



CHAIRMAN OF THE JOINT CHIEFS OF STAFF MANUAL

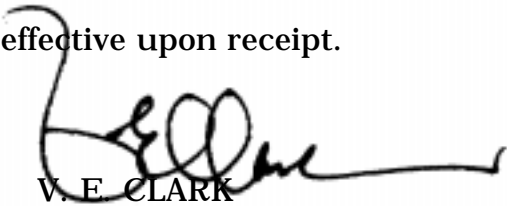
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DISTRIBUTION: A, B, C, J

CJCSM 3150.01
30 June 1999

JOINT REPORTING STRUCTURE GENERAL INSTRUCTIONS

Reference: DOD Directive 8910.1M, 11 June 1993, "Procedures for Management of Information Requirements."

1. Purpose. This manual sets policy for a system of publications detailing standard reporting structures and for the use of United States Message Text Formats (USMTF) in DOD information systems.
2. Cancellation. Joint Pub 1-03, 10 January 1994, "Joint Reporting Structure General Instructions," is canceled.
3. Applicability. This manual applies to the Joint Staff, combatant commands, subunified commands, joint task forces, subordinate commands, Services, Defense agencies, and all others, as appropriate, involved with essential information in the planning, initiation, termination, and results of military operations. Reports in this manual are exempt from licensing in accordance with subparagraph E4b of the reference.
4. Releasability. This manual is approved for public release; distribution is unlimited. DOD components (to include the combatant commands), other Federal agencies, and the public may obtain copies of this manual through the Internet from the CJCS Directives Home Page--
<http://www.dtic.mil/doctrine>. Copies are also available through the Government Printing Office on the Joint Electronic Library CD-ROM.
5. Effective Date. This manual is effective upon receipt.



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Vice Admiral, U.S. Navy
Director, Joint Staff

Enclosures:

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ENCLOSURE A

OVERVIEW

1. General. This manual provides:

a. A description of the responsibilities of Joint Reporting Structure (JRS) participants and the procedures for maintaining, monitoring, and reviewing the JRS.

b. The general instructions, guidelines, and standards to be used in the organization, writing, and promulgation of the subordinate publications of the JRS.

c. An executive summary for all reports in the structure, a report list with the appropriate CJCS 3150 series directives, and a discussion of management procedures regarding US Message Text Formats (USMTF).

2. Participants. The JRS primary participants are the Joint Staff, the combatant commands and subordinate joint forces, the Services, and the following Defense agencies: Defense Intelligence Agency (DIA), Defense Logistics Agency (DLA), National Imagery and Mapping Agency (NIMA), National Security Agency/Central Security Service (NSA/CSS), Defense Threat Reduction Agency (DTRA), and Defense Information Systems Agency (DISA). DISA is associated with the JRS dealing with the USMTF Program.

3. Organization of the JRS. The JRS is a system of publications detailing standard joint reports. The JRS has one basic directive, CJCSM 3150.01, "Joint Reporting Structure (JRS) General Instructions," with several subordinate directives, collectively called the JRS or the CJCSM 3150 series. The JRS basic directive, "General Instructions," provides instructions and procedures for configuration management of the directives in the CJCSM 3150 series. All CJCSM 3150 series directives should comply with the Joint Pub 1-01 format to the maximum extent possible. All directives in the CJCSM 3150 series will be converted to CJCS directives as soon as practical.

4. Publication or Office of Primary Responsibility (OPR). Each subordinate JRS publication and each report within a subordinate JRS publication has an OPR assigned; in most instances, they are the same office, but they may be different organizations, commands, offices, or persons. For example, the Joint Staff/J6 is the OPR for CJCSM 3150.01, but DISA is the OPR for the USMTF reports.

5. Intent. Intent of the JRS program is to continue the migration of JRS reports to USMTF as soon as possible as stipulated in Joint Staff policy and agreed to by the combatant commanders, Services, and Defense agencies.

6. Identification of JRS Reports. Reports within the JRS may be identified in two ways:

a. Report Title. Each report has a report title, e.g., "Commander's Situation Report," "Status of Resources and Training System." (See Enclosure H.)

b. Short Title. Most reports also have a short title or acronym code listing, e.g., SITREP, SORTSREP. For an alphabetical listing of report short titles tying them to the various report titles in the JRS, see Enclosure H.

7. Executive Summaries. Enclosure E provides a summary of each JRS report. These summaries are arranged in alphabetical order by short title; the ID symbol and title are also shown. They provide a brief description of the report, the sender, the receiver, when and how it is transmitted, and whether it is in US Message Text Format (USMTF).

8. Responsibilities. The JRS participants have specific responsibilities for monitoring, maintaining, and reviewing the JRS. These are outlined in Enclosure C.

9. Change Procedures. Changes to the JRS may be proposed by any of the participants. Changes will be processed by the publication or report OPR in accordance with CJCSI 5711.01, "Policy on Action Processing." Enclosure D outlines these procedures.

10. Report Description Format. Enclosure F details the format of a report description and provides a standard arrangement of paragraphs and headings for all reports in the JRS.

11. Message Text Formats. The USMTF Program established standards and prescribed rules and conventions governing message text formats for all joint reporting. Such formatting will be accomplished in accordance with the procedures in JIEO Circular 9153 (Implementation Procedures for the Message Text Formatting Standards Management Committee/Configuration Control Board) and the MIL-STD-6040 (Department of Defense Interface Standard, US Message Text Formatting Program). The USMTF Program applies to all character-oriented message text formats used in support of DOD operations. Effective, seamless exchange of information is achieved through the careful design and development of communications and information systems that are both open systems standards based, use agreed-on supporting information structures of syntax and data and comply with the Defense Information Infrastructure Common Operating Environment (DII COE). These standards serve as the foundation for interoperability; their use, availability, and enforcement are critical for warfighting and supporting present and future

battlespace management. They provide the means to achieve interoperability at the information level across all functional and mission areas. The standards established will be applied as a part of system design and development and at every subsequent level of the life cycle management of communications and information systems used within and across the Department of Defense. The message text formatting program is described in Enclosure G.

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ENCLOSURE B

CONCEPT AND DESCRIPTION

1. Features of the Joint Reporting Structure

a. The JRS satisfies:

(1) The National Command Authorities (NCA) need for military information to perform their functions.

(2) The JRS participants' need for a central catalog of recurring reports that support command decisions regarding military operations and minimize duplicative reporting.

(3) The general need for standardization in reporting systems of the Joint Staff, combatant commands and subordinate joint forces, Services, and DOD agencies.

(4) The need for central management and standard rules regarding the application of USMTF to reporting systems.

b. The JRS provides:

(1) A standard procedure to ensure coordination of changes to the JRS.

(2) Standard formats for report descriptions, executive summaries, and data transmission.

2. Concept. The JRS reports are a major information source for the National Military Command System (NMCS). They provide information to the command centers of the NCA, Chairman of the Joint Chiefs of Staff, commanders of combatant commands and the subordinate joint force commanders, DOD agencies, and the Services. Thus, the JRS covers numerous functional areas, such as personnel, materiel and equipment status, operational and logistical planning, situation monitoring, and intelligence, as well as actual military operations and exercises.

3. Description of the JRS Directives (CJCSM 3150 Series, JRS Reports). The JRS is comprised of multiple subordinate publications. Each directive contains descriptions of reports within similar functional areas. The JRS reports described in these directives may contain supplemental instructions to handle unique reporting characteristics.

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ENCLOSURE C

RESPONSIBILITIES

1. Director for Command, Control, Communications, and Computer Systems (J6), Joint Staff

a. General. In matters relating to the JRS in general, the J-6, Joint Staff, has the responsibility to:

(1) Coordinate changes and guidance for operation and maintenance of the JRS in accordance with this publication, CJCSI 5711.01, and Joint Publication 1-01.

(2) Administer, publish, and maintain the JRS.

(3) Monitor the effectiveness of the JRS and propose changes when necessary.

(4) Be the central point of contact for all matters concerning the JRS and effect coordination between the participants in accordance with Enclosure D.

(5) Be the Office of Primary Responsibility (OPR) for CJCSM 3150.01, "Joint Reporting Structure (JRS) General Instructions (formerly Joint Pub 1-03)."

(6) Be the Component Data Administrator (CDAd) within the Joint Staff.

(7) Coordinate with the CSAs to ensure that the JRS supports the JS policy and procedures outlined in CJCSI 6241.02, "USMTF Policy and Procedures."

b. JRS Reports. In matters relating to JRS reports in the CJCSM 3150 series, the J-6, Joint Staff, has the responsibility to:

(1) Determine the publication or report OPR for an information requirement.

(2) Coordinate reviews of JRS reports to ensure the reports continue to satisfy information needs and, where appropriate, to initiate additions, deletions, or modifications of reports.

2. JRS OPRs. Each JRS publication has an OPR assigned. Reports in each publication also have an OPR assigned. The publication OPR and the report OPR may not be the same.

a. JRS publication OPRs have the responsibility to:

(1) Coordinate reviews of their JRS publications and related reports. Reviews will be completed on a 5-year cycle, as a minimum, beginning with the effective date of the publication or the last change and recurring every 2 years upon completion of the most current review.

(2) Coordinate new reporting requirements within the areas of their publication and participate in the requirements validation process for JRS reports.

b. JRS report OPRs have the responsibility to:

(1) Determine information requirements within their respective areas of responsibility and participate in the requirements validation process for JRS reports.

(2) Determine, before developing a new reporting requirement, whether such a requirement can be met through existing reports.

(3) Monitor the JRS report for adequacy and validity of data and initiate any necessary corrective action.

(4) Be the single point of contact for coordinating and processing changes to the report.

(5) Initiate changes to reports through the USMTF Program configuration management process.

3. Services. The Services have the responsibility to:

a. Designate to the J-6 Directorate, Joint Staff, a point of contact within the Service headquarters for all matters concerning the JRS.

b. Review Service reporting systems. If changes to these systems affect the JRS, they must request the report and/or publication OPR include approved changes in the JRS.

c. Determine, before issuing a new reporting requirement, whether such a requirement can be met through existing joint or Service reports.

d. Review JRS reports and forward proposals for changes to the CJCSM 3150 series to the publication OPR, in accordance with Enclosure D.

e. Issue supplements at their discretion. Before publication, the Services will forward supplements to the publication or report OPR for coordination.

f. Establish data administrators for Service-unique reporting systems. Service-unique messages used in the joint environment must be converted to USMTF as soon as practical.

4. Defense Agencies. The Directors, DISA, DIA, DLA, DTRA, NIMA, and NSA have the responsibility to:

a. Review their existing reporting systems and forward to the J-6 Directorate, Joint Staff, the reports that are appropriate for inclusion in the CJCSM 3150 series.

b. Designate to the J-6 Directorate, Joint Staff, a point of contact within the agency headquarters for all matters concerning the JRS.

c. Review JRS reports and forward proposals for changes to the CJCSM 3150 series to the publication or report OPR, in accordance with Enclosure D.

d. Determine, before issuing a new reporting requirement, whether such a requirement can be met through existing joint or Service reports.

5. Commanders of Combatant Commands. Commanders of combatant commands have the responsibility to:

a. Make maximum use of the JRS and USMTF messages available in the approved format.

b. Monitor reporting requirements appearing in the CJCSM 3150 series and recommend changes for improvement to the publication or report OPR.

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ENCLOSURE D

CHANGE PROCEDURES

1. Changes to the JRS. Changes to the JRS may include policy, procedures, or instructions, new information requirements or data elements, or revisions or deletions of existing JRS directives or reports. Any one of the JRS participants may originate a change proposal to the CJCSM 3150 series directives.

2. Changes to USMTF. Changes to USMTF messages will be done in accordance with CJCSI 6241.02.

3. Urgent Reporting Requirements. There may be occasions when information is required sooner than a change proposal can be staffed. The requesting office will coordinate the urgent requirement with the appropriate publication or report OPR and the J-6 Directorate, Joint Staff. The requirement will be filled using an existing report or standardized report in USMTF, e.g., GENADMIN (see Enclosure F). Should this urgent requirement evolve into a recurring report, the requesting office will initiate a change procedure to formalize the report.

4. Changes to Service Reports

a. The final responsibility for Service reports rests with the Service concerned. The change procedures set forth in this enclosure are not intended to regulate the Service reporting systems.

b. Information reported in Service-controlled reports may be made available to other organizations with the concurrence of the controlling Service.

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ENCLOSURE E

EXECUTIVE SUMMARIES

1. This enclosure contains summaries of each report in the JRS. Each summary presents a brief description of the report, the sender, receiver, when and how it is transmitted, and whether it has a USMTF format.
2. Acronym, CJCSM, and title identify each report.
3. Report Summaries

AAR	3150.25	JOINT AFTER-ACTION REPORTING SYSTEM
		Provides the official description of an operation or exercise and identifies significant lesson(s) learned.
		FROM: Supported combatant command; supporting combatant commands, Services, and agencies, as directed.
		TO: Joint Staff (J-7/EAD).
		WHEN: Within 60 days after completing an operation or exercise, not including redeployments.
		HOW: Submitted in two formats. Joint Universal Lessons Learned (JULLS) computer program-generated data format, delivered by mail, courier, or GCCS. Paper copy format delivered by mail or courier.
CEF	3150.22	CIVIL ENGINEERING FILES
		Reports standard planning factors for civil engineering support plan of joint OPLANs.
		FROM: USA, USN, USAF, USMC.
		TO: Joint Staff (J-4).
		WHEN: 1 April or as changes occur.
		HOW: Data format, hand delivered.
COMSPOT	3150.07	COMMUNICATIONS SPOT REPORT
		Provides near-real-time status information on a serious degradation of the Defense Communications System.
		FROM: DISA.
		TO: Joint Staff (J-3/J-6), combatant commands, Services, and agencies.
		WHEN: When occurs.
		HOW: USMTF COMSPOT.

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- COMSTAT 3150.07 COMMUNICATIONS STATUS REPORT
Provides a summary of significant status information on Defense Communications System elements.
FROM: DISA.
TO: Joint Staff (J-3/J-6), combatant commands, Services, and agencies.
WHEN: Daily as of 0800Z or as directed by the Joint Staff.
HOW: USMTF GENADMIN
- CRAFREP 3150.14 CIVIL RESERVE AIR FLEET SUMMARY REPORT
Reports status of Civil Reserve Air Fleet.
FROM: USTRANSCOM.
TO: AIG 932.
WHEN: As directed by Joint Staff.
HOW: USMTF GENADMIN.
- DEPSTATREP 3150.13 WEEKLY DEPLOYMENT STATUS REPORT
Provides tabulated manpower data and information to the Joint Chiefs of Staff for use in monitoring and analyzing the status of Service personnel involved in the various operations within the individual combatant commands.
FROM: The supported combatant commander
TO: J-1 (PRD)
WHEN: On a weekly basis no later than 1100Z each Monday
HOW: GCCS, E-mail, secure fax
- DISUM 3150.28 DAILY INTELLIGENCE SUMMARY
Provides daily analysis of actual or exercise crisis situation and intelligence produced.
FROM: Combatant Commands, Services, and DIA.
TO: As appropriate.
WHEN: As directed.
HOW: USMTF DISUM.

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- EPWSTAT 3150.13 ENEMY PRISONER OF WAR AND CIVILIAN INTERNEE STATUS**
Provides the status of Enemy Prisoners of War (EPW) and Civilian Internees (CI), reports EPW incidents, including escapes, recapture of escaped EPWs, and requests for approval or coordination of EPW evacuation.
FROM: Combatant commands.
TO: Combatant Commands and J-1(PRD).
WHEN: As directed.
HOW: USMTF EPWSTAT.
- GEOREQ 3150.15 STANDARD SPECIFIED GEOGRAPHIC LOCATION FILE REQUEST**
Standardizes data codes representing geographic locations of military installations and worldwide geographic locations subject to reference during military planning and operations.
FROM: Combatant commands, Services.
TO: DISA WASHINGTON DC//JSSC//.
WHEN: Changes occur; originator option.
HOW: Fax, letter, teleconference message, memorandum or DMS (AUTODIN).
- INTELSITSUM 3150.28 INTELLIGENCE SITUATION SUMMARY**
Provides periodic summaries of actual or exercise crisis situations that could affect US operations.
FROM: DIA.
TO: For real world crises:
1. DAG KODAV for SI information only.
2. Selected addresses in Washington, D.C., by courier.
For exercises: AIGs and DAGs provided.
WHEN: 1200Z and 2400Z when directed to the Duty Director for Intelligence or the Intelligence Task Force Commander.
HOW: USMTF INTELSITSUM or courier.
- JADREPD 3150.09 JOINT RESOURCE ASSESSMENT DATA BASE REPORT**
Reports materiel status of static military resources.
FROM: Combatant commands, Services.
TO: USSTRATCOM OUFUTT AFB NE//J532//, cognizant commands, and Services
WHEN: Review annually, submit as changes occur.
HOW: USMTF JADREPD

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- JOPEPREP 3150.16 JOINT OPERATION PLANNING AND EXECUTION SYSTEM REPORTING STRUCTURE**
Sets forth guidelines and standards to be used in the organization and development of information reporting to the Joint Operation Planning and Execution System (JOPE) data base.
FROM: Combatant commands, Services, and selected DOD agencies.
TO: Joint Staff (J-3), combatant commands, Services, and selected DOD agencies.
WHEN: Situational dependent.
HOW: GCCS, DMS (AUTODIN), or appropriate backup.
- JPERSTAT 3150.13 JOINT PERSONNEL STATUS REPORT**
Provides tabulated total troop strength data to the Chairman and the Joint Chiefs of Staff for use in monitoring and evaluating the status of personnel under the operational control of a combatant commander and provides the most current information from the field concerning casualties.
FROM: The supported combatant commander
TO: J-1(PRD)
WHEN: By 2359Z as of 1600Z (or as determined by the Joint Staff)
HOW: GCCS, E-mail, secure fax
- LOGFACREP 3150.23 LOGISTIC FACTORS REPORT**
Provides data for Logistic Factor file in support of joint operation planning.
FROM: Services, DLA, combatant commands.
TO: Joint Staff (J-4).
WHEN: Annually.
HOW: GCCS, DMS (AUTODIN), data format.

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- MID** 3150.28 **MILITARY INTELLIGENCE DIGEST**
Provides timely, finished intelligence regarding events that could have a significant effect on future planning and operations.
FROM: DIA, combatant commands, Services.
TO: For real-world crises:
1. For CONFIDENTIAL or SECRET: current AIG.
2. DAG KODAV for SI information.
For exercises:
1. For CONFIDENTIAL or SECRET: current AIG.
2. EXDAG for SI information.
WHEN: By 2000Z each day when:
1. Defense Condition (DEFCON) 3 or higher is in effect or when significant politico-military situations require.
2. Directed by CJCS.
3. Anytime reporting activity deems appropriate.
HOW: USMTF GENADMIN.
- MOBREP** 3150.13 **MILITARY MANPOWER MOBILIZATION AND ACCESSION STATUS REPORT**
Provides tabulated total force manpower data during periods of crises, emergencies, or exercises.
FROM: Services.
TO: Joint Staff (J-1).
WHEN: By 2359Z as of 1600Z.
1. As directed by the Joint Staff.
2. Automatically upon mobilization.
HOW: USMTF GENADMIN.
- MUREP** 3150.14 **MUNITIONS STATUS REPORT**
Provides the ability to monitor critical munitions items worldwide that affect warfighting capabilities during hostilities, emergencies, or exercises.
FROM: Combatant commands less USTRANSCOM and USSTRATCOM.
TO: Joint Staff (J-4).
WHEN: By 0600Z as of 2400Z the day before:
1. DEFCON 2.
2. Directed by CJCS.
3. When considered appropriate by reporting commanders.
HOW: USMTF MUREP.

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**NICKA 3150.29A CODEWORD, NICKNAME, AND EXERCISE
TERM REPORT**

Registers subject terms for use (GCCS).

FROM: Combatant commands, Services, and Defense agencies.

TO: Joint Staff (J-33/CSOD).

WHEN: To register, change, or cancel nicknames.

HOW: GCCS, DMS (AUTODIN), data format, or hand deliver.

**NMIC BULLETIN 3150.28 NATIONAL MILITARY JOINT
INTELLIGENCE CENTER BULLETIN**

Provides timely notification of fast-breaking real-world and exercise events that could have an immediate impact on US plans, operations, equipment, or personnel.

FROM: Joint Staff (J-2).

TO: Defense Address Group (DAG) KODAV for Special Intelligence (SI) traffic; selected addressees in the Pentagon.

WHEN: Direction of Duty Director for Intelligence in the National Military Joint Intelligence Center.

HOW: USMTF NMIC BULLETIN and/or courier.

NUDETSUM 3150.03 SUMMARY OF NUCLEAR DETONATIONS

Provides rapid reports of nuclear detonations outside of North America.

FROM: USCINCCENT, USELMNORAD, USACOM, USEUCOM, USPACOM, USSOUTHCOM.

TO: Per NORAD Manual 55-19, National Military Command Center, AIG 931.

WHEN: When occurring.

HOW: NORAD Forward Automated Reporting System (NFARS) voice and USMTF NUDETSUM.

NUREP 3150.04 NUCLEAR WEAPONS REPORTS

Describes the Nuclear Weapons Reporting System and prescribes the procedures for reporting nuclear weapon information for all DOD storage and operational custodial units.

FROM: Custodial sites.

TO: Defense Threat Reduction Agency,
DTRA ALEX WASHINGTON DC//NSOM//

WHEN: Daily (by exception).

HOW: DMS (AUTODIN).

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- OPREP-1 3150.05 OPERATION(S) PLANNING REPORT**
Describes plan for military operations for specific situations.
FROM: Commanders designated in implementer.
TO: As designated in implementer.
WHEN: As specified in implementer.
HOW: USMTF GENADMIN.
- OPREP-2 3150.05 OPERATION(S) START REPORT**
Executes a plan (fragmentary order) that advises start of operations in response to OPREP-1.
FROM: Commanders designated in implementer.
TO: As designated in implementer.
WHEN: As specified in implementer.
HOW: Voice and USMTF GENADMIN.
- OPREP-3 3150.03 OPERATION(S) EVENT/INCIDENT REPORT**
Forwards incidents and events of potential national-level interest.
FROM: Commanders designated in implementer.
TO: As designated in implementer.
WHEN: As specified in implementer.
HOW: USMTF OPREP-3.
- OPREP-4 3150.05 OPERATION(S) STOP/RESULTS REPORT**
Reports completion of an operation and quick-response results.
FROM: Commanders designated in implementer.
TO: As designated in implementer.
WHEN: As specified in implementer.
HOW: USMTF GENADMIN.
- OPREP-5 3150.05 OPERATIONS SUMMARY REPORT**
Summarizes an operation upon completion.
FROM: Commanders designated in implementer.
TO: As designated in implementer.
WHEN: As specified in implementer.
HOW: USMTF GENADMIN.

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- POLCAP** **3150.05** **BULK PETROLEUM CAPABILITIES REPORT**
Provide current data on petroleum operations and contingency support capabilities for a specific theater or country.
FROM: Theater combatant commands.
TO: AIG 935.
WHEN: 1 May of each year or as directed by Joint Staff.
HOW: USMTF GENADMIN.
- RECON 1** **3150.06** **RECONNAISSANCE NICKNAME REPORT**
Registers nicknames for all reconnaissance operations.
FROM: Combatant commands.
TO: JOINT STAFF WASHINGTON DC//J-38-ROD//
WHEN: New nickname activated or existing nickname changed/deleted.
HOW: USMTF RECON 1.
- RECON 2** **3150.06** **RECONNAISSANCE TRACK REPORT**
Provides details on reconnaissance track objectives.
FROM: Combatant commands.
TO: JOINT STAFF WASHINGTON DC//J-38-ROD//
WHEN: Additions, deletions, and changes.
HOW: USMTF RECON 2.
- RECON 3** **3150.06** **RECONNAISSANCE SCHEDULING REPORT**
Provides details of monthly peacetime reconnaissance schedules.
FROM: Combatant commands.
TO: JOINT STAFF WASHINGTON DC//J-38-ROD//
WHEN: 7th day of month before.
HOW: USMTF RECON 3.
- RECON 4** **3150.06** **RECONNAISSANCE FOLLOWING REPORT**
Provides notice of reconnaissance mission launch/recovery.
FROM: Combatant commands.
TO: JOINT STAFF WASHINGTON DC//J-38-ROD//
WHEN: Within 15 minutes of launch or recovery event occurring.
HOW: USMTF RECON 4.

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- REPOL** **3150.14** **BULK PETROLEUM CONTINGENCY
REPORT**
Reports current inventory and deficiencies affecting bulk petroleum, oil, and lubricant (POL) supplies, storage, and distribution during periods of increased tension.
FROM: Combatant commands, Defense Fuel Supply Center, and USAF.
TO: AIG 935.
WHEN: Every 48 hours during DEFCON 1. Annually under peacetime conditions.
HOW: USMTF REPOL. Immediate message (DEFCON 1). Routine message (peacetime).
- SEV** **3150.04** **STOCKPILE EMERGENCY VERIFICATION**
Determines validity of suspected loss of nuclear weapons and components.
FROM: Reporting units, Service logistic agencies, inventory control locations.
TO: DTRA ALEX WASHINGTON DC//NSOM//
WHEN: When initiated by Joint Staff. Exercised twice yearly under peacetime conditions.
HOW: Voice or message.
- SIR** **3150.04** **SEMIANNUAL INVENTORY REPORT**
Reconciles DOD, Department of Energy (DOE), DTRA, combatant commander, and Service records with physical inventories.
FROM: Custodians.
TO: DTRA ALEX WASHINGTON DC//NSOM//, combatant commands, Services.
WHEN: Semiannually. Report month varies by command.
HOW: DMS (AUTODIN).

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- SITREP 3150.28 COMMANDER'S SITUATION REPORT**
Keeps the NCA, Chairman of the Joint Chiefs of Staff, combatant commanders, and Services apprised of combatant commander's significant events, intelligence, force disposition, etc., and assesses overall situation. Also submitted semiannually by combatant commanders.
FROM: Combatant commands, Services, and agencies.
TO: AIG 933.
WHEN: DEFCON 4 and 5: Daily as of 2400Z, as required by the situation, or as directed by CJCS.
HOW: USMTF SITREP.
- FROM: Joint Staff.
TO: AIG 7044.
WHEN: DEFCON 4 and 5: As required by situation.
HOW: USMTF SITREP.
- FROM: Combatant commands, Services, and agencies.
TO: AIG 934.
WHEN: DEFCON 1-3: Daily as of 2400Z
HOW: USMTF SITREP.
- FROM: Joint Staff.
TO: AIG 7045.
WHEN: DEFCON 1-3: As required by situation.
HOW: USMTF SITREP.
- SORTSREP 3150.02 STATUS OF RESOURCES AND TRAINING SYSTEM JOINT REPORT**
Provides the National Command Authorities with authoritative identity, location, and resource information on operational units of the Armed Forces.
FROM: Combatant commands, Services, major commands, or subordinate units.
TO: Joint Staff (J-3)
WHEN: As changes occur.
HOW: USMTF SORTSREP, direct input via web enabled tool or file transfer protocol (ftp).
- SPIREP 3150.28 SPOT INTELLIGENCE REPORT**
Reports intelligence of immediate significant impact.
FROM: Combatant commands, Services
TO: AIG 930.
WHEN: When occurring
HOW: USMTF SPIREP or voice to NMCC if urgent.

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- TEDREP** 3150.17 **TYPE UNIT EQUIPMENT DETAIL REPORT**
Provides data for the Type Unit Equipment Detail (TUDET) file.
FROM: Services.
 TO: DISA WASHINGTON DC//JSSC//.
WHEN: Quarterly validation, as required.
 HOW: TEDREP will be transmitted as computer readable ASCII text to the Joint Staff Support Center (JSSC) to update the TUDET database. Data can be transmitted via file transfer or by diskette or tape media of the DII Common Operating Environment. Computer readable media may also be delivered by registered mail.
- TUCHARREP** 3150.24 **TYPE UNIT CHARACTERISTICS REPORT**
Registers standard codes for military organizations and compiles transportation data.
FROM: Services and Coast Guard. Combatant commands and DOD agencies to register joint organizations.
 TO: DISA WASHINGTON DC//JSSC//.
WHEN: 1. A new organization requires identification.
 2. Revised organization data, within 30 days of revision.
 3. Organization deleted from force structure.
 4. Quarterly by 20th of March, June, September, and December.
HOW: TUCHAREP data will be transmitted as computer-readable ASCII text to the Joint Staff Support Center (JSSC) for inclusion in the TUCHA database. Data can be transmitted via file transfer using the SIPRNET and by any diskette or tape media of the DII GCCS Common Operating Environment. Computer-readable media may be delivered by registered mail.
- WSR** 3150.04 **WEAPONS STATUS REPORT**
Provides data on nuclear warheads and war reserve components of nuclear weapons.
FROM: Custodians.
 TO: DTRA ALEX WASHINGTON DC//NSOM//, combatant commands, Services.
WHEN: DEFCON 4 and 5: Daily by 1200L for the day before, if changes occurred.
HOW: USMTF GENADMIN

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WSR-EMERG 3150.04 WEAPONS STATUS REPORT-EMERGENCY
Establishes nuclear weapons reporting procedures during increased readiness.

FROM: Custodians.

TO: DTRA ALEX WASHINGTON DC//NSOM//, combatant commands, Services.

WHEN: When declared by the CJCS: Twice daily by 0500L and 1700L as of 0100L and 1300L, respectively, for the day before, if changes occurred.

HOW: Immediate USMTF GENADMIN

WSR-EXER 3150.04 WEAPONS STATUS REPORT-EXERCISE
Establishes nuclear weapons reporting procedures during increased readiness in exercises.

FROM: Custodians.

TO: DTRA ALEX WASHINGTON DC//NSOM//, combatant commands, Services.

WHEN: When declared by the CJCS: Twice daily by 0500L and 1500L as of 0100L and 1300L, respectively, for prior day, if changes occurred.

HOW: Immediate USMTF GENADMIN.

ENCLOSURE F

REPORT DESCRIPTION FORMAT

1. General. Align all reports in the JRS in the standard arrangement shown below.

PUBLICATION NUMBER

REPORT TITLE

SHORT TITLE

(The short title is an acronym formed from the report title)

2. Format. Describe the details of the report thoroughly with concise entries under each of the paragraph headings numbered and highlighted below.

a. Subject and Purpose. Provide a brief description of the nature and purpose of the report, indicate implementing authority or reference for the report.

b. Submitted By. Indicate the agencies or organizations required to submit the report.

c. Submitted To. Indicate the organizations or agencies to which the report is made, subdivided into action and information addressees, as required.

d. When Submitted. Indicate whether reporting is by exception, as required, or on a regular basis. If the latter, indicate the exact time of day when applicable. Indicate any connection to DEFCON reporting.

e. How Submitted

(1) Classification. Indicate appropriate classification and declassification of reports when they can be determined in advance; otherwise, the submitting agency may be required to determine the proper classification and declassification.

(2) Transmission. Indicate the primary and alternate methods of report submission, i.e., DMS (AUTODIN), telephone, or mail.

(3) Precedence. Indicate the desired precedence according to type of report and urgency of reported data. This precedence should be determined in relationship to all other traffic.

(4) MINIMIZE. State whether the report should be submitted if MINIMIZE is in effect. If reporting during MINIMIZE is conditional, state the exact circumstances under which reports will continue to be electrically transmitted. Policy concerning MINIMIZE is contained in Chapter 3, Section VII, ACP 121, US Supplement 1.

f. Report Indicator (Optional). Provides discreet, unique identification to each report for automated processing.

g. Specific Reporting Instructions (Optional). Provide information on specific data to be reported, including any special notes or instructions that may be applicable. Include any specialized definitions of data elements.

(1) Report Header Record. It precedes the first detail record of each report. The header record identifies the originator, the database to be updated, and the report number.

(2) Report End Record. It follows the last detail record of each report. The end record correlates to the matching header record to confirm the originator, the database being updated, and the end of the specified report number.

(3) JRS Control Data. The data elements in record positions 1-8 at the beginning are common to all detail records and are used to control the update of the file.

(4) Detail Record Data Elements. This paragraph explains the specific data to be reported for the detail records. Each data element is identified in the data field by a code consisting of the record type and the data field number.

h. Report Content (Optional). Provide data formats and examples of fixed entries required for automated reports. For narrative-type reports, indicate any paragraph headings or numbers to be used.

i. Sample Report (Optional). Provide a sample of what an actual report should look like when deemed useful for guidance to agencies that will be submitting or receiving reports. These samples should include complete identification and information for the body of the report but may omit addressing information.

ENCLOSURE G

US MESSAGE TEXT FORMATTING PROGRAM

1. Introduction. US Message Text Format (USMTF MIL-STD-6040) and the Joint Interface Operational Procedures (JIOP) (CJCSM 6120.05) are used together in an everyday, exercise, or joint environment to provide character-oriented messages for the command and control of joint forces. Together, they provide the means to develop the message, determine the context of its use, and diagram the generic JTF addresses to be used for each message.

a. The exchange of command and control information is an essential activity for any defense organization. In order to be certain that the information exchanged is current, accurate, concise, and understandable, an artificial language has been created; it uses a controlled vocabulary (including abbreviations and codes) for which unambiguous meanings have been defined. In turn, these words are arranged in predetermined formats that convey information by both the position of the word and its meaning. The USMTF is an artificial language comprising rules, structures, and vocabulary to ensure the construction of standardized message text formats as the medium for information exchange between national and international command, control, and information systems. Just as with a natural language, the architecture, semantics, and syntax can describe the artificial language defined by USMTF rules. USMTF and JIOP are used as a team to develop the total message preparation tools.

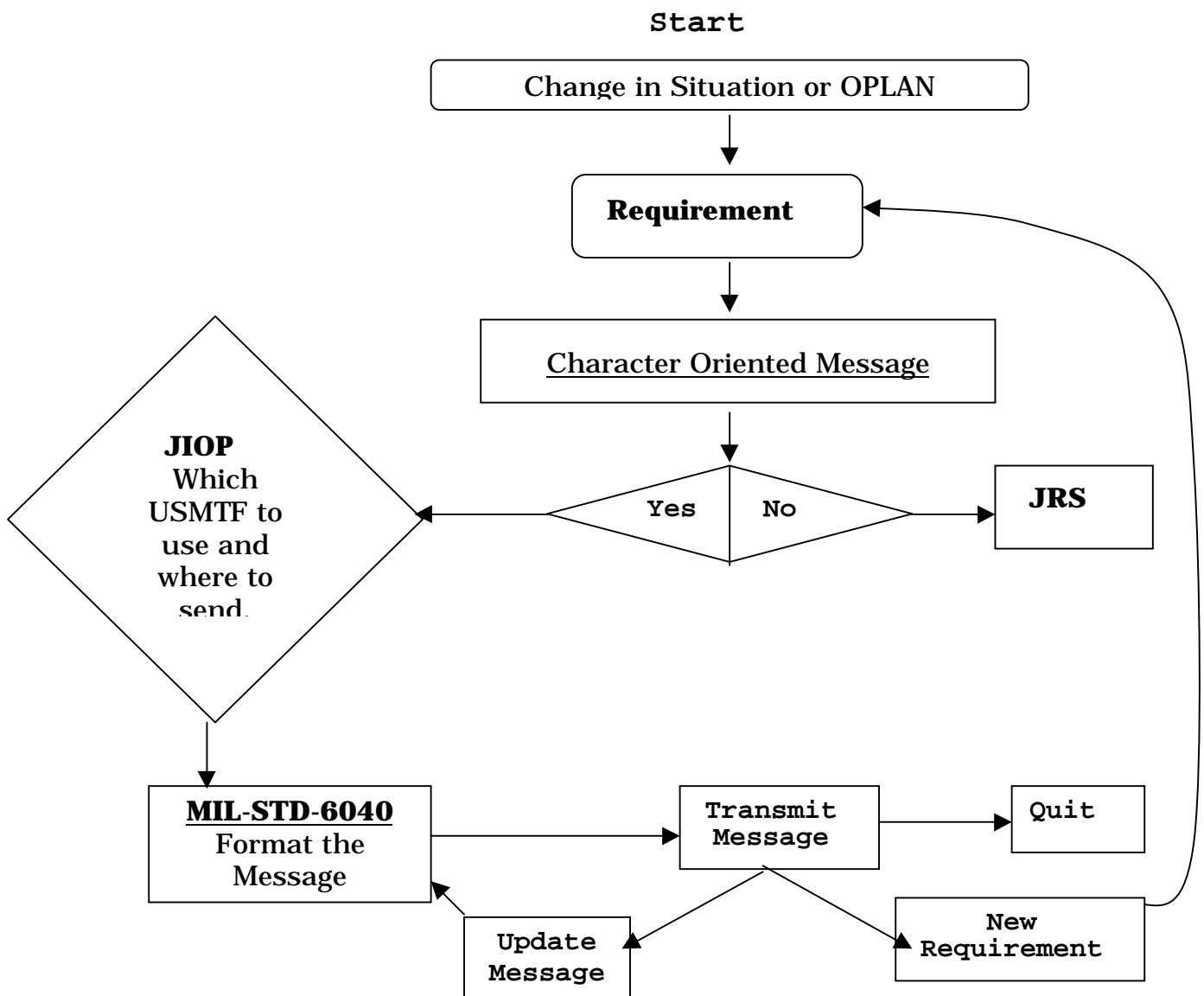
b. The JIOP organizes USMTF messages by functional area, providing a narrative description of the type, organization, and function of each command and control interface exchange (C²/IE) element. Message exchange matrices, showing types of information exchanges between individual C²/IE elements, are also provided. Each matrix lists the C²/IE elements and message used to satisfy information exchange. The matrix also recommends type of exchange to take place. Both the exchange points and the type of message information exchange have been jointly agreed upon.

c. The following example illustrates the use of USMTF and the JIOP as a team:

1. Define communications requirement.
2. Character oriented message (yes/no).
3. Use the JIOP to determine which USMTF to use and who to send it to.
4. Use MIL-STD-6040 to format the message.
5. Transmit the message.

Integrated Use of JIOP and USMTF

USMTF and the JIOP are designed to be used together to assist the warfighter in command and control of joint assets. The JIOP plays a pivotal role in determining which USMTF format to send, who to send it to, when to send it, and how often to send it. In a joint operational environment, it can also help determine who should send you messages, which message they should send and when. As a part of the Joint Reporting Structure, many messages in joint reporting are USMTF. The combination of USMTF and JIOP used together with an automated message preparation system, make the task of command and control in a joint environment much more manageable.



Find the correct USMTF and send it!!!

2. USMTF Interoperability. The term "message text format" refers to the conversion of military reports to formats that are common to all US defense organizations. The USMTF program improves interoperability by:

a. Producing messages that can be read by humans and processed by machines.

b. Reducing the time and effort required drafting, transmitting, analyzing, interpreting, and processing messages.

c. Improving information exchange through vocabulary control.

d. Providing uniform reporting procedures to be used across the range of military operations.

e. Facilitating exchange of information between the US and allied commands; reducing or eliminating dual reporting by US units when they operate with allied commands or units or after their change of operational control to allied nations or organizations.

f. Providing the management and documentation for MIL-STD-6040 and CJCSM 6120.05 (Manual for Tactical Command and Control Planning Guidance for Joint Operations).

g. Providing a guide to systems programmers through the mandatory use of MIL-STD-6040 to process, parse, and store information from character based messages.

3. Responsibilities

a. Overall responsibility for converting JRS reports to USMTF is vested in the publication or report OPR.

b. The J-6 Directorate monitors these conversion efforts to ensure:

(1) Compliance with the USMTF program.

(2) That US and allied interoperability requirements are considered and reflected to the greatest possible extent.

(3) That the conversion effort is coordinated with the DOD Data Element Standardization Program and through the USMTF Configuration Control Board administered by DISA (Joint Interoperability Engineering Organization (JIEO))

4. Reports will be converted to USMTF as soon as practical. J-6 will lead the effort with report OPRs to convert the reports to the USMTF standard as fully as possible. All character-based messages read by computer systems will use USMTF MIL-STD-6040.

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ENCLOSURE H

INDEX FOR JOINT REPORTING INSTRUCTIONS

<u>SHORT TITLE</u>	<u>CJCSM</u>	<u>REPORT TITLE</u>
AAR	CJCSI 3150.25	JOINT AFTER-ACTION REPORTING SYSTEM
CEF	3150.22	CIVIL ENGINEERING FILES
COMSPOT	3150.07	COMMUNICATIONS SPOT REPORT
COMSTAT	3150.07	COMMUNICATIONS STATUS REPORT
CRAFREP	CJCSI 3150.14	CIVIL RESERVE AIR FLEET SUMMARY REPORT
DEPSTATREP	3150.13*	WEEKLY DEPLOYMENT STATUS REPORT
DISUM	3150.28*	DAILY INTELLIGENCE SUMMARY
EPWSTAT	3150.13*	ENEMY PRISONERS OF WAR AND CIVILIAN INTERNEES REPORT
GEOREQ	3150.15	STANDARD SPECIFIED GEOGRAPHIC LOCATION FILE REQUEST
INTELSITSUM	3150.28*	INTELLIGENCE SITUATION SUMMARY
JADREPD	3150.09	JOINT RESOURCE ASSESSMENT DATA BASE REPORT
JOPEPREP	3150.16	JOINT OPERATION PLANNING AND EXECUTION SYSTEM REPORTING STRUCTURE
JPERSTAT	3150.13	JOINT PERSONNEL STATUS REPORT
LOGFACREP	3150.23A	LOGISTIC FACTORS REPORT
MID	3150.28*	MILITARY INTELLIGENCE DIGEST
MOBREP	3150.13*	MILITARY MANPOWER MOBILIZATION AND ACCESSION STATUS REPORT
MUREP	3150.14	MUNITIONS STATUS REPORT
NICKA	3150.29A	CODEWORD, NICKNAME, AND EXERCISE TERM REPORT
NMIC BULLETIN	3150.28*	NATIONAL MILITARY JOINT INTELLIGENCE CENTER BULLETIN
NUDETSUM	3150.03	SUMMARY OF NUCLEAR DETONATIONS
NUREP	3150.04	NUCLEAR WEAPONS REPORTS
OPREP-1	3150.05	OPERATION(S) PLANNING REPORT
OPREP-2	3150.05	OPERATION(S) START REPORT
OPREP-3	3150.03	OPERATION(S) EVENT/INCIDENT REPORT
OPREP-4	3150.05	OPERATION(S) STOP/RESULTS REPORT
OPREP-5	3150.05	OPERATION(S) SUMMARY REPORT

<u>SHORT TITLE</u>	<u>CJCSM</u>	<u>REPORT TITLE</u>
POLCAP	3150.05	BULK PETROLEUM CAPABILITIES REPORT
RECON 1	3150.06*	RECONNAISSANCE NICKNAME REPORT
RECON 2	3150.06*	RECONNAISSANCE TRACK REPORT
RECON 3	3150.06*	RECONNAISSANCE SCHEDULING REPORT
RECON 4	3150.06*	RECONNAISSANCE FOLLOWING REPORT
REPOL	3150.14	BULK PETROLEUM CONTINGENCY REPORT
SEV	3150.04	STOCKPILE EMERGENCY VERIFICATION
SIR	3150.04	SEMIANNUAL INVENTORY REPORT
SITREP	3150.28*	COMMANDER'S SITUATION REPORT
SORTSREP	3150.02*	STATUS OF RESOURCES AND TRAINING SYSTEM JOINT REPORT
SPIREP	3150.28*	SPOT INTELLIGENCE REPORT
TEDREP	3150.17A	TYPE UNIT EQUIPMENT DETAIL REPORT
TUCHARREP	3150.24	TYPE UNIT CHARACTERISTICS REPORT
WSR	3150.04	WEAPONS STATUS REPORT
WSR- EMERG	3150.04	WEAPONS STATUS REPORT-EMERGENCY
WSR- EXER	3150.04	WEAPONS STATUS REPORT-EXERCISE

* UNDER DEVELOPMENT