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**DEPARTMENT OF DEFENSE
OFFICE OF FREEDOM OF INFORMATION
1155 DEFENSE PENTAGON
WASHINGTON, DC 20301-1155**

JUL 31 2012

Ref: 12-F-0944
MDR 11-M-3264

This responds to your May 19, 2012, Freedom of Information Act (FOIA) request (copy enclosed) to the Office of the Secretary of Defense (OSD). We received it in this Office on May 30, 2012. OSD has completed its review and the enclosed document is provided to you with our release determinations set forth, below.

Mr. William Joyner, Senior Intelligence Officer (Advisor), FOIA and Declassification Services for Defense Intelligence Agency, and Mr. Mark S. Patrick, Chief, Information Management Division, Joint Staff, have determined that that grey shaded portions of the enclosed document are exempt from release, because they are currently and properly classified in accordance with Executive Order 13526. Specifically, exemptions involve Section 1.4 (a) concerning military plans, weapons, or operations; and Section 1.4 (d) concerning foreign relations or foreign activities of the United States, including confidential sources, the disclosure of which could be expected to cause grave damage to the national security. The information denied is also exempt from automatic declassification in accordance with Section 3.3 (b)(1), which may reveal the identity of a confidential human source, a human intelligence source, a relationship with an intelligence or security service of a foreign government or international organization, or a nonhuman intelligence source; or impair the effectiveness of an intelligence method currently in use, available for use, or under development; and Section 3.3 (b)(5), which may reveal military war plans which remain in effect. Portions of the document is also denied pursuant to 5 USC § 552 (b)(3), which applies to information specifically exempted by a statute establishing particular criteria for withholding. In this instance, the statute is 10 USC §424, which provides for withholding of certain sensitive information for the protection of organizational and personnel information for DIA, NRO, and NIMA. Further information has been withheld pursuant to 5 U.S.C. § 552(b)(6), which applies to information that, if released, would constitute a clearly unwarranted invasion of the personal privacy of third parties. Accordingly, these portions are denied pursuant to 5 USC § 552 (b)(1), (b)(3), and (b)(6).

Sincerely,

For: Paul J. Jacobsmeyer
Chief

Enclosures:
As stated

~~SECRET~~**SOO PASSDOWN LOG**

TURN OVER CHECKLIST
 REVIEW LOG ENTRIES
 REVIEW DAILY BRIEF
 REVIEW JOURNAL / EXSUM
 OPEN TASKINGS – ONW & OSW ATO
 SOO EQUIPMENT STATUS

11 Sep	(b)(6)	(b)(6)	(b)(6)
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SITREPS & UPDATES FOR DISTRIBUTION			
DAY	0700	MARINE OPSUM (CWO SIPRNET; Mon-Fri)	(b)(6)
	0545	AF OPSUM (CWO SIPRNET; Mon-Fri)	(b)(6)
	0545	LRC (SOO E-Mail or SIPRNET; Mon-Fri)	
	0840	ARMY DAILY UPDATE (CWO SIPRNET SLIDES; Mon-Fri)	(b)(6)
	0545	TRANSCOM OPSUM (CWO SIPRNET; Daily)	(b)(6)
	0545	SOUTHCOS OPSUM (CWO E-Mail; Mon-Fri)	Distro to DDI Americas Desk UFN
	0700	CENTCOM DAILY OPSUM (CWO SIPRNET; Daily)	
	0700		(b)(3):10 USC §424
	0700	CENTCOM DAILY INFO BRIEF (CWO SIPRNET SLIDES or E-MAIL; Daily)	
	2345	OPERATION SOUTHERN WATCH SITREP - (SOO AMHS MSG DTG xx0600Z; Daily)	
	1325	OPERATION NORTHERN WATCH SITREP (SOO AMHS MSG DTG xx1100Z; Daily)	
	0838	TRANSMIT THE SOO DAILY REPORTS EMAIL (NLT 0900 DAILY) See instructions below.	
	0801	TRANSMIT JOURNAL, EXEC SUM, CJCS BRIEF TO AR/NAVY/AF/MARINES/J2 (NLT 0730)	
	NA	CINCEUR SFOR/KFOR COMBINED SITREP (SOO AMHS, DTG:xx1533Z Thurs only)	
EVE	NA	SOUTHCOS OPS WEEKLY SUMMARY (CWO Weekly Recap of countries) Mon only	
	0430	JTF KUWAIT SITREP (SOO AMHS MSG, DTG xx1300Z or xx1600Z; Daily)	
	NA	JOD CENTCOM (SOO E-mail; Mon-Fri) DDO only	
	NA	JOD WHEM (SOO E-mail; Mon-Fri) DDO only	
	NA	JOD PACOM (SOO E-mail; Mon-Fri) DDO only	
	NA	JOD EUCOM (SOO E-mail; Mon-Fri) DDO only	
MID	0445	CINCEUR CINC'S Briefing Sheet (SOO AMHS MSG DTG xx0306Z; Daily)	
	0015	PACOM DAILY UPDATE (CWO E-Mail; Sun-Thu)	
	2345	OPERATION CREATIVE HARVEST (CWO NET; Daily) DDO only	
	N/A	CNO DAILY OPERATIONS BRIEF (CWO SIPRNET SLIDES; Sun-Thurs) Distro copy to "ACJCS"	
	0330	EUCOM THEATER UPDATE (CWO SIPRNET SLIDES; Daily) Distro to Yugo Desk and ACJCS	
DTG	***** DAILY ACTIONS/EVENTS (24 Hr Period Only – slicked by Day Shift OT) *****		SOURCE
0900	CALLED FAA RECEIVED INFO OF EXPLOSION AND HIJACKING OF AMERICAN FLT 11 FROM BOSTON TO LA, NOW ENROUTE TO KENNEDY		
0903	SECOND MAJOR EXPLOSION INTO THE WORLD TRADE CENTER		
			(b)(1)
	***** CONTINUING ACTIONS *****		SOURCE
1919	Command Center Phone Numbers: OSD Cables: (703) 692-7000 Air Force (Bolling AFB): (DSN) 297-5466/5464 Navy: (301) 878-4091, (DSN) 988-4091 Army: Normal location/phone numbers Marine: Normal location/phone numbers		OT-1
			(b)(1)
HOLD	Electronic Distribution of the SOO Daily Reports. The SOO daily reports are now sent to the SOO station by your team ADPLO at approximately 0830 hours daily, this email will include all reports received during DAYS/MIDS/EVES. Normally, one email from the SOO will be sent at 0900 EDT daily, if all reports are received by this time. If reports are received after 0900 EDT, a		

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 NMCC
 Reason: 1.5(a)

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	supplemental email will be sent as soon as all reports are received. The email will have an attachment with all of the SOO daily reports, as listed in the PDL above, which are received over the JSIN. No AMH reports will be included. The DTG of these reports should be the same as the hard copy reports the ADPLO gives to the SOOs. Continue to hard copy and distro all reports as we do now for: J3, J31, J33, and the DDO. Do not provide the JOD with hard copy reports, except for AMH messages. All others will receive the email document only (i.e. JOD, J34, J38, etc.....). The DAY SHIFT must open all links to ensure they work, the email must be classified as SECRET, and then forward using the " SOO Daily Reports Distribution " address group located in the SOO address book. Lastly, place one copy of the email in the OUTLOOK folder marked SOO Daily Reports (Sep 01). Reference documents (EXAMPLES) are in the black binder. Refer questions to (b)(6)	
HOLD	Electronic Distribution of the JOURNAL/EXECUTIVE SUMMARY/ DAILY BRIEF. The Admin NCO provides tubed copies now of the JOURNAL/EXEC SUM/DAILY BRIEF to each command center (Army/Navy/AF/Marine and a few folks in J2). I have contacted each CC and informed them that beginning 31 Aug they will only receive an email with these documents as attachments. The ADPLO after the daily 0630 brief will send an email to the SOO with these three documents (Journal, Executive Summary, Daily Ops Brief) as attachments during the WEEKDAYS. On the weekend, the ADPLO will only send the Daily Journal, since we hold the ExecSum and Briefing until Monday. Copy the attachment(s) into a new email. Again, open each document to ensure they work, verify security header as SECRET, and then transmit to the CC and J2 (selected individuals) using the " SOO Daily Reports for the Army/Navy/AF/Marines/J2 ". Place one copy of the email in the OUTLOOK folder marked SOO Daily Reports (Sep 01).	
27 Aug	ETCC will assemble Mon AM to discuss LTC Ching's e-mail ref Essential Harvest and how best to package info to get to Joint Staff. Call ETCC or JOD EUCOM on Monday to confirm.	OT-2/OT-4
24 Aug	Guidance from ADDO on Macedonia Reports and Messages. Demonstrations are to be considered significant due to the possible threat to the American Embassy and deployment of the FAST. Also, read all messages coming out of the Embassy and determine need to print and distribute (normal 5-pack and the J34) based on content.	(1/2/3/4/5)
01 Sep	ESSENTIAL HARVEST/FYROM. Keep DDO/ADDO informed on FYROM issues for 0630 brief. This has BIG Visibility for J3. Log all correspondence in blue ESSENTIAL HARVEST Binder. Creative Harvest (CH) / Essential Harvest SITREP. Available on the net (from ADPLO). SOO/Kosovo has lead. Distro SITREP reports to SOO/ADDO/DDO as hard copies. File in Essential Harvest Binder. Also, include the electronic version provided on the Kosovo disk in the " Kosovo AM Reports " until further notice. Daily Report: J3 directed a daily ESSENTIAL HARVEST report/map similar to the Kosovo Report. Update / passdown from initial week of reporting / building the TFH daily report/map: 1 - Historic information, guidance, old reports, etc. maintained in blue binder at SOO desk. Hardcopy of complete report packages, with back-up data (SITREPS, etc) also maintained in the KOSOVO File with KOSOVO hardcopies. Electronic copies maintained in SOO email folders and the SOO Kosovo-Joint Guardian folder on the N: drive. 2 - TFH Daily report (in Word Document) and Map (Powerpoint file) is emailed to J-3, J-31, J-33, their EAs, JOD, JOD EUCOM, DDOs, & ADDOs. An email group titled Essential Harvest Report is in the SOO personal address book. Hardcopies of the report and powerpoint map should be provided to DDO/ADDO/SOO/Kosovo File. 3 - TFH Daily reports archived in N:\NMCC\SOO\Kosovo-Joint Guardian\Essential Harvest Report 4 - TFH Map archived in the folder N:\NMCC\SOO\Kosovo-Joint Guardian\Essential Harvest Map 5 - Primary data sources for the TFH daily report include the following: OPERATION CREATIVE HARVEST SITREP, TASK FORCE CAMP ABLE SENTRY REPORT, MNB(E) SITREP w/attached BASE SUPPORT BATTALION (PROVISIONAL), CAMP ABLE SENTRY SITREP (all obtained by CWO like all other KOSOVO reports). 6 - <u>Protocols/Standards used/followed during the first week of the TFH daily report:</u> A - <u>Section 2.C. US Support to Task Force Harvest.</u> Data for this aircraft support table is	(1/2/-/4/5)

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01 Sep

obtained from MNB(E) SITREP. Although this data is typically a day old (i.e., data as of 29 Aug reported in the 30 Aug SITREP which is used for the 31 Aug Report), it provides the scope (sorties & hours) which the J-31 has requested. Other reports (TFH and/or CAS SITREPS) may mention flights performed ISO TFH and may give sortie numbers and flight hours, but they haven't given the complete picture and cannot be reconciled with the total numbers provided in the NMB(E) report. A caution about the CAS reports. CAS flies sorties to ISO both TFF and TFH. Many times you can't tell from the report which operation a sortie supported. **BOTTOM LINE:** Needed to pick a single source for continuity -- selected the NMB(E) report!.

B - Section 2.D. NATO Force Deployment Matrix. Data for this deployment table is obtained from the TFH SITREP. The SITREP data is not in exactly the same format as we present in the report. The SITREP has no "totals." The data column "Currently in Country" in the report has to be obtained by adding today's numbers to the totals from yesterday's report. Given the lack of totals, we used the approx "~" symbol in front of all numbers. The "total in country" presented in the report has closely tracked totals reported throughout the week, from various sources, so we feel fairly confident in the numbers & our method. The "Original Est End Strength" column of numbers has backup information in the SOO Blue Task Force Harvest Binder.

7 - HINTS/NOTES:

A - (b)(3):10 USC §424 Need to read all reports to determine what is Harvest and what is Kosovo.

B - Pay careful attention to the CAMP ABLE SENTRY REPORTS -- CAS supports both TASK FORCE FALCON and TASK FORCE HARVEST.

Briefing Slide: Update slide daily from Sitrep and info given from COL Ching (JOD EUCOM). Once daily report is approved for distribution, slide should be used for significant events only, just like the Kosovo slide in the brief.

Update / passdown from initial week of reporting / building the TFH slide:

1 - The reports used to build this weeks daily TFH slides have been saved in the TFH binder and grouped according to day. Some initial guidance (provided by J3) in section 7 of TFH binder.

2 - Reports:

A - "Operation Creative Harvest Sitrep NO XX" is the primary report to use (ADPLO receives at approx 2230)

B - "MNB(E) Situation Report contains flight hour info and usually little more. "Base Support Battalion (Provisional) Camp Able Sentry" [contained in MNB(E)] DOES contain Additional supporting and amplifying information for TFH.

C - "E-mails from EUCOM" (occasional)

D - "J4/LRC updates" (occasional)

3 - As mentioned above regarding the TFH (Kosovo-like) morning report, the Kosovo reports and the TFH reports "appear" to overlap. It is very important to keep the data separate and to only capture KEY events for the TFH briefing slide in daily brief.

4 - Compare Briefing slide with TFH morning report to ensure continuity.

5 - (b)(3):10 USC §424

(b)(3):10 USC §424

The trons for the maps are here for use as required.

Phone Contacts: Get info through ETCC or directly from SHAPE US Division (Not SHAPE HQ).

For ops updates: DSN: 314-423-4132 (b)(6)

For general/political questions: DSN 314-365-9357 (b)(6)

24 Aug

CNO Daily OPS Brief: NCC said this report would only contain 4 pages on Tuesdays and Thursdays.

(1/2/3/4/5)

(b)(1)

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13 Aug	KOSOVO: UPDATED: Beginning 13 Aug 01, any significant Kosovo/FYROM information is now a slide in the daily brief. Goal is to limit requirement for Kosovo Briefs in AM. This will be done in phases. For now, the slide should be the same as any other -- only significant events (e.g., <i>not</i> the discovery of a grenade, the illegal border crossing of 8 people, barn fires, etc.). The daily report will be chopped through the DDO for release by Mid Shift Kosovo-guy. <u>No morning brief to the J-33.</u> The Kosovo Map PPT is back in the morning emails.	J33 (1/2/3/4/5)
9 Aug	GLITZ: Effective immediately, NO MORE GLITZ (fancy color slides) in ALL NMCC briefs unless color is specifically required to provide required definition in slide. <i>See E-mail in SOO binder.</i> Here in the SOO world, we (and graphics) will now prepare our normal products (drafts and smoothies) using black & white printers , selecting "black & white" color . (note, use of the <i>pure black & white</i> setting on color copiers can and will omit some of the detail built into the slide). Products will still remain in color on the computers themselves. NEW RO Reporting Requirements: There are new reporting/notification requirements prior to OSW RO3s and RO5s. SOOs required to complete a Pre-Strike worksheet during non-duty hours. JOD during working hours. See e-mail. SOO info only.	CJCS (1/2/3/4/5)
8 Jul	Sample pre strike notification worksheet in SOO Shift Turnover Files. Sample word document saved: [REDACTED] (b)(3):10 USC §424 Use this sheet to fill in the blanks and deliver to DDO\ADDO.	(1/2/3/4/5)
[REDACTED] (b)(1)		
27 Jul	three categories of operations for OSW. Fly day, No fly day (i.e. zero sorties in the box), and an ISR Only day (i.e. no combat sorties in the box but, recce platforms (manned and/or unmanned) are in the box. So either one of two entries: "NO FLY DAY" or numbers of sorties scheduled over number of sorties in no fly zone. Definition of types of sorties comes from looking at the notepage/ATO breakout. The sorties in no fly zone should never read 00. This should read "NO FLY DAY".	(b)(1)
HOLD	OSD Notification items. Several inquiries lately about why certain things are or are not reported have lead to discussions amongst OSD and Joint Staff MAs, EAs, DDOs, and ADDOs. Two powerpoint slides were put together a few months ago in response to the same kinds of inquiries. These slides include those items we (OTs) report and do not report. They are now located on the N drive for all to access if needed. N:\nmcc\soo\notifications.ppt	(1/2/3/4/5)
HOLD	DEPORDS: Completed DEPORDS will (once again) only be carried in the brief for 7 days after the DTG of the released date. We approached [REDACTED] (b)(6) (J-31 EA) this morning and he agreed. E-mail reference in Outlook, and hard copy in front of SOO Shift Turnover Files. Recommend we keep EXCEL program as an archive and only pull 7 days into the brief. J-31 EA [REDACTED] (b)(6) concurs.	(1/2/3/4/5)
HOLD	OSW ENGAGEMENTS. The NSC has requested that anytime OSW executes an RO-3/4/5, something be forwarded to them in writing similar to a CJCS 5 x 8. Here is what was approved by the J-33/J-31/J-3 and sent out on 18 May:	(1/2/3/4/5)

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Reason: 1.5(a)

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	(b)(1)	
HOLD	SOO Voice Mail. Here are the procedures for reviewing voice mail messages left on the SOO phone line (693-8196). There is a system user's manual located next to the phone by the AMHS computer. Reader's Digest Condensed Version: - Select intercom line (INT 2626) - Dial 770 - Use 2626# for the extension number AND password entries - Select desired option(s) from the voice menu. - Voice mail will kick in after the fourth phone ring, the light next to the dark gray MSG button will light up if there is a message. To extinguish the light, press the MSG button. - The current greeting in use is the 'Primary Personal Greeting.' Please move this entry to the Hold Items section when all teams have seen it.	(1/2/3/4/5)
HOLD	NOTES FROM DJS: DJS directed the following new procedure for DDO/ADDO/SOOs UFN. Whenever OSD Cables or the WHSR calls NMCC requesting answers to specific questions, send e-mail to DJS, DJS EA, J-3, and J-31 with time of request, who requesting what, answers given, time given, and who we talked to. This should be annotated in either the DDO, ADDO, or SOO log and the info should be written down so we have a hard copy of what we sent, and to whom we sent it. UPDATE: J-3 directed that SOO, ADDO not pass information to outside agencies within Washington DC area without his approval.	(1/2/3/4/5)
	(b)(1)	
HOLD	PROJECTOR REMOTE: The IR Remote for the new large screen projector is in a plastic protector on the covered shelf above the binders. The instructions for its use are also in the plastic protector. SOO has the remote control!	(1/2/3/4/5)
HOLD	New Projection Camera at SOO workstation. Instructions: 1 st turn on Power - Push down POWER-ON, Next push in B-switch on SOO-TV and picture will come on.	(1/2/3/4/5)
HOLD	J-3 Morning Brief Copy to DJS. UFN, as soon as the DDO completes the slide brief and is moving onto briefing the J-3 on the contents of his binder, take a full page color copy of the brief to Admin NCO to be carried to the DJS office. DJS requested slide early on 1 Feb (0550)	(1/2/3/4/5)
HOLD	KOSOVO REPORT slide has been modified to J-33s specifications with map and bullet format changes. A blank of the new slide is saved in N: NMCC: soo: Kosovo-Joint Guardian: Nightwatch Maps: KFOR Master briefing chart.ppt . Kosovo Night Watch procedures. Several groups have been created within the Personal Address Book of the SOO to help distribute the final Night Watch products. Distribution order is as follows: 1) Kosovo AM Report documents to "Kosovo AM Reports" group NLT 0500 daily. 2) Draft w/Map & Perstat (if done) to "Kosovo J-31/J-33B w/map" group NLT 0500 daily. After briefing J-33 (Final Products): 3) Final (if any changes) w/ Map & Perstat (if done) to "Kosovo J-31/J-33B w/map" group. 4) Final w/Perstat (if done) attached to "Kosovo Night Watch" group (J-3, J-33) 5) Final w/o Map or Perstat to "Kosovo Night Watch Distro, cc: & bcc": NOTE: KFOR personnel numbers are now published as Annex A to KFOR ASSESSREP (or SHAPE JOC Assessrep) once a week (on SUN). The Power Point Slides and Excel spreadsheet will accompany the NIGHTWATCH report on Mon AM. NOTE: KFOR does not report personnel numbers weekly on a consistent basis. Distro to J3, J31, J33, and J-33B (JOD Chf).	(1/2/3/4/5)
	(b)(1)	

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	NOTE: US Forces in Macedonia numbers are in TFF (Rear) report, which comes out daily.	
HOLD	Commercial space launches no longer require a 5x8 or a CJCS virtual web page entry.	J33A
HOLD	Class-A Mishap briefing can be found at ... N:\nmcc\soo\briefs\example\crash\	
HOLD	Presentation Maps. Standard format maps for Current Operations Update can be found at g:\J-3\Presentation_Templates\Maps in PPTs\CONUS	SOO
HOLD	JS Actions requiring Army Response. Any JS Action requiring an Army response should be emailed to (b)(6). If any actions require tubing, someone should call 697-0218 and inform the duty officer to check their tube for messages.	AOC
HOLD	New numbers for ONW. Duty hours (314) 676-1319, non-duty hours (314) 676-1330	(1/2/3/4/5)
(b)(1)		
***** END of PDL *****		

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