Reporting*. This instruction applies to all subordinate units, tenant units, Air National Guard units and Air Force Space Command (AFSPC) gained Air Force Reserve Command units under the operational control of 45 SW upon federalization or activation. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field to the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Changes include updating the Commander's Situation Report, adding Cyber Incident Reporting, removing Status of Resources and Training System (SORTS) information, which will be incorporated into an additional SWI and removing Incident Objective Reporting criteria.

1. Introduction.

1.1. **General.** This instruction establishes reporting requirements for 45 SW and tenant units. Specific 45 SW and tenants' responsibilities are outlined herein.

1.1.1. Units at the lowest level of command having knowledge of an event/incident are responsible for reporting the event/incident immediately to the Patrick Command Post (CP).

1.1.2. Any unit or agency having knowledge of an event/incident should report to the CP by the most expedient means available. Information can be relayed by telephone (494-7001), e-mailed to global "Patrick Command Post" epost2@us.af.mil, fax (494-2844), or hand-carried to building 423, room C-122.

1.1.3. Specific operational event/incident reporting requirements, broken down by category, are delineated in AFI 10-206 and appropriate command supplement.

1.1.4. Reports in this instruction can range from the unclassified level up to the Secret level. Units should be aware that the CP is capable of receiving, storing and/or transmitting information up to the Secret level. Classification is not an impediment to reporting. Ensure all material submitted via the NIPRNET to the CP is unclassified. Classified inputs will be coordinated via secure means with CP personnel and then transmitted by secure means.

2. Operational Reporting (OPREP-3).

2.1. **General.** Provide HQ USAF and intermediate commands the information necessary for timely operational decisions during events/incidents that may attract international, national, US Air Force or significant news and media interest.

2.1.1. Unit commanders, first sergeants, tenant units and appropriate staff agencies are required to be trained semi-annually by the CP in OPREP-3 procedures.

2.2. Responsibilities.

2.2.1. The 45 SW/CC, or designated alternate (O-6 or higher), will be the final authority for determining whether an OPREP-3 report will be submitted for all 45 SW units and tenant units, not under a separate MAJCOM.

2.2.2. Tenant commanders assigned under a different MAJCOM have the sole responsibility to approve/release all OPREP-3 reports affecting their assets. All tenant units must report through the Patrick Command Post to ensure 45 SW/CC is informed.

2.2.3. The CP is the focal point for all OPREP-3 reporting for 45 SW and tenant units. The CP will develop procedures, checklists and preformatted message templates to ensure immediate response to OPREP-3 reportable events/incidents. Once an event/incident is determined to be reportable, the CP will gather information from the reporting agency/unit, generate the appropriate OPREP-3 report, obtain 45 SW/CC or appropriate tenant commander approval, and transmit the report. The CP will continue to monitor the situation to ensure any additional reporting requirements are met until a final report is transmitted.

2.3. When Submitted.

2.3.1. The predominant guideline for units or agencies deciding whether an event/incident is reportable is: when in doubt – report it. All units will report such an event/incident to the CP in a timely manner with enough information to accurately describe the event/incident and any potential impact.

2.3.2. Immediately following a mission launch or cancellation, 1 ROPS will submit a voice report/FAX (Job Aid 1, *Launch Report* or Job Aid 2, *Scrub Launch Report*) to CP. CP is authorized to use the data from the voice report template to format and transmit the appropriate OPREP-3 report.

2.4. How submitted.

2.4.1. All 45 SW and tenant units will call the CP immediately with the potential OPREP-3 reportable information (see AFI 10-206, *Operational Reporting*, and appropriate command supplement quick reference matrices). Expedient reporting is crucial to the OPREP-3 reporting process and units should continue to report information about the event/incident until termination.

2.4.2. The CP consolidates all of the available information into an OPREP-3 template and prepares an initial voice report. Upon 45 SW/CC or appropriate tenant commander approval, the voice report will be relayed via SIPRNET DCO chat (JABBER) in the applicable conference rooms and posted to SKIWeb for higher headquarters review. An initial hard copy report will be transmitted within 1-hour of completing the voice report.

2.4.3. The CP will inform the 45 SW/CC whenever a tenant unit OPREP-3 is submitted.

2.5. Specific Instructions.

2.5.1. The unit reporting an event/incident should include as much information as possible in their initial report, but as a minimum, the nature of the event/incident, time of the event/incident and location of the event/incident. If available, also include the personnel involvement, actual or potential mission impact (if any), and estimated cost—basically answer who, what, when, where, why and how.

2.5.2. The 1 ROPS will submit launch or scrub reports as follows: immediately following a launch or scrub, the Range Operations Commander (ROC) for the mission will format the voice report/FAX (Job Aid 1, *Launch Report* or Job Aid 2, *Scrub Launch Report*) and have the Launch Decision Authority (LDA) approve the message. The ROC will then forward the message, via e-mail to the CP. CP is authorized to use the data from the voice report/FAX (Job Aid 1, *Launch Report* or Job Aid 2, *Scrub Launch Report*) template to format and transmit the appropriate OPREP-3 report.

2.5.3. Do not delay reporting procedures just to obtain more information. Units should relay as much information as possible in their initial report of event/incidents as quickly as possible to the CP.

3. Launch Information Support Network (LISN).

3.1. **General.** The LISN provides processing status and major milestones of all major launch systems and associated payloads. The LISN also reports significant events occurring at the space launch squadrons and the range squadrons such as pad maintenance activity and events.

3.2. Responsibilities.

3.2.1. LISN-reporting units are responsible for preparation and input of LISN data for their respective missions. The LISN is located at <https://lisn.peterson.af.mil/Web/Pages/Home.aspx>.

3.2.2. LISN-reporting units.

3.2.2.1. The 1 ROPS for all non Evolved Expendable Launch Vehicle (EELV) missions.

3.2.2.2. The 5 SLS for EELV missions.

3.3. **When Submitted.**

3.3.1. All LISN reporting will be executed IAW AFSPCI 10-1213, *Launch Scheduling and Forecasting Procedures*, Sections 5 and 6.5.

3.4. **LISN update/Format.**

3.4.1. User Privileges. All 45 SW personnel are authorized “user” privileges. This allows the user to view the current manifest and view specific mission details.

3.4.2. Login to the LISN database. The LISN database is accessible from .mil computers at <https://lisn.peterson.af.mil/Web/Pages/Home.aspx>. Users are required to request a password when first visiting the web site.

3.4.3. Launch Information. Only 1 ROPS/DOUS is authorized to change the proposed launch date in the LISN.

4. **Commander’s Situation Report (SITREP).**

4.1. **Subject and Purpose.** To keep the MAJCOMs, Services, Joint Staff and SECDEF apprised of existing political, military and operational situations/plans and to keep commanders advised of a unit’s ability to meet requirements outlined in approved plans. The SITREP is a narrative report that informs and enables higher levels of command to evaluate resources and prepare for potential effects of ongoing situations. The commander or designated alternate is responsible for timely and accurate SITREP reporting. Situation reporting will be accomplished for, but not limited to, the following:

4.1.1. Involvement in critical national or international situations.

4.1.2. Involvement in natural or manmade disasters and/or emergency relief efforts.

4.1.3. Significant operational deficiencies that affect mission readiness.

4.1.4. Other activities or ongoing operations to include Defense Support to Civil Authorities (DSCA). All DSCA events should be reported as described IAW AFI 10-206, Chapter 6.

4.1.5. Units receiving aircraft or personnel due to natural disasters (i.e., HURCON/Typhoon Condition Change) evacuations.

4.2. **Submitted By.** Commanders at all levels of command report as required by operations plans and directives or higher headquarters or when ongoing events warrant SITREP reporting.

4.2.1. Each group is responsible for the preparation and submission of SITREP inputs to 45 OSS. OSS will compile the report, check for accuracy and forward the report to the CP for submission to HHQ. Each group will also designate primary and alternate SITREP points of contact.

4.3. **Submitted To.** SITREPs will be uploaded by the CP as an attachment in SKIWeb in non-USMTF format and the Air Force Service Watch Cell (AFSWC) will be checked as an “Affected Area.”

4.4. **Submission Timing.** Reports will be submitted daily (or more frequently if directed by AF/A3O-OA) for the duration of the activity or operation. Unless specified otherwise by a combatant commander directive, submit reports no later than 0200Z, reflecting data current as of 2359Z.

4.5. **Submission.** The primary means for transmitting a SITREP is via SKIWeb. When primary means is unavailable, transmit reports by the fastest means available consistent with security constraints, (i.e., SIPR e-mail). Continue to report during MINIMIZE unless directed otherwise by the implementing authority.

4.6. **General Reporting Instructions.**

4.6.1. Any higher headquarters level in the reporting chain may direct additional reporting requirements. AF/A3O-OA is authorized to request any additional/amplifying information on past events, current operations or planned actions.

4.6.2. Out-of-sequence SITREPs will not be used for daily operations. If an event or incident requires up channeling, then use of the OPREP-3 reporting method is appropriate. Out-of-cycle SITREPs will only be submitted in support of joint operations as requested by the HQ AFSPC Command Center on behalf of AFSPC/CC or AFSPC battle staff.

4.7. **Report Content.** Air Force SITREPs will report significant factors relating primarily to readiness, mobilization personnel, force protection and logistics. Report content should highlight key activities and build on previous reports. Brevity is paramount. The following is a list of subparagraphs from MIL-STD-6040 and will be used as applicable.

4.7.1. **General.** Report any pertinent general information (commander’s own situation, disposition and/or status of forces), to include a summary of significant unit mission readiness degradation, current deployments, and projected deployments and requirements. If there is no information to report, then enter the phrase: Nothing Significant to Report (NSTR).

4.7.2. **Situation.** Report assessments of the situation to include circumstances or conditions that increase or materially detract from the capability and readiness of forces assigned or under operational control of the command or service. If there is no information to report, then enter the phrase: Nothing Significant to Report (NSTR).

4.7.3. **Operations.** Report a description and results of offensive and/or defensive operations carried out by major combatant elements, information on allied forces’ operations, summary of plans for combat operations during the next 24 hours and deviations or variations from previously reported intentions and plans.

4.7.3.1. Include as a minimum: incidents or issues that significantly impact range or airfield operations. Examples include: major range instrumentation outages; tropical storm/hurricane expected to threaten 45 SW assets and any critical range or airfield outage.

- 4.7.3.2. Degradation to range or airfield equipment that seriously impacts launch/flying operations or other units/agencies outside the 45 SW. Examples include: Loss of MOC range holdfire; failure of Ascension Spacetrack capability; ILS outage for entire PAFB runway.
- 4.7.3.3. Provide tropical storm/hurricane updates when expected to/actually threaten 45 SW assets.
- 4.7.3.4. Any other items required by AF/A3O-OA. If there is no information to report, then enter the phrase: Nothing Significant to Report (NSTR).
- 4.7.4. **Intelligence-Reconnaissance.** A brief overview of the situation in terms of operations, order of battle, capabilities and threat changes. Reference any Spot Intelligence reports submitted in the past 24 hours. Report changes in Force Protection Conditions (FPCON), details of significant incidents with FPCON implications, security deficiencies and vulnerabilities, mitigation measures, significant criminal activity, etc. If there is no information to report, then enter the phrase: Nothing Significant to Report (NSTR).
- 4.7.5. **Logistics.** Identify significant deficiencies affecting support for planned operations and problem areas beyond the commander's or service's capability to overcome or alleviate in a timely manner. If there is no information to report, then enter the phrase: Nothing Significant to Report (NSTR).
- 4.7.6. **Communications Connectivity.** Report significant communication outages, incompatibilities, quantitative equipment deficiencies, traffic volume, etc. If there is no information to report, then enter the phrase: Nothing Significant to Report (NSTR).
- 4.7.7. **Personnel.** Report factors affecting readiness of forces or units; mobilization status; daily battle casualties (e.g., killed in action, wounded in action and missing in action) and the impact of all casualties sustained upon the command's mission capability. If there is no information to report, then enter the phrase: Nothing Significant to Report (NSTR).
- 4.7.8. **Significant Political-Military-Diplomatic Events.** Report events not reported by OPREP-3 PINNACLE, BEELINE but which could result in local, national or international public reaction; civil unrest or indications of civil defense measures contemplated or implemented; and events affecting the attitudes, emotions or behavior of the populous that could be used in developing psychological operations campaigns. If there is no information to report, then enter the phrase: Nothing Significant to Report (NSTR).
- 4.7.9. **Commander's Evaluation.** Provide the commander's evaluation of the situation. Comments will provide an overall assessment and any individual comments keyed to forces as outlined in approved execute order/deployment order and modifications to those orders. If there is no information to report, then enter the phrase: Nothing Significant to Report (NSTR).
- 4.7.9.1. In the final SITREP, the commander's evaluation will include:
- 4.7.9.1.1. An assessment of the operations and their effectiveness, a chronological summary of USAF and Civil Air Patrol actions and a summary of

relief operations expenses requiring reimbursement.

4.7.9.1.1.1. Summary of employment of forces and throughout relief operations to include type forces, equipment and supplies used, together with aircraft operations.

4.7.9.1.1.2. Summary of number and type aircraft, number of sorties, number of passengers and short tons moved, hours flown and any other items requested by AF/A3O-OA.

4.7.9.1.2. Highlight of relief operations, identify outstanding performers and address unusual actions or occurrences, or other events of interest for CSAF.

4.7.9.1.3. Specific problem areas encountered and actions recommended precluding recurrence in the future.

4.7.9.1.4. Display photographs and links to video of military operations.

4.7.9.1.5. All AF, combatant commanders and Federal Emergency Management Agency (FEMA) mission designators assigned.

4.7.9.1.6. Sources of requests for military assistance to include mailing addresses.

4.7.9.1.7. Location and suspected cause of the disaster/emergency.

4.8. **Termination of SITREP reporting.** SITREP reporting can be terminated when the situation no longer warrants Higher Headquarters' attention as determined by:

4.8.1. AF/A3O-OA.

4.8.2. AF Crisis Action Team (CAT) Director.

5. Cyber Incident Reporting.

5.1. **Used to report any Cyber Incident meeting CJCSM 6510.** 01A, *Information Assurance and Computer Network Defense Vol 1 (Incident Handling Program)*, reporting requirements that warrant Air Force or Joint level attention. Incidents are not limited to NIPRNet-connected computers; other stand-alone systems could be affected. While the Air Force's formal incident Handling Program is centralized within 24 AF, as the Air Force's Computer Network Defense Service Provider (CNDSP), this does not preclude a commander's authority to release AF OPREP-3s for activity affecting their command or causing operational impact prior to 24 AF's formal declaration that an event or activity is an incident IAW CJCSM 6510.01A.

5.2. **AFCYBER (24 AF).** Responsible for the operation and defense of the Air Force-provisioned portion of the Global Information Grid (AF-GIG). They will normally be the first to detect or be the first to be notified by external entities of cyber intrusions, attacks, or outages through the 624th Operations Center (OC). 624 OC has the responsibility, on behalf of 24 AF, to telephonically notify all affected installations of cyber intrusions or attacks.

5.2.1. If 624 OC first discovers or is first notified of cyber intrusion/attack or an incident affecting multiple installations, MAJCOMs or the AF-GIG, the 624 OC/CC will notify the AFSPC Command Center of a potential AF OPREP-3 requirement and provide them with pertinent information.

5.2.2. If an installation is notified by 24 AF/CC or the 624 OC of a confirmed outage, intrusion, attack or incident, the affected unit will notify the 45 SW/CC, 45 SW Communications Focal Point (CFP) and the CP. The 45 SW/CC will make a determination if the incident meets AF OPREP-3 criteria.

5.2.3. If an installation is the first to discover a cyber outage, intrusion, attack or incident, the affected unit will notify the 45 SW/CC, 45 SW CFP, CP and report the event IAW AFI 33-138, *Enterprise Network Operations Notification and Tracking*, Chapter 5. The 45 SW/CC will make a determination if the incident meets AF OPREP-3 criteria.

ANTHONY J. COTTON, Brigadier General, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 10-2, *Readiness*, 6 November 2012

AFI 10-206, *Operational Reporting*, 6 September 2011

AFI 33-138, *Enterprise Network Operations Notification and Tracking*, 28 November 2005

AFSPCI 10-1213, *Launch Scheduling and Forecasting Procedures*, 29 November 2012

CJCSM 6510.01A, *Information Assurance and Computer Network Defense Vol 1 (Incident Handling Program)*, 24 June 2009

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AF—GIG – Air Force Global Information Grid

AFMAN—Air Force Manual

AFRIMS—Air Force Records Information Management System

AFSPC—Air Force Space Command

AFSWC—Air Force Service Watch Cell

CAT—Crisis Action Team

CFP—Communications Focal Point

CNDSP—Air Force's Computer Network Defense Service Provider

CP—Patrick Command Post

DSCA—Defense Support to Civil Authorities

FEMA—Federal Emergency Management Agency

FPCON—Force Protection Conditions

HHQ—Higher Headquarters

LDA—Launch Decision Authority

NSTR—Nothing Significant to Report

OC—Operations Center

OPREP—3- Operational Reporting

RDS—Records Disposition Schedule

RSA—Range Standardization and Automation

ROC—Range Operations Commander

SITREP—Situation Report

SORTS—Status of Resources and Training System

LISN—Launch Information Support Network