BY ORDER OF THE
SECRETARY OF THE AIR FORCE

AIR FORCE INSTRUCTION 10-206

4 OCTOBER 2004

Operations

OPERATIONAL REPORTING

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at: **http://www.e-publishing.af.mil.**

OPR: HQ USAF/XOO
(MSgt Calvin French)
Supersedes AFI 10-206, 30 MAY 2003

Certified by: HQ USAF/XO
(Maj General Marne Peterson)
Pages: 87
Distribution: F

This instruction implements AFPD 10-2, Readiness. It establishes and describes the Air Force Operational Reporting System (AFOREPS). Part 1 introduces the general concept of the AFOREPS and covers reporting policies and command reporting responsibilities. **PART 2** deals with Operational Status Reports. It explains the purpose and gives instructions for preparing and submitting these reports. **PART 3** covers Operational Support Monitoring Reports. It explains the purpose and gives instructions for preparing and submitting these reports. Send recommended changes, additions, deletions, or new reports and any conflict or duplication of other reports to HQ USAF/XOOOA, 1480 Air Force Pentagon, Washington, D.C. 20330-1480. Commands should supplement this Air Force Instruction (AFI) instead of repeating instructions in separate directives. Send HQ USAF/XOOOA one copy of directives (to include drafts) that support or implement the AFOREPS. Waiver authority for this instruction is HQ USAF/XOOOA. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFPD 37-1, Information Management and AFMAN 37-123, Management of Records and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at **https://webrims.amc.af.mil**.

SUMMARY OF REVISIONS

This revision adds USSTRATCOM as an action addressee on all nuclear related OPREP-3 Reports (**Table 3.4.** Section 5); adds USSTRATCOM Command Center to all OPREP-3 nuclear related voice reports (paragraph **3.5.1.3.**); adds a new FADED GIANT rule number for radiological accidents or incidents (**Table 3.4.** rule 5Y); revises Rule 8I to include any damage related to significant weather occurrences (**Table 3.4.** rule 8I); adds guidelines for Military Support to Civilian Authorities (MSCA) OPREP-3 HOMELINE reports (**Figure 3.4.**); adds DMS addresses to the minimum essential address list (**Table 3.5.**); adds remarks "All reports will be classified according to content" to all nuclear related reports (**Table 3.4.** Section 5); changes CSAF Special Interest Item to CSAF Special Reporting Item

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PART 1

GENERAL CONCEPTS, POLICIES, AND RESPONSIBILITIES

Chapter 1

INTRODUCTION TO AIR FORCE OPERATIONAL REPORTING SYSTEM (AFOREPS)

1.1. Concept of the AFOREPS. The set of reports that make up the AFOREPS provide HQ USAF and intermediate commands the information necessary for timely operational decisions. Major commands (MAJCOM) will integrate their reporting systems into AFOREPS, thereby allowing easy lateral and vertical transfer of information.

1.2. Reporting Instructions and Principles. The following instructions and principles apply to the AFOREPS:

1.2.1. AFOREPS reports draw information from numerous sources (e.g., personnel, materiel, equipment status, operations and logistics planning, situation monitoring, and intelligence) and give decision makers a concise picture of events. The main criterion for inclusion in the AFOREPS system is essential information for command and control of aerospace forces.

1.2.2. Commands with both an Air Force and a joint or combined reporting requirement (e.g., air component commands) will use the AFOREPS and address both chains.

1.2.3. Annually, MAJCOMs will review new requirements to determine operational necessity.

1.3. Command Reporting Responsibilities. To identify and streamline host-tenant responsibilities, host units will establish host-tenant agreements that meet the needs of both organizations. Commanders are responsible for timely and accurate reporting for all events/incidents that meet CJCS reporting criteria (PINNACLEs), CSAF reporting criteria (BEELINEs), and MAJCOM/CC reporting criteria (HOMELINEs) for all assigned or attached units, as well as units staging through their command. The agreement will establish procedures to ensure the installation commander is made aware of all events/incidents occurring on or affecting their installation. Agreements must adhere to the following stipulations at a minimum.

1.3.1. Ensure established procedures do not delay the submission of OPREP-3 reports.

1.3.2. Outline specific OPREP-3 responsibilities of host and tenant command posts/units, i.e., 1C3s functioning as a command post entity such as AMCCs, (including who will submit the reports), with emphasis on timely and accurate report submission.

1.3.3. **Installations Operating Under a Single MAJCOM:** If the installation has one or more tenant(s) but only one command post, the host unit will establish the agreement, and the command post will submit all OPREP-3 reports. The commander or authorized delegate operating the command post submitting the report will approve OPREP-3 reports prior to submission.

1.3.4. **Installations Operating with Multiple MAJCOMs:** Tenant commanders assigned to a different MAJCOM than the host unit, have the sole responsibility to report an event/incident affecting their assets that meet OPREP-3 reporting criteria. The unit commander or authorized delegate submitting the report will have approval/release authority for all OPREP-3 reports affecting his/her assets.

1.3.4.1. If the host command post submits OPREP-3 reports for the tenant, the host unit will not interfere with, alter, or delay the tenant unit's report.

1.3.5. Ensure OPREP-3 reports have all required addresses, including the affected (host or tenant) MAJCOM command center, and affected units and MAJCOMs.

1.3.6. Provide copies of the agreement to the host and tenant MAJCOMs, IAW MAJCOM procedures. MAJCOMs will maintain a current copy of the agreement on file.

1.3.7. MAJCOMs, direct reporting units (DRUs), field operating agencies (FOAs), Air Force Reserve (AFRC), and Air National Guard (ANG) personnel will develop instructions to ensure timely and accurate OPREP-3 reporting.

1.3.7.1. Geographically Separated Units (GSUs) that do not fit under any of the above criteria will comply with parent MAJCOM guidance IAW this instruction.

1.3.8. Air component commanders of unified commands and/or JTFs will ensure compliance through their air component command centers and de-conflict with unified/JTF command directives.

1.4. Authority and References:

1.4.1. Authority. This instruction includes the requirements of the various documents of the Joint Reporting System. Air Force units will use AFI 10-206 as the primary source for reporting instructions. Later chapters identify reference materials for specific reports.

1.4.2. Emergency Status Codes (ESC). These codes serve as a guide for reporting under emergency and crisis conditions. Each chapter reflects the ESC required for each type report. AFI 33-324, The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections (formerly AFI 37-124) prescribes ESC.

1.4.2.1. Status Code "D" indicates: Immediately discontinue reporting data requirements during emergency conditions.

1.4.2.2. Status Code "C1" indicates: Continue reporting during emergency conditions, priority precedence. Submit data requirements assigned this category as prescribed or by any means to ensure arrival on the established due dates.

1.4.2.3. Status Code "C2" indicates: Continue reporting during emergency conditions, normal priority. Submit data requirements in this category as prescribed or by any means to ensure arrival on the established due dates.

1.4.2.4. Status Code "C3" indicates: Continue reporting during emergency conditions, delayed precedence. Submit data requirements as prescribed, but they may be delayed to allow the submission of higher precedence reports. Submit by non-electronic means, if possible.

1.4.3. **Chapter 5** of this instruction is exempt from report licensing as defined in AFI 33-324. The HQ USAF Report Control Symbol (RCS) follows the title of each type report.

Chapter 2

GENERAL REPORTING INSTRUCTIONS

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

2.1.1. Classify reports indicating unit combat readiness status according to AFI 10-201, *Status of Resources and Training System (SORTS).*

2.1.2. Classify OPREP-3 reports containing:

2.1.2.1. Information on a combat loss or damage or discussing combat mission results a minimum of SECRET.

2.1.2.2. A complete inventory of nuclear weapons of one or more units a minimum of SECRET.

2.1.2.3. Information on the deployment of combat aircraft, units, or personnel according to the appropriate deployment plans.

2.1.2.4. Unit names and locations associated with a plan according to security instructions.

2.1.2.5. Events/incidents involving nuclear weapons according to content.

2.1.2.6. Events/incidents of confirmed or suspected compromise of classified information according to content.

2.1.2.7. Information of a unit's total mission impairment according to content.

2.2. Transmitting Reports During Combat or Combat Related Operations. When combat or combat-related operational requirements make speed of delivery paramount, military commanders may modify transmission of classified information as necessary to meet local conditions. (When so doing, commanders will cite in the message "CJCSM 3150.03B, Enclosure A, paragraph 4a," as the authority.)

2.3. Flagword JOPREP JIFFY. The flagword JOPREP JIFFY identifies electrically transmitted command post-to-command post messages and operational reports, and notifies communications centers to route a message directly to the command and control facility. The flagword does not indicate a precedence for transmission within communications channels.

2.4. Operating in a Degraded Communications Environment. HQ USAF and MAJCOMs may suspend the submission of selected reports. MAJCOMs will advise HQ USAF immediately of any suspended AFOREPS reports.

2.5. Report Formats. Prepare record copy reports using the specific formats and content information available in AFPAM 10-709 V1CD (formerly AFP 102-2, volume I), and as supplemented by this instruction. When AFPAM 10-709 V1CD, does not contain a specific format for the record copy report, use the General Administration (GENADMIN) format with the report's name as the SUBJECT.

2.6. Correction of Reports. The originator will submit a correction if an error is noticed after submitting a report. The corrected report includes only those sections of the report requiring correction. The cor-

rected report will be classified according to its content. Identify a corrected report by placing "CORR" in the third field of the TIMELOC set.

PART 2

OPERATIONAL STATUS REPORTS

Chapter 3

EVENT/INCIDENT REPORT (OPREP-3)(RCS: HAF-XOO(AR)7118)

3.1. Subject and Purpose. OPREP-3 reports use command post channels to immediately notify commanders of any significant event or incident that rises to the level of MAJCOM, HQ USAF, or DOD interests. Submit the applicable OPREP-3 regardless of whether or not the event is being reported through other channels. OPREP-3 reports do not replace the requirement for more detailed reports such as the Aircrew/Aircraft Loss Report (LOSREP), the Commander's Situation Report (SITREP), and accident or incident investigation reports. Submitting an OPREP-3 report neither changes, nor substitutes for any report required by other directives.

3.2. Reference Materials. Chairman of the Joint Chiefs of Staff Manual (CJCSM) 3150.03B.

3.3. Report Categories. OPREP-3 reports categorize events or incidents according to their nature. Flagwords associated with each category aid prompt transmission, processing, and distribution of the reports by alerting people to their importance. The following flagword reports make up the OPREP-3 system.

3.3.1. **PINNACLE (OPREP-3P).** This message is used by any unit to provide the NMCC and, as appropriate, combatant commands and Services with immediate notification of any incident or event where national-level interest is indicated. The general OPREP-3P report is used for situations that do not require reporting via other OPREP-3P reports listed in subparagraphs **3.3.2.** through **3.3.9.** this report is not restricted to operational information. Any event or incident should be considered reportable if it:

3.3.1.1. Generates a higher level of military action.

3.3.1.2. Causes a national reaction.

3.3.1.3. Affects international relationships.

3.3.1.4. Causes immediate widespread coverage in news media.

3.3.1.5. Is clearly against the national interest.

3.3.1.6. Affects current national policy.

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

3.3.2.1. Ballistic missile launch or space launch.

3.3.2.2. Reentering space object.

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

3.3.2.4. Reports of cruise missiles or non-friendly, non-US or non-allied aircraft not on an approved flight plan that could pose a threat.

3.3.2.4.1. Accidental, unauthorized, or unexplained incident involving possible detonation of a nuclear weapon.

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

3.3.3. **PINNACLE FRONT BURNER (OPREP-3PFB).** Used to report pre-conflict occurrence of armed attack, harassment, or hostile action against US forces, territory, or interests.

3.3.4. **PINNACLE BROKEN ARROW (OPREP-3PBA).** Used to report a US nuclear weapon accident that does not create the risk of a nuclear war. Included are the following:

3.3.4.1. Nuclear detonation of a US nuclear weapon.

3.3.4.2. Non-nuclear detonation or burning of a nuclear weapon.

3.3.4.3. Radioactive contamination from a US nuclear weapon or component.

3.3.4.4. The jettisoning of a US nuclear weapon or component.

3.3.4.5. Public hazard, actual or implied, from a US nuclear weapon or component.

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

3.3.6. **PINNACLE EMERGENCY DISABLEMENT (OPREP-3PED).** Used for reporting operations involving the command disablement or nonviolent disablement of nuclear weapons.

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

3.3.8. **PINNACLE COMMAND ASSESSMENT (OPREP-3PCA).** Used to report a combatant commander's assessment of a developing or potential crisis situation.

3.3.9. **PINNACLE LERTCON STATUS OF ACTION (OPREP-3PLSOA).** Used to immediately notify the NMCC of Combatant Commander's actions relative to the alert condition of their forces.

3.3.10. BENT SPEAR (OPREP-3BS). Used to report incidents involving nuclear weapons that are of significant interest but are not categorized as PINNACLE NUCFLASH or PINNACLE BROKEN ARROW to the appropriate Service headquarters. The flagword PINNACLE may be added at any level of command to expedite forwarding of this message to the NMCC.

3.3.11. **FADED GIANT (OPREP-3FG).** Used to report nuclear reactor or radiological accidents or incidents to the appropriate Service headquarters. The flagword PINNACLE may be added at any level of command to expedite forwarding of this message to the NMCC

3.3.12. **BEELINE (OPREP-3B).** Used to report any event or incident that requires Air Force-level interest, but not requiring OPREP-3 PINNACLE reports. Although the report normally remains within US Air Force channels, commanders may add other addressees, as appropriate to avoid duplicate reporting. HQ USAF may make BEELINE information available to agencies outside the Air Force (e.g., NMCC, State Department) based on the situation.

3.3.13. **HOMELINE (OPREP-3H).** Used to report events or incidents, which do not meet Air Force-level criteria, but are of interest to the MAJCOM. Although these reports are not addressed to HQ Air Force, they are part of the AFOREPS program and will use the same basic format. MAJCOMs determine specific reporting requirements and procedures for the HOMELINE report.

ANG units report HOMELINE-level information to ANG Operations Center, unless federalized or mobilized.

3.3.14. **OPREP-3 CRESCENT EDGE (OPREP-3CE).** Used to immediately notify program managers at the Joint Staff, Air Force, or MAJCOM level of significant activities involving Special Access Programs (SAPs) operating under the auspices of AFI 16-701. Affected unit command posts will submit voice reports through normal command post channels. The flagwords HOMELINE, BEELINE, and PINNACLE are used to reference the level of the program manager to be contacted. If the program manager is at the Air Force level the AFOC will notify the program manager. MAJCOMs will establish procedures for contacting program managers at and below the MAJCOM level.

3.3.14.1. The CRESCENT EDGE Report allows units operating SAPs to use the operational reporting channel to advise their program managers of events or incidents that meet OPREP-3 reporting criteria. The CRESCENT EDGE Report is the single reporting channel for all SAP units reporting incidents to higher headquarters. Crescent Edge Reports will be forwarded through command post channels to MAJCOM Command Centers, the AFOC, or the NMCC as required depending on the program manager level. Refer to **Figure 3.1.** to view a sample voice report.

3.3.14.2. The unit with the SAP, not the command post, initiates CRESCENT EDGE reports. The initiating unit will notify the command post that they have a CRESCENT EDGE report to be submitted. No program names or incident details will be included, and command post personnel will not press for details. The command post will assign a report number and send the report up the chain to the appropriate level. After report submission, no other action is required by the command post.

3.3.14.3. Only the following information will be included in the report:

3.3.14.3.1. The time the unit initiated the report.

3.3.14.3.2. The name, phone number, and office symbol of the person at the unit initiating the report.

3.3.14.3.3. The name, phone number, and office symbol of the program manager at the appropriate higher headquarters.

3.3.14.4. A CRESCENT EDGE Report will be submitted when an event or incident involving a SAP has been determined, by an authorized individual from the SAP unit, that higher-level awareness is warranted.

3.3.14.4.1. It is the reporting unit's responsibility, not the command post's or wing commander's, to determine the level the report will be submitted, and to provide all the information to be reported IAW paragraph **3.3.14.3.** above.

3.3.14.4.2. The parent MAJCOM, the AFOC, or the NMCC (as deemed applicable) are the only addressees permitted on record copy CRESCENT EDGE reports. If report goes to the AFOC or NMCC, MAJCOM and the AFOC will be addressed.

3.3.14.4.3. The CRESCENT EDGE voice and record copy reports will be sent via normal reporting channels using FLASH or IMMEDIATE precedence. This report is unclassified; however, record copy reports will be transmitted Encrypt for Transmission Only (EFTO).

3.3.15. **EXERCISE WHITE PINNACLE--OPREP-3 WHITE PINNACLE (OPREP-3WP).** OPREP-3WP is an unclassified exercise flagword used in exercise messages that contain simulated, time-critical information from operating forces to the NMCC. This exercise is used by the NMCC and combatant commanders to exercise the timeliness of the OPREP-3 PINNACLE reports.

3.3.15.1. Regional Operations Support Division (ROSD), Operations, Training, and Exercise (OT&E) Branch, J-3 DDRO, will recommend to unified commands via message the number of exercises to be conducted within the assigned period. Unified commands will designate the units to receive the exercise message and will select specific exercise start times.

3.3.15.2. Detailed guidance is governed by CJCSM 3150.03B (Joint Reporting Structure Event and Incident Reports). Only unified commands, units subordinate to unified commands, and the NMCC participate in this exercise.

3.4. Command Responsibilities. Due to the time sensitivity of OPREP-3 information, report each event/incident as promptly and accurately as possible. If there is doubt, report it. Units at all levels will develop procedures to quickly obtain and report the key elements of an OPREP-3 report. Since installations normally host units assigned to different MAJCOMs, notification and coordination procedures between units must be agreed upon. Therefore, host, tenant, and applicable MAJCOMs will have a MOA on file (IAW para **1.3.**). Commanders should ensure all agencies under their command receive OPREP-3 training at least quarterly.

3.4.1. Command posts will thoroughly brief commanders on all reporting criteria and procedures outlined in this instruction. Prior to the command post submission, the commander or designated alternate will review all OPREP-3 reports in a timely manner. The command post is responsible for providing commanders the necessary information to facilitate an informed decision and timely OPREP-3 voice and record-copy submissions IAW this instruction (para. **3.5.1.** and **3.5.2.**) and CJCSM 3150.03B (Enclosure A, para 3).

3.5. Report Submission. The closest command post to the location where an event/incident has occurred having knowledge of that event/incident will submit the OPREP-3 reports. When necessary, the AFOC may request, through the MAJCOM, that a unit report an event/incident because that unit is located closest to where the event/incident occurred.

3.5.1. Voice Reports: Air Force units will submit voice reports to the appropriate MAJCOM command center via telephone conference. IAW CJCSM 3150.03B, OPREP-3 voice reports will be submitted as soon as possible after an event or incident has occurred using FLASH or IMMEDIATE precedence. The goal is to initiate initial voice reports within 15 minutes of an event or incident. Due to the extremely time sensitive nature of the PINNACLE NUCFLASH report, these voice reports must be made within 5 minutes after the incident and sent at FLASH precedence.

3.5.1.1. Normal conferencing procedures for BEELINE and Service-level reports (Bent Spear and Faded Giant) will be unit-to-MAJCOM-to-AFOC. Procedures for PINNACLE reports will be unit-to-MAJCOM-to-AFOC-to-NMCC. Because the audible quality of some conferencing systems is degraded with each added conferee, the AFOC will conference in the NMCC for PINNA-

CLE reports. MAJCOMs or lower echelons may add additional conferees to conferences as appropriate. Ensure the AFOC is the last conferee added to the conference.

3.5.1.2. When reporting on any asset assigned to a MAJCOM other than that of the reporting unit, ensure the MAJCOM command center owning the asset is included in the voice conference and addressed on the record copy report.

3.5.1.3. When reporting on any nuclear event, ensure USSTRATCOM is included in the voice conference (Unclassified: DSN 271-1806, Comm 402-294-1806 / Classified: DSN 272-4405, Comm 402-232-4405) and addressed on the record copy report (MEA 38).

3.5.1.4. MAJCOM command centers will screen HOMELINE reports for possible BEELINE criteria. The AFOC will screen BEELINE reports for possible PINNACLE criteria. When in doubt, consult the appropriate MAJCOM or the AFOC through the MAJCOM.

3.5.1.5. Units submitting the OPREP-3 PINNACLE or BEELINE voice report will provide the MAJCOM and the AFOC the rule number and subject of the event/incident being reported. Providing the AFOC with the rule number allows preliminary checklist steps to be accomplished prior to the unit beginning the voice report. After completion of voice reports, the AFOC will give a reference time in Zulu for record-copy BEELINE reports, and their initials. For PINNACLE reports, the AFOC will remind units of CJCSM 3150.03B reporting criteria (see para. **3.5.2.** below).

3.5.1.6. If MAJCOM or NAF command centers are unable to establish a teleconference or the unit is reporting a classified report and individual phone calls must be made in lieu of a teleconference, the unit will call the AFOC first. The AFOC will attempt to patch the appropriate MAJCOM command center(s) and the NMCC (if applicable) into the conference.

3.5.1.7. For PINNACLE and BEELINE Reports: Do not delay the initial voice report by preparing the record copy report prior to voicing the report.

3.5.1.8. Contact the NMCC directly for nuclear related PINNACLE reports. Intermediate command centers will be conferenced if time permits and only if it does not cause a delay in immediately voicing these reports to the NMCC. For direct contact to the NMCC, use DSN 223-8196 for the Senior Operations Officer (SOO (primary)) or DSN 227-6340 for the EA Cell (secondary).

3.5.2. Record-copy Reports: IAW CJCSM 3150.03B, the goal is to submit initial record copy PINNACLE reports within 1 hour of the incident. IAW this instruction, submit all record copy BEELINE reports within 1 hour after the associated voice report. Intermediate levels of command will immediately pass the report to subordinate or lateral commands that need the information.

3.5.2.1. The AFOC may request certain questions answered prior to submission of the final report. Information requested by the AFOC that is unknown during the initial voice report will be provided (when the information becomes available) in the INITIAL record copy report or FOLUP/FINAL voice/hard copy reports.

3.5.3. Do not include the following statements: “The commander has deemed the following reportable” and “Further reporting through xxx channels” in OPREP-3 BEELINE or PINNACLE reports.

3.5.3.1. The first statement in the text of INITIAL record copy reports will state the time the command post was notified of the event/incident, and the time the commander or designated alternate approved the voice report for command post submission. Example: “The command post was noti-

fied at 27/1829Z Jul 03, and the commander approved the voice report at 27/1918Z Jul 03." Do not include this information in the voice report.

3.5.4. Units will ensure all record copy OPREP-3 reports on Class "A" Mishaps are addressed to all MAJCOM command centers to include ANG Operations Center and AFRC Command Center using the MEA Listing (**Table 3.5.**). Additionally, address appropriate MAJCOM command centers to include ANG and AFRC when personnel and/or assets (active, guard or reserve, mobilized or non-mobilized) assigned to those organizations are affected. If units have problems transmitting over DMS, use regular NIPRNET/SIPRNET e-mail addresses (**Table 3.2.**) to forward reports.

3.5.5. Intermediate levels of command and or the unit originating the report will immediately pass the report to subordinate or lateral commands whose units or assets are affected by the event/incident.

3.5.6. Rapid reporting is imperative. Do not delay an INITIAL report to obtain additional information. Use FOLUP reports to provide additional information when it becomes available.

3.5.6.1. INITIAL reports must be timely and concise, and contain as much information as immediately available within established time parameters. Record copy reports must thoroughly answer the following questions: who, what, when, where, why, and how. Continue reporting until these questions are answered.

3.5.7. Transmit OPREP-3 reports by the fastest means available consistent with security constraints: usually by non-secure voice transmission, followed by a confirming record transmission. Transmit reports containing classified or special intelligence information with the proper security precautions. Include the flagword JOPREP JIFFY after the classification on all OPREP-3 reports.

3.5.7.1. If units are unable to use DMS to meet record copy timing criteria, forward the record copy to the AFOC's NIPRNET address (**Table 3.1.**). If electronic transmission capabilities are not available, faxing the record copy report to the AFOC can be used to meet timing criteria, however electronic transmission is preferred. If the report is sent using NIPRNET or faxed to the AFOC, the originating unit is still responsible for ensuring all required MEAs are in receipt of the record copy. For OPREP-3 PINNACLEs, the AFOC will ensure the NMCC is in receipt.

3.5.8. The initial record copy report will contain any updated information gathered after the initial voice report without exceeding the time criteria established in paragraph **3.5.2.**

3.5.9. The OPREP-3 PINNACLE NUCFLASH takes precedence over all other OPREP-3 reports.

3.5.10. Any actual OPREP-3 report takes precedence over all peacetime exercise communications.

3.5.11. Submission of OPREP-3 reports will not be effected by the imposition of MINIMIZE.

3.5.12. Use the ESC "C1" designator - Continue reporting, priority.

3.6. Report Format and Contents: AFPAM 10-709 V 1CD gives specific format information for OPREP-3 reporting.

3.6.1. The narrative section of each report must clearly convey the details of the incident. Use **Figure 3.2.** to assist in gathering and reporting all minimum required events/incident details.

3.7. Report Numbering. Number OPREP-3 reports consecutively for each calendar year by type, (i.e. PINNACLE, BEELINE) beginning with 001. Subsequent reports for the same incident will add sequential letters to the basic report number (e.g., 002A, 002B). After the number 999, revert to 001 for the next

report. Report numbers are designed for the individual unit to track the total number of OPREP-3 reports submitted per year.

3.8. Exercise Reports. Number exercise OPREP-3 reports independently of real-world OPREP-3 reports. Begin exercise reports with 001 at the start of each exercise. Indicate exercise name in the EXER set of each report.

3.9. Follow-up Reports. FOLUP reports are essential to keep commanders informed of developing situations and to provide additional details as they are learned.

3.9.1. Record copy FOLUP or FINAL reports may contain information previously provided in one or more voice reports. Continue reporting as long as the situation merits. When the immediacy of the OPREP-3 system subsides, commanders may use SITREP reporting to provide continuous information. Include a reference to applicable voice and record copy reports in each additional record report.

3.9.2. FOLUP and FINAL reports will be voiced in the same manner as INITIAL voice reports, and a record copy report will be submitted.

3.9.3. INITIAL, FOLUP, and FINAL reports will close with the applicable phrase, i.e., this is a command post INITIAL, FOLUP, or FINAL report.

3.9.4. FOLUP and FINAL reports will contain enough information from the previous report(s) to aid the recipient.

3.9.5. When it is determined that situations are no longer developing, units will send the appropriate voice and record report (IAW para **3.9.4.**) and add the phrase, "No further information available. This is a final report" to close INITIAL and FOLUP reports.

3.10. Use of Personnel Identification. Do not include the name, social security number (SSN), or address of individuals in OPREP-3 reports. Rather, provide broad categories (e.g., active duty, reserve, airman, noncommissioned officer (NCO), officer, or dependent). If a report recipient requires names or SSN, request it as an addendum separate from OPREP-3s. Exceptions: OPREP-3CE (the name and phone number of both POCs are required), and for aircraft accidents, the name, title, and phone number of safety board president.

3.11. Upgrading Reports. Units will upgrade OPREP-3 reports if FOLUP information to an event/incident meets the criteria of a higher-level report (e.g., HOMELINE to BEELINE). Units will report the INITIAL information and any FOLUP information as a new report. Also include any references to earlier reports. In the upgraded INITIAL report, provide all known facts even if previously reported to the lower level organization. Upgrade reports will require both a voice and record copy. Send all FOLUP reports to the appropriate addressees.

3.12. AFOC Contact Information. **Table 3.1.** provides secure and non-secure DSN numbers, commercial numbers, and NIPRNET addresses for the AFOC.

Table 3.1. AFOC Contact Information.

VOICE	Primary:	Alternate:	Commercial:
Nonsecure	DSN 227-6103	DSN 225-2270	(703) 697-6103
STE/STU	DSN 223-1929	DSN 225-7220	(703) 693-1929
Red Switch	DSN 228-2302	DSN 228-2303	N/A
E-MAIL	**Primary:**	**Secondary:**	**Secondary:**
NIPRNET	mailto:EA1@pentagon.af.mil	mailto:afwatch@pentagon.af.mil	mailto:EA2@pentagon.af.mil
SIPRNET	mailto:EA1@af.pentagon.smil.mil	mailto:afwatch@af.pentagon.smil.mil	mailto:EA2@af.pentagon.smil.mil
FAX	**Primary:**	**Secondary:**	**Commercial:**
Unclassified	DSN 225-9673	DSN 223-5938	(703) 695-9673
Classified	DSN 223-1929	DSN 227-2963	(703) 693-1929

3.13. MAJCOM Contact Information. Table 3.2. provides secure and non-secure non-DMS e-mail addresses for the AF MAJCOMs, AFRC, and ANG.

Table 3.2. MAJCOM Email Contact Information.

MAJCOM	NIPRNET E-mail	SIPRNET E-mail
ACC	mailto:acccmdctr@langley.af.mil	mailto:acc.ccs.sc@langley.af.smil.mil
AETC	mailto:12ftw.cp@randolph.af.mil	mailto:12ftw.cp@randolph.af.smil.mil
AFMC	mailto:hqafmc.cmd.ctr.v3@wpafb.af.mil	mailto:hqafmc.cmd.ctr@wrightpatterson.af.smil.mil
AFRC	mailto:afrc.command.center@afrc.af.mil	mailto:afrc.docc@afrc.robins.af.smil.mil
AFSOC	mailto:afsoc.doc@hurlburt.af.mil	mailto:afsoc.doc@hurlburt.af.smil.mil
AFSPC	mailto:v3afspc.cmdctr@peterson.af.mil	mailto:afspc.commandcenter@afspc.af.smil.mil
AMC	mailto:emergency.actions@scott.af.mil	mailto:xocxe.eacell@amc.af.smil.mil
ANG	mailto:angxocv3@ang.af.mil	mailto:angxocv3@mdandr.ang.af.smil.mil
PACAF	mailto:502aos.aopo2@hickam.af.mil	mailto:502aos.aopo@dms.hickam.af.smil.mil
USAFE	mailto:usafe.commandcenter@ramstein.af.mil	mailto:usafe.commandcenter@ramstein.af.smil.mil

3.14. MAJCOM Telephone Contact Information. Table 3.3. provides secure and non-secure telephone numbers for the AF MAJCOMs.

Table 3.3. MAJCOM Telephone Contact Information

MAJCOM	Commercial Telephone Numbers	DSN Numbers
ACC	Unclas: (757) 764-1555 Secure: (757)764-5444	Unclas: DSN 574-1555 Secure: DSN 574-5444
AETC	Unclas: (210) 652-1859 Secure: (210)652-4934	Unclas: DSN 487-1859 Secure: DSN 487-4934
AFMC	Unclas: (937) 257-6314 Secure: (937)257-0161	Unclas: DSN 787-6314 Secure: DSN 787-0161
AFRC	Unclas: (478) 327-0680 Secure: (478)327-1201	Unclas: DSN 497-0680 Secure: DSN 497-1201
AFSOC	Unclas: (850) 884-8900 Secure: (850)884-8400	Unclas: DSN 579-8900 Secure: DSN 579-8400/1/2/3
AFSPC	Unclas: (719)554-5979 Secure: (719)554-5587	Unclas: DSN 692-5979 Secure: DSN 692-5587
AMC	Unclas: (618)229-0360 Secure: (618)256-1823	Unclas: DSN 779-0360 Secure: DSN 576-1823
ANG	Unclas: (301)981-6001 Secure: (301)836-8736	Unclas: DSN 858-6001 Secure: DSN 278-8736
PACAF	Unclas: (808)448-8500 Secure: (808)449-4010	Unclas: DSN 315-448-8500 Secure: DSN 315-449-4010
USAFE	Unclas: 011-49-637147-8200 Secure: 011-49-637147-7917	Unclas: DSN 314-480-8200 Secure: DSN 314-480-7917

3.15. The OPREP-3 Reports Matrix. The OPREP-3 Reports Matrix (**Table 3.4.**) is a quick reference guide to assist users in determining the type of report to submit. The matrix provides broad guidance and is not all-inclusive. Judgement on the part of local command posts and commanders is essential to proper reporting. Base the level of the report on whether or not the event or incident will attract national level interest (PINNACLE) or will only be of interest to HQ USAF (BEELINE) or a MAJCOM (HOMELINE). Refer to **Figure 3.1.** through **Figure 3.7.** for additional guidance on minimum OPREP-3 report content.

Table 3.4. Objective Event/Incident Reporting Criteria.

RULE	EVENT or INCIDENT	SUBMIT REPORT WHEN: (DESCRIPTION)	TYPE REPORT	REMARKS and REFERENCES	MINIMUM ESSENTIAL ADDRESSEES (Table 3.5.)
1	**AEROSPACE EVENTS (Including Unmanned Aerial Vehicles)**				
1A	Aircraft Mishap	Any AF aircraft mishap involving civilian casualties or damage to civilian property.	PINNACLE	Refer to AFI 91-204, Safety Investigation and Reports.	1, 2, 3, 5, 8, 9, 12, 15, 16, 17, 28, 32, 38, 55
1B	Aircraft Mishap Class A or B	**Class A:** a. Aircraft Destroyed * b. Damage of $1,000,000 or more, regardless of aircraft location (hanger, flying, etc.). c. Mishap resulting in an AF fatality regardless of location (hanger, flying, etc.). **Class B:** a. Damage of $200,000, but less than $1,000,000, regardless of aircraft location (hanger, flying, etc.). b. A permanent or partial disability (hanger, flying, etc.). c. Inpatient hospitalization of three or more personnel (hanger, flying, etc.).	BEELINE	Refer to AFI 91-204, Safety Investigation and Reports. * Complete the LOSREP, and forward to MAJCOM & the AFOC NLT 3 hrs after incident.	1, 5, 8, 9, 11, 12, 15, 16, 28, 32, 38, 55 Info: ***2 and All MAJCOM Command Centers (17, 28, 46, 47, 48, 49, 50, 51, 52, 53) ON ALL CLASS "A" MISHAPS***

RULE	EVENT or INCIDENT	SUBMIT REPORT WHEN: (DESCRIPTION)	TYPE REPORT	REMARKS and REFER-ENCES	MINIMUM ESSENTIAL ADDRESSEES (Table 3.5.)
1C	Aircraft Evacuation	Aircraft evacuated to one or more refuge bases for reasons other than weather or natural disasters.	BEELINE	Submit initial report upon decision to evacuate (include reason); submit updates at each evacuation stage; submit a final report when all aircraft have returned to home station.	1, 9, 12, 15, 16, 38, 55 Info: 17
1D	Aircraft Evacuation	a. Aircraft evacuated due to hurricane/typhoon/ flood conditions. b. Aircraft evacuated due to any natural disaster.	BEELINE	Report aircraft evacuated, hangered, tied down, and in maintenance. Submit initial report upon decision to evacuate; submit updates at each stage of evacuation. Submit final report when all aircraft have returned to home station	1, 3, 12, 16, 38, 55 Info: 17, 26, 27

RULE	EVENT or INCIDENT	SUBMIT REPORT WHEN: (DESCRIPTION)	TYPE REPORT	REMARKS and REFER-ENCES	MINIMUM ESSENTIAL ADDRESSEES (Table 3.5.)
1E	Aircraft Stand-Down/ Grounding	Local stand down, command/fleet-directed grounding, or restriction from flying affecting active inventory aircraft. - MAJCOM Commanders will report all HHQ directed stand down/groundings not directed by HAF (i.e., Combatant Commander directed affecting MAJCOM assets or MAJCOM Commander directed).	BEELINE		1, 17, 28, 32, 38, 55
1F	Aircraft Hijacking	The forcible, unauthorized seizure of any Air Force aircraft or commercial aircraft on a military mission or installation.	PINNACLE	If aircraft is nuclear-armed use rule 5S.	1, 2, 5, 9, 12, 11, 15, 38, 55, 56
1G	Aircraft Midair Collision or Near Miss	Any intentional/ unintentional contact or near contact involving military and civilian aircraft.	PINNACLE		1, 2, 3, 5, 4, 6, 8, 12, 28, 32, 38, 55, 56
1H	Aircraft Midair Collision or Near Miss	Any intentional/ unintentional contact or near contact involving only military aircraft.	BEELINE		1, 4, 5, 6, 8, 12, 28, 32, 38, 55
1I	Missing Aircraft	Any Air Force aircraft reported missing. (ACFT has not been located following an extended communications search).	BEELINE	AFI 13-202	1, 5, 9, 12, 15, 16, 38, 55, 56 Info: 28
1J	Reconnaissance Incident, Aerospace	Incidents involving airborne or orbital reconnaissance activities.	PINNACLE		1, 2, 20, 21, 38, 55, 56

RULE	EVENT or INCIDENT	SUBMIT REPORT WHEN: (DESCRIPTION)	TYPE REPORT	REMARKS and REFER-ENCES	MINIMUM ESSENTIAL ADDRESSEES (Table 3.5.)
1K	Missile Mishap	Any ground or air-launched conventional missile mishap involving Air Force resources or personnel, or occurring while under Air Force control or jurisdiction.	PINNACLE		1, 2, 12, 16, 32, 38, 51, 55, 56
1L	Cargo Jettisoning / Dropped Object / Off-DZ Airdrop	a. Objects jettisoned/ dropped from Air Force aircraft if casualties, property damage, or adverse publicity is likely. b. Any airdrop controlled by the Air Force that results in death, serious injury, property damage, or is likely to receive media attention.	BEELINE	Comply with AFI 91-204.	1, 5, 12, 29, 30, 32, 38, 55
1M	New Weapon System	Any event/incident involving a new weapon system if the system is either controversial or receiving significant congressional interest.	PINNACLE	Comply with AFI 91-204.	1, 2, 8, 11, 12, 15, 16, 28, 32, 34 – 42, 38, 51, 55, 56 Info: 17
1N	Aircraft Interest of Safety	Applies to any single engine AF aircraft that experiences engine flameout or loss of power to sustain flight.	BEELINE		1, 38, 55 Info: 17

RULE	EVENT or INCIDENT	SUBMIT REPORT WHEN: (DESCRIPTION)	TYPE REPORT	REMARKS and REFER-ENCES	MINIMUM ESSENTIAL ADDRESSEES (Table 3.5.)
1O	Search and Rescue	USAF search and rescue operations conducted in foreign countries, or if the event may attract National media interest.	PINNACLE		1, 2, 3, 5, 16, 55
1P	Search and Rescue	USAF search and rescue operations conducted within the US.	BEELINE		1, 3, 5, 16, 55
1Q	Satellite, Command and Control Failure	Satellite Ground Station Anomaly - AFSCN or dedicated control net that has a major impact to the satellite command control net for more than 48 hours.	BEELINE		1, 20, 39, 38, 55
1R	Satellite, Degradation	Degradation of any satellite bus or payload, or any of the satellite's missions are degraded and are expected to be affected beyond 48 hours.	BEELINE		1, 20, 39, 38, 55
1S	Space Vehicle, Satellite Radioactive Incident	Spacecraft or satellite incidents involving international agencies or presenting human danger.	PINNACLE		1, 2, 5,13, 20, 30, 39, 38, 54, 55, 56, 57
1T	Satellite, Anomaly	Failure of satellite bus or payload, or loss of control, if any of the satellite's missions are affected.	BEELINE		1, 12, 20, 39, 38, 55
1U	Satellite, Electro-magneti c Interference	Reports of unauthorized attempts to command, jam, or interfere with a satellite.	BEELINE		1, 20, 39, 38, 55

RULE	EVENT or INCIDENT	SUBMIT REPORT WHEN: (DESCRIPTION)	TYPE REPORT	REMARKS and REFER-ENCES	MINIMUM ESSENTIAL ADDRESSEES (Table 3.5.)
1V	Space Launch Mishap	Any mishap, failure, or destruction happening to a missile during an ICBM test launch or to a space launch booster or satellite during a space launch. Unexpected launch parameters (azimuth, altitude, or orbit). Mishaps causing launch facility damage, which may delay a subsequent launch, or cause a degraded launch capability for six months or more.	PINNACLE		1, 2, 12, 20, 30, 39, 38, 55
2	**GROUND EVENTS/INCIDENTS**				
2A	Special Access Program Incidents	Incidents involving unit Special Access Programs (SAPs) that require Program Manager notification at the Joint Staff level.	PINNACLE CRESCENT EDGE	Ref Para **3.3.12.** and AFI 16-701, Special Access Programs	1, 2, 55
2B	Special Access Program Incidents	Incidents involving unit Special Access Programs (SAPs) that require Program Manager notification at the Air Force level.	BEELINE CRESCENT EDGE	Ref Para **3.3.12.** and AFI 16-701, Special Access Programs	1, 55
2C	Death of a VIP	a. The death of any active duty flag officer or the CMSAF; Wing Commander (active duty only); code 5 or higher VIP (see remarks). b. The death of a celebrity occurring on an Air Force installation.	PINNACLE	Refer to DOD Flight Information Publication - General Planning for a complete list of VIP codes.	1, 2, 5, 11, 16, 32, 55

RULE	EVENT or INCIDENT	SUBMIT REPORT WHEN: (DESCRIPTION)	TYPE REPORT	REMARKS and REFERENCES	MINIMUM ESSENTIAL ADDRESSEES (Table 3.5.)
2D	Death of a VIP	The death of any retired flag officer or retired CMSAF.	BEELINE		1, 5, 11, 16, 55
2E	Death, Active Duty AF	a. Death of any active duty personnel to include AF Reserve personnel on active duty. b. Death of ANG personnel, whether on active duty or serving as a Traditional Guardsman.	BEELINE	Include information in Figure 3.5.	1, 5, 16, 32, 55
2F	Death, Active Duty (Non-AF)	Death of any active duty military member other than AF on or near an AF installation.	BEELINE	Include all available information	1,2, 55, Combatant Command (if known)
2G	Injury, VIP	a. A hospitalizing injury of any flag officer or CMSAF (active, ANG, reserve, or retired), Wing Commander (active only), code 5 or higher VIP. b. Any injury of a celebrity occurring on an Air Force installation.	BEELINE	Refer to DOD Flight Information Publication - General Planning for a complete list of VIP codes.	1, 5, 16, 55
2H	Disease	A medical situation involving a marked increase of a disease among AF personnel or any disease incident of potential significance, which may prevent mission accomplishment.	PINNACLE		1, 2, 3, 5, 9, 15, 16, 38, 54, 55

RULE	EVENT or INCIDENT	SUBMIT REPORT WHEN: (DESCRIPTION)	TYPE REPORT	REMARKS and REFERENCES	MINIMUM ESSENTIAL ADDRESSEES (Table 3.5.)
2I	Ground Mishap Class A Class B	**Class A:** Mishap resulting in a fatality or damage in excess of $1,000,000 **Class B:** Permanent or partial disability, hospitalization of three or more personnel, or damage of $200,000 or more, but less than $1,000,000.	BEELINE	Also refer to AFI 91-204, Safety Investigation and Reports - Engine damage that occurs while engine is not attached to acft.	1, 5, 11, 12, 16, 32, 38, 55
2J	Property Damage	a. $50,000 or more damage to Air Force property. b. Fires causing five or more disabling injuries or impairs the operational readiness of a unit.	BEELINE	Refer to AFI 91-204	1, 5, 11, 12, 29, 30, 32, 55
2K	Fuel Spill	Any spillage of fuel under Air Force control, if the incident is likely to have adverse environmental consequences or elicit media coverage.	BEELINE		1, 30, 32, 55
2L	Explosion	Any ammunition or explosive mishap that causes casualties or serious property damage.	BEELINE	Refer to AFI 91-204	1, 5, 9, 11, 12, 15, 16, 29, 30, 32, 55
2M	Weapons Discharge	Deliberate or accidental discharge of a military small arms weapon which results in injury or death.	BEELINE	Refer to AFI 31-207	1, 5, 9, 11, 15, 16, 55
3	**CRIMINAL ACTIVITY**				

RULE	EVENT or INCIDENT	SUBMIT REPORT WHEN: (DESCRIPTION)	TYPE REPORT	REMARKS and REFER-ENCES	MINIMUM ESSENTIAL ADDRESSEES (Table 3.5.)
3A	Criminal Activity	Serious accidents, crimes, or incidents involving US military/ civilians that may impact on international relations or create high-level military or political interest.	PINNACLE		1, 2, 5, 9, 11, 15, 16, 33, 55
3B	Criminal Activity (Foreign or Domestic Jurisdiction)	Serious crimes/incidents that may involve exercise of domestic or foreign jurisdiction over AF personnel or dependents or that may result in extensive news media or congressional interest.	PINNACLE		1, 2, 5, 9, 11, 15, 16, 33, 55
3C	Criminal Activity (News Media Interest)	Crimes/incidents that may result in news media interest or could be prejudicial or embarrassing to the AF.	BEELINE		1, 5, 9, 11, 15, 16, 55
3D	Criminal Activity Affecting Operations	Any criminal activity affecting the operational capability of a unit.	BEELINE		1, 9, 11, 15, 38, 55
3E	Theft of Dangerous Materials	The theft of dangerous materials (missile propellants, poisonous chemicals, munitions, toxic corrosive materials, explosives, etc.) or an environmental pollutant.	PINNACLE	Comply with AFI 91-204.	1, 2, 9, 11, 12, 13, 15, 16, 38, 33, 54, 55

RULE	EVENT or INCIDENT	SUBMIT REPORT WHEN: (DESCRIPTION)	TYPE REPORT	REMARKS and REFER-ENCES	MINIMUM ESSENTIAL ADDRESSEES (Table 3.5.)
3F	Prisoner Incidents	Any incident involving the escape, death, or alleged maltreatment of an inmate at any USAF confinement facility under the control of the USAF Corrections System.	BEELINE		1, 5, 9, 11, 15, 16, 55
3G	Drugs	Report serious incidents of drug abuse (use, sale, illegal transfer, etc.) involving military members or dependents involving: A. Arrest of a group (10 or more) involved in the sale or transfer of drugs. B. Seizure of drugs by civil or military agents, either on or off base, with an estimated street value in excess of $10,000. C. Hospitalization or death of an active duty member because of drug involvement; or if a senior military officer (O-5 or above), DAF civilian (GS-14 or above), or an AF Academy cadet is involved in the sale, transfer, or use of drugs.	BEELINE		1, 5, 9, 11, 15, 16, 55
4	**HOSTILE ACTIONS OR EVENTS**				

RULE	EVENT or INCIDENT	SUBMIT REPORT WHEN: (DESCRIPTION)	TYPE REPORT	REMARKS and REFER-ENCES	MINIMUM ESSENTIAL ADDRESSEES (Table 3.5.)
4A	Bomb Threat	a. Device is actually detected or explodes. b. If the threat causes a serious degradation of the mission capability.	BEELINE	AFI 31-210, The Air Force Anti-Terroris m Program	1,3, 5, 9, 11, 12, 15, 16, 55, 56
4B	Covered Wagon	Any confirmed hostile activity directed at or against Protection Level 1, 2, or 3 resources.	PINNACLE	AFI 31-101, Vol. 1, The Air Force Physical Security Program	1, 2, 5, 9, 11, 12, 15, 16, 33, 38, 55, 56
4C	Hostile Action	Any occurrence having the potential of rapidly moving into a contingency or general war situation, such as armed attack, harassment, or hostile acts against U.S. shipping interest or forces. Includes actual or suspected chemical, biological, or radiological (CBR) attacks, attack by ground or air forces using conventional or nuclear weapons on or near an AF installation.	PINNACLE FRONT BURNER	- Ref Figure 3.6. - If the initiation of a contingency or general war has occurred, only future attacks involving chemical, biological, or radiological weapons need be reported.	1, 2, 3, 5, 7, 9, 11, 13, 15, 16, 29, 30, 54, 55, 56 If radiological or nuclear add 12 and 38
4D	Captured Personnel	Any DAF personnel captured by a foreign government or terrorist organization	PINNACLE		1, 5, 9, 11, 15, 16, 55, 56
4E	Enemy Encounters	Enemy encounters of unusual nature or significant size or hostile aircraft over-flight.	PINNACLE		1, 2, 9, 11, 15, 16, 33, 55, 56

RULE	EVENT or INCIDENT	SUBMIT REPORT WHEN: (DESCRIPTION)	TYPE REPORT	REMARKS and REFER-ENCES	MINIMUM ESSENTIAL ADDRESSEES (Table 3.5.)
4F	Degraded Combat Capability or Heavy Losses or Significant Damage	Hostilities causing losses to U.S. forces/equipment resulting in degraded combat capability or operations resulting in damage to AF installations.	PINNACLE		1, 2, 5, 9, 11, 15, 16, 29, 30, 55
4G	Sabotage	Clandestine activity against USAF resources which would adversely affect operational capability.	BEELINE		1, 3, 9, 11, 12, 15, 16, 55, 56
4H	Terrorist Activity	Any event/incident involving terrorism or the threat of terrorism.	PINNACLE	See **Figure 3.6.**	1, 2, 3, 5, 9, 11, 12, 15, 16, 38, 55, 56

RULE	EVENT or INCIDENT	SUBMIT REPORT WHEN: (DESCRIPTION)	TYPE REPORT	REMARKS and REFER-ENCES	MINIMUM ESSENTIAL ADDRESSEES (Table 3.5.)
4I	FPCON Change	Any unit commander directed change for an actual or received threat. * - When FPCON change is downward directed by HHQ, an OPREP-3 is not required if the unit immediately attains the directed change. However, if lower FPCON is directed and commander chooses to remain at a higher FPCON than directed, an OPREP-3 BEELINE is required to inform and explain the reason the commander chose to retain the higher FPCON. In addition, an OPREP-3 BEELINE is required once the unit's FPCON changes. - MAJCOM Commanders will report all HHQ FPCON changes not directed by HAF (i.e., Combatant Commander directed FPCON change) affecting MAJCOM assets.	BEELINE	AFI 31-210 * FPCON changes for Random Anti-Terroris m Measures (RAMs) do not require a BEELINE, whether it was downward directed or it was commander directed.	1, 3, 9, 11, 15, 55, 56
4J	Civil Disturbance or Disorder or Anti-U.S. Demonstration	Any disturbance (anti-US demonstration, riot, panic, strike, etc.) against or on an AF facility that may cause national news coverage.	PINNACLE		1, 2, 3, 5, 9, 11, 15, 16, 29, 30, 38, 55, 56

RULE	EVENT or INCIDENT	SUBMIT REPORT WHEN: (DESCRIPTION)	TYPE REPORT	REMARKS and REFER-ENCES	MINIMUM ESSENTIAL ADDRESSEES (Table 3.5.)
4K	Civil Disturbance (AF Assistance Requested)	Civil disorders where AF assistance is requested. Include type of assistance, purpose, affect on AF mission, if granted, duration, capability to provide assistance, and anticipated problems	BEELINE	Refer to USAF Civil Disturbance Plan 55-2, Garden Plot.	1, 3, 5, 9, 11, 15, 16, 29, 30, 55, 56
4L	Other Disturbances	Disturbances or disorders, which may impair operational readiness.	BEELINE		1, 3, 5, 9, 11, 15, 16, 55
4M	Malicious Acts	Acts resulting in significant damage to resources.	BEELINE		1, 3, 9, 11, 12, 15, 16, 29, 30, 32, 55

RULE	EVENT or INCIDENT	SUBMIT REPORT WHEN: (DESCRIPTION)	TYPE REPORT	REMARKS and REFER-ENCES	MINIMUM ESSENTIAL ADDRESSEES (Table 3.5.)
4N	Major Racial Incident	a. An incident involving more than 20 active participants b. Slurs (more than 20 active participants) c. An act that results in death, arson, vandalism/ degrading public graffiti in excess of $2,000 including hate group activity d. Discriminatory epithets, signs, or symbols e. Acts that result in physical injuries requiring medical confinement for more than 5 days f. Activities of groups supporting supremacist causes, advocating unlawful discrimination, or otherwise advocating the use or threat of force or violence to deprive individuals of their civil rights when such activities constitute an immediate danger to the loyalty, discipline, or morale of Air Force personnel.	BEELINE	AFI 36-2706	1, 5, 9, 11, 15, 16, 29, 30, 55

RULE	EVENT or INCIDENT	SUBMIT REPORT WHEN: (DESCRIPTION)	TYPE REPORT	REMARKS and REFER-ENCES	MINIMUM ESSENTIAL ADDRESSEES (Table 3.5.)
5	**NUCLEAR EVENTS - These reports will be classified according to content**				
5A	Accident, Priority A Aircraft Nuclear Loaded	Any class "A" accident involving an aircraft carrying one or more nuclear weapons	PINNACLE BROKEN ARROW	Refer to AFI 91-204, Safety Investigations and Reports. Refer to para **3.5.1.3.**	1, 2, 3, 5, 6, 7, 8, 9, 11, 12, 13, 15, 16, 38, 40, 55, 56 Info: 54
5B	Aircraft, Missing (Nuclear Loaded)	Any Air Force aircraft carrying nuclear cargo reported as missing.	BEELINE EMPTY QUIVER	Refer to AFI 91-204, Safety Investigations and Reports. Refer to para **3.5.1.3.**	1, 3, 5, 6, 8, 9, 11, 12, 13, 15, 38, 55, 56 Info: 2, 40, 54
5C	Aircraft, Overdue (Nuclear Loaded)	Any Air Force aircraft carrying nuclear weapons classified as overdue, or which a Preliminary Communication (PRECOM) search has been initiated.	PINNACLE EMPTY QUIVER	Refer to AFI 91-204, Safety Investigations and Reports and AFI 13-202, Overdue Aircraft - Refer to para **3.5.1.3.**	1, 3, 5, 6, 8, 9, 11, 12, 13, 15, 16, 32, 40, 38, 55, 56 Info: 54
5D	Nuclear Incident Arming of Weapon	Any unanticipated incident, which raises suspicion that a nuclear weapon has been fully or partially armed.	BENT SPEAR	Refer to para **3.5.1.3.**	1, 3, 6, 8, 9, 11, 12, 13, 15, 38, 55, 56 Info: 2, 40, 54

RULE	EVENT or INCIDENT	SUBMIT REPORT WHEN: (DESCRIPTION)	TYPE REPORT	REMARKS and REFERENCES	MINIMUM ESSENTIAL ADDRESSEES (Table 3.5.)
5E	Nuclear Accident, Attack Indications (War Risk)	a. The detection of unidentified objects by a missile warning system, b. Interference experienced by such a system that appears to be threatening and could create a risk of nuclear war.	PINNACLE NUCFLASH	Refer to para 3.5.1.3.	1, 2, 3, 6, 7, 8, 9, 11, 12, 13, 15, 38, 40, 55, 56 Info: 54
5F	Nuclear Accident, Cargo Jettisoned	The jettisoning, whether accidental or intentional, of nuclear cargo from an Air Force aircraft.	PINNACLE BROKEN ARROW	Refer to para 3.5.1.3.	1, 2, 3, 6, 7, 8, 9, 11, 12, 13, 15, 32, 38, 40, 55, 56 Info: 54
5G	Nuclear Accident Contamination, Radioactive (From Weapon Component)	Radioactive contamination (or the threat thereof) resulting from an incident involving nuclear weapons or nuclear components.	PINNACLE BROKEN ARROW	Refer to para 3.5.1.3.	1, 2, 3, 6, 7, 8, 9, 11, 12, 13, 15, 30, 32, 38, 40, 55, 56 Info: 54
5H	Nuclear Accident Contamination, Radiological active (From Reactor)	a. The uncontrolled release of radioactive material from a reactor, which presents (or threatens to present) a hazard to life, health, or property. b. Results in any person exceeding acceptable limits for exposure to radiation.	FADED GIANT	Refer to para 3.5.1.3.	1, 3, 5, 9, 11, 12, 13, 15, 16, 30, 32, 38, 55, 56 Info: 2, 40, 54

RULE	EVENT or INCIDENT	SUBMIT REPORT WHEN: (DESCRIPTION)	TYPE REPORT	REMARKS and REFER-ENCES	MINIMUM ESSENTIAL ADDRESSEES (Table 3.5.)
5I	Nuclear Incident Damage to Reactor	An uncontrolled criticality resulting in damage to a nuclear reactor core or damage resulting from external forces (earthquake, accident, etc.) which threatens the integrity of the reactor.	FADED GIANT	Refer to para 3.5.1.3.	1, 3, 6, 9, 10, 12, 13, 14, 19, 30, 32, 38, 55, 56 Info: 2, 40, 54
5J	Nuclear Incident Convoy Diversion	Any DOD or DoE motor vehicle convoy transporting nuclear materiel which requests unscheduled support from an Air Force installation or unit.	BENT SPEAR or SAFE HAVEN	Refer to para 3.5.1.3.	1, 9, 12, 13, 15, 16, 38, 55, 56 Info: 2, 40, 54
5K	Nuclear Incident Damage to Weapon	Damage to a nuclear weapon or component severe enough to require major rework, complete replacement or examination and re-certification by DoE.	BENT SPEAR	Refer to para 3.5.1.3.	1, 3, 6, 8, 9, 11, 12, 13, 15, 38, 55, 56 Info: 2, 40, 54
5L	Nuclear Accident Detonation, Non-nuclear	Any incident involving the non-nuclear detonation (or possible detonation) of a nuclear weapon.	PINNACLE BROKEN ARROW	Refer to para 3.5.1.3.	1, 2, 3, 5, 6, 7, 8, 9, 11, 12, 13, 15, 16, 38, 40, 55, 56 Info: 54
5M	Nuclear Accident Detonation, Nuclear	Any unsanctioned or unexpected nuclear detonation or possible detonation that creates a risk of nuclear war.	PINNACLE NUCFLASH	Refer to para 3.5.1.3.	1, 2, 3, 5, 6, 7, 8, 9, 11, 12, 13, 15, 16, 38, 40, 55, 56 Info: 54
5N	Nuclear Incident Disablement, Emergency	Any operation involving the emergency command disablement or nonviolent disablement of nuclear weapons.	PINNACLE EMERGENCY DISABLEMEN T	Refer to para 3.5.1.3.	1, 2, 3, 5, 9, 11, 12, 13, 15, 16, 40, 38, 55, 56 Info: 54

RULE	EVENT or INCIDENT	SUBMIT REPORT WHEN: (DESCRIPTION)	TYPE REPORT	REMARKS and REFERENCES	MINIMUM ESSENTIAL ADDRESSEES (Table 3.5.)
5O	Nuclear Emergency Evacuation	Any operation involving the emergency evacuation of nuclear weapons.	PINNACLE EMERGENCY EVACUATION	Refer to para 3.5.1.3.	1, 2, 3, 9, 11, 12, 13, 15, 16, 38, 40, 55, 56 Info: 54
5P	Attack on Nuclear Facilities	Any attack or penetration of nuclear storage or alert areas.	PINNACLE FRONT BURNER	Refer to para 3.5.1.3.	1, 2, 9, 11, 12, 13, 15, 16, 29, 30, 31, 32, 40, 38, 55, 56 Info: 54
5Q	Nuclear Accident Fire	Any incident involving the burning of a nuclear weapon, nuclear launch-facility, nuclear storage area, or transport vehicle carrying a nuclear cargo.	PINNACLE BROKEN ARROW	Refer to para 3.5.1.3.	1, 2, 3, 6, 7, 8, 9, 11, 12, 13, 15, 30, 32, 38, 40, 55, 56 Info: 54
5R	Nuclear Incident, Unauthorized Flight Plan (War Risk)	Any unauthorized flight plan or deviation from an approved flight plan by a nuclear-armed or nuclear-capable Air Force aircraft with the capability to penetrate the airspace of another nuclear-capable country.	PINNACLE NUCFLASH	Refer to para 3.5.1.3.	1, 2, 3, 6, 7, 8, 9, 11, 12, 13, 15, 38, 40, 55, 56 Info: 54
5S	Nuclear Accident Launch, Accidental, Unauthorized (War Risk)	Accidental or unauthorized launch of a nuclear-armed or nuclear-capable missile in the direction of, or having the capability to reach, another nuclear-capable country.	PINNACLE NUCFLASH	Refer to para 3.5.1.3.	1, 2, 3, 6, 7, 8, 9, 11, 12, 13, 15, 38, 40, 55, 56 Info: 54

RULE	EVENT or INCIDENT	SUBMIT REPORT WHEN: (DESCRIPTION)	TYPE REPORT	REMARKS and REFER-ENCES	MINIMUM ESSENTIAL ADDRESSEES (Table 3.5.)
5T	Nuclear Incident Loss	The loss (explained or unexplained) of a nuclear weapon or nuclear component.	PINNACLE EMPTY QUIVER	Refer to para 3.5.1.3.	1, 2, 3, 6, 7, 8, 9, 11, 12, 13, 15, 38, 40, 55, 56 Info: 54
5U	Nuclear Accident Public Hazard	Any nuclear accident actual or implied from a nuclear weapon, warhead or component.	PINNACLE BROKEN ARROW	Refer to para 3.5.1.3.	1, 2, 3, 5, 6, 7, 8, 9, 11, 12, 13, 15, 16, 38, 40, 55, 56 Info: 54
5V	Nuclear Incident Reactor Incident	An uncontrolled criticality resulting in damage to a nuclear reactor core or an event such as a loss of coolant that results in a significant release of fission products from the nuclear reactor core.	FADED GIANT	Refer to para 3.5.1.3.	1, 3, 8, 9, 11, 13, 14, 15, 38, 55, 56 Info: 2, 40, 54
5W	Nuclear Incident Seizure, Theft	The forcible, unauthorized seizure or theft of a nuclear weapon or nuclear component.	PINNACLE EMPTY QUIVER	Refer to para 3.5.1.3.	1, 2, 3, 6, 7, 8, 9, 11, 12, 13, 15, 38, 40, 55, 56 Info: 54
5X	Nuclear Incident Other	Any incident involving a nuclear weapon that does not fall under any other Nuclear Event rule.	BENT SPEAR	Refer to para 3.5.1.3.	1, 9, 12, 13, 15, 38, 55, 56 Info: 54
5Y	Nuclear Incident Radioactive Material	Any accident actual or implied involving radioactive material.	FADED GIANT	Refer to para 3.5.1.3.	1, 3, 5, 6, 7, 8, 10, 11, 12, 13, 15, 16, 38, 40, 55, 56 Info: 54
6	**SYSTEM / INTELLIGENCE EVENTS**				

RULE	EVENT or INCIDENT	SUBMIT REPORT WHEN: (DESCRIPTION)	TYPE REPORT	REMARKS and REFER-ENCES	MINIMUM ESSENTIAL ADDRESSEES (Table 3.5.)
6A	Change in Information Operations Conditions (INFOCONS)	Any unit directed change in INFOCON* status to Joint or other Service systems hosted on AF networks	PINNACLE	*Units are not required to submit this report if Higher Headquarters has directed an INFOCON change.	1, 2, 4, 11, 15, 18, 19, 20, 21, 22, 23, 24, 25, 34, 35, 36, 37, 55, 56

RULE	EVENT or INCIDENT	SUBMIT REPORT WHEN: (DESCRIPTION)	TYPE REPORT	REMARKS and REFER-ENCES	MINIMUM ESSENTIAL ADDRESSEES (Table 3.5.)
6B	Change in Information Operations Conditions (INFOCONS)	Any unit directed change in INFOCON status to USAF systems - When INFOCON change is downward directed by HAF, an OPREP-3 is not required if the unit immediately attains the directed change. However, if lower INFOCON is directed and commander chooses to remain at a higher INFOCON than directed, an OPREP-3 BEELINE is required to inform and explain the reason the commander chose to retain the higher INFOCON. In addition, an OPREP-3 BEELINE is required once the unit's INFOCON changes. - MAJCOM Commanders will report all HHQ INFOCON changes not directed by HAF (i.e., MAJCOM Commander directed change or Combatant Commander directed change affecting MAJCOM assets).	BEELINE		1, 4, 11, 15, 18, 19, 20, 21, 22, 23, 24, 25, 34, 35, 36, 37, 55, 56

RULE	EVENT or INCIDENT	SUBMIT REPORT WHEN: (DESCRIPTION)	TYPE REPORT	REMARKS and REFER-ENCES	MINIMUM ESSENTIAL ADDRESSEES (Table 3.5.)
6C	Communications/ Computer Systems Intrusion	Confirmed unauthorized access or insider threat with malicious intent to sabotage Joint or other Service computers, computer networks, communications nodes, or command center equipment to include classified systems hosted on AF networks.	PINNACLE	Comply with Figure 3.2. and with AFSSI 5021.	1, 2, 11, 12, 15, 18, 19, 20, 21, 22, 23, 24, 25, 34, 35, 36, 37, 38, 55, 56
6D	Communications/ Cmputer Systems Intrusion	Confirmed unauthorized access or insider threat with malicious intent to sabotage USAF computers, computer networks, communications nodes, or command center equipment to include classified systems.	BEELINE	Comply with Figure 3.2. and with AFSSI 5021.	1, 11, 12, 15, 18, 19, 20, 21, 22, 23, 24, 25, 34, 35, 36, 37, 55, 56
6E	Compromise of Classified Information (Foreign Government Involved)	Confirmed/suspected compromise or unauthorized release of any category of US classified information where a foreign government or agent is involved.	PINNACLE	Refer to AFI 31-401 Any report of compromise or suspected compromise will be reported via secure means.	1, 2, 9, 11, 15, 38, 55, 56
6F	Compromise of Top Secret Information	Confirmed compromise or unauthorized release of TOP SECRET information.	BEELINE	Refer to AFI 31-401 Any report of compromise or suspected compromise will be reported via secure means.	1, 9, 11, 15, 55, 56

RULE	EVENT or INCIDENT	SUBMIT REPORT WHEN: (DESCRIPTION)	TYPE REPORT	REMARKS and REFER-ENCES	MINIMUM ESSENTIAL ADDRESSEES (Table 3.5.)
6G	Compromise of Classified Information (News Media Release)	Confirmed compromise or unauthorized release of any category of classified information that may appear in the news media.	BEELINE	Refer to AFI 31-401 Any report of compromise or suspected compromise will be reported via secure means.	1, 9, 11, 15, 55, 56
6H	Diversion of Classified Material	Any DOD convoy of classified material diverted from its destination due to natural disasters, civil disorders, or other emergencies and requiring temporary storage at an AF installation.	BEELINE	Refer to AFI 10-2501	1, 9, 15, 55, 56
6I	Vital Intelligence Sightings	Any/all unidentifiable, suspicious, or hostile traffic (land, aerospace, or sea) which, because of its nature, course, or actions, may constitute a threat to the security of the US or Canada. Includes reports received from airborne platforms.	PINNACLE		1, 2, 9, 15, 20, 21, 38, 55, 56
6J	Intelligence	Receipt of significant intelligence received through other than Intel channels.	PINNACLE	Submit special intelligence through SSO channels.	1, 2, 15, 20, 21, 55, 56
7	**POLITICAL EVENTS**				

RULE	EVENT or INCIDENT	SUBMIT REPORT WHEN: (DESCRIPTION)	TYPE REPORT	REMARKS and REFER-ENCES	MINIMUM ESSENTIAL ADDRESSEES (Table 3.5.)
7A	Asylum Incidents	Any request for, or physical attempt by a foreign national to gain asylum on an Air Force installation, or incidents involving Air Force personnel or resources.	PINNACLE	Refer to AFI 51-704, Handling Requests for Political Asylum and Temporary Refuge	1, 2, 4, 9, 11, 14, 15, 55
7B	Foreign Sovereignty Violation	Violation of the foreign sovereignty of another nation through unauthorized entry, failure to comply with international agreements, or failure to comply with a foreign clearance.	BEELINE	AFI 91-204 and the Foreign Clearance Guide.	1, 54, 55
7C	National-Level Interest	Event/incidents that may develop into a matter of White House, DOD, Joint, Service, or major media interest i.e., events with actual or potential international repercussions, serious operational changes, or natural/man-made disasters or civil disorders.	PINNACLE		1, 2, 4, 38, 55, 56
7D	Political Ramifications	Any event/incident involving Air Force personnel or resources which has political ramifications, such as defections or attempted defections, Status of Forces agreement violations, etc.	BEELINE		1, 54, 55

RULE	EVENT or INCIDENT	SUBMIT REPORT WHEN: (DESCRIPTION)	TYPE REPORT	REMARKS and REFER-ENCES	MINIMUM ESSENTIAL ADDRESSEES (Table 3.5.)
7E	Challenge to U.S. Authority	Incidents where military authority over U.S. military or non-military personnel is challenged, including exercise of foreign jurisdiction.	BEELINE		1, 9, 15, 55, 56
7F	Coups	Report this event if DAF personnel are affected.	PINNACLE		1, 2, 5, 9, 15, 16, 33, 38, 55, 56
7G	Landing of Unfriendly Aircraft	Report non-allied aircraft, which make an unscheduled landing at any U.S. military installation.	PINNACLE		1, 2, 9, 11, 12, 15, 31, 38, 55, 56
8	**MISCELLANEOUS EVENTS**				
8A	Convoy Diversion (Non-nuclear)	Any DOD/DOE motor vehicle convoy (transporting other than nuclear materiel) that requests unscheduled support from an Air Force installation or unit.	BEELINE		1, 4, 9, 12, 15, 32, 55, 56
8B	Unsatisfactory Inspection	Any final overall unsatisfactory rating of an Air Force/Air Reserve Component unit (squadron or larger) by a Numbered AF or higher inspection/assessment team.	BEELINE		1, 12, 16, 55
8C	Mission-Impair ment	An event/incident which impairs, or is likely to impair mission capability.	BEELINE		1, 12, 55
8D	Media Coverage, International or National	Adverse international or national media coverage of an event, incident, or action involving Air Force personnel, resources, or programs.	PINNACLE		1, 2, 5, 11, 55 If AF personnel are involved: 16

RULE	EVENT or INCIDENT	SUBMIT REPORT WHEN: (DESCRIPTION)	TYPE REPORT	REMARKS and REFER-ENCES	MINIMUM ESSENTIAL ADDRESSEES (Table 3.5.)
8E	Media Coverage, Local	Adverse local media coverage of any event, incident, or action involving Air Force personnel, resources, or programs.	BEELINE		1, 5, 11, 15, 55 If AF personnel are involved: 16
8F	Toxic Material	The theft, escape, or spillage of toxic or dangerous materiel that threatens life or location.	PINNACLE		1, 2, 3, 5, 8, 9, 11, 13, 14, 15, 16, 30, 32, 38, 54, 55
8G	Disasters, Natural	An earthquake, flood, volcanic eruption, or any other natural phenomenon that may impair the operational capability of an Air Force activity.	BEELINE		1, 3, 15, 26, 27, 30, 32, 55
8H	CSAF Special Interests	Any event of special interest to the CSAF. CSAF determines items of interest.	BEELINE	Reference Figure	1, 55

RULE	EVENT or INCIDENT	SUBMIT REPORT WHEN: (DESCRIPTION)	TYPE REPORT	REMARKS and REFER-ENCES	MINIMUM ESSENTIAL ADDRESSEES (Table 3.5.)
8I	Significant Weather Occurrences	When the following significant weather occurs and results in damage: a. Winds 50 knots or greater (to include gusts) b. Hail ¾ inch or larger c. Tornadoes d. Lightening strikes e. Snow storms	BEELINE	Report actual weather experienced, forecast valid at the time of occurrence to include any watches or warnings issued (include actual and desired lead time), and the operational status of meteorological equipment (e.g. radar, wind sensors, etc.) at time of event AFI 10-229 (Responding to Severe Weather Events)	1, 26, 27, 55
8J	Hurricane/ Typhoon Condition Change	Any Commander directed HURCON or TCCOR change.	BEELINE		1, 26, 27, 55

RULE	EVENT or INCIDENT	SUBMIT REPORT WHEN: (DESCRIPTION)	TYPE REPORT	REMARKS and REFER-ENCES	MINIMUM ESSENTIAL ADDRESSEES (Table 3.5.)
8K	Relocation of wing or major command headquarters emergency essential functions and personnel under the DOD Continuity of Operations (COOP) program	a. Natural or manmade disasters b. Hostile threats c. Execute Order d. Construction/ Renovations.	BEELINE	Refer to DOD 3020.26 Continuity of Operations (COOP) Planning and policy	a. 1, 3, 5, 8, 12, 26, 27, 30, 32, 55 b. 1, 3, 5, 9, 11, 15, 55 c. 1, 55 d. 1, 55

Table 3.5. MINIMUM ESSENTIAL ADDRESSEE (MEA) LISTING

1	PLA:**AFOC WASHINGTON DC//** C:US,O:U.S. Government,OU:DoD,OU:AF,OU:Organizations,L:PENTAGON WASHINGTON DC,OU:AFOG(uc),OU:AFWATCH(uc) PLA:**AFEOC FT DETRICK MD// (when activated)** **AFEOC does not have DMS capability therefore the AUTODIN address must be pulled as follows:** C:US,O:U.S. Government,OU:DoD,OU:AUTODIN PLAs,OU:A-AIG 5,OU:AFEOC FT DETRICK MD
2	PLA:**CJCS NMCC WASHINGTON DC//EA//** C:US,O:U.S. Government,OU:DoD,OU:JCS,OU:organizations,L:WASHINGTON DC,OU:JOINT STAFF(uc),OU:JOINT STAFF J3(uc),OU:JOINT STAFF J3 NMCC OPS(uc)
3	PLA:**AFNSEP FT MCPHERSON GA//RO/EOC//** C:US,O:U.S. Government,OU:DoD,OU:Army,OU:Organizations,L:CONUS,L:FORT MCPHERSON GA,OU:AFNSEP(uc) PLA:**AFNSEP WASHINGTON DC//CC//** C:US,O:U.S. Government,OU:DoD,OU:AF,OU:Organizations,L:PENTAGON WASHINGTON DC,OU:AFNSEP(uc)
4	PLA:**DIA WASHINGTON DC//DHS/DHO-CSR//** C:US,O:U.S. Government,OU:DoD,OU:AUTODIN PLAs,OU:D,OU:DIA WASHINGTON DC
5	PLA:**HQ AFPC RANDOLPH AFB TX//DPWCS//** C:US,O:U.S. Government,OU:DoD,OU:AF,OU:Organizations,L:RANDOLPH AFB TX,OU:AFPC(uc),OU:DPWCS(uc)
6	PLA:**AFMC WRIGHT PATTERSON AFB OH//SEW/DRAW//** C:US,O:U.S. Government,OU:DoD,OU:AF,OU:Organizations,L:WRIGHT-PATTERSON AFB OH,OU:HQ AFMC(uc),OU:SEW(uc) C:US,O:U.S. Government,OU:DoD,OU:AF,OU:Organizations,L:WRIGHT-PATTERSON AFB OH,OU:HQ AFMC(uc),OU:DR(uc)
7	PLA:**HQ AFMOA BOLLING AFB DC//SGZA//** C:US,O:U.S. Government,OU:DoD,OU:AF,OU:Organizations,L:PENTAGON WASHINGTON DC,OU:HQ USAF(uc),OU:SG(uc),OU:SGZ(uc)
8	PLA:**HQ AFSC KIRTLAND AFB NM//SE//** C:US,O:U.S. Government,OU:DoD,OU:AF,OU:Organizations,L:KIRTLAND AFB NM,OU:HQ AFSC(uc),OU:SE(uc)

9	PLA:**HQ AFSFC LACKLAND AFB TX//SF/OPSCENTER//** C:US,O:U.S. Government,OU:DoD,OU:AF,OU:Organizations,L:LACKLAND AFB TX,OU:HQ AFSFC(uc),OU:OPS(uc)
10	PLA:**HQ AFFSA ANDREWS AFB MD//CC//** C:US,O:U.S. Government,OU:DoD,OU:AF,OU:Organizations,L:ANDREWS AFB MD,OU:HQ AFFSA(uc)
11	PLA:**HQ AFOSI ANDREWS AFB DC//DOO//** C:US,O:U.S. Government,OU:DoD,OU:AF,OU:Organizations,L:ANDREWS AFB MD,OU:HQ AFOSI(uc),OU:DOO(uc)
12	PLA:**HQ USAF WASHINGTON DC//SE/ILMW//** C:US,O:U.S. Government,OU:DoD,OU:AF,OU:Organizations,L:PENTAGON WASHINGTON DC,OU:HQ USAF(uc),OU:SE(uc) C:US,O:U.S. Government,OU:DoD,OU:AF,OU:Organizations,L:PENTAGON WASHINGTON DC,OU:HQ USAF(uc),OU:IL(uc),OU:ILMW(uc) PLA:**HQ USAF WASHINGTON DC//XONO//** C:US,O:U.S. Government,OU:DoD,OU:AF,OU:Organizations,L:PENTAGON WASHINGTON DC,OU:HQ USAF(uc),OU:XO(uc),OU:XONO(uc)
13	PLA:**NWPSC KIRTLAND AFB NM//NWLO//** C=US;DDA:MSXCX500=C:US,O:U.S. Government,OU:DoD,OU:AF,OU:Organizations,L:KIRTLAND AFB NM,OU:AAC(uc),OU:NWLO(uc) PLA:**HQ AFNWCA WASHINGTON DC//CC//** C:US,O:U.S. Government,OU:DoD,OU:AF,OU:Organizations,L:PENTAGON WASHINGTON DC,OU:HQ USAF(uc),OU:XO(uc),OU:XON(uc) PLA:**DTRA AO KIRTLAND AFB NM//CSNLM//** C:US,O:U.S. Government,OU:DoD,OU:AUTODIN PLAs,OU:D,OU:DTRA ABQ KIRTLAND AFB NM PLA:**OSD WASHINGTON DC//DATSD/NM//** C:US,O:U.S. Government,OU:DoD,OU:OSD,OU:Organizations,L:WASHINGTON DC,OU:USD(ACQ TECH AND LOG)(uc),OU:ATSD(NUKE CHEM AND BIO DEF(uc)
14	PLA:**HQ USAF WASHINGTON DC//JAI//** C:US,O:U.S. Government,OU:DoD,OU:AF,OU:Organizations,L:PENTAGON WASHINGTON DC,OU:HQ USAF(uc),OU:JA(uc)
15	PLA:**HQ USAF WASHINGTON DC//XOF//** C:US,O:U.S. Government,OU:DoD,OU:AF,OU:Organizations,L:PENTAGON WASHINGTON DC,OU:HQ USAF(uc),OU:XO(uc),OU:XOF(uc)

16	PLA:**HQ USAF WASHINGTON DC//DPXJ/MPRC//** C:US,O:U.S. Government,OU:DoD,OU:AF,OU:Organizations,L:PENTAGON WASHINGTON DC,OU:HQ USAF(uc),OU:DP(uc),OU:CAT-MPRC(uc) C:US,O:U.S. Government,OU:DoD,OU:AF,OU:Organizations,L:PENTAGON WASHINGTON DC,OU:HQ USAF(uc),OU:DP(uc),OU:DPX(uc)
17	PLA:**AFMC COMMAND CENTER WRIGHT PATTERSON AFB OH//** C:US,O:U.S. Government,OU:DoD,OU:AF,OU:Organizations,L:WRIGHT-PATTERSON AFB OH,OU:HQ AFMC COMMAND CENTER(uc)
18	PLA:**AFIWC LACKLAND AFB TX//CC/IO/IOT/IOA//** C:US,O:U.S. Government,OU:DoD,OU:AF,OU:Organizations,L:LACKLAND AFB TX,OU:AFIWC(uc)
19	PLA: **HQ USAF WASHINGTON DC//XIC//** C:US,O:U.S. Government,OU:DoD,OU:AF,OU:Organizations,L:PENTAGON WASHINGTON DC,OU:HQ USAF(uc),OU:XI(uc),OU:XIC(uc)
20	PLA:**HQ USAF WASHINGTON DC//XOI//** C:US,O:U.S. Government,OU:DoD,OU:AF,OU:Organizations,L:PENTAGON WASHINGTON DC,OU:HQ USAF(uc),OU:XO(uc),OU:XOI(uc)
21	PLA:**OL IA NAIC WASHINGTON DC//IA//** C:US,O:U.S. Government,OU:DoD,OU:AUTODIN PLAs,OU:O-Q,OU:OL IA NAIC WASHINGTON DC
22	PLA:**HQ DISA WASHINGTON DC//D3//** C:US,O:U.S. Government,OU:DoD,OU:DISA,OU:Organizations,OU:Org Staff,OU:Operations Directorate,OU:Current Ops Div,OU:DISA CMDR GNOSC(uc)
23	PLA:**HQ AIA LACKLAND AFB TX//DO//** C:US,O:U.S. Government,OU:DoD,OU:AF,OU:Organizations,L:LACKLAND AFB TX,OU:HQ AIA(uc),OU:DO(uc)
24	PLA:**90IOS LACKLAND AFB TX//CC/DO//** C:US,O:U.S. Government,OU:DoD,OU:AUTODIN PLAs,OU:5-9,OU:90IOS LACKLAND AFB TX
25	PLA:**HQ SSG MAXWELL AFB GUNTER ANNEX AL//EV/SWSN/SWNO//** C:US,O:U.S. Government,OU:DoD,OU:AF,OU:Organizations,L:MAXWELL AFB GUNTER ANNEX AL,OU:HQ SSG(uc)
26	PLA:**HQ USAF WASHINGTON DC//XOW//** C:US,O:U.S. Government,OU:DoD,OU:AF,OU:Organizations,L:PENTAGON WASHINGTON DC,OU:HQ USAF(uc),OU:XO(uc),OU:XOW(uc)

27	PLA:**HQ AFWA OFFUTT AFB NE//XO//** C:US,O:U.S. Government,OU:DoD,OU:AF,OU:GSU,OU:Organizations,OU:FOAs,L:OFFUTT AFB NE,OU:HQ AFWA(uc),OU:XO(uc)
28	PLA:**ANG ANDREWS AFB MD//XOC//** C:US,O:U.S. Government,OU:DoD,OU:AF,OU:ANG,OU:Organizations,L:ANGRC ANDREWS AFB MD,OU:ANG(uc),OU:XOC(uc)
29	PLA:**HQ AFCESA TYNDALL AFB FL//CC//** C:US,O:U.S. Government,OU:DoD,OU:AF,OU:Organizations,L:TYNDALL AFB FL,OU:AFCESA(uc),OU:CC(uc)
30	PLA:**HQ USAF WASHINGTON DC//ILE//** C:US,O:U.S. Government,OU:DoD,OU:AF,OU:Organizations,L:PENTAGON WASHINGTON DC,OU:HQ USAF(uc),OU:IL(uc),OU:ILE(uc)
31	PLA:**HQ USAF WASHINGTON DC//XOR//** C:US,O:U.S. Government,OU:DoD,OU:AF,OU:Organizations,L:PENTAGON WASHINGTON DC,OU:HQ USAF(uc),OU:XO(uc),OU:XOR(uc)
32	PLA:**HQ USAF WASHINGTON DC//IL/ILV/ILMY/ILGD//** C=US;DDA:MSXCX500=C:US,O:U.S. Government,OU:DoD,OU:AF,OU:Organizations,L:PENTAGON WASHINGTON DC,OU:HQ USAF(uc),OU:IL(uc) C:US,O:U.S. Government,OU:DoD,OU:AF,OU:Organizations,L:PENTAGON WASHINGTON DC,OU:HQ USAF(uc),OU:IL(uc),OU:ILV(uc) C=US;DDA:MSXCX500=C:US,O:U.S. Government,OU:DoD,OU:AF,OU:Organizations,L:PENTAGON WASHINGTON DC,OU:HQ USAF(uc),OU:IL(uc),OU:ILMY(uc) C:US,O:U.S. Government,OU:DoD,OU:AF,OU:Organizations,L:PENTAGON WASHINGTON DC,OU:HQ USAF(uc),OU:IL(uc),OU:ILGD(uc)
33	PLA:**HQ USAF WASHINGTON DC//XPX//** C:US,O:U.S. Government,OU:DoD,OU:AF,OU:Organizations,L:PENTAGON WASHINGTON DC,OU:HQ USAF(uc),OU:XP(uc),OU:XPX(uc)
34	PLA:**8AF BARKSDALE AFB LA//COMAFFOR-CNO//** C:US,O:U.S. Government,OU:DoD,OU:AF,OU:Organizations,L:BARKSDALE AFB LA,OU:8AF(uc),OU:CC(uc)

35	PLA:**8AF BARKSDALE AFB LA//CC/DO//** C:US,O:U.S. Government,OU:DoD,OU:AF,OU:Organizations,L:BARKSDALE AFB LA,OU:8AF(uc),OU:CC(uc) C:US,O:U.S. Government,OU:DoD,OU:AF,OU:Organizations,L:BARKSDALE AFB LA,OU:8AF(uc),OU:DO(uc)
36	PLA:**67IOW LACKLAND AFB TX//CC/DO//** C:US,O:U.S. Government,OU:DoD,OU:AF,OU:Organizations,L:LACKLAND AFB TX,OU:67IOW(uc),OU:CC(uc) C:US,O:U.S. Government,OU:DoD,OU:AF,OU:Organizations,L:LACKLAND AFB TX,OU:67IOW(uc),OU:DO(uc)
37	PLA:**33IOS LACKLAND AFB TX//CC/DO/DOO//** C:US,O:U.S. Government,OU:DoD,OU:AF,OU:Organizations,L:LACKLAND AFB TX,OU:33IOS(uc),OU:AFCERT(uc)
38	PLA:**USSTRATCOM OFFUTT AFB NE//OP111/CL12/CL124//** C:US,O:U.S. Government,OU:DoD,OU:STRATCOM,OU:Organizations,L:OFFUTT AFB NE,OU:Command Center(uc)
39	PLA:**HQ NORAD COMMAND CTR CHEYENNE MOUNTAIN AFS CO//** C:US,O:U.S. Government,OU:DoD,OU:NORAD,OU:Organizations,L:CHEYENNE MOUNTAIN AFS CO,OU:NORAD COMMAND CTR(uc)
40	PLA:**CDR USJFCOM NORFOLK VA//J3//** C:US,O:U.S. Government,OU:DoD,OU:JFCOM,OU:Organizations,OU:CDR USJFCOM NORFOLK VA(uc),OU:JFCOM J3(uc)
41	PLA:**USCENTCOM MACDILL AFB FL//CCJ3-C//** C:US,O:U.S. Government,OU:DoD,OU:CENTCOM,OU:Organizations,L:CONUS,L:HQ USCENTCOM MACDILL AFB FL,OU:USCENTCOM CCJ3(mc),OU:USCENTCOM CCJ3-C(mc)
42	PLA: **HQ USSOCOM MACDILL AFB FL//** C:US,O:U.S. Government,OU:DoD,OU:SOCOM,OU:Organizations,L:HQSOCOM FL,OU:HQUSSOCOM Message Center(uc)
43	PLA: **HQ USSOUTHCOM MIAMI FL//J32//** C:US,O:U.S. Government,OU:DoD,OU:SOUTHCOM,OU:Organizations,L:CONUS,L:MIAMI FL,OU:CDR USSOUTHCOM(mc),OU:SOUTHCOM J3(mc)
44	PLA: **HQ USEUCOM VAIHINGEN GE//ETCC/ECJ36//** C:US,O:U.S. Government,OU:DoD,OU:AUTODIN PLAs,OU:E-H,OU:HQ USEUCOM VAIHINGEN GE

45	PLA: **HQ USPACOM HONOLULU HI//CDO//** C=US ; DDA:MSXCX500=C:US,O:U.S. Government,OU:DoD,OU:AUTODIN PLAs,OU:E-H,OU:HQ USPACOM HONOLULU HI
46	PLA:**HQ AFRC COMMAND CENTER ROBINS AFB GA //DOCC//** C:US,O:U.S. Government,OU:DoD,OU:AF,OU:AFRC,OU:Organizations,L:ROBINS AFB GA,OU:HQ AFRC(uc),OU:DOCC(uc)
47	PLA:**HQ ACC LANGLEY AFB VA//DOXC//** C:US,O:U.S. Government,OU:DoD,OU:AF,OU:Organizations,L:LANGLEY AFB VA,OU:ACC COMMAND CENTER(uc)
48	PLA:**RANDOLPH COMMAND CENTER RANDOLPH AFB TX** C:US,O:U.S. Government,OU:DoD,OU:AF,OU:Organizations,L:RANDOLPH AFB TX,OU:12FTW(uc),OU:CP(uc)
49	PLA:**AFSOC CMD CTR HURLBURT FLD FL** C:US,O:U.S. Government,OU:DoD,OU:AF,OU:Organizations,L:HURLBURT FLD FL,OU:AFSOC(uc),OU:DOOC(uc)
50	PLA:**HQ AFSPC PETERSON AFB CO//XOOO//** C:US,O:U.S. Government,OU:DoD,OU:AF,OU:Organizations,L:PETERSON AFB CO,OU:HQ AFSPC(uc),OU:AFSPC Command Center(uc)
51	PLA:**USTRANSCOM AMC TACC EA CELL SCOTT AFB IL** C:US,O:U.S. Government,OU:DoD,OU:AF,OU:Organizations,L:SCOTT AFB IL,OU:TACC(uc),OU:EA CELL(uc)
52	PLA:**PACAF COMMAND CENTER HICKAM AFB HI** C:US,O:U.S. Government,OU:DoD,OU:AF,OU:Organizations,L:HICKAM AFB HI,OU:PACAF COMMAND CENTER(uc)
53	PLA:**USAFE COMMAND CENTER RAMSTEIN AB GE** C:US,O:U.S. Government,OU:DoD,OU:AF,OU:Organizations,L:RAMSTEIN AB GE,OU:USAFE Command Center(uc)
54	PLA:**HQ USAF WASHINGTON DC//XONP//** C:US,O:U.S. Government,OU:DoD,OU:AF,OU:Organizations,L:PENTAGON WASHINGTON DC,OU:HQ USAF(uc),OU:XO(uc),OU:XONP(uc)
55	PLA: **42ABW CP MAXWELL AFB AL//CP//** C:US,O:U.S. Government,OU:DoD,OU:AF,OU:Organizations,L:MAXWELL AFB AL,OU:42 ABW(uc),OU:CP(uc)
56	C:US,O:U.S. Government, OU:DoD,OU:NORTHCOM, OU:Organizations,I:CHEYENNE MOUNTAIN AFS CO, OU: HQ USNORTHCOM EA(uc)

Figure 3.1. Sample of OPREP-3 CRESCENT EDGE Report.

This is (Originator) with a (Flash/Immediate), Unclassified OPREP-3 (BEELINE/PINNACLE) CRESCENT EDGE.

Report Number: XXX

1. Initiation Time (All Times in ZULU)
2. Initiated by (Name/Phone/Office Symbol from SAP unit)
3. Notify (Name/Phone/Office Symbol of program manager at AF or JCS level)

Figure 3.2. Information Guide for OPREP-3 Event/Incident Reporting.

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

a. Include the following for events or incidents concerning aircraft, missiles, or satellites:

(1) Serial number and type of aircraft, missile, or satellite.

(2) Home Unit.

(3) Home base.

(4) Mission. (For aircraft, include point of departure and en route stops.)

(5) Type of ordnance aboard.

(6) Any known circumstances concerning the event/incident, or any factor which induced or contributed to an accident or combat loss.

(7) Weather conditions at time and place of event or incident (aircraft only).

(8) Estimate of casualties.

(9) Names of VIP casualties involved (given independent of OPREP).

(10) Estimate of property or equipment damage (Air Force, public, or private).

(11) Security measures taken (i.e., number and type of personnel used as sentries, unit and base of assignment, etc.). If nuclear weapons are involved, include whether or not a national defense area was established according to AFI 31-101.

b. When compromise or suspected compromise of classified information is involved that is not the result of espionage, include as much of the following as possible:

(1) Description of material involved, including origin (agency and office of primary responsibility), date, subject, classification, category, special marking, etc.

(2) Identification of persons and activities involved.

(3) Summary of circumstances.

(4) Estimated extent of compromise.

(5) If Office of Special Investigations (OSI) assistance has been requested.

Figure 3.3. Communications/Computer Events Report Format and Content.

1. Report Date/Time.
2. Date and time the incident occurred.
3. Date and time incident discovered and means of detection.
4. Name and classification of the exploited network/system. Include:
   a. Name of the system as accredited
   b. Network domain name and Internet Protocol (IP) address
   c. Description of hardware and operating system
   d. Highest classification of information processed
   e. Mission area/function of system
5. Description of the incident. Use as much detail as necessary to adequately describe the problem.
6. Impact on the affected organization's operations/mission.
7. Apparent source IP (if applicable).

Figure 3.4. Guide for Reporting Military Support to Civil Authorities (MSCA).

MSCA reports will be submitted using the OPREP-3 HOMELINE report. Reports will be submitted once daily until MSCA is no longer needed. Include the following in a narrative statement when commanders provide military support to civil authorities, regardless if an agreement is established or not:

1. Type of support, location, and specific assistance requested or provided.
2. Estimated duration of military participation in reported event.
3. Source, date, and time of civil authority's request for military assistance. Show official titles, phone numbers, and e-mail addresses.
4. Number of USAF personnel (military and civilian) employed in the MSCA.
5. Amount and types of equipment used.
6. Amount and types of supplies used.
7. Title, rank, and telephone/e-mail/fax of unit POC.
8. Describe the extent of any media interest in the USAF response.
9. Appropriate DOD or FEMA mission designator(s), if applicable.
10. Add MEA #3 (AFNSEP) and the below DMS addresses as action addressees on all MSCA HOMELINE reports.

Table 3.6. Military Support to Civilian Authorities MEA Listing.

1AF AOC (TYNDALL AFB)
1AF AOC
OU1=XLWU2;OU2=1AF;O=FL10;P=dms+gov+SIPR;A=DMS;C=US;DDA:MSXCX500=C:US,O:U.U.Government,OU:DoD,OU:AF,OU:ANG,OU:Organization,L:TYNDALL AFB FL,OU:AF(uc)
1AF AOC A5
OU1=XLWU2;OU2=1AFA5;O=FL10;P=dms+gov+SIPR;A=DMS;C=US;DDA:MSXCX500=C:US,O:U.U.Government,OU:DoD,OU:AF,OU:ANG,OU:Organization,L:TYNDALL AFB FL,OU:AF(uc)OU:A5(uc)
1AF AOC DO
OU1=XLWU2;OU2=1AFDO;O=FL10;P=dms+gov+SIPR;A=DMS;C=US;DDA:MSXCX500=C:US,O:U.U.Government,OU:DoD,OU:AF,OU:ANG,OU:Organization,L:TYNDALL AFB FL,OU:AF(uc),OU:DO(uc)
1AF AOC LG
OU1=XLWU2;OU2=1AFLG;O=FL10;P=dms+gov+SIPR;A=DMS;C=US;DDA:MSXCX500=C:US,O:U.U.Government,OU:DoD,OU:AF,OU:ANG,OU:Organization,L:TYNDALL AFB FL,OU:AF(uc),OU:LG(uc)
ACC CAT (LANGLEY AFB)
OU1=MUHJ2;OU2=ACCCATV3TSS;O=VA16;P=dms=gov=SIPR;A=DMS;C=US;DDA:MSXCX500=C:US,O:U.S.Government,OU:DoD,OU:AF,OU:Organization,L:LANGLEY AFB VA,OU:ACC CAT9uc)

A summary report is required when support is complete. Submit the following information 10 workdays after MSCA termination.

1. Assessment of military operations and effectiveness.
2. Photographs and video of military operations.
3. Chronological summary of USAF and CAP actions to include all DOD and FEMA mission numbers.
4. Highlights of relief operations, outstanding performers, unusual actions or occurrences, or other events of interest for the USAF After Action Report.
5. Discussion of specific problem areas encountered and actions recommended to preclude recurrence in the future.
6. Summary of relief operations expenses requiring reimbursement.

Figure 3.5. Active Duty Death Additional Information Format.

1. Marital Status of member: Single / Married / Divorced / Separated.
2. Did the member have children? How many?
3. Where was the member found: On-base (housing / dormitory / work) / Off base
4. Who (if known) found the member?
5. Any records of previous problems?
6. For vehicle/motorcycle accidents:
   a. Were seatbelts worn?
   b. Is there evidence of alcohol use?
   c. Was the member wearing a helmet?
7. What's the status of next-of-kin (NOK) notifications?
8. Any additional information known.

Figure 3.6. Guide for Reporting Suspected or Confirmed Terrorist use of Chemical, Biological, or Radiological (CBR) Materials.

In addition to requirements in **Figure 3.2.**, include all available data elements (lines A through V) listed below. If a data element is unknown, list line identifier (A., B., C., etc.) and state "UNKNOWN". Include FOLUP data elements, if known, in the initial report. Do not delay initial report.

1. Initial data elements:

   A. Was a threat communicated in relation to the incident? If yes, then include text or summary of communicated threat.

   B. Number of victims exhibiting symptoms and severity of injuries

   C. Symptoms of victims.

   D. State whether identity of CBR substance is unknown, suspected, or known (confirmed by HazMat Incident Commander). If known or suspected, include CAS and/or UN number and proper name. For voice reports, read chemical names out phonetically.

   E. Whether CBR material was released or is still contained. If released, state nature, location, and amount of release, if known.

   F. Weather conditions (wind speed, temperature, humidity, air stability, cloud cover).

   G. Cordon size.

   H. Initial isolation zone size.

   I. Are off-base areas or populations (specify town, city, or county with jurisdiction) in the (suspected/predicted) hazard area at this time, or will they be within the next three hours?

   J. Have civilian authorities (specify town, city, or county with jurisdiction) for affected (off-base) populations been contacted?

   K. Has outside aid been requested/ received? List agencies.

2. FOLUP data elements: Update data elements from the initial report and add the following information, if available:

L. Identity of CBR substance(s) involved. If known, specify CAS and/or UN number and proper name. State HazMat Incident Commander's level of confidence (High, Medium, Low) in the presumptive identification of the CBR substance(s).

M. Briefly describe actions taken to identity substance. List type of monitoring and tests performed and results.

N. Describe CBR substance(s): Color, odor, and physical state (solid, powder, aerosol, vapor, gas, or liquid).

O. Description of container(s) or delivery system(s).

P. If there was a communicated threat of a specific material or agent, does the available data tend to support or disprove the details of the communicated threat?

Q. If CBR substance is unknown, list protective action assumptions being employed, such as DOT Emergency Response Guide (ERG) guide numbers.

R. Estimate of how many personnel were exposed.

S. Size of cordon and evacuation zone.

T. Sheltering in-place: size of zone and time.

U. PPE used by responders entering Hot Zone.

V. List all off-base agencies involved in response."

Figure 3.7. Guide for Reporting Chief of Staff Special Reporting Items (CSAF-SRI).

From time to time an operation, incident, or activity receives the personal interest of the CSAF. These incidents will be reported using the CSAF-SRI report. CSAF-SRIs will be updated quarterly by message advising units of new reporting criteria. The list of CSAF-SRIs will remain in effect for a period of six months from the date time group of the message or until superceded or rescinded.

Chapter 4

COMMANDER'S SITUATION REPORT (SITREP) (RCS: HAF-XOO(AR)7123)

4.1. Subject and Purpose. To keep the Joint Staff, Services, and SECDEF apprised of existing political, military, and operational situations, and plans and to keep commanders advised of a units ability to meet requirements outlined in approved plans. Situation reporting will be accomplished for, but not limited to, the following:

4.1.1. Involvement in critical national or international situations.

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

4.1.3. Significant operational deficiencies that affect mission readiness.

4.1.4. Other activities or operations to include Military Support to Civilian Authorities (MSCA). All MSCA events should be reported as described in **Figure 3.4.**

NOTE: Critical or disastrous situations triggering national or Service level interest will be reported initially via the OPREP-3 PINNACLE or BEELINE reports. FOLUP or amplifying messages on such events/incidents will continue to be submitted as OPREP-3 messages as long as the situation warrants OPREP-3 type reporting.

4.2. Submitted By. MAJCOMs as required by operations plans and directives, or higher headquarters. Air Force Component Commands (AFCCs), Air Force Component Commands (Forward), DRUs when participating in joint or special operations, and unit commanders.

4.3. Submitted To. All SITREPs will be ACTION addressed to: AFOC WASHINGTON DC// Other addressees are prescribed by MAJCOM and/or theater Commander's direction. INFO address AFEOC FT DETRICK MD// (WHEN ACTIVATED)

4.3.1. Reports originated by Chief of Staff, USAF (CSAF):

4.3.1.1. At DEFCON 5 or 4:

4.3.1.1.1. Action: AIG 933

4.3.1.1.2. MAJCOMs

4.3.1.1.3. Info: AFPC RANDOLPH AFB TX//PRC/-DPWRC//

4.3.1.1.4. Additional addressees, as required/directed

4.3.1.2. At DEFCON 3, 2, or 1:

4.3.1.2.1. Action: AIG 934

4.3.1.2.2. MAJCOMs

4.3.1.2.3. Info: Additional addressees, as required.

4.3.2. Reports originated by MAJCOMs and DRUs:

Action: AFOC WASHINGTON DC//

Info: AFPC RANDOLPH AFB TX//PRC/DPWRC//

Additional addresses, as required/directed

4.3.3. Reports originated by commanders of task forces or special operations and unit level commanders:

Action: Parent Joint Command

MAJCOMs

Info: AFPC RANDOLPH AFB TX //PRC/-DPWRC//

Additional addressees, as required/directed

4.4. Submission Timing. Reports will be submitted daily, or more frequently if required, for the duration of the activity or operation. Unless specified otherwise by Combatant Commander directives, submit reports no later than 0200Z, reflecting data current as of 2359Z.

4.5. Submission Precedence. Submit reports via IMMEDIATE precedence for Automated Digital Network (AUTODIN) or Urgent precedence with Defense Messaging System (DMS) with classification appropriate for the message content. Continue to report during MINIMIZE unless directed otherwise by the implementing authority. This message may be submitted by voice or Global Command Control System (GCCS) when record AUTODIN or DMS transmission is not available.

4.6. Specific Reporting Instructions. The SITREP is a narrative report. It keeps addressees informed and enables higher levels of command to prepare for potential effects of ongoing situations.

4.6.1. Duplicate reporting is not desired; however, information available in another Joint Reporting Structure (JRS) report will be referenced to ensure operational impacts are noted.

4.6.2. Any higher headquarters level in the reporting chain may direct additional reporting requirements. The Air Force Operations Group, in fulfilling the CSAF's Title 10 responsibilities, is authorized to request any necessary additional/amplifying information on past events, current operations, or planned actions. A quick response to requests for information from the AFOC, Air Force Crisis Action Team, or CSAF Presentation Division is required.

4.6.3. During peacetime MSCA operations and under hostile conditions such as terrorism, comply with **Figure 3.4.** and the daily reporting instruction timeline described in the supported Combatant Command's Execute Order.

4.7. Report Content. Air Force SITREPs will evaluate significant factors relating primarily to readiness, mobilization personnel, and logistics. Report content should highlight key activities and build on previous reports. Duplicating or including information to fill in the blank is not desirable. Brevity is paramount. The following is a list of subparagraphs from the USMTF formats, and will be used as applicable.

4.7.1. Commander's Own Situation/Disposition/Status of Forces. Includes summary of significant unit mission readiness degradation, current deployments, and projected deployments and requirements.

4.7.2. Situation Overview. A brief overall assessment of the situation, including circumstances or conditions that increase or materially detract from the capability and readiness of forces.

4.7.3. Operations. A brief description and the results of operations carried out during the report period. Also include deviations and variations from previously reported intentions or plans. Include as a minimum: unit, location, aircraft/equipment status (Available/FMC/PMC/NMC), 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 the AFOC.

4.7.4. Intelligence/Reconnaissance. A brief overview of the situation in terms of operations, order of battle, capabilities, and threat changes. Reference any Spot Intelligence reports submitted in the past 24 hours.

4.7.5. Logistics. A brief description of logistics sustainability by class of supply and/or critical items. Highlight significant deficiencies that are above the commanders capability to overcome in a timely manner.

4.7.6. Communications Connectivity. Report significant outages, equipment deficiencies and incompatibilities.

4.7.7. Personnel. Report factors affecting readiness of forces or units; mobilization status; battle casualties (i.e., killed in action, wounded in action, and missing in action); and the effect of casualties sustained.

4.7.8. Significant Political/Military/or 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.

4.7.9. Commander's Evaluation. Summary of key points from individual paragraphs. Comments will provide an overall assessment and any individual comments keyed to forces as outlined in approved Execute Order/Deployment Order and Modifications to those orders. The information contained in **Figure 4.1.** should be included in the summary SITREP:

Figure 4.1. Guidance for Commander's Final SITREP.

Commander's assessment of military operations and effectiveness

Photographs and video of military operations

Location and suspected cause of the disaster/emergency

All HQ USAF, Combatant Commanders, and FEMA mission designators assigned

Sources of requests for military assistance to include mailing addresses

Chronological summary of USAF and CAP actions, beginning with employment of forces and throughout relief operations to include type forces, equipment, and supplies used, together with aircraft operations including number and type aircraft, number of sorties, number of passengers and short tons moved, hours flown, and any other items requested by the AFOC.

Highlights of relief operations, outstanding performers, unusual actions or occurrences, or other events of interest for CSAF

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

Summary of relief operations expenses requiring reimbursement

Chapter 5

COMMUNICATIONS INSTRUCTIONS REPORTING VITAL INTELLIGENCE SIGHTINGS (CIRVIS)

5.1. Subject and Purpose. This report provides vital information to the security of the United States and Canada which, in the opinion of the observer, requires very urgent defensive action or investigation by the US and or Canadian Armed Forces.

5.2. Reference Materials. NORAD Instruction 10-19.

5.3. Submitted By. Any Air Force personnel.

5.4. Submitted To:

5.4.1. Airborne reports: US or Canadian military or civilian communications facility.

5.4.2. Post-landing reports: Commander, North American Aerospace Defense Command (NORAD), Cheyenne Mt, Colorado, or HQ Northern NORAD Region, North Bay, Ontario, Canada, whichever is more convenient. If landing outside Canadian or US territories, submit reports through the nearest US or Canadian military or diplomatic representative.

5.5. When Submitted. As soon as possible after the intelligence sighting.

5.6. How Submitted. Reports are normally UNCLASSIFIED but handled as For Official Use Only.

5.6.1. Use the most rapid means of transmission available. For airborne reports use the same procedures as for air traffic control. When pilots cannot establish contact with a ground station, make maximum effort to relay the report via other aircraft.

5.6.2. To avoid delays while airborne, repeat the word CIRVIS three times before the message to preempt all other communications (except distress and urgency). If this fails to clear the frequencies, use the International Urgency Signal "PAN" spoken three times. For the ground relay of airborne reports or post-landing reports, use FLASH precedence.

5.6.3. Transmit during MINIMIZE.

5.6.4. Use the ESC C1 designator- Continue reporting, priority.

5.7. Reporting Instructions:

5.7.1. Facilities receiving CIRVIS reports will rapidly process and forward them as prescribed by NORAD Instruction 10-19.

5.7.2. Report all unidentifiable, suspicious, or hostile traffic (land, aerospace, or seaborne) which, because of its nature, course, or actions, considered a threat to the security of the United States or Canada. Such reporting extends the early warning defense system for the United States and Canada. There are five types of CIRVIS reports:

5.7.2.1. Issue initial CIRVIS reports while airborne (or as warranted, upon landing).

5.7.2.2. Issue post-landing CIRVIS reports if airborne reports made.

5.7.2.3. Issue follow-up CIRVIS reports by anyone with additional information about an earlier report (refer to the initial report).

5.7.2.4. Issue cancellation CIRVIS reports once sightings are positively identified as friendly or determined it was erroneously reported.

5.7.2.5. Submit evaluation CIRVIS reports to each addressee of the above CIRVIS reports. Promptly submit evaluation reports to keep all interested parties fully informed.

5.7.3. Report the following specific sightings:

5.7.3.1. Hostile or unidentified aircraft which appears directed against the United States, Canada, or their forces.

5.7.3.2. Missiles.

5.7.3.3. Unidentified flying objects.

5.7.3.4. Hostile or unidentified military surface vessels or submarines.

5.7.3.5. Any other individual surface vessels, submarines, or aircraft of unconventional design engaged in suspicious activity, observed in an unusual location, or on a course which may threaten the United States, Canada, or their forces.

5.7.3.6. Any unexplained or unusual activity which may indicate a possible attack against or through Canada or the United States (includes the presence of any unidentified or suspicious ground parties in remote or sparsely populated areas, including the polar region).

5.7.3.7. Unlisted airfields, facilities, weather stations, or air navigation aids.

5.7.4. Make every effort to document sightings with as many photographs as possible. Send undeveloped film or prints and negatives, with a brief written report and other identifying information to the Director of Naval Intelligence, Department of the Navy, Washington, DC 20305. The Department of the Navy will process the film and return one copy of each print and a roll of new film to the individual.

5.7.5. Use **Figure 5.1.** to gather and report specific sighting details.

Figure 5.1. Communications Instructions Reporting Vital Intelligence Sightings (CIRVIS).

GUIDE FOR CIRVIS REPORTING

The CIRVIS report is a narrative report explaining the sighting. A specific format is not required. Provide as much specific detail as possible to aid decision makers in responding to the sighting. Include the following information if possible along with any other information, which may be significant:

1. CIRVIS report identification.

2. Identification of the object(s) sighted.

   a. For identifiable objects, include number and identification of the aircraft, vessel, missile, or individuals seen.

   b. For unidentifiable objects, give a description including shape, size (compared to a known object e.g., pea, silver dollar, baseball, basketball, fighter aircraft, or C-5), number and formation, any discernible features or details (e.g., color, trail or exhaust, sound).

   c. Include any observed identification (e.g., insignia, lettering, flags).

3. The position of the object. Include the date and time (GMT) of the sighting. This can be indicated by any of the following methods:

   a. Latitude and longitude.

   b. Over a radio fix.

   c. True bearing and distance from a radio fix.

   d. Over a well-known or well-defined geographic point.

4. Description of the course of the object:

   a. Altitude.

   b. Direction of travel.

   c. Speed.

   d. Description of flight path and maneuvers.

   e. What first called attention to the object.

   f. Angle or elevation and azimuth when first observed.

   g. How long was the object visible.

   h. Angle or elevation and azimuth upon disappearance.

   i. How did the object disappear.

5. Manner of observation.

   a. State how observed: ground-visual, ground-electronic, air-visual, air-electronic. (If electronic, specify system).

   b. Were optical aids (telescope, binoculars, etc.) used?

6. Conditions when sighting the object.

a. Location of observer. (Use latitude/longitude, a named geographic landmark, or other logical references.) If the sighting is made while airborne, include type of aircraft, identification number, altitude, heading, speed, and home station.

b. Light conditions (use one of the following terms: night, day, dawn, dusk).

c. Weather conditions (ceiling, visibility, clouds, thunderstorms, temperature, winds, etc.).

7. Interception or identification action taken (if feasible, complying with existing directives).

8. Location, approximate altitude, and general direction of flight of any air traffic or balloon releases in the area which could possibly account for the sighting.

9. Preliminary analysis of the possible cause of the sightings.

10. Existence of physical evidence, such as materials and photographs.

11. Name, organization, and means of contacting the reporting individual.

Chapter 6

AIRCREW/AIRCRAFT LOSS REPORT (LOSREP) (RCS: HAF-XOO(AR)7113)

6.1. Subject and Purpose. The LOSREP provides follow-on information (after an OPREP-3) on the loss of aircrews or aircraft. Submit the LOSREP for both combat and peacetime losses.

6.2. Reference Materials. Not used.

6.3. Submitted By. The unit with the operational or mission control of the lost aircrew and aircraft. (EXCEPTION: When a loss occurs while on temporary duty (TDY) in, or transiting through, an overseas geographical area, the overseas air commander submits the report.)

6.4. Submitted To:

ACTION ADDRESSEES:

CSAF WASHINGTON DC//

AFOC WASHINGTON DC//

MAJCOM Command Center (Area of Operation where loss occurred)

Parent MAJCOM Command Center (Of the aircrew and aircraft)

INFO ADDRESSEES:

AFSA KIRTLAND AFB NM//

AFEOC FT DETRICK MD (When Activated)

AFPC RANDOLPH AFB TX//PRC/DPWCS//

HQ USAF WASHINGTON DC//DPFJ//)

ADDITIONAL ADDRESSEES AS REQUIRED

6.5. When Submitted:

6.5.1. Transmit the initial LOSREP when an aircraft is determined to be damaged beyond repair or not later than three hours after the initial OPREP-3 reporting the loss.

6.5.2. Submit follow-on reports as additional information becomes available or if the status of a loss changes.

6.5.3. Conclude reporting with a final LOSREP summarizing all available information.

6.6. How Submitted:

6.6.1. Classify according to content, using a minimum of SECRET for combat losses.

6.6.2. Note the method of transmission is: Automatic Digital Network (AUTODIN), Defense Message System (DMS), or Defense Digital Network (DDN).

6.6.3. Use the following Precedence for the type of report indicated:

6.6.3.1. Initial report: IMMEDIATE.

6.6.3.2. Follow-on reports: PRIORITY.

6.6.4. Transmit during MINIMIZE.

6.6.5. Use the ESC C1 designator - Continue reporting, priority.

6.7. Reporting Instructions:

6.7.1. Report the initial loss with an OPREP-3 Event/Incident Report.

6.7.2. Use GENADMIN format in AFPAM 10-709 V1CD, providing information contained in **Figure 6.1.** and **Figure 6.2.**

6.7.3. Indicate type of loss (i.e., combat, operational, or training).

6.7.4. Reference the applicable OPREP-3 in the initial and follow-up LOSREPs.

6.7.5. Reference the original LOSREP in follow-on reports.

6.7.6. The LOSREP is an operational report, separate from the safety investigation reports of AFI 91-204, Investigating and Reporting Mishaps.

Figure 6.1. LOSREP Details.

Information for Aircrew/Aircraft Loss Report (LOSREP)

A. Identify report type (initial, follow-on, or final).

B. Type loss (operational, combat, or training).

C. Aircraft identification:

C1. Model, Design, and Series (MDS) (Report block numbers for F-16 aircraft).

C2. Serial number.

C3. Mission number.

C4. Call sign

C5. Operational base.

C6. Aircraft assignment (command, numbered air force, wing, squadron).

C7. Configuration.

C8. Aircraft damage assessment.

C9. Engine type.

C10. Engine cycles and aircraft total flight time.

C11. Recent MX.

C12. Engine damage assessment.

D. Time and location of loss. (GMT. Indicate location by latitude and longitude:

D1. Time and location when battle damage occurred (if applicable).

D2. Time and location when aircraft was downed, lost, or crashed.

D3. Coordinates and terrain.

D4. Training area range (Restricted area or MOA).

D5. Time over target (operational, combat, or training mission) if applicable.

E. Aircrew identification and status for each crewmember:

E1. Number of crewmembers / Number of passengers

E2. Name and crew position.

E3. Rank.

E4. SSN.

E5. Organization.

E6. Station. (Home and deployed base, if applicable.)

E7. Status. (Recovered, DUSTWUN, missing, ill, injured, or fatality.)

E8. Number of months, combat missions flown, in the combat zone.

E9. Pilot #1: Total flight time / Total flight time in mishap ACFT type / The 30/60/90-day flight hour totals.

E10. Pilot #1 Qualification (SP, FP, P, IP, EP, etc.).

E11. Pilot #2: Total flight time / Total flight time in mishap ACFT type / The 30/60/90-day flight hour totals.

E12. Pilot #2 Qualification (SP, FP, P, IP, EP, etc.).

F. Mission and target information:

F1. Type mission (close air support, strike, armed reconnaissance, etc.).

F2. Type target. If under Forward Air Controller (FAC) control, include FAC call sign.

F3. Target location by latitude and longitude.

F4. Target area weather, day or night. Include weather where aircraft was hit, if not over the target. If a night loss, state whether or not attack was made under flare light.

F5. Target area defenses. (Report actual defenses encountered.)

F6. Electronic warfare (EW) environment in target area.

F7. Formation / Position in formation (position in flight of aircraft and number of aircraft in flight; e.g., number 3 in flight of 4).

F8. Type of maneuvers at mishap occurrence.

F9. Bail-out altitude (Above ground level).

F10. Attempts to restart (Total numbers).

G. Tactics:

G1. Cause of loss (bird strike, aircraft malfunction, ground fire, missiles, etc.).

G2. Altitude above ground level when problem occurred.

G3. Aircraft attitude when problem occurred.

G4. Speed when problem occurred.

G5. Basic maneuver or type weapons delivered to include dive angle. Report pass number when problem occurred and previous passes on same target by other aircraft of same light, or within previous 30 minutes by any aircraft.

G6. Effect of target area defense on tactics.

G7. Effect of target area weather on tactics.

G8. Effect of rules of engagement on tactics.

G9. Number and type weapons carried when problem occurred. Include number and type ECM pods carried and their status (operative or inoperative).

G10. Disposition of ordnance. Type ordnance being delivered when problem occurred, ordnance jettisoned, retained, etc.

G11. Relevant communications from crewmembers not recovered or from others in the area.

H. Rescue information:

H1. Ejection and chute information.

H2. Environment at rescue site (terrain, enemy activity, etc.).

H3. Agency directing search and rescue (SAR).

H4. SAR Forces/Unit

H5. Extent of SAR effort.

H6. Date and time (GMT) of successful SAR effort and Service accomplishing recovery.

H7. When and why SAR efforts terminated.

I. Weather.

I1. WX-Precipitation

I2. Ceiling / Cloud tops / Visibility

I3. Winds.

J. Crash Site.

J1. Collateral damage (Civilian/DOD).

J2. Site security / Unit securing the site.

K. Safety.

K1. Interim Safety Board President (Rank, full name, and duty title).

K2. Chief of Inspection Board (if applicable).

K3. Safety officer POC/DSN numbers

L. Remarks. Include a brief narrative or description of mishap and any other essential information not contained in report.

Figure 6.2. Sample LOSREP.

SAMPLE LOSREP

(CLASSIFICATION) JOPREP JIFFY

MSGID/GENADMIN/1 FW/006//

SUBJ/LOSREP//

REF/A/OPREP-3P/1 FW/021840Z APR 01//

NARR/

A. INITIAL LOSREP.

B. COMBAT LOSS.

C. AIRCRAFT IDENTIFICATION.

C1. F15C.

C2. 85-0130.

C3. RF449G.

C4. WACO 41.

C5. DHAHRAN AIR BASE, SA.

C6. CENTAF, NA, 4404 CW, 71 FS.

C7. RJ26

C8. DESTROYED

C9. GE-100

C10. 3/600

C11. 15 JAN 01

C12. DESTROYED

D. TIME/LOCATION OF LOSS

D1. 021805Z APR 01 AT 29-00N 48-15W

D2. 021808Z APR 01 AT 28-40N 48-00W.

D3. 102.5N 350W/MOUNTIANS

D4. RESTRICTED AREA

D5. 021803Z APR 01.

E. AIRCREW IDENTIFICATION/STATUS

E1. 1/0

E2. DOE, JOHN J./AIRCRAFT COMMANDER.

E3. MAJOR.

E4. 123-45-6789FR.

E5. 71 FS.

E6. LANGLEY AIR FORCE BASE.

E7. RECOVERED, UNINJURED.

E8. 3 MONTHS/52 MISSIONS.

E9. 1000 / 700 / 15/32/47

E10. IP

E11. N/A

E12. N/A

F. MISSION/TARGET INFORMATION.

Fl. ARMED RECONNAISSANCE.

F2. COASTAL FREIGHTER - NOT UNDER FAC CONTROL.

F3. 29-30N 48-20W.

F4. SCATTERED CLOUDS AT 5000FT - 12 MILES VISIBILITY. NIGHT - FLARES NOT USED.

F5. AUTOMATIC WEAPONS/37MM CANNON ON BOARD FREIGHTER.

F6. NONE.

F7. NR 1 IN FLIGHT OF 4.

F8. SPLIT-S

F9. 1500 FT

F10. 0

G. TACTICS.

Gl. PROBABLE AUTOMATIC WEAPONS FIRE. HITS IN ENGINE AREA CAUSED FLAME-OUT APPROX 3 MINUTES AFTER HITS.

G2. APPROX 2000 FT.

G3. LEFT CLIMBING TURN.

G4. 450K.

G5. RECOVERING FROM STRAFING RUN AT 20 DEGREE DIVE ANGLE, PASS NR 2, NO PREVIOUS PASSES ON TARGET.

G6. NONE.

G7. NONE.

G8. NONE.

G9. 2,000 ROUNDS 20MM. NO ECM PODS.

G10. REMAINING ROUNDS CRASHED WITH AIRCRAFT

G11. N/A

H. RESCUE INFORMATION.

H1 GOOD EJECTION AND CHUTE.

H2. OPEN SEA -NO ENEMY ACTIVITY.

H3. CROWN AIRBORNE RESCUE COMMAND POST.

H4. 77RQS

H5. 1 MH-60 HELICOPTER FOR RECOVERY, 4 F-15 (CHICAGO FLT), FOR RESCAP.

H6. RECOVERY MADE AT 021838Z APR 92 BY USAF MH-60.

H7. N/A.

I. WEATHER.

I1. NONE

I2. SCT 10 OVC 1.5 MILES

I3. 280/10

J. CRASH SITE.

J1. NONE

J2. 43AEF/SF

K. Safety.

K1. Col John Doe 43AEF/CV

K2. N/A

K3. Capt Jeff Doe/ DSN 555-1452

L. REMARKS. WHILE RECONNING TARGET, PILOT FELT THUMP UNDER AFT SECTION. NOTICED DROP IN HYD PRESSURE. FIRE WARNING LIGHT CAME ON. SMOKE IN COCKPIT FORCED EJECTION.//

DECLAS/X4//

PART 3

OPERATIONAL SUPPORT MONITORING REPORTS

Chapter 7

ITEMS OF SPECIAL INTEREST REPORT (RCS: HAF-IL (AR)7124)

7.1. Subject and Purpose. Items of Special Interest Report provides each headquarters, command, supporting agency, and base a means to manually report inventory and consumption data on special interest logistics items when they can not use automated systems. This report is for short-term contingencies, emergencies, or exercises. Use the Combat Supplies Management System for long-term reporting.

7.2. Reference Materials. Not used.

7.3. Submitted By. See **Table 7.1.**

7.4. Submitted To. See **Table 7.1.**

7.5. When Submitted. As directed by HQ USAF/ILGC or AF CAT/A-4. MAJCOMs and NAFs may implement this report to support a contingency or exercise. Notify HQ USAF/ILGC upon implementation.

NOTE: Be prepared to change items reported and item designations if HQ USAF/ILGC or AF CAT/A-4 implements Items of Special Interest Report. The headquarters, which initiates the report, will terminate it.

7.6. How Submitted:

7.6.1. Transmit reports via AUTODIN or DSN. The report format, with base and item designator and corresponding columns, permits nonsecure telephone communications as a last resort. Do not refer to bases or items by name.

7.6.2. Note that HQ USAF/ILGC or AF CAT/A-4 will provide implementing instructions based on contingency and/or exercise requirements.

7.6.3. Transmit during MINIMIZE.

7.6.4. Use GENADMIN message format according to AFPAM 10-709, Volume 1.

7.6.5. Use the ESC C1 designator - Continue reporting, priority.

7.7. Reporting Instructions.

7.7.1. Implementing instructions must state the following:

7.7.1.1. Reporting commands and agencies.

7.7.1.2. Report recipients.

7.7.1.3. Reporting method.

7.7.1.4. Report classification.

7.7.1.5. Base designator (numerical designator assigned by ILGC or AF CAT/A-4).

7.7.1.6. Items reported (ILGC or AF CAT/A-4 assigned item designator).

7.7.1.7. Report timing.

7.7.1.8. How often to submit the report.

7.7.1.9. As of time.

7.7.1.10. Report not later than time.

7.7.2. Use six columns for this report. Designated columns as follows:

7.7.2.1. A, Beginning balance.

7.7.2.2. B, Receipts.

7.7.2.3. C, Expenditures (consumed).

7.7.2.4. D, Shipped.

7.7.2.5. E, Ending balance.

7.7.2.6. F, Remarks.

7.7.3. Inform HQ USAF/ILGC or AF CAT/A-4 at once of any actual or suspected item designator compromise.

Table 7.1. Items Of Special Interest Reporting Guidance.

Submitted By:	Submitted To:	When Submitted:	Actions:
Unit Commanders	Intermediate Commands//ILGS//	When directed	
Intermediate Commanders	Parent MAJCOMs//ILGS//		Submit consolidated report
MAJCOMs	HQ USAF WASHINGTON DC// ILGC/ILGP/ /		
CONUS NORAD Region (CONR) Units	1 AF TYNDALL AFB FL//ILX/ ILMW// Info: Sector		See Oplan 3000 Series
CONR Battle Staffs	HQ ACC LANGLEY AFB VA// ILGS//		
HQ ACC	Action: HQ USAF WASHINGTON DC// ILGC//Info: NORAD PETERSON AFB//CO/ /J4//Info: 1 AF TYNDALL AFB FL// ILMW/ /		Submit consolidated reports
NORAD Units deployed to Canadian region (CANR)	1 AF TYNDALL AFB FL//ILX/ ILMW//Info: Sector and Home Station	Before Oplan 3000 execution	
NORAD Units deployed to Canadian region (CANR)	HQ ACC LANGLEY AFB VA// ILXX//Info: 1 AF Tyndall AFB FL//ILX/ ILMW//Info: CANR and HOME STATION	After Oplan 3000 execution	
NORAD Units Deployed to Alaskan Region (ANR)	Parent Command//ILXX//Info: 1 AF Tyndall AFB FL//ILX/ ILMW//	Before Oplan 3000 execution	
	11 AF Elmendorf AFB AK//ILXX//	After Oplan 3000 execution	

Chapter 8

BULK PETROLEUM CONTINGENCY REPORT (REPOL)

(HQ USAF/ILGP POC: DSN: 227-2369)

8.1. Subject and Purpose. This report provides the Joint Staff, Military Services, and Defense Energy Support Center (DESC) with summary information on bulk petroleum inventories, damage assessment for bulk petroleum distribution systems, and other strategic information pertaining to bulk petroleum support posture.

8.2. Reference Materials. CJCSM 3150.14A, Joint Reporting Structure (JRS) - Logistics, Department of Defense Manual 4140.25-M, DOD Management of Bulk Petroleum Products, Natural Gas, and Coal, Volume II, and AFI 23-201, Fuels Management.

8.3. Submitted By:

8.3.1. The Joint Petroleum Offices (JPOS) in US Joint Forces Command (JFCOM), US Northern Command (NORTHCOM), US European Command (USEUCOM), US Pacific (USPACOM), US Southern Command (USSOUTHCOM), and US Central Command (USCENTCOM).

8.3.2. The Department of the Air Force, or its designee, will submit REPOL reports on essential CONUS base petroleum facilities when requested by the Joint Staff.

8.3.3. DESC will be responsible for submitting REPOL reports for stocks reported by CONUS Defense Fuel Regions.

8.4. Submitted To. The address indicator group (AIG) 935.

8.5. When Submitted.

8.5.1. During contingencies or when directed by the Joint Staff.

8.5.2. When considered appropriate by reporting commanders.

8.5.3. Once reporting begins, REPOL will be forwarded every 48 hours unless otherwise directed by the Joint Staff.

8.6. How Submitted.

8.6.1. Classify according to content.

8.6.2. Transmit by message, classified e-mail, or FAX.

8.6.3. Use IMMEDIATE precedence.

8.6.4. Transmit during MINIMIZE.

8.6.5. Use the ESC C1 designator - Continue reporting, priority.

8.7. Reporting Instructions. CJCSM 3150.14A contains additional information.

Chapter 9

LOGISTICS FEASIBILITY ANALYSIS CAPABILITY (LOGFAC) (RCS: HAF-ILX(A)8001)

9.1. Subject and Purpose. Provides data on war consumables (munitions; tanks, racks, adapters, and pylons (TRAP); chaff; guns and gun barrels; etc.) necessary for calculating wartime requirements and to answer "what if" questions on the support of forces during crisis or planning situations.

9.2. Reference Materials: LOGFAC End Users Manual

9.3. Submitted By: MAJCOMs

9.4. Submitted To:

Action: HQ ACC LANGLEY AFB VA//LGXW//

Info: HQ USAF WASHINGTON DC//ILGV//

9.5. When Submitted. Submit changes as they occur. Review and update files annually according to table 11.1

9.6. How Submitted:

9.6.1. Classify according to content.

9.6.2. Transmit using GCCS File Transfer Protocol (FTP).

9.6.3. Use the ESC C1 designator - Continue reporting, priority.

9.7. Reporting Instructions. Transmit during MINIMIZE.

Table 9.1. LOGFAC Report Submission Matrix.

Send Report File	**MAJCOM TO ACC**	**ACC TO HQ USAF**
WARCONFAC	22 July	18 July
BASX	15 March	17 March
DODX	15 April	17 April
Base Pseudo Code	N/A	17 March
PARTS	28 June	30 June
WCDO	28 June	30 June
Create Report File	**HQ USAF/XOXW**	**HQ USAF TO MAJCOM**
MISP	15 March	17 March
Create Report File	**HQ AFMC/XP-AO**	**HQ AFMC to MAJCOM**
AFMC EQUIPMENT	15 March	17 March

Chapter 10

MEDICAL REPORT FOR EMERGENCIES, DISASTERS AND CONTINGENCIES

(MEDRED-C) (RCS: HAF-SGH(AR)8602)

10.1. Subject and Purpose. Provides information on USAF Medical Service unit operational readiness status, availability, and patient care activities during peacetime or wartime contingency operations (actual or exercise). Reports also apply to medical units influenced by unusual occurrences (e.g., natural disasters or other emergencies).

10.2. References Material. AFI 41-106, *Medical Readiness Planning and Training*.

10.3. Submitted By. Medical units (including component medical commanders).

10.4. Submitted To:

ACTION ADDRESSEES:

Unit's Parent MAJCOM//SG/CAT//

Gaining MAJCOM//SG/CAT//

INFORMATION ADDRESSEES:

HQ USAF WASHINGTON DC//SG/CAT//

Other addressees as determined by parent and/or gaining MAJCOM contingency reporting

10.5. When Submitted:

10.5.1. Section A (Status Change) (See figure 12.1.).

10.5.1.1. When a natural disaster or other emergency (e.g., tornado, fire, terrorist attack, civil disturbance, etc.) affects the medical unit's normal operations.

10.5.1.2. Immediately, but not later than 2 hours after receiving an alert order, a declaration of change in DEFCON, or a subsequent change in alert status.

10.5.1.3. As necessary, to provide a status update on completed actions under a previously declared stage of alert or emergency.

10.5.1.4. As directed, by higher headquarters or as dictated by actions required by a particular stage of alert.

10.5.2. Section B (Employment Status):

10.5.2.1. Once operational at employment location.

10.5.2.2. Daily as of 2359 local.

10.6. How Submitted:

10.6.1. Classify according to content. Mark unclassified reports "FOR OFFICIAL USE ONLY" and transmit Encrypt for Transmission Only (E F T O).

10.6.2. Transmit via Defense Messaging System (DMS).

10.6.3. Transmit during MINIMIZE.

10.6.4. Transmit using PRIORITY precedence.

Figure 10.1. Reporting Instructions.

Prepare MEDRED-C reports as follows, reporting each item on a separate line:

Section A--(Status Change)

Item A1. Nature and effective date and time of event or status change.

Item A2. Number, name, and location of unit. .

Item A3. Unit type codes (UTC) alerted for deployment (if applicable).

Item A4. Identification of AEF, appropriate OPLAN, Contingency Plan (CONPLAN), and/or operation name being supported.

Item A5. Narrative Remarks. Provide a complete description of the situation, actions being taken, and in the case of natural disaster or emergency, estimated date/time or return to normal operations.

Example: Section A—Report

(CLASSIFICATION)/JOPREP JIFFY/OPERATION (OR EXERCISE) NAME

SUBJ: MEDRED-C, SECTION A REPORT

A1. DEPLOYMENT ALERT EFFECTIVE 051500Z APR 02.

A2. 59 MW, LACKLAND AFB TX

A3. FFMFS, FFGL2, FFGL3, FFEP1, FFEP2, FFDAB, FFEP6

A4. USAFE OPLAN 100-75, EAST ANGLIA EARTHQUAKE.

A5. MISSION IS TO PROVIDE MEDICAL ASSISTANCE TO CASUALTIES IN DISASTER AREA. ONLY EQUIPMENT BEING DEPLOYED IS FOR FFMFS. EXPECT TO SUPPLEMENT CAPABILITY ALREADY IN THE AREA.

Figure 10.2. Employment Status

Item B1. Identity and type of unit.

Item B2. Employment location, including name of town, military site, state, country, etc.. If not known, indicate distance and direction from nearest town or city.

Item B3. Report the time (GMT) and the date the unit attained operational capability.

Item B4. Enter total number of medical personnel assigned, a semicolon (;), and breakout of personnel by UTC. Separate UTCs with a single slash (/). Example: 25 MEDICAL PERSONNEL ASSIGNED; FFMFS-5/FFEP1-3/FFEP2-5/ FFEP6-5/FFDAB-3/FFGL2-2/FFGL3-2.

Item B5. CRITICAL PERSONNEL ISSUES. Describe personnel issues that impact mission capability.

Item B6. PATIENT WORKLOAD DATA. Identify the type of facility on line B6. Enter patient workload data since the last report, based on the type of facility as indicated below. Use a single slash (/) to separate

data elements within each line. The primary source for this data should be Global Expeditionary Medical System (GEMS) or equivalent automated patient encounter tracking system.

Item B6.A. PATIENT EVACUATION SUMMARY. For aeromedical staging units, use this section to report current/new activity and cumulative data as described below. Place the two data groups below on separate lines.

CURRENT ACTIVITY: Patients awaiting evacuation or evacuated **within theater**, and awaiting evacuation or evacuated **out of theater** since last report. Each category is broken down into litter and ambulatory figures. Example: 30 PATIENTS AWAITING EVACUATION WITHIN THEATER, (10 LITTER/20 AMBULATORY); 5 PATIENTS AWAITING EVACUATION OUT OF THEATER (3 LITTER/2 AMBULATORY); 10 LITTER/5 AMBULATORY PATIENTS EVACUATED WITHIN THEATER; 9 LITTER/6 AMBULATORY PATIENTS EVACUATED OUT OF THEATER.

CUMULATIVE DATA: Cumulative numbers for each category above, broken down into litter and ambulatory figures. Example: 68 TOTAL LITTER/20 TOTAL AMBULATORY PATIENTS EVACUATED WITHIN THEATER TO DATE; 20 TOTAL LITTER/10 TOTAL AMBULATORY PATIENTS EVACUATED OUT OF THEATER TO DATE.

Item B6.B. INPATIENT FACILITY PATIENT DATA. For facilities with inpatient beds, such as CONUS Casualty Reception Hospitals (CRH), Air Force Theater Hospitals (AFTH), and CONUS Hospitals with bed expansion missions, report current/new activity and cumulative data as described below. Place the two data groups below on separate lines.

CURRENT ACTIVITY: The number of **new** patient encounters, patients admitted, returned to duty (RTD), transferred out, and deaths since last report. Example: 60 NEW PATIENT ENCOUNTERS/11 PATIENTS ADMITTED/48 PATIENTS DISCHARGED OR RTD/0 PATIENTS TRANSFERRED OUT/1 DEATH.

CUMULATIVE DATA: Cumulative totals to date for each category listed above. Example: 300 PATIENTS SEEN/35 ADMISSIONS/264 RTD/20 PATIENTS TRANSFERRED OUT/1 TOTAL PATIENT DEATHS TO DATE.

Item B6.C. OUTPATIENT FACILITY PATIENT DATA. For facilities with no inpatient beds, such as EMEDS Basic, Squadron Medical Elements with or without Air Transportable Clinics (ATC), and Clinics (including Residual Medical Clinics), report current/new activity and cumulative data as described below. Place the two data groups below on separate lines.

CURRENT ACTIVITY: The number of **new** patients seen (encounters), returned to duty (RTD), awaiting disposition, evacuated or transferred, and deaths since last report. Example: 12 NEW PATIENTS/7 RTD/3 PATIENTS AWAITING DISPOSITION/1 PATIENT EVACUATED/1 PATIENT DEATH SINCE LAST REPORT.

CUMULATIVE DATA: Cumulative totals to date for each category listed above. Example: 100 PATIENTS SEEN TO DATE/34 EVACUATED/5 DEATHS.

Item B7: CBRNE EVENT DATA. When suspected or known CBRNE events occur, report the number of patients exhibiting symptoms and a description of the symptoms or injuries.

Item B8: MEDICAL MATERIEL ISSUES. Provide a narrative report on medical materiel shortages that impact patient care, a description of corrective actions being taken or requested, and an estimated get-well date.

Item B9: INFRASTRUCTURE ISSUES. Describe status of facilities and significant infrastructure issues, focusing on limiting factors that impact patient care. Include a description of corrective actions taken or requested, and an estimated get-well date.

Item B10: MEDICAL EQUIPMENT ISSUES. Describe any medical equipment issues impacting patient care, to include out of date calibration. Include a description of corrective actions taken or support requested, and an estimated get-well date.

Item B11: ADDITIONAL REMARKS. Include a description of significant operational constraints, any limiting factors that adversely affect mission accomplishment, corrective actions being taken or support requested, and an estimated get-well date. When new equipment UTCs are expected to arrive, include a statement listing those UTCs, anticipated arrival date, and date of receipt.

Item B12: EFFECTIVENESS PERCENTAGE (PCTEF) RATING. The unit commander will provide a subjective assessment of the unit's ability to execute the deployed mission, using the C-ratings described below. Provide a detailed explanation of issues causing a rating other than C-1, list applicable UTC(s), and provide an estimated get-well date.

Table 10.1. PCTEF Ratings

C-1	Unit possesses the required resources and is trained to undertake the full mission(s) assigned
C-2	Unit possesses the required resources and is trained to undertake most of the mission(s) assigned
C-3	Unit possesses the required resources and is trained to undertake many, but not all, portions of the mission(s) assigned
C-4	Unit requires additional resources or training to undertake the current mission(s) assigned

Example: Section B—Report

(CLASSIFICATION)/JOPREP JIFFY/OPERATION (OR EXERCISE) NAME

SUBJ: MEDRED-C, SECTION B REPORT

B1. 363RD EXPEDITIONARY MEDICAL GROUP

B2. PRINCE SULTAN AIR BASE, KINGDOM OF SAUDI ARABIA

B3. ATTAINED OPERATIONAL CAPABILITY 0800 GMT ON 8 DEC 02.

B4. 58 MEDICAL PERSONNEL ASSIGNED; FFMFS-5/FFEP1-3/FFEP2-5/ FFEP3-27/FFEP6-5/ FFDAB-3/FFGL1-6/FFGL2-2/FFGL3-2.

B5. CRITICAL PERSONNEL ISSUES: 10 PERSONNEL, INCLUDING ALL ASSIGNED SURGEONS ARE ON QUARTERS FOR AGE.

B6. PATIENT WORKLOAD DATA: EMEDS PLUS 10

B6.B. INPATIENT FACILITY DATA.

NEW ACTIVITY: 12 PATIENTS TREATED/ 3 PATIENTS WAITING DISP/ 7 RTD/ 1 PATIENTS EVACUATED/1 PATIENT DEATH//

CUMULATIVE DATA: 64 PATIENTS TREATED/34 PATIENTS RTD/20 TOTAL PATIENTS EVACUATED/10 TOTAL PATIENT DEATHS TO DATE.

B7. NO CBRNE DATA TO REPORT AT THIS TIME.

B8. MEDICAL MATERIEL ISSUES. UNIT IS SHORT 66 DOSES OF CIPROFLAXIN. RESUPPLY REQUEST SENT, EXPECTED DELIVERY DATE IS 28 MAR 03.

B9. INFRASTRUCTURE ISSUES. ENVIRONMENTAL CONTROL UNITS (ECUs) ARE FUNCTIONAL BUT FAILING TO MAINTAIN ACCEPTABLE TEMPERATURE CONTROL. CIVIL ENGINEERS CONTACTED TO EVALUATE. ANTICIPATE UPDATE WITHIN 24 HOURS.

B10. MEDICAL EQUIPMENT ISSUES. ANESTHESIA UNIT EXPIRED CALIBRATION, UNABLE TO RESOLVE ON SITE. CONTINUING UTILIZATION UNTIL MEDICAL EQUIPMENT REPAIR CENTER CAN RESPOND. ANTICIPATED REPAIR WITHIN 72 HOURS.

B11. ADDITIONAL REMARKS. FACILITY SECURITY IS AN ISSUE. DISCUSSION UNDERWAY TO ADDRESS POSSIBLE RELOCATION OF THE UNIT TO MOVE IT WITHIN PERIMETER CURRENTLY SECURED BY ARMY PERSONNEL. WILL ADVISE IF OR WHEN THIS IS EXPECTED TO OCCUR.

B12. PCTEF RATING IS C-2 DUE TO 10 PERSONNEL, INCLUDING ALL ASSIGNED SURGEONS ARE ON QUARTERS FOR AGE AND ECU PROBLEMS. EXPECT RESULUTION OF THESE ISSUES WITHIN 72 HOURS.

10.7. Waiers. Waiver authority to change format or to combine MEDRED-C data with an overall (combined) wing/group Situational Report (SITREP) is the unit's parent MAJCOM. If waiver is granted for MEDRED-C data to be combined in the wing/group SITREP, all addressees listed in 12.4. must be forwarded copies of SITREPs.

RONALD E. KEYS, Lt General, USAF
DCS/Air & Space Operations

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

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

AFI 10-401, *Operation Plan and Concept Plan Development and Implementation*

AFI 10-802, *Military Support to Civil Authority*

AFI 10-803, *Military Support to Civil Authorities*

AFI 16-701*, Special Access Programs*

AFI 21-102, *Depot Maintenance Management*

AFI 23-201, *Fuels Management*

AFI 25-101, *War Reserve Material (WRM) Program, Guidance and Procedures*

AFI 31-401, *Information Security Program Management*

AFI 32-4001, *Disaster Preparedness Planning and Operations*

AFI 37-124, *Management and Control of Information Reports Requirements*

AFI 41-106, *Medical Readiness Planning and Training*

AFI 91-204, *Investigating and Reporting Mishaps*

AFMAN 37-123*, Management of Records*

AFPD 37-1*, Information Management*

JOINT ARMY, NAVY, AIR FORCE PUBLICATION

MIL-STD 6040/CJCSM 6120.05/JIEO/Circ 9152

AFPAM 10-709

Abbreviations and Acronyms

ACC—Air Combat Command

AFEOC—Air Force Emergency Operations Center

AFMC—Air Force Materiel Command

AFNSEP—Air Force National Security and Emergency Preparedness Agency

AFOREPS—Air Force Operational Reporting System

AFOC—Air Force Operations Center

AFRC—Air Force Reserve Command

AFSA—Air Force Safety Agency

AFSCN—Air Force Satellite Control Network

AMC—Air Mobility Command

AMREP—Aircraft/Missile Maintenance Compression Report

ANG—Air National Guard

AOR—Area of Responsibility

ARC—Air Reserve Component

AUTODIN—Automated Digital Network

CAP—Civil Air Patrol

CAT—Crisis Action Team

CHOP—Change of Operational Control

CJCSM—Chairman, Joint Chiefs of Staff Manual

CMSAF—Chief Master Sergeant of the Air Force

CONPlan—Concept Plan

CONR—CONUS NORAD Region

CONUS—Continental United States

COOP—Continuity of Operations

CPX—Command Post Exercise

CSAF—Chief of Staff, USAF

DAF—Department of the Air Force

DBOF-T—Defense Budget Operating Fund Transportation

DCAPES—Deliberate Crisis Action Planning and Execution Segment

DEFCON—Defense Readiness Condition

DIN—Disaster Identification Number

DOD—Department of Defense

DRU—Direct Reporting Unit

DUSTWUN—Duty Status Whereabouts Unknown

ESC—Emergency Status Codes

FPCON—Force Protection Condition

FOA—Field Operating Agency

GCCS—Global Command Control System

GENADMIN—General Administration

GENTEXT—General Text

GO—General Officer

INFOCON—Information Operations Condition

JANAP—Joint Army, Navy, Air Force Publication

JCS—Joint Chiefs of Staff

JOPREP JIFFY—Flagword identifying electrically transmitted command post to command post Messages

LERTCON—Alert Condition

LOGDET—Logistics Force Packaging Subsystem

LOGMOD—Logistics Module Major Command (M), Base Level (B)

LOSREP—Aircrew/Aircraft Loss Report

LRC—Logistics Readiness Center

MAJCOM—Major Command

MANFOR—Manpower Force Packaging Subsystem

MANPER—Manpower and Personnel System, MANPERH/F (HQ USAF), M (MAJCOM), I (INTERMEDIATE), B (BASE)

MD—Mission Designator

MEDREDC—Medical Report for Emergencies, Disasters, and Contingencies

MPF—Military Personnel Flight

MPRC—Manpower and Personnel Readiness Center

MSCA—Military Support to Civil Authorities

NAF—Numbered Air Force

NMCC—National Military Command Center

NSN—National Stock Number

OPLAN—Operation Plan

OPREP3—Operational Event/Incident Report

PCTEF—Effectiveness Percentage (PCTEF) Rating

RCS—Reports Control Symbol

REPOL—Bulk Petroleum Contingency Report

SAP—Special Access Programs

SITREP—Commander's Situation Report

SORTS—Status of Resources and Training System

SSN—Social Security Number

SSO—Special Security Office

TDY—Temporary Duty

UTC—Unit Type Code