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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.

(AFMC) This supplement implements Air Force Instruction (AFI) 10-206, *Operational Reporting*. The purpose of this supplement is to support the reporting requirements of Headquarters Air Force Materiel Command (HQ AFMC) and is applicable to all AFMC units. This publication does not apply to Air Force Reserve Command (AFRC) Units or to the Air National Guard (ANG). This publication may be supplemented at any level, but all direct Supplements must be routed to the OPR of this publication for coordination prior to certification and approval. AFMC units will submit reports that apply to any AFMC rule number listed in the matrix. Commanders should use sound judgment in the information initially reported to expedite submission of the report. Events/incidents are considered to be of interest to the Major Command (MAJCOM) if they are in this matrix and thus reporting is mandatory. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through HQ AFMC/A3X, 4225 Logistics Ave RM A023, WPAFB, OH 45433-5750. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance (IAW) with 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

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.**

(AFMC) This document was substantially revised and must be completely reviewed. This revision provides tiering and waiver authority guidance IAW AFI 33-360, *Publication and Forms Management* and AFI 90-201, *The Air Force Inspection System*. This supplement

expands on the instructions provided in the basic AFI for the reporting of Commander's Critical Information Requirements (CCIRs) in AFMC.

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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).

1.1.1.1. **(Added-AFMC)** AFMC CCIR: Purpose. The AFMC CCIR is any incident or activity occurring within AFMC considered of high interest/value to AFMC senior leaders, but is not reportable under AF Operational Reporting (OPREP-3) BEELINE and PINNACLE reporting criteria.

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).

1.1.2.1. **(Added-AFMC)** Command Reporting Responsibilities. All AFMC organizations, to include Geographically Separated Units (GSUs) and Federally Funded Research Development Centers (FFRDCs) accountable under HQ AFMC, will establish procedures to ensure the nearest unit command post (CP) is made aware of all events/incidents occurring on their facilities or affecting their programs included in AFMC's CCIR reporting criteria and/or merits AFMC attention. **(T-2)**. After the initial report is sent, the unit reporting the incident will then notify the reporting organization's parent CP to ensure timely reporting. **(T-2)**. Additionally, all AFMC organizations that account for any GSU's and/or FFRDC's will ensure that these agencies are aware of the reporting requirements held within this AFI supplement. **(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).

1.2.4.5. **(Added-AFMC)** AFMC CCIR: The HQ AFMC C2 Policy and Procedures Branch (HQ AFMC A3XP) will coordinate, develop and provide an AFMC CCIR matrix. **(T-2)**. This matrix will ensure information concerning events/incidents not meeting AF OPREP -3 PINNACLE/BEELINE reporting requirements is still available to the AFMC Commander in the form of a CCIR report.

1.2.4.6. **(Added-AFMC)** HQ AFMC/A3XP will review and validate the CCIR Matrix annually. **(T-2)**.

1.2.4.7. **(Added-AFMC)** The AFMC Command Center will forward all OPREP-3/CCIR reports involving/affecting AFMC assets directly to AFMC/CC, applicable directorates, and other offices as directed. **(T-2)**.

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.

1.3.5. **(Added-AFMC)** Specific Reporting Instructions. The AFMC CCIR matrix lists the mandatory reports that must be submitted, and will be located in Reports Guidebook 1. Unit commanders are not restricted to reporting only these items listed within the matrix and may report any incident/activity they deem of high interest/value to AFMC senior leaders. **(T-2)**.

1.3.6. **(Added-AFMC)** Command Responsibilities. AFMC Commanders will ensure all commanders and First Sergeants in units under their command are briefed and trained on OPREP-3 and AFMC CCIR reporting criteria. Training will be conducted within the first 60 days of assuming the position as well as semi-annually and as significant changes occur. **(T-2)**.

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

1.4.1.6. **(Added-AFMC)** The CP NCOIC, Reports, designated alternates, and/or certified controllers will accomplish training for CP controllers IAW AFI 10-207.

1.4.1.7. **(Added-AFMC)** AF OPREP-3 training will be conducted by the CP NCOIC, Reports or designated alternate. If personnel are unavailable, training maybe conducted by NCOIC, CP Training, or certified CP Chief/Superintendent. Approving officials, including tenant unit commanders, will receive in-person initial training. Squadron Commanders and First Sergeants initial training may be accomplished in-person or electronically. Semi-annual refresher training for all required personnel may be conducted electronically. GSU's may receive initial and semi-annual refresher training via Video Teleconference (VTC), telephonic, or electronic training. All training documentation will be maintained either electronically or physically in Part Two of the Reports Guidebook 2. **(T-3).**

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.

1.4.4.1. **(Added-AFMC)** A Host Tenant Support Agreement (HTSA), and/or Memorandum of Agreement (MOA), between host and tenant wings, will be reviewed annually for accuracy. The review will be documented on a "Record of Review" and filed in front of the reviewed documents. **(T-2).**

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.

1.4.8. **(Added-AFMC)** AFMC installation CPs or CPs supporting AFMC will ensure they use the correct MAJCOM AFI 10-206 supplement and Controller Information File (CIF) guidance when reporting CCIR reports. **(T-3).**

1.4.9. **(Added-AFMC)** AFMC installation CPs will brief tenant unit commanders on all reporting criteria and procedures outlined in AFI 10-206 and applicable MAJCOM Supplements. **(T-3).** The installation CP will coordinate with tenants and lateral agencies (security forces, maintenance operations, medical, etc.) to ensure all events/incidents meeting reporting criteria are up-channeled to Higher Headquarters (HHQ). **(T-2).**

1.4.10. **(Added-AFMC)** AFMC installation CPs will address the AFMC Command Center on all OPREP-3/AFMC CCIR asynchronous/record copy reports regardless of the command the report pertains to along with all other required minimum essential addressees. **(T-2)**.

1.4.10.1. **(Added-AFMC)** AFMC CCIR Distribution. Upon receipt of an AFMC CCIR, the AFMC Command Center will distribute the report via SIPRNET email to the applicable distribution list in accordance with AFMC Senior Leader directives. **(T-2)**.

1.4.11. **(Added-AFMC)** AFMC units will maintain electronic copies of all transmitted AF OPREP-3 and CCIR reports which will be maintained for one calendar year, IAW AF RDS, T 10-10R 04.00, *Controller Training Records Event/Incident Reports (Operations Report [OPREP]-3H/B/P)*. **(T-2)**.

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).

2.1.3. **(Added-AFMC)** AFMC CCIR Classification. At a minimum, an AFMC CCIR is marked For Official Use Only (FOUO). However, FOUO reports may contain sensitive information requiring protection under the Health Insurance Portability and Accountability Act (HIPAA) and/or sensitive information regarding victims of sexual assault. IAW with AFI 10-206, paragraph 3.7.1.2., (Inappropriate Report Content), ensure CCIR reports do not include personally identifiable information. All unclassified and classified AFMC CCIR reports will be distributed on a “need to know” basis. Reports will not be forwarded unless mission essential. If classified, the recipients’ clearance will be verified prior to transmission. **(T-3)**.

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

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

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)

3.3.5. **(Added-AFMC)** A second guidebook containing reports information will be maintained along with the Guidebook identified in AFI 10-206, paragraph 3.3. These guidebooks will be properly labeled as “Reports Guidebook One” and “Reports Guidebook Two”. If hardcopies of these guidebooks are maintained by the unit, both will be stored together in the console area for quick reference. **(T-3)**.

3.3.5.1. **(Added-AFMC)** The NCOIC of Reports will update the Reports Guidebooks as necessary and will document the review of these Guidebooks annually on AF Form 4436 “Command Post Publications Review Log.” The form will be maintained in the front of Reports Guidebook One. **(T-3)**.

3.3.5.2. **(Added-AFMC)** BOOK ONE: Book One will have five parts. Contents will include:

3.3.5.2.1. **(Added-AFMC)** PART ONE: Current AF OPREP-3 and CCIR report matrixes. **(T-3)**.

3.3.5.2.2. **(Added-AFMC)** PART TWO: Report checklists for each category (i.e., PINNACLE, BEELINE, CCIR, and Defense Support to Civil Authorities [DSCA]). Checklists will include procedures for initial, follow up, finals, corrections, and upgrading. Include templates for each type of report (i.e., Jabber, SKiWeb, and CCIR templates). **(T-3)**.

3.3.5.2.3. **(Added-AFMC)** PART THREE: Checklists listing procedures/instructions for submitting alternate reporting messages when synchronous and asynchronous reporting is not possible. **(T-3)**.

3.3.5.2.4. **(Added-AFMC)** PART FOUR: Contact List Addresses located on the CP Intelink Sites under Reports Library. **(T-3)**.

3.3.5.2.5. **(Added-AFMC)** PART FIVE: Guide for AF OPREP-3 Event/Incident Reporting AFI 10-206 Attachment 3, Figure A2.1 and Timing Criteria AFI 10-206 Table 3.1. **(T-3)**.

3.3.5.3. **(Added-AFMC)** BOOK TWO (May be maintained electronically): Book Two will have two parts. Contents will include:

3.3.5.3.1. **(Added-AFMC)** PART ONE: AFI 10-206, AFI 10-206 AFMC Supplement, and a copy of each supported MAJCOM supplement. **(T-3)**.

3.3.5.3.2. **(Added-AFMC)** PART TWO: Training for wing, group, squadron, tenant unit commanders, and First Sergeants. Maintain copies of briefings and spreadsheets to track completion for the current and previous year training. Attendance rosters will be maintained for as long as the individuals hold the duty positions. If electronic

responses are used, include a cross-reference letter to the e-file and maintain responses for one year. Responses must be an acknowledgement of training completion. (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).

3.4.1. (~~Added-AFMC~~) AFMC CPs will use Table 3.1.1., for synchronous/asynchronous timing requirements. (T-2).

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 <u>within 5 minutes of the incident (T-0).</u>		

Table 3.1. (AFMC) AFMC CCIR Timing Criteria

Type of Report	Synchronous Report/Voice Notifications (Jabber) (Accomplished IAW AFI 10-206, Para 3.6.)	Asynchronous Report/Record Copy (SKiWeb) (Accomplished IAW AFI 10-206, Para 3.7.)
AFMC CCIR Report	15 minutes from notification of event/incident	1 hour from AFMC Command Center approval time

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.

3.5.1.5.1. **(Added-AFMC)** Do not add AFMC CCIR rule numbers to an AF OPREP report. The commander will designate whether or not the lower level report is necessary. **(T-3)**.

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

3.5.1.6.1. **(Added-AFMC)** AFMC CCIR reports will mirror the subject line of the AF OPREP subject line example within AFI 10-206, Paragraph 3.5.1.6. Example: (U) *AFMC CCIR, 101034ZDEC2014, Oklahoma City, OK, Injury, Rule 8J* **(T-3)**.

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).

3.5.2.9. (Added-AFMC) The OPREP template formats are mandatory for the AFMC CCIR reports and can be found on the Air Force Command Post Continuity Intelink SIPR website http://intelshare.intelink.sgov.gov/sites/1c3_continuity/SitePages/Home.aspx. (T-2).

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.

3.5.4.1. **(Added-AFMC)** All follow-up/final AFMC CCIR reports should build on previous reports. Duplicating or including information to fill in the blank is not desirable. Brevity is paramount.

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).

3.5.5.1. **(Added-AFMC)** If seven calendar days have elapsed, and the questions posed by the AFMC Command Center cannot be answered, a final AFMC CCIR will be submitted stating “No further information will be provided through AFMC CCIR Channels.” Identify approved points of contact (POC), agency/agencies, and contact number(s). **(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).

3.5.6.1.1. **(Added-AFMC)** Upgrading CCIR Reports. If a CCIR report is upgraded to an AF OPREP-3 BEELINE or PINNACLE report, CPs will immediately report the CCIR as an Initial AF OPREP-3 BEELINE or PINNACLE report. Additionally, CPs will close out the original CCIR by submitting a final report stating, “No further information will be provided through AFMC CCIR Channels.” **(T-2)**.

3.5.6.1.2. **(Added-AFMC)** Downgrading Reports. The highest command that received the initial synchronous/voice report will make the determination to downgrade or cancel the OPREP-3 report. If the initial asynchronous/record copy was previously sent, provide the initial downgraded report to the same addresses on the higher level report. No synchronous/voice report will be required, unless directed by HHQ. Within the text of the message, state the office symbol that authorized the

downgraded report. After the initial report, follow-up reports will be sent to the downgraded addresses. (T-2).

3.5.7. (Added-AFMC) AFMC CCIR follow-up/final reports. If follow-up information is unavailable within seven days of the initial AFMC CCIR, controllers will make a request to the releasing authority to send a final AFMC CCIR report to the AFMC Command Center with the statement “No further information will be made available through Command Post channels. Further information will be available through (identify the reporting office symbol), POC: DSN XXX-XXXX Comm. XXX-XXX-XXXX.” No further information will be provided through AFMC CCIR channels. (T-2).

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.

3.6.5. **(Added-AFMC)** Exercise Reports. AFMC Exercise synchronous/voice report and asynchronous/record copy reports will only be up-channeled if directed by the exercise plan, evaluator, or when prior coordination has occurred. **(T-2).**

3.6.6. **(Added-AFMC)** AFMC Command Center controllers will screen all follow-up and final reports against reporting criteria/requirements outlined in the separate AFI 10-206 OPREP-3 Matrix and AFMC CCIR Matrix of this supplement upon receipt of synchronous and asynchronous reports. If the follow-up report no longer meets OPREP-3 or AFMC CCIR reporting requirements, ensure the unit sends the report as a final. The AFMC Command Center will notify the unit if it meets higher level reporting requirements and the unit will readdress the commander. **(T-2).**

3.6.7. **(Added-AFMC)** Synchronous/Voice Notifications (Jabber). All AFMC units will accomplish CCIR synchronous/voice notification to the AFMC Command Center via Jabber. **(T-2).** All AFMC CCIR notifications must be accomplished within 15 minutes of CP notification. **(T-2).** Units will not delay CCIR notifications to obtain further information. **(T-2).**

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.

3.7.1.1.4. **(Added-AFMC)** The OPREP-3/AFMC CCIR will clearly state what squadron/group/wing/base and MAJCOM the individual/asset is assigned to.

Examples: A 33 year old female from the 412th Civil Engineering Group, 412th Test Wing, Edwards AFB, Air Force Materiel Command. **(T-3).** **Note:** AFMC CCIR Reports will adhere to the Appropriate/Inappropriate Report Content requirements outlined in subparagraphs 3.7.1.1.-3.7.1.2. of AFI 10-206. **(T-2).**

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.

3.7.3. **(Added-AFMC)** Units will transmit asynchronous/record copy CCIR reports to the AFMC Command Center using SKiWeb within 1 hour of the Jabber approval. **(T-2).** Asynchronous CCIR reports will mirror the OPREP-3 B/P, format. **(T-3).**

3.7.3.1. **(Added-AFMC)** Do not delay submitting an initial CCIR report if a cost estimate is not available. Submit a follow-up or final report once the estimates become available. **(T-3).**

3.7.3.2. **(Added-AFMC)** AFMC will be selected as and “affected area” in SKiWeb on all AFMC CCIRs. Units may select additional contacts as required. **(T-2).**

3.7.3.3. **(Added-AFMC)** Units will inform the AFMC Command Center via Jabber when asynchronous/record copy CCIR reports are submitted to SKiWeb. **(T-2).**

3.7.4. **(Added-AFMC)** Follow-up/Final reports will be voiced using Jabber and submitted to the AFMC Command Center by selecting the “Add a Blog” feature in SKiWeb. Follow-up/Final reports will contain required information not previously reported and submitted in SKiWeb. **(T-2).**

3.7.5. **(Added-AFMC)** Corrected Reports. When an AFMC CCIR report with relevant errors (not cosmetic) has been identified, a corrected AFMC CCIR report will be voiced using Jabber and submitted to the AFMC Command Center by selecting the “Add a Blog” feature in SKiWeb. To ease the processes of identifying what corrections are being made, only add the information that is changed in the correction report. **(T-2).**

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).

3.8.1.3. **(Added-AFMC)** If Jabber is inoperative, the unit CP will voice the AFMC CCIR synchronous report using secure telephone voice procedures. The unit will then transmit the asynchronous/record copy notification in accordance with paragraph 3.7.3. **(T-2).**

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).

3.8.2.3.1. **(Added-AFMC)** If there is a complete outage of SIPR the unit CP will voice the AFMC CCIR jabber report using secure telephone voice procedures. Upon system return, wing/unit will transmit all reports submitted during the outage using the asynchronous/record copy notification procedures outlined in paragraph 3.7.3. **(T-2).**

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).

3.8.4. **(Added-AFMC)** Report Delays/Extension Requests. It is highly advised that units do not delay asynchronous reporting to obtain additional information. However, when it is known that the asynchronous/record copy report will be transmitted more than 1 hour after the associated synchronous/voice notifications (Jabber), contact the AFMC Command Center immediately with the reason(s) and an estimated time of report transmittal. If the reason(s) for the delay is a computer/system problem, the reports will be submitted through secure voice procedures. **(T-3).**

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.

3.10. (Added-AFMC) Condolence Letters. Condolence letters will be submitted for all reported Active Duty Military and Government Civilian (GS, SES, etc.) deaths occurring within AFMC. Do not complete a condolence letter for contractors (applies to both General and DoD "Advisors & Assistance"). Send to the AFMC/HC organizational box no later than 24 hours after the initial report was submitted. (See [Attachment 2.4](#) for the Condolence Letter Information Worksheet).

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)

4.1.8. **(Added-AFMC)** AFMC Commander's Situation Report (SITREP). **(T-2). Note:** The Installation Commander, Crisis Action Team (CAT) and CP all have a responsibility in the timely and accurate reporting of SITREP's. Commander SITREPs **will only** be transmitted to HHQ by the CP. **(T-2).**

4.1.8.1. **(Added-AFMC)** During contingency operations, each AFMC center will submit a consolidated SITREP summarizing its subordinate organization's periodic Commander's Situation Reports and submit it to the HQ AFMC CAT through the center's servicing Battle Staff (frequency and deadline to be specified by HQ AFMC). Reporting will commence at the direction of a HQ AFMC BSD (Battle Staff Directive) (see CJCSM 3150.14, Joint Reporting Structure [JRS] Logistics). It is each center's responsibility to gather information required, assisting the CP as they submit each report. Subordinate unit SITREP's may be signed by their respective Commander, CAT Director, Battle Staff Director or designated alternate. If DIRLAUTH is granted to the installations, the HQ AFMC CAT may request installation SITREPS be submitted directly to them by the installation CP. If operating under DIRLAUTH, installations submitting SITREPS directly to the HQ AFMC CAT will also send a copy of the SITREP to the applicable center Battle Staff.

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).

4.4.1. **(Added-AFMC)** AFMC SITREPs are submitted daily for the duration of the activity or operation. Unless otherwise directed by the HQ AFMC CAT Director, send SITREPs through the CP to the HQ AFMC CAT no later than 0800Z, reflecting data current as of 0600Z. Send the most current information available with the “as of” time on the SITREP. **(T-2).**

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.

4.6.3. **(Added-AFMC)** Report content should highlight key activities and build on previous reports. Duplicating or including information to fill in the blank is not desirable. Brevity is paramount. After the initial SITREP is submitted, only include added or changed items on subsequent SITREPs. If there is no information to report, then enter the acronym NSTR (Nothing Significant to Report).

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.

4.7.11. **(Added-AFMC)** In addition to the report content identified in AFI 10-206 paragraphs 4.7.1 through 4.7.10, the SITREP will also contain the following (but not be limited to) **(T-2)**:

4.7.11.1. **(Added-AFMC)** Operational problems and limitations.

4.7.11.2. **(Added-AFMC)** Requests for assistance.

4.7.11.3. **(Added-AFMC)** Recommended or intended courses of action.

4.7.11.4. **(Added-AFMC)** Unit readiness.

4.7.11.5. **(Added-AFMC)** Event/Incident Report (OPREP-3/AFMC CCIR) follow-up reporting when the immediacy of an OPREP-3/AFMC CCIR report is no longer needed.

4.7.11.6. **(Added-AFMC)** Information not reported elsewhere.

4.7.11.7. **(Added-AFMC)** Public affairs.

4.7.11.8. **(Added-AFMC)** Any other information required by HQ or AFMC supported commands.

4.7.11.9. **(Added-AFMC)** While the AFMC CAT Director may require special SITREP sections depending on the contingency, center Battle Staff must include all important contingency support information in their SITREP.

4.7.12. **(Added-AFMC)** Due to AFMC's mission diversity and complex organizational structure, one or more sections may not apply to every operation. Similarly, even when sections do apply, there may be nothing significant to report on some sections at the time the SITREP is submitted. In these cases, retain the SITREP format, including subject titles, but include only applicable subjects in the report. Use "N/A" or NSTR where appropriate.

4.7.13. **(Added-AFMC)** HQ AFMC/A3X is the HQ AFMC OPR for SITREP formats. When the AFMC CAT is activated, the current SITREP format will be posted to the AFMC CAT SharePoint site. If unable to access the site, contact A3X at DSN 787-7900.

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.

4.8.1. **(Added-AFMC)** AFMC SITREP reporting can be terminated when the situation no longer warrants HHQ attention as directed by AFMC/CC or the AFMC CAT director, with notification from AFMC Command Center.

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: DDHHHHZMMMY
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).

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Director of Air, Space and Information Operations

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

AFI 10-201, *Status of Resources and Training System (SORTS)*, 19 Apr 13
(Added-AFMC) AFI 10-206, *Operational Reporting*, 11 Jun 2014
(Added-AFMC) AFI 10-207, *Command Posts*, 11 Jun 2014
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
(Added-AFMC) AFPD 10-24, *Air Force Critical Infrastructure Program*, 28 Apr 06
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,
(Added-AFMC) CJCSM 3150.14B, *Joint Reporting Structure - Logistics*, 15 May 08
(Added-AFMC) DoDI 3020.45, *Defense Critical Infrastructure Program*, 21 Apr 08
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

(Added-AFMC) AFMC—Air Force Materiel Command
AFOG—Air Force Operations Group
AF OPREPS—Air Force Operational Reporting System
AFRC—Air Force Reserve Command
(Added-AFMC) AFRDS—Air Force Records Disposition Schedule
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
(Added-AFMC) ATO/IATO—Authority to Operate/Interim Authority to Operate
C2—Command and Control
(Added-AFMC) CAT—Crisis Action Team
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
(Added-AFMC) CPS—Civilian Personnel Section
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
(Added-AFMC) GENADMIN—General Administration
(Added-AFMC) GENTEXT—General Text
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
(Added-AFMC) MEA—Minimum Essential Address
(Added-AFMC) MIL—STD - Military Standard
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 identify 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

Figure A2.4. (Added) AFMC Condolence Letter Information Format Example

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AFMC CIVILIAN DEATH/AFMC ACTIVE DUTY DEATH	
CONDOLENCE LETTER INFORMATION PER THE AFI 10-206 AFMC SUPPLEMENT	
NOTE: THE AFMC/CC HAS DIRECTED A CONDOLENCE LETTER BE SENT FROM THEIR OFFICE WITHIN ONE DAY, WHEN AN ACTIVE DUTY MEMBER OR CIVILIAN EMPLOYEE ASSIGNED TO AFMC DIES—AFI10-206-AFMC SUP1.	
You must obtain the following Information.	
Name and Rank of Deceased	
Number of Years in Service -Military Service -Civilian Service	
Name of Next of Kin and Relationship (Or c/o unit if no next of kin)	
Personal Mailing Address of Next of Kin	
Organization and Telephone of Immediate Supervisor of Deceased (Duty Phone)	
Cause of Death	
<p style="text-align: center;">AFMC Active Duty Assets Only: Contact Casualty Affairs</p> <ul style="list-style-type: none"> ○ Duty Phone: 787-6405/6002 ○ Non-Duty hours: See Standby Book 	
<p>PRIVACY ACT INFORMATION: The enclosed document(s) may contain personal or privileged information and should be treated as "For Official Use Only." Unauthorized disclosure of this information may result in CIVIL and CRIMINAL penalties. If you are not the intended recipient or believe that you have received this document(s) in error, do not copy, disseminate or otherwise use the information and contact the owner/creator or your Privacy Act officer regarding the document(s).</p>	
UNCLASSIFIED	