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OF THE AIR FORCE**

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**Operations**

**OPERATIONAL REPORTING (OPREP)**

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This manual implements Department of the Air Force Policy Directive (DAFPD) 10-2, *Readiness*, and supports DAFPD 10-25, *Emergency Management*. It applies to all US Department of the Air Force (DAF) personnel including those in the Regular Air Force (RegAF), US Space Force (USSF), Air National Guard (ANG), Air Force Reserve (AFR), and Civil Air Patrol (CAP). 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 the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. Major Command (MAJCOM)/Direct Reporting Unit (DRU)/Field Operating Agency (FOA) are authorized to supplement this Air Force Manual (AFMAN) instead of repeating instructions in separate directives. MAJCOM/DRU/FOA supplements to this manual require approval by the Command and Control Operations Career Field Manager. 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 requestors commander for non-tiered compliance items. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFI 33-322, Records Management and Information Governance Program, and disposed of in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. The use of the name or mark of any

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### ***SUMMARY OF CHANGES***

This document has been substantially revised and needs to be completely reviewed. Major changes include the incorporation of USSF; the inclusion of **Chapter 9**, Nuclear Command, Control, and Communications (NC3) Reporting; clarification of the OPREP-3 system; updated roles and responsibilities regarding the creation and maintenance of the CSAF OPREP-3 Reports Matrix; specification that Air Combat Command is the lead command for the Emergency Mass Notification System (EMNS); and an outline of the functions of the synchronous secure chat and asynchronous secure reporting system. Changed material is mark with a margin bar (|).

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## Chapter 1

### OVERVIEW

**1.1. Concept of the OPREP-3 System.** The OPREP-3 system provides national leaders, Chief of Staff, United States Air Force (CSAF) and Chief of Space Operation (CSO), United States Space Force intermediate commanders and their staffs the information necessary for timely operational decisions. The main criterion for inclusion in the OPREP-3 system is essential operational information for command and control of aerospace forces.

1.1.1. MAJCOM, FOA, and DRU reporting rules or instructions will not be identified as an OPREP-3. **(T-1)**. Any such MAJCOM/FOA/DRU commander-directed reporting requirements for events and incidents that do not meet OPREP-3 reporting requirements are commonly referred to as Commanders Critical Information Reports. **(T-1)**.

1.1.2. Due to the time sensitivity of OPREP-3 information, report each event and incident promptly and as accurately as possible. **(T-1)**. The **FIRST** command post having knowledge of an event/incident will report/facilitate OPREP-3 reporting, the **FIRST** command post verifies a report has not already been submitted by reviewing the synchronous secure prior to submission. **(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, Air Force Service Watch Cell (AFSWC) will decide which unit will continue submitting follow-up reporting based on information received. **(T-1)**. Only Command and Control Operations Specialists (1C3s) and certified personnel assigned to the wing or installation command post (e.g., 86P, 13N, or Civilians) can transmit an OPREP-3. **(T-1)**.

1.1.3. Units at all levels will develop procedures to quickly obtain and report the key elements of an OPREP-3. **(T-3)**. Installations hosting multiple units (assigned to different MAJCOMs, sister services, detachments) will include OPREP-3 reporting requirements in the host-tenant support agreement (HTSA). **(T-1)**. When a HTSA is not feasible, a memorandum of understanding (MOU) will be used to capture OPREP-3 reporting processes for each unit. **(T-3)**. All Air Force units, to include geographically separated units (GSUs), will comply with their MAJCOM guidance and this manual. **(T-1)**.

1.1.3.1. Per *AFI 10-2701*, Organization and Function of the Civil Air Patrol, the Air Force doctrine recognizes Civil Air Patrol (CAP), civilian, and contractors members as Airmen when performing missions or programs as the Air Force Auxiliary – a part of the Total Force with Regular Air Force (RegAF), Air National Guard, and Air Force Reserve. Civil Air Patrol – United States Air Force (CAP-USAF) provides advice, advocacy, assistance, and liaison to CAP and serves as the primary functional interface between other federal agencies and civil air patrol. Therefore, CAP-USAF Shall ensure mishaps and events of interest shall be included in USAF Operational Reporting.

1.1.4. Air Force component commanders within combatant commands (Air Expeditionary Wings and Air Expeditionary Groups), joint bases, and joint task forces (permanent or temporary), will develop written guidance to ensure all OPREP-3 requirements within this document and the CSAF reports matrix can be met. **(T-1)**.

1.1.5. Authority. This manual includes the requirements of various documents from the joint reporting structure. Air and Space Force units will use this manual as the primary source for reporting OPREP-3 information to Department of Air Force (DAF) leadership. **(T-1)**.

## Chapter 2

### ROLES AND RESPONSIBILITIES

**2.1. Deputy Chief of Staff, Operations (AF/A3).** AF/A3 through the AF 1C3 Career Field Manager is the functional authority for Operational Reporting and Emergency Mass Notification. AF/A3 will **(T-1)**:

2.1.1. Develop and provide Air Force operational reporting guidance. **(T-1)**.

2.1.2. Annually review new requirements to determine operational necessity. **(T-1)**.

2.1.3. Develop HAF self-assessment communicator in accordance with AFI 90-201, *The Air Force Inspection System*. **(T-1)**.

2.1.4. Coordinate CSAF OPREP-3 Reports Matrix updates and changes with CSAF, CSO, and Secretary of the Air Force (SECAF), as required, in coordination with AFSWC. **(T-1)**.

2.1.5. The HQ USAF Command Center, the Air Force Service Watch Cell (AFSWC), will:

2.1.5.1. Maintain the capability to continuously monitor both primary and alternate asynchronous and synchronous reporting platforms for OPREP-3 information. **(T-1)**.

2.1.5.2. Develop procedures to immediately notify designated Joint Staff, SECAF staff, and HAF staff, Chief of Space Operations (CSO) staff of OPREP-3 reportable events/incidents.

**(T-1)**.

2.1.5.3. Develop procedures to immediately notify the Army, Navy, Marine Service and National Guard Watch(es) of OPREP-3 events applicable to their respective forces or operations. **(T-1)**.

2.1.5.4. Continuously monitor the designated National Joint Operations and Intelligence Center synchronous secure chat room for all PINNACLE, White PINNACLE, and Defense Support to Civilian Authorities reports when posted by units. **(T-1)**.

2.1.5.5. Actively monitor the AFSWC secure chat room and immediately implement active shooter notification procedures in accordance with [paragraph 8.15](#), if units are in the affected area. **(T-1)**.

**2.2. Air Combat Command (ACC) is the EMNS Lead Command and Program Management Office and will provide policy and operations oversight on EMNS.** The ACC Commander through the Command Center will **(T-1)**:

2.2.1. Report all 16 AF/CC declared communications and computer systems intrusions (single or multiple installation) via OPREP-3 to AFSWC. **(T-1)**.

2.2.2. Identify and report communication outages and failures affecting multiple installations via OPREP-3 to the AFSWC. **(T-1)**.

2.2.3. Disseminate 16 AF (AFCYBER)/CC executive-level messages (Warning Order, Execution Order, Tasking Order, etc.) to all applicable MAJCOMs. MAJCOMs in turn will release the messages to their MAJCOM and wing-level commanders through Command Center and Command Post channels. **(T-1)**.



### 2.3. MAJCOMs, DRUs, and FOAs will: (T-1)

2.3.1. Develop procedures to continuously monitor the designated AFSWC synchronous secure chat room for pertinent information and OPREP-3s. (T-1). Units will use an audible alert to notify Command and Control Operations Controllers that a message has been received for action. (T-1).

2.3.2. Maintain current synchronous secure chat and asynchronous secure reporting system site accounts to facilitate OPREP-3 reporting. (T-1).

2.3.3. Actively monitor the AFSWC secure chat room and immediately implement Active Shooter notification procedures in accordance with [paragraph 8.15](#), if units are in the affected area. (T-1).

2.3.4. Initiate all command-directed EMNS events at MAJCOM level through their Command Center. (T-1). Ensure all certified Command and Control Operations Controllers have active accounts with the correct role to initiate scenarios. (T-1). Command and Control Operations Controllers will be logged into the appropriate EMNS servers when on duty. (T-1).

2.3.5. Serve as scenario manager for all command-wide scenarios. Example: MAJCOMs will build scenarios that target the entire command, certain bases within the command, etc. (T-1).

2.3.6. Test the EMNS in accordance with AFMAN 10-207, *Command Posts*. (T-1).

### 2.4. Installation/Wing Commanders will (unless indicated otherwise) (T-1):

2.4.1. Be the releasing and approving authority for submitting OPREP-3 reports impacting their installation and wing operations. (T-1).

2.4.1.1. OPREP-3 incidents reported by tenant units will go through the Air and Space Force Installation and Wing Commander for release and approval when installation and wing resources directly support the tenant. Tenant Commanders should be the releasing and approving authority on reports impacting their operations only, unless otherwise directed in established support agreements. Installation/Wing Commanders will be notified of all OPREP-3 reports submitted by the tenant commander. Command Posts will not delay OPREP-3 submission to notify Installation/Wing Commanders of tenant unit reportable incidents. (T-1). ANG commanders retain approval authority until federally mobilized, when host installation resources are not utilized (T-1).

2.4.1.2. Consolidated Command Posts will not delay reports for approval from multiple commanders. (T-1). Command Posts will only obtain approval from the respective host Wing Commander and ensure the appropriate/affected MAJCOM Command Centers are in receipt. (T-1).

2.4.2. Ensure timely and accurate reporting for all events/incidents that meet Chairman, Joint Chiefs of Staff (CJCS), CSAF, and CSO reporting criteria for all assigned or attached units, as well as events and incidents that occur on or near their installation or impacting their mission. (see [Table 3.1](#)) (T-1).

2.4.3. Ensure HTSA or MOA outline OPREP-3 procedures between organizations. **(T-1)**. Commanders will outline agreement procedures to ensure the installation Command Post is made aware of all event and incidents occurring on or impacting their installation. **(T-1)**. Established HTSA and MOA should not cause a delay in the submission of OPREP-3 reports by the Command Post.

2.4.4. Ensure OPREP-3 reports are released by the host wing commander (or delegated officials) when host installation resources are utilized, except as outlined below. **(T-1)**.

2.4.5. Ensure events and incidents meeting OPREP-3 reporting requirements (CSAF OPREP-3 Reports Matrix) and applicable required attachment or templates (i.e. Storyboards, Unmanned Aircraft Systems) are submitted to the AFSWC. **(T-1)**.

2.4.6. Submit an OPREP-3 (Commander's Discretion) when in the opinion of the commander, an event or incident does not fall into a CSAF rule, but is significant enough to report to DAF. **(T-3)**.

2.4.7. Ensure that individuals who are temporarily serving in the role of Commander or First Sergeant contact the command post for training on reporting requirements within 3-5 duty days of duty assumption. **(T-1)**. Training is required if filling temporarily duties.

2.4.8. Ensure that Command Posts are responsible for initiating all wing-level EMNS events and scenarios. **(T-1)**. Work with local installation leadership, additional base agencies (i.e., First Responders) and GSUs, to determine who will initiate events and scenarios below the wing wide level. **(T-0)**.

2.4.9. Work with installation leadership to ensure personnel update the EMNS self-access client loaded on each network computer. **(T-0)**. Each member is responsible for keeping his or her information updated.

## **2.5. Wing or Unit Command Posts will (unless otherwise directed):**

2.5.1. Provide initial (within 30 days of assignment) and semi-annual training to Commanders (wing, group, squadron, tenant, sister services, etc.) and First Sergeants on OPREP-3 processes and requirements. **(T-0)**. Training can be conducted via email, briefings or other methods so long as the training is documented; however, the recommendation is to conduct a face-to-face briefing to ensure understanding of notification procedures, and to provide any clarifying guidance. **(T-1)**. Semi-annual training can be re-accomplished as changes to the CSAF matrix occur so long as the semi-annual requirement is met, and the training is documented. **(T-0)**. The following are the minimum items that must be created and trained by the Non-Commissioned Officer in Charge (NCOIC) of Reports assigned to the installation Command Post:

2.5.1.1. The OPREP-3 System. **(T-1)**.

2.5.1.2. CSAF OPREP-3 Reports Matrix. **(T-1)**.

2.5.1.3. CSAF OPREP-3 Reports Guide. **(T-1)**.

2.5.1.4. Information releasable in OPREP-3s. **(T-1)**.

2.5.1.5. OPREP-3 timing criteria. **(T-1)**.

2.5.1.6. Tenant Commander responsibilities **(T-1)**.

**2.5.1.7. EMNS (T-1).**

2.5.2. 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 and the CSAF OPREP-3 Reports Guide. **(T-1)**.

2.5.3. Maintain, review and validate the OPREP-3 portion of the support agreement or MOA/MOU based on the wing's scheduled review and in accordance with AFI 25-201, *Intra-Service, Intra-Agency, and Inter-Agency Support Agreements Procedures*. **(T-1)**.

2.5.4. Ensure that all certified Command and Control Operations Controllers maintain active synchronous secure chat and asynchronous site access to submit OPREP-3 reports. **(T-0)**.

2.5.5. Monitor the designated AF synchronous secure chat room continuously (24/7) for Higher Headquarters reporting information requests, requirements, and/or notifications. **(T-0)**.

2.5.6. Notify the home-station Command Post of any incidents involving their assets. **(T-1)**. The home station command post will notify their respective MAJCOM Command Center. **(T-1)**.

2.5.7. Actively monitor the AFSWC secure chat room and immediately implement Active Shooter notification procedures in accordance with **paragraph 8.15**, if units are in the affected area. **(T-1)**.

2.5.8. Ensure all Command and Control Operations Controllers on duty are logged into the EMNS. **(T-1)**. All certified Command and Control Operations Controllers will have active EMNS accounts, in accordance with AFMAN 10-207, with the correct role to initiate scenarios. **(T-3)**.

2.5.9. Test and validate the EMNS in accordance with AFMAN 10-207. **(T-2)**.

2.5.10. Contact EMNS support for any problems with the system. **(T-1)**.

2.5.11. Develop local EMNS scenarios, which include distro lists needed in support of wing operations and emergency systems. **(T-1)**.

2.5.12. Provide EMNS support to all tenant units.

**2.6. Command and Control Operations Noncommissioned Officer in Charge Reports will:**

2.6.1. Maintain the Reports Guidebook. This guide provides a quick reference to assist Command and Control Operations Controllers in submitting OPREP-3s and other reports, as applicable. The Reports Guidebook will include: **(T-1)**

2.6.1.1. Current CSAF OPREP-3 Reports Matrix. The CSAF OPREP-3 Reports Matrix is a quick reference list to assist commanders and Command and Control Operations Controllers in determining the level and type of report to submit based on events and incidents deemed of interest to the CSAF, CSO, CJCS, and Secretary of Defense (SECDEF). Due to the need for reporting requirements to be updated as operational situations evolve, and as AF/A3 or higher directs, the CSAF OPREP-3 Reports Matrix is posted on the NIPRnet Command Post Intelink Site: <https://intelshare.intelink.gov/sites/afcommandpost/Reports/Forms/AllItems.aspx?RootFolder=%2Fsites%2Fafcommandpost%2FReports%2FOPREP&FolderCT>

[ID=12000D08D001064FAA846BF4E4B410038AC86&View=%7B977468ED%2D0166%2D49B0%2D9AD0%2DCCB335377B8D%7D](#)). When the matrix is revised, Command Posts will be notified of the changes in a Command and Control Operations Controller Information File.

2.6.1.2. The CSAF OPREP-3 Reports Guide. This includes a list of minimum routine questions that need to be answered when including data into an OPREP-3. Due to the need to update as the CSAF OPREP-3 Reports Matrix is updated, the CSAF OPREP-3 Reports Guide is posted on the NIPRnet Command Post Intelink Site. When updates to the CSAF OPREP-3 Report Matrix occur, the CSAF OPREP-3 Report Guide will simultaneously updated as well. Both documents are located on the NIPRnet Command Post Intelink Site.

2.6.1.3. Reports Checklists. These contain step-by-step procedures to ensure required reports are submitted in the proper format, within established timelines, and with the correct content. Electronic checklists are authorized; keep a printed copy within the Reports Guidebook.

## Chapter 3

### EVENT/INCIDENT REPORT (OPREP-3) REPORTING INSTRUCTIONS

**3.1. Subject and Purpose.** In accordance with CJCS Manual (CJCSM) 3150.03D, *Joint Reporting Structure Event and Incident Reports*, Air Force and Space Force Commanders shall use OPREP-3s to immediately notify Higher Headquarters of any significant event or incident that rises to the level of DoD, CSAF, CSO, CJCS, Combatant Command, or service-level interests. **(T-0)**. Command Posts, on behalf of AF Commanders, will submit the applicable OPREP-3 regardless of whether or not the event is being reported through other channels. **(T-1)**. OPREP-3s do not replace the requirement for more detailed reports such as Commander's Situational Reports (SITREPs), and other directorates' 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. Security Classification.** To properly classify a report, refer to the appropriate Security Classification Guides. Department of Defense Manual (DoDM) 5200.01, Vol 1, *DoD Information Security Program: Overview, Classification, and Declassification*; DoDM 5200.01, Vol 2, *DoD Information Security Program: Marking of Classified Information*; and AFI 16-1404, *Air Force Information Security Program*, provide security classification, marking, and downgrading instructions provide guidance for writing security classification guides, as well as marking and downgrading instructions.

3.2.1. OPREP-3s are classified according to content. Approving/releasing Commanders and Command and Control Operations Controllers must review report content to ensure it is classified appropriately per the applicable classification guide or Original Classification Authority. **(T-0)**. Personnel transmitting classified OPREP-3 reports through either synchronous or asynchronous means are considered derivative classifiers and are responsible for appropriately marking all reports in accordance with DoDM 5200.01 Vol 2. **(T-0)**. Examples of derivatively classified reports found in this manual are provided to aid controllers in the proper formatting of derivative classification lines.

3.2.2. Command Posts must transmit all reports over Secret Internet Protocol Router Network (SIPRnet) with proper classification markings or via secure voice if classification is higher.

**(T-0)**.

3.2.3. When combat or combat-related speed of delivery outweigh the need for information security, after careful consideration of risks, military commanders may modify transmission of classified information as necessary to meet local conditions.

**3.3. Directed Reporting.** Air Force Service Watch Cell (AFSWC), when directed by Joint Staff/HAF/USSF leadership, may direct a unit to submit an OPREP-3 on a significant event/incident. Air Force Service Watch Cell may suspend reporting for a unit when they are in a degraded communications environment.

3.3.1. AFSWC controllers will serve as the primary HHQ advisor to Wing and Installation Command Posts regarding the need for reporting based on current directions of the JS, SECAF, CSAF, CSO or HAF/A3.

3.3.2. Air Force Duty Officers and AFSWC Controllers will not accept or deny any report but can advise when a report would be better reported under a different rule number or template.

3.3.3. AFSWC can direct units to submit storyboards or other supplemental information to support decision making of key senior leaders.

**3.4. Appropriate Report Content.** Command Posts must clearly convey the details of the incident and protect individual references or Personally Identifying Information. **(T-0)**. To ensure anonymity, reports may contain:

3.4.1. Rank, age, gender, marital status, number and age of dependents, duty status (e.g., RegAF, ANG or AFR-Full Time, ANG or AFR-Drill Status, ANG or AFR-Traditional Status, etc, DoD Civilian Status, Civil Air Patrol), and assigned unit and agency.

3.4.2. Aircraft type, full tail number, owning unit, aircrew unit and squadron, type of mission, and mission number. This information is required for all reports involving AF or CAP owned, contracted, or operated aircraft.

**3.5. Inappropriate Report Content.** Although the narrative section of each report should clearly convey the details of the incident, the report should not include:

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

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

3.5.3. Names. EXCEPTIONS: 1) when provide, office symbol, and 10-digit DSN as a Point of Contact (POC) for a report (Civilian Personnel, Safety, Security Forces, Safety Board Lead etc.), 2) when reporting a public figure whose death occurs on an Air Force installation; or 3) the name of a deceased/retired AF VIP (e.g., flag officer or Chief Master Sergeant of the Air Force [CMSAF]). If Higher Headquarters requires the name/SSN of any individual, it will be requested as an addendum separate from the report, and only the last 4 digits of the SSN should be provided. Addendum information containing Personally Identifiable Information will be marked as Personally Identifiable Information and sent via encrypted email or by secure means. **(T-0)**.

**3.6. Correction of Reports.** All report errors or deficiencies identified by the MAJCOM and/or the AFSWC, during a synchronous secure chat room post, will be corrected in the asynchronous report. **(T-1)**. Unit-identified updates, content corrections and/or clarifications found after the synchronous secure chat room post, but prior to the asynchronous reporting system site submission, will be posted to the synchronous secure chat room and approved by the Air Force Service Watch Cell prior to posting to the asynchronous reporting system site. **(T-1)**.

**3.7. Reporting Categories.** CJCSM 3150.03D, has FLAGWORD(s) that categorize events or incidents according to their nature. FLAGWORDS are located in CJCSM 3150.03D, enclosure A, **paragraph 1**, a, 1-10. FLAGWORDS (e.g., NUCFLASH, BENT SPEAR) associated with each category aid prompt processing and distribution of the reports by alerting Higher Headquarters to their importance. The following FLAGWORDS identify reports that the Air Force utilizes:

3.7.1. **PINNACLE (OPREP-3P)** . This report is used by any unit to provide the National Military Command Center and, as appropriate, Combatant Commands and services, with

immediate notification of any incident or event where national or international level interest is indicated. Command Posts, on behalf of AF Commanders, will upgrade notification from an OPREP-3B to an OPREP-3P for any of the following:

3.7.1.1. The occurrence generates a higher level of military action (T-0).

3.7.1.2. The occurrence has national-level interest (T-0).

3.7.1.3. The occurrence affects international relations and/or is clearly against national interests or affects national policy (T-0).

3.7.1.4. Causes immediate widespread coverage in news media (national or international) (T-0).

**3.7.2. PINNACLE NUCFLASH (OPREP-3PNF)** . AF and Space Force Commanders will report an OPREP-3PNF for an event, accident, or incident that could create the risk of a nuclear war. **(T-0)**. This report has the highest precedence in the OPREP-3 reporting structure. AF Commanders will report any of the following as an OPREP-3PNF:

3.7.2.1. Ballistic missile launch or space launch (unscheduled or confirmed hostile) (T-0).

3.7.2.2. Re-entering space objects (unscheduled or confirmed hostile) (T-0).

3.7.2.3. 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 (T-0).

3.7.2.4. Reports of cruise missiles detected and/or launched against the U.S. or U.S. interests (T-0).

3.7.2.5. Accidental, unauthorized, or unexplained incident involving possible detonation of a nuclear weapon producing a nuclear yield (T-0).

3.7.2.6. 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 (T-0).

**3.7.3. PINNACLE FRONT BURNER (OPREP-3PFB)**. AF and Space Force Commanders will report OPREP-3PFB for pre-conflict occurrence of armed attack, harassment, or hostile action against US. forces, territory, or interests. **(T-0)**. 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. This includes the first armed attack, first chemical attack, first biological attack, and first radiological (not nuclear) attack. Report any of the following as an OPREP-3PFB:

3.7.3.1. Pre-incident indications or warnings. **(T-0)**.

3.7.3.2. Presumptive or definitive identification of the CBRNE substance. **(T-0)**.

3.7.3.3. Methods of hazard detection and verification. **(T-0)**.

3.7.3.4. Potential for further CBRNE substance dissemination and actions to limit effects. **(T-0)**.

3.7.3.5. Local authority notification status and response activities, including installation actions conducted under immediate response. (T-0).

3.7.3.6. Potential requests for forces or requests for assistance and the timeframe when needed. (T-0).

3.7.3.7. Effects on installation mission-essential or critical functions and activities. (T-0).

3.7.3.8. Effects on personnel and equipment. (T-0).

3.7.4. **PINNACLE BROKEN ARROW (OPREP-3PBA)** . AF Commanders will report OPREP-3PBA for a U.S. nuclear weapon accident that does not create the risk of a nuclear war (T-0). Report any of the following as an OPREP-3PBA:

3.7.4.1. Nuclear detonation of a U.S. nuclear weapon (T-0).

3.7.4.2. Non-nuclear detonation or burning of a U.S. nuclear weapon (T-0).

3.7.4.3. Radioactive contamination from a U.S. nuclear weapon or component (T-0).

3.7.4.4. Jettisoning of a U.S. nuclear weapon or component (T-0).

3.7.4.5. Public hazard, actual or implied, from a U.S. nuclear weapon or component (T-0).

3.7.5. **PINNACLE EMPTY QUIVER (OPREP-3PEQ)** . AF Commanders will report OPREP-3PEQ for the seizure, theft, or loss of a U.S. nuclear weapon (T-0).

3.7.6. **PINNACLE EMERGENCY DISABLEMENT (OPREP-3PED)** . AF Commanders will report OPREP-3PED for operations involving the command disablement or non-violent disablement of U.S. nuclear weapons (T-0).

3.7.7. **PINNACLE EMERGENCY EVACUATION (OPREP-3PEV)**. AF Commanders will report OPREP-3PEV for any operations involving the emergency evacuation of U.S. nuclear weapons (T-0).

3.7.8. **WHITE PINNACLE (OPREP-3WP)**. OPREP-3WP is an exercise report that contains simulated time-critical information from operating forces to the National Military Command Center and Combatant Commands. OPREP-3WP exercises use OPREP-3P procedures and are downward directed by the Combatant Commands to check timeliness of select Command Posts and other designated Command and Control nodes.

3.7.8.1. Combatant Commands designate the units to receive the exercise message and select specific exercise start times. AF Units are required to submit an OPREP-3WP acknowledgement to the National Military Command Center via the designated National Military Command Center synchronous secure chatroom within a time standard of 20 minutes, upon receipt of an OPREP-3WP tasking (T-0).

3.7.8.2. Units will transmit an OPREP-3WP to the designated National Military Command Center synchronous secure chatroom using the format in **Figure 3.1** (T-1). Units will notify Air Force Watch via phone call once OPREP-3WP is transmitted (T-1).



**Figure 3.1. White Pinnacle Format.**

<p>(U) OPREP-3WP, Transmission Date Time Group, Unit, Location, State</p> <p>(U) A. <b>Unit Tasked:</b></p> <p>(U) B. <b>Location:</b></p> <p>(U) C. <b>Tasking Combatant Command:</b></p> <p>(U) D. <b>Tasking MSG Date Time Group:</b></p> <p>(U) E. <b>Time of Receipt:</b></p> <p>(U) F. <b>Delays or Tracer Action or N/A:</b></p> <p><u>*** Include bolded items in report body.***</u></p> <p>EXAMPLE:</p> <p>(U) OPREP-3WP, 251458ZDEC2014, 911 AW, Pittsburgh IAP, PA</p> <p>(U) A. <b>Unit Tasked:</b> 911 AW</p> <p>(U) B. <b>Location:</b> Pittsburgh IAP/ARS, PA</p> <p>(U) C. <b>Tasking Combatant Command:</b> USTRANSCOM</p> <p>(U) D. <b>Tasking MSG Date Time Group:</b> 251445ZDEC2014</p> <p>(U) E. <b>Time of Receipt:</b> 251448ZDEC2014</p> <p>(U) F. <b>Delays or Tracer Action or N/A:</b> N/A</p>
<p><b>Note 1:</b> Tracer action is meant to show any tracing of delays, etc.</p> <p><b>Note 2:</b> Z stands for ZULU time which is the Greenwich Mean Time to ensure all locations worldwide use a coordinated standard time.</p>

3.7.9. **BENT SPEAR (OPREP-3BS)** . AF Commanders will report OPREP-3BS for incidents involving U.S. nuclear weapons that are of significant interest, but are not categorized as OPREP-3PNF or OPREP-3PBA (T-0). OPREP-3BSs use the same timing requirements as OPREP-3Ps.

3.7.10. **FADED GIANT (OPREP-3FG)** . AF Commanders will report OPREP-3FG for nuclear reactor or radiological accidents or incidents to the appropriate service headquarters (T-0). OPREP-3FGs use the same timing requirements as OPREP-3Ps.

3.7.11. **BEELINE (OPREP-3B)** . AF Commanders will report OPREP-3B for 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 (T-1).

3.7.11.1. OPREP-3B, Sexually Based, Alleged or Confirmed Crimes. Commanders will follow guidance within AFI 90-6001, *Sexual Assault Prevention and Response (SAPR) Program*, when submitting an OPREP-3B meeting this rule (T-1). Specific guidelines for submission are as follows:

3.7.11.2. Commanders will use the Commander's Critical Information Requirements template in AFI 90-6001, Attachment 4, for all reports that meet the criteria for the CSAF Reports Matrix rule 'Sexually Based, Alleged or Confirmed Crimes' (T-1).

3.7.11.3. The Wing Commander or Vice Commander will send reports meeting the rule ‘Sexually Based, Alleged or Confirmed Crimes’ in the same format directed by AFI 90-6001, attachment 4, via an encrypted NIPRNET email (T-1). This email should be sent directly to Air Force Watch and their respective NAF/MAJCOM Commanders (T-1). The Air Force Watch will forward the email to HAF, CSAF, SECAF, and JCS leadership (T-1). Command Posts will not send OPREP-3Bs meeting this rule, but will advise Commanders on the correct procedure (T-1). **NOTE:** The Air Force Watch organizational email is: [usaf.pentagon.af-a3.mbx.afwatch@mail.mil](mailto:usaf.pentagon.af-a3.mbx.afwatch@mail.mil)

**3.8. OPREP-3 Report Timing Requirements.** Units will use **Table 3.1** for synchronous/asynchronous timing requirements (T-1).

**Table 3.1. Timing Criteria (T-0).**

Type of Report	Synchronous Report Timing (in accordance with Paragraph 3.10.)	Asynchronous Report Timing (in accordance with Paragraph 3.11.)
PINNACLE NUCFLASH	5 minutes from incident	1 hour from incident
PINNACLE/BEELINE	15 minutes from incident	1 hour from incident
<b>Note:</b> PINNACLE Nuclear Flash reports are extremely time sensitive and require initial reporting <b><u>within 5 minutes of the incident (T-0).</u></b>		

**3.9. Report Construction.** Report construction guidance provides standardization, quality, and consistency to unit reporting programs. Reports are formatted based on senior Joint Staff and AF leadership direction. Units will develop templates and checklists that aid in proper report formatting and submission (Refer to **Figure 3.2** for example). (T-1).

3.9.1. OPREP-3 Message Subject Line. Regardless of transmission medium, Command Posts will format all OPREP-3 subject lines in the following order with the correct content. (T-1). (Refer to **Figure 3.2** for example).

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

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

3.9.1.3. Date Time Group of Incident. This time is when the incident occurred, not when the incident became reportable. Clarification can always be provided in the narrative to explain Date Time Group if incident occurred several days prior to a report. Command Posts will not change the Date Time Group as subsequent reports are submitted. (T-1). Command Posts will only change the Date Time Group when an OPREP-3B is upgraded to an OPREP-3P, and will follow guidance within **paragraph 3.9.7** when doing so (T-1).

3.9.1.4. Location Event Occurred. This is the location of the incident or where the event took place. **(T-1)**.

3.9.1.5. Event/Incident and Rule Number. Used to identify the incident listed in CSAF OPREP-3 Reports Matrix and the corresponding rule number. Use the specific event/incident title to match the corresponding event (e.g. Death or Injury and Rule 8C). **(T-1)**.

3.9.2. Report Body (Synchronous Secure Chat) or Event Text (Asynchronous Reporting System Site). The body of the report narrative includes the who, what, when, where, how, and operational impact of the incident. In the initial report, provide 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, Command Posts will construct the OPREP-3 narrative (event text) in the following manner, to include the line headings. **(T-1)** (see [Figure 3.2](#) for example):

3.9.2.1. Report Type: Initial, Initial/Final, Follow-Up, Final, or Corrected Report.

3.9.2.2. Time and Date: Time of Incident in HHMMZ, DD Mon YY format. For Initial and Initial/Final reports, this time will match the Date Time Group of Incident in the subject line. **(T-1)**. For Corrected Copy, Follow-Up and Final reports this time will reflect the time new information was provided or the Follow-Up or Final was approved for release by the commander. **(T-1)**.

3.9.2.3. Unit: Include Unit Designator for Unit and Wing or Installation Command Post submitting the OPREP. **(T-1)**. Regional Command Posts, Command Post associations, etc. may utilize the name for their facility authorized by AFMAN 10-207. **(T-1)**. (Refer to [Figure 3.2](#) for example)

3.9.2.4. Member(s): Include member information including age, gender, rank, and military status (REGAF, ANG, AFR, or CAP), Unit of Assignment, etc. If ANG or AFR, specify status (e.g. ANG or AFR-Full Time, ANG or AFR-Drill Status, ANG or AFR-Traditional Status). If Civil Air Patrol, specify status (e.g. Air Force Assigned Mission or Corporate Status). Multiple members should be separated by semicolons. If number of members and military status is unknown at the time of the report, place "Unknown". Use "N/A" for reports that do not involve a service member. (Refer to [Figure 3.2](#) for example).

3.9.2.5. Details: In the narrative, sentence case format, include the; who, what, when, where, and how the event/incident occurred (please refer to the CSAF OPREP Reporting Guide for additional requirements for each rule). When aircraft are involved be sure to include Mission Design Series, full tail numbers, assigned units, mission numbers, etc. When describing a system or equipment malfunction, provide the nature of the discrepancies and the functions of that item in plain English terminology (e.g., avionic equipment, satellites, hard drives, maintenance laptops). All acronyms will be spelled out within the report. **(T-1)**.

3.9.2.6. Mission Impact/Impairment: The CSAF OPREP-3 Reports Matrix designates rules/events that are only reportable if they have an adverse impact on the installation, wing, or unit's mission. Commanders will provide a clear and detailed description of impact to the installation, wing, or unit's primary mission in this line when required by

the CSAF OPREP-3 Reports Matrix. (T-1). The use of low, medium, and/or high without an explanation is not an acceptable response for mission impact. The primary mission refers to the mission identified in the Mission Statement which directly supports the parent MAJCOM or Combatant Command mission (e.g. an aircraft unit's primary mission is to fly); therefore, any incident that degrades or prevents the flying mission is a mission impact. Conversely, a SIPRnet outage on base that does not impact the flying mission would not be considered a mission impact. Use "N/A" for rule numbers that are not dependent on the impact to mission for reportable events.

3.9.2.7. Estimated Time in Commission: Identify the estimated time a situation may end, a weapon system is expected to return to service, or repair can be completed. Command Posts will format estimated time in commission line as HHMMZ, DD Mon YY. (T-1). Use "N/A" for reports that do not require an estimated time in commission. (Refer to [Figure 3.2](#) for example)

3.9.2.8. Point of Contact (POC): This is used after consulting and confirming with the appropriate external agency/agencies and informing them that further reports should be accomplished through their channels, include agency office symbol and 10-digit DSN number. As a minimum, a POC will be provided for all initial/final and final reports. (T-1). Initial and follow-up reports may use "N/A" in the POC line if a POC is not identified at the time of report transmission. (Refer to [Figure 3.2](#) for example).

**Figure 3.2. Report Body Example.**

(U) OPREP-3B, 151500ZDEC2015, Shaw AFB, Death, Rule 8C  
 (U) Report Type: Initial/Final  
 (U) Time and Date: 1500Z, 25 Dec 15  
 (U) Unit: 20<sup>th</sup> Fighter Wing  
 (U) Member(s): 25 y/o male, Capt (REGAF)  
 (U) Details: Member was indicted in December 2015 on two counts of vehicular manslaughter. Individual plead guilty and will begin a two year prison sentence on 26 January 2016. Local media attention occurred. Rule 10A also applies to this report. No Further information will be reported through OPREP-3 channels. Further reporting through XXX channels.  
 (U) Mission Impact/Impairment: N/A.  
 (U) Estimated Time in Commission: N/A  
 (U) POC: Maj John Hopkins, 20 FW/JA, DSN 312-123-4567

(U) Classified By: (enter this line and info only if classified, in accordance with DoDM 5200.01-V2)  
 (U) Derived from: (enter this line and info only if classified, in accordance with DoDM 5200.01-V2)  
 (U) Declassify On: (enter this line and info only if classified, in accordance with DoDM 5200.01-V2)

3.9.3. 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. Command Posts will submit reports in accordance with formatting and content requirements within [paragraph 3.9 \(T-1\)](#). An initial report may only be submitted as an Initial/Final report if it contains all of the required information to close the report (in accordance with the CSAF OPREP-3 Reports Guide). The CSAF OPREP-3 Reports Guide is a living document adjusted as CSAF, CSO, and Government Leaders' requirements change, it is located on Intelink at: <https://intelshare.intelink.gov/sites/afcommandpost/Reports/Forms/AllItems.aspx?RootFolder=%2Fsites%2Fafcommandpost%2FReports%2FOPREP&FolderCTID=0x012000D08D001064FAA846BF4E4B410038AC86&View=%7B977468ED%2D0166%2D49B0%2D9AD0%2DCCB335377B8D%7D>). The Air Force Service Watch Cell may ask questions during initial reporting to get clarification and/or prompt units to get information required by higher headquarters to post in subsequent reports, if unable to include in the initial report. The Air Force Service Watch Cell may ask Commanders/Command Posts additional questions after an Initial/Final report has been submitted when required by DoD, Joint Staff, and/or HAF Senior Leaders.

3.9.3.1. When seven calendar days have elapsed from the Initial Report and a unit is unable to obtain all required information in accordance with the CSAF OPREP-3 Reporting Guide or higher headquarter directed questions, a Final Report will be submitted stating "No further information will be provided through OPREP-3 channels". **(T-1)**. Identify approved POCs, agencies, and contact numbers. **(T-1)**. As required, units will coordinate extensions through their MAJCOM Command Center with the Air Force Service Watch Cell no later than the seventh calendar day from the submission of the Initial Report. **(T-1)**. All unit extension requests will include a reason and estimated close out date. **(T-1)**. Units will post extension approval to the additional comments portion of OPREP-3 SharePoint site with the reason and close out date. **(T-1)**.

3.9.3.2. The statement "Further reporting through XXX channels" is 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 (through the Point of Contact line). This statement is not a blanket statement and will be included in the details line.

3.9.3.3. Command Posts will submit the highest type report when multiple rules overlap (i.e. submit report as PINNACLE when event meets BEELINE criteria and PINNACLE criteria).

**(T-0)**. For OPREP-3s meeting criteria for multiple rule numbers, only one rule number and title is reflected in the subject line. Use the most severe incident in the subject line and identify additional rule numbers from the CSAF OPREP-3 Reports Matrix at the end of the details section, but prior to the further reporting statement of the synchronous (secure chat)/asynchronous (reporting system site) report (i.e., Rules XX, XX and XX also apply).

3.9.4. Follow-Up reports. These reports are essential to keep leaders at higher headquarters informed of developing situations and to provide additional details as they are learned. Command Posts will format follow-up reports in accordance with [paragraph 3.9](#) and provide new or updated information in the details section. **(T-1)**. Command Posts should not repeat information previously reported in the details section of the Initial or previous Follow-Up reports. Follow-Up reports are posted in synchronous secure chat room PRIOR to posting in the asynchronous reporting system site in accordance with [paragraph 3.11](#)

3.9.5. Corrected Copy reports. Command Posts will submit a correction if an error is noticed in content (e.g., incorrect facts, incorrect timing), after submitting the asynchronous web blog report. **(T-1)**. Command Posts will format Corrected Copy reports in accordance with [para 3.9](#) and post to synchronous secure chat. **(T-1)**. Command Posts will also include a statement at the end of the details section stating what information was updated (e.g., Corrected tail number of aircraft, Corrected unit identification for member). **(T-1)**. Corrected Copy reports are posted in synchronous secure chat room PRIOR to posting in the asynchronous reporting system site in accordance with [paragraph 3.11](#)

3.9.6. Final reports. These reports provide required information not previously reported and complete event/incident reporting. All Final reports will end with the applicable statement, “No further information will be provided through OPREP-3 channels” in the details section. **(T-1)**. Higher Headquarters Command Center elements may ask command posts additional information after a Final report is submitted when directed. Final reports are posted in synchronous secure chat room PRIOR to posting in the asynchronous reporting system site in accordance with [paragraph 3.11](#)

3.9.7. Upgrading OPREP-3s. Units will upgrade OPREP-3Bs if Follow-Up information to an event/incident meets the criteria of a higher-level report (i.e., BEELINE to PINNACLE) (T-1). Command Posts will report the upgraded report as an Initial report at the higher level (T-1). In the upgraded Initial report, provide all previously reported information and known facts.

3.9.7.1. The Date Time Group for the subject line of the upgraded report will be the time the event occurred or the information was received that made the report a PINNACLE (i.e. the time the event became more severe in nature) (T-0). The upgraded report will reference the original report’s Date Time Group as the last line of the details section if different (T-1). The original (lower-level) report automatically closes upon submission of the upgraded (higher-level) report.

3.9.7.2. MAJCOM-level reports (e.g., MAJCOM Commander’s Critical Information Reports 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)**.



**3.10. Synchronous Reporting Processes.** Synchronous communication is where all parties involved in the communication are present at the same time. Do not delay the initial synchronous notification to obtain additional information. **(T-1)**. This notification can be a one line entry about the event. The primary medium for transmitting all OPREP-3 synchronous reports will be designated through AF Command and Control Controller Information File. **(T-1)**. The alternate means for submitting a synchronous report is as directed in [paragraph 3.12.1](#) The initial synchronous notification time is the time inputted into the system. Use Follow-Up notifications and reporting to provide additional information as it becomes available. AFSWC/MAJCOMs assess unit reports for possible higher category reporting requirements.

3.10.1. Units submitting an OPREP-3 BEELINE synchronous report will enter it into the designated AF synchronous secure chat room. **(T-1)**. OPREP-3 PINNACLE reports will be entered directly into the National Military Command Center designated synchronous secure chat room. **(T-1)**. MAJCOMs will not publish guidance that mandates units receive MAJCOM approval/quality check before submitting to the Air Force Service Watch Cell (i.e. MAJCOMs, to include ANG and Combined Forces Air Component Commander Watch, will not require units to post OPREP-3s in their synchronous secure room prior to posting in the AF chat room). Units will reference [paragraph 3.9](#) for proper report construction. **(T-1)**. Units will be logged into the synchronous secure chat rooms as “(Unit, Rank, Last Name)”. **(T-2)**.

3.10.2. AFSWC and MAJCOM Command Centers should acknowledge wing/unit reports within 5 minutes of the posting. Acknowledgement can be in any hierarchical order. In the event that a higher headquarters element does not acknowledge within 5 minutes, the wing/unit should contact their parent MAJCOM Command Center for assistance. AFSWC is the highest level of required acknowledgement, unless an OPREP-3 PINNACLE at which time DOD National Joint Operations and Intelligence Center is the highest level of acknowledgement required. Units will continue to monitor the designated AF synchronous secure chat room after submitting a report until the MAJCOM, AFSWC, and/or the National Joint Operations and Intelligence Center have received required information. **(T-1)**. Units will not submit their asynchronous report until approved by AFSWC. **(T-1)**. AFSWC will clear units by stating, “Please post your report within one hour and notify this office once completed”. **(T-1)**. This serves as the official AF approval time. Units will then post the report in the asynchronous reporting system site. **(T-1)**.

3.10.3. Units may submit exercise OPREP-3s to AFSWC at any time using the designated AF exercise synchronous secure chat room. When mission dictates, AFSWC attempts to reply to exercise messages and provide feedback on reports submitted. Command Posts may submit OPREP-3 reports for training, but all exercise reports must state “EXERCISE” at the beginning and end of the report. **(T-1)**.

**3.11. 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), and discussion boards, which allow conversations to evolve and community to develop over a period of time. Units will submit an asynchronous report for all OPREP-3s **(T-1)**.

3.11.1. Command Posts will follow the AF system guidance/instructions to post asynchronous reports. **(T-1)**.

3.11.2. Notify AFSWC in designated AF synchronous secure chat room once report has been posted to the asynchronous reporting site.

3.11.3. Units may submit asynchronous exercise OPREP-3s to the AFSWC at any time using the asynchronous reporting site. When mission dictates, the AFSWC attempts to reply to exercise messages and provide feedback on reports submitted. Command Posts may submit OPREP-3 reports for training but all exercise reports must state "EXERCISE" at the beginning and end of the report. **(T-1)**.

### **3.12. Synchronous /Asynchronous Outages.**

#### 3.12.1. Synchronous Secure Chat Outage:

3.12.1.1. Units will notify the next higher headquarters that has access to synchronous secure chat for input (NAF, MAJCOM Command Center, AFSWC). **(T-1)**. Contact information for AFSWC and other Command Centers may be found on the 1C3 Intelink page as "Worldwide Command Post listing".

3.12.1.2. In the event of an AF-wide synchronous secure chat outage, units will contact their next higher headquarters to convene a voice conference with AFSWC. **(T-1)**.

#### 3.12.2. Asynchronous reporting site outage:

3.12.2.1. If synchronous secure chat is functional, post report to synchronous secure chat and state that the unit is experiencing an asynchronous reporting site outage. The applicable higher headquarters will post the report to the asynchronous reporting site. If the asynchronous reporting site outage is AF-wide, the wing/unit will upload all reports submitted during the outage to asynchronous upon system return. **(T-1)**.

3.12.2.2. If the asynchronous reporting site and synchronous secure chat are both not functional, the AF unit will contact their higher headquarters to convene a conference with AFSWC and voice the report; the AF unit will follow-up with an email (record copy) on SIPRnet to next higher headquarters that has access to the asynchronous reporting site for input. **(T-1)**.

3.12.2.3. If SIPRnet outage is AF-wide, the AF units will submit reports via secure telephone conference with the MAJCOM and AFSWC (National Military Command Center as required); the wing/unit will upload all reports submitted during the outage to the asynchronous reporting site upon system return. **(T-0)**. Initial voice conferences will cover both the voice and record copy reports. **(T-0)**.

3.12.3. Regardless of the outage, AFSWC immediately relays all PINNACLE reports to the National Military Command Center. **(T-0)**. For reports requiring voice notification within a 5-minute time limit, AFSWC will connect the National Military Command Center with the reporting unit's conference. **(T-0)**.

**3.13. CSAF Special Reporting Items.** These are events/incidents that are of personal interest to the SECAF/CSAF/CSO. The C2 policy and produces office updates the CSAF OPREP-3 Reporting Matrix when directed by the CSAF/CSO. CSAF-Special Reporting Items remain in effect until superseded or rescinded.



## Chapter 4

### COMMANDER'S SITUATION REPORT (SITREP)

**4.1. Subject and Purpose.** To keep the MAJCOMs, services, Joint Staff, and SECDEF apprised of existing political, military, and operational situations/plans and to keep commanders advised of a unit's ability to meet requirements outlined in approved plans. The SITREP is a narrative report that informs and enables higher levels of command to evaluate resources and prepare for potential effects of ongoing situations. The commander or designated alternate shall be responsible for timely and accurate SITREP reporting (T-1). Situation reporting should be accomplished for, but not limited to, the following:

4.1.1. Involvement in critical national or international situations

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

4.1.3. Significant operational deficiencies that affect mission readiness

4.1.4. Other activities or ongoing operations to include defense support to civilian authorities. All Defense Support to Civilian Authorities events should be reported as described in **Chapter 6** if meeting guidance within CSAF OPREP-3 matrix.

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

4.1.6. When directed by a higher headquarters (Combatant Command, Joint Staff, DAF, MAJCOM).

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

**4.3. Submitted To.** SITREPs are provided to the MAJCOM and AFSWC. AFSWC transmits SITREPs to the National Military Command Center for Joint Staff directed reports. Units will follow Combatant Command guidance when directed to submit SITREPs to a Combatant Command. (T-1).

**4.4. Submission Timing.** If submission timing is not directed by higher headquarters, reports are submitted daily for the duration of the activity or operation. AF Units will submit reports no later than 0800Z, reflecting data current as of 0600Z, unless specified otherwise by DAF or a Combatant Commander directive. (T-1).

**4.5. Submission.** The primary means for transmitting SITREPs is via MS Word or Adobe PDF file in the asynchronous reporting site. AF units will post the SITREP as an attachment to an event (similar to OPREP-3 submission) and format the subject line of the SITREP in accordance with **paragraph 4.7.1 (T-1)**. When posting a SITREP in the asynchronous reporting site, 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 the asynchronous reporting site, units enter the Subject Line of the report in the designated synchronous secure chat room and state the report has been posted to the asynchronous reporting site. Refer to **paragraph 4.7.1** for subject line format. (T-1).

4.5.2. When primary means are unavailable, transmit reports via SIPRnet email to the MAJCOM and AFSWC. **(T-1)**. The wing/unit will upload all reports submitted during the outage to the asynchronous reporting site upon system return. **(T-1)**.

#### **4.6. General Reporting Instructions.**

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

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

**4.7. Report Construction.** AF SITREPs report significant factors relating primarily to readiness, mobilization personnel, force protection, and logistics. Report content should highlight key activities and build on previous reports. Brevity is paramount. The below categories provide a list of subparagraphs. These paragraphs are used as a 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: AF SITREP, Date Time Group of the report, Unit, Base, State. Example: AF SITREP, 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: Nothing Significant to Report (NSTR).

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 or plans. Units will include as a minimum (if applicable): 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 AFSWC. If there is no information to report, then enter the acronym: NSTR **(T-1)**.

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, details of significant incidents with Force Protection Condition 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 (e.g., killed in action, wounded in action, and missing in action), and the impact of all casualties sustained upon the command's mission capability. If there is no information to report, then enter the 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. Based on the event or operation, AFSWC provides guidance to Commanders on what information is requested for the final SITREP. Final information may be surmised in the Commander's Evaluation.

**4.8. Termination of SITREP reporting.** SITREP reporting can be terminated when the situation no longer warrants higher headquarters attention by CSAF, CSO, or the AF Crisis Action Team Director, with notification from or unit query to AFSWC.

## Chapter 5

### HURRICANE CONDITION/TROPICAL CYCLONE CONDITIONS OF READINESS REPORTING

**5.1. OPREP-3B Hurricane/Tropical Cyclone (Typhoon) Conditions of Readiness.** The terms “Hurricane” and “Typhoon” are regional specific names for strong tropical cyclones. 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.** Installations will include severe weather plans (including Hurricane Conditions (HURCON)/Tropical Cyclone Conditions of Readiness (TCCOR)) into the Installation Emergency Management Plan 10-2 for the hazards likely to affect the installation.

5.2.1. Specific to the Air Force, installations use Hurricane Conditions/ Tropical Cyclone Conditions of Readiness warning codes to prepare for an impending hurricane or typhoon. The information to guide installation Hurricane Conditions/ Tropical Cyclone Conditions of Readiness codes provides arrival timelines and wind speed sheltering and evacuation decisions. Those hurricane and tropical cyclone conditions are listed in [Table 5.1](#)

5.2.2. Tropical storms and hurricanes that come ashore can also generate tornadoes. Installations subject to tornadoes provide notification of watches and warnings using the Installation Notification and Warning System. A tornado watch is issued for the installation by the regionally responsible US Air Force Operational Weather Squadron (see AFVA 15-137, *Operational Weather Squadron Areas of Responsibility*) when weather conditions are capable of producing a tornado. A tornado warning is issued by the regionally responsible US Air Force Operational Weather Squadron (or local USAF Weather flight in time-critical situations) when a tornado is confirmed by radar or sighted by spotters. Personnel in the affected area should seek shelter immediately. Tornado warnings can be issued without a tornado watch in effect.

**Table 5.1. Hurricane Conditions (HURCON) and Tropical Cyclone Conditions of Readiness (TCCOR).**

<b>HURCON/TCCOR</b>	<b>Criteria</b>
<b>5</b>	Destructive winds are possible within 96 hours. (2)
<b>4</b>	Destructive winds are possible within 72 hours.
<b>3</b>	Destructive winds are possible within 48 hours.
<b>2</b>	Destructive winds anticipated within 24 hours.
<b>1</b>	Destructive winds anticipated within 12 hours.
<b>1C</b>	Caution: Winds of 40-57 mph/35-49 knots sustained are occurring.
<b>1E</b>	Emergency: Winds of 58 mph/50 knots sustained and/or gusts of 69 mph/60 knots or greater are occurring.
<b>1R</b>	Recovery: Destructive winds have subsided and are no longer forecast to occur; survey and work crews are permitted to determine the extent of the damage and to establish safe zones around hazards (e.g. downed power lines, unstable structures). Non-essential personnel are asked to remain indoors.
<p>Note: (1) Commanders shall follow Combatant Commander guidance if that guidance conflicts with Air Force policy. <b>(T-1)</b>.</p> <p>Note: (2) Commanders may direct an installation to stay in HURCON/TCCOR 5 for an entire Tropical Cyclone or Hurricane season if desired. This is discouraged due to the potential of the base/installation population becoming complacent in a prolonged HURCON/TCCOR 5 status. <b>(T-1)</b>.</p>	

**5.3. Report submission timelines.** Command Posts will submit an OPREP-3B initial report when a commander directs a change in readiness condition and follow-up reports will be submitted for each subsequent change or when any of the following actions have been directed. **(T-1)**. During General Hurricane Season, an OPREP-3B Initial Report will not be submitted for Hurricane Condition/Tropical Cyclone Conditions of Readiness 5 if declaring Hurricane Condition 5 only because of the season starting.

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 Hurricane Condition / Tropical Cyclone Conditions of Readiness 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, in accordance with the guidelines in AFI 36-3802, *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; and any updates as required. Reported as Follow-Up report.

5.3.4. Additionally, submit an “All Clear” report after the storm has passed and there is no longer operational impact to the installation. Submit the report using the normal Hurricane Condition / Tropical Cyclone Conditions of Readiness report template and annotate “All Clear” in the current level portion.

5.3.5. 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 Hurricane Condition / Tropical Cyclone Conditions of Readiness Reporting Procedures:**

5.4.1. Each event of the same Hurricane Condition / Tropical Cyclone Conditions of Readiness 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 (e.g., Hurricane Condition declaration with evacuation decision). If there are 4 hours or more between stages, do not consolidate reports.

5.4.3. Formatting for the OPREP-3 subject line is as directed in [paragraph 3.9.1](#), and formatting for ‘Report Type’ within the report body is as directed in [paragraph 3.9.1.2](#). Formatting for and information to include within the remainder of the report is as directed within report templates. The report template and an example are provided in [Figure 5.1](#) and [Figure 5.2](#), respectively.

5.4.4. Follow-Up Hurricane Condition/Tropical Cyclone Conditions of Readiness reports. Follow-up reports in synchronous secure chat will include the subject line and only the sections containing updated/new information. **(T-1)**. The same procedure applies for submission into the asynchronous reporting site. **(T-1)**. This process does not apply to any other report type referenced in this AFMAN, to include OPREP-3s, SITREPs, or Defense Support to Civilian Authorities. **(T-1)**. When units are cleared by AFSWC to post a Follow-Up, Final, or Correction report in the asynchronous reporting system site, they will only post new or updated information into the “Comment” section. **(T-1)**.

**Figure 5.1. OPREP-3B Hurricane Condition / Tropical Cyclone Conditions of Readiness Template.**

(U) SUBJECT LINE CLASSIFICATION

(U) Report Type:

(U) A. Storm Name (identifier) / Current Hurricane Condition / Tropical Cyclone Conditions of Readiness Level:

(U) B. Time of level/event change: DDHHMMZMMMYYYY (Specific time when Weather Squadron initiates upgrade or downgrade)

(U) C. Aircraft status:

(U) C.1. Total number of assigned aircraft by Mission Design Series: (when multiple units involved, breakdown by unit: See example in **Figure 5.2.**)

(U) C.2. Number of Mission Design Series remaining on base (hangar, tied down, etc.):

(U) C.3. Number of assigned aircraft off station by Mission Design Series (e.g., deployed, cross- country) and their intentions during the storm:

(U) C.4. Number of assigned aircraft to be evacuated by Mission Design Series and their projected evacuation base(s) (do not include tail numbers):

(U) C.5. Number of transient aircraft by Mission Design Series on station and their evacuation plan:

(U) D. Personnel status: (Personnel information may be provided by A1, Military Personnel Section, PERSCO)

(U) D.1. Total number of personnel assigned:

(U) D.2. Number of personnel to shelter in place:

(U) D.3. Number of personnel evacuated and location:

(U) D.4. Number of Temporary Duty (TDY) personnel on station and their intentions:

(U) E. Damage (communication, facilities, runway, etc.):

(U) F. Estimated Time in Commission for outages, operations, missions:

(U) G. Remarks or Additional Details:

(U) Classified By: (enter this line and info only if classified, in accordance with DoDM 5200.01-V2)

(U) Derived from: (enter this line and info only if classified, in accordance with DoDM 5200.01-V2)

(U) Declassify On: (enter this line and info only if classified, in accordance with DoDM 5200.01-V2)



**Figure 5.2. OPREP-3B Hurricane Condition/Tropical Cyclone Conditions of Readiness Example.**

OPREP-3B, 251458ZDEC2014, MacDill AFB, FL, Hurricane Condition Change, Rule 14B UNCLASSIFIED

(U) Report Type: Follow-Up

(U) A. Storm Name / Current Level: Hurricane Chester / 3

(U) B. Time of level/event change: 281458ZDEC2014

(U) C. Aircraft status:

(U) 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

(U) C.2. Number of Mission Design Series remaining on base:  
436 AW: 1x C-5B in ISO dock hangar, 1x C-5M, tied down due to maintenance 8x C-17

(U) C.3. Number of assigned aircraft off station by Mission Design Series 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 remain in place until after storm unless tasked by TACC

(U) C.4. Number of assigned aircraft to be evacuated by Mission Design Series 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

(U) C.5. Number of transient aircraft by Mission Design Series on station and their evacuation plan: Transient aircraft have departed and no flights scheduled to arrive during Hurricane Conditions.

(U) D. Personnel Status: (Personnel information may be provided by A1, Military Personnel Section, PERSCO)

(U) D.1. Total number of personnel assigned: 5,600 total personnel assigned to the AWs

(U) D.2. Number of personnel to shelter in place: 600 mission-essential personnel will shelter in place for emergency operations only.

(U) 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 bed down at Tinker AFB.

(U) 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

(U) E. Damage (communication, facilities, runway, etc.): N/A--No damage from storm reported

(U) F. Estimated Time in Commission for outages, operations, missions: N/A

(U) G. Remarks or Additional Details: N/A



## Chapter 6

### DEFENSE SUPPORT OF CIVIL AUTHORITIES

**6.1. Reporting Defense Support of Civil Authorities report categories and types.** Refer to DoDD 3025.18, *Defense Support to Civilian Authorities*, DoDI 3025.21, *Defense Support of Civilian Law Enforcement Agencies*, and AFI 10-801, *Defense Support to Civil Authorities*, for a more detailed description of Defense Support of Civilian Authorities events. In accordance with DoDD 3025.18 **paragraph 1.d** and AFI 10-801 **paragraph 1.1**, only locations within the United States, including Puerto Rico, the US Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any territory or possession of the United States, will report Defense Support to Civilian Authorities. **(T-0)**.

6.1.1. AF response to civil authorities can fall into one of three categories: Domestic Emergencies, Designated Law Enforcement, Other Activities (see AFI 10-801, **paragraph 1.3**). In response to these events the following reports are submitted for Defense Support to Civilian Authorities:

6.1.1.1. Defense Support Memorandum Report. **(T-0)**. The Defense Support Memorandum report is submitted upon implementation of a local MOU or MOA in response to civil authorities' request for assistance when there is a potential that AF participation in the incident will receive national news media attention and reimbursable costs are associated with the directed response actions. **(T-0)**. Reports should be submitted within 2 hours of initiation of support. Follow-up reports should be submitted no later than 24 hours from the Date Time Group of the initial message, up until the support is complete.

6.1.1.2. Defense Support Immediate Response Report. **(T-0)**. The Defense Support Immediate Response report is submitted upon federal military commander and/or responsible DOD civilian official's Immediate Response Authority to temporarily employ resources under their control in response to approval of a civil authority's request for assistance in order to save lives, prevent human suffering, and mitigate great property loss. **(T-0)**. Report should be submitted within 2 hours of initiation of support. Follow-up reports should be submitted no later than 24 hours from the Date Time Group of the initial message, up until the support is complete.

6.1.1.3. Defense Support Presidential Directive Report. **(T-0)**. The Defense Support Presidential Directive report is submitted for any Presidential or SECDEF directed DoD response based on an approved civil authority's request for assistance unless the response is under immediate response authority for which the Defense Support Immediate Response report will be used. **(T-0)**. Report should be submitted within 6 hours of initiation of support. Follow-up reports should be submitted no later than 24 hours from the Date Time Group of the initial message, up until the support is complete.

6.1.1.4. Defense Support National Special Security Event Report. **(T-0)**. The Defense Support National Special Security Event report is submitted for any DoD participation in "other activities" type Defense Support to Civilian Authorities event identified as a National Special Security Event. **(T-0)**. Report should be submitted within 2 hours of

initiation of support. Follow-up reports should be submitted no later than 24 hours from the Date Time Group of the initial message, up until the support is complete.

## **6.2. Defense Support to Civilian Authorities Synchronous and Asynchronous procedures:**

6.2.1. Command Posts will post all Defense Support to Civilian Authorities in the AF designated asynchronous reporting site and will notify AFSWC via the AF synchronous chat room following submission. **(T-1)**.

6.2.2. Command Posts will submit Follow-Up reports in synchronous/asynchronous means as significant changes or circumstances occur (T-1). Follow-Up reports in both synchronous and asynchronous mediums will only include the Subject line and the updated/corrected lines (T-1).

6.2.3. For assets utilized for more than 24 hours and/or if media attention occurs, AF units are required to provide a Follow-Up Defense Support to Civilian Authorities report once daily, until the event is terminated or the asset returns to home base/installation, in accordance with DoDD 3025.18 and DoDI 3025.21. **(T-0)**.

6.2.4. If no change has occurred, units will post in the designated AF synchronous chat room the subject line and a statement saying “No changes in the last 24 hours”. **(T-1)** Upon AFSWC acknowledgment and approval, units will then make a post in reporting site under the previous asynchronous post stating “No changes in the last 24 hours. **(T-1)**.

6.2.5. AF units will submit all Defense Support to Civilian Authorities messages with AFSWC, AFNORTH National Security Emergency Preparedness, and parent MAJCOM selected as an “Affected Area” in the asynchronous reporting system site. **(T-0)**

6.2.6. AF units will submit Defense Support to Civilian Authorities reports in accordance with [Paragraph 3.12](#) during synchronous/asynchronous outages. **(T-1)**

**6.3. Defense Support to Civilian Authorities Report Format/Construction.** Use template in [Figure 6.1](#) to construct Defense Support to Civilian Authorities reports. All bolded items will be included in the report body (T-1). Units should use “N/A” when information is not applicable.

**Figure 6.1. AF Defense Support to Civilian Authorities Template.**

(Subj Class) AF Defense Support to Civilian Authorities, DDHHMMZMMMYYYY, and Location Event Occurred, Event/Incident, Defense Support to Civilian Authorities Rule ###.

(U) Report Type: Initial, Follow-Up, Final, etc.

(U) 1. **Type of support, location, and specific assistance requested or provided:**

(U) 2. **Estimated duration of military participation in reported event:**

(U) 3. **Source, date, and time of civil authority's request for military assistance**  
*(Show official titles, phone numbers, and email addresses):*

(U) 4. **Number of USAF personnel (military and civilian) employed in support of Defense Support to Civilian Authorities:**

(U) 5. **Amount and types of equipment used:**

(U) 6. **Amount and types of supplies used:**

(U) 7. **Title, rank, and telephone/email/fax of unit POC:**

(U) 8. **Describe the extent of any media interest in the USAF response:**

(U) 9. **Appropriate DoD or Federal Emergency Management Agency (FEMA) mission designator** *(if applicable):*

**6.4. Defense Support to Civilian Authorities SITREP Requirements:**

6.4.1. AF Units will submit a Commander's SITREP for major events, and within 10 workdays after Defense Support to Civilian Authorities termination (T-1). Commander's SITREP should include the following information in addition to the current information criteria identified in [Figure 6.1](#)

6.4.1.1. Assessment of military operations and effectiveness

6.4.1.2. Photographs and video of military operations

6.4.1.3. Chronological summary of USAF and Civil Air Patrol actions to include all DoD and Federal Emergency Management Agency mission numbers performed as Air Force assigned missions, in accordance with AFI 10-2701.

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

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

6.4.1.6. Summary of relief operations and expenses requiring reimbursement.

**6.5. Base Agency requirements:** The installation commander will ensure base agencies provide the Command Post with all information required to complete the reporting and that the local base comptroller is provided unit expenditures associated with the Defense Support to Civilian Authorities support and is aware of all Defense Support to Civilian Authorities submitted reports (T-3).

## Chapter 7

### CRESCENT EDGE (OPREP-3CE)

**7.1. Subject and Purpose.** “Crescent Edge” is a type of report used to identify that a significant issue has occurred with a Special Access Program. The AF OPREP-3CE report allows units operating Special Access Programs 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 Special Access Program units reporting incidents to higher headquarters. An OPREP-3CE report is submitted when an authorized individual from the unit has determined an event or incident involving a Special Access Program warrants higher-level awareness. OPREP-3CE voice reports are forwarded through command post channels to MAJCOM Command Centers and the AFSWC.

7.1.1. Affected unit Command Posts will submit voice reports through normal command post channels to immediately notify the Joint Staff, or Air Force, of significant activities involving Special Access Programs operating in accordance with AFI 16-701, *Management, Administration and Oversight of Special Access Programs*. **(T-1)**. The flag words BEELINE and PINNACLE are used to reference the Special Access Program management level to be contacted. Regardless of the Special Access Program management level, AFSWC will address AF/A3XX (HQ USAF Special Programs Division) and SAF/AAZ (Air Force Special Access Program Central Office). MAJCOMs establish procedures for contacting program managers at and below the MAJCOM level.

7.1.2. The unit with the Special Access Program, not the command post, will initiate OPREP-3CE reporting and notify the command post of an OPREP-3CE report to be submitted. **(T-3)**. No program names or incident details are included in the report. The command post sends the report up the chain to the appropriate level. It is the reporting unit’s responsibility to determine the level of report and to provide all information. After report submission command post performs no other action.

7.1.3. Command Posts will report AF OPREP-3CE via voice conference with MAJCOM and AFSWC. Command Posts will not report via synchronous/asynchronous means. **(T-1)**. 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.

## Chapter 8

### EMERGENCY MASS NOTIFICATION SYSTEM

**8.1. Purpose.** The Air Force requires a single EMNS to alert and warn 100% of assigned forces quickly and effectively of an emergent event. **(T-0)**. The EMNS is used for Command and Control of an installation's forces and assets, with primary resources used during: Increased Force Protection Conditions, Information Protection Implementation, Wing Recall, Force Generation, Crisis Action Team Recall/Relocation, Personnel Accountability and Emergency Mass Notification (i.e. Active Shooters, Chemical, Biological, Radiological and Nuclear [CBRN] incidents, Natural disasters, etc.). **(T-0)**.

**8.2. System Capabilities.** The USAF's baseline requirements for an installation's EMNS are the following components:

8.2.1. Network Alerting System: which consists of e-mail, text messaging, and desktop pop-up notifications to installation personnel **(T-1)**.

8.2.2. Telephone Alerting System: which consists of the capability of dialing work, home, mobile numbers and Short Message Service text **(T-1)**.

8.2.3. Giant Voice Integration: which consists of the capability to integrate an installation's current installed Giant Voice system with the EMNS at all Main Operating Bases. **(T-1)**.

8.2.4. Smart Device Applications: which consists of the capability for notification and global positioning to alert targeted members/installations/sites within 20 miles of an event, and 100 miles if events escalate **(T-1)**.

8.2.5. Cloud Solution: which consists of the capability to decrease the information technology (IT) footprint and provide significant savings, while improving end-user services and cybersecurity **(T-1)**.

8.2.6. Hierarchical Infrastructure Notification Capability: which consists of connecting installations, MAJCOMs, FOAs, DRUs, and Headquarters Air Force to provide rapid interoperable notification of an event **(T-1)**.

8.2.7. Minimal Training: which consists of minimal training to begin immediate use of the system (i.e. web-based tutorials for personnel as needed) **(T-1)**.

8.2.8. Dependent Access: which consists of allowing AF personnel the option to allow dependents to receive notifications **(T-1)**.

8.2.9. Turnkey: which consists of a system capable with minimal to no impact a seamless transition to an interim ENMS solution, reaching operational status in less than 90 days. **(T-1)**.

8.2.10. Connection to Authoritative sources: ability to connect to authoritative data sources for pulling of military, civilian and dependent contact information. **(T-1)**. Members should then be able to verify the information is correct and current. **Note:** Deployed locations will implement all capabilities listed within [paragraph 8.2](#) that are feasible for the location (i.e. a location without cellphone coverage or smart phones will not implement procedures for such). **(T-1)**.

8.2.11. EMNS Program Capabilities: EMNS shall be capable of providing both alert notification as well as confirmation of receipt of the notification. (T-1).

**8.3. EMNS Program Management:** All AF EMNS components (records and overall system management) will be managed by a Program Management Office, under guidance and direction of Air Combat Command. (T-1).

**8.4. Notification Requirements.** Per DoD Instruction 6055.17, *DOD Emergency Management (EM)t Program*, **Chapter 5**, network alerting system solutions will ensure that alert notifications to anyone connected to the AFNet and manually loaded '.com' email addresses be issued notification within 2 minutes of incident notification or initiated personnel accountability. (T-0). In addition, the EMNS notification must reach a target audience of 90 percent or more of on and off-installation personnel with specific protective action recommendations (mass warning) and 100 percent of assigned Emergency Management resources, including first responders, first receivers, and emergency responders within 10 minutes of initiation. (T-0). Within 1 hour after initiation, EMNS should reach 100% of the on and off- installation personnel. (T-0). The solution will ensure the systems Network Alerting System, Telephone Alerting System, and Giant Voice/in-building EMNS alerting system modules are fully integrated, allowing single click activation of pre-defined emergency scenario alerts. (T-1). The net-centric system will also include provisions for secure communication, authentication, and encryption using DoD and 10948 PKI-encryption technologies and Common Access Card (CAC) authentication for government owned devices. (T-0). The network alerting system solution must support standard network ports and protocols. (T-0).

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

8.4.2. The net-centric systems must comply with Unified Capabilities Requirements (UCR) 2013 change 2 section 3.10 Net-Centric Alerting System (NCAS), (<https://www.disa.mil/~media/Files/DISA/Services/UCCO/UCR-2013-Change2/UCR-2013-Change2.pdf>), and be approved in accordance on the *DoDI 8100.04. Unified Capability Approved Products List (APL)*. (T-0)

**8.5. Personally Identifiable Information.** Personally Identifiable Information data in the Emergency Mass Notification System database is protected as required by all federal laws and regulations. (T-0). Global Positioning System (GPS) data will only be accessed by the system to transmit notifications to personnel in the impacted area for the purpose of providing an emergency alert. (T-0). All generated records and reports will be protected as FOR OFFICIAL USE ONLY and will be deleted in accordance with the records disposition schedule. (T-0). GPS coordinates will only be collected from personal devices when the user voluntarily activates the location/GPS feature. (T-0). All GPS coordinates will be overwritten within 60 minutes of the notification. (T-0).

8.5.1. All levels of leadership will proactively educate users about the features and benefits of EMNS. In addition, they will provide information on how the EMNS can collect an individual's GPS coordinates, how those will be used and stored, and how individuals can opt out of this feature. (T-1). Features such as mobile applications can be downloaded to ten devices to ensure a member's family is protected with emergency notifications.

8.5.2. All government cellphones will include the EMNS mobile applications software. The app on government cellphone will be activated during hours the member is required to carry the cellphone for government duty. **(T-1)**.

**8.6. User Interface.** EMNS user interface will be managed by authorized administrative account holders in the command post (i.e., scenario managers) who can implement the various scenarios built, or create scenarios as needed to support a particular situation. **(T-1)**. Data will be accessed on a need-to-know basis through administrative accounts. **(T-1)**. Administrative account holders and scenario managers must have the capability to add, edit, delete, and import or export database information for AF personnel. **(T-1)**. Administrators must also be able to generate metric data to support Commander's personnel accountability requirements (e.g., what members have or have not been accounted for in the current scenario, with no Personally Identifiable Information data). **(T-1)**. A single letter, signed by the Commander owning the Command Center or Command Post, will appoint scenario managers, publishers, and distro list managers for each scenario established, for each MAJCOM/wing or unit. **(T-1)**. Scenarios may be command-wide or wing/unit driven and will then be managed by the appropriate MAJCOM, wing, or unit.

8.6.1. Network Interface Requirements. All deployed computers are required to communicate through Hypertext Transfer Protocol (HTTP) Secure (443). **(T-0)**.

8.6.2. Telephone alerting must be provided by a fully integrated telephone alerting system capability in a centralized net-centric architecture for use throughout the Air Force by main operating bases that are run by the Air Force (Joint bases run by other Services fall under their rule set). **(T-1)**. Response results from telephone voice, Short Message Service text messaging, and email alerts will be fully integrated into existing EMNS reporting capabilities. **(T-1)**. All Telephone Alerting System capabilities must be 100% interoperable with the Network Alerting System. **(T-1)**. All bases and installations run by the Air Force and on Air Force networks are subject to the EMNS rules of this manual. **(T-1)**.

8.6.3. The Telephone Alerting System communication capability must enable dialing to mobile or landline phones, with an audio notification generated automatically using text-to-speech technology. **(T-1)**. Telephone Alerting System must include a closed loop communication allowing receipt of response from users. **(T-1)**. EMNS software must include an integrated capability that simultaneously dials user telephone numbers via leased lines through commercial communication centers. **(T-1)**. Telephonic delivery devices are useful in recall and personnel accountability scenarios when reaching out to a relatively small number of recipients; therefore, text, email, and smart applications should be the primary method during off duty hours. Those without smart applications on cellphones will still have the ability to receive by text and email. Phone lines and wireless networks may be damaged during a disaster; therefore, text messaging and cellphones must be an integral part of EMNS, due to the relatively few "bytes" of data, being sent via these methods emergency messages might transmit. **Note:** Calls, texts, and data to non-government or personal cellphones could incur charges to an individual if they do not have sufficient cellular minutes or a text messaging data plan.

8.6.4. Members should be notified of what data is being collected, how the data will be used, how long the AF will maintain the records, how individuals may opt-out of the data collecting features, and what costs a user may incur from using the EMNS application.



8.6.5. Security Consideration. Desktop software must operate with the AF Standard Desktop Configuration. **(T-0)**. All communication shall be accomplished over Secure Socket Layer, and use client certificates found in the CAC to identify the user. **(T-1)**.

8.6.6. Notifications selected for Giant Voice broadcast must be worded carefully to insure best Text-to-Voice translation. Numbers, acronyms and abbreviations do not translate well and may not be understandable over Giant Voice system.

**8.7. Scenario Development.** There are three common uses of EMNS: 1) physical and personal security; 2) specialized recalls (e. g., Crisis Action Teams and Emergency Operations Centers); and 3) to initiate personnel accountability. When developing scenarios, use the guidelines in this section to ensure personnel are notified quickly and efficiently.

8.7.1. Emergency situations where immediate notifications are needed include: physical security, significant/life threatening weather or natural disaster events (tornado, hurricane, tsunami, earthquake, wild fire, blizzard, etc.), base closures, wing recalls, Crisis Actions Team, Threat Working Group, and Emergency Operations Center activations and other events impacting personnel or property. Keywords to think of are mass, quick, specialized response, and must reach when determining the scenario components (e.g., transmission device and accountability).

8.7.2. During scenario development, consider who requires the notification, what devices notifications should be sent through, and other considerations listed within [paragraph 8.9](#)

**8.8. Mass Alerting To All Affected Personnel.** (T-1)

8.8.1. On-base mass alerting is best done by desktop, Short Message Service text, mobile application, and Giant Voice. Duty email may not be very effective, as users need to be at their desk and open an email to react. Duty phone will not be useful for installation-wide (mass) notifications; base telephone switches are incapable of processing base-wide or mass telephone calls in a timely manner. Duty phone notifications should only be used for targeted audiences (e.g., Crisis Action Team recall).

8.8.2. Off-base mass alerting is best done using Short Message Service texts, mobile application, and personal email due to the “quick reach to the masses” nature. Phone calls should be considered as a secondary channel due to limited resources (phone ports) and potential associated costs to users.

8.8.3. Developing alerts targeted to specific teams or groups (e.g., security forces, Crisis Action Team, Emergency Operations Center, etc.) are used to provide specific instructions for these select personnel. Use this capability when requirement is to notify specific personnel as soon as possible with specific information or instructions.

8.8.4. Device notification order is important. Contact any device available as authorized by [paragraph 8.13](#) and [Table 8.1](#): personal computer, telephone, cellphones via voice, email, Short Message Service, Mobile application (only if family should be made aware of the event or if units are in the field) as supported and used by the individual.

8.8.5. Accounting status is critical and will follow the Air Force Personnel Accountability and Assessment System processes and procedures as directed by Air Force leaders.



**8.9. Utilization.** Installations will no longer use EMNS to connect with cellphones, home phone, the mobile application, and text messaging for routine weather notifications, however may utilize it for significant/life threatening weather or natural disaster events (tornado, hurricane, tsunami, earthquake, wild fire, major blizzard, etc.). (T-1). Authorized uses are as shown in [paragraph 8.13](#) and [Table 8.1](#)

8.9.1. Routine weather notifications were deemed nuisances and one of the primary reasons personnel opt out or ignore notifications. These notifications can still be transmitted to users via the desktop pop-up feature and broadcasted over radios (e.g., Maintenance and Security Forces).

8.9.2. All bases are authorized to create separate channels for other agencies (e.g., Security Forces, Emergency Operations Center, or a squadron). This is allowed in order to manage and transmit mass notifications internally to their specific units or personnel working outside the normal office environment (flight line, hangars, construction sites, etc.). This is authorized because they are not transmitting to the entire base populace which is only accomplished by the base command post. These notifications will only be published for unit events, emergencies, or accountability recalls, etc.

**8.10. EMNS Recalls.** EMNS recalls can encompass an entire installation, group, or squadron, but should be focused for specific teams (e.g., Crisis Action Team, Emergency Operations Center). Mass alerting via EMNS targets the entire population, eliminating the need for hierarchical call-trees; however, the call-tree scenario should be used with the system when the person doing the notification is at the top of the hierarchy. Most commercially available telephone alert systems enable approximately 1,500 phone calls per minute and will overwhelm base telephone systems if used to notify the entire base populace. Mobile applications do not overwhelm base telephone systems and can notify up to 100,000 personnel a minute.

### **8.11. Accountability**

8.11.1. Accountability proves invaluable during a natural disaster or mass casualty situation. The need to positively know the status of personnel and/or dependents is extremely important and can be accomplished by selecting a targeting method (e.g., squadron, building number, etc.).

8.11.2. Response options are crucial to accountability and will follow the Air Force Personnel Accountability and Assessment System processes and procedures as directed by Air Force leaders (T-1).

8.11.3. The Air Force Service Watch Cell will distribute AFPAAS messages to MAJCOM command centers by e-mail. This e-mail will include verbatim information that will be sent via EMNS. MAJCOMs will forward this AFPAAS message to their applicable units. Unit command post will in turn distribute verbatim via EMNS to the entire base populace. The AFPAAS alerts will be published in two different versions based on the device(s) targeted. A longer, descriptive message will be sent to email (duty & home/personal), desktop popup, and mobile application and a condensed message will be sent via text message. (T-1).

**8.12. Distribution Lists.** Using distribution lists (static and dynamic) supports multiple ways to exclude an individual or a group of individuals from receiving alerts. Alerts should not be sent to known deployed personnel. Utilizing the self service module during deployment out-processing will allow the individual to exempt themselves from scenarios. Command Posts must work closely with end users and organizations to ensure scenarios are properly targeted.

**8.13. Authorized Uses.** [Table 8.1](#) is a list of how EMNS will be used (T-1). Not all options checked are mandatory for each example, however units cannot add unmarked sections for scenarios (T-1):

**Table 8.1. Authorized Use Table.**

Notification Type (Actual or Exercise)	Base Wide	Personal Computer & Cellphone Application		Text  Duty cellphones/ Personal cellphones		Voice  Duty /Personal cellphones/ Home			Email  Duty/ Home	
		PC	APP	Dut	Personal	Dut	Persona	Hom	Dut	Hom
Administrative									X	
Active Shooter/ Lockdown	X	X	X	X	X	X	X	X	X	X
Base Closure	X	X	X	X	X	X	X	X	X	X
Delayed Reporting	X	X	X	X	X	X	X	X	X	X
Emergency Mass Notification System Data Update (Reminder/ Monthly)	X	X								
Force Protection Condition	X	X	X	X	X	X	X	X	X	X
Heat Stress		X		X					X	
Hurricane Condition /Tropical Cyclone Conditions of	X	X	X	X	X	X	X	X	X	X
CPCON	X	X	X	X	X	X			X	X

Recall (Base Pyramid)	X	X		X	X	X	X	X	X	X
Recall/Activation / Alert		X	X	X	X	X	X	X	X	X
Personnel Accountability	X	X	X	X	X	X	X	X	X	X
Security Incident: Riot/Bomb/Terrorist/Hostage	X	X	X	X	X	X	X	X	X	X
Temperature: Hot/Freeze/WBGT		X		X		X				
Tornado (Warning/Watch)	X	X	X	X	X	X	X	X	X	X
Weather Adv./ Watch		X		X		X				
Weather Warning	X	X		X		X			X	
Natural Disaster	X	X	X	X	X	X	X	X	X	X
CBRN	X	X	X	X	X	X	X	X	X	X

**Note 1:** ALERTS not appropriate for base wide transmission will target selected individuals, with a need to act upon the information, as identified in a supporting OPLAN, Quick Reaction Checklist, or other source reference document. As an example if the Maintenance Operations Center, Base Defense Operations Center, Tower, Fitness Center, Flying Squadron, and Radar Approach Control are required (by Quick Reaction Checklist, OPLAN, or other source document) to receive notifications for wind gusts in excess of 30 knots, then the EMNS notification is restricted to Maintenance Operations Center, Base Defense Operations Center, Tower, Fitness Center, Flying Squadron and Radar Approach Control. **(T-1).**

**Note 2:** Each member with an EMNS account can share the application with up to ten people, which are predominantly family members.

**8.14. End User Database Integrity.** The self-service module is available for individuals to initially input and keep their own contact information current. During the initial phases of implementation or until the installation is confident of the data, per wing commander, the installation Command Posts will send out mass scenarios asking personnel to check their contact information and update accordingly (T-3). Once data integrity is assured, mass scenarios can be done on a quarterly basis. **Note:** Scenarios targeting specific individuals is also an option.

8.14.1. Emergency Mass Notification System can target existing distribution lists built by administrators.

8.14.2. It is mandatory for all military (RegAF, RegSF, AFRC, and ANG), civilians personnel (bargaining/non-bargaining), and contact support personnel whose normal place of duty is on a DoD installation or within a DoD facility to provide an after-hours contact number or personal email. **(T-0)**. Foreign Nationals may participate and may remove themselves from the Emergency Mass Notification System at any time.

8.14.2.1. Alternate procedures will be created by the command post to include members that are geographically separated and are not connected to the AFNet requiring manual input. **(T-1)**. Units connected to AFNet but geographically separated less than 150 miles are required to participate in the EMNS program with their servicing command post. **(T-1)**.

8.14.2.2. Command Post will work with a primary POC (functionally or geographically) who will provide a consolidated file for import into the system (T-1).

8.14.3. Bases/units must add a step to out-processing checklists for civilian and military members to remove people no longer assigned to the installation. **(T-1)**. In an effort to minimize recording personal information in the system indefinitely, bases and MAJCOMs will institute automatic deletion protocols already installed in the EMNS for a user inactive more than 90 days, unless the member utilizes the leave or deployed option. **(T-1)**.

8.14.4. Personnel with government cellphones will register and activate the EMNS mobile application. **(T-1)**.

8.14.5. All Squadrons and Group/Wing Staffs will appoint, in writing, EMNS End User Managers and alternates, preferably UCC personnel. Provide all appointments letters to the command post to ensure End User Managers are properly trained and assigned system privileges.

### **8.15. Active Shooter / Emergency Incident Mass Notification Procedures.**

8.15.1. All Command Centers and Installation Command Posts will actively monitor the designated secure synchronous reporting room and immediately implement Active Shooter/Emergency Incident procedures, if their units are in the affected area. **(T-1)**. Emergency Incidents are defined as “stabblings, use of vehicles as weapons, terrorist threats, riots, etc.”

8.15.2. Immediate notification of Active Shooter incidents take precedence over all actions, with the exception of nuclear events or Real World Emergency Actions Messages, ensuring emergency mass notification procedures are implemented throughout the service to personnel in the affected area (T-1).

8.15.2.1. A situation is considered an “Active Shooter/Emergency Incident” once confirmed by law enforcement, military or civilian individual through a 911-dispatch, or Homeland Security.

8.15.2.2. All command posts and Command Centers with an “Active Shooter or Emergency Incident situation” are authorized and directed to immediately post any “Active Shooter situation” regardless of location into the Air Force Service Watch Cell secure chat room if it is not already posted. Do not post exercise information in the secure chat room. This will assist in ensuring emergency notifications reach affected members assigned within the area of the incident as quickly as possible. All Command Post Command and Control Operations Controllers should monitor news channels to stay up on critical events.

8.15.3. The following procedures are for Command Posts during a confirmed Active Shooter Incident:

8.15.3.1. Installation Command Posts within 100 miles of an event will activate the ‘Active Shooter’ scenario in EMNS to notify members/installations/sites who could possibly be effected by the event. **(T-1)**. Air Force facilities can be located through the following site: <https://amc.maps.us.af.mil/maps/default.aspx>. Sister services’ facilities are identified on the “Off Installation Facilities” excel file located on the command posts’ Intelink homepage.

8.15.3.2. Installation Command Posts Controllers will notify the AFSWC and other MAJCOMs through AFSWC secure chat room by inserting the following “Active Shooter BASE/State or CITY/STATE” and any information immediately available (e.g., Capital Building, Medina Annex) without delay. **(T-1)**.

8.15.3.3. AFSWC Controllers will confirm other Service Watch(s) and National Guard Coordination Center received notification of Active Shooter Incident. **(T-1)**.

8.15.3.4. Other MAJCOM Command Centers should be confirming that their installations and off-installation units in targeted area(s) have received the notification and are taking appropriate action.

8.15.4. AETC Command Center Procedures:

8.15.4.1. AETC Command Center procedures during an Active Shooter incident is to ensure the safety of Air Force Recruiting Service Personnel, Air Force Reserve Officer Training Corps and Air Force Institute of Technology to receive EMNS alerts as they are not always near an AF Installation.

8.15.4.2. After receiving a confirmed Active Shooter or emergency incident alert, AETC Command Center Command and Control Operations Controllers will immediately activate the ‘Active Shooter or Emergency Incident’ scenario. EMNS scenario will automatically notify the following:

8.15.4.2.1. AETC installations “if in affected area.

8.15.4.2.2. Air Force Recruiting Service, Air Force Reserve Officer Training Corps, and Air Force Institute of Technology in targeted area.

8.15.4.2.3. National Guard Coordination Center master email address.

8.15.4.2.4. AFSWC

8.15.4.2.5. Other service Command and Control Nodes

8.15.4.3. AETC Command Center Command and Control Operations Controllers will notify AFSWC and other MAJCOMs and bases through Air Force Service Watch Cell secure chat room, by inserting “Active Shooter or Emergency Incident – “type” (i.e. stabbing, terrorist threat, use of vehicle as a weapon, etc.), BASE/State or CITY/STATE” and any additional information immediately available (e.g., Capital Building, Medina Annex, etc.) without delay.

8.15.4.4. Other MAJCOM Command Centers should be confirming that their installations and Off-installation Units in targeted area(s) have received the notification and are taking appropriate action.

8.15.5. AETC Command Center Procedures:

8.15.5.1. AETC Command Center procedures during an Active Shooter incident is to ensure the safety of Air Force Recruiting Service Personnel, Air Force Reserve Officer Training Corps and Air Force Institute of Technology to receive Emergency Mass Notification System alerts as they are not always near an AF Installation.

8.15.5.2. After receiving a confirmed Active Shooter or emergency incident alert, AETC Command Center Command and Control Operations Controllers will immediately activate the ‘Active Shooter or Emergency Incident’ scenario. The Emergency Mass Notification System scenario will automatically notify the following:

8.15.5.2.1. AETC installations “if in affected area.”

8.15.5.2.2. Air Force Recruiting Service, Air Force Reserve Officer Training Corps, and Air Force Institute of Technology in targeted area.

8.15.5.2.3. National Guard Coordination Center master email address.

8.15.5.2.4. Air Force Watch.

8.15.5.2.5. Other service Command and Control Nodes.

8.15.5.3. AETC Command Center Command and Control Operations Controllers will notify the Air Force Watch and other MAJCOMs and Bases through Air Force Watch secure chat room, by inserting “Active Shooter or Emergency Incident – “type” (i.e. stabbing, terrorist threat, use of vehicle as a weapon, etc), BASE/State or CITY/STATE” and any additional information immediately available (e.g., Capital Building, Medina Annex, etc.) without delay.

**8.16. EMNS Benefits.** All levels of leadership must proactively educate users about the features and benefits of the AF’s EMNS. **(T-1).** Significant cultural and process changes may be required to implement this system; effective “marketing” will smooth the transition from existing processes to the desired end-state.

## Chapter 9

### NUCLEAR COMMAND, CONTROL, AND COMMUNICATIONS (NC3) REPORTING

**9.1. Purpose.** NC3 reporting provides a near real-time picture of the Air Force's ability to establish and maintain communications to assure connectivity between national leadership and forces tasked to conduct nuclear operations. These capabilities are to be provided to the Joint Functional Air Component Commander (JFACC) (AFGSC/CC) as the Commander of Air Force Forces (COMAFFOR) under USSTRATCOM, through the Air Force NC3 Center's (AFNC3C) Operations Fusion Cell (ANOFc). Tracking NC3 service interruptions is crucial for trend analysis, improving equipment reliability and sustainability, as well refining, operator, and maintainer training.

#### **9.2. Security Classification.**

9.2.1. To properly classify and process NC3 service interruptions, herein referred to as a service interruption, units will refer to applicable NC3 Security Classification Guides. **(T-0)**.

9.2.2. It may be necessary to consult other classification guides to determine the level of classification with respect to a service interruption as it impacts capabilities of a particular node.

#### **9.3. Reporting.**

9.3.1. Air Force NC3 nodes (e.g., applicable Wing Command Posts, High Frequency Global Communications System stations, etc.) will comply with procedures in this manual. **(T-0)**.

9.3.2. Units will report on equipment used to support NC3 links/systems/networks for which they operate, or rely on for NC3 message traffic. **(T-0)**. These can be found in applicable Chairman of the Joint Chiefs of Staff (CJCS) instructions, Operations Orders, CJCS Emergency Action Procedures, and other NC3 related documents. **(T-0)**.

#### **9.4. Responsibilities.**

9.4.1. Units will utilize the SIPRnet Defense Collaboration Service Synchronous Reporting Tool, herein referred to as TransVerse Chat (TVC) to provide real-time instant messaging text chat **(T-0)**.

9.4.1.1. All units will monitor the "AFNC3C\_Ops\_Fusion\_Cell" TVC room 24 hours a day.

**(T-0)**. Due to operational constraints E-4B and AN/TSQ-194 are not required to utilize TVC. **(T-0)**.

9.4.1.2. The ANOFc will monitor both the "AFNC3C\_Ops\_Fusion\_Cell" TVC room, and "STRATCOM\_GNCC" TVC room 24 hours a day. **(T-0)**.

9.4.2. All units, to include the ANOFc, will have an organizational e-mail address (workflow) for each domain (NIPR, SIPR, and/or JWICS, as applicable). **(T-0)**. Each workflow box will be accessible to properly cleared unit personnel with a need-to-know to facilitate processing of service interruption correspondence. **(T-0)**.

9.4.3. All units to include the ANOFc, will have secure voice capability, preferably a Secure Voice Over Internet Protocol (SVOIP) device, enabling discussion of service interruption at

the appropriate classification. (T-0). Other devices such as Secure Telephone Equipment (STE) or vIPer phones are suitable. (T-0).

9.4.4. Units will notify the ANOFC when experiencing loss of a classified on-site reporting capability (secure voice, TVC, and/or SIPRnet). (T-0).

9.4.5. During day-to-day operations, nuclear tasked Wing Command Posts will notify the ANOFC NLT 30 minutes after relocating to an alternate site. (T-0). Notification will be by whatever secure means remain available. (T-0). AFNOC will be advised on the availability of NC3 equipment and classified on-site reporting capabilities (secure voice, TVC, JWICS, and/or SIPRnet) at the new location. (T-0).

9.4.6. Units will advise the ANOFC of any changes to unclassified and classified organizational e-mail addresses, non-secure voice numbers, and secure voice numbers. (T-0). **Table 9.1** provides contact details for the ANOFC.

**Table 9.1. ANOFC Contact Details.**

<b>TVC Room</b>	AFNC3C_Ops_Fusion_Cell
NIPRnet e-mail	AFGSC.AFNC3C.NG XO@us.af.mil
SIPRnet e-mail	usaf.barksdale.afgsc.mbx.afnc3c-ops-reporting-fusion-cell@mail.smil.mil.
SVOIP	302-511-5185
Non-secure landline (Primary)	Comm: (318) 529-1078 / DSN (312) 331-1078
Non-secure landline (Secondary)	Comm: (318) 456-7434 / DSN (312) 781-7434

**9.5. Service interruption Definitions.** A reduction or elimination of a capability due to an equipment and/or circuit malfunction causing a service interruption to a landline or radio frequency NC3 link/system and/or network are categorized as either a degradation or outage.

9.5.1. Degradation. A partial failure of a NC3 system, not resulting in a complete system outage. Includes the partial interruption of service to some, but not all customers, or a reduction in line quality.

9.5.2. Outage. An unplanned service interruption due to equipment ceasing to operate, thus eliminating a capability. Example; the inability to power on, or loss of transmit and receive capabilities.

**9.6. Service Interruption Reports.** There are two types of service interruption reports: Communications Spot (COMSPOT) reports of which there are two types; Initial and Final, and the Communications Status (COMSTAT) Reports.

**9.6.1. COMSPOT Reports.**

9.6.1.1. Initial COMSPOT. Submitted to identify/open a new a service interruption for a piece of NC3 equipment discovered during day-to-day, exercise, assessment, and/or wartime operations. Reports will be formatted in accordance with **Figure 9.2** (T-0). Wing/Group Commander approval is not required prior to submission.



9.6.1.1.1. NLT 10 minutes after discovery, units will submit an initial report via TVC. **(T-0)**. The ANOFC will acknowledge receipt within 5 minutes, if not acknowledged the unit will call the ANOFC via non-secure voice and verify receipt. **(T-0)**.

9.6.1.1.2. For nodes not required to utilize TVC, or if TVC is unavailable units will notify the ANOFC via secure voice notice NLT than 10 minutes after discovery. **(T-0)**. When COMPSOTS are received via secure voice the ANOFC will immediately e-mail the report via classified e-mail to the Global NetOps Command Center (GNCC) and then contact them via the “STRATCOM\_GNCC” TVC room to verify receipt. **(T-0)**.

9.6.1.1.3. NLT 30 minutes after discovery, units will submit the report via classified e-mail to the ANOFC, and courtesy copy applicable maintenance organizations, squadron/group leadership, Wing Commander, and GNCC. **(T-0)**. The 1 ACCS and 153 CACS will courtesy copy respective Group Commanders in lieu of Wing Commanders for E-4B and AN/TSQ-194 reports. **(T-0)**.

9.6.1.2. Final COMSPOT. Submitted to close a previously reported service interruption once the issue has been resolved, and a successful operational test has been completed. Reports will be formatted in accordance with **Figure 9.2** **(T-0)**. Wing/Group Commander approval is not required prior to submission.

9.6.1.2.1. NLT 10 minutes after the service interruption has been resolved and tested, units will submit a final report via TVC. **(T-0)**. The ANOFC will acknowledge receipt within 5 minutes, if not acknowledged the unit will call the ANOFC via non-secure voice and verify receipt.

**(T-0)**.

9.6.1.2.2. For nodes not required to utilize TVC, or if TVC is unavailable, units will notify the ANOFC via secure voice notice NLT than 10 minutes after the service interruption has been resolved and tested. **(T-0)**. When COMPSOTS are received via secure voice the ANOFC will immediately e-mail the report via classified e-mail to the GNCC and then contact them via the “Global NetOps Control Center” TVC room to verify receipt.

9.6.1.2.3. NLT 30 minutes after the service interruption has been resolved and tested, units will submit the report via classified e-mail to the ANOFC, and courtesy copy applicable maintenance organizations, squadron/group leadership, Wing Commander, and GNCC. **(T-0)**. The 1 ACCS and 153 CACS will courtesy copy respective Group Commanders in lieu of Wing Commanders for E-4B and AN/TSQ-194 reports. **(T-0)**.

**Figure 9.1. COMSPOT Report Template.**

<b>CLASSIFICATION</b>	Classification of event
<b>COMSPOT TYPE</b>	Initial / Final
<b>SERVICE INTERRUPTION TYPE</b>	Degradation / Outage
<b>NODE TYPE</b>	Example; Wing Command Post, Launch Control Center, HFGCS CNCS etc.
<b>UNIT / LOCATION</b>	Unit, installation name
<b>UNIT POC</b>	Name, grade, title, secure phone number, and SIPR e-mail address
<b>EQUIPMENT / CIRCUIT AFFECTED</b>	Example: GDI00
<b>LINK / SYSTEM / NETWORK AFFECTED</b>	List names of systems, applications, or networks Example: SACCS
<b>SERVICE INTERRUPTION DETAILS</b>	Details as to cause of report and troubleshooting actions that have already occurred
<b>MITIGATION</b>	Identify any workarounds
<b>MISSION IMPACT</b>	Based against NC3 functions the node or weapons system is to perform. Example: outage negates the ability to transmit or receive Force Direction messages
<b>ESTIMATED RESTORAL DATE/TIME</b>	Estimated date/time if known (Initial report only)
<b>CORRECTIVE ACTIONS</b>	Chronological list of efforts to fix the service interruption (Final report only)
<b>DATE TIME GROUP OPENED</b>	DYHHMMZ MMM YR (Initial report only)
<b>DATE TIME GROUP CLOSED</b>	DYHHMMZ MMM YR (Final report only)
<b>DURATION</b>	HH:MM (Final report only)
<b>CLASSIFICATION</b>	Classification of event

9.6.2. **COMSTAT Report.** Submitted to report daily availability of each piece of NC3 equipment and maintenance information occurring over the past 24 hours for each open service interruption. Units will complete the Air Force Daily COMSTAT spread sheet (provided to units by the ANOFC on classified networks). (T-0). Wing/Group Commander approval is not required prior to submission.

9.6.2.1. When providing updates for an open service interruption, units will query applicable maintenance organizations prior to submission, and receive information with regards to troubleshooting, parts status, ETICs, etc. occurring the past 24 hours. (T-0). “No ETIC”, “N/A”, or “No Update” are not valid responses. (T-0).

9.6.2.2. Units will submit the report daily NLT 0200Z via classified e-mail to the ANOFC, and copy applicable maintenance organizations, squadron/group leadership, and Wing Commander (T-0). The 1 ACCS and 153 CACS will courtesy copy respective Group Commanders in lieu of Wing Commanders for E-4B and AN/TSQ-194 reports. (T-0).

9.6.2.2.1. Units only operating Monday-Friday, will submit COMSTATs before the end of their duty day, and are not required to submit reports on; weekends, holidays, or down days. (T-0).

9.6.2.3. After submission, units will contact the ANOFC via TVC and verify receipt. (T-0). Units not required to utilize TVC, will contact the ANOFC via non-secure voice and verify receipt. (T-0).

9.6.2.4. Upon receipt of a COMSTAT, the ANOFC will review availability percentages and validate against submitted COMSPOTs. (T-0). When discrepancies are noted, the ANOFC will notify the unit via TVC or secure voice, and request submission of the applicable COMSPOT (Initial/Final) or a revised Daily COMSTAT spread sheet. (T-0).

9.6.2.5. The final COMSTAT of the month is used to create the Monthly Availability Report for all survivable and non-survivable NC3 systems.

9.6.2.6. Availability for fixed systems is defined as Minutes in Month/Uptime of System in Minutes. Mobile systems will be defined as Need for Use/Uptime of System in Minutes. (T-0). For any fixed NC3 system not meeting 98% availability for the month; the unit providing the final COMSTAT must include reason(s) for subject outage(s), restoral action(s) taken, lesson(s) learned, and strategy to improve future reliability and readiness. (T-0).

**9.7. Air Force Daily NC3 Executive Summary.** Published to recap details pertaining to Air Force NC3 service interruptions recorded in USSTRATCOM’s Global AOR Decision Support System (GADSS) over the previous 24 hours. The ANOFC will compile data and generate a list using GADSS Event IDs that include opened, updated, and closed events. (T-0).

9.7.1. The ANOFC will transmit the summary daily at 0530 Central Standard Time via classified e-mail to AFNC3C leadership, applicable CCMD directorates, MAJCOM A10 and A3 directorates to include AFR and ANG, applicable Numbered Air Force A3 directorates, Joint Nuclear Operations Center, 595 CACG, 153 CACG, System Program Offices, and Lead Command Managers. (T-0). It will be the responsibility of the aforementioned agencies to determine summary dissemination within their applicable organizations. (T-0).

9.7.2. The ANOFC will create and maintain an Executive Summary distribution list on the appropriate classified network(s). (T-0). For agencies wishing to be added to a distribution list; a request is to be sent to the AFNOFC Coordinator via classified e-mail with justification as to why access is required. Access will be granted on a need-to-know basis as determined by the AFNC3C Operations Division. (T-0).

**9.8. Monthly Availability Report.** The ANOFC will prepare a report NLT the 3rd duty day of the month using availability data compiled the previous months Air Force Daily COMSTAT spreadsheets to identify those units with NC3 equipment failing to maintain a minimum 98% availability. (T-0).

9.8.1. Format will be at the discretion of the AFNC3 Center's Deputy Chief of Operations. The report will include at a minimum for each piece of equipment below 98% availability; Service Interruption Type, Node Type, Unit, Location, Equipment/Circuit Affected, Link/System/ Network Affected, maintenance actions taken, and lessons learned.

9.8.2. NLT the 10th duty day of the month the AFNC3C Commander will submit the report via classified e-mail to the USSTRATCOM NC3 Enterprise Center, and NC3 Senior Leadership for distribution to Joint Staff. (T-0).

9.8.3. The ANOFC will create and maintain a Monthly Availability Report distribution list on the appropriate classified network(s). (T-0). For agencies wishing to be added to a distribution list, a request is to be sent to the AFNOFC Coordinator via classified e-mail with justification as to why access is required. (T-0). Access will be granted on a need-to-know basis as determined by the AFNC3C/CC. (T-0).

JOSEPH T. GUASTELLA Jr., Lt Gen, USAF  
Deputy Chief of Staff Operations

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

- AFI 10-2701, *Organization and Function of the Civil Air Patrol*, 7 August 2018
- AFI 10-801, *Defense Support of Civil Authorities*, 23 Dec 15
- AFI 10-2701, *Organization and Function of the Civil Air Patrol*, 31 Jul 14
- AFI 10-801, *Defense Support of Civil Authorities*, 29 January 2020
- AFI 16-1404, *Air Force Information Security Program*, 29 May 15
- AFI 16-1404, *Air Force Information Security Program*, 29 May 2015
- AFI 16-701, *Management, Administration and Oversight of Special Access Programs*, 18 Feb 14
- AFI 16-701, *Management, Administration and Oversight of Special Access Programs*, 18 February 2014
- AFI 25-201, *Intra-Service, Intra-Agency, and Inter-Agency Support Agreements Procedures*, 18 Oct 2013
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- AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020
- AFI 33-360, *Publications and Forms Management*, 1 Dec 15
- AFI 36-3802, *Force Support Readiness Programs*, 9 January 2019
- AFI 36-3803, *Personnel Accountability in Conjunction with Natural Disasters or National Emergencies*, 07 Jun 16
- AFI 90-201, *The Air Force Inspection System*, 20 November 2018
- AFI 90-201, *The Air Force Inspection System*, 21 Apr 15
- AFI 90-6001, *Sexual Assault Prevention and Response (SAPR) Program*, 21 May 15
- AFI 90-6001, *Sexual Assault Prevention and Response (SAPR) Program*, 21 May 2020
- AFPD 10-2, *Readiness*, 6 Nov 12
- AFPD 10-25, *Air Force Emergency Management Program*, 28 Apr 14
- AFMAN 10-207, *Command Post*, 11 Apr 18
- AFMAN 10-207, *Command Posts*, 11 April 2018
- AFMAN 33-363, *Management of Records*, 1 Mar 08
- Annex C to USSTRATCOM Campaign OPOD 8000-17, *Operations*
- CJCS *Emergency Action Procedures Vol VI*
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CJCSI 6810 *Nuclear Command, Control and Communications Series*

CJCSM 3150.03D, *Joint Reporting Structure Event and Incident Reports*, 8 Apr 14

CJCSM 3150.03D, *Joint Reporting Structure Event and Incident Reports*, 8 April 2014

DAFI 33-360, *Publications and Forms Management*, 1 December 2015

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

DAFPD 10-25, *Air Force Emergency Management Program*, 23 April 2019

DISA Circulars - <https://www.disa.mil/About/DISA-Issuances/Circulars>

DoDD 3025.18, *Defense Support of Civil Authorities (DSCA)*, 29 Dec 10

DoDD 3025.18, *Defense Support of Civil Authorities (DSCA)*, 29 Dec 2010, Incorporating Change 2, 19 March 2018

DoDI 3025.21, *Defense Support of Civilian Law Enforcement Agencies*, 27 Feb 13

DoDI 3025.21, *Defense Support of Civilian Law Enforcement Agencies*, 27 February 2013  
Incorporating Change 1, 8 February 2019

DoDI 5200.01, *DoD Information Security Program and Protection of Sensitive Compartmented Information (SCI)*, 21 Apr 16, Incorporating Change 1, 4 May 2018

DoDI 6055.17, *DoD Emergency Management (EM) Program*, 12 June 2019, Incorporating Change

DoDI 6055.17, *DoD Emergency Management (EM) Program*, 13 Feb 17

DoDI 5200.01, *DoD Information Security Program and Protection of Sensitive Compartmented Information (SCI)*, 21 Apr 16

DoDI 8100.04, *DoD Unified Capabilities (UC)*, 9 December 2010

DoDM 5200.01, *Vol 1, DoD Information Security Program: Overview, Classification, and Declassification*, 24 Feb 2012

DoDM 5200.01, *Vol 1, DoD Information Security Program: Overview, Classification, and Declassification*, 24 Feb 2012, Incorporating Change 1, 4 May 2018

DoDM 5200.01, *Vol 2, DoD Information Security Program: Marking of Classified Information*, 19 Mar 2013

DoDI 8100.04, *DoD Unified Capabilities (UC)*, 9 Dec 10

DoDM 5200.01, *Vol 2, DoD Information Security Program: Marking of Classified Information*, 19 Mar 2013, Incorporating Change 3, 14 May 2019

GENADMIN: *Nuclear Command, Control, and Communications Systems Monitoring and Reporting*

Joint Systems Engineering and Integration Office (JSEIO) *Nuclear C3 System Architecture Diagrams*

Joint Systems Engineering and Integration Office (JSEIO) *Nuclear C3 Thin-Line Architecture*

OPORD Buoyant Link

***Prescribed Forms***

None

***Adopted Forms***

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

AF Form 673, *Air Force Publication/Form Action Request*, 1 Dec 15

***Abbreviations and Acronyms***

**AETC**—Air Education and Training Command

**AFGSC**—Air Force Global Strike Command

**AFRC**—Air Force Reserve Command

**AFSWC**—Air Force Service Watch Cell

**AIR FORCE WATCH**—CSAF's Command Center

**ANG**—Air National Guard

**AOR**—Area of Responsibility

**ARC**—Air Reserve Component

**CAP**—Civil Air Patrol

**CCMD**—Combatant Command

**CJCS**—Chairman, Joint Chiefs of Staff

**CJCSM**—Chairman, Joint Chiefs of Staff Manual

**CMSAF**—Chief Master Sergeant of the Air Force

**COMAFFOR**—Commander, Air Force Forces

**COMSTAT**—Communication Status Report

**COS**—Chief of Space Operations

**CSAF**—Chief of Staff, USAF

**CSO**—Chief of Staff, USSF

**DAF**—Department of the Air Force

**DCS**—Defense Collaboration Services

**DoD**—Department of Defense

**DRU**—Direct Reporting Unit

**DSN**—Defense Switch Network

**EMNS**—Emergency Mass Notification System

**FLAGWORD(s)**—Various FLAGWORD(s) are used to categorizes events or incidents according to their nature throughout the document

**FOA**—Field Operating Agency

**GNCC**—Global NetOps Control Center

**GPS**—Global Positioning System

**HAF**—Headquarters Air Force

**HQ**—Headquarters

**HTSA**—Host Tenant Support Agreement

**IAW**—In Accordance With

**INFOCON**—Information Operation Condition

**JCS**—Joint Chiefs of Staff

**JGSOC**—Joint Global Strike Operations Center

**MAJCOM**—Major Command

**MOA**—Memorandum of Agreement

**NC3**—Nuclear Command, Control, and Communications

**NCOIC**—Non-Commission Office in Charge

**NIPRnet**—Non-Secure Internet Protocol Network

**NMCC**—National Military Command Center

**NSTR**—Nothing Significant to Report

**OPREP-3**—Operational Report

**OPREP-3B**—Operational Report BEELINE

**OPREP-3FG**—Operational Report FADED GIANT

**OPREP-3P**—Operational Report PINNACLE

**OPREP-3PBA**—Operational Report PINNACLE BROKEN ARROW

**OPREP-3PEB**—Operational Report PINNACLE FRONT BURNER

**OPREP-3PEO**—Operational Report PINNACLE EMPTY QUIVER

**OPREP-3PFB**—Operational Report PINNACLE FRONT BURNER

**OPREP-3PED**—Operational Report PINNACLE EMERGENCY DISABLEMENT

**OPREP-3PEE**—Operational Report PINNACLE EMERGENCY EVACUATION

**OPREP-3PEQ**—Operational Report PINNACLE EMPTY QUIVER

**OPREP-3PNF**—Operational Report PINNACLE NUCFLASH

**OPREP-3WP**—Operational Report White PINNACLE

**RegAF**—Regular Air Force



**SECAF**—Secretary of the Air Force

**SECDEF**—Secretary of Defense

**SIPRNET**—SECRET Internet Protocol Router Network

**SITREP**—Situation Report

**SSN**—Social Security Number

**TDY**—Temporary Duty

**US.**—United States

**USAF**—United States Air Force

**USSF**—United States Space Force

**Z**—Stands for ZULU time which is the Greenwich Mean Time to ensure all locations worldwide use a coordinated standard time.

*Terms*

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