



CHAIRMAN OF THE JOINT CHIEFS OF STAFF MANUAL

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J-1
DISTRIBUTION: A, B, C, JS-LAN, S

CJCSM 3150.13C
10 March 2010

JOINT REPORTING STRUCTURE - PERSONNEL MANUAL

References: See Enclosure F.

1. Purpose. To establish the policies, processes, and procedures (detailed in Enclosures A through E) to accomplish standardized personnel accountability and personnel strength reporting in a joint environment.

2. Cancellation. CJCSM 3150.13B, 1 November 2007, "Joint Reporting Structure - Personnel Manual," is hereby canceled.

3. Applicability

a. This publication applies to the Joint Staff, combatant commands, Services, sub-unified commands, joint force commands, joint task forces, and all subordinate components of those organizations.

b. In addition, joint personnel status reporting directed in Enclosure A (Joint Personnel Status Report [JPERSTAT]) applies to the Military Departments, the Services, combatant commands, Defense agencies, combat support agencies, Defense field activities, and all other organizational entities within the Department of Defense with personnel physically located in a geographic combatant commander's area of responsibility (AOR).

c. Further, the disaster personnel accountability reporting requirements (Enclosure C) apply to the Office of the Secretary of Defense, the Chairman of the Joint Chiefs of Staff, Office of the Inspector General of the Department of Defense, Military Departments, Services, combatant commands, Defense agencies, combat support agencies, Defense field activities, and all other organizational entities within the Department of Defense.

(1) Applies to the Selected Reserve Forces (includes the Reserve Components of each Service and the National Guard of the United States).

(2) Applies to the U.S. Coast Guard when it is operating under DOD control.

4. Policy

a. Personnel accountability is a command responsibility.

b. The Chairman of the Joint Chiefs of Staff and the other Joint Staff members shall receive timely and accurate personnel information during contingencies, operations, and disasters.

c. This manual establishes CJCS policy and guidance that does not involve the employment of forces in joint operations.

d. The reporting requirements herein may require modification due to variable circumstances, unique parameters, and rapidly changing conditions in each contingency, operation, or disaster occurrence.

e. Appropriate situational modifications may also be required to accommodate any unique reporting requirements from the Joint Staff, the Chairman of the Joint Chiefs of Staff, the Secretary of Defense, and Congress.

f. The Joint Staff Manpower and Personnel Directorate (JS J-1) will disseminate any modifications after coordinating with reporting combatant commands and the Services.

5. Procedures. See Enclosures A, B, and C.

6. Summary of Changes

a. Changes and updates were developed from constructive comments submitted by Joint Staff, combatant command, Service, and selected agency actions officers and O-6 planners. Internal composition and cosmetic changes were also incorporated.

b. There are several significant changes:

(1) Termination of Joint Staff reporting requirement. The requirement to submit the Manpower Mobilization and Accession Status Report (MOBREP) to the Chairman of the Joint Chiefs of Staff J-1 is terminated. The Office of the Assistant Secretary of Defense, Reserve Affairs has assumed responsibility for this report and will issue reporting guidance.

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(2) The alphabet identification of enclosures has changed.


(3) Enclosure A has administrative changes in paragraph 1, Purpose. Selected guidance from Enclosure E, Joint Doctrine and Personnel Policy, has been extracted and incorporated into paragraph 2. It addresses the designated joint Web-based contractor database -- presently the Synchronized Predeployment and Operational Tracker (SPOT) -- as the central repository for all DOD-funded contractors (United States, local national, host nation, and third country national) data and identifies it as the source of DOD-funded contractor JPERSTAT-type information for a geographical combatant commander.

(4) CJCSM 3150.13B, Enclosure C, Disaster Personnel Accountability Report (DPAR), has been deleted and replaced by Enclosure C, Personnel Accountability Reporting System (PARS). The PARS is the DOD system of record for accounting for DOD-affiliated personnel upon the occurrence of a natural or manmade disaster. Reporting is applicable to all DOD organizations.

(5) Enclosure E, Joint Doctrine and Personnel Policy, contains a paragraph addressing accountability and visibility of DOD-funded contractors' accountability and visibility.

7. Releasability. This manual is approved for public release; distribution is unlimited. DOD components (to include the combatant commands), other federal agencies, and the public may obtain copies of this manual online through the CJCS Directives home page--http://www.dtic.mil/cjcs_directives.

8. Effective Date. This manual is effective upon receipt.



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Director, Joint Staff

Enclosures:

- A - Joint Personnel Status Report (JPERSTAT)
- B - Weekly Deployment Status Report (DEPSTATREP)
- C - Personnel Accountability Reporting System (PARS)
- D - Noncombatant Evacuation Operations Report (NEORPT)
- E - Joint Doctrine and Personnel Policy
- F - References
- GL - Glossary

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ENCLOSURE A

JOINT PERSONNEL STATUS REPORT (JPERSTAT)

1. Purpose. The Joint Personnel Status Report is meant to satisfy the commander's information needs and to authenticate the total number of personnel (military, DOD civilian, and DOD contractor) physically present in a geographic combatant commander's area of responsibility. Personnel visibility information receives a high-level of attention by the Chairman of the Joint Chiefs of Staff, the Secretary of Defense, the National Security Council, and the Congress.

2. Reporting

a. Personnel Reported

(1) Except for U.S. forces in the AOR of Commander, U.S. Northern Command (CDRUSNORTHCOM) who are not assigned to CDRUSNORTHCOM; all U.S. forces physically present in the AOR of a geographic combatant commander (GCC) are reported.

(2) Except for U.S. forces in the CDRUSNORTHCOM AOR who are not assigned to or under the operational control of CDRUSNORTHCOM, all U.S. forces in the AOR of a GCC are under the command authority (COCOM) of the GCC.

(3) The U.S. forces assigned to a combatant command by the Secretary of Defense's Global Force Management Implementation Guidance, Section II, Assignment of Forces (Forces for Unified Commands) memorandum, reference a, are reported.

(4) The U.S. forces of a functional combatant commander who are physically present in the AOR of a GCC are reported.

(5) The U.S. forces of a GCC physically present in the AOR of another GCC are reported.

(6) Tactical Control (TACON) of U.S. forces in the CDRUSNORTHCOM AOR are not reported by USNORTHCOM, but by their parent combatant command.

(7) Transient Forces

(a) A GCC is kept apprised of the presence of transient U.S. forces within his AOR by the authority directing movement of the force.

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(b) A specified and unified combatant commander (i.e., functional and geographic) with transient U.S. forces physically present in a GCC's AOR will provide JPERSTAT information to the GCC's J-1 in whose AOR their forces are located.

(c) Transient U.S. forces in the CDRUSNORTHCOM AOR will not be reported by USNORTHCOM, but by their parent combatant command.

(d) GCC J-1s are authorized to establish AOR-specific JPERSTAT reporting procedures for transient U. S. forces in their commander's AOR.

(8) All U. S. forces assigned to carry out those functions of the Secretary of a Military Department and the forces assigned to a multinational peacekeeping organization that are physically present in the AOR of a GCC are reported.

(9) NATO Operations

(a) For NATO operations conducted outside the territorial boundaries of the allied nations (also referred to as non-Article V or "out-of-area" operations), the supported GCC will normally exercise OPCON over U.S. forces involved in the NATO operation.

(b) When OPCON is exercised by the supported GCC, the GCC'S J-1 will establish personnel accountability and personnel strength reporting policies, procedures, and standards.

(c) If OPCON is not transferred to the supported GCC, the supporting GCC retains responsibility for accomplishing personnel accountability and strength reporting.

(10) DOD-Funded Contractor Personnel. The designated joint Web-based contractor database (presently SPOT) is the central repository for all DOD-funded contractor (United States, local national, host nation, and third country national) data.

b. Personnel Not Reported. U.S. forces in a GCC AOR who are assigned to an organization outside the Department of Defense.

c. Responsibility for Reporting

(1) Geographic Combatant Commander.

(a) Each GCC will report the total number of personnel (military, DOD civilian, and DOD contractor) physically present in his AOR to the Joint Staff J-1.

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(b) Each GCC with U.S. forces physically present in the AOR of another GCC will provide JPERSTAT report information to the GCC J-1 in whose AOR his forces are located. The GCC J-1 in whose AOR the forces are located is authorized to establish AOR-specific JPERSTAT reporting requirements.

(c) CDRUSNORTHCOM. The JPERSTAT report specific to USNORTHCOM AOR includes all U. S. forces under the command or operational control of the CDRUSNORTHCOM; all personnel assigned or attached to USNORTHCOM headquarters and their subordinate organizations; and all personnel assigned to a CDRUSNORTHCOM joint task force. This includes USELEMNORAD forces and all assigned WMD - Civil Support Team forces. TACON forces in the CDRUSNORTHCOM AOR are not reported by USNORTHCOM, but by their parent combatant command.

(2) Functional Combatant Commander. A functional combatant commander with forces physically present in the AOR of a GCC will provide JPERSTAT information to the GCC J-1 in whose AOR the forces are located. The GCC J-1 is authorized to establish AOR-specific JPERSTAT reporting requirements.

(3) Specified and Unified Combatant Commander. A specified or unified combatant commander (i.e., functional and geographic) with transient forces physically present in a GCC's AOR will provide JPERSTAT information to the GCC J-1 in whose AOR the forces are located. The GCC J-1 is authorized to establish AOR-specific JPERSTAT reporting requirements. Transient forces in the CDRUSNORTHCOM AOR will be reported by their parent combatant command.

3. Submitted By - To

a. Geographic combatant (unified) commanders will each provide their JPERSTAT to the Joint Staff J-1 by posting it on their Secure Internet Protocol Router Network (SIPRNET) Web site.

b. Functional (specified) combatant commanders will each provide their JPERSTAT to the Joint Staff J-1 by posting it on their SIPRNET Web site.

c. Geographic combatant (unified) commanders with forces located in another GCC's AOR will each provide JPERSTAT information to the GCC J-1 in whose AOR their forces are located. The exception is U.S. Africa Command forces in the U.S. European Command AOR

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d. Functional (specified) combatant commanders with forces located in a GCC's AOR will each provide JPERSTAT information to GCC's J-1 in whose AOR their forces are located.

4. When Submitted. The JPERSTAT will be posted on the SIPRNET of each combatant command on a daily basis (Monday through Friday) not later than 1200 hours Eastern Standard Time (EST) reflecting data as of 0600 hours local. Other reporting frequencies for specific geographic combatant commands may be directed by the JS J-1 or the AOR GCC based on AOR operational activities. The data will reflect changes to personnel strength and casualties only for the period of the report. Cumulative data will not be reported.

5. How Submitted

a. Classification. The completed JPERSTAT will be classified consistent with the classification of the operation or as directed by the Chairman of the Joint Chiefs of Staff or the authoritative AOR GCC.

b. Transmission

(1) JPERSTAT reports to the Joint Staff J-1

(a) The normal method for the Joint Staff J-1 to obtain JPERSTAT information is to access a combatant command's SIPRNET Web site and extract the data.

(b) Emergency transmission methods are as follows:

1. E-mail, facsimile (secure if report is Classified).

2. Global Command and Control System (GCCS).

3. Courier as directed by Joint Staff J-1 and AOR GCC.

4. When using GCCS or facsimile transmission methods, a spreadsheet format as described in Appendix A of this enclosure is required.

(c) Information contained in the JPERSTAT will be included in the "Personnel" paragraph of a commander's SITREP.

(d) When initiated, the commander's SITREP will not supersede the requirement to submit a separate JPERSTAT.

(e) Appendix B of this enclosure describes the reporting format when JPERSTAT information is integrated into the daily SITREP.

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(2) JPERSTAT information to a Geographic Combatant Commander.

(a) The GCC J-1 is authorized to establish AOR-specific JPERSTAT guidance to other combatant commanders.

(b) Joint Staff J-1, Personnel Readiness Division (PRD) will be provided a copy of the JPERSTAT information transmittal guidance, when issued.

c. Precedence. JPERSTAT will be submitted with an IMMEDIATE precedence.

d. MINIMIZE. Imposition of MINIMIZE will not change the method of transmission or precedence of the report or message.

6. Report Indicator. "JPERSTAT"

7. Report Content

a. The report's content is divided into three sections:

(1) Personnel Strength Section. The personnel strength number includes all U. S. forces physically present within a geographic combatant commander's AOR. This includes the forces assigned to carry out those functions of the Secretary of a Military Department and the forces assigned to a multinational peacekeeping organization.

(a) Personnel will be reported by location, Service (military, DOD civilian, and DOD contractors) and by subsets that identify the number of Reserves, National Guard, and female personnel belonging to, or associated with, joint force operations within the AOR.

(b) Afloat and ashore personnel will be shown as two separate categories.

(c) U.S. DOD civilians, DOD contractors, as well as other U.S. civilians supporting a joint force command, joint task force or JTF component commands within the joint operational area are to be counted.

(2) Casualty Section. Report all categories of personnel identified in the Personnel Strength Section who have become casualties since the last JPERSTAT report. A casualty is any person who is lost to the organization by having been declared dead, duty status-whereabouts unknown (DUSTWUN), excused absence-whereabouts unknown (EAWUN), missing, ill, or injured.

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(3) Narrative Section. A narrative used to amplify data, raise personnel issues, and explain changes or discrepancies.

b. Joint Staff/J-1 PRD will coordinate with the combatant commands and then disseminate appropriate situational modifications (format or reportable categories) to accommodate any unique reporting requirements.

8. Specific Reporting Instructions. Data to be reported (see App A to Encl A and App B to Encl A) and the procedure for computing the data for each of the various JPERSTAT fields follows:

a. State the name of the operation and the joint force command designation (or the JTF). If it is an exercise, then use "EXER" plus name.

b. Originator. Identify the combatant command, office identifier of the message originator, point of contact and phone number (not applicable when integrated into paragraph 7 of a SITREP).

c. Period of Report. DTG (ddhhmmZmonyr) to DTG/report serial number. Example: 011801ZOCT98 TO 021801ZOCT98/001.

d. Major Geographic Location. Report each country where joint force operations, exercises, or support activities are occurring. Specify country name, and base/camp designation with the nearest political geographical boundary. Example: Afghanistan, Eagle Base, Tuzla.

e. U.S. Personnel Summary. USA (U.S. Army)/USAF (U.S. Air Force)/USN (U.S. Navy)/USMC (U.S. Marine Corps)/USCG (U.S. Coast Guard)/DOD CIV (Department Of Defense Civilian)/CIV CTR (Civilian Contractor)/CIV OTHER (Civilian Other)/TOTAL. By major geographic location, enter the total number of U.S. personnel in forces (both Active Component and Reserve Component personnel) physically present in the geographic area assigned to a combatant commander. Includes forces assigned to or supporting a joint force command or a subordinate joint force component command operating in a joint operating area (JOA) within the GCC's AOR for the period of the report.

(1) LOCATION. Report by country name and base/camp designation with the nearest political geographical boundary. Example: Afghanistan, Eagle Base, Tuzla.

(2) USA/USAF/USN/USMC/USCG. The total number of U.S. military personnel broken down by Service. Includes all Active, Guard and Reserve personnel.

(3) CIV DOD/CIV CTR/CIV OTHER. Report all DOD civilians, DOD contractors, and U.S. non-DOD civilians by major geographic location, who are

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located in or operating within the geographic area assigned to a combatant commander or assigned to or supporting a joint force command or a subordinate joint force component command operating in the JOA for the period of the report. The three civilian categories will be reported separately. Other civilians include U.S. non-DOD civilians supporting joint force operations under a specific command and/or organization who are not directly employed by either the Services or Department of Defense.

(4) CIV TOTAL (Civilian Total) is the total of all DOD civilians, DOD contractors, and U.S. non-DOD civilians.

(5) US MIL TOTAL (Military Total) is the total number of U.S. military personnel located in the GCC's AOR. Includes both active and reserve component personnel.

(6) GRAND TOTAL is the total of all military and civilian personnel located in the GCC's AOR.

(7) PREVIOUS PERIOD GRAND TOTAL is the GRAND TOTAL reported in previous reporting period.

(8) DELTA. Report the difference between the current GRAND TOTAL and the previous period GRAND TOTAL. Changes to or discrepancies from previously reported data should be in a narrative in the notes section.

f. Mobilized Reserves. USAR/USAFR/USNR/USMCR/USCGR/ARNG/ANG/TOTAL. Enter the following data for the number of Reserve forces located in or operating within the geographic area assigned to a combatant commander or assigned to or supporting a joint force command or subordinate joint force component commands in the JOA for the period of the report. These Reserve forces are included in the U.S. Personnel Summary, but are broken out separately in this paragraph for specific data collection requirements. Report individual mobilization augmentees (IMAs) separately from unit mobilized personnel.

(1) LOCATION. Report by country name, and base/camp designation with the nearest political geographical boundary. Example: Afghanistan, Eagle Base, Tuzla.

(2) USAR/USAFR/USNR/USMCR/USCGR/ARNG/ANG. Total number of Selected Reserve and National Guard personnel by Service.

(3) TOTAL. Indicate the total of all Selected Reserve personnel located in the GCC's AOR.

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(4) PREVIOUS PERIOD TOTAL. The TOTAL reported in previous reporting period.

(5) DELTA. Difference between the TOTAL and the previous period TOTAL.

g. Female Personnel. Enter the following data for the number of U.S. military force female personnel located in or operating within the geographic area assigned to a combatant commander or assigned to or supporting a joint force command or subordinate joint force component commands in the JOA for the period of the report. These female personnel are included in the U.S. Personnel Summary but are broken out separately in this paragraph for specific data collection.

(1) LOCATION. Report by country name, and base/camp designation with the nearest political geographical boundary. Example: Afghanistan, Eagle Base, Tuzla.

(2) USA/USAF/USN/USMC/USCG/CIV/TOTAL. The total number of female personnel by Service.

(3) CIV. The total number of females who are DOD civilians, DOD contractors, and U.S. non-DOD civilians located in the GCC's AOR.

(4) TOTAL. Total of all U.S. military and U.S. civilian female personnel.

(5) PREVIOUS PERIOD TOTAL. The TOTAL reported in previous reporting period.

(6) DELTA. Difference between the TOTAL and the previous period TOTAL.

h. Casualty Data. KIA/WIA/CAPTRD/DUSTWUN/EAWUN/MIA/NONHOSTILEDEATH/NON-HOSTILE INJURED/TOTAL/RTD (72 hours). Enter casualty data for the reporting period in columns below each entry.

(1) KIA (Killed in Action). Casualty category applicable to a hostile casualty, other than the victim of a terrorist activity, who is killed outright or who dies as a result of wounds received or other injuries before reaching a medical treatment facility.

(2) WIA (Wounded in Action). Casualty category applicable to a hostile casualty, other than the victim of a terrorist activity, who received an injury due to external agent or cause. The term encompasses all kinds of wounds and other injuries incurred in action whether there is a piercing of the body, as in a penetration or perforated wound, or none, as in a contused wound. These

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include fractures, burns, blast concussions, all effects of biological and chemical warfare agents, and the effects of exposure to ionizing radiation or any other destructive weapon or agent.

(3) CAPTURED. The casualty has been seized as the result of action of an unfriendly military or paramilitary force in a foreign country.

(4) DUSTWUN (Duty Status - Whereabouts Unknown). A transitory casualty status, applicable only to military personnel, that is used when the responsible commander suspects the member may be a casualty whose absence is involuntary but does not believe sufficient evidence currently exists to make a definite determination of missing or deceased.

(5) EAWUN (Excused Absence - Whereabouts Unknown). An administrative status, applicable only to civilian personnel, that is used when the responsible commander suspects the employee may be a casualty, whose absence is involuntary, but does not feel sufficient evidence currently exists to make a determination of missing or deceased.

(6) MIA (Missing in Action). The casualty is a hostile casualty, other than the victim of a terrorist activity, who is not present at his or her duty location because of apparently involuntary reasons and whose location is unknown.

(7) NON-HOSTILE DEATH. Personnel who died as a result of an accident or illness not related to hostilities during the reporting period.

(8) NON-HOSTILE INJURED. Personnel whose illness or injury is classified by medical authority to be of such severity that life is imminently endangered (very seriously ill or injured) or there is cause for immediate concern but no imminent danger to life (seriously ill or injured).

(9) TOTAL. Total of all casualty categories (excluding RTD (72hrs)).

(10) RTD (72 hours). Personnel who are returned to duty within 72 hours after being wounded/injured.

i. Report data for the categories listed below.

(1) USA. AC/RES/ARNG/FEMALE. Active Component/Reserve/National Guard/Female. Include male and female personnel in the AC/RES/ARNG categories. FEMALE category will reflect all USA female casualties regardless of component.

(2) USAF. AC/RES/ANG/FEMALE. Active Component/Selective RC (exclude ANG)/Female personnel. Include male and female personnel in the

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AC/RES/ANG categories. FEMALE category will reflect all USAF female casualties regardless of component.

(3) USN. AC/RES/FEMALE. AC/RC/Female personnel. Include male and female personnel in the AC/RC categories. FEMALE category will reflect all USN female casualties regardless of component.

(4) USMC. AC/RES/FEMALE. AC/RC/Female personnel. Include male and female personnel in the AC/RES categories. FEMALE category will reflect all USMC female casualties regardless of component.

(5) USCG. AC/RES/FEMALE. AC/RC. Include male and female personnel in the AC/RES categories. FEMALE category will reflect all USCG female casualties regardless of component.

(6) TOT MIL. Sum of each casualty column.

(7) DOD CIV. DOD male and female civilians (other than contractors).

(8) DOD CIV FEM. DOD female civilians (other than contractors) supporting the combatant commander.

(9) OTHER CIV. Civilian personnel not employed by the Department of Defense who support the Armed Forces (such as consultants, United Service Organizations, and Red Cross). This requirement is for U.S. citizens only. There is no requirement to track DOS civilians, UN observers, Red Cross representatives, and foreign nationals working for the Department of Defense, civilian contractors under contract to federal agencies other than the Department of Defense, media representatives, and civilians of allied services.

(10) DOD CTR (DOD Contractor). DOD CTR employees (to include Department of the Army (DA), Department of the Air Force (DAF), Department of the Navy (DON), etc.) paid from appropriated or non-appropriated funds.

(11) DOD CTR FEMALE. All female contractors will be accounted for.

(12) TOTAL CIV. Summation of casualty columns for DOD CIV, DOD CTR, and OTHER CIV.

j. NARRATIVE COMMENTS. Topics appropriately addressed in this section include, but are not limited to, the following:

(1) Significant changes in gains and losses.

(2) Explain casualty figures as required.

(3) Describe any administrative error or discrepancy in personnel accounting or casualty data reporting from the previous report.

(4) Comment on personnel issues that adversely affect operational postures because of a unit's inability to carry out its mission (e.g., special skill shortages, grade imbalances, vacancies, and vacancies of key billets).

k. Additional paragraphs should be added to cover NATO/UN/coalition forces operating under the joint force command in the JOA.

9. Sample Format

a. A sample JPERSTAT, in spreadsheet format, is shown in Appendix A to this Enclosure.

b. The sample JPERSTAT, shown as Appendix B to this enclosure, can be reported in Paragraph 7 (Personnel) of a commander's SITREP.

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APPENDIX A TO ENCLOSURE A

SAMPLE JPERSTAT

JOINT ENDEAVOR/COMBATANT COMMANDER/J-X/COLONEL J. J. SMITH/
 DSN###-####/ddhhmmZ-ddhhmmZ/0400Z/COMBATANT COMMAND

U.S. Personnel in GCC AOR try Major Geographical Location									
Location	USA	USAF	USN	USMC	USCG	CIV DOD	CIV CTR	CIV Other	TOTAL
Location 1									
Location 2									
CIV TOTAL									
US MIL TOTAL									
GRAND TOTAL									
PREVIOUS PERIOD GRAND TOTAL									
DELTA									

Selected Reserves (includes ARNG and ANG)										
Location/Unit	USAR	USAFR	USNR	USMCR	USCGR	ARNG	ANG	TOTAL		
Location 1										
Unit Personnel										
IMA Personnel					XXXXX	XXXX				
Location 2										
Unit Personnel										
IMA Personnel					XXXXX	XXXX				
TOTAL										
PREVIOUS PERIOD TOTAL										
DELTA										
FEMALE										
Location (Unit)	USA	USAF	USN	USMC	USCG	CIV	<i>(Blank)</i>	<i>(Blank)</i>	<i>(Blank)</i>	TOTAL
Location 1										
Location 2										
TOTAL										
PREVIOUS PERIOD TOTAL										
DELTA										

Category	KIA	WIA	MIA	CAPTRD	DUSTWUN (MIL ONLY)	EAWUN (CIV ONLY)	Non- Hostile Death	Non- Hostile Injured	TOTAL	RTD (72hrs)	Reserved for Future Use
USA											XXXXXXXX
AC						XXXXXXXX					XXXXXXXX
RES						XXXXXXXX					XXXXXXXX
ARNG						XXXXXXXX					XXXXXXXX
FEMALE						XXXXXXXX					XXXXXXXX
USAF											XXXXXXXX
AC						XXXXXXXX					XXXXXXXX
RES						XXXXXXXX					XXXXXXXX
ANG						XXXXXXXX					XXXXXXXX
FEMALE						XXXXXXXX					XXXXXXXX
USN											XXXXXXXX
AC						XXXXXXXX					XXXXXXXX
RES						XXXXXXXX					XXXXXXXX
FEMALE						XXXXXXXX					XXXXXXXX
USMC											XXXXXXXX
AC						XXXXXXXX					XXXXXXXX
RES						XXXXXXXX					XXXXXXXX
FEMALE						XXXXXXXX					XXXXXXXX
USCG											XXXXXXXX
AC						XXXXXXXX					XXXXXXXX
RES						XXXXXXXX					XXXXXXXX
FEMALE						XXXXXXXX					XXXXXXXX
TOTAL MIL						XXXXXXXX					XXXXXXXX
CIV											
DOD CIV					XXXXXXXX						XXXXXXXX
DOD CIV FEMALE					XXXXXXXX						XXXXXXXX
DOD CTR					XXXXXXXX						XXXXXXXX
DOD CTR FEMALE					XXXXXXXX						XXXXXXXX
OTHER CIV					XXXXXXXX						XXXXXXXX
TOTAL CIV					XXXXXXXX						XXXXXXXX

(INTENTIONALLY BLANK)

APPENDIX B TO ENCLOSURE A

JPERSTAT SECTION OF SAMPLE SITUATION REPORT

7. (U) PERSONNEL (AS OF XX1800Z SEP 07)

7A. (CLASSIFICATION) U.S. PERSONNEL IN COUNTRY X

LOCATION	USA	USAF	USN	USMC	USCG	CIV DOD	CIV CTR, CIV OTHER	TOTAL
LOCATION 1	XX	XX	XX	XX	XX	XX	XX	XXX
LOCATION 2	XX	XX	XX	XX	XX	XX	XX	XXX
LOCATION 3	XX	XX	XX	XX	XX	XX	XX	XXX

CIV TOTAL XXX

US MIL TOTAL XXX

GRAND TOTAL XXX

PREVIOUS GRAND TOTAL XXX

DELTA XXX

7B. (CLASSIFICATION) RESERVES

LOCATION, UNIT	USAR	USAFR	USNR	USMCR	USCGR	TOTAL
LOCATION 1						

UNIT PERS	XX	XX	XX	XX	XX	XXX
IMA	XX	XX	XX	XX	XX	XXX
LOCATION 2						
UNIT PERS	XX	XX	XX	XX	XX	XXX
IMA	XX	XX	XX	XX	XX	XXX

RES TOTAL	XXX
PREVIOUS TOTAL	XXX

7C. (CLASSIFICATION) NATIONAL GUARD

UNIT	ARNG	ANG	TOTAL
LOCATION 1			
UNIT PERS	XX	XX	XXX
LOCATION 2			
UNIT PERS	XX	XX	XXX

GUARD TOTAL	XXX
PREVIOUS DAY GRAND TOTAL	XXX

7D. (CLASSIFICATION) FEMALE

LOCATION, UNIT	USA	USAF	USN	USMC	USCG	CIV	TOTAL
LOCATION 1	XX	XX	XX	XX	XX	XX	XXX
LOCATION 2	XX	XX	XX	XX	XX	XX	XXX
LOCATION 3	XX	XX	XX	XX	XX	XX	XXX

FEMALE TOTAL	XXX
PREVIOUS DAY TOTAL	XXX

7E. (CLASSIFICATION) CASUALTY DATA

HCAS/KIA/DWRIA/WIA/**NHCAS**/DO/DUSTWUN/EAWUN/**MISS**/MIA/CAPTRD/RMC/

ARMY

AC	XXX/XXX/XXX/	XXX/XXX/XXX/	XXX/XXX/XXX/
RES	XXX/XXX/XXX/	XXX/XXX/XXX/	XXX/XXX/XXX/
ARNG	XXX/XXX/XXX/	XXX/XXX/XXX/	XXX/XXX/XXX/
FEMALES	XXX/XXX/XXX/	XXX/XXX/XXX/	XXX/XXX/XXX/

USAF

AC	XXX/XXX/XXX/	XXX/XXX/XXX/	XXX/XXX/XXX/
RES	XXX/XXX/XXX/	XXX/XXX/XXX/	XXX/XXX/XXX/
ANG	XXX/XXX/XXX/	XXX/XXX/XXX/	XXX/XXX/XXX/
FEMALES	XXX/XXX/XXX/	XXX/XXX/XXX/	XXX/XXX/XXX/

NAVY

AC	XXX/XXX/XXX/	XXX/XXX/XXX/	XXX/XXX/XXX/
RES	XXX/XXX/XXX/	XXX/XXX/XXX/	XXX/XXX/XXX/
FEMALES	XXX/XXX/XXX/	XXX/XXX/XXX/	XXX/XXX/XXX/

USMC

AC	XXX/XXX/XXX/	XXX/XXX/XXX/	XXX/XXX/XXX/
RES	XXX/XXX/XXX/	XXX/XXX/XXX/	XXX/XXX/XXX/
FEMALES	XXX/XXX/XXX/	XXX/XXX/XXX/	XXX/XXX/XXX/

USCG

AC	XXX/XXX/XXX/	XXX/XXX/XXX/	XXX/XXX/XXX/
RES	XXX/XXX/XXX/	XXX/XXX/XXX/	XXX/XXX/XXX/
FEMALES	XXX/XXX/XXX/	XXX/XXX/XXX/	XXX/XXX/XXX/

DOD CIV
FEMALES

XXX/XXX/XXX/	XXX/XXX/XXX/	XXX/XXX/XXX/
--------------	--------------	--------------

DOD CTR
FEMALES

XXX/XXX/XXX/	XXX/XXX/XXX/	XXX/XXX/XXX/
--------------	--------------	--------------

OTHER CIV

XXX/XXX/XXX/	XXX/XXX/XXX/	XXX/XXX/XXX/
--------------	--------------	--------------

TOTAL CIV

XXX/XXX/XXX/	XXX/XXX/XXX/	XXX/XXX/XXX/
--------------	--------------	--------------

7F. (CLASSIFICATION) PERSONNEL ISSUES/COMMENTS: NARRATIVE OR NSTR

ENCLOSURE B

WEEKLY DEPLOYMENT STATUS REPORT (DEPSTATREP)

1. Purpose. The DEPSTATREP, formerly the informal Joint Weekly Report, provides tabulated manpower data and information to the Joint Chiefs of Staff for use in monitoring and analyzing the status of Service personnel involved in the various operations within each GCC AOR. The information derived from analysis of this report is used to provide information to the Chairman of the Joint Chiefs of Staff and Secretary of Defense to address issues of personnel deployed with the combatant commands.

2. Submittal

- a. Submitted By. Geographic and functional combatant commanders.
- b. Submitted To. Joint Staff/J-1 PRD.

3. When Submitted. The DEPSTATREP will be submitted on a weekly basis or daily if tasked. The report will be due no later than 1100Z on Friday for weekly reports and no later than 1100Z for daily reports.

4. How Submitted

a. Classification. Reports will be classified consistent with the classification of the operations or as directed by Chairman of the Joint Chiefs of Staff.

b. Transmission

(1) The preferred method for obtaining DEPSTATREP information is accessing data posted on a combatant command's SIPRNET portal or Web site.

(2) Alternate transmission methods are e-mail, facsimile (secure if report is classified), GCCS, or courier as directed by Joint Staff J-1.

(3) Reports may be transmitted via DMS or AMHS using the GENADMIN message format described by MIL-STD-6040.

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(4) When using GCCS or facsimile transmission methods, a spreadsheet format as described in Appendix A of this enclosure is desired.

c. Precedence. DEPSTATREP will be submitted using IMMEDIATE precedence.

d. MINIMIZE. Imposition of MINIMIZE will not change the method of transmission or precedence of the report or message.

5. Report Indicator. DEPSTATREP.

6. Report Content. The DEPSTATREP presents the number of rotational forces within a geographic combatant commander's AOR and the number of personnel supporting specified joint operations.

a. The DEPSTATREP is a reporting tool for the Joint Chiefs of Staff.. Consequently, flexibility is required to meet changing situations and diversified operations with a minimum of disruption or delay.

b. Joint Staff/J-1 PRD will publicize appropriate situational modifications to the DEPSTATREP format, as required, to accommodate any unique reporting requirements from the Joint Staff, the Chairman of the Joint Chiefs of Staff, the Secretary of Defense, and Congress.

7. Specific Reporting Instructions. Data to be reported and the procedure for computing the data for each of the various fields are outlined below:

a. Personnel deployed in support of a joint operation will be reported in the DEPSTATREP.

b. Specified Joint Operations. Highly significant operations designated by the Joint Staff Operations Directorate (J-3).

c. Rotational Forces. Number of uniformed military personnel temporarily in a GCC's AOR. Temporary forces include those provided from supporting combatant commands, such as:

(1) Forces provided by Secretary of Defense deployment order.

(2) Forces in support of scheduled force rotation that does not require SecDef approval of each rotation.

(3) All deployed Naval forces, including global Naval force presence policy forces.

d. Categories across top of report:

- (1) USA – U.S. Army
- (2) USN - U.S. Navy
- (3) USAF - U.S. Air Force
- (4) USMC - U.S. Marine Corps
- (5) USCG - U.S. Coast Guard
- (6) DOD CIV/CTR/Others - Civilian
- (7) TOTAL - Total
- (8) PREV – Previous Week’s Total
- (9) DELTA- Delta (change plus or minus)

e. Categories across top of report:

- (1) USAR - U.S. Army Reserve
- (2) ARNGUS. - Army National Guard
- (3) USNR - U.S. Navy Reserve
- (4) USAFR - U.S. Air Force Reserve
- (5) ANGUS. - Air Force National Guard
- (6) USMCR - U.S. Marine Reserve
- (7) USCGR - U.S. Coast Guard Reserve
- (8) TOTAL - Total
- (9) PREV – Previous Week’s Total
- (10) DELTA - Delta (change plus or minus)

8. Explanation of Notes

a. Note 1. U.S. military broken down by Service supporting the specific operation.

b. Note 2. Sum of respective line, e.g., Note 1 (USA, USN, USAF and USMC personnel, plus U.S. Coast Guard if applicable).

c. Note 3. Previous week's total for the respective line (Previous week's report Note 2).

d. Note 4. Delta. (Difference between current week and previous week, e.g., Note 2 minus Note 3.)

e. Note 5. Civilian personnel supporting the specific operation.

f. Note 6. Summation of respective line, e.g., Note 2 and Note 5. (USA, USN, USAF and USAF personnel as well as civilians.)

g. Note 7. Previous week's total for the respective line. (Previous week's report Note 6.)

h. Note 8. Delta. (Difference between current week and previous week, e.g., Note 6 minus Note 7.)

9. Additional Notes

a. At the end of the report, explain any significant changes in any section of the report pertaining to the increase or decrease of personnel. Annotate the row to which the note refers by putting the number of the note to the right hand side with the explanation at the bottom of the report.

b. Personnel will not be counted twice. Personnel in JPERSTAT and deployed forward to JTF and/or country will be counted in DEPSTATREP and removed from JPERSTAT. Reserve and National Guard will also be transferred to DEPSTATREP if deployed forward and rolled up in JPERSTAT format.

APPENDIX A TO ENCLOSURE B
SAMPLE DEPSTATREP

XXXCOCOM WEEKLY STATUS REPORT (DEPSTATREP)															
XXXCOCOM DEPSTATREP FOR ## TO ## MONTH 200#															
SPECIFIED JOINT OPERATIONS	USA	USN	USAF	USMC	USGC	TOTAL	PREV	DELTA	CIV DOD	CIV Ctr	CIV Other	TOTAL	PREV	DELTA	NOTES
NAME OF OPERATION	Note 1	Note 1	Note 1	Note 1	Note 1	Note 2	Note 3	Note 4	Note 5	Note 5	Note 5	Note 6	Note 7	Note 8	1
NAME OF OPERATION	Note 1	Note 1	Note 1	Note 1	Note 1	Note 2	Note 3	Note 4	Note 5	Note 5	Note 5	Note 6	Note 7	Note 8	2
NAME OF OPERATION	Note 1	Note 1	Note 1	Note 1	Note 1	Note 2	Note 3	Note 4	Note 5	Note 5	Note 5	Note 6	Note 7	Note 8	3
XXXCOCOM TOTALS	Note 1	Note 1	Note 1	Note 1	Note 1	Note 2	Note 3	Note 4	Note 5	Note 5	Note 5	Note 6	Note 7	Note 8	4
Notes:															
1 (sample) Army increase due to															
2 (sample) Navy decrease due to.....															
3 (sample) Air Force increase due to..															
4 (sample) U.S. Coast Guard increase due to..															
5 (sample) Civilian personnel supporting the specific operation.															
6 (sample) Summation of respective line, i.e., Note 2 and Note 5.															
7 (sample) Previous week's total for the respective line.															
(sample) Delta (Difference between current week and previous week, i.e., Note 6 minus Note 7.															

(INTENTIONALLY BLANK)

ENCLOSURE C

PERSONNEL ACCOUNTABILITY REPORTING SYSTEM (PARS)

1. Policy. DODI 3001.02, "Personnel Accountability in Conjunction With Natural or Manmade Disasters," reference b, instituted a process to ensure DOD could account for its personnel in a timely manner in the event of a future disaster.

a. Personnel accountability is a shared responsibility between the commander and/or supervisor and the individual.

b. It is a command and supervisory responsibility to determine the status and whereabouts of all assigned or attached personnel upon the occurrence of a natural or manmade disaster.

c. Ensure all personnel to be accounted for are provided the necessary information and guidance to check-in following a disaster.

d. All DOD-affiliated personnel within the affected geographical area of the disaster are required to positively and personally check-in, at the first opportunity, with the appropriate authority. Individuals who are unable to check-in should call the emergency call-in number.

2. Process. The Defense Manpower Data Center (DMDC) developed a controlled-access, database-driven, Web application identified as the Personnel Accountability Reporting System (PARS) to account for DOD-affiliated personnel upon the occurrence of a natural or manmade disaster. DMDC serves as the single DOD point of contact for the collection of personnel accountability information for the DOD Components.

a. The PARS will be the central repository used by all DOD Components when accomplishing personnel accountability upon the occurrence of a disaster.

b. The Web application allows authorized users to query the database for their respective personnel and to download that data for use in the mustering process.

c. For a real-world event, a query will be created by the application's administrative personnel at DMDC for DOD-affiliated personnel in the specified affected geographical area.

(1) The DMDC admin personnel would create a query listing those identified counties in the specified geographical area, and the individual users of the DOD Components would execute this query.

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(2) The resulting records would then be downloaded to the user's PC and used as the official list of DOD-affiliated personnel for whom that particular user/component is responsible for accounting for during the event.

d. Once the users have accounted for the DOD-affiliated personnel in their data pull, each DOD Component must then report the individual SSN-level of detail data elements back to DMDC.

e. OSD and CJCS personnel will have access to the Web site in order to review and download the personnel accountability reports.

f. DMDC will coordinate with the DOD Components to account to the reconciled DMDC baseline as required until all reportable personnel have been accounted for, or upon notification by USD(P&R) memorandum that reporting is suspended.

g. DMDC will distribute PARS reports via the PARS Web application and by other means upon request.

3. User Account. Prepare a DD Form 2875, System Authorization Access Request, to request a user account for the Personnel Accountability Reporting System (PARS) for your organization. Submit to DMDC point of contact, Ms. Margot Wolcott, at DMDCPARS@osd.pentagon.mil. POC number: 831-583-2400 x4407.

ENCLOSURE D

NONCOMBATANT EVACUATION OPERATIONS REPORT (NEORPT)

1. Purpose. To establish reporting procedures when the Noncombatant Evacuation Operations Tracking System (NTS) is used for the accountability of DOD noncombatant evacuees (NCE) during NEO for which the Department of Defense has primary responsibility.

a. The NTS is used at the evacuation control center for capturing NEORPT data, unless operational conditions preclude its use.

(1) NTS maintains a roster of NCE for accountability (showing nationality, date of birth, evacuation classification, profession and destination)

(2) NTS provides a departure manifest for embarked personnel for NCE tracking.

(3) NTS provides NCE visibility throughout the evacuation process.

b. NTS will also be used at temporary safe havens for NCE accountability and tracking.

c. NTS is used at repatriation sites, if established, to account for arriving NCE.

2. Submittal

a. Submitted By. The combatant command or major military organization conducting the NEO.

b. Submitted To. Defense Manpower Data Center (DMDC) NTS Command Center server.

3. When Submitted. NTS conveyance stations will transmit the data, at regular intervals, throughout the course of the noncombatant evacuation operation.

4. How Submitted

a. Classification. Reports will be classified consistent with the classification of the operations or as directed by Chairman of the Joint Chiefs of Staff.

b. Transmission. Transmission to the DMDC NTS command center server is through the internal transmission capabilities of the NTS.

(1) Primary method is the use of a commercial telephone line.

(2) Secondary method is the use of the NTS internal mobile satellite phone through satellite phone systems (e.g., International Maritime Satellite (INMARSAT), Iridium).

(3) Tertiary method is the use by a NIPRNET e-mail submission of each report in the Comma Separated Values (CSV) Export format. DMDC will provide the operation-specific e-mail address prior to the commencement for the noncombatant evacuation operation.

c. Precedence. None.

d. MINIMIZE. None.

5. Report Indicator. NEORPT

6. Report Content

a. NTS data transmitted to DMDC will be automatically converted into established reports and displayed on the DMDC NTS Web site at <https://www.dmdc.osd.mil/nts/>.

b. The NTS standard reports are titled as:

(1) Number of NCs by Location by Day.

(2) Number of NCs En Route to a Location (Incoming).

(3) Number of NCs by Country of Citizenship by Location Registered.

(4) Number of NCs and Pet Enroute

(5) Number of NCs Withdrawn from NTS.

(6) Listing of NCs Registered by Location.

(7) Listing of NCs Awaiting Transportation.

(8) Listing of NCs Withdrawn from NTS.

(9) Foreign Embassy Report.

(10) Number of NCs Registered by Joint Pub Category.

(11) Passenger Manifest.

7. Explanation of Notes

a. DOD Components shall follow the NEO procedures in reference c and make use of the NTS operated for the Under Secretary of Defense for Personnel and Readiness by the DMDC. See reference d, paragraph 5.2.7 (Page 4).

b. Evacuation. Evacuation is the ordered or authorized departure of noncombatants from a specific area by the Department of State, the Department of Defense, or the appropriate U.S. military commander. This refers to the movement from one area to another in the same or different country. The evacuation is caused by unusual or emergency circumstances and applies equally to both command and non-command sponsored dependents.

c. Repatriation. Repatriation is the procedure whereby U.S. citizens and their family members are officially processed back into the United States subsequent to an evacuation. The Secretary of the Army acts as the DOD Executive Agent for repatriation planning and operations.

d. Safehaven

(1) A safehaven is a designated area to which NCs, under USG responsibility, may be evacuated during an emergency.

(2) A safehaven is a location, within or outside the United States, to which NCE are authorized to travel for the purpose of temporarily remaining there until they are authorized to return to the location from which evacuated, or until they are authorized to travel to their final destination.

(3) A safehaven is normally designated by the Department of State, in coordination with the DOD.

e. Noncombatant Evacuees

(1) The following U.S. citizens may be authorized (or assisted) to evacuate (but not necessarily ordered to evacuate) by competent authority: civilian employees of USG agencies and their dependents residing in the country concerned on their own volition but expressing a willingness to evacuate; private U.S. citizens and their dependents; and military personnel and dependents of members of the U.S. Armed Forces.

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(2) The following U.S. citizens may be ordered to evacuate by competent Authority: civilian employees of all USG agencies and their dependents; military personnel of the U.S. Armed Forces specifically designated for evacuation as noncombatants; and, dependents of members of the U.S. Armed Forces.

f. The Department of Health and Human Services (HHS). Under emergency conditions, HHS is the lead federal agency for the reception of all evacuees in the United States and their onward movement. Each federal agency is ultimately accountable for assistance of its own NCE personnel.

8. Report Control Symbol. DDFM&P (AR)1819, DD-FM&P(AR)1820, and DDFM& P(AR)1885.

9. Additional Information. For additional information on the NTS, see reference d.

ENCLOSURE E

JOINT DOCTRINE AND PERSONNEL POLICY

1. Purpose. To establish the personnel policy to accomplish personnel accountability and personnel strength reporting in joint operations.

2. Geographic Combatant Command Overview

a. The Commanders of USAFRICOM, USCENTCOM, USEUCOM, USNORTHCOM, USPACOM, and USSOUTHCOM are identified as a geographic combatant commander, as each is assigned a specific geographic AOR within which their missions are accomplished.

b. The GCC is the vital link between those who determine national security policy and strategy and the military forces commanders that conduct operations within their AOR. A GCC is responsible for a large geographical area requiring single responsibility for effective coordination of the operations within that area.

c. Directives flow from the President and Secretary of Defense through the Chairman to the GCC, who then plans and conducts the operations that achieve national, alliance, or coalition strategic objectives. The GCC provides guidance and directions through strategic estimates, command strategies, and plans and orders for the employment of military force.

d. A GCC's plan provides strategic direction; assigns missions, tasks, forces, and resources; designates objectives; provides authoritative direction on all aspects of the military operations, joint training, and logistics; and defines policies and concept of operations to be integrated into subordinate or supporting plans.

3. Command Relationships and Assignment and Transfer of Forces

a. All forces (except those noted in reference e, section 162) are assigned to combatant commands by the Secretary of Defense's Global Force Management Guidance, Section II ("Forces for Unified Commands" memorandum).

(1) The forces assigned to a combatant command or to the U.S. Element North American Aerospace Defense Command (USELEMNORAD), do not

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include those forces assigned to carry out functions of the Secretary of a Military Department listed in reference e, Section 3013(b), 5013(b), and 8013(b).

(2) U.S. forces assigned to multinational peacekeeping organizations are not assigned to a combatant command.

(3) RC (Reserve and National Guard) forces are available for operational missions only when mobilized or ordered to active duty.

b. All forces operating within a GCC's AOR are under the COCOM of the GCC (with the exception of forces in CDRUSNORTHCOM AOR).

c. A GCC (OCONUS) exercises authority for force protection over all DOD personnel (including their dependents) assigned, attached, transiting through, or training in the GCC's AOR, except for those forces for whom the chief of mission (COM) retains security responsibility.

d. When USTRANSCOM forces are deployed in a GCC AOR, they will remain assigned to and under the control of USTRANSCOM.

e. When forces are transferred between combatant commands, the command relationship (OPCON, TACON, Support) the gaining commander will exercise (and the losing commander will relinquish) over these forces must be specified by the Secretary of Defense.

f. Forces, not command relationships, are transferred between commands. When forces are transferred, the command relationship the gaining commander will exercise (and the losing commander will relinquish) over those forces must be specified by the superior joint force commander.

g. When the transfer of forces to a joint force will be permanent (or for an unknown but long period of time), the forces should be reassigned. Combatant commanders will exercise COCOM. Subordinate joint force commanders (JFCs) will normally exercise OPCON over the reassigned forces through the Service component commander.

h. When the transfer of forces to a joint force will be temporary, the forces will be attached to the gaining command and the JFC will normally exercise OPCON over the attached forces through the Service component commander.

i. Joint forces can be established at three levels: unified command, subordinate unified command, and joint task force. Establishing authorities for subordinate unified commands and joint task forces direct the assignment or attachment of their forces to those subordinate commands as appropriate.

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j. The JFC can establish subordinate commands, assign responsibilities, establish or delegate appropriate command relationships, and establish coordinating instructions for component commanders.

k. Transient Forces

(1) Transient forces are forces that pass through, stage in, or base temporarily within the operational area of another command but are not under its operational control.

(2) Forces not assigned or attached to a GCC or the forces attached to a subordinate JFC are often assigned missions that require them to cross boundaries. In such cases, it is the duty of the JFC to assist the operations of these transient forces to the extent of existing capabilities and consistent with other assigned missions.

(3) Transient forces within the AOR of a GCC are subject to that combatant commander's orders in some instances (e.g., for coordination of emergency defense, force protection, or allocation of local facilities).

(4) Each GCC and subordinate JFC will be kept apprised of the presence, mission, movement, and duration of stay of transient forces in the AOR or the operational area.

(5) The subordinate JFC also will be apprised of the command channels under which these transient forces will function. The authority directing movement or permanent location of transient forces is responsible for providing this information.

(6) Transient forces do not come under the chain of command of the area commander (JFC subunified command) solely by their movement across operational area boundaries unless the GCC is exercising TACON for the purpose of force protection.

4. Definitions

a. Personnel accounting enables personnel managers to support the commander's concept of operations.

(1) Personnel accounting is the process of identifying, capturing, and recording the "individual level of detail (SSN)" information of an individual usually through the use of a database.

(2) Strength reporting is the numerical end product of the personnel accounting process.

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b. There should be no confusion between the personnel community's core functional responsibilities for personnel accounting and strength reporting and the logistical community's core functional responsibilities for force tracking.

c. Force tracking is the process of gathering and maintaining information on the location, status, and predicted movement of a unit while in transit to the specified operational area.

d. Deployment, and joint reception, staging, onward movement, and integration (JRSOI) of forces to support joint operations are planned and executed by either the supported or the supporting commander.

e. Redeployment is the transfer of forces to support another joint force commander's operational requirements, or to return personnel, equipment, and materiel to a home station or demobilization station for reintegration and/or out-processing. Redeployment operations encompass four phases: redeployment planning, pre-redeployment activities, movement, and JRSOI. Redeployment operations are planned and executed by either the supported or the supporting commander.

5. Responsibility

a. The supported combatant command J-1 and the supporting combatant command J-1 collectively establish personnel accounting and strength reporting policies, procedures, and standards and issue a coordinated directive for conducting personnel accounting and strength reporting during deployment and redeployment operations.

(1) The preferred Joint Staff J-1 method for obtaining JPERSTAT information is accessing data posted on a combatant command's SIPRNET portal or Web site.

(2) A functional combatant commander with forces operating within the AOR of a GCC will report the force numbers to the Joint Staff J-1. The GCC's J-1 may outline additional AOR JPERSTAT reporting policy and procedure.

(3) A GCC with forces operating within the AOR of another GCC will report the force numbers to the Joint Staff J-1. The GCC J-1 may outline additional AOR JPERSTAT reporting policy and procedure

(4) All specified and unified combatant command (i.e., functional and geographic combatant command) transient forces in a GCC AOR will be identified and reported to the Joint Staff J-1. The GCC J-1 may outline additional AOR JPERSTAT reporting policy and procedure (transient forces in the CDRUSNORTHCOM AOR will not be reported).

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b. The supported combatant command J-1 establishes personnel accounting and strength reporting policies, procedures, and standards and issues directives for conducting personnel accountability and strength reporting for all forces present in a GCC's AOR. The preferred Joint Staff J-1 method for obtaining JPERSTAT information is accessing data posted on a combatant command's SIPRNET portal or Web site. The following categories of personnel are defined as forces:

(1) All Service members, DOD civilians, and DOD contractors who are assigned, attached, temporary duty, OPCON, and TACON.

(2) All Service members, DOD civilians, and DOD contractors of a functional combatant command conducting operations (transient forces) to accomplish their assigned mission in the GCC's AOR.

(3) All Service members, DOD civilians, and DOD contractors entering and departing a GCC's AOR.

c. The supported combatant commander J-1, including CDRUSNORTHCOM when functioning as a supported combatant commander, has the responsibility to:

(1) Establish and implement a standardized procedure to account for all personnel (Service members, DOD civilians, and DOD contractors) in a deployed environment.

(2) Issue instructions that enable initial accountability operations for all personnel to be accomplished in a timely and accurate manner.

(3) Issue guidelines directing personnel accountability be conducted for the duration of the operation.

d. The establishing authority for subordinate unified commands and joint task forces may direct assignment or attachment of their forces to those subordinate commands and delegate the command relationship. The J-1 of the establishing authority is responsible for establishing personnel accountability and personnel strength reporting policies, procedures, and standards and the issuance of directives to accomplish personnel accountability and strength reporting for all forces involved.

e. Commanders of joint force commands, including joint task forces, normally are given OPCON of assigned or attached forces by the superior commander (establishing authority). When forces are OPCON, the J-1 of the joint command exercising OPCON is responsible for establishing personnel accountability and strength reporting policies, procedures, and standards

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and for disseminating them to subordinate joint force commands for implementation.

f. Within a GCC's AOR, each JFC through their J-1 will cause personnel accountability and strength reporting operations to be conducted where both deploying and redeploying personnel either enter or depart their assigned geographical area. A JFC assigned a geographical area is referred to as "area commander."

g. The JFC defines the authority, command relationships, and responsibilities of the Service and functional component commanders. All joint forces include Service component organizations because both administrative and logistic support is provided through Service components. Service forces may be assigned or attached to subordinate joint forces without the formal creation of a respective Service component command of that joint force. The supported combatant command J-1 will establish personnel accounting and strength reporting policies, procedures, and standards and will issue directives to accomplish personnel accountability and strength reporting for these Service component forces.

h. Service component commanders, in a GCC AOR, conduct personnel accountability and personnel reporting operations when Service members of their component are conducting deployment and redeployment operations. Personnel reporting information is usually provided to the GCC through operational channels in SITREP format; however, the GCC's J-1 can direct additional personnel accountability and personnel strength reporting procedures.

i. The GCC exercises OPCON of assigned and attached RC forces (mobilized or Title 10, Active Duty), reference e, participating in joint military operations in their AOR. The GCC's J-1 establishes personnel accountability and personnel strength reporting policies, procedures, and standards.

j. A GCC has TACON for exercise purposes whenever forces not assigned to the GCC undertake exercises in their AOR (with the exception of CDRUSNORTHCOM). TACON begins when the forces enter the AOR and terminates when forces depart the AOR upon completion of the exercise. TACON provides directive authority over exercising forces for purposes relating to that exercise only, but TACON does not authorize operational employment of those forces. The GCC's J-1 establishes personnel accountability and personnel strength reporting policies, procedures, and standards.

k. For locations outside the United States, the GCC exercises authority for force protection over all DOD personnel (including their dependents) assigned both permanently and temporarily, attached, transiting through, or performing exercises or training in their AOR. The exception is for those personnel for

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whom a COM retains security responsibility. The GCC's J-1, in coordination with the GCC's J-3, establishes personnel accountability and personnel strength reporting policies, procedures, and standards.

1. The Senior Defense Official/Defense Attaché (SDO/DATT) represents the Secretary of Defense and the appropriate GCC for coordination of administrative and security matters for all DOD personnel not under the command of a U.S. area commander. The SDO/DATT in each embassy exercises coordinating authority over DOD elements under COM authority, subject to the authorities of the GCC and DOD component commanders. This coordinating authority does not preempt the authority exercised over these elements by the COM, the mission authority exercised by the parent DOD components, or the command authority exercised by the GCC.. As required by the COM and with concurrence of the GCC, the SDO/DATT assumes TACON of DOD elements assigned or attached to the embassy for country team support to significant embassy events (i.e., a tsunami relief effort or VIP visit). The SDO/DATT has the command responsibility to expeditiously determine the status and whereabouts of all assigned or attached DOD-affiliated personnel in conjunction with a natural or manmade disaster and accomplish reporting. The GCC'S J-1 will establish the actual report format and direct submission timelines and procedures.

m. The supported combatant commander is responsible for JRSOI and their J-1 establishes personnel accountability and personnel strength reporting policies, procedures, and standards. JRSOI is the process that transitions deploying forces into forces capable of meeting the combatant commander's operational requirements. JRSOI has the four segments where personnel accountability and strength reporting operations must be conducted as follows:

(1) Reception operations include all those functions required to receive and clear personnel, equipment, and materiel through a port of debarkation or port of embarkation.

(2) Staging includes assembling, processing, and organizing personnel, equipment, and materiel into forces and capabilities and preparing them for onward movement.

(3) Onward movement is the process of moving forces, capabilities, and accompanying materiel from reception facilities, marshalling areas, and staging areas to tactical assembly areas and/or operational areas or other theater destinations.

(4) Integration is the synchronized handover of forces and capabilities into an operational commander's force prior to mission execution.

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n. Organizations prepare for onward movement by assembling, processing, and accounting for personnel. Personnel are accounted for and reported in accordance with JRSOI instructions, Service directives, command guidance, and standing operating procedures and by the accountability and reporting policy, procedures, and standards established by the GCC's J-1.

o. The authority directing movement or permanent location of transient forces is responsible for apprising the GCC of the presence, mission, movement, and duration of stay of transient forces within the GCCs AOR. The GCC's J-1 will establish personnel strength reporting policies, procedures, and standards to gain and maintain transient force visibility.

p. When a GCC is exercising TACON of transient forces for the purpose of force protection, the GCC's J-1, in coordination with the GCC's J-3, establishes personnel accountability and personnel strength reporting policies, procedures, and standards.

q. For NATO operations conducted outside the territorial boundaries of the allied nations (also referred to as non-Article V or "out-of-area" operations), the supported GCC will normally exercise OPCON over U.S. forces involved in the NATO operation. When OPCON is exercised by the supported GCC, the GCC's J-1 will establish personnel accountability and personnel strength reporting policies, procedures, and standards. If OPCON is not transferred to the supported GCC, the supporting GCC retains responsibility for accomplishing personnel accountability and strength reporting.

r. In all multinational operations, even when operating under OPCON of a foreign commander, the commander of a U.S. element maintains the capability to report separately to higher U.S. military authorities. Services establish their strength reporting procedures. Additional personnel strength reporting requirements may be outlined by the GCC through the GCC's J-1.

s. Personnel assigned to United Nations duty are accounted for by both the UN personnel system and the personnel accountability and strength reporting system of their parent U.S. Service. In addition to daily U.S. strength reporting requirements, the United Nations may require a daily strength report of U.S. personnel assigned to the United Nations for duty in order to reimburse the USG for its services. The GCC in whose AOR the UN duty is being performed will be included in the personnel strength reporting process.

6. The Joint Operation Plan

a. A combatant commander is responsible, based on Joint Strategic Capabilities Plan (JSCP), reference f, tasking, for the development and production of a joint operation plan.

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(1) Centralized planning and direction is essential for controlling and coordinating the efforts of the forces. Decentralized execution is essential because no one commander can control the detailed actions of a large number of individuals or forces.

(2) The commander and staff of subordinate joint force commands perform joint operation planning functions under the direction of the establishing authority.

(3) Subordinate joint force Service component commands conduct joint operation planning within a chain of command that runs from the President through the Secretary of Defense to the combatant commander but under the administrative control of their Service.

b. The exact format and level of detail of the joint operation plan may vary somewhat among joint commands, based on theater-specific requirements and factors; however, the format outlined in CJCSM 3122.03 Series "Joint Operation Planning and Execution System, Volume II, Planning Format", reference g, will be used. A joint operation plan will always contain the basic five paragraphs (Situation, Mission, Execution, Administration and Logistics, and Command and Control) and their primary subparagraphs (i.e., paragraph 4c, "Personnel").

c. Task Organization. Annex A - Task Organization of an operation plan is prepared by the J-3 of the headquarters originating the plan. It identifies all major elements directly subordinate to the headquarters.

(1) Annex A identifies in-theater U.S. forces under the geographic combatant commander; augmentation forces and agencies; apportioned forces included in the plan; forces directly subordinate to the combatant commander; and all organizations that directly support the combatant commander, including the combat support agencies.

(2) Annex A is the source for identifying both the joint chain of command hierarchy and the chain of command relationships. A joint force command's responsibility for establishing personnel accountability policy and strength reporting procedures will be determined by the J-1 of the headquarters originating the plan based on the joint force chain of command hierarchy and chain of command relationships.

7. The Personnel Portion of the Plan

a. The Director for Manpower and Personnel (J-1) develops joint plans, policy, and guidance on manpower and personnel issues and coordinates manpower and personnel support to ensure the success of operations.

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b. The J-1 of the headquarters originating the Basic Plan has primary responsibility for preparing the personnel portion of a joint operation plan. This responsibility is accomplished either by preparing an Annex E (Personnel) to the basic plan or by populating paragraph 4c "Personnel" of the Basic Plan with personnel support guidance. See reference g, Appendix E to Enclosure E for information and formatting and reference h for detailed personnel-specific doctrine.

(1) Support planning is conducted in parallel with operation planning. The development of the personnel portion of the Basic Plan is accomplished in conjunction with, and in support of, operation planning.

(2) The J-1 is responsible for synchronizing the efforts of Service components to optimize personnel support to the joint force. The personnel portion of the Basic Plan should identify, describe, and define the general guidance for personnel support.

(3) The personnel portion of the Basic Plan outlines the personnel management, individual augmentation, rotation, replacement, and civilian employee policy. It assigns responsibilities for establishing and operating joint personnel reception centers; outlines pay, allowances, and entitlements; and defines the morale, welfare, and recreation program.

(4) Personnel accountability and strength reporting policies, procedures, requirements, and standards will be outlined either in Annex E or in paragraph 4c, Personnel of the Basic Plan. A command's responsibility for planning and accomplishing personnel accounting and strength reporting will mirror the joint chain of command hierarchy and chain of command relationships.

c. Planning is the key to ensuring accurate personnel accountability and strength reporting. Service components must be aware of the accounting and reporting requirements well before the execution phase.

8. Command and Control

a. Command is central to all military action, and unity of command is central to unity of effort. Unity of command means all forces operate under a single commander with the requisite authority to direct all forces employed in pursuit of a common purpose. Unity of effort, however, requires coordination and cooperation among all forces toward a commonly recognized objective, although they are not necessarily part of the same command structure.

b. Inherent in command is the authority that a military commander lawfully exercises over subordinates, including authority to assign missions and accountability for their successful completion. Although commanders may

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delegate authority to accomplish missions, they may not absolve themselves of the responsibility for the attainment of those missions. Authority is never absolute; the extent of authority is specified by the establishing authority, directives, and law.

c. Command and control is the exercise of authority and direction by a properly designated commander over assigned and attached forces in the accomplishment of the mission. Command and control functions are performed through an arrangement of personnel, equipment, communications, facilities, and procedures employed by a commander in planning, directing, coordinating, and controlling forces and operations in the accomplishment of the mission.

d. Command (the lawful authority of a commander) and control (the regulation of forces and functions to accomplish the mission in accordance with the commander's intent) is the most important function undertaken by a joint force commander. JFC is a general term applied to a combatant commander, subunified commander, or joint task force commander authorized to exercise command authority or operational control over a joint force.

e. Command and control is the means by which a JFC synchronizes and integrates joint force activities to achieve unity of command and unity of effort. Command and control ties together the operational functions and tasks, applies to all levels of war, and applies to all echelons of command across the range of military operations.

f. Combatant commander command (COCOM) authority is a nontransferable command authority established by reference e, Section 164, and exercised only by the commander of a unified or specified combatant command.

g. A supported commander is the commander having primary responsibility for all aspects of a mission assigned by the JSCP or other joint operation planning authority.

h. A supporting commander is the commander who provides augmentation forces or other support to a supported commander or develops a supporting plan.

i. The relationship between a supported and supporting combatant commander must include a provision outlining the requirements, policies, procedures, and standards for conducting both personnel accounting operations and strength reporting operations.

9. Command Authorities. The chain of command is a succession of commanding officers from the superior to a subordinate through which command is exercised. Commanders in the chain of command may exercise

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COCOM, OPCON, TACON, or may have a support command relationship over the military force under their command. The specific command relationship (COCOM, OPCON, TACON, and support) will define the level of authority a commander has over assigned or attached forces. A commander can also have authority outside the chain of command when coordinating authority, administrative control, and direct liaison authority relationships have been specified. There are four command authorities:

a. **Combatant Commander Command Authority.** COCOM is the command authority over assigned forces vested only in the commander of a combatant command and cannot be delegated or transferred. COCOM is the authority of a combatant commander to perform those functions of command over assigned forces involving organizing and employing commands and forces, assigning tasks, designating objectives, and giving authoritative direction over all aspects of military operations, joint training (or in the case of CDRUSSOCOM, training of assigned forces), and logistics to accomplish the mission assigned to the command. COCOM is normally exercised through subordinate JFCs and Service and/or functional component commanders.

b. **Operational Control.** OPCON is a command authority that may be exercised by commanders at any echelon at or below the level of combatant commander and may be delegated within the command.

(1) OPCON control is the authority to perform those functions of command over subordinate forces involving organizing and employing commands and forces, assigning tasks, designating objectives, and giving authoritative direction necessary to accomplish the mission.

(2) OPCON authority does not include authoritative direction for logistics or matters of administration, discipline, internal organization, or unit training.

(3) OPCON does not include the authority to delineate functional responsibilities or operational areas of subordinate joint force commanders.

c. **Tactical Control.** TACON is the command authority over assigned or attached forces or commands, or military capability or forces made available for tasking, that is limited to the detailed direction and control of movements or maneuvers within the operational area necessary to accomplish assigned missions or tasks.

(1) TACON is inherent in OPCON and may be delegated to and exercised by commanders at any echelon at or below the level of combatant commander.

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(2) When forces are transferred between combatant commanders, the command relationship the gaining combatant commander will exercise (and the losing combatant commander will relinquish) over those forces must be specified by the Secretary of Defense.

(3) TACON typically is exercised by functional component commanders over military capability or forces made available to the functional component for tasking.

(4) TACON does not provide organizational authority or authoritative direction for administration and logistic support; the commander of the parent unit continues to exercise these authorities unless otherwise specified in the establishing directive.

(5) Transient forces do not come under the authority of the GCC solely by their movement across operational area boundaries, except when the GCC is exercising TACON authority for force protection purposes

d. Support. Support is a command authority. A support relationship is established by a superior commander between subordinate commanders when one organization should aid, protect, complement, or sustain another force. Support may be exercised by commanders at any echelon at or below the combatant commander level.

(1) The Secretary of Defense establishes support relationships between the combatant commanders for the planning and execution of joint operations. This ensures the tasked combatant commander receives the necessary support. A supported combatant commander requests capabilities, tasks supporting DOD components, coordinates with the appropriate federal agencies (where agreements have been established), and develops a plan to achieve the common goal.

(2) There are four defined categories of support (general support, mutual support, direct support, and close support) that a combatant commander may direct over assigned or attached forces to ensure the appropriate level of support is provided to accomplish mission objective.

(3) Supporting combatant commanders provide the requested capabilities, as available, to assist the supported combatant commander to accomplish missions requiring additional resources.

(4) The Chairman organizes the joint planning and execution community for joint operation planning to carry out support relationships between the combatant commands.

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(5) The establishing authority (the common superior commander) is responsible for ensuring that both the supported commander and the supporting commander understand the degree of authority the supported commander is granted.

10. Additional Authorities

a. Administrative Control. ADCON is an authority outside of command relationships. ADCON is the direction or exercise of authority over subordinate or other organizations in respect to administration and support, including organization of Service forces, control of resources and equipment, personnel management, unit logistics, individual and unit training, readiness, mobilization, demobilization, discipline, and all other matters not included in the operational missions of the subordinate or other organizations.

(1) ADCON is synonymous with administration and support responsibilities identified in reference j. This is the authority necessary to fulfill Military Department statutory responsibilities for administration and support.

(2) ADCON may be delegated to and exercised by commanders of Service forces assigned to a combatant commander at any echelon at or below the level of Service component commander.

(3) Service commanders exercising ADCON will not usurp the authorities assigned by a combatant commander having COCOM over commanders of assigned Service forces.

(4) ADCON is subject to the command authority of the combatant commander.

b. Coordinating Authority. Coordinating authority is another authority outside of command relationships. Commanders or individuals may exercise coordinating authority at any echelon at or below the level of combatant commander.

(1) Coordinating authority is the authority delegated to a commander or individual for coordinating specific functions and activities involving forces of two or more Military Departments, two or more joint force components, or two or more forces of the same Service.

(2) Coordinating authority may be granted and modified through a memorandum of agreement to provide unity of command and unity of effort for operations involving RC and AC forces engaged in interagency activities. The commander or individual has the authority to require consultation between the agencies involved but does not have the authority to compel agreement.

(3) The common task to be coordinated will be specified in the establishing directive without disturbing the normal organizational relationships in other matters.

(4) Coordinating authority is a consultation relationship between commanders, not an authority by which command may be exercised. It is more applicable to planning and similar activities than to operations. Assignment of coordinating authority is based on the missions and capabilities of the command or organization involved.

c. Direct Liaison Authorized (DIRLAUTH). DIRLAUTH is the last type of authority outside of command relationships. DIRLAUTH is that authority that may be granted by a commander, at any level, to a subordinate to directly consult or coordinate an action with a command or agency within or outside of the granting command.

(1) DIRLAUTH is more applicable to planning than operations and always carries with it the requirement of keeping the granted commander informed.

(2) DIRLAUTH is a coordination relationship, not an authority through which command may be exercised.

11. Reserve Component. RC forces (Reserve and National Guard) are assigned by the Secretary of Defense to a combatant command as indicated in the Global Force Management Guidance, Section II ("Forces for Unified Commands" memorandum).

a. These forces are available for operational missions only when mobilized for specific periods in accordance with the law, or when ordered to active duty and after being validated for employment by their parent Service.

b. A combatant commander will exercise COCOM over assigned RC forces when mobilized or ordered to Title 10 active duty.

c. A combatant commander will exercise OPCON of assigned and attached RC forces (less strategic mobility forces assigned to USTRANSCOM) on active duty for training or performing inactive-duty training within their AOR (except in CONUS, Hawaii, Alaska, Puerto Rico, and the U.S. territories) or participating anywhere in military operations or joint training under their jurisdiction.

d. The authority that a combatant commander may exercise over assigned RC forces when not on active duty or when on active duty for training is training and readiness oversight (TRO). A combatant commander normally will

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exercise TRO over assigned forces through the Service component commanders.

e. A combatant commander will communicate with assigned RC forces through the Military Departments when the RC forces are not on active duty or when the forces are on Active Duty for Training (ADT).

f. USNORTHCOM and USJFCOM have TRO responsibility for assigned and certified WMD-CST.

g. CDRUSSOCOM will exercise additional authority for certain functions for assigned RC forces and for all SOF assigned to other combatant commands in accordance with the current memorandums of agreement between CDRUSSOCOM and the Secretaries of the Military Departments.

12. DOD Civilians. The DOD civilian workforce shall be under unified combatant commander OPCON when employed in or deployed to theaters of operations and shall be processed and supported in the same manner as military personnel of their employing Service.

a. To facilitate this control and support, every civilian employee remaining in or deploying to a theater of operations shall be assigned or attached to a gaining activity unit identification code (UIC) within the theater upon the decision to retain a civilian employee in a theater of potential conflict or before deploying that employee.

b. This UIC will be stated on the individual's TDY orders. Theater admission requirements for civilian employees deploying to a theater of operations shall be expeditiously established during the planning processes by the unified combatant commander and complied with by the deploying Service.

c. For civilian employees already in a theater of operations when theater admission requirements are declared or updated, the in-theater unit to which the employee is assigned or attached is responsible for compliance.

d. Summaries of civilian work force status by the DOD components shall be published in the situation reports of combatant and subordinate commanders.

e. The heads of the DOD components shall establish civilian work force accountability procedures (e.g., names, numbers, location, status) for civilian employees in the theater of operations.

13. DOD-Funded Contractors

- a. Combatant commanders, subordinate joint force commanders, the Services, Service Component commanders, and the Directors of DOD agencies, combat support Agencies and field activities are responsible for the accountability and visibility of all DOD-funded contractors physically present within a GCC's AOR in accordance with the provisions of DODI 3020.41, "Program Management for the Preparation and Execution of Acquisitions for Contingency Operations."
- b. Combatant commanders, subordinate joint force commanders, Services, Service Component commanders, and the Directors of DOD agencies, combat support Agencies and field activities, are responsible for ensuring that operational acquisition requirements and contractor accountability and visibility are preplanned and integrated into operation plans and operation orders.
- c. The designated joint Web-based contractor database (presently SPOT) serves as the central repository for all DOD funded contractors (United States, local national, host nation, and third country national) data.
- d. All DOD contractors are responsible for inputting and validating the data in the joint Web-based contractor database (presently SPOT) for their contractor personnel in order to maintain the database in a current (up-to-date) status. Extracts of the data in the joint contractor database will be used to support the accountability reporting requirements outlined in this manual.

For more information on DOD contractor integration and management, see DODI 3020.41, "Program Management for the Preparation and Execution of Acquisitions for Contingency Operations".

ENCLOSURE F

REFERENCES

- a. Secretary of Defense's Global Force Management Implementation Guidance (GEFMIG), Section II Assignment of Forces (Forces for Unified Commands) memorandum, 7 January 2010
- b. DODI 3001.02, 2 August 2006, "Personnel Accountability in Conjunction With Natural or Manmade Disasters"
- c. DODD 3025.14, 5 November 1990, "Protection and Evacuation of U.S. Citizens and Designated Aliens in Danger Areas Abroad (Short Title: Noncombatant Evacuation Operations)"
- d. DODI 1400.32, 24 April 1995, "DOD Civilian Work Force Contingency and Emergency Planning Guidelines and Procedures"
- e. Title 10, United States Code
- f. Joint Strategic Capabilities Plan (JSCP)
- g. CJCSM 3122.03 Series, "Joint Operation Planning and Execution System, Volume II: (Planning Formats)"
- h. JP 1-0, 16 October 2006, "Personnel Support to Joint Operations"

Other Relevant Publications

Unified Command Plan (UCP), 17 December 2008

Guidance for Employment of the Force (GEF) 2008–2010, May 2008

DODI 1215.06, 7 February 2007, "Uniform Reserve, Training, and Retirement Categories"

DODI 1300.18, 8 January 2008, "Department of Defense Personnel Casualty Matters, Policies, and Procedures"

DODI 3020.41, 3 October 2005, "Program Management for the Preparation and Execution of Acquisitions for Contingency Operations"

DOD 7000.14R, 4 February 2010, "DoD Financial Management Regulation (DoDFMR)"

CJCSM 3150.03 Series, 1 February 2009, “Joint Reporting Structure Event and Incident Report”

CJCSM 3150.05 Series, 11 July 2007, “Joint Reporting Structure Situation Monitoring Manual”

JP 1, 15 May 2007, “Doctrine for the Armed Forces of the United States

JP 3-0, 17 September 2007, “Joint Operations”

JP 3-27, 12 July 2007, “Homeland Defense”

JP 3-28, 14 September 2007, “Civil Support”

JP 3-33, 16 February 2007, “Joint Task Force Headquarters”

JP 3-35, 7 May 2007, “Deployment and Redeployment Operations”

JP 3-68, 22 January 2007, “Noncombatant Evacuation Operations”

JP 4-0, 6 April 2000, “Doctrine for Logistic Support of Joint Operations”

JP 5-0, 26 December 2006, “Joint Operation Planning”

GLOSSARY

PART I--ABBREVIATIONS AND ACRONYMS

AC	Active Component
ADCON	administrative control
AMHS	Automated Message Handling System
ANG	Air National Guard
AOR	area of responsibility (combatant commander)
ARNG	Army National Guard
AR	Army Reserve
CAPTRD	captured
CIV	civilian
COCOM	combatant command (command authority)
CTR	contractor
DA	Department of the Army
DAF	Department of the Air Force
DCIPS	Defense Casualty Information Processing System
DEP	Delayed Entry Program
DEPSTATREP	deployment status report
DIRLAUTH	direct liaison authorized
DMDC	Defense Manpower Data Center
DMS	Defense Message System
DO	death due to other
DON	Department of the Navy
DOD	Department of Defense
DTG	date-time group
DUSTWUN	duty status-whereabouts unknown (military personnel only)
EAWUN	excused absence - whereabouts unknown (civilian personnel only)
EXER	exercise
FEM	female
GCC	geographic combatant commander
GCCS	Global Command and Control System
GENADMIN	general administration message
GUARD	Army National Guard and Air National Guard
HCAS	hostile casualty

IMA	individual mobilization augmentee
JOA	joint operations area
JPERSTAT	joint personnel status report
JSCP	Joint Strategic Capabilities Plan
JTF	joint task force
KIA	killed in action
MISS	missing
MIA	missing in action
NATO	North Atlantic Treaty Organization
NCE	noncombatant evacuee
NHCAS	nonhostile casualty
NIPRNET	non-secure internet protocol router network
NTS	noncombatant evacuation operation tracking system
OPCON	operational control
PRD	Personnel Readiness Division (J-1)
RC	Reserve Component
RES	Reserve Personnel of the Army, Navy, Air Force, Marine Corps, (Coast Guard if applicable)
RMC	returned to military control
RTD (72hrs)	returned to duty within 72 hours
SIPRNET	Secure Internet Protocol Router Network
SITREP	situation report
SPOT	Synchronized Predeployment and Operational Tracker
TACON	tactical control
TRO	training and readiness oversight
UN	United Nations
USA	United States Army
USAF	United States Air Force
USAFR	United States Air Force Reserve
USAR	United States Army Reserve
USC	United States Code
USCG	United States Coast Guard

USCGR	United States Coast Guard Reserve
USELEMNORAD	United States Element North American Aerospace Defense Command
USMC	United States Marine Corps
USMCR	United States Marine Corps Reserve
USMTF	United States Message Text Format
USN	United States Navy
USNR	United States Navy Reserve
WIA	wounded in action
WMD-CST	Weapons of Mass Destruction-Civil Support Team

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PART II--TERMS AND DEFINITIONS

NOTE: 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 JP 1-02, *Department of Defense Dictionary of Military and Associated Terms* unless followed by an explanatory, parenthetical caption such as (JP 1-02. Source: JP X-xx [the source-document from which the terminology was derived]).

Active Guard and Reserve. National Guard and Reserve members who are on voluntary active duty providing full-time support to National Guard, Reserve and Active Component organizations for the purpose of organizing, administering, recruiting, instructing, or training the Reserve Components. Also called AGR. (JP 1-02. Source: CJCSM 3150.13)

administrative control. Direction or exercise of authority over subordinate or other organizations in respect to administration and support, including organization of Service forces, control of resources and equipment, personnel management, unit logistics, individual and unit training, readiness, mobilization, demobilization, discipline, and other matters not included in the operational missions of the subordinate or other organizations. Also called ADCON. (JP 1-02. Source: JP 1)

assign. To place units or personnel in an organization where such placement is relatively permanent, and/or where such organization controls and administers the units or personnel for the primary function, or greater portion of the functions, of the unit or personnel. (JP 1-02. Source: NA)

attach. (1) The placement of units or personnel in an organization where such placement is relatively temporary, or (2) the detailing of individuals to specific functions where such functions are secondary or relatively temporary, e.g., attached for quarters and rations; attached for flying duty. (JP 1-02. Source: NA)

casualty. Any person who is lost to the organization by having been declared dead, duty status - whereabouts unknown, excused absence - whereabouts unknown, missing, ill, or injured. (JP 1-02. Source: DODI 1300.18)

casualty status. A term used to classify a casualty for reporting purposes. There are six casualty statuses: (1) deceased; (2) duty status - whereabouts unknown (DUSTWUN) for military or excused absence - whereabouts unknown (EAWUN) for civilians; (3) missing; (4) very seriously ill or injured (VSI);

(5) seriously ill or injured (SI); and (6) not seriously ill or injured (NSI). (Source: DODI 1300.18)

captured. A casualty status for which the United States Code provides statutory guidance concerning missing members of the Military Services. The casualty has been seized as the result of action of an unfriendly military or paramilitary force in a foreign country. (Source DODI 1300-.18)

delayed entry program. A program under which an individual may enlist in a Reserve Component of a Military Service and specify a future reporting date for entry on active duty that would coincide with availability of training spaces and with personal plans such as high school graduation. (JP 1-02. Source: JP 4-05)

deceased. A casualty status applicable to a person who is either known to have died, determined to have died on the basis of conclusive evidence, or declared dead on the basis of a presumptive finding of death. The recovery of remains is not a prerequisite to determining or declaring a person deceased. (JP 1-02. Source: DODI 1300.18)

Defense Casualty Information Processing System (DCIPS). DCIPS is the Department of Defense functional information system for casualty and mortuary business information processes. DCIPS is a single standard system supporting uniform procedures, accounting and accurate reporting of casualties, ensuring support of family members, benefits tracking, coordinating mortuary affairs, and the return of personal effects and human remains. DCIPS produces the "Report of Casualty" DD Form 1300. Each Military Service or DOD Component, at its option, may use the DD Form 1300 to record the deaths or missing status of other military members, civilians, military dependents, defense contractors, and civilian dependents under its purview. (Source: DODI 1300.18)

DOD civilian. Civilian employee (to include DA, DAF, DON, etc.) directly hired, paid from appropriated or unappropriated funds and under permanent or temporary appointment. Specifically excluded are contractors and foreign host nationals and third-country civilians. (JP 1-02. Source: NA)

DOD contract employees. Defense contractor employees (to include DA, DAF, DON, etc.) paid from appropriated or non-appropriated funds. (JP 1-02. Source: NA)

duty status-whereabouts unknown (DUSTWUN). A transitory casualty status, applicable only to military personnel, that is used when the responsible commander suspects the member may be a casualty whose absence is involuntary, but does not feel sufficient evidence currently exists to make a

definite determination of missing or deceased. (JP 1-02. Source: DODI 1300.18)

excused absence-whereabouts unknown (EAWUN). An administrative status, applicable only to civilian personnel, that is used when the responsible commander suspects the employee may be a casualty, whose absence is involuntary, but does not feel sufficient evidence currently exists to make a determination of missing or deceased. (Source: DODI 1300.18)

hostile casualty (HCAS). A person who is the victim of a terrorist activity or who becomes a casualty “in action.” “In action” characterizes the casualty as having been the direct result of hostile action, sustained in combat or relating thereto, or sustained being to or returning from a combat mission provided that the occurrence was directly related to hostile action. Included are persons killed or wounded mistakenly or accidentally by friendly fire directed at a hostile force or what is thought to be a hostile force. However, not to be considered as sustained in action and not to be interpreted as hostile casualties are injuries or death due to the elements, self-inflicted wounds, combat fatigue, and except in unusual cases, wounds or death inflicted by a friendly force while the individual is AWOL, deserter, or dropped-from-rolls status or is voluntary absent without authority from a place of duty. (Source: DODI 1300.18)

incapacitating illness or injury. The casualty status of a person (a) whose illness or injury requires hospitalization but medical authority does not classify as very seriously ill or injured; or (b) seriously ill or injured and the illness or injury makes the person physically or mentally unable to communicate with the next of kin. (JP 1-02. Source: NA)

individual mobilization augmentee. An individual reservist attending drills who receives training and is pre-assigned to an Active Component organization or a Selective Service System or a Federal Emergency Management Agency billet that must be filled on, or shortly after, mobilization. Individual mobilization augmentees train on a part-time basis with these organizations to prepare for mobilization. Inactive duty training for individual mobilization augmentees is decided by component policy and can vary from 0 to 48 drills a year. Also called IMA. (JP 1-02. Source: NA)

Individual Ready Reserve. A manpower pool consisting of individuals who have some training and who have served previously in the Active Component or in the Selected Reserve and have had some training and who have some period of their military service obligation remaining. Members may voluntarily participate in training for retirement points and promotion with or without pay. Also called IRR. (JP 1-02. Source: NA)

killed in action. A casualty category applicable to a hostile casualty, other than the victim of a terrorist activity, who is killed outright or who dies as a result of wounds or other injuries before reaching a medical treatment facility. Also called KIA. (JP 1-02. Source: DODI 1300.18)

military technician. Federal civilian employees providing full-time support to Reserve and organizations for administration, training, and maintenance of the Selected Reserve. (JP 1-02. Source: CJCSM 3150.13)

missing (MISS). A casualty status for which the United States Code provides statutory guidance concerning missing members of the Military Services. Excluded are personnel who are in an AWOL, deserter, or dropped-from-rolls status. A person declared missing can be identified in one of several categories. (Source: DODI 1300.18)

missing in action. The casualty is a hostile casualty, other than the victim of a terrorist activity, who is not present at his or her duty location due to apparent involuntary reasons and whose location is unknown. Also called MIA. (JP 1-02. Source: DODI 1300.18) (Note: This definition is part of the definition for the term “missing” in JP 1-02.)

mobilization. (1) The act of assembling and organizing national resources to support national objectives in time of war or other emergencies. (2) The process by which the Armed Forces or part of them are brought to a state of readiness for war or other national emergency. This includes activating all or part of the Reserve Components (RCs) as well as assembling and organizing personnel, supplies, and materiel. Mobilization of the Armed Forces includes but is not limited to the following categories:

a. Selective mobilization--Expansion of the active Armed Forces resulting from action by Congress and/or the President to mobilize RC units, individual ready reservists, and the resources needed for their support to meet the requirements of a domestic emergency that is not the result of enemy attack.

b. Partial mobilization--Expansion of the active Armed Forces resulting from action by Congress (up to full mobilization) or by the President (not more than 1 million) to mobilize Ready RC units, individual reservists and the resources needed for their support to meet the requirements of a war or other national emergency involving an external threat to the national security.

c. Full mobilization--Expansion of the active Armed Forces resulting from action by Congress and the President to mobilize all RC units in the existing approved force structure, all individual reservists, retired military personnel, and the resources needed for their support to meet the requirements of a war or other national emergency involving an external threat to the national

security. Reserve personnel can be placed on active duty for the duration of the emergency plus 6 months.

d. total mobilization--Expansion of the active Armed Forces resulting from action by Congress and the President to organize and/or generate additional units or personnel, beyond the existing force structure, and the resources needed for their support, to meet the total requirements of a war or other national emergency involving an external threat to the national security. (JP 1-02. Source: JP 4-05)

noncombatant evacuation operation tracking system (NTS). The NTS is an automated data processing hardware and software package designed to provide evacuee visibility to warfighting combatant commanders during noncombatant evacuation operations. It provides the capability to rapidly register evacuees by barcode and OCR scanning of military identification cards and passports. Evacuees are issued a bar-coded NEO tracking bracelet, which is scanned for manifesting and accountability. Evacuees are tracked through the evacuation pipeline using the bracelet scanning method at each departure and arrival point. (Source: NA)

nonhostile casualty (NHCAS). Injuries or death due to circumstances not directly attributable to hostile action or terrorist activity. Casualties due to the elements, self-inflicted wounds, combat fatigue, and—except in unusual cases—wounds or death inflicted by a friendly force while the individual is in an AWOL, deserter, or dropped-from-rolls status or is voluntary absence without authority from a place of duty are non-hostile casualties. (Source: DODI 1300.18)

nonhostile death. A person who died as a result of an accident or illness not related to hostilities. (Source: NA)

nonhostile injured. A person whose illness or injury is classified by medical authority to be of such severity that life is imminently endangered (very seriously ill or injured) or that there is cause for immediate concern, but there is no imminent danger to life (seriously ill or injured). (Source: NA)

not seriously ill or injured (NSI). The casualty status of a person, whose illness or injury requires medical attention, may or may not require hospitalization, and medical authority. (Source: DODI 1300.18).

operational control. Command authority that may be exercised by commanders at any echelon at or below the level of combatant command. Operational control is inherent in combatant command (command authority) and may be delegated within the command. When forces are transferred between combatant commands, the command relationship the gaining

commander will exercise (and the losing commander will relinquish) over these forces must be specified by the Secretary of Defense. Operational control is the authority to perform those functions of command over subordinate forces involving organizing and employing commands and forces, assigning tasks, designating objectives, and giving authoritative direction necessary to accomplish the mission. Operational control includes authoritative direction over all aspects of military operations and joint training necessary to accomplish missions assigned to the command. Operational control should be exercised through the commanders of subordinate organizations. Normally this authority is exercised through subordinate joint force commanders and Service and/or functional component commanders. Operational control normally provides full authority to organize commands and forces and to employ those forces as the commander in operational control considers necessary to accomplish assigned missions; it does not, in and of itself, include authoritative direction for logistics or matters of administration, discipline, internal organization, or unit training. Also called OPCON. See also combatant command; combatant command (command authority); tactical control. (JP 1-02. Source: JP 1)

other civilians. All other civilians supporting joint task force operations under a specific command or organization who are not directly employed by either the Services or Department of Defense. (JP 1-02. Source: NA)

Presidential Reserve Call-up Authority. Provision of a public law (reference e, section 12304) that provides the President a means to activate, without a declaration of national emergency, not more than 200,000 members of the Selected Reserve and the Individual Ready Reserve (of whom not more than 30,000 may be members of the Individual Ready Reserve), for not more than 365 days to meet the requirements of any operational mission. Members called under this provision may not be used for disaster relief or to suppress insurrection. This authority has particular utility when used in circumstances in which the escalatory national or international signals of partial or full mobilization would be undesirable. Forces available under this authority can provide a tailored, limited-scope, deterrent, or operational response, or may be used as a precursor to any subsequent mobilization. Also called PRC. See also Individual Ready Reserve; mobilization; and Presidential Call-up Selected Reserve. (JP 1-02. Source: JP 4-05) Note: 10 USC 12304 amended by NDAA FY-07 legislation (5122 sec 522).

prisoner of war. POW is not a casualty status for reporting purposes. For reporting purposes, the casualty status and category would be missing/captured. (Source: DODI 1300-18).

prisoner of war. A detained person as defined in Articles 4 and 5 of the Geneva Convention Relative to the Treatment of Prisoners of War of 12 August 1949. In particular, one who, while engaged in combat under orders of his or her government, is captured by the armed forces of the enemy. As such, he or she is entitled to the combatant's privilege of immunity from the municipal law of armed conflict. For example, a prisoner of war may be, but is not limited to, any person belonging to one of the following categories who has fallen under the power of the enemy: a member of the armed forces, organized militia or volunteer corps; a person who accompanies the armed forces without actually being a member thereof; a member of a merchant marine or civilian aircraft crew not qualifying for more favorable treatment; or individuals who, on the approach of the enemy, spontaneously take up arms to resist the invading forces. (JP 1-02. Source: NA)

Ready Reserve. The Selected Reserve and Individual Ready Reserve liable for active duty as prescribed by law. (10 USC 10142, 12301, 12302, and 12304). (JP 1-02. Source: JP 4-05)

returned to military control (RMC). The status of a person whose casualty status of "duty status - whereabouts unknown" or missing has been changed due to the person's return or recovery by U.S. military authority. Also called RMC. (Source: DODI 1300.18)

Selected Reserve. Those units and individuals within the Ready Reserve designated by their respective Services and approved by the Joint Chiefs of Staff as so essential to initial wartime missions that they have priority over all other Reserves. All Selected Reservists are in an active status. The Selected Reserve also includes the Reserves and the National Guard plus persons performing initial active duty for training. (JP 1-02. Source: JP 4-05)

seriously ill or injured (SI). The casualty status of a person whose illness or injury requires medical attention and medical authorities declares that death is possible, but not likely within 72 hours, and/or the severity is such that it is permanent and life-altering. (Source: DODI 1300.18)

Standby Reserve. Those units and members of the Reserve Components (other than those in the Ready Reserve or Retired Reserve) who are liable for active duty only as provided in 10 USC 10151, 12301, and 12306. (JP 1-02. Source: JP 4-05)

a. Active Status, Standby Reserve. Reservists who (1) are completing their statutory military service obligation; (2) are being retained in an active status under 10 USC 12646; (3) were screened from the Ready Reserve as being key personnel and request assignment to the Active Status List; or (4) may be temporarily assigned to the Standby Reserve for hardship or other cogent

reason determined by the secretary concerned, with the expectation of their being returned to the Ready Reserve. (JP 1-02. Source: NA)

b. Inactive Status, Standby Reserve. Individuals who are not required by law or regulation to remain members of an active status program but who (1) desire to retain their Reserve affiliation in a nonparticipating status, and (2) have skills that may be of possible future use to the Military Department concerned. (JP 1-02. Source: NA)

terrorism. The calculated use of violence or threat of violence to inculcate fear; intended to coerce or to intimidate governments or societies in the pursuit of goals that are generally political, religious or ideological. (JP 1-02. Source: JP 3-07.2)

training pipeline. A Reserve Component category designation that identifies untrained officer and enlisted personnel who have not completed initial active duty for training of 12 weeks or its equivalent. (JP 1-02. Source: NA)

transient. (1) Personnel, ships, or craft stopping temporarily at a post, station, or port to which they are not assigned or attached, and having destination elsewhere. (2) An independent merchant ship calling at a port and sailing within 12 hours, and for which routing instructions to a further port have been promulgated. (3) An individual awaiting orders, transport, etc., at a post or station to which he or she is not attached or assigned. (JP 1-02. Source: NA)

transient forces. Forces that pass or stage through, or base temporarily within, the operational area of another command but are not under its operational control. (JP 1-02. Source: JP 1)

very seriously ill or injured (VSI). The casualty status of a person whose illness or injury is such that medical authority declares it more likely than not that death will occur within 72 hours. (Source: DODI 1300-18)

wounded in action (WIA). A casualty category applicable to a hostile casualty, other than the victim of a terrorist activity, who has incurred an injury due to external agent or cause. The term encompasses all kinds of wounds and other injuries incurred in action, whether there is a piercing of the body, as in a penetration or perforated wound, or none, as in the contused wound. These include fractures, burns, blast concussions, all effects of biological and chemical warfare agents, and the effects of an exposure to ionizing radiation or any other destructive weapon or agent. The hostile casualty's status may be categorized as "seriously ill or injured," "very seriously ill or injured," "incapacitating illness or injury," or "not seriously injured." (JP 1-02. Source: DODI 1300.18)

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