



Operations

**UNITED STATES TRANSPORTATION COMMAND (USTRANSCOM)
JOINT OPERATION PLANNING AND EXECUTION SYSTEM (JOPES)
FUNCTIONAL MANAGEMENT**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available electronically on the USTRANSCOM electronic library.

RELEASABILITY: There are no releasability restrictions on this publication

OPR: TCJ3-I

Approved By: TCJ3 (MG Michael J. Lally, USA)

Supersedes: USTRANSCOMI 10-17, 18 Jan 2011

Pages: 7

Distribution: e-Publishing

This instruction establishes the mission of the USTRANSCOM JOPES Functional Management Section (TCJ3-IR). It establishes the policy and procedures for all USTRANSCOM personnel who require access to the JOPES database and for functional management of that JOPES database access. It provides guidance for staffing procedures to eliminate conflicting processes and ensure compliance by all affected organizations. It applies to USTRANSCOM, Scott AFB, Illinois; the Transportation Component Commands (TCC); Joint Enabling Capabilities Command (JECC); and all other users requiring access to JOPES data directly or through USTRANSCOM, TCC, JECC, or external systems. This instruction implements guidance from the Chairman of the Joint Chiefs of Staff Manual (CJCSM) 3122.01A, *JOPES Planning Policies and Procedures*. Refer recommended changes and questions about this instruction to the office of primary responsibility using Air Force Form 847, *Recommendation for Change of Publication*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with USTRANSCOM Instruction 33-32, *USTRANSCOM Records Management Program*.

SUMMARY OF REVISIONS.

This instruction has been reorganized and revised to include the JECC, update TCC guidance, and include security verification procedures.

1. References and Supporting Information. References, related publications, abbreviations, acronyms, and terms used in this instruction are listed in Attachment 1.

2. Policy: USTRANSCOM policy is to ensure the following:

2.1. Only authorized personnel/systems can access and update/modify data residing in the JOPES database on an as needed basis.

2.2. USTRANSCOM unique operation plan (OPLAN) identification numbers (PID) and data are maintained and controlled in a manner that ensures data quality.

2.3. File transfer and update of OPLANs are properly coordinated and monitored for data integrity.

2.4. JOPES functional requirements, system and user problem resolution, and password maintenance are properly accommodated and coordinated.

2.5. USTRANSCOM, JECC, and TCC's JOPES account UserIDs are constructed uniformly.

2.6. USTRANSCOM assigned PIDs, first position of the unit line number (ULN), and the first position of the force module are appropriately apportioned between USTRANSCOM, JECC, and the TCCs.

3. Purpose: The purpose of the JOPES Functional Manager (FM) is to ensure compliance with USTRANSCOM policy by providing the following support:

3.1. Provide liaison to the USTRANSCOM Global Command and Control System (GCCS)/JOPES user community with technical and functional support for the GCCS system and act as the focal point for coordinating JOPES issues within USTRANSCOM, the TCCs, JECC, the JOPES Strategic Server Management Center (SSMC), and other GCCS user organizations.

3.2. Provide user support to USTRANSCOM, JECC, and the TCCs for GCCS/JOPES and related applications residing on the GCCS platform and ensure functional data accuracy, format, integrity, and access through GCCS/JOPES functional management.

3.3. Monitor internal and external data transfer and provide on-going error processing, troubleshooting, and resolution.

3.4. Verify GCCS/JOPES account validity and provide user OPLAN series and functional permissions.

3.5. Perform status checks of the GCCS system.

3.6. Coordinate with system users, integrators, and developers to ensure JOPES functionality is included during the interface and integration of existing and emerging systems.

3.7. Provide system functional testing and assist in all efforts to improve GCCS/JOPES system performance.

3.8. Support the Commander, USTRANSCOM by ensuring GCCS/JOPES database access is granted to the proper personnel and the update of JOPES plan data is properly coordinated and monitored for data integrity. The FM will coordinate with JOPES users and maintainers to resolve system and user problems and maintain network data synchronization.

4. Guidelines and Standards

4.1. JOPES UserIDs

JOPES UserIDs are exactly eight characters. The first two characters will be used to denote the Combatant Command, TCC, or JECC the user is assigned to, and those characters are assigned as follows:

United States Transportation Command (USTRANSCOM)	TC
Air Mobility Command (AMC)	TF
Surface Deployment and Distribution Command (SDDC)	TA
Military Sealift Command (MSC)	TN
Joint Enabling Capabilities Command (JECC)	TJ

Figure 4.1.

The remaining six characters will be composed of the first four letters of the last name, the first initial, and the middle initial, in that order. In the event the last name is less than four letters, the numeral zero will be used to replace the missing letter(s), and the numeral zero will also be used for a missing middle initial.

In the event of an already existing JOPES UserID, the last character of the UserID will be changed to a numeral, or the existing numeral will be incremented by one.

4.2. PID Assignments

Each PID is assigned a command-unique identifier. USTRANSCOM PIDs will be in the 90000 - 959ZZ OPLAN series, as assigned to USTRANSCOM by the Joint Staff. The USTRANSCOM series is further assigned to the TCCs and JECC as follows:

USTRANSCOM	90000 - 934ZZ
AMC	93500 - 939ZZ
SDDC	94000 - 944ZZ
MSC	94500 - 949ZZ
JECC	95000 - 959ZZ

Figure 4.2.

4.3. ULN and Force Module First Two Character Assignments

USTRANSCOM, TCC, and JECC assets that chop to the Combatant Command upon arrival in the theater will use ULN and force module characters assigned by the appropriate Combatant Command. USTRANSCOM, TCC, and JECC assigned assets that do not chop will use the following matrix to determine the first two characters of the ULN and force module when creating ULN and force module records in the supported Combatant Command's time-phased force and deployment data (TPFDD).

USTRANSCOM	GH
AMC	GF
SDDC	GA

MSC	GN
JECC	GJ

Figure 4.3.

5. Responsibilities

5.1. USTRANSCOM FM Responsibilities

5.1.1. Establish local procedures to request access, create and maintain USTRANSCOM user JOPEs accounts.

5.1.2. Coordinate and maintain USTRANSCOM, TCC, and JECC user permissions to include access to all necessary OPLAN data and appropriate functional permissions to each TPFDD and/or OPLAN series. The FMs will ensure that permissions and data access are only granted to authorized Department of Defense and contractor personnel. Permissions will be tailored to meet the specific needs of the user. The FMs will coordinate JOPEs permissions to other Combatant Command's TPFDDs for all USTRANSCOM users. All users who are granted access will be assigned the appropriate functional permissions. "Read" permissions will be granted to all individuals needing access to JOPEs data. "Update" permissions will be restricted to users who have a need to make changes to TPFDDs. Users involved in the scheduling and movement processes will be given the "WEBSM USTC USER" permission. "USTC" permissions will be restricted to those USTRANSCOM personnel responsible for performing the USTRANSCOM validation function. "Create" permissions will normally be granted only to those users with FM privileges.

5.1.2.1. TCJ3 East and West Divisions will identify personnel to be assigned Supporting Combatant Commander Verification permissions. Permissions should include access to necessary OPLAN data and appropriate functional permissions to TPFDD and/or OPLAN series for each supported combatant command. Personnel selected should be highly knowledgeable in the JOPEs process.

5.1.3. Grant/revoke Sub-FM permissions for the USTRANSCOM OPLAN series.

5.1.4. Maintain and control command-unique PIDs to include creating, building, loading, updating, downloading, backing-up, and deleting. This includes coordination with OPLAN points of contact and TPFDD functional experts to ensure data quality.

5.1.5. Create command-unique PIDs as required by USTRANSCOM personnel. Personnel who need an OPLAN created in the USTRANSCOM series should contact the FMs with their request. The FMs will create the PID and inform the user when the request is complete. Requesters need to provide the following information: the requested PID number (see para. 4.2.), Plan Title, Plan Classification (Unclassified, Confidential, or Secret), Plan Type (Real World, Exercise or Training), and Plan Access (Normal or Restricted).

5.1.6. Coordinate file transfer and update of TPFDDs with the SSMC FMs. Monitor data integrity for updated TPFDDs.

5.1.7. Coordinate with the SSMC to ensure JOPES functional requirements are being accommodated.

5.1.8. Coordinate with the SSMC to resolve system and user problems, including database recovery.

5.1.9. Operate and monitor the Scheduling and Movement Interface application software. This includes coordination with the Integrated Data Environment (IDE) Global Transportation Network (GTN) Convergence (IGC) FM to ensure a smooth flow of data from IGC to JOPES and timely data quality.

5.1.10. Ensure scheduling and movement data availability by performing procedures for switching the Scheduling and Movement Interface process between the primary JOPES database and any one of the other JOPES databases. This includes coordination with the IGC System Administrator and the SSMC FM.

5.1.11. Functionally evaluate new/upgraded JOPES applications.

5.2. TCC and JECC Sub-FM Responsibilities

5.2.1. Establish local procedures to request access, create and maintain TCC and JECC user JOPES accounts.

5.2.1.1. Establish local procedures to request access and maintain TCC and JECC user functional permissions to appropriate TPFDDs and/or OPLAN series. Ensure permissions and data access are only granted to authorized Department of Defense and contractor personnel.

5.2.1.2. Coordinate with USTRANSCOM JOPES FMs to either grant permission (read or update) or request higher permission be granted to other series or plans outside the 9000 series by the appropriate Combatant Commander JOPES FM.

5.2.1.3. Coordinate the requirement for, granting of, and revocation of Sub-FM permissions with the USTRANSCOM JOPES Functional Management Section (TCJ3-IR).

5.2.1.4. Identify personnel who will perform verification of sourced forces. Coordinate assignment of verification permissions with USTRANSCOM JOPES Functional Management Section (TCJ3-IR) in order to perform Supporting Component Verification and delegated Supported Combatant Command Verification. Ensure access to all necessary OPLAN data and appropriate functional permissions to TPFDD and/or OPLAN series for each supported combatant command.

5.2.2. Control the use of the TCC and JECC assigned first position of the ULN and force module (see para. 4.3.).

5.2.3. Support USTRANSCOM FM evaluation of new/upgraded JOPES applications. Ensure participation of TCC and JECC core systems during test events.

5.2.4. Monitor appropriate newsgroups on the Secret Internet Protocol Network for pertinent information (such as database down times, OPLAN information, etc.).

6. Security.

6.1. To be granted a JOPES account, the user is required to have, at a minimum, a final SECRET security clearance.

6.2. Procedures for JOPES account requests, which include verifying current security clearance, will be developed locally by USTRANSCOM for USTRANSCOM personnel, and by each of the TCCs and JECC for their respective personnel.

6.2.1. In the event that all of a TCC's and JECC Sub-FMs are unavailable to create accounts, USTRANSCOM FMs are able to create accounts for the TCC and JECC.

6.2.1.1. The security verification process will need to be completed in accordance with the TCC's and JECC procedures, and that verification will need to be provided to the USTRANSCOM FMs via email, along with the complete account request, and copied to the TCC's or JECC's Sub-FM.

6.2.1.2. USTRANSCOM FMs will create the account, email the pertinent information to the user, and copy the TCC or JECC Sub-FM, to notify them that the account was created in their absence.

6.2.1.3. USTRANSCOM FMs will not retain the TCC's or JECC account request or security information.

7. Administrative Procedures.

7.1. USTRANSCOM will coordinate official Joint Staff reviews of JOPES specific publications and documents. The USTRANSCOM TCCs and JECC will be tasked for input.

7.2. Users will report JOPES application problems to the USTRANSCOM JOPES Functional Management Section who will research and test/duplicate problems and submit the appropriate reports to the Joint Staff for resolution.

MICHAEL J. LALLY
Major General, U.S. Army
Director of Operations and Plans

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION****Section A - References**

Chairman of the Joint Chiefs of Staff Manual (CJCSM) 3122.01A, *Joint Operation Planning and Execution System (JOPES) Volume I (Planning Policies and Procedures)*
CJCSM 3122.02D, *Joint Operation Planning and Execution System (JOPES) Volume III (Crisis Action Time-Phased Force and Deployment Data Development and Deployment Execution)*
CJCSM 3122.03C, *Joint Operation Planning and Execution System (JOPES) Volume II (Planning Formats and Guidance)*

Section B - Abbreviations and Acronyms

AMC - Air Mobility Command
CJCSM - Chairman, Joint Chiefs of Staff Memorandum
FM - Functional Manager
GCCS - Global Command and Control System
IGC - Integrated Data Environment
JECC - Joint Enabling Capabilities Command
JOPES - Joint Operation Planning and Execution System
MSC - Military Sealift Command
OPLAN - Operation Plan
OPR – Office of Primary Responsibility
PID - Plan Identification Number
SDDC - Surface Deployment and Distribution Command
SSMC - Strategic Server Management Center
TCC - Transportation Component Command
TPFDD - Time-Phased Force and Deployment Data
ULN - Unit Line Number
USTRANSCOM -United States Transportation Command