



DEPARTMENT OF DEFENSE
UNITED STATES SOUTHERN COMMAND
OFFICE OF THE COMMANDER
3511 NW 91ST AVENUE
MIAMI, FL 33172-1217

*SC Regulation 0508-4

30 September 2003

Effective upon Receipt

TRAINING

UNITED STATES SOUTHERN COMMAND JOINT / COMBINED TRAINING EXERCISES AND COMPONENT TRAINING DEPLOYMENTS (U)

TABLE OF CONTENTS

	Paragraph	Page
<u>Purpose</u>	1	1
<u>References</u>	2	1
<u>Scope</u>	3	1
<u>Applicability</u>	4	2
<u>The Joint Training System</u>	5	2
<u>USSOUTHCOM Joint Training Objectives</u>	6	3
<u>Joint/Multi Service and Combined Training Overview</u>	7	4
<u>USSOUTHCOM Joint Training Methodology</u>	8	8
<u>Coordinating Instruction</u>	9	9
 Appendices:		
A. <u>Exercise Planning Methodology</u>		A-1
B. <u>New Horizons Exercise Methodology</u>		B-1
C. <u>Sample Exercise Directive (EXDIR)</u>		C-1
D. <u>Sample Significant Military Exercise Brief (SMEB)</u>		D-1
E. <u>Sample Significant Military Exercise Notification (SMEN)</u>		E-1
F. <u>Force Protection</u>		F-1
G. <u>Mandatory Requirements and Policies</u>		G-1
H. <u>After-Action Reporting/Joint After Action Report (JAAR)</u>		H-1
I. <u>Exercise Financial Management</u>		I-1
J. <u>Exercise Distinguished Visitor Program (DVP)</u>		J-1
K. <u>Deployment Management Program (DMP)</u>		K-1
L. <u>Medical Readiness Training Exercise</u>		L-1
M. <u>Acronyms, Definitions, and Terms</u>		M-1

*This regulation replaces/supersedes SC Reg 350-4, dated 1 May 2002

1. PURPOSE. This regulation prescribes policy and procedures for planning, executing and assessing the United States Southern Command (USSOUTHCOM) Joint Chiefs of Staff (JCS) Exercise Program and component training deployments. These procedures are based on the policy and guidance promulgated in the references below with the specific objective of developing capabilities-based training that integrates the key components of the theater strategy and supports USSOUTHCOM Joint Mission Essential Task List (JMETL), while simultaneously maintaining readiness.

2. REFERENCES.

- a. Joint Training Policy , CJCSI, 3500.01B, 31 Dec 99.
- b. Joint Training Master Plan (JTMP), CJCSI, 3500. 02C, 14 Aug 02.
- c. Joint Training Manual (JTM), CJCSM, 3500.03A, 1 Sep 02.
- d. DoDD 6490.2, Joint Medical Surveillance, 30 Aug 97.
- e. DoDI 6490.3, Implementation and Application of Joint Medical Surveillance for Deployments, 7 Aug 97.
- f. USSOUTHCOM Regulation 525-25, Strategic Planning Process to Implement Cooperative Theater Engagement, 4 Feb 98.
- g. Commander USSOUTHCOM Theater Engagement Plan FY02-04, 18 Jun 01.
- h. USSOUTHCOM Regulation 37-6, Administration and Control of Humanitarian & Civic Assistance (HCA), Developing Countries Combined Exercise Program DCCEP), and Exercise Related Construction (ERC) Funds, 31 Aug 00.
- i. USSOUTHCOM Joint Training Plan, 8 Apr 02.
- j. DoDI 2205.3, Implementing Procedures for the Humanitarian and Civic Assistance Program, 27 Jan 95.

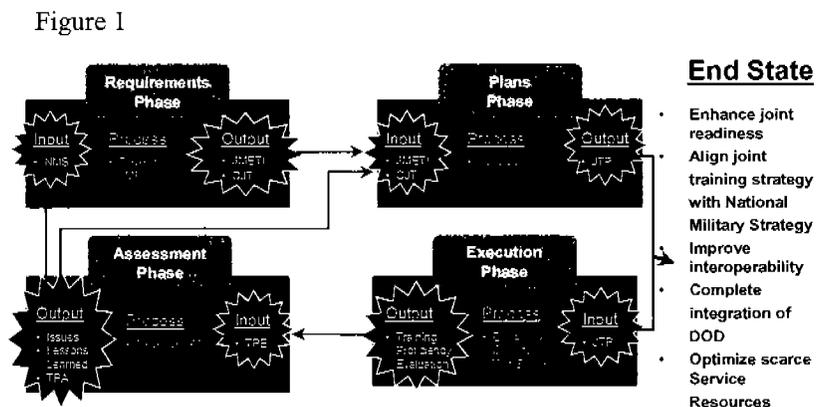
3. SCOPE. This regulation describes the Joint Training System (JTS) that is designed to support USSOUTHCOM Staff and Component Commands in developing capabilities-based training throughout the USSOUTHCOM Area of Responsibility (AOR). The key focus is on developing sound joint training programs. Additionally, these programs must be integrated in the Theater Security Cooperation (TSC) Plan, internal component training programs, external support from other combatant commands, joint organizations, and combat support agencies (CSAs). To ensure a seamless operating environment, command joint training plans include multinational and interagency operations with other nations, non-DoD government agencies, private volunteer organizations (PVOs), Non-Governmental Organizations (NGO's), and international organizations.

4. APPLICABILITY. The Commander USSOUTHCOM, provides strategic and operational direction to assigned and augmenting forces operating in the USSOUTHCOM AOR. Commander USSOUTHCOM is responsible for the performance, conduct, safety, and force protection of all U.S. service members operating within the USSOUTHCOM AOR. The dynamics of the AOR and the modest number of permanently assigned forces increase the training value of augmenting forces, deployments for operations, and training as an essential element of theater security cooperation. Accordingly, Commander USSOUTHCOM publishes training guidance and regulations to ensure the effective management of exercises and operations conducted within the AOR. Commander USSOUTHCOM guidance applies to all United States Department of Defense (DoD) military forces assigned, attached, augmenting, or in a temporary duty (TDY) status, as well as United States Military Groups (USMILGPs) and other Security Assistance Organizations (SAOs) operating within the USSOUTHCOM AOR.

5. THE JOINT TRAINING SYSTEM.

a. The specific objective of the Joint Training System (JTS) is to develop capabilities-based joint training and exercise programs. The JTS (Figure 1) provides a multiphase methodology for aligning training strategies with assigned missions while optimizing the application of scarce resources. The purpose of the first phase is to identify the capabilities required to accomplish assigned missions and to document those capabilities in the form of joint mission essential tasks (JMETs), conditions that describe the mission environment, and the commander approved joint standards. Once these tasks have been identified, the second phase consists of developing and publishing training plans and schedules that describe the events and resources needed to train individuals and organizations responsible for accomplishing the command JMETL. A subset of the command master training schedule, exercise schedules are compiled and published in a single document—**The Joint Training Plan (JTP)**. These training plans are then executed in the third phase and the results are documented and evaluated. Finally, in the fourth phase, the command’s mission capability is assessed from a training viewpoint and recommendations are advanced to enhance the command’s current and future training programs and readiness posture.

THE JOINT TRAINING SYSTEM



b. **Collective Joint Training Management.** Collective joint training management is a macro approach of combining multiple mission programs with associated requirements and synchronizing them into a single achievable integrated exercise plan. This plan is compatible with available resources as well as both the National Military Strategy and Commander USSOUTHCOM guidance. The sum total of collective joint training management should meet present and projected future program requirements of the National Military Strategy, Commander USSOUTHCOM strategy of **focused** regional security cooperation, the TSCP, joint doctrine, available forces and funding for individual joint training events.

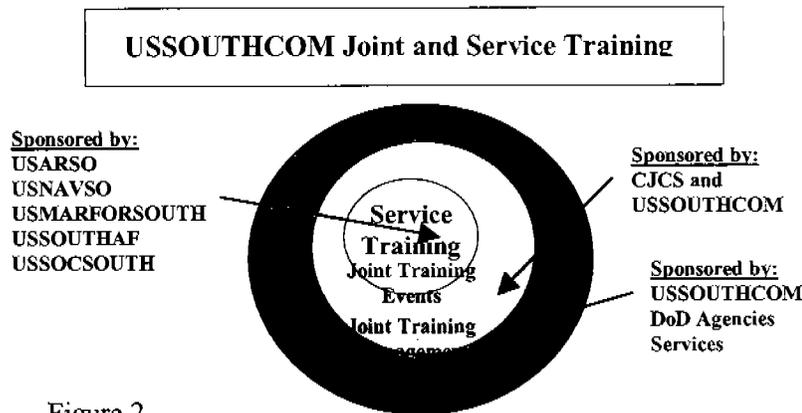


Figure 2

6. USSOUTHCOM JOINT TRAINING OBJECTIVES.

a. Collective joint training management within USSOUTHCOM is manifested in the USSOUTHCOM JCS Exercise Program encompassing both the joint training events within the Joint Chiefs of Staff (JCS) Exercise Program and Component training events.

b. The overall objective of the USSOUTHCOM JCS Exercise Program is to maintain optimum readiness through operational exercises, Foreign Military Interaction (FMI), and Humanitarian/Civic Assistance (HCA) programs integrated within the goals and aims of USSOUTHCOM's Theater Security Cooperation Strategy (TSCS). Given the increased importance and geographic proximity of the region, the TSCS focuses on activities and training events conducted with friendly nations to advance mutual defense or security arrangements, build capabilities for self-defense, and enable coalition operations while affording USSOUTHCOM forces greater access, if needed, during crisis response. USSOUTHCOM's security cooperation seeks to expand United States influence and to reassure friends while dissuading and deterring potential adversaries. At the same time, USSOUTHCOM remains focused on the development of strategic partnerships that will promote security and stability in Latin America and the Caribbean. The overarching strategic goal of developing multilateral regional cooperation that creates and sustains the positive trends toward democracy, stability, and economic prosperity is unchanged. The following specific objectives characterize the USSOUTHCOM JCS Exercise Program:

- (1) Support U.S. National Security and National Military Strategies.
- (2) Integrate prioritized regional objectives as defined in USSOUTHCOM's TSCS.

- (3) Integrate joint doctrine where appropriate.
- (4) Accomplish goals and objectives as defined in Commander USSOUTHCOM's training guidance.
- (5) Integrate, as appropriate, Commander USSOUTHCOM designated Joint Mission Essential Tasks as outlined in the USSOUTHCOM Joint Training Plan (JTP).
- (6) Emphasize centralized planning and decentralized execution.
- (7) Integrate the CJCS Joint Training System into USSOUTHCOM Joint and Combined Exercise Program.

7. JOINT/MULTI-SERVICE and COMBINED TRAINING OVERVIEW. Joint training involves two or more U.S. military services training under a joint headquarters element. Combined training involves the military forces of two or more nations' training under a combined headquarters element. The primary purpose of joint and combined training is to better prepare U.S. Forces to conduct joint and multinational operations. Commander USSOUTHCOM's mission requirements center around regional engagement and theater security cooperation programs rather than traditional warfighting missions. The USSOUTHCOM JCS Exercise Program consists of joint training events planned, resourced, and executed under the JCS Exercise Program or other training deployments funded by the Services. The USSOUTHCOM exercise program will be submitted annually for the Commander's approval/guidance. This will occur within two weeks of the conclusion of the USSOUTHCOM Annual Fall Training and Exercise Conference.

a. USSOUTHCOM's JCS Exercise Program consists of the following three categories of exercises:

(1) **Operational Exercises.** USSOUTHCOM plans and conducts operational exercises to train the USSOUTHCOM staff, components, supporting forces, and organizations in crisis action response to contingency scenarios found in USSOUTHCOM's deliberate plans. These exercises are scheduled five years in advance and submitted annually for Commander USSOUTHCOM approval/review. To the extent possible, relevant FUNCPLANS/CONPLANS, and exercise scenario locations are identified IAW the TSCS. Exercise locations may remain tentative, especially if troop deployments are required.

(2) **Foreign Military Interaction (FMI) Exercises.** USSOUTHCOM plans and conducts FMI exercises to influence and improve regional militaries' capabilities. These exercises posture the U.S. and AOR neighbors to cooperatively and effectively respond to future contingencies. FMI's focus includes Peacekeeping Operations (PKO), Humanitarian Assistance/Disaster Relief, Counter Narco-Terrorism (CNT) Operations, Counterterrorism (CT), Antiterrorism (AT), Consequence Management (CM), and security interoperability. Exercise scope ranges in complexity from simple seminars to multinational exercises involving major combat and combat service support units. On average, USSOUTHCOM annually conducts three FMI seminars/Command Post Exercises (CPXs) and four FMI Field Training Exercises (FTXs). Each exercise may

involve 9 to 42 foreign militaries/organizations (interagency, DoD, NGO, and PVO participants). Site selection for this category of exercise will normally occur 12-18 months prior to execution. The number and capability of the participants, potential host country political conditions (elections, economic crisis, etc), and the current relationships among participating nations preclude long-range commitments to exercise locations.

(3) **New Horizons (NH) Exercises.** The NH exercises focus on the conduct of engineering and/or medical humanitarian assistance. These exercises provide participating forces an invaluable joint and combined training opportunity while leaving horizontal or vertical projects that directly benefit future exercises or the quality of life of the host nation communities. On average, USSOUTHCOM conducts six in-theater NH exercises per year; three in the Caribbean, two in Central America, and one in South America. These exercises are scheduled six years in advance of execution and submitted yearly for Commander USSOUTHCOM approval/review. The bi-lateral nature of these exercises facilitates long range scheduling and commitment by host nations. Some are multi-national, and the commander approves the host nation 2 years out. Specific project site selection within host nations typically occurs 24 months prior to execution.

b. **Distinguished Visitor Program (DVP).** USSOUTHCOM's DVP brings together regional government, business, and military leaders, and creates opportunities for these influential leaders to observe an exercise, participate as panel members in special exercise seminars, and engage in exercise After Action Reviews. This forum provides an extraordinary opportunity for high-level exchange of ideas and enhances confidence and cooperation among regional counterparts. Where appropriate, DVPs will be included as part of USSOUTHCOM's FMI exercises. DVP planning and execution is the responsibility of the exercise planning Executive Planning Agent/Support Responsibility. See Appendix J.

c. **Combined Training.** Combined training is an integral part of USSOUTHCOM's theater engagement and security cooperation program and represents one of the most effective sources of FMI. USSOUTHCOM leverages multiple combined training activities to engage and influence participating nation security forces.

(1) **Joint Combined Exchange Training (JCET).** A JCET is an overseas combined training event primarily designed to benefit U.S. Special Operations Forces (SOF) JMETL/METL training. JCETs are valuable USSOUTHCOM engagement activities that promote rapport between U.S. and participating nations' (PNs) security forces. Incidental to training U.S. SOF with PN security forces, JCETs improve joint readiness and interoperability; exchange training techniques; convey respect for human rights and democratic ideals; and mutually enhance military professionalism. An average of 40 plus JCET deployments are executed annually in support of USSOUTHCOM objectives.

(2) **Counter Narco-Terrorism Training (CNTT).** CNTT is a deployment to train foreign forces at the request of an appropriate law enforcement agency. Its purpose is to conduct counter narco-terrorism related training of foreign military and law enforcement personnel. CNTT includes counter narco-terrorism training of light infantry, aviation, coastal riverine, rotary wing operations, and staffs associated with counter narco-terrorism operations.

(3) **Riverine Training Team (RTT).** USSOUTHCOM shapes the AOR's security forces using RTTs to develop and enhance riverine capabilities. In a typical year, USSOUTHCOM executes an average of 15 RTTs/CNTT events per year.

(4) **Mobile Training Team (MTT).** MTTs provide training required by PN security forces. Initiated by the Security Assistance Offices (SAOs), MTTs are a successful element in USSOUTHCOM's efforts to establish and maintain effective relationships with PN security forces. In a normal year, USSOUTHCOM executes an average of 4 plus MTT deployments annually.

(5) **Combined Education (CE).** USSOUTHCOM's support to CE is founded upon two programs: International Military Education and Training (IMET) and Expanded International Military Education and Training (E-IMET). IMET builds and expands regional security forces' professionalism and capabilities, thereby enabling a cooperative hemispheric approach to meeting transnational threats to national sovereignty. E-IMET is critical to furthering the advances achieved in defining and institutionalizing the proper civil-military relationships. E-IMET educates foreign military, government civilians, and legislators in three broad areas: ensuring effective defense resource management; fostering greater respect for the principle of civilian control of the military; and improving military justice systems and respect for human rights.

(6) **Deployments for Training (DFTs).** A DFT is any unit or individual deployment into USSOUTHCOM's AOR for the primary purpose of training U.S. Forces. This program provides units based in the U.S. the opportunity to plan and conduct deployment, employment, and redeployment training activities in austere and remote areas of Latin America and the Caribbean.

(7) **Humanitarian and Civic Assistance (HCA).** HCA offers valuable training to U.S. forces, while providing needed infrastructure. Engineer units are deployed to build schools, health clinics and drill wells in selected regions (see Appendix B). The HCA program helps maintain our readiness posture, generates goodwill, and improves the quality of life for people of the region. Medical Readiness Training Exercises (MEDRETEs) include dental, veterinary, and public health missions that are conducted in cooperation with the PN Ministries of Health (MoH) and military forces in rural areas. MEDRETEs are planned and coordinated in order that the PN MoH organize and supervise the military execution of the operation (see Appendix L).

(8) **USCG Long Term Training Team (LTT)** – The LTT is a deployment of usually 1 to 4 USCG personnel to conduct maritime safety issues. Personnel are normally assigned/co-located with the AMEMBASSY and are rotated every three to four months.

(9) **Human Rights Program (HRP).** USSOUTHCOM's HRP is a proactive engagement tool that provides support and respect for the tenets of human rights and international law among the region's security forces. Through education, a single standard is introduced/ reinforced, thereby maximizing the training value for both U.S. and PN forces. This effort continues to solidify and assess human rights and military doctrine; human rights education and training; internal control mechanisms (e.g. prevention, investigation, and accountability); external control of the military subordination to civilian authority; and clear delineation of military and police roles.

d. **Pre-deployment Training.** Pre-deployment training is mandatory for all personnel deploying into the AOR in a Permanent Change of Station (PCS) or Temporary Duty (TDY) status. At a minimum, the training will cover threat, mission, rules of engagement, human rights and antiterrorism. Pre-deployment training requirements are contained in DoD 5400.54G (DoD Foreign Clearance Guide), in the Forward – Section II, Personnel Entrance Requirements, and USSOUTHCOM pre-deployment and force protection training requirements.

e. **Weapons Policy.** Service personnel participating in exercises or deployments will deploy with weapons as directed in appropriate exercise directives, operations or deployment orders. Medical deployments (MEDRETES) will be exempted from the requirement to deploy with weapons unless specifically directed by USSOUTHCOM and detailed in exercise directive deployment orders, or operations orders. Components must submit a request for exception to policy for all other categories of exercise/unit deployments.

(1) Before any individual is issued a weapon for law enforcement, personal protection, or security / force protection, that individual must be qualified IAW service requirements on assigned individual and / or crew served weapons, as appropriate, and fully trained on the applicable rules for the use of deadly force. Personnel will maintain qualification standards IAW Service / Component requirements. Training records will be maintained by unit / Component / Task Force Commanders.

(2) In coordination with United States Defense Representatives (USDR) in country, service personnel may be authorized to carry weapons for law enforcement, personal protection or security/force protection. In determining the necessity to issue weapons, Commanders and/or USDRs will weigh the potential of the threat in the specific location, the adequacy of protection by the host governmental authorities, and the effectiveness of other means to avoid a terrorist/criminal attack.

(3) Unit commanders may establish weapons pools for those exercises/deployments requiring rotations of unit personnel (e.g. New Horizons). Personnel must be qualified IAW service standards on any weapon, which they are issued.

f. **Awards.** Members of service-pure organizations assigned and or attached to a joint activity or JTF are not eligible for joint decorations. Being under the control of a joint activity does not constitute joint award eligibility as specified in DoD directive 1348.33M. Personnel who are assigned to military department components that are subsequently attached to a joint activity for administrative or exercise purposes shall not be eligible for a joint decoration. Per SC Reg 600-8-22 joint awards are normally awarded to service members assigned and or attached to a joint headquarters or activity as an individual, not as members of a service unit (see USSOUTHCOM message date time group 131604Aug02, Subject: Award Policy for Command Sponsored Exercises).

8. USSOUTHCOM JOINT TRAINING METHODOLOGY.

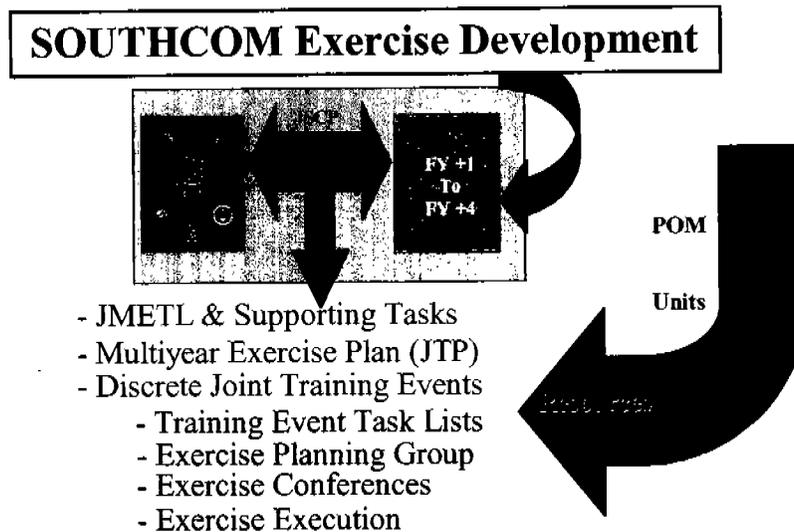


Figure 3

a. The USSOUTHCOM Operations Directorate (SCJ3), working through the Deputy Directorate for Exercises and Joint Training (SCJ34), conducts joint training management, resource allocation and overall joint training event planning within the framework of the **Joint Training System (JTS)**. The SCJ34, in conjunction with the SCJ5 Strategy, Plans and Policy Directorate, recommends the Commander USSOUTHCOM operational and political-military training priorities. These priorities, developed through the TSC process, assist in establishing and/or validating USSOUTHCOM's Joint Mission Essential Task List (JMETL) and country priorities using the framework for engagement and security cooperation.

b. SCJ34 employs the **Joint Training Information Management System (JTIMS)** to synchronize all aspects of the USSOUTHCOM 6-year exercise program. The **Plans Phase** of JTIMS contains measurable outputs in the form of USSOUTHCOM Staff, Component, supporting forces, and Interagency scheduled joint training events and plans.

c. **USSOUTHCOM Training and Exercise Conference.** USSOUTHCOM conducts its scheduling and training conference annually, normally the third week in October. Attendees consist of USSOUTHCOM Staff representatives, Components, all USMILGPs/SAOs, Service representatives, supporting command representatives, and members of the Joint Staff. The conference serves as a functional method to synchronize and resource the USSOUTHCOM Exercise Program. The conference is managed through the JTIMS and integrates training goals and objectives, refines the Exercise Program, confirms execution and budget year (current FY and FY+1) joint training events, and programs future year training event forces and resources. Additionally, FMI and Engineer/Medical exercise participation will be determined. The conference finalizes FY+1 through FY+2 draft priorities, and develops a FY+3 through FY+6 resourcing (POM) strawman. At the conclusion of the scheduling conference, SCJ34 will prepare and present the USSOUTHCOM Joint/Combined Exercise Program to the Commander for approval. This annual brief will constitute the commander's guidance/approval to execute the exercise schedule.

d. Joint Training and Exercise Planning Methodology. SCJ34 synchronizes coordination and staff support for joint training event planning and execution of USSOUTHCOM exercises normally through an Exercise Planning Group (EPG), led by the designated SCJ34 exercise action officer. The EPG consists of exercise planners from each USSOUTHCOM directorate, major staff section and participating interagency representatives. See Appendix A.

(1) The EPG uses a four-step exercise planning process detailed in Appendix A and derives event end-states and objectives from lessons learned, exercise programs, joint doctrine, theater strategy and Commander USSOUTHCOM's guidance.

(2) For logistics planning, SCJ33/34/35 will validate all exercise Time-Phased Force Deployment Data (TPFDD) to USTRANSCOM for JCS sponsored exercises. Joint training events within the USSOUTHCOM exercise program are executed primarily through the command's Service Components/Sub-Unified Commands.

(3) A Service Component/Sub-Unified Command is designated as having "Executive Planning Agent/Support Responsibility" for specific JCS Exercise training events. In this capacity they act as the USSOUTHCOM Executive Planning Agent/Support Responsibility for planning, coordinating, and executing joint training events in the AOR.

e. Exercise Directive (EXDIR). The Exercise Planning Group, led by the assigned SCJ34 action officer, produces an EXDIR forming the general guidance and framework by which components execute joint/combined training events IAW joint doctrine. The EXDIR provides USSOUTHCOM guidance to the component charged with joint training event Executive Planning Agent/Support Responsibility for the conduct and execution. Because engineer exercises differ significantly from other theater JCS exercises, Appendix B details specifics for planning these exercises.

f. Other Training Event Support: Joint Forces Command Joint Warfighting Center (JWFC) is an active USSOUTHCOM partner in the planning and execution of selected joint training events. The JWFC supports Commander USSOUTHCOM training requirements as coordinated at the annual Worldwide Scheduling Conference and the Joint Life Cycle (JELC) conferences. In addition to the command's requirements, the other factors impacting the level of JWFC support include the deconfliction/synchronization of finite resources, and the worldwide event calendar/availability of forces. This function of coordinating for support will be conducted by SCJ34 and is not delegated to Components/Sub-Unified commands.

9. COORDINATING INSTRUCTIONS.

a. Executive Planning Agent (Support Responsibility).

(1) Per the appropriate Executive Directives, Service Components and Sub-Unified commands will serve as Executive Planning Agent/Support Responsibility for planning, executing, and evaluating the assigned categories of joint training and exercises contained in the USSOUTHCOM Joint Training Plan. Executive Planning Agent/Support Responsibility consists of providing support

for forces IAW the framework of the designated exercise directive. Executive Planning Agent/Support Responsibility will have direct liaison authority with all participating and supporting commands upon receipt of EXDIR. Additionally, Executive Planning Agent/Support Responsibility will provide administrative, logistical, financial, medical, operational, intelligence and communications support as required.

- (2) Execute tasks assigned in Exercise Directive and in this regulation.
- (3) Present a detailed budget to SOUTHCOM by start of the IPC.
- (4) Ensure Service Components program Operations and Maintenance (O&M) funds, as required to support forces, are available.
- (5) Plan, coordinate and host planning conferences (IPC, MPC, and FPC) as needed after the SCJ34 hosted Concept Development Conference (CDC) and publish conference wrap-up messages for those conferences. See Appendix A.
- (6) Develop and coordinate publishing of the operations order (OPORD).
- (7) Upon receipt of the scenario concept during the CDC, develop scenario management and Master Scenario Events List (MSEL) and MSEL synchronization matrix as required including feasibility of deployment and employment of USSOUTHCOM Standing Joint Force Headquarters (SJFHQ) or Deployable Joint Task Force Augmentation Cell (DJTFAC).
- (8) ICW assigned SCJ34 action officer, and if required, coordinate, and publish all administrative, logistic and C4 support arrangements with the PN in the form of a Memorandum of Understanding (MOU).
- (9) Executive Planning Agent/Support Responsibility will coordinate and backbrief operational level training objectives, restated mission, and concept of the operation (including force protection plan, U.S. footprint, and logistics) and Distinguished Visitor Program (DVP) to the commander after the FPC. The backbrief will be coordinated through SCJ34.
- (10) Fund TDY expenditures and Operational/Maintenance (O&M) costs of own Service's participation in planning conferences and the exercise.
- (11) As required, provide Directors for the Combined Exercise Control Group (CECG), Joint Exercise Control Group (JECG), Combined Joint Visitor Bureau (CJVB) and Combined Joint Information Bureau (CJIB) organizations. Provide primary administrative support.
- (12) When necessary, provide a liaison officer during pre-deployment phase to complete planning requirements in the host country.

(13) Validate the TPFDD in coordinate with SCJ33/34/J5-JOPES during TPFDD validation process.

(14) ICW assigned SCJ34 Action Officer, coordinate with SCSJA and appropriate USMILGP/SAO for any required diplomatic notes prior to critical cancellation date (CCD), and for administrative support required, in coordination with the ordering officer and a paying agent. This support includes currency exchange, travel advances, hotel reservations, local airline reservations and ticketing, processing of purchase orders and service contracts, vendor payments, etc. Establish on site contracting support as needed.

(15) When directed, plan, coordinate, execute, and assess the Commander USSOUTHCOM's Distinguished Visitor Program. Coordinate/plan through SCJ34 and appropriate USMILGP/SAO the opening and closing ceremonies and visitor activities. See Appendix J for detailed requirements.

(16) Coordinate Force Protection (FP) Plan (include medical threat brief and preventive medicine countermeasures). Submit the deploying JTF's FP/AT plans to SCJ33 no later than 70 days prior to deployment or as determined by potential threat. Coordinate through SCJ3 with the U.S. Country Team for deployment of any required force protection teams. Ensure units have operational security plans. Include procedures for threat conditions short of requiring withdrawal from the exercise area, and threat conditions requiring withdrawal from the area. Additional force protection details are at Appendix F.

(17) Identify mission or exercise requirements to SCJ34 that exceed own operational or funding capabilities for resolution prior to scheduled IPC.

(18) Coordinate with SCJ33/SCJ34 and SCJ4 to establish strategic and intra-theater lift requirements as well as reception, staging, onward movement and integration (RSOI) for units arriving in the theater. Develop the TPFDD to ensure timely submission and component validation. IAW USSOUTHCOM TPFDD LOI, requirements moving by USTRANSCOM ocean transportation from POE to POD shall be validated to USSOUTHCOM NLT 90 days before T-day (T-90) and air transportation shall be validated NLT T-60. T-Day is the first day of month in which deployment or redeployment starts.

(19) Coordinate morale, welfare, and recreation (MWR) activities.

(20) Provide or coordinate for all contracting support for local purchase, lease arrangements, and other contracted support identified by USSOUTHCOM or PN.

(21) When required, plan the opening and closing ceremony with SCJ34 assigned action officer, and appropriate USMILGP/SAO and PN.

(22) Provide and update Developing Country Combined Exercise Program (DCCEP) nominations for following two years to SCJ34 NLT 15 Jan (The Two Year DCCEP Plan is submitted by SCJ34 to OSD annually for approval).

(23) Coordinate release of DCCEP funding for all PN participation with SCJ34. Formal DCCEP requests should be submitted to the SCJ34 action officer NLT 30 days prior to required date for release of funds.

(24) Ensure all exercise participants submit theater clearances and country clearances.

(25) Coordinate any environmental reviews or other required reports with the USMILGP/SAO and PN.

(26) Submit SITUATION REPORTS (SITREPs) to the USSOUTHCOM JOIC (weekly for New Horizons; daily for FMI exercises) when troops are deployed in the USSOUTHCOM AOR. Periodic SITREPs to American Embassy personnel should be coordinated through the appropriate USMILGP/SAO.

(27) Coordinate with SCJ34 to ensure that proper exercise funding is provided in accordance with the JCS exercise directive and the exercise event listed in JTIMS Events Tab. Coordinate with all force providers to provide O&M funds to their units where required and ensure inputs to the JCS exercise schedules are correct at the annual USSOUTHCOM scheduling conferences.

(28) As required, direct the Combined/Joint Exercise Control Group (CECG/JECG).

(29) Submit After Action Reports (AARs)/Joint After Action Reports (JAARs) IAW with Appendix H.

(30) Coordinate with SCJ1/5 to receive Human Rights cards and Rules of Engagement (ROE) cards. Contact SCSJA for modifications to ROE. Prior to arrival in country, all U.S. exercise participants must receive Human Rights and ROE briefings from their commands.

(31) Medical requirements:

(a) Provide &/or coordinate appropriate U.S. & local health service support for participants.

(b) Address Health Service Support, Health Force Protection and surveillance issues in the Exercise OPORD.

(c) Establish scope of medical operations for the exercise and enforce standards of practice for the medical HCA projects.

(d) Forward credentials on privileged health care providers who will treat host nation personnel to the appropriate USMILGP/SAO 45 days prior to commencement of the operation.

(e) Provide medical SITREP reporting format and procedures for deploying Medical Elements (MEDELS) in support of exercises.

- (32) Provide appointing authority and approving authority for reports of survey.
- (33) Coordinate billeting and messing facilities for participants.
- (34) As required, fund, man, and execute Joint Visitors Bureau (JVB) and Joint Information Bureau (JIB) where required.
- (35) Coordinate use of facilities necessary for execution of Command Post Exercises (CPX) and seminars.
- (36) Provide oversight for exercise C4I requirements to include detailed planning, support and manning.
 - (a) Chair communications working group at planning conferences.
 - (b) Submit COMSEC and radio frequency requirements to SCJ63 at least 90 days prior to the training event.
 - (c) Provide or coordinate for on-site computer technician support.
 - (d) Provide oversight for JECG C4I requirements; to include detailed planning, support and manning.
 - (e) Coordinate JECG support at HQ USSOUTHCOM with Army Support Activity (ASA) to include: wiring, Communication Center, Local Area Network (LAN) terminal placements, telephone installation, Video Teleconference (VTC), and JECG diagrams (set-up/layout, FAX services to the demarcation point).
 - (f) Coordinate C4I related funding with SCJ634.
 - (g) Support the DJTFAC/SJFHQ as required.
 - (h) Plan for and provide exercise message routing, phone/LAN directory production and distribution, JCEOI production, VTC rehearsals and scheduling, COMSEC and frequency call-outs.
 - (i) Initiate Request for Service (RFS)/Telecommunication Service Request (TSR)/Telecommunication Service Order (TSO) actions & submit them to SCJ634 for review/forwarding.
 - (j) In conjunction with SCJ634, SCJ2 and ASA, define C4I requirements for JECG and provide required connectivity to USSOUTHCOM HQ and LNOs.
 - (k) Coordinate C4I manning, set-up and technical support for JECG.

(l) Coordinate funding, availability, and C2 with SCJ634 for external Communications Support Agencies' participation if required.

(m) Coordinate with PN for required commercial telephone lines with international access.

(37) Establish procedures for moving mail to and from deployment locations.

(38) Coordinate with appropriate USMILGP/SAO for briefing the exercise concept to the Embassy Country Team.

(39) Awards. Members of service-pure organizations assigned and or attached to a joint activity or JTF are not eligible for joint decorations. Being under the control of a joint activity does not constitute joint award eligibility as specified in DoD directive 1348.33M. Personnel who are assigned to military department components that are subsequently attached to a joint activity for administrative or exercise purposes shall not be eligible for a joint decoration. Per SC Reg 600-8-22 joint awards are normally awarded to service members assigned and or attached to a joint headquarters or activity as an individual, not as members of a service unit (see USSOUTHCOM message date time group 131604Aug02, Subject: Award Policy for Command Sponsored Exercises).

b. Component Commanders and Standing Joint Task Force Commanders.

(1) Execute tasks assigned in Exercise Directives and in this regulation.

(2) Coordinate, resource, and conduct all responsibilities in accordance with this regulation and specific training and exercise events listed in the JTP.

(3) Provide command's METL/JMETL & input for refinement of USSOUTHCOM's JMETL & JTP.

(4) Program exercise forces and sufficient O&M funding to support USSOUTHCOM training events in which other components have been designated as the Executive Planning Agent/Support Responsibility.

(5) Provide individual JAARs on observations, lessons learned, and issues as identified/required.

(6) Provide execution year Humanitarian Civic Assistance (HCA), DCCEP and strategic lift requirements to SCJ34 and the exercise Executive Planning Agent/Support Responsibility. Exercise Related Construction (ERC) requirements should be addressed to SCEN and the exercise Executive Planning Agent/Support Responsibility.

(7) Provide future year exercise budget requirements to SCJ34 and Services.

(8) Comply with J3 taskers submitted via message or e-mail.

(9) Support the DJTFAC/SJFHQ as requested.

c. USMILGP/SAO.

(1) Execute tasks assigned in Exercise Directives and in this regulation.

(2) Assist Executive Planning Agent/Support Responsibility in the exercise coordination and execution within participating Allied Nation(s), to include support requirements.

(3) Coordinate with other USMILGPs/SAOs in FMI exercises as required to ensure multinational participants and observers IAW USSOUTHCOM JCS Exercise Program.

(4) Assist USSOUTHCOM Staff (SCJ34/J3/J5-PM) in the identification of hosting, participating and/or observing nations for USSOUTHCOM JCS Exercise Program.

(5) Assume Operational Control (OPCON) of designated small exercises as directed in the EXDIR.

(6) Provide and update nominations for proposed HCA missions no later than 1 Mar for the following two fiscal years to SCJ34. ERC nominations to SCEN NLT 1 Nov of the year required minus two years.

(7) Provide individual JAARs on observations, lessons learned, & issues as identified/required.

(8) Provide USMILGP/SAO exercise participation estimates to SCJ34 prior to execution year.

d. SCJ1 (Personnel).

(1) Provide expertise to USSOUTHCOM exercise planning functions and JCS Exercise Program as required. Execute tasks assigned in Exercise Directives and in this regulation.

(2) Provide input for refinement of USSOUTHCOM Combatant Command JMETL & JTIMS.

(3) Support exercises by monitoring SITREPs, managing casualty reporting, and processing awards as directed by Commander USSOUTHCOM .

(4) Provide individual JAARs on observations, lessons learned, and issues as identified/required.

e. SCJ2 (Intelligence).

(1) Provide expertise to USSOUTHCOM exercise planning functions and JCS Exercise Program as required. Execute tasks assigned in Exercise Directives and in this regulation.

(2) Act as lead in development of exercise scenarios.

- (3) Provide input for refinement of USSOUTHCOM Combatant Command JMETL & JTIMS.
- (4) Provide a country threat assessment of exercise training site to the USSOUTHCOM staff for planning and to the Executive Planning Agent/Support Responsibility prior to exercise directive completion for use as an appendix.
- (5) Provide immediate notification to SCJ33 of any deterioration in security in any part of USSOUTHCOM AOR that might impact an exercise.
- (6) When required, provide input and support for exercises and simulations:
 - (a) Master Scenario Event List (MSEL) and scenario development.
 - (b) Intelligence estimates for development of operational exercises.
 - (c) Coordinate security clearance requirements as required.
- (7) Provide individual JAARs on observations, lessons learned, & issues as identified/required.

f. SCJ3 (Operations).

(1) SCJ3 executes its roles and responsibilities as outlined in the Joint Training System and the Joint Training Plan through the Deputy Directorate for Exercises and Joint Training (SCJ34).

(2) **SCJ34 Mission.** The Deputy Directorate for Exercises and Joint Training (SCJ34) plans, coordinates and oversees execution of CJCS exercises and selected deployments for training in the USSOUTHCOM AOR. SCJ34 serves as the staff proponent for resource management of all exercise related joint funding (less ERC), strategic lift, and the Humanitarian and Civic Assistance Program (HCA). SCJ34 also serves as the staff proponent for the Joint Training System, to include: the Joint Training Plan, the Commander's Training Guidance, the Command's Joint Mission Essential Task List (JMETL), and the Joint Lessons Learned Program (JLLP).

(a) SCJ34 Plans And Programs Division Tasks.

1. Integrate all J34 exercise and Joint Training functions and activities within the theater strategy; insure that exercises, deployments and joint training support the TSCS and the National Military Strategy (NMS).

2. Provide Joint Training System support to HQ, USSOUTHCOM, Component Commands, JTFs and MILGPs/SAOs focused on the four phases of the JTS (Requirements, Plans, Execution and Assessment)

3. Serve as the command's proponent for the Joint Training Information Management System (JTIMS).

4. Develop, staff and produce the USSOUTHCOM JTP, Commander's Training Guidance, and JMETL.
5. Develop and manage Joint Lessons Learned Program (JLLP) for the command, integrate JLLP with Joint Center for Lessons Learned and Remedial Action Program (RAP).
6. Reconcile all exercise budget categories monthly and annually.
7. Validate, authorize and coordinate DCCEP funds for exercises and joint training in the current FY.
8. Collect, analyze and program a two-year program (budget) for DCCEP annually and forecast future requirements, six years, for the POM.
9. Validate, authorize, coordinate and monitor use of JCS exercise O&M funds in the current FY.
10. Collect, analyze, and forecast JCS exercise O&M funds for the POM (six year horizon)
11. Manage current FY JCS exercise strategic lift account for current FY.
12. Forecast and analyze exercise strategic airlift requirements for the outyears.
13. Monitor components and MILGP/SAO Traditional Commander Activity (TCA) funding requirements for deployments.
14. Coordinate and publish USSOUTHCOM Reg 0508-4.
15. Administer USSOUTHCOM Deployment Management Program and provide oversight and coordination of Deployments for Training (DFTs) in the AOR; coordinating legal status messages with U.S. Embassy/MILGP/SAO representatives in the AOR.
16. Provide JMETL assessment input to the Joint Quarterly Readiness Report process.
17. Coordinate, plan and execute USSOUTHCOM fall Exercise and Joint Training Conference.

(b) SCJ34 Exercise Division Tasks

1. Oversee the planning, coordination and execution of all CJCS exercises within the USSOUTHCOM AOR.
2. Program HCA, DCCEP and JCS O&M funds for exercises. Coordinate with SCEN to program ERC, SCJ8 for LATAM Coop, SCJ33 to program counter narco-terrorism funds for

counter narco-terrorism funded exercises, and SCJ5 for required Commander USSOUTHCOM Traditional Command Activities Funds. .

3. Publish the Exercise Directive providing guidance to Executive Planning Agent/Support Responsibility and the USSOUTHCOM Staff on conduct of the exercise.
4. Monitor specific exercise milestones published in the exercise directive.
5. Provide In-Progress Reviews to the J3, COS, DCDR and CDR on exercise development.
6. Ensure Joint Doctrine is adhered to during planning and execution of exercises.
7. Coordinate required Time Phase Force Deployment Data (TPFDD) PID and TPFDD inter and intra-theater lift requirements with SCJ4/SCJ33/SCJ5, as required, before validation to USTRANSCOM. Coordinate with SCJ5 (Global Command & Control System {GCCS} operator) to receive validation message.
8. Publish Significant Military Exercise Brief or Significant Military Exercise Notification at least 45 days prior to Critical Cancellation Date.
9. Coordinate with the Executive Planning Agent/Support Responsibility to conduct an IPR to the CDR after the Final Planning Conference and before exercise execution.
10. Coordinate Distinguish Visitors Program (DVP) with the Executive Planning Agent/Support Responsibility, USMILGP/SAO Commanders, USSOUTHCOM Protocol, SCJ5 Pol-Mil, Commander's Action Group and Aide-de-Camp. Task the Executive Planning Agent/Support Responsibility for security, public affairs support, and transportation support for the DVP in the exercise directive. Provide input and recommendations for program concept to SCJ3/SCJ5-PM for compiling a visitors list. Submit proposed DVP invitee list and coordinated concept to the Commander, USSOUTHCOM for approval. Prepare approved DVP invitations for Commander, USSOUTHCOM's signature.
11. Responsible to collect the Joint After Action Review from the Executive Planning Agent/Support Responsibility, input to the Joint Lessons Learned Program, and forward applicable lessons learned to the Joint Staff J7.
12. Closeout all contracts and fund-sites with the Executive Planning Agent/Support Responsibility and SCJ8 NLT 30 days after completion of an exercise.
13. Provide for integration of DJTFAC and or SJFHQ in applicable exercises as required by mission scenario.

14. Conduct/lead assessment of HCA construction projects 15-18 months after completion of exercise. Coordinate with components for assistance in conduct of HCA assessments during USSOUTHCOM's Fall Exercise Conference.

15. Maintain and update the Joint Training and Information Management System (JTIMS). JTIMS is used to post exercise dates, exercise description, milestones, force requirements, participating nations, strategic lift requirements, and funding.

(3) (SCJ32, SCJ33, SCJ34, SCJ35, SCJ37) Provide individual JAARs on observations, lessons learned, and issues as identified/required.

(4) (SCJ33) Coordinate with SCJ4-JMC to monitor deployment of exercise forces into theater and coordinate changes with SCJ34.

(5) (SCJ33) Coordinate for Civil Affairs and PSYOP support for exercises within the USSOUTHCOM AOR.

(6) (SCJ33) Provide oversight during the deployment, employment, and redeployment of all exercises. Coordinate for required support with SCJ34/SCJ4.

(7) (SCJ32, SCJ33, SCJ34, SCJ35, SCJ37 (SCJ3)) Provide expertise to USSOUTHCOM exercise planning functions and JCS Exercise Program as required.

(8) (SCJ32, SCJ33, SCJ34, SCJ35, SCJ37) Provide input for refinement of USSOUTHCOM Combatant Command JMETL & JTIMS.

g. SCJ4 (Logistics).

(1) Provide expertise to USSOUTHCOM exercise planning functions and JCS Exercise Program as required. Execute tasks assigned in Exercise Directives and in this regulation.

(2) Provide input for refinement of USSOUTHCOM Combatant Command JMETL & JTIMS.

(3) Serve as lead staff agent for Joint Logistics Over The Shore (JLOTS) as required by CJCS Joint Training Plan.

(4) Obtain JCS project code to support exercises. Publish JCS project codes in the exercise directives.

(5) Support all logistical requirements associated with the planning and coordination of the exercise.

(6) Review the Executive Planning Agent/Support Responsibility logistical support plan and concept.

- (7) Provide individual JAARs on observations, lessons learned, & issues as identified/required.
- (8) Provide in-transit visibility for unit deployment, sustainment, & redeployment operations.
- (9) Coordinate exercise deployment/redeployment transportation feasibility before sending validation to USTRANSCOM. Validation process requires coordination among SCJ34, SCJ4, & SCJ5.
- (10) Coordinate with NGOs and State Department on HCA/Disaster Relief programs, funding and exercise scenario integration as applicable.

h. SCJ5.

- (1) (SCJ5-PM) Provide political-military expertise to USSOUTHCOM exercise planning process as required. Execute tasks assigned in Exercise Directives and in this regulation.
- (2) (SCJ5-PM) Provide political-military expertise for refinement of USSOUTHCOM Combatant Command JMETL and JTIMS.
- (3) (SCJ5-PLF/SCJ5-PM) Serve as lead agents for the execution of the Theater Security Cooperation Plan (TSCP); balance regional cooperative engagement (influence, respond, transform) with assistance from SCJ34 Engagement Activity Program Manager (EAPM) to schedule exercises which best support Commander USSOUTHCOM priorities in regional cooperative engagement. Review the Command's JTP which contains the Joint/Combined Exercise long-range calendars.
- (4) (SCJ5-PLF/SCJ5-PM) Support development of exercise objectives based on the TSCP.
- (5) (SCJ5-PM) Coordinate with SCJ34, SCEN, and SCSG to determine exercise/ deployment locations based on prioritized regional engagement.
- (6) (SCJ5-PM) Develop Distinguished Visitor concept including invitees and staff concept (SCJ34 assist). Integrate with final SCJ34 EXDIR for command group approval.
- (7) Provide individual JAARs on observations, lessons learned, & issues as identified/required.

i. SCJ6.

- (1) Provide expertise to USSOUTHCOM exercise planning functions and JCS Exercise Program as required. Execute tasks assigned in Exercise Directives and in this regulation.
- (2) Provide input for refinement of USSOUTHCOM Combatant Command JMETL & JTIMS.
- (3) Assist the Executive Planning Agent/Support Responsibility in the development and coordination of exercise communications plan.

(4) Assist the Executive Planning Agent/Support Responsibility in coordinating for any communication support they cannot provide.

(5) Coordinate with Executive Planning Agent/Support Responsibility to draft communications requirements tasking message for SCJ3 release.

(6) Coordinate all frequency requirements for exercises.

(7) Promulgate COMSEC call out messages as required.

(8) Assist Executive Planning Agent/Support Responsibility in development of exercise telephone directory and upon receipt from Executive Planning Agent/Support Responsibility, disseminate to USSOUTHCOM staff and other appropriate elements.

(9) Coordinate exercise C4-related funding issues with SCJ34.

(10) Provide individual JAARs on observations, lessons learned, & issues as identified/required.

j. SCJ8 (Programs and Resources).

(1) Provide expertise to USSOUTHCOM exercise planning functions and JCS Exercise Program as required. Execute tasks assigned in Exercise Directives and in this regulation.

(2) Provide fund citations for HQ USSOUTHCOM and USMILGP/SAO JCS exercise participation expenses, HCA, DCCEP, ERC, TCA, and LATAM Coop requirements.

(3) Provide fund control and track expenditures of funds associated with each country and mission for all types of funding.

(4) Provide individual JAARs on observations, lessons learned, & issues as identified/required.

k. SCEN (Engineers).

(1) Provide expertise to USSOUTHCOM exercise planning functions and JCS Exercise Program as required. Execute tasks assigned in Exercise Directives and in this regulation.

(2) Provide input for refinement of USSOUTHCOM Combatant Command JMETL & JTIMS.

(3) Provide individual JAARs on observations, lessons learned, and issues as identified/required.

(4) Assume Exercise Related Construction Program Management. Coordinate ERC nominations with SCJ34. Review and forward annual Exercise Related Construction (ERC) fund nominations to Joint Staff for final approval IAW milestones. Coordinate requirements with Executive Planning Agent/Support Responsibility as required and monitor expenditure of ERC funds.

(5) Review and forward all engineer-related HCA project nominations to SCJ34 for final approval by DoD. Coordinate the nominations with HN. Consider Executive Planning Agent/Support Responsibility funding change requests only when construction plans are complete and materials are identified with their costs. Provide approval to SCJ34 for review of funding availability.

(6) Advise SCJ34 on recommended changes to exercise scope of work based on site visit with Executive Planning Agent/Support Responsibility and units.

(7) Ensure assignment of exercise project design for Components without design capability.

(8) Participate in the NH Exercise planning cycle as defined in Appendix B.

(9) Provide individual JAARs on observations, lessons learned, and issues as identified/required.

l. SCCS-P (Protocol).

(1) Provide protocol expertise and DV support services to joint training events and DVPs as required.

(2) Provide individual JAARs on observations, lessons learned, & issues as identified/required.

m. SCPA (Public Affairs).

(1) Provide expertise to USSOUTHCOM exercise planning functions and JCS Exercise Program as required. Execute tasks assigned in Exercise Directives and in this regulation.

(2) Provide oversight for U.S. military Public Affairs (PA) policy within USSOUTHCOM AOR.

(3) Coordinate and submit Public Affairs Guidance (PAG) to Office of Assistant Secretary of Defense for Public Affairs (OASD-PA) for approval.

(4) As required, provide Public Affairs guidance to Executive Planning Agent/Support Responsibility NLT mid Planning Conference (MPC).

(5) Provide individual JAARs on observations, lessons learned, & issues as identified/required.

n. SCSJA (Staff Judge Advocate).

(1) Provide expertise to USSOUTHCOM exercise planning functions and JCS Exercise Program as required. Execute tasks assigned in Exercise Directives and in this regulation.

(2) Provide guidance to MILGPs/SAOs and Executive Planning Agent/Support Responsibility in order to ensure appropriate status of forces protection. Ensure that proper legal/ diplomatic

protections are in place for the protection of deployed U.S. forces. If no protections are in place, consolidate and forward USSOUTHCOM requirements to JCS Legal, OSD INRA, and DoS to gain authority to negotiate and conclude necessary agreements IAW Western Hemisphere Expanded Circular 175 authority (SECSTATE Msg, DTG 132331Z Apr 00). In the event that the HN does not agree to formal protections, make appropriate recommendations to Commander USSOUTHCOM as to the legal risks of execution versus cancellation. Coordination of diplomatic protections is a USSOUTHCOM responsibility.

- (3) Review memorandum of agreements (MOAs) prior to final signature.
- (4) As required, review any modifications to ROE.
- (5) Provide other legal support as required.
- (6) Provide individual JAARs on observations, lessons learned, and issues as identified/required.
- (7) Review all associated deployment orders for legal sufficiency.

o. SCSG (Command Surgeon).

(1) Provide expertise to USSOUTHCOM exercise planning functions and JCS Exercise Program as required. Execute tasks assigned in Exercise Directives and in this regulation.

(2) Provide medical oversight to USSOUTHCOM exercise planning functions and JCS Exercise Program as required. Coordinate level III and IV medical care. Level I and II are deploying unit responsibility.

(3) Provide input for refinement of USSOUTHCOM Combatant Command JMETL & JTIMS.

(4) Provide theater medical policy and guidance for determining medical Deployments for Training (DFT)/Overseas Deployments for Training (ODT) missions in the AOR.

(5) Provide USSOUTHCOM exercise planning staff with a country medical threat assessment of exercise training site.

(6) Be the lead agent for medical interagency coordination between USSOUTHCOM, Department of State, SAOs, Participating Nations, and DoD.

(7) Notify all component training officers (DFT managers) through SCJ34 of available medical training opportunities in USSOUTHCOM AOR.

(8) Provide guidance for conducting site surveys and preparing AARs to all units conducting medical operations. Provide other medical support as required.

(9) Establish guidance and procedures for aeromedical evacuation (AE) and coordinate the AE plan with TRICARE Latin America and Caribbean (TLAC) and Global Patient Movement and Requirements Center (GPMRC).

(10) Ensure pre-deployment, deployment, and post-deployment requirements for Force Health Protection IAW Joint Staff Memorandum MCM-251-98, Deployment Health Surveillance and Readiness, 4 Dec 98. Immunizations will be executed IAW AR 40-562, AFJ1 48-110, BUMEDINST 6230.15 and CG COMDTINST M6230.4E Immunizations and Chemoprophylaxis, dated 1 Nov 95. Medical elements must analyze disease threat IAW guidance provided by the armed forces medical intelligence center (<http://mic.afmic.detrick.army.mil/>) and the Command Surgeon.

(11) Provide individual JAARs on observations, lessons learned, & issues as identified/required.

p. Commander, JTF BRAVO.

(1) Execute tasks assigned in Exercise Directives and in this regulation.

(2) Assume operational control (OPCON) of forces (JTFs, DFTs, and other deployed forces) for exercise execution in Central America as directed in USSOUTHCOM exercise directives. Note: MEDRETES in CENTAM (except Honduras) will normally operate OPCON/TACON to the respective USMILGP/SAO.

(3) Coordinate command & control hand off with the Service Component Executive Planning Agent/Support Responsibility conducting planning/preparation. Request specific support beyond JTF Bravo capability from the planning headquarters Executive Planning Agent/ Support Responsibility.

(4) Submit JAARs to USSOUTHCOM on observations, lessons learned, and issues as identified/required prior to JTF departure.

q. Special Staff.

(1) Provide expertise to USSOUTHCOM exercise planning functions and JCS Exercise Program as required. Execute tasks assigned in Exercise Directives and in this regulation.

(2) Provide input for refinement of USSOUTHCOM Combatant Command JMETL & JTIMS.

(3) Provide individual JAARs on observations, lessons learned, & issues as identified/required.

r. Interagency Liaison Officers.

(1) Provide input for refinement of USSOUTHCOM Combatant Command JMETL and develop supporting agency METL (AMETL) when required.

(2) Provide individual JAARs on observations, lessons learned, & issues as identified/required.

(3) Support exercises as required.

s. **Reserve Affairs (SCRA and SCNG).**

(1) Provide expertise to USSOUTHCOM exercise planning functions and JCS Exercise Program as required. Execute tasks assigned in Exercise Directives and in this regulation.

(2) Coordinate requests for staff augmentation with directorates and attempt to fill formally identified requirements based on workdays available.

(3) Coordinate for annual training (AT) personnel to ensure that reserve personnel are available for staff augmentation in support of exercises.

(4) Coordinate requests for Task Force Augmentation.

(5) When reserve support is anticipated, send representatives to attend exercise planning conferences ICW with SCJ34.

The proponent of this regulation is the Deputy Directorate for Exercises and Joint Training, Headquarters, U.S. Southern Command. Users are invited to send comments and suggested improvements directly to HQ USSOUTHCOM, SCJ34, 3511 NW 91st Ave., Miami, FL 33172-1217

SCJ34

FOR THE COMMANDER IN CHIEF

OFFICIAL
MICHAEL R. LEHNERT
Brigadier General, U.S. Marine Corps
Chief of Staff, U.S. Southern Command


J.S. CARRILLO
Lieutenant, USN
Adjutant General

Distribution
D

APPENDIX A

EXERCISE PLANNING METHODOLOGY

1. This appendix prescribes policy and procedures for planning and executing JCS training events in USSOUTHCOM. See Appendix B, New Horizons Exercise Methodology, for the planning and execution of New Horizons engineer exercises and Appendix L for the planning and execution of MEDRETEs.

2. USSOUTHCOM uses the exercise planning and execution methodology as depicted in the illustration below.

**Exercise Responsibilities
CJCSM 3500.03A**

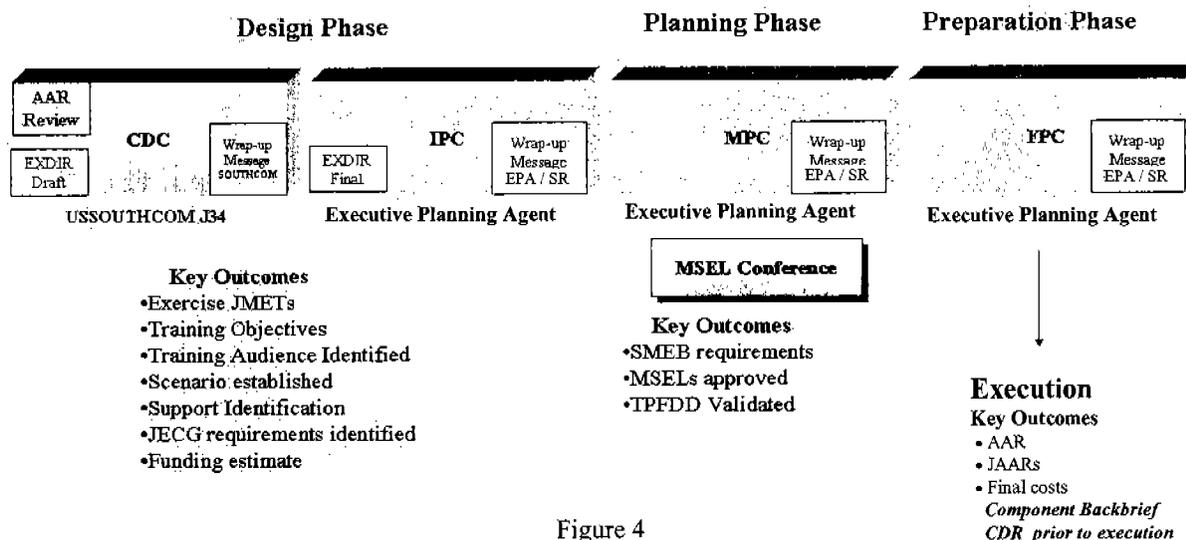


Figure 4

a. Design Phase. This phase begins with the Concept Development Conference (CDC) and ends with the completion of the Initial Planning Conference (IPC). The CDC is planned, hosted, and conducted by USSOUTHCOM SCJ34 ICW the exercise planning group. At the CDC, SCJ34 will present a draft concept of the operations (CONOPS), including JMETs, exercise objectives, and scenario guidance. SCJ34 will promulgate a CDC wrap-up message following the CDC in order to identify issues and establish an action plan for follow-up. The CDC conclusion is the official handoff of exercise planning responsibility to the designated component with Executive Planning Agent/Support Responsibility. The IPC is hosted and conducted by the Executive Planning Agent/Support Responsibility. At the conclusion of the IPC, JMETs and training objectives are finalized, the scenario is established, JECG requirements are finalized, and the exercise directive is published as a final document. The IPC wrap-up message is published by the Executive Planning Agent/Support Responsibility.

b. **Planning Phase.** This phase normally consists of the Mid-Planning Conference (MPC) and MSEL/scripting conference as required. Typically, exercise TPFDD data will be validated to USSOUTHCOM by components and SMEBs, and SMENs will be prepared by SCJ34 for submission to the Joint Staff. In this phase, the Executive Planning Agent/Support Responsibility staff performs mission analysis and drafts an exercise concept (backbrief). This ensures that the exercise concept and subsequent planning are IAW Commander USSOUTHCOM's intent. The Executive Planning Agent/Support Responsibility promulgates the MPC wrap-up message.

c. **Preparation Phase.** This phase consists of the final actions necessary to proceed with exercise execution. The key event in this phase is the Final Planning Conference (FPC). The Executive Planning Agent/Support Responsibility presents the exercise concept (backbrief) to the commander after the FPC.

d. **Execution and Assessment.** USSOUTHCOM combines execution, analysis, and assessment into one phase. This phase encompasses exercise execution and all those activities associated with exercise assessment. AARs/JAARs will be submitted by the Executive Planning Agent/Support Responsibility to SCJ34 during this phase. Capturing significant exercise joint lessons learned before participants redeploy from the exercise site is critical to both the individual and collective joint exercise process. AARs/JAARs will be submitted IAW format detailed in Appendix H. Submitted JAARs must have joint applicability. JAARs that focus on localized exercise issues will not be forwarded to the JS. JAARs conducted in this phase will form the basis from which to conduct subsequent exercises using similar scenarios and objectives. Ideally, JAARs will be used to start the exercise planning process prior to the CDC.

3. **Exercise Planning Group (EPG).** The EPG is an on call planning group that meets as directed under the direction of the SCJ34 to plan and execute the phases of theater joint training events. The purpose of the EPG is to coordinate exercise issues across the USSOUTHCOM staff in order to present clear and effective guidance to the Executive Planning Agent/Support Responsibility as well as ensure the application of joint doctrine. As required, the EPG will meet 12 to 15 months before the scheduled execution date of a specific exercise and not later than 2 months before the scheduled Concept Development Conference (CDC) for the exercise. SCJ34 will produce a strawman EXDIR prior to the EPG initial meeting. The primary product produced by the EPG is the draft EXDIR. EPG members represent their respective directorates and staff sections in the planning and execution of the USSOUTHCOM JCS Exercise Program. Accordingly, EPG members will attend exercise planning conferences as appropriate.

4. **Exercise Planning Group (EPG) composition.** Members of the EPG are assigned by their parent directorates/staff sections and represent their directorates/staff sections in all exercise-related matters. Representatives from the following staff elements constitutes the EPG:

- a. SCJ1
- b. SCJ2
- c. SCJ3
- d. SCJ33

- e. SCJ34
- f. SCJ35
- g. SCJ4
- h. SCJ5-PM/PLF
- i. SCJ634
- j. SCJ8
- k. SCEN
- l. SCSG
- m. SCJA
- n. SCPA
- o. SCCS-P
- p. SCRA
- q. SCNG
- r. Interagency representatives (as appropriate).

5. Exercise Directive (EXDIR [also referred to as Exercise Planning Directive or EPD]). The EXDIR is a coordinated USSOUTHCOM staff product, and is the primary document that provides specific exercise guidance to the Executive Planning Agent/Support Responsibility for execution. The EXDIR is based on joint doctrine and joint training methodology; it is developed by the EPG and staffed for final publication NLT the IPC.

APPENDIX A

ANNEX 1

GENERAL EXERCISE MILESTONES FOR
OPERATIONAL (OP) AND
FOREIGN MILITARY INTERACTION (FMI) EXERCISES

<u>EVENT</u>	<u>SUSPENSE</u> (prior to STARTEX)
Theme identified	18 months
Exercise Planning Group Reviews Concept	12-15 months
IPR to SCJ3 (CDR if required)	Prior to CDC
Concept Development Conference (CDC)	10-12 months
Initial Planning Conference (IPC)	7-9 months
Exercise Directive (EXDIR) Published NOTE: EXDIR milestone for New Horizons exercises is 12-14 months, see Appendix B, pg 48	IPC Conclusion
Mid-Planning Conference (MPC)	4-6 months
BOM & design changes due to SCJ34/SCEN for review & funding	120 days
Time-Phased Force and Deployment Data (TPFDD) validation (Sea) to USSOUTHCOM	90 days prior to 1 st day of month in which deployment or redeployment starts
TPFDD validation (Air) to USSOUTHCOM	60 days prior to 1 st day of month in which deployment or redeployment starts
Request for CJCS/JFCOM controlled C4 Assets due to SCJ6	60 days
Invitations mailed to DVs/Observers as required (FMI Exercises)	60 days
Identification of CDR USSOUTHCOM Gift Presentation if required (FMI Exercises)	60 days

EVENT

SUSPENSE
(prior to STARTEX)

Diplomatic Note (DIPNOTE) Approved	60 days
Significant Military Exercise Brief (SMEB)	45 days prior to CCD
Final Planning Conference (FPC)/CDR USSOUTHCOM IPR	1-2 month
Notification message to Western Hemisphere countries (FMI Exercises)	1 month
JCS Authorization to Execute Exercise Message	2 weeks
Final AARs/JAARs Assessment	IAW Appendix H
Close-out SITREP	1 day after ENDEX
Conduct assessment of HCA construction projects	15-18 Months After ENDEX

APPENDIX A

ANNEX 2

EXERCISE PLANNING GROUP (EPG)/ CONCEPT DEVELOPMENT CONFERENCE (CDC)

1. Purpose: The purpose of the EPG is to set the conditions for exercise development, describe parameters and coordinate responsibilities for exercise milestones, review previous exercise experience, provide initial exercise concept and scenario guidance, and identify and assemble working groups responsible for all aspects of exercise planning and execution. The EPG is the primary venue that integrates the USSOUTHCOM staff for exercise design, planning, and execution. The CDC assembles respective representatives from participating components and commands to execute concept development planning for upcoming exercises. USSOUTHCOM staff under the direction of SCJ34 is responsible for the planning and conduct of the CDC. Primary responsibility for the planning and execution of the exercise is passed from USSOUTHCOM to the component with Executive Planning Agent/Support Responsibility at the conclusion of the CDC. The EPG will publish a draft CONOPS for staffing at the CDC.
2. Host: SCJ34.
3. Location: USSOUTHCOM, Miami, FL or host nation as applicable.
4. Notification: Participating forces, as identified by JTIMS, will be notified via message of the upcoming CDC.
5. Registration: Each conference will start with an administrative registration. At a minimum, names, DSN telephone numbers, email addresses, and message plain language addresses will be recorded. Handouts, if any, will be provided at this time. During each morning of the conference, the whole group will participate in an update brief, review issues, and review remaining goals.
6. Pre-Conference Timelines, Milestones, and Responsibilities. EPG will establish and notify attendees of any required pre-conference actions, identify specific milestones and delegate staff/organizational responsibilities. J34 will host a pre-CDC coordination meeting to synchronize the USSOUTHCOM EPG and prepare coordinated staff positions.
7. Conference Format: SCJ34 will brief the draft CONOPS (brief will provide JMETs, exercise objectives, lessons learned from last years exercise, scenario guidance, exercise dates/milestones, recommended participants, as well as budget, DVP, logistical, and assessment/JAAR requirements.
 - a. Introduction:
 - (1) Review previous year's exercise experience using AARs, JAARs, JTP, Hot-Wash, old MOIs/DIPNOTES, and component feedback.

(2) Review theater strategy as appropriate, regarding specific exercises based on country team objectives and current FUNC/CONPLANS (SCJ3/SCJ5).

(3) Review Combatant Command JMETL tasks, conditions and measures of effectiveness as well as other applicable JMETs.

b. Exercise Concept: SCJ34 (FMI exercises) or SCJ5 (Operational exercises) provides initial concept guidance.

(1) Type of simulation to be used if appropriate.

(2) Type, size and composition of the JTF.

(3) General threat situations that apply.

c. Exercise Scenario: SCJ2 lead, SCJ3, SCJ5, SCJ4, and SCSG assist for operational exercises. SCJ3 and SCJ4 lead for FMI exercises.

(1) General Situation.

(2) Specific Situation in area of operations.

(3) Threat force structure (personnel and equipment).

(4) Events that led up to current situation (Road to War/ Crisis Strawman).

8. Working Group Assignments (if required): Working groups comprised of representatives from all commands will convene to address operational and logistical planning issues. SCJ34/EPG will coordinate working group planning sessions. The outline below provides groups, chairs, and general discussion topics to be addressed.

a. Groups, Chairs and Issues:

(1) Plans: Hosted by SCJ34 for Foreign Military Interaction (FMI) exercises and SCJ5 for Operational exercises.

(a) Review Concept of Operations (SCJ34 obtains CDR USSOUTHCOM concept guidance).

(b) Force List.

(c) STARTEX date.

- (d) Synchronization Matrix of Major Events.
- (e) FUNC/CONPLAN, ROE, and supporting Appendices, if applicable.
- (f) "Build-Up" messages.
- (g) Identify applicable key JMETs, conditions and measures.
- (h) Identify JECG facility location and requirements.
- (i) Identify initial Information Operation (IO) training objectives and goals.

(2) Logistics: Hosted by SCJ4.

- (a) Concept of logistic support.
- (b) In-country support requirements
- (c) Strategic lift requirement and/or constraints.
- (d) Contracting arrangements.
- (e) Facility requirements (with Engineer's assistance)

(1) JTF HQ

(2) JECG

(3) JTF billeting

- (f) TPFDD (SCJ4 lead and SCJ5 support).
- (g) RSOI.
- (h) Logistical timeline/critical submission dates.
- (i) Equipment requirements.

(3) JECG: When required, hosted by SCJ34 with SCJ5-PAS assistance in Simulation Support Plans. Working group should include JFCOM JWFC if full package support is provided. **Note:** JECG requirements typically cannot be finalized until scenario is complete. This may not occur until the completion of the IPC. Exact manning requirements for JECG are not contained

in the EXDIR but, are a result of coordination/agreement of exercise participants during the planning conferences.

- (a) Determine level of manning and augmentation required.
 - (b) Determine exercise director and deputy.
 - (c) Link script writers with JECG participants.
 - (d) Develop simulation support package.
 - (e) Initiate Master Scenario Events List (MSEL) development. MSEL must be in the MSEL software.
 - (f) Begin to identify non-organic C4 requirements for the JECG.
- (4) JTF: Hosted by SCJ34 (FMI exercises) or SCJ35 (Operational exercises).
- (a) Determine manning of JTF.
 - (b) Determine location of JTF.
- (5) Communications: Hosted by SCJ6.
- (a) Identify and introduce C4 POC.
 - (b) Identify available C4 assets and limitations.
 - (c) Identify initial C4 requirements (JTF, JECG, JIB, JVB, etc.).
 - (d) Initiate construction of C4 MSEL, training objectives and goals. Coordinate C4 MSEL, training objectives and goals.
 - (e) Conduct exercise/JECG site survey.
 - (f) Delineate C4 planning responsibilities.
 - (g) Identify initial Information Assurance (IA) training objectives and goals
- (6) Funding Resources: Hosted by SCJ34.
- (7) Medical: Hosted by SCSG when required.
- (a) Determine level of manning and augmentation required.

(b) Plan baseline exercise medical architecture.

(c) Coordinate medical support requirements with the Executive Planning Agent/Support Responsibility (EPA/SR), as required.

(d) Review Component aeromedical evacuation and treatment plan for the exercise.

(e) Conduct site survey when required.

(f) Determine medical timeline/critical submission dates.

b. Pending Issues. Meeting at the end of each conference day comprised of the senior representative from each command

c. Products: The CDC will be summarized by a wrap-up message published by SCJ34 shortly after end of conference.

**EPG/CDC PRE/POST-CONFERENCE MILESTONES
AND RESPONSIBILITIES**

STARTEX MINUS	ACTION OR PLANNING MILESTONES	RESPONSIBLE ORGANIZATION	STATUS OR COMPLETION DATE
18 Months	Exercise Initial Progress Brief to CDR USSOUTHCOM	SCJ34	
15 Months	EPG Meets – Drafts CONOPS	SCJ34	
	Exercise Program Message	SCJ34	
12 Months	CDC Announcement Message	SCJ34	
	CDC Agenda Message	SCJ34	
	Scenario Strawman/ AAR review	SCJ2	
	Exercise Objectives	SCJ34 and SCJ33	
	CDR USSOUTHCOM Initiatives	SCJ34 and SCJ33	
	JMETs, Conditions & Measures	SCJ3//SC Staff/EPG	
10-12 Months	Conduct CDC	SCJ3//SC Staff/EPG	
NLT IPC	Publish EXDIR	SCJ3//SC Staff/EPG	
10 Months	Draft Diplomatic Note to USMILGPs/SAOs	EPA/SR & SCJA coordinate status protection request with JCS Legal, OSD INRA or assure status protection in place	
	CDC Wrap-Up Message	SCJ34	
	IPR to SCJ3	SCJ3//SC Staff/EPG	

APPENDIX A

ANNEX 3

INITIAL PLANNING CONFERENCE (IPC)

1. Purpose: This conference, conducted by the Executive Planning Agent/Support Responsibility, establishes a firm foundation to support functional area planning, from exercise development through execution. The IPC is a forum for publishing or developing draft products. The Executive Planning Agent/Support Responsibility will publish a wrap-up message covering all issues from the IPC. **Note:** CJCSM 3500.03A establishes a CDC, IPC, MPC, and FPC as part of the Joint Event Life Cycle when planning exercises. After the CDC, the Executive Planning Agent/Support Responsibility can execute some or all of these conferences according to exercise requirements.
2. Host: Executive Planning Agent/Support Responsibility.
3. Location: Host Nation or as designated by Executive Planning Agent/Support Responsibility.
4. Notification: Participating forces, as identified by the JTIMS Event Tab, will be notified via message of the upcoming IPC.
5. Registration: Each conference will start with an administrative registration. At a minimum, names, DSN telephone numbers, email addresses, and message plain language addresses will be recorded. Handouts, if any, will be provided at this time. Each day of the conference, the whole group will participate in an update brief, review issues, and review remaining goals.
6. IPC Pre-Conference Timelines, Milestones, and Responsibilities - The Executive Planning Agent/Support Responsibility will establish and notify attendees of required pre-conference actions, identify specific milestones and delegate staff/organizational responsibilities.
7. Conference Format:
 - a. Introduction: Executive Planning Agent/Support Responsibility.
 - (1) Provide summary of Concept Development Conference/CDC Wrap-up message.
 - (2) Identify aims, objectives and any changes to exercise JMET. IPC goal should include establishment of draft conditions and measures.
 - (3) Review exercise concept, level and number of units participating, training objectives and planning responsibilities.
 - (4) Review status of administrative actions outlined in the CDC.

(5) Review personnel requirements, both Host Nation and U.S..

b. Exercise Scenario: SCJ2 Intel/SCJ3/SCJ5

(1) General Situation.

(2) Changes in specific situation in area of operations since CDC.

c. Working Groups: As required, initial functional-specific planning coordination following guidelines established in paragraph 8 below.

8. Working Group Assignments: Working groups consisting of representatives from all commands will convene to address operational and logistical issues. The Executive Planning Agent/Support Responsibility will coordinate working group planning sessions. The outline below provides groups, chairs, and general discussion topics to be addressed.

a. Plans: Hosted by the Executive Planning Agent/Support Responsibility Planners.

(1) Concept of Operations.

(2) Draft tasks, conditions and measures.

(3) Outstanding CDC issues.

(4) Other Executive Planning Agent/Support Responsibility issues.

b. Logistics: Hosted by the Executive Planning Agent/Support Responsibility Logisticians.
Topics may include:

(1) Logistical timeline/critical submission dates.

(2) Strategic lift requirements and/or constraints.

(3) Contracting arrangements.

(4) JTF HQs facility requirements.

(5) JTF billeting.

(6) JECG facility.

(7) The TPFDD validation process (SCJ3, SCJ4 and SCJ5)

(8) RSOI

(9) In-country support requirements.

c. Intelligence: If required, Executive Planning Agent/Support Responsibility Intel will host unless another chair is assigned.

d. JECG: If required, hosted by the Executive Planning Agent/Support Responsibility or JWFC if full package support is provided. Topics may include, but are not limited to:

(1) Determine level of manning and augmentation required. JECG requirements may not be finalized until MPC.

(2) Determine exercise director, deputy and MSEL manager. (USSOUTHCOM staff will provide these positions for operational exercises that do not designate a Executive Planning Agent/Support Responsibility).

(3) Link script writers with JECG participants.

(4) Develop simulation support package if required.

(5) MSEL development. MSELs must be in proper MSEL software.

(6) Identify non-organic C4 requirements for the JECG.

e. JTF: Hosted by the Executive Planning Agent/Support Responsibility.

(1) Continue development of JTF manning.

(2) Resolve any conflicts with location of JTF.

f. Communications: Hosted by the Executive Planning Agent/Support Responsibility.

(1) Develop initial C4 architecture.

(2) Capture initial C4 requirements.

(3) Identify equipment and resource shortfalls to SCJ6.

(4) Draft Appendix K to exercise OPORD.

(5) Establish participating forces Addressee Indicator Group (AIG).

g. Joint Visitors Bureau: Hosted by Executive Planning Agent/Support Responsibility. Develop DVP if required.

h. Joint Information Bureau: Hosted by Executive Planning Agent/Support Responsibility.

i. Medical: As required by exercise requirements and hosted by Executive Planning Agent/Support Responsibility (EPA/SR). Topics may include, but are not limited to:

- (1) Medical readiness training exercises and skills exchanges.
- (2) Medical care and evacuation requirements for exercise participants.
- (3) Medical threat assessment.
- (4) Medical elements of force protection and disease surveillance.

**IPC PRE/POST-CONFERENCE MILESTONES
(As Required)**

STARTEX MINUS	ACTION AND PLANNING MILESTONES	RESPONSIBLE ORGANIZATION
9 Months	AAR Concept	EPA/SR*
	JECG Concept	EPA/SR*
	Training Seminars	EPA/SR
	Scenario/Road to War Background	EPA/SR*
	Training Objectives	EPA/SR/EPG/SC Staff
	IPC Announcement Message	EPA/SR / SCJ34**
8 1/2 Months	IPC Agenda Message	EPA/SR / SCJ34**
	CDR USSOUTHCOM Approved DV Plan	SCJ5-PM//SPACOS & SCJ34
	Simulation Support Plan	SCJ5-PAS
	Major Events by Day	EPA/SR
7-9 Months	Conduct IPC	EPA/SR
	Draft OP/FMI OPORD	EPA/SR
	Draft OPFOR Plan	EPA/SR
NLT IPC	Publish EXDIR	SCJ34
	IPC Wrap-up Message	EPA/SR

* Provided by JWFC if "Full Package" support is provided

** Operational exercises

APPENDIX A

ANNEX 4

OTHER PLANNING CONFERENCES

1. Purpose: The Executive Planning Agent/Support Responsibility may determine through mission analysis that other planning conferences are required to refine operational and logistical planning requirements and scripting. Potential conferences may include, but are not limited to, a Mid-Planning Conference (MPC), Final Planning Conference (FPC), and a MSEL/Scripting Conference. Some conferences may be combined.
2. Host: Executive Planning Agent/Support Responsibility.
3. Location: Host Nation or as designated by Executive Planning Agent/Support Responsibility.
4. Notification: Participating forces and USSOUTHCOM staff, as identified by the Exercise Schedule of the Joint Training Plan, will be notified via message of the upcoming conference.
5. Registration: Each conference will start with an administrative registration. At a minimum, names, DSN telephone numbers, email addresses and message plain language addresses will be recorded. Handouts, if any, will be provided at this time. Each day of the conference, the entire group will participate in an update brief, review issues and review remaining goals.
6. Pre-Conference Timelines, Milestones and Responsibilities: Executive Planning Agent/Support Responsibility will establish required pre-conference actions, identify specific milestones and delegate staff/organizational responsibilities.
7. Conference Format:
 - a. Introduction: Provide summary of previous planning conference milestones, accomplishments and requirements.
 - b. Exercise Concept Development: Refine previous planning considerations and milestones.
 - c. Exercise Scenario Development: Refine previous planning considerations and milestones.
 - d. Working Groups: As required, functional-specific planning coordination following guidelines IAW paragraph 8.
8. Working Group Assignments: As required, working groups of representatives convene to refine, modify or address operational and logistical issues. The component with Executive Planning Agent/Support Responsibility will determine and coordinate working group planning sessions (If a Scripting conference is required, the Executive Planning Agent/Support

Responsibility may assign a different chair for the conference). The exercise script must cover training objectives and the scenario must be commensurate with level of headquarters exercised.

9. Sample Mid and Final Planning Conference Milestones

a. Mid-Planning Conference (MPC).

**MPC PRE/POST-CONFERENCE MILESTONES
AND RESPONSIBILITIES
(AS REQUIRED)**

STARTEX MINUS	ACTION OR PLANNING MILESTONES	RESPONSIBLE ORGANIZATION
6 Months	Exercise Control Plan	EPA/SR*
	OPFOR Plan	EPA/SR*
	AAR Plan	EPA/SR*
5 Months	MPC Announcement Message	EPA/SR
4 ½ Months	MPC Agenda Message	EPA/SR
4 Months	Site Survey	EPA/SR
	Conduct MPC	EPA/SR
	OP/FMI OPLAN Final	EPA/SR/SCJ33//
	0300 Exercise OPLAN Final	SOC SO
	Final Exercise Schedule	EPA/SR
	Communications Support Plan	EPA/SR
	Training Seminar Plan	EPA/SR
	MSEL Dev #2	EPA/SR*
	JVB Draft Plan (includes itinerary and seminar plan)	EPA/SR
	JIB Draft Plan	EPA/SR
	Admin/Log (inclusive of medical annex)	EPA/SR
	OPORD	
	Exercise OPORD	EPA/SR
	Transportation Flow Chart	EPA/SR
	Exercise Synchronization Matrix	EPA/SR
	MSEL Matrix	EPA/SR
	Story Book	EPA/SR
MPC +1 Week	MPC Wrap-Up Message	EPA/SR
	SCJ3 IPR	EPA/SR/SCJ34
MPC +2 Weeks	DCDR and CDR USSOUTHCOM IPRs	EPA/SR/SCJ34

* Conducted by JWFC if "Full Package" support is provided.

b. Final Planning Conference (FPC):

**FPC PRE/POST-CONFERENCE MILESTONES
AND RESPONSIBILITIES
(AS REQUIRED)**

STARTEX MINUS	ACTION OR PLANNING MILESTONES	RESPONSIBLE ORGANIZATION
4 Months	TPFDD – Status Check	SCJ34
T- 90 days - Sea T- 60 days – Air	TPFDD – Final Validation to USSOUTHCOM	EPA/SR/COMPONENTs
T-60 days Sea T-50 days Air	TPFDD – Final Validation to TRANSCOM	SCJ34/SCJ4/SCJ5
3 Months	DV Invitations	EPA/SR & SCJ34
2 Months	Final JVB Plan	EPA/SR
	SMEB	SCJ34
2 Months	Exercise Certificates	SCJ34
	Diplomatic Note	USMILGP/SAO & SCJ34
	Request CJCS controlled C4	EPA/SR
	FPC Announcement Message	EPA/SR
1 ½ Months	FPC Agenda	EPA/SR
1 Month	Conduct FPC	EPA/SR
	FPC Wrap-up Message	EPA/SR
	FPC Trip Report	SCJ34
	Notification Message to Western Hemisphere Countries	SCJ34
FPC +1 Week	IPR to SCJ3	EPA/SR/SCJ34
FPC +2 Weeks	IPR to DCDR/CDR USSOUTHCOM	EPA/SR/SCJ34

* Conducted by JWFC if “Full Package” support is provided

APPENDIX A

ANNEX 5

EXERCISE EXECUTION AND ASSESSMENT PHASES

1. Purpose: The Exercise Execution and Assessment Phases bring together the planning efforts of all participating organizations to execute the exercise accordingly, assess the execution, and conduct a thorough review of lessons learned. The component commander assigned the Executive Planning Agent/Support Responsibility, through the JTF commander, will provide Commander USSOUTHCOM and his Service Components a daily SITREP, an After-Action Report, and an Exercise Close-out Message.
2. Host: Executive Planning Agent/Support Responsibility.
3. Location: Host Nation or as designated by Executive Planning Agent/Support Responsibility.
4. Notification: As per Exercise OPORD.
5. Exercise Documentation Fact Book: Compiled by SCJ34. Continuity Book establishes required pre/post-conference actions, identifies specific milestones and delegates staff/organizational responsibilities.

**PRE/POST-EXERCISE MILESTONES
AND RESPONSIBILITIES
(AS REQUIRED)**

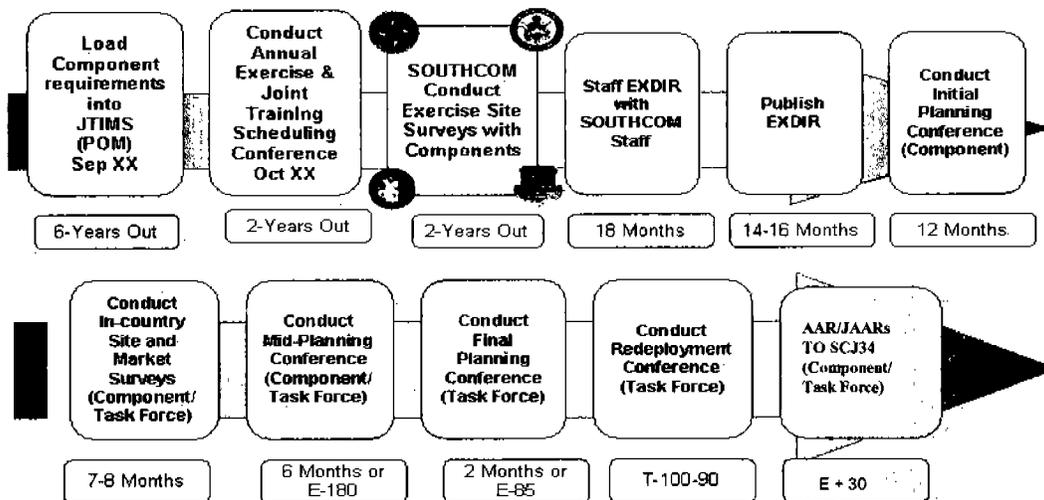
STARTEX MINUS	ACTION OR PLANNING MILESTONES	RESPONSIBLE ORGANIZATION
2 Weeks	Exercise Document Continuity Book Complete	SCJ34
	CDR USSOUTHCOM Trip Book	SCJ34/SCJ5
	Execute Order	JCS
STARTEX	Exercise	EPA/SR/SCJ33
Prior to ENDEX	Exercise LL/AAR and JAARs	EPA/SR
ENDEX +1 Day	Exercise Close-out Message	EPA/SR

APPENDIX B

NEW HORIZONS EXERCISE METHODOLOGY

1. Purpose. This appendix establishes guidance for the planning, preparation, execution, and assessment of New Horizons exercises.

2. Exercise Planning Methodology. The figure below depicts the New Horizons exercise planning methodology.



Note: Refer to CJCSM 3500.03, Appendix H for details of events and products.

Figure 5

a. As part of the Joint Training Information Management System (JTIMS) the NH exercise planners will input all exercise requirements into the system six years out. This includes the exercise proposed country, force requirements, transportation requirements, funding, JMETs, and training objectives.

b. The validation process occurs during the Annual Exercise and Joint Training Conference conducted by the Deputy Directorate for Exercises and Joint Training (SCJ34). During this conference the NH exercise action officer reviews the 6-year plan (updates the execution year, validates the scheduling year, and conducts resource planning for the following 4 years of the POM cycle) with the Components (USARSO, USNAVSO, USSOUTHAF, USMARFORSO) and Force Providers (ACC, LANTFLT, FORSCOM, MARFORLANT).

c. Two years out USSOUTHCOM SCJ34 conducts the exercise site survey to the six selected countries (approved by CDR) to conduct initial coordination with the Country Team and Host Nation civilian/military leadership. The primary purpose of this survey team is to determine the feasibility and U.S. Forces' capability to conduct the JCS approved exercise. The survey team consists of exercise planners from SCJ34, SCEN, and the USSOUTHCOM Executive Planning Agent/Support Responsibility (USARSO, USSOUTHAF, USNAVSO, USMARFORSO).

d. The SCJ34 New Horizons exercise action officer prepares in draft format the Exercise Directive (EXDIR) and staffs it with the USSOUTHCOM staff, USMILGPs/SAOs, and Components participating in the exercise between 18-16 months prior to the start of the exercise. Ideally, the EXDIR will be published after the Annual Exercise and Joint Training Conference conducted approximately 15 months prior to start of the exercise.

e. The EXDIR is released by the SCJ3 via official message traffic (DMS). It is effective immediately upon receipt for planning, preparing, execution, and assessment by the USSOUTHCOM Components. All specific details in the EXDIR are in effect until the completion of the exercise or upon proper release.

f. The USSOUTHCOM Executive Planning Agent/Support Responsibility assumes control of the exercise planning upon receipt of the EXDIR. The USSOUTHCOM SCJ34 exercise action officer continues to provide oversight of the exercise throughout the entire process.

g. A redeployment conference is required (NLT T-100) to ensure TPFDD is finalized and validated. USSOUTHCOM requires a formal message announcing this conference to ensure all participating Components have proper representation.

h. The process continues through the submission of the JAARs/AAR to USSOUTHCOM IAW with Appendix H. If necessary the Executive Planning Agent/Support Responsibility can conduct a formal AAR conference.

3. HCA Specific Responsibilities.

a. USSOUTHCOM Staff. The USSOUTHCOM staff will be involved in exercise requirements generation, planning, execution, and assessment. In addition to duties listed in Appendix A of this regulation, supplementary duties specific to HCA areas are described below:

(1) SCJ634 (Communications):

(a) When required, assist USSOUTHCOM Components in the development and coordination of the exercise communication plans.

(b) When required, assist JTF BRAVO in the development and coordination of the exercise communication plans.

(c) Provide SCJ34 updated communications requirements for inclusion into EXDIRs.

(2) SCEN (Engineers):

(a) Upon completion of the initial site survey, review and forward all engineer-related HCA project recommendations to SCJ34 for final review prior to submission for approval to DoD. Consider Executive Planning Agent/Support Responsibility funding change requests only when construction plans are complete and Bills of Materials (BOM) are submitted. Provide design /BOM change approval to SCJ34 for review of funding availability. Responsible for initial project selection and coordination with the U.S. Army Corps of Engineers and the U.S. Navy Facilities Engineering Command on all engineering related issues.

(b) Conduct initial site survey with SCJ34 two years out to coordinate project nominations with HN and Country Team. Validate project nominations, provide project description, and define scope of work. Submit project recommendations as required.

(c) If required, conduct site visit with Executive Planning Agent/Support Responsibility one year out and advise SCJ34 on Executive Planning Agent/Support Responsibility recommended changes to the exercise scope of work.

(d) As required, conduct quality assurance visits to all New Horizons exercises to ensure engineering (ERC/HCA) projects are IAW design and specification. Conduct final inspection upon completion and gather data for improvement of future designs and exercises.

(e) Ensure assignment of exercise project design for Components without design capability.

(f) Review and approve base camp and project environmental planning IAW Project Environmental Planning and Documentation Checklist (see Environmental Planning at para 5, this appendix).

(g) If required, attend IPC &/or MPC with Executive Planning Agent/Support Responsibility to ensure all participants are clear on scope of projects & to resolve technical issues.

(h) ICW SCJ34 & SCJ8, upon completion of the exercise provide copies of all exercise-specific data & materials to ensure all exercise historical files are consolidated for the record.

(3) SCSG (Command Surgeon):

(a) Provide oversight for all medical activities in theater.

(b) Provide theater medical policy and guidance for determining medical DFT/ODT missions in the AOR.

(c) Review, validate, and forward all medical-related HCA project nominations received from USMILGPs/SAOs to SCJ34.

(d) Advise SCJ34 on recommended changes to the exercise based on site visit with Component Surgeon and units.

(e) Provide USSOUTHCOM exercise planning staff with a country medical threat assessment of exercise training site.

(f) Provide guidance for conducting site surveys and preparing AARs for all units conducting medical operations.

(g) Review JAARs input/s and AAR information as required.

(4) USSOUTHCOM TRANSCOM LNO will ensure TRANSCOM provides:

(a) Strategic lift as requested by participating commands and validated by SCJ34.

(b) Provide terminal services as required.

(5) SCPA is responsible for all U.S. Military Public Affairs (PA) policy within the USSOUTHCOM AOR.

b. Exercise Executive Planning Agent/Support Responsibility.

(1) Prepare and conduct planning conferences and exercises as coordinated at the annual USSOUTHCOM Training and Exercise Conference and as tasked by USSOUTHCOM Exercise Directives (EXDIR). The Executive Planning Agent/Support Responsibility will have direct liaison authority (DIRLAUTH) with all participating and supporting commands upon receipt of EXDIR.

(2) Execute assigned tasks in EXDIRs and in this regulation.

(3) Present a detailed budget to USSOUTHCOM by start of the IPC.

(4) Provide back brief of operational-level training objectives, restated mission, and concept of operations (including logistics) to the SCJ3 as stated in the EXDIR.

(5) Provide SCJ34 all HCA, and DCCEP funding requirements. SCJ34 will forward requirements to SCJ8 for inclusion in the POM.

(6) Formally end each exercise with a message to SCJ33, SCJ34 and components.

(7) Ensure any Memorandum of Agreement (MOA) with a HN is coordinated with SCSJA.

(8) Coordinate with SCJ33 and SCJ34, to establish strategic and intra-theater airlift/sealift plans IAW milestones identified in this regulation.

(9) Provide an AAR/JAAR for all Humanitarian and Civic Assistance (HCA) projects completed to SCJ34. Include information required in Enclosure 2 to DoDI 2205.3 (Jan 95). Additionally, include number of patients treated (MEDRETE) and assess impact on HN infrastructure sector. Provide additional amplifying information as appropriate. Enclosure 2 to DoDI 2205.3 is attached.

(10) In conjunction with the USMILGP/SAO, establish support arrangements for required contracting, billeting, transportation, security, and other support throughout the exercise. Advise exercise units prior to deployment that contracting, disbursing, and other support and services must be purchased from the State Department or exercise units must deploy with Contracting/Ordering Officers and Paying Agent. Ensure that funds are provided by supporting components for all component specific costs incurred by units participating in support of the exercise.

(11) Provide appointing authority and approving authority for reports of survey.

(12) Coordinate execution of PA policy within the HN. The Executive Planning Agent/Support Responsibility prepares proposed Public Affairs Guidance (PAG) for the exercise and forwards through SCPA for coordination with the Office of the Assistant Secretary of Defense (OASD) for Public Affairs prior to the Final Planning Conference.

(13) All U.S. personnel participating in the exercise are responsible for complying with the specific PAG promulgated by the Executive Planning Agent/Support Responsibility and approved by OASD (PA).

(14) Coordinate with U.S. and HN customs for transportation of all U.S. assets and HCA materials.

(15) Coordinate U.S. Civil Affairs planning and conduct pre-exercise CA site surveys of the area of operations with the USMILGP/SAO. SOCM-MD in conjunction with the TF is responsible for medical and civic action plans and for their approval by SCSG, SCJ3, and SCJ5.

(16) New Horizons exercises are not executed by JTF's. Executing units are single service task forces with selected service personnel, not constituted under a joint manning document, and hence not eligible for joint awards. Individuals participating in these exercises are authorized service awards when appropriate (see USSOUTHCOM message date time group 131604Aug02, Subject: Award Policy for Command Sponsored Exercises).

c. Commander, JTF BRAVO.

(1) Assume operational control of NEW HORIZONS TFs for exercises executed in Central America as assigned by SCJ3 in Exercise Directives.

(2) When required, coordinate command and control hand off with the executive Planning Agent/Support Responsibility conducting planning and preparation.

(3) If designated as exercise participant in exercise directive, submit JAARs/AAR to SCJ34 IAW Appendix H.

d. USMILGP/SAO.

(1) HCA Project Selection Process. Figure 6 depicts the project selection process.

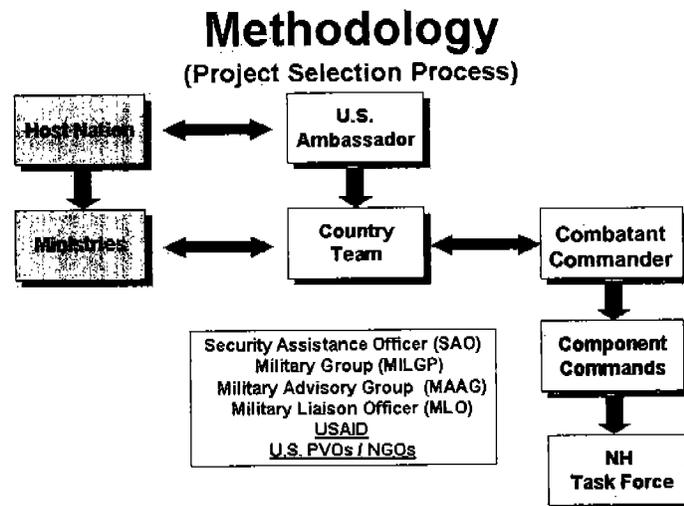


Figure 6

(a) Once USSOUTHCOM announces the countries scheduled to receive a NH exercise, the USMILGPs/SAOs must start to coordinate with host nation civilian and military leadership. Country Team should host a project coordination meeting with the Host Nation about 30 months prior to the exercise to develop the initial project list.

(b) Country Team members ensure that the necessary HN agencies are notified and are able to identify/nominate missions/projects prior to the final selection.

(c) Upon submission of projects by the host nation, the U.S. Ambassador will approve, and the USMILGP/SAOs will submit HCA nomination list to SCJ34.

(d) The final HCA nomination list must be received by SCJ34 prior to the USSOUTHCOM initial site survey, normally at least 24 months prior to the exercise. Failure to meet this timeline may result in changing of the exercise to another country or postponing the exercise to another Fiscal Year.

(2) Coordinate USSOUTHCOM participation with HN.

(3) Coordinate HN exercise participation/support during the planning process and formalize with the EPA/SR in an exercise specific memorandum of understanding and OPORD.

(4) Coordinate all HN medical training opportunities and requirements with SCSG/SCJ34 before direct coordination with components.

(5) Advise SCJ34 of any events that will impact on the EXDIR as published.

4. ERC Specific Responsibilities (LAW SC REG 37-6, 31 Aug 00).

a. HQ USSOUTHCOM: Develop coordinate and manage the Exercise Related Construction program in accordance with references (a) through (j).

(1) SCJ3:

(a) Develop, with the assistance of SCEN ERC, projects to support CJCS Exercise Program.

(b) Provide SCEN prioritized list of CJCS exercises for FY + 1 NLT 1 Jan of current FY (Example: 1 Jan 02 for FY 03 exercises).

(c) Input requirements into JTIMS for exercises in the Six-Year Exercise Schedule with projected ERC requirements (SCJ34).

(d) Program JCS exercise Title 10 funds for ERC support (SCJ34).

(e) Assist SCEN and SC Staff in prioritizing ERC projects based on exercise priorities, TSCP, and Joint Staff criteria for ERC.

(f) Conduct/lead assessment of HCA construction projects 15-18 months after completion of exercise. Coordinate with components for assistance in conduct of HCA assessments during USSOUTHCOM's Fall Exercise Conference (SCJ34).

(2) SCEN:

(a) Is responsible for USSOUTHCOM ERC Program. Coordinate requirements with USSOUTHCOM Staff and Executive Planning Agent/Support Responsibility as required, and monitor expenditure of ERC funds.

(b) Provide USSOUTHCOM ERC Program Manager.

(c) Program ERC funding, to include planning and design (P&D) funds.

(d) Coordinate preparation of the annual ERC program for submission to the Joint Staff.

(e) Conduct project site surveys in conjunction with scheduled exercise planning activities.

(f) Consolidate and forward simplified DD Forms 1391, Military Construction Project Data.

(g) Develop procedures IAW Joint Staff ERC guidance and regulations to prioritize proposed ERC projects prior to submission for Joint Staff approval.

(h) Submit ERC Fund Obligation Reports to the Joint Staff.

(i) Develop ERC projects to support exercise requirements & engineer training needs.

(3) SCJ8:

(a) Coordinate transfer of ERC funds between the Joint Staff, USSOUTHCOM, and units designated to complete projects.

(b) Establish and maintain accountability for ERC funds.

(c) Assist ERC Program Manager with Quarterly ERC Fund Obligation Reports to the Joint Staff.

b. Service Components:

(1) Submit recommended ERC projects and engineer training requirements to SCEN NLT 31 Dec at FY - 1 (e.g., 31 Dec 00 for FY02 projects).

(2) Identify airlift and sealift requirements for ERC projects submitted for approval and funding by USSOUTHCOM.

(3) Provide cost data for actual ERC expenses.

(4) Program Port Handling and Inland Transportation (PHIT) funds and Operations and Maintenance (O&M) funds required to complete assigned ERC projects.

(5) Conduct site surveys for planning and design as necessary to accomplish ERC projects tasked for completion.

(6) Coordinate site surveys with SCJ34 and SCEN.

(7) Prepare and submit simplified DD Forms 1391, Military Construction Project Data.

(8) Prepare and submit requests for ERC funds for approved projects NLT 14 days before the funds are required.

(9) Conduct ERC projects IAW SC REG 37-6.

c. USMILGPS/SAOs:

(1) Identify potential ERC projects that will support JCS exercises and improve exercise effectiveness for U.S. forces.

(2) Request host nation approval for ERC projects and long-term U.S. forces access (10 year period).

(3) Coordinate access with host government for U.S. Military Engineers involved in ERC projects.

(4) Provide support and assistance, as necessary, to arrange:

(a) Planning conferences.

(b) Site surveys.

(c) Country Clearances.

(d) Emergency Medical evacuations of troops performing ERC.

5. Environmental Compliance Responsibilities. Executive Planning Agent will ensure that all Service environmental regulations are met. The Overseas Environmental Baseline Guidance Document (OEBGD) sets environmental standards to be met for fixed facilities overseas.

a. The Environmental Checklist is a good summary of potential environmental concerns. Executive Planning Agent/Support Responsibility shall prepare a Checklist or an equivalent document addressing all potential environmental issues and have it reviewed by the appropriate USMILGP/SAO/host nation environmental contacts. A copy of the completed environmental review should be provided to SCEN prior to deployment for the exercise. A sample Environmental Checklist is available at <http://www.southcom.mil/scen>.

b. The environmental checklist is not all-inclusive. The Executive Planning Agent/Support Responsibility is responsible for researching other potential site-specific environmental issues such as coral reef protection, endangered species, environmentally sensitive real estate, etc., to ensure minimal environmental impacts.

6. Ending an Exercise. A New Horizons exercise ends when the following steps are completed and the Executive Planning Agent/Support Responsibility reports their completion in a closeout message addressed to SCJ33, SCJ34, and the participating components:

a. SCJ34 receives the JAARs/AAR.

- b. All redeploying personnel and equipment have departed the HN(s).
- c. The EPA/SR reports to USMILGPs/SAOs /SCJ34 that it has performed an inspection to ensure the base camp and all sites and routes used are left in the same condition as they were found or better.
- d. All contractors are paid.
- e. All excess supplies are turned in and accounted for.
- f. Engineer projects are completed and transferred to HN.
- g. All financial records are completed. Final HCA and DCCEP accounts should be reconciled within 30 days of ENDEX and submitted to SCJ34. The final ERC report is then submitted to SCEN.

APPENDIX C

SAMPLE EXERCISE DIRECTIVE

CLASSIFICATION

From: HQ USSOUTHCOM//J3//

To: USSOUTHCOM Components

Info: All Pertinent Commands

Subject: EXERCISE DIRECTIVE (Exercise Name)

References.

- a. JCS Pub 0-2, Unified Action Armed Forces (UNAAF)
- b. CJCSM 3500.03, Joint Training Manual, 1 Sep 02
- c. DoD 4500.54-G Foreign Clearance Guide
- d. USSOUTHCOM Joint Training Plan (Current Plan)
- e. USSOUTHCOM Regulation 0508-4 (Current Reg)
- f. Joint Pub 1.03.30 The Joint After Action Report System
- g. Joint Pub 5-03.1 JOPES Procedures

Task Organization.

- a. U.S. Force List
- b. All Other Forces (Participating Nations)

1. Situation.

a. General.

(1) (Exercise Name) is a CJCS-directed, USSOUTHCOM sponsored regionally oriented (Command Post Exercise or Field Training Exercise or Seminar, etc) involving armed forces in the USSOUTHCOM AOR and the U.S.

(2) Objectives. Supports CDR's objectives by accomplishing the following

- (a) Develop and maintain alliance and regional relations.
- (b) Foster alliance, regional relations and security arrangements
- (c) Enhance regional political and military relations
- (d) Provide or promote regional security and interoperability
- (e) Obtain support for U.S. forces and interests
- (f) Promote and improve cooperative measures and collective military capabilities
- (g) Promote, support, and enhance democracy and stability in the Latin American (LATAM) and Caribbean Regions.

(3) Joint Mission Essential Tasks (list all appropriate exercise JMETS, conditions and measures of effectiveness for each exercise)

b. Area of Concern. Describe the specific area for the exercise

c. Enemy Forces. None. SCJ2 provides current threat assessment available at "wwwJ2.hq.southcom.smil.mil or "wwwsouthcom.ic.gov." Executive Planning Agent/Support Responsibility will provide current threat assessment and medical threat assessment to participating units.

d. Friendly Forces. List the specific tasks of friendly forces, commands, or government agencies that would directly support exercise execution (e.g. USJFCOM, USTRANSCOM, USSOCOM, United Nations, OFDA, etc).

e. Assumptions. List any assumptions or state "None", if applicable.

f. Legal Considerations. List significant legal considerations (e.g. SOFAs, DIPNOTEs, etc)

2. Mission. State concisely the task and purpose to accomplish on execution. This statement should answer the following questions: who, what, when, where, why, and (occasionally) how. First state the following "This is a USSOUTHCOM sponsored, CJCS directed joint training exercise."

3. Execution.

a. Concept of Operations.

(1) (Service Component) has the Executive Planning Agent/Support Responsibility duties for Exercise (exercise name).

(2) The Commander, (Executive Planning Agent/Support Responsibility) is Exercise Director, (state name of exercise).

(3) Exercise Deputy Co-Directors are (Senior Host Nation officer) and (U.S. Forces senior officer assigned by the EPA/SR)

b. Commander's Intent. Describe the exercise's overall intent and intent by phase if applicable. Describe purpose, method, and the desired end-state of the exercise.

c. General. Describe how the exercise is to be executed.

(1) Include phasing if applicable (UNITAS, TRADEWINDS, etc).

(2) Specific forces involved in the exercise if applicable.

(3) Milestones. Planning conferences, Back-briefs to CDR, DIPNOTE, TPFDD Validation, Critical Cancellation Date, SMEB/SMEN, Advance Party and Main Body Arrival, Opening and Closing Ceremony, Distinguished Visitors Program, Redeployment, and JAAR.

d. Tasks. As defined in SC REG 0508-4 and as listed below.

- (1) SCJ1. Lists the tasks assigned and determined by EPG
- (2) SCJ2. Lists the tasks assigned and determined by EPG
- (3) SCJ3. Lists the tasks assigned and determined by EPG
- (4) SCJ4. List the tasks assigned and determined by EPG
- (5) SCJ5. List the tasks assigned and determined by EPG
- (6) SCJ6. List the tasks assigned and determined by EPG
- (7) SCJ7. List the tasks assigned and determined by EPG
- (8) SCJ8. List the tasks assigned and determined by EPG
- (9) SCPA. List the tasks assigned and determined by EPG
- (10) SCSJA. List the tasks assigned and determined by EPG
- (11) SCSG. List the tasks assigned and determined by EPG
- (12) SCEN. List the tasks assigned and determined by EPG
- (13) SCCCPC. List the tasks assigned and determined by EPG
- (14) SCRA. List the tasks assigned and determined by EPG
- (15) SCNG. List the tasks assigned and determined by EPG
- (16) Security Assistance Organizations (SAO)/USMILGP/ODC/MLO/MAAG

List tasks assigned and determined by EPG

(17) Executive Planning Agent/Support Responsibility, Commander, (Component/Sub-Unified Command Name). List tasks assigned and determined by EPG

e. Coordinating Instructions. (Applicable to entire command or two or more elements)

(1) (Exercise Name) is a CJCS directed, USSOUTHCOM sponsored exercise. Accordingly, each participating component/sub-unified command should establish, through its respective support channels, its own exercise fund-cite to provide for individual conference/exercise TDY and exercise operations costs. Strategic lift costs will be borne by the CJCS exercise lift funds allocated to USSOUTHCOM.

- (2) USSOUTHCOM Alcohol Policy.
- (3) USSOUTHCOM Weapons Policy
- (4) USSOUTHCOM Force Protection Policy
- (5) USSOUTHCOM Force Health Protection Policy
- (6) Rules of Engagement. CJCSI 3121.01A, Standing Rules of Engagement, 15 Jan 00
- (7) Human Rights Awareness Training
- (8) Uniform(s) for the exercise
- (9) Classification Guidance: (Exercise Name) is UNCLASSIFIED
- (10) The Executive Planning Agent/Support Responsibility is the only authorized component to request country clearances for (exercise name) planning conferences and exercise.

4. Administration and Logistics.

a. Logistics.

(1) USMILGPs/SAOs in coordination with the (Executive Planning Agent/Support Responsibility)/SCJ34 will coordinate round trip air transportation for HN participants. All other

force-listed participants are responsible for obtaining transportation to and from point of origin to exercise site and return IAW instructions from EPA/SR.

(2) (Executive Planning Agent) will coordinate all other service support requirements. Coordinate with (USMILGP/SAO) for participating nations entry and exit visa requirements if necessary.

b. Exercise Funding. List Strategic Lift (air & sea), JCS OMA, Service OMA, DCCEP, ERC, HCA, TCA, PH/IT, LATAM COOP and Grand Total.

c. Personnel.

(1) USSOUTHCOM Awards Policy.

5. Command and Control.

a. Command Relationships.

(1) CDR USSOUTHCOM exercises operational control (OPCON) of all assigned forces for the exercise upon their arrival in the USSOUTHCOM Area of Responsibility (AOR). CDR USSOUTHCOM will exercise OPCON through (Executive Planning Agent/Support Responsibility). Administrative and logistical support will be provided to those forces that are OPCON to (Executive Planning Agent/Support Responsibility) for the duration of the exercise.

(2) Command and control of forces from supporting combatant commands terminates upon the departure of all exercise forces from the last airfield or port within the USSOUTHCOM AOR.

b. Command, Control, Communications, and Computer (C4).

(1) (Executive Planning Agent/Support Responsibility), as appropriate, will coordinate installation, operation and maintenance of communications connectivity with all U.S. forces involved in the exercise.

(2) (Executive Planning Agent/Support Responsibility), as appropriate, will identify all external C4 requirements to SCJ634 NLT 60 days prior to STARTEX.

(3) Joint radio nets will be operated in the secure mode to the greatest extent practicable. (Executive Planning Agent/Support Responsibility), as appropriate, will identify non-organic COMSEC keying requirements to SCJ621 NLT 90 days prior to STARTEX.

(4) Executive Planning Agent/Support Responsibility will submit a daily Situation Report (SITREP) to HQ USSOUTHCOM, ATTN: SCJ34, SCJ32, SCPA and SCJ1. SITREP will be submitted as of 2300 (ZULU time) beginning on the first day of deployment. Transmission will be accomplished using available communications means.

APPENDIX C

ANNEX 1 - MILESTONES

(Exercise Milestones are listed IAW APPENDIX A or B within this SC Reg 0508-4 and as modified by the EPG)

APPENDIX C

ANNEX 2 - SITREP

(ANNEX 2 is SITREP [example] for CJCS Exercise [Exercise Name] or [Exercise Short Name])

1. GENERAL. The Joint Task Force Commander will submit daily SITREPS according to the format in Paragraph 4 below. These reports will be transmitted to HQ USSOUTHCOM MIAMI, FL//SCJ3/SCJ33/SCJ34/SCJ1/SCPA//. Other info addressees can be added, but no additional SITREPS will be transmitted.

2. SUBMISSION REQUIREMENT. SITREP will be submitted as of 2300 hours (ZULU time) beginning on the first day of deployment. Transmission of SITREPS will be accomplished as soon as possible, using available communications means.

3. MEANS OF TRANSMISSION. As determined to be appropriate.

4. FORMAT:

FM [EXECUTIVE PLANNING AGENT / SUPPORT RESPONSIBILITY]

TO HQ USSOUTHCOM MIAMI FL//SCJ3/SCJ33/SCJ34/SCJ4/
SCJ5/SCJ1/SCPA//

INFO JOINT STAFF WASHINGTON DC//J7-
JETD/J5/PA//

COMPONENTS

SECDEF WASHINGTON DC//ASD-SOLIC//

SECSTATE WASHINGTON DC//PM-ISP//

USTRANSCOM SCOTT AFB IL//TCJ3/J4-ORX//

CNGB WASHINGTON DC//NGB-ARO-OY/ODT//

HQ AMC TACC COMMAND CENTER SCOTT

AFB IL//DOOX//

[ADDITIONAL INFO ADDRESSEES AS REQUIRED]

U N C L A S

QQQQ

EXER//[EXERCISE NAME]//

SUBJ/SITREP/[EXERCISE NAME ABBREV FY; EG NH03]//

PERIOD/<<<

GENTEXT/SITUATION//

GENTEXT/OPERATIONS//
GENTEXT/INTELLIGENCE//

GENTEXT/LOGISTICS//

GENTEXT/COMMUNICATIONS-CONNECTIVITY/POINTS OF
CONTACT//

GENTEXT/PERSONNEL (Detail Service, Location, Mission and
Numbers.)//

GENTEXT/MEDICAL. (Personnel hospitalized or injured, give diagnosis
and prognosis; Class VIII A&B.)//

GENTEXT/TRAINING//

GENTEXT/POLITICAL-MILITARY EVENTS//

GENTEXT/COMMANDER'S COMMENTS TO INCLUDE AS A MINIMUM:

A. DAILY AFTER ACTION REVIEW FEEDBACK TO COMMANDER
USSOUTHCOM. EXTENT TO WHICH AFTER ACTION REVIEW
PROCESS IS ENDORSED/EMPLOYED BY PARTICIPATING NATIONS
(PN).

B. INSIGHT INTO VALUE OF TRAINING. WHAT CAN BE DONE
TO IMPROVE EXERCISE AND MAKE IT MORE CHALLENGING?

C. POSSIBILITIES FOR BETTER TRAINING FOR US/PN
PARTICIPANTS. ANY WEAK AREAS NOTED?

D. ASSESSMENT OF PARTICIPANTS AND PERFORMANCE IN
EXERCISE.

MESSAGE DRAFTER:

<<<<DDMMYY>>>>

<<<<Exercise Director's Name>>>>

BT

NNNN

APPENDIX D

SIGNIFICANT MILITARY EXERCISE BRIEF (SMEB) FORMAT

(Use GENADMIN Message Text Format)

(FROM): HQ USSOUTHCOM MIAMI FL//J3//

(TO): JOINT STAFF WASHINGTON DC//J7-JETD//

(INFO): JOINT STAFF WASHINGTON DC//J3/J4/J5//

SECDEF WASHINGTON DC//ASD:ISA(FMRA)//
(For all)

SECDEF WASHINGTON DC//ASD:SO/LIC/SOPS/SOP//
(For all)

SECDEF WASHINGTON DC//ODTUSD(P)/PS//
(For all)

SECDEF WASHINGTON DC//ASD:ISP (FP)//
(NORAD, or STRAT)

SECDEF WASHINGTON
DC//ASD:ISA(EUR)/ASD:ISA(EUR)/ASD:ISA(NATO)//
(For Europe and NATO)

SECDEF WASHINGTON DC//ASD:ISA(A&PA)//
(For Pacific)

SECDEF WASHINGTON DC//ASD:SOLIC(IAA)//
(For Central/South America)

SECDEF WASHINGTON DC//ASD:ISA(NESA)//
(For Near East/South Asia) //

SECDEF WASHINGTON DC//ASD:ISA(AA)//
(For Africa)

SECDEF WASHINGTON DC//ASD (PA)//
(For all)

SECDEF WASHINGTON DC//ASD:ISP (RUE)//
(For former Soviet Union and E. Europe)

SECSTATE WASHINGTON DC//PM-ISP//
(As applicable)

AMEMBASSY

COMPONENTS

USMILGP/SAO

OTHER COMBATANT COMMANDS

SERVICES

APPROPRIATE DEFENSE AGENCIES

SUPPORTING UNITS

USTRANSCOM/AMC/MSC/MTMC

(CLASSIFICATION)

EXER/(EXERCISE NAME)//

MSGID/GENADMIN/(ORIGINATOR)//

SUBJ/SIGNIFICANT MILITARY EXERCISE BRIEF (U)//

REF/A/(AS APPLICABLE)//

POC/(NAME)/(RANK)/(PRIMARY PHONE)/-(LOCATION) (INCLUDE FULL CLASSIFIED
EMAIL ADDRESS)//

RMKS/

1.() EXERCISE NAME.

2. () GEOGRAPHIC AREA. PROVIDE THE NAMES OF CITIES, PORTS, BASES, ISLANDS,
SEA AREAS, ETC., WHERE THE EXERCISE WILL OCCUR. (PROVIDE ENOUGH
INFORMATION FOR JOINT STAFF TO PLOT THE EXERCISE AREA ON A MAP FOR
NSC).

3. () DATES. (EMPLOYMENT DATES OF THE EXERCISE)
4. () CRITICAL CANCELLATION DATE.
5. () TYPE. (FTX, CPX, CAX)
6. () PURPOSE. (INCLUDE VERBIAGE ON JMETS EXERCISED AND OVERALL EXERCISE OBJECTIVES.)
7. () OPERATION PLAN EXERCISED.
8. () POLITICAL IMPLICATIONS.
 - A. () US COMMITMENTS TO ALLIES.
 - B. () DATES COMMITMENTS MADE. (FOR COMMITMENTS WITH PARTICIPATING NATIONS AND EMBASSIES).
 - C. () OTHER POLITICAL IMPLICATIONS. (NOTE ANY NOTIFICATION REQUIREMENT UNDER TREATIES OR INTERNATIONAL AGREEMENTS. SHOULD THE EXERCISE INCLUDE THE SIMULATED USE OF NUCLEAR OR OTHER UNCONVENTIONAL WEAPONS, DESCRIBE ANY EXPECTED POLITICAL IMPLICATIONS. NOTE ANY SPECIFIC EXERCISE ACTIVITY REQUIRING CONSIDERATION BY AN INTERAGENCY GROUP. IF HOST NATION APPROVAL IS NEEDED TO BEGIN EXERCISE PLANNING, STATE WHEN APPROVAL IS REQUIRED.)
9. () POLITICO-MILITARY SCENARIO SUMMARY. (ANY SCENARIO SHOULD HAVE BEEN INITIALLY COORDINATED THROUGH THE APPROPRIATE US EMBASSY. IF NO SCENARIO EXISTS OR IF ANY SCENARIO CONTAINS NO POLITICAL ASSUMPTIONS, A STATEMENT TO THAT EFFECT SHOULD BE MADE.)
10. () SUMMARY OF KEY EXERCISE EVENTS. (PLACE IN CHRONOLOGICAL ORDER, WITH LOCATIONS. SPECIFICALLY, IDENTIFY ANY EXERCISE EVENT REQUIRING CONSIDERATION BY AN INTERAGENCY GROUP.)
11. () DIRECTING HEADQUARTERS.
12. () PARTICIPATING COMMANDS, HEADQUARTERS, AND FORCES.
 - A. () UNITED STATES. (LIST IN ORDER OF ARMY, NAVY, AIR FORCE, AND MARINE CORPS. AVOID ABBREVIATIONS OF COMMANDS. INCLUDE MAJOR UNITS AND APPROXIMATE NUMBER AND TYPE OF PERSONNEL, SHIPS, AND AIRCRAFT. INCLUDE TOTAL U.S. FOOTPRINT ASHORE.)

B. () OTHER FEDERAL AGENCIES OR DEPARTMENTS.

C. () ALLIED. (LIST BY COUNTRY, IF NECESSARY.)

D. () TOTAL. (APPROXIMATE NUMBER OF U.S. AND TOTAL NUMBER OF ALLIED PERSONNEL {BY COUNTRY. IF ONE COUNTRY, THEN BY SERVICE} PARTICIPATING, FOLLOWED BY NUMBER OF U.S. PARTICIPANTS BY SERVICE.)

13. () SIMULATED USE OF WEAPONS OF MASS DESTRUCTION. (STATE "NONE," IF APPLICABLE).

14. () COUNTER NARCO-TERRORISM RELATED OPERATIONS OR TRAINING IN EXERCISES. (IF NONE, SO STATE. IF YES, PROVIDE THE INFORMATION IN ENCLOSURE O FOR EACH PORTION OF THE EXERCISE THAT IS CDRELATED.)

15. () RECOMMENDED PUBLIC AFFAIRS POLICY.

A. () (INCLUDE ACTIVE OR PASSIVE, WITH RATIONALE. GIVE STATEMENT OR QUESTIONS AND ANSWERS TO USE. PROVIDE AGENCY RESPONSIBLE FOR POLICY. PROVIDE PROPOSED GUIDANCE TO ASD(PA) NLT 2 WEEKS PRIOR TO EXERCISE EMPLOYMENT START DATE. INITIAL NEWS RELEASE SHOULD NORMALLY COINCIDE WITH THE EMPLOYMENT START DATE. ANY EXCEPTION TO THIS POLICY SHOULD BE REQUESTED AND JUSTIFICATION PROVIDED.)

B. () (IDENTIFY HTTP ADDRESS WHERE BRIEFING SLIDES AND ADDITIONAL ELECTRONIC INFORMATION FOR THIS EXERCISE CAN BE FOUND.)

16. () GENERAL POLICY CONSIDERATIONS.

A. () DIPLOMATIC INFORMATION. (INCLUDE COORDINATION WITH EMBASSY, IF APPLICABLE.)

B. () SECURITY RESTRICTIONS.

C. () FORCE PROTECTION. (PROVIDE FORCE PROTECTION PLAN INFORMATION. INCLUDE, AS A MINIMUM, HOW FORCE PROTECTION PROCEDURES AND TRAINING WILL BE IMPLEMENTED. ALSO INCLUDE THE CURRENT THREAT CONDITION {ALPHA, BRAVO, ETC.} FOR THE LOCATION OF THE EXERCISE AND THE TERRORIST THREAT LEVEL {SIGNIFICANT, HIGH, ETC.})

17. () PERCEPTION MANAGEMENT. (ASSESSMENT OF PERCEPTION OF U.S. AND ALLIED STRATEGY AND MILITARY CAPABILITY.)

18. () ADDITIONAL REMARKS.

A. () DESIRED OR ALTERNATE ROUTING OF FLIGHTS FOR BOTH DEPLOYMENT AND RETURN ROUTES.

B. () APPROXIMATE NUMBER OF FLIGHTS INVOLVED IN EACH EN ROUTE AND DESTINATION STOP.

C. () EN ROUTE SUPPORT REQUIREMENTS: (TANKER AIRLIFT CONTROL ELEMENT, STAGE CREWS)

D. () PRE-DEPLOYMENT SURVEY TEAM REQUIREMENTS.

E. () NUMBER OF U.S. FORCES AND EQUIPMENT REMAINING IN COUNTRY AS A RESULT OF ANY PREVIOUS EXERCISE.

F. () NUMBER OF U.S. FORCES AND EQUIPMENT REMAINING IN COUNTRY AS A RESULT OF THIS EXERCISE.

G. () ENVIRONMENTAL CONSIDERATIONS. (REPORT ENVIRONMENTAL SURVEYS OR IMPACT STATEMENTS ON FILE. INCLUDE SIGNIFICANT INITIATIVES TO MINIMIZE EXERCISE IMPACT ON THE ENVIRONMENT. IDENTIFY AGENCY CONDUCTING ENVIRONMENTAL SURVEY OR ASSESSMENT, IF APPLICABLE.)

DECL/(DOWNGRADING INSTRUCTIONS)// (INCLUDE WHO CLASSIFIED THE MATERIAL AND THE DECLASSIFICATION DATE).

APPENDIX D

ANNEX 1

COUNTER NARCO-TERRORISM (CNT) SMEB GUIDELINES

SMEBs for exercises that include counter narco-terrorism related operations or training will provide the following information for each portion of the exercise that is CNT related:

- a. Specific mission of the military unit involved in this portion of the exercise and the source of U.S. support (in-theater or CONUS). If intelligence assets will be supporting, then Service General Counsel approval must be obtained.
- b. Proposed dates of arrival in and departure from the host nation for the unit(s) involved in this portion of the exercise.
- c. Status of approval of host country, U.S. Ambassador, and appropriate combatant commander. If host-nation approval is not yet obtained, SMEB must contain a statement as to when such approval is expected.
- d. Funding arrangements (mission statements must be consistent with funding determination).
- e. Statement of established chain of command for the unit(s) participating in this portion of the exercise.
- f. Assessment of threat to U.S. personnel involved in this portion of the exercise.
- g. Numbers of personnel and arms involved in this portion of the exercise.
- h. Rules of engagement and/or use of force measures and a statement that U.S. military forces will not accompany host-nation or DEA forces on counter narco-terrorism missions or participate in any activity in which hostilities are imminent.
- i. Proposed public affairs policy and objectives for this portion of the exercise should be included in accordance with DOD Instruction 5405.3, "Development of Proposed Public Affairs Guidance", 5 April 1991.

APPENDIX E

SIGNIFICANT MILITARY EXERCISE NOTIFICATION (SMEN) FORMAT

(Use GENADMIN Message Text Format)

(FROM): (APPLICABLE COMBATANT COMMANDER//J3 (OR J7))//

(TO): JOINT STAFF WASHINGTON DC//J7-JED//
SECDEF WASHINGTON DC//USD(P)/PS/EP//

(INFO): JOINT STAFF WASHINGTON DC//J3/J4/J5//
SECDEF WASHINGTON DC//ASD:ISA(FMRA)//
(FOR ALL)
SECDEF WASHINGTON DC//ASD:SOLIC(SOP)//
(FOR ALL)
SECDEF WASHINGTON DC//ODTUSD(P)/PS//
(FOR ALL)
SECDEF WASHINGTON DC//ASD:S&TR(FP)//
(FOR NORAD OR STRAT)
SECDEF WASHINGTON DC//ASD:ISA(EUR)/ASD:ISA(NATO)//
(FOR EUROPE AND NATO)
SECDEF WASHINGTON DC//ASD:ISA (A&PA)//
(FOR PACIFIC)
SECDEF WASHINGTON DC//ASD:SOLIC (IAA)//
(FOR CENTRAL/SOUTH AMERICA)
SECDEF WASHINGTON DC//ASD:ISA (NESA)//
(FOR NEAR EAST/SOUTH ASIA)//
SECDEF WASHINGTON DC//ASD:ISA (AA)//
(FOR AFRICA)
SECDEF WASHINGTON DC//ASD:PA//
(FOR ALL)

SECDEF WASHINGTON DC// ASD:S&TR (RUE)//
(FOR FORMER SOVIET UNION AND EASTERN EUROPE)

SECSTATE WASHINGTON DC//PM-ISP//
(FOR ALL)

AMEMBASSY
(AS APPLICABLE)

COMPONENTS
(AS APPLICABLE)

USMILGP/SAO
(AS APPLICABLE)

OTHER COMBATANT COMMANDERS

OTHER SERVICES

APPROPRIATE DEFENSE AGENCIES

SUPPORTING UNITS

USTRANSCOM/AMC/MSC/MTMC

(CLASSIFICATION)

EXER/(EXERCISE NAME)//

MSGID/GENADMIN/(ORIGINATOR)//

SUBJ/SIGNIFICANT MILITARY EXERCISE NOTIFICATION (SMEN) ()//

REF/A/(AS APPLICABLE)//

POC/(NAME)/(RANK)/(PRIMARY PHONE)/-(LOCATION)//

RMKS/1. () EXERCISE NAME:

2. () GEOGRAPHIC AREA:

3. () DATES:

4. () TYPE: (I.E., BILATERAL, FTX, CPX)

5. () TRAINING SCENARIO:

6. () SUMMARY OF KEY EXERCISE EVENTS:

7. () PARTICIPATING COMMANDS:

A. () UNITED STATES: (INCLUDE # U.S. PERSONNEL, TOTAL U.S. FOOTPRINT ASHORE, # / TYPE OF U.S. AIRCRAFT, NAMES OF U.S. SHIPS.)

B. () ALLIED: (LIST BY COUNTRY, IF NECESSARY.)

C. () TOTAL: (APPROXIMATE # OF U.S. AND ALLIED PERSONNEL PARTICIPATING, FOLLOWED BY THE # OF U.S. PARTICIPANTS BY SERVICE.)

8. () PARTICIPATING/COORDINATING FEDERAL AGENCIES OR DEPARTMENTS: (INCLUDE U.S. EMBASSY AND DTG OF COORDINATING MESSAGE.)

9. () PARTICIPATING NATIONS:

10. () RECOMMENDED PUBLIC AFFAIRS POLICY:

11. () FORCE PROTECTION. (PROVIDE FORCE PROTECTION PLAN INFORMATION. INCLUDE, AS A MINIMUM, WHO IS DEVELOPING PLAN, ROE IN EFFECT, SIGNIFICANT MEASURES AGAINST ANTICIPATED THREAT, WHO WILL REVIEW PLAN, AND DATE PLAN AVAILABLE.)

12. () ADDITIONAL COMMENTS:

DECL/(DOWNGRADING INSTRUCTIONS)// (INCLUDE WHO CLASSIFIED THE MATERIAL AND THE DECLASSIFICATION DATE).

APPENDIX F

FORCE PROTECTION

1. Force Protection/Anti-terrorism Requirements.

a. Threat Assessment. The Executive Planning Agent/Support Responsibility will coordinate with SCJ2 to provide updated threat assessment information to the supported Exercise JTF tasked to conduct training operations in theater.

b. Site Surveys. The Executive Planning Agent/Support Responsibility will perform mission analysis and coordinate for a force protection site survey team and for forces required for any force protection or emergency evacuation contingencies.

c. Prior to the exercise, the Executive Planning Agent/Support Responsibility will coordinate to ensure participating joint units provide the training and administrative requirements listed in paragraph d.(2) and (3) below.

d. During the exercise, the Executive Planning Agent/Support Responsibility will coordinate force protection for U.S. forces and Allied Nation participants with the USMILGP/SAO and Host Nation police. The Executive Planning Agent/Support Responsibility will coordinate with the Host Nation military for any additional force protection required. U.S. forces will immediately report any hostile action requiring police or military assistance to the chain of command.

(1) The deployed, tactical level, JTF Commander is responsible for the protection and anti-terrorism measures taken for all deployed forces. The commander is also responsible for the protection and operational security (OPSEC) of his forces and equipment in host nation.

(2) Prior to deployment, the JTF commander (designated by the Executive Planning Agent/Support Responsibility) will certify to the USSOUTHCOM Joint Operations Intelligence Center (JOIC) that all deploying personnel have accomplished the following preparations for overseas movement: IAW this regulation.

(a) Received country brief and threat assessment brief that addresses crime, foreign intelligence collection, medical hazards IAW Appendix G, paragraph 8a(1), and potential terrorism. The threat assessment brief will include countermeasures to threats based on DoD Handbook 2000.12H and will be tailored to match personnel security clearances.

(b) Weapons qualification IAW Service regulations.

(c) Clear of pending legal problems, have current will and completed power of attorney as required by Service regulations.

(d) Trained in Force Health Protection IAW Appendix G, paragraph 8a(1). Current First Aid/Self-Aid/Buddy Care training and training in prevention of weather related injuries. Inform service members of all known and perceived potentially significant health threats, including endemic diseases; entomological hazards; potential injuries; nuclear, biological, or chemical (NBC) contaminants; toxic industrial materials (agricultural and industrial); deployment related stress; and climatic/environmental extremes (e.g. heat, cold, high altitude, wind blown sand and dirt).

(e) Received required level anti-terrorism briefing; review Army anti-terrorism tape.

(f) Trained to know CJCSJ 3121.01 Rules of Engagement and Force Protection measures in effect.

(g) Received human rights briefing, viewed Commander USSOUTHCOM human rights video, read Commander USSOUTHCOM human rights policy, and possess current Human Rights Standing Order Card (SC Form 165, dated 1 Jan 01).

(h) Briefed on Commander USSOUTHCOM alcohol policy (USSOUTHCOM Policy Memorandum 10-02, 3 Sep 02).

(i) Unit has obtained proper theater clearance from SCJ32.

(j) Unit has proper country clearance from the appropriate USMILGP/SAO.

(k) Obtain official passports and visas.

(l) Briefed on Chapter 12 of DoD Handbook 2000.12/H Feb 93, Anti-Terrorism Standards.

(m) Military Occupational Specialty (MOS or Service equivalent) qualified.

(n) Briefed on current political situation and sensitivities of the deployment area.

(o) Received media and public affairs training.

(p) Received a medical threat briefing. Ensure individual Medical Readiness IAW Appendix G, paragraph 8a 2-14.

(3) Coordinating Instructions.

(a) Service personnel participating in exercises or deployments will deploy with weapons as directed in appropriate exercise directives, operations or deployment orders. Before any individual is issued a weapon for law enforcement, personal protection, or security/force protection, that individual must be qualified IAW service requirements on assigned individual

and/or crew served weapons, as appropriate, and fully trained on the applicable rules for the use of deadly force. Personnel will maintain qualification standards IAW Service/Component requirements; training records will be maintained by unit/Component/Task Force commanders. In coordination with USMILGP/SAO representatives, service personnel may be authorized to carry weapons for law enforcement, personal protection or security/force protection. In determining the necessity to issue weapons, commanders and/or USMILGP/SAO will weigh the potential of the threat in the specific location, the adequacy of protection by the host governmental authorities, and the effectiveness of other means to avoid a terrorist/criminal attack.

(b) No participants will carry or ship privately owned weapons or ammunition.

(c) U.S. forces will not participate in any drug enforcement operations.

(d) U.S. forces will withdraw from areas where hostilities are likely.

(e) Any unit commander or the Executive Planning Agent/Support Responsibility may contact the appropriate USSOUTHCOM staff section for any additional information required. SCJ33 is USSOUTHCOM POC for general FP/AT issues.

APPENDIX G

MANDATORY REQUIREMENTS AND POLICIES

1. Mandatory Individual Requirements for Training in USSOUTHCOM AOR.

a. All U.S. military members regardless of component assigned to performing temporary duty of any duration with USSOUTHCOM, any USSOUTHCOM component, or at any location within the USSOUTHCOM area of responsibility (AOR) will receive mandatory human rights, rules of engagement (ROE), and drug/alcohol policy briefs.

b. Human Rights Responsibilities. The human rights brief can be found on the GCCS USSOUTHCOM homepage. The human rights brief will also be available in the near future on the worldwide web (WWW) at www.ussouthcom.com. Personnel must deploy with the USSOUTHCOM Human Rights Standing Orders Cards. The card is produced as a wallet-size item issued to all USSOUTHCOM personnel, as well as all personnel temporarily deploying into the USSOUTHCOM area of responsibility. Cards can be obtained from the USSOUTHCOM web page at www.scnet/home/scnet-i.e.htm, the Human Rights Division web page at www.reddelasamericas.net, or by calling DSN: 567-1573/1560/1572 or Commercial (305) 437-1573/1560/1572, fax: 1857.

c. Rules of Engagement. Each U.S. service member will be briefed IAW CJCSJ 3121.01 Rules of Engagement.

d. Follow Commander USSOUTHCOM Alcohol Policy during deployments (USSOUTHCOM Policy Memorandum NO. 10-02, 3 Sep 02).

2. Command Relationships.

a. Command and Control Relationships. Commander USSOUTHCOM will assume responsibility for all assigned forces for exercises upon their arrival in the USSOUTHCOM area of responsibility (AOR). Deployed forces will normally be under the operational control (OPCON) of the Executive Planning Agent/Support Responsibility. JTF BRAVO at Soto Cano, Honduras will assume operational control of specified operations on order. The Executive Planning Agent/Support Responsibility will continue to provide administrative and logistical support to those forces that are OPCON to JTF BRAVO.

b. Commander, USSOUTHCOM command and control of forces from supporting Commands terminates upon the departure of all exercise forces from the last airfield or port within the USSOUTHCOM AOR.

3. Activities of U.S. Forces.

a. U.S. personnel are authorized to accompany Allied Nation units and or personnel during training activities within designated exercise areas. U.S. personnel will not participate in any patrol (land or sea), operation, or aircraft flight if the mission is outside the scope of the exercise.

b. While engaged in any exercise activity, U.S. forces shall make every effort to avoid placing themselves in situations where hostilities are likely. If U.S. forces become aware that hostilities are possible, they will immediately withdraw. The Executive Planning Agent/Support Responsibility will report all incidents between U.S. forces and Allied Nation personnel to SCJ33 and the respective USMILGP/SAO.

c. U.S. forces will not participate or take part in any direct counter narco-terrorism missions while in exercise status.

d. Weapons and Ammunition. U.S. military forces participating in an exercise are authorized to deploy with organic small arms when required in the EXDIR.

e. Archaeological Sites. U.S. personnel will exercise particular care to avoid damaging archaeological sites, artifacts and other Allied Nation antiquities.

4. Reports. There are two types of required reports. The first type is the JAARs/After Action Report (AAR). Units will submit their JAARs/AAR to SCJ34 IAW Appendix H. The other type of report is the operational report, which the Executive Planning Agent/Support Responsibility will provide to SCJ33 for briefing status to the SCJ3 during an exercise. Courtesy copies will be provided to the appropriate USSOUTHCOM Directorate/Special Staff, and USMILGP/SAO's.

5. Use of U.S. Aviation.

a. U.S. aircraft transportation support to non-U.S. forces participating in the exercise without invitational flight orders is normally limited to emergency medical evacuation IAW DoD 4515.13R, paragraph 14-8. All requests for emergency medical evacuation of foreign nationals will be made through the U.S. Embassy to the USSOUTHCOM JOIC.

b. For missions other than medical evacuation, the Executive Planning Agent/Support Responsibility may authorize transportation of foreign nationals within the USSOUTHCOM theater, on DoD-owned or controlled aircraft, only if the mission is in the interest of DoD and properly coordinated with SCJ33.

6. Maneuver Damage. There will be no unauthorized modifications to host nation (HN) facilities used by U.S. forces. Units will immediately report all maneuver damage and accidents involving personal injury to SCJ33. Resolution of claims will be IAW U.S. laws and regulations.

7. Emergency Medical Care and Evacuation of U.S. Forces.

a. Component Surgeons will ensure that hospitalization and evacuation plans are coordinated with the USMILGP/SAO prior to deployment.

b. Hospitalization and evacuation plans will ensure use of the most expeditious means available to evacuate a patient(s) to more definitive medical care in the HN and if necessary, back to CONUS.

8. Other Medical Policies.

a. Preventive Medicine. Commanders will:

(1) Complete risk assessments for all known health hazards IAW Joint Publication 5-00.2, "JTF Planning Guidance and Procedures," Joint Publication 2-01.3, "Joint Tactics, Techniques, and Procedures for Joint Intelligence Preparation of the Battlespace," and Service operational risk management guidance. Incorporate Health Risk Assessments into overall operational plans and specify requirements for risk control decisions by the appropriate level in the command.

(2) Incorporate risk management and surveillance recommendations into the Force Health Protection Appendix, which is typically part of Appendix Q (Medical) of the deliberate or crisis action plan. Ensure these risks are reflected in the overall Operational Risk Summary evaluation. Communicate this information to subordinate units for inclusion into their unit-level planning. Medical threats should also be integrated into Appendix B (Intelligence) as appropriate.

(3) Medical elements will provide appropriate countermeasures to include chemo-prophylaxis for deploying service members prior to and during deployments. Personnel will deploy with a current DD Form 2766. Accurate and thorough record keeping and documentation will be made for all health-related events. Medical personnel are instructed to contact TLAC (800-834-5514 or 215-701-2800) for emergent cases which require hospitalization. Notification of the USSOUTHCOM JOIC (305-437-3510) of any emergency requiring hospitalization or areomedical evacuation. Medical elements will perform surveillance of disease and non-battle injury (DNBI). Commanders and USSOUTHCOM Command Surgeon (SCSG) must be notified of incidence of diseases listed in referenced Joint Staff Memo.

(4) Inform Service members of all known and perceived potentially significant health threats, including endemic diseases; entomological hazards; potential injuries; nuclear, biological, or chemical (NBC) contaminants; toxic industrial materials (agricultural and industrial); deployment related stress; and climatic/environmental extremes (e.g. heat, cold, high altitude, wind blown sand and dirt).

(5) Ensure proven preventive medicine countermeasures are employed to include avoidance of hazardous locations when consistent with operational goals, appropriate personal protective measures, and the use of appropriate personal protective equipment.

b. Individual Medical Readiness. The DD Form 2766, "Adult Preventive and Chronic Care Flowsheet," is the DoD standard form in the medical record for recording essential documentation by all Services, which may be supplemented by other forms such as Public Health Service Form PHS 731 and Service-specific forms.

c. Immunizations.

(1) DoD Minimum Requirements. Immunizations must be current (as defined by the most recent Advisory Committee on Immunization Practice Vaccine Specific Schedules) in tetanus-diphtheria, influenza, hepatitis A, MR/MMR, and polio. For Service-specific requirements, refer to AFJI 48-110, AR 40-562, BUMEDINST 6230.15, and CG COMDTINST M6230.4E, "Immunizations and Chemoprophylaxis," 1 Nov 95 (examples include yellow fever, hepatitis B, and typhoid).

(2) Chemoprophylactic medications (e.g. Mefloquine, Chloroquine, and Doxycycline.

(3) Other individual personal protective measures (such as insect repellent, bed-netting, and uniform impregnation).

(4) Required occupational health personal protective equipment. For example: hearing protection, eye protection, respiratory protection (including spare filter cartridges), protective clothing, & personal exposure dosimeters (such as those that monitor chemical or radiation exposure).

(5) Medical Record. Update the Service-specific medical record with:

(a) Blood type.

(b) Medications/allergies.

d. Special duty qualifications.

(1) Corrective lens prescription.

(2) Immunization record.

(3) Pre-deployment health assessment form.

(4) Summary sheet of past medical problems.

(5) HIV testing within previous 12 months (serves dual purpose: HIV screening and pre-deployment serum sample).

(6) All those deploying should have a tuberculosis skin test (TST) recorded in the medical or shot record. Deploying Service members leaving from assignments in CONUS are not required to have recently updated TST (i.e. within 24 months) unless they meet Centers for Disease Control and Prevention (CDC) criteria for high risk of conversion by interval history. For those stationed overseas, TST may be indicated prior to deployment if no TST has been performed in the previous 24 months, based on local public health evaluation of country specific tuberculosis risks and active duty conversion rates in the area of assignment. For previous purified protein derivative (PPD) converters, handle IAW Service policy.

(7) DNA sample on file. To confirm the unit/individual status of DNA specimens on file, contact the DoD DNA Specimen Repository (voice 301-295-4379, fax 301-295-4380, or e-mail afrssir@afip.osd.mil).

(8) Current physical exam or assessment IAW Service policy.

(9) Dental Class I/II.

(10) 90-day supply of prescription medications.

(11) Required medical equipment (glasses, protective mask inserts, hearing aids, Dental orthodontic equipment, etc.)

(12) No unresolved health conditions (e.g. P-4 profile, limited duty status, Pregnancy).

(13) Collection of additional baseline biological samples as warranted by the deployment health threat.

9. Medical Care for PN Civilians and Military Personnel. Unit Commanders will provide emergency care to PN citizens whom they find or cause to have the possibility of immediate loss of life, limb or eyesight. Direct all requests for U.S. aeromedical evacuation to the USSOUTHCOM JRCC. Forward requests for PN civilian medical care not available in the PN to the appropriate U.S. Embassy and inform SCSG.

10. Personnel Administration.

a. Unit Responsibilities. Deploying units will deploy with all organic assets required to provide administrative support to include personnel who can act as translators within the PN.

b. Unit and individual TDY Orders.

(1) Orders will place units or individuals attached (for exercise purposes) for the relevant deployment period to Commander, USARSO (Army); to Commander, USSOUTHAF (Air Force); COMUSNAVSO (Navy), and COMUSMARFORSOUTH (Marines). Orders will specify attachment of individuals for purposes of the UCMJ IAW SC Reg 27-10, and contain the participant's personal mailing address.

(2) Each individual deploying OCONUS must carry a copy of his or her TDY orders, ID tags, ID card, and Human Rights card at all times.

c. Personnel Accountability. Unit commanders will be prepared to provide a consolidated list of deployed units, their in-country locations, and periods of deployment, with updates as changes occur.

d. Leave Policy.

(1) In-country and in-theater ordinary leave for personnel deploying for less than 30 days normally will not be authorized. Unit commander will consider case-by-case requests for approval.

(2) The Executive Planning Agent/Support Responsibility will coordinate in-country and in-theater leave policy for personnel deployed more than 30 days.

(3) All military personnel who travel within the USSOUTHCOM AOR, in either leave or TDY status, will wear civilian clothing while aboard civilian air or ground transportation.

(4) Likewise, the Executive Planning Agent/Support Responsibility will establish exercise leave policy and issue instructions requiring all military personnel who travel within USSOUTHCOM AOR in either leave or TDY status, to wear civilian clothing while aboard civilian air or ground transportation.

(5) Civilian personnel (USG and contractors) supporting the exercise will submit a leave request through their supervisor prior to departing for the exercise and inform the Executive Planning Agent/Support Responsibility of their intent to take leave in conjunction with the exercise.

e. Mail. The Executive Planning Agent/Support Responsibility will establish procedures for moving mail to and from deployment locations, and will publish mailing addresses for deploying personnel and units as required.

f. Pay.

(1) Personnel will establish necessary allotments to meet family support and other financial obligations prior to departure.

(2) There is no pay support plan for personnel deploying less than 30 days.

g. Discipline, Law and Order. Non-judicial punishment (NJP) and jurisdiction for trial by court martial shall be pursuant to provisions of SC Reg 27-10 and the UCMJ. Commanders shall consult with appropriate staff judge advocate to determine proper NJP and court martial authority.

h. Safety Policies and Procedures. Executive Planning Agent/Support Responsibility will ensure unit commanders develop an active safety program to prevent personnel injuries or damage to government property for every exercise.

i. Local Hire of Civilians. The Executive Planning Agent/Support Responsibility and the U.S. country team will establish policies and procedures for hiring of local civilian employees. The Executive Planning Agent/Support Responsibility will approve all funding for local hire of civilians.

j. Allied Nation Access to AAFES. The Executive Planning Agent/Support Responsibility may authorize foreign exercise participants limited access to AAFES outlets located in the exercise area.

k. Alcohol Consumption. See USSOUTHCOM Policy Memorandum NO. 10-02, 3 Sep 02.

ANNEX H

AFTER-ACTION REPORTING/JOINT AFTER ACTION REPORT (JAAR)

1. REFERENCES.

- a. CJCSI 3500.01B, 31 Dec 99, "Joint Training Policy for the Armed Forces of the United States"
- b. CJCSI 3150.25A, 1 Oct 00, CJCS "Joint Lessons Learned Program".
- c. CJCSI 3150.01A, 1 Nov 99, "CJCS Remedial Action Program"
- d. CJCSI 3500.02, 14 Aug 00, "Joint Training Master Plan 2002 for the Armed Forces of the United States".
- e. CJCSM 3500.03A, 1 Sep 02, "Joint Training Manual for the Armed Forces of the United States".
- f. CJCSM 3500.04C, 1 Jul 02, "Universal Joint Task List"
- g. Joint Warfighting Center (JWFC) "Joint Center for Lessons Learned (JCLL) Implementation Plan", 25 Nov 96 (revised 30 May 97).
- h. U.S. Joint Forces Command (USJFCOM), JWFC and Joint Staff, J-7, Memorandum of Agreement on Joint Center for Lessons Learned Support, 2 February 2000
- i. CJCSI 3010.02A, 15 April 2001, Appendix E, Enclosure A, "Joint Vision Implementation Master Plan (JIMP)"

2. PURPOSE. This annex establishes guidance and formats for the submission of the Joint After-Action Report (JAAR). The JAAR provides the official description of an operation or exercise and identifies significant relevant observations, issues and lessons learned that come out of the event.

3. GENERAL. Commanders at all echelons are responsible to assess their organization's ability to accomplish mission requirements and develop training programs focused on sustaining strengths and improving weaknesses. Within the context of specific joint training events, commanders are responsible to evaluate the designated training audiences' training proficiency at accomplishing the designated Joint Mission Essential Tasks (JMETs) to standards under established conditions. The JAAR is the mechanism that provides the commander with information to assist in that evaluation. Additionally, JAARs can provide valuable input for other DOTMLPF readiness considerations (i.e. addressing areas of Doctrine, Organization, Training, Materiel, Leadership and Education, People, and Facilities.)

4. BACKGROUND/PROCEDURES.

a. The JAAR can provide a descriptive of operation/exercise activities (Summary Report) or individual reports that capture significant observations, lessons learned, or issues observed before, during, and after the event (Individual Reports). The Summary, Observation, Lessons Learned, and Issue Reports describe joint problems/successes encountered in planning, coordination, execution and interoperability during the event. The Executive Planning Agent/Support Responsibility for an exercise is responsible for collecting, validating and submitting any significant Individual JAARs and for preparing and submitting a complete Summary JAAR to SCJ34 upon end date of exercise (ENDEX). A JAAR is mandatory for all real-world operations precipitated by an Execute Order or Deployment Order from the President or Secretary of Defense and for joint exercises.

b. The JAAR format is outlined in CJCSI 3150.25A (or CJCSI 3150.01A when superceded). The following is a basic description of the reports that comprise the JAAR:

(1) The Summary Report provides an official description of an operation or exercise detailing objectives, major participants and limitations. The report provides a general description of the objectives and documents the facts, i.e. date and location of deployment, force structure of the joint force participating, unit specialties/ capabilities, and special equipment/supplies deployed. It links Joint Mission Essential Task List (JMETL) tasks or operational objectives to UJTL tasks in the report, and includes an executive summary of significant event outcomes.

(2) The Lessons Learned Report documents a negative (a shortcoming or identified deficiency that resulted in a task not being accomplished to standard) or a positive (a technique, procedure or work-around that enabled a task to be accomplished to standard) Lessons Learned. This report is mandatory for all identified lessons learned.

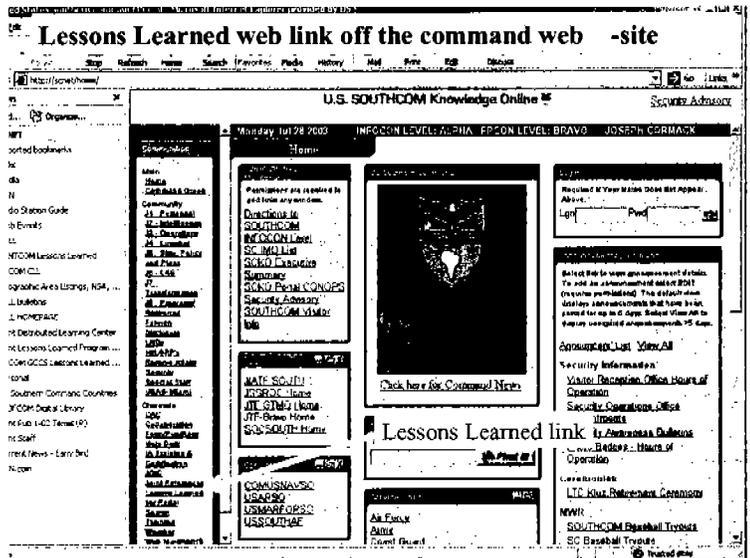
(3) The Observation Report documents a technique or circumstance that significantly impacted an operation or training event that should be shared with the joint community. This report is mandatory for all identified observations.

(4) The Issue Report documents a shortcoming, deficiency, or problem identified during an operation or training event that precludes performance to standard. This report is mandatory for all identified issues.

c. **To submit a JAAR from the USSOUTHCOM website.** The following is a description of how to access the lessons learned input tools from the USSOUTHCOM website. To input an Individual Report, follow the steps outlined below:

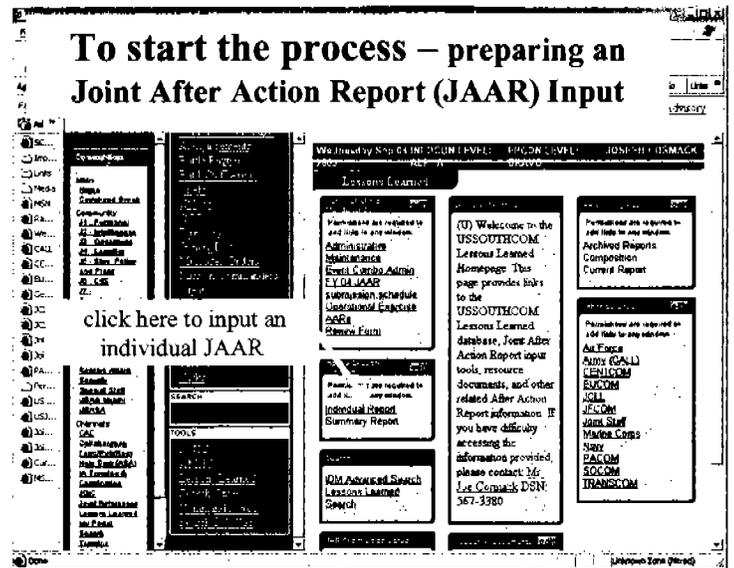
(1) Click on the Lessons Learned webpage from the USSOUTHCOM Knowledge on-line SIPRNET home page (see figure H1 at right).

Figure H1 - USSOUTHCOM Knowledge On-Line home page



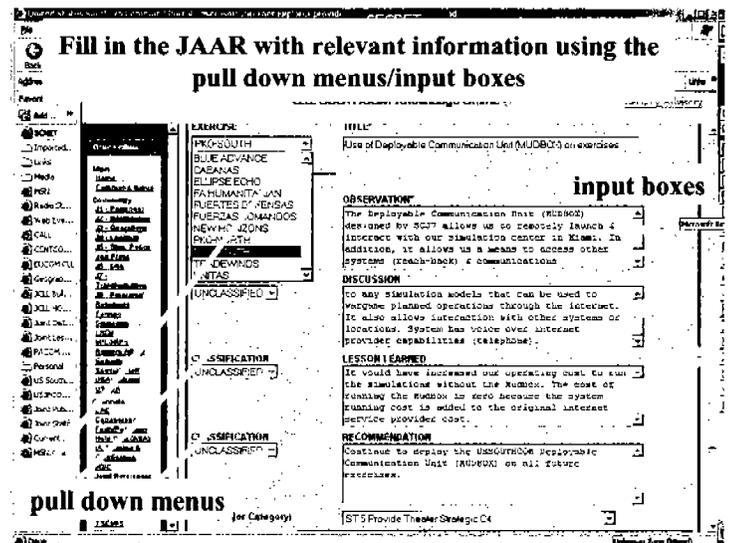
(2) From the Lessons Learned webpage, click on the Individual Report (see figure H2 at right).

Figure H2 - Lessons Learned webpage



(3) After clicking on Individual Report the first few lines of information (i.e. name, organization, phone number, and email address) should be drawn directly from STEMS. If not, this information can be manually inputted. Fill in all relevant information for the Issue, Observation, or Lessons Learned JAAR Report. Some information can be readily accessed from pull-down menus (i.e. Operation / Exercise name, appropriate JMET, etc.) This information can also be manually input (see figure H3 at right).

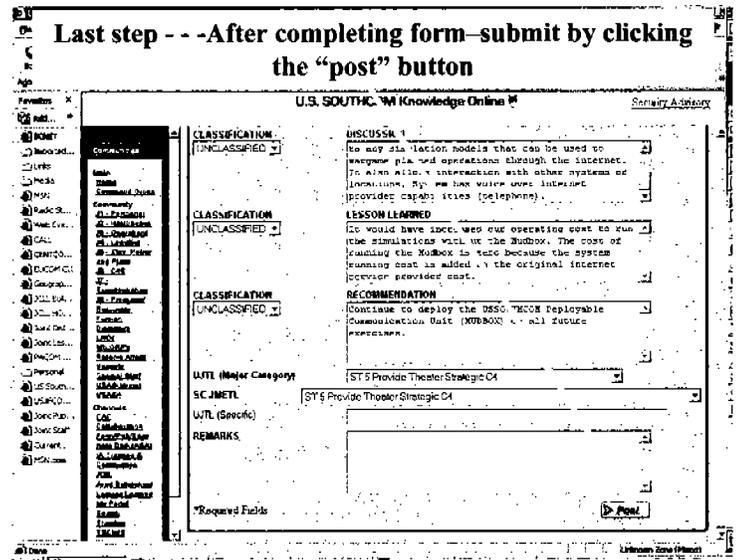
Figure H3 - JAAR Individual Report (cont).



(4). To submit the report, click on the Post button to forward to SOUTHCOM

(see figure H4 at right).

Figure H4 – JAAR Individual Report (cont).



d. To submit a JAAR Summary Report. Access to the JAAR Summary Report input tool is similar that of the Individual Report. The tool for electronically submitting the Summary report is still in development. In the interim, the JAAR Summary Report can be submitted in a MS Word document using the following format:

SUMMARY REPORT FORMAT

1. (U) LESSON LEARNED ID; DATABASE SEQUENCE NUMBER (leave blank; a 10-digit Database Sequence Number is automatically generated by the USSOUTHCOM Input tool; an interim 10-digit Database Sequence Number TBD by USSOUTHCOM)
2. (U) ORIGINATOR: (Executive Planning Agent/Support Responsibility) POC:
(Exercise Director)
DSN: XX-XXX-XXXX, COMM: (xxx) xxx-xxxx
3. (U) Exercise _____ DATE OBSERVED: (_____).
4. (U) TITLE: SUMMARY - Exercise (_____)
5. (U) GENERAL DESCRIPTION:
A short description of the operation or exercise, including general statements of the scope and mission purpose (example - Exercise (_____) was a CJCS approved, USSOUTHCOM sponsored exercise employing (_____) Forces. The general scenario for the exercise was (_____). Exercise (_____) was a Joint Mission Essential Task (JMET)/Joint Force interoperability exercise. The primary training audience was (_____). The exercise featured (multi-service force integration, component unit-level operations, and a Commander Joint Task Force (CJTF) staff, etc).

6. (U) DATES: (Startex, mobilization, deployment, redeployment, Endex or other significant dates.)

- a. Phase I-Deployment: (inclusive dates)
- b. Phase II-employment: (inclusive dates)
- c. Redeployment: (inclusive dates)

7. (U) LOCATION OF OPERATIONS: a laydown of where exercise components were situated (i.e. the JECG for the exercise was located (_____)). The operating location for the exercise participants were at (_____), etc.)

8. (U) LOCATION OF PERSONNEL: Location(s) of participants if different from the location of actual or simulated operations listed above.

9. (U) OBJECTIVES: a listing of the ST and OP level tasks (UJTL ver 4.2) or exercise objective assigned to the exercise for assessment. Each objective or JMETS should also have a specific, separate lessons learned or observations following the summary that assesses the extent to which the objective or JMETS was met.

10. (U) LIMITATIONS: a listing of significant operational or exercise limitations during the execution of the exercise, including geographic limits to operations, simulation of forces, or other significant limitations.

11. (U) MAJOR PARTICIPANTS: a short, meaningful list of major participants in the operation/exercise addressing participation of Army, Navy, Air Force, Marines, SOF, Participating Nations, Participating Organizations, Opposing Forces, Etc.

12. (U) EXECUTIVE SUMMARY: -- This section is reserved for the Executive Planning Agent/ Support Responsibility to highlight significant aspects of the exercise (i.e. significant lessons learned, potential impacts to DOTMLPF, POLMIL impacts, etc.)

5. JAAR REPORTING REQUIREMENTS.

a. IAW CJCSI 3150.25A, the Joint Staff requires that Interim JAARs be submitted for all real-world operations precipitated by an Execute Order or Deployment Order from the President or Secretary of Defense for each 180 days of the operation and a Final JAAR 90 days after the official conclusion of the operation. JAARs submissions are also required 60 days after the conclusion of designated exercises.

b. JAAR Submissions should be made using the USSOUTHCOM Lessons learned website. All components and MILGPs have access to the USSOUTHCOM SIPRNET home page and can electronically submit JAARs. This allows for an automatic feed into the lessons learned database and allows for staff tracking in the issue resolution process.

c. Below shows the basic formats and a short description of information required IOT input the varying individual JAARs:

LESSON LEARNED REPORT FORMAT

1. (U) Lesson Learned ID (a 10-digit Database Sequence Number is automatically generated by the USSOUTHCOM Input tool).
2. (U) Originator: (the name and organization of the individual making the submission).
3. TELEPHONE: DSN: XX-XXX-XXXX, COMM: (xxx) xxx-xxxx)
4. EMAIL: (SIPRNET preferred)
5. (U) EVENT: (Exercise or Operation) Date Observed: (_____).
6. (U) Title: Lesson Learned – (short words or phrases that describe this JAAR entry with a title for the lesson learned, reflecting both the subject area and the nature of the success or problem.)
7. (U) Observation: (Short statement of the observed success or problem. The paragraph will identify the actual problem or particular lesson, not just a symptom. Limit each lesson learned to a single problem or successful action.)
8. (U) Discussion: Amplified success or problem statement and answers the “who, what, where, when, why, how, and how much” questions. If the lesson learned describes the positive actions taken to work around a problem, explain these actions in detail. If the participants could not solve the problem, explain why.
9. (U) Lesson Learned: Statement of positive action that was taken or should have been taken to avoid or alleviate the problem. The lesson learned is a statement of how to work around the problem, which other commanders can use while a permanent solution is being accomplished.
10. (U) Recommendation: Statement of how to repeat the success or permanently correct the problem, and who should make the correction (should not restate the lesson learned). Recommendation could result in a requirement for new or modified publications, procuring new equipment, changing force structure, etc. If no action is necessary, enter “None required”.
11. UJTL: (appropriate Universal Joint Task, if known)
12. JMETL: (appropriate USSOUTHCOM Joint Mission Essential Task, if applicable)
13. Remarks: (Interoperability designation and tracking status, if known)

OBSERVATION REPORT FORMAT

1. (U) Lesson Learned ID (a 10-digit Database Sequence Number is automatically generated by the USSOUTHCOM Input tool).
2. (U) Originator: (the name and organization of the individual making the submission).
3. TELEPHONE: DSN: XX-XXX-XXXX, COMM: (xxx) xxx-xxxx)
4. EMAIL: (SIPRNET preferred)
5. (U) EVENT: (Exercise or Operation) Date Observed: (_____).
6. (U) Title: (short words or phrases that describe this JAAR entry with a title for the observation.)
7. (U) Observation: (Short statement of the observed success or problem. Limit each observation to a single problem or successful action.)
8. (U) Discussion: Amplified success or problem statement and answers the “who, what, where, when, why, how, and how much” questions. If the observation describes the positive actions taken to work around a problem, explain these actions in detail. If the participants could not solve the problem, explain why.
9. (U) Lesson Learned: none.
10. (U) Recommendation: Statement of how to repeat the success or permanently correct the problem, and who should make the correction (should not restate the observation or discussion). If no action is necessary, enter “None required”.
11. UJTL: (appropriate Universal Joint Task, if known)
12. JMETL: (appropriate USSOUTHCOM Joint Mission Essential Task, if applicable)
13. Remarks: (Interoperability designation, if known)

ISSUE REPORT FORMAT

1. (U) Lesson Learned ID (a 10-digit Database Sequence Number is automatically generated by the USSOUTHCOM Input tool).
 2. (U) Originator: (the name and organization of the individual making the submission).
 3. TELEPHONE: DSN: XX-XXX-XXXX, COMM: (xxx) xxx-xxxx)
 4. EMAIL: (SIPRNET preferred)
 5. (U) EVENT: (Exercise or Operation) Date Observed: (_____).
 6. (U) Title: (short words or phrases that describe this JAAR entry with a title for the issue, reflecting both the subject area and the nature of the success or problem.)
 7. (U) Observation: (Short statement of the issue. The paragraph will identify the actual problem or particular issue, not just a symptom. Limit each issue to a single problem or successful action.)
 8. (U) Discussion: Amplified statement and answers the “who, what, where, when, why, how, and how much” questions. Fully describe the issue and why the Executive Planning Agent/Support Responsibility cannot solve it.
 9. (U) Lesson Learned: none, this is an issue.
 10. (U) Recommendation: Statement of a course of action or correction that can resolve or rectify the issue.
 11. UJTL: (appropriate Universal Joint Task, if known)
 12. JMETL: (appropriate USSOUTHCOM Joint Mission Essential Task, if applicable)
 13. Remarks: (Interoperability designation, if known)
6. **CHANGES TO THE JAAR REPORTING PROCESS.** Refer to the command Lessons Learned web site for updates and latest changes. Comments or recommendations for modifications to the website or this annex can be referred to Mr. Joe Cormack at cormackj@hq.southcom.smil.mil or cormackj@hq.southcom.mil.

APPENDIX I

EXERCISE FINANCIAL MANAGEMENT

1. Financial Management. A primary factor influencing the frequency and scope of exercises is the availability of funds allocated annually to support exercises. Programming adequate funding to support exercise requirements is imperative. In order to gain the maximum benefit from the funds available, exercises will be conducted on an austere basis consistent with each exercise's aims and objectives. Exercise funds will finance only those costs generated directly by the conduct of joint or combined exercises.

2. Fiscal Planning.

a. Components and other participating commands will use the first fiscal year (FY) in the Joint Training Information Management System (JTIMS) as JCS exercise budget requirements in managing their command operating budgets.

b. Components and other participating commands will use the second and third FY of the JTIMS as the basis for developing their command JCS exercise budget estimates.

c. Components and other participating commands will use the remaining years of the Six-Year JCS Exercise Program as the basis for developing their requirements for the Future Year Defense Program (FYDP).

d. SCJ34 will submit exercise requirements information to SCJ8 for inclusion in the Planning Programming and Budgeting System (PPBS) cycle.

3. Fiscal Programming.

a. SCJ34 will:

(1) Develop cost estimates for HQ, USSOUTHCOM and USMILGP/SAO personnel participation in the JCS Exercise program. These costs include, but are not limited to travel costs incurred in planning, conducting, and evaluating CJCS exercises.

(2) Develop cost estimates for Army DCCEP and HCA funding to support the theater training program.

(3) Develop cost estimates for Army JCS exercise O&M funding to support the participation of the Joint Communication Support Element and the Joint Special Operations Support element in USSOUTHCOM sponsored exercises.

(4) Coordinate LATAM COOP requirements with the Protocol Office, TCA requirements with SCJ5, CNT requirements with SCJ37 and ERC requirements with SCEN. Those staff sections will include these requirements in their POM submissions to SCJ8.

b. SCJ8 will submit staff exercise requirements to DA for inclusion in their Service POM submission.

c. Components and other participating commands will ensure that their exercise related requirements are correctly identified and represented in their service's POM, and identify DCCEP requirements to SCJ34.

d. USSOUTHCOM's JCS exercise Executive Planning Agent/Support Responsibility will ensure that exercise related requirements for LATAM COOP, HCA, DCCEP, and ERC are correctly identified to USSOUTHCOM. USSOCSO will coordinate their JCS exercise requirements through U.S. Army South (USARSO), and JCET requirements to USSOCOM.

e. SCJ34 and SCEN will identify exercise requirements for the Exercise Related Construction (ERC) Program, and ensure USSOUTHCOM requirements are clearly understood by the JCS.

f. Reserve components of the various services will program sufficient mandays to allow for reserve force participation.

4. Budgeting.

a. Component and Sub-Unified commanders will budget adequate JCS exercise, and O&M training funds to allow for full participation of their forces in USSOUTHCOM's JTP. They will also coordinate the participation and funding of other forces within their military departments in these exercises.

b. Component and Sub-Unified commands will keep USSOUTHCOM informed of the current status of JCS exercise budget and funding actions relating to the exercise program. Components and Sub-Unified commands will provide a monthly financial report to SCJ34 detailing, by exercise, all requirements, expenditures and funding available for the USSOUTHCOM JCS exercise program to ensure USSOUTHCOM priorities are met. Components, Sub-Unified commands and Defense Representatives (i.e. USMILGPs/SAOs) will provide DCCEP and HCA funding obligation documentation to SCJ34 NLT seven days after completion of each planning conference, exercise, or exercise related event (i.e., site survey).

c. When funding decisions are made by military departments, Components and Sub-Unified commands will provide a full report to SCJ34. This report will include a breakdown of funding required, available, and shortfall by fund type and by exercise.

d. SCJ34 will manage all funding accounts for exercise-related requirements for HQ USSOUTHCOM OMA, HCA, DCCEP, and strategic air and sea lift. SCEN will manage the Exercise Related Construction funds. SCJ34 and SCEN will provide written funding execution instructions to the executing agency for appropriate accounts to ensure proper expenditure of funds.

e. SCJ8-CM will provide fund citations for JCS exercises (participation of HQ USSOUTHCOM in JCS exercises), HCA, DCCEP, and ERC programs.

f. USSOUTHCOM's JCS exercise Executive Planning Agent/Support Responsibility will execute the accounts for their participation and LATAM Coop.

5. TDY Policy

a. All applicable USSOUTHCOM Staff Directorates and USMILGPs/SAOs will staff exercise related TDY forms (DD Form 1610) through SCJ34 for exercise approval and funding. Applicable USSOUTHCOM staff directorates and USMILGPs/SAOs are those directorates that, by the nature of their personnel, expertise, and importance to the JCS exercise, are required to attend planning conferences and exercise execution.

b. The SCJ34 will serve as the sole determiner of which travelers are authorized rental cars and when they are approved. During all CONUS or OCONUS based planning conferences and exercises travelers may request rental cars when:

(1) The Executive Planning Agent/Support Responsibility does not have the capability to transport attendees from the same directorate via mass transportation (bus or van) distances in excess of 15 miles.

(2) The traveler's arrival time to the conference or exercise precludes the Executive Planning Agent/Support Responsibility's timely pick-up and transportation to billeting accommodations.

(3) Based upon the location of the conference or exercise, the availability of adequate public transportation, the number of locations that must be visited during the conference or exercise, or the impracticality of taxi service warrants a rental car.

(4) The USMILGP/SAO Commander deems it necessary (OCONUS only).

c. All staff directorates will comply with this regulation and provide a list of projected numbers of conference and exercise attendees to SCJ34 for each fiscal year NOT LATER THAN 31 July of each calendar year.

(1) SCJ1: Receive and validate all DD Form 1610 orders by providing a travel order number, date travel order number was issued, authenticate orders, and official USSOUTHCOM stamp. Maintain a log of all travel order numbers issued.

(2) SCJ3: Forecast annual TDY cost projections based upon staff inputs. Manage and authorize exercise-related travel and funding. Maintain a copy and log of all completed DD Form 1610 orders. In coordination with SCJ8 maintain the JCS exercise account by monitoring funds available for exercise-related TDY travel.

(3) SCJ8: Determine fund availability and certify funds on all TDY orders approved by the SCJ34.

d. Procedures:

(1) SCJ34 will review the list of personnel provided by each directorate to ensure they have allocated the appropriate personnel with the skills required for mission success. SCJ34 will determine the appropriate number of personnel required to attend exercises and conferences. When complete, SCJ34 will send to each directorate the finalized list of personnel who will participate in exercises and conferences.

(2) Each individual participating in either an exercise or conference will submit to SCJ34 a completed DD Form 1610 NLT 15 days prior to departure to the exercise or conference. It is the responsibility of the requesting individual's division to complete blocks 1 thru 13, block 17 and 18, and block 20.

(3) Completion of blocks 1 thru 16 is self explanatory. Blocks 17 and 18 will contain signature blocks within the traveler's chain of command. Block 20 will contain the signature block of the USSOUTHCOM Adjutant.

(4) Once the DD Form 1610 is completed with all data and signatures, it is forwarded to SCJ34 for processing. SCJ34 will log in and process each request for TDY. Three-step processing of TDY requests is as follows:

(a) STEP ONE - SCJ34 will validate requirement and authorize funding. Travel order will then be forwarded to SCJ8-CM for continuance of processing.

(b) STEP TWO - SCJ8-CM will provide verification that funds are available. Travel order will then be forwarded to SCJ1.

(c) STEP THREE - SCJ1 will sign authorizing official signature block, provide accounting citation, issue travel order number and date. Approximately seven days after submission to SCJ34, requestor must pick up final copies in SCJ1 and provide a copy to SCJ34.

(5) Upon completion of the TDY, each traveler MUST provide a copy of their travel voucher, DD Form 1351-2, to the SCJ34 resource manager NOT LATER THAN five (5) working days after their return.

(6) Each traveler will provide both SCJ8 and SCJ34 a copy of their paid settlement receipt and a copy of their travel voucher (DD Form 1351-2).

APPENDIX J

EXERCISE DISTINGUISHED VISITOR PROGRAM (DVP)

1. Purpose. This appendix establishes guidance and procedures for the USSOUTHCOM exercise DVP as it pertains to the USSOUTHCOM JCS Exercise Program. The DVP provides the framework for constructive visits and progressive dialogue on a wide range of military and non-military issues.
2. Applicability. This regulation applies to all USSOUTHCOM Directorates and Executive Planning Agent/Support Responsibility involved in the planning and/or execution of DVP activities in conjunction with joint exercises.
3. General. The USSOUTHCOM DVP supports Commander USSOUTHCOM 's strategy of focused regional and cooperative engagement by extending invitations to key Allied Nation, and U.S. military and civilian senior leaders to view the foreign military interaction exercises.
4. Background. Regional engagement is a process incorporating tangible multinational training events to achieve both tangible and intangible engagement results. These results often extend beyond simple interoperability or other combined military training.
5. Exercise Distinguished Visitors Concept Development Methodology.
 - a. SCJ34 will coordinate for the development of the Exercise Directive (EXDIR) providing exercise guidance that includes a baseline concept of operation for DV participation.
 - b. SCJ34 prepares draft invitations, pillow notes, and thank you notes for Commander, USSOUTHCOM approval after receipt of invitee lists. Draft documents will be coordinated directly with the USSOUTHCOM Deputy Chief of Staff and the Commander, USSOUTHCOM office for approval. SCJ34 will:
 - (1) Forward Commander, USSOUTHCOM approved documents to SCCS-P.
 - (2) Assist SCCS-P in distribution of documents/items, (invitations, VIP letters, and gifts).
 - (3) Assist SCJ5-PM in the development of each exercise DV concept.
 - (4) Assist SCJ5-PM with the development of the Commander USSOUTHCOM exercise Trip Book.
 - (5) Provide oversight of the exercise DV program via periodic In Progress Reviews (IPRs).

c. SCJ5-PM.

(1) Coordinate for input from the Executive Planning Agent/Support Responsibility, USSOUTHCOM staff, country teams, and SCCS-P for the exercise DV program concept, which will include proposed invitations to exercise DV seminars, briefings and social events.

(2) Link the exercise DV program concept paper with the SCJ34 developed invitations, pillow notes and thank you notes and forward to Commander, USSOUTHCOM for final approval.

(3) Forward copies of the Commander, USSOUTHCOM approved DV program concept to SCCS-P, SCJ34 and the component with Executive Planning Agent/Support Responsibility.

(4) Develop the Commander, USSOUTHCOM exercise Trip Book with the assistance of the USSOUTHCOM staff, exercise Executive Planning Agent/Support Responsibility and appropriate country team representatives.

d. SCCS-P provides guidance on all protocol-related issues.

e. Executive Planning Agent/Support Responsibility.

(1) Coordinate with SCJ5-PM, SCJ34 and SCCS-P on the exercise DV program concept.

(2) Develop an exercise Joint Visitors Bureau (JVB) plan upon receipt of the Commander USSOUTHCOM approved DV concept.

(3) Maintain and report RSVP status to the USSOUTHCOM staff.

6. Service Components/USMILGPs/SAO. Assist the exercise Executive Planning Agent/Support Responsibility in the planning, staffing and execution of the exercise JVB.

7. DV Milestones.

<u>Time</u>	<u>Event</u>	<u>OPR/OCR</u>
D-120	Draft DV invitations, pillow notes and thank you notes are submitted to the Commander USSOUTHCOM for approval via Deputy Chief of Staff	SCJ34
D-110	Exercise DV program concept paper is submitted to CDR USSOUTHCOM for approval (includes proposed CDR USSOUTHCOM involvement, DV invitations, socials, lunches, special functions and draft invitations [invitations coordinated by SCJ34])	SCJ5-PM

Time	Event	OPR/OCR
D-100	Commander USSOUTHCOM approves concept	CDR'S XO /SCJ5-PM
D-90	Exercise Executive Planning Agent/Support Responsibility develops DVP and JVB plan	EPA/SR
	Exercise DV invitations package is reviewed and needed corrections are made	SCJ34
	Invitations and other items are prepared for CDR USSOUTHCOM signature and forwarded to CDR USSOUTHCOM XO	SCJ34
	Signed invitations and other items forwarded to SCCS-P for review	CDR XO SCCS-P
D-60	Items to be mailed are sent and other items are given to SCJ34 action officer for distribution	SCJ34
	RSVPs are received	EPA/SR
D-46	SC Staff is updated on RSVP status	EPA/SR
D-45	SCJ3, SCJ5, SCJ33, SCCS-P, CDR's XO, DCDR's XO are updated by email on RSVP status	JDVE
D-39	SC Staff is updated on RSVP status	EPA/SR
D-38	SCJ3, SCJ5, SCJ33, SCCS-P, CDR's XO, DCDR's XO are updated by email on RSVP status	JDVE
D-30	SC Staff is updated on RSVP status	EPA/SR
D-29	SCJ3, SCJ5, SCJ33, SCCS-P, CDR's XO, DCDR's XO are updated by email on RSVP status	JDVE
D-28	IPR on event and visitors status to SCJ3, SCJ5, SCJ33 DCDR, and CDR USSOUTHCOM	EPA/SR
D-14	CDR USSOUTHCOM Exercise Trip Book developed	SCJ5-PM
D-Day	CDR USSOUTHCOM (or designated representative) attends exercise	SCZX-S

APPENDIX K

DEPLOYMENT MANAGEMENT PROGRAM (DMP)

1. Purpose. This Appendix prescribes policy and procedures for administration of the United States Southern Command (USSOUTHCOM) Deployment Management Program (DMP). It applies to all United States Department of Defense (DoD) military forces assigned, attached, augmenting, training, or in a Temporary Duty (TDY) status, as well as U.S. Military Groups (USMILGP) and other Security Assistance Organizations, operating within the USSOUTHCOM area of responsibility (AOR).

2. References.

- a. DoD Handbook 2000.12H (DoD Combating Terrorism Program).
- b. DoD 4500.54-G (DoD Foreign Clearance Guide).
- c. DoD 5220.22M (Industrial Security Manual for Safeguarding Classified Information).
- d. DoDI 2000.14 (DoD Combating Terrorism Program Procedures).
- e. DoD 5200.8-R (Physical Security Program).
- g. SC Reg 525-22 (Joint Reporting Structure).
- h. CJCSI 3710.01A (Delegation of Authority for Approving Operational Support to Drug Law Enforcement Agencies and Counterdrug-Related Deployment of DoD Personnel).

3. Objectives.

a. To establish a Deployment Management Program to enhance component force projection readiness and quality of deployed unit training, and to develop a core force capability familiar with the AOR, while supporting Commander USSOUTHCOM's strategy of military-to-military Theater Security Cooperation through deployments. Deployments for Training are small scale, low cost, tough, demanding, and realistic training opportunities for stateside units in a multi-national combined environment.

b. The USSOUTHCOM Deployment Management Program serves to:

(1) Demonstrate U.S. presence within the USSOUTHCOM AOR and support U.S. national policy objectives within the region.

(2) Provide U.S. military units with valuable training opportunities consistent with their prescribed military missions.

- (3) Improve the combat readiness of participating U.S. personnel and units.
- (4) Enhance the command's capability to conduct unilateral or combined military operations within the AOR.
- (5) Strengthen professional relationships with allied nations to develop cooperative military structures and doctrine.
- (6) Promote peace and stability by developing and enhancing regional ties through foreign military interaction.
- (7) Provide military support to enhance democratic development within the region.
- (8) Assist regional governments in developing infrastructure and capability to respond to disasters.
- (9) Support counter narco-terrorism efforts and programs of U.S. law enforcement agencies and regional allies.

4. Definition.

a. For purposes of this appendix, a deployment is defined as any operational or training event that requires individual U.S. military service members or units to depart home station to accomplish specific assigned missions (local training events such as marksmanship training or physical fitness training, which may also require departure from garrison, are not included in this definition). Typically these deployments are single service activities. Deployments in support of Joint Chiefs of Staff (JCS) Exercises are specifically excluded from this appendix.

b. The CDR, USSOUTHCOM, administers a variety of deployments into and within the AOR. These include:

- Counter Narco-Terrorism Training (CNTT)
- Dental Readiness Training Exercise (DENTRETE)
- Deployment for Training (DFT)
- Engineer Readiness Training Exercise (ENRETE)
- Extended Training Service Specialist (ETSS)
- Humanitarian and Civic Assistance (HCA)
- International Maritime Law Enforcement Training (IMLET)
- Joint Combined Exercise Training (JCET)
- Joint Planning Assistance Team/Planning Assistance Team (JPAT/PAT)
- Long Term Training Team (LTT)
- Medical Readiness Training Exercise (MEDRETE)
- Military Information Support Team (MIST)
- Mobile Training Team (MTT)

Overseas Deployment for Training (ODT)
Platoon Exchanges
Riverine Operation and Seminar Training (ROST)
Riverine Training Team (RTT)
Small Unit Exchange (SUE)
Small Unit Familiarization Program (SUFPP)
Subject Matter Expert Exchange (SMEE)
Tactical Analysis Team (TAT)
Veterinary Readiness Training Exercise (VETRETE)
Humanitarian Mine Action (HMA)

5. Policy. The following policies will be incorporated into the planning of all individuals and units deploying into or within the USSOUTHCOM AOR:

a. All U.S. military deployments into or within the USSOUTHCOM AOR are executed with the approval of the Commander, USSOUTHCOM. The approval process follows a timeline extending from submission of the concept for a proposed event to delivery of a comprehensive after-action report for the record.

b. All U.S. military personnel deploying into the USSOUTHCOM AOR, will travel in duty uniform, unless traveling by commercial aircraft. Travel on commercial airlines will be in civilian clothes. All missions and training will be conducted in the appropriate U.S. military uniform. Requests for exemptions to this policy will be identified early in the planning process and if approved by the Commander, USSOUTHCOM, exemptions will be identified in all correspondence with USSOUTHCOM.

c. USSOUTHCOM (SCJ3), in conjunction with USMILGP/SAO and U.S. Embassy in respective allied nations, will advise component commanders of the weapons policy for deployment categories or locations, prior to personnel arriving in the AOR. CDR, USSOUTHCOM will resolve any differences in weapons policy or procedures between U.S. Embassy and USSOUTHCOM, and retains authority to cancel, transfer, or delay any deployment until resolution. It is a component responsibility to ensure personnel are provided with individual weapons for any deployment requiring personnel to be armed. No privately owned weapons will be deployed. Medical training missions are primarily for humanitarian purposes and weapons are normally not required. Medical personnel deploying into the AOR without other U.S. units will coordinate force protection through the appropriate U.S. Embassy defense representative. The site survey teams will make recommendations concerning force protection.

d. All U.S. military personnel deploying into or within the USSOUTHCOM AOR will be thoroughly briefed by parent units concerning the JCS Standing Rules of Engagement (ROE) and force protection considerations prior to deploying.

e. All U.S. military personnel deploying into or within the USSOUTHCOM AOR will be given Human Rights training & cultural orientation briefings by their parent units prior to deploying.

f. All U.S. units deploying into or within the USSOUTHCOM AOR and interacting with allied nation military personnel will incorporate training sessions into the unit training plan, emphasizing the importance and advantages of:

(1) Civilian-military relationships characterized by the subordination of the military to the democratically elected civilian leadership.

(2) Civilian-military relationships based on mutual respect for Human Rights and strict adherence to the rule of law.

g. All military personnel deploying into or within the USSOUTHCOM AOR will be briefed on the USSOUTHCOM policy about consumption of alcohol while deployed (USSOUTHCOM Policy Memorandum NO. 10-02, 3 Sep 02).

h. All military personnel deploying into or within USSOUTHCOM AOR will be given a threat briefing, information security training, and personal security training by parent unit prior to deploying.

6. Responsibilities.

a. Components.

(1) Provide out-year engagement nominations and resource data in October during USSOUTHCOM annual Exercise Scheduling and Training Conference. Nominations submitted should be limited to the five broad categories of Combined Training that includes Joint Combined Exchange Training, Counter Narco-Terrorism, Riverine Training Team, Mobile Training Team and Deployment for Training. Ensure that nominations comply with the Country Team Strategic Concept as reflected in the current Theater Security Cooperation Strategic Guidance.

(2) Ensure that missions and training events support the USSOUTHCOM theater strategy objectives and that they comply with USSOUTHCOM policy.

(3) Ensure individuals and units deploying are fully briefed on allied nation threat levels, force protection and security considerations, ROE, Human Rights issues and policies, and the alcohol policy.

(4) Provide command and control oversight for deployed individuals, teams and units, as necessary.

(5) Provide USSOUTHCOM (SCJ34 and SCJ5) with points of contact (POCs) for coordination of training and exercises and revise as required.

(6) Ensure adequate funding (O&M/DCCEP/LATAM COOP, etc) is programmed and or allocated to support all requirements (including transportation) for the respective commands.

(7) Is responsible for oversight of reserve forces deployments within USSOUTHCOM AOR.

(8) Ensure SITREPS are provided IAW SC Reg 525-22, Joint Reporting Structure (JRS), to CDR, USSOUTHCOM. Provide info copies to SCJ32/SCJ34.

(9) Coordinate and obtain staff guidance from appropriate oversight office/staff.

(10) Ensure assigned, attached, and/or OPCON personnel obtain Theater/Country clearance before deploying into USSOUTHCOM AOR, IAW DoD Foreign Clearance Guide.

(11) Provide AARs to SCJ34.

b. USMILGPs/SAOs:

(1) Provide country brief and out-year engagement nominations and resource data in October during USSOUTHCOM annual Exercise Scheduling and Training Conference. Nominations submitted should be limited to the five broad categories of Combined Training that includes Joint Combined Exchange Training, Counter Narco-Terrorism, Riverine Training Team, Mobile Training Team and Deployment for Training.

(2) Ensure that proposed training events support the USSOUTHCOM theater strategy objectives and that they comply with stated USSOUTHCOM policy.

(3) Verify that personnel and units deploying into or within USSOUTHCOM's AOR are fully briefed on allied nation threat levels, security/force protection considerations, ROE, Human Rights issues and policies, and alcohol policy.

(4) Coordinate and obtain staff guidance from appropriate oversight office/staff.

(5) Ensure SITREPS are provided IAW SC Reg 525-22, Joint Reporting Structure (JRS) to USSOUTHCOM. Provide info copies to SCJ32/SCJ34.

c. Subordinate Commands:

(1) Provide out-year engagement nominations and resource data in October during USSOUTHCOM annual Exercise Scheduling and Training Conference. Nominations submitted should be limited to the five broad categories of Combined Training that includes Joint Combined Exchange Training, Counter Narco-Terrorism, Riverine Training Team, Mobile Training Team and Deployment for Training.

(2) Ensure that proposed training events support the USSOUTHCOM theater strategy objectives and that they comply with stated USSOUTHCOM policy.

(3) Verify that personnel and units deploying into or within USSOUTHCOM's AOR are fully briefed on allied nation threat levels, security/force protection considerations, ROE, Human Rights issues and policies, and alcohol policy.

(4) Coordinate and obtain staff guidance from appropriate oversight office/staff.

(5) Ensure SITREPS are provided IAW SC Reg 525-22, Joint Reporting Structure (JRS) to USSOUTHCOM. Provide info copies to SCJ32/SCJ34.

d. Director of Intelligence (SCJ2):

(1) Prepare and publish threat and risk assessments for USSOUTHCOM AOR.

(2) Provide threat and risk assessment information to all deploying individuals and units as requested.

e. Director of Operations (SCJ3):

(1) Provide an annual prioritized listing of proposed training opportunities by year and country to USSOUTHCOM components, USMILGPs/SAOs, and USSOUTHCOM directorates no later than 1 June.

(2) Administer the USSOUTHCOM DMP.

(3) Ensure that all USSOUTHCOM deployment and exercise policies are enforced.

(4) Approve theater clearances on behalf of the Commander, USSOUTHCOM for all official DoD military and DoD civilian travel within the USSOUTHCOM AOR. (SCJ32)

(5) Monitor the status and progress of all deployments and exercises. (SCJ34)

(6) Visit training sites as required.

(7) Provide a point of contact for all deployments and exercises conducted within the USSOUTHCOM AOR. (SCJ34)

(8) Compile after action reports (AAR) for all deployments. Use the information gathered to refine the USSOUTHCOM DMP to ensure that maximum benefit is gained from these events. (SCJ34)

(9) Verify service components forecast service funding requirements to support all deployments/exercises and that they ensure submission of these service requirements into their service Program Objective Memorandum (POM). (SCJ34)

(10) Forecast future funding requirements for HCA and DCCEP to support all deployments/exercises and provide information to SCJ8 for POM development. (SCJ34)

(11) Prioritize all deployments/exercises and ensure DCCEP and HCA funding resources are applied against the highest priority deployments/exercises. (SCJ34)

f. Director for Strategy and Policy (SCJ5):

(1) Review annual nominations compiled and submitted by USSOUTHCOM Components, Subordinate Commands, and USMILGPs/SAOs to insure nominations support the TSCS and are appropriately prioritized.

(2) Provide oversight of security assistance funded deployments and training events. Provide information to the SCJ3 concerning these events, as requested.

(3) Provide management and oversight of Traditional Commander Activities (TCA) funding. (SCJ5)

(4) Provide a single point of contact to the SCJ3 for TSC deployments and exercises. (SCJ5-PL)

g. Director of Command, Control, Communications, and Computer Systems (SCJ6):

(1) Coordinate frequency use approval from the appropriate U.S. Embassy via the USMILGP/SAO following receipt of frequency request from the deploying unit after validation by the component headquarters.

(2) Coordinate communications security (COMSEC) keying material use following receipt of request from deploying unit.

h. Director of Programs and Resources (SCJ8):

(1) Ensure projected requirements for HCA and DCCEP funding are properly reflected in the Army's POM process.

(2) Be prepared to provide technical assistance to SCJ34 on specific funding issues that may arise with the deployment program.

i. Staff Judge Advocate (SCSJA):

(1) Provide to SCJ3 assistance concerning formulation or changes to ROE for deployed units within the USSOUTHCOM AOR.

(2) Provide the SCJ3 with timely legal advice and guidance concerning deployments and exercises within the USSOUTHCOM AOR.

(3) Assist Components, SCJ34 and USMILGPs/SAOs on securing Status of Forces Agreement for deploying units.

(4) Provide updates on countries having legal status agreement or other arrangement that provides legal protection for U.S. Forces

(5) Provide updates on International Criminal Court and countries that have signed Article 98 agreements.

j. Director of Engineering (SCEN):

(1) Provide oversight of engineering deployments.

(2) Provide a single point of contact to SCJ3 for engineering deployments.

(3) Provide information to the SCJ3 concerning engineering deployments, as required.

k. Command Surgeon:

(1) Provide oversight and validation of all medical deployments, missions, and events in the USSOUTHCOM AOR.

(2) Provide a single point of contact to SCJ3 for medical deployments.

(3) Provide information to SCJ3 concerning medical deployments as required.

(4) Use feedback garnered from AARs to more effectively manage program.

(5) Coordinate with components, other staff agencies and USMILGPs/SAOs to ensure programs are appropriately nominated, prepared and executed.

7. Coordinating Instructions.

a. Command Relationships.

(1) The CDR, USSOUTHCOM, exercises combatant command (COCOM) authority over assigned forces.

(2) The CDR, USSOUTHCOM, exercises operational control (OPCON) over attached and augmenting forces deployed in support of operations/training throughout the USSOUTHCOM AOR.

b. Administration. Ideally a DFT is planned well in advance to ensure maximum training by the deploying force. Overseas deployments require substantial lead-time to conduct concept development, detailed coordination/planning, deployment of site survey teams and development of transportation requirements. The deployment planning and administration process should adhere to the following schedule. Adherence to deployment planning and administration process is essential for the successful nomination, processing, approval, and execution of deployments within the USSOUTHCOM AOR.

<u>Calendar</u>	<u>Milestone Event</u>	<u>Key Objectives</u>
May CFY (ie May 03)	Planning Cycle for CFY +2/+3 (ie FY05/06) begins.	Planning cycle begins, SCJ34 prepares for Exercise & Training Conference. Components, Subordinate Commands & MILGPs/SAOs develop deployment nominations for CFY +2/+3 (ie FY05/06) based on TSCS
Oct CFY (ie Oct 04)	SCJ34 hosts Exercise & Training Conference to coordinate engagement deployments and resourcing. Initiate validation/coordination of deployment MIPL.	Component, Subordinate Command, & MILGP/SAO representatives submit engagement nominations for CFY +1/+2 (ie FY05/06). Components & Subordinate Commands provide resourcing data. Initiate validation/coordination process with Component, Subordinate Command, MILGP/SAO, & USSOUTHCOM staff representatives.
Jan CFY (ie Jan 04)	Validation/coordination of deployment MIPL completed. SCJ33/34 submit validated deployment MIPL for CDR/J3 approval	Deployment MIPL validation/coordination process completed. MIPL, consisting of resourced & unresourced deployments, submitted for approval.
Mar CFY (ie Mar 04)	SCJ33/34 publishes MIPL for CFY+1/+2 (ie FY05/06) deployments	Distribute approved MIPL to USSOUTHCOM Staff, Components, Subordinate Commands, & MILGPs/SAOs.
May CFY (ie May 04)	Planning Cycle for CFY +2/+3 (ie FY06/07) begins.	Planning cycle begins, SCJ34 prepares for Exercise & Training Conference. Components, Subordinate Commands & MILGPs/SAOs develop deployment nominations for CFY +2/+3 (ie FY05/06) based on TSCS

CFY – Current Fiscal Year MIPL - Mission Integrated Priority List

c. Deployment Designation. USSOUTHCOM (SCJ3) tracks the status of all deployments into and within the AOR. To facilitate the process of tracking thousands of events annually, each deployment event is assigned a specific, unique alpha-numerical identifier. While service components may use other designators internally, only the USSOUTHCOM deployment designator will be used to identify USSOUTHCOM deployments in related documents or reports. The designator system is IAW Appendix K, Annex 1, Combined Training Deployment Identification/Tracking System.

d. Security Classification.

(1) A security classification will be attached to every deployment nominated in the Training Opportunity Forecast. The Director, J3 has Original Classification Authority up to the Secret level, and is responsible for classifying all training, deployment, and exercise information within the command. Joint training should be classified per the combined instructions of the Component involved. SCJ2-S will provide assistance with classifying information as requested.

(2) When access to secure areas or classified information is required, all military and civilian personnel participating in training within the USSOUTHCOM AOR must have their unit security manager forward in writing, their collateral security clearance information directly to the USSOUTHCOM or appropriate USMILGP/SAO security office (DoD 5220.22M). Personnel requiring access to SCI will transmit clearance information through SSO channels.

e. Threat Risk Assessment. SCJ2 prepares and publishes threat and risk assessments for the AOR. Service components and USMILGPs/SAO responsible for deployments, as well as deploying individuals and units, will obtain and disseminate such information prior to executing any deployment. Deployed individuals and units will remain aware of changes in the local threat and risk assessment while deployed.

f. Evacuation Plans. Each U.S. Embassy within the AOR has an Emergency Action Plan (EAP) for the evacuation of U.S. citizens.

(1) Individual deployments. Individuals deploying within the AOR will coordinate with the appropriate U.S. Embassy and become familiar with the EAP.

(2) Unit deployments. Units deploying within the AOR will become familiar with U.S. Embassy EAP details, prepare evacuation plans, and provide copies to the host nation USMILGP/SAO and SCJ3.

g. Communications. Deployed units are responsible for identifying and providing communication means during the deployment. Service components will ensure that deploying units have the required, appropriate communications necessary to support the deployment and to meet emergency evacuation.

h. Medical. The unit deploying is responsible for arranging and coordinating all medical requirements, to include requirements for medical evacuation (MEDEVAC). Service components will ensure that medical requirements are included on all deployment checklists.

i. Transportation.

(1) Transportation of deploying individuals and units is a service component responsibility. SCJ4 will provide assistance, as required.

(2) Units deploying into the AOR will request transportation support through their own chain of command. Transportation priority is identified within the TOR and the Request for Deployment Orders (RDO) submitted to the Joint Chiefs of Staff (JCS).

(3) Local transportation support at the deployment site will be coordinated with the Component Commander or USMILGP/SAO during the preliminary planning cycle by the deploying individuals or units.

(4) The unit conducting the deployment is responsible for arranging and coordinating all logistical requirements, including resupply.

(5) SCJ4 will provide guidance for all logistical matters pertaining to deployments.

j. Funding.

(1) With the exception of HCA, TCA, CIF, and DCCEP activities undertaken pursuant to Title 10, U.S. Code, deployment costs will be provided by the service components.

(2) Deploying units will ensure that their activities are properly funded through coordination with their respective service component office of primary responsibility.

k. Pre-Deployment Force Protection Training. DoD personnel must receive the following pre-deployment force protection training prior to deploying to the USSOUTHCOM AOR.

(1) Current threat brief addressing crime, foreign intelligence collection, and potential terrorism. Brief will include countermeasures to threats and be tailored to match personnel clearances. Countermeasures will be briefed IAW standards set forth in DoD Handbook 2000.12H.

(2) Anti-Terrorism awareness training.

(3) Prevention of weather related injuries training.

(4) Self-Aid and buddy care training.

(5) Medical hazard brief.

(6) Rules of Engagement (ROE) and right to self-protection training. Joint Chiefs of Staff (JCS) Standing ROE pertain to all deployments within the AOR. Service components responsible for the deployment and USMILGPs/SAOs will ensure that individuals and units are thoroughly briefed concerning the elements of the ROE and local threat conditions within the country and area to which they deploy prior to deploying.

(7) Brief on current political situation and sensitivities of the deployment area.

(8) Public Affairs and media training. Department of Defense Instruction 5400.14 and Joint Pub 3-61 provide procedures for Joint Public Affairs Operations. SCPA will provide brief on DOD Public Affairs Guidance (PAG) and specific public affairs issues to include guidance on interacting with media.

(9) Weapons training and qualifications.

(10) Brief on human rights policy.

(11) Brief on USSOUTHCOM alcohol policy.

l. Theater Clearance.

(1) Travel clearance requirements are defined in the Department of Defense Foreign Clearance Guide (DoD 4500.54-G).

(2) All official DoD military and DoD civilian personnel traveling within the AOR, require a theater clearance from USSOUTHCOM (Plain Language Address: CDR USSOUTHCOM MIAMI FL//J32// (Info J33 for Civil Affairs and Psychological Operations/MIST) and a Country Clearance from the respective U.S. Embassy for all countries visited. Clearance requests for general/flag officer(s) or civilian equivalent(s) (GM/GS 16, SES 1-6, CODEL/STAFDELS) shall be submitted to USSOUTHCOM MIAMI FL//SCCC-PT//. Theater Clearance is required 30 days prior to scheduled travel.

(3) Before theater clearances are granted, personnel and units deploying into USSOUTHCOM AOR will be required to certify via message that all pre-deployment force protection training requirements have been accomplished.

m. Visa and Passport Requirements.

(1) USMILGPs/SAOs & service components identify country visa & passport requirements.

(2) Deploying individuals or units coordinate with the USMILGP/SAO to ensure that information concerning travel documents are current prior to deploying.

n. Human Rights Policy.

(1) Human Rights Policy is IAW with HQ USSOUTHCOM SCCC Policy Memo dated 28 August 1996.

(2) All DoD personnel assigned, attached, or performing temporary duty in the AOR will receive initial human rights training. Such training will include, at a minimum, viewing the human rights training video, reading USSOUTHCOM Human Rights Policy Memo and receiving a Human Rights Policy card, (SC Form 165).

(3) Training will be conducted by the sending unit not earlier than within six months immediately prior to assignment to the AOR. If not accomplished prior to deployment, the receiving unit or headquarters will conduct this training within 72 hours of arrival in the AOR.

(4) A statement verifying Human Rights Policy training was conducted shall be included in Theater/Country Clearance request. Contact appropriate component command for copy of USSOUTHCOM Human Rights training brief.

o. Request for Deployment Order (RDO) and Notification Process.

(1) HQ USSOUTHCOM RDO and Notification Process is conducted IAW with CJCSI 3710.01A.

(2) The RDO and Notification program is USSOUTHCOM's formal request to the Secretary of Defense for permission to perform a CNT mission, request for forces to execute a CNT mission, or request for Operational Control of forces.

(3) In HQ USSOUTHCOM, RDOs are done by:

(a) SCJ33 for CNT Military Information Support Teams (MIST) & CNT deployments.

(b) SCJ2 for CNT Tactical Analysis Teams (TATs) only.

(c) SOCSO thru SCJ33 for all notification and RDOs involving SOF forces.

(d) MARFORSOUTH thru SCJ33 for all notifications and RDOs involving U.S. Marine Forces.

(4) RDOs are required when the deploying personnel are from outside the USSOUTHCOM theater in excess of 178 days or the host nation receives "more than an incidental" training benefit. Example is CNTT.

(5) Notifications can be done if the personnel are part of theater assigned forces to USSOUTHCOM and there is only incidental training benefit to host nation. Example are DFTs.

(6) When an RDO is approved, Joint Chiefs of Staff (JCS) issues a deployment order (DO). Congress is notified of the mission and forces and OPCON is transferred to the CDR USSOUTHCOM.

p. Reporting Requirements. All reports submitted to USSOUTHCOM will be in accordance with SC Reg 525-22, Joint Reporting Structure (JRS), and as directed by separate message coordination.

APPENDIX K
ANNEX 1

COMBINED TRAINING DEPLOYMENTS IDENTIFICATION/TRACKING SYSTEM

1. Deployments Identification/Tracking numbers will be assigned to deployments by the Component/Staff Agency responsible for managing, monitoring, and tracking that deployment.
2. **THE FOLLOWING USSOUTHCOM DEPLOYMENT IDENTIFICATION/ TRACKING SYSTEM WILL BE UTILIZED: Country (3 letter code - per item 5 below); FY (4 digits); Identifier (per item 6 below); Number in series; Suffix.**
3. Only one ID/Tracking number will be assigned to a particular deployment. EXAMPLE: COL2003CNT51W; identifies a counter-narcotics terrorism (CNT) operational deployment to Colombia (COL), in FY03, and number 51 in a series. Additional suffixes, e.g. W, can be used by the component/staff agency to further identify a deployment.

4. COUNTRY CODES:

ANGUILLA	AIA	HAITI	HTI
ANTIGUA and BARBUDA	ATG	HONDURAS	HND
ARGENTINA	ARG	JAMAICA	JAM
ARUBA	ABW	MARTINIQUE	MTQ
BAHAMAS	BHS	MEXICO	MEX
BARBADOS	BRB	MONTSERRAT	MSR
BELIZE	BLZ	NETHERLANDS ANTILLES	ANT
BOLIVIA	BOL	NICARAGUA	NIC
BRAZIL	BRA	PANAMA	PAN
CHILE	CHL	PARAGUAY	PRY
CAYMAN ISLANDS	CYM	PERU	PER
COLOMBIA	COL	PUERTO RICO	PRI
COSTA RICA	CRI	ST KITTS and NEVIS	KNA
CUBA	CUB	ST LUCIA	LCA
DOMINICA	DMA	ST VINCENT & GRENADINES	VCT
DOMINICAN REPUBLIC	DOM	S GEORGIA & S SANDWICH ISL	SGS
ECUADOR	ECU	SURINAME	SUR
EL SALVADOR	SLV	TRINIDAD & TOBAGO	TTO
FALKLAND ISLANDS	FLK	TURKS & CAICOS ISL	TCA
FRENCH GUIANA	GUF	URUGUAY	URY
GRENADA	GRD	VENEZUELA	VEN
GUADELOUPE	GLP	VIRGIN ISL (BRITISH)	VGB
GUATEMALA	GTM	VIRGIN ISL (U.S.)	VIR
GUYANA	GUY		

5.	IDENTIFIER	DESCRIPTION	COMPONENT/ STAFF AGENCY
	CNT	Deployments related to Counter-Narco Terrorism Training	SOCSOUTH USMARFORSOUTH
	JT	SOCSOUTH Training Deployments	SOCSOUTH
	SUFPP	USARSO Small units Familiarization Program	USARSO
	AF	SOUTHAF Operational Deployments	USSOUTHAF
	EN	Army Engineer Deployments, (Active, Guard, Reserve) not related to CN deployments	USARSO SCEN
	AE	Air Force Engineer Deployments	USSOUTHAF/SCEN
	CB	Navy Engineer Deployments	USNAVSO/SCEN
	MCB	Marine Engineer Deployments	USMARFORSOUTH
	MD	All Service Components Medical Deployments	All Components SCSG
	PSY	Psychological Ops CNT & Non CNT Deployments (Active, Guard, Reserve)	SOCSOUTH USACAPOC/J33
	AR	All Army Operational Deployments, (Active, Guard, Reserve) not related to any of the above deployments.	USARSO
	NO	All Navy Operational Deployments, excluding Navy Special Ops, not related to any of the above deployments.	USNAVSO
	MO	All Marine Corps Operational Deployments, not related to any of the above deployments.	USMARFORSOUTH

APPENDIX L

MEDICAL READINESS TRAINING EXERCISE

1. REFERENCES:

- a. CJCSM 3500.03A, Joint Training Manual for the Armed Forces of the United States, 1 Sep 02.
- b. DODI 6490.3, Implementation and Application of Joint Medical Surveillance for deployments, 7 Aug 97.
- c. DOD Foreign Clearance Guide (FCG), Current Issue, <http://www.fcg.pentagon.mil> and <http://www.fcg.pentagon.smil.mil>.
- d. CJCSM3500.04C, Universal Joint Task List, Version 4.0, 1 Jul 02.
- e. U.S. Public Law Title-10.
- f. U.S. Public Law Title 31.
- g. SC Reg 40-10, Force Health Protection, 2 Oct 01.
- h. MCM-0006-02, 1 February 2002, Updated Procedures for Deployment Health Surveillance & Readiness.
- i. SC Reg 40-6, USSOUTHCOM Patient Movement System, 11 Dec 02.
- j. DoD Directive 6025.13, Clinical Quality Management Program in the Military Health Care System, 20 Aug 95.
- k. AR 40-61, Medical Logistics Policies and Procedures, 25 Jan 1995.

2. PURPOSE: This annex prescribes the command surgeons guidance for the execution of Medical Readiness Training Exercises (MEDRETEs) in the United States Southern Command (USSOUTHCOM) area of responsibility (AOR). This annex applies to all organizations conducting medical deployments for training in the USSOUTHCOM'S AOR. It is designed to assist Component Commands and deploying units with planning and executing USSOUTHCOM's Humanitarian and Civic Assistance (HCA) program/MEDRETE missions.

3. OBJECTIVES:

- a. Provide USSOUTHCOM Component medical units (active, guard and reserve) the opportunity to conduct pre-deployment, deployment, employment, and redeployment training.

b. Support the current USSOUTHCOM Theater Security Cooperation Plan (TSCP), enhancing the relationship and interoperability between the governments of the United States and the nations within the USSOUTHCOM AOR.

c. Further develop regional ties through improved military-to-military and military-to-civilian relations.

4. RESPONSIBILITIES:

a. SCJ34:

- (1) Has overall responsibility for the HCA program.
- (2) Consolidate, review, and validate proposed missions (MEDRETES) from U.S. Military Groups (USMILGPs)/Security Assistance Organizations (SAOs).
- (3) Submit approved missions to Office of Secretary of Defense (OSD).
- (4) Approve and validate all HCA and DCCEP funding requests. SCJ34 will coordinate with SCJ8 and military components for release of HCA/DCCEP funds.
- (5) Conduct on-site evaluations of selective missions per OSD guidance.
- (6) Coordinate and conduct annual sourcing conference.
- (7) Publish MEDRETE execution message.
- (8) Coordinate MEDRETE cancellations.
- (9) Track coordination of MEDRETE Status of Forces agreements and Embassy Diplomatic Notes (DIPNOTEs).

b. USSOUTHCOM Command Surgeon: (SCSG)

- (1) Provide medical policy oversight to USSOUTHCOM exercise planning functions and Joint Chief of Staff (JCS) Exercise Program as required.
- (2) Provide input for USSOUTHCOM Combatant Command JMETL.
- (3) Coordinate level III and IV medical care for MEDERETE personnel as needed.
- (4) Provide a country medical threat assessment of exercise training site.
- (5) Protect the patient's rights, quality of preventive medicine and healthcare given.

(6) Establish guidance and procedures for aeromedical evacuation (AE) and coordinate IAW reference i.

(7) Ensure initial Memorandum of Understanding (MOU) is completed IAW SC Reg 0508-4.

(8) Ensure pre-deployment, deployment, and post-deployment requirements for Force Health Protection IAW reference g.

(9) Provide units conducting medical operations guidance on preparation of site survey situation reports (SITREPs), daily SITREPs and After Action Reports (AARs).

c. U.S. Country Teams/MILGPs/SAOs:

(1) Develop/revise annually the in-country HCA MEDRETE nominations as part of their five-year country plan.

(2) Submit MEDRETE nominations to HCA program manager.

(3) Provide command, control and support as directed for deployed forces while in country.

(4) Ensure deployed MEDRETE unit personnel are properly briefed on host nation (HN) threat levels, security procedures in country, rules of engagement (ROE), human rights issues/policies and in-country communications/reporting procedures.

(5) Assist with drafting of initial Memorandum of Understanding (MOU).

(6) Assist/participate in MEDRETE site survey visit.

(7) Coordinate for HN to provide security for all U.S. personnel, supplies, and equipment at the base camp and MEDRETE site(s). HN Security forces will also provide crowd control.

(8) Coordinate for HN to publicize MEDRETE missions to include dates, times, locations, and the fact the medical treatment is free to the target population.

(9) Coordinate for HN to provide all medical care above level one for HN personnel.

d. Component MEDRETE Coordinator:

(1) Plan, coordinate, schedule and execute their service's MEDRETE program.

(2) Develop and maintain component MEDRETE regulations, instructions, and standing operating procedures (SOP's) with checklists. These SOPs will at a minimum contain Pre-deployment, Deployment and Redeployment Checklist and Milestones sections.

(3) Submit all required documentation for Country Clearance Requests as stipulated in reference c, prior to the deployment of any pre-deployment site survey, advance element, unit or personnel.

(4) Submit all required documentation for credentialing to the USMILGP/SAO NLT forty-five days prior to the exercise start date.

(5) Develop the Memorandum of Understanding document in coordination with the U.S. Country Team/USMILGP/SAO.

(6) Ensure units deploy with organic communications equipment as specified by the USMILGP/SAO.

(7) Ensure that units close out all accounts NLT 30 days after ENDEX.

(8) Ensure SCJ34/SCSG are informed of deployed units composition and any changes of deployment dates.

(9) Ensure AAR's are forwarded to SCJ34/SCSG.

(10) Ensure past AAR's are readily available to deploying unit.

e. Deploying MEDRETE Unit Commander or Officer in Charge:

(1) Provide a proper mix of health care personnel based on the requirements of the mission.

(2) Ensure complete and thorough review and analysis of mission, host nation threat level, security requirements, logistical requirements, and human rights awareness training.

(3) Thoroughly review and ensure deploying units comply with references g, h, and i prior to deployment. Immunizations will be executed IAW reference g. Provide compliance statement to SCSG stating all requirements are met.

(4) Ensure level one and two health care is available to deploying unit.

(5) Draft medical evacuation plans in coordination with USMILGP/SAO. Forward to SCSG and the Component's Medical Operations office.

(6) Submit daily SITREPs to include, as a minimum, the information stipulated in the SITREP format (Appendix L Annex 1). Components may add component specific reporting requirements.

(7) Conduct a pre-deployment force protection briefing NLT 10 days prior to execution of deployment.

(8) Provide AAR to Component medical operations Office, SCJ34 and SCSG NLT 30 days after mission completion (Appendix L Annex 2).

(9) Coordinate all transportation requirements of deploying forces. Coordinate local transportation requirements with USMILGP/SAO.

(10) Unit commanders must carefully screen all personnel to ensure their worldwide deployment eligibility and preparation for deployment.

(11) Weapons policy: In accordance with USSOUTHCOM weapons policy, MEDRETEs will be exempted from the requirement to deploy with weapons; however, unit commanders may determine a need based on the threat assessment. If commanders choose to deploy with weapons they must meet all requirements as specified in this regulation.

5. CREDENTIALS: Per reference j, U.S. military health care providers must have valid, verified credentials and appropriate privileges to practice their medical skills. Only personnel with the proper education and experience will provide medical treatment. U. S. military medical personnel still in training are allowed to deploy as part of the MEDRETE with the approval of their training director and while deployed will receive appropriate oversight and supervision. Additionally, no one will render care outside his or her assigned military scope of care. Deploying medical units will meet the following credentials criteria:

a. Credentials on privileged health care providers who treat HN personnel will be forwarded to the service component and USMILGP/SAO representative no later than 45 days prior to the commencement of the training exercise. The USMILGP/SAO representative will present the completed credentials to the Minister of Health or designated HN representative for review and approval as required.

b. Privileged providers as defined by service components, include all U.S. military health care providers who diagnose, initiate, alter, or terminate health care treatment regimens.

APPENDIX L

ANNEX 1

DAILY SITREP FORMAT

FROM: (MEDRETE OIC w/ phone number and e-mail)

TO: (Component MEDRETE Coordinator)
(USSOUTHCOM J34/Command Surgeon)
(Appropriate USMILGP/SAO)
(Appropriate Major Commands)
(Home Unit)

CLASSIFICATION: UNCLASS

MEDRETE: (Insert Mission Number)

LOCATION/GRID:

SUBJECT: DAILY SITREP

TIME PERIOD COVERED:

1. PERSONNEL STATUS:

UNIT	OFFICER	WARRANT	NCO	ENLISTED	CIVILIAN	TOTAL
MED UNIT						
VET UNIT						
CA UNIT						
OTHER SUPPORT						
VISITORS						
TOTAL						

2. PERSONNEL ISSUES:

a. IMPACT ON MISSION: (include MEDRETE personnel disease non-battle injury [DNBI] and sick call information).

b. REQUESTED ACTIONS:

3. MISSION STATUS: (Total patient count is based on the number of patients on initial consultation only. For example, a HN patient seen by a regular physician, an ophthalmologist and a dentist will constitute 3 patient medical services but will only count as 1 patient towards the total patient count).

	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6	DAY 7	DAY 8	DAY 9	DAY 10	TOTAL
TOTAL PATIENT COUNT											
MEDICAL SERVICES											
MEDICAL											
DENTAL											
PREVENTIVE MED											
OPTOMETRY/OPHTH											
PEDIATRICS											
SURGICAL PROCEDURES											
VETERINARY SERVICES											
VET/ANIMALS											

4. CURRENT OPERATIONS: (Narrative describing days events).

5. FUTURE OPERATIONS/LOCATIONS: (Narrative describing next day's events and location).

6. LOGISTICS ISSUES:

a. **IMPACT ON MISSION:**

b. **REQUESTED ACTIONS:**

7. COMMUNICATION STATUS:

a. **IMPACT ON MISSION:**

b. **REQUESTED ACTIONS:**

8. FORCE PROTECTION ISSUES: (Narrative describing situations/incidents/events that impact on force protection).

9. UNIT COMMANDER'S COMMENTS:

APPENDIX L ANNEX 2

MEDRETE-AAR FORMAT

PURPOSE. This appendix establishes guidance on format for submission of the Medical Readiness Training Exercise after-action reports. The after-action report provides the description of an operation or exercise and identifies significant lessons learned. Note: Include digital pictures.

**MEDICAL READINESS TRAINING EXERCISE AFTER ACTION REPORT
(MEDRETE-AAR)**

SAMPLE FORMAT

(Components may add component specific reporting requirements)

FROM: (MEDRETE OIC w/ phone number and e-mail)

TO: (Component MEDRETE Coordinator)
(USSOUTHCOM J34/Command Surgeon)
(Appropriate USMILGP/SAO)
(Appropriate Major Commands)
(Home Unit)

CLASSIFICATION: UNCLASS

MEDRETE: (Insert Mission Number)

LOCATION/GRID:

DATES OF EXERCISE:

- a. Country:
- b. Mission number:
- c. Exercise Dates:
- d. Deploying Unit:
- e. Locations visited
- f. Information on other participating units and support provided:
 - U.S. Military units
 - Number of HN MOH personnel:
 - Number of HN military medical personnel participating:
 - Number NGO personnel and organization: (IRC, CARE)
 - Number HN security forces provided

- g. Transportation used:
- h. Commander's Assessment on:
 - Preventive medicine:
 - Formulary composition:
 - METL training objectives achieved
- i. Patient statistical data: Use Component information.

MISSION NUMBER	LOCATION #1	LOCATION #2	LOCATION #3	LOCATION #4	TOTALS
TOTAL NUMBER OF PATIENTS REPORTING FOR MEDRETE SERVICES					
MEDRETE SERVICES DELIVERED					
MEDICAL					
DENTAL					
PREVENTIVE MEDICINE					
OPTOMERTRY					
MEDRETE TOTALS					
VET/ANIMALS					

Definitions:

1. **TOTAL NUMBER OF PATIENTS REPORTING FOR MEDRETE SERVICES:** Total number of HN personnel/animals reporting to the MEDRETE site that were seen that day, i.e. Headcount.
2. **MEDRETE SERVICES DELIVERED:** Count of various total services delivered to host nation personnel. Each encounter should be counted once under the respective 4 headings. It is possible for 1 patient to have multiple encounters.

Questionnaire:

1. Characterize the impacts of the terrain and vegetation on the medical mission:
 - a. Trafficability of roads and cross-country movement for ground evacuation and transport.
 - b. Sites of aeromedical evacuation (LZ and runways).
 - c. Risk potential from natural disaster sources (volcanoes, earthquakes, flooding, tidal waves, fires).
2. Characterize the impacts of the local climatology on the medical mission.
3. Characterize the demographic profile in the immediate operational area.

4. Characterize indigenous customs and religious practices that may impact medical care provided by U.S. and HN personnel.
 - a. Predominate religious/spiritual beliefs.
 - b. Medical and traditional practices that impact health.
5. Characterize indigenous substance abuse practice and potential medical/social impact (Describe the medical/social impact on the population; i.e. low birth weight, substance dependency at birth, etc.).
6. Characterize indigenous dietary practices that would characterize the nutritional status of the local population.
7. Characterize the level of sanitation affecting the indigenous standards of living and potential for the spread of communicable disease in the local area of operation.
 - a. Describe water sources and quantity available.
 - b. Describe biological water quality.
 - c. Percent of community access to adequate sewage disposal
 - d. Methods of solid waste disposal.
 - e. Methods of hazardous waste disposal.
8. Describe veterinary health and veterinary public health conditions affecting the local populace in the area.
9. Identify hazardous vertebrates/invertebrates within the local area of operation that significantly impact health & quality of life.
10. Describe hazardous plants within the local area of operations that significantly impact health and quality of life.
11. Describe vector control problems within the local area of operations.
12. Characterize the prevalence of endemic communicable diseases infecting the population in the area of operations.
13. Describe health care capabilities in the local area of operations:
 - a. Healthcare infrastructure/treatment facilities.
 - b. Local disaster planning.
 - c. Emergency medical capabilities.
 - d. Medical evacuation resources (air/ground/waterborne).
 - e. Public health education.
 - f. Maternal and child health programs.
 - g. Immunization programs.
 - h. Availability of blood and blood products.

14. Describe dental care capabilities in the area of operations to include:
 - a. Dental treatment facilities and capabilities.
 - b. Dental personnel: Training and qualifications.

15. Describe local military health care capabilities with respect to:
 - a. Medical evacuations resources (air/ground/waterborne).
 - b. Medical Facilities: (hospitals, clinics, etc.).
 - c. Medical Personnel: Training and qualifications.
 - d. Unit sanitation training and discipline.
 - e. Medical materiel.
 - f. National disaster/emergency planning.
 - g. Civic action/humanitarian projects.

16. Problems encountered:

17. U.S. Dollar Cost of Class VIII:
 - a. Total requested:
 - b. Total expended:
 - c. Disposition of excess

18. What subjects were taught-by the HN?

19. What subjects were taught by U.S. forces?

20. What subjects were taught by NGOs?

21. Lessons learned: (Provide value of training that the unit received as a part of this deployment).

22. Recommendations for future operations.

-SIGNATURE BLOCK OF OIC-
Home Unit
Address

ANNEX M

ACRONYMS, DEFINITIONS, AND TERMS

1. Acronyms.

- | | |
|--|---|
| a. AAR - After Action Report | s. DCCEP - Developing Countries
Combined Exercise Program |
| b. ALCE - Air Lift Control Element | t. DFT - Deployment for Training |
| c. AMEMB - American Embassy | u. DJTFAC - Deployable Joint Task
Force Augmentation Cell |
| d. AN - Allied Nation | v. DV - Distinguished Visitor |
| e. AO - Action Officer | w. EAPM - Engagement Activity
Program Manager |
| f. AT - Annual Training | x. ENDEX - End of Exercise |
| g. CA - Civil Affairs | y. EPG - Exercise Planning Group |
| h. CAX - Computer Assisted Exercise | z. EXDIR - Exercise Directive or
Exercise Planning Directive (EPD) |
| i. CBT CDR/COCOM – Combatant
Commander | A1. ERC - Exercise Related Construction |
| j. CCD - Critical Cancellation Date | B1. EXSCHED - Exercise Schedule |
| k. CNT – Counter Narco-Terrorism | C1. FMI - Foreign Military Interaction |
| l. CDC - Concept Development Conference | D1. FPC - Final Planning Conference |
| m. CECG - Combined Exercise
Control Group | E1. FTX - Field Training Exercise |
| n. CJCS - Chairman, Joint Chiefs of Staff | F1. GCCS - Global Command and
Control System |
| o. COMSEC - Communications Security | G1. HCA - Humanitarian & Civic Assistance |
| p. CONPLAN - Concept Plan | H1. HN - Host Nation |
| q. CONUS - Continental United States | I1. IPC - Initial Planning Conference |
| r. CPX - Command Post Exercise | |

- J1. JAAR - Joint After Action Report
- K1. JCET - Joint Combined Exchange Training
- L1. JCS - Joint Chiefs of Staff
- M1. JECG - Joint Exercise Control Group
- N1. JIB - Joint Information Bureau
- O1. JLOTS - Joint Logistics Over The Shore
- P1. JMET - Joint Mission Essential Task
- Q1. JMETL - Joint Mission Essential Task List
- R1. JQRR - Joint Quarterly Readiness Report
- S1. JOIC - Joint Operations and Intelligence Center
- T1. JTF - Joint Task Force
- U1. JTP - Joint Training Plan
- V1. JTS - Joint Training System
- W1. JULLS - Joint Universal Lessons Learned System
- X1. JVB - Joint Visitor Bureau
- Y1. JWFC - Joint Warfighting Center
- Z1. LANTFLT - Atlantic Fleet
- A2. LTT - Long Term Training Team
- B2. MAAG - Military Assistance Advisory Group
- C2. MARFORSOUTH - Marine Forces South
- D2. MEDRETE - Medical Readiness Training Exercise
- E2. MIST - Military Information Support Team
- F2. MLO - Military Liaison Office
- G2. MPC - Mid-Planning Conference
- H2. MSEL - Master Scenario Events List
- I2. MTT - Mobile Training Team
- J2. ODC - Office of Defense Cooperation
- K2. ODT - Overseas Deployment for Training
- L2. O&M - Operations and Maintenance
- M2. OP - Operational
- N2. OPLAN - Operations Plan
- O2. OPSEC - Operations Security
- P2. PN - Participating Nation
- Q2. PAG - Public Affairs Guidance
- R2. POD - Point of Debarkation
- S2. POE - Point of Embarkation
- T2. POM - Program Objective Memorandum
- U2. PPBES - Planning, Programming, Budget, and Execution System
- V2. RAP - Remedial Action Program
- W2. ROE - Rules of Engagement
- X2. SAO - Security Assistance Organization

- | | |
|---|---|
| Y2. SC - SOUTHCOM or Scripting Conference | I3. TCA - Traditional Commander Activity |
| Z2. SECDEF - Secretary of Defense | J3. TEP - Theater Engagement Plan |
| A3. SITREP - Situation Report | K3. TPFDD - Time Phased Force Deployment Data |
| B3. SMEB - Significant Military Exercise Brief | L3. TRANSCOM - Transportation Command |
| C3. SMEN - Significant Military Exercise Notification | M3. UJTL - Universal Joint Task List |
| D3. SN - Strategic National | N3. USARSO - U.S. Army South |
| E3. SOUTHAF - Southern Air Forces | O3. USDR - United States Defense Representative |
| F3. SR - Support Responsibility | P3. USMILGP (or MILGP) - U.S. Military Group |
| G3. ST - Strategic Theater | Q3. XO - Executive Office |
| H3. STARTEX - Start of Exercise | |

2. Terms and Definitions.

- a. Combined Exercise - An exercise conducted by forces of two or more allied nations together for the accomplishment of a single mission.
- b. Component - One of the subordinate service organizations that constitute a joint force.
- c. Component Command - A command consisting of the component commander and all those individuals, units, detachments, organizations and installations under the command that have been assigned to a unified or Sub-Unified Command.
- d. Conference Agenda Message - Message prepared by the host of a planning conference to all participating commands announcing details of conference.
- e. Counter Narco-Terrorism Training (CNTT) - A SOF deployment request by U.S. LEA for the purpose of conducting CNT related training of foreign military and law enforcement personnel.
- f. Critical Cancellation Date (CCD) - Last date, as determined by SCJ3/SCJ5, that an exercise can be canceled without severe impact on political, financial, or force commitments. Normally, it is a date during the middle of the week, 7-30 days in advance of the exercise employment start date. An earlier date may be necessary when a long-lead commitment is required for exercise or host nation planning.

g. Deployment for Training (DFT) - A deployment of Active or Reserve forces for less than 180 days to conduct service training.

h. Engineer/Medical Exercises. Joint and Combined Engineer exercises provide troops and equipment to the theater for Field Training Exercises (FTXs). Medical units are usually attached to Joint Engineer forces (New Horizons) for training as well. Other forces supporting these exercises are critical to the success of the Joint Training effort. These include: Civil Affairs, Logistics, Transportation, PSYOPS, Aviation, and Maintenance. Construction of roads, facilities, wells, as well as medical treatment facilities are often provided to local citizenry in allied nations as a by-product of the training.

i. Exercise Documentation Fact Book - Planning, management and information tool used to track completion of exercise milestones.

j. Executive Planning Agent/Support Responsibility - A term used in DoD and Service regulations to indicate a delegation of authority by a superior to a subordinate to act on behalf of the superior. The Executive Planning Agent/Support Responsibility is a USSOUTHCOM Component Command/Sub-Unified Command designated in the Joint Training Plan that is responsible for planning and execution of an exercise. The Executive Planning Agent/Support Responsibility, after coordination with USSOUTHCOM, is authorized release of tasking messages to garner support beyond own capability. Normally, responsibility will pass from USSOUTHCOM to a Service Component after the IPC. Executive Planning Agent/Support Responsibility shall be used in lieu of Coordinating Authority.

k. Joint Exercise - An exercise conducted by two or more services.

l. Joint Exercise Control Group (JECG) - A group of senior officers responsible for information flow meeting the exercise training objectives, and synchronizing MSEL input with exercise flow to ensure JMETS are accomplished.

m. Joint Combined Exchange Training (JCET): A SOF deployment designed to train with host nation forces, optimizing SOF individual and collective training.

n. Long Term Training (LTT) - Deployment of 1 to 4 USCG personnel to conduct maritime safety issues. Personnel are normally assigned/co-located with the AMEMBASSY and are rotated every three to four months.

o. Notification Message - Message published to inform all Western Hemisphere democratic countries of an impending multinational exercise. Message is normally released one month prior to exercise execution. Additionally, at the beginning of each year, a message is required to announce all exercises forthcoming for that particular fiscal year.

p. Riverine Training Team (RTT) - USMC Riverine deployment designed to develop and enhance HN riverine capabilities. Funded by CNT O&M.

q. Service Component Command - A command consisting of the Service Component Commander and all those individuals, units, detachments, organizations and installations under the command that have been assigned to Unified or Sub-Unified Command.

r. Significant Military Exercise Brief (SMEB) - Message submitted to JCS describing a CJCS exercise 40 days prior to CCD to attain National Security Council approval.

s. Sub-Unified Command (Subordinate Unified Command) – A command established by commanders of unified commands, when so authorized through the Chairman of the Joint Chief of Staff, to conduct operations on a continuing basis in accordance with the criteria set forth for unified commands. A subordinate unified command may be established on an area or functional basis. Commanders of subordinate unified commands have functions and responsibilities similar to those of the commanders of unified commands and exercise operational control of assigned commands and forces within the assigned joint operations area.

t. United States Defense Representative (USDR). The USDR is the in-country representative of the Secretary of Defense, the Chairman of the Joint Chiefs of Staff, and the regional Combatant Commander and is responsible to the U.S. Ambassador or Chief of Mission for security and administrative matters for all DoD elements in the partner nation. The term USDR encompasses all DoD elements, regardless of actual title, with the assigned responsibilities for carrying out security assistance management or theater engagement functions. The USDR is also known as Commander, US Military Group (MILGP); Chief, Military Liaison Office (MLO); U.S. Navy Liaison Officer (NLO); Chief, Office of Defense Cooperation (ODC); or Chief, U.S. Military Assistance & Advisory Group (MAAG).

u. Wrap-up Message - Message published at the conclusion of a conference by the host summarizing timelines, milestones, agreements made and pending issues.