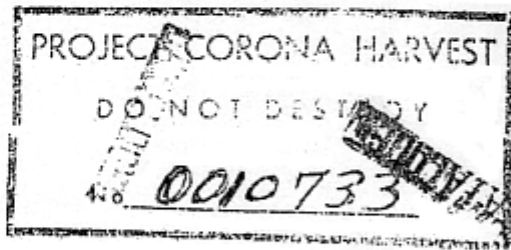


A I R F O R C E M A N U A L

OPERATIONS



AIR FORCE OPERATIONAL REPORTING SYSTEM



20 MAY 1968

D E P A R T M E N T O F T H E A I R F O R C E

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AIR FORCE MANUAL 55-11 (AFM 55-11)
OPERATIONS - AIR FORCE OPERATIONAL REPORTING SYSTEM
20 MAY 1968

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AIR FORCE MANUAL
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DEPARTMENT OF THE AIR FORCE
WASHINGTON, 20 MAY 1968

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OPERATIONS

AIR FORCE OPERATIONAL REPORTING SYSTEM

THIS MANUAL ESTABLISHES THE REQUIREMENT FOR AIR FORCE COMMAND POSTS/CENTERS AND THE AIR FORCE OPERATIONAL REPORTING SYSTEM (AFOREP) TO PROVIDE OPERATIONAL INFORMATION REQUIRED BY HQ USAF, ALTERNATE HEADQUARTERS LOCATIONS AND INTERMEDIATE COMMAND LEVELS TO PERFORM ASSIGNED FUNCTIONS. IT ESTABLISHES STANDARD REPORTING PROCEDURES AND FORMATS TO THE MAXIMUM EXTENT POSSIBLE¹ WHILE ACHIEVING MAXIMUM INTER-FACING AND COMPATIBILITY WITH OTHER OPERATIONAL REPORTING REQUIREMENTS AND REPORT FORMATS. IT IS APPLICABLE TO ALL AIR FORCE MAJOR COMMANDS AND AIR FORCE SEPARATE OPERATING AGENCIES. THE APPLICABILITY OF EACH REPORT IS INDICATED IN EACH CHAPTER. IT ALSO APPLIES TO AIR FORCE RESERVE.

CONTENTS

	PARAGRAPH	PAGE
CHAPTER 1 - INTRODUCTION		
BACKGROUND	1	1-1
PURPOSE AND FUNCTIONS OF SYSTEM	2	1-1
RELATIONSHIP TO OTHER REPORTING SYSTEMS	3	1-2
REPORTING OBJECTIVES	4	1-2
RECOMMENDATIONS AND CHANGES	5	1-2

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	PARAGRAPH	PAGE
CHAPTER 2 - FUNCTIONS AND RESPONSIBILITIES		
BACKGROUND	1	2-1
ESTABLISHMENT OF OPERATIONAL REPORT CENTERS	2	2-1
MISSION AND FUNCTIONS OF COMMAND POSTS	3	2-1
COMMAND REPORTING RESPONSIBILITIES	4	2-4
CHAPTER 3 - POLICY AND PROCEDURES		
GENERAL	1	3-1
MANNING AND TRAINING OF REPORTS	2	3-2
PERSONNEL EQUIPPING OF REPORT SECTIONS	3	3-3
DEPLOYMENT PLANNING	4	3-3
OPERATING IN A DEGRADED ENVIRONMENT	5	3-4
INDIVIDUAL REPORT INSTRUCTIONS	6	3-5
USE OF FLAGWORDS	7	3-9
DISTRIBUTION OF COMMAND DIRECTIVES	8	3-9
REPRODUCTION	9	3-9
SECURITY CLASSIFICATION OF REPORTS	10	3-9
IDENTIFICATION OF REPORTS	11	3-10
REPORT IDENTIFICATION EXAMPLES	12	3-11
CORRECTION OF REPORTS FORMAT FOR COMPUTER PROCESSED	13 14	3-12 3-12
REPORTS		
TELETYPE FORMAT FOR PUNCH CARD REPORTS	15	3-13
MANAGEMENT OF RECORDS	16	3-14

=====

AFM 55-11

20 MAY 1968

	PARAGRAPH	PAGE
CHAPTER 4 - REFERENCES, EXPLANATION OF PAGE TERMS, DATA ELEMENTS AND CODES		
INTRODUCTION	1	4-1
STANDARDIZATION	2	4-1
DESIGN OF DATA SYSTEMS AND OPERATIONAL REPORTS	3	4-1

REFERENCE DOCUMENTS	4	4-2
EXPLANATION OF TERMS	5	4-3
CHAPTER 5 - OPERATIONS PLANNED ACTIVITY REPORTS		
PURPOSE	1	5-1
OPERATION(S) PLANNING REPORT (OPREP-1)* (RCS-1-HAF-V35)		A5-1
DEPLOYMENT PLAN SUMMARY REPORT (DEPSUM 1) (RCS-2-HAF-V35)		A5-9
OPERATION(S) NICKNAME-REPORT (NIKREP)* (RCS-3-HAF-V35)		A5-29
CHAPTER 6 - OPERATIONS CURRENT ACTIVITY. REPORTS		
PURPOSE	1	6-1
OPERATION(S) EVENT/INCIDENT REPORT*(OPREP-3) (RCS-1-HAF-V36)		A6-1
OPERATION(S) START REPORT (OPREP-2)* (RCS-1-HAF-V36)		A6-17
OPERATION(S) STOP REPORT (OPREP-4)* (RCS-3-HAF-V36)		A6-24
DEPLOYMENT SUMMARY REPORT (DEPSUM (I)) (RCS-4-HAF-V36)		A6-33
COMMANDERS SITUATION REPORT (SITREP)* (RCS-5-HAF-V36)		A6-45

* SEE NOTE ON PAGE V

=====

AFM 55-11		20 MAY 1968
COMMUNICATIONS INSTRUCTIONS REPORTING VITAL INTELLIGENCE SIGHTINGS (CIRVIS) (RCS-6-HAF-V36)		A6-53
SPOT INTELLIGENCE REPORT (SPIREP)* (RCS-7-HAF-V36)		A6-67
NUCLEAR DETONATION REPORT (NUDET)* (RCS-8-HAF-V36)		AC-71
AIRCREW/AIRCRAFT LOSS REPORT (LOSREP) (RCS-9-HAF-V36)		AC-77
BIOLOGICAL/CHEMICAL ATTACK REPORT (BIOREP/CHEMREP) (RCS-10-HAF-V36)		A6-85

RESCUE INFORMATION REPORT (RESCUE) A6-91
(RCS-11-HAF-V36)

CHAPTER 7 - OPERATIONS ACCOMPLISHMENT.

PURPOSE 7-1

OPERATION(S) SUMMARY REPORT (OPREP-5)* A7-1
(RCS-1-HAF-V37)

AIRLIFT OPERATIONS REPORT (ALOREP) A7-15

COMBAT ACTIVITIES REPORT (COACT)* A7-17

AIRLIFT SUMMARY REPORT (LIFSUM) A7-19
(RCS-4-HAF-V37)

DAILY INTELLIGENCE SUMMARY (DISUM)* A7-27
(RCS-5-HAF-V37)

CHAPTER 8 - OPERATIONS READINESS AND STATUS REPORTS

PURPOSE 1 8-1

USAF COMBAT READINESS RATING SYSTEM A8-1

FORCE STATUS REPORT (FORSTAT)* A8-29
(RCS-2-HAF-V38)

iv

=====

AFM 55-11 20 MAY 1968

CIVIL RESERVE AIR FLEET SUMMARY* A8-63
REPORT (CRAFREP) (RCS-5-HAF-V38)

CHAPTER 9 - OPERATIONS SUPPORT REPORTS

PURPOSE 1 9-1

APPLICATION 2 9-1

OPERATIONS SUPPORT REPORTS 3 9-1

MEDICAL UNIT READINESS REPORT (MEDRED) A9-1
(RCS-1-HAF-V39)

MEDICAL CONTINGENCY REPORT (MEDCON) A9-21
(RCS-2-HAF-V39)

MEDICAL EMERGENCY REPORT (MEDMER) A9-27
(RCS-3-HAF-V39)

PERSONNEL DEPLOYMENT REPORT (PERSDEP) A9-33
(RCS-4-HAF-V39)

PERSONNEL STATUS REPORT (PERSTAT)* A9-37
(RCS-5-HAF-V39)

PETROLEUM DAMAGE/DEFICIENCY REPORT* (REPOL) (RCS-6-HAF-V39)	A9-41
INSTALLATION DAMAGE REPORT (INREP) (RCS-7-HAF-V39)	A9-45
AIRCRAFT/MISSILE MAINTENANCE COMPRESSION REPORT (AMREP) (RCS-8-HAF-V39)	A9-49
UNIT IDENTIFICATION* SYSTEM REPORT (UCODES) (RCS-9-RAF-V39)	A9-59

*REPORTS ALSO APPEAR IN JCS PUB 6, VOL I AND VOL V AND ARE INCLUDED FOR REASONS GIVEN IN CHAPTER 3. IT SHOULD BE NOTED THAT THERE ARE OTHER OPERATIONAL REPORTS REQUIRED BY JCS WHICH ARE NOT INCLUDED IN THIS MAI~ BECAUSE OF THEIR LIMITED APPLICATION AND SPECIAL USE, I.E. JCS PUB 6, VOL II AND VOL IV.

THE RELAXED FORMAT USED IN THIS MANUAL IS PRODUCED UNDER AN AUTHORIZED WAIVER TO AFR 5-5.

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AFM 55-11

20 MAY 1968

CHAPTER 1

INTRODUCTION

1. BACKGROUND. COMMAND AND CONTROL, AS A FUNCTION VITAL TO THE SUCCESS OF THE MILITARY MISSION, IS FACILITATED BY A SERIES OF INDIVIDUAL COMMAND AND CONTROL SYSTEMS WHICH, COLLECTIVELY, ARE KNOWN AS THE WORLD WIDE MILITARY COMMAND AND CONTROL SYSTEM (WWMCCS). THE WWMCCS FOCUSES AT THE NATIONAL MILITARY COMMAND CENTER (NMCC) IN THE NATIONAL MILITARY COMMAND SYSTEM (NMCS). INDIVIDUAL COMMAND AND CONTROL SYSTEMS RESPONSIVE THROUGH COMMAND CHANNELS AND FOCUSING IN THE NMCS, INCLUDE SYSTEMS OF THE MILITARY DEPARTMENTS, THE UNIFIED AND SPECIFIED COMMANDS AND AIR FORCE SUBORDINATE COMMANDS. THE DEPARTMENT OF THE AIR FORCE COMMAND AND CONTROL SYSTEM (DAFCCS) IS RESPONSIVE TO THE NMCS. WITHIN THE AIR FORCE, MAJOR COMMAND SYSTEMS ARE RESPONSIVE TO THE DAFCCS AND SYSTEMS OF SPECIFIED AND UNIFIED COMMANDS ARE RESPONSIVE TO BOTH THE DAFCCS AND THE NMCS. A NUMBER OF COMPUTER SUPPORTED SUBSYSTEMS ARE ORGANIZED AND STANDARDIZED WITHIN THE DAFCCS AND ARE IDENTIFIED AS THE AIR FORCE INTEGRATED COMMAND AND CONTROL SYSTEM (AFICCS). THESE ARE DESCRIBED IN AFM 55-3. EACH OF THE INDIVIDUAL SYSTEMS AND SUBSYSTEMS OF THE WWMCCS, NMCS, DAFCCS AND AFICCS CONSIST OF PERSONNEL, FACILITIES, EQUIPMENT, COMMUNICATIONS AND PROCEDURES THAT PROVIDE OPERATIONAL CONTROL AND TECHNICAL/ADMINISTRATIVE SUPPORT NECESSARY TO THE PERFORMANCE OF THE COMMAND AND CONTROL FUNCTIONS OF THE UNITED STATES MILITARY FORCES.

2. PURPOSE AND FUNCTIONS OF THE SYSTEM. THE AIR FORCE OPERATIONAL REPORTING SYSTEM (AFOREP) IS ESSENTIAL TO THE DAFCCS AND AFICCS TO PROVIDE HEADQUARTERS UNITED STATES AIR FORCE (USAF) AND OTHER AIR FORCE AGENCIES WITH CURRENT AND ACCURATE OPERATIONAL INFORMATION TO MEET RESPONSIBILITIES ASSOCIATED WITH PLANNING, STATE OF READINESS, EMPLOYMENT AND DIRECTION OF AEROSPACE FORCES. OPERATIONAL INFORMATION IS REQUIRED FOR NORMAL, EMERGENCY OR BATTLE STAFFS DURING PEACETIME, PERIODS OF ACCELERATED/EMERGENCY OPERATIONS, PERIODS OF HOSTILITIES AND DURING RECOVERY AND RECONSTITUTION OPERATIONS. THE AFOREP IS DESIGNED TO ACCOMPLISH THESE FUNCTIONS AND

TO SUPPORT THE REPORTING SYSTEMS ESTABLISHED BY THE JOINT CHIEFS OF STAFF (JCS) IN THE WWMCCS.

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AFM 55-11

20 MAY 1968

3. RELATIONSHIP TO OTHER REPORTING SYSTEMS. COORDINATION OF OPERATIONAL REPORTING REQUIREMENTS IS ESSENTIAL TO PROMOTE REPORTING EFFICIENCIES AND PREVENT REDUNDANT, DUPLICATIVE REPORTS. THE JCS, SERVICES, SPECIFIED AND UNIFIED COMMANDS AND MAJOR COMMANDS HAVE ESTABLISHED OPERATIONAL REPORTING SYSTEMS. EACH REPORTING SYSTEM IS INTENDED TO GATHER OPERATIONAL INFORMATION REQUIRED FOR COMMAND, CONTROL AND MANAGEMENT PURPOSES. THE AFOREP IS DESIGNED TO PERMIT MAXIMUM INTERFACING WITH THE JCS OPERATIONAL REPORTING SYSTEM (JOPREP). WHEN SUBMISSION OF A JCS REQUIRED REPORT WILL MEET AFOREP REQUIREMENTS FOR INFORMATION, THIS MANUAL PERMITS AND ENCOURAGES ADDRESSING OF THE JOPREP REPORT TO CSAF IN LIEU OF SUBMISSION OF A SEPARATE COMPARABLE USAF REPORT (SUCH SUBSTITUTIONS ARE INDIVIDUALLY IDENTIFIED IN THIS MANUAL.) SIMILAR UTILIZATION OF AFOREP REPORTS BY MAJOR COMMANDS FOR INTERNAL USE AND FOR INTERCOMMAND EXCHANGE OF OPERATIONAL DATA IS STRONGLY ENCOURAGED TO ACHIEVE ALL REPORTING OBJECTIVES.

4. REPORTING OBJECTIVES. OBJECTIVES OF THE AFOREP ARE-

A. PROVIDE HEADQUARTERS USAF AND ALTERNATE HEADQUARTERS WITH THE ESSENTIAL OPERATIONAL INFORMATION NECESSARY FOR FULFILLMENT OF THE USAF MISSION AND FUNCTIONS.

B. PROVIDE MAXIMUM RESPONSIVENESS AND INTERFACING WITH OTHER OPERATIONAL REPORTING SYSTEMS.

C. PROVIDE STANDARD REPORT FORMATS, CONTENTS AND PROCEDURES WITHIN THE USAF.

D. IN ALL INSTANCES, PROVIDE INFORMATION AT THE TIME AND PLACE REQUIRED.

5. RECOMMENDATIONS AND CHANGES. THIS MANUAL IS SUBJECT TO CONTINUOUS REVIEW AND UPDATING. RECOMMENDED CHANGES ARE SOLICITED AND SHOULD BE FORWARDED TO THIS HEADQUARTERS, AFXOXSD.

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AFM 55-11

20 MAY 1968

CHAPTER 2

FUNCTIONS AND RESPONSIBILITIES

1. ESTABLISHMENT OF COMMAND POSTS. WITHIN THE DAFCCS AND AFICCS A SERIES OF COMMAND POSTS WILL BE ESTABLISHED AND MAINTAINED TO PROVIDE COMMAND AND CONTROL OF AEROSPACE FORCES. EACH MAJOR COMMANDER WILL ESTABLISH AND OPERATE A COMMAND HEADQUARTERS COMMAND POST WITH ADEQUATE MANNING, EQUIPMENT AND TRAINING CONSISTENT WITH THE MISSION AND REQUIREMENTS OF HIS COMMAND. EACH COMMAND LEVEL SUBORDINATE TO THE MAJOR COMMAND WILL ESTABLISH AND OPERATE A COMMAND POST AS REQUIRED AND DIRECTED BY THE MAJOR COMMAND. IN THIS MANNER A CHAIN OF COMMAND POSTS

WILL BE PROVIDED FROM WING/BASE LEVEL UPWARD THROUGHOUT THE USAF. ADDITIONALLY, COMMAND POST ELEMENTS WILL BE PROVIDED FOR TASK/STRIKE FORCES AND SEPARATE SQUADRONS DEPLOYED/OPERATING REMOTELY/INDEPENDENTLY. ON MULTIPLE WING/UNIT BASES COMMAND POST REQUIREMENTS MAY BE CONSOLIDATED INTO A SINGLE FACILITY SERVING SEVERAL UNITS, WHEN PERMITTED BY MISSION CONSIDERATIONS AND APPROVED BY THE MAJOR AIR COMMAND/COMMANDERS CONCERNED.

2. ESTABLISHMENT OF OPERATIONAL REPORT CENTERS. AN OPERATIONAL REPORT CENTER WILL BE ESTABLISHED WITHIN EACH COMMAND POST AND SEPARATE COMMAND POST ELEMENT. THE REPORT CENTER WILL BE PHYSICALLY WITHIN OR CONTIGUOUS TO THE COMMAND POST AND BE AN ORGANIZATIONAL AND FUNCTIONAL PART OF THE COMMAND POST.

3. MISSION AND FUNCTIONS OF COMMAND POSTS. THE COMMAND POST MISSION IS TO PROVIDE FACILITIES AND FUNCTIONS THROUGH WHICH COMMAND AND CONTROL ACTIONS ARE TAKEN.

A. THE COMMAND POST ACTS AS AN EXECUTIVE AGENT FOR THE COMMANDER TO ENABLE-

(1) EXECUTION AND CONTROL OF AEROSPACE FORCES IN ACCORDANCE WITH ESTABLISHED PLANS AND PROCEDURES.

(2) COMMAND AND CONTROL OF FORCES DURING BOTH NORMAL AND EMERGENCY OPERATIONS. THE COMMAND POST IS THE NERVE CENTER OF EACH COMMAND AND IS THE PLACE WHERE VITAL OPERATIONAL INFORMATION IS CENTERED AND AVAILABLE FOR DECISIONS AND TO ENABLE TIMELY ACTIONS AND RESPONSES.

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AFM 55-11

20 MAY 1968

B. SPECIFIC COMMAND POST FUNCTIONS ARE

(1) MAINTAIN READINESS TO ACCOMPLISH AIR FORCE ACTIONS IN NATIONAL EMERGENCIES.

(2) OPERATE COMMAND POST COMMUNICATIONS SECURITY AND AUTHENTICATION SYSTEMS.

(3) RECEIVE AND DISSEMINATE COMMAND INSTRUCTIONS.

(4) SUPPORT THE CAFCCS AND THE AFICCS.

(5) SUPERVISE THE COMMAND OPERATIONAL REPORTING SYSTEM.

(6) PUBLISH OPERATING MANUALS AND INSTRUCTIONS COVERING COMMAND POST OPERATIONS.

(7) ESTABLISH AND OPERATE THE OPERATIONAL REPORTS CENTER IN ACCORDANCE WITH THIS MANUAL.

(8) PROVIDE AND CONDUCT TRAINING FOR COMMAND POST AND REPORTS CENTER PERSONNEL TO ENSURE A HIGH DEGREE OF KNOWLEDGE AND PROFICIENCY.

(9) DEVELOP PLANS AND PROCEDURES FOR DEPLOYMENT OF COMMAND AND CONTROL AND OPERATIONAL REPORTS ELEMENT PERSONNEL, EQUIPMENT AND SUPPLIES WHEN REQUIRED BY CURRENT MISSION AND PLANS.

C. SPECIFIC FUNCTIONS OF THE OPERATIONAL REPORTS CENTER ARE -

(1) CONTROL DISPATCH AND RECEIPT OF ALL OPERATIONAL REPORTS. ALL OPERATIONAL MESSAGES/REPORTS DESTINED FOR A COMMAND POST SHOULD BE IDENTIFIED BY THE FLAGWORD 'JOPREP JIFFY'. CONTROLLERS ON DUTY IN THE COMMAND POST NORMALLY WILL BE THE RELEASING OFFICIAL. WHEN THE BATTLE STAFF IS ASSEMBLED IT MAY BE DESIRABLE TO HAVE THE TEAM CHIEF CONTROL THE RELEASE OF MESSAGES AND REPORTS RELATED TO THE MISSION OR EXERCISE IN PROGRESS. INCOMING JOPREP JIFFY MESSAGES WILL BE ROUTED DIRECT TO THE COMMAND POST FOR ACTION AND FURTHER DISPOSITION.

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AFM 55-11

20 MAY 1968

(2) ESTABLISH PROCEDURES AND ASSIGN TASKS NECESSARY TO COLLECT, PROCESS AND DISSEMINATE OPERATIONAL REPORT DATA. FUNCTIONS CONCERNING OPERATIONS EVALUATION, PLANNING, CONTROL AND DECISION MAKING WILL BE ASSIGNED TO APPROPRIATE STAFF ELEMENTS/AGENCIES OTHER THAN THE REPORTS CENTER. SIMILARLY, RESPONSIBILITIES FOR PREPARATION OF OPERATIONAL REPORT DATA WILL BE ASSIGNED TO APPROPRIATE STAFF ELEMENTS/AGENCIES HAVING FUNCTIONAL RESPONSIBILITY IN THE AREAS REPORTED. THE REPORT WILL BE REVIEWED BY COMMAND POST/REPORTS CENTER PERSONNEL PRIOR TO RELEASE TO INSURE PROPER ADDRESSING, CLASSIFICATION, PRIORITY, AND ADHERENCE TO THE PRESCRIBED FORMAT. IT WILL THEN BE RELEASED IN ACCORDANCE WITH PAR 30(1), THIS CHAPTER.

(3) MONITOR OPERATIONAL REPORTS FOR ACCURACY AND TIMELINESS, REPORT ERRORS AND INITIATE CORRECTIVE ACTIONS AS REQUIRED.

(4) OPERATE THE CENTER ON A SCHEDULE THAT WILL PROVIDE TIMELY RESPONSE TO OPERATIONAL REPORTING REQUIREMENTS AND IN RESPONSE TO PARTICULAR COMMAND AND MISSION REQUIREMENTS. ACCOMPLISHMENT OF THIS REQUIREMENT MAY REQUIRE OPERATION OF THE COMMAND POST/REPORTS CENTER ON A CONTINUOUS 24 HOUR PER DAY SCHEDULE.

(5) ESTABLISH PROCEDURES FOR PERSONNEL AUGMENTATION DURING PERIODS OF ACCELERATED OPERATIONS AS REQUIRED. NORMAL OR SHIFT SCHEDULES MAY BE INCREASED OR ADDITIONAL TEMPORARY AUGMENTATION PERSONNEL MAY BE TRAINED, CONSISTENT WITH MISSION AND REPORTING REQUIREMENTS.

(6) ISSUE REPORTING INSTRUCTIONS TO INDIVIDUAL SUPPORTING OFFICES, AGENCIES AND REPORTING UNITS.

(7) MAINTAIN THE NECESSARY DIRECTIVES, REPORT FORMATS, PROCEDURES, DATA ELEMENTS AND CODES.

(8) ESTABLISH A SUSTAINED TRAINING PROGRAM FOR REPORTS PERSONNEL, AND INSURE THAT DESIGNATED ALERT AND BATTLE STAFF PERSONNEL ARE CAPABLE OF IMMEDIATELY PERFORMING THEIR ASSIGNED REPORT PREPARATION DUTIES.

(9) CONDUCT EXERCISES TO TEST THE ADEQUACY OF THE ORGANIZATION, MANNING, EQUIPMENT, PROCEDURES, COMMUNICATIONS AND TRAINING OF PERSONNEL.

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(10) MAINTAIN CURRENT DATA IN READILY USABLE FORM AT THE DESIGNATED WARTIME SITE(S) OF THE HEADQUARTERS CONCERNED.

4. COMMAND REPORTING RESPONSIBILITIES.

A. MAJOR AIR COMMANDS WILL ESTABLISH REPORTING PROCEDURES AND CHANNELS OF COMMUNICATION TO OPERATE, MANAGE AND SUPPORT THE AFOREP. ADDITIONALLY, EACH MAJOR COMMAND WILL PRESCRIBE THE ORGANIZATION, FUNCTIONS AND REQUIREMENTS OF AN OPERATIONAL REPORTING SUBSYSTEM IN ACCORDANCE WITH THE COMMAND MISSION AND REQUIREMENTS, TO MAINTAIN CAPABILITY TO PROVIDE CURRENT OPERATIONAL INFORMATION AT ALL TIMES. STANDARD TITLES, NAMES, REPORT FORMATS AND CODES AS OUTLINED IN THIS MANUAL WILL BE USED WHENEVER POSSIBLE.

B. MAJOR COMMANDS RESPONSIBLE FOR THE SUBMISSION OF REPORTS FOR ALL ORGANIZATIONS UNDER ITS OPERATIONAL CONTROL. THIS INCLUDES UNITS THAT ARE ADMINISTRATIVELY ASSIGNED TO ANOTHER MAJOR COMMAND. SEPARATE AIR FORCE OPERATING AGENCIES (EXAMPLE ACIC) WILL SUBMIT APPLICABLE REPORTS TO THE USAF COMMAND POST ON INCIDENTS OR CONDITIONS WHICH HAVE A DETRIMENTAL EFFECT ON THE AIR FORCE MISSION.

C. AIR FORCE COMPONENT COMMANDERS AND THE COMMANDERS OF THE HIGHEST AIR FORCE COMPONENT IN UNIFIED, SPECIFIED OR TREATY ORGANIZATIONS (NATO, SEATO, ETC.), WILL SUBMIT AFOREP REPORTS. IN CERTAIN INSTANCES THE COMMANDER MAY BE THE AIR FORCE COMMANDER OF A SQUADRON, DETACHMENT OR AEROSPACE VEHICLE.

D. AIR FORCE COMPONENT COMMANDERS PARTICIPATING IN JCS/CINC OPERATIONS AND SUBMITTING JOPREP REPORTS WILL ENSURE THAT -

(1) ITEMS, EVENTS AND CONDITIONS WHICH DEVELOP, WITH POTENTIAL FOR ADVERSE EFFECT ON OPERATIONS WILL BE REPORTED FIRST AND PROMPTLY THROUGH AIR FORCE CHANNELS FOR NECESSARY REMEDIAL ACTION.

(2) ITEMS, EVENTS AND CONDITIONS OF AIR FORCE INTEREST ARE REPORTED ONLY THROUGH AIR FORCE CHANNELS.

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E. IN ALL INSTANCES, OPERATIONAL REPORTING IS A CONTINUOUS MATTER FOR COMMAND INTEREST, INSPECTION, TESTING, AND ACTION, AS THE COMMANDER HAS FULL RESPONSIBILITY FOR THE TIMELINESS AND ACCURACY OF REPORTS.

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1. GENERAL. ESTABLISHMENT AND MAINTENANCE OF THE AFOREP ARE BASED UPON THE FOLLOWING POLICIES AND PRINCIPLES

A. CONTINUOUS EFFORTS ARE MADE TO STANDARDIZE AND COORDINATE INFORMATION REQUIREMENTS TO REDUCE REPORTING AND COMMUNICATIONS LOADS WHENEVER POSSIBLE. DURING PERIODS OF INCREASED TENSION AND READINESS, EVERY PRACTICAL EFFORT MUST BE MADE TO REDUCE REPORTING REQUIREMENTS, FREQUENCY AND KINDS OF INFORMATION ETC., TO ENSURE, THAT ESSENTIAL INFORMATION IS TRANSMITTED AND RECEIVED ON A TIMELY BASIS. INDIVIDUAL AFOREP REPORT INSTRUCTIONS PROVIDE THIS CONTROL. COMMANDS CAN CONTRIBUTE TO THIS EFFORT BY ESTABLISHING PROCEDURES FOR THE PERIODIC REVIEW OF ALL OPERATIONAL REPORTS. NEW REQUIREMENTS FOR INFORMATIONAL DATA MUST BE CLOSELY SCRUTINIZED TO DETERMINE HOW THIS REQUIREMENT CAN BE INCORPORATED INTO THE EXISTING SYSTEM, WITH MINIMUM PROLIFERATION OF REPORTING.

B. ESSENTIAL OPERATIONAL INFORMATION REQUIREMENTS OF THE CSAF AND SUBORDINATE COMMAND LEVELS WILL BE SUPPORTED. THESE ESSENTIAL REQUIREMENTS WILL NOT BE COMPROMISED OR RESTRICTED, IN THE INTEREST OF STANDARDIZATION WITH OTHER SYSTEMS OR BY AVAILABLE COMMUNICATIONS CAPABILITIES. INFORMATION REQUIREMENTS ARE SUBJECT TO CONTINUOUS EVALUATION FOR ESSENTIALITY. COMMUNICATIONS CAPABILITIES PROVIDING THE NECESSARY CAPACITY AND RELIABILITY MUST BE PROVIDED.

C. WHENEVER POSSIBLE REPORTING REQUIREMENTS OF THE AFOREP ARE IDENTICAL WITH THOSE OF THE JCS AND THE SPECIFIED AND UNIFIED COMMANDERS. TO BE EFFECTIVE, REPORTING SYSTEMS ESTABLISHED BY MAJOR COMMANDS MUST PROMULGATE THIS PRINCIPLE TO ENSURE OPERATIONAL REPORTING EFFICIENCY, TIMELINESS AND ACCURACY. PROVISIONS OF THE AFOREP ARE NOT INTENDED TO ABROGATE MAJOR COMMAND SYSTEMS EMPLOYING ADVANCED AUTOMATED, ONLINE PROCEDURES. IT IS EXPECTED THAT FUTURE CHANGES AND UPDATING OF MAJOR COMMAND SYSTEMS WILL INCORPORATE THIS CHANGE AS REQUIRED ON A PHASED ORDERLY BASIS. THE STANDARDIZATION OF REPORT NAMES, FORMATS, DATA ELEMENTS AND CODES IS ESSENTIAL FOR MAXIMUM INTERFACE OF THE JOINT REPORTING SYSTEM, AIR FORCE REPORTING SYSTEM, AND COMMAND SYSTEMS.

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AFM 55-11

20 MAY 1968

D. MAJOR COMMANDS ARE RESPONSIBLE TO SUBMIT OR CAUSE SUBMISSION OF OPERATIONAL REPORTS. CERTAIN AFOREP REPORTS MAY BE GENERATED FROM MAJOR COMMAND DATA BASES, WHILE OTHERS NOT, AS PROVIDED IN THIS MANUAL AND AS DIRECTED BY THE COMMAND, BE SUBMITTED BY AN ALTERNATE FACILITY OR BY OPERATING UNITS SIMULTANEOUSLY TO ALL ADDRESSEES. CHANNELS AND PROCEDURES FOR SUBMISSION OF AFOREP AND MAJOR COMMAND REPORTS MUST BE CONSIDERED TO ENSURE RELIABILITY AND SURVIVABILITY OF THE REPORTING SYSTEMS.

E. JOINT OPERATIONAL REPORT (JOPREP) TYPES ARE INCLUDED IN THE AFOREP FOR USE AS DIRECTED BY THE OSAF AND AS A MEANS TO INFORM AND TRAIN AIR FORCE REPORTS PERSONNEL FOR PARTICIPATION IN JOINT OPERATIONS. WHEN DIRECTED BY THIS HEADQUARTERS THESE REPORTS WILL BE SUBMITTED AS INDICATED IN THIS MANUAL AND AS INDICATED IN THE IMPLEMENTING DIRECTIVE. WHEN IMPLEMENTATION IS DIRECTED BY THE JOS THROUGH SPECIFIED/UNIFIED COMMAND CHANNELS, AIR FORCE UNITS WILL FOLLOW THE APPROPRIATE JOINT DIRECTIVE (COORDINATED BY THIS HEADQUARTERS) RATHER THAN THIS MANUAL. MINOR DIFFERENCES DUE TO OPERATING CONDITIONS AND REQUIREMENTS FOR INFORMATION MAY BE EXPERIENCED BETWEEN THE AFOREP AND JOINT IMPLEMENTING DIRECTIVES.

2. MANNING AND TRAINING OF REPORTS PERSONNEL.

A. THE AVAILABILITY OF TRAINED REPORTS PERSONNEL IS VITAL TO OPERATIONAL REPORTING. ADEQUATE PERSONNEL MUST BE PROVIDED AND TRAINED IN ADVANCE OF THE REQUIREMENT TO INITIATE AND SUSTAIN EFFECTIVE REPORTING. AIR FORCE ORGANIZATIONS, PRIOR TO DEPLOYMENT OR EMPLOYMENT IN JOINT OPERATIONS, SUPPORT A NORMAL REPORTING LOAD. IT IS MUCH LESS AND DIFFERENT THAN THAT REQUIRED IN CERTAIN CONTINGENCY OPERATIONS, OR WHEN ACCESS TO ADVANCE, AUTOMATED, ONLINE COMMUNICATIONS ARE NOT AVAILABLE.

B. IT IS ANTICIPATED THAT TOTAL REQUIREMENTS FOR TRAINED REPORTS PERSONNEL WILL VARY ACCORDING TO COMMAND LEVEL AND MISSION REQUIREMENTS. MAJOR COMMANDS AND SUBORDINATE COMMANDERS WILL EVALUATE REPORTS PERSONNEL MANNING IN ACCORDANCE WITH ASSIGNED MISSIONS AND COMMITMENTS AND INITIATE NECESSARY ACTION TO PROVIDE THE REQUIRED SPACE(S). DURING CERTAIN NORMAL OPERATIONS AND IN ACCORDANCE WITH COMMAND LEVEL AND MISSION REQUIREMENTS, IT MAY BE DESIRABLE TO COMBINE REPORT PERSONNEL MANNING REQUIREMENTS WITH THE NORMAL OR AUGMENTED CONTROLLER TEAMS.

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AFM 55-11

20 MAY 1968

3. EQUIPPING OF REPORT SECTION/CENTER.

A. TIMELY AND ACCURATE OPERATIONAL REPORTING REQUIRES PROPER EQUIPMENT AND FACILITIES IMMEDIATELY AVAILABLE TO THE REPORT SECTION. THESE REQUIREMENTS INCLUDE ADEQUATE COMMUNICATIONS LINES/CHANNELS, TELETYPE AND CARD TRANSCEIVER (AUTODIN) INPUT/OUTPUT DEVICES, MESSAGE COMPOSER, NORMAL AND SECURE TELEPHONE EQUIPMENT AND PUNCH CARD PREPARATION EQUIPMENT. OTHER CONSIDERATIONS INCLUDE A SECURE ADEQUATE WORKSPACE AREA, ENCODING AND DECODING DOCUMENTS, ADMINISTRATIVE EQUIPMENT AND SUPPLIES. REPORT CENTERS SUPPORTED BY ADP COMPUTER EQUIPMENT REQUIRE IMMEDIATE ACCESS TO A COMPUTER COMMUNICATION CONSOLE OR INPUT/OUTPUT DEVICE FOR ACCESS TO OR UPDATE OF THE DATA BASE. MAJOR COMMANDS AND COMMANDERS WILL EVALUATE REPORT CENTER EQUIPMENT AND FACILITY REQUIREMENTS TO ENSURE ADEQUACY, AND INITIATE ACTION TO PROVIDE AND IMPROVE THESE VITAL ASSETS AS REQUIRED.

B. THE LARGE AND INCREASING USE OF AUTOMATED REPORTS CAUSES EQUIPMENT AND FACILITIES FOR THE REPORT SECTION TO BECOME VASTLY MORE IMPORTANT. IT IS NATIONAL AND AIR FORCE POLICY TO MAKE MORE AND BETTER USE OF DATA AUTOMATION EQUIPMENT AND COMPUTERS. AT CERTAIN COMMAND LEVELS NOT AUTHORIZED SEPARATE COMMAND AND CONTROL COMPUTER EQUIPMENT, IT IS APPROPRIATE FOR COMMAND POST REPORT SECTIONS TO COORDINATE AND ARRANGE A LEVEL OF COMPUTER SUPPORT FROM DATA SERVICES OR OTHER AGENCIES TO IMPROVE OPERATIONAL REPORTING. DATA PROCESSING INSTALLATIONS ARE AUTHORIZED TO PROVIDE SUPPORT (PUNCH CARDS, PRINTOUTS, ETC.) UNDER DATA SYSTEM DESIGNATOR (DSD) AOIIT.

4. DEPLOYMENT PLANNING.

A. COMMANDERS WILL ENSURE THAT UNIT TASK FORCE DEPLOYMENT PLANS INCLUDE COMMAND POST AND REPORT SECTION PERSONNEL, EQUIPMENT AND SUPPLY REQUIREMENTS. THESE VITAL ASSETS MUST BE GIVEN PRIORITY ATTENTION AND NORMALLY SHOULD DEPLOY IN THE FIRST OR ADVANCED ELEMENTS OF THE UNIT DEPLOYMENT. DEPLOYMENT WILL BE IN ACCORDANCE WITH THE ASSIGNED MISSION AND APPROVED PLANS. COMMANDERS WILL EN-SURE THAT AIR-TRANSPORTABLE MOBILITY KITS OF EQUIPMENT, DOCUMENTS AND SUPPLIES CONSISTENT WITH THE MISSION AND PLANS ARE MAINTAINED READY FOR DEPLOYMENT AND USE IN THE FORWARD AREA/S.

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B. IN CERTAIN AREAS/LOCATIONS AND CONTINGENCIES THE DEPLOYMENT OF COMMAND AND CONTROL COMPUTER EQUIPMENT MAY BE REQUIRED. MAJOR COMMANDS WILL REVIEW CONTINGENCY COMMITMENTS AND PLANS TO EVALUATE THIS FOR POSSIBLE REQUIREMENT, INITIATE ACTION AND DEVELOP PLANS TO PROVIDE THE COMPUTER EQUIPMENT AND FACILITY SUPPORT. REQUIREMENTS AND PLANS FOR THE DEPLOYMENT OF COMMAND AND CONTROL COMPUTERS TO SUPPORT CONTINGENCY OPERATIONS WILL BE SUBMITTED TO THIS HEADQUARTERS FOR APPROVAL, PRIOR TO IMPLEMENTATION.

5. OPERATING IN A DEGRADED ENVIRONMENT.

A. CONSIDERATION MUST BE GIVEN TO THE FOLLOWING FACTORS WHEN THE ALTERNATE COMMAND POST/OPERATIONS CENTER IS MANNED AND OPERATIONAL -

- (1) TYPE OF COMMUNICATIONS AVAILABLE.
- (2) AVAILABILITY OF AUTOMATED DATA PROCESSING EQUIPMENT
- (3) AVAILABILITY OF QUALIFIED REPORTS PERSONNEL.

B. DEFICIENCY IN ANY OF THE ABOVE WILL REQUIRE ADJUSTMENTS TO BE MADE. REPORTS TRANSMITTED VIA PUNCHED CARD OR MAGNETIC TAPE MAY HAVE TO BE RETRANSMITTED BY TELETYPE TO AN ALTERNATE COMMAND POST/OPERATIONS CENTER THAT DOES NOT HAVE EQUIPMENT TO RECEIVE INFORMATION IN THIS FORM, NOR PROCESS IT IN THIS FORM. WHEN THE VOLUME OF REPORTS TO BE TRANSMITTED BECOMES GREATER THAN THE CAPACITY OF AVAILABLE COMMUNICATIONS OR REPORTS PERSONNEL, A JUDGEMENT MUST BE MADE ON THE RELATIVE IMPORTANCE OF INFORMATION/DATA TO BE ACCUMULATED AND TRANSMITTED. THE VARIANCE IN SITUATIONS WILL AFFECT THE RELATIVE IMPORTANCE OF INFORMATION WITHIN A REPORT, OR A REPORT WITHIN ONE OF THE CATEGORIES LISTED BELOW. THE FOLLOWING CATEGORIES OF INFORMATION HAVE BEEN ESTABLISHED TO PROVIDE A GUIDE IN DETERMINING THE RELATIVE IMPORTANCE OF REPORTS UNDER MOST SITUATIONS -

(1) CATEGORY I - INFORMATION VITAL TO THE SECURITY OF THE UNITED STATES OR IT'S FORCES THIS INCLUDES ATTACK WARNING, ACTUAL ATTACK INFORMATION, OR INFORMATION THAT MAY INDICATE THAT AN ATTACK IS POSSIBLE. REPORTS IN THIS CATEGORY WOULD BE - CIRVIS, NUCLEAR/BIOLOGICAL/CHEMICAL ATTACK, OPREP-3 EVENT/INCIDENT.

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(2) CATEGORY II INFORMATION NECESSARY FOR - IMMEDIATE OPERATIONAL DECISIONS, MONITORING OF AIRCRAFT OR UNIT MOVEMENTS, MEASUREMENT OF THE SUCCESS OF MISSIONS, CORRECTIVE MEASURES, OR INCIDENTS/CONDITIONS AFFECTING THE COMBAT CAPABILITY OF AIR FORCE UNITS. REPORTS IN THIS CATEGORY WOULD BE

OPREP-3	OPREP-2	LOSREP	MEDMER	DEPSUM-1
OPREP-4	SITREP	RESCUE	PERSOEP	
DEPSUM 2	LIFSUM	SPIREP	FORSTAT	

(1) CATEGORY III - INFORMATION USEFUL IN MONITORING THE STATUS OF FORCES, IN PLANNING, AND IN ANALYSIS. REPORTS IN THIS CATEGORY WOULD BE -

INREP	PERSTAT	ALOREP	DISUM	UCODES
REPOL	MEDRED	COACT	MEDCON	NIKREP
OPREP-5	OPREP-1	CRAFREP	AMREP	

C. THE CSAF AND MAJOR COMMANDS MAY SUSPEND THE SUBMISSION OF SELECTED REPORTS WHEN COMMUNICATIONS ARE DEGRADED, OR THE PREPARATION OF RELATIVELY MINOR REPORTS IMPEDES THE PREPARATION OF MORE URGENT REPORTS. CONSIDERATION SHOULD BE GIVEN TO THE DISCONTINUANCE OF SELECTED REPORTS WITHIN CATEGORY III INITIALLY. AS THE RELATIVE IMPORTANCE OF REPORTS MAY FLUCTUATE DUE TO OPERATIONAL CONSIDERATIONS, EACH REPORT SHOULD BE EVALUATED INDIVIDUALLY BEFORE DISCONTINUING ANY REPORT. NOTIFICATION TO ALL NORMAL RECIPIENTS WILL BE MADE WHEN DISCONTINUING ANY REPORT.

6. INDIVIDUAL REPORT INSTRUCTIONS. INFORMATION AND REQUIREMENTS CONCERNING INDIVIDUAL REPORTS ARE PREPARED IN A STANDARD ARRANGEMENT AS INDICATED BELOW. ENTRIES ARE SELECTED TO COVER ALL ASPECTS NECESSARY FOR UNDERSTANDING AND SUBMISSION OF REPORTS. STANDARDIZED ARRANGEMENT OR FORMATTING OF REPORTING INSTRUCTIONS ENHANCES REFERENCE, USE AND THE TRAINING OF COMMAND POST/CENTER REPORTS PERSONNEL THROUGHOUT THE AIR FORCE. COMMANDS PUBLISHING SUPPLEMENTS TO THIS MANUAL OR SEPARATE MANUALS ARE ENCOURAGED TO INDICATE INDIVIDUAL REPORT REQUIREMENTS IN THE STANDARD FORMAT CONTAINED IN THIS MANUAL.

REPORT TITLE OR NAME

SHORT TITLE
(ACRONYM FORMED FROM FULL TITLE OR NAME
OF THE REPORT)

3-5

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AFM 55-11

20 MAY 1968

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|--------------------|--|
| I. PURPOSE | THIS SECTION OF THE REPORTING INSTRUCTION WILL, IN DESCRIBING THE PURPOSE OF THE REPORT, INDICATE BRIEFLY THE KIND OR TYPE OF INFORMATION CONTAINED IN THE REPORT AND THE AGENCIES OR COMMAND LEVELS SUPPORTED BY THE REPORT. |
| II. SUBMITTED BY | THIS SECTION INDICATES THE AGENCY OR ORGANIZATION REQUIRED TO SUBMIT THE REPORT. |
| III. SUBMITTED TO | THIS SECTION INDICATES THE AGENCIES OR ORGANIZATIONS TO WHICH THE REPORT IS MADE. THIS SECTION IS SUB-DIVIDED INTO ACTION AND INFORMATION ADDRESSEES AS REQUIRED. PROVISIONS FOR INTRA AND INTER-COMMAND REPORTING MAY BE INCLUDED IN ADDITION TO PROVISIONS FOR COMMAND REPORTING TO HIGHER HEADQUARTERS. |
| IV. WHEN SUBMITTED | A. THIS SECTION INDICATES WHEN THE REPORT WILL BE SUBMITTED. TIMELINESS MAY BE EXPRESSED WITH EXACT TIMES OR MORE GENERALLY ON AN AS REQUIRED OR APPLICABLE BASIS. NORMALLY, TIMES WILL BE EXPRESSED IN RELATION TO THE SUBMITTING AGENCY AND NOT IN RELATION TO THE RECIPIENTS. COMMUNICATION CHANNEL CAPABILITIES, DISTANCE AND REPORT MESSAGE PRECEDENCE NORMALLY |

INFLUENCE TRANSMISSION TIME AND FOR PRACTICAL PURPOSES DETERMINE RECEIPT TIMES. ALL OPERATIONAL REPORTS CONTAINED IN THIS MANUAL ARE AUTHORIZED FOR ELECTRICAL TRANSMISSION UNDER 'MINIMIZE' CONDITIONS.

B. PRIORITY CATEGORY. THE APPROPRIATE CATEGORY IN ACCORDANCE WITH PAR 5C WILL BE ENTERED. THIS IS A RELATIVE PRIORITY WITHIN THE AFOREP SYSTEM.

V. HOW SUBMITTED

THIS SECTION WILL INDICATE THE-

A. CLASSIFICATION. WHEN THE CLASSIFICATION CAN BE DETERMINED IN ADVANCE, THE APPROPRIATE CLASSIFICA-

3-6

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AFM 55-11

20 MAY 1968

TION WILL BE INDICATED. THIS SUB-SECTION MAY REQUIRE THE SUBMITTING AGENCY TO DETERMINE THE PROPER CLASSIFICATION.

B. METHOD OF TRANSMISSION. THIS SUB-SECTION WILL INDICATE THE PRIMARY AND ALTERNATE METHODS FOR SUBMISSION OF THE REPORT, I.E. ONLINE, AUTODIN, TELETYPE, TELEPHONE, MAIL, ETC. NORMALLY THE MOST EFFICIENT METHOD OF TRANSMISSION WILL BE INDICATED FOR PRIMARY USE.

C. PRECEDENCE OF TRANSMISSION. THIS SUB-SECTION WILL INDICATE THE DESIRED PRECEDENCE ACCORDING TO THE TYPE OF REPORT AND THE URGENCY OF THE REPORTED DATA. THIS PRECEDENCE IS IN RELATION TO ALL OTHER TRAFFIC.

VI. SPECIFIC REPORTING INSTRUCTIONS

THIS SECTION PROVIDES INFORMATION REGARDING THE OVERALL DESCRIPTION OF THE REPORT, TYPE OF FORMAT, SPECIAL NOTES AND INSTRUCTIONS APPLICABLE TO THE REPORT.

VII. REPORT IDENTIFICATION

THIS SECTION ASSIGNS EITHER AN ALPHA-NUMERIC OR A TWO LETTER INDICATOR FOR EACH REPORT TO FACILITATE IDENTIFICATION IN AUTOMATIC DATA PROCESSING COMPUTERS, MESSAGE COMPOSERS, AND TRANSMITTING AND RECEIVING EQUIPMENT. THE REPORT IDENTIFIER IS AN ABBREVIATION OF THE REPORT TITLE ACRONYM, I.E. FORSTAT HAS A REPORT IDENTIFICATION OF FS. WHEN THIS MANUAL REQUIRES A REPORT THAT IS ALSO REQUIRED BY A JCS PUBLICATION, THE REPORT IDENTIFIER IN THIS MANUAL WILL BE THE SAME AS THAT USED IN THE JCS PUBLICATION. REPORT IDENTIFIERS HAVE BEEN ASSIGNED TO NON-AUTOMATED REPORTS AS WELL AS TO AUTOMATED REPORTS TO RESERVE THAT IDENTIFIER FOR POSSIBLE FUTURE AUTOMATION.

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VIII. REPORT CONTENT

THIS SECTION INDICATES THE INFORMATION REQUIRED IN THE REPORT. THE FORMAT OR FIXED ENTRIES REQUIRED IN THE REPORT WILL BE LISTED IN THIS SECTION. SIMILARLY, A DISCUSSION OF THE INFORMATION TO BE COVERED IN NARRATIVE, FREE FORM REPORTS WILL BE INCLUDED. THE CONTENT SECTION OF ALL FIXED CONTENT OR FORMAT REPORTS WILL CONTAIN A REMARKS SECTION, TO PROVIDE REQUIRED FLEXIBILITY AND ADAPTABILITY. COMMANDERS, COMMAND POST/CENTERS SUBMITTING REPORTS OR HEADQUARTERS DIRECTING SUBMISSION OF THE STANDARD, FORMATTED REPORTS WILL USE THE REMARKS SECTION TO ADD INFORMATION DEEMED PERTINENT OR REQUIRED--PENDING RECOMMENDATION AND COORDINATION FOR APPROVAL TO CHANGE THE FORMATTED PORTION(S) OF THE REPORT.

IX. SAMPLE REPORT

THIS SECTION WILL PROVIDE SAMPLE REPORTS FOR REFERENCE BY AGENCIES SUBMITTING AND RECEIVING REPORTS. SAMPLE REPORTS WILL INDICATE THE COMPLETE IDENTIFICATION AND BODY OF THE REPORT. SAMPLE ADDRESSING WILL BE OMITTED, AS PROPER ADDRESSING CAN BE DETERMINED READILY BY REFERENCE TO SECTIONS TWO AND THREE OF THE INDIVIDUAL REPORT INSTRUCTIONS.

X. DATA COLLECTION FORMATS

FORMAT ON WHICH THE REPORT IS NORMALLY PREPARED OR WHICH IS USED TO COLLECT INFORMATION FROM AIRCREWS STAFF AGENCIES, DEBRIEFING TEAMS AS A STEP IN REPORT PREPARATION. FORMS CITED OR PROVIDED IN THIS SECTION ARE AVAILABLE THROUGH NORMAL PUBLICATIONS DISTRIBUTION CHANNELS OR BY LOCAL REPRODUCTION AS INDICATED. (USE OF THESE FORMATS MAY NOT BE REQUIRED FOR REPORTING SYSTEMS/REPORTS EMPLOYING FORMAT GENERATORS/ONLINE OPERATIONS, WHEREIN FORMATS ARE STORED OR GENERATED AUTOMATICALLY.)

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6. USE OF FLAGWORDS.

A. A STANDARD FLAGWORD WILL BE USED THROUGHOUT THE AIR FORCE AND THE WWMCCS TO IDENTIFY COMMAND POST TO COMMAND POST ELECTRICALLY TRANSMITTED MESSAGES AND OPERATIONAL REPORTS. THE FLAGWORD INDICATES TO COMMUNICATION TERMINAL PERSONNEL THAT THE MESSAGE OR REPORT WAS ORIGINATED BY A COMMAND POST/REPORTS CENTER AND IT IS TO BE ROUTED TO THE RECEIVING COMMAND POST/REPORTS CENTER DIRECT RATHER THAN THROUGH NORMAL DIRECTOR OF ADMINISTRATIVE SERVICES CHANNELS. THE FLAGWORD, ITS MEANING AND RESULTANT MESSAGE ROUTING, IS INTENDED TO EXPEDITE MOVEMENT OF COMMAND POST MESSAGES AND REPORTS BETWEEN COMMAND POSTS AND COMMUNICATIONS TERMINALS -- IT DOES NOT INDICATE A PRECEDENCE FOR TRANSMISSION BETWEEN COMMUNICATIONS TERMINALS OR WITHIN COMMUNICATIONS CHANNELS. JOPREP JIFFY TRAFFIC FROM/TO A COMMAND POST/REPORTS CENTER WILL BE PROCESSED IN ACCORDANCE WITH CHAPTER II.

B. THE STANDARD UNCLASSIFIED FLAGWORD TO BE USED WITHIN THE AIR FORCE AND THE WWMCCS IS JOPREP JIFFY. THE FLAGWORD WILL BE ENTERED BY ORIGINATORS IN THE FIRST LINE OF THE MESSAGE OR REPORT TEXT AS ILLUSTRATED LATER IN THIS CHAPTER1 ON AUTOMATED REPORTS

JOPREP JIFFY WILL BE ENTERED ON THE SECURITY CLASSIFICATION CARD IN THE SPACE ALOTTED FOR SPECIAL HANDLING INSTRUCTIONS.

7. DISTRIBUTION OF COMMAND DIRECTIVES. THE AIR FORCE COMMAND POST OPERATIONAL REPORTS REQUIREMENTS SECTION MAINTAINS A QUICK REFERENCE, WORKING LIBRARY OF MAJOR COMMAND OPERATIONAL REPORTING DIRECTIVES. ONE COPY OF THE MAJOR COMMAND PUBLICATIONS AND ALL CHANGES THERETO SUPPLEMENTING, SUPPORTING OR IMPLEMENTING THE PROVISIONS OF THIS MANUAL OR JOPREP PUBLICATIONS WILL BE FORWARDED TO THIS HEADQUARTERS, MARKED FOR AFXOXSD.

8. PRODUCTION. AUTHORITY IS GRANTED TO EXTRACT ANY PORTION OF THIS MANUAL FOR LOCAL REPRODUCTION AS INDICATED HEREIN OR AS DETERMINED BY THE MAJOR COMMAND. THE PROVISIONS OF AFR 205-1 APPLY.

9. SECURITY CLASSIFICATION OF REPORT. IT IS THE REPORTING COMMANDER'S RESPONSIBILITY TO ASSIGN THE APPROPRIATE SECURITY CLASSIFICATION IN ACCORDANCE WITH AFR 205-1 TO EACH INDIVIDUAL REPORT. IN ACCORDANCE WITH DOD DIRECTIVE 5200.1, OVERCLASSIFICATION AND UNNECESSARY CLASSIFICATION MUST BE SCRUPUOUSLY AVOIDED. WHERE APPROPRIATE, SEPARATE CLASSIFICATIONS WILL BE ASSIGNED TO EACH PARAGRAPH OF A REPORT SO THAT RECIPIENTS CAN QUOTE PARTS OF A REPORT

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AFM 55-11

20 MAY 1968

WITHOUT OVERCLASSIFYING THEM. IN COMBAT OR COMBAT-RELATED OPERATIONS, MESSAGES WHICH CONTAIN SECRET OR CONFIDENTIAL INFORMATION MAY BE TRANSMITTED IN THE CLEAR OVER ANY WIRE CIRCUIT OR RADIO CHANNEL WHEN TIME CANNOT BE SPARED FOR ENCRYPTION AND THE INFORMATION CANNOT BE ACTED UPON BY THE ENEMY IN TIME TO INFLUENCE THE SITUATION IN QUESTION. SUCH MESSAGES WILL BE MARKED (SEND IN THE CLEAR) OVER THE SIGNATURE OF THE COMMANDER OR HIS AUTHORIZED REPRESENTATIVES (REF PARAGRAPH 7-78(4), AFR 205-1 AND PARAGRAPH 326, ACP 1210). IN GENERAL, REPORTS WILL BE CLASSIFIED IN ACCORDANCE WITH THE FOLLOWING GUIDELINES

A. IF A REPORT INDICATES THE COMBAT CAPABILITY, OR LACK OF COMBAT CAPABILITY OF ONE OR MORE SQUADRONS, IT WILL BE CLASSIFIED A MINIMUM OF CONFIDENTIAL.

B. IF A REPORT CONTAINS COMBAT LOSS, DAMAGE OR RESULTS OF A COMBAT MISSION, IT WILL BE CLASSIFIED A MINIMUM OF CONFIDENTIAL.

C. IF A REPORT CONTAINS A COMPLETE INVENTORY OF NUCLEAR WEAPONS OF ONE/OR MORE DETACHMENTS/SQUADRONS, IT WILL BE CLASSIFIED SECRET - FORMERLY RESTRICTED DATA.

D. IF A REPORT CONTAINS INFORMATION ON THE DEPLOYMENT OF COMBAT AIRCRAFT, UNITS, OR TROOPS, IT WILL BE CLASSIFIED IN THE REPORT THE SAME AS IT IS IN THE PLAN, BUT IN NO INSTANCE LESS THAN CONFIDENTIAL.

E. UNIT NAMES AND LOCATIONS CLASSIFIED IN A PLAN WILL HAVE THE SAME CLASSIFICATION IN A REPORT.

10. IDENTIFICATION OF REPORTS. THE AFOREP IS DESIGNED TO ALLOW TRANSMISSION OF REPORTS BY MAIL, ELECTRICAL RECORD COMMUNICATIONS (TELETYPE, AUTODIN) OR VOICE. TO ENSURE EXPEDITIOUS HANDLING OF DATA, EACH COMMUNICATION CONTAINING OPERATIONAL REPORT DATA MUST BE IDENTIFIED. THE FOLLOWING IDENTIFIERS WILL BE USED TO CONSTRUCT THE FIRST

LINE OF THE REPORT, THE REPORT IDENTIFICATION LINE. EACH IDENTIFIER WILL BE SEPARATED BY A VIRGULE (/).

A. SECURITY CLASSIFICATION. THE FIRST ENTRY ON THE REPORT IDENTIFICATION LINE WILL INDICATE THE OVERALL CLASSIFICATION OF THE REPORT.

B. FLAGWORD/S. ALL REPORTS PRESCRIBED BY THIS MANUAL WILL BE IDENTIFIED BY THE FLAGWORD JOPREP JIFFY. A 'FOR' ELEMENT IS NOT REQUIRED IN THE MESSAGE HEADING AS THE FLAGWORD IDENTIFIES THE RECIPIENT.

3-10

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AFM 55-11

20 MAY 1968

C. REPORTING AGENCY. USE ABBREVIATION TO INDICATE THE COMMAND, ORGANIZATION OR UNIT SUBMITTING THE REPORT.

D. SHORT TITLE AND NUMBER. IN ADDITION TO THE FLAG-WORD TO IDENTIFY REPORTS IN THE SYSTEM, THE SHORT TITLE WILL ALWAYS BE USED AS AN IDENTIFIER (REF PAR 5). THE SHORT TITLE WILL BE FOLLOWED BY THE REPORT NUMBER. THIS IS A THREE-DIGIT NUMBER ASSIGNED SEQUENTIALLY BY THE REPORT ORIGINATOR FOR EACH PARTICULAR TYPE OF REPORT. AFTER NUMBER 999 HAS BEEN REACHED, THE REPORT NUMBER WILL START OVER AT 001. VOICE REPORTS ARE NOT NUMBERED.

(1) EXERCISE REPORTS WILL SHOW THE EXERCISE/ OPERATION NICKNAME IMMEDIATELY PRECEDING THE REPORT SHORT TITLE.

(2) EXERCISE REPORTS WILL BE NUMBERED INDEPENDENTLY FROM REAL-WORLD REPORTS STARTING OVER AT 001 AT THE START OF EACH EXERCISE.

E. AS-OF-TIME OR TIME OF OCCURENCE. THE (AS-OF) TIME IS THE CUT-OFF TIME SPECIFIED FOR A GIVEN REPORT. THE TIME OF OCCURENCE IS THE ACTUAL TIME THE EVENT(S) OCCURRED. IN EITHER INSTANCE, TIME WILL BE SHOWN IN ZULU (GMT) TIME PRECEDED BY THE DATE, AND FOLLOWED BY MONTH (ABBREVIATED) AND YEAR.

11. REPORT IDENTIFICATION EXAMPLES. EXAMPLES OF HOW TO IDENTIFY REPORTS

A. ELECTRICALLY TRANSMITTED RECORD COMMUNICATIONS-FIRST LINE OF MESSAGE (EXAMPLE CLASSIFICATION)

(SECRET/JOPREP JIFFY/TACISITREP 007/15103CZ AUG 67)

B. ELECTRICALLY TRANSMITTED EXERCISE RECORD COMMUNICATIONS - FIRST LINE OF MESSAGE. (EXAMPLE CLASSIFICATION)

(SECRET/JOPREP JIFFY/TAC/EXERCISE HIGH HEELS 67 SITREP 001/151030Z AUG 67)

C. VOICE REPORTS

(1) ACTUAL REPORT.

(THIS IS JOPREP JIFFY -OPREP-3 FROM ATC AS OF 0430 ZULU)

(2) EXERCISE REPORT

3-11

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AFM 55-11

20 MAY 1968

(THIS IS A JOPREP JIFFY EXERCISE HIGH HEELS 67 OPREP-3 FROM ATC AS OF 0430 ZULU)

12. CORRECTION OF REPORTS. 1F, AFTER A REPORT HAS BEEN SUBMITTED, IT IS DISCOVERED THAT THE REPORT CONTAINED ERRONEOUS DATA, A CORRECTION WILL BE SUBMITTED. ONLY SECTIONS OR LINE NUMBERS TO BE CORRECTED NEED BE SUBMITTED--NOT THE ENTIRE REPORT. THESE CORRECTIONS WILL BE IDENTIFIED IN THE FOLLOWING MANNER ACCORDING TO MEANS OF SUBMISSION

A. RECORD COMMUNICATIONS. FIRST LINE OF TEXT (EXAMPLE CLASSIFICATION)

(SECRET/JOPREP JIFFYITAC/SITREP319/141400Z NOV 65/ CORRECTION 318.)

(IN THIS EXAMPLE THE NUMBER 319 REPRESENTS THE NEXT NUMBER IN THE SEQUENTIAL NUMBER SYSTEM, NOT THE NUMBER OF THE REPORT BEING CORRECTED. THE NUMBER 318 IDENTIFIES THE ORIGINAL REPORT REQUIRING CORRECTION. THE EXERCISE/OPERATION NICKNAME WILL BE ENTERED WHEN CORRECTING EXERCISE REPORTS).

NOTE - THE CORRECTION DESIGNATION WILL NOT BE USED FOR DAILY REPORTS UPDATED BY EXCEPTION OR FOR AS-REQUIRED REPORTS.

B. VOICE REPORTS.

(THIS IS A JOPREP JIFFY REPORT FROM TAC. CORRECTION TO OPREP-4 007 AS OF 0430Z IS AS FOLLOWS.)

(THE EXERCISE/OPERATION NICKNAME WILL BE USED WHEN CORRECTING EXERCISE VOICE REPORTS.)

13. FORMAT FOR COMPUTER PROCESSED REPORTS. CERTAIN REPORTS INTENDED FOR DIRECT COMPUTER PROCESSING AND NORMALLY SUBMITTED VIA PUNCHED CARD TRANSCEIVER (AUTODIN) WILL USE CARDS IN THE FOLLOWING SIX BASIC TYPES OF FORMAT-(CERTAIN OLDER REPORTS IN THE AFOREP REQUIRE A SLIGHTLY DIFFERENT FORMAT THAN IS PRESENTED IN THIS PARAGRAPH. IN THE FUTURE WHEN COMPUTER PROGRAMMING MODIFICATIONS ARE COMPLETE ALL AFOREP COMPUTER PROCESSED REPORTS WILL USE THIS STANDARD FORMAT/CARD ARRANGEMENT.) THE FORMAT FOR EACH OF THE FOLLOWING CARD TYPES ARE USED IN THIS MANUAL-

3-12

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AFM 55-11

20 MAY 1968

A. COMMUNICATIONS HEADER CARD. THIS FORMAT IS DEFINED IN JANAP 126, DATED 1 JULY 1964.

B. CLASSIFICATION, IDENTIFICATION AND HANDLING CARD(S). THIS CARD (THESE CARDS) SERVE(S) TO CONVENIENTLY CONVEY ANY NEEDED INFORMATION ABOUT THE REPORT TO THE HUMAN OPERATOR.

C. REPORT HEADER CARD. THIS CARD IDENTIFIES THE REPORT.

D. REPORT DETAIL CARD(S). THIS CARD TYPE WILL CARRY THE REPORT DETAILS OR DATA IN AS MANY CARDS AS REQUIRED. CERTAIN FIELDS ON THIS CARD TYPE ARE STANDARD FOR ALL REPORTS. OTHER DETAIL OR DATA FIELDS VARY IN SIZE AND ARRANGEMENT AS INDICATED FOR INDIVIDUAL REPORTS IN THIS VOLUME.

E. REPORT END CARD. THIS CARD PROVIDES ANY TERMINAL IDENTIFYING INFORMATION THAT MAY BE REQUIRED SUCH AS EXERCISE INFORMATION.

F. END OF TRANSMISSION CARD. THIS FORMAT IS DEFINED IN JANAP 128, DATED 1 JULY 1964.

14. TELETYPE FORMAT FOR PUNCH CARD REPORTS.

A. PUNCH CARD REPORTING MAY BE REQUIRED FROM LOCATIONS NOT HAVING ACCESS TO CARD TRANSCEIVER OR ACCESS TO AUTODIN CIRCUITS. PUNCH CARD REPORTS MAY BE TRANSMITTED/RECEIVED VIA TELETYPE USING THE PROCEDURES AND EQUIPMENT LISTED IN THIS PARAGRAPH.

B. THE TELETYPE FORMAT IS IDENTICAL TO THE CARD FORMAT COLUMNS 1-69, ON A ONE-CARD-FOR-ONE-LINE BASIS, WHEN SUBMITTING BY TELETYPE TAPE FOR AUTOMATIC CONVERSION TO PUNCHED CARDS, EXCEPT FOR THE FOLLOWING SPECIAL CONSIDERATIONS-

(1) THE COMMUNICATIONS HEADER INFORMATION (CORRESPONDING TO COMMUNICATIONS HEADER CARD, REF PARA 13A) WILL BE AS SPECIFIED IN ACP 127 FOR TELETYPE MESSAGES. THE SAME APPLIES TO THE END-OF-MESSAGE INFORMATION (CORRESPONDING TO END OF TRANSMISSION CARD, REF PAR 13F).

3-13

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AFM 55-11

20 MAY 1968

(2) THE TELETYPE REPORT HEADER LINE WILL CONTAIN IN POSITIONS 20-30 THE BLOCK OF DATA CONTAINED IN CARD COLUMNS 70-80 OF THE REPORT HEADER CARD. THIS PERMITS FULLY AUTOMATIC CONVERSION OF A REPORT FROM CARDS TO TELETYPE PAPER TAPE (BY MEANS OF THE IBM 063 CARD CONTROLLED TAPE PUNCH) AND FROM TELETYPE PAPER TAPE TO CARDS (BY MEANS OF THE IBM 047 TAPE-TO-CARD PUNCH).

(3) THE MAXIMUM NUMBER OF CARDS/LINES IN ANY ONE MESSAGE WILL BE 500 (INCLUDING ALL SIX TYPES OF CARDS/LINES). IN ORDER TO SUBMIT DATA IN EXCESS OF 500 CARDS/LINES, IT IS NECESSARY TO DIVIDE THE DATA INTO SEPARATE REPORTS, EACH LIMITED TO 500 CARDS/LINES. EACH SUCH REPORT WILL CARRY ITS OWN DISTINCT REPORT NUMBER. ADDITIONALLY, IT MUST BE OBSERVED THAT TELETYPE MESSAGES IN EXCESS OF 90 LINES IN LENGTH ARE DIVIDED INTO PARTS OF 90 LINES OR LESS BY THE TELETYPE OPERATOR. SOME REPORTS MAY BE OF SUCH URGENCY THAT THEY MUST BE PROCESSED IMMEDIATELY UPON RECEIPT OF EACH SUCH PART, WITHOUT AWAITING RECEIPT OF ALL PARTS CONSTITUTING A MULTI-PART MESSAGE. SINCE THIS WOULD RESULT IN LOSS OF POSITIVE CONTROL OF THE COMPLETE MESSAGE, SUCH REPORTS MUST BE LIMITED TO A MAXIMUM OF 90 CARDS/LINES INSTEAD OF 500.

15. MANAGEMENT OF RECORDS. RECORD MAINTENANCE IS IN ACCORDANCE WITH AFM 181-4. DISPOSITION IS IN ACCORDANCE WITH AFM 181-5.

3-14

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[SKIPPED PAGES:

- Pages 3-15 through 3-20 images of punch cards
- Figure 3-7 FORSTAT Report Assembly (punch cards)
- Entirety of Chapter 4 and Attachments
- Entirety of Chapter 5 and Attachments
- Pages 6-1 through 6-2 Chapter 6 - Operations Current Activity Reports
- Pages A6-1 through A6-52 Attachments to Chapter 6]

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COMMUNICATIONS INSTRUCTIONS REPORTING

VITAL INTELLIGENCE SIGHTINGS (RCS L-HAF-V36)
(SHORT TITLE - CIRVIS)

- I. PURPOSE TO PROVIDE FOR THE PEACETIME REPORTING OF INTELLIGENCE SIGHTINGS OF VITAL IMPORTANCE TO THE SECURITY OF THE UNITED STATES AND CANADA. THIS REPORT OUTLINES AIR FORCE REPORTING RESPONSIBILITIES FOR DIRECTIVES CONTAINED IN JANAP 146, CANADIAN-UNITED STATES COMMUNICATIONS INSTRUCTIONS FOR REPORTING VITAL INTELLIGENCE SIGHTINGS.
- II. SUBMITTED BY ANY AIR FORCE PERSONNEL.
- III. SUBMITTED TO
 - A. AIRBORNE REPORTS - ANY AVAILABLE UNITED STATES OR CANADIAN MILITARY OR CIVIL AIR/GROUND COMMUNICATIONS FACILITY. FACILITIES RECEIVING CIRVIS REPORTS WILL RAPIDLY PROCESS AND FORWARD THEM AS PRESCRIBED BY JANAP 146 DIRECTIVES.
 - B. POST LANDING REPORTS - CINC NORAD, ENT AFB, COLORADO, OR HEADQUARTERS, NORTHERN NORAD REGION, NORTH BAY, ONTARIO. WHICHEVER IS THE MORE CONVENIENT.
- IV. WHEN SUBMITTED
 - A. AS SOON AS POSSIBLE AFTER AN INTELLIGENCE SIGHTING REQUIRING A CIRVIS REPORT.
 - B. PRIORITY CATEGORY-I
- V. HOW SUBMITTED
 - A. CLASSIFICATION - NORMALLY UNCLASSIFIED BUT HANDLED AS INFORMATION FOR OFFICIAL USE ONLY.
 - B. METHOD OF TRANSMISSION - BY THE MOST RAPID MEANS AVAILABLE. AIRBORNE REPORTS WILL BE MADE USING THE SAME PROCEDURES AS THOSE NOW

A6-53

ATTACHMENT 6-6

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ESTABLISHED AND IN USE BY PILOTS FOR AIR TRAFFIC CONTROL. WHEN CONTACT BY PILOTS CANNOT BE ESTABLISHED WITH ANY GROUND COMMUNICATIONS STATION, MAXIMUM EFFORT SHALL BE MADE TO RELAY THE CIRVIS REPORTS VIA OTHER AIRCRAFT WITH WHICH COMMUNICATION IS POSSIBLE.

C. PRECEDENCE OF TRANSMISSION -

(1) AIRBORNE REPORTS -

(A) TO AVOID DELAYS BY AIRCRAFT IN RENDERING A CIRVIS REPORT TO A GROUND FACILITY, THE WORD CIRVIS SPOKEN OR TRANSMITTED THREE (3) TIMES WILL BE EMPLOYED, PRECEDING THE CALL, TO CLEAR THE FREQUENCY(IES) OVER ALL OTHER COMMUNICATIONS, EXCEPT DISTRESS AND URGENCY, TO INSURE ITS EXPEDITIOUS HANDLING.

(B) SHOULD INSTANCES OCCUR, WHEN USE OF THE ABOVE PROCEDURE FAILS TO CLEAR THE FREQUENCY(IES) OVER ALL OTHER COMMUNICATIONS IN PROGRESS, EXCEPT DISTRESS AND URGENCY CALLS, THE INTERNATIONAL URGENCY SIGNAL XXX TRANSMITTED THREE (3) TIMES OR PAN SPOKEN THREE (3) TIMES WILL BE EMPLOYED TO FACILITATE DISPOSITION OF THE MESSAGE TO THE RECEIVING FACILITY.

(2) GROUND RELAY OF AIRBORNE REPORTS OR POST LANDING REPORTS -FLASH.

VI. SPECIFIC REPORTING INSTRUCTIONS

A. AIR FORCE PERSONNEL WILL REPORT BY RAPID COMMUNICATION PROCEDURES ALL UNIDENTIFIABLE, SUSPICIOUS, OR HOSTILE LAND, AEROSPACE, OR SEABORNE TRAFFIC WHICH - BECAUSE OF ITS NATURE, COURSE, OR ACTIONS - MUST BE CONSIDERED A THREAT TO THE SECURITY OF THE US OR CANADA. SUCH REPORTING

ATTACHMENT 6-6

A6-54

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AFM 55-11

20 MAY 1968

WILL SERVE TO EXTEND THE EARLY WARNING DEFENSE SYSTEM FOR THE US AND CANADA.

B. THE FOLLOWING TYPES OF CIRVIS REPORTS WILL BE SUBMITTED -

(1) THE INITIAL CIRVIS REPORT -ISSUED WHILE THE PILOT IS AIRBORNE, (OR, AS WARRANTED, UPON LANDING) OR BY THE LAND OBSERVER AS SOON AS PRACTICABLE. ADDITIONAL CIRVIS REPORTS WILL BE MADE IF SITUATION REQUIRES IT, AND EACH ONE SHOULD REFER TO THE INITIAL REPORT TO PERMIT IDENTIFICATION WITH THE ORIGINAL SIGHTING.

(2) THE CIRVIS CANCELLATION REPORT - ISSUED BY THE OBSERVER IF A PREVIOUSLY REPORTED SIGHTING IS POSITIVELY IDENTIFIED AS FRIENDLY OR HAS BEEN ERRONEOUSLY REPORTED.

(3) THE CIRVIS POST-LANDING REPORT - ISSUED BY THE PILOT WHEN HE LANDS, IF HE HAS MADE AN AIRBORNE REPORT. IT MUST CITE THE

AIRBORNE REPORT(S) ISSUED. IF THE LANDING IS NOT MADE IN CANADIAN OR UNITED STATES TERRITORY THE REPORT SHOULD BE MADE TO THE NEAREST CANADIAN OR UNITED STATES MILITARY OR DIPLOMATIC REPRESENTATIVE. POST-LANDING REPORTS SHOULD BE ADDRESSED TO CINC NORAD, ENT AFB, COLORADO, OR HEADQUARTERS NORTHERN NORAD REGION, NORTH BAY, ONTARIO, WHICHEVER IS THE MORE CONVENIENT.

(4) THE CIRVIS EVALUATION REPORT - SUBMITTED BY EACH ADDRESSEE OF THE ABOVE CIRVIS REPORTS. IT WILL INCLUDE NEGATIVE OR OTHER INFORMATION AS WARRANTED, AND WILL BE SUBMITTED PROMPTLY TO KEEP ALL MESSAGE ADDRESSEES FULLY INFORMED DURING THE EVALUATION PHASE. ALL

A6-55

ATTACHMENT 6-6

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AFM 55-11

20 MAY 1968

INVESTIGATIVE MEASURES AND EVALUATION PROCESSES INSTITUTED BY THE ADDRESSEE MUST BE CONSISTENT WITH EXISTING PROCEDURES, AND REPORTED ACCORDING TO JANAP 146. THIS WILL BE HQ USAF RESPONSIBILITY WHEN THE CSAF IS AN ADDRESSEE OF A CIRVIS REPORT.

C. THE FOLLOWING SPECIFIC SIGHTINGS WILL BE REPORTED

(1) WHILE AIRBORNE AND FROM LANG BASED OBSERVERS.

(A) HOSTILE OR UNIDENTIFIED SINGLE AIRCRAFT OR FORMATIONS OF AIRCRAFT WHICH APPEAR TO BE DIRECTED AGAINST THE UNITED STATES OR CANADA OR THEIR FORCES.

(B) MISSILES.

(C) UNIDENTIFIED FLYING OBJECTS.

(D) HOSTILE OR UNIDENTIFIED SUBMARINES.

(E) HOSTILE OR UNIDENTIFIED OR GROUPS OF MILITARY SURFACE VESSELS.

(F) INDIVIDUAL SURFACE VESSELS, SUBMARINES, OR AIRCRAFT OF UNCONVENTIONAL DESIGN, OR ENGAGED IN SUSPICIOUS ACTIVITY OR OBSERVED IN A LOCATION OR ON A COURSE WHICH MAY BE INTERPRETED AS CONSTITUTING A THREAT TO THE UNITED STATES, CANADA OR THEIR FORCES.

(G) ANY UNEXPLAINED OR UNUSUAL ACTIVITY WHICH MAY INDICATE A POSSIBLE ATTACK AGAINST OR THROUGH CANADA OR THE UNITED STATES, INCLUDING THE PRESENCE OF ANY UNIDENTIFIED OR OTHER SUSPICIOUS GROUND PARTIES

ATTACHMENT 6-6

A6-56

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IN THE POLAR REGION OR OTHER REMOTE OR SPARSELY POPULATED AREAS.

(2) UPON LANDING.

(A) REPORTS WHICH FOR ANY REASON COULD NOT BE TRANSMITTED WHILE AIRBORNE.

(B) UNLISTED AIRFIELDS OR FACILITIES, WEATHER STATIONS, OR AIR NAVIGATION AIDS.

(C) POST LANDING REPORTS (TO INCLUDE PHOTOGRAPHS OR FILM IF PICTURES WERE TAKEN)

D. EVERY EFFORT SHOULD BE MADE TO SUBSTANTIATE VITAL INTELLIGENCE SIGHTINGS BY TAKING AS MANY PHOTOGRAPHS AS POSSIBLE. UNDEVELOPED FILM OR PRINTS AND NEGATIVES SHOULD BE FORWARDED WITH A BRIEF LETTER REPORT AND OTHER IDENTIFYING INFORMATION TO EITHER THE DIRECTOR OF NAVAL INTELLIGENCE, DEPARTMENT OF THE NAVY3 WASHINGTON, DC 20350 OR DIRECTOR OF NAVAL INTELLIGENCE, CANADIAN FORCES HEADQUARTERS, OTTAWA 4, ONTARIO, AS APPROPRIATE. PHOTOS WILL BE PROCESSED AND ONE COPY OF EACH PRINT TOGETHER WITH A ROLL OF NEW FILM WILL BE RETURNED TO THE INDIVIDUAL.

E. THE CIRVIS REPORT IS A NARRATIVE REPORT. TRAINING REQUIREMENTS AND SPECIFIC RESPONSIBILITIES ARE OUTLINED ON TABLE 1.

VII. REPORT CI IDENTIFICATION

VIII REPORT CONTENT A. AIRBORNE CIRVIS REPORTS WILL BE SIMILAR TO ROUTINE AIRCRAFT POSITION REPORTS TRANSMITTED BY EITHER RADIO-TELEPHONE OR RADIOTELEGRAPH. THE APPROPRIATE PROCEDURES TO BE EM-

A6-57

ATTACHMENT 6-6

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PLOYED WILL BE THOSE APPLICABLE TO COMMUNICATIONS FACILITIES UTILIZED. THE REPORTS SHOULD CONTAIN THE INFORMATION DETAILED BELOW, WHEN APPROPRIATE, AND IN THE ORDER LISTED.

B. WHEN REPORTING IDENTIFIABLE OBJECTS

(1) CIRVIS REPORT.

(2) IDENTIFICATION OF REPORTING AIRCRAFT OR OBSERVER AS APPROPRIATE.

(3) OBJECT SIGHTED. GIVE BRIEF DESCRIPTION OF THE SIGHTING WHICH SHOULD CONTAIN THE FOLLOWING ITEMS -

(A) NUMBER IF AIRCRAFT, VESSELS, MISSILES, SUBMARINES, ETC.

(B) CATEGORY OF OBJECT, GENERAL DESCRIPTION, E.G., SIZE, SHAPE, TYPE OF PROPULSION, ETC.

(4) THE POSITION OF THE OBJECT. THIS CAN BE INDICATED BY ANY OF THE FOLLOWING METHODS

(A) LATITUDE AND LONGITUDE.

(B) OVER A RADIO FIX.

(C) TRUE BEARING AND DISTANCE FROM A RADIO FIX.

(D) OVER A WELL-KNOWN OR WELL-DEFINED GEOGRAPHIC POINT.

(5) DATE AND TIME OF SIGHTING (GMT).

(6) ALTITUDE OF OBJECT.

(7) DIRECTION OF TRAVEL OF OBJECT.

(8) SPEED OF OBJECT.

ATTACHMENT 6-6

A6-58

=====

AFM 55-11

20 MAY 1968

(9) ANY OBSERVED IDENTIFICATION, INSIGNIA, OR OTHER SIGNIFICANT INFORMATION. EVERY REASONABLE EFFORT SHOULD BE MADE TO POSITIVELY IDENTIFY THE OBJECT SIGHTED.

C. WHEN REPORTING UNIDENTIFIABLE OBJECTS

(1) CIRVIS REPORT.

(2) IDENTIFICATION OF REPORTING AIRCRAFT OR OBSERVER AS APPROPRIATE.

(3) OBJECT SIGHTED. GIVE BRIEF DESCRIPTION OF THE OBJECT WHICH SHOULD CONTAIN THE FOLLOWING ITEMS

(A) SHAPE.

(B) SIZE COMPARED TO A KNOWN OBJECT (USE ONE OF THE FOLLOWING TERMS - HEAD OF A PIN, PEA, DIME, NICKEL, QUARTER, HALF DOLLAR, SILVER DOLLAR, BASEBALL, GRAPEFRUIT, OR BASKETBALL) HELD IN THE HAND AT ABOUT ARM'S LENGTH.

(C) COLOR.

(D) NUMBER.

(E) FORMATION, IF MORE THAN ONE.

(F) ANY DISCERNIBLE FEATURES OR DETAILS.

(G) TAIL, TRAIL, OR EXHAUST, INCLUDING SIZE OF SAME COMPARED TO SIZE OF OBJECT.

(H) SOUND. IF HEARD, DESCRIBE SOUND.

(I) OTHER PERTINENT OR UNUSUAL FEATURES.

(4) DESCRIPTION OF COURSE OF OBJECT.

A6-59

ATTACHMENT 6-6

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AFM 55-11

20 MAY 1968

(A) WHAT FIRST CALLED THE ATTENTION OF OBSERVER(S) TO THE OBJECT

(B) ANGLE OR ELEVATION AND AZIMUTH OF OBJECT WHEN FIRST OBSERVED.

(C) ANGLE OR ELEVATION AND AZIMUTH OF OBJECT UPON DISAPPEARANCE.

(D) DESCRIPTION OF FLIGHT PATH AND MANEUVERS OF OBJECT.

(E) HOW DID THE OBJECT DISAPPEAR. (INSTANTANEOUSLY TO THE NORTH, ETC.).

(F) HOW LONG WAS THE OBJECT VISIBLE+ (BE SPECIFIC, 5 MINUTES, 1 HOUR, ETC.).

(5) MANNER OF OBSERVATION

(A) USE ONE OR ANY COMBINATION OF THE FOLLOWING ITEMS GROUND-VISUAL, GROUND-ELECTRONIC, AIR ELECTRONIC. (IF ELECTRONIC, SPECIFY TYPE OF RADAR.)

(B) STATEMENT AS TO OPTICAL AIDS (TELESCOPES, BINOCULARS, ETC.) USED AND DESCRIPTION THEREOF.

(C) IF THE SIGHTING IS MADE WHILE AIRBORNE, GIVE TYPE OF AIRCRAFT, IDENTIFICATION NUMBER, ALTITUDE, HEADING, SPEED, AND HOME STATION.

(6) TIME AND DATE OF SIGHTING

(A) ZULU TIME-DATE GROUP OF SIGHTING.

(B) LIGHT CONDITIONS. (USE ONE OF THE FOLLOWING TERMS NIGHT, DAY, DAWN, DUSK.)

(7) LOCATION OF OBSERVER(S).

ATTACHMENT 6-6

A6-60

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EXACT LATITUDE AND LONGITUDE OF EACH OBSERVER, AND/OR GEOGRAPHICAL POSITION. A POSITION WITH REFERENCE TO A KNOWN LANDMARK ALSO SHOULD BE GIVEN IN ELECTRICAL REPORTS, SUCH AS 2MI N OF DEEVILLE, 3MI SW OF BLUE LAKE. TYPOGRAPHICAL ERRORS OR GARBLING OFTEN RESULT IN ELECTRICALLY TRANSMITTED MESSAGES, MAKING LOCATION PLOTS DIFFICULT OR IMPOSSIBLE.

(8) WEATHER AND WINDS - ALOFT CONDITIONS AT TIME AND PLACE OF SIGHTINGS

(A) OBSERVER(S) ACCOUNT OF WEATHER CONDITIONS.

(B) REPORT FROM NEAREST AWS OR U.S. WEATHER BUREAU OFFICE OF WIND DIRECTION AND VELOCITY IN DEGREES AND KNOTS AT SURFACE, 6,000', 10,000', 16,000', 20,000', 30,000', 50,000', AND 80,000' IF AVAILABLE.

(C) CEILING.

(D) VISIBILITY.

(E) AMOUNT OF CLOUD COVER.

(F) THUNDERSTORMS IN AREA AND QUADRANT IN WHICH LOCATED.

(G) TEMPERATURE GRADIENT.

(9) ANY OTHER UNUSUAL ACTIVITY OR CONDITION, METEOROLOGICAL, ASTRONOMICAL, OR OTHERWISE, WHICH MIGHT ACCOUNT FOR THE SIGHTING.

(10) INTERCEPTION OR IDENTIFICATION ACTION TAKEN (SUCH ACTION MAY BE TAKEN WHENEVER FEASIBLE, COMPLYING WITH EXISTING AIR DEFENSE DIRECTIVES).

A6-61

ATTACHMENT 6-6

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(11) LOCATION, APPROXIMATE ALTITUDE, AND GENERAL DIRECTION OF FLIGHT OF ANY AIR TRAFFIC OR BALLOON RELEASES IN THE AREA WHICH COULD POSSIBLY ACCOUNT FOR THE SIGHTING.

(12) POSITION TITLE AND COMMENTS OF THE PREPARING OFFICER, INCLUDING HIS PRELIMINARY ANALYSIS OF THE POSSIBLE CAUSE OF THE SIGHTING(S).

(13) EXISTENCE OF PHYSICAL EVIDENCE, SUCH AS MATERIALS AND PHOTOGRAPHS.

IX. SAMPLE REPORTS

A. INITIAL CIRVIS REPORT.

REFERENCE - AIRBORNE CIRVIS REPORTS SUBMITTED BY AIR FORCE
TWO FIVE NINE THREE SIX TO KINDLEY AIRWAYS AT 13 13501 MAY 67
AND 13 14351 MAY 67

AIR FORCE TWO FIVE NINE THREE SIX RECOVERED AT KINDLEY AFB AT
14 15001 MAY 67. FIRST REFERENCED AIRBORNE CIRVIS REPORT
REPORTED SIGHTING FORMATION OF SIX JET BOMBERS TWO HUNDRED
MILES EAST OF BERMUDA HEADING TWO SEVEN ZERO DEGREES.

A6-63

ATTACHMENT 6-6

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AFM 55-11

20 MAY 1968

SECOND REFERENCED AIRBORNE CIRVIS REPORT CANCELLED FIRST
CIRVIS REPORT WHEN JET BOMBERS POSITIVELY IDENTIFIED AS AIR
FORCE BRAVO FIVE TWO'S ONE HUNDRED AND THIRTY MILES WEST OF
BERMUDA STILL ON WESTERLY HEADING.

X. DATA DD FORM 173, JOINT MESSAGE FORM. DD FORM 173-1,
COLLECTION ABBREVIATED JOINT MESSAGE FORM AND/OR CONTINUATION SHEET.
FORMAT

ATTACHMENT 6-6

A6-62

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AFM 55-11

20 MAY 1968

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[Remainder of Manual skipped]