This instruction implements Air Force Policy Directive (AFPD) 10-2, Readiness. It applies to all US Air Force Major Commands (MAJCOM), Air National Guard (ANG), Air Force Reserve Command (AFRC), Field Operating Agencies (FOA), and Direct Reporting Units (DRU). Prior to mobilization/activation AF, ANG, and AFRC units will address the HQ AF Service Watch Cell (AFSWC) on all applicable record copy Air Force Operational Reports (AF OPREP-3). It establishes and describes the Air Force Operational Reporting System. It explains the purpose and gives instructions for preparing and submitting these reports. Refer recommended changes and questions about this publication to AF/A3O, 1480 Air Force Pentagon, Washington, D.C. 20330-1480, Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*. MAJCOMs are authorized to supplement this Air Force Instruction (AFI) instead of repeating instructions in separate directives. MAJCOM/DRU/FOA supplements to this instruction must be approved by AF/A3O. Once published, a copy of the MAJCOM supplement that supports or implements the AF OPREP-3 will be provided to AF/A3O. Waiver authority for this instruction is AF/A3O. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Records Disposition Schedule (RDS) located at **https://www.my.af.mil/afrims/afrims/afrims/rims.cfm**

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. Major changes include change to reporting transmissions and submission with the inclusion of synchronous and asynchronous reporting as the primary means as well as the deletion of Homeline reports.

Chapter 1

GENERAL CONCEPTS, POLICIES, AND RESPONSIBILITIES

1.1. Concept of the AF OPREP-3 System. The AF OPREP-3 system provides Chief of Staff Air Force (CSAF) and intermediate commanders the information necessary for timely operational decisions. The main criteria for inclusion in the AF OPREP-3 system is essential information for command and control of aerospace forces.

1.1.1. MAJCOM, FOA, and DRUs will not establish AF OPREP-3 report rules or instruction below Headquarters Air Force (HAF) level (i.e., Homelines.); but instead may develop MAJCOM/FOA/DRU/Commander Critical Information Requirements (CCIR) in order to ensure events/incidents that do not meet AF OPREP-3 reporting requirements are still available to the commander.

1.1.2. Due to the time sensitivity of AF OPREP-3 information, report each event/incident as promptly and accurately as possible. The **FIRST** command post (CP) having knowledge of an event/incident will report/facilitate AF OPREP-3 reporting. Units will not delay submission of an AF OPREP-3 to research if another unit is also submitting the report. In the case of multiple AF OPREP-3 submissions; the AFSWC will decide if multiple units will continue submitting or if one unit will continue all Follow Up reporting based on information received.

1.1.3. MAJCOMs, FOAs, and DRUs are authorized to supplement this AFI with concurrence from AF/A3O on an AF Form 673, *Air Force Publication/Form Action Request*. Units at all levels will develop procedures to quickly obtain and report the key elements of an AF OPREP-3 report. Installations hosting units assigned to different MAJCOMs will develop host/tenant responsibilities in a Host Tenant Support Agreement (HTSA) and/or Memorandum of Agreement (MOA). Each affected MAJCOM will coordinate on the MOA and review annually or as mission changes dictate. Geographically Separated Units (GSUs) will comply with parent MAJCOM guidance IAW this instruction.

1.1.4. Air Force component commanders within combatant commands, Joint Bases (JB) or Joint Task Forces (JTF) will develop written guidance to ensure compliance with this instruction within their command and de-conflict with combatant, JB, or JTF command directives.

1.1.5. Authority. This instruction includes the requirements of the various documents of the Joint Reporting Structure (JRS). Air Force units will use AFI 10-206 as the primary source for reporting instructions.

1.2. Responsibilities

1.2.1. HQ USAF AF/A3O will:

1.2.1.1. Develop and provide Air Force operational reporting guidance.

1.2.1.2. Annually, review new requirements to determine operational necessity.

1.2.1.3. Update the AF OPREP-3 Reports Matrix as directed by the commander AF/A3O.

1.2.1.4. Develop HAF Core Compliance criteria/checklist to be used to evaluate compliance with published directives.

1.2.2. HQ USAF A3O-AOA will:

1.2.2.1. Monitor and process information from Jabber and SKIWeb.

1.2.2.2. Distribute data to requesting HAF Leadership.

1.2.3. MAJCOMs, DRUs, and FOAs will:

1.2.3.1. Develop instructions to ensure timely and accurate AF OPREP-3s are reported within established timelines IAW Table 3.1.

1.2.3.2. Review new requirements annually to determine operational necessity.

1.3. Commanders will:

1.3.1.   Ensure timely and accurate reporting for all events/incidents that meet Chairman, Joint Chiefs of Staff (CJCS) and CSAF reporting criteria for all assigned or attached units, as well as units staging through their command are reported within established timelines IAW Table 3.1.

1.3.2. Ensure HTSAs and/or MOAs outline operational reporting procedures between organizations. Agreements will outline procedures to ensure the installation command post is made aware of all events/incidents occurring on or affecting their installation. Established HTSAs/MOAs will not delay the submission of AF OPREP-3 reports by CP.

1.3.3. 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 AF OPREP-3 reporting criteria through the host CP.   When submitting a report for the tenant, the host CP will not interfere with, alter, or delay the tenant unit's report.   Air Mobility Control Center (AMCC) commanders will ensure that all BEELINE and PINNACLE reports are submitted to the host/installation commander for upchanneling.   A memorandum of agreement between the host and tenant wings with concurrence of the parent MAJCOMs is required.

1.3.4. Ensure that AF OPREP-3 reports are released by the host wing commander, when host installation resources are utilized.   Air Reserve Component (ARC) commanders retain approval authority until federally mobilized, when host installation resources are not utilized.

1.3.5. Ensure Commanders (Wing, Group, Squadron, Tenant, Sister Services, and etc.) and First Sergeants are initially trained within 30 days of assumption of command and/or position and semiannually thereafter.

1.3.6. Use AF OPREP-3 Reports Matrix to upchannel events/incidents.

1.4. Wing/Unit Command Posts will:

1.4.1. Provide initial (within 30 days of assignment) and semi-annual training to Commanders and First Sergeants on all reporting criteria and procedures outlined in this instruction. Training will include as a minimum:

1.4.1.1. The AF OPREP-3 System.

1.4.1.2. Reports matrix for AF OPREP-3 Reports.

1.4.1.3. Information releasable in AF OPREP-3 Reports.

1.4.1.4. Timing criteria for submission of AF OPREP-3 Reports.

1.4.1.5. Releasing authority of AF OPREP-3 Reports.

1.4.1.6. Tenant commander responsibilities.

1.4.2. Maintain training documentation for Commanders/First Sergeants while they maintain the position.

1.4.3. Be responsible for providing commanders the necessary information to facilitate an informed decision and submit timely AF OPREP-3s using the AF OPREP-3 Reports Matrix located on SKIWeb (**https://skiweb.stratcom.smil.mil/skiweb-web**) under Communities of Interest/Air Force Service Watch Cell; as well as the SIPR Air Force Command Post Career Field Community of Practice (CoP) webpage for AFSC 1C3s to access.

1.4.4. Ensure installation/wing commanders are informed of all AF OPREP-3 reported incidents by a tenant organization. Notification of commanders will not delay AF OPREP-3 submission.

1.4.5. Maintain a current file copy of all AF OPREP-3 HTSA/MOAs.

1.4.6. Outline specific AF OPREP-3 responsibilities of host and tenant CP units, i.e., 1C3s functioning as a CP entity such as the Contingency Response Group (CRG), to include who will submit the reports and procedures based on OPCON, as well emphasis on timely and accurate report submission.

1.4.7. Provide copies of HTSAs/MOAs to the host and tenant MAJCOMs. MAJCOMs will maintain a current copy of the agreement on file.

1.4.8. Ensure that all certified controllers have active synchronous/asynchronous accounts to submit AF OPREP-3 IAW this instruction.

1.4.9. Notify the owning home station CP and MAJCOM Command Center if an incident involves assets from another MAJCOM.

1.4.10. Work with local communications focal points to publish and maintain a current AF Information Network (AFIN) circuits/systems document for their installation. Refer to this document to determine the possible impact of incidents/outages. Ensure this document is classified and protected according to content.

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 AF OPREP-3 reports a minimum of SECRET according to content or that contain any of the following:

2.1.1.1. Indicators of unit readiness data. See AFI 10-201, *Status of Resources and Training System,* for further guidance.

2.1.1.2. Unit Mission Essential Tasks (METs) as captured in Defense Readiness Reporting System.

2.1.1.3. Information on a combat loss or damage or discussing combat mission results.

2.1.1.4. Nuclear weapon events. See AFI 31-407, *Air Force Nuclear Weapons Security Classification Policy*.

2.1.1.5. Information on the deployment of combat aircraft, units, or personnel according to the appropriately classified deployment plans.

2.1.1.6. Events/incidents of confirmed or suspected compromise of classified information according to content, IAW AFI 31-401, *Information Security Program Management*.

2.1.1.7. Classify AF OPREP-3 reports a minimum of Secret//REL to AUS, CAN, GBR, USA for all cyber incidents (i.e., outages, intrusions, compromises).

2.1.1.8. Classify critical infrastructure outages commensurate with the classification of the equipment.

2.2. Transmitting Reports During Combat or Combat Related Operations. When combat or combat-related operational requirements make speed of delivery paramount, military commanders may modify transmission of classified information as necessary to meet local conditions.

2.3. Operating in a Degraded Communications Environment. HQ USAF AF/A3O-OA may suspend the submission of selected reports.

2.4. Correction of Reports. The originator will submit a correction if an error is noticed in content (i.e., factual data not being reported), after submitting the report.

2.5. AF OPREP-3 Storage. All received/transmitted AF OPREP-3 reports will be stored either electronically (removable storage [as authorized], network drives, etc.) or in printed record copy. Separate the reports into folders bearing the month in which the report was transmitted. Retain the reports IAW AF RDS, T 10-10R 04.00, Controller Training Records Event/Incident Reports (Operations Reports [OPREP] 3H/B/P). Asynchronous storage (e.g. relying on SKIWeb database) is not authorized.

Chapter 3

EVENT/INCIDENT REPORT (AF OPREP-3 REPORT)

3.1. Subject and Purpose. Air Force Commanders use AF OPREP-3s to immediately notify higher headquarters of any significant event or incident that rises to the level of DoD, CJCS, COCOM, or Service Level interests. Command post will submit the applicable AF OPREP-3 regardless of whether or not the event is being reported through other channels. AF OPREP-3 reports do not replace the requirement for more detailed reports such as the Commander's Situation Report (SITREP), and other directorate's accident or incident investigation reports. Submitting an AF OPREP-3 report does not change nor is it a substitute for any report required by other directives. **Real-world AF OPREP-3 reports take priority over exercise events.**

3.2. Reporting Categories. CJCSM 3150.03D, *Joint Reporting Structure Event and Incident Reports,* categorizes events or incidents according to their nature with a FLAGWORD. FLAGWORDs (i.e., NUCFLASH, BENTSPEAR, etc.) associated with each category aid prompt processing and distribution of the reports by alerting people to their importance. The following FLAGWORDs identify reports within the CJCSM 3150.03D.

3.2.1. PINNACLE (OPREP-3P). This report is used by any unit to provide the National Military Command Center (NMCC) and, as appropriate, combatant commands and services with immediate notification of any incident or event where national or international level interest is indicated. OPREP-3P reports are not restricted to operational information. Any inadvertent, accidental, unauthorized, or unexpected event or incident will be upgraded from an AF OPREP-3B to an AF OPREP-3P if:

3.2.1.1. The occurrence is of such impact that it requires the immediate attention of the Secretary of Defense and the CJCS. Included are those occurrences that have actual or potential international repercussions, such as the creation of tension or undesirable relations between the United States and other countries.

3.2.1.2. The occurrence has national-level interest that may significantly change current operations, or involve natural or human-made disasters or civil disorders.

3.2.1.3. It is conceivable that the incident will cause the highest levels of government to require timely notification.

3.2.1.4. Any doubt exists at any level as to whether an event or incident is or could possibly develop into a matter of White House, DOD, Joint Service, or major news media.

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

3.2.2.1. Ballistic missile launch or space launch.

3.2.2.2. Reentering space objects.

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

3.2.2.4. Reports of cruise missiles detected and/or launched against the US or US interests.

3.2.2.5. Accidental, unauthorized, or unexplained incident involving possible detonation of a nuclear weapon producing a nuclear yield.

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

3.2.3. PINNACLE FRONT BURNER (OPREP-3PFB). Used to report pre-conflict occurrence of armed attack, harassment, or hostile action against US forces, territory, or interests. After the OPREP-3PFB has been submitted for a specific hostile situation, subsequent OPREP-3P reports are not required. To report significant mission degradation or heavy losses, combat events and minor airfield damage will be reported in the SITREP.

3.2.4. PINNACLE BROKEN ARROW (OPREP-3PBA). Used to report a US nuclear weapon accident that does not create the risk of a nuclear war. Report any of the following as an OPREP-3PBA if:

3.2.4.1. Nuclear detonation of a U.S. nuclear weapon.

3.2.4.2. Non-nuclear detonation or burning of a U.S. nuclear weapon.

3.2.4.3. Radioactive contamination from a U.S. nuclear weapon or component.

3.2.4.4. Jettisoning of a U.S. nuclear weapon or component.

3.2.4.5. Public hazard, actual or implied, from a U.S. nuclear weapon or component.

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

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

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

3.2.8. OPREP-3 WHITE PINNACLE (OPREP-3WP). OPREP-3WP is used for exercise reports that contain simulated time-critical information from operating forces to the NMCC and combatant commanders. OPREP-3WP exercises use OPREP-3 procedures and is downward directed by the NMCC to check timeliness of select CPs and other designated Command and Control (C2) nodes.

3.2.8.1. Combatant Commands designate the units to receive the exercise message and will select specific exercise start times. Upon receipt of an OPREP-3WP tasking, units are required to submit an OPREP-3WP acknowledgement report to the NMCC via synchronous (Jabber) means. The time standard is 20 Minutes.

3.2.8.2. AF Command Posts units will transmit OPREP-3WP in the same fashion as AF OPREP-3P. Units will transmit an OPREP-3 WP IAW 3.2.8.3. to the "AF.Watch" Jabber room. Upon receipt, AFSWC controllers on duty will immediately turn the OPREP-3 WP to the NMCC "dod_njoic" Jabber room.

3.2.8.3. OPREP-3 WP Message Content. The following will be included in the OPREP-3WP:

3.2.8.3.1. Unit tasked to exercise OPREP-3WP

3.2.8.3.2. Location (if not classified)

3.2.8.3.3. Tasking COCOM

3.2.8.3.4. DTG of the tasking message

3.2.8.3.5. Unit time of receipt

3.2.8.3.6. Acknowledgment addressing any known delays or initiative tracer actions (Note: Only applicable when acknowledgement exceeds 20 minute time standard).

3.2.9. OPREP-3 BENT SPEAR (OPREP-3BS). Used to report incidents involving U.S. nuclear weapons that are of significant interest but are not categorized as PINNACLE NUCFLASH or PINNACLE BROKEN ARROW. CPs will submit BENT SPEAR reports using the same timing requirements as PINNACLEs.

3.2.10. OPREP-3 FADED GIANT (OPREP-3FG). Used to report nuclear reactor or radiological accidents or incidents to the appropriate service headquarters. CPs will submit FADED GIANT reports using the same timing requirements as PINNACLEs.

3.2.11. **DULL SWORD (DS).** Used by any unit to report, in accordance with Service guidelines, a nuclear weapon event not categorized as an accident or incident. The wing safety office is responsible for making all DULL SWORD reports IAW AFMAN 91-221, *Weapons Safety Investigations and Reports*.

3.2.12. BEELINE (OPREP-3B). Used to report any event or incident that meets Air Force-level interest, but does not meet national or international level interest requirements. Although the report normally remains within USAF channels, BEELINE information is made available to agencies outside the USAF (NMCC, State Department, etc.) through asynchronous reporting.

3.3. Reports Guidebook. The Command Post NCOIC of Reports has the responsibility to maintain the Reports Guidebook. This guide provides a quick reference to assist Command Post controllers in submitting AF OPREP-3s and other reports, as applicable. The reports guidebook will include:

3.3.1. Current AF OPREP-3 Reports Matrix. The AF OPREP-3 Reports Matrix is a quick reference guide to assist commanders and controllers in determining the level/type of report to submit based on events and incidents deemed of interest to the CSAF and CJCS. Due to the need for reporting requirements to be updated as operational situations evolve and as A3O or higher directs; the AF OPREP-3 Reports Matrix will be posted on SKIWeb (**https://skiweb.stratcom.smil.mil/skiweb-web**) under Communities of Interest/Air Force Service Watch Cell; as well as the SIPR Air Force Command Post Career Field Community of Practice (CoP) webpage for AFSC 1C3s to access. CPs will be notified of changes (through CP channels) as they are directed.

3.3.2. Contact Address List Attachment 2, Table A2.1. are the core recipients for all AF OPREP-3s. Attachment 2 has been provided to assist during times of system inoperability. Units will ensure that affected HQs receive the report, regardless of how the report is

transmitted. During routine operations wings/units will select applicable HQs based on situation, chain of command (COCOM, MAJCOM, etc) as well as "Affected Areas" from the event/incident when adding an event into SKIWeb. AFSWC will be selected as an "Affected Area" in SKIWeb on all AF OPREP-3s. Units may add additional contact information to the Reports Guidebook as required.

3.3.3. AF OPREP-3 Reports Guide. The AF OPREP-3 Reports Guide, Attachment 3, Figure A3.1. is a list of minimum routine questions that need to be answered when including data into an AF OPREP-3 report.

3.3.4. Checklists containing step-by-step procedures to ensure required reports are submitted in the proper format, within established timelines, and with the correct content.

3.4. AF OPREP-3 Report Timing Requirements. Wing/units will use Table 3.1. for synchronous/asynchronous timing requirements. Where a qualified/certified specialist must be consulted to determine if an AF OPREP-3 event/incident has occurred according to AF OPREP-3 Reports Matrix requirements (i.e., weapons maintenance on a weapons outage, medical provider for confirmation of death) timing standards will begin from CP notification of the determination rather than incident (IAW Table 3.1). Justification for delay, as well as the time the event initially occurred will be included in the report.

Table 3.1. Timing Criteria

Type of Report	Synchronous Report/Voice Report Timing (Voice Report will be accomplished IAW para 3.10)	Asynchronous Report/Record Copy Timing (Record Copy Reports will be accomplished IAW para 3.10)
*PINNACLE NUCFLASH	5 minutes from incident	1 hour from incident
PINNACLE/BEELINE	15 minutes from incident	1 hour from incident

*NOTE: PINNACLE Nuclear Flash reports are extremely time sensitive and require initial reporting **within 5 minutes of the incident.**

3.5. Synchronous Reports. Synchronous communication is defined as where all parties involved in the communication are present at the same time (an event). Examples include a telephone conversation, a chat room event and instant messaging. Units will submit a synchronous report using SIPRNet Jabber for all AF OPREP-3 Initial, Follow Up, Final, Correction, and Initial/Final reports. **Do not delay** the initial Jabber notification to obtain additional information. The initial Jabber notification time will be the time inputted into the system. Use Follow Up notifications and reporting to provide additional information as it becomes available. AFSWC/MAJCOMs will assess unit reports for possible higher category reporting requirements.

3.5.1. Units submitting an AF OPREP-3 Jabber report will enter notifications into the "AF.Watch" room regardless of the type of report being reported: classification, title IAW para 3.10.5., whether the report is an Initial, Follow Up, Final, Initial/Final or Correction as well as a brief synopsis of information known, and in sentence case. See Figure 3.1. Jabber Notification Example.

3.5.2. Units submitting an Exercise AF OPREP-3 Jabber report will enter notifications into "AF.Exercise" room regardless of the type of report being reported: classification, title IAW para 3.10.5., whether the report is an Initial, Initial/Final, Follow Up or Final, as well as a brief synopsis of information known, and in sentence case. See Figure 3.1, Jabber Notification Example.

Figure 3.1. Jabber Notification Example

(U) AF OPREP-3B, 111726ZJUN2010, 173 FW, Kingsley Fld, OR, Civilian Aircraft Near Miss, Rule XX (U)

Initial:

At 111726ZJUN10, F-15D C/S Bean 1, T/N 79008 was involved in a near miss with a civilian Gulfstream AC90 while on an instrument approach to RWY 14 with clearance to land at Klamath Falls Airport, OR. The AC90 was under VFR after receiving clearance to takeoff. The incident is under investigation, at this time it is unknown how close the aircraft came to one another. Media attention is unknown.

3.5.3. AFSWC and MAJCOM Command Centers will acknowledge wing/unit reports within 5 minutes of the posting. Acknowledgement can be in any hierarchy order. In the event that a Higher Headquarters (HHQ) element does not acknowledge within 5 minutes; the wing/unit will contact their parent MAJCOM Command Center for assistance. HHQs will then provide acknowledgement through Jabber. AFSWC will always be the highest level of required acknowledgement regardless of report type.

3.6. Asynchronous Reports. Asynchronous communication does not require that all parties involved in the communication need to be present and available at the same time. Examples of this include e-mail (the receiver does not have to be logged on when the sender sends the e-mail message), discussion boards, which allow conversations to evolve and community to develop over a period of time. Units will submit an asynchronous report using SKIWeb for all Initial, Follow Up, Final, Initial/Final, and Corrected AF OPREP-3 reports.

3.6.1. Reports will contain (as known at the time) the who, what, when, where, why, how, operational impact, media applicability, and other pertinent information of the event/incident being reported based on available information. Units will include any updated information gathered after the initial Jabber notification without exceeding the time criteria. Do not delay asynchronous reporting to obtain additional information.

3.6.2. All efforts should be made to ensure AFSWC has acknowledged Jabber notifications prior to posting in SKIWeb, and that all questions from any HHQs has been answered.

3.6.3. AFSWC/MAJCOMs will assess unit reports for possible higher category reporting requirements.

3.6.4. The primary means for transmitting AF OPREP-3 reports is via asynchronous means. When primary means are unavailable, transmit AF OPREP-3 reports by the fastest means available consistent with security constraints IAW Para 3.11.

3.6.5. Ensure reports containing classified or special intelligence information are marked properly.

3.6.6. If not answered in the Initial record report, Follow Up reporting will continue until all of the following questions are answered: who, what, when, where, why, and how as the information becomes available.

3.6.7. If seven calendar days have elapsed from the Initial report and these questions are not answered, a Final AF OPREP-3 report will be submitted stating that "No further information will be provided through AF OPREP-3 channels." Identify approved points of contact (POC), agency(ies), and contact number(s).

3.7. MINIMIZE. Submission of AF OPREP-3 reports will not be affected by MINIMIZE.

3.8. Appropriate Report Content. While the narrative section of each report must clearly convey the details of the incident, reports will not be personally identifiable to an individual. To ensure anonymity reports may contain:

3.8.1. Age, gender, duty status (e.g., active duty, ARC (whether on orders or not)), rank (if applicable), DoD civilian status, and assigned unit/agency.

3.8.2. If HHQ requires names/social security number (SSN), they will request it as an addendum separate from AF OPREP-3 report. **Only** the last 4 digits of the SSN will be provided.

3.8.3. Name, title, and phone number of safety board president for aircraft accidents.

3.8.4. Name of a public figure whose death occurs on an Air Force installation.

3.8.5. Name of a deceased retired AF VIP (i.e. flag officer or CMSAF).

3.8.6. Aircraft type, tail number, owning unit, aircrew unit and squadron, type mission, and mission number for all reports involving Air Force owned, contracted, or operated aircraft.

3.8.7. Name and telephone number for Civilian Personnel Section point of contact for civilian deaths.

3.9. Inappropriate Report Content. Although the narrative section of each report must clearly convey the details of the incident, it will not include:

3.9.1. Any **speculation** regarding responsibility, failure of equipment or facilities, legal liability, or causes.

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

3.9.3. Use of personal information to include name (see exceptions above), SSN, or home address.

3.10. Asynchronous Report Construction: Initial, Initial/Final, Follow Up, Final, and Corrected Reports.

3.10.1. Initial reports contain as much information as immediately available within established time parameters about an event or incident. Initial reports will be submitted IAW para 3.5. Upon acknowledgement from the AFSWC, the AF OPREP-3 will then be posted into SKIWeb by selecting "Add an Event" feature. AF OPREP-3s will be in sentence case. An Initial Report may be submitted as an Initial/Final report if it contains all of the required information to close the report. Initial/Final reports will be submitted IAW para 3.10.6.4.

3.10.2. Follow Up reports are essential to keep commanders informed of developing situations and to provide additional details as they are learned. Follow Up reports will be submitted IAW para 3.5. Upon acknowledgement from the AFSWC, the AF OPREP-3 will then be posted into SKIWeb by selecting the "Add a Blog" feature. AF OPREP-3s will be in sentence case.

3.10.3. Final reports will provide required information not previously reported and close event/incident reporting.   Final reports will be submitted IAW para 3.5.   Upon acknowledgement from the AFSWC, the AF OPREP-3 will be entered into SKIWeb by selecting the "Add a Blog" feature. AF OPREP-3s will be in sentence case. Final reports will be submitted IAW para 3.10.6.4.

3.10.4. SKIWeb Corrected reports will be sent when factual data needs to be corrected. Corrected reports will be entered into SKIWeb by selecting the "Add a Blog" feature. AF OPREP-3 Corrected reports will   be in sentence case. The first line of the corrected report will state "Correction to AF OPREP-3 B/P DDMMHHZMMMYYYY report". Retyping the report is not the intent. Include only corrected information, but enough to aid the reader in understanding what was corrected.

3.10.5. AF OPREP-3 Message Subject Line. Regardless of transmission medium, all AF OPREP-3 subject lines will be constructed in the following manner:

3.10.5.1.   Service Affiliation.

3.10.5.2. Type of Report (OPREP-3P, OPREP-3PFB, OPREP-3B, etc.).

3.10.5.3. DTG and Location Event Occurred. This time will not change as subsequent reports are added.

3.10.5.4. Event/Incident and Rule Number.

3.10.5.5. As an example: AF OPREP-3B, 132000ZMay2010, Andrews AFB, MD, Aircraft Mishap, Rule 2B.

3.10.6. Reports body will be written to the following standard:

3.10.6.1. The first AF OPREP-3 record copy report will include the time the event/incident occurred in the beginning of the report.

3.10.6.2. The body of the report narrative will include the who, what, when, where, why, and how of the incident. In the initial report, report what is known at the time. Include new information as details unfold. In subsequent reports, do not restate previously stated facts.

3.10.6.3. The statement "Further reporting through XXX channels." will only be used after consulting and confirming with the appropriate external agency(ies) that further

reports will be accomplished through their channels, include agency office symbol and contact number. This statement will not be used as a blanket statement.

3.10.6.4. All Final reports will end with the applicable statement, "No further information will be provided through AF OPREP-3 channels." as well as add the word "Closed" at the end of the subject line. To edit the subject line, use the "Edit Event" feature.

3.10.6.5. Information requested by AFSWC (or HHQ element) during synchronous reporting will be provided in an asynchronous report when the information becomes available. Reports are not authorized to be closed prior to answering questions from the asking HHQ element.

3.10.6.6. When events/incidents occur which overlap multiple rule numbers, units will combine them and submit one OPREP-3. If multiple rule numbers specify different types of OPREPs, i.e. BEELINE, PINNACLE, units will submit the highest type report. For AF OPREPs with multiple rule numbers, only one rule number and title will be reflected in the subject line; use the initial events rule number that resulted in the multiple event occurring. For example use 9K, Bomb Threat in the subject line for the following scenario: Bomb Threat; FPCON Change; Death, Air Force Member; Criminal Activity (News Media).   Additional rule numbers will be reflected at the bottom of synchronous/asynchronous (i.e., Rules XX, XX and XX also apply.)

3.10.6.7. Upgrading Reports. Units will upgrade AF OPREP-3 reports if Follow Up information to an event/incident meets the criteria of a higher-level report (e.g., BEELINE to PINNACLE). In the upgraded Initial Report, provide all previously reported information and known facts even if previously reported to a lower level. Upgrading a report automatically closes any lower level reports previously submitted by the wings/units. Units will make a Jabber notification stating the previous subject line from the lower level report has been upgraded along with the reason (cost estimate, media attention, etc.) Upgraded AF OPREP-3 reports will be blogged in SKiWeb, and the subject line updated to reflect the change.

3.10.6.8. United States Military Text Formatting (USMTF). In the event that both synchronous/asynchronous mediums are inoperable and the AF OPREP-3 meets PINNACLE criteria, wings/units will submit the PINNACLE in USMTF format IAW para 3.11.2. BEELINE reports will remain in plain text regardless of system operability and will be sent IAW para 3.11.1.

3.11. Synchronous/Asynchronous Outages.

3.11.1. BEELINE:

3.11.1.1. If Jabber is out:

3.11.1.1.1. Notify the next HHQ that has access to Jabber for input (NAF, MAJCOM Command Center, AFSWC).

3.11.1.1.2. If total Jabber outage, convene telephone voice conference.

3.11.1.2. If SKIWeb is out:

3.11.1.2.1. If SKIWeb is out and Jabber is functional, post report to Jabber for MAJCOM Command Center or AFSWC (as applicable to FOA/DRU's) to post to SKIWeb.

3.11.1.2.2. If SKIWeb and Jabber are both **NOT** functional, email report on SIPRNet to next HHQ that has access to SKIWeb for input (NAF, MAJCOM Command Center, AFSWC).

3.11.1.3. If total SKIWeb outage, email report on SIPRNet to the AF OPREP-3 Distro List on the Global Address List (GAL) in Non-USMTF from the CP organizational account. Upon system return, wing/unit will upload all reports submitted during the outage to SKIWeb.

3.11.2. PINNACLES:

3.11.2.1. If Jabber is out:

3.11.2.1.1. Notify the next HHQ that has access to Jabber for input (NAF, MAJCOM Command Center, AFSWC).

3.11.2.1.2. If total Jabber outage, convene telephone voice conference**.**

3.11.2.2. If SKIWeb is out:

3.11.2.2.1. If SKIWeb is out and Jabber is functional, post report to Jabber for MAJCOM Command Center or AFSWC (as applicable to FOAs/DRUs) to post to SKIWeb.

3.11.2.2.2. If SKIWeb and Jabber are both **NOT** functional, email report on SIPRNet to next HHQ that has access to SKIWeb for input (NAF, MAJCOM Command Center, AFSWC)

3.11.2.3. If total SKIWeb **AND** Jabber outage, email AF OPREP-3P via SIPRNet, in USMTF format to the AF OPREP-3 Distro List on the GAL from the CP organizational account. AFSWC will in turn submit the AF OPREP-P via SIPRNet Automated Message Handling System (AMHS) (or other means as directed by the NMCC.) Upon system return, wing/unit will upload all reports submitted during the outage to SKIWeb.

3.12. Command Post Controller Templates/Examples. CP templates/examples will be made available to all CP controllers on the Air Force Command Post Career Field CoP website. Template formats and usage are mandatory. Template/examples will include (as a minimum):

3.12.1. Pinnacle USMTF Template.

3.12.2. AF OPREP-3 Voice Report Template.

3.12.3. Jabber Notification Examples.

3.12.4. SKIWeb AF OPREP-3 Examples.

3.13. CSAF Special Reporting Items (CSAF-SRI). These are items of personal interest to the CSAF. The AF Controller Information File (CIF) will identify the list of current CSAF-SRIs; and will remain in effect until superseded or rescinded.

3.14. Class A, B, C, thresholds.

3.14.1. Class A.

3.14.1.1. Aircraft/RPA Destroyed.

3.14.1.2. Damage of $2,000,000 or more.

3.14.1.3. Mishap resulting in an AF fatality regardless of location (Note: .

3.14.2. Class B.

3.14.2.1. Damage of $500,000, but less than $2,000,000, regardless of aircraft location (hanger, in-flight, etc.).

3.14.2.2. Mishap resulting in a permanent partial disability.

3.14.2.3. Mishap resulting in inpatient hospitalization of three or more personnel.

3.14.3. Class C. Damage of $50,000 or more but less than $500,000.

Chapter 4

COMMANDER'S SITUATION REPORT (SITREP)

4.1. Subject and Purpose. To keep the MAJCOMs, Services, Joint Staff, and SECDEF apprised of existing political, military, and operational situations/plans and to keep commanders advised of a unit's ability to meet requirements outlined in approved plans. The SITREP is a narrative report that informs and enables higher levels of command to evaluate resources and prepare for potential effects of ongoing situations. The commander or designated alternate is responsible for timely and accurate SITREP reporting. 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 ongoing operations to include Defense Support to Civil Authorities (DSCA). All DSCA events should be reported as described in Chapter 6.

4.1.5. Units receiving aircraft or personnel due to natural disasters (i.e. HURCON/TCCOR) evacuations.

4.2. Submitted By. Commanders at all levels of command report as required by operations plans and directives, or higher headquarters or when ongoing events warrant SITREP reporting.

4.3. Submitted To. SITREPs will be uploaded as an attachment in SKIWeb in non-USMTF format and AFSWC will be checked as an "Affected Area."

4.4. Submission Timing. Reports will be submitted daily (or more frequently if directed by AF/A3O-OA) for the duration of the activity or operation. Unless specified otherwise by a combatant commander directive, submit reports no later than 0200Z, reflecting data current as of 2359Z.

4.5. Submission. The primary means for transmitting SITREPs is via SKIWeb. When primary means is unavailable, transmit reports by the fastest means available consistent with security constraints, (i.e. SIPR email). MAJCOMs/DRUs/FOAs will make a Jabber notification in the AF.Watch room stating a SITREP has been submitted to SKiWeb. Continue to report during MINIMIZE unless directed otherwise by the implementing authority.

4.6. General Reporting Instructions.

4.6.1. Duplicate reporting is not desired; however, information available in another 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. AF/A3O-OA is authorized to request any additional/amplifying information on past events, current operations, or planned actions.

4.7. Report Content. Air Force SITREPs will report significant factors relating primarily to readiness, mobilization personnel, force protection, and logistics. Report content should highlight key activities and build on previous reports. Brevity is paramount. The following is a list of subparagraphs from MIL-STD-6040 and will be used as applicable.

4.7.1. GENERAL: Report any pertinent general information (commander's own situation, disposition, and/or status of forces), to include a summary of significant unit mission readiness degradation, current deployments, and projected deployments and requirements. If there is no information to report, then enter the phrase: "Nothing Significant to Report (NSTR)."

4.7.2. SITUATION: Report assessments of the situation to include circumstances or conditions that increase or materially detract from the capability and readiness of forces assigned or under operational control of the command or service. If there is no information to report, then enter the phrase: "Nothing Significant to Report (NSTR)."

4.7.3. OPERATIONS: Report a description and results of offensive and/or defensive operations carried out by major combatant elements, information on allied forces' operations, summary of plans for combat operations during the next 24 hours, and deviations or variations from previously reported intentions/plans. Include as a minimum: unit, location, aircraft/equipment status (fully mission capable, partially mission capable, not mission capable), sorties scheduled, sorties flown, specific reasons for sortie cancellations and sorties scheduled for next 24 hours, unit/aircraft rotation plans/status, and any other items required by AF/A3O-OA. If there is no information to report, then enter the phrase: "Nothing Significant to Report (NSTR)."

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. Report changes in force protection conditions (FPCON), details of significant incidents with FPCON implications, security deficiencies and vulnerabilities, mitigation measures, significant criminal activity, etc. If there is no information to report, then enter the phrase: "Nothing Significant to Report (NSTR)."

4.7.5. LOGISTICS: Identify significant deficiencies affecting support for planned operations and problem areas beyond the commander's or service's capability to overcome or alleviate in a timely manner. If there is no information to report, then enter the phrase: "Nothing Significant to Report (NSTR)."

4.7.6. COMMUNICATIONS CONNECTIVITY: Report significant communication outages, incompatibilities, quantitative equipment deficiencies, traffic volume, etc. If there is no information to report, then enter the phrase: "Nothing Significant to Report (NSTR)."

4.7.7. PERSONNEL: Report factors affecting readiness of forces or units; mobilization status; daily battle casualties (i.e., killed in action, wounded in action, and missing in action), and the impact of all casualties sustained upon the command's mission capability. If there is no information to report, then enter the phrase: "Nothing Significant to Report (NSTR)."

4.7.8. SIGNIFICANT POLITICAL-MILITARY-DIPLOMATIC EVENTS: Report events not reported by OPREP-3 PINNACLE or BEELINE but which could result in local, national, or international public reaction; civil unrest or indications of civil defense measures contemplated or implemented; and events affecting the attitudes, emotions, or behavior of the populous that could be used in developing psychological operations campaigns. If there is no information to report, then enter the phrase: "Nothing Significant to Report (NSTR)."

4.7.9. COMMANDER'S EVALUATION: Provide the commander's evaluation, combatant commander's, or service chief's assessment of the situation. 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. If there is no information to report, then enter the phrase: "Nothing Significant to Report (NSTR)."

4.7.9.1. In the final SITREP, the commander's evaluation will include:

4.7.9.1.1. An assessment of the operations and their effectiveness, a chronological summary of USAF and Civil Air Patrol (CAP) actions, and a summary of relief operations expenses requiring reimbursement.

4.7.9.1.1.1. Summary of employment of forces and throughout relief operations to include type forces, equipment, and supplies used, together with aircraft operations.

4.7.9.1.1.2. Summary of number and type aircraft, number of sorties, number of passengers and short tons moved, hours flown, and any other items requested by AF/A3O-OA.

4.7.9.1.2. Highlight of relief operations, identify outstanding performers, address unusual actions or occurrences, or other events of interest for CSAF.

4.7.9.1.3. Specific problem areas encountered and actions recommended precluding recurrence in the future.

4.7.9.1.4. Display photographs and links to video of military operations.

4.7.9.1.5. All AF, combatant commanders, and Federal Emergency Management Agency (FEMA) mission designators assigned.

4.7.9.1.6. Sources of requests for military assistance to include mailing addresses.

4.7.9.1.7. Location and suspected cause of the disaster/emergency.

4.8. Termination of SITREP reporting. SITREP reporting can be terminated when the situation no longer warrants HHQ attention as determined by:

4.8.1. AF/A3O-OA

4.8.2. AF CAT Director

Chapter 5

**HURRICANE CONDITION/TROPICAL CYCLONE CONDITIONS OF READINESS
(HURCON/TCCOR) REPORTING**

**5.1. AF OPREP-3 Hurricane/Tropical Cyclone (Typhoon) Conditions of Readiness
(HURCON/TCCOR).**

5.1.1. The terms "Hurricane" and "Typhoon" are regional specific names for strong tropical
cyclones with wind speed greater than 74 mph.

> 5.1.1.1. In the Atlantic Ocean or the Eastern Pacific Ocean (east of the international
> dateline) the storm is called a "Hurricane."

> 5.1.1.2. In the Western Pacific Ocean (west of the dateline) the storm is called a
> "Typhoon."

5.2. HURCON/TCCOR Reporting Events:

> 5.2.1. HURCON 5: Automatic state of preparedness initiated on 1 June of each year.

NOTE: There is no TCCOR 5.

> 5.2.2. HURCON/TCCOR 4: 72 hours prior to possible arrival of sustained 50 KT/58 MPH
> winds.

> 5.2.3. HURCON/TCCOR 3: 48 hours prior to possible arrival of sustained 50 KT/58 MPH
> winds.

> 5.2.4. HURCON/TCCOR 2: 24 hours prior to possible arrival of sustained 50 KT/58 MPH
> winds.

> 5.2.5. HURCON/TCCOR 1: 12 hours prior to possible arrival of sustained 50 KT/58 MPH
> winds.

> 5.2.6. Aircraft and/or Personnel Evacuation Decision – The time the decision was made;
> time when evacuation will begin; the HURCON/TCCOR status; any updates or reference to
> the evacuation plan. Reported as a Follow Up report to the AF OPREP-3 HURCON/TCCOR
> Change.

> 5.2.7. Aircraft and/or Personnel Evacuation Started – The time evacuation began; the
> HURCON/TCCOR status; any updates or references to the evacuation plan. Report the
> status of evacuees and shelter-in-place personnel prior to and after a natural disaster IAW the
> guidelines in AFI 36-3803, *Personnel Accountability in Conjunction with Natural Disasters
> or National Emergencies*. Do not initiate a dual/separate report for Aircraft and/or Personnel
> Evacuation. Units will report the evacuation as a Follow Up report to the Initial AF OPREP-
> 3 HURCON/TCCOR.

> 5.2.8. Aircraft and/or Personnel Evacuation Complete – Report the time when all aircraft are
> at the designated refuge base; any updates as required. Reported as Follow Up report.

> 5.2.9. Aircraft Reconstitution and/or Personnel Return to home station – Report the time
> when all aircraft have returned to home station. Report when personnel have been cleared to
> return to home station. Reported as Follow Up or Final once reconstitution is complete.

5.3. General Reporting:

5.3.1. Each event of the same HURCON/TCCOR will be reported as Follow Up reports rather than separate reports.

5.3.2. Consolidation of Reports. When events outpace the decision process, merge reports when possible (i.e. HURCON declaration with evacuation decision). If there are 4 hours or more between stages, do not consolidate reports.

5.3.3. The HURCON/TCCOR reports are exempt from para 3.6.7. seven day close out policy.

5.4. Reports. Submit the HURCON/TCCOR information from **Figure 5.1** for each report.

5.5. Special reporting for the 53rd Weather Reconnaissance Squadron, 403rd Wing. Notify the AFSWC via AF OPREP-3 report upon commencement of operations monitoring new storm systems. Following the Initial AF OPREP-3, submit a daily SITREP listing number of missions flown that day and total number of missions to date flown against each weather system. Close out each operation with a Final AF-OPREP-3 specifying total sorties and hours flown.

Figure 5.1. HURCON/TCCOR Narrative Format

A. HURCON/TCCOR Level:

B. Time of level change: DDHHHHZMMMYY

C. Aircraft Evacuation:

C.1. Total number of aircraft assigned:

C.2. Number of assigned aircraft by Mission Design Series (MDS)

C.3. Number of MDS remaining on base (hangared, tied down, etc.):

C.4. Number of assigned aircraft off station by MDS (i.e. deployed, cross-country) and their intentions during the storm:

C.5. Number of assigned aircraft to be evacuated by MDS and their projected evacuation base(s) (do not include tail numbers):

C.6. Number of transient aircraft by MDS on station and their evacuation plan:

D. Personnel Evacuation Plans: Personnel information will be provided by A1, MPS, PERSCO

D.1. Total number of personnel assigned:

D.2.   Number of personnel to shelter in place:

D.3. Number of personnel evacuated and location:

D.4. Number of TDY personnel on station and their intentions:

E. Damage (Communication, Facilities, Runway, etc.)

Chapter 6

DEFENSE SUPPORT TO CIVIL AUTHORITIES (DSCA)

6.1. Guide for Reporting Defense Support to Civil Authorities (DSCA). AF response to civil authorities will fall into four categories:

6.1.1. Defense Support Memorandum (DSM). For routine MOU/A support (Security Forces response, Paramedic request, fire support, etc.) reports will be submitted on the fifth duty day of the new quarter to the AFSWC by MAJCOM/DRU/FOA Command Centers. MAJCOM/DRU/FOA Command Centers will determine how the quarterly information is compiled from their units. For DSM MOU/A that has the potential to receive national news media or requiring a known reimbursement cost associated with it; reports will be submitted within 2 hours of initiation of support and every 24 hours thereafter until support is complete.

6.1.2. DEFENSE SUPPORT IMMEDIATE RESPONSE (DSIR). Will be submitted within 2 hours of initiation of support and every 24 hours thereafter until support is complete.

6.1.3. Defense Support Presidential Directive (DSPD) to include 10 day rule, will be submitted within 6 hours of initiation of support and every 24 hours thereafter until support is complete.

6.1.4. Defense Support National Special (DSNS) Security Event. Will be submitted within 2 hours of initiation of support and every 24 hours thereafter until support is complete.

6.2. Refer to DoDD 3025. 1, *Military Support to Civilian Authorities*, DoDD 3025.15, *Military Assistance to Civilian Authorities*, and AFI 10-802, *Military Support to Civil Authorities*, for a more detailed description of DSCA events.

6.2.1. Units will report all DSCA (with the exception of routine DSM MOU/A) events via SKIWeb, and notify the AFSWC in Jabber that a DSCA has been posted to SKIWeb.

6.2.2. Submit a follow up message in SKIWeb as significant changes or circumstances occur.

6.2.3. Assets utilized for more than 24 hours and/or if media attention occurs, require a follow up DSCA report once daily until the DSCA event is terminated or the asset returns to home base/installation.

6.2.4. If no change has occurred, a blog entry in SKIWeb stating "No changes in last 24 hours" will be made, Jabber notification is not required for a "No change" update.

6.2.5. All DSCA messages will have AFSWC, AFNSEP, and parent MAJCOM selected as an "Affected Area" in SKIWeb.

6.2.6. During synchronous/asynchronous outages, submit DSCA reports to AF OPREP-3 Distro List located on the SIPRNet GAL.

6.3. DSCA Report Construction.

6.3.1. Type of support, location, and specific assistance requested or provided.

6.3.2. Estimated duration of military participation in reported event.

6.3.3. Source, date, and time of civil authority's request for military assistance. Show official titles, phone numbers, and e-mail addresses.

6.3.4. Number of USAF personnel (military and civilian) employed in the DSCA.

6.3.5. Amount and types of equipment used.

6.3.6. Amount and types of supplies used.

6.3.7. Title, rank, and telephone/e-mail/fax of unit POC.

6.3.8. Describe the extent of any media interest in the USAF response.

6.3.9. Appropriate DoD or Federal Emergency Management Agency (FEMA) mission designator, if applicable.

6.4. For major events, submit a Commander's SITREP with the most current information in paragraphs 6. 3. through 6.3.9. In addition, include the following information within 10 workdays after DSCA termination:

6.4.1. Assessment of military operations and effectiveness.

6.4.2. Photographs and video of military operations.

6.4.3. Chronological summary of USAF and Civil Air Patrol (CAP) actions to include all DoD and FEMA mission numbers performed as Air Force assigned missions IAW AFI 10-2701, *Organization and Function of the Civil Air Patrol*.

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

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

6.4.6. Summary of relief operations expenses requiring reimbursement.

6.5. Base Agencies. The installation commander will ensure base agencies provide the command post with all information required to complete the reporting and that the local base comptroller is aware of all DSCA submitted reports.

Chapter 7

CRESCENT EDGE (OPREP-3CE)

7.1. Used to immediately notify the Joint Staff, or Air Force, of significant activities involving Special Access Programs (SAPs) operating IAW AFI 16-701, *Special Access Programs* **(SAP).** Affected unit CPs will submit voice reports through normal CP channels. The flag words BEELINE and PINNACLE are used to reference the SAP management level to be contacted. Regardless of the SAP management level, AFSWC will address SAF/AAZ (Air Force Special Access Program Central Office). MAJCOMs will establish procedures for contacting program managers at and below the MAJCOM level.

7.1.1. The AF OPREP-3CE report allows units operating SAPs to use the operational reporting channel to advise their program managers of events or incidents that meet AF OPREP-3 reporting criteria. The AF OPREP-3CE report is the single reporting channel for all SAP units reporting incidents to HHQ. An AF OPREP-3CE report will be submitted when an authorized individual from the unit has determined an event or incident involving a SAP warrants higher-level awareness. AF OPREP-3CE reports will be forwarded through CP channels to MAJCOM Command Centers and the AFSWC.

7.1.2. The unit with the SAP, not the CP, initiates AF OPREP-3CE reporting. The initiating unit will notify the CP of an AF OPREP-3CE report to be submitted. No program names or incident details are included and CP personnel will not press for details. The CP will send the report up the chain to the appropriate level. It is the reporting unit's responsibility, to determine the level of report to provide all information. After report submission CP performs no other action.

7.1.3. AF OPREP-3CE will not be reported via synchronous/asynchronous means.

7.1.3.1. CPs will upchannel AF OPREP-3CE through voice conference with MAJCOM and AFSWC, only including the information listed in para 7.2.

7.1.3.2. CPs will transmit a narrative email via NIPRNet/SIPRNet (based on classification) to their MAJCOM Command Center and AFSWC. At the request of the SAP Manager, AFSWC will notify NMCC of the report providing only the information listed in para 7.2.

7.2. Only the following information will be included in the AF OPREP-3CE voice and hard copy report:

7.2.1. The time the unit initiates the report.

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

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

Chapter 8

CYBER INCIDENT REPORTING

8.1. Used to report any Cyber Incident meeting CJCSM 6510. 01A, *Information Assurance and Computer Network Defense Vol 1 (Incident Handling Program),* reporting requirements that warrant Air Force or Joint level attention. Incidents are not limited to NIPRNet-connected computers; other stand-alone systems could be affected. While the Air Force's formal incident Handling Program is centralized within 24AF as the Air Force's Computer Network Defense Service Provider (CNDSP), this does not preclude a commander's authority to release AF OPREP-3s for activity affecting their command or causing operational impact prior to 24AF's formal declaration that an event or activity is an incident IAW CJCSM 6510.01A.

8.2. As the Air Force's service component to USCYBERCOM, AFCYBER (24AF) is responsible for the operation and defense of the Air Force-provisioned portion of the Global Information Grid (AF-GIG). They will normally be the first to detect or be the first to be notified by external entities of cyber intrusions, attacks, or outages on the AF-GIG. 24AF is responsible for the operation and defense of the AF-GIG and will normally be the first to detect or be the first notified by external entities of cyber intrusions or attacks on the AF-GIG through the 624th Operations Center (OC). 624OC has the responsibility, on behalf of 24AF, to telephonically notify all affected installations of cyber intrusions or attacks.

8.2.1. If 624OC first discovers or is first notified of cyber intrusion/attack or incident affecting multiple installations, MAJCOMs, or the AF-GIG, the 624OC/CC will notify the AFSPC Command Center of a potential AF OPREP-3 requirement and provide them with pertinent information.

8.2.2. If an installation is notified by 24AF/CC or the 624OC of a confirmed outage, intrusion, attack, or incident the affected unit will notify the Commander, servicing Communications Squadron/Flight/Communications Focal Point (CFP), and servicing CP. The Installation Commander will make a determination if the incident meets AF OPREP-3 criteria.

8.2.3. If an installation is the first to discover a cyber outage, intrusion, attack, or incident, the affected unit will notify their Commander, servicing Communications Squadron, servicing CP and report the event IAW AFI 33-138, *Enterprise Network Operations Notification and Tracking,* Chap 5. The Commander will make a determination if the incident meets AF OPREP-3 criteria.

HERBERT J. CARLISLE, Lt Gen, USAF
DCS, Operations, Plans and Requirements

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 10-201, *Status of Resources and Training System (SORTS)*, 13 Apr 06

AFI 10-802, *Military Support to Civil Authorities*, 19 Apr 02

AFI 10-2701, *Organization and Function of the Civil Air Patrol*, 29 Jul 05, (IC 29 Sep 06)

AFI 16-701, *Special Access Programs*, 1 Nov 95

AFI 31-101, *Integrated Defense*, 8 Oct 09 (IC 20 Sep 10)

AFI 31-401, *Information Security Program Management*, 1 Nov 05 (IC 19 Aug 09)

AFI 31-407, *Air Force Nuclear Weapons Security Classification Policy*, 1 Oct 03

AFI 33-138, *Enterprise Network Operations Notification and Tracking*, 28 Nov 05

AFI 36-3803, *Personnel Accountability in Conjunction with Natural Disasters or National Emergencies*, 21 Dec 10

AFPD 10-2, *Operational Readiness*, 30 Oct 06

AFMAN 15-129, *Air and Space Weather Operations - Processes and Procedures*, 21 Jun 04

AFMAN 33-363, *Management of Records*, 1 Mar 08

AFMAN 91-221, *Weapons Safety Investigations and Reports*, 8 Nov 10

CJCSM 3150.03B, *Joint Reporting Structure Event and Incident Reports*, 7 Sep 10

Prescribed and Adopted Forms

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

AF Form 673, *Air Force Publication/Form Action Request*, 1 April 10

Abbreviations and Acronyms

ACC—Air Combat Command

AETC—Air Education and Training Command

AFEOC—Air Force Emergency Operations Center

AFGSC—Air Force Global Strike Command

AFMC—Air Force Materiel Command

AFNSEP—Air Force National Security and Emergency Preparedness Agency

AFOG—Air Force Operations Group

AF OPREPS—Air Force Operational Reporting System

AFRC—Air Force Reserve Command

AF RDS—Air Force Records Disposition Schedule

AFRIMS—Air Force Records Information Management System

AFSC—Air Force Safety Center

AFSCN—Air Force Satellite Control Network

AFSPC—Air Force Space Command

AFSOC—Air Force Special Operations Command

AFSWC—Air Force Service Watch Cell

AMC—Air Mobility Command

AMCC—Air Mobility Control Center

ANG—Air National Guard

AOR—Area of Responsibility

AOC—Air Operations Center

ARC—Air Reserve Component

ATCALS—Air Traffic Control & Landing Systems

C2—Command and Control

CP—Command Post

CAP—Civil Air Patrol

CAT—Crisis Action Team

CBRN—Chemical, Biological, Radiological, and Nuclear

CJCS—Chairman, Joint Chiefs of Staff

CJCSM—Chairman, Joint Chiefs of Staff Manual

CMSAF—Chief Master Sergeant of the Air Force

COCOM—Combatant Commander

CONR—CONUS NORAD Region

CONUS—Continental United States

COOP—Continuity of Operations

CPS—Civilian Personnel Section

CSAF—Chief of Staff, USAF

DAF—Department of the Air Force

DEFCON—Defense Readiness Condition

DIA—Defense Intelligence Agency

DoD—Department of Defense

DoE—Department of Energy

DRSN—Defense Red Switch Network

DRU—Direct Reporting Unit

DSCA—Defense Support to Civilian Authorities

DSN—Defense Switch Network

DTG—Date Time Group

DZ—Drop Zone

ERG—Emergency Response Guide

FAC—Forward Air Controller

FEMA—Federal Emergency Management Agency

FMC—Fully Mission Capable

FOA—Field Operating Agency

FPCON—Force Protection Condition

GCCS—Global Command Control System

GENADMIN—General Administration

GENTEXT—General Text

GMT—Greenwich Mean Time

GO—General Officer

HAF—Headquarters Air Force

HQ—Headquarters

HTSA—Host Tennant Support Agreement

HURCON—Hurricane Condition

IAW—In Accordance With

INFOCON—Information Operation Condition

JANAP—Joint Army, Navy, Air Force Publication

JB—Joint Base

JCS—Joint Chiefs of Staff

JTF—Joint Task Force

JRS—Joint Reporting Structure

LERTCON—Alert Condition

MAJCOM—Major Command

MEA—Minimum Essential Address

METNAV—Meteorological Navigational

MIL—STD - Military Standard

MOA—Memorandum of Agreement

MOU—Memorandum of Understanding

MPS—Military Personnel Section

MX—Maintenance

NIPRNET—Non-Secure Internet Protocol Router Network

NMC—Non-Mission Capable or Not Mission Capable

NMCC—National Military Command Center

NORAD—North American Air Defense Command

NSTR—Nothing Significant to Report

OCONUS—Outside Contiguous United States

OPLAN—Operation Plan

OPREP—3 - Operational Report

PACAF—Pacific Air Forces Command

ROSD—Regional Open Space District

SAP—Special Access Programs

SECDEF—Secretary of Defense

SIPRNET—Secure Internet Protocol Network

SITREP—Commander's Situation Report

SKIWeb—Strategic Knowledge Integration Web

SORTS—Status of Resources and Training System

SRI—Special Reporting Item

SSN—Social Security Number

SSO—Special Security Office

TCCOR—Tropical Cyclone Conditions of Readiness

TDY—Temporary Duty

TIMELOC—Time and Location

UAS—Unmanned Aero System (includes vehicles)

UAV—Unmanned Aero Vehicles

UNK—Unknown

USMTF—Uniform Services Message Text Format

USSTRATCOM—United States Strategic Command

UTC—Unit Type Code

VTC—Video Teleconference

WG—- Wing

Attachment 2

CONTACT ADDRESSEES LIST

Table A2.1. CONTACT ADDRESSEES LIST

1	AIR FORCE SERVICE WATCH CELL, WASHINGTON DC		
	AFSWC	AFSWC COMMERCIAL: 703-697-6103	AFSWC DSN: 312-227-6103
		*AFEOC COMMERCIAL: 717-878-3400	*AFEOC DSN: 312-988-3400
		AFWATCH@PENTAGON.AF.MIL	
		AFWATCH@AF.PENTAGON.SMIL.MIL	
		OPREP-3 SIPR DISTRO LIST: Name: AF OPREP-3 Address: AFOPREP3@AF.PENTAGON.SMIL.MIL	
		*NOTE: AFEOC NOT MANNED DURING NORMAL OPERATIONS	
2	TYNDALL COMMAND CENTER, TYNDALL AFB		
		COMMERCIAL: 850-2832155	DSN: 523-2155
		NIPR EMAIL:	
		SIPR EMAIL:	
3	AIR FORCE NETWORK INTEGRATION CENTER, SCOTT AFB, IL		
		COMMERCIAL: 618-229-6571	DSN: 312-779-6571
		AFNIC.WORKFLOW@US.AF.MIL	
		AFNIC.CC@SCOTT.AF.SMIL.MIL	
4	624 OPERATIONS CENTER, LACKLAND AFB, TX		
		COMMERCIAL: 210-395-9670/9677	DSN: 312-969-9670/9677
		624OC.CYCC@US.AF.MIL	
		624OC.CYCC@LACKLAND.AF.SMIL.MIL	
5	502 ABW, FORT SAM HOUSTON, SAN ANTONIO, TX (For HQ AFISRA)		
	CP	COMMERCIAL: 210-671-4225	DSN: 473-4225
		502ABW.CP@LACKLAND.AF.MIL	
		502ABW.CP@AFISR.AF.SMIL.MIL	
6	HQ AFOSI QUANTICO, MARINE CORP BASE		
		COMMERCIAL: 571-305-8484	DSN: N/A
		AFOSIICON.WATCH@OGN.AF.MIL	
		HQAFOSI.WATCH@AFOSI.AF.SMIL.MIL	
7	DTRA OPERATIONS CENTER FT BELVOIR, VA		

	DTRA	COMMERCIAL: 703-767-2003/2000	DSN: N/A
		OPSCNTR1@DTRA.MIL	
		OPSCNTR1@DTRA.SMIL.MIL	
8	AFMC COMMAND CENTER WRIGHT PATTERSON AFB OH		
	AFMC	COMMERCIAL: N/A	DSN: 312-787-6314
		HQAFMC.COMMAND.CENTER@WPAFB.AF.MIL	
		HQAFMC.CMD.CTR.V3@WRIGHTPATTERSON.AF.SMIL.MIL	
9	HQ DISA WASHINGTON DC		
		COMMERCIAL: 703-601-6400	DSN: 329-6400
		CDO@JTFGNO.MIL	
		CDO@JTFGNO.SMIL.MIL	
10	HQ AIR FORCE WEATHER AGENCY OFFUTT AFB NE		
		COMMERCIAL: 402-294-2586	DSN: 312-271-2586 (OPT 1)
		AFWAOPS@OFFUTT.AF.MIL	
		AFWAOPS@OFFUTT.AF.SMIL.MIL	
11	ANG COMMAND CENTER JOINT BASE ANDREWS MD		
	A3XC	COMMERCIAL: 301-981-6001	DSN: 312-858-6001
		COMMANDCENTER@ANG.AF.MIL	
		NGB.A3XC@ANG.AF.SMIL.MIL	
12	HQ AIR FORCE CIVIL ENGINEER SUPPORT AGENCY, TYNDALL AFB FL		
	CC	COMMERCIAL: 850-283-6995	DSN: 312-523-6995
		AFCESA@TYNDALL.AF.MIL	
		AFCESA@AETC.AF.SMIL.MIL	
13	USSTRATCOM GLOBAL OPERATIONS CENTER OFFUTT AFB NE		
	GOC	COMMERCIAL: 402-294-1801	DSN: 312-271-1801
		BATTLEWC@STRATCOM.SMIL.MIL	
14	HQ NORAD - USNORTHCOM CMD CTR PETERSON AFB CO		
		COMMERCIAL: 719-554-9100	DSN: 312-692-9100
		N.NC.CMD.CTR.EAC.OMB@NORTHCOM.MIL	
		N.NC.CMD.CTR.EAC.OMB@NORTHCOM.SMIL.MIL	
15	EUCOM		

	JNOC	COMMERCIAL: 49-7116803000	DSN: 312-432-3000
		JNOC@EUCOM.MIL	
		JNOC@EUCOM.SMIL.MIL	
16	HQ USSOCOM MACDILL AFB FL		
	SOCOM	COMMERCIAL:	DSN: 312-299-5300
		J39CMD@SOCOM.MIL	
		OC9J3CMD@HQ.SOCOM.SMIL.MIL	
17	HQ USSOUTHCOM MIAMI FL		
	JAC	COMMERCIAL: 305-437-3600	DSN: 312-567-3600
		UJACMIA@HQ.SOUTHCOM.MIL	
		PFACC@HQ.SOUTHCOM.SMIL.MIL	
18	HQ USPACOM HONOLULU HI		
	CDO	COMMERCIAL: 808-477-7228	DSN:315-477-7228
		JOC.NCO.PACOM@PACOM.MIL	
		JOC.NCO.PACOM@PACOM.SMIL.MIL	
19	HQ AFRC COMMAND CENTER ROBINS AFB GA		
	DOCC	COMMERCIAL: 478-327-0680	DSN: 312-497-0680
		AFRC.COMMAND.CENTER@AFRC.AF.MIL	
		AFRC.DOCC@AFRC.ROBINS.AF.SMIL.MIL	
20	HQ ACC COMMAND CENTER LANGLEY AFB VA		
	ACC	COMMERCIAL: 757-764-1555	DSN: 312-574-1555
		ACCCMDCTR@LANGLEY.AF.MIL	
		ACC.CCS.SC@LANGLEY.AF.SMIL.MIL	
21	AETC COMMAND CENTER RANDOLPH AFB TX		
	AETC	COMMERCIAL: 210-652-1859	DSN: 312-487-1859
		AETCCOMMANDCENTER@RANDOLPH.AF.MIL	
		AETCCOMMANDCENTER@RANDOLPH.AF.SMIL.MIL	
22	AFSOC OPERATIONS CENTER HURLBURT FIELD FL		
	AFSOC	COMMERCIAL: 850-884-8900	DSN: 312-579-8900
		AFSOC.OC@HURLBURT.AF.MIL	
		AFSOC.OC@AFSOC.AF.SMIL.MIL	
23	HQ AFSPC PETERSON AFB CO		

	AFSPC	COMMERCIAL: 719-554-5979	DSN: 312-692-5979
		AFSPC.COMMAND.CENTER@PETERSON.AF.MIL	
		AFSPC.COMMANDCENTER@AFSPC.AF.SMIL.MIL	
24	AMC COMMAND CENTER SCOTT AFB IL		
	AMC	COMMERCIAL: 618-229-0360	DSN: 312-779-0360
		AMC.COMMAND.CENTER@SCOTT.AF.MIL	
		AMC.COMMAND.CENTER@AMC.AF.SMIL.MIL	
25	PACAF COMMAND CENTER HICKAM AFB HI		
	PACAF	COMMERCIAL: 808-448-8500	DSN: 315-448-8500
		PACAFCOMMANDCENTER@HICKAM.AF.MIL	
		502AOS.AOPO@DMS.HICKAM.AF.SMIL.MIL	
26	USAFE COMMAND CENTER RAMSTEIN AB GE		
	USAFE	COMMERCIAL: N/A	DSN: 314-480-8200
		USAFE.COMMANDCENTER@RAMSTEIN.AF.MIL	
		USAFE.COMMANDCENTER@RAMSTEIN.AF.SMIL.MIL	
27	AIR FORCE GLOBAL STRIKE COMMAND CENTER		
	A3C	COMMERCIAL: 318-456-9788	DSN: 781-9788
		AFGSC.COMMANDCENTER@BARKSDALE.AF.MIL	
		AFGSC.COMMANDCENTER@BARKSDALE.AF.SMIL.MIL	
28	AFNORTH DSCA CELL OMB		
		COMMERCIAL: 800-366-0051	DSN: 312-367-4342/4289
		AFNORTH.DSCA@TYNDALL.AF.MIL	
		1AF.AFNSEP@TYNDALL.AF.SMIL.MIL	

Attachment 3

AF OPREP-3 REPORTS GUIDE

Figure A3.1. Guide for AF OPREP-3 Event/Incident Reporting

Note: The following considerations will be included (as applicable) in a narrative format :

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

a. Include the following for events or incidents concerning aircraft, missiles, or satellites:
(1) Serial number and type of aircraft, missile, or satellite.
(2) Home unit.
(3) Home base.
(4) Mission. (For aircraft, include point of departure and en route stops.)
(5) Type of ordnance aboard.
(6) Any known circumstances concerning the event/incident, or any factor which induced or contributed to an accident or combat loss.
(7) Weather conditions at time and place of event or incident (aircraft only).
(8) Estimate of casualties.
(9) Names of VIP casualties involved (given independent of OPREP-3).
(10) Estimate of property or equipment damage (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, The Air Force Installation Security Program.

b. When compromise or suspected compromise of classified information is involved that is not the result of espionage, include as much of the following as possible:
(1) Description of material involved, including origin (agency and office of primary responsibility),
 date, subject, classification, category, special marking, etc.
(2) Identification of persons and activities involved.
(3) Summary of circumstances.
(4) Estimated extent of compromise.
(5) If Office of Special Investigations (OSI) assistance has been requested.

c. For vehicle/motorcycle accidents that do not result in death
(1) Were seatbelts/helmets worn?
(2) Was alcohol a factor?
(3) Was a motorcycle safety course completed?

Figure A3.2. Death of an Air Force Member Additional Information Format

Include the following in a narrative format:
1. Provide the marital status of member (single, married, divorced, or separated).

2. Provide the age, gender, and rank of the individual.

3. Provide status of children and how many, as applicable.

4. Provide location of where the member was found (i.e., on-base/off-base residence or work).

5. Provide (if known) who found the member's body.

6. Provide known medical or administrative problems, if applicable.

7. For vehicle/motorcycle accidents:

a. Were seatbelts/helmets worn?

b. Was alcohol a factor?

c. Was a motorcycle safety course completed?

8. What is the status of next-of-kin (NOK) notifications?

9. For ANG and Air Force Reserve members, is/are the member(s) on US Code Title 10 orders?

10. Any additional information known.

Figure A3.3. Civilian Death Report

Include the following in a narrative format:
1. Position/Title of Employee

2. Installation

3. Organization

4. MAJCOM

5. Pay Plan & Grade

6. Date of Death: DD MMM YYYY, Date Reported to Civilian Personnel Section (CPS), DD MMM YYYY

7. Place of Death: City and State/Country

8. Cause of Death (If available and releasable): Accident, Illness, Natural Causes, Unknown

9. Name of CPF POC: CPF POC DSN:

10. Additional Information:

11. Include the following statement at the end of every Civilian Death Report:

"FOR OFFICIAL USE ONLY This document contains information exempt from mandatory disclosure under the FOIA. Exemption 5 U.S.C. 552(b) (6) applies. This document also contains personal information that is protected by the Privacy Act of 1974 and must be safeguarded from unauthorized disclosure."

Figure A3.4. Guide for Reporting Suspected or Confirmed Terrorist use of Chemical, Biological, or Radiological or Nuclear (CBRN) Materials

Include all available data elements (lines A through K) listed below. If a data element is unknown, list line identifier (A., B., C., etc.) and state "UNKNOWN".   Include FOLLOW UP data elements, if known, in the Initial report. Do not delay initial report.   Provide information contained in Figure A3.2, as required.

1) Initial data elements:

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

b) Number of victims exhibiting symptoms and severity of injuries.

c) Symptoms of victims.

d) If CBRN substance is known or suspected, include its Chemical Abstracts Service (CAS) Registry Number cost accounting standard (CAS) and/or UN number and proper name, if known. CAS Registry Numbers can be referenced at http://www.cas.org. For voice reports, read chemical name of substance names out phonetically (e.g., SIERRA, TANGO, ROMEO, OSCAR, NOVEMBER, TANGO, etc.)

e) Whether CBRN material was released or is still contained. Provide if released; state the nature, location, dispersal method, and amount of release, if known.

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

g) Describe geographic boundaries affected by CBRN hazard.

h) Describe the geographic boundaries of the Size of cordon and evacuation zone.

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

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

k) Has outside aid been requested/ received? List agencies.

2) Follow Up data elements: Update data elements from the Initial report and add the following information, if available:

a) Identify CBRN substance involved. If CBRN substance is known, specify its CAS and/or UN number and proper name, if known. State HAZMAT Incident Commander's level of confidence

(High, Medium, or Low) in the presumptive identification of the CBRN substance.

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

c) Describe CBRN substance: color, odor, and physical state (solid, powder, aerosol, vapor, gas, or liquid).

d) Description of container or delivery system.

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

f) If CBRN substance is unknown, list protective action assumptions being employed, such as Department of Transportation (DOT) Emergency Response Guide (ERG) numbers.

g) Estimate of how many personnel were exposed.

h) Describe the geographic boundaries of the size of cordon and evacuation zone.

i) Personal protective equipment (PPE) used by responders entering Hot Zone.

j) List all off-base agencies involved in response.