

**BY ORDER OF THE SECRETARY  
OF THE AIR FORCE**



**AIR FORCE INSTRUCTION 10-206**

**30 MAY 2003**

**AIR FORCE RESERVE COMMAND  
Supplement 1**

**31 OCTOBER 2003**

**Operations**

**OPERATIONAL REPORTING**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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Supersedes AFMAN 10-206, 14 May 2002.

Pages: 96

Distribution: F

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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 by this AFI are maintained and disposed of IAW AFMAN 37-139, "Records Disposition Schedule."

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**(AFRC)** The OPR for this supplement is HQ AFRC/DOCR (MSgt James Scott). This supplement implements and extends the guidance of Air Force Instruction (AFI) 10-206, dated 30 May 2003. The AFI is published word-for-word without editorial review. Air Force Reserve supplementary material is indicated by "(AFRC)". This supplement describes Air Force Reserve Command procedures to be used in conjunction with the basic instruction and identifies events and circumstances which senior leaders have determined must be reported to HQ AFRC. Upon receipt of this integrated supplement discard the Air Force basic publication. This supplement supersedes AFMAN 10-206/AFRC SUP1, 14 August 1998.

## ***SUMMARY OF REVISIONS***

**This document is substantially revised and must be completely reviewed.**

This instruction converts AFMAN 10-206 to AFI 10-206. The OPREP-3 Reports Matrix (**Table 3.3.**) has been streamlined from 14 categories to 8. Changes to the matrix include the deletion of the Network Degradation Report, Aircraft/Missile Production Compression Report, Contingency Fuels Operations Report, and all Manpower and Equipment Force Packaging (MEFPAK) System requirements. Additions to the matrix include reporting requirements for Non-AF Active Duty Death Reports and Bulk Petroleum Contingency Reports (REPOL). The Military Support to Civilian Authorities (MSCA) report has been repositioned from the OPREP-3 system to the Commander's Situation Report (SITREP) system. AFI 10-206 also clarifies the command reporting responsibilities for host installations operating with tenant units assigned to different MAJCOMs. Other Major changes include the following:

1. All Major Commands (MAJCOM) will be addressed on any "Class A Mishap" record copy report.
2. MAJCOM Commanders will report all higher headquarter directed Force Protection Condition (FPCON) changes and Information Operation Condition (INFOCON) changes not directed by Headquarters Air Force (HAF) to the Air Force Operations Center (AFOC).
3. Deleted the requirement for the Aircraft Crash Supplemental Information (**Figure 3.5.**) submission after aircraft crashes (its now part of the Aircraft/Aircrew Loss Report (LOSREP)).
4. Added AFOC and MAJCOM contact numbers and email addresses.
5. Maxwell AFB CP will be addressed on all OPREP-3 BEELINE/PINNACLE reports.
6. Updates the required information in the Aircrew/Aircraft Loss Report (LOSREP).
7. OPREP-3 correction reports will be via follow-up reports or correction OPREP-3 reports of the same type as the original in order to add to, delete from, replace, or cancel the previously transmitted OPREP-3 message. (CJCSM 6120.05)

**(AFRC)** This revision updates telephone numbers and office designations. References to paragraphs, figures, and tables contained within the basic publication have been updated. Unit commanders have been given the flexibility to report HOMELINE incidents not specified in the reporting matrix. A requirement to include rule numbers in voice and record copy reports has been added. A requirement to brief OPREP-3 requirements has been added. Acronyms used in the previous edition of this supplement have been spelled out fully to eliminate misinterpretation. Ground incidents and fire mishap cost criteria have been increased to between \$5,000 and less than \$50,000. The requirement to report certain engine failures has been added to the HOMELINE matrix (**Attachment 4 (Added)**). An attachment has been added to explain exercise and deployment reporting procedures (**Attachment 5 (Added)**). Guidance on DMS addressing has been added in **Attachment 6 (Added)**. A requirement has been added to report Reserve personnel deaths as a HOMELINE if the incident does not meet BEELINE criteria (**Attachment 7 (Added)**). A new requirement has been included to report any inspection resulting in the rating of MARGINAL (**Attachment 8 (Added)**). A new requirement has been added to the HOMELINE matrix for units to report the arrival or planned arrival of Distinguished Visitor Code 3 or higher (**Attachment 9 (Added)**). The requirement to report certain environmental releases was added to the HOMELINE matrix

(Attachment 10 (Added)) and environmental incident criteria were clarified. Chapter 4, (Attachment 11 (Added)) describes AFRC-specific SITREP reporting procedures.

## **PART 1—GENERAL CONCEPTS, POLICIES, AND RESPONSIBILITIES 8**

### **Chapter 1—INTRODUCTION TO AIR FORCE OPERATIONAL REPORTING SYSTEM (AFOREPS) 8**

- 1.1. Concept of the AFOREPS. .... 8
- 1.2. Reporting Instructions and Principles. .... 8
- 1.3. Command Reporting Responsibilities. .... 8
- 1.3. (AFRC)Command Reporting Responsibilities. .... 8
- 1.4. Authority and References: ..... 9

### **Chapter 2—GENERAL REPORTING INSTRUCTIONS 11**

- 2.1. Security Classification and Downgrading Instructions. .... 11
- 2.2. Transmitting Reports During Combat or Combat Related Operations ..... 11
- 2.3. Flagword JOPREP JIFFY ..... 11
- 2.4. Operating in a Degraded Communications Environment ..... 11
- 2.5. Report Formats. .... 11
- 2.6. Correction of Reports. .... 11

## **PART 2—OPERATIONAL STATUS REPORTS 12**

### **Chapter 3—EVENT/INCIDENT REPORT (OPREP-3)(RCS: HAF-XOO(AR)7118) 12**

- 3.1. Subject and Purpose. .... 12
- 3.2. Reference Materials. .... 12
- 3.3. Report Categories. .... 12
- 3.4. Command Responsibilities ..... 17
- 3.5. Report Submission. .... 18

#### **Table 3.5. (Added-AFRC)AFRC Command Center Contact Numbers. .... 18**

- 3.6. Report Format and Contents: ..... 20
- 3.7. Report Numbering ..... 20
- 3.8. Exercise Reports. .... 21
- 3.9. Follow-up Reports. .... 21
- 3.10. Use of Personnel Identification. .... 21
- 3.11. Upgrading Reports. .... 21

3.12.	AFOC Contact Information. ....	21
Table 3.1.	AFOC Contact Information. ....	22
3.13.	MAJCOM Contact Information. ....	22
Table 3.2.	MAJCOM Contact Information. ....	22
3.14.	The OPREP-3 Reports Matrix. ....	22
3.14. (AFRC)	The OPREP-3 Reports Matrix. ....	23
Table 3.3.	Objective Event/Incident Reporting Criteria. ....	23
Table 3.4.	Minimum Essential Addressee (MEA) Listing. ....	42
Figure 3.1.	Sample of OPREP-3 CRESCENT EDGE Report. ....	44
Figure 3.2.	Information Guide for OPREP-3 Event/Incident Reporting. ....	44
Figure 3.3.	Communications/Computer Events Report Format and Content. ....	45
Figure 3.4.	Guide for SITREP Reporting for Military Support to Civil Authorities (MSCA). ..	45
Figure 3.5.	Active Duty Death Additional Information Format. ....	46
<b>Chapter 4—COMMANDER'S SITUATION REPORT (SITREP)</b>		
<b>(RCS: HAF-XOO(AR)7123)</b>		<b>47</b>
4.1.	Subject and Purpose. ....	47
4.2.	Submitted By. ....	47
4.3.	Submitted To. ....	47
4.4.	Submission Timing. ....	48
4.5.	Submission Precedence. ....	48
4.6.	Specific Reporting Instructions. ....	48
4.7.	Report Content. ....	49
Figure 4.1.	Guidance for Commander's Final SITREP. ....	50
<b>Chapter 5—COMMUNICATIONS INSTRUCTIONS REPORTING VITAL INTELLIGENCE SIGHTINGS (CIRVIS)</b>		<b>51</b>
5.1.	Subject and Purpose. ....	51
5.2.	Reference Materials. ....	51
5.3.	Submitted By. ....	51
5.4.	Submitted To: ....	51
5.5.	When Submitted. ....	51
5.6.	How Submitted. ....	51

5.7. Reporting Instructions: .....	51
Figure 5.1. Communications Instructions Reporting Vital Intelligence Sightings (CIRVIS). ...	53
<b>Chapter 6—AIRCREW/AIRCRAFT LOSS REPORT (LOSREP) (RCS: HAF-XOO(AR)7113)</b>	<b>55</b>
6.1. Subject and Purpose. ....	55
6.2. Reference Materials. ....	55
6.3. Submitted By. ....	55
6.4. Submitted To: .....	55
6.5. When Submitted: .....	55
6.6. How Submitted: .....	55
6.7. Reporting Instructions: .....	56
Figure 6.1. LOSREP Details. ....	57
Figure 6.2. Sample LOSREP. ....	60
<b>PART 3—OPERATIONAL SUPPORT MONITORING REPORTS</b>	<b>64</b>
<b>Chapter 7—ITEMS OF SPECIAL INTEREST REPORT (RCS: HAF-IL (AR)7124)</b>	<b>64</b>
7.1. Subject and Purpose. ....	64
7.2. Reference Materials. ....	64
7.3. Submitted By. ....	64
7.4. Submitted To. ....	64
7.5. When Submitted. ....	64
7.6. How Submitted: .....	64
7.7. Reporting Instructions. ....	64
Table 7.1. Items Of Special Interest Reporting Guidance. ....	66
<b>Chapter 8—BULK PETROLEUM CONTINGENCY REPORT (REPOL) (RCS: NOT REQUIRED) (HQ USAF/ILGP POC: DSN: 227-2369)</b>	<b>67</b>
8.1. Subject and Purpose. ....	67
8.2. Reference Materials. ....	67
8.3. Submitted By: .....	67
8.4. Submitted To. ....	67
8.5. When Submitted. ....	67
8.6. How Submitted. ....	67

8.7. Reporting Instructions. ....	67
<b>Chapter 9—LOGISTICS FEASIBILITY ANALYSIS CAPABILITY (LOGFAC) (RCS: HAF-ILX(A)8001)</b>	<b>68</b>
9.1. Subject and Purpose. ....	68
9.2. Reference Materials: ....	68
9.3. Submitted By: ....	68
9.4. Submitted To: ....	68
9.5. When Submitted. ....	68
9.6. How Submitted: ....	68
9.7. Reporting Instructions. ....	68
Table 9.1. LOGFAC Report Submission Matrix. ....	68
<b>Chapter 10—MEDICAL REPORT FOR EMERGENCIES, DISASTERS AND CONTINGENCIES (MEDRED-C) (RCS: HAF-SGH(AR)8602)</b>	<b>69</b>
10.1. Subject and Purpose. ....	69
10.2. References Material. ....	69
10.3. Submitted By. ....	69
10.4. Submitted To: ....	69
10.5. When Submitted: ....	69
10.6. How Submitted: ....	70
10.7. Reporting Instructions. ....	70
Figure 10.1. MEDRED-C Details. ....	71
10.8. Waivers. ....	74
<b>Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION</b>	<b>75</b>
<b>Attachment 2 (Added-AFRC)—OPREP-3 BEELINE OFF-DROP ZONE (DZ) INFORMATIONAL REQUIREMENTS</b>	<b>79</b>
<b>Attachment 3 (Added-AFRC)—OPREP-3 HOMELINE VOICE TEMPLATE</b>	<b>80</b>
<b>Attachment 4 (Added-AFRC)—OPREP-3 HOMELINE REPORTABLE EVENTS AND INCIDENTS MATRIX</b>	<b>81</b>
<b>Attachment 5 (Added-AFRC)—AFRC EXERCISE/DEPLOYMENT REPORTING PROCEDURES</b>	<b>85</b>

<b>AFI10-206_AFRC SUP1_I 31 OCTOBER 2003</b>	<b>7</b>
<b>Attachment 6 (Added-AFRC)—DEFENSE MESSAGING SYSTEM (DMS) ADDRESSING</b>	<b>87</b>
<b>Attachment 7 (Added-AFRC)—REPORTING REQUIREMENTS FOR RESERVE PERSONNEL DEATHS</b>	<b>88</b>
<b>Attachment 8 (Added-AFRC)—MARGINAL INSPECTION FINDINGS</b>	<b>89</b>
<b>Attachment 9 (Added-AFRC)—DISTINGUISHED VISITOR CODE 3 OR HIGHER REPORTING REQUIREMENTS</b>	<b>90</b>
<b>Attachment 10 (Added-AFRC)—ENVIRONMENTAL RELEASE OR SPILL REPORTING</b>	<b>91</b>
<b>Attachment 11 (Added-AFRC)—AFRC SITUATIONAL REPORTING (SITREP)</b>	<b>92</b>

## 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. (AFRC) Command Reporting Responsibilities.** AFRC wing and associate unit commanders will ensure immediate submission of OPREP-3 reports for all significant events/incidents, actual or probable, of a military or political nature which involve or may involve any AFRC activity or personnel. All units will voice notify the AFRC command center when they become aware of an incident involving their resources where the OPREP is not submitted by an AFRC unit. Where a host command post submits the report,

AFRC tenant units will ensure the host includes the appropriate addressees IAW AFI 10-206 as supplemented.

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.

1.3.2. (AFRC) Where the host-tenant agreement or Memorandum of Agreement specifies that tenant reporting will be done through the host command post, AFRC tenant units will identify AFRC-unique operational reporting requirements to the host in that agreement. AFRC units will also ensure the host has current contact numbers and DMS addresses for both the AFRC tenant unit and AFRC Command Center and that host checklists include notifying the unit and the AFRC Command Center when AFRC resources are involved. The AFRC unit must ensure addressees listed in paragraphs 3.3.11.9.1. and 3.3.11.9.2. are included.

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-3s 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 Command (AFRC), and Air National Guard Readiness Center (ANGRC) personnel will develop instructions to ensure timely and accurate OPREP-3 reporting.

1.3.7. (AFRC) Aircrews whose aircraft is under operational control (OPCON) of AFRC will report through AFRC channels. Aircrews whose aircraft has changed operational control ("chopped") to another command will comply with the reporting requirements of that command but will ensure HQ AFRC Command Center is an information addressee on all OPREPS involving AFRC resources.

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 Inter-agency 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.

1.4.4. (Added-AFRC) Requests for clarification of operational reporting requirements should be e-mailed to HQ AFRC DOCR.

## 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. Event/incidents involving nuclear weapons.

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

2.1.2.7. Information of a unit's total mission impairment.

**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 3150.03A, 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.** A message originator must use a Follow-up or Correction OPREP-3 of the same type as the original in order to add to, delete from, replace, or cancel the previously transmitted OPREP-3 message.

**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 event or incident, which may attract international, national, US Air Force, or significant news media interest. 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.

3.1.1. (Added-AFRC) This supplement identifies events/incidents/circumstances which AFRC senior leaders have determined to be reportable to the headquarters via the AFRC Command Center. Because the OPREP-3 may be the first indication of events or incidents requiring immediate responses or actions by AFRC senior leadership, the necessity for promptly submitting these reports cannot be overemphasized. Therefore, the guideline for commanders when determining whether or not to report an event or incident is "The HQ AFRC/CC and CV will want to hear about it through AFRC command and control channels FIRST—report it!" Contact the AFRC Command Center for assistance whenever a situation arises that does not clearly fit the reporting criteria.

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

**3.3. Report Categories.** OPREP-3 reports categorize events or incidents according to their nature. Flag-words 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).** Used to report information to the SECDEF, National Military Command Center (NMCC), all combatant commanders, and appropriate commanders on any incident or event of national level interest which does not require notification using other OPREP-3 reports. This report is not restricted to operational information and covers a wide range of occurrences with actual or potential international repercussions or which could seriously change current operations. Consider an event or incident 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 national interest.
- 3.3.1.6. Affects current national policy.

3.3.2. **PINNACLE NUCFLASH (OPREP-3PNF)**. Used to report situations that create a risk of outbreak of nuclear war. This report has the highest precedence in the OPREP-3 reporting structure. Report any of the following:

3.3.2.1. Accidental, unauthorized, or unexplained nuclear detonation or possible detonation.

3.3.2.2. 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.

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

3.3.2.4. Detection of unidentified objects by a missile warning system or interference (experienced by such a system or related communications) that appears threatening and could create a risk of nuclear war.

3.3.3. **PINNACLE FRONT BURNER (OPREP-3PFB)**. Used to report any attack, harassment, or hostile act against US forces.

3.3.4. **PINNACLE BROKEN ARROW (OPREP-3PBA)**. Used to report an accidental event involving US nuclear weapons that result in any of the following, but does not create the risk of nuclear war:

3.3.4.1. Nuclear detonation.

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

3.3.4.3. Radioactive contamination.

3.3.4.4. Jettisoning of a nuclear weapon.

3.3.4.5. Public hazard, actual or implied.

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 to report operations involving the command disablement or nonviolent disablement of a nuclear weapon.

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 combat command 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.

3.3.11. **FADED GIANT (OPREP-3FG)**. Used to report nuclear reactor or radiological accidents or incidents to the appropriate Service headquarters.

3.3.12. **BEELINE (OPREP-3B)**. Used to report any event/incident that requires Air Force-level interest, but not requiring PINNACLE OPREP-3 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.

3.3.12.1. (Added-AFRC) Fuel Spill (See [Table 3.3.](#), Rule 2K). Include HQ AFRC/CEV as an information addressee on all incidents involving release of POL. [Attachment 10 \(Added\)](#) lists information to include in OPREPs involving spills or releases.

3.3.12.2. (Added-AFRC) Off-DZ Airdrop Incident Reporting. (See [Table 3.3.](#), Rule 1L) An Off-DZ Airdrop incident is an OPREP-3 BEELINE (OPREP-3B) reportable incident when the criteria contained in AFI 10-206 are met.

3.3.12.2.1. (Added-AFRC) [Attachment 2 \(Added\)](#) contains specific reporting requirements for Off-DZ Airdrops. Units without airdrop expertise may contact HQ AFRC/DOOM through the AFRC Command Center for clarification on items listed in [Attachment 2 \(Added\)](#).

3.3.12.2.2. (Added-AFRC) Timely collection and reporting of the facts (prior to the crew entering rest, if possible) is critical. Although additional investigation of Off-DZ Airdrop incidents may be necessary to determine all the facts, do not delay initial reporting to obtain details; they can be sent in supplemental reports.

3.3.12.2.3. (Added-AFRC) In addition, refer to AFJI 13-210, Chapter 5, for further reporting guidance for Off-DZ incidents.

3.3.12.3. (Added-AFRC) Hurricane Evacuation (HURREVAC). (See [Table 3.3.](#), Rule 1D) A minimum of three OPREP-3 BEELINE reports are required for aircraft evacuation. When reporting aircraft evacuation information via OPREP-3 BEELINE, begin with the decision to evacuate and continue through return to home station. Submit changes as updates occur. Do not submit a final report until all aircraft have returned to home station. Reports must be sent:

3.3.12.3.1. (Added-AFRC) When a hurricane/typhoon condition is declared.

3.3.12.3.2. (Added-AFRC) When the evacuation stage is set (planned or actual). Report aircraft disposition plan for all assigned and transient aircraft, e.g., deployed, evacuated, hangered, tied down, or in depot maintenance. Include refuge base(s), ETD of first and last evacuating aircraft, ETA at refuge base(s) of first and last evacuating aircraft.

3.3.12.3.3. (Added-AFRC) Upon return to home base.

3.3.12.3.4. (Added-AFRC) Units contact AFRC Air Operations Branch (DOOM) through the AFRC Command Center for HURREVAC airlift support requests. AFRC Command Center and HQ AFRC/DOOM can provide airlift redeployment assistance to AFRC flying units when requested. Use the guidance provided in the basic reporting manual to indicate what type support is needed.

3.3.12.4. (Added-AFRC) (See [Table 3.3.](#), Rule 6A) AFRC bases do not use NEXRAD weather surveillance radar; no outage report required.

3.3.13. **HOMELINE (OPREP-3H)**. Used to report incidents or events, 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.

3.3.13. (AFRC) Air Force Reserve Command OPREP-3 HOMELINE report requirements appear below. Events and incidents are HOMELINE reportable if they meet the criteria listed in **Attachment 4 (Added)**, or if the commander determines they should be reported to HQ AFRC.

3.3.13.1. (Added-AFRC) Subject and Purpose. Provides specific reporting instructions, report content, and sample reports for the OPREP-3 HOMELINE.

3.3.13.2. (Added-AFRC) Use the flagword HOMELINE to identify events or incidents of interest only to HQ AFRC.

3.3.13.3. (Added-AFRC) The report is submitted through, and normally remains within, Air Force Reserve Command channels; however, other addressees outside AFRC channels may be added as appropriate.

3.3.13.4. (Added-AFRC) Reporting an incident that seemed significant at the time, but later is deemed insignificant, will not be criticized. When a reported event/incident is subsequently determined not to have been OPREP-3 reportable, the reporting units will notify all previous addressees that the event/incident has been determined not to meet OPREP-3 reporting criteria.

3.3.13.5. (Added-AFRC) Submit HOMELINE reports to the AFRC Command Center (HQ AFRC/DOCC). Initiate HOMELINE reports as soon as the event or incident becomes known. Do not delay the report to gain additional information.

3.3.13.6. (Added-AFRC) Precedence. Use IMMEDIATE precedence for voice and record reports; however, FLASH may be used if the situation warrants. Submit HOMELINES by the most rapid means available which provides the necessary security protection. DMS is the primary means of submitting record copy OPREP reports. Normal e-mail is the backup means. If a unit's DMS and e-mail are non-operational, units should notify the AFRC Command Center for further guidance concerning record copy submission.

3.3.13.7. (Added-AFRC) OPREP-3 HOMELINE reports must contain a rule reference number from the OPREP-3 HOMELINE Matrix (example: "HOMELINE Rule Number 1D used" or "HOMELINE Rule Number 14L used").

3.3.13.8. (Added-AFRC) Submit voice reports to:

3.3.13.8.1. (Added-AFRC) AFRC Command Center, DSN 497-0680, commercial (478) 327-0680, or Toll Free 1-800-223-1784, extension 7-0680. The AFRC Command Center will initiate the voice report to the gaining MAJCOM (as appropriate). Units reporting through NORAD channels will ensure the AFRC Command Center is included in the conference.

3.3.13.8.2. (Added-AFRC) Wing and NAF (as applicable).

3.3.13.9. (Added-AFRC) Submit record reports to:

3.3.13.9.1. (Added-AFRC) Action: HQ AFRC/DOCC.

3.3.13.9.2. (Added-AFRC) Info: NAF/DO/DOOC/CP, Parent Wing/DO/CP, gaining MAJCOM as required, HQ AFMC WRIGHT PATTERSON AFB OH//SEW// (for aircraft related incidents only), others as appropriate. Note: Refer to **Attachment 6 (Added)** for information regarding DMS addressing.

3.3.13.9.3. (Added-AFRC) For AFRC OPREP-3 HOMELINEs only: Units will NOT address HQ USAF/RE on the record report. HQ AFRC/DOCC notifies HQ USAF/RE via other channels.

3.3.13.10. (Added-AFRC) Sample Reports:

3.3.13.10.1. (Added-AFRC) Voice Reports. See [Attachment 4 \(Added\)](#) of this supplement.

3.3.13.10.2. (Added-AFRC) Record Reports. Follow reporting guidance provided in AFP 10-709, Volume I CD, *Joint User Handbook for Message Text Formats (JUH-MTF)*, and AFI 10-206, *Operational Reporting*.

3.3.13.11. (Added-AFRC) In addition to the OPREP-3 HOMELINE report, certain events/incidents may generate a requirement to submit other types of reports. The submission of an OPREP-3 HOMELINE does not alleviate this requirement. In addition, submit an OPREP-3 HOMELINE if the event/incident meets HOMELINE reporting criteria, regardless of whether the event/incident has or will be reported through other channels using other types of reporting.

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, BEE-LINE, 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/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 to measure the timeliness of the OPREP-3 PINNACLE report. Command Center Operations Division (CCOD), Operations, Training, and Exercise (OT&E) Branch, J-33, 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. Detailed guidance is governed by CJCSM 3150.03A (Joint Reporting Structure Event and Incident Reports). This exercise is used by the NMCC and combatant commanders to exercise the timeliness of OPREP-3 PINNACLE 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, and the host, tenant, and applicable MAJCOMs 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-3s 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 3150.03A (Enclosure A, para 3).

3.4.2. (Added-AFRC) The senior Air Reserve Technician of each command post will ensure OPREP-3 reporting requirements/criteria are briefed to lateral agencies (e.g., security forces, maintenance, operations) to be sure that all events and incidents are immediately brought to the attention of the command post. The fact that an OPREP-3 reportable event or incident has been or will be reported via other channels (e.g., Serious Incident Reports) does not eliminate the requirement for an OPREP-3 report.

3.4.3. (Added-AFRC) Where AFRC is the host, the AFRC command post is responsible for familiarizing other base agencies (such as security forces, flying, maintenance, and aerial port squadrons), tenant units, and the unit commanders and staff regarding OPREP-3 reporting requirements. Where

AFRC is a tenant, the AFRC command post will familiarize other AFRC agencies regarding reporting requirements.

**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 3150.03A, 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, transmit these voice reports within 5 minutes of the incident.

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, for PINNACLE reports the AFOC will conference in the NMCC. MAJCOMs or lower echelons may add additional conferees to conferences as appropriate. Regardless, ensure the AFOC is the last conferee added to the conference. 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. 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.

3.5.1.1.1. (Added-AFRC) Submit all OPREP-3 HOMELINE, BEELINE, and PINNACLE voice reports through HQ AFRC Command Center. Use DSN as the primary method for voice reports; use alternate methods as needed. The AFRC Command Center will conference NMCC, AFOC, NAF, and other MAJCOMS, as required. In the event AFRC Command Center is communication-out, units will voice their BEELINE and PINNACLE reports directly to AFOC, DSN 227-6103, commercial (703) 697-6103, or NMCC, DSN 227-6340, commercial (703) 697-6340, as appropriate. Units will telephonically back-brief AFRC Command Center and NAF as soon as possible.

**Table 3.5. (Added-AFRC) AFRC Command Center Contact Numbers.**

	<b>DSN</b>	<b>Commercial</b>	<b>Toll Free</b>	<b>DSN-Fax</b>
Non-secure	497-0680/81/82	(478) 327-0680	800-223-1784 ext 7-0680	497-0200
STE	497-1201	(478) 327-1201	N/A	497-1201

3.5.1.1.2. (Added-AFRC) OPREP-3 BEELINE and PINNACLE reports will include HQ AFRC/DOCC, appropriate NAF/DO/DOOC, parent wing/CP, and gaining command/advisory unit/DO/DOC as information addressees

3.5.1.2. 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 its voice report. After completion of voice reports, the AFOC will give the current time in Zulu as the reference time for record-copy BEELINE reports and their initials. For PINNACLE reports, the AFOC will remind units of CJCSM 3150.03A reporting criteria (see para. 3.5.2. below).

3.5.1.3. 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.

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

3.5.1.5. For nuclear related reports (PINNACLES), 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 3150.03A, 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 to be 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 either, the INITIAL record copy report, the FOLUP voice/hard copy report, or the FINAL voice/hard copy report.

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. When a unit submits a report, it is known that the unit commander or delegated alternate has reviewed the report. When an event/incident is reported as an INITIAL or FOLUP, more information from the command post is expected. When FINAL OPREP-3 reports are submitted, it is understood that other agencies (safety, security forces, OSI, etc.) may not be relieved from further reporting through their respective chain of command.

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 notified at 27/1829Z Jul 02, and the commander approved the voice report at 27/1918Z Jul 02.” 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 3.4.). 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 AUTODIN/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 AUTODIN and/or 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 V1CD 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.

3.7.1. (Added-AFRC) Units will maintain a separate OPREP log and numbering system for each type of report (i.e. HOMELINEs will be numbered separately from BEELINEs and PINNACLEs). OPREP numbering systems will be maintained on a calendar year basis. For example, the first OPREP-3 HOMELINE for calendar year 2003 will be assigned 001, second 002, third 003, etc. Each type or category of OPREP-3 (HOMELINE, BEELINE, PINNACLE, etc.) will begin with 001, and so on. Fol-

low-up reports will contain a sequential alphabetical character. For example, a follow up report to the first HOMELINE for calendar year 2003 would read 001A, 001B, 001C, and so on.

**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.

**3.10. 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 presidents.

3.10.1. (Added-AFRC) When requested by AFRC Command Center, provide personal data (names, SSNs, etc.) on personnel involved in events/incidents (voice only).

**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 INITIAL and any FOLUP information as a new report, either a BEELINE or a PINNACLE, including the references from earlier reports. In the upgraded INITIAL report, provide all known facts even if previously reported to the lower level organization. The organization at the higher level (AFOC/NMCC) has no background on event/incidents previously reported. 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	<a href="mailto:afwatch@pentagon.af.mil">mailto:afwatch@pentagon.af.mil</a>	<a href="mailto:EA1@pentagon.af.mil">mailto:EA1@pentagon.af.mil</a>	<a href="mailto:EA2@pentagon.af.mil">mailto:EA2@pentagon.af.mil</a>
SIPRNET	<a href="mailto:afwatch@af.pentagon.smil.mil">mailto:afwatch@af.pentagon.smil.mil</a>	<a href="mailto:EA1@af.pentagon.smil.mil">mailto:EA1@af.pentagon.smil.mil</a>	<a href="mailto:EA2@af.pentagon.smil.mil">mailto:EA2@af.pentagon.smil.mil</a>
FAX	Primary:	Secondary:	Commercial:
Unclassified	DSN 225-9673	N/A	(703) 695-9673
Classified	DSN 223-1929	N/A	(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.

**Table 3.2. MAJCOM Contact Information.**

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

**3.14. The OPREP-3 Reports Matrix.** The OPREP-3 Reports Matrix (**Table 3.2.**) 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 3.5.** for additional guidance on minimum OPREP-3 report content.

**3.14. (AFRC) The OPREP-3 Reports Matrix.** Use **Attachment 4 (Added)** to assist in determining HOMELINE reportable events/incidents.

**Table 3.3. Objective Event/Incident Reporting Criteria.**

RULE	EVENT or INCIDENT	SUBMIT REPORT WHEN: (DESCRIPTION)	TYPE REPORT	REMARKS and REFERENCES	MINIMUM ESSENTIAL ADDRESSEES (Table 3.4.)
<b>1</b>	<b>AEROSPACE EVENTS (Including Unmanned Aerial Vehicles)</b>				
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, 55
1B	Aircraft Mishap Class A or B	<p><b>Class A:</b></p> <p>a. Aircraft Destroyed *</p> <p>b. Damage of \$1,000,000 or more, regardless of aircraft location (hanger, flying, etc.).</p> <p>c. Mishap resulting in an AF fatality regardless of location (hanger, flying, etc.).</p> <p><b>Class B:</b></p> <p>Damage of \$200,000, but less than \$1,000,000, regardless of aircraft location (hanger, flying, etc.).</p>	BEELINE	Refer to AFI 91-204, Safety Investigation and Reports. <u>Complete the LOSREP, and forward to MAJCOM &amp; the AFOC NLT 3 hrs after incident.</u>	1, 5, 8, 9, 11, 12, 15, 16, 28, 32, 55  Info: <b><i>2 and All MAJCOM Command Centers (17, 28, 46, 47, 48, 49, 50, 51, 52, 53) ON ALL CLASS "A" MISHAPS</i></b>
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, 15, 16, 55  Info: 17

<b>RULE</b>	<b>EVENT or INCIDENT</b>	<b>SUBMIT REPORT WHEN: (DESCRIPTION)</b>	<b>TYPE REPORT</b>	<b>REMARKS and REFERENCES</b>	<b>MINIMUM ESSENTIAL ADDRESSEES (Table 3.4.)</b>
ID	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, 16, 55  Info: 17, 26, 27
IE	Aircraft Stand-Down/ Grounding	Local stand down, command/ fleet-directed grounding, or restriction from flying affecting active inventory aircraft.	BEELINE		1, 17, 28, 32, 55
IF	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, 11, 15, 55
IG	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, 55
IH	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, 55
II	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, 15, 16, 55  Info: 28
IJ	Reconnaissance Incident, Aerospace	Incidents involving airborne or orbital reconnaissance activities.	PINNACLE		1, 2, 20, 21, 55

<b>RULE</b>	<b>EVENT or INCIDENT</b>	<b>SUBMIT REPORT WHEN: (DESCRIPTION)</b>	<b>TYPE REPORT</b>	<b>REMARKS and REFERENCES</b>	<b>MINIMUM ESSENTIAL ADDRESSEES (Table 3.4.)</b>
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, 55
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, 29, 30, 32, 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, 55  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, 55  Info: 17
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, but media attention is anticipated.	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, 55
1R	Satellite, Degradation	Degradation of any satellite bus or payload, and any of the satellite's missions are degraded or are expected to be affected beyond 48 hours.	BEELINE		1, 20, 39, 55

<b>RULE</b>	<b>EVENT or INCIDENT</b>	<b>SUBMIT REPORT WHEN: (DESCRIPTION)</b>	<b>TYPE REPORT</b>	<b>REMARKS and REFERENCES</b>	<b>MINIMUM ESSENTIAL ADDRESSEES (Table 3.4.)</b>
1S	Space Vehicle, Satellite Radioactive Incident	Spacecraft or satellite incidents involving international agencies or presenting human danger.	PINNACLE		1, 2, 5, 20, 30, 39, 55
1T	Satellite, Anomaly	Failure of satellite bus or payload, or loss of control, if any of the satellite's missions are affected.	BEELINE		1, 20, 39, 55
1U	Satellite, Electro-magnetic Interference	Reports of unauthorized attempts to command, jam, or interfere with a satellite.	BEELINE		1, 20, 39, 55
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, 20, 30, 39, 55
<b>2</b>	<b>GROUND EVENTS/INCIDENTS</b>				
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
2D	Death of a VIP	The death of any retired flag officer or retired CMSAF.	BEELINE		1, 5, 11, 16, 55

RULE	EVENT or INCIDENT	SUBMIT REPORT WHEN: (DESCRIPTION)	TYPE REPORT	REMARKS and REFERENCES	MINIMUM ESSENTIAL ADDRESSEES (Table 3.4.)
2E	Death, Active Duty AF	<p>a. Death of any active duty personnel to include AF Reserve personnel on active duty.</p> <p>b. Death of ANG personnel, whether on active duty or serving as a Traditional Guardsman.</p>	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	<p>a. A hospitalizing injury of any flag officer or CMSAF (active, ANG, reserve, or retired), Wing Commander (active only), code 5 or higher VIP.</p> <p>b. Any injury of a celebrity occurring on an Air Force installation.</p>	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, 55
2I	Ground Mishap Class A Class B	<b>Class A:</b> Mishap resulting in a fatality or damage in excess of \$1,000,000 <b>Class B:</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, 55
2J	Property Damage	<p>a. \$50,000 or more damage to Air Force property.</p> <p>b. Fires causing five or more disabling injuries or impairs the operational readiness of a unit.</p>	BEELINE	Refer to AFI 91-204	1, 5, 11, 29, 30, 32, 55

<b>RULE</b>	<b>EVENT or INCIDENT</b>	<b>SUBMIT REPORT WHEN: (DESCRIPTION)</b>	<b>TYPE REPORT</b>	<b>REMARKS and REFERENCES</b>	<b>MINIMUM ESSENTIAL ADDRESSEES (Table 3.4.)</b>
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
<b>3</b>	<b>CRIMINAL ACTIVITY</b>				
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, 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, 15, 16, 33, 55
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

RULE	EVENT or INCIDENT	SUBMIT REPORT WHEN: (DESCRIPTION)	TYPE REPORT	REMARKS and REFERENCES	MINIMUM ESSENTIAL ADDRESSEES (Table 3.4.)
3G	Drugs	<p>Report serious incidents of drug abuse (use, sale, illegal transfer, etc.) involving military members or dependents involving:</p> <p>A. Arrest of a group (10 or more) involved in the sale or transfer of drugs.</p> <p>B. Seizure of drugs by civil or military agents, either on or off base, with an estimated street value in excess of \$10,000.</p> <p>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.</p>	BEELINE		1, 5, 9, 11, 15, 16, 55
<b>4</b>	<b>HOSTILE ACTIONS OR EVENTS</b>				
4A	Bomb Threat	<p>a. Device is actually detected or explodes.</p> <p>b. If the threat causes a serious degradation of the mission capability.</p>	BEELINE	AFI 31-210, The Air Force Anti-Terrorism Program	1,3, 5, 9, 11, 15, 16, 55
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, 15, 16, 33, 55
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 attacks, attack by ground or air forces using conventional or nuclear weapons on or near an AF installation.	PINNACLE FRONT BURNER	If the initiation of a contingency or general war has occurred, only future attacks involving chemical, biological, or radiological weapons need be reported. However, other reports may be.	1, 2, 3, 5, 9, 11, 15, 16, 55  If radiological or nuclear, add 12 and 54

<b>RULE</b>	<b>EVENT or INCIDENT</b>	<b>SUBMIT REPORT WHEN: (DESCRIPTION)</b>	<b>TYPE REPORT</b>	<b>REMARKS and REFERENCES</b>	<b>MINIMUM ESSENTIAL ADDRESSEES (Table 3.4.)</b>
4D	Captured Personnel	Any DAF personnel captured by a foreign government or terrorist organization	BEELINE		1, 5, 9, 11, 15, 16, 55
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
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, 15, 16, 55
4H	Terrorist Activity	Any event/incident involving terrorism or the threat of terrorism.	PINNACLE		1, 2, 3, 5, 9, 11, 15, 16, 55
4I	FPCON Change	Any unit commander directed change for an actual or received threat. When FPCON change is downward directed by HAF, 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-Terrorism Measures (RAMs) do not require a BEELINE, whether it was downward directed or it was commander directed.	1, 3, 9, 11, 15, 55

<b>RULE</b>	<b>EVENT or INCIDENT</b>	<b>SUBMIT REPORT WHEN: (DESCRIPTION)</b>	<b>TYPE REPORT</b>	<b>REMARKS and REFERENCES</b>	<b>MINIMUM ESSENTIAL ADDRESSEES (Table 3.4.)</b>
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, 55
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
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, 15, 16, 29, 30, 32, 55

RULE	EVENT or INCIDENT	SUBMIT REPORT WHEN: (DESCRIPTION)	TYPE REPORT	REMARKS and REFERENCES	MINIMUM ESSENTIAL ADDRESSEES (Table 3.4.)
4N	Major Racial Incident	<p>a. An incident involving more than 20 active participants</p> <p>b. Slurs (more than 20 active participants)</p> <p>c. An act that results in death, arson, vandalism/ degrading public graffiti in excess of \$2,000 including hate group activity</p> <p>d. Discriminatory epithets, signs, or symbols</p> <p>e. Acts that result in physical injuries requiring medical confinement for more than 5 days</p> <p>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.</p>	BEELINE	AFI 36-2706	1, 5, 9, 11, 15, 16, 29, 30, 55
<b>5</b>	<b>NUCLEAR EVENTS - These OPREP reports will be classified because of the details being reported.</b>				
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.	1, 2, 3, 5, 6, 7, 8, 9, 11, 12, 13, 15, 16, 40, 55 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.	1, 3, 5, 6, 8, 9, 11, 12, 13, 15, 55 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.	BEELINE EMPTY QUIVER	Refer to AFI 91-204, Safety Investigations and Reports and AFI 13-202, Overdue Aircraft	1, 3, 5, 9, 12, 15, 16, 32, 40, 55 Info: 54

<b>RULE</b>	<b>EVENT or INCIDENT</b>	<b>SUBMIT REPORT WHEN: (DESCRIPTION)</b>	<b>TYPE REPORT</b>	<b>REMARKS and REFERENCES</b>	<b>MINIMUM ESSENTIAL ADDRESSEES (Table 3.4.)</b>
5D	Nuclear Incident Arming of Weapon	Any unanticipated incident, which raises suspicion that a nuclear weapon has been fully or partially armed.	BEELINE BENT SPEAR		1, 3, 6, 8, 9, 11, 12, 13, 15, 55  Info: 2, 40, 54
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		1, 2, 3, 6, 7, 8, 9, 11, 12, 13, 15, 40, 55  Info: 54
5F	Nuclear Accident, Cargo Jettisoned	The jettisoning, whether accidental or intentional, of nuclear cargo from an Air Force aircraft.	PINNACLE BROKEN ARROW		1, 2, 3, 6, 7, 8, 9, 11, 12, 13, 15, 32, 40, 55  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		1, 2, 3, 6, 7, 8, 9, 11, 12, 13, 15, 30, 32, 40, 55  Info: 54
5H	Nuclear Accident Contamination, Radioactive (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.	BEELINE FADED GIANT		1, 3, 5, 9, 11, 12, 15, 16, 30, 32, 55  Info: 2, 40, 54
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.	BEELINE FADED GIANT		1, 3, 6, 9, 10, 12, 13, 14, 19, 30, 32, 55  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.	BEELINE BENT SPEAR or  SAFE HAVEN		1, 9, 12, 16, 55  Info: 2, 40, 54

<b>RULE</b>	<b>EVENT or INCIDENT</b>	<b>SUBMIT REPORT WHEN: (DESCRIPTION)</b>	<b>TYPE REPORT</b>	<b>REMARKS and REFERENCES</b>	<b>MINIMUM ESSENTIAL ADDRESSEES (Table 3.4.)</b>
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.	BEELINE BENT SPEAR		1, 3, 6, 8, 9, 11, 12, 13, 15, 55  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		1, 2, 3, 5, 6, 7, 8, 9, 11, 12, 13, 15, 16, 40, 55  Info: 54
5M	Nuclear Accident Detonation, Nuclear	Any unsanctioned or unexpected nuclear detonation or possible detonation.	PINNACLE NUCFLASH		1, 2, 3, 5, 6, 7, 8, 9, 11, 12, 13, 15, 16, 40, 55  Info: 54
5N	Nuclear Incident Disablement, Emergency	Any operation involving the emergency command disablement or nonviolent disablement of nuclear weapons.	PINNACLE EMERGENCY DISABLEMENT		1, 2, 3, 5, 9, 11, 12, 15, 16, 40, 55  Info: 54
5O	Nuclear Emergency Evacuation	Any operation involving the emergency evacuation of nuclear weapons.	PINNACLE EMERGENCY EVACUATION		1, 2, 3, 9, 11, 13, 15, 16, 40, 55  Info: 54
5P	Attack on Nuclear Facilities	Any attack or penetration of nuclear storage or alert areas.	PINNACLE FRONT BURNER		1, 2, 9, 11, 15, 16, 29, 30, 31, 32, 40, 55  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		1, 2, 3, 6, 7, 8, 9, 11, 12, 13, 15, 30, 32, 40, 55  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		1, 2, 3, 6, 7, 8, 9, 11, 12, 13, 15, 40, 55  Info: 54

<b>RULE</b>	<b>EVENT or INCIDENT</b>	<b>SUBMIT REPORT WHEN: (DESCRIPTION)</b>	<b>TYPE REPORT</b>	<b>REMARKS and REFERENCES</b>	<b>MINIMUM ESSENTIAL ADDRESSEES (Table 3.4.)</b>
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		1, 2, 3, 6, 7, 8, 9, 11, 12, 13, 15, 40, 55 Info: 54
5T	Nuclear Incident Loss	The loss (explained or unexplained) of a nuclear weapon or nuclear component.	PINNACLE EMPTY QUIVER		1, 2, 3, 6, 7, 8, 9, 11, 12, 13, 15, 40, 55 Info: 54
5U	Nuclear Accident Public Hazard	Any nuclear accident actual or implied from a nuclear weapon, warhead or component.	PINNACLE BROKEN ARROW		1, 2, 3, 5, 6, 7, 8, 9, 11, 12, 13, 15, 16, 40, 55 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.	BEELINE FADED GIANT		1, 3, 8, 9, 11, 14, 15, 55 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		1, 2, 3, 6, 7, 8, 9, 11, 12, 13, 15, 40, 55 Info: 54
5X	Nuclear Incident Other	Any incident involving a nuclear weapon that does not fall under any other Nuclear Event rule.	BEELINE BENT SPEAR		1, 9, 12 Info: 54
<b>6</b>	<b>SYSTEM / INTELLIGENCE EVENTS</b>				

RULE	EVENT or INCIDENT	SUBMIT REPORT WHEN: (DESCRIPTION)	TYPE REPORT	REMARKS and REFERENCES	MINIMUM ESSENTIAL ADDRESSEES (Table 3.4.)
6A	NEXRAD Outage	The NEXRAD (weather surveillance radar – 1988 Doppler) has been operationally unavailable for 48 or more consecutive hours.	BEELINE	<p>Report the following:</p> <ul style="list-style-type: none"> <li>a. date/time outage began</li> <li>b. summary of the problem</li> <li>c. time spent on maintenance</li> <li>d. NSN, nomenclature, requisition number, date/time parts were ordered</li> <li>e. date/time Special Maintenance Team (MAJCOM)/ Radar Operations Center (Norman OK) / AETC were contacted</li> <li>f. ETIC</li> </ul> <p>The responsible NEXRAD maintenance agency will initiate the report to the designated command post.</p> <p>The 83 CS/SCYA will ensure procedures are implemented to accomplish reporting for NEXRADs located on Army Posts.</p>	<p>1, 26, 27, 32, 55</p> <p>Info: LGM, LGS, SCM, and DOW of owning MAJCOM</p>

RULE	EVENT or INCIDENT	SUBMIT REPORT WHEN: (DESCRIPTION)	TYPE REPORT	REMARKS and REFERENCES	MINIMUM ESSENTIAL ADDRESSEES (Table 3.4.)
6B	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, 18, 19, 20, 21, 22, 23, 24, 25, 34, 35, 36, 37, 55
6C	Change in Information Operations Conditions (INFOCONS)	<p>Any unit directed change in INFOCON* status to USAF systems</p> <p>* 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).</p>	BEELINE for	Units are not required to submit this report if Higher Headquarters has directed an INFOCON change. If the INFOCON is MAJCOM directed, the MAJCOM will inform the AFOC.	1, 4, 11, 18, 19, 20, 21, 22, 23, 24, 25, 34, 35, 36, 37, 55
6D	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 <b>Figure 3.2.</b> and with AFSSI 5021.	1, 2, 11, 18, 19, 20, 21, 22, 23, 24, 25, 34, 35, 36, 37, 55

RULE	EVENT or INCIDENT	SUBMIT REPORT WHEN: (DESCRIPTION)	TYPE REPORT	REMARKS and REFERENCES	MINIMUM ESSENTIAL ADDRESSEES (Table 3.4.)
6E	Communications/ Computer 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 <b>Figure 3.2.</b> and with AFSSI 5021.	1, 11, 18, 19, 20, 21, 22, 23, 24, 25, 34, 35, 36, 37, 55
6F	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, 55
6G	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
6H	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
6I	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 32-4001	1, 9, 15, 55

<b>RULE</b>	<b>EVENT or INCIDENT</b>	<b>SUBMIT REPORT WHEN: (DESCRIPTION)</b>	<b>TYPE REPORT</b>	<b>REMARKS and REFERENCES</b>	<b>MINIMUM ESSENTIAL ADDRESSEES (Table 3.4.)</b>
6J	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, 20, 21, 55
6K	Intelligence	Receipt of significant intelligence received through other than Intel channels.	PINNACLE	Submit special intelligence through SSO channels.	1, 2, 20, 21, 55
<b>7</b>	<b>POLITICAL EVENTS</b>				
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, 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, 55
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, 55

<b>RULE</b>	<b>EVENT or INCIDENT</b>	<b>SUBMIT REPORT WHEN: (DESCRIPTION)</b>	<b>TYPE REPORT</b>	<b>REMARKS and REFERENCES</b>	<b>MINIMUM ESSENTIAL ADDRESSEES (Table 3.4.)</b>
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
7F	Coups	Report this event if DAF personnel are affected.	PINNACLE		1, 2, 5, 9, 15, 16, 33, 55
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, 15, 31, 55
<b>8</b>	<b>MISCELLANEOUS EVENTS</b>				
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, 15, 32, 55
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, 16, 55
8C	Mission-Impairment	An event/incident which impairs, or is likely to impair mission capability.	BEELINE		1, 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
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, 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, 14, 15, 16, 30, 32, 55

RULE	EVENT or INCIDENT	SUBMIT REPORT WHEN: (DESCRIPTION)	TYPE REPORT	REMARKS and REFERENCES	MINIMUM ESSENTIAL ADDRESSEES (Table 3.4.)
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, 26, 27, 30, 32, 55
8H	CSAF Special Interests	Any event of special interest to the CSAF. CSAF determines items of interest.	BEELINE		1, 55
8I	Significant Weather Occurrences	<p>When the following significant weather occurs and results in damage that impacts or impedes operations:</p> <ul style="list-style-type: none"> <li>a. Winds 50 knots or greater (to include gusts)</li> <li>b. Hail <math>\frac{3}{4}</math> inch or larger</li> <li>c. Tornadoes</li> <li>d. Lightning strikes</li> <li>e. Snow storms</li> </ul>	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
8K	Relocation of wing or major command headquarters emergency essential functions and personnel under the DoD Continuity of Operations (COOP) program	<ul style="list-style-type: none"> <li>a. Natural or manmade disasters</li> <li>b. Hostile threats</li> <li>c. Execute Order</li> <li>d. Construction/ Renovations.</li> </ul>	BEELINE	Refer to DOD 3020.26 Continuity of Operations (COOP) Planning and policy	<ul style="list-style-type: none"> <li>a. 1, 3, 5, 8, 12, 26, 27, 30, 32, 55</li> <li>b. 1, 3, 5, 9, 11, 15, 55</li> <li>c. 1, 55</li> <li>d. 1, 55</li> </ul>

**Table 3.4. Minimum Essential Addressee (MEA) Listing.**

1	PLA: AFOC WASHINGTON DC// PLA: AFEOC FT DETRICK MD// (when activated)
2	PLA: CJCS NMCC WASHINGTON DC//EA//
3	PLA: AFNSEP FT MCPHERSON GA//RO/EOC// PLA: AFNSEP WASHINGTON DC//CC//
4	PLA: DIA WASHINGTON DC//DHS/DHO-CSR//
5	PLA: HQ AFPC RANDOLPH AFB TX//DPWCS//
6	PLA: AFMC WRIGHT PATTERSON AFB OH//SEW/DRAW//
7	PLA: HQ AFMOA BOLLING AFB DC//SGZA//
8	PLA: HQ AFSC KIRTLAND AFB NM//SE//
9	PLA: HQ AFSFC LACKLAND AFB TX//SF/OPSCENTER//
10	PLA: HQ AFFSA ANDREWS AFB MD//CC//
11	PLA: HQ AFOSI ANDREWS AFB DC//XOO//
12	PLA: HQ USAF WASHINGTON DC//SE/ILMW// PLA: HQ USAF WASHINGTON DC//XONO//
13	PLA: NWPSC KIRTLAND AFB NM//WNLO// PLA: HQ AFNWCA WASHINGTON DC//CC// PLA: DTRA AO KIRTLAND AFB NM//CSNLM// PLA: OSD WASHINGTON DC//DATSD/NM// PLA: DOE-AL ALBUQUERQUE NM/WPD//
14	PLA: HQ USAF WASHINGTON DC//JAI//
15	PLA: HQ USAF WASHINGTON DC//XOF//
16	PLA: HQ USAF WASHINGTON DC//DPXJ/MPRC//
17	PLA: AFMC COMMAND CENTER WRIGHT PATTERSON AFB OH//
18	PLA: AFIWC LACKLAND AFB TX//CC/IO/IOT/IOA//
19	PLA: HQ USAF WASHINGTON DC//XIC//
20	PLA: HQ USAF WASHINGTON DC//XOI//
21	PLA: OL IA NAIC WASHINGTON DC//IA//
22	PLA: HQ DISA WASHINGTON DC//D3//
23	PLA: HQ AIA LACKLAND AFB TX//DO//
24	PLA: 90IOS LACKLAND AFB TX//CC/DO//
25	PLA: HQ SSG MAXWELL AFB GUNTER ANNEX AL//EV/SWSN/SWNO//
26	PLA: HQ USAF WASHINGTON DC//XOW//
27	PLA: HQ AFWA OFFUTT AFB NE//XO//

28	PLA: ANG ANDREWS AFB MD//XOC//
29	PLA: HQ AFCEA TYNDALL AFB FL//CC//
30	PLA: HQ USAF WASHINGTON DC//ILE//
31	PLA: HQ USAF WASHINGTON DC//XOR//
32	PLA: HQ USAF WASHINGTON DC//IL/ILV/ILMY/ILGD//
33	PLA: HQ USAF WASHINGTON DC//XPX//
34	PLA: 8AF BARKSDALE AFB LA//COMAFFOR-CNO//
35	PLA: 8AF BARKSDALE AFB LA//CC/DO/SC/IO//
36	PLA: 67IOW LACKLAND AFB TX//CC/DO//
37	PLA: 33IOS LACKLAND AFB TX//CC/DO/DOO//
38	PLA: USSTRATCOM OFFUTT AFB NE//J41/J3613//
39	PLA: HQ NORAD COMMAND CTR CHEYENNE MOUNTAIN AFS CO//
40	PLA: CDR USJFCOM NORFOLK VA//J3//
41	PLA: USCENTCOM MACDILL AFB FL//CCJ3-C//
42	PLA: HQ USSOCOM MACDILL AFB FL//
43	PLA: HQ USSOUTHCOM MIAMI FL//J32//
44	PLA: HQ USEUCOM VAHINGEN GE//ETCC/ECJ36//
45	PLA: HQ USPACOM HONOLULU HI//CDO//
46	PLA: HQ AFRC COMMAND CENTER ROBINS AFB GA //DOCC//
47	PLA: HQ ACC LANGLEY AFB VA//DOXC//
48	PLA: RANDOLPH COMMAND CENTER RANDOLPH AFB TX
49	PLA: AFSOC CMD CTR HURLBURT FLD FL
50	PLA: HQ AFSPC PETERSON AFB CO//DOCP//
51	PLA: USTRANSCOM AMC TACC EA CELL SCOTT AFB IL
52	PLA: PACAF COMMAND CENTER HICKAM AFB HI
53	PLA: USAFE COMMAND CENTER RAMSTEIN AB GE
54	PLA: HQ USAF WASHINGTON DC//XONP//
55	PLA: 42ABW CP MAXWELL AFB AL//CP//

**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 able).

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

Include the following when commanders provide military support to civil authorities, regardless if an agreement is established or not:

1. Narrative statement on the type of disaster/emergency, location, cause, extent of damage to civil and military property, and estimated duration of military participation in relief operations. Include appropriate USAF or FEMA mission designator(s) in this section of SITREP.
2. Installation commander's assessment of situation priority
3. Source and date/time of civil authority's request for military assistance. Show full names, official titles, and phone numbers/e-mail addresses.
4. Number of dead, injured, and/or missing military and DOD civilian personnel.
5. USAF resources committed to disaster/emergency relief operations (not including aircraft) to include the following:
  - a. Chronological narrative summary from the unit log to describe types of support and resources committed.
  - b. Peak number of USAF personnel (military and civilian) employed in relief operations.
  - c. Amount and types of equipment used in relief operations.
  - d. Amount and types of supplies used in relief operations.

- e. Name, rank, and telephone/e-mail/fax or unit POC.
  - f. State whether USAF Public Affairs personnel are assisting media.
6. USAF aircraft operations.
- a. USAF aircraft (Active/Reserve/Guard).
    - (1). Type of missions. Number and types of aircraft flown to include number of sorties and hours flown. Include daily and cumulative totals.
    - (2). Total airlifted passengers, military and civilian. Include AFSC/MOS/Job Specialties.
    - (3). Total cargo by type and weight. Include number of cargo types.
  - b. Civil Air Patrol Aircraft.
    - (1). Types of missions. Number and types of aircraft flown to include number of sorties and hours flown. Include daily and cumulative totals.
    - (2). Total airlifted passengers, military and civilian. Include AFSC/MOS/Job Specialties.
    - (3). Total cargo by type and weight. Include number of cargo types.
    - (4). Number of CAP Fixed Communications Stations committed.
    - (5). Other CAP equipment committed by type and amount.
7. Remarks. Identify operational highlights, unusual actions or occurrences, or other events of interest to CSAF. Specifically describe CAP casualties or damages. Include date and time CAP support was terminated. Add MEA #3 (AFNSEP) as an action addressee on all MSCA SITREPs.

**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.

## 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 Civilian Requests for Assistance (CRAs).

**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 military support to civil authorities 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. Include AFNSEP, Ft. McPherson, GA, ([Table 3.4.](#), MEA #3) and the AFOC as addressees on the SITREP. At the end of military operations, submit a summary SITREP to AFNSEP 1283 Anderson Way SW, Ft McPherson, GA 30330-1095, AF/XOOO, 1480 AF PENTAGON, WASHINGTON DC 20330-1480 and supported Combatant Command/J3 via military postal system. The information contained in [Figure 4.1.](#) should be included in the summary SITREP.

4.6.3. (AFRC) The Air Force National Security Emergency Preparedness (AFNSEP) Division, Ft McPherson, GA, issues USAF mission designators to authorize Civil Air Patrol missions and validate USAF unit assistance to civil agencies during natural or man-made disasters. USAF mission designators are assigned consecutively at the start of each fiscal year. For example, the first mission designator in FY01 would be MD-1-01, the second would be MD-2-01, etc. The first in FY02 would be MD-1-02. During duty hours the AFNSEP Division can be contacted at DSN 367-4342/commercial 404-464-4342. After duty hours, those requesting mission designators should contact the Forces Command watch officer, at DSN 367-5222/commercial 404-464-5222, who will patch the caller through to the AFNSEP duty officer.

**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 (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 flight, 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.

F1. 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.

G1. PROBABLE AUTOMATIC WEAPONS FIRE. HITS IN ENGINE AREA CAUSED FLAMEOUT 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) (RCS: NOT REQUIRED)** *(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 Atlantic Command (USACOM), 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. 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.

**8.7. 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).

**9.7. 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 units' operational readiness status, availability, and or patient care activities for units alerted for contingency operations (actual, exercise, or simulation). Reports 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) with or without air transportable clinic equipment packages.

**10.4. Submitted To:**

ACTION ADDRESSEES:

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

Gaining MAJCOM// SG/CAT//

INFORMATION ADDRESSEES:

HQ USAF WASHINGTON DC//SGXR//

HQ WASHINGTON DC//MPRC//

AFEOC FT DETRICK //SG//

MAJCOM Alternate HQ

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. 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.

10.5.1.2. As necessary, to provide a status report on completed actions under a previously declared stage of alert.

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

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

10.5.2. Section B (Deployment). The unit's parent fixed facility submits the report after deployment of a mobility unit or asset. Units without mobility missions do not submit Section B.

10.5.3. Section C (Employment Status):

10.5.3.1. Once operational at employment location.

10.5.3.2. Daily as of 2359 local.

10.5.3.3. Upon a change of 25 percent in any element of the original report.

10.5.3.4. Update status when appropriate or as required. If the medical unit comes under the influence of an unusual occurrence such as a natural disaster, fire, or bomb explosion. Continue reporting daily until higher headquarters directs.

#### **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 AUTODIN.

10.6.3. Transmit during MINIMIZE.

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

#### **10.7. Reporting Instructions.** Report each item as a separate line.

**Figure 10.1. MEDRED-C Details.****GUIDE FOR MEDRED-C REPORTING****Section A--(Status Change Section)**

1. Line A1: Nature and effective date and time of status change.
2. Line A2: Number, name, and location of parent fixed facility and geographical location from which the alerted unit, flight, or element will deploy.
3. Line A3: Identity of facility alerted and/or unit type code (UTC) alerted for deployment.
4. Line A4: Planned employment location and estimated time of arrival (ETA).
5. Line A5: Identification of appropriate OPLAN, disaster or Contingency Plan (CONPLAN), or operation name.
6. Line A6: Narrative Remarks. Provide as complete a description of the situation and mission to be per-formed as possible.

**Example: Section A--Report**

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

SUBJ: MEDRED-C, SECTION A REPORT

A1. DEPLOYMENT ALERT EFFECTIVE 051500Z APR 92.

A2.

A2. 59 MW, LACKLAND AFB TX

A3.

A3. EMEDS BASIC: UTCS FFMFS, FFGL2, FFGL3, FFEP1,FFEP2, FFDAB, FFEP6

A4. RAF MILDENHALL, UK, ETA: 081200Z APR 92.

A5. USAFE OPLAN 100-75, EAST ANGLIA EARTHQUAKE.

A6. MISSION TO PROVIDE MEDICAL ASSISTANCE TO CASUALTIES IN DISASTER AREA.

**Section B--(Deployment Section)**

1. Line B1: Number, name, and location of parent fixed facility and geographical location from which the alerted unit, flight, or element was deployed.
2. Line B2: Identify of unit and UTCs deployed.
3. Line B3: Planned employment location of deploying unit and ETA.
4. Line B4: Identification of OPLAN, CONPLAN, disaster plan, or operation name.

6. Line B6: Narrative Remarks. Make a general assessment of the situation including any deviation from information reported in previous messages or in the normal composition or size of deployed element.

Identify anticipated limiting factors.

**Example: Section B--Report**

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

SUBJ: MEDRED-C, SECTION B REPORT

B1. 59 MW, LACKLAND AFB TX

B2. EMEDS BASIC: UTCS FFMFS, FFGL2, FFGL3, FFEP1, FFEP2, FFDAB, FFEP6

B3. RAF MILDENHALL, UK, ETA: 081200Z APR 92.

B4. USAFE 100-75, EAST ANGLIA EARTHQUAKE.

B5. UNIT DEPLOYED 071300Z APR 92.

B6. UNIT TO SUPPORT EAST ANGLIA EARTHQUAKE VICTIMS. UNIT DEPLOYED SHORT TWO AFSC 90250s AND ONE AFSC 9736. HAVE REQUESTED PERSONNEL TO COVER SHORT-FALLS THROUGH PERSONNEL CHANNELS.

**Section C--(Employment Status and Workload Section)**

1. Line C1: Identity and type of unit.

2. Line C2: Report the exact employment location giving the name of the town, military site, state, country, etc.. If not known, indicate distance and direction from nearest town or city.

3. Line C3: Report the time (GMT) and the date the unit attained operational capability.

4. Line C4: Enter total number of physicians present for duty. Enter a slash (/) followed by the total of other medical personnel present for duty.

5. Line C5: Patient Workload Data - Since Last Report. Enter numbers and slashes, as indicated below based on the type of facility:

a. For Second Echelon Medical Treatment Units (2E), Squadron Medical Elements with or without Air Transportable Clinics (ATC), and Clinics (including Residual Medical Clinics): Number returned to duty (RTD), transferred, or expired since last report followed by a double slash (//) and cumulative totals for each category to date. Use a single slash (/) between each category: Example: Medical unit workload was 10 patients RTD/3 patients transferred/2 expired//20 RTD total/34 total transferred/5 total expired. The entry would appear as: C5. 10/3/2//20/34/5.

b. For Contingency Hospitals, CONUS Casualty Reception Hospitals (CRH), Air Transportable Hospitals (ATH), Air Force Theater Hospitals (AFTH), Convalescent Care Centers and CONUS Hospitals with expansion bed missions: Beds avail-able, beds Occupied, number admitted, returned to duty, transferred, or expired since last report followed by a double slash (//) Patients Admitted, Returned to Duty, Transferred, and Expired to date. Use single slash (/) between each category. Example: Medical unit had 11

beds available/29 beds occupied/12 patients admitted/48 patients RTD/0 patients transferred/8 patients expired//35 total admissions to date/84 patients total RTD/20 total patients transfers/23total patients expired. The entry would appear as: *C5. 11/29/12/48/0/8//35/84/20/23. transferred-in//45 total transfers-out/215 total transfers-in.* The entry would appear as: *C5. 250/98/20/60//45/215.*

6. Line C6: Patient Evacuation Summary. For aeromedical staging units, medical facilities operating holding beds for aeromedical evacuation, and aeromedical evacuation control centers (AECC) only. All others will indicate N/A.

a. Evacuated within theater and evacuated to CONUS since last report. Each category is broken down into litter and ambulatory figures using a single slash (/). Use a semi-colon (;) to separate the categories of evacuated within theater from evacuated to CONUS and follow with a double slash (//). Following the (//) provide cumulative figures for each category to date. Example: Medical unit reports 100 litter/500 ambulatory patients evacuated within theater; 98 litter/600 ambulatory patients evacuated to CONUS// 198 total litter/900 total ambulatory patients evacuated within theater; 500 total litter/1000 total ambulatory patients evacuated to CONUS. The entry would appear as:  
*C6A. 100/500; 98/600//198/900; 500/1000.*

b. Awaiting evacuation within theater and awaiting evacuation to CONUS since last report. Each category is broken down into litter and ambulatory figures using a single slash (/). Use a semi-colon (;) to separate awaiting evacuation within theater from awaiting evacuation to CONUS. Example: Medical unit reports 230 patients awaiting evacuation within theater, (175litter/55 ambulatory); 145 patients awaiting evacuation to CONUS ( 120 litter/25 ambulatory). The entry would appear as: *C6B. 175/55; 120/25.*

7. Line C7: Medical Materiel Data. Report only War Reserve Materiel (WRM) stocks (by WRM alphabetical code) that have changed in materiel capability since previous submission of RCS: HAF-SG(SA)7131, WRM Medical Stock Status Report. Use project codes authorized by AFM 300-4, Volume III, ADE ME-178-1X. Follow each line entry by a numerical index from 0 to 100 to denote the percentage of materiel operationally ready.

8. Line C8: Facilities Status. Using a numerical index from 0 to 100, enter a percentage figure which represents usability of the facility. Consider loss of utilities, as well as physical plant.

9. Line C9: Narrative Remarks. Include:

- a. Commander's assessment of significant operational constraints.
- b. Limiting factors which adversely affect mission accomplishment.
- c. Include Date Time Group of messages/requests generated to effect emergency actions such as replacement of personnel, materiel resupply, and blood resupply.

10. Line C10: Use only to indicate a final report.

**Example: Section C--Report**

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

SUBJ: MEDRED-C, SECTION C REPORT

- C1. 320<sup>th</sup> AIR EXPEDITIONARY GROUP, MEDICAL FLIGHT
- C2. ESKAN VILLAGE, RIYADH, KINGDOM OF SAUDI ARABIA
- C3. OBTAINED OPERATIONAL CAPABILITY 0800 GMT ON 8 DEC 00.
- C4. 1/25 (ONE BOARD CERTIFIED EMERGENCY MEDICINE PHYSICIAN AND ONE PHYSICIAN ASSISTANT - IN ADDITION ONE AIR FORCE DENTAL OFFICER IS ASSIGNED). CURRENTLY AUGMENTING THE 320 AEG/EMF ARE ONE US ARMY PHYSICIAN, ONE US ARMY PHYSICIAN ASSISTANT, AND ONE US ARMY DENTAL OFFICER.
- C5. 93/0/0//510/0/0 CUMULATIVE DATA IS FROM 6 DEC 00 THROUGH 9 JAN 01. WEEKLY DATA IS FROM 3 JAN 01 THROUGH 9 JAN 01
- C6. N/A (*Only for Aeromedical evacuation units, e.g. ASF, facilities with holding beds for AE, etc.*)
- C7. 66 DOSES OF ANTHRAX
- C8. 100
- C9. NARRATIVE REMARKS:
- C10. (Use only to indicate a final report)
- 

**10.8. Waivers.** Waiver authority to change format or combined MEDRED-C data is an overall (combined) wing/group Situational Report (SITREP) is units 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 a copy.

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

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

*AFPD 10-2, Readiness*

**INSTRUCTIONS**

*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*

**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 Emergency Preparedness

**AFOREPS**—Air Force Operational Reporting System

**AFOC**—Air Force Operations Center

**AFRC**—Air Force Reserve Command

**AFSA**—Air Force Safety Agency

**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 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

**NAF**—Numbered Air Force

**NMCC**—National Military Command Center

**NSN**—National Stock Number

**OPLAN**—Operation Plan

**OPREP3**—Operational Event/Incident Report

**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

**TEMPEST RAPID**—Employment of Military Resources in Natural Disaster Emergencies within CONUS, Puerto Rico, Virgin Islands, PACAF AOR, Alaska, and Hawaii

**TDY**—Temporary Duty

**UTC**—Unit Type Code

**Attachment 2 (Added-AFRC)****OPREP-3 BEELINE OFF-DROP ZONE (DZ) INFORMATIONAL REQUIREMENTS**

**A2.1. (Added-AFRC)** DATE/TIME of the drop.

**A2.2. (Added-AFRC)** Involved units (flying, supporting, and unit dropped). Include name of exercise or operation, if applicable.

**A2.3. (Added-AFRC)** Name, location (coordinates), dimension of DZ, and location of point of impact.

**A2.4. (Added-AFRC)** Number and type of aircraft involved (indicate where in formation incident aircraft was flying).

**A2.5. (Added-AFRC)** Drop procedures used. Example: Visual, Station Keeping Equipment (SKE), Adverse Weather Aerial Delivery System (AWADS), High Altitude Low Opening (HALO), Container Delivery System (CDS), Heavy Equipment (HVY EQ), Drop Altitude (AGL), type of chute, and if Jump-Master-Directed.

**A2.6. (Added-AFRC)** Weather (winds, at altitude and surface, ceiling, visibility, special conditions, as applicable).

**A2.7. (Added-AFRC)** Number of total jumpers/platforms: (1) OFF-DZ, (2) total onboard incident aircraft, and (3) in formation.

**A2.8. (Added-AFRC)** Injuries.

**A2.9. (Added-AFRC)** Any damage to dropped equipment.

**A2.10. (Added-AFRC)** Collateral damage.

**A2.11. (Added-AFRC)** Run-in heading and jumper/load landing location in relation to the Point of Impact (PI), the DZ and to the Reservation (for example, 900 yards at 3 o'clock from the PI, 200 yards off the DZ, on the Reservation).

**A2.12. (Added-AFRC)** Reason for the OFF-DZ Airdrop.

**A2.13. (Added-AFRC)** Narrative detailing sequence of events leading up to, during, and after the OFF-DZ incident.

**A2.14. (Added-AFRC)** Name and phone number of POC.

**Attachment 3 (Added-AFRC)****OPREP-3 HOMELINE VOICE TEMPLATE**

This is (rank and name) from (location) with an OPREP-3 HOMELINE REPORT

(NOTE: When report is an exercise report, include the word "exercise.")

SUBJECT:

IMMEDIATE PRECEDENCE

Classification of this report is: TOP SECRET, SECRET, CONFIDENTIAL, UNCLASSIFIED (Circle One)

Line 1. (REPORT NUMBER) (Report number assigned to this report.)

Line 2. (INCIDENT) (Type of incident, DTG of incident, time of report, and location of incident.)

Line 3. (NARRATIVE) (State if report is FINAL or if there will be follow-on reporting. Also, include HOMELINE rule number.)

## Attachment 4 (Added-AFRC)

## OPREP-3 HOMELINE REPORTABLE EVENTS AND INCIDENTS MATRIX

**A4.1. (Added-AFRC)** Situations listed below are causes for submitting an OPREP-3 HOMELINE. This list is included as a broad guideline, and is not all-inclusive. Whenever an incident occurs that may be of potential interest to the AFRC commander but is not covered in this listing, contact the AFRC Command Center for guidance.

**A4.2. (Added-AFRC)** Incidents that may result in unusual interest by news media require OPREP-3 BEELINE or PINNACLE reporting.

**Table A4.1. (Added-AFRC) AFRC OPREP-3 HOMELINE Matrix.**

Rule	Description
1	<b>Aircraft</b>
1A	<p>All aircraft mishaps, ground or in-flight, involving AFRC-controlled aircraft, aero club aircraft, or aircraft transiting AFRC bases that cause serious personal injury or damage to civilian or military property and do not meet the reporting criteria of OPREP-3 PINNACLE or BEELINE.</p> <p><i>NOTE:</i> If the incident involves non-AFRC assets, ensure the resource's MAJCOM is included on voice and hardcopy reports.</p>
1B	Any airdrop malfunction that results in damage to AF equipment and does not meet BEELINE criteria.
1C	<p>Off drop-zone/station/reservation drops that do not meet BEELINE criteria.</p> <p><i>NOTE:</i> See <a href="#">Attachment 2 (Added)</a> for additional reporting requirements.</p>
1D	Dropped object or cargo jettisoning. An object dropped from an AFRC aircraft that may cause property damage or local interest, but does not meet BEELINE reporting criteria.
1E	<p>Bird strikes or lightning strikes that result in any damage to aircraft or any injury to aircrew.</p> <p><i>NOTE:</i> Bird Condition and estimated dollar amount will be included in the initial voice and hard copy report. If not known, report the information in follow-up reports.</p>
1F	FORCED or PRECAUTIONARY landings requiring aircraft to remain off a DoD installation overnight and forced or precautionary landings on civilian property where no pre-arranged landing rights exist. Reports must include how security of the aircraft will be accomplished. (Landings at pre-surveyed remote helicopter landing areas do not require reports unless the aircraft remains overnight or meets other criteria such as requiring a safety report.)
1G	All FORCED or PRECAUTIONARY landings with DV personnel aboard.
1H	Landings involving property damage.

Rule	Description
1I	Engine Failures: All events involving two or more engines on multi-engine aircraft and single engine failures on multi-engine fighter aircraft will be reported. Single engine failures on aircraft with three or more engines need not be reported.
<b>2</b>	<b>Ground Events or Incidents</b>
2A	A ground mishap that results in fatal or serious injury to a military or civilian member of AFRC or to an individual of any unit on an AFRC-host installation, or results in damage to military property of \$5,000 or more, but less than \$50,000. Ensure incident does not meet BEELINE reporting requirements.
2B	Fires which cause serious personal injuries or damage/loss to military facilities or equipment is \$5,000 or more, but less than \$50,000.
2C	<p>Any loss, theft, spillage or release of fuel, chemical or biological elements or agents that could affect human health, threaten to damage or endanger any location or facility, or threaten to contaminate the environment, and does not meet the reporting criteria of OPREP-3 PINNACLE or BEELINE. This includes a POL release of at least 10 gallons, or any spill that is reported to Federal agencies.</p> <p>Include AFRC/CEV as an information addressee.</p> <p><b>NOTE:</b> A release or spill is applicable to any substance such as petroleum, oil, lubricant (POL), sewage, gases, vapors, hazardous material, hazardous waste, medical waste, etc. Individual chemicals are listed on the Hazardous Substance list in 40 CFR 302.4 and the Extremely Hazardous Substance list in 40 CFR 355.40. Other environmental requirements for reporting releases and spill notifications are contained in the base HAZMAT Emergency Planning &amp; Response Plans.</p>
2D	All AFRC units will submit an AFRC OPREP-3 HOMELINE report any time a Notice Of Warning, Notice of Violation, Enforcement Action, or any environmental adverse actions are received from OSHA, EPA, or State regulators. THE REPORT WILL BE SUBMITTED WITHOUT DELAY.
2E	Any unscheduled runway closure expected to exceed four hours, regardless of cause.
<b>3</b>	<b>Miscellaneous Events or Incidents</b>
3A	Any incident which, although not fitting the specific criteria, falls within the broad guidelines established by AFMAN 10-206, <i>Operational Reporting</i> , and which the unit commander determines could be of interest to the AFRC Commander.
3B	<p>Report any inspection findings resulting in the rating of:  "Marginal", "Compliance with Comments", "Mission Ready with Exception".</p> <p><b>NOTE:</b> See Attachment 13 for additional reporting requirements.</p>
<b>4</b>	<b>Communications, Computer, or Electrical Events</b>
4A	Commercial power outage that causes a complete work stoppage or significant slowdown in production.

Rule	Description
4B	Unscheduled computer outages or shutdowns that have a significant impact on production.
4C	Unscheduled outages of Air Traffic Control and Landing Systems (ATCALs) which result in degradation or loss of capability for the base flying mission.
<b>5</b>	<b>Terrorist or Hostile Events</b>
5A	Bomb threats resulting in significant work stoppage or degradation of an operational mission, or multiple threats occurring within a short period of time. In the case of multiple threats, a consolidated report may be submitted.  <i>NOTE:</i> When an explosive device is found and (or) an explosion occurs, submit an OPREP-3 BEELINE.
<b>6</b>	<b>Civil Disturbance</b>
6A	Potential or actual work stoppage or strikes involving on-base civilian contractors.  <i>NOTE:</i> Strikes against or on AFRC bases that may cause national news coverage will be reported as OPREP-3 PINNACLE.
<b>7</b>	<b>Criminal Activity</b>
7A	Theft of government property valued in excess of \$5,000 up to \$10,000.
7B	Loss or theft of firearms or ammunition under control of AFRC or under the control of any unit on an AFRC-host installation.
7C	Serious criminal acts resulting in damage to Air Force property, sex crimes, robberies, or arson; potential incidents or demonstrations; and other incidents/encounters which might be of interest to the AFRC Commander and which do not meet the reporting criteria of OPREP-3 PINNACLE or BEELINE.
<b>8</b>	<b>Injury or Death</b>
8A	Report the death of a Reservist as a HOMELINE if it does not meet OPREP-3 BEELINE criteria.  <i>NOTE:</i> See Attachment 12 for additional reporting requirements.
<b>9</b>	<b>Personnel Incidents</b>
9A	Situations or incidents involving a DV Code 6 or higher that could be embarrassing to the Command. (See DOD <i>Flight Information Publication – General Planning</i> for a list of VIP codes)
9B	Drug and alcohol abuse incidents which, in the judgment of the commander, may result in adverse media coverage or significant mission impact and which do not meet OPREP-3 BEELINE reporting criteria.

Rule	Description
9C	<p>A “minor” or “serious” equal opportunity and treatment (EOT) incident (formerly called “human relations incident”), as defined in AFI 36-2706, <i>Military Equal Opportunity and Treatment Program</i>.</p> <p><b>NOTE:</b> An EOT incident, as defined in AFI 36-2706, is an overt act, occurring on or off base, directed toward an individual, group, or institution which is motivated by or has overtones based on color, national origin, religion, race, religion, or sex.</p>
9D	<p>Submit report when it becomes known that a DV Code 3 or higher will visit or transit an AFRC installation. Units tenanted on non-AFRC installations will submit an OPREP-3 HOMELINE when it becomes known that a DV Code 3 or higher will visit their particular unit.</p>

**Attachment 5 (Added-AFRC)****AFRC EXERCISE/DEPLOYMENT REPORTING PROCEDURES**

**A5.1. (Added-AFRC) AFRC Form 147, Master Exercise/Mission Activity Report.** AFRC Form 147 reports are required for all deployments which meet the criteria for DRB approval, or those submitted as DRB mandatory information items according to criteria in AFRCI 11-201. The form is used to collect data for command and control, briefings, and historical purposes. It provides a standard reporting format to minimize confusion and allow for rapid transfer of information to the AFRC Command Center. The mission commander/detachment commander is responsible for ensuring required AFRC Form 147 series data is reported.

A5.1.1. (Added-AFRC) Initial (Pre-deployment) AFRC Form 147 Reporting. Initial AFRC Form 147 data is reported to HQ AFRC/DOOX at least 2 weeks prior to deployment. Initial reports contain at a minimum:

A5.1.1.1. (Added-AFRC) Deployment or exercise name

A5.1.1.2. (Added-AFRC) Unit participating

A5.1.1.3. (Added-AFRC) Number and type of aircraft

A5.1.1.4. (Added-AFRC) Deployment location

A5.1.1.5. (Added-AFRC) Inclusive dates

A5.1.1.6. (Added-AFRC) Mission commander and phone number

A5.1.1.7. (Added-AFRC) Number of officers and enlisted persons expected to deploy

A5.1.1.8. (Added-AFRC) Deployment objective

A5.1.1.9. (Added-AFRC) The type of reporting media used during the deployment is determined between the mission commander and AFRC Command Center (Example: DMS, fax, telephone, etc.). The mission commander may elect to report via support agency's situation reports (SITREPs). If this option is used, the required AFRC Form 147 data will be included as a separate entry.

A5.1.2. (Added-AFRC) Deployed Reporting. Upon arrival at the deployment location, the mission commander will call the AFRC Command Center with POC phone numbers and any master AFRC Form 147 data that has changed since the initial predeployment report (see 1.a. above). The mission commander will ensure that the appropriate AFRC Form 147 daily activity report is submitted to the AFRC Command Center. If "missions flown" is less than "missions scheduled," reasons for the canceled flight(s) (ground abort, airspace not available, etc.) will also be included in the remarks section. The daily report will be sent in a timely manner after the conclusion of each day's flying activity. Scheduled no-fly days may be reported on the previous day's report (Example: 22 February report could contain a remark stating no flying scheduled on 23 and 24 February).

A5.1.3. (Added-AFRC) Redeployment Reporting. Within one week after redeployment, the mission commander will contact the AFRC Command Center and provides the following information:

A5.1.3.1. (Added-AFRC) Total deployment hours.

A5.1.3.2. (Added-AFRC) Total employment hours.

A5.1.3.3. (Added-AFRC) Total redeployment hours.

**A5.2. (Added-AFRC)** AFRC Form 147 Series. Collects exercise data to include exercise name, unit reporting, type of aircraft, inclusive dates, deployed locations, number of aircraft, number of personnel (officers/enlisted), flying hours, mission commander/contact information, and any problem areas or significant items. The Form 147 is further subdivided by the following mission areas:

- A5.2.1. (Added-AFRC) AFRC Form 147, **Master Exercise/Mission Activity Report.**
- A5.2.2. (Added-AFRC) AFRC Form 147a, **Fighter/Bomber Exercise Activity Report.**
- A5.2.3. (Added-AFRC) AFRC Form 147b, **Airlift Exercise/Joint Airborne Activity Report.**
- A5.2.4. (Added-AFRC) AFRC Form 147c, **Tanker Exercise Activity Report.**
- A5.2.5. (Added-AFRC) AFRC Form 147d, **Spray Mission Activity Report.**
- A5.2.6. (Added-AFRC) AFRC Form 147e, **MAFFS Mission Activity Report.**
- A5.2.7. (Added-AFRC) AFRC Form 147f, **Rescue Mission Activity Report.**

**Attachment 6 (Added-AFRC)****DEFENSE MESSAGING SYSTEM (DMS) ADDRESSING**

**A6.1. (Added-AFRC)** Units are encouraged to visit the HQ AFRC/DOCR website for guidance and tools relating to DMS addressing.

**A6.2. (Added-AFRC)** The reason for delivering this information via the worldwide web is because of the dynamics of the Directory Browser and DMS addresses. Suggestions for improvement of the DMS website can be e-mailed to <mailto:afrc.docr@afrc.af.mil>.

**A6.3. (Added-AFRC)** Defense Messaging System (DMS) as the primary system for all AFRC command posts when submitting all non-tactical, organizational, GENSER messages, including operational reports (OPREPS).

**Attachment 7 (Added-AFRC)****REPORTING REQUIREMENTS FOR RESERVE PERSONNEL DEATHS**

**A7.1. (Added-AFRC)** Report the death of a Reservist as an OPREP-3 HOMELINE if it does not meet BEELINE criteria established in this instruction. The following information should be included in this report. The initial report should contain as much information as known, with follow-on reports containing the remainder:

A7.1.1. (Added-AFRC) Rank of Individual.

A7.1.2. (Added-AFRC) Unit, organization, and category of participation of the individual (i.e. traditional, ART, IMA).

A7.1.3. (Added-AFRC) Status of individual at the time of death (i.e. on inactive duty training, not in status, etc.).

A7.1.4. (Added-AFRC) Date, time, and location of incident.

A7.1.5. (Added-AFRC) Details (Do not delay initial report, but try to obtain the following details as time permits and include in follow-on reports: marital status, age, number of dependents, residence (on or off base), pending legal actions (e.g., under investigation, etc.), receiving medical treatment (Y/N), next of kin notified (Y/N).

A7.1.6. (Added-AFRC) DO NOT place individuals name or Social Security Number within the OPREP report. However units must be prepared to give this information as needed by Higher Headquarters, via other means.

**Attachment 8 (Added-AFRC)**

**MARGINAL INSPECTION FINDINGS**

**A8.1. (Added-AFRC)** Report any inspection findings resulting in the rating of "Marginal", "Compliance with Comments", or "Mission Ready with Exception" as an OPREP-3 HOMELINE. Include the following information:

- A8.1.1. (Added-AFRC) Unit being inspected
- A8.1.2. (Added-AFRC) Type of inspection
- A8.1.3. (Added-AFRC) Command performing inspection
- A8.1.4. (Added-AFRC) Conclusive dates of inspection
- A8.1.5. (Added-AFRC) Major deficiencies leading to the MARGINAL rating

**Attachment 9 (Added-AFRC)****DISTINGUISHED VISITOR CODE 3 OR HIGHER REPORTING REQUIREMENTS**

**A9.1. (Added-AFRC)** AFRC host units will submit an initial OPREP-3 HOMELINE when it becomes known that a DV Code 3 or higher will visit or transit their station. Units tenanted on non-AFRC installations will submit an OPREP-3 HOMELINE when it becomes known that a DV Code 3 or higher will visit their particular unit. Units can refer to the *DOD Flight Information Publication, General Planning*, paragraph 4-3, for a list of DV codes and associated definitions. As a minimum, units will include the following information in the report:

A9.1.1. (Added-AFRC) DV Code.

A9.1.2. (Added-AFRC) Estimated date of arrival.

A9.1.3. (Added-AFRC) Estimated date of departure.

A9.1.4. (Added-AFRC) Purpose of visit.

A9.1.5. (Added-AFRC) Unit point of contact (include rank, name, office, and DSN).

A9.1.6. (Added-AFRC) Any other pertinent information a unit commander deems necessary.

**A9.2. (Added-AFRC)** Units will submit follow up reports as changes in itinerary occur (i.e. visit cancelled, significant delays in arrival or departure, etc.).

**A9.3. (Added-AFRC)** All AFRC units reporting the movement of DV Code 3 or higher will submit reports using NIPRNET.

**Attachment 10 (Added-AFRC)****ENVIRONMENTAL RELEASE OR SPILL REPORTING**

**A10.1. (Added-AFRC)** Include the following information in any OPREP-3 report submitted regarding environmental release/spill notification:

A10.1.1. (Added-AFRC) Date and approximate time of release.

A10.1.2. (Added-AFRC) Location of release.

A10.1.3. (Added-AFRC) Chemical description or common name of released hazardous material(s).

A10.1.4. (Added-AFRC) Approximate amount(s) released, and.

A10.1.5. (Added-AFRC) Primary, situation-specific reason for notifying MAJCOM, e.g., contaminant entered public drinking water supply, or media coverage anticipated.

A10.1.6. (Added-AFRC) Rule number for incident.

**A10.2. (Added-AFRC)** Do not delay initial reporting to include the above information; submit in follow-on reports as data becomes available.

**Attachment 11 (Added-AFRC)****AFRC SITUATIONAL REPORTING (SITREP)**

## PART 1. Procedures

All Unit and NAF CATs and ARPC are to use the WEB based SITREP for proper submission. **All changes in BOLD.**

1. As much as possible, all requests for up-channel communications from units will be incorporated within the daily unit, NAF, AFRC SITREPs. Direct all questions to your next higher headquarters.
2. For units, when completing a SITREP, enter data only if applicable to your unit.
3. For NAFs, when completing a SITREP, enter data only if applicable to your NAF's units.
4. When unit identifies shortfalls/LIMFACs, NAFS will provide a statement as to actions taken or to be taken to resolve the shortfall/LIMFAC. If shortfalls/LIMFACs are beyond NAF capabilities to resolve then enter a statement that requests HQ AFRC assistance.
5. SITREPs will be transmitted via the HQ AFRC SIPRNET WEB site.
6. The term "NSTR" will be used for fields that there is "nothing significant to report".
7. Timeline: See Classified Web Site
8. Units outside of the AFRC network use this URL:
9. To view AFRC daily DAT Briefings and SITREP reports log into a GCCS machines at: see Classified Web Site; then click on SITREP Briefing.
10. These procedures have been approved by HQ AFRC/CV for immediate implementation.

## PART 2. Sample SITREP

SAMPLE IS UNCLASSIFIED

UNCLASSIFIED

SECRET JOPREP JIFFY

OPER/XXXX//

MSGID/SITREP/XXXX CAT/XXX/1 OCT 02//

REF/A/AFM 10-206//

REF/B/JOINT PUB 1-03.8//

PERID/XX0001Z//TO: XX2359Z/

GENTEXT/GENERAL//

1. (U) THIS MESSAGE PROVIDES AFRC ACTIVITY SUMMARY FOR TODAY. THIS DATA REFLECTS CURRENT TASKINGS//

GENTEXT/SITUATION//

2. (U) NSTR

GENTEXT/SECURITY FORCES/MOBILIZATION INFORMATION//

3. (U) NSTR

GENTEXT/OPERATIONS//

4. (U) NSTR

GENTEXT/INTELLIGENCE/RECONNAISSANCE//

5. (U) NSTR

GENTEXT/LOGISTICS//

6. (U) NSTR

GENTEXT/SERVICES//

7. (U) NSTR

GENTEXT/CIVIL ENGINEERING//

8. (U) NSTR

GENTEXT/COMMUNICATIONS AND CONNECTIVITY//

9. (U) NSTR

GENTEXT/PERSONNEL//

10. (U) NSTR

GENTEXT/SIGNIFICANT POLITICAL/MILITARY/DIPLOMATIC EVENTS//

11. (U) NSTR

GENTEXT/MEDICAL//

12. (U) NSTR

GENTEXT/FINANCIAL MANAGEMENT// (HQ AFRC ONLY)

13(U) NSTR

**NOTE:** 13 AND 14 BELOW RENUMBER TO 14 AND 15 RESPECTIVELY FOR HQ SITREP ONLY

GENTEXT/COMMANDERS EVALUATION//

13. (U) NSTR

GENTEXT/INFORMATION MANAGEMENT//

14. (U) NSTR

AFRC SITREP//

CL REASON: 1.5(A)//

DECL 2 OCT 2012//

UNCLASSIFIED

END SAMPLE

VIEW CLASSIFIED WEB SITE FOR CURRENT CONTENT REQUIREMENTS

### PART 3. Guidance for Web Based SITREP

1. Units, NAFs and HQ will retain an electronic and hard copy of their daily SITREP.
2. Download a copy of the Web Base SITREP instructions from the Web Based SITREP site for you use. Read them in their entirety.
3. Data fidelity is the key factor in preparation of your unit's daily SITREP. Ensure that all inputs are correct and verified prior to updating the data. Periodically check your hard copy printout with the data displayed on the Web Based SITREP screens. Comments should be carefully checked and removed when no longer applicable. NAFs and HQ AFRC have limited capability to update/change data.
4. Internet Explorer or Netscape browsers should be used to access the Web Based SITREP. Margins for printing on either browser should be set to 0.3" both left and right.
5. Clear old data by changing the settings on your browser as indicated below, this would preclude mistakes from entering your data:

Select from Internet Explorer Menu at top of page:

- a. Tools
- b. Internet Options
- c. Temporary Internet Files Section Click "Settings"
- d. Select "Every visit to the Page"
- e. Click "OK"
- f. Click "Delete" Button – the one next to the "settings" button on Temporary Internet Files section
- g. Click "OK" – do NOT select any options – just click on "OK"
- h. Click "OK" to close menu

Select from Netscape Menu at top of page:

- a. Edit
  - b. Preferences
  - c. At bottom of Category List click the + next to "Advanced"
  - d. Under Advanced select "Cache"
  - e. Click "clear Memory Cache" Button (Click OK)
  - f. Click "Clear Disk Cache" Button (Click OK)
  - g. At Bottom of Dialog box option "Document in cache is compared to document on network"  
Select "EVERYTIME"
  - h. Click "OK"
6. To begin the process of updating your SITREP data on the Web BASED SITREP:
- a. Log on to a SIPRNET terminal
  - b. Open Internet Explorer, type in SITREP (no .www) hit return
  - c. Click on "Update SITREP" Button
  - d. Click on "SITUATION" or DESIRED SECTION
  - e. Select your unit. Your Password is XXXXXXXXX  
(8 CHARACTERS AND IT IS CASE SENSITIVE)
  - f. Follow instructions
  - g. Populate your data in the Web Based SITREP and get familiar with its use.
7. Data is automatically updated when you hit the "Update" button. Report is indicated complete when you go to the "SITREP Status" button, click on the "Complete" box, enter your SITREP number and click on the "Update Report" Status button. Your SITREP will now indicate "Complete" to the next higher level of command. You can hit the "Generate SITREP" button as often as you'd like, it only generates a SITREP for your use.
8. Updating your data on a generated SITREP page does not update data within the application. You must update data within the application to have it update for your unit. If you get an error message, normally it is because individuals hit a button at the same moment. Simply click on the "Refresh" button at the top of the screen.
9. Your data rolls over each day. If you have no updates for today, simply go to the "SITREP status" button, click on the "Complete" box, enter your SITREP number and click on the "Update Report Status" button. Your SITREP will now indicate "Complete:" to the next higher level of command.
10. Comments on the Web Based SITREP should be forwarded via SIPRNET e-mail to the "AFRC CAT SC". Functional issues will be coordinated with HQ AFRC directorates and changes made only with directorate concurrence.

PART 4. Authorized Contingency Recurring Reports

1. Three reports are recurring and due daily to the AFRC CAT:
  - a. NAF SITREP
  - b. DP Mobilization and Volunteer Report
  - c. SF AFNOC Message

**NOTE:** See Classified Site for Times

1. Guidance for subparagraphs of SITREP from AFI 10-206.

**NOTE:** See Classified Web Site for guidance.