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SECRETARY OF THE AIR FORCE**



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**Operations**

**OPERATIONAL REPORTING (OPREP)**

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Air Force Manual (AFMAN) 10-206, *Operational Reporting*, 18 June 2018, is supplemented as follows. This supplement implements AFRPD 10-2, *Readiness*, 6 November 2012, and directly supports AFMAN 10-206, *Operational Reporting*, 18 June 2018. Air National Guard reporting requirements are established with procedural guidance for reporting any significant event or incident. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route the AF Form 847 from the field through major command (MAJCOM) publications/forms managers. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located in Air Force Records Information Management System (AFRIMS) at Air Force (AF) Portal: <https://my.af.mil/afirms/afirms/afirms/rims.cfm>.

**SUMMARY OF CHANGES**

This document has been substantially revised and needs to be completely reviewed. Major changes include: Switching it from an instruction to a manual to comply with the Secretary of the Added guidance on Emergency Mass Notification System. Synchronous Report Body and Asynchronous Event Text formats were changed to readily identify Joint Staff and Head Quarters Air Force (HAF) leadership required information in reports. Commanders' Situational Reporting (SITREP) requirements were updated to reflect standard operating procedures. AF

SITREP subject line requirements and format has been updated. Hurricane Condition and Tropical Cyclone Conditions of Readiness Level Reporting criteria were updated.

This document is a new publication and must be completely reviewed. Publication includes, but is not limited to the following: Overview, General Responsibilities, Event Incident Report (OPREP-3) Reporting Instructions, Commander's Situation Report (SITREP), Hurricane Condition/Tropical Cyclone Condition of Readiness Reporting, Defense Support of Civil Authorities, Crescent Edge, Emergency Mass Notification System, National Guard Civil Support, and ANG Operations Summary.

## Chapter 1

### OVERVIEW

**1.1. Concept of the OPREP-3 System.** Commanders use Commander Critical Information Requirements (CCIRs) to immediately notify Director, ANG of any significant event or incident that does not meet OPREP-3 level criteria, but does meet ANG CCIR Matrix. Command Posts will submit the applicable CCIR regardless of whether or not the event is being reported through other channels (T-2). CCIRs do not replace the requirement for more detailed reports such as the SITREP or other directorate's accident or incident investigation reports. Real-world CCIRs take priority over exercise events.

1.1.1. ANG Commander Critical Information Requirements (ANG CCIR). Used to report any significant events/incidents, operations, or activities which may be of interest to the Director, ANG, ANG senior leadership and ANG Staff but does not meet Air Force-level or higher reporting criteria (e.g. OPREP-3 BEELINE/PINNACLE). This is a commander's reporting tool; commanders may decide to send this report for any event he/she feels may be of interest to senior leadership.

1.1.1.1. **(Added)** ANG CCIR Reports Matrix. The ANG CCIR Reports Matrix is a quick reference guide to assist commanders and controllers in determining reportable events/incidents deemed of interest to the Director, ANG. While reviewing the ANG CCIR Reports Matrix, vigilance must be used as some items are similar to BEELINE/PINNACLE requirements; however, thresholds (cost estimates, operation, mission, etc) may differ. The ANG 1C3X1 CFM office will update and post the ANG CCIR Reports Matrix as changes occur. CPs will be notified of changes via normal CP channels (e.g. ANG C2 CIF).

1.1.2. The first ANG Wing Command Post (CP) having knowledge of an event/incident meeting ANG CCIR criteria will submit the report (T-2). If an event/incident occurs on an ANG base which meets OPREP-3 and/or ANG CCIR criteria, the ANG Wing CP will report the event, regardless if it is their asset or not (T-2).

1.1.3. ANG tenant units on a Regular Air Force (REGAF) or AF Reserve installation, without an ANG C2, agency will establish a Memorandum of Understanding (MOU) with the installation CP to ensure ANG specific reporting requirements (detailed within this supplement and outlined in the ANG CCIR Reports matrix) are being met (T-2). As a minimum, the MOU must address ANG-specific reporting guidance, training, and dissemination (T-2). The MOU must be coordinated and approved through the ANG 1C3X1 CFM office (T-2).

## Chapter 2

### RESPONSIBILITIES

2.5.3.1. **(Added)** The ANG Command Center will monitor *af.watch*, *afnorth-tyndall.cmd.ctr*, MAJCOMs, and the ANG COMMAND CENTER rooms within SIPR chat (e.g. TransVerse) for ANG-related reports. ANG Command Center will acknowledge wing/unit reports within 5 minutes of posting in TransVerse (T-2).

2.5.7. **(Added)** The ANG Command Center Will (T-2):

2.5.7.1. **(Added)** Serve as the ANG CCIR reporting system OPR.

2.5.7.2. **(Added)** Develop a CCIR reporting system that meets the needs of and provides the Director, ANG the information necessary to make timely operational decisions.

2.5.7.3. **(Added)** Review and make updates, as necessary, to the ANG CCIR Matrix.

2.5.7.4. **(Added)** Compile and submit ANG Operations Summary (OPSUM).

2.5.7.5. **(Added)** Conduct Non 24/7 CP reporting procedures in accordance with [para 2.6.5.1](#).

2.5.7.6. **(Added)** Ensure NGB, ANG A-Staff and other required leadership receive incoming OPREP-3, ANG-CCIR, and CNGB CCIR reports as required.

2.5.7.7. **(Added)** Ensure reports are correctly formatted and free of errors. The ANG Command Center will contact the submitting unit for reports requiring corrections.

2.5.7.8. **(Added)** Be prepared to provide commanders and unit command posts necessary guidance to facilitate an informed decision and submit timely OPREP-3s/CCIRs using proper reports matrices.

2.6.2.1. **(Added)** Establish local procedures to provide required C2 information to the ANG Command Center when Non-24/7 CP reporting procedures are in effect (T-2). Reporting procedures need to be coordinated through the ANG 1C3X1 CFM office (T-2). This is to ensure the ANG Command Center is able to maintain continuous C2 with the wing.

2.6.2.2. **(Added)** Establish procedures to ensure proper notifications are made to their state's TAG via the JOC. (T-3)

2.6.3.1. **(Added)** Commanders will ensure any agreements with other organizations responsible for submitting reports will utilize proper TAG reports matrices. (T-3)

2.6.5.1. **(Added)** Non 24/7 CP reporting procedures. For Non 24/7 CPs, the Wing Commander may request assistance from the ANG Command Center to complete C2 reporting requirements. If assistance is requested, the Wing Commander will provide all pertinent information to the ANG Command Center for notification of Senior Staff. The ANG Command Center will submit a draft of the report to Wing Commanders for message content approval prior to submission to HHQ and Senior Staff. Once content is approved, the ANG Command Center will follow prescribed submission procedures for that specific report. (T-2) Commanders will also ensure proper reporting procedures are used to report incidents to their state's JOC using TAG reporting matrices. If necessary, create Memoranda of Understanding (MOU) with outside agencies, i.e. BDOC, who perform the reporting function for the command post when it is not in operation. (T-3)

2.7.1. Initial reports training for Wing/Group/Squadron Commanders and all First Sergeants will be conducted in person; subsequent training may be conducted electronically. No less than initial and semi-annual training will be documented and tracked. (T-2)

2.7.1.1. Non-24/7 command posts will provide training, checklists, and matrices to any outside agencies, i.e. BDOC, performing the reporting function for the command post when it is not in operation.

2.7.2.1. **(Added)** Notify their state's JOC of any incidents that may be applicable under TAG reporting requirements. ANG units should ensure they have the appropriate reporting matrices used by the JOC for their reports. (T-3)

2.7.6.1. **(Added)** Consult with the ANG Command Center when information received or situations encountered are unusual or do not seem to meet the requirements of AFMAN 10-206 or this supplement (T-3).

2.7.6.2. **(Added)** Establish local procedures to provide required C2 information to the ANG Command Center when Non 24/7 CP reporting procedures are in effect (T-2). Reporting procedures need to be coordinated through the ANG 1C3X1 CFM office (T-2). This is to ensure the ANG Command Center is able to maintain continuous C2 with the wing.

2.7.6.3. **(Added)** Ensure Geographically Separated Units (GSUs) will have agreements in place with their host/owning ANG Wing CPs in regards to operational reporting to ensure timely, accurate reporting of ANG assets (T-2). ANG Wing CPs will train GSU senior leadership on reporting requirements (T-2).

2.7.7.1. **(Added)** During hours of operations; on-duty ANG shift controllers will continuously monitor af.watch and the ANG COMMAND CENTER rooms within SIPR chat (e.g. TransVerse) for any ANG requirements/notifications (T-2).

## Chapter 3

### EVENT/INCIDENT REPORT (OPREP-3) REPORTING INSTRUCTIONS

**3.1. Subject and Purpose.** The reporting procedures established in this supplement are designed to provide the Director, ANG and Wing commanders with information necessary to support operational decision-making in a timely manner.

**3.8. OPREP-3 Report Timing Requirements.** ANG CCIR Report Timing Requirements. Wings/Units will use [Table 3.1](#) for synchronous/asynchronous timing requirements on all ANG CCIR Reports (T-2).

**3.9. Report Construction.** ANG units will use AF and ANG report construction guidance as prescribed in AFMAN 10-206 and AFMAN 10-206, ANG Supplement when submitting TAG reporting requirements (T-3).

3.9.1. ANG Units will add the Unit Identifier in the ANG CCIR subject line. Example Subject Line: (U) ANG CCIR, 271500ZNOV2018, 138 FW, Tulsa, OK, Aircraft Mishap, Rule S2A) Units will follow AF OPREP-3 subject formatting for ANG CCIRs except where identified below (T-2):

3.9.1.2. Report FLAGWORD (ANG CCIR).

**3.10. Synchronous Reporting Processes.** ANG CCIR synchronous reporting will mirror OPREP-3 synchronous reporting procedures (T-2).

3.12.1.2. The ANG Command Center will input OPREP-3 voice reports on behalf of units experiencing a SIPR outage. For ANG CCIR reports, the unit will contact the ANG Command Center via unsecure or secure means, according to CCIR content, and voice their report (T-2).

3.12.2.1. The ANG Command Center will post OPREP-3 reports on behalf of units experiencing a SKIWeb outage. For ANG CCIR reports, the unit will post the report once SKIWeb is operational.

## Chapter 4

### COMMANDER'S SITUATION REPORT (SITREP)

4.1.4. Include the ANG National Guard Civil Support (NGCS) for ongoing operations in support of, but not limited to MAFFS, disaster relief, operations expected to last more than two (2) days, submit a SITREP daily the day after the INITIAL report has been submitted. A FINAL report will be submitted upon completion of the operation.

**4.3. Submitted To.** ANG wing command posts will include their Joint Task Force Headquarters and/or JOC as an addressee on all SITREPs (T-3).

**4.7. Report Construction.** Specific SITREP content/formatting guidance may be provided to units, if needed, regarding specific formatting of information in each subsection to ensure that all ANG/state assets are thoroughly accounted for during each specific event.

## Chapter 6

### DEFENSE SUPPORT OF CIVIL AUTHORITIES

**6.1. Reporting Defense Support of Civil Authorities report categories and types.** ANG units will only submit DSCA reports when providing support under a federal support mission/activity (T-2).

## Chapter 8

### EMERGENCY MASS NOTIFICATION SYSTEM

**8.2. System Capabilities.** The ANG baseline requirements for an installation's Emergency Mass Notification System are the following components if applicable:

**8.6. User Interface.** ANG units located on active duty installations will request to be appointed administrative managers in order to maintain administrative control of their ANG users and scenarios.

## Chapter 9 (Added)

### NATIONAL GUARD CIVIL SUPPORT (NGCS)

**9.1. (Added) The National Guard Bureau defines National Guard Civil Support (NGCS).** The National Guard Bureau defines National Guard Civil Support (NGCS) as, “Support provided by the National Guard of the several states while in State Duty status or Title 32 duty status to civil authorities for domestic emergencies, and for designated law enforcement and other activities.” Air National Guard Airmen conduct NGCS missions in their state role. The Air National Guard supports local, state, and federal civil authorities. Almost all NGCS is provided in Title 32 or in State Active Duty status under the Command and Control of the Governors. Under the Insurrection Act and other federal statutory authorities, the President may utilize the National Guard in its federal status as members of the Air National Guard of the United States.

**9.2. (Added) NGCS missions.** NGCS missions are conducted to assist in: Supporting Civil Authorities whose capabilities or capacity is insufficient to meet current requirements with general purpose, specialized, or unique Guard forces of capabilities; Protecting the life, property, and safety of U.S. citizens and U.S. persons; Protecting critical infrastructure, Providing humanitarian assistance during disaster response and domestic emergencies; Providing support to designated law enforcements activities and operations; Providing support to designated events, programs, and other activities.

**9.3. (Added) For routine MOU.** For routine MOU support that falls under state control (Security Forces response, paramedic request, fire support, etc.), units will submit reports to the ANG Command Center SIPR chat (e.g. TransVerse) room (T-2). Synchronous and asynchronous reports will be submitted within 2 hours of initiation of support (initial) and every 24 hours thereafter until support is complete (folup/final) (T-2). “Initiation of support” is defined as the time the support function is called.

**9.4. (Added)** NGCS operations lasting more than two days will use the SITREP to report information instead of a FOLUP report to reflect daily totals in personnel and equipment. Upon completion of the operation, a FINAL report will be submitted to indicate that the operations has been completed.

## Chapter 10 (Added)

### ANG OPERATIONS SUMMARY (OPSUM)

**10.1. (Added) Purpose.** The ANG OPSUM is a compilation of daily significant events and high interest activities that have occurred throughout the ANG. Although it is not a formal part of the operational reporting process, the ANG OPSUM is a daily snapshot by which Air Staff, MAJCOM Commanders, and ANG senior leadership are kept informed of significant events/incidents affecting the ANG. Release to agencies outside of the ANG will require approval from the information owner and the appropriate public affairs office (T-2)

**10.2. (Added) ANG OPSUM Process.** The ANG Command Center is responsible for receiving various reports, making notifications of significant event/incidents to ANG senior leadership, and for publishing the events/incidents into the ANG OPSUM. The ANG Command Center will summarize the reported information into an approved ANG leadership email notification. The summarized information will be posted into the ANG OPSUM.

**10.3. (Added) Distribution.** While the ANG OPSUM is unclassified For Official Use Only (FOUO), it may contain sensitive information. Distribution will be limited to need to know addressees. The ANG OPSUM is transmitted daily to ANG senior leadership, HQ AF Air Staff, MAJCOM Commanders, and ANG Advisors. The ANG OPSUM is posted daily at 0500L (EST) on the ANG Command Center SharePoint site for members with authorized access. Authorized recipients should not forward the ANG OPSUM unless there is a valid mission need and approval is obtained from the ANG Command Center.

**10.4. (Added) Distribution List.** The ANG Command Center maintains the ANG OPSUM NIPRnet distribution list. Authorized recipients should provide an organizational address to ensure no interruption in ANG OPSUM receipt. ANG OPSUM distribution queries, or other issues, should be directed to DSN 858-6001 or via NIPRnet e-mail [angrc.a3yc@ang.af.mil](mailto:angrc.a3yc@ang.af.mil).

L. SCOTT RICE, Lt Gen, USAF  
Director, Air National Guard

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 10-801, *Defense Support of Civil Authorities*, 23 Dec 15

AFI 10-2701, *Organization and Function of the Civil Air Patrol*, 07 Aug 18 AFI 16-1404, *Air Force Information Security Program*, 29 May 15

AFI 16-701, *Management, Administration and Oversight of Special Access Programs*, 18 Feb 14

AFI 25-201, *Intra-Service, Intra-Agency, and Inter-Agency Support Agreements Procedures*, 18 Oct 2013

AFI 33-360, *Publications and Forms Management*, 1 Dec 15

AFI 36-3803, *Personnel Accountability in Conjunction with Natural Disasters or National Emergencies*, 07 Jun 16

AFI 90-201, *The Air Force Inspection System*, 20 Nov 18

AFI 90-6001, *Sexual Assault Prevention and Response (SAPR) Program*, 21 May 15 AFD 10-2, *Readiness*, 6 Nov 12

AFPD 10-25, *Air Force Emergency Management Program*, 28 Apr 14 AFMAN 10-207\_ANGSUP *Command Post*, 13 Aug 18

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

CJCSM 3150.03D, *Joint Reporting Structure Event and Incident Reports*, 8 Apr 14

DoDI 3025.21, *Defense Support of Civilian Law Enforcement Agencies*, 28 Feb 19

DoDI 3025.22, *Use of the National Guard for Support of DSCA*, 1 May 15

DoDI 4000.19, *Support Agreements*, 25 April 2013

DoDI 6055.17, *DoD Emergency Management (EM) Program*, 31 Aug 18

DoDI 5200.01, *DoD Information Security Program and Protection of Sensitive Compartmented Information (SCI)*, 1 May 18

DoDM 5200.01, Vol 1, *DoD Information Security Program: Overview, Classification, and Declassification*, 4 May 18

DoDM 5200.01, Vol 2, *DoD Information Security Program: Marking of Classified Information*, 19 Mar 2013

DoDI 8100.04, *DoD Unified Capabilities (UC)*, 9 Dec 10

***Adopted Forms***

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

AF Form 673, *Air Force Publication/Form Action Request*, 1 Dec 15

***Abbreviations and Acronyms***

**AETC**—Air Education and Training Command

**AFRC**—Air Force Reserve Command

**Air Force Watch**—CSAF's Command Center

**ANG**—Air National Guard

**AOR**—Area of Responsibility

**ARC**—Air Reserve Component

**CJCS**—Chairman, Joint Chiefs of Staff

**CJCSM**—Chairman, Joint Chiefs of Staff Manual

**CMSAF**—Chief Master Sergeant of the Air Force

**CSAF**—Chief of Staff, USAF

**DoD**—Department of Defense

**DRU**—Direct Reporting Unit

**DSN**—Defense Switch Network

**FLAGWORD(s)**—Various FLAGWORD(s) are used to categorizes events or incidents according to their nature throughout the document

**FOA**—Field Operating Agency

**HAF**—Headquarters Air Force

**HQ**—Headquarters

**IAW**—In Accordance With

**INFOCON**—Information Operation Condition

**JCS**—Joint Chiefs of Staff

**MAJCOM**—Major Command

**NIPRNET**—Non-Secure Internet Protocol Router Network

**OPREP-3**—Operational Report

**OPREP-3B**—Operational Report BEELINE

**OPREP-3FG**—Operational Report FADED GIANT

**OPREP-3P**—Operational Report PINNACLE

**OPREP-3PBA**—Operational Report PINNACLE BROKEN ARROW

**OPREP-3PFB**—Operational Report PINNACLE FRONT BURNER

**OPREP-3PED**—Operational Report PINNACLE EMERGENCY DISABLEMENT

**OPREP-3PEE**—Operational Report PINNACLE EMERGENCY EVACUATION

**OPREP-3PEQ**—Operational Report PINNACLE EMPTY QUIVER

**OPREP-3PNF**—Operational Report PINNACLE NUCFLASH

**OPREP-3WP**—Operational Report White PINNACLE

**SECAF**—Secretary of the Air Force

**SECDEF**—Secretary of Defense

**SIPRNET**—SECRET Internet Protocol Router Network

**SITREP**—Commander's Situation Report

**SSN**—Social Security Number

**TDY**—Temporary Duty

**Z**—Stands for ZULU time which is the Greenwich Mean Time to ensure all locations worldwide use a coordinated standard time.