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MEMORANDUM FOR DISTRIBUTION C

FROM: HQ USAF/A3
1630 Air Force Pentagon
Washington, DC 20330

SUBJECT: Air Force Guidance Memorandum to AFI 10-206, *Operational Reporting*

1. By Order of the Secretary of the Air Force, this Guidance Memorandum immediately implements changes to AFI 10-206, adding the requirement for an Emergency Mass Notification Systems (EMNS). Compliance with this memorandum is mandatory. To the extent its directions are inconsistent with other Air Force publications, the information herein prevails IAW AFI 33-360.

2. This memorandum becomes void after one year has elapsed from the date of this memorandum, or upon incorporation by interim change to, or rewrite of AFI 10-206, whichever is earlier.

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Deputy Chief of Staff, Operations

Chapter 8

EMERGENCY MASS NOTIFICATION SYSTEM (EMNS)

8.1. **Purpose.** The Air Force requires a single Emergency Mass Notification System (EMNS) to alert and warn 100% of assigned forces quickly and effectively of an emergent event. The EMNS is used for command and control (C2) of an installation's forces and assets, with primary resources used during: Increased Force Protection Measures (FPCONs), Information Protection Implementation, Wing Recall, Force Generation, Crisis Action Team (CAT) Recall/Relocation, Personnel Accountability and Emergency Mass Notification (i.e. Active Shooters, Chemical, Biological, Radiological and Nuclear (CBRN) incidents, Natural disasters, etc).

8.1. System Capabilities. The USAF's baseline requirements for an Installation's EMNS are the following components (T-1):

8.1.1. Network Alerting System (NAS): which consists of e-mail, text messaging, and desktop pop-up notifications to USAF personnel.

8.1.2. Telephone Alerting System (TAS): which consists of the capability of dialing work, home, mobile numbers and Short Message Service (SMS) text.

8.1.3. Giant Voice: which consists of the capability to integrate with the EMNS at all Main Operating Bases.

8.1.4. Smart Device Applications: which consists of the capability for notification and global positioning to alert targeted members/installations/sites within 20 miles of an event, and 100 miles if events escalate.

8.1.5. Cloud Solution: which consists of the capability to decrease the information technology (IT) footprint and provide significant savings, while improving end-users services and cybersecurity.

8.1.6. Hierarchical Infrastructure Notification Capability: which consists of connecting installations, MAJCOMs, FOAs, DRUs, and Headquarters Air Force (HAF) to provide rapid interoperable notification of an event.

8.1.7. Minimal Training: which consists of minimal training to begin immediate use of the system (i.e. web-based tutorials for personnel as needed).

8.1.8. Dependent Access: which consists of allowing AF personnel the option to allow dependents to receive notifications.

8.1.9. Turnkey: which consists of a system capable with minimal to no impact a seamless transition to an interim EMNS solution, reaching operational status in less than 90 days.

8.2. EMNS shall be capable of providing both alert notification as well as confirmation of receipt of the notification

8.3. Notification Requirements. Within 2 minutes or less after initiation, the EMNS must reach a target audience of 90 percent or more of on and off-installation personnel with specific protective action recommendations (mass warning) and 100 percent of assigned EM resources, including first responders, first receivers, and emergency responders (notification) (T-1).

8.3.1. Within 1 hour after initiation, EMNS should reach 100% of the on and off-installation personnel.

8.3.2. Alert notifications (i.e. Duress, Field Reporting, etc.) originating from personnel at off-installation facilities should strive to be initiated within two minutes of incident verification, after contact is made to local emergency response forces by dialing 911 (or equivalent emergency center).

8.4. Personally identifiable information (PII). PII data in the EMNS database will be protected as required by all federal laws and regulations. Global Positioning System (GPS) data will only get accessed by the system to transmit notifications to personnel in the impacted area for the purpose of providing an emergency alert. All generated records and reports will be protected as FOR OFFICIAL USE ONLY and will be shredded/deleted IAW the records disposition schedule. GPS coordinates will only be collected from personal devices when the user voluntarily activates the location/GPS feature. All GPS coordinates will be automatically overwritten immediately after the notification.

Table 8.1. EMNS Delivery Method (T-1).

Notification Type (Actual or Exercise)	Base Wide	Pop-up PC/Mobile App		Text Duty Cell/ Personal Cell		Voice Duty Cell/Personal Cell/Home			EMNS Email Duty/Home	
		PC	App	Duty	Personal	Duty	Personal	Home	Duty	Home
Administrative (Flag half staff/ceremonies/road closures/traffic diverts/etc.)		X							X	
Active Shooter/Lockdown	X	X	X	X	X	X	X	X	X	X
Base Closure	X	X	X	X	X	X	X	X	X	X
Delayed Reporting	X	X	X	X	X	X	X	X	X	X
EMNS Data Update (reminder/monthly)	X	X								
FPCON	X	X	X	X	X	X	X	X	X	X
Heat Stress		X		X					X	
HURCON	X	X	X	X	X	X	X	X	X	X
INFOCON	X	X	X	X	X	X	X	X	X	X
Recall (Base Pyramid)	X	X		X	X	X	X	X	X	X
Recall/Activation/Alert (Selected- ADVON/CAT/ADVON/CAT/ EOC/Key Per/TWG/UCC/etc.)		X		X	X	X	X	X	X	X
Security Incident (Riot/ bomb/terrorist/hostage/etc.)	X	X	X	X	X	X	X	X	X	X
Temperature (Hot/Freeze/WBGT)		X		X		X				
Tornado (Observed/Sited)	X	X	X	X	X	X	X	X	X	X
Weather Adv/Watch				X		X				
Weather Warning	X	X		X		X			X	
Winds				X		X				

NOTE 1: ALERTS not appropriate for base wide transmission will target selected individuals, with a need to act upon the information, as identified in a supporting OPLAN, QRC, or other source reference document. As an example if the MOC, BDOC, Tower, Fitness Center, Flying Squadron's CFP and RAPCON are required (by QRC, OPLAN, or other source document) to receive notifications for wind gusts in excess of 30, then the EMNS notification is restricted to MOC, BDOC, Tower, Fitness Center, Flying Squadron's CFP and RAPCON.

NOTE 2: Do not utilize the Cell Phone Application (APP) unless family members need the information. Each member with an EMNS account can share the APP with up to ten people, which are predominantly family members.

BY ORDER OF THE SECRETARY OF THE AIR FORCE

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This instruction implements Air Force Policy Directive (AFPD) 10-2, *Readiness*. It applies to all U.S. Air Force personnel, including, Air National Guard (ANG) and Air Force Reserve Command (AFRC). It establishes and describes the Air Force Operational Reporting (OPREP) System. It explains the purpose and gives instructions for preparing and submitting these reports. Refer recommended changes and questions about this publication to AF/A3O, 1480 Air Force Pentagon, Washington, D.C. 20330-1480, Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*. MAJCOMs are authorized to supplement this Air Force Instruction (AFI) instead of repeating instructions in separate directives. MAJCOM/DRU/FOA supplements to this instruction must be approved by AF/A3O. Once published, a copy of the MAJCOM supplement that supports or implements the OPREP-3 will be provided to AF/A3O. Requests for waivers must be submitted through the chain of command to the appropriate Tier waiver approval authority. Requests for waivers of non-tiered items must be processed through command channels to the publication OPR for consideration. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS). The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

SUMMARY OF CHANGES

AFI 33-360 and AFI 90-201 tier identification and waiver requirements have been incorporated. Other major changes include: USAFE Munitions Support Squadron (MUNSS) Commander's authority expanded for OPREP release. Commander's discretion guidance clarified for incidents not covered by the Chief Staff Air Force (CSAF) OPREP-3 Reports Matrix. Air Force Service Watch Cell (AF WATCH) has been given authority to direct units to submit OPREP-3 Reports upon direction from Joint Staff (JS) and Headquarters Air Force (HAF) leadership. Pinnacle and Beeline asynchronous reporting timing criteria were updated to match standard operating procedures. Synchronous Report Body and Asynchronous Event Text formats were changed to readily identify JS and HAF leadership required information in report. OPREP-3 System Outage reporting procedures were updated to include voice reports as a tertiary method and removed USMTF formatted email option. Commanders' Situational Reporting (SITREP) requirements were updated to reflect standard operating procedures. AF SITREP subject line requirements and format has been updated. Hurricane Condition (HURCON) and Tropical Cyclone Conditions of Readiness (TCCOR) Level Reporting criteria were updated. Cyber Reporting Chapter was removed and associated requirements were captured in CSAF OPREP-3 Matrix. **This document is substantially revised and should be completely reviewed**.

Chapter 1—GENERAL CONCEPTS, POLICIES, AND RESPONSIBILITIES **5**

1.1. Concept of the OPREP-3 System. 5

1.2. Responsibilities. 5

1.3. Commanders will (T-3) (unless indicated otherwise): 6

1.4. Wing/Unit CPs will (T-3, unless otherwise directed): 7

Chapter 2—GENERAL REPORTING INSTRUCTIONS **8**

2.1. Security Classification and Downgrading Instructions. 8

2.2. Transmitting Reports During Combat or Combat-Related Operations. 8

2.3. Directed Reporting. 8

2.4. Correction of Reports. 8

Chapter 3—EVENT/INCIDENT REPORT (OPREP-3) **9**

3.1. Subject and Purpose. 9

3.2. Reporting Categories. 9

Figure 3.1. WHITE PINNACLE Format 11

3.3. Reports Guidebook. 11

3.4. OPREP-3 Report Timing Requirements. 12

Table 3.1. Timing Criteria 12

3.5. Report Construction. 12

Figure 3.2. Report Body Example 14

3.6. Synchronous reporting processes. 15
3.7. Asynchronous Reports. 16
3.8. Synchronous (Jabber)/Asynchronous (SKIWeb) Outages. 17
3.9. CSAF Special Reporting Items (CSAF-SRI). 17

Chapter 4—COMMANDER'S SITUATION REPORT (SITREP) 18

4.1. Subject and Purpose. 18
4.2. Submitted By. 18
4.3. Submitted To. 18
4.4. Submission Timing. 18
4.5. Submission. 18
4.6. General Reporting Instructions. 19
4.7. Report Construction. 19
4.8. Termination of SITREP reporting. 20

Chapter 5—HURRICANE CONDITION/TROPICAL CYCLONE CONDITIONS OF READINESS (HURCON/TCCOR) REPORTING 21

5.1. OPREP-3B Hurricane/Tropical Cyclone (Typhoon) Conditions of Readiness (HURCON/TCCOR). 21
5.2. Conditions of readiness are outlined in AFMAN 10-2504; refer to this instruction for specific HURCON/TCCOR responses for units. 21
5.3. OPREP-3B initial report will be submitted when a commander directs a change in readiness condition (T-1). 21
5.4. General Reporting: 21
Figure 5.1. OPREP-3B HURCON/TCCOR Template 22
Figure 5.2. OPREP-3B HURCON/TCCOR Example 23

Chapter 6—DEFENSE SUPPORT TO CIVIL AUTHORITIES (DSCA) 24

6.1. Guide for Reporting Defense Support to Civil Authorities (DSCA). 24
6.2. Refer to DoDD 3025. 24
6.3. DSCA Report Format/ Construction. 24
Figure 6.1. AF DSCA Template 25
6.4. For major events, submit a Commander's SITREP with the most current information in Paragraph 6. 25
6.5. Base Agencies. 25

Chapter 7—CRESCENT EDGE (OPREP-3CE) 26

7.1. Purpose. 26

Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION 27

Attachment 2—OPREP-3 REPORTS GUIDE 30

Chapter 1

GENERAL CONCEPTS, POLICIES, AND RESPONSIBILITIES

1.1. Concept of the OPREP-3 System. The OPREP-3 system provides CSAF and intermediate commanders the information necessary for timely operational decisions. The main criterion for inclusion in the OPREP-3 system is essential information for command and control of aerospace forces.

1.1.1. MAJCOMs, FOAs, and DRUs will not establish OPREP-3 report rules or instruction below HAF level; however, may develop MAJCOM/FOA/DRU Commander-directed reporting requirements in order to ensure events/incidents that do not meet OPREP-3 reporting requirements are still available to the commander (1).

1.1.2. Due to the time sensitivity of OPREP-3 information, report each event/incident promptly and as accurately as possible. The **FIRST** CP having knowledge of an event/incident will report/facilitate OPREP-3 reporting (T-1). Units will not delay submission of an OPREP-3 to research whether another unit is also submitting the report (T-1). In the case of multiple OPREP-3 submissions, the AF Watch will decide if multiple units will continue submitting or if one unit will continue all follow-up reporting based on information received (T-1).

1.1.3. Units at all levels will develop procedures to quickly obtain and report the key elements of an AF OPREP-3 (T-3). Installations hosting multiple units (assigned to different MAJCOMs, sister services, detachments) should include OPREP-3 reporting requirements in the Host-Tenant Support Agreement (HTSA). When a HTSA is not feasible, a Memorandum of Agreement (MOA) should be used to capture ORPEP-3 reporting processes for each unit. All Air Force units, to include Geographically Separated Units (GSUs), will comply with MAJCOM guidance and this instruction (T-1).

1.1.4. Air Force component commanders within combatant commands, Joint Bases (JB) or Joint Task Forces (JTF) will develop written guidance to ensure compliance with this instruction within their command and de-conflict with combatant, JB, or JTF command directives (T-2).

1.1.5. Authority. This instruction includes the requirements of the various documents of the Joint Reporting Structure (JRS). Air Force units will use AFI 10-206 as the primary source for reporting instructions (T-1).

1.2. Responsibilities.

1.2.1. HQ USAF AF/A3O will:

1.2.1.1. Develop and provide AF operational reporting guidance.

1.2.1.2. Annually, review new requirements to determine operational necessity

1.2.1.3. Develop HAF self-assessment checklist (SAC) identifying AFI 10-206 tiered items.

1.2.2. HQ USAF AF/A3O-OA (AF Watch) will (T-1):

1.2.2.1. Be the subject matter experts for OPREP-3 processing.

1.2.2.2. Coordinate OPREP-3 Reports Matrix updates and changes with CSAF/SECAF, as required.

1.2.2.3. Maintain the capability to continuously monitor and process reporting information from Jabber, email, phone, and SKIWeb.

1.2.2.4. Distribute information received to HAF/Secretary of the Air Force (SAF) agencies.

1.2.3. HQ Air Force Space Command (AFSPC) Command Center will:

1.2.3.1. Report all 24 AF/CC declared communications/computer systems intrusions (single or multiple installation) via OPREP-3 to the AF Watch.

1.2.3.2. Identify and report communication outages/failures affecting multiple installations via OPREP-3 to the AF Watch.

1.2.4. MAJCOMs, DRUs, and FOAs will (T-2):

1.2.4.1. Develop instructions to ensure timely and accurate OPREP-3s are reported within established timelines (see Table 3.1).

1.2.4.2. Review requirements annually to determine operational necessity.

1.2.4.3. Maintain current Defense Connect Online (DCO) and SKIWeb accounts to facilitate OPREP-3 reporting.

1.2.4.4. Develop procedures to continuously monitor the af.watch Jabber room for pertinent information and OPREP-3s. Units will use an audible alert to notify controllers that a message has been received for action (T-3).

1.3. Commanders will (T-3) (unless indicated otherwise):

1.3.1. Ensure timely and accurate reporting for all events/incidents that meet Chairman, Joint Chiefs of Staff (CJCS) and CSAF reporting criteria for all assigned or attached units, as well as events/incidents that occur on or near their installation or affecting mission (see Table 3.1.) (T-0).

1.3.2. Ensure HTSAs or MOAs outline OPREP-3 procedures between organizations. Agreements will outline procedures to ensure the installation CP is made aware of all events/incidents occurring on or affecting their installation. Established HTSAs/MOAs should not delay the submission of OPREP-3 reports by CP.

1.3.3. Ensure that OPREP-3 reports are released by the host wing commander, when host installation resources are utilized. Air Reserve Component (ARC) commanders retain approval authority until federally mobilized, when host installation resources are not utilized.

1.3.3.1. USAFE Munitions Support Squadron (MUNSS) Commanders are authorized to release OPREPs on behalf of the wing commander.

1.3.4. Ensure events/incidents meeting OPREP-3 reporting criteria (CSAF OPREP-3 Reports Matrix) are up channeled to the AF Watch (T-1).

1.3.4.1. Submit an OPREP-3 (Commanders Discretion) when, in the opinion of the commander, an event/incident does not fall into a CSAF rule, but is significant enough to report to HAF.

1.4. Wing/Unit CPs will (T-3, unless otherwise directed):

1.4.1. Ensure procedures are in place to train commanders (wing, group, squadron, tenant, sister services, etc.) and First Sergeants on OPREP-3 processes and requirements. Training should include as a minimum:

1.4.1.1. The OPREP-3 System

1.4.1.2. CSAF OPREP-3 Reports Matrix

1.4.1.3. Information releasable in OPREP-3s

1.4.1.4. OPREP-3 timing criteria

1.4.1.5. Tenant commander responsibilities

1.4.2. Be responsible for providing commanders the necessary information to facilitate an informed decision and submit timely OPREP-3s using the CSAF OPREP-3 Reports Matrix.

1.4.3. Ensure installation/wing commanders are informed of all OPREP-3 reported incidents by a tenant organization. Notification of commanders will not delay OPREP-3 submission.

1.4.4. Maintain and update the OPREP-3 portion of the HTSA or Memorandum of Agreement/Understanding (MOA/MOU) based on the wing's scheduled review and IAW AFI 25-201 Intra-Service, Intra-Agency, and Inter-Agency Support Agreements Procedures.

1.4.5. Ensure that all certified controllers maintain active synchronous (Jabber)/asynchronous (SKIWeb) accounts to submit OPREP-3.

1.4.6. Monitor *af.watch* jabber room continuously (24/7) for Higher Headquarter (HHQ) reporting information requests, requirements, and/or notifications (T-2).

1.4.7. Notify the home-station CP and MAJCOM Command Center of any incidents involving that CP's/command's assets.

Chapter 2

GENERAL REPORTING INSTRUCTIONS

2.1. Security Classification and Downgrading Instructions. AFI 31-401, *Information Security Program Management*, provide security classification and downgrading instructions.

2.1.1. OPREP-3s will be classified according to content(T-0). If OPREP-3s contain any of the following content, the report will be classified a minimum of SECRET (T-0):

2.1.1.1. Indicators of unit readiness data. Data extracted from the Defense Readiness Reporting System (DRRS)/Global Status of Resources and Training System (GSORTS) database is classified by the reporting organization or IAW AFI 10-201, Status of Resources and Training System (SORTS) or the CJCSM 3150.02 Series, Global *Status of Resources and Training System (GSORTS)*, whichever is higher.

2.1.1.2. Unit Mission Essential Tasks (MET), as captured in AFI 10-252, *Defense Readiness Reporting System.*

2.1.1.3. Events/incidents of confirmed or suspected compromise of classified information according to content, IAW AFI 31-401, *Information Security Program Management*.

2.1.1.4. Classify information commensurate with the classification of the equipment, incident/event, and governing instructions if not identified above.

2.1.2. Do not over-classify reports. All reports transmitted over Secure Internet Protocol Router Network (SIPRNET) must have proper classification markings (T-0).

2.2. Transmitting Reports During Combat or Combat-Related Operations. When combat or combat-related operational requirements make speed of delivery paramount, military commanders may modify transmission of classified information as necessary to meet local conditions.

2.3. Directed Reporting. AF Watch, when directed by HAF/JS leadership, may direct a unit to submit an OPREP-3 on a significant event/incident.

2.3.1. AF Watch may suspend reporting for a unit when they are in a degraded communications environment.

2.4. Correction of Reports. Originators will make all corrections identified during synchronous reporting to the asynchronous report (hard copy) (T-1). Submit corrected reports through synchronous reporting and obtain AF Watch acknowledgement prior to correcting in an asynchronous report (T-1). The originator will submit a correction if an error is noticed in content (e.g., incorrect facts, incorrect timing), after submitting the report (T-1).

Chapter 3

EVENT/INCIDENT REPORT (OPREP-3)

3.1. Subject and Purpose. Air Force Commanders use OPREP-3s to immediately notify Higher Headquarters (HHQs) of any significant event or incident that rises to the level of DoD, CJCS, Combatant Command (COCOM), or service- level interests. Prior to mobilization/activation AF, ANG, and AFRC units will address the AF Watch on all applicable record copy OPREP-3. CPs will submit the applicable OPREP-3 regardless of whether or not the event is being reported through other channels (T-0). OPREP-3s do not replace the requirement for more detailed reports such as the SITREP, and other directorate's accident or incident investigation reports. Submitting an OPREP-3 does not change, nor is it a substitute for, any report required by other directives. Real-world OPREP-3s take priority over exercise events.

3.2. Reporting Categories. CJCSM 3150.03D, *Joint Reporting Structure Event and Incident Reports*, categorizes events or incidents according to their nature with a FLAGWORD. FLAGWORDs (i.e., NUCFLASH, BENT SPEAR) associated with each category aid prompt processing and distribution of the reports by alerting people to their importance. The following FLAGWORDs identify reports within the CJCSM 3150.03D:

3.2.1. PINNACLE (OPREP-3P). This report is used by any unit to provide the National Military Command Center (NMCC) and, as appropriate, combatant commands and services, with immediate notification of any incident or event where national or international level interest is indicated. OPREP-3Ps are not restricted to operational information. Any inadvertent, accidental, unauthorized, or unexpected event or incident will be upgraded from an OPREP-3B to an OPREP-3P if (T-0):

3.2.1.1. The occurrence generates a higher level of military action

3.2.1.2. The occurrence has national-level interest

3.2.1.3. The occurrence affects international relations and/or is clearly against national interests or affects national policy

3.2.1.4. Causes immediate widespread coverage in news media (national or international)

3.2.2. PINNACLE NUCFLASH (OPREP-3PNF). Used to report an event, accident, or incident that could create the risk of a nuclear war. This report has the highest precedence in the OPREP-3 reporting structure. Report any of the following as an OPREP-3PNF (T-0):

3.2.2.1. Ballistic missile launch or space launch

3.2.2.2. Re-entering space objects

3.2.2.3. Loss, potential loss, or degradation of U.S. military space capability when the loss or degradation is because of actions by a suspected or known hostile source.

3.2.2.4. Reports of cruise missiles detected and/or launched against the U.S. or U.S. interests

3.2.2.5. Accidental, unauthorized, or unexplained incident involving possible detonation of a nuclear weapon producing a nuclear yield

3.2.2.6. Unauthorized flight, or deviation from an approved flight plan, by a U.S. nuclear-armed or nuclear-capable aircraft with the capability to penetrate the airspace of another nuclear-capable country

3.2.3. PINNACLE FRONT BURNER (OPREP-3PFB). Used to report pre-conflict occurrence of armed attack, harassment, or hostile action against U.S. forces, territory, or interests. After the OPREP-3PFB has been submitted for a specific hostile situation, subsequent OPREP-3P reports are not required. Subsequent reporting of significant mission degradation or heavy losses, combat events and minor airfield damage resulting from the armed attack, harassment, or hostile action is reported in the SITREP.

3.2.4. PINNACLE BROKEN ARROW (OPREP-3PBA). Used to report a U.S. nuclear weapon accident that does not create the risk of a nuclear war. Report any of the following as an OPREP-3PBA (T-0):

3.2.4.1. Nuclear detonation of a U.S. nuclear weapon

3.2.4.2. Non-nuclear detonation or burning of a U.S. nuclear weapon

3.2.4.3. Radioactive contamination from a U.S. nuclear weapon or component

3.2.4.4. Jettisoning of a U.S. nuclear weapon or component

3.2.4.5. Public hazard, actual or implied, from a U.S. nuclear weapon or component

3.2.5. PINNACLE EMPTY QUIVER (OPREP-3PEQ). Used to report the seizure, theft, or loss of a U.S. nuclear weapon.

3.2.6. PINNACLE EMERGENCY DISABLEMENT (OPREP-3PED). Used for reporting operations involving the command disablement or non-violent disablement of U.S. nuclear weapons.

3.2.7. PINNACLE EMERGENCY EVACUATION (OPREP-3PEV). Used to report operations involving the emergency evacuation of U.S. nuclear weapons.

3.2.8. OPREP-3 WHITE PINNACLE (OPREP-3WP). OPREP-3WP is an exercise report that contains simulated time-critical information from operating forces to the NMCC and COCOMs. OPREP-3WP exercises use OPREP-3P procedures and are downward directed by the COCOM to check timeliness of select CPs and other designated Command and Control (C2) nodes.

3.2.8.1. COCOMs designate the units to receive the exercise message and select specific exercise start times. Upon receipt of an OPREP-3WP tasking, units are required to submit an OPREP-3WP acknowledgement report to the NMCC via synchronous (Jabber) means (T-0). The time standard is 20 minutes (T-0).

3.2.8.2. CPs transmit OPREP-3WPs in the same fashion as OPREP-3Ps. Units will transmit an OPREP-3WP to the “af.watch” Jabber room using the format in Figure 3.1. (T-1). Upon receipt, AF Watch controllers immediately relay the OPREP-3WP to the NMCC “dod_njoic” Jabber room (T-0).

Figure 3.1. WHITE PINNACLE Format

(U) OPREP-3WP, Transmission DTG, Unit, Location, State
A. **Unit Tasked:**
B. **Location:**
C. **Tasking COCOM:**
D. **Tasking MSG DTG:**
E. **Time of Receipt:**
F. **Delays or Tracer Action or N/A:**
**** Include bolded items in report body.****
EXAMPLE:
(U) OPREP-3WP, 251458ZDEC2014, 911 AW, Pittsburgh IAP, PA
A. **Unit Tasked:** 911 AW
B. **Location:** Pittsburgh IAP/ARS, PA
C. **Tasking COCOM:** USTRANSCOM
D. **Tasking MSG DTG:** 251445ZDEC2014
E. **Time of Receipt:** 251448ZDEC2014
F. **Delays or Tracer Action or N/A:** N/A

3.2.9. OPREP-3 BENT SPEAR (OPREP-3BS). Used to report incidents involving U.S. nuclear weapons that are of significant interest, but are not categorized as OPREP-3PNF or OPREP-3PBA. OPREP-3BSs use the same timing requirements as OPREP-3Ps.

3.2.10. OPREP-3 FADED GIANT (OPREP-3FG). Used to report nuclear reactor or radiological accidents or incidents to the appropriate service headquarters. OPREP-3FGs use the same timing requirements as OPREP-3Ps.

3.2.11. BEELINE (OPREP-3B). Used to report any event or incident that the CSAF has deemed reportable in the CSAF OPREP-3 Reports Matrix and/or meets AF-level interest, but does not meet national or international level interest requirements

3.3. Reports Guidebook. The Non-Commissioned Officer in Charge (NCOIC) of Reports has the responsibility to maintain the Reports Guidebook. This guide provides a quick reference to assist CP controllers in submitting OPREP-3s and other reports, as applicable. The Reports Guidebook will include(T-3):

3.3.1. Current CSAF OPREP-3 Reports Matrix. The CSAF OPREP-3 Reports Matrix is a quick reference list to assist commanders and controllers in determining the level and type of report to submit based on events and incidents deemed of interest to the CSAF, CJCS, and Secretary of Defense (SECDEF). Due to the need for reporting requirements to be updated as operational situations evolve and as AF/A3O or higher directs, the CSAF OPREP-3 Reports Matrix will be posted on the CP Intelink Site. When the matrix is updated or changed, CPs will be notified of changes in a Command and Control Controller Information File (C2 CIF).

3.3.2. The Contact Addressees List, (located on the CP Intelink Sites under Reports Library) contains the core recipients for OPREP-3s. The Contact Addressees List has been provided to assist during times of system inoperability. Units will ensure that affected HQs receive the report, regardless of how the report is transmitted (T-1). During routine operations, units will select applicable HQs based on situation, chain of command (COCOM, MAJCOM, etc.), as well as “Affected Areas” from the event/incident when adding an event into SKIWeb (T-1).

AF Watch will be selected as an "Affected Area" in SKIWeb on all OPREP-3s (T-1). Units may add additional contact information to the Reports Guidebook, as required.

3.3.3. OPREP-3 Reports Guide. The OPREP-3 Reports Guide (Attachment 2, Figure A2.1.) is a list of minimum routine questions that need to be answered when including data into an OPREP-3.(T-3)

3.3.4. Checklists contain step-by-step procedures to ensure required reports are submitted in the proper format, within established timelines, and with the correct content.(T-3)

3.4. OPREP-3 Report Timing Requirements. Units will use Table 3.1. for synchronous (Jabber)/asynchronous (SKIWeb) timing requirements (T-1). When a qualified/certified specialist must be consulted to determine if an OPREP-3 event/incident has occurred, according to CSAF OPREP-3 Reports Matrix requirements (e.g., weapons maintenance on a weapons outage, medical provider for confirmation of death), timing standards will begin from CP notification of the determination rather than incident, IAW Table 3.1 (T-1).

Table 3.1. Timing Criteria

Type of Report	**Synchronous Report/Voice Report Timing (IAW Paragraph 3.6.)**	**Asynchronous Report/Record Copy Timing (IAW Paragraph 3.7.)**
*PINNACLE NUCFLASH	5 minutes from incident	1 hour from incident
PINNACLE/BEELINE	15 minutes from incident	1 hour from AF Watch approval time
***NOTE**: PINNACLE Nuclear Flash reports are extremely time sensitive and require initial reporting **within 5 minutes of the incident (T-0).**		

3.5. Report Construction. Units should develop processes that enable the correct and expedient transmission of reports via synchronous, asynchronous, and alternate means of communication. Synchronous Reports are transmitted via DCO Chat Client, more commonly known and referred to as "Jabber". Asynchronous reports are posted on a SIPRNET blog site named SKIWeb.

3.5.1. OPREP-3 Message Subject Line. Regardless of transmission medium, all OPREP-3 subject lines will be constructed in the following manner (T-1):

3.5.1.1. Portion Marking. All subject lines will contain a portion marking for the classification of the subject line. The subject line portion marking (U, C, S, S/NF, etc.) does NOT identify the overall classification of the report, only the subject line (T-0).

3.5.1.2. Report FLAGWORD (OPREP-3P, OPREP-3PFB, OPREP-3B, etc.).

3.5.1.3. DTG of Incident. This time should be when the incident occurred, not when the incident became reportable. Clarification can always be provided in the narrative to explain DTG if incident occurred several days prior to a report. The DTG will not change as subsequent reports are submitted.

3.5.1.4. Location Event Occurred. This is the location of the incident or where the event took place. This may not be the same location as a military installation. Do not narrow the location beyond or below city/base level.

3.5.1.5. Event/Incident and Rule Number. Used to identify the incident listed in CSAF OPREP-3 Reports Matrix and the corresponding rule number.

3.5.1.6. Example Subject Line: (U) OPREP-3B, 251458ZDEC2014, Cheraw, SC, Criminal Activity, Rule 9L

3.5.2. Report Body (Jabber) or Event Text (SKIWeb). The body of the report narrative includes the who, what, when, where, how, and operational impact of the incident. In the initial report, report as much information as possible that is known at the time. Include new information as details unfold. In subsequent reports, do not restate previously stated facts. Regardless of transmission medium, all OPREP-3 narrative (event text) will be constructed in the following manner (see Figure 3.2. for example) (T-1):

3.5.2.1. Report Type: Initial, Initial/Final, Follow-Up, Final, and Corrected Reports.

3.5.2.2. Time and Date: Time of Incident in HHMMZ, DD Mon YY format.

3.5.2.3. Unit: Include CP Designator for Unit/Wing/Installation submitting the OPREP.

3.5.2.4. Member: Include member information including age, gender, rank, and military status (REGAF or ARC), Unit, etc. Use N/A for reports that do not require an ETIC.

3.5.2.5. Details: In narrative, sentence case format, include the who, what, when, where, and how the event/incident occurred. When aircraft are involved be sure to include MDS, tail numbers, assigned units, mission numbers, etc.

3.5.2.6. Mission Impact/Impairment (if applicable). This section of the report should identify how the event or incident impacts the unit/wing/installation mission (individual squadron/duty section impact is not required). Use N/A for reports that do not impact mission.

3.5.2.7. Estimated Time in Commission (ETIC): Identify the estimated time a situation will end, a weapon system is expected to return to service, or repair will be complete. Use N/A for reports that do not require an ETIC.

3.5.2.8. Point of Contact. This is used after consulting and confirming with the appropriate external agency/agencies and informing them that further reports will be accomplished through their channels, include agency office symbol and 10-digit DSN number. This may be used for Final Reports (including Initial/Finals); use N/A for this line for all other report types (Initials/Follow-Ups/Corrections).

Figure 3.2. Report Body Example

(U) Initial/Final:
(U) Time and Date: 1458Z, 25 Jan 14
(U) Unit: 20th Fighter Wing
(U) Member(s): 25 y/o male, Capt (REGAF), AFCENT/A4
(U) Details: Member was indicted in December 2013 on two counts of vehicular manslaughter. Individual plead guilty and will begin a two year prison sentence on 26 January 2014. Local media attention occurred.
(U) Mission Impact: N/A.
(U) ETIC: N/A
(U) POC: Maj John Hopkins, DSN 123-4567

3.5.3. Initial and Initial/Final reports. Initial and Initial/Final reports should contain as much information as immediately available within established time parameters about an event or incident. Both reports will be submitted IAW Paragraph 3.6. An Initial report may only be submitted as an Initial/Final report if it contains all of the required information to close the report. The AF Watch will ask questions during initial reporting to get clarification and/or prompt units to get information required by HHQ to post in the record copy or Follow-Up reports. Information requested by AF Watch, MAJCOM, and/or JS during synchronous reporting will be provided in an asynchronous report when the information becomes available (T-1). Both reports are posted in Jabber prior to posting in SKIWeb (T-1).

3.5.3.1. If seven calendar days have elapsed from the Initial report and these questions are not answered, a Final OPREP-3 will be submitted stating that "No further information will be provided through OPREP-3 channels" (T-1). Identify approved points of contact (POC), agency/agencies, and contact number(s) (T-1).

3.5.3.2. The statement "Further reporting through XXX channels." will only be used after consulting and confirming with the appropriate external agency/agencies, that further reports will be accomplished through their channels, include agency office symbol and contact number. This statement is not a blanket statement. The statement will be included in the Event Detail line (T-1).

3.5.3.3. When events/incidents occur which overlap multiple rule numbers, units will combine them and submit one OPREP-3 (T-1). If multiple rule numbers specify different types of OPREPs, i.e., BEELINE, PINNACLE, units will submit the highest type report (T-1). For OPREP-3s with multiple rule numbers, only one rule number and title will be reflected in the subject line; use the most severe incident in the subject line and identify additional rule numbers at the end of the Event Detail section of the synchronous (Jabber)/asynchronous (SKIWeb) report (i.e., Rules XX, XX and XX also apply.) (T-1).

3.5.4. Follow-Up Reports. These reports are essential to keep commanders informed of developing situations and to provide additional details as they are learned. Follow-Up reports will be submitted IAW Paragraph 3.6 (T-1). Follow-Up reports are posted in Jabber PRIOR to posting in SKIWeb.

3.5.5. Final reports provide required information not previously reported and close event/incident reporting. All Final reports will end with the applicable statement, "No further information will be provided through OPREP-3 channels" in the Event Detail section (T-2). Reports are not authorized to be closed prior to answering questions from the querying HHQ element (T-2). Final reports are posted in Jabber PRIOR to posting in SKIWeb (T-2).

3.5.6. Upgrading OPREP-3s. Units will upgrade OPREP-3Bs if follow-up information to an event/incident meets the criteria of a higher-level report (e.g., BEELINE to PINNACLE) (T-1). In the upgraded Initial report, provide all previously reported information and known facts. The DTG for the subject line of the upgraded report will be the time the information was received that made the report a PINNACLE (T-1). The upgraded report will reference the original report's DTG (T-1). The original (lower-level) report automatically closes upon submission of the upgraded (higher-level) report.

3.5.6.1. MAJCOM-level reports (e.g., Commander's Critical Information Requirements [CCIR] or equivalent) are not OPREP-3s and will not follow "upgrading OPREP-3" guidance (T-1). When information from a MAJCOM report meets OPREP-3 criteria, the report will be submitted as an Initial OPREP-3 (T-1).

3.6. Synchronous reporting processes. Synchronous communication is where all parties involved in the communication are present at the same time (an event). The primary medium for transmitting all OPREP-3 synchronous reports is SIPRNET Jabber. The alternate means for submitting a synchronous report is secure phone through the MAJCOM to the AF Watch. Tertiary means is SIPRNET email. **Do not delay** the initial Jabber notification to obtain additional information. The initial Jabber notification time is the time inputted into the system. Use Follow-Up notifications and reporting to provide additional information as it becomes available. AF Watch/MAJCOMs assess unit reports for possible higher category reporting requirements.

3.6.1. Units submitting an OPREP-3 Jabber report will enter it into the "af.watch" room. See Paragraph 3.5. for proper report construction (T-1). Units will be logged in to Jabber as "Unit (Rank/Name)" (T-2).

3.6.2. AF Watch and MAJCOM Command Centers will acknowledge wing/unit reports within 5 minutes of the posting (T-2). Acknowledgement can be in any hierarchy order. In the event that a HHQ element does not acknowledge within 5 minutes, the wing/unit will contact their parent MAJCOM Command Center for assistance (T-2). HHQs will then provide acknowledgement through Jabber. AF Watch is the highest level of required acknowledgement regardless of report type.

3.6.2.1. AF Watch will make an initial acknowledgement of "AFSWC Acknowledges Receipt, Standby" (T-1). Units will continue to monitor the af.watch room after submitting a report until both the MAJCOM and AF Watch have received required information (T-1). Units will NOT submit their asynchronous report until cleared by the AF Watch (T-1). The AF Watch clears units by entering the phrase: "AF has no further questions, post your report in SKIWeb within 1 hour and notify this office once it is posted". This serves as the official AF approval time. Units will make corrections (if any), include information requested by AF Watch and MAJCOMs, and post the report in SKIWeb (T-1).

3.6.3. AF Watch immediately relays OPREP-3Ps to the NMCC without delay or questions (T-0). Once the PINNACLE report is posted, the AF Watch and MAJCOM may ask questions or get clarification on the situation.

3.6.4. Units may submit exercise OPREP-3s to the AF Watch at any time using the "AF.Exercise" Jabber room. When mission dictates, the AF Watch attempts to reply to exercise messages and provide feedback on reports submitted. All exercise reports must state "EXERCISE" at the beginning and end of the report.

3.7. Asynchronous Reports. Asynchronous communication does not require that all parties involved in the communication be present and available at the same time. Examples of this include email (the receiver does not have to be logged on when the sender sends the email message), discussion boards, which allow conversations to evolve and community to develop over a period of time. Units will submit an asynchronous report using SKIWeb for all OPREP-3s (T-1).

3.7.1. Reports should contain (as known at the time) the who, what, when, where, how, operational impact, media applicability, and other pertinent information of the event/incident being reported based on available information. Units will include any updated information gathered after the initial Jabber notification without exceeding the time criteria (T-1). Do not delay asynchronous reporting to obtain additional information (T-1).

3.7.1.1. Appropriate Report Content. While the narrative section of each report must clearly convey the details of the incident, reports will not be personally identifiable to an individual (T-0). To ensure anonymity, reports may contain:

3.7.1.1.1. Rank, age, gender, marital status, number and age of dependents, duty status (e.g., active duty, ARC [whether on orders or not], DoD civilian status), and assigned unit/agency.

3.7.1.1.2. Names cannot be included in OPREP-3s, except for the following: Name, title, and 10-digit DSN number of a POC for a report (Civilian Personnel, Safety, SFS, etc.), name of a public figure whose death occurs on an Air Force installation, or the name of a deceased/retired AF VIP (i.e., flag officer or Chief Master Sergeant of the Air Force [CMSAF]).

3.7.1.1.3. Aircraft type, tail number, owning unit, aircrew unit and squadron, type mission, and mission number for all reports involving AF owned, contracted, or operated aircraft.

3.7.1.2. Inappropriate Report Content. Although the narrative section of each report must clearly convey the details of the incident, it will not include (T-1):

3.7.1.2.1. Any speculation regarding responsibility, failure of equipment or facilities, legal liability, or causes (except when the cause of death is known).

3.7.1.2.2. Quotations or opinions from witnesses or other privileged sources.

3.7.1.2.3. Use of personally identifiable information to include name (see exceptions above), social security number (SSN), or home address. If HHQ requires names/SSN, they will request it as an addendum separate from the OPREP-3, and even then, only the last 4 digits of the SSN will be provided.

3.7.2. SKIWeb Corrected reports will be sent when factual data needs to be corrected (T-1). Corrected reports should be entered into SKIWeb by selecting the "Add a Blog" feature. OPREP-3 Corrected reports should be in sentence case. The first line of the Corrected report, in the Event Detail line, should state: "Correction to OPREP-3 B/P DDHHMMZMMMYYYY report". Retyping the report is not the intent. Include only corrected information, but enough to aid the reader in understanding what was corrected.

3.8. Synchronous (Jabber)/Asynchronous (SKIWeb) Outages.

3.8.1. Jabber Outage:

3.8.1.1. Notify the next HHQ that has access to Jabber for input (NAF, MAJCOM Command Center, AF Watch) (T-1).

3.8.1.2. In the event of an AF-wide Jabber outage, units will contact their HHQ to convene a voice conference with AF Watch (T-1).

3.8.2. SKIWeb Outage:

3.8.2.1. If Jabber is functional, post report to Jabber and state that the unit is experiencing a SKIWeb outage. The applicable MAJCOM Command Center or AF Watch (as applicable to FOA/DRUs) will post the report to SKIWeb. If the SKIWeb outage is AF-wide, the wing/unit will upload all reports submitted during the outage to SKIWeb upon system return (T-1).

3.8.2.2. If SKIWeb and Jabber are both **NOT** functional, the unit will contact their MAJCOM to convene a conference with the AF Watch and voice the report (T-1). Once the report has been voiced, the unit will follow-up with an email (record copy) on SIPRNET to next HHQ that has access to SKIWeb for input (T-1).

3.8.2.3. If SIPRNET outage is AF-wide, the unit will submit reports via secure telephone conference with the MAJCOM and AF Watch (NMCC as required) (T-0). Initial voice conferences will cover both the voice and record copy reports. The wing/unit will upload all reports submitted during the outage to SKIWeb upon system return (T-1).

3.8.3. Regardless of the outage, the AF Watch immediately relays all PINNACLE reports to the NMCC. For reports requiring voice notification within a 5-minute time limit, the AF Watch will connect the NMCC with the reporting unit's conference (T-0).

3.9. CSAF Special Reporting Items (CSAF-SRI). These are events/incidents that are of personal interest to the CSAF/SECAF. The AF Watch updates the CSAF OPREP Reporting Matrix when directed by the CSAF. AF/A3O will distribute a C2 CIF with specific reporting criteria for the CSAF-SRIs. CSAF-SRIs remain in effect until superseded or rescinded.

Chapter 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 (T-1).

4.1.1. Situation reporting will be accomplished for, but not limited to, the following (T-1):

4.1.2. Involvement in critical national or international situations

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

4.1.4. Significant operational deficiencies that affect mission readiness

4.1.5. Other activities or ongoing operations to include DSCA. All DSCA events should be reported as described in Chapter 6.

4.1.6. Units receiving aircraft or personnel due to natural disaster evacuations

4.1.7. When directed by a HHQ (COCOM, JS, HAF, MAJCOM)

4.2. Submitted By. Commanders at all levels will submit SITREPs when on-going events warrant (T-1).

4.3. Submitted To. SITREPs are provided to the MAJCOM and AF Watch. The AF Watch transmits SITREPs to the NMCC for JS directed reports. Units follow COCOM guidance when directed to submit SITREPs to a COCOM (T-1).

4.4. Submission Timing. If submission timing is not directed by HHQ, reports are submitted daily for the duration of the activity or operation. Unless specified otherwise by a combatant commander directive, submit reports no later than 0800Z, reflecting data current as of 0600Z (T-1).

4.5. Submission. The primary means for transmitting SITREPs is via MS Word or Adobe PDF file in SKIWeb. Units will format the subject line of the SITREP IAW Paragraph 4.7.1 (T-1). Units will post the SITREP as an attachment to an event (similar to OPREP-3 submission) (T-1). When posting a SITREP in SKIWeb, units use the subject line of the SITREP in the Event Title section and copy the Commanders Evaluation (Comments) from the SITREP and paste them into the Event Text block. The SITREP is added as an attachment.

4.5.1. After posting the record copy SITREP in SKIWeb, units enter the Subject Line of the report in Jabber and state the report has been posted to SKIWeb. Refer to Paragraph 4.7.1. for subject line format.

4.5.2. When primary means are unavailable, transmit reports via SIPRNET email to the MAJCOM and AF Watch.

4.6. General Reporting Instructions.

4.6.1. Duplicate reporting is not desired; however, information available in another JS report will be referenced to ensure operational impacts are noted.

4.6.2. Any HHQ level in the reporting chain may direct additional reporting requirements. AF Watch is authorized to request any additional/amplifying information on past events, current operations, or planned actions.

4.7. Report Construction. AF SITREPs 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 below categories provide a list of subparagraphs. These paragraphs are used as general SITREP template. Specific categories may be directed based on the event or operation and information required.

4.7.1. Subject Line. The subject line is the first (top) line in all AF SITREPs. The subject line includes the following sections: AF SITREP ###, DTG of the report, Unit, Base, State. Example: AF SITREP 023, 250800ZDEC2014, 436 AW, Dover AFB, DE

4.7.2. 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 acronym: NSTR (Nothing Significant to Report).

4.7.3. 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 acronym: NSTR.

4.7.4. 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/plans. Include as a minimum: Unit, location, aircraft/equipment status (fully mission capable, partially mission capable, not mission capable), sorties scheduled, sorties flown, specific reasons for sortie cancellations and sorties scheduled for next 24 hours, unit/aircraft rotation plans/status, and any other items required by AF Watch. If there is no information to report, then enter the acronym: NSTR.

4.7.5. 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 acronym: NSTR.

4.7.6. 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 acronym: NSTR.

4.7.7. COMMUNICATIONS CONNECTIVITY: Report significant communication outages, incompatibilities, quantitative equipment deficiencies, traffic volume, etc. If there is no information to report, then enter the acronym: NSTR.

4.7.8. PERSONNEL: Report factors affecting readiness of forces or units; mobilization status; daily battle casualties (i.e., 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 acronym: NSTR.

4.7.9. SIGNIFICANT POLITICAL-MILITARY-DIPLOMATIC EVENTS: Report events not reported by OPREP-3 PINNACLE or 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 acronym: NSTR.

4.7.10. COMMANDER'S EVALUATION: Provide the commander's evaluation, combatant commander's, or service chief's assessment of the situation. Comments 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 acronym: NSTR.

4.7.10.1. Based on the event or operation, the AF Watch provide guidance to commanders on what information is requested for the final SITREP. Final information may be surmised in the Commander's Evaluation.

4.8. Termination of SITREP reporting. SITREP reporting can be terminated when the situation no longer warrants HHQ attention as directed by CSAF or the AF CAT director, with notification from AF Watch.

Chapter 5

HURRICANE CONDITION/TROPICAL CYCLONE CONDITIONS OF READINESS (HURCON/TCCOR) REPORTING

5.1. OPREP-3B Hurricane/Tropical Cyclone (Typhoon) Conditions of Readiness (HURCON/TCCOR). The terms "Hurricane" and "Typhoon" are regional specific names for strong tropical cyclones with wind speed greater than 74 mph. In the Atlantic Ocean or the Eastern Pacific Ocean (east of the international dateline) the storm is called a "Hurricane." In the Western Pacific Ocean (west of the dateline) the storm is called a "Typhoon."

5.2. Conditions of readiness are outlined in AFMAN 10-2504*;* refer to this instruction for specific HURCON/TCCOR responses for units.

5.3. OPREP-3B initial report will be submitted when a commander directs a change in readiness condition (T-1). Follow-Up reports will be submitted for each subsequent change and when the following actions have been directed (T-1).

5.3.1. Aircraft and/or Personnel Evacuation Decision, The time the decision was made; time when evacuation begins; the HURCON/TCCOR status; any updates or reference to the evacuation plan. Reported as a Follow-Up report to the OPREP-3 HURCON/ TCCOR Change.

5.3.2. Aircraft and/or Personnel Evacuation Started. The time evacuation began; the HURCON/TCCOR status; any updates or references to the evacuation plan. Report the status of evacuees and shelter-in-place personnel prior to and after a natural disaster, IAW the guidelines in AFI 36-3803, *Personnel Accountability in Conjunction with Natural Disasters or National Emergencies*. Do not initiate a dual/separate report for Aircraft and/or Personnel Evacuation. Units will report the evacuation as a Follow-Up report to the Initial OPREP-3 HURCON/TCCOR (T-1).

5.3.3. Aircraft and/or Personnel Evacuation Complete. Report the time when all aircraft are at the designated refuge base; any updates as required. Reported as Follow-Up report.

5.3.4. Aircraft Reconstitution and/or Personnel Return to home station. Report the time when all aircraft have returned to home station. Report when personnel have been cleared to return to home station. Reported as Follow-Up or Final once reconstitution is complete.

5.4. General Reporting:

5.4.1. Each event of the same HURCON/TCCOR is reported as Follow-Up reports rather than separate reports.

5.4.2. Consolidation of Reports. When events outpace the decision process, merge reports when possible (i.e., HURCON declaration with evacuation decision). If there are 4 hours or more between stages, do not consolidate reports.

5.4.3. The HURCON/TCCOR reports are exempt from Paragraph 3.5.3.1. "seven-day close-out" policy.

5.4.4. Report templates are provided in **Figure 5.1** and 5.2.

Figure 5.1. OPREP-3B HURCON/TCCOR Template

SUBJECT LINE CLASSIFICATION A. Storm Name (identifier) / Current Level: B. Time of level/event change: DDHHHHZMMMYY C. Aircraft status: C.1. Total number of assigned aircraft by Mission Design Series (MDS): (when multiple units involved, breakdown by unit: See example in Figure 5.2.) C.2. Number of MDS remaining on base (hangared, tied down, etc.): C.3. Number of assigned aircraft off station by MDS (i.e., deployed, cross-country) and their intentions during the storm: C.4. Number of assigned aircraft to be evacuated by MDS and their projected evacuation base(s) (do not include tail numbers): C.5. Number of transient aircraft by MDS on station and their evacuation plan: D. Personnel status: (Personnel information may be provided by A1, MPS, PERSCO) D.1. Total number of personnel assigned: D.2. Number of personnel to shelter in place: D.3. Number of personnel evacuated and location: D.4. Number of TDY personnel on station and their intentions: E. Damage (communication, facilities, runway, etc.): F. ETIC for outages, operations, missions:

Figure 5.2. OPREP-3B HURCON/TCCOR Example

(U) OPREP-3B, 251458ZDEC2014, MacDill AFB, FL HURCON, Rule 14B.
UNCLASSIFIED
A. Storm Name / Current Level: Hurricane Chester / 3
B. Time of level/event change: 281458ZDEC2014
C. Aircraft status:
C.1. Total number of aircraft assigned
436 AW: 6x C-5B, 5x C-5M, 8x C-17
512 AW: 2x C-5M, 4x C-17
C.2. Number of MDS remaining on base:
436 AW: 1x C-5B hangered in ISO dock, 1x C-5M, tied down due to mx 8x C-17
C.3. Number of assigned aircraft off station by MDS and their intentions during the storm:
436 AW: 8x C-17 deployed in CENTCOM AOR. Will remain in AOR until cleared to return
512 AW: 2x C-5M at Ramstein AB – will RIP until after storm unless tasked by TACC
C.4. Number of assigned aircraft to be evacuated by MDS and their projected evacuation base(s):
436 AW: 5x C-5B evacuating to Tinker AFB starting 282300ZDEC14; 4x C-5M evacuating to Selfridge AFB starting 282200ZDEC14.
512 AW: 4x C-17 evacuating to Hickam AB starting 252350ZDEC14
C.5. Number of transient aircraft by MDS on station and their evacuation plan: Transient aircraft have departed and no flights scheduled to arrive during Hurricane Conditions.
D. Personnel Status: (Personnel information may be provided by A1, MPS, PERSCO)
D.1. Total number of personnel assigned: 5,600 total personnel assigned to the AWs
D.2. Number of personnel to shelter in place: 600 mission-essential personnel will shelter in place for emergency operations only.
D.3. Number of personnel evacuated and location: 5,000 personnel directed to evacuate to inland bases. Individual units are tracking personnel evacuating to leave locations (staying with families). Tinker AFB has been designated as the primary personnel relocation base. Approximately 1,200 personnel are expected to beddown at Tinker AFB.
D.4. Number of TDY personnel on station and their intentions: 800 personnel were TDY or assigned to joint billets. TDY personnel were directed to return to home station (if not in storm's path) or relocate with assigned personnel
E. Damage (communication, facilities, runway, etc.): N/A--No damage from storm reported
F. ETIC for outages, operations, missions: N/A

Chapter 6

DEFENSE SUPPORT TO CIVIL AUTHORITIES (DSCA)

6.1. Guide for Reporting Defense Support to Civil Authorities (DSCA). AF response to civil authorities will fall into four categories (T-1):

6.1.1. Defense Support Memorandum (DSM). For routine MOU/A support (Security Forces response, paramedic request, fire support, etc.), reports will be submitted on the fifth duty day of the new quarter to the AF Watch by MAJCOM/DRU/FOA Command Centers. MAJCOM/DRU/FOA Command Centers will determine how the quarterly information is compiled from their units. For DSM MOU/As that have the potential to receive national news media attention or require a known reimbursement cost associated with directed actions, reports will be submitted within 2 hours of initiation of support and every 24 hours thereafter until support is complete.

6.1.2. DEFENSE SUPPORT IMMEDIATE RESPONSE (DSIR). Will be submitted within 2 hours of initiation of support and every 24 hours thereafter until support is complete.

6.1.3. Defense Support Presidential Directive (DSPD) to include 10-day rule, will be submitted within 6 hours of initiation of support and every 24 hours thereafter until support is complete.

6.1.4. Defense Support National Special (DSNS) Security Event. Will be submitted within 2 hours of initiation of support and every 24 hours thereafter until support is complete.

6.2. Refer to DoDD 3025. 1, *Military Support to Civilian Authorities*, DoDD 3025.15, *Military Assistance to Civilian Authorities*, and AFI 10-801, *Defense Support to Civil Authorities*, for a more detailed description of DSCA events.

6.2.1. Units report all DSCA (with the exception of routine DSM MOU/A) events via SKIWeb, and notify the AF Watch in Jabber that a DSCA has been posted to SKIWeb (T-1).

6.2.2. Submit a follow up message in SKIWeb as significant changes or circumstances occur (T-1).

6.2.3. Assets utilized for more than 24 hours and/or if media attention occurs, require a Follow-Up DSCA report once daily until the DSCA event is terminated or the asset returns to home base/installation (T-1).

6.2.4. If no change has occurred, a blog entry in SKIWeb stating “No changes in last 24 hours” will be made; Jabber notification is not required for a “No change” update (T-1).

6.2.5. All DSCA messages will have AF Watch, Air Force National Security Emergency Preparedness, and parent MAJCOM selected as an “Affected Area” in SKIWeb (T-1).

6.2.6. During synchronous (Jabber)/asynchronous (SKIWeb) outages, submit DSCA reports IAW Paragraph 3.8.(T-1).

6.3. DSCA Report Format/ Construction. Use template in Figure 6.1. to construct DSCA reports. **All Bolded items will be included in the report body. Units will use “N/A” when information is not applicable (T-1).**

Figure 6.1. AF DSCA Template

(Subj Class) AF DSCA, DDHHMMZMMMYYYY, Location Event Occurred, Event/Incident, DSCA Rule ###.

1. **Type of support, location, and specific assistance requested or provided:**
2. **Estimated duration of military participation in reported event:**
3. **Source, date, and time of civil authority's request for military assistance** *(Show official titles, phone numbers, and email addresses)***:**
4. **Number of USAF personnel (military and civilian) employed in the DSCA:**
5. **Amount and types of equipment used:**
6. **Amount and types of supplies used:**
7. **Title, rank, and telephone/email/fax of unit POC:**
8. **Describe the extent of any media interest in the USAF response:**
9. **Appropriate DoD or Federal Emergency Management Agency (FEMA) mission designator** *(if applicable)***:**

6.4. For major events, submit a Commander's SITREP with the most current information in Paragraph 6 3 (T-3). In addition, include the following information within 10 workdays after DSCA termination (T-1):

6.4.1. Assessment of military operations and effectiveness

6.4.2. Photographs and video of military operations

6.4.3. Chronological summary of USAF and Civil Air Patrol (CAP) actions to include all DoD and FEMA mission numbers performed as Air Force assigned missions, IAW AFI 10-2701, *Organization and Function of the Civil Air Patrol*.

6.4.4. Highlights of relief operations, outstanding performers, unusual actions or occurrences, or other events of interest for the USAF after action report

6.4.5. Discussion of specific problem areas encountered and actions recommended precluding recurrence in the future

6.4.6. Summary of relief operations expenses requiring reimbursement

6.5. Base Agencies. The installation commander will ensure base agencies provide the CP with all information required to complete the reporting and that the local base comptroller is aware of all DSCA submitted reports (T-3).

Chapter 7

CRESCENT EDGE (OPREP-3CE)

7.1. Purpose. Used to immediately notify the Joint Staff, or Air Force, of significant activities involving Special Access Programs (SAPs) operating IAW AFI 16-701, *Special Access Programs* (SAP). Affected unit CPs will submit voice reports through normal CP channels (T-1). The flag words BEELINE and PINNACLE are used to reference the SAP management level to be contacted. Regardless of the SAP management level, AF Watch addresses SAF/AAZ (Air Force Special Access Program Central Office). MAJCOMs establish procedures for contacting program managers at and below the MAJCOM level.

7.1.1. The AF OPREP-3CE report allows units operating SAPs to use the operational reporting channel to advise their program managers of events or incidents that meet OPREP-3 reporting criteria. The OPREP-3CE report is the single reporting channel for all SAP units reporting incidents to HHQ. An OPREP-3CE report is submitted when an authorized individual from the unit has determined an event or incident involving a SAP warrants higher-level awareness. OPREP-3CE voice reports are forwarded through CP channels to MAJCOM Command Centers and the AF Watch.

7.1.2. The unit with the SAP, not the CP, initiates OPREP-3CE reporting. The initiating unit notifies the CP of an OPREP-3CE report to be submitted. No program names or incident details are included in the report. The CP sends the report up the chain to the appropriate level. It is the reporting unit's responsibility, to determine the level of report to provide all information. After report submission CP performs no other action (T-3).

7.1.3. AF OPREP-3CE will not be reported via synchronous (Jabber)/asynchronous (SKIWeb) means (T-1). CPs upchannel OPREP-3CE through voice conference with MAJCOM and AF Watch. The only information passed in the voice conference is the name, contact number and office symbol of the person initiating the report and contact information of the program manager if different from initiator (T-1).

BURTON M. FIELD, Lt Gen, USAF
DCS, Operations, Plans and Requirements

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 10-201, *Status of Resources and Training System (SORTS)*, 19 Apr 13

AFI 10-252, *Defense Readiness Reporting System (DRRS)*, 09 Aug 12

AFI 10-801, *Defense Support to Civil Authorities (DSCA)*, 19 Sep 12

AFI 10-2701, *Organization and Function of the Civil Air Patrol*, 29 Jul 05, (IC 29 Sep 06)

AFI 16-701, *Special Access Programs*, 1 Nov 95

AFI 31-101, *Integrated Defense*, 8 Oct 09 (IC 7 Mar 13)

AFI 31-401, *Information Security Program Management*, 1 Nov 05 (IC 30 Jan 13)

AFI 31-407, *Air Force Nuclear Weapons Security Classification Policy*, 1 Oct 03

AFI 33-360, *Publication and Forms Management, 25 Sep 13*

AFI 36-3803, *Personnel Accountability in Conjunction with Natural Disasters or National Emergencies*, 21 Dec 10

AFI 90-201, *The Air Force Inspection System*, 2 Aug 13

AFPD 10-2, *Readiness*, 6 Nov 12

AFMAN 15-129 Vol I, *Air and Space Weather Operations - Characterization*, 06 Dec 11

AFMAN 15-129 Vol II, *Air and Space Weather Operations - Exploitation*, 07 Dec 11

AFMAN 33-363, *Management of Records*, 1 Mar 08

CJCSM 3150.03D, *Joint Reporting Structure Event and Incident Reports*, 31 Jan 11

CJCSI 3150.02,

CJCSI 3025.1,

CJCSI 30.25.15,

DODI 5200.1,

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*, 22 Sep 09

AF Form 673, *Air Force Publication/Form Action Request*, 25 Sep 13

Abbreviations and Acronyms

AFOG—Air Force Operations Group

AF OPREPS—Air Force Operational Reporting System

AFRC—Air Force Reserve Command

AFRIMS—Air Force Records Information Management System

AFSC—Air Force Safety Center

AF WATCH—Air Force Service Watch Cell

ANG—Air National Guard

AOR—Area of Responsibility

ARC—Air Reserve Component

C2—Command and Control

CP—Command Post

CAP—Civil Air Patrol

CCIR—Commander's Critical Information Request

CJCS—Chairman, Joint Chiefs of Staff

CJCSM—Chairman, Joint Chiefs of Staff Manual

CMSAF—Chief Master Sergeant of the Air Force

COCOM—Combatant Commander

CSAF—Chief of Staff, USAF

DoD—Department of Defense

DRU—Direct Reporting Unit

DRRS—Defense Readiness Reporting System

DSCA—Defense Support to Civilian Authorities

DSN—Defense Switch Network

DTG—Date Time Group

FEMA—Federal Emergency Management Agency

FMC—Fully Mission Capable

FOA—Field Operating Agency

FPCON—Force Protection Condition

HAF—Headquarters Air Force

HQ—Headquarters

HTSA—Host Tennant Support Agreement

HURCON—Hurricane Condition

IAW—In Accordance With

INFOCON—Information Operation Condition

JB—Joint Base

JCS—Joint Chiefs of Staff

JS—Joint Staff

JTF—Joint Task Force

JRS—Joint Reporting Structure

MAJCOM—Major Command

MOA—Memorandum of Agreement

MOU—Memorandum of Understanding

MPS—Military Personnel Section

MX—Maintenance

NIPRNET—Non-Secure Internet Protocol Router Network

NMC—Non-Mission Capable or Not Mission Capable

NMCC—National Military Command Center

NORAD—North American Air Defense Command

NSTR—Nothing Significant to Report

OPLAN—Operation Plan

OPREP—3 -Operational Report

SAP—Special Access Programs

SECDEF—Secretary of Defense

SIPRNET—Secure Internet Protocol Network

SITREP—Commander's Situation Report

SKIWeb—Strategic Knowledge Integration Web

SORTS—Status of Resources and Training System

SRI—Special Reporting Item

SSN—Social Security Number

SSO—Special Security Office

TCCOR—Tropical Cyclone Conditions of Readiness

TDY—Temporary Duty

TIMELOC—Time and Location

Attachment 2

OPREP-3 REPORTS GUIDE

Figure A2.1. Guide for OPREP-3 Event/Incident Reporting

Note: The following considerations should be included (as applicable) in a narrative format:

1. Name and location of unit submitting report
2. Operation nickname or type of occurrence
3. Mission identification number (if applicable)
4. For Follow-Up reports, reference to all previous reports
5. Date, time, rank, unit of assignment, and location of event or incident
6. Analysis of public relations factors involved and estimate of news media reaction
7. Description of all known facts and circumstances:

a. Include the following for events or incidents concerning aircraft, missiles, or satellites:
(1) Serial number and type of aircraft, missile, or satellite
(2) Home unit
(3) Home base
(4) Mission. (For aircraft, include point of departure and en route stops.)
(5) Type of ordnance aboard
(6) Any known circumstances concerning the event/incident, or any factor, which induced or contributed to an accident or combat loss
(7) Weather conditions at time and place of event or incident (aircraft only)
(8) Estimate of casualties
(9) Names of VIP casualties involved (given independent of OPREP-3)
(10) Estimate of property or equipment damage (AF, public, or private)
(11) Security measures taken (i.e., number and type of personnel used as sentries, unit and base of assignment). If nuclear weapons are involved, include whether or not a national defense area was established according to AFI 31-101, *The Air Force Installation Security Program*.

b. When compromise or suspected compromise of classified information is involved that is not the result of espionage, include as much of the following as possible:
(1) Description of material involved, including origin (agency and office of primary responsibility), date, subject, classification, category, special marking, etc.
(2) Identification of persons and activities involved
(3) Summary of circumstances
(4) Estimated extent of compromise
(5) If Office of Special Investigations (OSI) assistance has been requested

c. For vehicle/motorcycle accidents that do not result in death:
(1) Were seatbelts/helmets worn?
(2) Was alcohol a factor?
(3) Was a motorcycle safety course completed?

Figure A2.2. Death of an Air Force Member Additional Information Format

Include the following in a narrative format:
1. Provide the marital status of member (single, married, divorced, or separated)
2. Provide the age, gender, and rank of the individual
3. Provide status of children and how many, as applicable
4. Provide location of where the member was found (i.e., on-base/off-base residence or work)
5. Provide (if known) who found the member's body
6. Provide known medical or administrative problems, if applicable
7. For vehicle/motorcycle accidents:
a. Were seatbelts/helmets worn?
b. Was alcohol a factor?
c. Was a motorcycle safety course completed?
8. What is the status of next-of-kin (NOK) notifications?
9. For ANG and Air Force Reserve members, is/are the member(s) on U.S. Code Title 10 orders?
10. Any additional information known.

Figure A2.3. Guide for Reporting Suspected or Confirmed Terrorist use of Chemical, Biological, or Radiological, or Nuclear (CBRN) Materials

If a data element is unknown, list line identifier (A., B., C., etc.) and state "UNKNOWN". Include Follow-Up data elements, if known, in the Initial report. Do not delay initial report.

1) Initial data elements:
a) Was a threat communicated in relation to the incident? If yes, then include text or summary of communicated threat.
b) Number of victims exhibiting symptoms and severity of injuries
c) Symptoms of victims
d) If CBRN substance is known or suspected, include its Chemical Abstracts Service (CAS) Registry Number cost accounting standard (CAS) and/or UN number and proper name, if known. CAS Registry Numbers can be referenced at http://www.cas.org. For voice reports, read chemical name of substance names out phonetically (e.g., SIERRA, TANGO, ROMEO, OSCAR, NOVEMBER, TANGO)
e) Whether CBRN material was released or is still contained. Provide, if released; the nature, location, dispersal method, and amount of release, if known.
f) Weather conditions (wind speed, temperature, humidity, air stability, cloud cover)
g) Describe geographic boundaries affected by CBRN hazard
h) Describe the geographic boundaries of the size of cordon and evacuation zone
i) Are off-base areas or populations (specify town, city, or county with jurisdiction) in the (suspected/predicted) hazard area at this time, or will they be within the next three hours?
j) Have civilian authorities (specify town, city, or county with jurisdiction) for affected (off-base) populations been contacted?
k) Has outside aid been requested/ received? List agencies.

2) Follow-Up data elements: Update data elements from the Initial report and add the following information, if available:
a) Identify CBRN substance involved. If CBRN substance is known, specify its CAS and/or UN number and proper name, if known. State HAZMAT Incident Commander's level of confidence (High, Medium, or Low) in the presumptive identification of the CBRN substance.
b) Briefly describe actions taken to identity substance. List type of monitoring and tests performed and results.
c) Describe CBRN substance: Color, odor, and physical state (solid, powder, aerosol, vapor, gas, or liquid)
d) Description of container or delivery system
e) If there was a communicated threat of a specific material or agent, does the available data tend to support or disprove the details of the communicated threat?
f) If CBRN substance is unknown, list protective action assumptions being employed, such as Department of Transportation (DOT) Emergency Response Guide (ERG) numbers.
g) Estimate of how many personnel were exposed
h) Describe the geographic boundaries of the size of cordon and evacuation zone
i) Personal protective equipment (PPE) used by responders entering Hot Zone
j) List all off-base agencies involved in response