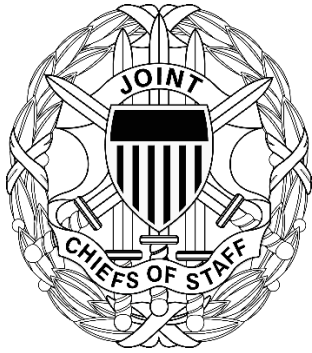# CHAIRMAN OF THE JOINT CHIEFS OF STAFF INSTRUCTION

J-7
DISTRIBUTION: A, B, C

CJCSI 3500.02C
19 December 2022

UNIVERSAL JOINT TASK LIST PROGRAM

References:
    See Enclosure C

1. <u>Purpose</u>. Establish Chairman of the Joint Chiefs of Staff (CJCS) policy, guidance, and responsibilities for the Universal Joint Task List (UJTL) Program.

2. <u>Superseded/Cancellation</u>. CJCS Instruction (CJCSI) 3500.02B, 15 January 2014, "Universal Joint Task List Program," is hereby superseded.

3. <u>Applicability</u>. This instruction applies to the Joint Staff, Combatant Commands (CCMDs), Services, National Guard Bureau (NGB), Reserve Components, Combat Support Agencies (CSAs), and other Department of Defense (DoD) components.

4. <u>Policy</u>. The UJTL is the authoritative menu (or library) of all approved joint tasks required for planning, readiness reporting, training and exercises, lessons learned processing, and requirements. A universal joint task (UJT) is an action or activity assigned to a unit or organization to perform a specific function and/or provide a capability or resource. UJTs are based on extant joint capabilities, and they have a foundation in approved joint doctrine. Specifically, UJTs describe "what" joint organizations must do using common and joint terminology. The UJTL must be staffed and coordinated with the UJTL Development Community (UDC) to ensure it remains current. Specific UJTL management requirements and procedures are contained in reference a.

5. <u>Definitions</u>. See Glossary.

6. <u>Responsibilities</u>. See Enclosure B.

7. Summary of Changes

    a. Expands descriptions of the UJTL Program and UJTs.

    b. Improves relationship descriptions between the UJTL and doctrine, planning, readiness, training and exercises, lessons learned processing, and requirements.

    c. Changes signature approval of UJTL changes from the Director, Joint Staff, to the Deputy Director, Joint Warfighting Development (DD JWD), J-7.

    d. Updates responsibilities and authorities for Joint Staff Directorate for Joint Force Development, J-7's UJTL Program.

    e. Adds commands to the UDC and highlights the UDC's role to shape the UJTL.

8. Releasability. UNRESTRICTED. This directive is approved for public release; distribution is unlimited on the non-secure internet protocol router network (NIPRNET). DoD components (to include the CCMDs), other Federal agencies, and the public may obtain copies of this directive through the Internet from the CJCS Directives Electronic Library at <https://www.jcs.mil/library/>.

9. Effective Date. This INSTRUCTION is effective upon receipt.

<div style="text-align: right">

For the Chairman of the Joint Chiefs of Staff:

GEORGE M. WIKOFF, RADM, USN
Vice Director, Joint Staff

</div>

Enclosures
    A – General
    B – Responsibilities
    C – References
    GL – Glossary

ENCLOSURE A

GENERAL

1. <u>Universal Joint Task List Program</u>. The purpose of the UJTL Program is to maintain the authoritative menu (or library) of all approved joint tasks, written in a common language. The UJTL facilitates the translation of the *National Defense Strategy*, *National Military Strategy* (NMS), and other sources of policy and direction into actionable, doctrinally based joint tasks that are commonly understood across the DoD. These tasks align plans to joint readiness reporting through selection within the Defense Readiness Reporting System (DRRS) and support training and exercises, lessons learned processing, and requirements. The program also provides related tools, training, and assistance necessary for users to take full advantage of the UJTL. The UJTL is collaboratively maintained by the UDC to ensure its currency and relevance as a key component for many DoD processes and systems. Additionally, the UJTL is dynamically maintained as an authoritative database within the UJTL Task Development Tool (UTDT), hosted on the NIPRNET. UJTL Program policies, tools, and links are posted online as cited by references b and c.

2. <u>Universal Joint Task/Universal Joint Task List Description</u>

    a. A UJT is an action or activity assigned to a unit or organization to perform a specific function and/or provide a capability or resource. UJTs are based on extant joint capabilities, and they have a foundation in approved joint doctrine, with a single joint publication assigned as primary reference. Specifically, UJTs describe "what" joint organizations must do using common and joint terminology. UJTs do not address "why," "when," "where," or "how" a task is performed, nor "by whom" or what organization performs the task. Thus, UJTs are "universal"—adaptable and adjustable to describe mission planning, training, and readiness requirements of any joint organization through the application of tailored conditions and standards in assembling the mission-essential task list (METL). See Figure 1 for the UJT development process.

    b. The UJTL is required for developing a joint mission-essential task list (JMETL). DoD components should align and select a UJT to each approved plan's essential and supporting tasks (staff-/subordinate-/command-linked) to reflect the plan tasks accurately. This forms the JMETL in the DRRS. This data then supports various programs, such as the Joint Training Information Management System (JTIMS), Joint Lessons Learned Information System (JLLIS), and Joint Capabilities Integration and Development System (JCIDS) with their related focus areas, assessments, and reporting. The UJTL also

supports other DoD programs such as joint warfighting development, experimentation, education, lessons learned, and Service-level joint training. The Joint Training Tool (JTT) will incrementally replace JTIMS. As JTIMS functionality is replaced, users will be directed to use the JTT.

UJTL Task Development Process

Task Development Begins with Alignment of Plans and Readiness (Based on a Requirement)

Conduct Analysis (Planning, Readiness, Tasking)

Identify Essential Tasks from Mission/Plan

Single, broad actions (1 verb, 1 object) that can be tailored for a mission through the application of Standards and Conditions

Review Joint Doctrine

Research UJTL Database for Task Match/Alignment

Does the task exist in the UJTL?

Yes — Use UJTL Task or Nominate Modifications

No — Develop and Nominate New Tasks

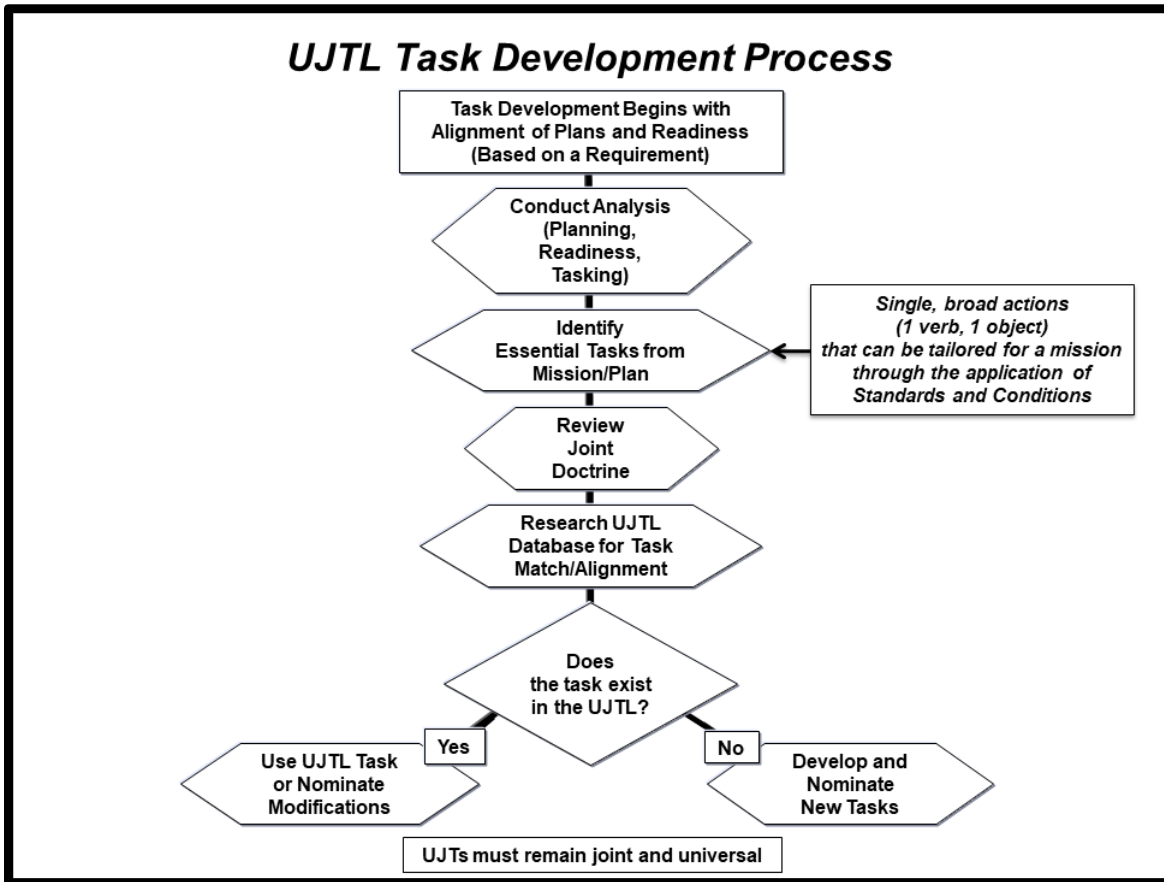UJTs must remain joint and universal

Figure 1. Universal Joint Task List Task Development Process

   c. The UJTL includes all approved UJTs and they are grouped by functional category and then further organized into three levels of warfare: Strategic [Strategic National and Strategic Theater], Operational, and Tactical.

   d. Each individual UJT has five minimum required elements: task number, task title, task description, measures, and reference(s). The UJT may also contain a task note/background to provide additional task information, if desired by the joint community. The authoritative elements of the UJT are task number, task title, and task description. The task note/background, measures, and joint doctrinal references are non-authoritative. Major changes to authoritative elements require staffing and coordination with the UDC and approval by the DD JWD. Non-authoritative elements are administrative in

nature and are not subject to staffing, adjudication, and/or considerations for nonconcurrence received from the community.

e. The UJTL evolved to respond to and integrate the UDC more effectively to support operational warfighting requirements for planning, readiness, and training. Stronger and more consistent linkages across programs of record now exist, specifically for readiness and training assessments. However, the UJTL is an independent, universal, and joint reference and not designed to directly align with every system and its tailored criteria, structures, and end states, especially at the tactical level and with the Services. The UJTL's structure is generally not defined as a rigid, vertical hierarchy across all levels of warfare for organizations to select the action(s) most applicable to their missions within their METL. The UJTL does not normally retain "task/ subtask" or "parent/child" relationships for UJTs (although a number of these exist). These detailed, task linkages are normally performed within readiness and training programs of record instead of the UJTL.

3. <u>Universal Joint Task List Task Development Tool</u>. The UTDT is the authoritative database and system of record for UJTs, and provides access to the most current UJTL. This web-based application also facilitates UJTL maintenance; including submission, staffing, and coordination of proposed UJTL change requests (additions, deletions, and modifications) (reference c). The UTDT is hosted on the NIPRNET. It exports the UJTL in several user-defined formats for use on portals, program of record systems, NIPRNET, and SIPRNET.

4. <u>Universal Joint Task List Utility</u>. The UJTL facilitates a wide range of DoD activities, including: readiness reporting, joint training (individual and collective training), accreditation of joint and Service training programs, exercises, education, lessons learned, capability development, joint mission threads (JMTs), joint planning, joint concept development, and joint capability areas (JCAs). UDC inputs and doctrine changes to the UJTL provide an evolving and joint warfighting context derived from the needs and requirements of the force. The UJTL has utility in the following areas as a tenet of "jointness" to provide a common thread among dissimilar DoD functions:

a. <u>Readiness Reporting</u>. The UJTL program is the foundation for joint readiness reporting, which is ultimately used by senior decision makers regarding force employment and supports the development of the Joint Force Readiness Review. The approved UJTL is uploaded in the DRRS for selection from within the JMETL. The UJT becomes a mission-essential task (MET) if aligned to the mission statement's essential tasks and then selected or linked in DRRS for a specific mission, with mission-specific standards and conditions

applied. All joint functions with their associated tasks should be considered when defining the JMETL. The DRRS provides the means to manage and report DoD readiness to execute the NMS. Through the DRRS, CCMDs, CSAs, Services, and other DoD components assess their ability to accomplish METs and supporting tasks defined during mission analysis of the joint planning process. The UJTL has a direct role in this process as commanders and directors are required to select tasks from the UJTL to develop their respective JMETL. Units and organizations then tailor these tasks through the application of standards and conditions (not the approved task titles or descriptions) based on their level of warfare and the types of operations required to accomplish assigned missions. UJT titles will not be edited within the JMETL. Only approved UJTL task titles translate to other joint systems. Tailoring is achieved through standards and conditions, not changes to a UJT title or description. If relevant tasks or actions cannot be found in the UJTL, a candidate or urgent UJTL task may be added using the procedures defined by the UJT Manual (references d and e).

   b. <u>Joint Training</u>. DoD components use the Joint Training System processes to align joint training strategy with assigned missions; to plan, execute, and assess training and exercises based on the JMETL and training objectives (TOs) in the joint training plan; and provide documented training status in the JTIMS for input to readiness reporting in the DRRS. Joint training and exercises are focused on the joint mission-essential tasks (JMETs) derived by commanders/directors from mission analysis during joint planning and selection from the UJTL. Within JTIMS, these joint tasks provide the foundation of the TO and link the DRRS task standards to the aligned event task TOs. The joint tasks are integrated and aligned with Task Performance Observations and Training Proficiency Evaluations to support Training Proficiency Assessments, which are linked back to the JMETs listed in DRRS (capturing the assessment of the organization's proficiency related to the task). Additionally, the UJTL is used as a certification consideration throughout the individual joint course certification process. Course learning objectives and joint TOs that support joint requirements must link to at least one UJT (references f and g).

   c. <u>Joint National Training Capability</u>. The UJTL facilitates Joint National Training Capability accreditation and certification of Service and U.S. Special Operations Command training programs and sites. The UJTL is used to create an accreditation matrix and provide task information for assessing the joint context available to conduct training on a joint task or a selected portion of a task. It helps identify shortfalls in the capability of a program to provide a realistic joint training environment (reference f).

   d. <u>Education</u>. The JMETL is the mission-to-task linkage that is the foundation for the planning, development, execution, and assessment of joint training and education. Learning is not confined to formal venues and large-scale exercises. Individual learning outside of formal military training can also be attained through additional online courses available through the Joint Knowledge Online learning management system. UJTs are associated with online courseware to assist individuals in selecting the appropriate courses for their professional development (reference h).

   e. <u>Lessons Learned</u>. The primary objective of the CJCS Joint Lessons Learned Program (JLLP) is to enhance joint force readiness and effectiveness capabilities across the Armed Forces by contributing to improvements in doctrine, organization, training, materiel, leadership and education, personnel, facilities, and readiness policy. Operationalizing lessons learned against the JMETL, derived from the UJTL, improves the readiness and performance of the Armed Forces across the full range of joint operations. The JLLIS provides the ability to capture observations, issues, or best practices that identify, as part of the JLLP process, capability requirements and associated capability gaps against a MET or other UJT (reference i).

   f. <u>Capability Development</u>. The JCIDS is the formal DoD process for identifying, assessing, validating, and prioritizing joint military capability requirements. The JCIDS capabilities-based assessment process uses the UJTL to aid in identifying and organizing tasks, conditions, and required capabilities of proposed joint concepts. UJTs are also used for documenting, validating, and framing the discussion of nonmaterial capability solutions as an alternative to, or complement of, materiel capability solutions (reference j).

   g. <u>Joint Capability Areas</u>. Joint capability areas (JCAs) are collections of similar DoD capabilities functionally grouped to support capability analysis, strategy development, investment decision making, capability portfolio management, and capabilities-based force development and operational planning. They link the strategies for developing, managing, and employing the force by providing an organizing construct that facilitates collaboration among the many related DoD activities and processes. The linkage of the UJTL to the JCAs, down to the lowest tier, provides the capability to relate the framework used in DoD processes to assigned tasks that organizations and individuals perform. Specifically, UJTs describe "what" joint organizations do using common and joint terminology (references k and l).

   h. <u>Joint Mission Threads</u>. The UJTL provides one of several starting points for developing JMTs. JMTs are operationally driven, technically supported descriptions of the end-to-end set of activities required to execute a mission or

mission task. In addition to joint operations, the term can include coalition or mission partner threads. JMTs are an approach based on JCAs, UJTs, DoD guidance, doctrine, Service documentation, and/or other authoritative sources that clarify requirements, provide operational and technical context, establish common standards, detail the interaction of systems and processes, and produce architectures. JMTs decompose the mission elements necessary to support joint force mission and capability-based analysis (e.g., nodes, systems, activities, information and data exchanges, performance requirements, threats) (references k and l).

   i. <u>Joint Planning</u>. The UJTL aids joint planning by providing a menu (or library) of tasks from which to select when translating mission-specific implied and specified tasks to support the mission and relevant plans once mission analysis is complete. UJTs should align with approved plan tasks to reflect plan requirements in the form of the JMETL. The application of conditions and standards to chosen JMETs provides mission-specific context and a framework to facilitate synchronizing plans, training, and assessments (reference m).

   j. <u>Joint Concept Development</u>. A joint concept describes a method for employing joint force capabilities to achieve a stated objective or aim within the context of a specified operating environment or against specified joint force challenges. The UJTL provides joint concept development a reference, or baseline, for comparing extant capabilities to proposed solutions.

   k. <u>Service Tasks</u>. Service task lists are published by each Service, and each will maintain responsibility for management, oversight, and revision of their own task lists. Service task lists should link to the UJTL and provide a common language for cross-referencing and mapping Service tasks to joint tasks, especially task titles. Service task list databases may be located on the Joint Electronic Library Plus (JEL+) website (reference b). Tools supporting these lists must be compatible with the JEL+ and UJTL databases and used in DRRS and the Enhanced Status of Resources and Training System and JTIMS, per reference f.

ENCLOSURE B

RESPONSIBILITIES

1. <u>Chairman of the Joint Chiefs of Staff</u>. In accordance with reference o, CJCS has overall responsibility for "formulating policies for the joint training of the Armed Forces." CJCS will, in coordination with the other members of the Joint Chiefs of Staff and Combatant Commanders, approve UJTL policy changes.

2. <u>Joint Staff Director for Joint Force Development, J-7</u>. The Director for Joint Force Development (DJ-7) is responsible to the CJCS for directing the UJTL Program. The DJ-7 will:

   a. Represent and advise CJCS on all matters concerning the UJTL Program's execution.

   b. Advise CJCS on the UJTL Program policy.

3. <u>The Joint Staff Deputy Director, Joint Warfighting Development, J-7</u>. The DD JWD is responsible for approving changes to the UJTL, managing the UJTL Program resources, and ensuring execution on behalf of DJ-7.

   a. The DD JWD, will:

      (1) Acquire, assign, and manage resources necessary to execute UJTL Program procedures.

      (2) Adjudicate contentious unresolved issues after coordination with J-7 leadership and the UDC, as appropriate.

      (3) Approve changes to the UJTL.

   b. The Chief, Joint Education and Doctrine Division will:

      (1) Provide oversight of the UJTL Program and resources.

      (2) Ensure UJTL alignment with current and emerging doctrine.

   c. The UJTL Program Manager will:

      (1) Establish UJTL Program procedures.

(2) Establish and monitor processes, systems, and training to ensure compliance with established UJTL policy and procedures.

(3) Acquire, assign, and manage resources necessary to execute UJTL Program procedures.

(4) Establish and oversee the progress of UJTL development, active management, and dissemination to supported programs.

(5) Align updates to UJTs as joint doctrine evolves and is published.

(6) Coordinate all authoritative UJTL change requests for UDC staffing, approval, and publication. Coordinate all non-authoritative change requests for approval and direct publication. These processes include nominations for new UJTs, requests to delete UJTs, modifications of existing UJTs, urgent new UJTs for publication that close gaps in time-sensitive readiness reporting by UDC commands and agencies, and tasks updated as part of the doctrine/UJTL maintenance process.

(7) Staff UJTL change requests in accordance with Joint Staff UJTL coordination processes and procedures described in reference a. This includes change request methodology (i.e., new, modify, or delete) and levels of staffing.

(8) Adjudicate UDC votes and comments on UJTL change requests.

(9) Coordinate approval of UJTL change requests (new, modify, delete) as a result of action officer and planner-level staffing actions with the UDC.

(10) Publish and electronically distribute approved UJTL changes to the UJTL database and related systems. This includes non-authoritative change requests and authoritative tasks resulting from staffing actions.

(11) Manage the development and deployment of the UJTL on Joint Staff program of record collaboration systems, to include multiple security domains.

(12) Develop, maintain, operate, and ensure accessibility of the UTDT.

(13) Develop policy and coordinate UJTL integration with other information systems within the DoD.

(14) Manage and publish Joint Conditions for DoD commands to tailor and employ UJTs in support of planning, readiness reporting, and training.

4. <u>The Universal Joint Task List Development Community</u>. The UDC consists of the CCMDs, Services, CSAs, NGB, and the Joint Staff (Figure 2). The responsibilities of the various members are outlined below. Each organization within the UDC is a voting member (one organizational vote).
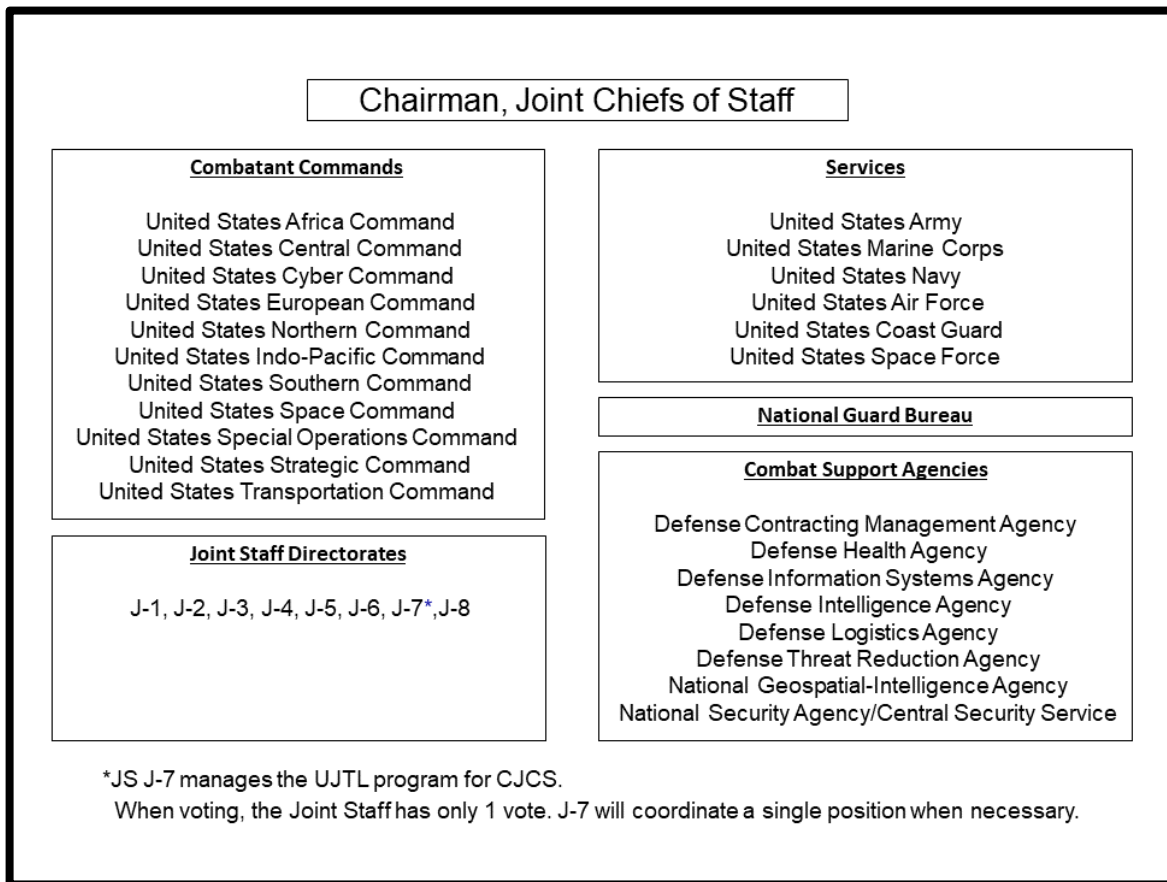

Figure 2. Universal Joint Task List Development Community

5. <u>Combatant Commands, Joint Staff Directorates, Combat Support Agencies, Services, and National Guard Bureau</u>. CCMDs, Joint Staff Directorates, CSAs, Services, and the NGB are responsible for:

    a. Appointing a primary and alternate(s) organizational point of contact (OPOC) for all UJTL matters (see reference a for responsibilities).

    b. Coordinating the staffing of proposed UJTL change requests internally within its organization's functional expertise areas, when necessary.

    c. Submitting command input and vote in response to all UJTL voting module change requests via the UTDT as primary means. The Task

Management Tool serves as the official notification mechanism to inform the DoD of tasking in UTDT. The Joint Staff has a single vote on UJTL matters. When necessary, the J-7 will coordinate a single Joint Staff position.

    d. Initiating changes to the UJTL Program and the list itself by nominating operational warfighting requirements within the UTDT that provide universal and joint context.

6. <u>Universal Joint Task List User Advisory Group</u>. The UJTL User Advisory Group (UUAG) is chaired by a member of the Joint Staff, J-7 UJTL Program, and comprises UDC members (voting) and other UJTL stakeholders. The UUAG forum convenes annually, or as necessary, to discuss current developments and the future direction of the UJTL Program, to include updates to this instruction and reference a. It discusses implemented and recommended changes to the UJTL Program for policy, processes, procedures, and production. The UJTL Program provides updates on the UJTL task development process from procedural and software points of view, discusses community recommendations, and outlines initiatives and command OPOC roles and responsibilities. The UUAG may also provide UJTL orientation and training. UDC commands are inclusive to the process and provide relevant and useful feedback to shape and improve the UJTL Program.

ENCLOSURE C

REFERENCES

a. CJCSM 3500.04 Series, "Universal Joint Task Manual"

b. Joint Electronic Library Plus (JEL+); UJTL Portal: <https://jdeis.js.mil/jdeis/index.jsp?pindex=43> (NIPRNET) or <https://jdeis.js.smil.mil/jdeis/index.jsp?pindex=43> (SIPRNET)

c. UJTL Task Development Tool (UTDT): <https://utdt.js.mil>

d. DoDD 7730.65, 11 May 2015 incorporating Change 1 on 31 May 2018, "Department of Defense Readiness Reporting System (DRRS)"

e. DoDI 7730.66, 8 July 2011, "Guidance for the Defense Readiness Reporting System (DRRS)"

f. CJCSI 3500.01 Series, "Joint Training Policy for the Armed Forces of the United States"

g. CJCSM 3500.03 Series, "Joint Training Manual for the Armed Forces of the United States"

h. Joint Knowledge Online (JKO): <https://jkodirect.jten.mil>

i. CJCSI 3150.25 Series, "Joint Lessons Learned Program"

j. CJCSI 5123.01 Series, "Charter of the Joint Requirements Oversight Council and Implementation of the Joint Capabilities Integration and Development System"

k. JROCM 057-18, 7 June 2018, "2018 Refinement of the Joint Capability Area Taxonomy and Definitions"

l. CJCSM 3130.06 Series, "Global Force Management Allocation Policies and Procedures"

m. JP 5-0, 1 December 2020, "Joint Planning"

n. "DoD Dictionary of Military and Associated Terms"

o. Title 10, U.S. Code, chapter 5, section 153(a)

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GLOSSARY

PART I – ABBREVIATIONS AND ACRONYMS

Items marked with an asterisk (*) have definitions in PART II

CCMD	Combatant Command
CJCS	Chairman of the Joint Chiefs of Staff
CJCSI	Chairman of the Joint Chiefs of Staff Instruction
CJCSM	Chairman of the Joint Chiefs of Staff Manual
CSA	Combat Support Agency
DD JWD	Deputy Director for Joint Warfighting Development
DoD	Department of Defense
DRRS	Defense Readiness Reporting System
JCA*	joint capability area
JCIDS	Joint Capabilities Integration and Development System
JEL+	Joint Electronic Library Plus
JLLIS	Joint Lessons Learned Information System
JLLP	Joint Lessons Learned Program
JMET*	joint mission-essential task
JMETL*	joint mission-essential task list
JMT	joint mission thread
JTIMS	Joint Training Information Management System
JTT	Joint Training Tool
MET*	mission-essential task
METL	mission-essential task list
NGB	National Guard Bureau
NIPRNET	non-classified internet protocol router network
OPOC	organizational point of contact
SIPRNET	secure internet protocol router network
TO	training objective
UDC	UJTL Development Community
UJTL	Universal Joint Task List
UJT	universal joint task
UTDT	UJTL Task Development Tool
UUAG	UJTL User Advisory Group

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PART II – DEFINITIONS

The following terminology is limited to the scope or activity of this publication unless otherwise noted. A definitional entry in the glossary is not approved for general, DoD-wide use and inclusion in the DoD Dictionary of Military and Associated Terms (reference n) unless followed by an explanatory, parenthetic caption, e.g., "(DoD Dictionary. Source: N/A)."

capability – The ability to complete a task or execute a course of action under specified conditions and level of performance. (Source: CJCSI 5123.01)

condition – 1. Those variables of an operational environment or situation in which a unit, system, or individual is expected to operate and may affect performance. 2. A physical or behavioral state of a system that is required for the achievement of an objective. (DoD Dictionary. Source: JP 3-0)

essential task – A specified or implied task that an organization must perform to accomplish the mission. See also implied task; specified task. (DoD Dictionary. Source: JP 5-0)

implied task – In the context of planning, a task derived during mission analysis that an organization must perform or prepare to perform to accomplish a specified task or the mission, but which is not stated in the higher headquarters order. See also essential task; specified task. (DoD Dictionary. Source: JP 5-0)

joint capability area – Collections of like DoD capabilities functionally grouped to support capability analysis, strategy development, investment decision making, capability portfolio management, and capabilities-based force development and operational planning. (Source: CJCSI 5123.01)

joint doctrine – Fundamental principles that guide the employment of U.S. military forces in coordinated action toward a common objective and may include terms, tactics, techniques, and procedures. (DoD Dictionary. Source: CJCSI 5120.02)

joint mission-essential task – A mission task selected by a joint force commander deemed essential to mission accomplishment and defined using the common language of the Universal Joint Task List in terms of task, condition, and standard. Also called JMET. (DoD Dictionary. Source: JP 3-33)

joint mission-essential task list – A list of joint mission-essential tasks selected by a commander to accomplish an assigned or anticipated mission that includes associated tasks, conditions, and standards and requires the identification of command-linked and supporting tasks. Also called JMETL. (Source: CJCSM 3500.03)

joint task – A clearly defined action or activity specifically assigned to a unit or organization to perform a specific function and/or provide a capability or resource that must be done as it is imposed by an appropriate authority. Also referred to as a universal joint task (UJT).

measure – A parameter that provides the basis for describing varying levels of task performance. (Source: CJCSI 3500.01)

mission essential task – A specified or implied task an organization must perform to accomplish the mission. Defined and used as part of the Chairman's Readiness System. Also called MET; essential task. (Source: CJCS Guide 3401)

specified task – In the context of planning, a task that is specifically assigned to an organization by its higher headquarters. See also essential task; implied task. (DoD Dictionary. Source: JP 5-0)

standard – Quantitative or qualitative measures and criteria for specifying the levels of performance of a task. (Source: CJCSI 3500.01)