

**Unclassified**



**United States National Guard Bureau**

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**Joint Information Exchange Environment (JIEE)**

**Version 6.0.3.2**

# **User Manual**

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NGB J6 C4 Information Management Branch

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**Table 1. JIEE Contact Information**

Contact Name	Contact Information
JIEE User Support Help Desk <i>0800-1600 ET (excluding weekends and federal holidays)</i>	Phone: (703) 607-8724 DSN: (312) 327-8724 <a href="mailto:ng.ncr.arng.mbx.jiee-helpdesk@mail.mil">ng.ncr.arng.mbx.jiee-helpdesk@mail.mil</a>

**Table 2. Conventions Used in this Guide**

Convention	Description
<a href="#">Blue text</a>	Hyperlink that navigates a user from one subject area in JIEE to another (e.g., page to page).
<b>Bold text</b>	Emphasis on: <ul style="list-style-type: none"><li>• JIEE term or concept used for the first time in the document.</li><li>• Area of detail on a JIEE page.</li><li>• Button on a JIEE page.</li></ul>
<i>Italics</i>	Important information within a paragraph of text that requires emphasis.
<b>Note</b>	Important information on a separate line that requires emphasis.

## 1 INTRODUCTION TO JIEE

Launched in September 2005, the **Joint Information Exchange Environment (JIEE)** is the National Guard Bureau's system of record for facilitating information sharing and collaboration between the National Guard and its Federal and State mission partners during emergency response situations such as natural disasters and special security events. JIEE supports event and mission information management and routing of requests for information and requests for assistance within the National Guard across the 50 states and three territories and the District of Columbia.

JIEE supports improved routine and crisis operations by:

- Sharing critical event and mission related information.
- Providing shared awareness of the status of requests for information and assistance.
- Supporting planning, decision making, and Standard Operating Procedures (SOPs).
- Supporting the building and sharing of a National Guard common operational picture.
- Enabling a training environment to support scenario-based use of tools in accordance with SOPs and the military decision making process.

### **The JIEE application:**

- ✓ **is accessible from any computer on the Internet**
- ✓ **allows online tracking of Events, Missions, RFIs, and RFAs**
- ✓ **supports online maintenance of a Duty Log**
- ✓ **allows users to attach and manage files and contacts**
- ✓ **enables geo-referencing and mapping of event related data using JIEE and standards compliant geospatial viewers**
- ✓ **allows users to send notifications by email about an event, mission, RFI, or RFA**

## 2 ACCESSING JIEE

Three environments of the JIEE application are available for your use, according to need: Training, Exercise, and Operational.

The **Training** environment of JIEE is available at:

<https://jietraining.ngb.army.mil>

This environment is used during JIEE training classes and should be used for learning JIEE.

The **Exercise** environment of JIEE is available at:

<https://jieeexercise.ngb.army.mil>

Use this environment for all exercises (e.g., Ardent Sentry, National Level Exercise, and Vigilant Guard). The exercise environment may be used for state sponsored exercises as well as national level exercise.

The **Operational** environment of JIEE is available at:

<https://jieee.ngb.army.mil>

Use this environment for real-world events and requesting real world support.

### 2.1 Getting Started

Because JIEE is a Web-based application, all you need to access the basic functionality is a computer connected to the Internet and a valid AKO user name and password. (Refer to Section 2.2., “*Accessing the JIEE Application*,” for information about obtaining an AKO user name and password.)

### 2.2 Accessing the JIEE Application

After you select the environment of JIEE that you need to use (i.e., Training, Exercise, or Operational) and enter the appropriate URL in a web browser, the JIEE splash page displays (Figure 1). This page provides you with a variety of information and methods for logging into the JIEE application.

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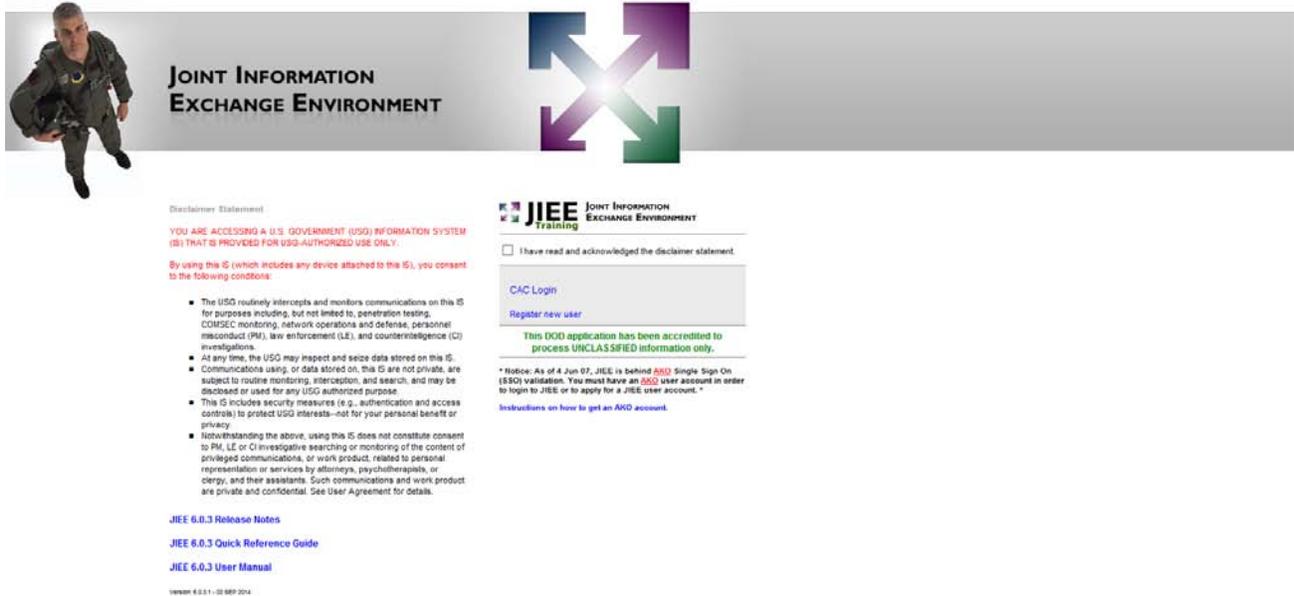


Figure 1 JIEE Splash Page

In the JIEE Splash page, you can click any of the following links.

**Note:** It is important that you read the Disclaimer Statement on the left side of the page.

Click this link ...	to ...
<a href="#">CAC Login</a>	Log in with a CAC, as an authorized JIEE user.
<a href="#">Register new user</a>	Register to become a JIEE user before logging into JIEE for the first time.
<a href="#">Instructions for obtaining an AKO account</a>	Obtain an AKO account, which is required to log into JIEE.
<a href="#">JIEE 6.0.3 Release Notes</a>	View a copy of the Release Notes for JIEE 6.0.3
<a href="#">JIEE 6.0.3 User Manual</a>	View a copy of the latest User Manual for JIEE 6.0.3
<a href="#">JIEE 6.0.3 Quick Reference Guide</a>	View a copy of the Quick Reference Guide for JIEE 6.0.3

### 2.2.1 Registering as a New User

To register as a new JIEE user, click [Register New User](#) in the JIEE Splash page to access the Registration Form ( Figure 2).

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\* Title:

\* First Name:

\* Last Name:

→ \* Core Group: NGB

→ \* Group: NGCC

→ Leadership:  (Select this option if approved by NGB-NGCC)

\* Affiliation: -- Affiliation --

\* Unit/Wing/Organization:

Address (Line 1):

Address (Line 2):

City:

\* State/Territory: -- State --

ZIP Code:

Primary Phone/Extension:  Format: XXX-XXX-XXXX  Format: XXXXX

Alternate Phone/Extension:  Format: XXX-XXX-XXXX  Format: XXXXX

DSN:

Fax:

\* AKO Unclassified Email:

Classified Email:

Figure 2 New User Registration Form

To start the registration process, do the following in the registration form:

1. Enter your personal information. Fields in the form that are marked with an asterisk (\*) require entry of information, such as AKO User Name, first and last names, and group (refer to Figure 2 for all required fields). You must enter your AKO email address. Do not enter your DISA enterprise email address.

**Note:** Although you are not required to complete all fields in the Registration Form, it is strongly recommended that you complete as many fields as possible in the form.

2. Click **Send Request/Add User** to save your entries after you have completed the form. Doing so notifies your JIEE group administrators via email of your request to become a JIEE user. Your account will remain in a pending status until an administrator approves your account.
3. To request the **Leadership** attribute you must select the Core Group “NGB” and Group “NGCC” and the **Leadership** box will appear. Check the **Leadership** box if (approved by NGB-NGCC) complete the form and submit request. (refer to Figure 2)

**Note:** The JIEE Executive Dashboard is currently only available to the NGB- NGCC Leadership.

### 2.2.2 Logging into JIEE with a CAC

If you are an authorized JIEE user, you can access JIEE with a Department of Defense Common Access Card (CAC) at the Login page by doing the following:

1. Read the disclaimer statement on the left side of the page.
2. Click the check box next to the text “*I have read and acknowledge the disclaimer statement.*”
3. Click [Login with a CAC](#) to enter your login information (i.e., PIN number) in a pop-up window.

After successful authentication, JIEE displays the Home page (Figure 3).

### 2.3 Your JIEE User Profile and Group Memberships

Your **User Profile** determines your identification in the JIEE system (i.e., your name, organization/affiliation, and contact information). Your user profile also identifies your *group memberships* and your role within each of those groups. You can also use your user profile to view your *user type* for each of your groups and to choose/update your *default group*.

The **Core Group** structure in JIEE provides the ability to control the release of information. There is a core group for each state and territory. When an event is first created in JIEE, it is only visible to the core group that created it. The state or other core group can choose to share the event with some or all states and/or NGB.

As a JIEE user, you can belong to one or more groups within a core group. RFAs and RFIs are tasked to a particular group within a core group. For example, TX-J6 may be a sub-group to assign requests related to communications systems.

Within each group, you will have a **User Type** defines the level of permissions that each user has in the system.

Table 3 describes the four types of users that are defined in JIEE.

**Table 3. JIEE User Roles**

User Type	Permissions
Browser	Can view (with read-only access) all entries in JIEE within the group.
User	<ul style="list-style-type: none"> <li>● Have all permissions of a Browser.</li> <li>● Can edit and create entries in the system within the group.</li> </ul>
Group Administrator	<ul style="list-style-type: none"> <li>● Have all permissions of a User.</li> <li>● Can create subgroups.</li> <li>● Manages the users in the group.</li> </ul>
State Administrator	<ul style="list-style-type: none"> <li>● Have all permissions of a Group Administrator rights.</li> <li>● Can respond to Requests for Information (RFIs) and Requests for Assistance (RFAs) in the administrator’s group.</li> </ul>

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**Note:** Until the Group Administrator grants you user privileges, your user type is “Pending” and you cannot perform any function in JIEE.

**Note:** The Group Administrator has the right to reject users that do not require access to the Group by selecting “Rejected” under Pending Request.

When you are working in the operational environment of JIEE, it is strongly recommended that you request access only to those groups that you require. Consult your local Group Administrator for information about the groups for which you should request membership.

The **Default Group** is the group that you will most often represent when adding or updating information in JIEE. If you are a member of multiple groups, you can change the group that you are representing by selecting the appropriate group from the drop down menu at the top center of any JIEE page.

**Note:** You must select a default group within your user profile to be able to create or update entries in the system.

### 3 JIEE HOME PAGE

The JIEE Home page provides a single gateway to information relevant to National Guard asset visibility, situational awareness, and information exchange (Figure 3).

The screenshot shows the JIEE Home Page interface. At the top, there is a header bar with user information: "Welcome: James Webb | Edit Profile", "Core Group / Group: NGB - JOC", "User Role: Super User", and "Local Time/Date: 11:48:17 Tue 06/25/2013". A "Please Log out if you are not this user" link is also present. The JIEE logo and "Welcome to JIEE" message are on the left, and a "FOR OFFICIAL USE ONLY" banner is in the center. A search bar with "Generic ID" and "Keyword" fields is on the right. Below the header is a navigation menu with links for Events, Missions, RFIs/RFAs, Force Packages, Logs, Mapping, Reports, Administration, and Links. The main content area is divided into four sections: "Status Update" (showing last login and new items), "Events" (913 Events), "Missions" (5 Missions), "RFAs" (548 RFAs), and "RFIs" (1210 RFIs). Each section contains a table with columns for ID, Subject, Date Modified, and Status. The footer contains navigation links for "NG Operations Dashboard", "NORTHCOM Operations", "NORTHCOM Command", and "DSEL", along with JIEE Help Desk contact information: "ng.ncr.armg.mbx.jee-helpdesk@mail.mil" and "Phone: (703) 607-8724".

Figure 3 JIEE Home Page

The JIEE Home page contains three sections: the Header, the Subject Area, and the Footer.

- The **Header** displays on each JIEE page and includes user information, National Terrorism Advisory System, Quick Search feature (that you can use to search by keyword or generic ID for an Event, Mission, RFI, RFA, Attachment or Duty Log entry), and links to other areas of JIEE as well as external sources.
- The **Subject Area** in the Home page provides JIEE status updates. The Subject Area also displays in distinct areas the five most recently updated Events, Missions, RFAs, and RFI's in JIEE.
- The **Footer** displays at the bottom of each JIEE page and contains the NG Operations Dashboard, NORTHCOM Operations, NORTHCOM Command and Dynamic Synchronization Event Log (DSEL). The Footer also displays the JIEE application version information, a JIEE Helpdesk Email address link as well the Helpdesk telephone number.

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Figure 4, Figure 5 and Figure 6 illustrate features of each of these page sections.

**Welcome <user name>**  
Current user's name

**Edit Profile:** Access User Profile for current user

**Core Group/Group:** Current user's default Core Group and Group

**User Role:** Current user's role in JIEE

**Group Function:** Current user's group function in JIEE

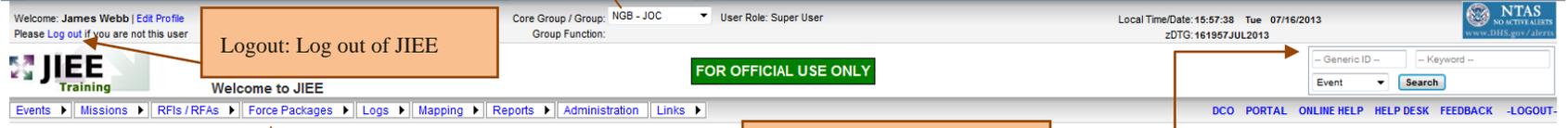
# Joint Information Exchange Environment User Manual

**Local Time/ Date:** Local time and date for current user

**zDTG:** Zulu Date/Time group (i.e., date/time-GMT)

**National Terrorism Advisory System (NTAS):**

Updated by DHS automatically  
Click to display DHS homepage



**Logout:** Log out of JIEE

**Quick Search:** Search by generic ID (i.e., Event, Mission, RFI, RFA, Duty Log, Attachment or by Keyword)

**Events:** View all Events or Add an Event  
**Missions:** View all Missions or Add a Mission  
**RFIs/RFAs:** View all RFIs or RFAs or Add and RFI or RFA  
**Force Packages:** View all Force Packages; create a Personnel Status Report and Operations Report  
**Logs:** View Duty Log, Add New Duty Log entry, View Email Log  
**Mapping:** Access ESRI geospatial mapping system  
**Reports:** Access, print or export reports to PDF Files  
**Administration:** Manage Groups, Users and Contacts, and Collaborative Links  
**Links:** Shortcut to APAN JIEE Community, NG Operations Dashboard, NORTHCOM Sage and Virtual USA

**DCO:** Access Defense Connect Online  
**Portal:** Access external SharePoint site  
**Online Help:** Access online JIEE Help topics and documentation  
**Help Desk:** Access Help Desk request form as Outlook email  
**Feedback:** Provide feedback about bugs and usability issues, and enter enhancement requests  
**Logout:** Log out of JIEE and close current window

**Figure 4 JIEE Page Header**

# Joint Information Exchange Environment

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**Status Update:** Displays date current user last logged in and numbers of new Events, Missions, RFIs, and RFAs, recorded in the last 24hours.

**Data Areas:**

- **Events:** Displays the five most recently updated Events. Click Event ID to view selected Event details or View All to view all Events.
- **Missions:** Displays the five most recently updated Missions. Click Mission ID to view selected Mission details or View All to view all Missions.
- **RFAs:** Displays the five most recently updated RFAs. Click RFA ID to view selected RFA details or View All to view all RFAs.
- **RFIs:** Displays the five most recently updated RFIs. Click RFI ID to view selected RFI details or View All to view all RFIs.

Status Update
Last login: (z) 161957JUL2013
<b>New items in last 24 hrs</b>
0 Events
0 Missions
0 RFAs
0 RFIs

Events (1266) Events   View All				
Event ID	Subject	Date Modified (zDTG)	Event Date (zDTG)	Status
NGB-JOC-E169-13	UAT Test	151403JUL2013	051624JUL2013	
NGB-JOC-E173-13	Pandemic	121410JUL2013	230000APR2013	
NGB-JOC-E172-13	DOS attack on Maryland 911 and EMA systems	121409JUL2013	120300JUL2013	
NGB-J4-E2-13	Tornado Touch Down	121409JUL2013	121307JUL2013	
NGB-JOC-E171-137-12-13	Training	121408JUL2013	130000JUL2013	

Missions (521) Missions   View All			
Mission ID	Subject	Date Modified (zDTG)	Status
ANG-SC-M0-13	Isolate Affected Systems	111511JUL2013	
WI-J2-M1-13	Operation Miller Time	111509JUL2013	
WI-JOC-M69-13	volcanic Eruption Evacuation	111508JUL2013	
WI-J2-M0-13	Operation defuse	111506JUL2013	
NGB-JOC-M109-13	Webb13	091501JUL2013	

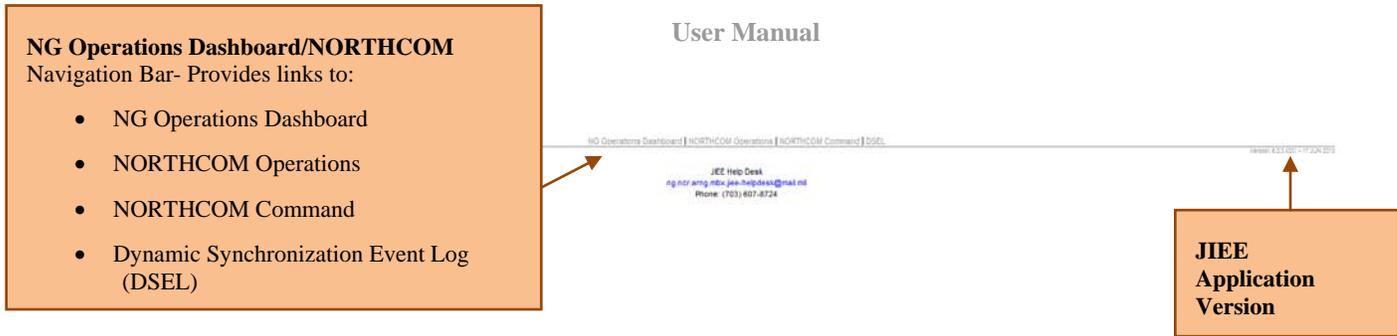
RFAs (1585) RFAs   View All			
Entry ID	Subject	Date Modified (zDTG)	Status
NGB-JOC-R530-13	Provide Quarantine Supplies	121410JUL2013	
NGB-JOC-R528-13	Test	121409JUL2013	
NGB-JOC-R532-13	Need 3 UH60s	121409JUL2013	
NGB-J4-R13-13	Requesting Bulldozer Support	121408JUL2013	
NGB-JOC-R531-13	Request for three UH60's	121407JUL2013	

RFIs (1431) RFIs   View All			
Entry ID	Subject	Date Modified (zDTG)	Status
NGB-JOC-R529-13	Quarantine Supplies	121408JUL2013	
NGB-JOC-R526-13	test	051506JUL2013	
NGB-JOC-R524-13	help!	261743JUN2013	
ME-JOC-R8-13	damage to military buildings	131953JUN2013	
ME-JOC-R9-13	State call up Executive order	131950JUN2013	

Figure 5 JIEE Home Page Subject Area

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**Figure 6 JIEE Page Footer**

### 3.1 JIEE Navigation Bar Links

Figure 4 illustrates, the JIEE page header provides a navigation bar of links that you can use to navigate to another internal source such as the JIEE Feedback page, or an external Web site such as Defense Connect Online (DCO). Figure 7 illustrates the destination to which you navigate when you click each of these links.

# Joint Information Exchange Environment

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The screenshot shows the JIEE user interface. At the top, it says "Welcome: James Webb | Edit Profile" and "Please Log out if you are not this user". The user is logged in as "Core Group / Group: NOB - JOC" with "User Role: Super User". The local time is "Local Time/Date: 10:45:33 Wed 07/17/2013" and the JDTQ is "JDTQ: 171648JUL2013". There is a "FOR OFFICIAL USE ONLY" banner. The navigation bar includes links for "Events", "Missions", "RFIs / RFAs", "Force Packages", "Logs", "Mapping", "Reports", "Administration", and "Links". The main navigation bar contains "DCO", "PORTAL", "ONLINE HELP", "HELP DESK", "FEEDBACK", and "LOGOUT".

Click HELP DESK to display a window in which you can send an email to the Help Desk at:  
ng.ncr.arng.mbx.jiee-helpdesk@mail.mil

Click LOGOUT to log out of JIEE.

Click DCO to navigate to the DCO web site, for access to the DCO Portal, Web Conferencing, and instant messaging.

Click PORTAL to access a preconfigured SharePoint site.

Click ONLINE HELP to access online JIEE Help topics and documentation.

Click FEEDBACK to display a form in which you can enter questions about JIEE, suggestions for enhancements, bugs, or issues you have experienced while using JIEE.

Figure 7 JIEE Link Navigation Bar Functions

### 3.2 JIEE Online Help

JIEE Online Help can be accessed from the JIEE Navigation Bar Links described on page 22. In the JIEE Online Help (Figure 8), you can access JIEE documents such as the JIEE Quick Reference Guide, JIEE Release Notes that describe changes made to JIEE, and the most up-to-date version of the JIEE User Manual.

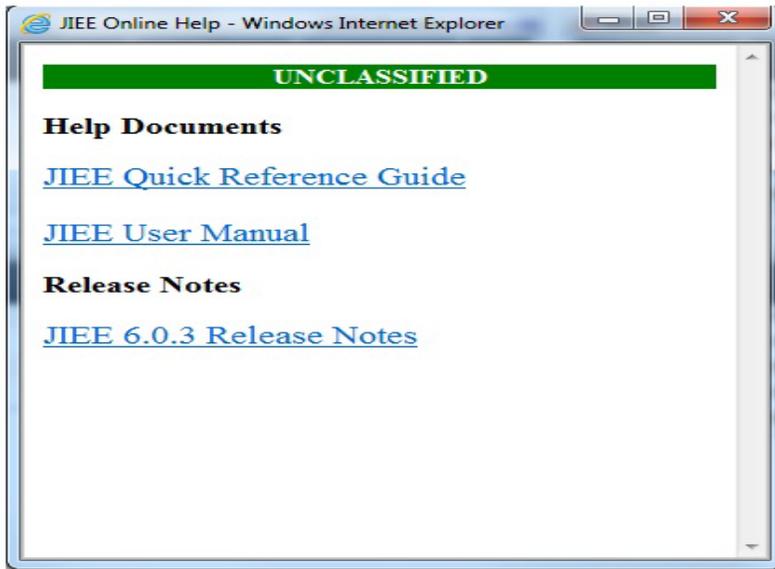


Figure 8 JIEE Online Help

### 3.3 Search Feature

The Search feature enables you to search for any entry in the system, including Events, Missions, RFIs, RFAs, Duty Logs and Attachments. Located in the Header of each JIEE page, the Search menu provides options that vary by type of entry for which you are searching.



In the Search menu, you can perform two types of searches, which the following sections describe.

#### 3.3.1 Performing a Generic ID Search

The Search menu provides a text field in which you can enter an ID by which to search for any associated Event, Mission, RFI, RFA, Duty Log or Attachment. For example, entering the ID for RFI “RI-JOC-R25-09” and clicking **Search** displays the JIEE Search Results page and the results of the search for the selected RFI by ID (Figure 9). The “Generic ID” corresponds to the “Entry ID” of RFAs and RFIs, the “Event ID” for events, and the “Mission ID” for missions.

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Welcome: James Webb | [Edit Profile](#)  
Please [Log out](#) if you are not this user

Core Group / Group: NGB - JOC | User Role: Super User  
Group Function:

Local Time/Date: 11:53:34 Tue 06/25/2013  
zDTG: 251553JUN2013

NTAS  
NO ACTIVE ALERTS  
www.DHS.gov/alerts

JIEE Dev Search Results **FOR OFFICIAL USE ONLY**

Event | Missions | RFIs / RFAs | Force Packages | Logs | Mapping | Reports | Administration | Links | DCO | PORTAL | ONLINE HELP | HELP DESK | FEEDBACK | -LOGOUT-

Events | Mission | RFA | **RFI** | Duty Log | Attachment

Active Assigned Items | Active Sent Items | All Active | **All**

+ Show RFI Filter Options

Entry ID	Request Type	Subject	Date Modified (zDTG)	Created Date (zDTG)	Suspense Date (zDTG)	Day(s) Inactive	n/Out	Status	Urgency	State Reference	Event Reference	Mission Reference	Overdue
- Modified earlier this year													
<a href="#">NGB-JOC-R198-13</a>	EMAC Support	asdf	262205MAR2013	262204MAR2013		91	Sent	Shared			<a href="#">NGB-JOC-E83-12</a>		

Total Records (1)

NG Operations Dashboard | NORTHCOM Operations | NORTHCOM Command | DSEL

Version: 6.0.3.4327 - 17 JUN 2013

**Figure 9 JIEE Search Results Page**

JIEE groups the search results by type and organizes the information into tabs labeled as Event, RFA, RFI, Duty Log, Mission and Attachment. You can click any tab heading to view the tab's contents. In the display, JIEE distinguishes the selected tab as active. At the bottom of each tab, JIEE displays the total number of records returned by the search activity. In the example in Figure 9, the search by Generic ID returns summary information about a selected RFI. The data that JIEE displays in each tab is similar to what you view in that entity's Summary page.

### 3.3.1.1 Using Filter Options

If JIEE returns multiple search results in response to your search by ID, you can use filter criteria to narrow those results. Clicking [+ Show Filter Options](#) at the top of the data area in any tab (i.e., Event, Mission, RFA, RFI, Attachment or Duty Log) displays the fields in which you can enter the search criteria. (Clicking [- Hide Filter Options](#) removes the options from view.)

### 3.3.2 Performing a Keyword Search

When you select to perform a search by keyword, JIEE searches all text in the detailed information about an event, mission, RFI, RFA, attachment or duty log entry. This text can exist in details such as Subject, Incidents, Messages, Orders, or Update History.

To search by keyword, select the entry type for which you want to search in the drop-down list (i.e., Event, Mission, RFI, RFA, Attachment or Duty Log), and enter the keyword in the Keyword field. When you click **Search**, JIEE returns summary information by type for all entries with text that contains the keyword provided. For example, if you select "Event" in the drop-down menu and enter "hurricane" in the Keyword field, JIEE displays summary information in the Event tab in the Search Results page for all events that contain the word "hurricane" in their text entries.

#### 3.3.2.1 Using Filter Options

If JIEE returns multiple search results in response to your search by keyword, you can use filter criteria to narrow those results. Clicking [+ Show Filter Options](#) at the top of the data area in any tab (i.e., Event, Mission, RFA, RFI, Attachment or Duty Log) displays the fields in which you can enter the search criteria. (Clicking [- Hide Filter Options](#) removes the options from view.)

## 4 JIEE EVENTS

JIEE is designed to track operational information around Events. Missions, RFAs, and RFIs can all be associated and tracked with events. By selecting the Events tab in the page header, two links display, as Figure 10 illustrates.

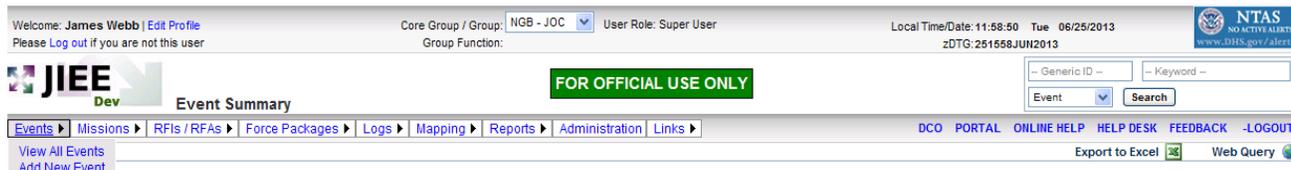


Figure 10 Event Tab Menu Options

You can click [View All Events](#) in the Events tab to view a summary of all recorded events, or [Add New Event](#) to create a new event in JIEE. The following sections describe these options as well as viewing detailed information about a selected event.

### 4.1 Viewing Event Summary Information

The Events Summary Page contains all Events in the system to which a user has rights to view. To view all Events, select the Event tab in the JIEE page header and then the View All Events option. JIEE displays the Event Summary page (Figure 11).

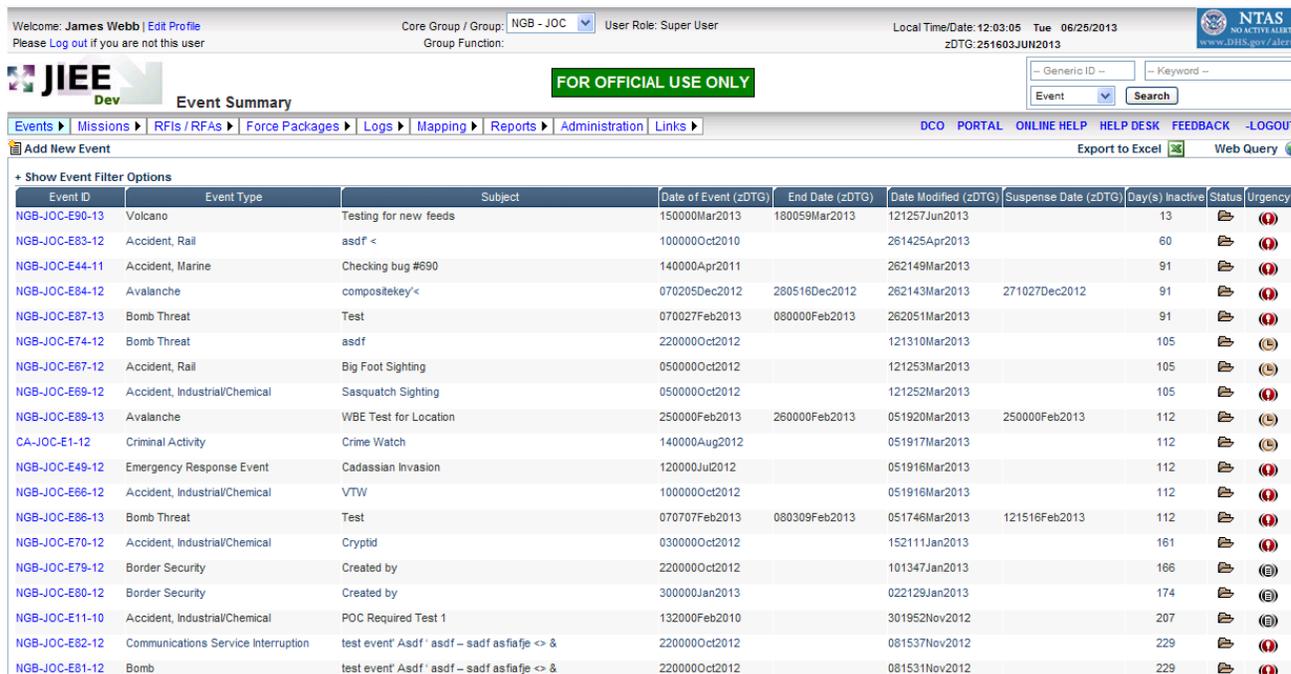


Figure 11 JIEE Event Summary Page

You can also click [View All](#) in the Events subject area of the Home page to navigate to the Events Summary page.

The Event Summary page provides summary information about all events that have been recorded in JIEE. Data that JIEE displays in columns in the Event Summary page includes the Event ID, Event Type, Subject, Date of Event, End Date, Date Modified, Suspense Date, Day(s) Inactive, Status, and Urgency. Note that all dates are in Zulu (zDTG) format. (For more information about the Day(s) Inactive and Date Modified data, refer to Section 7.4.)

Each Event ID that displays in the Event Summary is a hyperlink. You can click any Event ID to view detailed information about that selected event in the JIEE Event Detail page (refer to Section 4.2 below).

In the Event Summary page, you can sort by any column by clicking the column's header. The default sort is alphanumerically by Event ID. Repeated clicking in the column header toggles the sort between ascending and descending order.

At the bottom of the Event Summary page is a row of numbers (1 to 10, by default) that represents the number of pages of event data available for you to view. To view another page of event data, click a number to refresh the page with the set of events in that page. Click the ellipsis (...) to advance to the next set of pages (e.g., pages 11 through 20, if available).

Also at the bottom of the page is a count of the total number of events in JIEE that you have rights to view.

#### 4.1.1 Event Search Filter Options

At the top of the Event Summary page is the Show Event Filter Options section. In this section, you can filter your search by Generic ID, Publications and Keyword Search. You can also filter by Urgency, Status, Event Type, and Date Range. Clicking **Search Events** displays the results of your search in the page if data can be found that meets your search criteria.

Click [+ Show Event Filter Options](#) to display the section. If it is displayed, click [- Hide Event Filter Options](#) to hide the section.

#### 4.1.2 Export Event Data to Excel

##### 4.1.2.1 Comma Separated File

Below the header in the Event Summary page is an [Export to Excel link](#) and  button. Clicking either the link or the icon creates an export of the current event summary to a comma separated file (.csv) that can be read using Microsoft Excel©. The resulting .csv file looks similar to the example in Figure 12; it includes the following data for each event: Event ID, Type, Subject, Date of Event, End Date, and Suspense Date.

**Note:** The event data that JIEE exports to the Excel spreadsheet pertains only to those events to which your Core Group has access and the filters from your last search.

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1	Event ID	Type	Subject	Date of Event	End Date	Suspense Date
2	NGB-JOC-E69-11	Cyber Incident	--- JIEE Release 5.0.5 UAT ---	12/8/2011 0:00	12/8/2011 23:59	
3	NGB-JOC-E70-11	Bomb Threat	NGB-JOC-MD-JOC-Event-002	12/5/2011 0:00		
4	NGB-JOC-E67-11	Accident, Industrial/Chemical	1stEvent_NGBJOC	12/2/2011 0:00		
5	MD-JOC-E1-11	Accident, Rail	MD-JOC-NGB-JOC-001	12/4/2011 0:00		
6	NGB-JOC-E65-11	Earthquake	1stEventQDN_NGBJOC	11/30/2011 0:00		
7	NGB-JOC-E6-07	Natural Disaster Event	Earthquake	3/1/2007 0:00		
8	NGB-JOC-E68-11	Criminal Activity	2ndRFI_NGBJOC	12/2/2011 0:00		
9	NGB-JIEEMTT-E53-11	Avalanche	Avalanche on Vail Mountain	12/2/2011 13:02	12/4/2011 13:02	12/2/2011 15:00
10	NGB-JIEEMTT-E54-11	Flood	Virginia Flood	12/2/2011 2:10	12/6/2011 2:10	12/2/2011 10:10
11	NGB-JIEEMTT-E57-11	Earthquake	Earthquake Capital Region	12/2/2011 14:00		
12	NGB-J3-E6-11	Flood	Shared RFI/RFA but not seen	11/29/2011 2:02	11/29/2012 2:02	11/29/2013 2:02
13	NGB-JOC-E66-11	Civil Demonstration	OPS 256 1 Event	12/1/2011 0:00		

Figure 12 Sample Microsoft Excel .csv File Contents

### 4.1.2.2 Web Query File

The Web Query File export is a powerful feature in JIEE. Web query files provide the ability to connect Excel to JIEE and update your own custom report formats with JIEE data with the click of one button. The below shows how to use the web query functionality with Requests for Assistance.

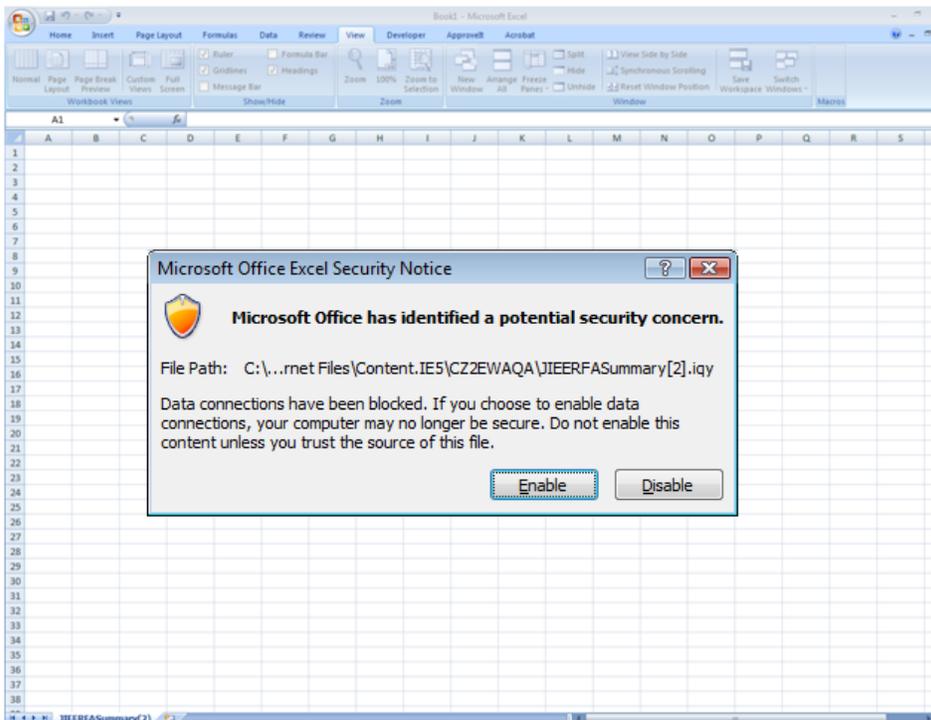
1. Download the web query file by clicking “Web Query”. The query will match the filters of your most recent search. For example, in the below the “All Active” button was clicked prior to clicking the “Web Query” button. So the contents of the spreadsheet exported by the Web Query will match the conditions of the “All Active” search.
2. Click “Open”.

The screenshot shows the JIEE RFI/RFA Summary interface. At the top, there is a navigation bar with the JIEE logo and a search box. Below the navigation bar, there are several tabs: Events, Missions, RFI/RFAs, Force Packages, Logs, Mapping, Reports, Administration, and Links. The 'All Active' filter is selected. The main content area displays a table of RFI/RFA entries with columns for Entry ID, RFI/RFA, Subject, Date Modified (zDTG), Created Date (zDTG), Suspense Date (zDTG), Day(s) Inactive, In/Out, Status, Urgency, State Reference, Event Reference, Mission Reference, and Overdue. The table lists various entries, including those for 'asdf', 'u', 'sadf', 'hjk', 'asdf', 'Gigantopthecus', and 'F22 vs Russian T-50'. The 'Web Query' button is circled in red in the top right corner of the interface.

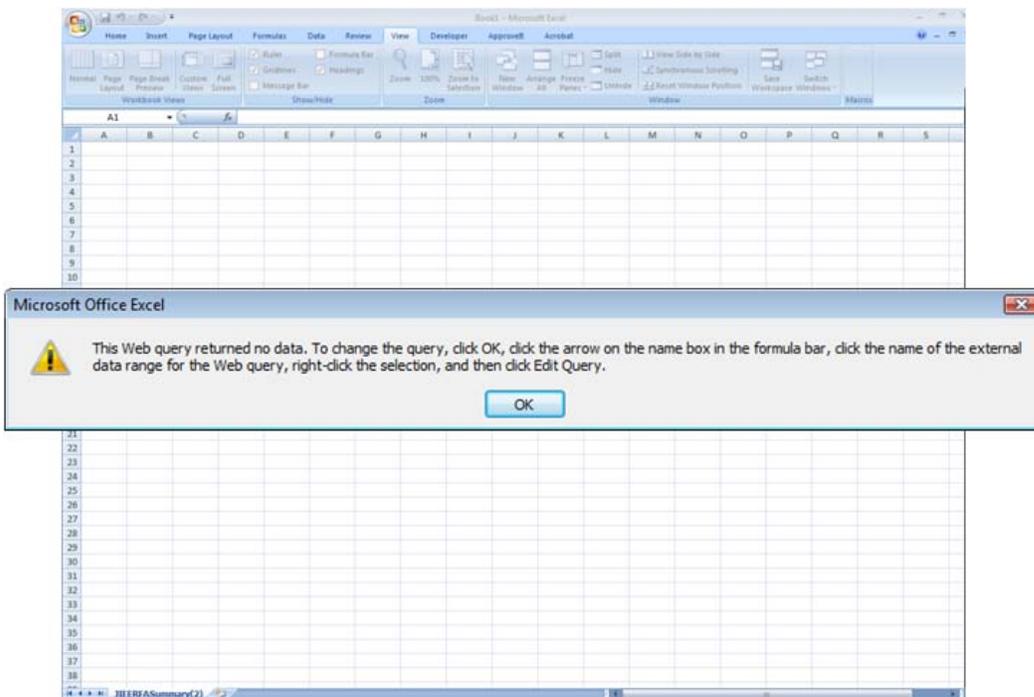
3. Click “Enable”

# Joint Information Exchange Environment

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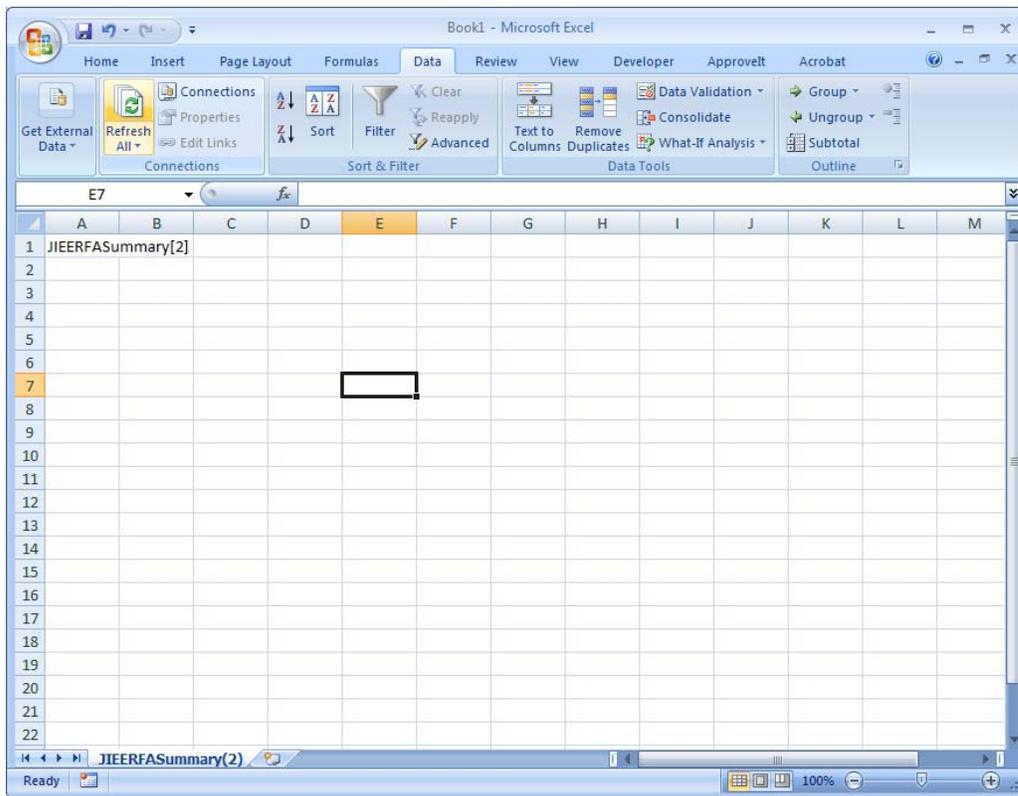
4. Click "OK" on the error dialog. This error message is normal and occurs due to the method used to sign in to AKO.



5. Click on the "Data" tab and then on "Refresh All"

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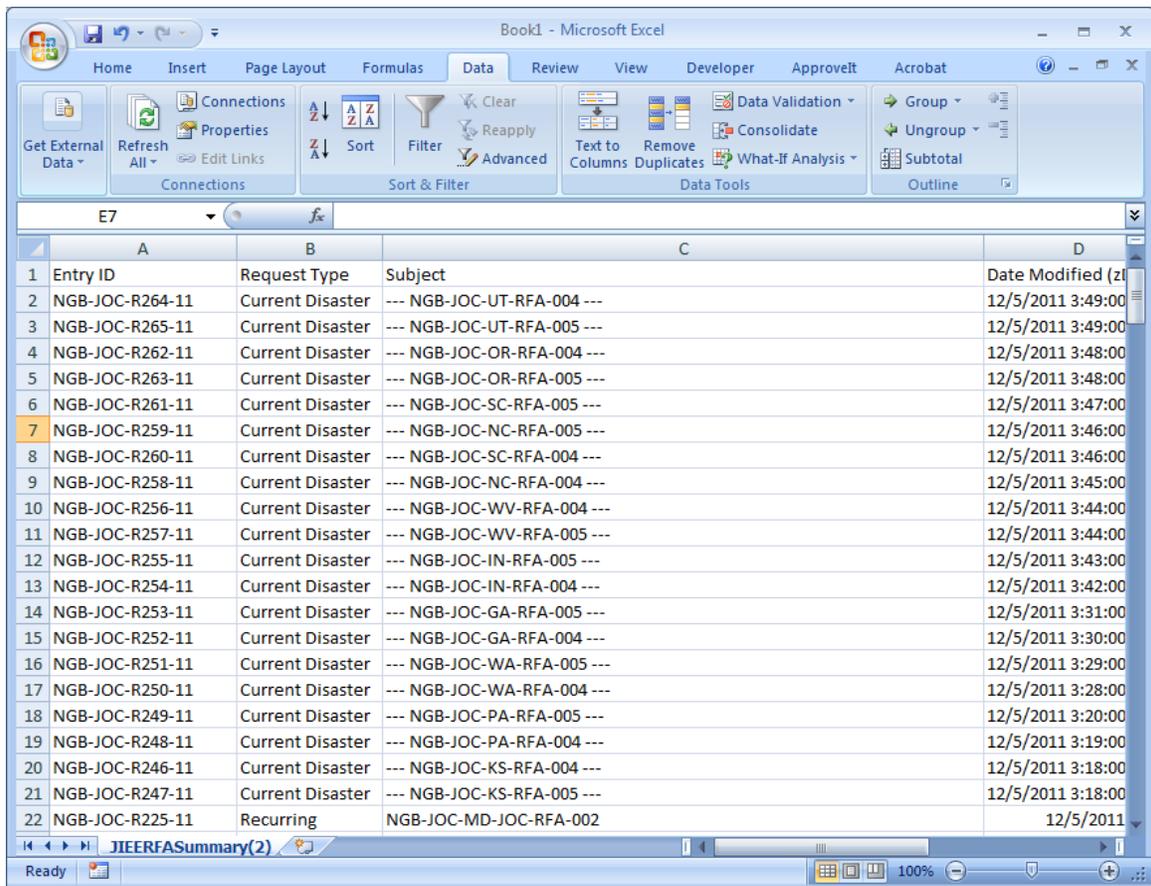
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6. After clicking “Refresh All” the data should appear as shown below.

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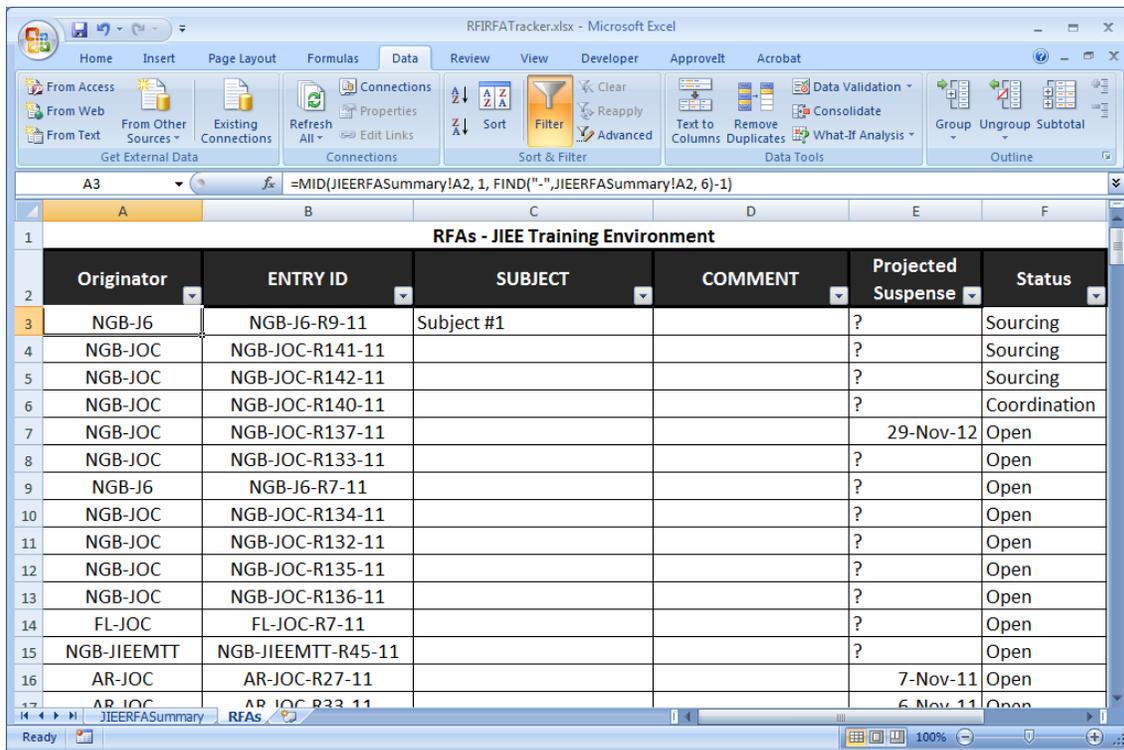
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The screenshot shows a Microsoft Excel spreadsheet with the following data:

Entry ID	Request Type	Subject	Date Modified (z)
1	Current Disaster	--- NGB-JOC-UT-RFA-004 ---	12/5/2011 3:49:00
2	Current Disaster	--- NGB-JOC-UT-RFA-005 ---	12/5/2011 3:49:00
3	Current Disaster	--- NGB-JOC-OR-RFA-004 ---	12/5/2011 3:48:00
4	Current Disaster	--- NGB-JOC-OR-RFA-005 ---	12/5/2011 3:48:00
5	Current Disaster	--- NGB-JOC-SC-RFA-005 ---	12/5/2011 3:47:00
6	Current Disaster	--- NGB-JOC-NC-RFA-005 ---	12/5/2011 3:46:00
7	Current Disaster	--- NGB-JOC-SC-RFA-004 ---	12/5/2011 3:46:00
8	Current Disaster	--- NGB-JOC-NC-RFA-004 ---	12/5/2011 3:45:00
9	Current Disaster	--- NGB-JOC-WV-RFA-004 ---	12/5/2011 3:44:00
10	Current Disaster	--- NGB-JOC-WV-RFA-005 ---	12/5/2011 3:44:00
11	Current Disaster	--- NGB-JOC-IN-RFA-005 ---	12/5/2011 3:43:00
12	Current Disaster	--- NGB-JOC-IN-RFA-004 ---	12/5/2011 3:42:00
13	Current Disaster	--- NGB-JOC-GA-RFA-005 ---	12/5/2011 3:31:00
14	Current Disaster	--- NGB-JOC-GA-RFA-004 ---	12/5/2011 3:30:00
15	Current Disaster	--- NGB-JOC-WA-RFA-005 ---	12/5/2011 3:29:00
16	Current Disaster	--- NGB-JOC-WA-RFA-004 ---	12/5/2011 3:28:00
17	Current Disaster	--- NGB-JOC-PA-RFA-005 ---	12/5/2011 3:20:00
18	Current Disaster	--- NGB-JOC-PA-RFA-004 ---	12/5/2011 3:19:00
19	Current Disaster	--- NGB-JOC-KS-RFA-004 ---	12/5/2011 3:18:00
20	Current Disaster	--- NGB-JOC-KS-RFA-005 ---	12/5/2011 3:18:00
21	Recurring	NGB-JOC-MD-JOC-RFA-002	12/5/2011
22			

7. Now that you have the RFA data loaded in one sheet, you can create another sheet with your custom format. A sample format is shown below.



8. Note the formula in the figure above references data in the JIEE RFA Summary sheet that is populated based on data pulled from JIEE every time the “Refresh All” button is clicked. You can build your own report format in a sheet like the one shown using formals that reference the JIEE RFA Summary sheet.
9. After you build your formals on a separate sheet, you can save the file as a Microsoft Excel File. When you need to pull new data from JIEE, just go to the Data tab in Excel and click “Refresh All” and enter your AKO credentials if prompted to do so.

## 4.2 Viewing Event Details

For each event to which you have permissions to view, you can access detailed information about a selected event in any of the following ways.

- In the Events data area of the JIEE Home page, click the Event ID for the selected event.
- In the Event Summary page, click the Event ID for the selected event.
- In the Mission Summary, RFI Summary, or RFA Summary page, click the Event Reference for a selected event.
- In a mission’s View Mission Detail page, click the Event Reference to view details about the related event.
- In an Event Summary Report, click the Entry ID for a selected event.
- Using the Generic ID Search feature that is available in any JIEE page header, enter the ID for the selected event and click **Search**. When you use any of these features, JIEE displays the View Event Detail page for the event in which you are interested (Figure 13).

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View all events shared with your Core Groups.

**Detail:** View the details of the current event (default view).  
**Edit:** Edit the current event.  
**Audit Log:** View modifications to the event.  
**Notify:** Send a notification by email about this event.

View Most Recent Reports by Force Package.

Format this page in a printer-friendly format for easier printing.

The screenshot shows the 'View All Events' page for event ID NGB-JOC-E90-13. The interface includes a navigation menu at the top, a toolbar with 'Detail', 'Edit', 'Audit Log', and 'Notify' buttons, and a main content area divided into two columns. The left column contains event details such as 'Created Date', 'Event Type', and 'Participants'. The right column contains sections for 'Most Recent Reports By Force Package', 'Related Mandays', 'Legacy SITREPs', 'Related Missions', 'Sharing Event with', 'Attachments', 'External Links', 'Points of Contact', 'Locations', and 'Related RFIs/RFAs'. Each section has a 'Create New' or 'Add' button. Callout boxes provide instructions for each section.

View all LOGSTAT Reports that are related to this Event. Select Create New LOGSTAT to add a new LOGSTAT to this Event.

View all Manday Reports that are related to this Event. Click Add Manday to add a new Manday Report to this event.

View all Missions that are related to this event. Click add new mission to add a new mission to this event.

View all attachments that are attached to this event. Click add file to add a new attachment to this event.

View all POCs for this event. Click add new POC to add a new POC to this event.

View all locations that are related to this event. Click add location to add a new location to this event.

View all Legacy SITREPs that are related to this event. Click Create New COMSTAT & LOGSTAT to add a new SIREP to this event.

View all Core groups with which this event has been shared. Click share event to add new groups to the share list.

View all external links that are related to this event. Click add new link to add a new link to this event.

View all RFIs/RFAs that are related to this Event. Click add new to add a new RFA or

Figure 13 JIEE View Event Detail Page

As Figure 13 illustrates, you can perform a variety of functions in the View Event Detail page. A set of hyperlinks enable you to edit the selected event, view the event’s Audit Log, or email the event’s link to other personnel. You can associate information to the event such as related missions, file attachments, points of contact (POCs), and event location information and Legacy SITREPs. You can also share the event with other JIEE Core Groups. The following sections describe these association functions.

### 4.3 Creating a New Event

As an authorized user, you can create a new event in JIEE. You do this by entering pertinent information in the Add New Event page (Figure 14). To access this page, select [Add Event](#) in the Event tab in any page header.

The Add New Event page contains a user input form with pre-populated information (such as your current default Core Group and Group) and fields in which you enter information about the event you want to record. Fields that are marked with an asterisk require entry of information before you can save your input. It is recommended that you enter information in the form that is as complete as possible; this will assist other units with which you will be coordinating responses to the event.

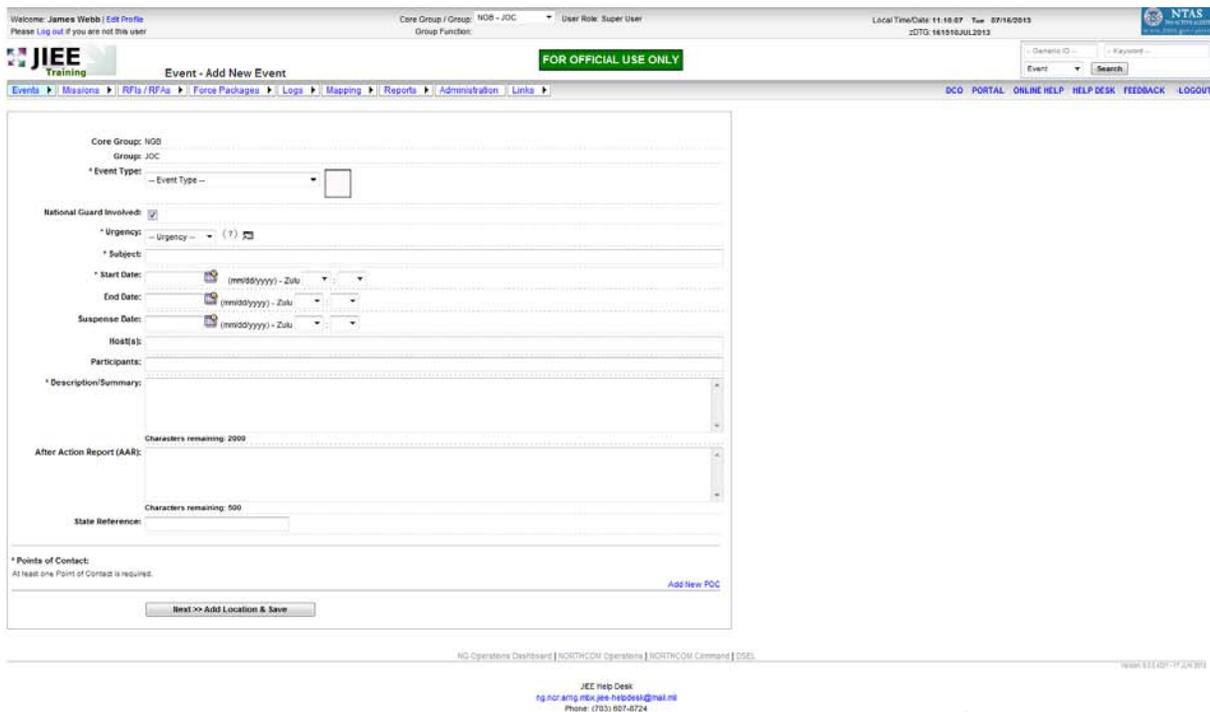


Figure 14 JIEE Add New Event Page

Table 4 below describes the fields in which you can enter event information.

Table 4 Add New Event Page Fields

Field	Description
* Event Type	Event types such as Accidents & Incidents, Bomb Threats, Floods, or Tropical Storms.
National Guard Involved	Indicator of whether or not the National Guard is involved in an event. A checked box indicates that the National Guard is involved.
* Urgency	Indicator of an event's Urgency : <ul style="list-style-type: none"> <li>• <b>Urgent</b> - Needs to be addressed immediately or before end of the 12-hour shift cycle.</li> <li>• <b>Time Sensitive</b> - Needs to be addressed in the next 24 hours.</li> <li>• <b>Routine</b> - Not time-sensitive but needs to be addressed before the end of the four-day shift cycle.</li> </ul>
* Subject	Brief summary that describes an event.
* Start Date	Event start date. Click the calendar icon next to the Start Date field to select the start date. To enter a start time in Zulu (GMT), click the down arrows in the Zulu field to add hours and minutes.
End Date	Event end date, if known. For a multi-day event, use the calendar icon to select the end date of the event. To enter an end time in Zulu (GMT), click the down arrows in the Zulu field to add hours and minutes.
Suspense Date	Suspense date, if known. For an event with an associated suspense date, click the calendar icon to select the date. To enter an end time in Zulu (GMT), click the down arrows in the Zulu field to add hours and minutes.
Host(s)	One or more event host(s).
Participant(s)	One or more individuals or organizations that are to participate in the event.
* Description/Summary	Detailed text description of an event.
After Action Report (AAR)	AAR documentation (e.g., prior to closing an event).
State Reference ID	Free-text entry of state/territory referential information that is applicable to an event.
* Point of Contact	Click on the <a href="#">Add POC</a> link to add a POC to the event.

When you are finished, you can:

- Click **Next >>Add Location & Save** to navigate to the JIEE Add/Edit Location page (refer to Section 4.3.1 below).

#### 4.3.1 Adding a Location to an Event

After entering information for a new event in the Add New Event page and clicking **Add Location & Save** at the bottom of the page, you can now add the event's location in the JIEE Event Add/Edit Location page (Figure 15).

Figure 15 JIEE Event Add/Edit Location Page

Latitude and Longitude are required fields. JIEE will calculate the latitude and longitude of the location for you, by entering State and Place Name and hit enter or by entering the MGRS or Street Address and clicking Update.

Clicking [Update](#) displays a map with your selected location based on the calculated Latitude and Longitude (Figure 16).



Figure 16 Sample Location Map

Table 5 below describes the fields in which you can enter information about the location that you want to attach to an event.

**Table 5. Add/Edit Location Page Fields**

Field	Description
State	Select a State or U.S. territory for a location (select from a drop-down list).
Place Name	Name of a location (doing so displays any preloaded location match).
Expand Search	Check box that, when checked, expands the search area beyond the specified Place Name.
Latitude	Latitude of this location. You can press <b>Return</b> after entering the Place Name to have JIEE provide the Latitude for you automatically.
Longitude	Longitude of this location. You can press <b>Return</b> after entering the Place Name to have JIEE provide the Longitude for you automatically.
Location Description	Description of the physical location.
Item Description	Description of the entity at the Location.
Street Address	Street Address of the Location, if known.
City	City of the Location.
Zip	Zip code of the Location.
Type	Location incident type (select Incident, Natural, Operations, or Infrastructure).
Mission Capability	Status level (select Level 1, 2, 3, or 4) for Operations or Infrastructure type.
MGRS	Military Grid Reference System number for this location.

#### 4.3.1.1 Displaying an Event Type on a Map

In the Add/Edit Location page, you can add a location to the UDOP by selecting an icon that represents the selected event. Above the map is the icon selector with are three tabs labeled DHS, HD/CS, and DoD. The DHS tab contains symbols from the Emergency Symbology Reference developed by the Homeland Security Working Group charted by the Federal Geospatial Data Committee. The DoD tab contains a subset of MIL-STD 2525 symbols. The HD/CS tab contains symbols developed by the National Guard Bureau Symbology Working Group to provide National Guard specific symbols that are not covered in the Emergency Symbology reference or MIL-STD 2525. The icons displayed within each tab are controlled by the “Type” drop down. The mission capability drop down box indicates the capability of the asset or unit. Only use capability to communicate unclassified capability ratings. Figure 17 illustrates icons available in the DHS tab, for the event type “Incident.”

**DHS** HD/CS DoD

Type: Incident

Mission Capability: -- Capability --

Symbology:

**Description:**  
*Civil Disturbance Incident* - Human activities resulting in the disrupting of services or requiring varying levels of support, law enforcement or attention.

Figure 17 DHS Icon Selections (Event Type: Incident)

Moving the cursor over each icon displays the name of the icon. Clicking the radio button below an icon displays a description of the selected icon, as Figure 17 illustrates. Also, an enlarged view of the selected icon displays in a box to the right of the icon selections.

You can then click **Save** to save the selected icon, or **Cancel** to cancel your entry. You can then view the location of the event by icon on the NGB UDOP (User Defined Operational Picture).

**Note:** You may enter additional Locations at any time by accessing the Event Detail page and clicking [Add Location](#).

### 4.3.2 Adding a Mission to an Event

JIEE enables you to associate one or more missions with a selected event. For example, Mission Types involving Disaster Response, Search and Rescue, and Law Enforcement Support could be related to a Natural Disaster Event. JIEE displays those missions in the Related Missions functional area in the View Event Detail page (Figure 18).

**(2) Related Missions**

Mission Name	Mission Cause	Status	Start Date (zDTG)
<a href="#">NJARNG support for coastal flooding</a>	Natural Disaster		120000NOV2009
<a href="#">Protecting our Community</a>	Natural Disaster		240000OCT2009

[Add New Mission](#)

Figure 18 Related Missions Functional Area

JIEE displays an [Add New Mission](#) link at the bottom of the Related Missions functional area. Click this link to access the Add New Mission page, in which you can create a mission that you want to associate to a selected event. (Refer to Section 5 for more information about missions)

### 4.3.3 Adding a LOGSTAT to an Event

JIEE enables you to associate one or more Logistics Status Reports to a selected event. To add a LOGSTAT you must create an Event or associate it with an Event that's already created. (Refer to Section 4, (4.3) for more information on how to create an Event.)

JIEE displays a [Create New LOGSTAT](#) link on the View Event Detail Page. Click this link to access the Add LOGSTAT Detail page, in which you can create a LOGSTAT (Figure 19).

The screenshot shows the JIEE 'View Event Detail' page. The page header includes the user name 'James Webb', core group 'NGB - JOC', and user role 'Super User'. A green banner reads 'FOR OFFICIAL USE ONLY'. The main content area displays event details such as 'Entry ID: OR-JOC3-E0-12', 'Created Date (zDTG): 082218Dec2012', and 'Event Type: Storm, Winter'. On the right side, there is a table titled 'LOGSTATs' with columns for 'Core Group', 'Date Submitted', 'Submitted By', and 'View'. Below this table, a red arrow points to a 'Create New LOGSTAT' link.

Figure 19 Create New LOGSTAT

On the Add LOGSTAT Detail page, JIEE defaults the state dropdown to the “Users” core group and pre-populates the Event Reference with the Event from which the LOGSTAT is being created. The State, Event Reference, and Mission Reference are still editable.

JIEE allows the user to Save the report, Submit the report, Cancel the report, or view the Audit Log.

To report damage to installations, enter the damaged buildings by selecting “Add Facility” and download the “Individual Facility Checklist for post disaster assessment” form and follow the instructions in that document.

JIEE provides text fields in which you can enter information for Critical Supply, Reception and Staging Location, Aviation Assets, Critical Equipment and Vehicle Assets, Convoy Movement, and Air Movement. These fields do not have asterisks but some information is still required. (Figure 20) and (Figure 21).

**Note:** Fields that are preceded by an asterisk (\*) require information before you can save your entries in the form. Any required fields that are incomplete will get an error message requiring you to complete those fields before saving or submitting.

User Manual

Welcome: James Webb | Edit Profile  
Please Log out if you are not this user

Core Group / Group: NGB - JOC User Role: Super User  
Group Function:

Local Time/Date: 11:25:26 Tue 06/11/2013  
zDTG: 111723JUN2013

**JIEE** Test **Add LOGSTAT** **FOR OFFICIAL USE ONLY**

Events > Missions > RFI / RFAs > Force Packages > Logs > Mapping > Reports > Administration > Links > DCO PORTAL ONLINE HELP HELP DESK FEEDBACK LOGOUT

Printer Friendly

Save Cancel Submit Audit Log

State: NGB

Event Reference:  
NGB-JOC-E05-11-1stEventODN  
OR-JOC3-E0-12-JOC3\_Winter str:  
NGB-JOCME-E8-13-Southern I.  
FL-JOC-E52-13-Hurricane Doria  
WY-JOC-E8-13-Yellowstone Blw

Mission Reference:  
Select Mission

\* Valid as of: mm/dd/yyyy - Zulu

Status:  
NG Installations - Use Individual Facility Checklist for post disaster assessment  
No related Facilities

Add Facility

Critical Supply	Status Rating	Capacity	O/H	# Short	Due In / Requisition	Due Out / Open Requisition	Remarks
Class I Rations	Good	0	0	0			
Class II Uniforms	Good	0	0	0			
Class III POL	Good	0	0	0			
Class IV Barrier/Construction	Good	0	0	0			
Class V Ammunition	Good	0	0	0			
Class VI Personal Demand	Good	0	0	0			
Class VII Major End Items	Good	0	0	0			
Class VIII Medical	Good	0	0	0			

Figure 20 Add LOGSTAT Page

Class IX Repair Parts

Reception and Staging  
No related Reception and Staging locations  
Add Reception and Staging Location

Aviation Assets  
No related Aviation Assets  
Add Aviation Asset

Critical Equipment and Vehicle Assets  
No related Critical Equipment and Vehicle Assets  
Add Critical Equipment and Vehicle Asset

Transportation  
No related Convoy Movements  
Add Convoy Movement

Air Movements  
No related Air Movements  
Add Air Movement

Critical equipment issues that would hinder mission execution or support:

Figure 21 Add LOGSTAT page

### 4.3.3.1 Save, Cancel, Submit, and Audit Log

- To save your Logistics Status Report in JIEE click **Save**, JIEE navigates you back to the LOGSTAT Summary page. From this page you can view your Logistics Status Report in the Reports section. Selecting Save within a report that has been previously submitted will default the report back to an un-submitted status.
- To cancel your Logistics Status Report click **Cancel**, your LOGSTAT Report will not be created and JIEE will navigate you back to the LOGSTAT Summary page.
- To submit your Logistics Status Report click **Submit**, your Logistics Status Report is now viewable and JIEE will navigate you to the LOGSTAT Summary page. From this page you can view your Logistics Status Report in the Reports section (Figure 22).
- Each time you update, delete or recover an entry in JIEE, the system stores a record of that change in the database. The **Audit Log** enables you to view the history of an entry, such as the user who made an update and when the update was made. Additionally, you can use the Audit Log to view the original version(s) of an entry as well as the change(s) made to the entry to date.

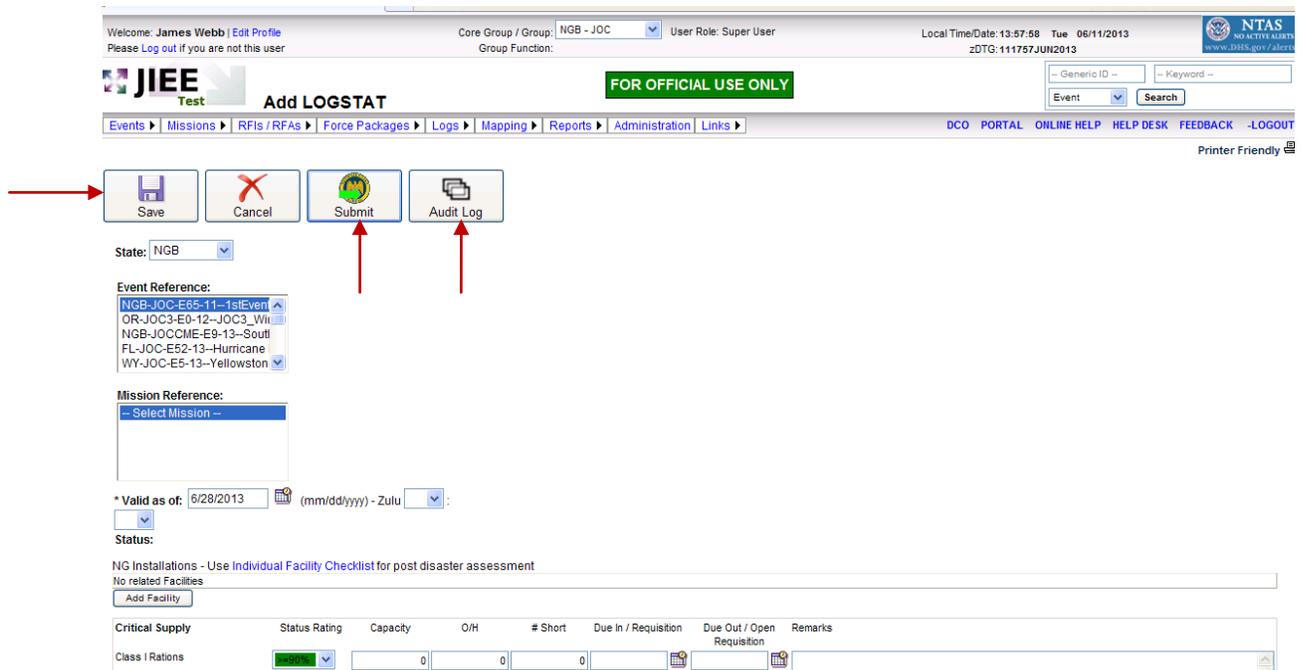


Figure 22 Add LOGSTAT Page

### 4.3.4 Adding a Manday Report to an Event

JIEE enables you to report daily personnel by an Event which will allow personnel year end aggregation reports. To add a Manday Report you must create an Event or associate it with an Event that’s already created. (Refer to Section 4, (4.3) for more information on how to create an Event.)

JIEE displays an [Add Manday](#) link on the View Event Detail Page. Click this link to access the [Add Manday](#) Detail page, in which you can create a Manday Report (Figure 23)

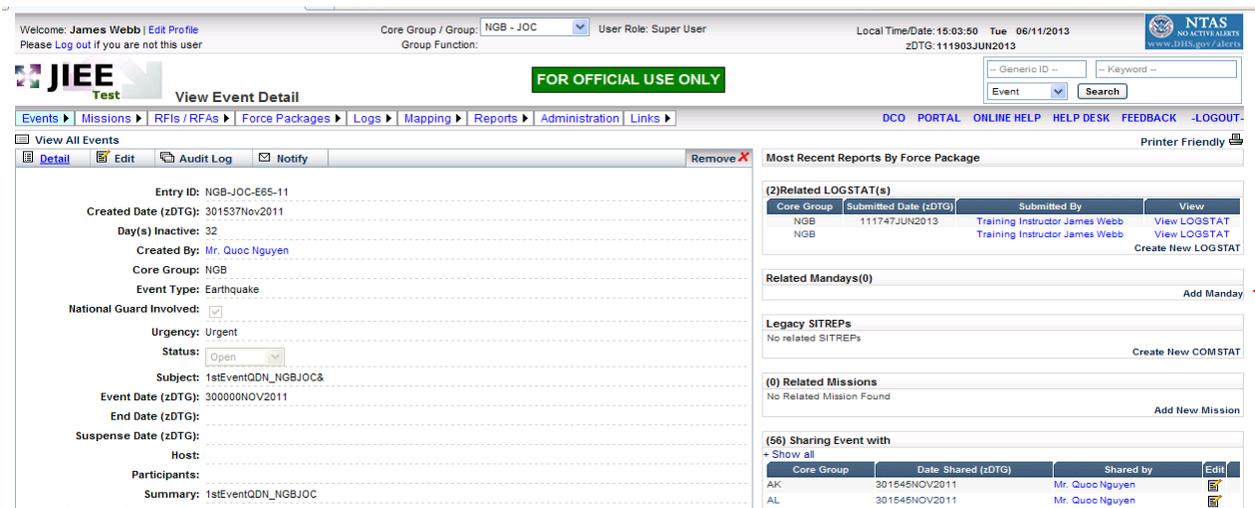


Figure 23 View Event Detail Page

On the Add Manday Report page, JIEE provides text fields in which you can enter the appropriate information in PERSTAT format. (Refer to Section 10.7 for more information on how to create a PERSTAT). (Figure 24 and Figure 25).

JIEE allows the user to Save a report, Cancel a report, and Populate with previous report from this page.

**Note:** Is valid as of date is the date and time the report is validated.

**Note:** Home State is the User’s Core Group.

**Note:** Supporting State is the Core Group being supported.

**Note:** To account for Warrant Officers select the “Report Warrant Officers separate from Officers” box.

**Note:** The Event Reference will populate after you save your Manday Report. From the Edit Manday Detail page you will have the option to view the Audit Log or Delete the report.

**Note:** Fields that are preceded by an asterisk (\*) as well as the Home State and Supporting State blocks require information before you can save your entries in the form. Any required fields that are incomplete will get an error message requiring you to complete those fields before saving or submitting.

User Manual

Event Reference:  \* Is valid as of  (zulu time)

Home State:  ---Select State---

Supporting State:  ---Select State---

Report Warrant Officers separate from Officers

	Army			Air			References
	Enlisted	Officer	ARNG Totals	Enlisted	Officer	ANG Totals	
SAD	0	0	0	0	0	0	(SAD) State Active Duty - State Orders, Paid by State
AGR - T-32	0	0	0	0	0	0	AGR's to State (SM supporting event must be doing same job as assigned duties) T10 USC 12301(d)
T-32 502(f)(1)	0	0	0	0	0	0	T-32 502(f)(1) - CNGB approved funding T32 Ch 3 § 328 and T10 Ch 5 § 502(f)(1)
T-32 502(f)(2)	0	0	0	0	0	0	T-32 502(f)(2) - SECDEF approved funding T32 Ch 3 § 328 and T10 Ch 5 § 502(f)(2)
Military Technicians	0	0	0	0	0	0	T32 Ch 3 § 328 and T10 Ch 1007 § 10216, not leave or other status
ADOS-AC T10	0	0	0	0	0	0	Active Federal Service Funding T10 Ch 2109 § 12301(d); Ref DoDI 1215.06 para 6.1.4.2.1 AC Funded
ADOS-RC T32	0	0	0	0	0	0	Federal Funding provided to State T32 Ch 5 § 502(f)(2)(A or B); Ref DoDI 1215.06 para 6.1.4.2.1 RC Funded

Figure 24 Add Manday Report Page

4.3.4.1 Save the Report, Cancel the Report and Populate with Previous Report

- To save your Manday Report in JIEE click **Save**, JIEE navigates you back to the Edit Manday page. From this page you can Edit your Manday Report.
- To cancel your Manday Report click **Cancel**, your Manday Report will not be created and JIEE will navigate you back to the View Event Detail page.
- To populate your Manday Report with data from a previous report click **Populate with previous report**, and JIEE will populate the data from the previous report. Click **Save** and JIEE will navigate you back to the Edit Manday page. From this page you can Edit your Manday Report.
- Each time you update, delete or recover an entry in JIEE, the system stores a record of that change in the database. The **Audit Log** enables you to view the history of an entry, such as the user who made an update and when the update was made. Additionally, you can use the Audit Log to view the original version(s) of an entry as well as the change(s) made to the entry to date.

User Manual

Welcome: James Webb | Edit Profile  
Please Log out if you are not this user

Core Group / Group: NGB - JOC User Role: Super User Local Time/Date: zDTG:  
Group Function:

**JIEE** Test Edit Manday **FOR OFFICIAL USE ONLY**

Events Missions RFIs / RFAs Force Packages Logs Mapping Reports Administration Links DCO PORTAL ONLINE HELP HELP DESK FEEDBACK -LOGOUT-

Saved Successfully

Save Cancel Audit Log Delete

Event Reference: NGB-JOCME-E9-13 (Southern Maryland becomes an island)  
\* Is valid as of 06/11/2013 20:17 (zulu time)

Home State: NGB Supporting State: DC

Daily personnel rollop

Report Warrant Officers separate from Officers

	Army		ARNG Totals	Air		ANG Totals	All Totals	References
	Enlisted	Officer		Enlisted	Officer			
SAD	5	0	5	0	0	0	5	(SAD) State Active Duty - State Orders, Paid by State
AGR - T-32	0	0	0	8	0	8	8	AGR's to State (SM supporting event must be doing same job as assigned duties) T10 USC 12301(d)
T-32 502(f)(1)	0	0	0	0	0	0	0	T-32 502(f)(1) - CNGB approved funding T32 Ch 3 § 328 and T10 Ch 5 § 502(f)(1)
T-32 502(f)(2)	0	0	0	0	0	0	0	T-32 502(f)(2) - SECDEF approved funding T32 Ch 3 § 328 and T10 Ch 5 § 502(f)(2)
Military Technicians	0	0	0	0	0	0	0	T32 Ch 3 § 328 and T10 Ch 1007 § 10216, not leave or other status
ADOS-AC T10	0	0	0	0	0	0	0	Active Federal Service Funding T10 Ch 2109 § 12301(d); Ref DoDI 1215.06 para 6.1.4.2.1 AC Funded
ADOS-RC T32	0	678	678	0	0	0	678	Federal Funding provided to State T32 Ch 5 § 502(f)(2)(A or B); Ref DoDI 1215.06 para 6.1.4.2.1 RC Funded
Involuntary-Activated T10	0	0	0	234	0	234	234	Active Federal Service Funding T10 Ch 1209 § 12301(a), 12302, 12303 or 12304; Ref DoDI 1215.06 para 6.3.1.3
Voluntary Activated T10	0	0	0	0	0	0	0	Active Federal Service Funding T10 Ch 1209 § 12301(d) or (h) or 12402; Ref DoDI 1215.06 para 6.3.1.2 and 6.3.1.4
Inactive Duty Training	0	0	0	0	0	0	0	Personnel assigned to event using IDT drill funds. T32 Ch 5 § 502(a); Ref DoDI 1215.06 para 6.1.2 RC Funded; Non-reimbursable for Operational Support
Annual Training	0	0	0	0	0	0	0	Personnel utilized for event using annual training funds. T32 Ch 5 § 502(a); Ref DoDI 1215.06 para 6.1.4.1 RC Funded; Non-reimbursable for Operational Support
Totals	5	678	683	242	0	242	925	

Critical Information Requirements

Figure 25 Edit Manday Page

### 4.4 Sharing an Event with Other Core Groups

JIEE enables you to share the details of a selected event with one or more Core Groups of which you may not be a member. For example, if you are a member of the JOC in Massachusetts and are monitoring a natural disaster event, you may want to share detailed information about that event with other New England states. When you select to share the event with other Core Groups, JIEE makes the event details (including all related data such as attachments and POCs) viewable to those Core Groups. JIEE displays Core Groups with which you have shared the event in the Share Event with functional area in the View Event Detail page. Figure 26

**(25) Sharing Event with**

+ Show all

Core Group	Date Shared (zDTG)	Shared by	Edit
AL	240315 OCT 2009	1LT John Smith	
ANG	230933 OCT 2009	Asst Team Chief Mary DuPont	
ARNG	230933 OCT 2009	Asst Team Chief Mary DuPont	
AZ	240315 OCT 2009	1LT John Smith	
CA	240317 OCT 2009	1LT John Smith	
CO	240317 OCT 2009	1LT John Smith	
FL	230846 OCT 2009	JOC OPN Sal Jones	
HI	240317 OCT 2009	1LT John Smith	
ID	240317 OCT 2009	1LT John Smith	
IL	240317 OCT 2009	1LT John Smith	

Share Event

Figure 26 Sharing Event with Other Core Groups

JIEE displays a [Share Event](#) link at the bottom of the Sharing Event with functional area. Click this link to access the Share Event page (partially illustrated in Figure 27), in which you can select one or more Core Groups with which you want to share the details of a selected event.

Figure 27 JIEE Share Event Page

To share an event with one or more Core Groups, select each Core Group in the Core Groups selection box in the Share Event page that you want to add. Then click **Add**. (Alternatively, you can click **Add All** to select all Core Groups). Doing so moves the selected Core Groups to the Share Event with selection box (which displays blank, by default).

After selecting the Core Groups with which you want to share an event, click **Submit** to save your selections. JIEE then displays the View Event Detail page with your selections in the Sharing Event with functional area.

Alternatively, using **Remove** and **Remove All** reverses the process. That is, selecting one or more Core Groups in the Share Event selection box and then clicking **Remove** moves the selected Core Groups to the Core Groups selection box (alternatively, clicking **Remove All** moves all Core Groups from the Share Event selection box at one time). Thus, the selected event will not be shared with these Core Groups.

When you select one or more Core Groups that you want to remove from event-sharing, clicking **Submit** displays the View Event Detail page and the Sharing Event functional area without the Core Group(s) that you selected to remove.

#### 4.5 Attaching a File to an Event

JIEE enables you to associate file(s) of any type with each event. For example, if you keep a roster of conference attendees in a Microsoft Excel spreadsheet, you can attach this file to a selected event that you can use to track the attendees. JIEE displays information about an attached file in the Attachments functional area in the View Event Detail page (Figure 28).

(3) Attachments					
File Name	Size (kb)	Description	Date (zDTG)	Delete	Edit
<a href="#">USNORTHCOM FORCE HEALTH PROTECTION INFLUENZA.doc</a>	32256	USNORTHCOM FORCE HEALTH PROTECTION 09-114-SWINE INFLUENZA recommendations	271927APR2009		
<a href="#">H1N1 AG Memo.pdf</a>	801924	Memo from the Attorney General	291539APR2009		

[Add File](#)

Figure 28 Attachments Functional Area

In this functional area, JIEE provides information about each file: the name, size (in kilobytes), a brief description, and the date (in Zulu date/time) on which the file was attached to the event. JIEE also displays a count (in parentheses) of the number of files that are attached to the event at the top of the functional area.

- **To view a file’s contents**, click the File Name (which is a link) of the attachment you want to view. You can then view its contents in a separate window, or save the file locally.
- **To remove an attachment from the selected event**, click the Delete icon. After you confirm that you want to remove the file, JIEE deletes its information from display in the Attachments functional area.
- **To edit the attachment**, click the Edit icon to save the file locally. You can then edit the file’s contents in the application in which the file was created.
- **To add an attachment**, click the [Add File](#) link at the bottom of the Attachments functional area. JIEE displays the Add Attachment page (Figure 29), in which you can specify the file that you want to attach to the event (refer to the procedure below).

Figure 29 JIEE Add Attachment Page

To attach a file to an event, do the following:

1. Specify the location of the file (up to 15MB in size) in the File Location field. If necessary, click **Browse** to search for the local file you want to attach to the event.
2. Enter a description of the file that you are attaching (as the file name may not be descriptive enough) in the Description field.

**Note:** Entering information in the Description field is required.

3. Click **Add File**.

JIEE displays your selected file in the Attachments functional area in the View Event Detail page.

**Note:** JIEE does not record the action of adding a file to an event in the Activity Log.

#### 4.6 Adding a Point of Contact to an Event

JIEE requires that a point of contact be associated with an event. JIEE displays each POC who is associated to an event (by title, first and last names, and email address) in the Points of Contact functional area in the View Event Detail page (Figure 30). POCs can be chosen from existing users within JIEE or a POC added who is not a user of JIEE.

(1) Points of Contact						
Title	First Name	Last Name	Phone	Email Address	Delete	Edit
Mr	John	Doe	(703) 555-1212	john.doe@us.army.mil		
						<a href="#">Add New POC</a>

Figure 30 Points of Contact Functional Area

JIEE also displays an [Add New POC](#) link at the bottom of the Point of Contacts data area. Click this link to add a new point of contact. When adding a point of contact, first search for the contact as shown in (Figure 31) below. If the POC is not found and not currently a JIEE user, you can add the POC by clicking “Create New POC”.

Add Point of Contact(s)

- Hide Search Options

Title:

Last Name:

Email:

First Name:

	Title	First Name	Last Name	Phone	Email Address
<input type="checkbox"/>		NGRCSA-NGBJOC GIS			
<input type="checkbox"/>	Major	George	Burdell		

1

Figure 31 Add Point(s) of Contact

Figure 32 illustrates the user input form with the fields that you complete to create a new a POC.

**Create New Point of Contact**

\* Title:

\* First Name:

\* Last Name:

MI:

Affiliation:

Unit/Wing/Organization:

Address (Line 1):

Address (Line 2):

City:

\* State/Territory: -- State --

ZIP Code:

\* Primary Phone:  -

Alternate Phone:  -

DSN:  -

Fax:  -

\* UNCLASSified Email:

CLASSified Email:

Emergency Contact:

**Figure 32 JIEE Event – Create New POC User Input Form**

Table 6 below describes the fields that you complete in the Add POC user input form to add a POC to an event. Field names in the table that are preceded by an asterisk (\*) require information before you can save your entries in the form.

**Table 6. POC User Input Form Fields**

Field	Description
* Title	Contact's rank or title.
* First Name	Contact's first name.
* Last Name	Contact's last name.
MI	Contact's middle initial.
Affiliation	Contact's military branch/agency.
Unit/Wing/Organization	Additional contact organizational information.
Address (Line 1)	First line of the contact's address.
Address (Line 2)	Second line of the contact's address, if applicable.
* City	Contact's city.

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State/Territory	Contact's state or territory.
Zip Code	Contact's zip code.
* Primary Phone	Contact's primary phone number.
Alternate Phone	Contact's alternative phone number, if applicable.
DSN	Contact's DSN phone, if applicable.
Fax	Contact's FAX number, if applicable.
*UNCLASSified Email	Contact's unclassified email address.
CLASSified Email	Contact's classified email address, if applicable.
Emergency Contact	Check block if this is emergency contact info.
Emergency Contact Phone	Phone number for emergency contact.

When you are finished, click [Save New POC](#). JIEE adds the new contact to the database and then displays the new entry in the Points of Contact data area in the View Event Detail page for the selected event.

**Note:** JIEE does not record the task of adding a Contact to an Event in the Activity Log.

#### 4.7 Adding a SITREP to an Event

The SITREP in JIEE is not officially supported. It was deployed as a prototype for comment and is not intended for operational use.

You can create a new SITREP for a selected event or mission by first clicking the Create New COMSTAT link in the Legacy SITREPs block in the View Event or View Mission Detail page. Clicking this Create New COMSTAT link navigates you to the COMSTAT page. As a JIEE user, you can create one or more SITREPS for an active event or mission (Figure 33).

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The screenshot shows the JIEE SITREP page. At the top, there is a navigation bar with the JIEE logo and a 'FOR OFFICIAL USE ONLY' banner. The page displays event details for a SITREP, including the Event ID (716JOC030-13), Event Subject (TICAT 13), Core Group (N08), Group ID (JOC), and Report Date (7/3/2013 10:48 AM). The submitter information is also shown: Training Instructor Webb, James, with DSN 08 and email james.webbar@us.army.mil. Below the details is a form for 'J6 - COMSTAT' with a text field and an 'Add Comstat' button. On the left side, there are links for 'J4 - Logstat', 'J6 - Comstat', and 'Submit Report'. At the bottom, there are navigation buttons for 'Save Work', '<< Previous Page (J4)', and 'Next Page (Submit) >>'. The footer contains contact information for the JIEE Help Desk.

**Figure 33 JIEE SITREP Page**

At the top of the SITREP page, JIEE displays the current activity of the SITREP:

- Event ID, Event Subject, Division and Name of person who submitted the SITREP
- Report Date and whether or not the report has been submitted
- Current user's core group and group
- Name, email address, DSN, Comm, and Fax # of JIEE user who submitted the report

On the left hand side of the SITREP page is a list of J-shop links that you can select for which you want to record information to be included in the report. There is also a submit report link that you can click on to submit the report. For each J-shop link, JIEE provides text fields in which you can enter information. By default, JIEE displays a text field for J-6 Comstat when you first enter the page. Each time you click **Next Page** after providing information in the displayed text field, JIEE navigates you from J-shop to J-shop in the order that they appear to the left in the SITREP page.

**Note:** It is not required that you provide information for each subject area to create a SITREP or enter information in order by subject. You can select to enter information for any J-shop randomly in the list by clicking the J-shop link, which then displays the appropriate text field.

When you are finished, click **Submit Report** to save your changes and record the new SITREP in the JIEE database. Once a SITREP is submitted it cannot be edited. The Pre-Populate Using Previous SITREP link allows you populate a new SITREP with data from a previous SITREP.

#### 4.8 Editing an Event

JIEE enables you to modify the details of a selected event. To edit an event, click the Edit hyperlink in the View Event Detail page to display the Edit Event Detail page (Figure 34). In the Edit Event Detail page, JIEE populates fields that already contain event detail information.

**Note:** If you are a user with Browser rights, you can only view the event details.

Welcome: James Webb | [Edit Profile](#)  
 Please Log out if you are not this user

Core Group / Group: NGB - JOC | User Role: Super User  
 Group Function:

Local Time/Date: 13:22:42 Tue 06/25/2013  
 zDTG: 251722JUN2013

JIEE Dev | **FOR OFFICIAL USE ONLY**

Events | Missions | RFIs / RFAs | Force Packages | Logs | Mapping | Reports | Administration | Links

View All Events | Detail | **Edit** | Audit Log | Notify | Remove

Core Group: NGB  
 Group: JOC  
 Status: Open  
 \* Event Type: Volcano (N/A)

National Guard Involved:

\* Urgency: Urgent  
 \* Subject: Testing for new feeds  
 \* Start Date: 3/15/2013  
 End Date: 3/18/2013  
 Suspense Date:

Host(s):  
 Participants:  
 \* Description/Summary: This is a test for the ArcGIS/KML system  
 Characters remaining: 191  
 After Action Report (AAR):  
 Characters remaining: 500  
 State Reference:

Save Event

**Most Recent Reports By Force Package**  
 (0) Related LOGSTAT(s)  
 No Related LOGSTATs  
 Create New LOGSTAT

**Related Mandays(17)**  
 (12) JUN 2013, Total 345  
 (26) MAR 2013, Total 0  
 (25) MAR 2013, Total 1030  
 (22) MAR 2013, Total 0  
 Add Mand

**Legacy SITREPs**  

Core Group	Date Submitted	Submitted By	View
NGB	6/25/2013	Mr Webb, James	View SITREP
NGB	6/25/2013	Mr Webb, James	View SITREP

 Create New COMSTAT

(0) Related Missions  
 No Related Mission Found  
 Add New Mission

(3) Sharing Event with  

Core Group	Date shared (zDTG)	Shared by	Edit
AK	251710JUN2013	Mr James Webb	View SITREP
ANG	251710JUN2013	Mr James Webb	View SITREP
ARNG	251710JUN2013	Mr James Webb	View SITREP

 Share Even

(0) Attachments  
 Add File

(0) External Links  
 No External links Found  
 Add New Link

(2) Points of Contact  

Title	Full Name	Last Name	Phone	Email Address	Check	Edit
Mr	Neilson Agbenovot	Agbenovot	(703) 377-7442	neilson.agbenovot@us.army.mil	X	View
Mr	Christopher Allen	Allen	(202) 555-1212	christspheralen@us.army.mil	X	View

 Add New POC

Figure 34 JIEE Edit Event Detail Page

As Figure 34 illustrates, you can modify the information in any field in the Edit Event Detail page. When you are finished, click **Save Event** to save modifications to the selected event, or **Reset** to return all fields in the page to their default states.

### 4.9 JIEE Event Audit Log

Each time you update an entry in JIEE, the system stores a record of that change in the database. The Audit Log enables you to view the history of an entry, such as the user who made an update and when the update was made. Additionally, you can use the Audit Log to view the original version of an entry as well as every change made to the entry to date.

Clicking the Audit Log link in the View Event Detail page displays the JIEE Event Audit Log page (Figure 35).

User Manual

Welcome: James Webb | [Edit Profile](#) | Please Log out if you are not this user

Core Group / Group: **NGB - JOC** | User Role: Super User | Local Time/Date: 13:24:11 Tue 06/25/2013 | ZDTG: 251724JUN2013

**JIEE** Dev | **Event Audit Log** | **FOR OFFICIAL USE ONLY**

Events | Missions | RFIs / RFAs | Force Packages | Logs | Mapping | Reports | Administration | Links | DCO | PORTAL | ONLINE HELP | HELP DESK | FEEDBACK | LOGOUT

View All Events

Modified Data	Original Value	New Value	Date Modified (ZDTG)	Modified by
Sharing Event with		Sharing Event with Added	251710JUN2013	Mr. James Webb
79		Related Manday added	121837JUN2013	Mr. James Webb
78		Related Manday added	121834JUN2013	Mr. James Webb
77		Related Manday added	121831JUN2013	Mr. James Webb
Points of Contact		Points of Contact Added	121257JUN2013	Mr. Walter Eis
NGB-JOC-R195-13		Related RFI Added	202030MAR2013	Mr. Jason Hurley
NGB-JOC-R191-13		Related RFI Added	201955MAR2013	Mr. Jason Hurley
Locations	NGB-JOC-E90-13	Event Added	151241MAR2013	Mr. Walter Eis
Points of Contact		Locations Added	151241MAR2013	Mr. Walter Eis
		Points of Contact Added	151241MAR2013	Mr. Walter Eis

**Most Recent Reports By Force Package**

(0) Related LOGSTAT(s)  
No related LOGSTATs

**Related Mandays(17)**

- 12JUN2013: Total 345
- 26MAR2013: Total 0
- 25MAR2013: Total 1030
- 22MAR2013: Total 0

**Legacy SITREPs**

Core Group	Date submitted	submitted by	View
NGB	6/25/2013	Mr Webb, James	View SITREP
NGB	6/25/2013	Mr Webb, James	View SITREP

(0) Related Missions  
No Related Mission Found

**(3) Sharing Event with**

Core Group	Date shared (ZDTG)	Shared by	Edit
AK	251710JUN2013	Mr. James Webb	
ANG	251710JUN2013	Mr. James Webb	
ARNG	251710JUN2013	Mr. James Webb	

(0) Attachments  
Add File

(0) External Links  
Add New Link

**(2) Points of Contact**

Title	First Name	Last Name	Phone	Email Address	Create	Edit
Mr	Neilson	Agnerowicz	(703) 377-7462	neilson.agnerowicz@cs.army.mil		

Figure 35 JIEE Event Audit Log Page

**Note:** The Audit Log does not track the attachment of files or Point(s) of Contact to an entry. If you want to have a log to document that you added files or contacts to an entry, you must update the entry and then list the attached files and POCs.

## 5 JIEE MISSIONS

JIEE provides a method to track information and activities at the tactical level. Missions can be directly tied to an Event for efficient tracking of information, personnel, and assets. As a JIEE user, you can view a summary of all JIEE missions from the Home page by selecting the Missions tab in the page header and then choosing [View All Missions](#). JIEE displays the Mission Summary page (Figure 36).

Figure 36 shows the JIEE Mission Summary page. The page header includes the user name (James Webb), group (NGB - JOC), and role (Super User). The main content area displays a table of mission records. The table has the following columns: Mission ID, Mission Name, Requestor, Mission Type, Mission Support Category, Mission Cause, Day(s) Inactive, Status, Start Date (zDTG), Date Modified (zDTG), and Event Reference. The table contains five rows of mission data. The page also includes navigation tabs, a search bar, and a footer with contact information for the JIEE Help Desk.

Mission ID	Mission Name	Requestor	Mission Type	Mission Support Category	Mission Cause	Day(s) Inactive	Status	Start Date (zDTG)	Date Modified (zDTG)	Event Reference
NGB-JOC-M40-13asdf			Force Protection	Engineer Support	Crisis Response	105		140000Feb2013	121317Mar2013	NGB-JOC-E83-13
FEMA-JOC-M1-12	Search and Rescue	James Webb	Search and Rescue	Search & Rescue	Natural Disaster	105		140000Dec2012	121312Mar2013	NGB-JOC-E83-12
ANG-CAT-M1-12	NGB-JOC Recieved		Operation Jump Start	Railway Security	Crisis Response	112		180000Aug2012	052205Mar2013	NGB-JOC-E44-11
NGB-JOC-M41-13asfd			Domestic Ops	Aviation Support	Other	112		200000Feb2013	051924Mar2013	NGB-JOC-E83-12
NGB-JOC-M25-12	Neutralize panic and chaos among the citizens		Crisis Responses - Crisis Management	Civil Support Team	Civil Emergency	255		180000Jun2012	032003Oct2012	NGB-J3-E3-11

Total Records (5)

NG Operations Dashboard | NORTHCOM Operations | NORTHCOM Command | DSEL

JIEE Help Desk  
ng.nor.army.mbx.jee-helpdesk@mail.mil  
Phone: (703) 907-8724

**Figure 36 JIEE Mission Summary Page**

In the Mission Summary page, you can view high-level information for all recorded missions. For each displayed mission in the page, JIEE provides you with its ID, subject, requestor, type, description, cause, day(s) inactive, current status, the start date, and a link to the event to which the mission is related. (For more information about the Day(s) Inactive and Date Modified data, refer to Section 7.4.) If more than one page of missions is available for you to peruse, click any number in the pagination links at the bottom of the summary data area to view other mission data records. Also at the bottom of the data area is a count of the total recorded JIEE missions.

Also in the Mission Summary page, you can click the Export to Excel link below the page Header to export the current list of Missions to a Microsoft Excel document, which displays in a separate window.

### 5.1 Viewing Mission Details

You can view detailed information about a mission by clicking a Mission ID in the Mission Summary page. The ID is a link that, when you select it, navigates you to the View Mission Detail page (Figure 37). This page contains the detailed information for the selected mission.

**Detail:** View the details of the current event (default view).  
**Edit:** Edit the current event.  
**Audit Log:** View modifications to the mission.  
**Notify:** Send a notification by email about this event.

View all Missions shared with your Core Groups.

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Format this page in a printer-friendly format for easier printing.

The screenshot shows the 'View All Missions' page with the 'Detail' tab selected. The left sidebar contains mission metadata, and the main content area is divided into several sections on the right, each with a callout box:

- Most Recent Reports By Force Package:** Shows reports for 'ANG' and 'Cyber IA Forces - Malone'. Callout: 'View Most Recent Reports by Force Package.'
- (0) Related LOGSTAT(s):** No related LOGSTATs. Callout: 'View all Legacy SITREPs that are related to this mission. Click Create New COMSTAT & LOGSTAT to add a new SIREP to this event.'
- Legacy SITREPs:** No related SITREPs. Callout: 'View all RFI/RFA that are related to this event. Click add new to add a new RFA or RFI to this event.'
- Related RFIs(0)/RFAs(1):** Table with columns: Entry ID, RFI/RFA, Type, Status. Row: ANG-SC-R0-13, RFA, Current Disaster. Callout: 'View all Mission Equipment that are related to this event. Click add mission equipment to add new equipment to this event.'
- Mission Equipment:** Table with columns: Equipment, Type, Qty Deployed, Qty Used, Unit of Measure, Date Modified (zDTG), Delete, Edit. Row: 9mm, Class VII - Major end Items (e.g. Vehicles), 1, 1, None, 111511JUL2013. Callout: 'View all Mission Supplies that is related to this event. Click add supply data to add new supplies to this event.'
- Mission Supply:** Table with columns: Supply, Type, Qty Deployed, Qty Used, Unit of Measure, Date Modified (zDTG), Delete, Edit. Row: MREs, Class I - Subsistence, 25, 15, Boxes, 111508JUL2013. Callout: 'View all attachments that are attached to this event. Click add file to add a new attachment to this event.'
- (0) Attachments:** No attachments. Callout: 'View all attachments that are attached to this event. Click add file to add a new attachment to this event.'
- (0) Points of Contact:** No Point of Contact Found. Callout: 'View all POCs for this event. Click add new POC to add a new POC to this event.'
- (0) Locations:** No Locations Found. Callout: 'View all locations that are related to this event. Click add location to add a new location to this event.'

View Most Recent Reports by Force Package.

View all Legacy SITREPs that are related to this mission. Click Create New COMSTAT & LOGSTAT to add a new SIREP to this event.

View all RFI/RFA that are related to this event. Click add new to add a new RFA or RFI to this event.

View all Mission Equipment that are related to this event. Click add mission equipment to add new equipment to this event.

View all Mission Supplies that is related to this event. Click add supply data to add new supplies to this event.

View all attachments that are attached to this event. Click add file to add a new attachment to this event.

View all POCs for this event. Click add new POC to add a new POC to this event.

View all locations that are related to this event. Click add location to add a new location to this event.

**Figure 37 JIEE View Mission Detail Page**

**Note:** You must first create a mission before you can associate information such as personnel, equipment, supplies, POCs, file attachments, and/or locations.

## 5.2 Adding a New Mission

You can add a new Mission by selecting the Missions tab in the page Header and then choosing [Add New Mission](#). JIEE navigates you to the Add Mission page (Figure 38).

Figure 38 JIEE Add Mission Page

Table 7 below describes the fields in which you can enter information about the Mission you want to create. Fields that are marked with an asterisk designates where entry of information is mandatory.

Table 7. JIEE Add Mission Page Fields

Field	Description
* Related Event	Event to which to relate the new mission. Select an event in the selection box (or click <a href="#">Find Event</a> to locate an event that does not immediately display in the field). Doing so generates a tracking number that can be used to reference associated RFIs, RFAs, and missions.
* Group	Group that is to be associated with the mission.
* Mission Name	Descriptive name for the mission.
* Mission Type	Type for the new mission. Select a Type in the drop-down list.

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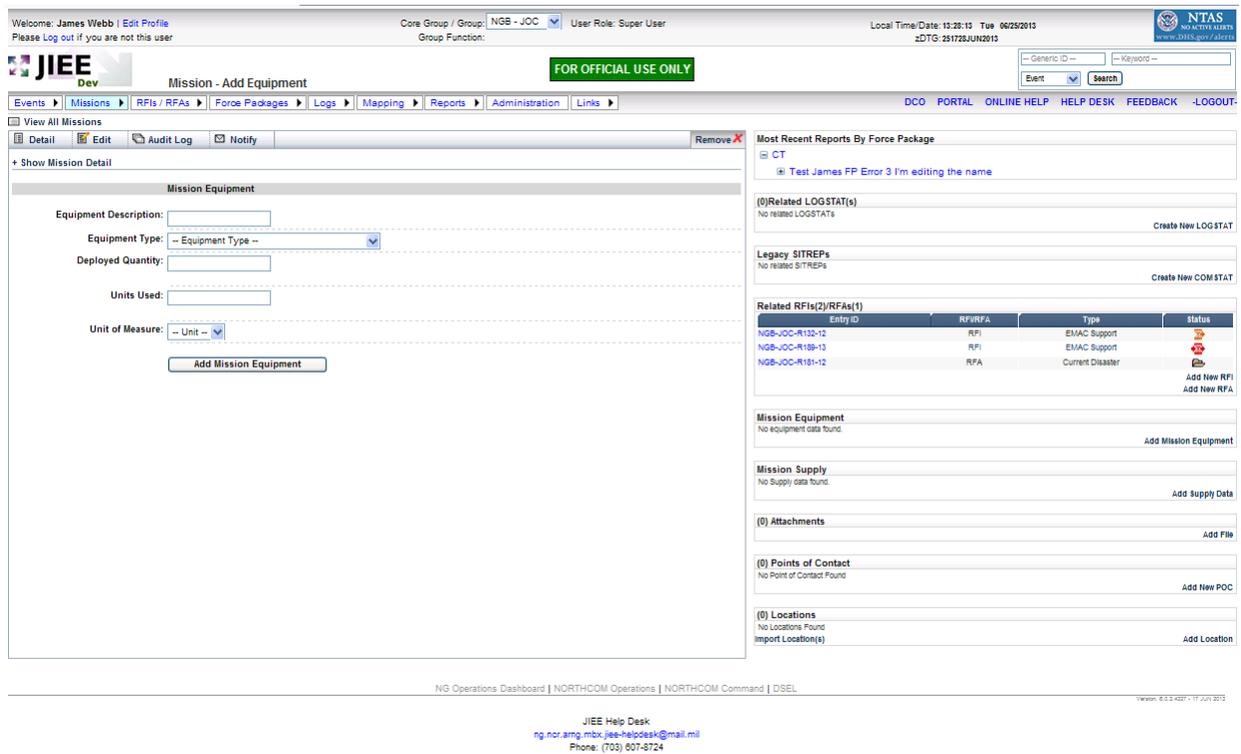
* Mission Cause	Cause for the new mission. Select a Cause in the drop-down list.
* Mission Support Category	Support type for the new mission. Select a Category in the drop-down list.
* Mission Description	Details description of the mission. It is recommended that you include enough information in the Description field to differentiate between this and other, similar Missions.
Mission Requestor	State or Government agency or title of the individual who requests the new mission.
State Reference ID	Reference to an existing event, mission, or other RFI/RFA.
* Start Date	Start date for the new mission. You can also click the calendar icon to select a date.
Projected End Date	Projected end date of the event. You can also click the calendar icon to select a date.

When you are finished, click **Add Mission** to save the new Mission information. JIEE navigates you to the View Mission Detail page, in which you can add Equipment and Supplies to the new Mission.

Click **Reset** if you want to clear your entries and reset all fields to their original states.

#### 5.2.1 Adding Mission Equipment

In the View Mission Detail page, JIEE displays a Mission Equipment functional area and provides information as shown in the top of Figure 39. You can add new or additional equipment to a selected mission by clicking [Add Mission Equipment](#) at the bottom of the functional area. Clicking this link displays the JIEE Mission – Add Equipment page (Figure 39).



**Figure 39 Add Mission Equipment**

In the Add Equipment page, enter the Equipment Description, Deployed Quantity, and Units Used in the text fields. Select the Equipment Type and Unit of Measure in the drop-down lists. (Entry of information in the Equipment Description and Deployed Quantity text fields is required, as the asterisk next to each field label indicates).

When you are finished, click **Add Mission Equipment** to save your entries. JIEE then displays the new entry in the Mission Equipment functional area of the View Mission Detail page for the selected mission.

### 5.2.2 Adding Mission Supply

In the View Mission Detail page, JIEE displays a Mission Equipment functional area and provides information as shown in the top of (Figure 40). You can add new or additional equipment to the Mission by clicking [Add Mission Supply](#) at the bottom of the functional area. Clicking this link displays the JIEE Mission – Add Supply page (Figure 40).

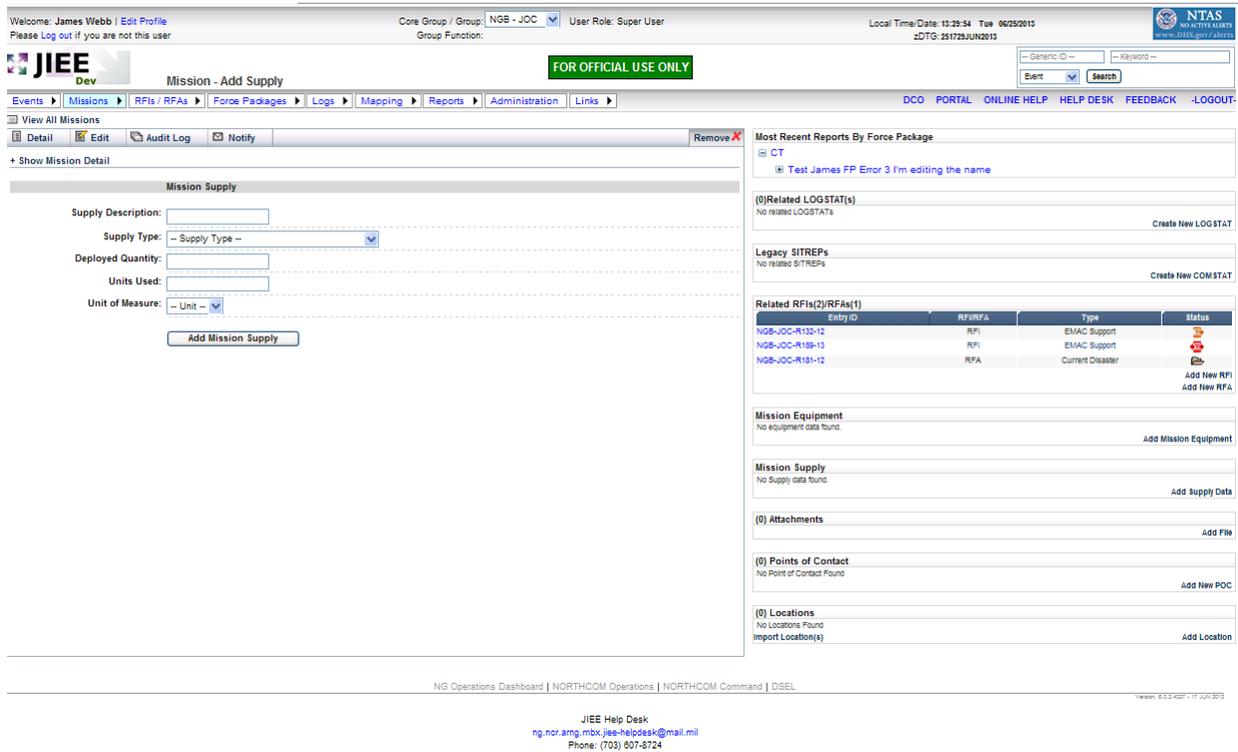


Figure 40 Add Mission Supply

In the Add Supply page, enter the Supply Description, Deployed Quantity, and Units Used in the text fields. Select the Supply Type and Measure Unit in the drop-down lists. (Entry of information in the Supply Description and Deployed Quantity fields is required, as the asterisk next to each field label indicates).

When you are finished, click **Add Mission Supply** to save your entries. JIEE then displays the new entry in the Mission Supply functional area of the View Mission Detail page for the selected mission.

### 5.2.3 Adding a LOGSTAT to a Mission

JIEE enables you to associate one or more Logistics Status Reports to a selected Mission. To add a LOGSTAT you must first create a Mission or associate it with a Mission that’s already created. (Refer to Section 5, (5.2) for more information on how to create a Mission).

JIEE displays a [Create New LOGSTAT](#) link on the View Mission Detail Page. Click this link to access the Edit LOGSTAT Detail page, in which you can create a LOGSTAT (Figure 41). (Refer to Section 4, (4.3.3) for more information on how to create a LOGSTAT).

**Note:** You must create an Event or select an Event to associate with your Mission prior to creating a LOGSTAT.

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Welcome: James Webb | [Edit Profile](#) Core Group / Group: NGB - JOC User Role: Super User Local Time/Date: 16:44:48 Tue 03/26/2013 zDTG: 262044MAR2013

Please [Log out](#) if you are not this user Group Function:

**JIE Test** View Mission Detail **FOR OFFICIAL USE ONLY**

Events | Missions | RFIs / RFAs | Force Packages | Logs | Mapping | Reports | Administration | Links | DCO | PORTAL | ONLINE HELP | HELP DESK | FEEDBACK | LOGOUT

View All Missions Printer Friendly

**Mission ID:** NGB-JOC-M80-13  
**Created By:** [Training Instructor James Webb](#)  
**Event Reference:** [OR-JOC3-E0-12-JOC3\\_Winter storm](#)  
**Mission Name:** trt  
**Mission Type:** Counter Drug  
**Mission Cause:** Civil Emergency  
**Mission Support Category:** Aviation Support  
**Day(s) Inactive:** 0  
**Status:**   
**Mission Description:** test  
**Mission Requestor:**  
**State Reference:**  
**Start Date (zDTG):** 260000MAR2013  
**Projected End Date (zDTG):**  
**Date Modified (zDTG):** 262022MAR2013

**Most Recent Reports By Force Package**

**LOGSTATs**  
No related LOGSTATs [Create New LOGSTAT](#)

**Legacy SITREPs**  
No related SITREPs [Create New COMSTAT](#)

**Related RFIs(0)/RFAs(0)**  
No Related RFIs/RFAs Found [Add New RFI](#) [Add New RFA](#)

**Mission Equipment**  
No equipment data found. [Add Mission Equipment](#)

**Mission Supply**  
No Supply data found. [Add Supply Data](#)

**(0) Attachments** [Add File](#)

**(0) Points of Contact**  
No Point of Contact Found [Add New POC](#)

**(0) Locations**  
No Locations Found [Import Location\(s\)](#) [Add Location](#)

Figure 41 Add LOGSTAT to a Mission

### 5.2.4 Adding an Attachment, Point of Contact, and Location to a Mission

You can add an Attachment, Point of Contact, or Location to a mission using the same methods that you used when Adding an Attachment, Point of Contact, and Location to an Event. For more information about adding these entities to a mission, refer to Section 4, *Managing Events*.

## 6 JIEE REQUESTS FOR INFORMATION / REQUESTS FOR ASSISTANCE

JIEE provides an automated method to track Requests for Information (RFIs) and Requests for Assistance (RFAs). RFIs are used to request information to support an ongoing, planned, or potential mission. RFAs are used to request assistance for response to an event.

You can create RFIs and RFAs in JIEE and then route them to other State Joint Operations Centers or other components within our own State or organization.

On the JIEE Home Page (Figure 3), you can view the five most recently modified RFIs and RFAs in their respective boxes. To view all RFIs or RFAs in the system, you can click View All in either data box, or select the RFI/RFA menu in the navigation bar and then choose either RFI/View All RFIs or RFA/View All RFAs. Doing either displays the RFI or RFA Summary Page depending on your selection (Figure 42).

Entry Id	RFI/RFA	Subject	Date Modified (zDTG)	Created Date (zDTG)	Suspense Date (zDTG)	Day(s) Inactive	In/Out	Status	Urgency	State Reference	Event Reference	Mission Reference	Overdue
- Modified in the past 12 hours													
NGB-JOC-R448-13	RFI	Flash Flood of Pike Creek on 6/25/2013 5:18:33 PM	251719JUN2013	251718JUN2013	180000JUN2013	0	Sent Shared	📧	🔴	VA	NGB-JOC-E105-13	NGB-JOC-M81-13	🔴
NGB-JOC-R447-13	RFA	Request For Assistance on 6/25/2013 5:17:28 PM	251718JUN2013	251717JUN2013	180000JUN2013	0	Sent Shared	📧	🟡	NGB HQ	NGB-JOC-E105-13	NGB-JOC-M81-13	🔴
- Modified last week													
NGB-JOC-R445-13	RFA	Request For Assistance on 6/21/2013 2:27:24 PM	211428JUN2013	211427JUN2013	180000JUN2013	4	Sent Shared	📧	🟡	NGB HQ	NGB-JOC-E105-13	NGB-JOC-M81-13	🔴

Figure 42 JIEE RFA Summary Page

The Summary page has four (4) buttons across the top titled Active Assigned Items, Active Sent Items, All Active items and ALL. The functions of those buttons are:

**Active Assigned Items** will match RFA/I's that are waiting on a response from your group. Specifically, these are requests that:

- Are assigned to your group by another group
- Are not closed or cancelled
- Have not been marked *completed* or *rejected* by your group

**Active Sent Items** will match RFA/I's that:

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- Were created by your group
- Are not closed or cancelled

**All Active Items** will match RFA/I's that are not closed or cancelled.

**All Items** will match all RFA/I's your group has access to view.

Filter options can be used to further refine your search. To access the filter options, click the *Show RFI/RFA Filter Options* link. These options are:

#### **In/Out**

- **Assigned to (your group):** Check this block to view RFI/As that are assigned to your group by another group.
- **Sent by (your group):** Check this block to view all RFI/As that were created by your group.
- **Shared but not assigned to (your group):** Check this block to view RFI/As that are shared with but not assigned to your group.

#### **Status**

- **Open:** Check this box to view RFI/As that have the status set as Open.
- **Coordination:** Check this box to view RFI/As that have the status set as Coordination.
- **Sourcing:** Check this box to view RFI/As that have the status set as Sourcing.
- **Committed:** Check this box to view RFI/As that have the status set as Committed.
- **Closed:** Check this box to view RFI/As that have the status set as Closed.
- **Cancelled:** Check this box to view RFI/As that have the status set as Cancelled.
- **Pending:** Check this box to view RFI/As that have the status set as Pending.

#### **Additional Search Options**

- **Event Reference:** Enter an Event Reference ID to search the summary for that Event reference ID.
- **Mission Reference:** Enter a Mission Reference ID to search the summary for that Mission Reference ID.

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- **State Reference:** Enter a State Reference ID to search the summary for that State Reference ID.
- **Task Response Status:** Check the desired box(s) to search for RFI/As based on the responses from your group to an RFI/A.
  - *None* will match RFI/As that contain a task that your group has not responded to including RFI/As that have not been assigned to your group
  - *Working* will match RFI/As that contain a task for which the most recent response from your group is *Working or Sub-Assign*.
  - *Completed* will match RFI/As that contain a task for which the most recent response from your group is *Complete*.
  - *Rejected* will match RFI/As that contain a task for which the most recent response from your group is *Reject*.
- **Date Range:** Click on the Date Range drop down and select one of the options (Created, Updated, or Suspense) and then click on the calendar to enter the date range in the boxes to identify the date parameters of your search.
  - *Created* - to find all RFI/RFA's that were created within a specific date range select this option.
  - *Updated* - to find all RFI/RFA's that were created or modified within a specific date range select this option.
  - *Suspense* - to find all RFI/RFA's by suspense date within a specific date range select this option.
- **Entry ID:** Enter an Entry ID to search the summary for that Entry ID.
- **Originating Office:** Enter the name of an Originating Office to search RFI/As from a specific Core group or group. For example, if you want to find all RFI/RFA's created by NGB-JOC you would enter NGB-JOC in this section, then click search to display the desired data.
- **Request Type:** Click on the Request Type drop down and select Current Disaster, EMAC Support, Pending Disaster, Routine, SW Border or SWB/OJS to search the summary for RFI/As with that request types.
- **Priority:** Click on the Priority drop down and select Priority 1-10 to search the summary for RFI/As with that priority.
- **Urgency:** Click on the Urgency drop down and select Urgent, Time Sensitive or Routine to search the summary for RFI/As with that urgency.
- **Keyword Search:** Click on one or all the boxes (Subject, Task and Purpose, Justification) and then enter a keyword(s) to search the summary for RFI/As that contain those keywords.

If more than one page of RFIs/RFAs is available for display, click a number in the page controls at the bottom of the data area to view another set of RFIs/RFAs. Also displayed at the bottom of the data area is the total number of RFI/RFA data records that match your current filter settings.

### 6.1 Creating a Request for Information (RFI)/Request for Assistance (RFA)

The procedure for creating an RFI or RFA is the same. For the purpose of instruction, the following sections describe the process of creating an RFA.

To create an RFA, select the RFI/RFA menu from the navigation bar at the top of the page and then choose [Add New RFA](#). JIEE will display the Add RFA page (Figure 43).

Figure 43 JIEE Add RFA Page

Table 8 below describes the fields that you complete to create an RFA. Those fields that are marked with asterisk (\*) require entry of information.

**Note:** When you create a new RFA, selection of an Event Reference is also required. You cannot create an RFA without selecting this reference.

Table 8. Add RFA Page Fields

Field	Description
From (Originating Office)	Fixed value based on your default core group.
[Current Group]	Currently selected group that displays next to the Originating Office field. Select another group, if applicable, in the drop-

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	down list.
Event Reference	Event to associate the new RFI, if desired. <b>Note:</b> You can only reference an event.
Mission Reference	Mission to associate the new RFI. JIEE populates the Mission Reference field after you select an event therefore, if you do not select an event reference you cannot select a mission reference.
* Priority	Priority level for the new RFI. Select a value from 1 to 10 in the drop-down list.
* Request Type	RFI type. Select the desired type in the drop-down list.
Classification	Classification level for the new RFI. (Currently, JIEE supports only unclassified requests.)
* Urgency	Urgency level for the new RFI. Make your selection in the drop-down list.
* Status	Status of the new RFI. Select the desired status in the drop-down list.
* Subject (Required Entry)	Brief description of the new RFI.
* Task and Purpose	Informative description of the new RFI.
Justification	Informative justification for the new RFI.
State Reference ID	Reference to an existing event, mission, or other RFI/RFA.
Suspense (mm/dd/yyyy)	Suspense date for the new RFI, if applicable. You can also click the calendar icon to select a date.
Suspense Time (Zulu hh:mm)	Suspense time for the new RFI, if applicable. Select the hours and minutes in the drop-down lists.

When you are finished, click [Save](#) to add the new RFA to the system. JIEE then displays the View RFA Detail page for the RFA you just created. Alternatively, you can click [Reset](#) to clear your entries in the page and reset the fields to their original values.

## 6.2 Viewing RFI/RFA Details

You can access detailed information about an RFI/RFA in several ways. JIEE displays the five most recently updated RFIs and RFAs on the JIEE Home page. Clicking an Entry ID in the RFI or RFA data area in the Home page navigates you to the View RFI or RFA Detail page. You can also access RFI/RFA details from the RFI/RFA Summary page by selecting an entry ID. Alternatively, you can search for the RFI/RFA using the JIEE search feature or the View All RFI/RFAs link under the RFI/RFA tab. Clicking on a RFI/RFA ID will take you to that RFI/RFA detail page also.

Any of these methods can be used to navigate to the JIEE View RFI or RFA Detail page. Figure 44 illustrates the View RFI Detail page.

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**RFA: Funding For CA SWB Task Force (CA ANG Funding)**

Status: Open

Entry ID: CA-JOC-R12-10

Priority: 5

Urgency: Routine

Request Type: Routine

Suspense Date 012359AUG2011

Date Modified 211127JUL2011

Created by: [Mr. John Tudel](#) of NGB-J64ICE on 121719JUL2011

Event Reference: [Southwest Border Support \(NGB-JOC-E188-10\)](#)

Mission Reference: [CA NG Southwest Border Support \(CA-JOC-M19-10\)](#)

State Reference ID:

**Task and Purpose:**  
Provide funding for CA ANG SWB

**Justification:**  
The CCIIRs are being collected to support an effort by the Joint Strategic Advisory Board (JSAB) that will help create a shared situational awareness thereby better coordinating mission efforts and reducing redundancy and inefficiencies in the current process. End goal: Get the information to those who need it, when they need it.

**Request Resolution:**

**After Action Report (AAR):**

**Inbox - Tasks assigned to ANG-RM**

Respond	ID	Assigned by	Assigned On	Task Description	ANG-RM Response
	3	ANG-CAT	131212JUL2010	ANG-RM Please flow days and dollars for personnel on attached TPFDD to applicable units and then "Assign" to ANG-DCAPES within JIEE	
	2	ANG-CAT	131212JUL2010	ANG-RM Please flow days and dollars for personnel on attached TPFDD to applicable units and then "Assign" to ANG-DCAPES within JIEE	Status Update
	1.1	ANG-CAT	131210JUL2010	"Process through RA for days and funding" Requests for Front Load Authority for FY2011 SWB Orders goes to Captain John Michaels DSN 327-0000. California FM Offices has the information needed to request approval.	Task Complete

**Outbox - Tasks ANG-RM assigned to others**

ID	Assigned by	Assigned On	Task Description	Status
1.1.1	<a href="#">SSgt Jack Riker</a>	131441JUL2010	NGB FM has validated these transactions. The money will show up at the unit within 24 hours.	Pending Response: 0 0% Working: 0 0% Completed: 1 100% Rejected: 0 0% Unassigned: 0 0% Total: 1 100%

**Sharing (2)**

[+ Show All](#) | [Share RFA](#)

Core Group  
AZ

Date Shared (zDTG)  
071854FEB2012

Shared by  
[1LT George P. Burdell](#)

Delete

Figure 44 JIEE View RFA Detail Page

The Share RFI/RFA, Edit, Attach File, Add POC, Notify, and Audit Log links at the top of the data area function in the same way as those in the View Event Detail page (refer to Section 4 for more information). In addition to these buttons, also listed are Assign Task and Help options. The Assign Task button allows you to assign the RFI/RFA to one or more groups. The Help button takes you to a question and answer section for RFI/RFA related issues.

### 6.2.1 Responding to an RFI/A

On the View RFI/RFA Detail page, the Inbox displays all tasks assigned to your group (like ANG-CAT) as shown in Figure 44. The Respond button beside each line item in the Inbox provides the ability to respond to the selected task within the RFI/RFA (Figure 45).

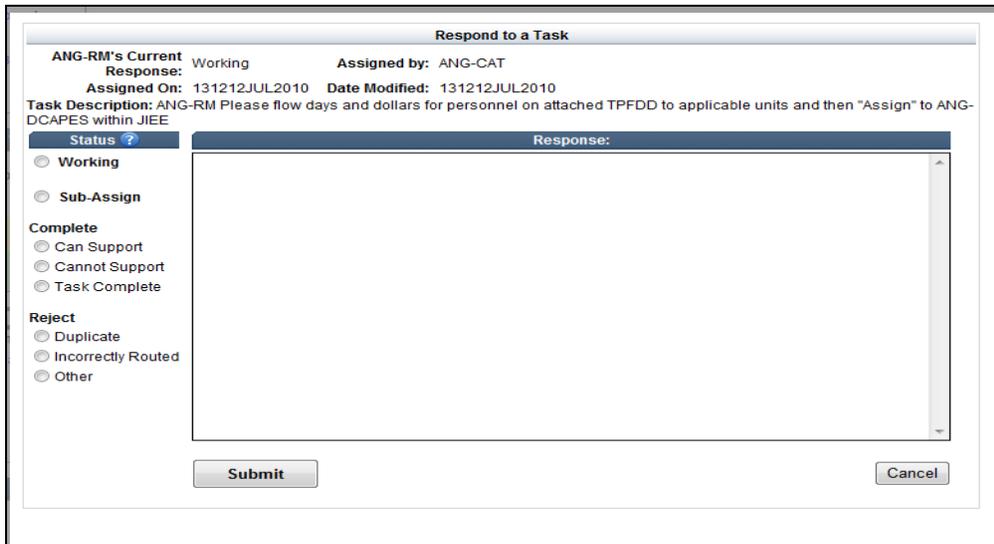


Figure 45 RFI/RFA Task Response Functional Area

In the *Respond to a Task* dialog box, you (as the recipient of the task) can select one of the options shown on the left of the dialog and described below. These statuses are used by recipients of a task to quickly ascertain their status of response to a task and used by senders of a task to track and sort responses.

**Working:** This confirms that you have reviewed the task and will work on the response, and could be used to provide information regarding the progress of the task.

**Sub-Assign:** This option allows you to sub-task another group. The original task will remain assigned to your group and a related sub-task will be displayed in your outbox.

**Complete:** This option shows whether your group **can** support or **cannot** support the request. When *Can* or *Cannot support* are not appropriate this option can be used to distinguish your response.

**Reject:** This option says that you are rejecting this RFI/RFA and showing the reason why this RFI/RFA is not being sourced by your Core Group/Group by labeling it accordingly (duplicate, incorrectly routed, or other).

### 6.2.2 Assigning an RFI/RFA

To get a response to an RFI/A you must assign it. To assign an RFI/RFA, select the [Assign Task](#) button on the RFI/A Detail page. This will display the Assign dialog shown in figure (example) below. On the JIEE Assign page you will be able to assign the RFI/A to one or more groups. When selecting multiple Core Groups, the assignment will default to the operations center for the group

(typically “JOC”). In order to select a group other than JOC, you must select an individual Core Group (Figure 46).

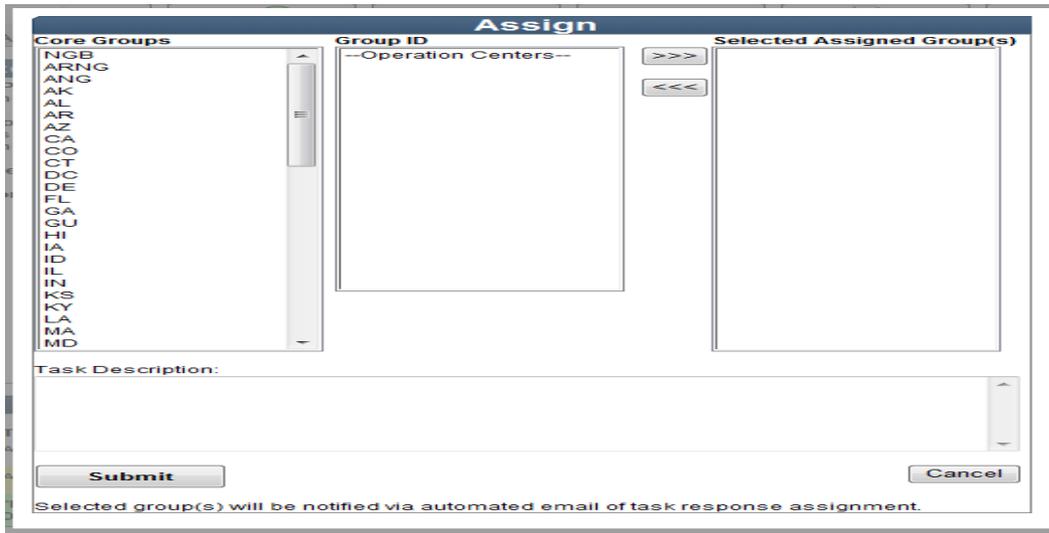


Figure 46 RFI/RFA assigning Functionality.

### 6.2.3 RFI/RFA Notification

JIEE will automatically send email notifications to group (like TX-JOC) email addresses based on preferences described in Section 12.3.1.2.2. You may also use the Notify option to manually send notifications to the group email within a core group as well as an individual e-mail address.

### 6.3 Editing an RFI or RFA

To edit the details of an RFI/A such as the *Subject, Task and Purpose, Justification, Urgency, Request Type, Suspense Date*, and State Reference ID, click on the *Edit* button. This feature is used to update content (details) and other options (e.g. Sharing, POC, etc). You cannot edit the Entry ID, Date Created, and the Date Modified.

When you click the *Edit* button, all the RFI/A description fields that are editable will change to editable controls. Once you have made all the desired changes, click the *Save* button. After you click save, your changes will be saved to JIEE.

## 7 JIEE EMAIL NOTIFICATION

In JIEE, you can send detailed information via email about a selected event, mission, RFI, or RFA. The Detail page for each of these entities contains a [Notify](#) hyperlink at the top of the respective data area. In addition, the RFI/RFA Detail pages also provide a [Notify](#) hyperlink at the bottom of the respective Task Response functional area. Figure 47 illustrates the Notify hyperlink in the View Event Detail page.



Figure 47 JIEE View Event Detail Page – Notify Link

### 7.1 Sending an Email Notification in JIEE

As Figure 47 also illustrates, clicking the Notify link in a Detail page or Task Response area displays the JIEE Email Notification page. The Email Notification page contains a form of fields and options in which you can select your email recipients. You can send email to any JIEE core group message center, to any group of which you are a member, or to one or more individual email addresses. (All email recipients must have a valid JIEE user name and password to view details about the entry that you are emailing.) You can also select to limit your recipient list by excluding all core groups and/or groups, which will not receive an email notification.

The Email Notification form contains a non-modifiable Subject line that provides the ID of the entry (i.e., event, mission, RFI, or RFA,) about which you want to send a notification. The page also includes non-modifiable message text that includes the same text that the Subject line displays, and the URL that your recipient(s) can click to view details about the event, mission, RFI, or RFA. You can also enter additional text in the notification that JIEE will email to your selected recipient(s).

### 7.2 Email Notification Form

Table 9 describes the fields that are filled out in the Email Notification page to send a notification.

Table 9. Email Notification Page Fields

Field	Description
Entry ID (auto-populated)	ID of the event, mission, RFI, or RFA, about which you want to send the details in the email notification. The Entry ID is also a link that you can click to view the detailed information in the Detail page (e.g., View Event Detail).
Core Group	Selection box that contains all JIEE core groups. By default, your current core group is highlighted in the list. If you change your current core group in the Core Group/Group drop-down list in the page header, the page refreshes and highlights the new current core group in the Core Group selection box. Select the Exclude All Core Groups check box to exclude all core groups from your email notification recipient list.
Group:	Selection box that contains all groups of which are associated with the selected core group. By default, your current group is highlighted in the list. If you change your

Field	Description
	current core group/group in the Core Group/Group drop-down list in the page header, the page refreshes and highlights the new current group in the Group selection box highlighted. Select the Exclude All Current Groups check box to exclude all groups, of which you are a member, from your email notification recipient list.
Individual Email Address(es)	Text field that enables you to enter one or more individual email addresses, each separated by a semi-colon.
Subject (auto-populated)	Text that describes the type of entry (i.e., event, mission, RFI, or RFA,) and related ID (e.g., "Subject: JIEE NOTIFICATION - EVENT # OR-JOC-E36-08").
Message	Text that duplicates the Subject line and includes a URL link to details about the entry. You can also enter additional text about the entry for which you want to send an email notification.

**Note:** Groups that display in the Group selection box are associated to the current core group/group selection in the page header. They are *not* associated to the core groups in the Core Group selection box.

When you are finished, click **Send** to send your email notification. If the email is sent successfully, a pop-up window displays a confirmation message.

### 7.3 Email Log

As JIEE sends email notifications, it records and tracks those notifications in a log. You can access this log by selecting the Logs tab in the page header and then selecting [Email Log](#). Doing so displays the Email Log Summary page (Figure 48).

The screenshot shows the JIEE Email Log Summary page. At the top, there is a search bar with fields for 'Generic ID' and 'Keyword', and a 'Search' button. Below the search bar is a navigation menu with tabs for 'Events', 'Missions', 'RFIs / RFAs', 'Force Packages', 'Logs', 'Mapping', 'Reports', 'Administration', and 'Links'. The 'Logs' tab is selected. The main content area displays a table of email log entries. The table has columns for 'Entry ID', 'Subject', 'Description', 'Sender', and 'Entry Date (zDTG)'. The entries include details such as 'Request for Information Subject: Flash Flood of Pike Creek on 6/25/2013 5:18:33 PM' and 'Request for Information Subject: Request For Assistance on 6/25/2013 5:17:28 PM'. The sender for all entries is 'Quoc Nguyen'. The page also includes a 'Show Email Log Filter Options' link and an 'Export to Excel' button.

Entry ID	Subject	Description	Sender	Entry Date (zDTG)
NGB-JOC-N4860-13	TEST ONLY JIEE NOTIFICATION - Task 1 in RFI# NGB-JOC-R448-13 has been changed by NGB-JOC	Request for Information Subject: Flash Flood of Pike Creek on 6/25/2013 5:18:33 PM Entry ID: # NGB-JOC-R448-13 This is a notification from JIEE TEST ONLY NOTE: You must have a valid JIEE user name and password to view this entry. To view, select the following RFI link: http://172.16.32.147:8080/protected/RFIViewRFIDetail.aspx?idTasker=7022 TEST ONLY JIEE NOTIFICATION - Task 1 in RFI# NGB-JOC-R448-13 has been changed by NGB-JOC	Quoc Nguyen	251719JUN2013
NGB-JOC-N4859-13	TEST ONLY JIEE NOTIFICATION - RFI# NGB-JOC-R448-13 has been initially assigned to CA-JOC	Request for Information Subject: Flash Flood of Pike Creek on 6/25/2013 5:18:33 PM Entry ID: # NGB-JOC-R448-13 This is a notification from JIEE TEST ONLY NOTE: You must have a valid JIEE user name and password to view this entry. To view, select the following RFI link: http://172.16.32.147:8080/protected/RFIViewRFIDetail.aspx?idTasker=7022 TEST ONLY JIEE NOTIFICATION - RFI# NGB-JOC-R448-13 has been initially assigned to CA-JOC	Quoc Nguyen	251719JUN2013
NGB-JOC-N4858-13	TEST ONLY JIEE NOTIFICATION - RFI# NGB-JOC-R448-13 has been shared with CA	Request for Information Subject: Flash Flood of Pike Creek on 6/25/2013 5:18:33 PM Entry ID: # NGB-JOC-R448-13 This is a notification from JIEE TEST ONLY NOTE: You must have a valid JIEE user name and password to view this entry. To view, select the following RFI link: http://172.16.32.147:8080/protected/RFIViewRFIDetail.aspx?idTasker=7022 TEST ONLY JIEE NOTIFICATION - RFI# NGB-JOC-R448-13 has been shared with CA	Quoc Nguyen	251719JUN2013
NGB-JOC-N4857-13	TEST ONLY JIEE NOTIFICATION - RFA # NGB-JOC-R447-13 has been initially assigned to NGB-JOC	Request for Action Subject: Request For Assistance on 6/25/2013 5:17:28 PM Entry ID: # NGB-JOC-R447-13 This is a notification from JIEE TEST ONLY NOTE: You must have a valid JIEE user name and password to view this entry. To view, select the following RFA link: http://172.16.32.147:8080/protected/RFAViewRFADetail.aspx?idTasker=7021 TEST ONLY JIEE NOTIFICATION - RFA # NGB-JOC-R447-13 has been initially assigned to NGB-JOC	Quoc Nguyen	251717JUN2013
NGB-JOC-N4856-13	TEST ONLY JIEE NOTIFICATION - Operations Report #3 for Medical Support Team - 6/21/2013 2:29:04 PM - Add this was submitted.	Operations Status Report #3 was submitted Force Package: Medical Support Team - 6/21/2013 2:29:04 PM - Add this (NGB-JOC-F79-13) Submitted By: quoc.nguyen@us.army.mil from NGB This is a notification from JIEE NOTE: You must have a valid JIEE user name and password to view this entry. To view, select the following link: http://172.16.32.147:8080/protected/ForcePackageViewForcePackageDetail.aspx?idForcePackage=352&ReportType=Operations+Report&idReport=202 TEST ONLY JIEE NOTIFICATION - Operations Report #3 for Medical Support Team - 6/21/2013 2:29:04 PM - Add this was submitted.	Quoc Nguyen	211651JUN2013
NGB-JOC-N4855-13	TEST ONLY JIEE NOTIFICATION - RFI# NGB-JOC-R446-13 < DO NOT REPLY >	Request for Information Subject: Flash Flood of Pike Creek on 6/21/2013 2:28:08 PM Entry ID: # NGB-JOC-R446-13 This is a notification from JIEE TEST ONLY NOTE: You must have a valid JIEE user name and password to view this entry. To view, select the following RFI link: http://172.16.32.147:8080/protected/RFIViewRFIDetail.aspx?idTasker=7020 This is from RFI	Quoc Nguyen	211645JUN2013
NGB-JOC-N4854-13	TEST ONLY JIEE NOTIFICATION -	JIEE Event Subject: Two Aircrafts Collide over Washington DC on 6/21/2013 2:07:36 PM Entry ID: # NGB-JOC-E105-13 This is a notification from JIEE	Quoc Nguyen	211643JUN2013

Figure 48 JIEE Email Log Summary Page

The log in the Email Log Summary page provides a record of each email notification and includes the Entry ID, Subject of the notification (i.e., event, mission, RFI, or RFA), a description and sender of the notification, and entry date that the notification was recorded in JIEE. As with other summary pages in JIEE, clicking on any number at the bottom of the summary displays other summary data (records display in the summary by most recent date, by default).

#### 7.4 Automatic Email Notification Due to Inactivity

JIEE monitors the update activity of an event, mission, RFI, and RFA on a 30-day basis. In each entity Summary page, the “Day(s) Inactive” data column provides the number of days that the entity has not been updated. If the entity has been updated, JIEE records the date the entity was updated in the Date Modified data column. If any of these entities remains inactive, JIEE automatically closes the entity and any of its associations (e.g., RFIs, RFAs, attachments, or POCs) at that time.

At 27 days of inactivity, JIEE sends an automatic email notification to the creator of the entity (i.e., event mission, RFI, or RFA) stating that it will close automatically in three days, unless any modification is made to it. Sample email text follows:

```
Subject: 'Entity ID ' <Tracking Number> will be closed in three (3) days.
Body: 'Entity ID ' <Tracking Number> and all inactive associations (i.e.
Missions/RFIs/RFAs/POCs/Attachments/etc.) will be closed in three (3) days.
To keep 'Entity ID' <Tracking Number> open, please update it within the next 72
hours.
<https:ENTITY_LINK>
```

The Subject line includes whether the inactive entity is an event, mission, RFI, and RFA, followed by its ID. The body of the email states that the entity and any of its associations (e.g., RFIs, RFAs, attachments, or POCs) will close unless an update is made. The email notification also includes a link to the entity’s detailed data. However, updating the entity at any time before 30 days pass “resets the clock” so that the entity and its associations remain open for another 30 days.

If the entity remains inactive after JIEE sends the 27-day email notice, a second email is sent automatically to the creator of the event, mission, RFI, or RFA at 30 days of inactivity stating that the entity has been closed.

```
Subject: 'Entity ID' <Tracking Number> is 30 days old with no activity and has
been closed.'
Body: 'Entity ID' <Tracking Number> is 30 days old with no activity. The 'Entity
ID' and any of its associations have been closed.
<https:ENTITY_LINK_HERE>
```

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Similar to the 27-day notification, the Subject line includes whether the inactive entity is an event, mission, RFI, and RFA, followed by its ID. The body of the email states that the entity and any of its associations have also closed.

**Note:** Because both email notifications are sent to the *creator* of the event, mission, RFI, RFA, it is the creator's responsibility to communicate this information to any assignees of that entity.

## 8 JIEE DUTY LOG

JIEE Duty Log entries are created manually to document activities such as:

- Starting or ending a shift.
- Updating Slides.
- JIEE Log-In.
- JIEE Log-Off.
- Logged transactions.
- Tracking items sent to COP Manager.

### 8.1 Viewing the Duty Log

You can access the Duty Log by selecting the Logs tab in the page Header, click Duty Log, then click View Log. JIEE displays the JIEE Duty Log Summary page (Figure 49).

The screenshot displays the JIEE Duty Log Summary page. At the top, there is a header with user information: 'Welcome: James Webb | Edit Profile', 'Core Group / Group: NGB - JOC', 'User Role: Super User', and 'Local Time/Date: 10:04:29 Wed 09/26/2013'. Below this is a navigation bar with tabs for 'Events', 'Missions', 'RFIs / RFAs', 'Foroc Packages', 'Logs', 'Mapping', 'Reports', 'Administration', and 'Links'. A search bar is located on the right side of the navigation bar. The main content area features a table titled 'Duty Log Summary' with the following columns: 'Entry ID', 'Core Group', 'Subject', 'Description', 'Created by', and 'Entry Date (zDTG)'. The table contains 15 rows of data. Below the table, there is a pagination control showing '1 2 3 4 5 6 7 8 9 10 ...' and a total record count of 'Total Records (15825)'. At the bottom of the page, there is contact information for the JIEE Help Desk: 'ng.nor.armg.mbx.jee-helpdesk@mail.mil' and 'Phone: (703) 507-8724'.

Entry ID	Core Group	Subject	Description	Created by	Entry Date (zDTG)
NGB-JOC-D4429-12	NGB	hjdk	jk;	Mr. Jason Hurley	101240SEP2012
NGB-JOC-D907-11	NGB	Test of Date Filter	Test of Date Filter	Mr. Roggie Clark	101243MAY2011
NGB-JOC-D892-11	NGB	Test "Other Action"	Test "Other Action"	Quoc Nguyen	151022APR2011
NGB-JOC-D894-11	NGB	This is a test	This is a test	Quoc Nguyen	180115APR2011
NGB-JOC-D891-11	NGB	fbdx	fbdx	Quoc Nguyen	151846APR2011
NGB-JOC-D890-11	NGB	test	test	Quoc Nguyen	151839APR2011
NGB-JOC-D889-11	NGB	New duty log entry a	New duty log entry a	Quoc Nguyen	151835APR2011
NGB-JOC-D888-11	NGB	New duty entry	New duty entry	Quoc Nguyen	151829APR2011
NGB-JOC-D887-11	NGB	This is a new duty log entry	This is a new duty log entry	Quoc Nguyen	151824APR2011
NGB-JOC-D824-10	NGB	some test subject about special security event	some test subject about special security event	Mr. Glen Li	142120OCT2010
NGB-JOC-D816-10	NGB	test	test	Mr. Glen Li	121512OCT2010
NGB-JOC-D806-10	NGB	test duty logg	test duty log with shift change report	Mr. Glen Li	152033SEP2010
NGB-JOC-D804-10	NGB	SHARE Alert ID: 124 with [GA]		Mr. Glen Li	10117548SEP2010
NGB-JOC-D803-10	NGB	SHARE Alert ID: 124 with [DC]		Mr. Glen Li	10117488SEP2010
NGB-JOC-D802-10	NGB	SHARE Alert ID: 124 with [AZ]		Mr. Glen Li	10117488SEP2010

Figure 49 JIEE Duty Log Page

The Duty Log Summary page provides summary information for each entry in the log. Each log data record contains an entry ID that provides a link to detailed information about the entry. Each data record also contains the associated core group, log entry Subject and Description, the author of the log entry, and the date the entry was made in the log. Clicking any of the headings enables you to sort by a column of information (the default sort is alphanumeric by Entry ID). Repeated clicking toggles the sort between ascending and descending order.

If more than one page of log entries is available for viewing, you can click a number in the pagination controls at the bottom of the data area to view another set of log entries. Also at the bottom of the data area is a count of the total number of log data records that JIEE contains.

In the Duty Log Summary page, you can use filtering options for focusing on a search of the log. Clicking [Show Duty Log Filter Options](#) at the top of the data area displays the available filtering options.

You can also click [Export to Excel](#) at the top of the data area to export the displayed list of log entries to a Microsoft Excel spreadsheet, or the [Add New Duty Log Entry](#) to add a new entry to the Duty Log. The following section describes adding a new entry to the log.

## 8.2 Creating a Duty Log Entry

JIEE enables you to create a new entry to insert into the Duty Log. When you click Add New Entry in the Duty Log Summary page, or select the Duty Log tab in the page Header and click [Duty Log](#) then [Add New Duty Log Entry](#), JIEE displays the Add New Entry page (Figure 50).

Figure 50 JIEE Duty Log - Add New Entry Page

Table 10 describes the fields you complete to add a new entry to the Duty Log. Those fields that are marked with an asterisk (\*) require entry of information.

Table 10. Add New Log Entry Fields

Field	Description
Core Group	Your default Core Group.
Group ID	Your default Group. If you belong to multiple groups, you can select another Group.
Group Function	Your group's function (if available).
Shift Change Report	Check this block if this is a Daily Shift Change Report.
4-Day Shift Change Report	Check this block if this is a 4-Day Shift Change Report.
* Subject	Brief subject for the log entry.
* Description / Summary	Informative description of the log entry.
* Action Taken	Type of action taken for the log entry. Make your selection in the drop-down list.
Overwrite Auto-DTG	Radio buttons that enable you to back date an entry to reflect the correct DTG (select Yes or No). For example, if the start of your shift is busy and you do not have time to create your Started Shift entry. Displays new fields for you to enter the correct DTG. All time is logged as Zulu time (GMT).

When you are finished, click **Save** to add the new entry to the Duty Log. Alternatively, you can click **Reset** to clear your entries in the Add New Entry page and return the fields to their default states. Click **Spell Check** to spell check your entries before saving.

### 8.3 Viewing Duty Log Details

You can access the details of a Duty Log entry by clicking the Entry ID for the entry you want to view in the Duty Log Summary page. You can also use the JIEE Search feature to search for an entry by submitting the entry's ID, if known. Performing either action displays the JIEE View Duty Log Detail page (Figure 51).

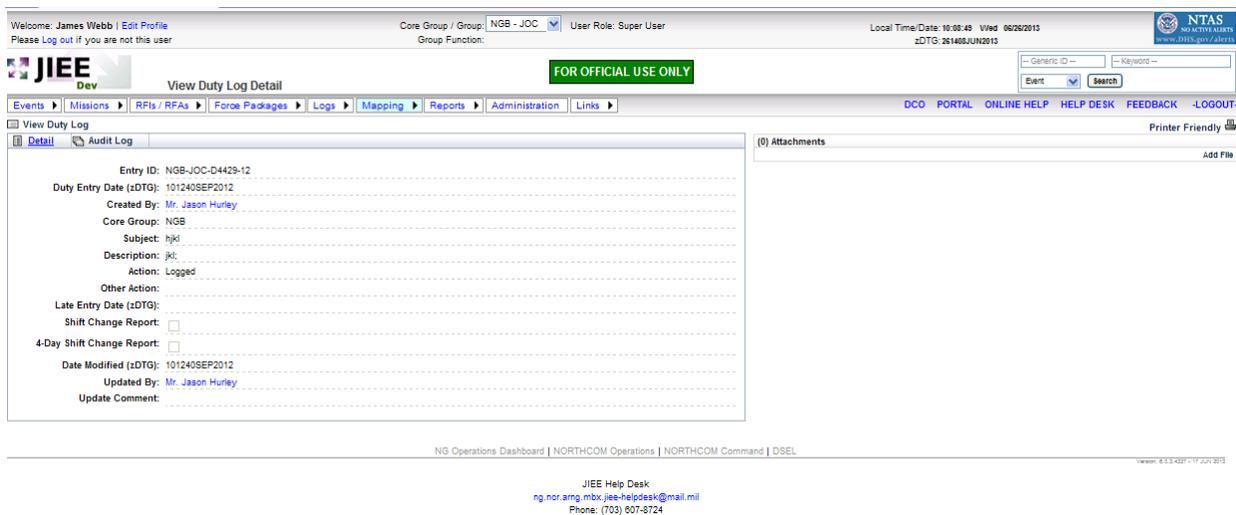


Figure 51 JIEE View Duty Log Detail Page

In the View Duty Log Detail page, JIEE provides a number of functions that you can access via links. Clicking [View Duty Log](#) enables you to view the Duty Log Summary page. You will not have the Edit link unless you are the person who originated the Duty Log entry. Clicking [Edit](#) will enable you to edit the selected Duty Log (refer to Section 8.4 below). You can also click [Printer Friendly](#) to format the page for easier printing. You can also add a file to the duty log by clicking on [Add File](#) in the attachments block.

### 8.4 Attaching a file to the Duty Log

To attach a file to a Duty Log go to the view all logs reports and click on the log you would like to add a file to. Clicking [Add File](#) in the View Duty Log Detail page enables you to attach a file to a specific Duty Log. JIEE displays the Add File page (Figure 52).

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Welcome: James Webb | [Edit Profile](#)  
Please Log out if you are not this user

Core Group / Group: NGB - JOC User Role: Super User  
Group Function:

Local Time/Date: 16:10:35 WED 06/26/2013  
ZDTG: 261410JUN2013

**JIEE**  
Dev

**FOR OFFICIAL USE ONLY**

Generic ID: Keyword: Search

Events | Missions | RFIs / RFAs | Force Packages | Logs | Mapping | Reports | Administration | Links

DCO PORTAL ONLINE HELP HELP DESK FEEDBACK LOGOUT

View Duty Log

Detail Audit Log

+ Show Duty Log Detail

**Attachments**

\* File Location:    
File size must be less than 15MB. Attempting to load files larger than 15MB may result in interface time-out before upload is complete.

\* Description:

Do not upload documents that contain classified or sensitive personally identifiable information.

PII Includes:

Private phone number	Date and place of birth
Mother's maiden name	Names of family members
Financial information	Health information
Payroll data	Banking accounts
Credit and debit card information	Education
Medical conditions	Private relationships
Marital status	

The following is not PII:

Military Rank	Civilian Grade
Duty title	Official government email address
Official duty location	Duty phone number

Failure to safeguard classified or personally identifiable information can result in criminal penalties.

NG Operations Dashboard | NORTHCOM Operations | NORTHCOM Command | DSEL

JIEE Help Desk  
ng.nor.army.mbx.jee-helpdesk@mail.mil  
Phone: (703) 807-8724

**Figure 52 JIEE Add File to Duty Log Page**

In the Add File page, you can select a file that you want to add to the Duty Log. Click browse to locate the file. Enter a file description in the description block. Then click Add File to save your attachments to the log. JIEE displays your attachments in the Attachments area in the Duty Log Detail page.

## 9 JIEE MAPPING

### 9.1 Home Page – Mapping Links

The Home page provides links to mapping functionality in JIEE. It has a Mapping tab on the page header that allows you to choose from a variety of mapping links. (Figure 53).

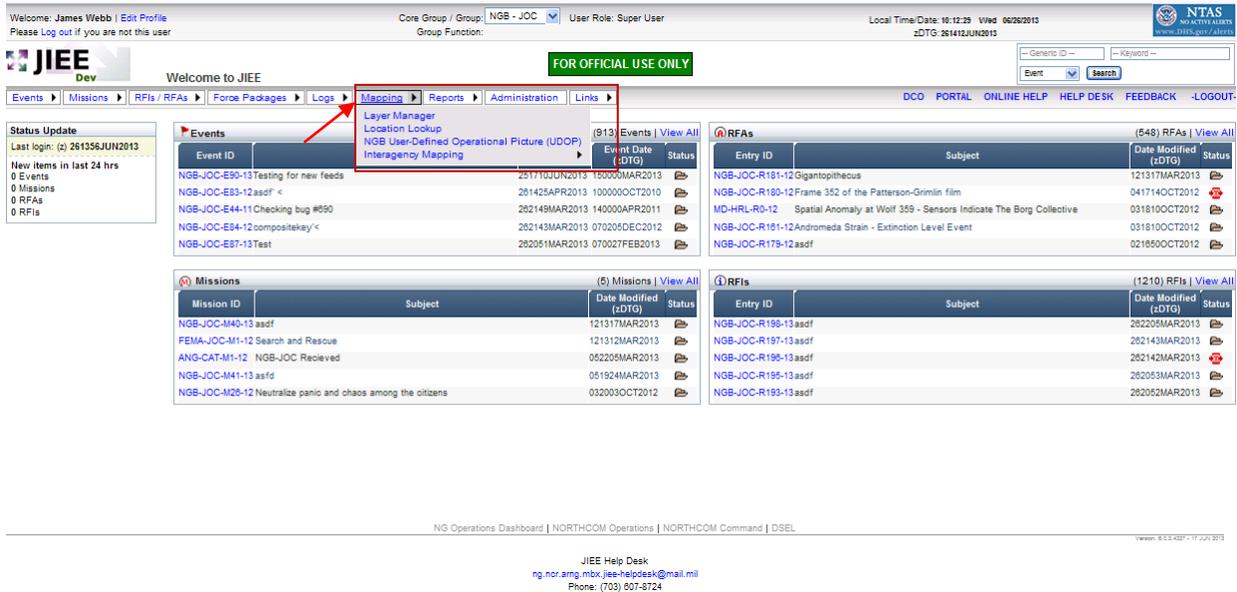


Figure 53 Mapping Links.

### JIEE Mapping Links:

In the Mapping Tab on the Home page, you can access the following links:

- **Layer Manager:** This link allows you to add graphic layers to an existing map. (Refer to section 10.5 of the user manual)
- **Location Lookup:** This link gives you the ability to find a specific location on a map. (Refer to section 10.4 of the user manual)
- **NGB User- Defined Operational Picture (UDOP):** This link displays a high-level view of the United States.
- **Interagency Mapping:** This link provides links to the ARNG Map Server, iCAV and Triton websites.

### 9.2 Viewing the User Defined Operational Picture UDOP

Clicking the NGB UDOP link from the Mapping tab or Mapping section displays a map of the continental United States in a separate window (Figure 54).

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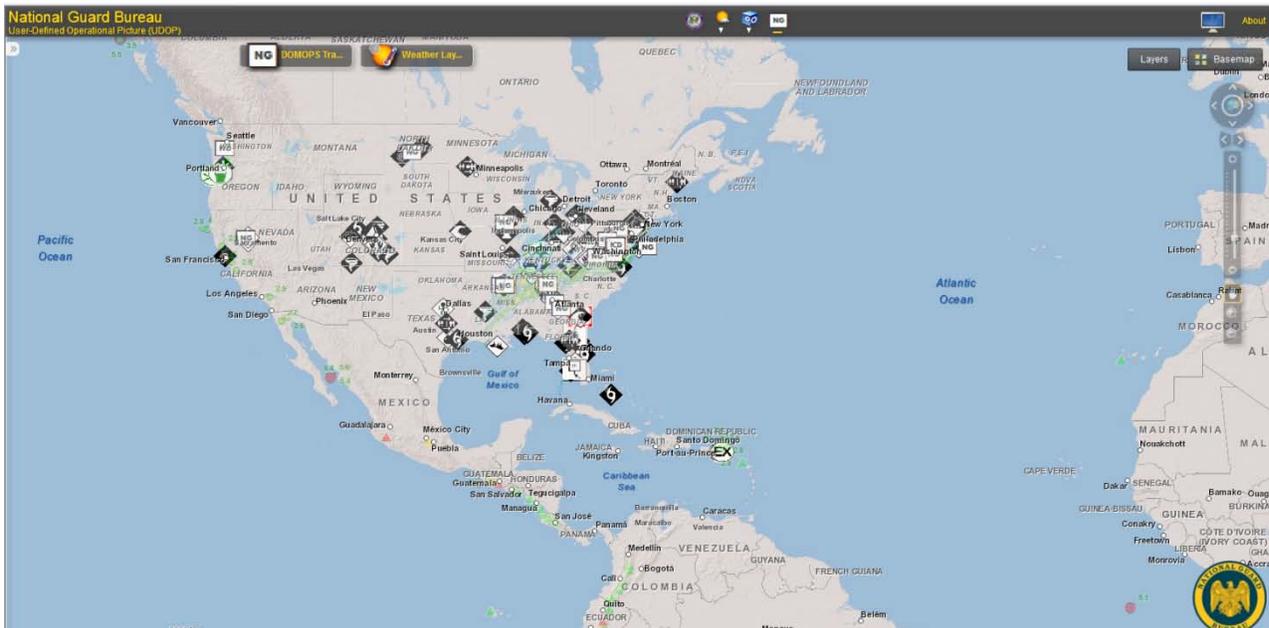


Figure 54 NGB UDOP

In the UDOP, icons represent a particular Event or Mission. Examples follow:



Storm Winter



Tornado



Sand Storm



Tsunami

When you click on an icon, JIEE displays a pop-up window of detailed information for that Event or Mission (Figure 55).

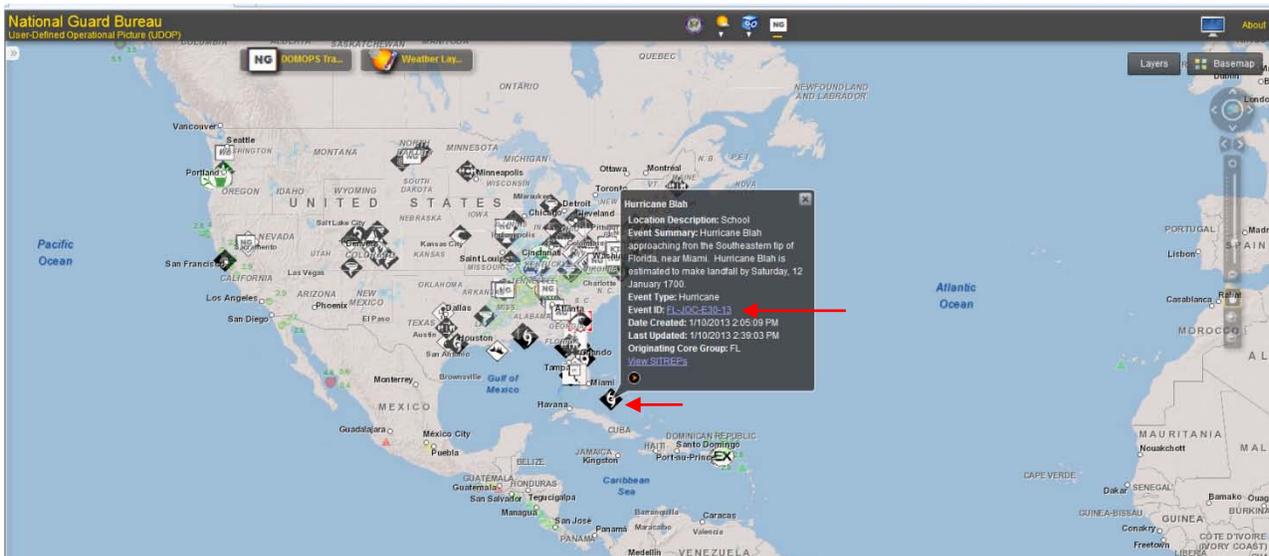


Figure 55 NGB UDOP Icon

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**Note:** Clicking on the Event or Mission entry ID displays the JIEE View Event/Mission Detail page in a separate window (Figure 56).

The screenshot displays the JIEE View Event Detail page for entry NGB-JOC-E90-13. The page is divided into several sections:

- Event Details:** Entry ID: NGB-JOC-E90-13, Created Date (zDTG): 151241Mar2013, Day(s) Inactive: 1, Created By: Mr Walter Eis, Core Group: NGB, Event Type: Volcano, National Guard Involved: , Urgency: Urgent, Status: Open, Subject: Testing for new feeds, Event Date (zDTG): 150000MAR2013, End Date (zDTG): 180005MAR2013, Suspense Date (zDTG): [blank], Host: [blank], Participants: [blank], Summary: This is a test for the ArcGIS/KML system, After Action Report (AAR): [blank], State Reference: [blank], Significant Event: , Date Modified (zDTG): 251710JUN2013, Modified By: Mr Walter Eis.
- Most Recent Reports By Force Package:** (0) Related LOG STAT(s), No Related LOGSTATs, Create New LOG STAT.
- Related Mandays(17):** 12JUN2013: Total 345, 26MAR2013: Total 0, 25MAR2013: Total 1030, 22MAR2013: Total 0, Add Manday.
- Legacy SITREPs:** Table with columns: Core Group, Date Submitted, Submitted By, View. Data rows: NGB, 6/25/2013, Mr Webb, James, View SITREP; NGB, 6/25/2013, Mr Webb, James, View SITREP, Create New COM STAT.
- Related Missions:** (0) Related Missions, No Related Mission Found, Add New Mission.
- Sharing Event with:** Table with columns: Core Group, Date shared (zDTG), Shared by, Edit. Data rows: AK, 251710JUN2013, Mr James Webb, Edit; ANG, 251710JUN2013, Mr James Webb, Edit; ARNG, 251710JUN2013, Mr James Webb, Edit, Share Event.
- Attachments:** (0) Attachments, Add File.

Figure 56 Event Detail page from the NGB UDOP

### 9.2.1 Using the Zoom In/Out Tools

In the UDOP, you can use the Zoom In and Zoom Out tools to focus on a smaller or larger area in the map. (Figure 57)

- **Zoom In (+):** Click the icon and then click the map to zoom in.
- **Zoom out tool (-):** Click the icon and click the map to zoom out.
- **Grab tool :** Click the icon, click the map and then drag the cursor over the map
- **World View:** Click the icon to view a world view of the map.

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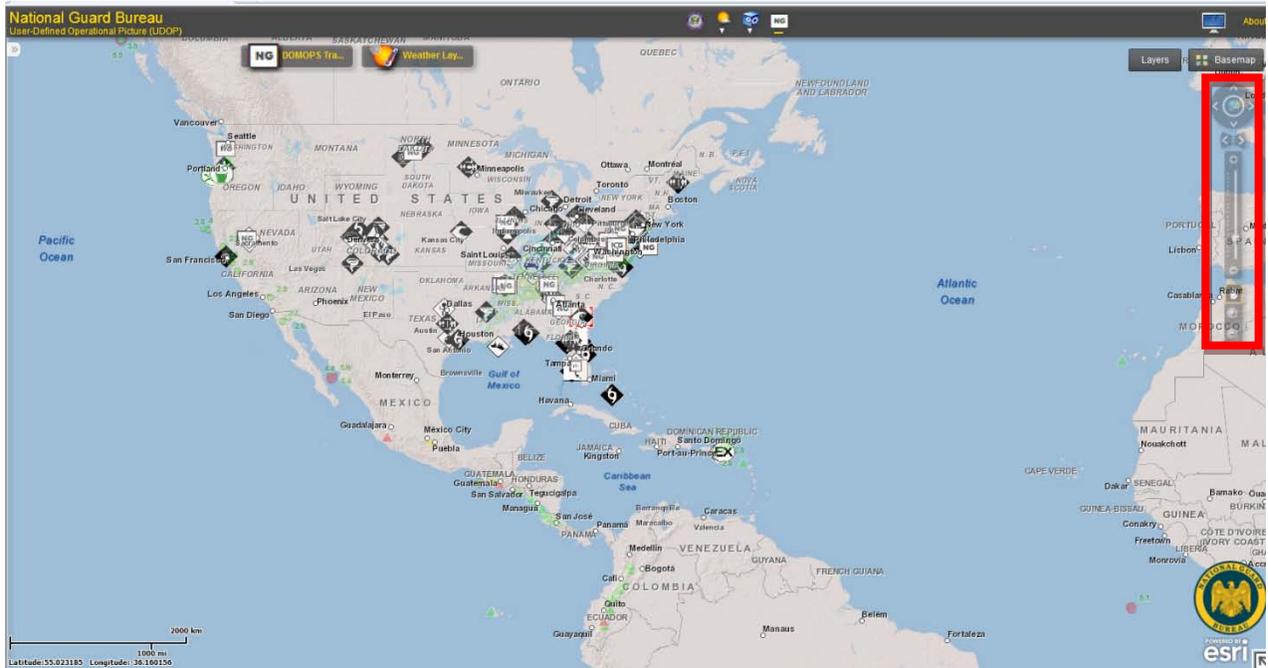


Figure 57 Zoom In/Zoom Out Tool

### 9.2.2 UDOP Layers

In the NGB UDOP you have the capability to add or remove layers on the map by clicking on the Layers tab and selecting an option from the drop down menu (Figure 58).

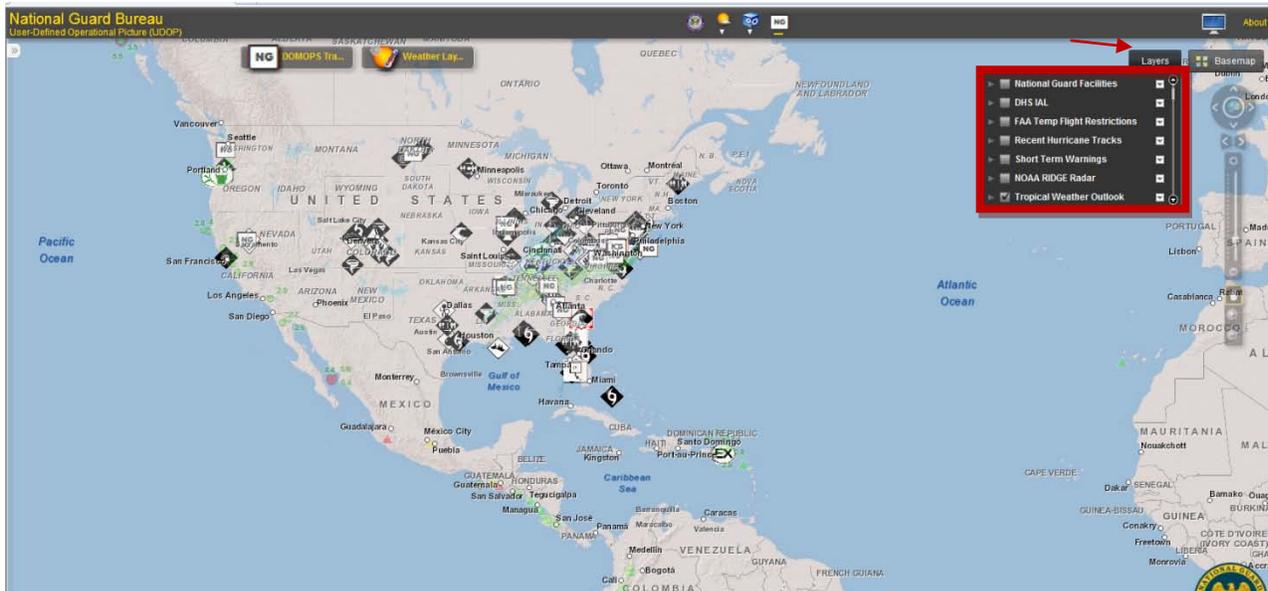


Figure 58 Layers

### 9.2.3 UDOF View Options

In the NGB UDOF, the end user is able to view the map through different viewers Street, Aerial, and Topographic (Figure 59).

**Street View:** Allows you to get a street view of an area on the map.

**Aerial View:** Gives you an aerial view of the map.

**Topo View:** Provides a topographical view of the map.

**Relief:** Displays a terrain relief page. This is the default view.

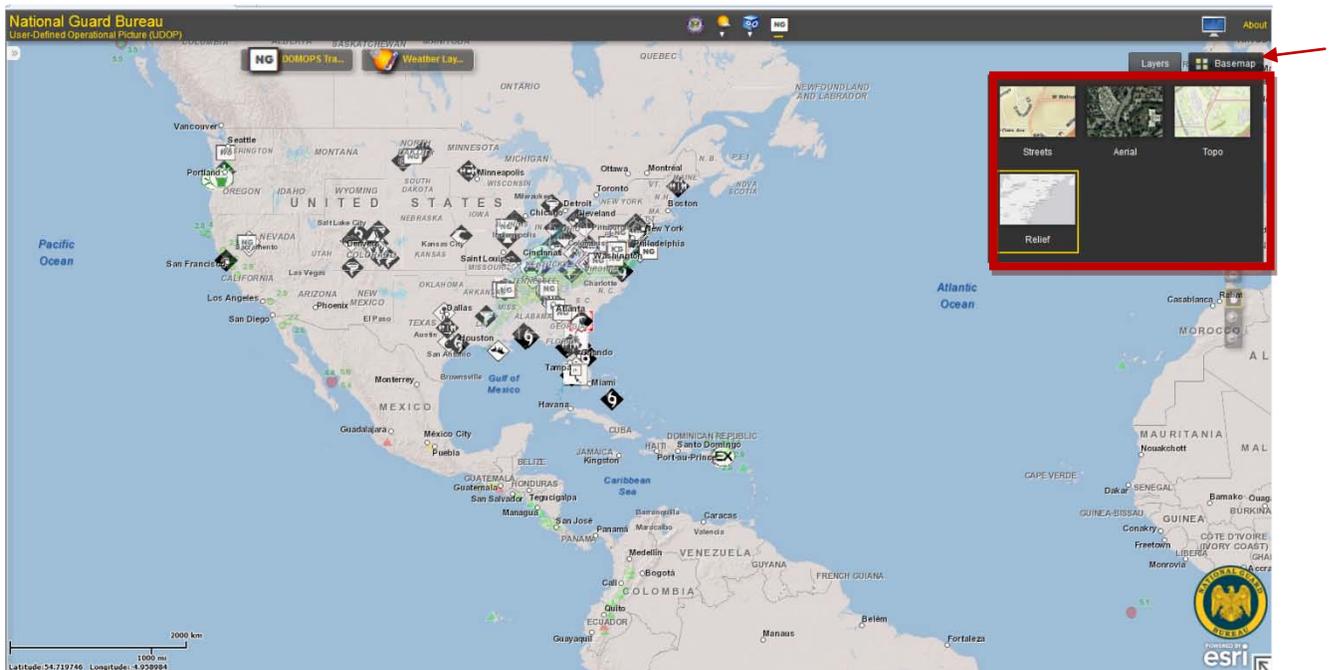


Figure 59 NGB UDOF Street, Aerial, Topo, and Relief Tabs

### 9.2.4 UDOF Widgets

In the NGB UDOF, there are widgets that are dynamically deployed for specific situations that perform different functions. Clicking on any widget will provide you a dropdown menu with options. The following figures describe the widgets in the NGB UDOF.

**Sage Tracks:** Clicking on the sage tracks widget allows you to view friendly force tracking feeds (Figure 60).

**Note:** Your user-name and password is required to enter Sage.

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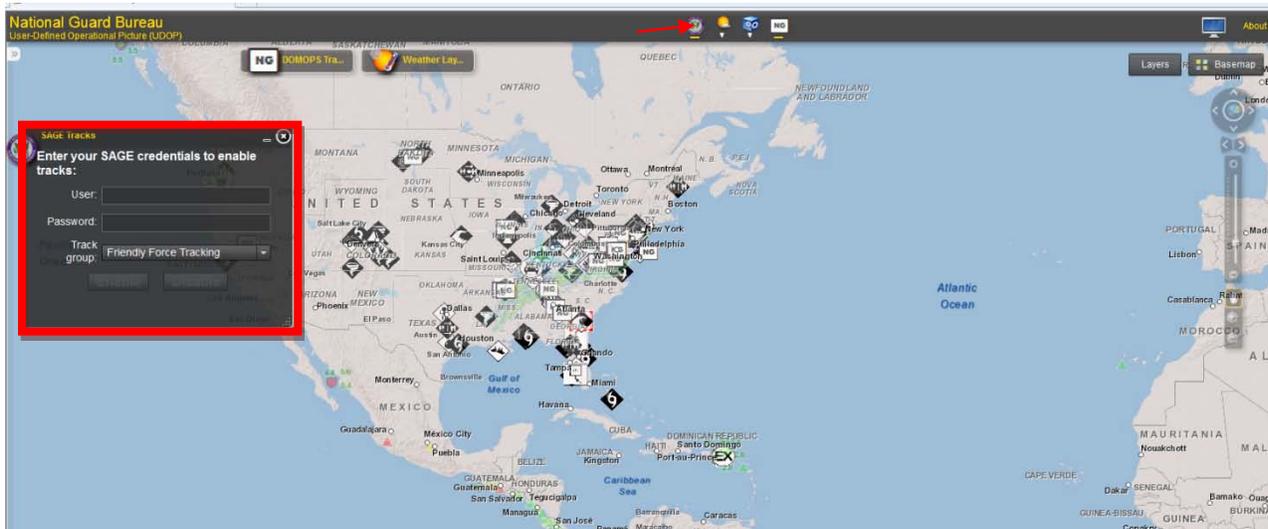


Figure 60 Sage Tracks

**Weather/NAT HAZ:** Provides live radar and up to the minute weather reports. The natural hazard link provides situational awareness to the end user concerning Tornadoes and Earthquakes (Figure 61).

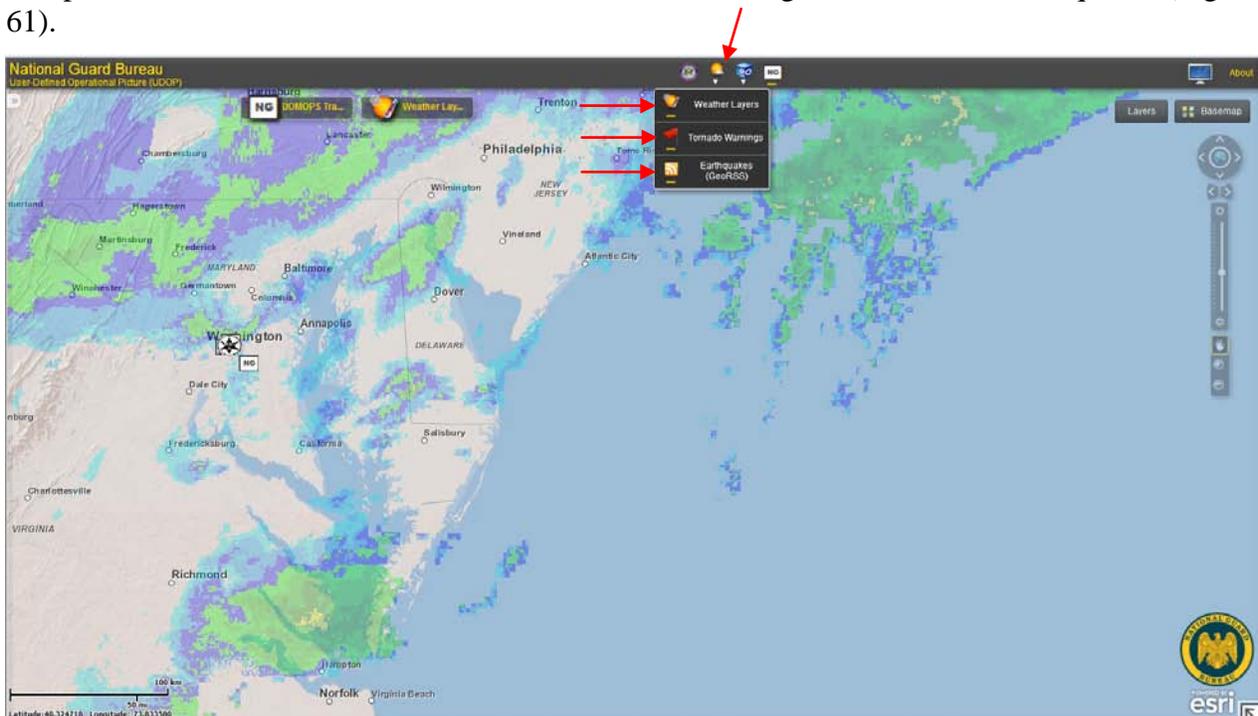


Figure 61 Weather/NAT HAZ

**Analysis Tools:** This widget provides a dropdown menu with a variety of tools to assist the end user. The tools consist of the following: (Figure 62)

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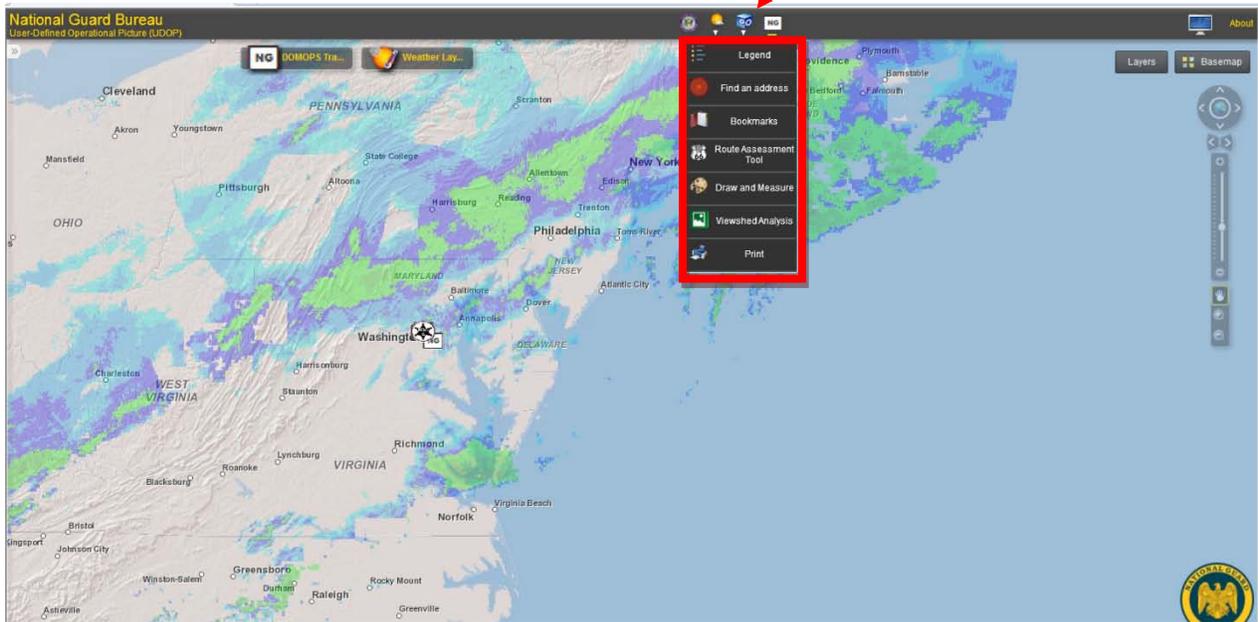


Figure 62 Analysis Tools

**Legend:** Explains in color coded format the end users selected option(s) on the NGB UDOP (Figure 63).

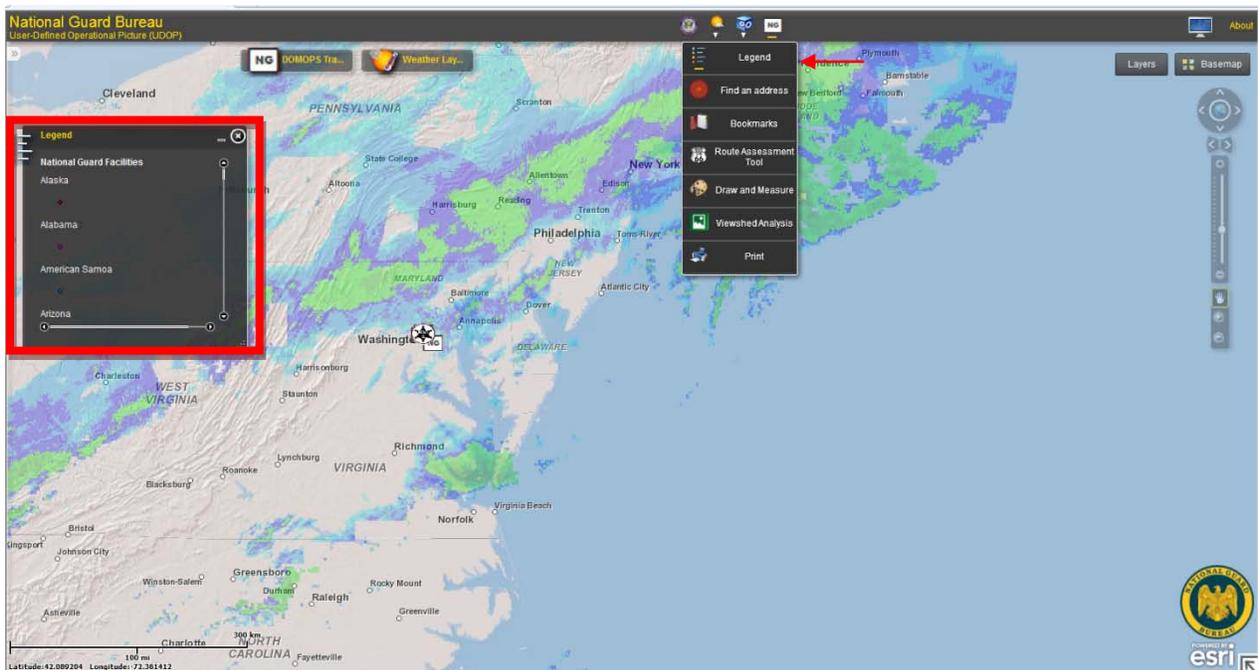


Figure 63 Legend

**Find an address:** Allows you to lookup an address, pinpoint the coordinates, and receive the results by simply typing in an address (Figure 64).

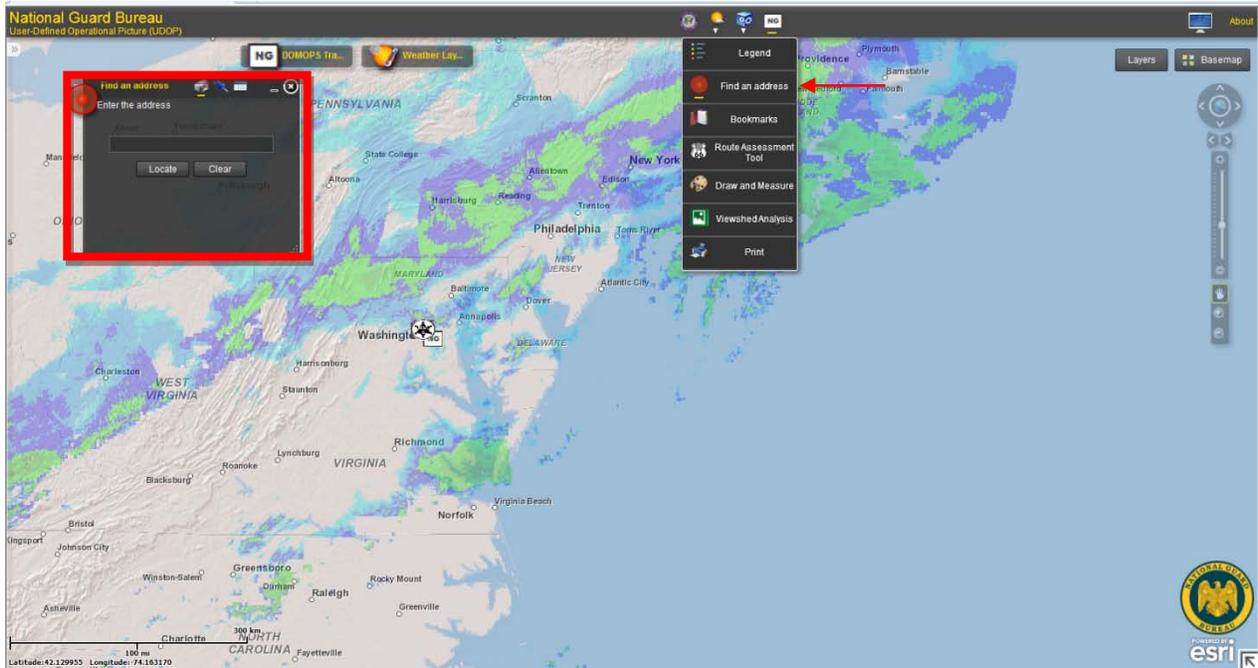


Figure 64 Find an Address

**Bookmarks:** Allows you to Bookmark a place on the map so you can revert back to it for future reference (Figure 65).

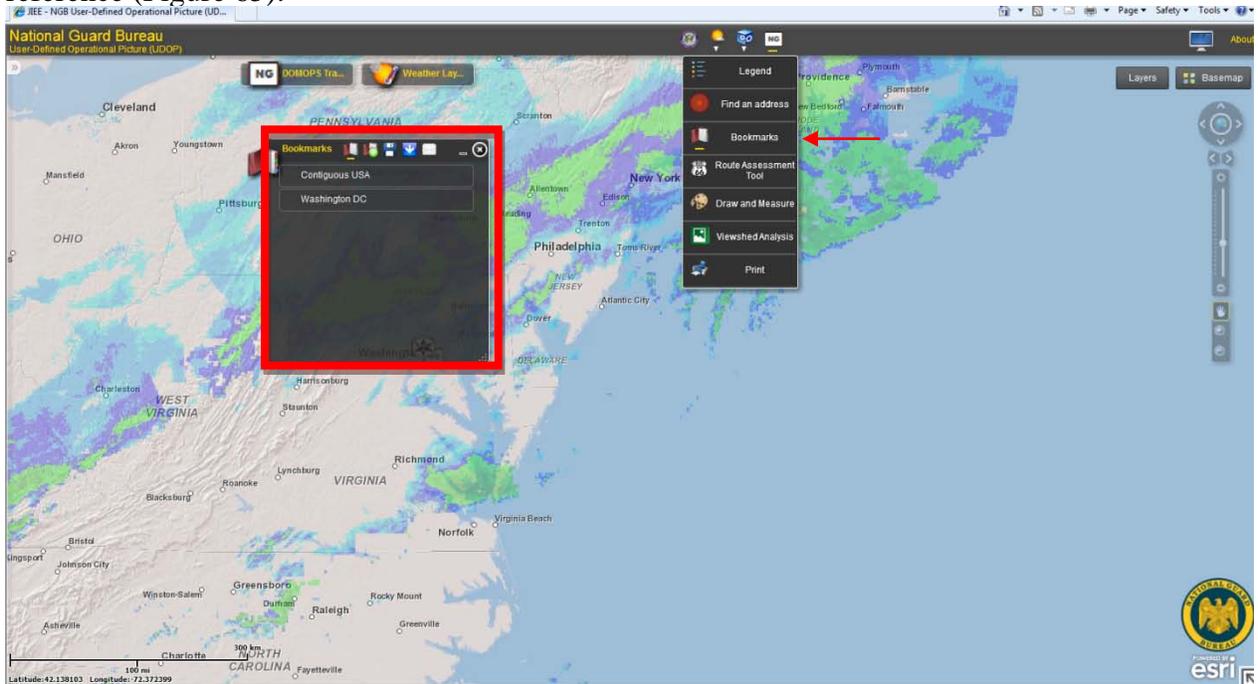


Figure 65 Bookmarks

**Route Assessment Tool:** Allows you to map out a route on the map from one location to another (Figure 66).

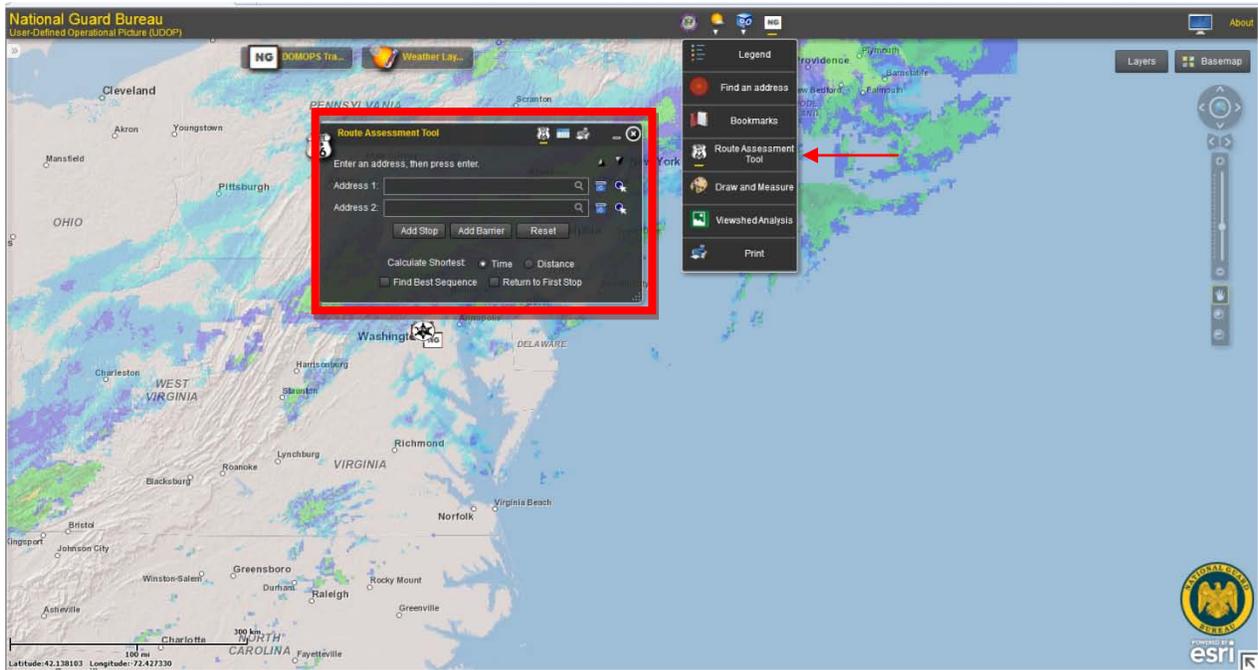


Figure 66 Route Assessment Tool

**Draw and Measure:** Allows you to have mark-up capabilities on the map (i.e. draw lines, draw shapes, and add text) (Figure 67).

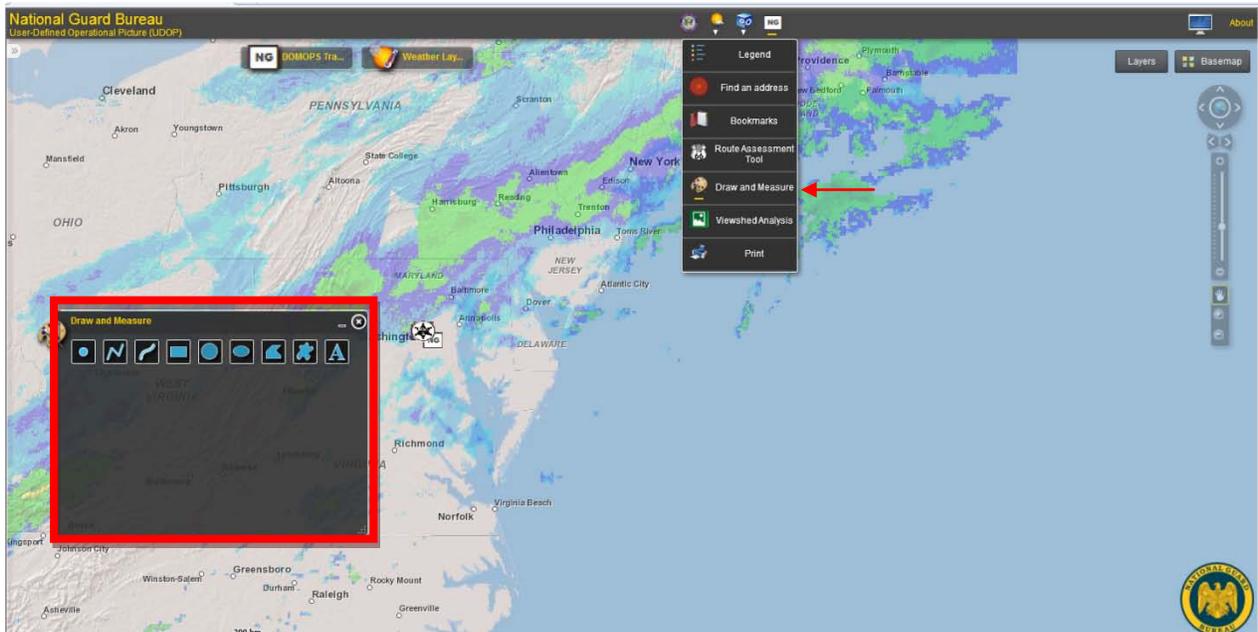


Figure 67 Draw and Measure

Viewshed Analysis: Allows you to find the viewable area from a point on the map (Figure 68).

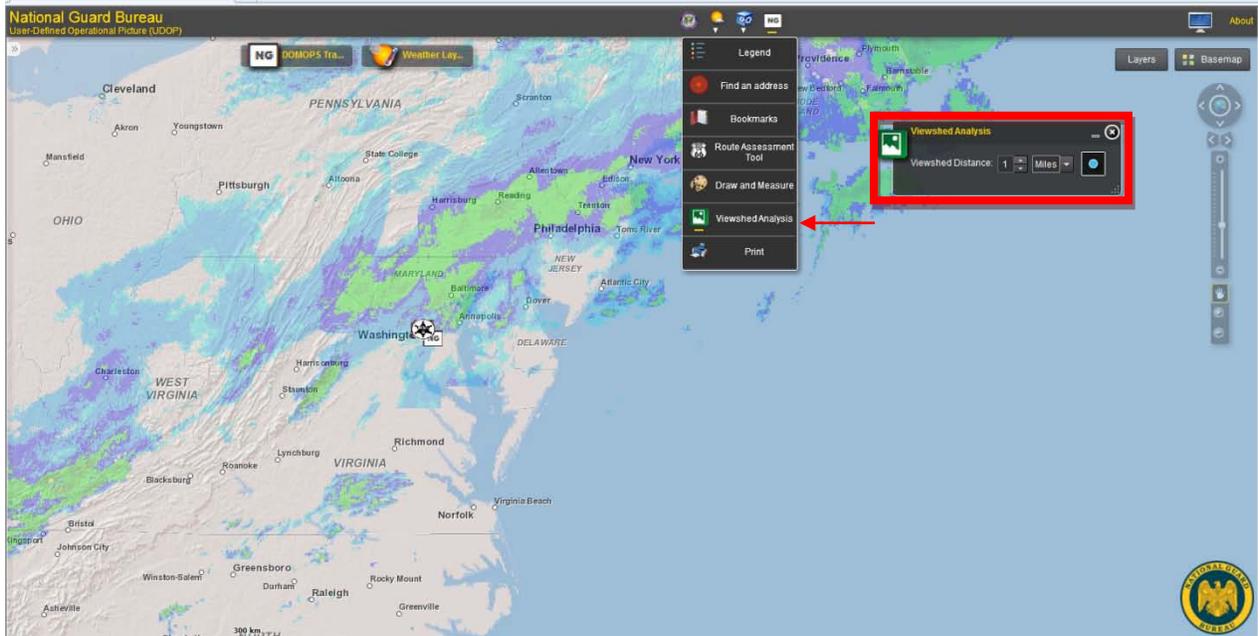


Figure 68 Viewshed Analysis

Print: Allows you to print the map. Anything displayed on your map will be printed (Figure 69).

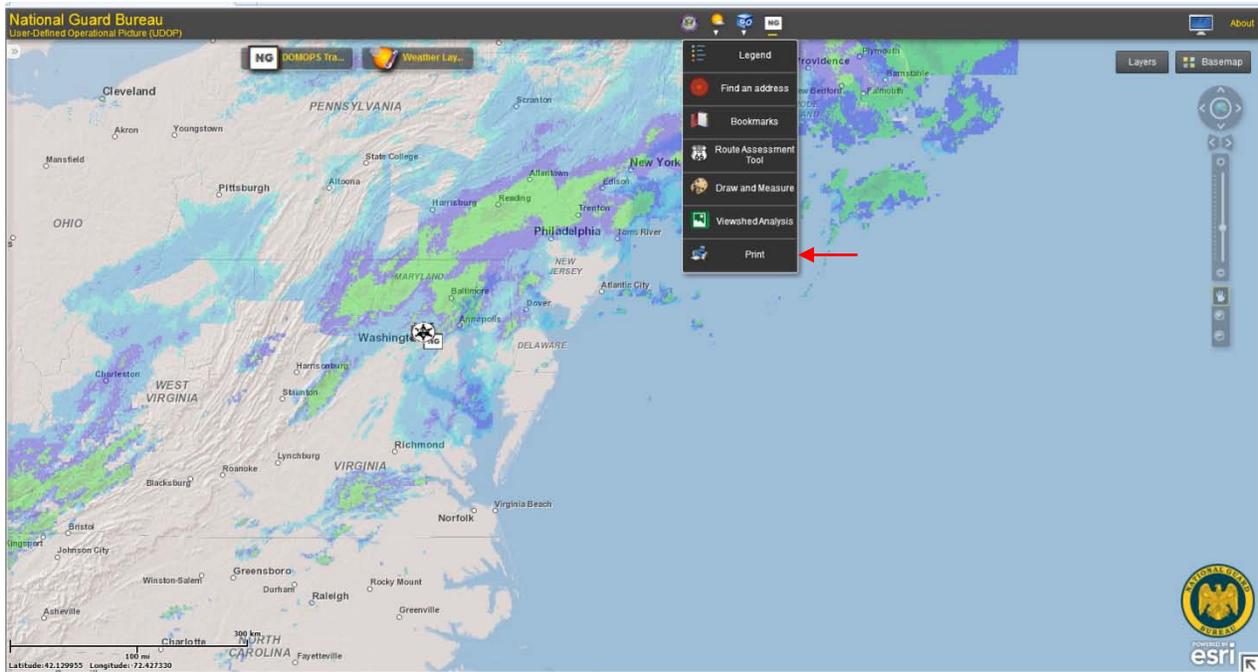


Figure 69 Print

**DOMOPS Tracker:** The DOMOPS tracker widget is loaded by default. NG Units involved in DOMOPS will be shown on the map with an  icon. Clicking on an icon displays the DOMOPS tracker data for that unit in a popup window. (Figure 70)

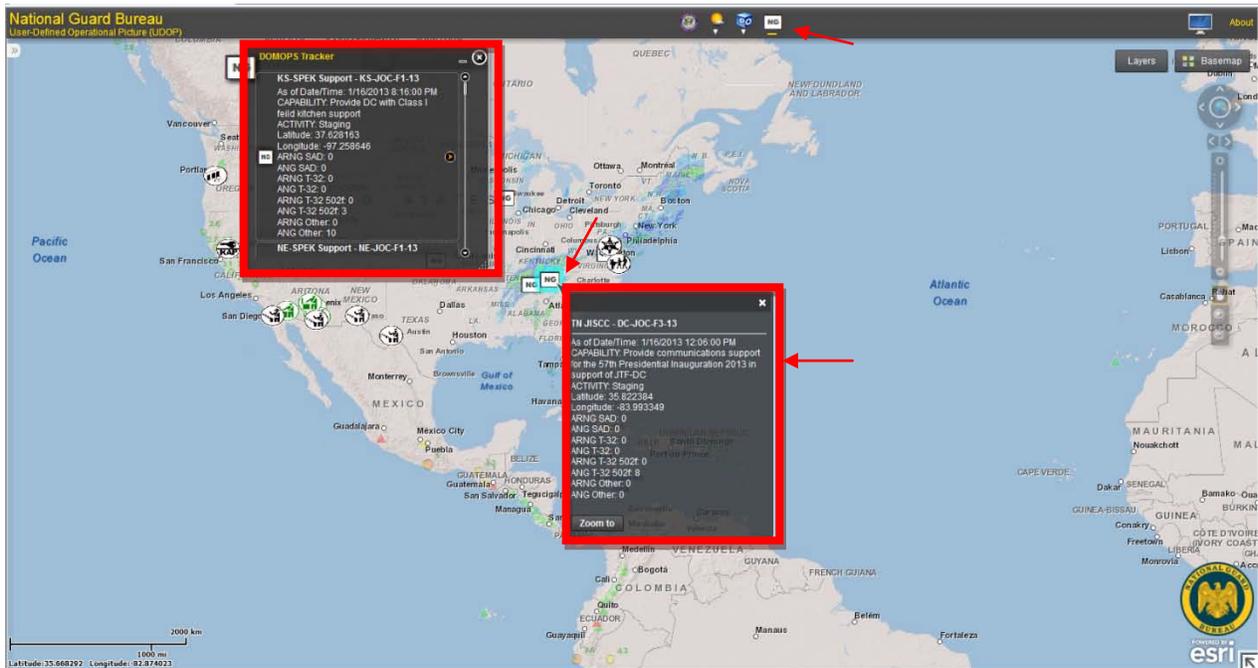


Figure 70 DOMOPS Tracker

### 9.2.5 UDOP Operational Layers

**Operational Layers:** Allows the end user to define the layers they wish to add or remove from the NGB UDOP from an operational perspective (Figure 71).

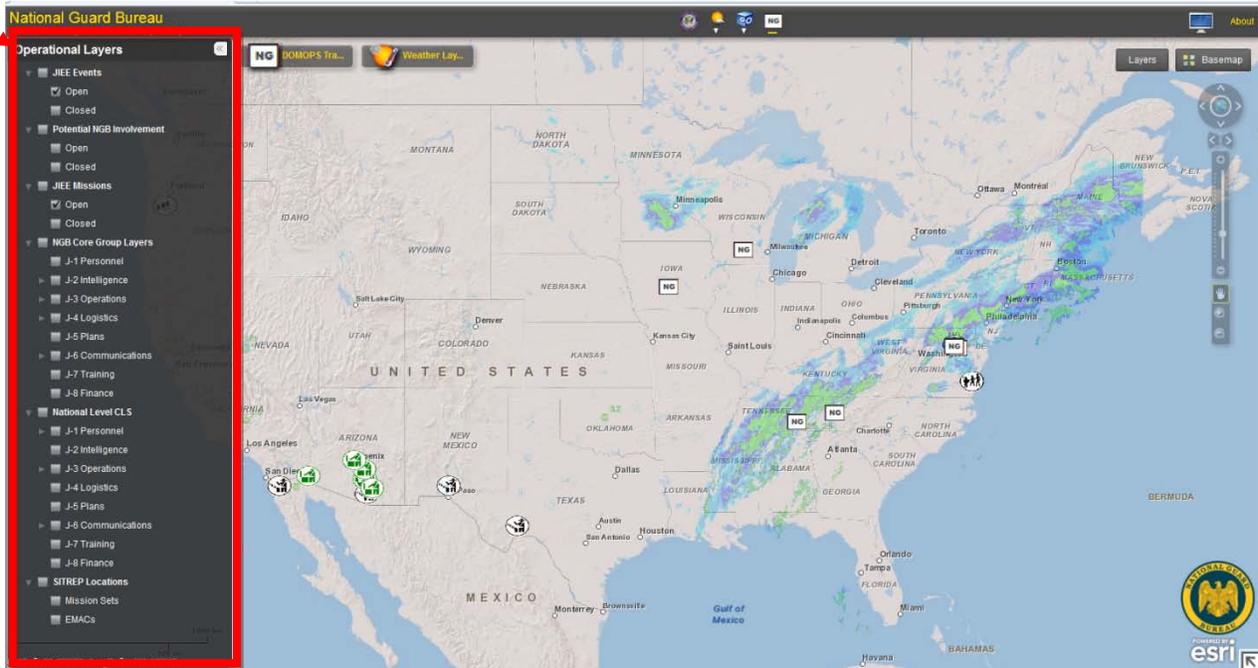


Figure 71 Operational Layers

### 9.3 Viewing JIEE Events in other geospatial viewers

JIEE provides feeds of events and missions in GeoRSS and KML formats. Points in the common Level layer set are made available in KML only. To gain access to the KML and GeoRSS feeds, go to [JIEE Feeds Page](#) in GKO. For further assistance contact the JIEE Help Desk.

Figure 72 below shows JIEE feeds displayed in ESRI ArcGIS Explorer, a desktop geospatial viewer freely available at [www.esri.com/software/arcgis/explorer](http://www.esri.com/software/arcgis/explorer). Other KML or GeoRSS capability geospatial viewers may also be used.

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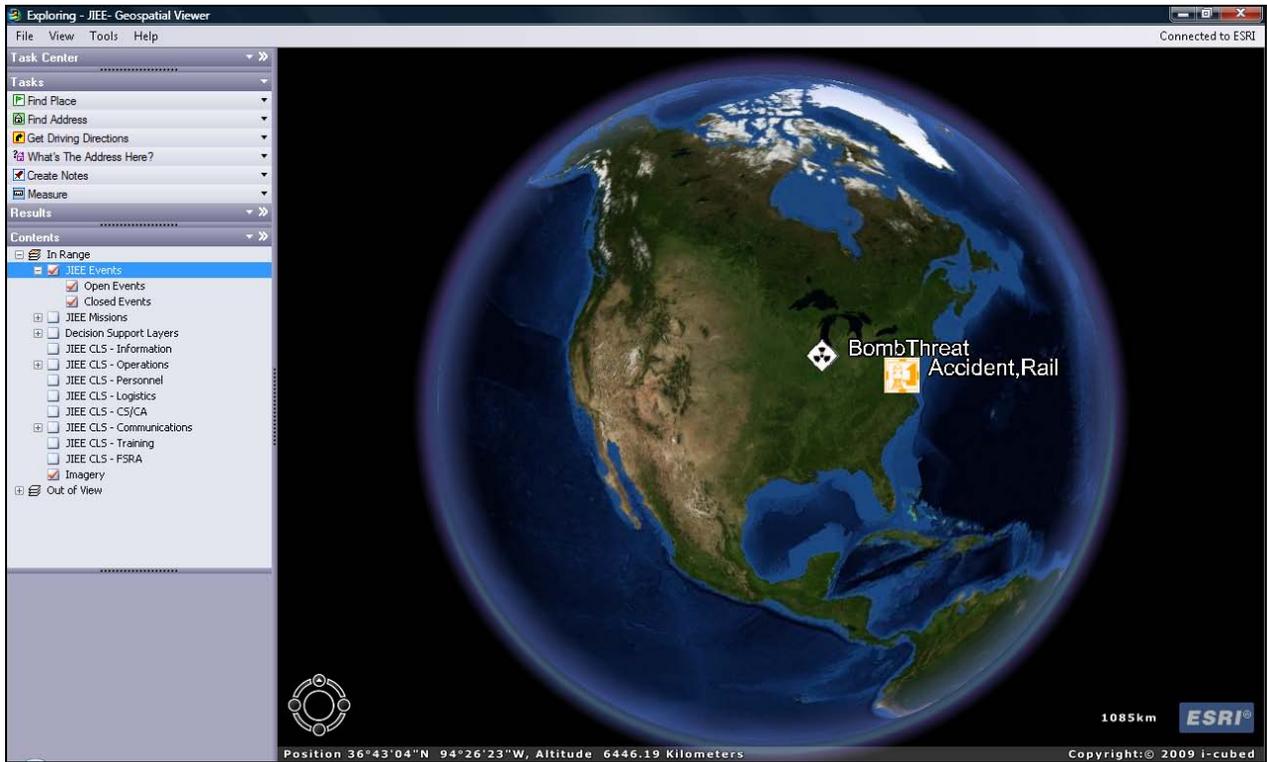


Figure 72 JIEE Events in ArcGIS Explorer

### 9.4 Layer Manager

The Layer Manager enables you to define a custom map layer that contains force laydowns or other information useful to operations. Select the Layer Manager in the Mapping tab in the page header to display the JIEE Layer Manager page (Figure 73).

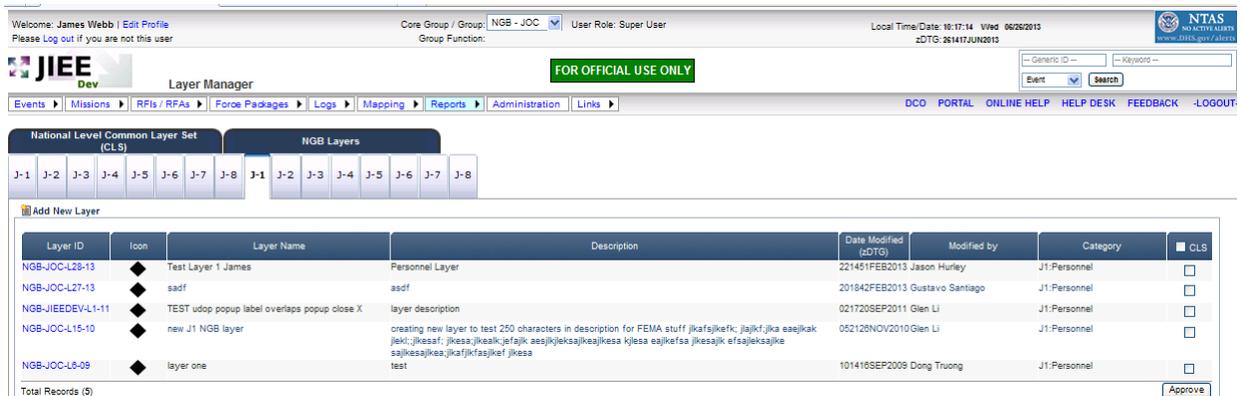


Figure 73 JIEE Layer Manager Page

The Layer Manager splits layers into categories of J-1 thru J-8. When a layer is first created, it will appear under your core group’s layers (in Figure 73 above, NGB is the core group). Layers can be promoted to the National Level Common Layer Set (CLS) to share with other states and NGB. Only users in the NGB JOC group with State Admin permissions can promote a layer to the CLS.

On the Layer Manager page, the following information is displayed in data columns:

- **Layer ID:** Reference number of the selected Layer.
- **Icon:** Icon that you **added** to the map.
- **Layer Name:** Name associated with the layer (user-provided).
- **Description:** Description of the layer (user-provided).
- **Date Modified:** Date of the last modification of the layer (in Zulu date/time).
- **Modified by:** User who last modified the layer.
- **Category:** J unit to which the user who last modified the layer belongs (NGB tab only)
- **CLS (Common Layer Set):** Check box that you can select to add a selected layer to the CLS.

JIEE also displays the total count of layers in the page.

For users who have the necessary permission, layers can be approved into the CLS by clicking the approve checkbox next to the layer then clicking the **Approve** button. To remove a layer from the common layer set, click the checkbox of the layer and then click the **Unapprove** button.

### 9.4.1 Adding a Layer

In the Layer Manager page, you can add a layer to a map by clicking [Add New Layer](#). JIEE displays the Add Layer page (Figure 74).

The screenshot shows the 'Add Layer' page in the JIEE system. At the top, there is a header with user information: 'Welcome: James Webb | Edit Profile', 'Please Log out if you are not this user', 'Core Group / Group: NGB - JOC', 'User Role: Super User', and 'Local Time/Date: 10:18:40 Wed 06/20/2013'. There is also a search bar and a 'FOR OFFICIAL USE ONLY' banner. The main content area contains a form with the following fields: 'Core Group: NGB', '\* Layer Category: J-1: Personnel' (a dropdown menu), '\* Layer Name:' (a text input field), and '\* Layer Description:' (a text area). Below the description field, it says 'Characters remaining: 250'. A 'Save Layer' button is located at the bottom of the form. The footer includes 'NG Operations Dashboard | NORTHCOM Operations | NORTHCOM Command | DSEL', 'JIEE Help Desk', 'ng.nor.army.mbx:jiee-helpdesk@mail.mil', 'Phone: (703) 607-8724', and 'Version: 6.0.3.4027-17 JUN 2013'.

**Figure 74 JIEE Add Layer Page**

In the Add Layer page, JIEE displays your current core group. In the Layer Type drop-down list, select the category of layer that you want to add. Then name the layer in the Layer Name field and describe the new layer in the Layer Summary field.

When you are finished, click **Save Layer** to save the new layer, or **Reset** to clear your entries and reset the fields to their default states.

### 9.4.2 View Layer Detail

You can view detailed data about a layer by clicking a Layer ID in any tab in the Layer Manager page. JIEE displays the View Layer Detail page (Figure 75).

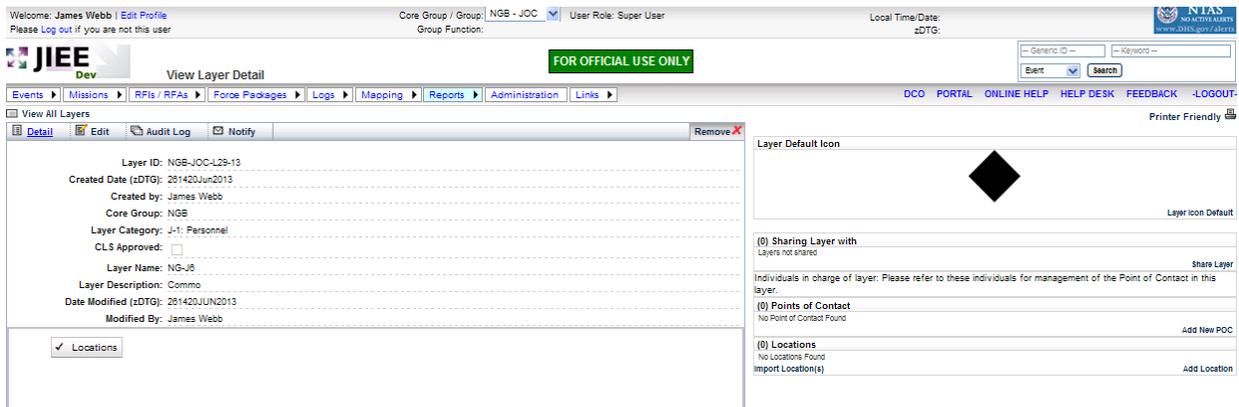


Figure 75 JIEE View Layer Detail Page

In the View Layer Detail page, JIEE provides information specific to the selected layer: Layer ID, the date the layer was created (as Zulu date/time), the user who created the layer, the creator’s core group, the layer category, the name and description of the layer, the date the layer was last modified (as Zulu date/time), and the user who last modified the layer.

Also in the View Layer Detail page are functional areas that display to the right of the data area: Layer Default Icon, Sharing Layers, Points of Contact, and Locations. The latter three functional areas work similarly to those in functional areas for Events, Missions, RFIs, and RFAs; refer to any of these sections for more information about these functional areas. The following section describes the Layer Default Icon functional area.

### 9.4.3 Adding a Layer Icon

From the Layer Detail page, you can add an icon to a new layer by clicking [Layer Icon Default](#) in the Layer Default Icon functional area. JIEE displays the Layer Default Icon page (Figure 76).

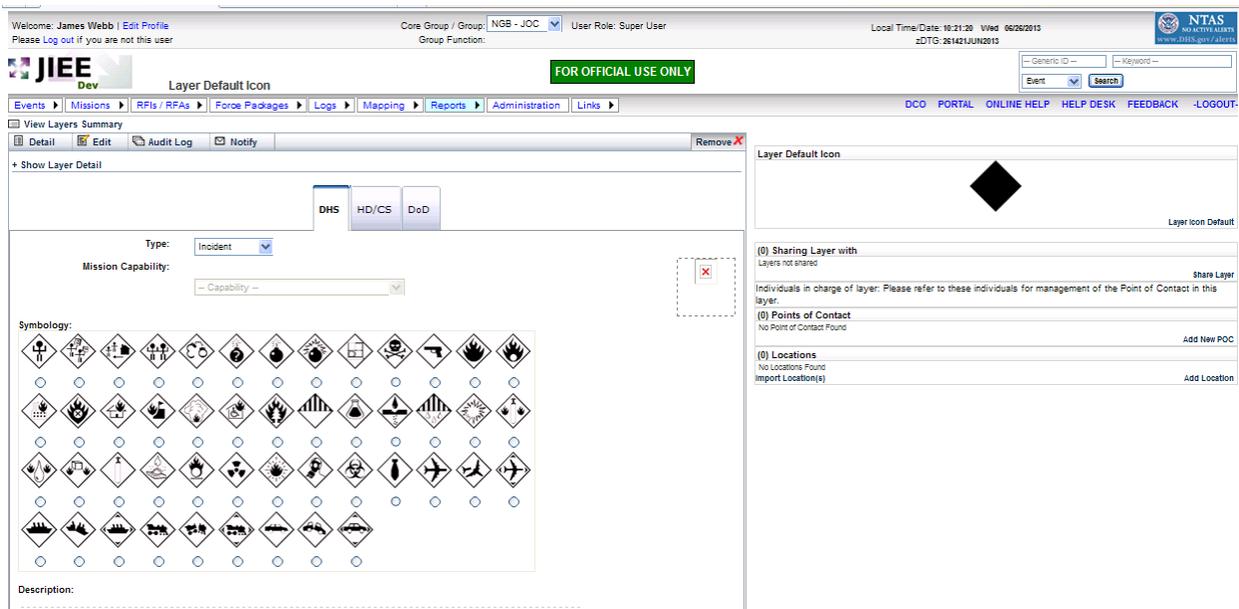


Figure 76 JIEE Layer Default Icon Page

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In the Layer Default Icon page, you can specify the icon Type and Mission Capability in the drop-down lists. Selecting an icon in the page works similarly to icon selection in the Event Add Location page (refer to Section 4.3.1 for more information).

When you are finished, click **Save** to save your entries.

## 9.5 Location Lookup – Map

JIEE provides a lookup function that you can use to pinpoint a location on a map by supplying the state and place name. You can access the Location Lookup function by selecting the Mapping tab in the page header and then choosing [Location Lookup](#). JIEE displays the Location Lookup page (Figure 77).

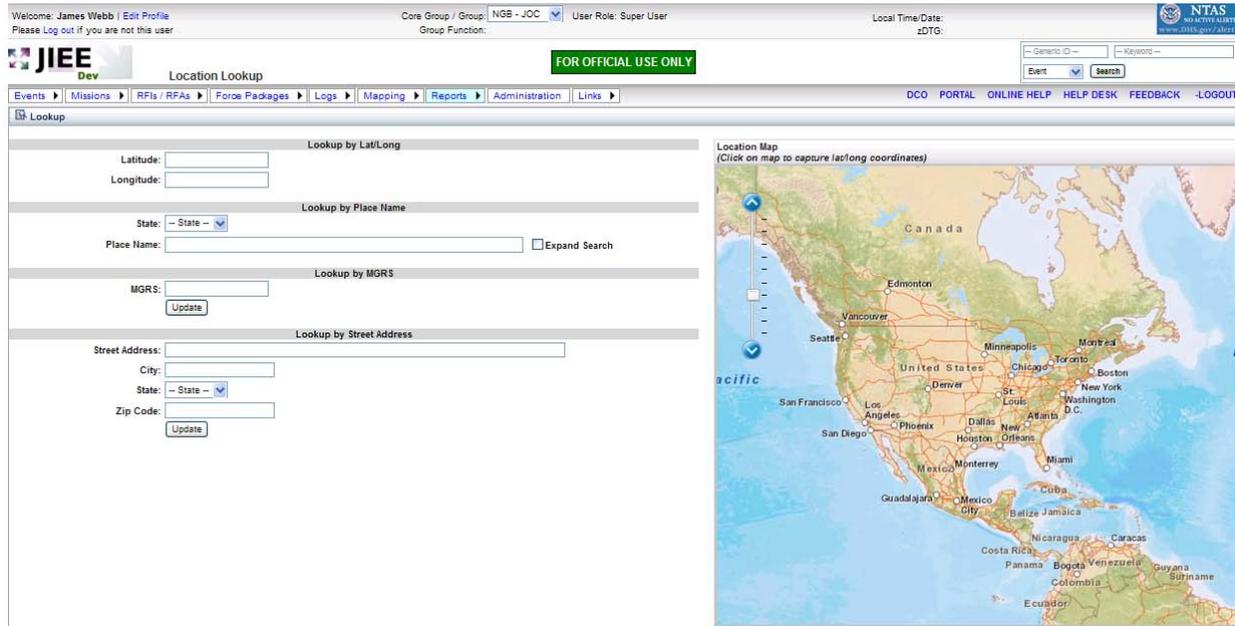


Figure 77 JIEE Location Lookup Page

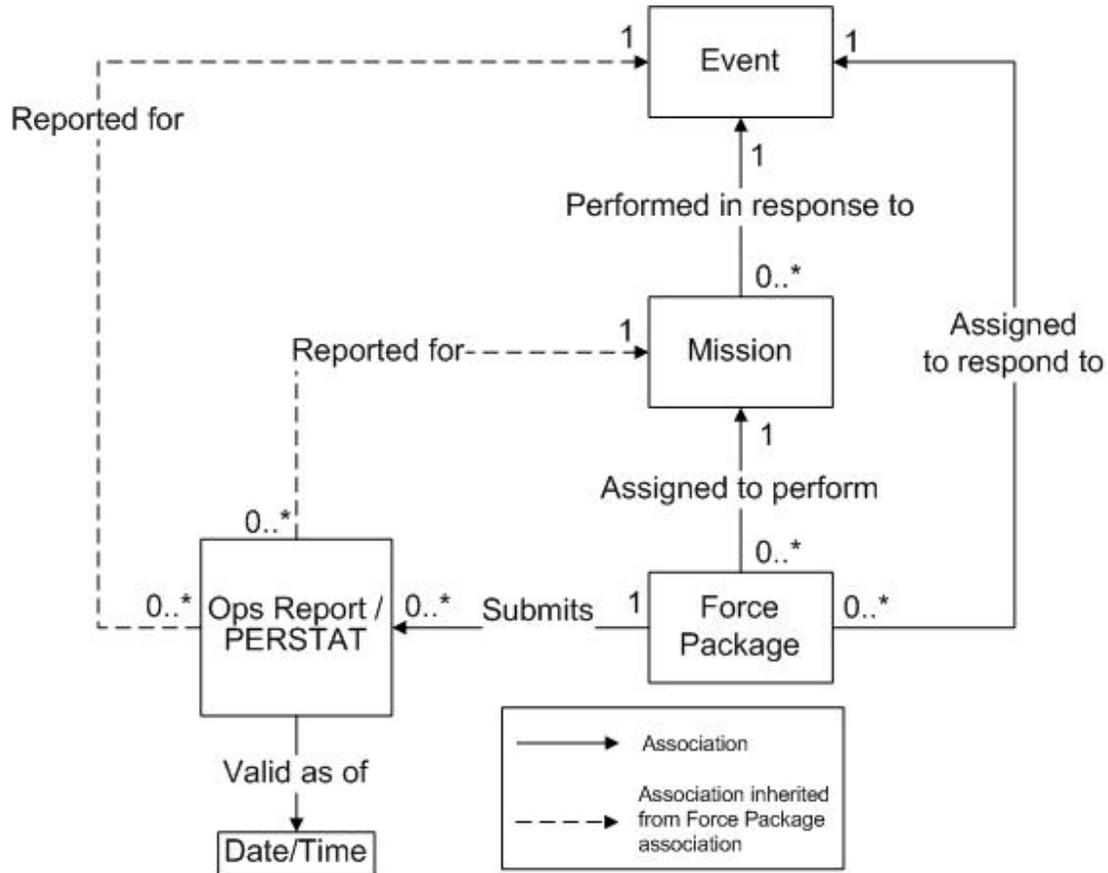
In the Location Lookup page a Location Map displays. You can either Lookup a location by Lat/Long, Place Name, MGRS or by Street Address. If you select a state in the state drop down box a map displays that reflects the selected state in the State field. When you enter the Place Name and press **<Return>**, JIEE updates the map with more detail that reflects the information you have entered, and populates the Latitude, Longitude, and MGRS (Military Grid Reference System) text fields if this information is available.

To expand your search, click the Expand Search check box. You can also enter Latitude and Longitude, MGRS, the Street Address, City, and Zip Code in the text fields, if this information is known.

Also you can just scroll over the map and then point and click on a location on the map that you want to use as your location. This is usually the easiest method to look up a location on the map.

## 10 FORCE PACKAGES

The Force Package module in JIEE supports the entering of units or Force Packages for the purpose of tracking personnel and operations. A Force Package may be associated with zero or one event and a maximum of one mission that is attached to the event for which the Force Package is associated. (See the diagram below)



### 10.1 Force Packages Menu Bar

You can View All Force Packages or Add New Force Package by selecting the Force Packages menu bar in the page header. Click [View All Force Packages](#) to view a summary of all recorded force packages, or [Add New Force Package](#) to create a new one. The following sections describe these options as well as viewing detailed information about a selected Force Package (Figure 78).

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Welcome: James Webb | Edit Profile  
Please Log out if you are not this user

Core Group / Group: NGB - JOC | User Role: Super User  
Group Function:

Local Time/Date: 10:29:40 Wed 06/26/2013  
zDTG: 261429JUN2013

**JIEE** Dev

Welcome to JIEE

**FOR OFFICIAL USE ONLY**

Events | Missions | RFIs / RFAs | **Force Packages** | Logs | Mapping | Reports | Administration | Links

DCO PORTAL ONLINE HELP HELP DESK FEEDBACK -LOGOUT

Status Update  
Last login: (z) 261356JUN2013  
New items in last 24 hrs  
0 Events  
0 Missions  
0 RFAs  
0 RFIs

(913) Events | View All

Event ID	Subject	Date Modified (zDTG)	Event Date (zDTG)	Status
NGB-JOC-E90-13	Testing for new feeds	251710JUN2013	150000MAR2013	
NGB-JOC-E83-12	asdf <	261425APR2013	100000OCT2010	
NGB-JOC-E44-11	Checking bug #890	262149MAR2013	140000APR2011	
NGB-JOC-E84-12	compositekey<	262143MAR2013	070205DEC2012	
NGB-JOC-E87-13	Test	262051MAR2013	070027FEB2013	

(548) RFAs | View All

Entry ID	Subject	Date Modified (zDTG)	Status
NGB-JOC-R181-12	Gigantopithecus	121317MAR2013	
NGB-JOC-R180-12	Frame 352 of the Patterson-Grimlin film	0411714OCT2012	
MD-HRL-R0-12	Spatial Anomaly at Wolf 359 - Sensors Indicate The Borg Collective	031810OCT2012	
NGB-JOC-R161-12	Andromeda Strain - Extinction Level Event	031810OCT2012	
NGB-JOC-R178-12	asdf	021650OCT2012	

(5) Missions | View All

Mission ID	Subject	Date Modified (zDTG)	Status
NGB-JOC-M40-13	asdf	121317MAR2013	
FEMA-JOC-M1-12	Search and Rescue	121312MAR2013	
ANG-CAT-M1-12	NGB-JOC Reviewed	052205MAR2013	
NGB-JOC-M41-13	asdf	051924MAR2013	
NGB-JOC-M26-12	Neutralize panic and chaos among the citizens	032003OCT2012	

(1210) RFIs | View All

Entry ID	Subject	Date Modified (zDTG)	Status
NGB-JOC-R198-13	asdf	262205MAR2013	
NGB-JOC-R197-13	asdf	262143MAR2013	
NGB-JOC-R196-13	asdf	262142MAR2013	
NGB-JOC-R195-13	asdf	262053MAR2013	
NGB-JOC-R193-13	asdf	262052MAR2013	

NG Operations Dashboard | NORTHCOM Operations | NORTHCOM Command | DSEL

JIEE Help Desk  
ng.nor.ang.mbx.jee-helpdesk@mail.mil  
Phone: (703) 607-8724

Figure 78 Force Packages menu bar

### 10.1.1 Viewing Force Package Summary Information

The Force Package Summary can be used to find all Force Packages entered into JIEE. To view Force Packages, select the Force Package tab in the JIEE page header and then the View All Force Packages option. JIEE displays the Force Package Summary page (Figure 79).

Welcome: James Webb | Edit Profile  
Please Log out if you are not this user

Core Group / Group: NGB - JOC | User Role: Super User  
Group Function:

Local Time/Date: 10:31:26 Wed 06/26/2013  
zDTG: 261431JUN2013

**JIEE** Dev

Force Package Summary

**FOR OFFICIAL USE ONLY**

Events | Missions | RFIs / RFAs | **Force Packages** | Logs | Mapping | Reports | Administration | Links

DCO PORTAL ONLINE HELP HELP DESK FEEDBACK -LOGOUT

Add New Force Package

Active only | Active & Inactive | All (including deleted)

+ Show Force Package Filter Options

Force Package ID	Force Package Name	Home State	Activity	Active Event Reference	Active Mission Reference	Created Date (zDTG)	Date Modified (zDTG)
- Modified earlier this month							
NGB-JOC-F103-13	Test Force Package James Jackson January 22, 2013	NGB	Standby	NGB-JOC-E83-12	NGB-JOC-M41-13	221920JAN2013	121424JUN2013
- Modified earlier this year							
NGB-JOC-F102-13	Test James FP Error 3 I'm editing the name	CT	Standby	NGB-JOC-E87-13	NGB-JOC-M40-13	221417JAN2013	051959MAR2013
NGB-JOC-F101-13	Test Force Package Jan 18 James 2	NGB	Standby	NGB-JOC-E77-12		181847JAN2013	181848JAN2013
NGB-JOC-F100-13	Test Jan 18 1 James	NGB	Standby	NGB-JOC-E86-12		181838JAN2013	181846JAN2013
NGB-JOC-F89-13	ForcePackageCreated01082013@7:52AM 56	DHS	Standby	NGB-JOC-E11-10		081315JAN2013	181819JAN2013
NGB-JOC-F89-13	spook is there	NGB	Inactive			181520JAN2013	181702JAN2013
NGB-JOC-F89-13	ForcePackageCreated01082013@7:52AM 49	DHS	Inactive			081315JAN2013	181443JAN2013
NGB-JOC-F88-13	Test FP Name 2	NGB	Inactive			172135JAN2013	172135JAN2013
NGB-JOC-F86-13	c	NGB	Standby	NGB-JOC-E70-12		171834JAN2013	171834JAN2013
NGB-JOC-F85-13	u	NGB	Returning	NGB-JOC-E70-12		171830JAN2013	171830JAN2013
NGB-JOC-F84-13	Test Ops Report Bug James 1	NGB	Inactive			171828JAN2013	171828JAN2013
NGB-JOC-F81-13	Test Force Package 1	NGB	Standby	NGB-JOC-E79-12		101602JAN2013	101906JAN2013
NGB-JOC-F80-13	asdf	NGB	Standby	NGB-JOC-E82-12		091949JAN2013	091950JAN2013

Figure 79 Force Packages Summary Page

The Force Package Summary page provides summary information about all Force Packages that have been recorded in JIEE. Data that JIEE displays in columns in the Force Packages Summary page includes the Force Package ID, Force Package Name, Home State, Activity, Activity Event Reference, Active Mission Reference, Created Date, and Date Modified.

You may also add a new Force Package from the Force Package Summary page. The Export to Excel and Web Query functions in the same way as those in the Event Summary page (refer to Section 4 for more information).

**Note:** All dates are in Zulu (zDTG) format.

Each Force Package that displays in the Force Package Summary is a hyperlink. You can click any Force Package to view detailed information about that selected Force Package in the JIEE View Force Package Detail page.

In the Force Package Summary page, you can sort by clicking any column's header. The default sort is alphanumerical by Force Package ID. Repeated clicking in the column header toggles the sort between ascending and descending order (Figure 80).

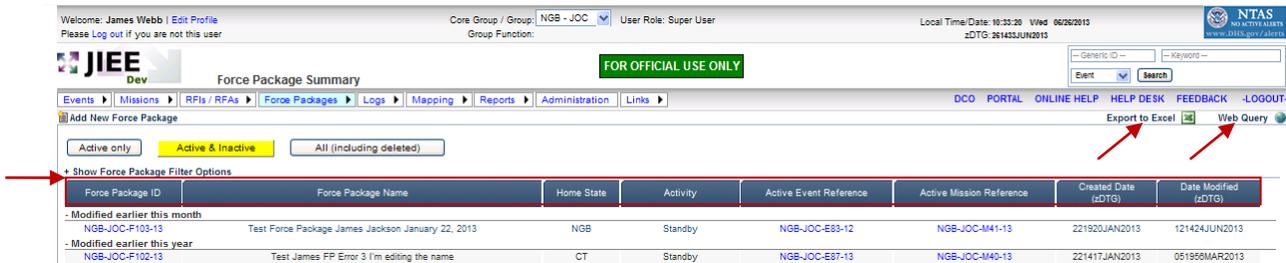


Figure 80 Force Packages Summary Page

### 10.1.2 Force Package Filter Options

Click “Show Force Package Filter Options” to display the options for filtering force packages. In this section, you can filter your search by Force Package ID, Force Package Name, Event Reference, Mission Reference, and Home State. You can also filter by Activity Status, Inactive, Archived, and Date Range. Clicking [Search Force Packages](#) displays the results of your search in the page if data can be found that meets your search criteria (Figure 81).

Click + [Show Force Package Filter Options](#) to display the section. If it is displayed, click - [Hide Force Package Filter Options](#) to hide the section.

The predefined filter buttons *Active Only*, *Active & Inactive*, and *All (including Archived)*, will set the filter options and reload the page based on those filter options.

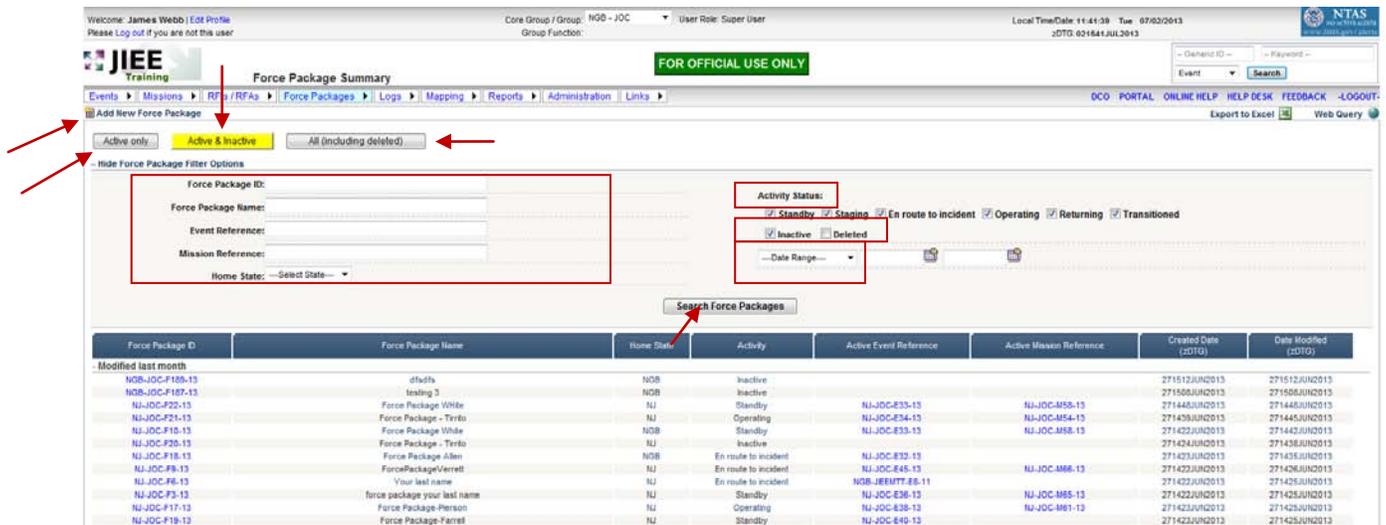


Figure 81 Force Package Filter Options

## 10.2 Creating a New Force Package

To create a new Force Package, select the Force Packages menu from the navigation bar at the top of the page and then choose [Add New Force Package](#). JIEE will display the Add Force Package page (Figure 82).



Figure 82 Add Force Package

The Add New Force Package page contains a user input form with pre-populated information (such as your current default Home State) and a field in which you enter the name of the Force Package you want to record. Fields that are preceded by an asterisk (\*) require information before you can save your entries in the form. When you are finished click **Save**.

**Note:** To select a different Home State click the drop down and select the appropriate Home State.

### 10.3 View Force Package Detail Page

You can view detailed information about a Force Package on the View Force Package Detail page (Figure 83).

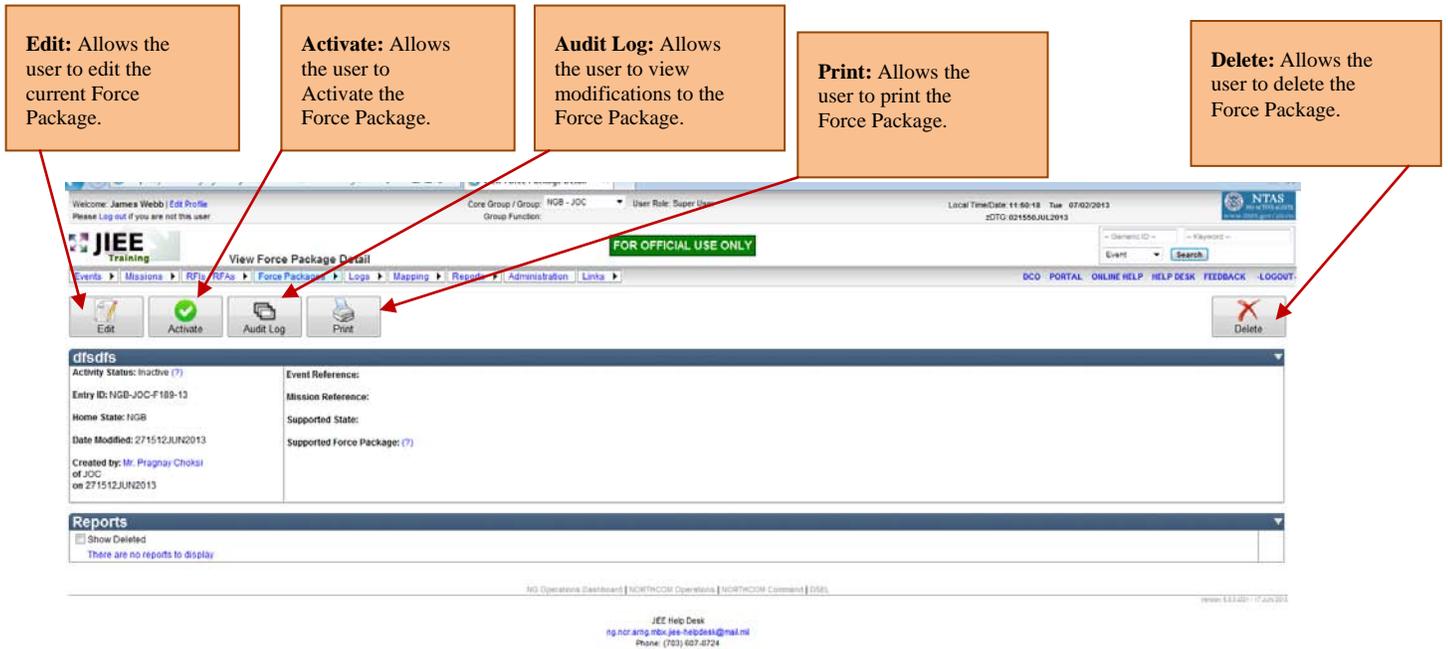


Figure 83 View Force Package Detail page

**Note:** The Activity Status will start off as Inactive until you Activate. The Event Reference, Mission Reference, Supported State, and Supported Force Package only apply to Activated Force Packages and may not be set for an Inactive Force Package.

### 10.4 Activate a Force Package

To Activate a Force Package click [Activate](#). JIEE will display the View Force Package Detail page. JIEE also enables you to associate a Force Package with a selected event which is a requirement (Figure 84, Figure 85, Figure 86, Figure 87).

# Joint Information Exchange Environment

## User Manual

Welcome: James Webb | [Edit Profile](#)  
Please Log out if you are not this user

Core Group / Group: NGB - JOC  
Group Function:

User Role: Super User

Local Time/Date: 12:50:29 Tue 07/02/2013  
ZDTG: 021600JUL2013

**JIEE** Training

**FOR OFFICIAL USE ONLY**

Demans ID: -- Keyword: --  
Event: Search

Events | Missions | RFI's / RFAs | Force Packages | Logs | Mapping | Reports | Administration | Links

DCO PORTAL ONLINE HELP HELP DESK FEEDBACK LOGOUT

Edit Activate Audit Log Print Delete

**Webb4**

Activity Status: Inactive (?)

Entry ID: NGB-JOC-F190-13

Home State: NGB

Date Modified: 021600JUL2013

Created by: Training Instructor James Webb of JOC on 021600JUL2013

Event Reference:

Mission Reference:

Supported State:

Supported Force Package: (?)

**Reports**

Show Deleted

There are no reports to display

NG Operations Dashboard | NORTHCOM Operations | NORTHCOM Command | OSEL

JIEE Help Desk  
ng.act.amg.mbx.jee-helpdesk@mail.mil  
Phone: (703) 607-8724

Figure 84 Click Activate

Welcome: James Webb | [Edit Profile](#)  
Please Log out if you are not this user

Core Group / Group: NGB - JOC  
Group Function:

User Role: Super User

Local Time/Date: 12:52:38 Tue 07/02/2013  
ZDTG: 021602JUL2013

**JIEE** Training

**FOR OFFICIAL USE ONLY**

Demans ID: -- Keyword: --  
Event: Search

Events | Missions | RFI's / RFAs | Force Packages | Logs | Mapping | Reports | Administration | Links

DCO PORTAL ONLINE HELP HELP DESK FEEDBACK LOGOUT

Save Cancel

Event Reference:

- NGB-JOC-E190-13-Training Webb4
- SC-J5-E2-13-Hurricane Chapman
- NJ-JOC-E44-13-Flood in Little Ferry - John Petrea
- NJ-JOC-E43-13-H
- NJ-JOC-E42-13-Arnisto-Gavina

Mission Reference:

- Select Mission
- NJ-JOC-M19-13-Training Tarrto
- NGB-JOC-M10-13-Training Webb4

Supported State: \*--State-- (?)

**Reports**

Show Deleted

There are no reports to display

NG Operations Dashboard | NORTHCOM Operations | NORTHCOM Command | OSEL

JIEE Help Desk  
ng.ncr.amg.mbx.jee-helpdesk@mail.mil  
Phone: (703) 607-8724

Figure 85 Select the appropriate Event

# Joint Information Exchange Environment User Manual

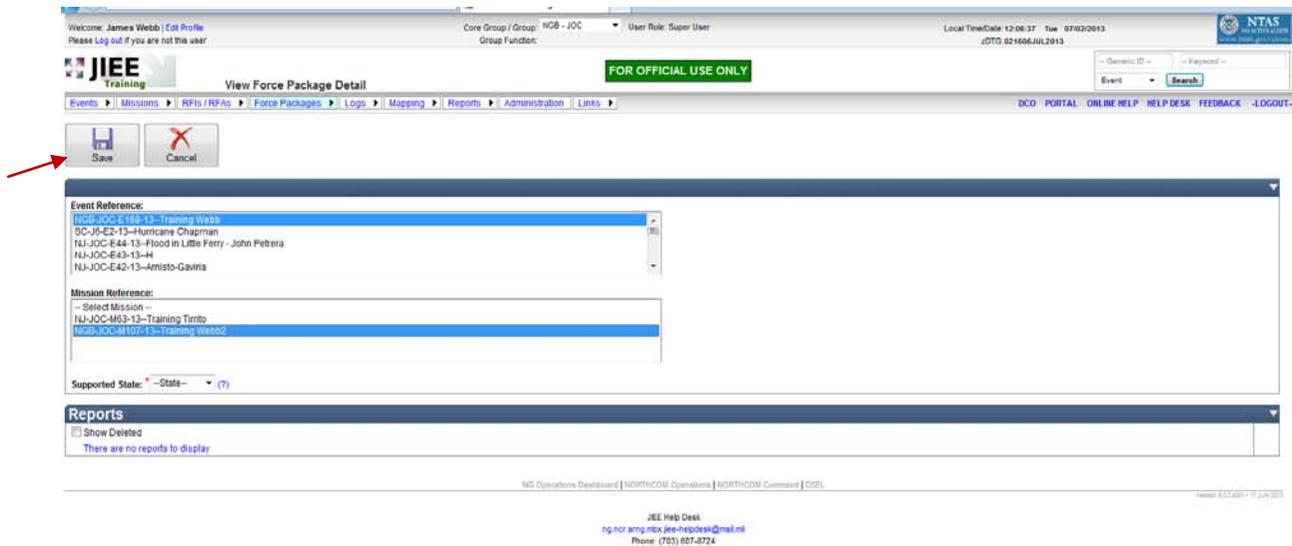


Figure 86 Select Save

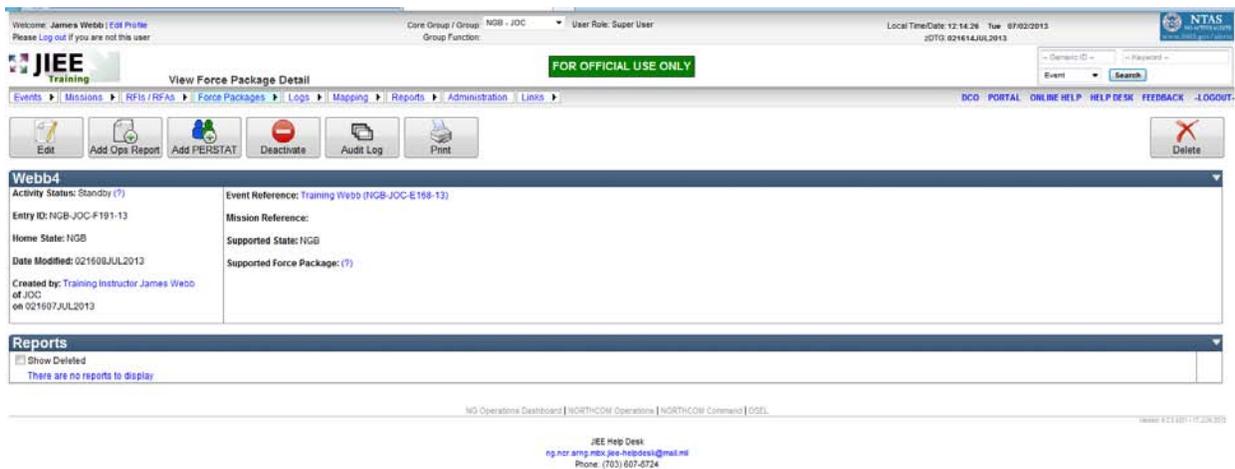


Figure 87 Active Force Package

**Note:** The Activity Status is controlled by submitted Operations Status Reports.

## 10.5 Deactivate a Force Package

To Deactivate a Force Package click [Deactivate](#). JIEE will display the View Force Package Detail page displaying your Activity Status as Inactive (Figure 88 and Figure 89) Deactivating a force package will set the Force Package status to Inactive and remove the force package from the DOMOPS Tracker feed.

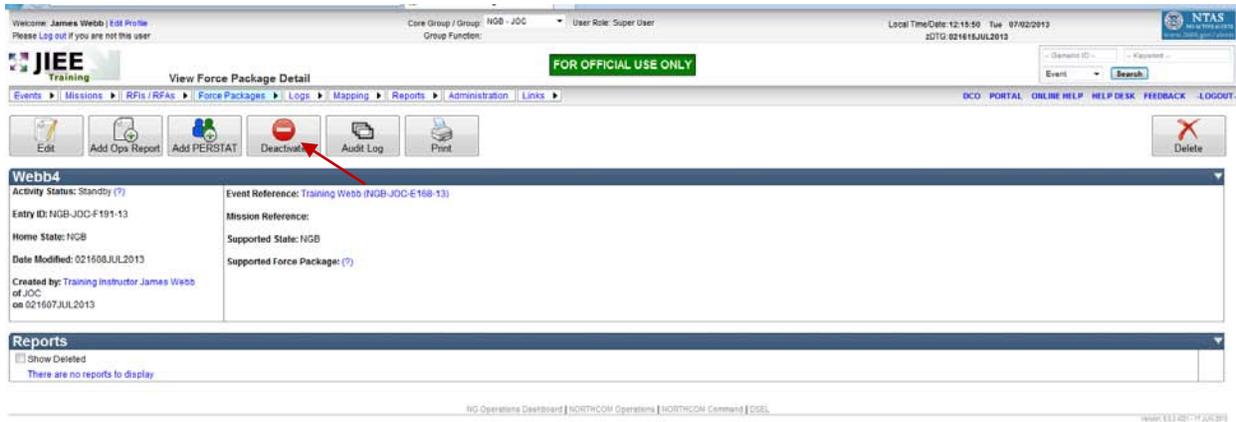


Figure 88 Click Deactivate

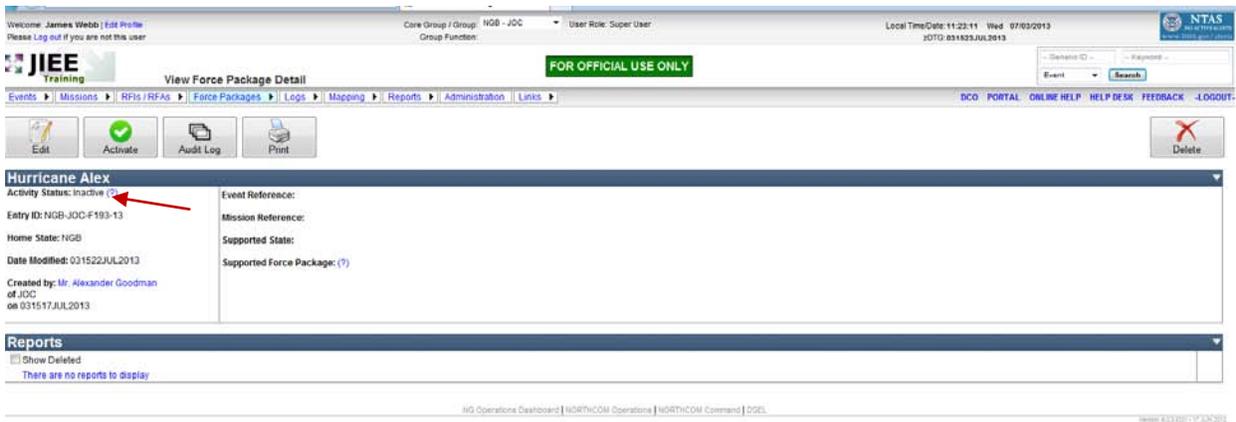


Figure 89 Inactive Force Package

## 10.6 Operations Status Report

The Operations Status Report functionality in JIEE captures situational overview and force package activity. It also supports the ability to pull data into custom Microsoft Excel spreadsheets to help automate reports specific to your State.

### 10.6.1 Add an Operation Status Report

You can add an Operations Status Report for the selected Force Package by first clicking the [Add Ops Report](#) button the View Force Package Detail page. Clicking the Add Ops Report menu navigates you to the Add Ops Report page (Figure 90 and Figure 91).

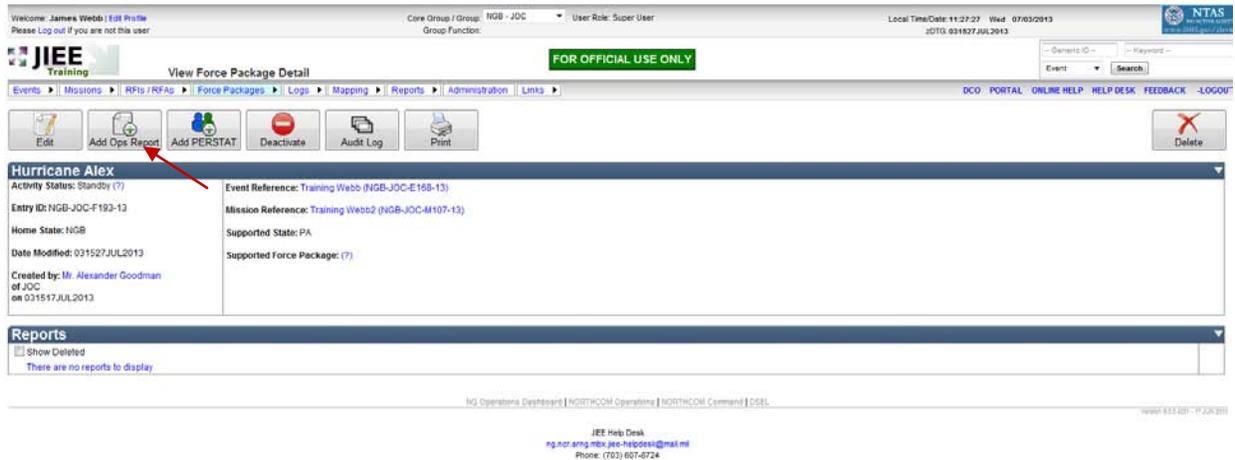


Figure 90 Click Add Ops Report

# Joint Information Exchange Environment

## User Manual

Welcome: James Webb | Edit Profile  
Please Log out if you are not this user

Core Group / Group: NGB - JOC  
Group Function:

User Role: Super User

Local Time/Date: 11:42:19 Wed 07/03/2013  
2070: 091543JUL2013

**JIEE**  
Training

Add Ops Report

**FOR OFFICIAL USE ONLY**

Events | Missions | RFIs / RFAs | Force Packages | Logs | Mapping | Reports | Administration | Links

DCO PORTAL ONLINE HELP HELP DESK FEEDBACK LOGOUT

Save Submit to NGB Cancel Populate with previous report

Force Package: Hurricane Alex (NGB-JOC-F193-13)  
Event Reference: Training Web (NGB-JOC-E168-13)  
Report:  
Status:  
Submitted By:  
Submitted On:  
\* Is valid as of: (zulu time)  
Activity Status: Standby (7)  
\* Mission Type: Disaster Response - Consequence Management

Situation Overview

Current Ops

Future Ops

\* Capability / Mission Description  
Training

**Figure 91 Add Ops Report Page**

On the Add Ops Report page, JIEE displays the current activity of the Operations Status Report:

- Force Package, Event Reference, Report, Status, Submitted By, Submitted On, Is valid as of date, Activity Status, and Mission Type.

JIEE allows the user to save the report, Submit the report to NGB, Cancel the report, or Populate data from a previous report.

JIEE also provides text fields in which you can enter information.

To Change the Activity Status or Mission Type click the drop down and select the appropriate information (Figure 92).

**Note:** Fields that are preceded by an asterisk (\*) require information before you can save your entries in the form.

# Joint Information Exchange Environment

## User Manual

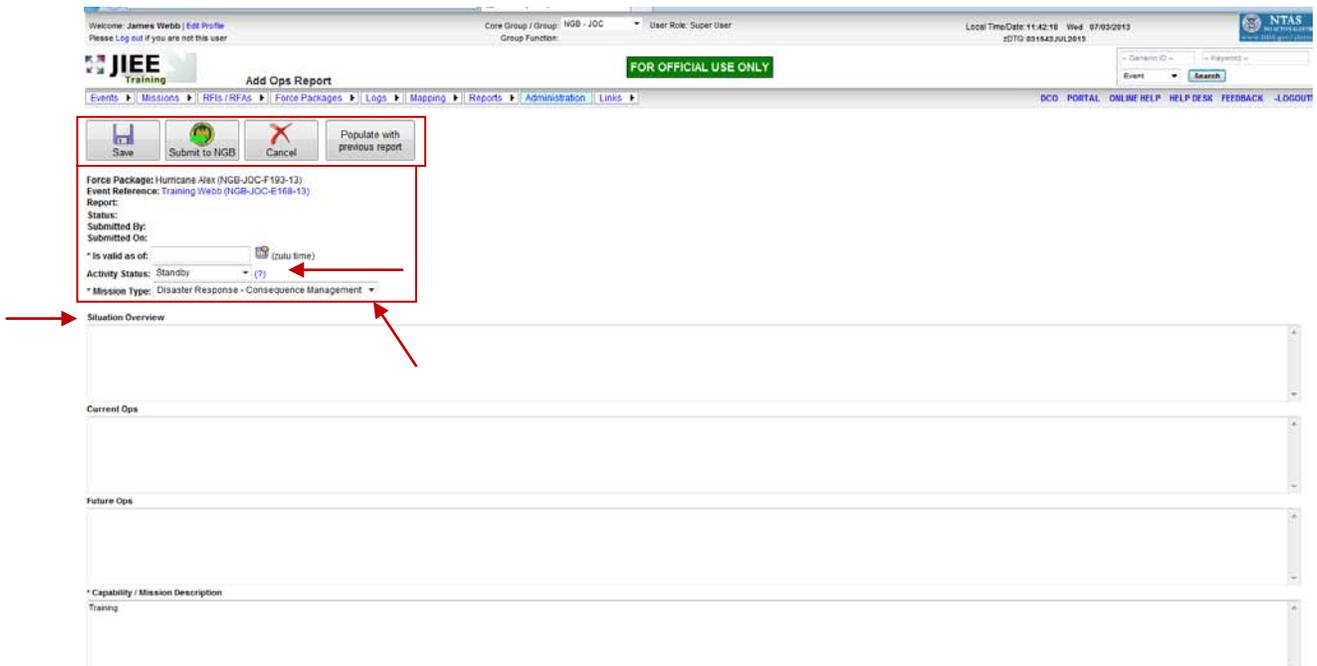


Figure 92 Add Ops Report Page

### 10.6.1.1 Add a Location to the Operations Status Report

On the Add Ops Report page JIEE provides a lookup function that you can use to pinpoint a location on a map (Figure 93).

# Joint Information Exchange Environment

## User Manual

The screenshot displays the 'Add Ops Report' page in the Joint Information Exchange Environment. At the top, it shows report details: Force Package HCB-JOC-F1-12, Event Reference LA-JOC-E10-12, Report #1, Status Submitted, Submitted By Mr. George P. Bardell, and Submitted On 05/23/11 Dec 2012. Below this, there are fields for 'Is valid as of' (12/05/2012 11:10 PM), 'Activity Status' (Standby), and 'Mission Type' (Domestic Ops). The page is divided into several sections: 'Situation Overview', 'Current Ops', 'Future Ops', and 'Mission Description'. The bottom section is titled 'Location Lookup' and contains five methods: 'Lookup by Lat/Long' (with latitude and longitude fields), 'Lookup by Place Name' (with a state dropdown and place name field), 'Lookup by MGRS' (with an MGRS field and an 'Update' button), and 'Lookup by Street Address' (with street address, city, state, and zip code fields, plus an 'Update' button). To the right of these fields is a 'Location Map' showing a map of the Washington, D.C. area. The map includes a title 'Location Map (Click on map to capture lat/long coordinates)' and a status bar at the bottom showing 'Latitude: 38.75967 Longitude: -76.79016 MGRS: 18SUH4445891620'.

**Figure 93 Location Lookup on the Add Ops Report page**

In the Location Lookup page a Location Map displays. You can either Lookup a location by Lat/Long, Place Name, MGRS or by Street Address. If you select a state in the state drop down box a map displays that reflects the selected state in the State field. When you enter the Place Name and press **<Enter>**, JIEE updates the map with more detail that reflects the information you have entered, and populates the Latitude, Longitude, and MGRS (Military Grid Reference System) text fields if this information is available.

To expand your search, click the Expand Search check box. You can also enter Latitude and Longitude, MGRS, the Street Address, City, and Zip Code in the text fields, if this information is known.

Also you can just scroll over the map and then point and click on a location on the map that you want to use as your location. This is usually the easiest method to look up a location on the map.

### 10.6.1.2 Save, Submit to NGB, Cancel, or Populate from Previous Report

- To save your Operations Status Report in JIEE click [Save](#), JIEE navigates you back to the View Force Package Detail page. From this page you can view your Operations Report in the Reports section.
- To submit your Operations Status Report to NGB click [Submit to NGB](#), your Operations Status Report is now viewable by NGB, and JIEE will navigate you back to the View Force Package Detail page. From this page you can view your Operations Report in the Reports section.
- To cancel your Operations Report click [Cancel](#), your Operations Status Report is deleted. JIEE will navigate you back to the View Force Package Detail page.
- To populate your Operations Status Report with data from a previous report click [Populate with previous report](#), and the Mission Type, Situation Overview, Current Ops, Future Ops, Mission Description and the Lat/Long will populate with data from the previous report. Click [Save](#) and JIEE will navigate you back to the View Force Package Detail page. From this page you can view your Operations Report in the Reports section (Figure 94 and Figure 95).

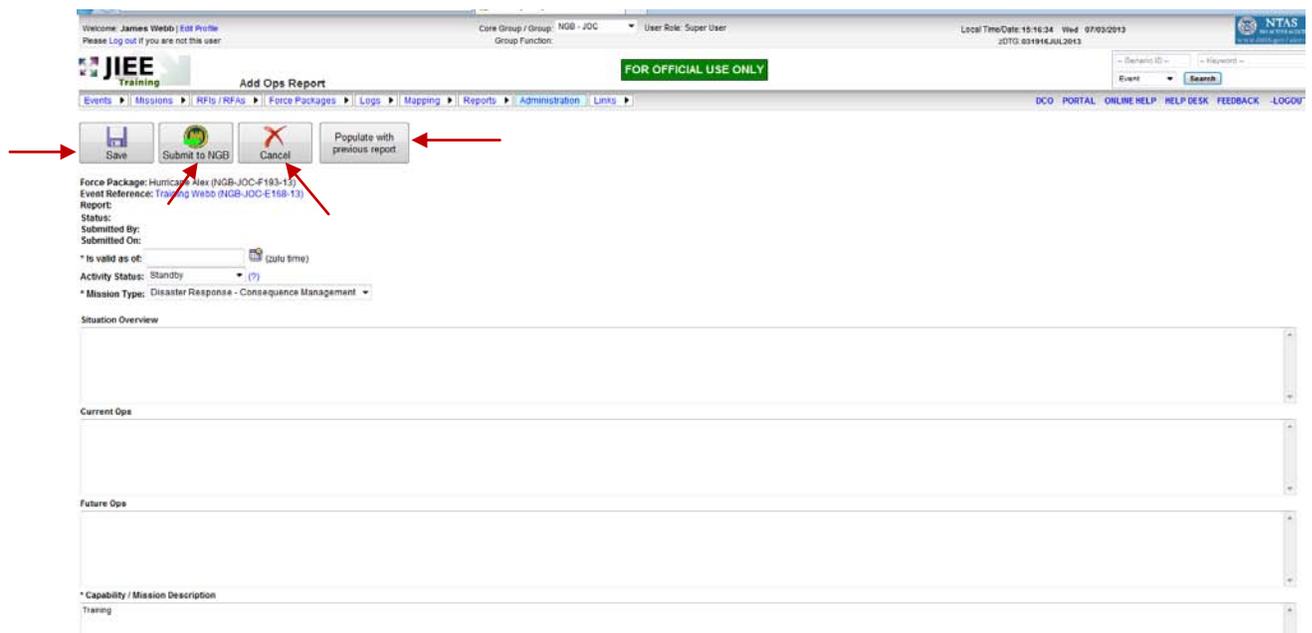


Figure 94 Save, Submit to NGB, Cancel, and Populate with previous report tabs

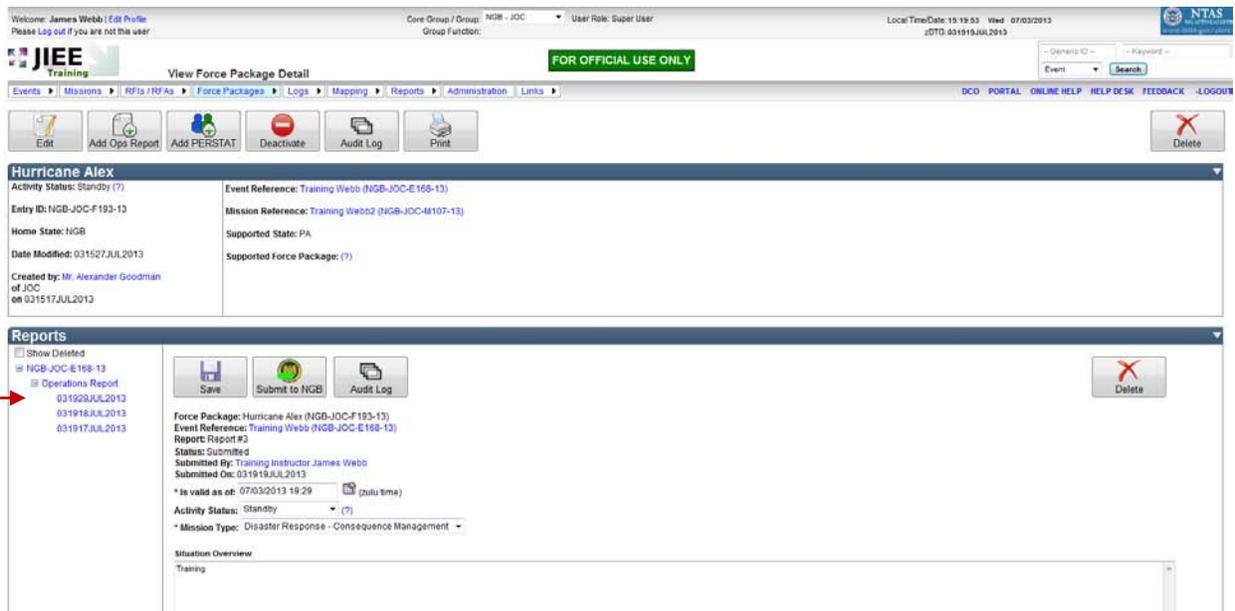


Figure 95 View Force Package Detail page with newly added reports

## 10.7 Personnel Status Report

The Personnel Status Report functionality supports the ability to create, view, modify, delete, recover, and submit a personnel status report. Once a personnel status report is submitted for a particular date time group, the system permits corrections to be submitted and shall store a record of all changes, which made them, and at what time.

### 10.7.1 Add a Personnel Status Report

You can add a Personnel Status Report for the selected Force Package by first clicking the [Add PERSTAT](#) menu on the View Force Package Detail page. Clicking the Add PERSTAT tab navigates you to the Add Personnel Status Report page (Figure 96 and Figure 97).

# Joint Information Exchange Environment

## User Manual

Welcome: James Webb | [Edit Profile](#)  
 Please Log out if you are not this user.

Core Group / Group: NGB - JOC  
 Group Function:

User Role: Super User  
 Local Time/Date: 19:21:55 Wed 07/03/2013  
 JDTG: 031921JUL2013

**JIEE Training**

View Force Package Detail

FOR OFFICIAL USE ONLY

Events | Missions | RPTs / RFAs | Force Packages | Logs | Mapping | Reports | Administration | Links

DCO PORTAL ONLINE HELP HELP DESK FEEDBACK LOGOUT

Edit Add Ops Report **Add PERSTAT** Deactivate Audit Log Print Delete

**Hurricane Alex**  
 Activity Status: Standby (?)  
 Entry ID: NGB-JOC-F193-13  
 Home State: NGB  
 Date Modified: 031527.JUL2013  
 Created by: Mr. Alexander Goodman of JOC on 031517.JUL2013

Event Reference: Training Web0 (NGB-JOC-E168-13)  
 Mission Reference: Training Web02 (NGB-JOC-M107-13)  
 Supported State: PA  
 Supported Force Package: (?)

**Reports**

Show Deleted  
 NGB-JOC-E168-13  
 Operations Report  
 031929.JUL2013  
 031918.JUL2013  
 031917.JUL2013

Save Submit to NGB Audit Log Delete

Force Package: Hurricane Alex (NGB-JOC-F193-13)  
 Event Reference: Training Web0 (NGB-JOC-E168-13)  
 Report: Report #3  
 Status: Submitted  
 Submitted By: Training Instructor James Webb  
 Submitted On: 031919.JUL2013  
 \* Is valid as of: 07/03/2013 19:29 (zulu time)  
 Activity Status: Standby (?)  
 \* Mission Type: Disaster Response - Consequence Management

Situation Overview  
 Training

Figure 96 Click Add PERSTAT Report

Welcome: James Webb | [Edit Profile](#)  
 Please Log out if you are not this user.

Core Group / Group: NGB - JOC  
 Group Function:

User Role: Super User  
 Local Time/Date: 19:22:53 Wed 07/03/2013  
 JDTG: 031921JUL2013

**JIEE Training**

Add Personnel Status Report

FOR OFFICIAL USE ONLY

Events | Missions | RPTs / RFAs | Force Packages | Logs | Mapping | Reports | Administration | Links

DCO PORTAL ONLINE HELP HELP DESK FEEDBACK LOGOUT

Save Submit to NGB Cancel Populate with previous report

Force Package: Hurricane Alex (NGB-JOC-F193-13)  
 Event Reference: Training Web0 (NGB-JOC-E168-13)  
 Report:

\* Is valid as of: (zulu time)

**Personnel Status**

Report Warrant Officers separate from Officers

	Army			Air			All Totals	References
	Enlisted	Officer	ARNG Totals	Enlisted	Officer	ANG Totals		
SAD	0	0	0	0	0	0	0	(SAD) State Active Duty - State Orders, Paid by State
AGR - T-32	0	0	0	0	0	0	0	AGR's to State (SM supporting event must be doing same job as assigned duties) T10 USC 12301(d)
T-32 502(f)(1)	0	0	0	0	0	0	0	T-32 502(f)(1) - CNGB approved funding T32 Ch 3 § 328 and T10 Ch 5 § 502(f)(1)
T-32 502(f)(2)	0	0	0	0	0	0	0	T-32 502(f)(2) - SECDEF approved funding T32 Ch 3 § 328 and T10 Ch 5 § 502(f)(2)
Military Technicians	0	0	0	0	0	0	0	T32 Ch 3 § 328 and T10 Ch 1007 § 10216, not leave or other status
ADOS-AC T10	0	0	0	0	0	0	0	Active Federal Service Funding T10 Ch 2109 § 12301(d); Ref DoDI 1215.06 para 6.1.4.2.1 AC Funded
ADOS-RC T32	0	0	0	0	0	0	0	Federal Funding provided to State T32 Ch 5 § 502(f)(2)(A or B); Ref DoDI 1215.06 para 6.1.4.2.1 RC Funded
Involuntary Activated T10	0	0	0	0	0	0	0	Active Federal Service Funding T10 Ch 1209 § 12301(a), 12302, 12303 or 12304; Ref DoDI 1215.06 para 6.3.1.3
Voluntary Activated T10	0	0	0	0	0	0	0	Active Federal Service Funding T10 Ch 1209 § 12301(d) or (h) or 12402; Ref DoDI 1215.06 para 6.3.1.2 and 6.3.1.4
Inactive Duty Training	0	0	0	0	0	0	0	Personnel assigned to event using IDT drill funds, T32 Ch 5 § 502(a); Ref DoDI 1215.06 para 6.1.2 RC Funded, Non-reimbursable for Operational Support
Annual Training	0	0	0	0	0	0	0	Personnel utilized for event using annual training funds, T32 Ch 5 § 502(a); Ref DoDI 1215.06 para 6.1.4.1 RC Funded, Non-reimbursable for Operational Support
Totals	0	0	0	0	0	0	0	

**Critical Information Requirements**

	Army			Air			All Totals
	Enlisted	Officer	ARNG Totals	Enlisted	Officer	ANG Totals	
Missing in Action	0	0	0	0	0	0	0

Figure 97 Add Personnel Status Report page

# Joint Information Exchange Environment

## User Manual

On the Add Personnel Status Report page, JIEE displays the current activity of the Personnel Status Report:

- Force Package, Event Reference, Report, Is valid as of date

JIEE allows the user to save the report, Submit the report to NGB, Cancel the report, or Populate data from a previous report from the Add Personnel Status Report page. To account for Warrant Officers select the “Report Warrant Officers separate from Officers” box.

JIEE also provides text fields in which you can enter information for the Domestic Operations Command Strength Report (CSR) and the Commander’s Critical Information Requirements (CCIRs) (Figure 98 and Figure 99).

Force Package: Hurricane Alex (NGB-JOC-F193-13)  
 Event Reference: Training Webb (NGB-JOC-E198-13)  
 Report: \* Is valid as of

Personnel Status

Report Warrant Officers separate from Officers

	Army			Air			All Totals	References
	Enlisted	Officer	ANG Totals	Enlisted	Officer	ANG Totals		
SAD	0	0	0	0	0	0	0	(SAD) State Active Duty - State Orders, Paid by State
AGR - T-32	0	0	0	0	0	0	0	AGR's to State (SM supporting event must be doing same job as assigned duties) T10 USC 12301(d)
T-32 502(f)(1)	0	0	0	0	0	0	0	T-32 502(f)(1) - CNGB approved funding T32 Ch 3 § 328 and T10 Ch 5 § 502(f)(1)
T-32 502(f)(2)	0	0	0	0	0	0	0	T-32 502(f)(2) - SECDEF approved funding T32 Ch 3 § 328 and T10 Ch 5 § 502(f)(2)
Military Technicians	0	0	0	0	0	0	0	T32 Ch 3 § 328 and T10 Ch 1007 § 10216, not leave or other status
ADOS-AC T10	0	0	0	0	0	0	0	Active Federal Service Funding T10 Ch 2109 § 12301(d), Ref DoDI 1215.06 para 6.1.4.2.1 AC Funded
ADOS-RC T32	0	0	0	0	0	0	0	Federal Funding provided to State T32 Ch 5 § 502(f)(2)(A or B); Ref DoDI 1215.06 para 6.1.4.2.1 RC Funded
Involuntary-Activated T10	0	0	0	0	0	0	0	Active Federal Service Funding T10 Ch 1209 § 12301(a), 12302, 12303 or 12304; Ref DoDI 1215.06 para 6.3.1.3
Voluntary Activated T10	0	0	0	0	0	0	0	Active Federal Service Funding T10 Ch 1209 § 12301(d) or (h) or 12402; Ref DoDI 1215.06 para 6.3.1.2 and 6.3.1.4
Inactive Duty Training	0	0	0	0	0	0	0	Personnel assigned to event using IDT drill funds. T32 Ch 5 § 502(a); Ref DoDI 1215.06 para 6.1.2 RC Funded; Non-reimbursable for Operational Support
Annual Training	0	0	0	0	0	0	0	Personnel utilized for event using annual training funds. T32 Ch 5 § 502(a); Ref DoDI 1215.06 para 6.1.4.1 RC Funded; Non-reimbursable for Operational Support
Totals	0	0	0	0	0	0	0	

Critical Information Requirements

	Army			Air			All Totals
	Enlisted	Officer	ANG Totals	Enlisted	Officer	ANG Totals	
Missing in Action	0	0	0	0	0	0	0

Figure 98 Add Personnel Status Report page

Commander's Critical Information Requirements (CCIRs)

	Army			ARNG Totals	Air		ANG Totals	All Totals
	Enlisted	Warrant Officer	Officer		Enlisted	Officer		
Missing In Action	0	0	0	0	0	0	0	0
Wounded In Action	0	0	0	0	0	0	0	0
Killed In Action	0	0	0	0	0	0	0	0
Totals	0	0	0	0	0	0	0	0

NG Families Impacted

Missing  Injured  Killed  Displaced

Comments / Explanation regarding this report for NGB's attention:

**Verification:** Click I do certify or I do not certify that all information in this report is true and accurate to the best of my knowledge for use in official accountability records and analysis of this mission.

I do certify  I do NOT certify

Figure 99 Add Personnel Status Report page

10.7.1.1 Save, Submit to NGB, Cancel, or Populate from Previous Report

- To save your Personnel Status Report in JIEE click [Save](#), JIEE navigates you back to the View Force Package Detail page. From this page you can view your Personnel Status Report in the Reports section.
- To submit your Personnel Status Report to NGB click [Submit to NGB](#), your Personnel Status Report is now viewable by NGB, and JIEE will navigate you back to the View Force Package Detail page. From this page you can view your Personnel Report in the Reports section.
- To cancel your Personnel Status Report click [Cancel](#), your Personnel Report is deleted. JIEE will navigate you back to the View Force Package Detail page.
- To populate your Personnel Status Report with data from a previous report click [Populate with previous report](#), and JIEE will populate the data from the previous report. Click [Save](#) and JIEE will navigate you back to the View Force Package Detail page. From this page you can view your Personnel Report in the Reports section (Figure 100 and Figure 101).

# Joint Information Exchange Environment

## User Manual

Force Package: Hurricane Rick (NGB-JOC-F193-13)  
 Event Reference: Training Webb (NGB-JOC-E168-13)  
 Report:

\* Is valid as of: 07/03/2013 19:45 (zulu time)

	Army			Air			References
	Enlisted	Officer	ARNG Totals	Enlisted	Officer	ANG Totals	
SAD	0	0	0	0	0	0	(SAD) State Active Duty - State Orders. Paid by State
AGR - T-32	0	0	0	0	0	0	AGR's to State (SM supporting event must be doing same job as assigned duties) T10 USC 12301(d)
T-32 502(f)(1)	0	0	0	0	0	0	T-32 502(f)(1) - CHGB approved funding T32 Ch 3 § 328 and T10 Ch 5 § 502(f)(1)
T-32 502(f)(2)	0	0	0	0	0	0	T-32 502(f)(2) - SECDEF approved funding T32 Ch 3 § 328 and T10 Ch 5 § 502(f)(2)
Military Technicians	0	0	0	0	0	0	T32 Ch 3 § 328 and T10 Ch 1007 § 10216, not leave or other status
ADOS-AC T10	0	0	0	0	0	0	Active Federal Service Funding T10 Ch 2109 § 12301(d); Ref DoDI 1215.06 para 6.1.4.2.1 AC Funded
ADOS-RC T32	0	0	0	0	0	0	Federal Funding provided to State T32 Ch 5 § 502(f)(2)(A or B); Ref DoDI 1215.06 para 6.1.4.2.1 RC Funded
Involuntary-Activated T10	0	0	0	0	0	0	Active Federal Service Funding T10 Ch 1209 § 12301(a), 12302, 12303 or 12304; Ref DoDI 1215.06 para 6.3.1.3
Voluntary Activated T10	0	0	0	0	0	0	Active Federal Service Funding T10 Ch 1209 § 12301(d) or (h) or 12402; Ref DoDI 1215.06 para 6.3.1.2 and 6.3.1.4
Inactive Duty Training	0	0	0	0	0	0	Personnel assigned to event using IDT drill funds. T32 Ch 5 § 502(a); Ref DoDI 1215.06 para 6.1.2 RC Funded, Non-reimbursable for Operational Support
Annual Training	0	0	0	0	0	0	Personnel utilized for event using annual training funds. T32 Ch 5 § 502(a); Ref DoDI 1215.06 para 6.1.4.1 RC Funded, Non-reimbursable for Operational Support
Totals	0	0	0	0	0	0	

Figure 100 Save, Submit to NGB, Cancel, and Populate with previous report tabs

Webb4  
 Activity Status: Standby (7)  
 Entry ID: NGB-JOC-F191-13  
 Home State: NGB  
 Date Modified: 021617JUL2013  
 Created by: Training Instructor James Webb  
 of JOC on 021607JUL2013

Event Reference: Training Webb (NGB-JOC-E168-13)  
 Mission Reference: Training Webb2 (NGB-JOC-M107-13)  
 Supported State: NGB  
 Supported Force Package: (7)

Force Package: Webb4 (NGB-JOC-F191-13)  
 Event Reference: Training Webb (NGB-JOC-E168-13)  
 Report: Report #3  
 Status: Submitted  
 Submitted By: Training Instructor James Webb  
 Submitted On: 021903JUL2013  
 \* Is valid as of: 07/03/2013 19:45 (zulu time)

	Army			Air			References
	Enlisted	Officer	ARNG Totals	Enlisted	Officer	ANG Totals	
SAD	0	0	0	0	0	0	(SAD) State Active Duty - State Orders. Paid by State
AGR - T-32	0	0	0	0	0	0	AGR's to State (SM supporting event must be doing same job as assigned duties) T10 USC 12301(d)
T-32 502(f)(1)	0	0	0	0	0	0	T-32 502(f)(1) - CHGB approved funding T32 Ch 3 § 328 and T10 Ch 5 § 502(f)(1)
T-32 502(f)(2)	0	0	0	0	0	0	T-32 502(f)(2) - SECDEF approved funding T32 Ch 3 § 328 and T10 Ch 5 § 502(f)(2)

Figure 101 View Force Package Detail page with newly added reports

### 10.7.1.2 Certify the Personnel Status Report

At the bottom of the Personnel Status Report JIEE gives the option to certify the report. If all the information in the report is true and accurate to the best of your knowledge for use in official accountability records and analysis of the mission select I do certify. If this is not the case select I do not certify (Figure 102).

**Commander's Critical Information Requirements (CCIRs)**

	Army			ARNG Totals	Air		ANG Totals	All Totals
	Enlisted	Warrant Officer	Officer		Enlisted	Officer		
Missing In Action	0	0	0	0	0	0	0	0
Wounded In Action	0	0	0	0	0	0	0	0
Killed In Action	0	0	0	0	0	0	0	0
Totals	0	0	0	0	0	0	0	0

**NG Families Impacted**

Missing  Injured  Killed  Displaced

Comments / Explanation regarding this report for NGB's attention:

**Verification:** Click I do certify or I do not certify that all information in this report is true and accurate to the best of my knowledge for use in official accountability records and analysis of this mission.

I do certify 
  I do NOT certify

**Figure 102 Options to certify the Personnel Status Report**

## 11 JIEE REPORTS

JIEE enables you to access a number of reports for viewing. By selecting the Reports menu bar in the page Header you can view the following report types:

- Personnel Status Reports > Operations Status Reports > Logistics Status Reports
- Legacy SITREPs, All Legacy SITREPs, Legacy Event SITREPs, Legacy Mission SITREPs, Legacy SITREPs in Progress
- Legacy J1 Perstat Commander’s Strength Report (GKO)

### 11.1 Reports Menu Bar

You can View all Personnel Status Reports by selecting the Reports menu bar in the page header. Click [Personnel Status Reports](#) to view a summary of all recorded Personnel Reports. The following sections describe these options as well as viewing detailed information about a selected Personnel Status Report (Figure 103).

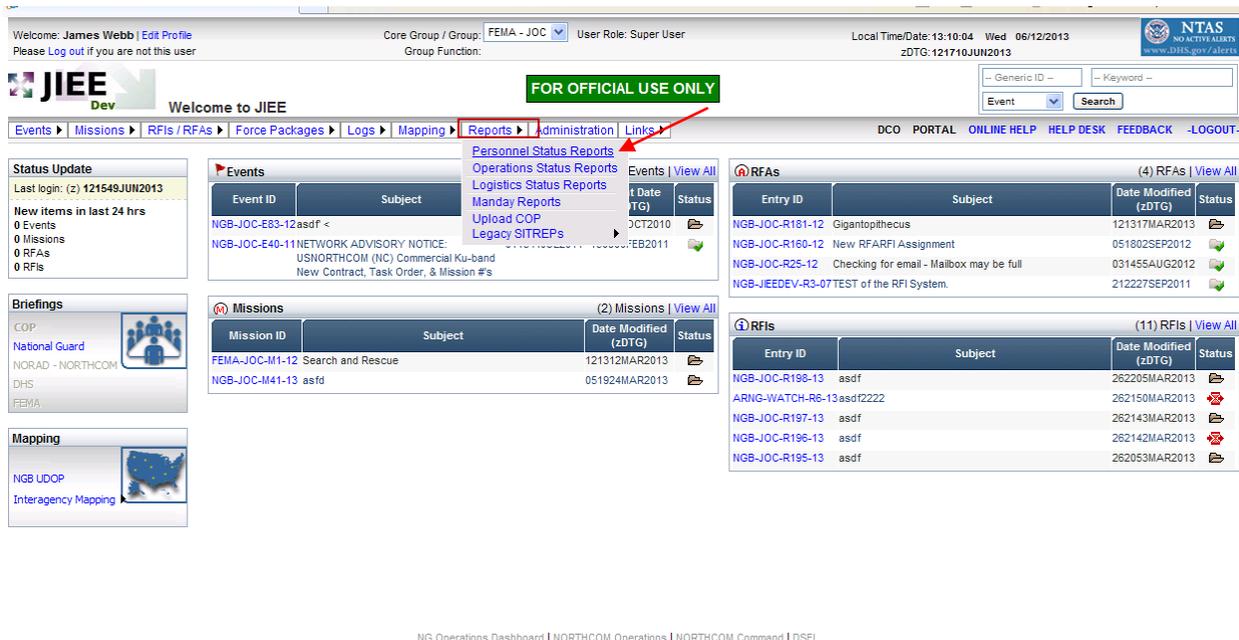


Figure 103 Reports Menu Bar

#### 11.1.1 Viewing Personnel Status Reports

JIEE contains all Personnel Status Reports in the system to which a user has View or Edit rights. To view Personnel Status Reports select the Reports tab in the JIEE page header and then the Personnel Status Reports Option. JIEE displays the Personnel Status Reports Summary page (Figure 104).

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Figure 104 shows the Personnel Status Report Summary page. The page header includes the user name 'James Webb', core group 'NOB - JOC', and user role 'Super User'. The main content area features a table with the following data:

Force Package ID	Report #	Force Package Name	Home State	Activity	Event Reference	Mission Reference	Date Created (zDTG)	Date Modified (zDTG)	Date Submitted (zDTG)	Valid As Of (zDTG)
NOB-JOC-F191-13	3	Webb4	NOB	Standby	NOB-JOC-E169-13	NOB-JOC-M107-13	031920JUL2013	031920JUL2013	031920JUL2013	031945JUL2013
NOB-JOC-F192-13	1	Philip Cox test	NOB	Staging	NOB-JOC-E167-13		031310JUL2013	031310JUL2013	031310JUL2013	031307JUL2013

**Figure 104 Personnel Status Report Summary page**

The Personnel Status Report Summary page provides summary information about all Personnel Reports that have been recorded in JIEE. Data that JIEE displays in columns in the Personnel Status Reports Summary page includes the Force Package ID, Report#, Force Package Name, Home State, Activity, Event Reference, Mission Reference, Date Created, Date Modified, Date Submitted, and Valid as of Date.

**Note:** All dates are in Zulu (zDTG) format.

Each Report that displays in the Personnel Status Report Summary page is a hyperlink. You can click any Personnel Status Report to view detailed information about that selected Report in the JIEE Personnel Status Report Summary page.

In the Personnel Status Report Summary page, you can sort by clicking any column's header. The default sort is alphanumerical by Force Package ID. Repeated clicking in the column header toggles the sort between ascending and descending order (Figure 105).

Figure 105 shows the Personnel Status Report Summary page, which is identical to Figure 104. The table data is as follows:

Force Package ID	Report #	Force Package Name	Home State	Activity	Event Reference	Mission Reference	Date Created (zDTG)	Date Modified (zDTG)	Date Submitted (zDTG)	Valid As Of (zDTG)
NOB-JOC-F191-13	3	Webb4	NOB	Standby	NOB-JOC-E169-13	NOB-JOC-M107-13	031920JUL2013	031920JUL2013	031920JUL2013	031945JUL2013
NOB-JOC-F192-13	1	Philip Cox test	NOB	Staging	NOB-JOC-E167-13		031310JUL2013	031310JUL2013	031310JUL2013	031307JUL2013

**Figure 105 Personnel Status Report Summary page**

### 11.1.2 Personnel Status Report Filter Options

On the Personnel Status Report Summary page is the Personnel Status Report Filter Options section. In this section, you can filter your search by Force packages from or supporting, Force Package Home State, Force Package Reference, Event Reference, and Mission Reference. You can also filter by certified and uncertified reports and Date Range. Clicking [Search](#) displays the results of your search in the page if data can be found that meets your search criteria (Figure 106).

Click [+ Show Report Filter Options](#) to display the section. If it is displayed, click [– Hide Report Status Filter Options](#) to hide the section.

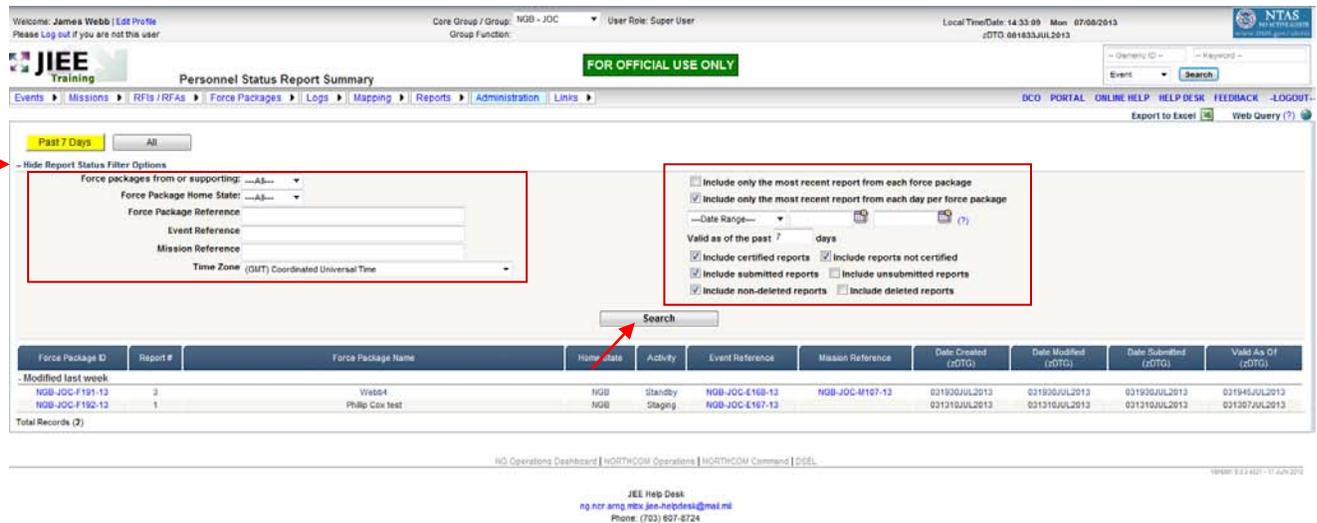


Figure 106 Personnel Status Report Filter Options

## 11.2 Operations Status Reports

You can View all Operations Status Reports by selecting the Reports menu bar in the page header. Click Operations [Status Reports](#) to view a summary of all recorded Operations Reports. The following sections describe these options as well as viewing detailed information about a selected Operations Status Report (Figure 107).

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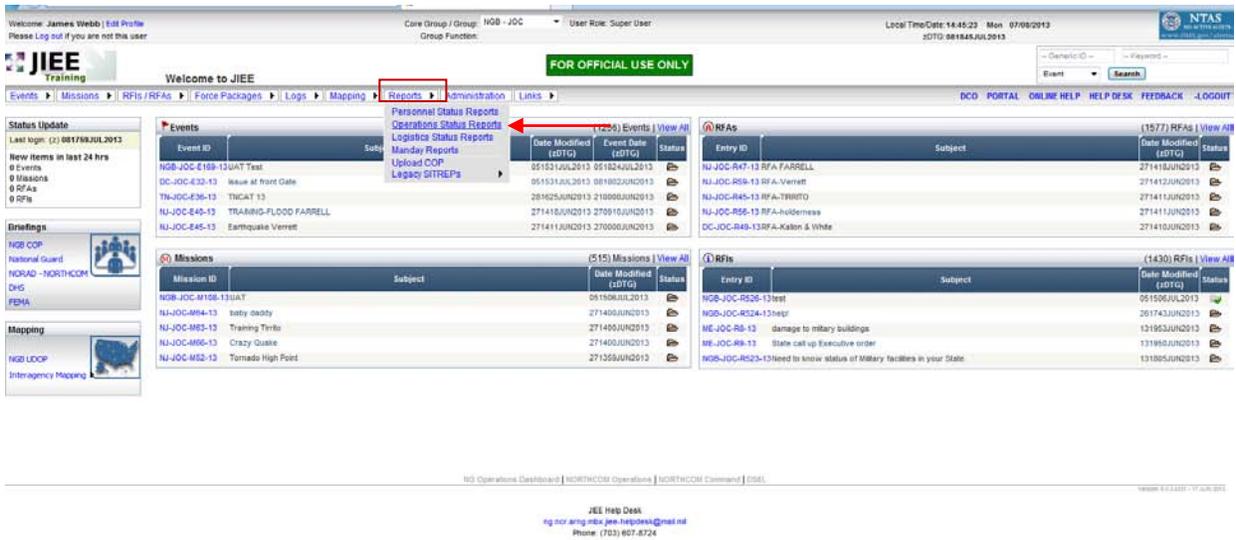


Figure 107 Select Operations Status Report

### 11.2.1 Viewing Operations Status Reports

JIEE contains all Operations Status Reports in the system to which a user has View or Edit rights. To view Operations Status Reports select the Reports tab in the JIEE page header and then the Operations Status Reports Option. JIEE displays the Operations Status Reports Summary page (Figure 108).

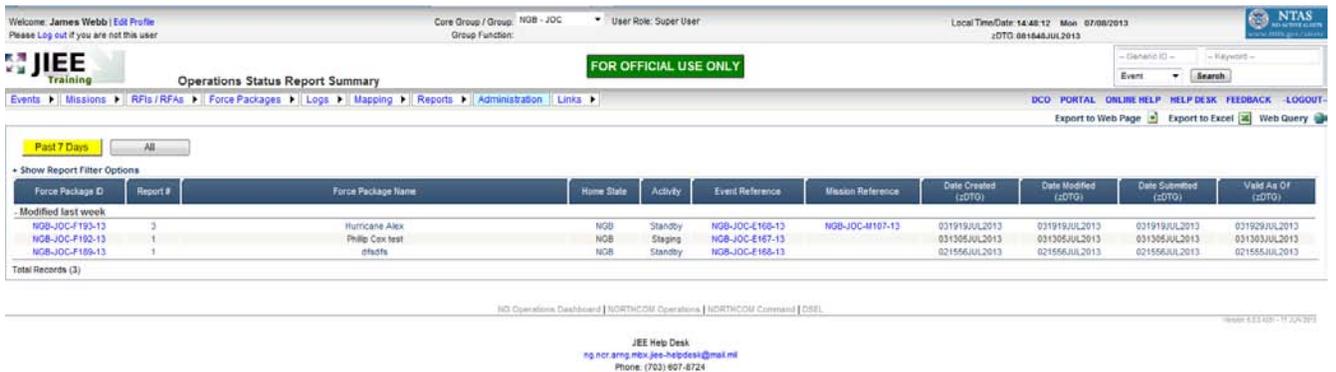


Figure 108 Operations Status Summary page

The Operations Status Report Summary page provides summary information about all Operations Reports that have been recorded in JIEE. Data that JIEE displays in columns in the Operations Status Reports Summary page includes the Force Package ID, Report#, Force Package Name, Home State, Activity, Event Reference, Mission Reference, Date Created, Date Modified, Date Submitted, and Valid as of Date.

**Note:** All dates are in Zulu (zDTG) format.

Each Report that displays in the Operations Status Report Summary page is a hyperlink. You can click any Operations Status Report to view detailed information about that selected Report in the JIEE Operations Status Report Summary page.

In the Operations Status Report Summary page, you can sort by clicking any column's header. The default sort is alphanumerical by Force Package ID. Repeated clicking in the column header toggles the sort between ascending and descending order (Figure 109).

Force Package ID	Report #	Force Package Name	Home State	Activity	Event Reference	Mission Reference	Date Created (zDTG)	Date Modified (zDTG)	Date Submitted (zDTG)	Valid As Of (zDTG)
NOB-JOC-F193-13	3	Hurricane Alex	NOB	Standby	NOB-JOC-E166-13	NOB-JOC-M187-13	031919JUL2013	031919JUL2013	031919JUL2013	031929JUL2013
NOB-JOC-F192-13	1	Philip Cox test	NOB	Staging	NOB-JOC-E167-13		031305JUL2013	031305JUL2013	031305JUL2013	031303JUL2013
NOB-JOC-F189-13	1	dfacfa	NOB	Standby	NOB-JOC-E166-13		021556JUL2013	021556JUL2013	021556JUL2013	021555JUL2013

Figure 109 Operations Status Report Summary page

### 11.2.2 Operations Status Reports Filter Options

On the Operations Status Report Summary page is the Operational Status Report Filter Options section. In this section, you can filter your search by Force packages from or supporting, Force Package Home State, Force Package Reference, Event Reference, and Mission Reference. You can also filter by unsubmitted reports, archived reports, and Date Range. Clicking [Search](#) displays the results of your search in the page if data can be found that meets your search criteria (Figure 110).

Click [+ Show Report Filter Options](#) to display the section. If it is displayed, click [- Hide Report Status Filter Options](#) to hide the section.

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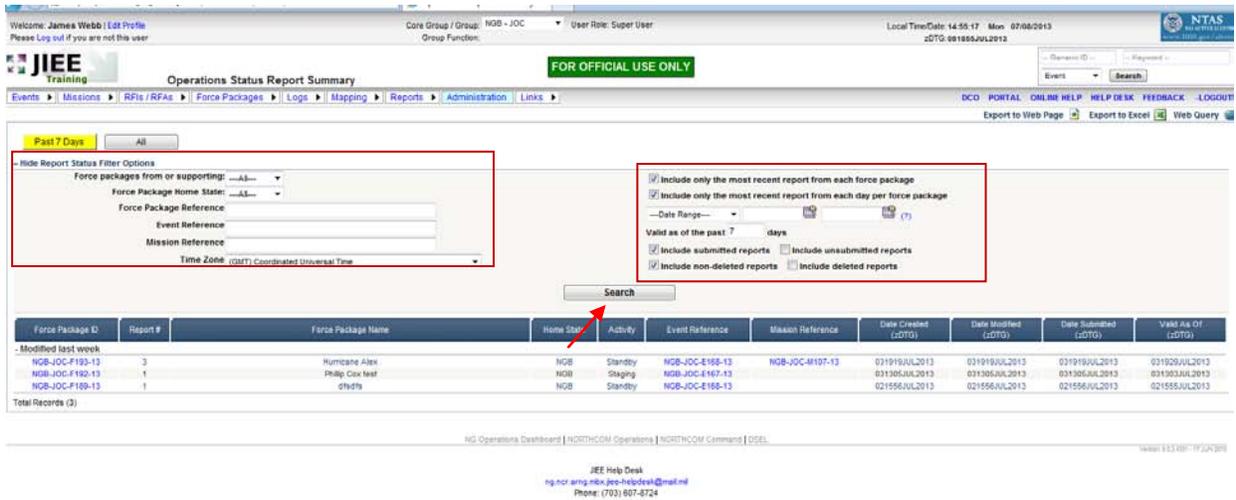


Figure 110 Operations Report Status Filter Options page

### 11.3 Logistics Status Report

You can View all [Logistics Status Reports](#) by selecting the Reports menu bar in the page header. Click [Logistics Status Reports](#) to view a summary of all recorded Logistics Reports. The following sections describe these options as well as viewing detailed information about a selected Logistics Status Report (Figure 111).

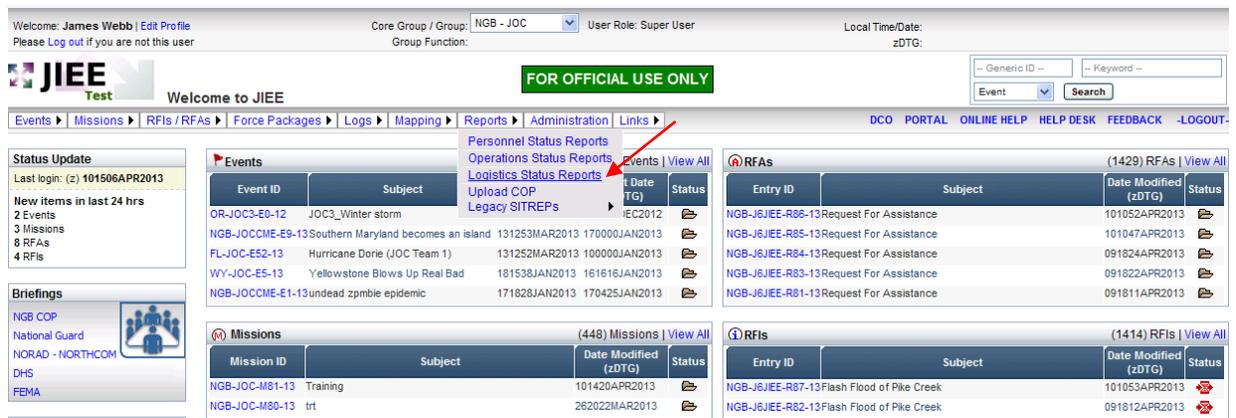


Figure 111 Select Logistics Status Report

### 11.3.1 Viewing Logistics Status Reports

JIEE contains all Logistics Status Reports in the system to which a user has View or Edit rights. To view Logistics Status Reports select the Reports tab in the JIEE page header and then the Logistics Status Reports Option. JIEE displays the Logistics Status Reports Summary page (Figure 112).

The screenshot shows the JIEE Logstat Summary page. At the top, there is a navigation bar with the JIEE logo, a 'FOR OFFICIAL USE ONLY' warning, and search fields. Below the navigation bar, there are tabs for Events, Missions, RFI/RFAs, Force Packages, Logs, Mapping, Reports, Administration, and Links. The Reports tab is selected. The main content area displays a table of logistics status reports. The table has the following columns: View, State, Valid As Of, Date Modified, Event Reference, and Mission Reference. The data is filtered to show reports modified in the past 12 hours. There are two records listed. A red arrow points to the 'View' link in the first row of the table.

View	State	Valid As Of	Date Modified	Event Reference	Mission Reference
<a href="#">View</a>	NGB	4/10/2013 8:30:00 AM	4/10/2013 4:10:41 PM	NGB-JOCCME-E11-13	
<a href="#">View</a>	NGB	4/10/2013 2:00:00 AM	4/10/2013 4:09:44 PM	NGB-JOCCME-E9-13	

Total Records (2)

Figure 112 Logstat Summary Page

The Logistics Status Report Summary page provides summary information about all Logistics Reports that have been recorded in JIEE. Data that JIEE displays in columns in the Logistics Status Reports Summary page includes View, State, Valid as of, Date Modified, Event Reference, and Mission Reference.

Each Report that displays in the Logistics Status Report Summary page is a hyperlink. You can click any Logistics Status Report to view detailed information about that selected Report in the JIEE Logistics Status Report Summary page.

In the Logistics Status Report Summary page, you can sort by clicking any column's header. Repeated clicking in the column header toggles the sort between ascending and descending order (Figure 113)

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The screenshot shows the JIE Test environment. The user is James Webb, a Super User in the NGB - JOC group. The page title is "Logstat Summary" and it features a "FOR OFFICIAL USE ONLY" banner. A search bar is present with fields for "Event" and "Keyword". Below the search bar is a navigation menu with options like "Events", "Missions", "RFIs / RFAs", "Force Packages", "Logs", "Mapping", "Reports", "Administration", and "Links". A table titled "Show Logstat Filter Options" displays two records:

View	State	Valid As Of	Date Modified	Event Reference	Mission Reference
View	NGB	4/10/2013 8:30:00 AM	4/10/2013 4:10:41 PM	NGB-JOCCME-E11-13	
View	NGB	4/10/2013 2:00:00 AM	4/10/2013 4:09:44 PM	NGB-JOCCME-E9-13	

The page footer includes "NG Operations Dashboard | NORTHCOM Operations | NORTHCOM Command | DSEL" and "Version: 6.0.2.4368 - 08 APR 2013".

Figure 113 LOGSTAT Summary Page

### 11.3.2 Logistics Status Reports Filter Options

On the Logistics Status Report Summary page is the Logistics Status Report Filter Options section. In this section, you can filter your search by Date Range, Event Reference, Mission Reference, Home State, Submitted Reports, Un-submitted Reports, Non-deleted Reports and Deleted Reports. Clicking [Search](#) displays the results of your search in the page if data can be found that meets your search criteria (Figure 114).

Click [+ Show LOGSTAT Filter Options](#) to display the section. If it is displayed, click [- Hide LOGSTAT Filter Options](#) to hide the section.

The screenshot shows the "LOGSTAT Summary" page with the "LOGSTAT Filter Options" section expanded. The user is James Webb, a Super User in the FEMA - JOC group. The page title is "LOGSTAT Summary" and it features a "FOR OFFICIAL USE ONLY" banner. A search bar is present with fields for "Event" and "Keyword". Below the search bar is a navigation menu with options like "Events", "Missions", "RFIs / RFAs", "Force Packages", "Logs", "Mapping", "Reports", "Administration", and "Links". The "LOGSTAT Filter Options" section includes:

- Date Range: ---Date Range---
- Event Reference: [Text Input]
- Mission Reference: [Text Input]
- Home State: FEMA
- Include submitted reports
- Include unsubmitted reports
- Include non-deleted reports
- Include deleted reports
- Search LOGSTATs [Button]

The "LOGSTAT WebQuery Filter Options" section includes:

- Include Air Movements
- Include Aviation Assets
- Include Critical Equipment
- Include Critical Supply
- Include Facility
- Include Reception & Staging
- Include Transportation

The table below the filter options is empty, with the message "No Logstat records found matching your filter criteria." and "Total Records (0)".

Figure 114 LOGSTAT Filter Option Page

### 11.3.3 Logistics Status Reports WebQuery Filter Options

On the Logistics Status Report Summary page is the Logistics Status Report WebQuery Filter Options section. In this section, you can filter your export by LOGSTAT tables: Air Movements, Critical Equipment, Facility, Transportation, Aviation Assets, Critical Supply and Reception and Staging. Clicking [Search](#) downloads your WebQuery excel spreadsheet. (Figure 114)

Click [+ Show LOGSTAT WebQuery Filter Options](#) to display the section. If it is displayed, click [- Hide LOGSTAT WebQuery Filter Options](#) to hide the section.

### 11.4 Manday Reports

You can View all [Manday Reports](#) by selecting the Reports menu bar in the page header. Click [Manday Reports](#) to view a summary of all recorded Manday Reports. The following sections describe these options as well as viewing detailed information about a selected Manday Report (Figure 115).

The screenshot shows the JIEE user interface. At the top, there is a navigation bar with the JIEE logo and a 'FOR OFFICIAL USE ONLY' banner. The main content area is divided into several sections:

- Status Update:** Shows last login (121549JUN2013) and counts for Events, Missions, RFAs, and RFls.
- Briefings:** Lists NGB COP, National Guard, NORAD - NORTHCOM, DHS, and FEMA.
- Mapping:** Lists NGB UDOP and Interagency Mapping.
- Events:** A table with columns for Event ID, Subject, Date Modified (zDTG), and Status. A dropdown menu is open over this table, highlighting 'Manday Reports'.
- Missions:** A table with columns for Mission ID, Subject, Date Modified (zDTG), and Status.
- RFAs:** A table with columns for Entry ID, Subject, Date Modified (zDTG), and Status.
- RFls:** A table with columns for Entry ID, Subject, Date Modified (zDTG), and Status.

At the bottom of the page, there is a footer with the text: 'NG Operations Dashboard | NORTHCOM Operations | NORTHCOM Command | DSEL' and a version number 'Version: 6.0.7 4791 - 06\_03\_AU 2013'.

Figure 115 Select Manday Report

#### 11.4.1 Viewing Manday Reports

JIEE contains all Manday Reports in the system to which a user has View or Edit rights. To view Manday Reports select the Reports tab in the JIEE page header and then the Manday Reports Option. JIEE displays the Mandays Summary page (Figure 116).

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Welcome: James Webb | [Edit Profile](#) | Please [Log out](#) if you are not this user

Core Group / Group: NGB - JOC | User Role: Super User | Local Time/Date: 13:34:10 Wed 06/12/2013 | zDTG: 121734JUN2013

**JIEE** Dev | **Mandays Summary** | **FOR OFFICIAL USE ONLY**

Events | Missions | RFIs / RFAs | Force Packages | Logs | Mapping | Reports | Administration | Links

DCO | PORTAL | ONLINE HELP | HELP DESK | FEEDBACK | -LOGOUT-

Export to Excel | Web Query (?)

Past 7 Days | All

Show Report Filter Options

View	Home State	Event Reference	Date Created (zDTG)	Date Modified (zDTG)	Valid As Of (zDTG)	Certified	Total Army	Total Air	Total
- Modified last week									
<a href="#">View</a>	ARNG	NGB-JOC-E83-12	041644JUN2013	041644JUN2013	301345MAY2013	Not Certified	114	10	124
- Modified last month									
<a href="#">View</a>	AZ	NGB-JOC-E83-12	291406MAY2013	291406MAY2013	291406MAY2013	Not Certified	0	0	0
<a href="#">View</a>	NGB	NGB-JOC-E83-12	291406MAY2013	291406MAY2013	291406MAY2013	Not Certified	3255	2604	5859
<a href="#">View</a>	NGB	NGB-JOC-E83-12	291348MAY2013	291348MAY2013	291322MAY2013	Not Certified	0	0	0
<a href="#">View</a>	AK	NGB-JOC-E83-12	291322MAY2013	291322MAY2013	282250MAY2013	Not Certified	0	0	0
<a href="#">View</a>	ARNG	NGB-JOC-E83-12	282249MAY2013	282249MAY2013	282249MAY2013	Not Certified	0	0	0
<a href="#">View</a>	ARNG	NGB-JOC-E83-12	282238MAY2013	282238MAY2013	282238MAY2013	Not Certified	0	0	0
<a href="#">View</a>	MT	NGB-JOC-E83-12	241629MAY2013	241629MAY2013	231305MAY2013	Not Certified	62	139	201
<a href="#">View</a>	ME	NGB-JOC-E83-12	231749MAY2013	231749MAY2013	221955MAY2013	Not Certified	2680	1699	4379
<a href="#">View</a>	MD	NGB-JOC-E83-12	231739MAY2013	231739MAY2013	231305MAY2013	Not Certified	0	0	0
<a href="#">View</a>	MD	NGB-JOC-E83-12	231739MAY2013	231739MAY2013	231305MAY2013	Not Certified	0	0	0
<a href="#">View</a>	MD	NGB-JOC-E83-12	231738MAY2013	231738MAY2013	231305MAY2013	Not Certified	0	0	0

Figure 116 Mandays Summary page

The Mandays Summary page provides summary information about all Manday Reports that have been recorded in JIEE. Data that JIEE displays in columns in the Mandays Summary page includes the Home State, Event Reference, Date Created, Date Modified, Valid as of Date, Certified, Total Army, Total Air and Total.

**Note:** All dates are in Zulu (zDTG) format.

Each Report that displays in the Mandays Summary page is a hyperlink. You can click any Manday Report to view detailed information about that selected Report in the JIEE Mandays Summary page.

In the Mandays Summary page, you can sort by clicking any column's header. Repeated clicking in the column header toggles the sort between ascending and descending order (Figure 117).

Welcome: James Webb | [Edit Profile](#) | Please [Log out](#) if you are not this user

Core Group / Group: NGB - JOC | User Role: Super User | Local Time/Date: 13:34:10 Wed 06/12/2013 | zDTG: 121734JUN2013

**JIEE** Dev | **Mandays Summary** | **FOR OFFICIAL USE ONLY**

Events | Missions | RFIs / RFAs | Force Packages | Logs | Mapping | Reports | Administration | Links

DCO | PORTAL | ONLINE HELP | HELP DESK | FEEDBACK | -LOGOUT-

Export to Excel | Web Query (?)

Past 7 Days | All

Show Report Filter Options

View	Home State	Event Reference	Date Created (zDTG)	Date Modified (zDTG)	Valid As Of (zDTG)	Certified	Total Army	Total Air	Total
- Modified last week									
<a href="#">View</a>	ARNG	NGB-JOC-E83-12	041644JUN2013	041644JUN2013	301345MAY2013	Not Certified	114	10	124
- Modified last month									
<a href="#">View</a>	AZ	NGB-JOC-E83-12	291406MAY2013	291406MAY2013	291406MAY2013	Not Certified	0	0	0
<a href="#">View</a>	NGB	NGB-JOC-E83-12	291406MAY2013	291406MAY2013	291406MAY2013	Not Certified	3255	2604	5859
<a href="#">View</a>	NGB	NGB-JOC-E83-12	291348MAY2013	291348MAY2013	291322MAY2013	Not Certified	0	0	0
<a href="#">View</a>	AK	NGB-JOC-E83-12	291322MAY2013	291322MAY2013	282250MAY2013	Not Certified	0	0	0
<a href="#">View</a>	ARNG	NGB-JOC-E83-12	282249MAY2013	282249MAY2013	282249MAY2013	Not Certified	0	0	0
<a href="#">View</a>	ARNG	NGB-JOC-E83-12	282238MAY2013	282238MAY2013	282238MAY2013	Not Certified	0	0	0
<a href="#">View</a>	MT	NGB-JOC-E83-12	241629MAY2013	241629MAY2013	231305MAY2013	Not Certified	62	139	201
<a href="#">View</a>	ME	NGB-JOC-E83-12	231749MAY2013	231749MAY2013	221955MAY2013	Not Certified	2680	1699	4379
<a href="#">View</a>	MD	NGB-JOC-E83-12	231739MAY2013	231739MAY2013	231305MAY2013	Not Certified	0	0	0
<a href="#">View</a>	MD	NGB-JOC-E83-12	231739MAY2013	231739MAY2013	231305MAY2013	Not Certified	0	0	0
<a href="#">View</a>	MD	NGB-JOC-E83-12	231738MAY2013	231738MAY2013	231305MAY2013	Not Certified	0	0	0

Figure 117 Mandays Summary Page

### 11.4.2 Manday Report Filter Options

On the Mandays Report Summary page is the Manday Report Status Filter Options section. In this section, you can filter your search by Manday from or supporting, Manday Home State, Event Reference, Date Range, Valid as of the past days, Certified Reports, Reports not Certified, Non-deleted Reports and Deleted Reports. Clicking [Search](#) displays the results of your search in the page if data can be found that meets your search criteria (Figure 118).

Click [+ Show Report Filter Options](#) to display the section. If it is displayed, click [– Hide Report Status Filter Options](#) to hide the section.

The screenshot shows the JIEE Mandays Summary page. At the top, there is a navigation bar with 'Welcome: James Webb | Edit Profile', 'Please Log out if you are not this user', 'Core Group / Group: NGB - JOC', 'User Role: Super User', 'Local Time/Date: 14:12:31 Wed 06/12/2013', and 'zDTG: 121812JUN2013'. Below this is a search bar with 'Generic ID' and 'Keyword' fields, and a 'Search' button. The main content area is titled 'Mandays Summary' and includes a 'FOR OFFICIAL USE ONLY' banner. A navigation menu at the top lists 'Events', 'Missions', 'RFIs / RFAs', 'Force Packages', 'Logs', 'Mapping', 'Reports', 'Administration', and 'Links'. A secondary navigation bar includes 'DCO PORTAL', 'ONLINE HELP', 'HELP DESK', 'FEEDBACK', and '-LOGOUT'. Below the navigation is a 'Past 7 Days' filter and an 'All' button. The 'Hide Report Status Filter Options' section is expanded, showing:
 

- Manday from or supporting: [All]
- Manday Home State: [All]
- Event Reference: [Text Input]
- Date Range: [Date Range Picker]
- Valid as of the past 7 days
- Include certified reports (checked)
- Include reports not certified (checked)
- Include non-deleted reports (checked)
- Include deleted reports (unchecked)
- Search button

 Below the filters is a table with columns: View, Home State, Event Reference, Date Created (zDTG), Date Modified (zDTG), Valid As Of (zDTG), Certified, Total Army, Total Air, and Total. The table shows data for 'Modified last week' and 'Modified last month'.

View	Home State	Event Reference	Date Created (zDTG)	Date Modified (zDTG)	Valid As Of (zDTG)	Certified	Total Army	Total Air	Total
- Modified last week									
View	ARNG	NGB-JOC-E83-12	041644JUN2013	041644JUN2013	301345MAY2013	Not Certified	114	10	124
- Modified last month									
View	AZ	NGB-JOC-E83-12	291406MAY2013	291406MAY2013	291406MAY2013	Not Certified	0	0	0
View	NGB	NGB-JOC-E83-12	291406MAY2013	291406MAY2013	291406MAY2013	Not Certified	3255	2604	5859
View	NGB	NGB-JOC-E83-12	291348MAY2013	291348MAY2013	291322MAY2013	Not Certified	0	0	0
View	AK	NGB-JOC-E83-12	291322MAY2013	291322MAY2013	282250MAY2013	Not Certified	0	0	0
View	ARNG	NGB-JOC-E83-12	282249MAY2013	282249MAY2013	282249MAY2013	Not Certified	0	0	0

Figure 118 Manday Filter Option page

### 11.5 Legacy SITREPs

In JIEE 6.0.2 a new Personnel Status Report and Operations Status Report format was added. The new format allows personnel numbers to be entered on a per force package basis. The new reporting formats support aggregation of personnel numbers of force packages by mission, event, and state. The new reporting format also allows JIEE to capture situational overview and force package activity. JIEE will produce and make available a geospatial layer of the location, assigned mission, activity status, and personnel numbers of the National Guard force packages responding to a domestic event. This new format is being deployed in increments beginning with JIEE version 6.0.2 implementing the new Personnel Status Report and Operations Report. All data stored in the old format will still be available; however you will not be able to add any new data.

In JIEE 6.0.3 a new Logistics Status Report has been added. The new Logistics Status Report module will support aggregation of logistics information by mission, event, and state. The new form provides the ability to report more granular information such as wattage of generators rather than just generators which can be imported into custom reports using the Web Query functionality of Microsoft Excel. The Communications Status Report will be implemented in a later release.

Legacy SITREPs function enables the user to view a listing of All Legacy SITREPs, Legacy Event SITREPs, Legacy Mission SITREPs or Legacy SITREPs in Progress in JIEE that you have access to view based on your assigned core groups/groups. A Legacy SITREP can contain information related to an event or mission such as a situational overview, current ops and future ops of J-3 Operations and J-1 Perstat. You can access the Legacy SITREP function by clicking the [Reports](#) tab in the page header and then selecting Legacy SITREPs in the drop-down list and then selecting All Legacy SITREPs, Legacy Event SITREPs, Legacy Mission SITREPs or Legacy SITREPs in Progress. Doing so displays the SITREPs Report page for the selected category.

In the Reports section of JIEE, you can view the Legacy J1-Perstat Commander’s Strength Report (GKO) and also Upload a COP.

The following sections describe each of these reporting functions.

### 11.5.1 Legacy SITREP (All Legacy SITREPs Report)

In the All Legacy SITREPs Report page, JIEE displays all the SITREPs that you have access to view based on your assigned core groups/groups. Each includes the Reference Type, Reference ID, Reference name, Core Group, Date Submitted, Submitter and View tab. To view the associated SITREP click on the View link on the far right. To view the associated Mission or Event click on the Reference ID link to go to the View Detail page of the Event or Mission. In the Event or Mission Detail page locate the SITREP block to the right of the page to view the associated SITREPs for the selected event or mission. You also have the option to Only Display Newest SITREP For Each Core Group or to Display All SITREPs. Click on the bubble to identify which report you want to display.

**Each SITREP report will display in the same format however the data on each report may be different.** The All Legacy SITREPs report will list all SITREPs in JIEE that have been created and submitted by your group or SITREPs that have been created and submitted by another group and shared with your group (Figure 119).

Reference Type	Reference ID	Reference Name	Core Group	Report Date	Submitter	View
mission	NGB-JOC-M4-10	mission1	NGB	2/7/2011 12:00 AM	Mr. Clark, Roggie	<a href="#">View</a>
mission	NGB-JCCC-M2-10	Thu's Event for new SITREP DEV 5.0.4.1002	MD	1/25/2011 12:00 AM	Mr. Li, Glen	<a href="#">View</a>
mission	NGB-JCCC-M3-11	Thurs Mission for SITREP EMAC 5.0.4.1012	NGB	1/14/2011 12:00 AM	Vo, Thu	<a href="#">View</a>
mission	NGB-J3-M1-11	Thu's Event for SITREP and Location Lat/Long updated message truncation.	NGB	2/4/2011 12:00 AM	Vo, Thu	<a href="#">View</a>
mission	VA-JOC-M14-11	This VA Mission is share w/ DC. DC should see this Event and its assoc. SITREPs.	DC	1/27/2011 12:00 AM	Vo, Thu	<a href="#">View</a>
mission	VA-JOC-M14-11	This VA Mission is share w/ DC. DC should see this Event and its assoc. SITREPs.	VA	1/27/2011 12:00 AM	Vo, Thu	<a href="#">View</a>
mission	NGB-J3-M2-11	Thu's new Mission for 5.0.4.1016	NGB	2/11/2011 12:00 AM	Vo, Thu	<a href="#">View</a>
mission	NGB-J3-M4-11	Bug 693 - added new Mission is not hyperlinked in its Event's Audit Log.	NGB	5/12/2011 06:06 PM	Vo, Thu	<a href="#">View</a>
mission	NGB-J3-M8-11	TEST_1037 Th 05/12/11	NGB	5/12/2011 03:31 PM	Vo, Thu	<a href="#">View</a>
event	NGB-JOC-E64-08	testing 2 by yang @1015 Core-AK-JOC	AK	12/2/2010 12:00 AM	Mr. Li, Glen	<a href="#">View</a>
event	NGB-JOC-E36-10	test of front page status update	NGB	10/29/2010 12:00 AM	Mr. Li, Glen	<a href="#">View</a>
event	NGB-J3-E2-11	Thu's Event/Mission for SITREP 5.0.4.1012	NGB	1/14/2011 12:00 AM	Vo, Thu	<a href="#">View</a>
event	NGB-J3-E3-11	Thu's Event for SITREP and Location Lat/Long updated message truncation.	NGB	2/4/2011 12:00 AM	Vo, Thu	<a href="#">View</a>
event	NGB-JOC-E40-11	NETWORK ADVISORY NOTICE: USNORTHCOM (NC) Commercial Ku-band New Contract, Task Order, & Mission #'s	NGB	2/2/2011 12:00 AM	Mr. Li, Glen	<a href="#">View</a>
event	NGB-J3-E4-11	Thu's new Event for 5.0.4.1016	NGB	5/12/2011 06:15 PM	Vo, Thu	<a href="#">View</a>
event	NGB-J3-E6-11	Bug 690	NGB	5/12/2011 03:26 PM	Vo, Thu	<a href="#">View</a>
event	NGB-J3-E8-11	check out bold and italic on new 48 hrs and update 24hrs	NGB	5/10/2011 11:56 AM	Vo, Thu	<a href="#">View</a>
event	NGB-JOC-E50-11	Wildfires West of Boulder	NGB	6/8/2011 10:16 AM	ngbjccc.spectrum.mgr spectrum.mgr, ngbjccc	<a href="#">View</a>
event	WA-JOC-E157-11	WebEOC Test at 6/7/2011 9:03:07 AM // Biological Attack at Reagan National	NGB	6/8/2011 08:46 AM	ngbjcccchief chief, ngbjccc	<a href="#">View</a>
event	NGB-JOC-E57-11	NCR Cyber Attack - Power Outage Chlorine Release	NGB	6/14/2011 10:19 AM	ngbjcccchief chief, ngbjccc	<a href="#">View</a>
event	NGB-JOC-E57-11	NCR Cyber Attack - Power Outage Chlorine Release	NCOM	6/14/2011 09:17 AM	state.j2@spectrum.mgr state.j2@spectrum.mgr	<a href="#">View</a>
event	NGB-JOC-E58-11	Hanscom AFB Area Cyber Attack	NGB	6/15/2011 12:54 PM	ma.ng.jfhq.jcc.j1.4.jcc.j1.4, ma.ng.jfhq	<a href="#">View</a>
event	NGB-JOC-E58-11	Hanscom AFB Area Cyber Attack	MA	6/15/2011 12:12 PM	- ma.ng.jfhq.jcc.j2.6, -	<a href="#">View</a>

Total Records (23)

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Figure 119 JIEE SITREP Report by All SITREPs

### 11.5.2 Legacy Event SITREP

The Legacy Event SITREPs report gives you a list of Event SITREPs that have been created and submitted by your group or Event SITREPs that have been created and submitted by another group and shared with your group the report is broken into 7 columns. Reference Type (Mission or Event), Reference ID, Reference Name, Core Group, Report Date, Submitter and View. Click on the Reference ID link to go to the View Detail page of that Event. Click on the View link to view the associated SITREP that was created (Figure 120).

Reference Type	Reference ID	Reference Name	Core Group	Report Date	Submitter	View
event	<a href="#">NGB-JOC-E54-08</a>	testing 2 by yang @1015 Core-AK-JOC	AK	12/2/2010 12:00 AM	Mr. Li Glen	<a href="#">View</a>
event	<a href="#">NGB-JOC-E36-10</a>	test of front page status update	NGB	10/29/2010 12:00 AM	Mr. Li Glen	<a href="#">View</a>
event	<a href="#">NGB-J3-E2-11</a>	Thus Event/Mission for SITREP 5.0.4.1012	NGB	1/14/2011 12:00 AM	Vo, Thu	<a href="#">View</a>
event	<a href="#">NGB-J3-E3-11</a>	Thus Event for SITREP and Location Lat/Long updated message truncation.	NGB	2/4/2011 12:00 AM	Vo, Thu	<a href="#">View</a>
event	<a href="#">NGB-JOC-E40-11</a>	NETWORK ADVISORY NOTICE: USNORTHCOM (NC) Commercial Ku-band New Contract, Task Order, & Mission #'s	NGB	2/2/2011 12:00 AM	Mr. Li Glen	<a href="#">View</a>
event	<a href="#">NGB-J3-E4-11</a>	Thu's new Event for 5.0.4.1016	NGB	5/12/2011 06:15 PM	Vo, Thu	<a href="#">View</a>
event	<a href="#">NGB-J3-E6-11</a>	Bug 690	NGB	5/12/2011 03:26 PM	Vo, Thu	<a href="#">View</a>
event	<a href="#">NGB-J3-E6-11</a>	check out bold and italic on new 48 hrs and update 24hrs	NGB	5/10/2011 11:56 AM	Vo, Thu	<a href="#">View</a>
event	<a href="#">NGB-JOC-E50-11</a>	Wildfires West of Boulder	NGB	6/8/2011 10:18 AM	ngbjccc.spectrum.mgr spectrum.mgr, ngbjccc	<a href="#">View</a>
event	<a href="#">WA-JOC-E157-11</a>	WebEOC Test at 6/7/2011 9:03:07 AM // Biological Attack at Reagan National	NGB	6/8/2011 08:46 AM	ngbjcccchief chief, ngbjccc	<a href="#">View</a>
event	<a href="#">NGB-JOC-E57-11</a>	NCR Cyber Attack - Power Outage Chlorine Release	NGB	6/14/2011 10:19 AM	ngbjcccchief chief, ngbjccc	<a href="#">View</a>
event	<a href="#">NGB-JOC-E57-11</a>	NCR Cyber Attack - Power Outage Chlorine Release	NCOM	6/14/2011 09:17 AM	state.j26spectrum.mgr state.j26spectrum.mgr, state.j26spectrum.mgr	<a href="#">View</a>
event	<a href="#">NGB-JOC-E58-11</a>	Hanscom AFB Area Cyber Attack	NGB	6/15/2011 12:54 PM	ma.ng.jfhq.joc.j1.4.joc.j1.4, ma.ng.jfhq	<a href="#">View</a>
event	<a href="#">NGB-JOC-E58-11</a>	Hanscom AFB Area Cyber Attack	MA	6/15/2011 12:12 PM	- ma.ng.jfhq.joc.j2.6, -	<a href="#">View</a>

Total Records (14)

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Figure 120 JIEE SITREP Report by Event SITREPs

### 11.5.3 Legacy Mission SITREP

The Legacy Mission SITREPs report gives you a list of Mission SITREPs that have been created and submitted by your group or Mission SITREPs that have been created and submitted by another group and shared with your group. The report is broken into 7 columns: Reference Type (Mission or Event), Reference ID, Reference Name, Core Group, Report Date, Submitter and View. Click on the Reference ID link to go to the View Detail page of that Mission. Click on the View link to view the SITREP that was created (Figure 121).

# Joint Information Exchange Environment

## User Manual

**Mission SITREPs**

Only Display Newest SITREP For Each Core Group  Display All SITREPs

Reference Type	Reference ID	Reference Name	Core Group	Report Date	Submitter	View
mission	NGB-JOC-M4-10	mission1	NGB	2/7/2011 12:00 AM	Mr. Clark, Roggie	<a href="#">View</a>
mission	NGB-JCC-M2-10	This's Event for new SITREP DEV 5.0.4.1002	MD	1/25/2011 12:00 AM	Mr. Li, Glen	<a href="#">View</a>
mission	NGB-JCC-M3-11	This Mission for SITREP EMAC 5.0.4.1012	NGB	1/14/2011 12:00 AM	Vo, Thu	<a href="#">View</a>
mission	NGB-J3-M1-11	This's Event for SITREP and Location Lat/Long updated message truncation.	NGB	2/4/2011 12:00 AM	Vo, Thu	<a href="#">View</a>
mission	VA-JOC-M14-11	This VA Mission is share w/ DC. DC should see this Event and its assoc. SITREPs.	DC	1/27/2011 12:00 AM	Vo, Thu	<a href="#">View</a>
mission	VA-JOC-M14-11	This VA Mission is share w/ DC. DC should see this Event and its assoc. SITREPs.	VA	1/27/2011 12:00 AM	Vo, Thu	<a href="#">View</a>
mission	NGB-J3-M2-11	This's new Mission for 5.0.4.1016	NGB	2/11/2011 12:00 AM	Vo, Thu	<a href="#">View</a>
mission	NGB-J3-M4-11	Bug 693 - added new Mission is not hyperlinked in its Event's Audit Log.	NGB	5/12/2011 06:06 PM	Vo, Thu	<a href="#">View</a>
mission	NGB-J3-M8-11	TEST. 1037 Th 05/12/11	NGB	5/12/2011 03:31 PM	Vo, Thu	<a href="#">View</a>

Total Records (9)

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Figure 121 JIEE SITREP Report by Mission SITREPs

### 11.5.4 Legacy SITREPs in Progress

The Legacy SITREPs in Progress report gives you a list of in draft SITREPs for Events and Missions that have not been submitted. The SITREPs in the Legacy SITREPs in Progress report are SITREPs that can be modified until they have been submitted. The report is broken into 7 columns: Reference Type (Mission or Event), Reference ID, Reference Name, Core Group, SITREP Date, Submitter, Edit and Delete. Click on the Reference ID link to go to the View Detail page of the Event or Mission. Click on the Edit SITREP link to view the SITREP that was created (Figure 122).

Welcome James Webb | ESB Profile  
 Please Log out if you are not this user

Core Group / Group: NGB - JOC  
 Group Function: Training

Local Time/Date: 15:26:32 Mon 07/08/2013  
 iSTU: 061926JUL2013

NTAS  
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**JIEE**  
 Training

FOR OFFICIAL USE ONLY

Events | Missions | RFI/RFAs | Force Packages | Logs | Mapping | Reports | Administration | Links

DCO PORTAL ONLINE HELP HELP DESK FEEDBACK LOGOUT

In-Draft SITREPs created by Webb, James

Reference Type	Reference ID	Reference Name	Core Group	SITREP Date	Submitter	Edit	Delete
event	TH-JOC-E36-13	THCAT 13	NGB	7/5/2013 10:45 AM	Training Instructor Webb, James	Edit SITREP	✗
event	TH-JOC-E36-13	THCAT 13	NGB	7/5/2013 10:46 AM	Training Instructor Webb, James	Edit SITREP	✗
event	NGB-JOC-E158-13	ardent cenry 1B	NGB	5/15/2013 11:58 AM	Training Instructor Webb, James	Edit SITREP	✗
event	AL-JOC-E16-13	Hurricane Webb	AL	3/6/2013 10:52 AM	Training Instructor Webb, James	Edit SITREP	✗
event	AL-JOC-E10-13	Training	AL	3/6/2013 10:28 AM	Training Instructor Webb, James	Edit SITREP	✗
event	NGB-JOC-E106-13	training	NGB	2/4/2013 10:54 AM	Training Instructor Webb, James	Edit SITREP	✗
event	NGB-JOC-E101-12	57th Presidential Inauguration 2 (2013)	NGB	12/20/2012 11:57 AM	Training Instructor Webb, James	Edit SITREP	✗
event	DC-JOC-E10-12	Stormfront	NGB	12/20/2012 02:48 PM	Training Instructor Webb, James	Edit SITREP	✗
event	DC-JOC-E10-12	Stormfront	NGB	11/20/2012 03:15 PM	Training Instructor Webb, James	Edit SITREP	✗
event	MD-JOC-E5-12	Training Event	MD	8/25/2012 10:22 AM	Training Instructor Webb, James	Edit SITREP	✗
event	DC-JOC-E23-12	TRAIN DERAILMENT	DC	7/10/2012 11:43 AM	Training Instructor Webb, James	Edit SITREP	✗
mission	NGB-JEEMTT-070-12	Test	NGB	5/21/2012 03:07 PM	Training Instructor Webb, James	Edit SITREP	✗
event	PR-JOC-E12-12	Training	PR	4/25/2012 11:09 AM	Training Instructor Webb, James	Edit SITREP	✗
event	PR-JOC-E12-12	Training	PR	4/25/2012 11:09 AM	Training Instructor Webb, James	Edit SITREP	✗
event	WV-JOC-E14-12	Flood Watch	WV	4/5/2012 09:27 AM	Training Instructor Webb, James	Edit SITREP	✗
event	SC-JOC-E7-12	Tornado watch	SC	3/16/2012 06:34 PM	Training Instructor Webb, James	Edit SITREP	✗
event	TH-JOC-E12-12	Test	TK	1/22/2012 10:47 AM	Training Instructor Webb, James	Edit SITREP	✗
mission	WJ-JOC-M1-12	Road clearing	NGB	1/16/2012 02:16 PM	Training Instructor Webb, James	Edit SITREP	✗
event	FL-JOC-E4-10	IVERIFY ONLY by Thu Vo at 703-894-2770	NGB	11/26/2011 01:39 PM	Training Instructor Webb, James	Edit SITREP	✗
event	FL-JOC-E4-10	IVERIFY ONLY by Thu Vo at 703-894-2770	NGB	11/26/2011 01:38 PM	Training Instructor Webb, James	Edit SITREP	✗
event	FL-JOC-E4-10	IVERIFY ONLY by Thu Vo at 703-894-2770	NGB	11/26/2011 01:25 PM	Training Instructor Webb, James	Edit SITREP	✗
mission	NGB-JEEMTT-041-11	Operation save lives	NGB	11/14/2011 03:15 PM	Training Instructor Webb, James	Edit SITREP	✗
event	AR-JOC-E25-11	Earthquake	AR	11/6/2011 10:23 AM	Training Instructor Webb, James	Edit SITREP	✗
event	AR-JOC-E25-11	Earthquake	AR	11/6/2011 10:17 AM	Training Instructor Webb, James	Edit SITREP	✗

Total Records (32)

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Figure 122 JIEE SITREP Report by Legacy SITREPs in Progress

## 11.6 Upload Common Operational Picture (COP)

In the Reports section of JIEE, the Upload COP report function enables the user upload the organization's Common Operational Picture to JIEE. You can access the Upload COP function by clicking the Reports tab in the page header and then selecting Upload COP in the drop-down list. This will bring up the Upload COP page, in which you can add one or more files. After you load a file, give a description of the uploaded file in the description block. Then click Add File. Your file will then be uploaded in to JIEE.

To view the uploaded COP look in the briefings section of the homepage and click on the link for COP. Once you click on the link a file download box will pop up asking you if you want to open or save the file. Click Open to open and view, click Save to save the file to a selected location or click Cancel to cancel the request (Figure 123).

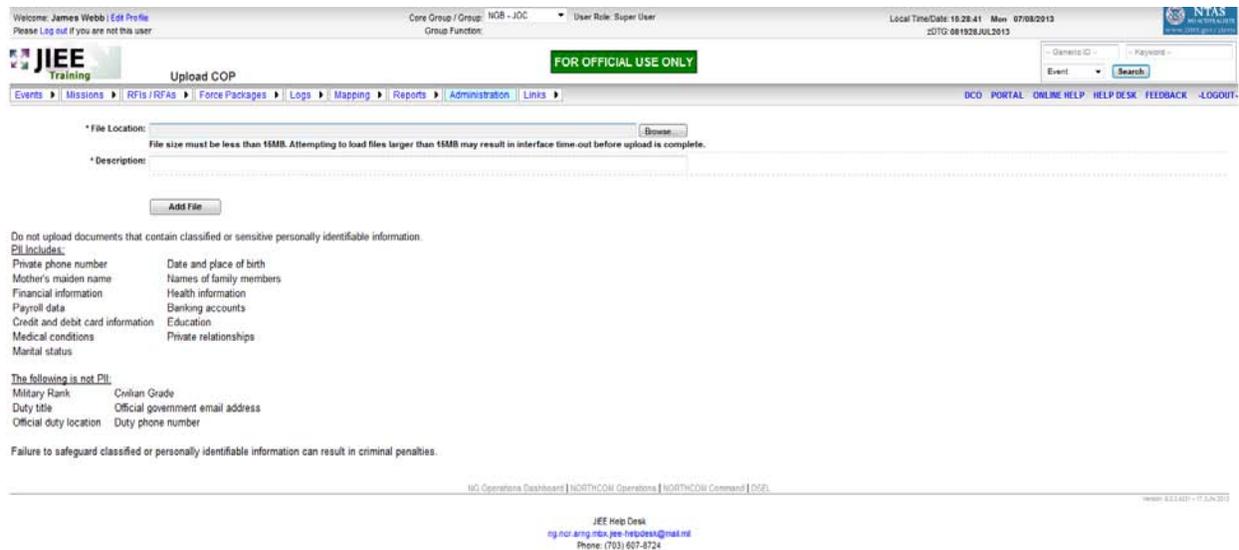


Figure 123 Upload COP page.

## 12 JIEE ADMINISTRATION

As an administrator with State or Group privileges, you can perform administrative tasks in the application such as managing pending requests by users for access to JIEE, adding a new user, group, or contact information to JIEE, managing mapping location features, or adding a link to an external site such as Defense Connect Online (DCO).

To access administrative functions, click on the Administration tab in the page Header. Doing so displays the Manage Pending Requests page, by default (Figure 124).

User ID	First Name	Last Name	Email Address	Request Date (JDTG)	Reason	User Type	Core Group	Group
matthew.ayoyu	Matthew	Ayoyu	matthew.ayoyu@us.army.mil	131404Aug2009		Pending	GU	94BCST
james.benson2	James	Benson	james.benson2@us.army.mil	011515May2005		Pending	GU	JOC
mike.bias	Michael	Bias	mike.bias@us.army.mil	120102Aug2010		Pending	GU	JOC
jay.castro	Junior	Castro	jay.castro@us.army.mil	250100Aug2010		Pending	GU	94BCST
joshuaanthony.cruz	Joshua	Cruz	joshuaanthony.cruz@us.army.mil	120055Aug2010		Pending	GU	JOC
jeffery.duenas.kosaka	Jeffery	Kosaka	jeffery.duenas.kosaka@us.army.mil	272135Feb2009		Pending	GU	JOCStaff
nicanor.legaspi	Nicanor	Legaspi	nicanor.legaspi@us.army.mil	190053Mar2012		Pending	GU	JFHQ/JTF
dawn.m.loyd	Dawn	Lloyd	dawn.m.loyd@us.army.mil	151040Nov2000		Pending	GU	JOC
richard.pennan	RICHARD	PENNAN	richard.pennan@us.army.mil	090022Feb2009		Pending	GU	JFHQ/JTF
james.b.taylor2	James	Taylor	james.b.taylor2@us.army.mil	241225Apr2000		Pending	GU	JOC
roary.tenorio	ROARY	TENORIO	ROARY.TENORIO@US.ARMY.MIL	112357Aug2010		Pending	GU	JOC

Figure 124 JIEE Manage Pending Requests Page

### 12.1 Administration Menu

To the left of the Managing Pending Requests page, and in each Administration page in JIEE, is the Administration menu. Clicking any of the links in the menu navigates you to the selected administrative function: Groups, Users, Contacts, Location Default Search, Collaborative Links, Feedback, and Excel Exports. The following sections describe each of these functions that display in the Administration menu, as well as managing pending requests.

### 12.2 Managing Pending Requests

When you select the Administration tab, the Manage Pending Request page displays, by default (Figure 124). In this page, JIEE displays a list of pending requests for JIEE access. The list includes the proposed JIEE user’s User ID, the user’s first name, last name, and email address, reason for access to JIEE, the current user type (which is always “Pending” until the user is approved for JIEE access), and proposed Core Group and Group affiliation. You can select User Type, Group, and/or Core Group in the respective drop-down list.

To process a pending request, update the User Type, Core Group, or Group for one or more users, check the box to the right of the Group drop-down list. Then click submit. When you click

**Submit**, JIEE processes the changes you want to make for the selected entries. Users must log out then log back in for the changes to take place.

## 12.3 Managing Groups

In the Groups section of the Administration Menu, you can select to view the Group(s) for each Core Group of which you are a member, and add a new Group to a Core Group to which you have access. The following sections describe each of these functions.

### 12.3.1 Viewing Groups

Clicking [View My Groups](#) in the Group section displays the View All Core Groups/ Groups page (Figure 125) in which you can view the group(s) for each core group of which you are a member. JIEE displays the core groups and associated groups depending on your current core group/group affiliation (as selected in the Core Group/Group drop-down list in the page header).

EIR	Core Group	Group ID	Total Users	Pending Users	Status	Activate/Deactivate
OU	BHNCST		18	2	Active	Deactivate
OU	ANG		4	0	Active	Deactivate
OU	QUIG CDGP		4	0	Active	Deactivate
OU	J1		2	0	Active	Deactivate
OU	J2		1	0	Active	Deactivate
OU	J3		1	0	Active	Deactivate
OU	J5		0	0	Active	Deactivate
OU	J6		0	0	Active	Deactivate
OU	J7		0	0	Active	Deactivate
OU	J8		1	0	Active	Deactivate
OU	JPHD/TF		7	2	Active	Deactivate
OU	JOC		47	8	Active	Deactivate
OU	JOCStaff		24	1	Active	Deactivate

Figure 125 JIEE View All Core Groups/Groups Page

In the View All Core Groups/Groups page, you can also activate or deactivate one or more groups from a core group; that is, remove the affiliation of the group to the core group. In the Activate/Deactivate column in the data area, click [Activate](#) to add an affiliation of a group to the core group, or [Deactivate](#) to remove the affiliation of the group from the core group (as described below). Before your selection becomes final, a dialog box displays in which you can confirm your action.

**Note:** If only one group is affiliated to a core group, you cannot remove its affiliation by deactivating it.

### 12.3.1.1 Deactivating a Group

When you select the group to deactivate and click [Deactivate](#), the JIEE Reassign User page displays. In this page (which is similar to the Pending Requests page), you can select a new user role, core group, and default group for each user affected by the deactivation, where appropriate. Note that the user role, group, and default group drop-down menus for those users whose defaults groups are not affected are grayed out. Unaffected users are displayed in the page for informational and/or reporting purposes, if needed.

Clicking **Submit** in the Reassign User page displays a confirmation dialog box that contains all affected users by JIEE user name, user role, and new default core group and group. (Clicking **Cancel** in the Reassign User page re-displays the View All Core Groups/Groups page.)

In the confirmation dialog box, you can confirm or cancel your changes. Clicking **OK** to confirm changes re-displays the View All Core Groups/Groups page; in the page "Activate" displays in place of "Deactivate" for the affected group. (Clicking **Cancel** in the confirmation dialog box

re-displays the Reassign User page with your initial selections so you can make any last changes before committing users to new groups.)

Upon confirmation of your changes, JIEE sends an email notification to you, to each affected user, and the new group's message center that highlights the deactivated and reassigned core groups/groups.

### 12.3.1.2 Editing Group Information

In the View All Core Groups/Groups page, you can modify information about a selected group that JIEE displays in the data area. You do this by clicking the Edit icon next to the group for which you want to make changes. JIEE displays the Edit Group page (Figure 126).

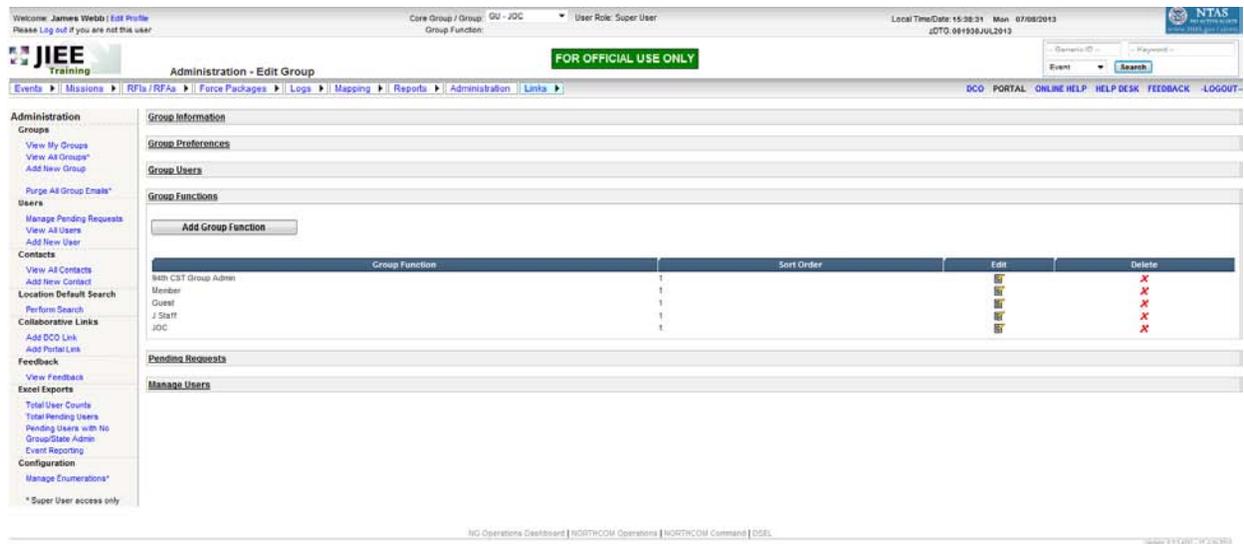


Figure 126 JIEE Edit Group Page

In the Edit Group page, you can modify the following types of information:

- **Group Information:** Modify the group name, email address, group preferences, description, reference, or military time zone in which the selected group is located.
- **Group Users:** Modify information for a selected user such as profile and/or group affiliation.
- **Group Functions:** Modify the current group function.
- **Pending Requests:** View pending requests for JIEE access by users in a selected group of which you are a member, and/or modify a user type for a selected, pending user.
- **Manage Users:** Modify the user type and/or group function for a selected user.

### 12.3.1.2.1 Modifying Group Information

To modify Group Information in the Edit Group page, click [Group Information](#) at the top of the data area. JIEE expands the Group Information section in the data area (Figure 127).

**Note:** Clicking [Group Information](#) a second time hides the section.

The screenshot shows the 'Group Information' section of the Edit Groups page. It includes the following fields and controls:

- Core Group:** NGB
- \* Group ID:** ARO
- \* Group Name:** NGB ARO
- \* Group Email:** (empty text box)
- \* Group Description:** Members of the ARNG RC ARO, including the DOC, ARNG Watch, COOP, SWB/OJS, CAT, and Ops & Plans. (Text area with a 'Group Description' button and 'Characters remaining: 1905')
- Reference:** (empty text area with 'Characters remaining: 2000')
- Military Time Zone:** Z (dropdown menu)
- Deletable:**
- Buttons:** Save Group, Cancel

**Figure 127 Edit Groups - Group Information Section**

In the Group Information section, make any desired changes to Group Name, Group Email, Group Description, and/or Reference in the respective text fields, or Military Time Zone in the drop-down list. You can also select the Deletable check box to indicate that the group can be removed from the core group at any time. (Note that entry of information in the Group Name, Group Email, and Group Description is required, as the asterisks next to the field labels indicate.)

When you are finished, click **Save Group** to save your modifications

### 12.3.1.2.2 Modifying and Managing Group Preferences

JIEE can send automated notifications to your group based on different triggers. To configure which triggers will generate an email to your group email address, click on the *Group Preferences* link on the Edit Group page. Selecting the recommended settings provides a good balance of timely information and the amount of email traffic (Figure 128).

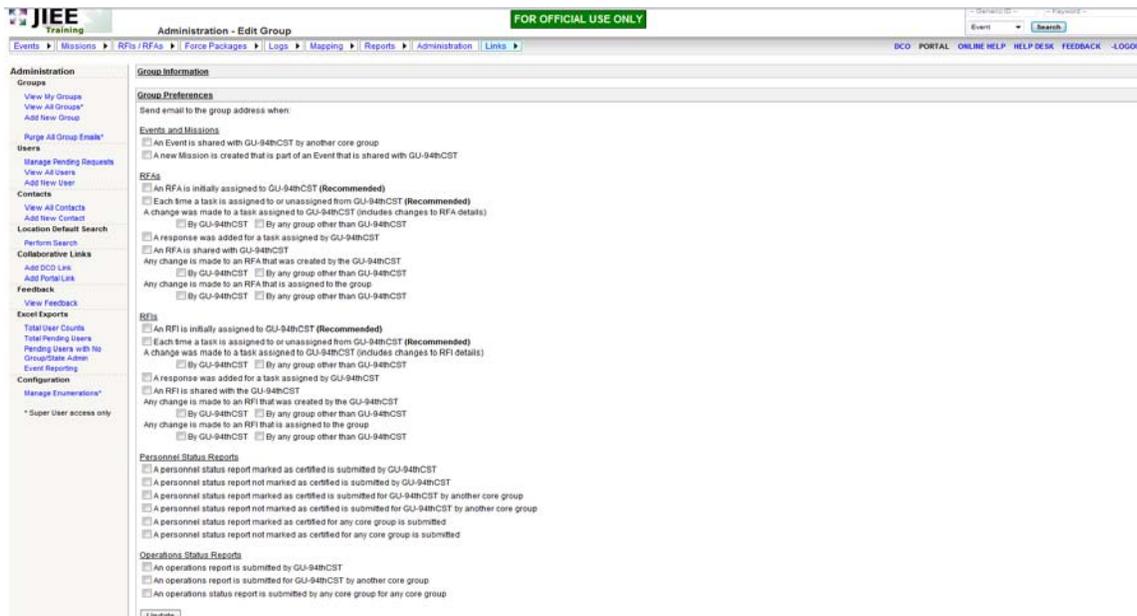


Figure 128 Group Preferences

### 12.3.1.2.3 Modifying Group User Information

To modify group Information in the Edit Group page, click [Group Users](#) below Group Information. JIEE expands the Group Users section in the data area (Figure 129).

**Note:** Clicking [Group Users](#) a second time hides the section.

Group Users			
User	First Name	Last Name	Email Address
100586 <a href="#">George Burdell</a>	NGRCSA-NGBJOC GIS George	Burdell	george.burdell@us.army.mil
1			
Total Records (5453)			

Figure 129 Edit Groups - Group User Section

In the Group Users section, JIEE displays the user name, first and last names, and email address for all users who are affiliated to a selected Group of which you are a member. You can click the name (which is a link) in the User column to edit information for the selected user. JIEE then displays the Edit Users page, as described in the following section.

### 12.3.1.3 Editing User Information

When you click a user name in the Group Users data column, JIEE displays the Edit Users page, in which you can edit the profile of the selected user and modify the user's group associations. (Figure 1300) illustrates each section in the page as expanded.

**Test Applicant Profile**

AKO User Name: test.applicant

\* Title:

\* First Name:

\* Last Name:

\* Affiliation:  ▼

\* Unit/Wing/Organization:

Address (Line 1):

Address (Line 2):

City:

\* State / Territory:

ZIP Code:

Primary Phone:  Format: XXX-XXX-XXXX

Alternate Phone:  Format: XXX-XXX-XXXX

DSN:

Fax:

\* AKO Unclassified Email: test.applicant@us.army.m

Classified Email:

---

**User Group Associations**

Core Group	Group ID	User Type	Request Date (zDTG)	Granted Date (zDTG)	Remove	Default Group
AK	JOC	Pending	051849DEC2011		<a href="#">Remove</a>	-----

---

**Add User Group Associations**

**Step 1: Select Core Group**

AK

**Step 2: Select Group**

- 168ARW
- 176WG
- 207AVN
- 297BFSB
- 38TC
- ANG
- G3
- JOC
- JOC11
- JOC12

**Step 3: Select User Role**

- Browser
- User
- GroupAdmin
- Pending

Figure 130 JIEE Edit Users Page

In the User Profile section, you can update personal user information such as first and last names, address and phone, and email address. (Note that fields that are marked with an asterisk require entry in the respective text field.) When you are finished, click **Save** to save your changes.

The User Group Associations shows the current Core Group and Group affiliation(s) for the current user. To add other Group associations, make your selections in the selection boxes that display in the Add User Group Associations section. Then click **Submit Request** to submit your changes.

#### 12.3.1.4 Modifying Group User Information

To add or modify Group Function information in the Edit Group page, click [Group Functions](#) below Group Users. JIEE expands the Group Functions section in the data area (Figure 131).

The screenshot shows a form titled "Group Functions" with the following fields and controls:

- Core Group: MA
- Group ID: 1058
- Group Function:
- Sort Order:
- Buttons: **Add Group Function** and **Cancel**

**Figure 131 Edit Groups - Group Functions Section**

In the Group Functions section, enter the desired function in the Group Function text field. You can also specify a sort order in the Sort Order text field in which you want the new function displayed in JIEE. When you are finished, click **Add Group Function** to save your changes.

#### 12.3.1.5 Modifying Pending User Information

To modify pending user information in the Edit Group page, click [Pending Requests](#) below Group Functions. JIEE expands the Pending Requests section in the data area (Figure 132).

The screenshot shows a table titled "Pending Requests" with the following data:

User	First Name	Last Name	Email	User Type
<a href="#">test.applicant</a>	Test	Applicant	test.applicant@us.army.mil	Pending

Below the table is a button labeled "Update Pending Requests".

**Figure 132 Edit Groups - Pending Requests Section**

In this section, you can view the current User Type (which should be “Pending”) for a user awaiting JIEE access to a Core Group/Group of which you are a member. To modify the current User Type, select a User Type in the drop-down list. Then click **Update Pending Requests** to save your changes.

Each user name that JIEE displays in the Pending Users section is a link to user-specific information (i.e., user profile and current Core Group/Group association(s) for each listed user). Clicking any user name displays the Edit Users page. (For more information, refer to the section *Edit User Information* above.)

### 12.3.1.6 Modifying User Information

To modify User information in the Edit Group page, click [Manage Users](#) below Pending Requests. JIEE expands the Manage Users section in the data area (Figure 133).

Manage Users					
User	First Name	Last Name	Email	User Type	Group Function
<a href="#">test.applicant</a>	Test	Applicant	test.applicant@us.army.mil	Browser	
1					

**Figure 133 Edit Groups - Manage Users Section**

In the Manage Users section, you can modify the user type for a selected user by making a different selection in the User Type drop-down list. You can also select a different function in the Group Function drop-down list, if one exists.

Each user name that JIEE displays in the Manage Users section is a link to user-specific information (i.e., user profile and current Core Group/Group association(s) for each listed user). Clicking any user name displays the Edit Users page. (For more information, refer to the section *Edit User Information* above.)

When you are finished, click **Update Users** to save your changes. Doing so displays a confirmation page in which you can then confirm your changes for recording in JIEE.

### 12.3.2 Adding a New Group

Clicking [Add New Group](#) in the Group section displays the JIEE Add New Group page (Figure 134), in which you can add a Group to a Core Group of which you are a member.

**Figure 134 JIEE Add New Group Page**

To add a new group to a core group, do the following:

1. Select the core group in the drop-down list to which you want to add a new group.
2. Enter the Group ID, Group Name, Group Email, and Group Description in their respective text fields. (Entry of information in these fields is required.)
3. Enter referential information in the Reference text field, if desired.
4. Select a Military Time Zone in the drop-down list.
5. Select the Deletable check box to indicate that association of the group to the selected core group can be removed at any time.

When you are finished, click **Add Group** to save your changes and add the group to the selected core group.

## 12.4 Managing JIEE Users

In the Users section of the Administration Menu, you can select to view information for each JIEE user who is affiliated to each core group of which you are a member, and add a new user to a core group to which you have access. The following sections describe each of these functions.

### 12.4.1 Viewing All JIEE Users

Clicking [View All Users](#) in the Users section displays the JIEE View All Users page (Figure 135), in which you can view all JIEE users who are affiliated to a selected core group of which you are a member.

The screenshot shows the 'Administration - View All Users' page. At the top, there is a navigation bar with 'Events', 'Missions', 'RFIs / RFAs', 'Force Packages', 'Logs', 'Mapping', 'Reports', 'Administration', and 'Links'. A 'FOR OFFICIAL USE ONLY' banner is present. Below the navigation is a 'User Search' section with a search bar and a 'Show Advanced Search Options' link. The main content is a table of users with the following columns: User, First Name, Last Name, Email Address, Date Registered, Last Login, and Days Inactive. The table contains 27 rows of user data. At the bottom of the table, it says 'Total Records (27/6)'. Below the table is a footer with 'JIEE Help Desk' contact information.

User	First Name	Last Name	Email Address	Date Registered	Last Login	Days Inactive
120586		NGRC/SA-ADM/JOC_OIS		1/11/900 12:00:00 AM	6/12/2006 2:15:00 AM	2614
sharon.r.burns	Sharon	Burns	sharon.r.burns@us.army.mil	3/02/2008 4:10:24 PM	4/23/2008 2:36:16 AM	1302
edward.m.vaughan	Edward	Vaughan	edward.m.vaughan@us.army.mil	3/24/2008 4:52:50 PM	1/8/2009 2:45:32 PM	1641
example@example	Example	Example	example@example@us.army.mil	2/25/2011 9:53:01 PM		133
todd.aarhus	Todd	Aarhus	todd.aarhus@us.army.mil	6/17/2009 9:10:49 PM		1482
pamela.abbott1	Pamela	Abbott	pamela.abbott@ang.af.mil	5/1/2008 1:40:09 PM	5/1/2008 1:42:24 PM	1394
maher.m.abed	MAHER	ABED	MAHER.M.ABED@US.ARMY.MIL	4/28/2008 6:37:58 PM	1/13/2012 16:12:10 PM	176
yvonne.abela	Yvonne	Abela	yvonne.abela@us.army.mil	1/22/2007 12:21:51 PM	10/20/2007 3:38:00 PM	2106
frederic.abel	Frederic	Abel	frederic.abel@us.army.mil	12/18/2008 3:28:58 PM		1865
dean.r.abeln	Dean	Abeln	dean.r.abeln@us.army.mil	7/19/2012 12:57:38 PM	7/19/2012 2:54:03 PM	354
emily.abernombie	Emily	Abernombie	emily.abernombie@us.army.mil	3/17/2008 10:18:17 PM	3/9/2008 8:59:17 AM	1947
laketa.abernombie	Laketa	Abernombie	Laketa.abernombie@us.army.mil	5/7/2013 6:11:33 PM	5/17/2013 3:01:16 PM	52
amanda.abernathy	Amanda	Abernathy	amanda.abernathy@us.army.mil	1/11/1900 12:00:00 AM	6/5/2007 12:17:56 PM	2225
will.abernathy.1	Will	Abernathy	will.abernathy.1@ang.af.mil	1/12/2012 7:46:00 PM		177
james.abelan	James	Abelan	james.abelan@us.army.mil	5/18/2011 7:46:26 PM	9/15/2011 2:41:55 PM	662
aks.ako	aks	akoo	aks@us.army.mil	6/7/2007 7:03:23 PM	6/12/2007 2:48:27 PM	2218
wilfredo.acevedo	Wilfredo	acevedo	WILFREDO.ACCEVEDO@US.ARMY.MIL	4/26/2008 8:12:12 PM	11/12/2008 2:03:31 PM	1699
michael.achornd	Michael	Achornd	michael@vivo.com	3/15/2008 8:13:47 PM		1576
jorge.acostasanchez	Jorge	Acostasanchez	Jorge.Acostasanchez@us.army.mil	1/11/1900 12:00:00 AM		41461
leslie.acton	LESLIE	ACTON	leslie.acton@us.army.mil	4/29/2008 6:36:55 PM	8/8/2009 5:46:12 PM	1430
jerry.acton	Jerry	Acton	jerry.acton@us.army.mil	6/13/2008 2:21:41 PM	6/13/2008 7:38:39 PM	1851
theresa.ada	Theresa	Ada	theresa.ada@us.army.mil	7/13/2008 7:06:56 AM		1456
kenneth.adair	KENNETH	ADAIR	Kenneth.Adaire@ng.army.mil	8/28/2009 8:58:05 PM	8/28/2009 8:58:07 PM	1410
douglas.a.adams	Douglas	Adams	douglas.a.adams@us.army.mil	1/8/2010 11:48:02 PM	1/8/2010 11:48:06 PM	1277
richard.p.adams.1	Richard	Adams	Richard.p.adams1@us.army.mil	6/6/2009 11:49:03 PM	8/2/2009 11:48:05 PM	1432
joseph.adams7	Joseph	adams	joseph.adams7@us.army.mil	9/25/2010 1:45:05 AM	5/17/2011 9:45:09 PM	763
joseph.h.adams	Joseph	Adams	joseph.h.adams@us.army.mil	7/16/2008 7:15:45 PM	4/28/2010 11:58:04 AM	1167
douglas.ray.adams	Douglas	Adams	douglas.ray.adams@us.army.mil	10/16/2008 6:56:36 PM	10/16/2008 6:56:36 PM	1726
BRIAN.K.ADAMS	BRIAN	ADAMS	BRIAN.K.ADAMS@NGO.ARMY.MIL	5/20/2008 4:21:39 PM	5/18/2008 6:38:04 PM	1879
joel.m.adams	Joel	Adams	joel.m.adams@us.army.mil	6/5/2008 7:57:03 PM	5/8/2008 7:56:52 PM	1888

Figure 135 JIEE View All Users Page

In the View All Users page, JIEE displays the list of JIEE users by user name. You can use the pagination controls at the bottom of the list to page through the user list, or use the User Search feature above the list.

JIEE provides two methods of searching for JIEE user information: Quick Search and Advanced Search.

- To use the Quick Search functions, select the method by which you want to search for a JIEE user in the drop-down list: Last Name, First Name, Unclassified Email address, or Classified Email address. Then select the first letter of your selection by using any of the alphabetic links. JIEE displays the results of your search in the user list.

When you first navigate to the View All Users page, JIEE displays the User Search functions above the user list. You can select – [Hide Quick Search](#) to hide the functions from view, or + [Show User Search](#) to display them.

- To use the Advanced Search functions, select + [Show Advanced Search Option](#) to display the text fields and drop-down menus in which you can provide search criteria as part of your advanced search: Last Name, First Name, Classified Email, Unclassified Email, User Type, and/or Core Group. Then click **Search** to perform the advanced search and display the results of the advanced search in the user list.

You can also click – [Hide Advanced Search Option](#) to hide the search criteria from view.

### 12.4.2 Adding a JIEE User

Clicking [Add New User](#) in the Users section displays the JIEE Add New Users page (Figure 136) in which you can add a new JIEE user to a selected core group and group, of which you are a member.

Figure 136 JIEE Add New Users Page

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The Add New Users page contains a form of text fields and drop-down menus in which you can provide information about the new user. Note that all fields that are marked with an asterisk (\*) require entry of information.

**Note:** It is highly recommended that you complete as many fields in the Add New Users form as possible.

When you are finished, click **Add** to add the user to the JIEE system.

**Note:** The new user must have an active AKO account to access JIEE. In the Add New Users page, click [Instructions on how to get an AKO account](#) for more information about obtaining an AKO account.

## 12.5 Managing Contacts

In the Contacts section of the Administration Menu, you can select to view all contact information for the selected Core Group and Group of which you are a member. You can also add new contact information to JIEE. The following sections describe each of these functions.

### 12.5.1 Viewing All Contacts

Clicking [View All Contacts](#) in the Contacts section displays the JIEE View All Contacts page (Figure 137) in which you can view all recorded contact information for the selected Core Group and Group of which you are a member.

Administration - View All Contacts

Contact Name	Affiliation	Organization	City	State	ZIP	Primary Phone	Email Address	Delete
Mr. Regney Chiles	Contractor	NSA/JICD/C&M	Arlington	VA	22204	703-607-2709	regney.y.chiles@us.army.mil	X
Mr. Philip Kelly	Contractor	NSR-US		VA	--	--	philip.kelly@us.army.mil	X
JET Team Coordinator Roger Haskett	Military	J335	Arlington	VA	22204	703-607-1929	roger.haskett@us.army.mil	X
Domestic Operations LNO David Sumwalt	Military	NSA/A3 National Guard Readiness Center	Joint Base Andrews	MD	20762	703-607-1714	david.c.sumwalt@us.army.mil	X
Ms. Nicole Gier	Contractor	NSB-J26	Arlington	VA	--	--	nica.gier@us.army.mil	X
SSG Michael Levin	Military	JFHQ		ME	--	--	michael.levin@us.army.mil	X
MAJ Paul Franken	Military	Mobility Augmentation Command	Washington	DC	--	--	paul.franken@us.army.mil	X
LTC Mariano Meaux	Military	GCARNG	Washington	DC	20003	202-432-7430	mariano.meaux@us.army.mil	X
LTC Eric Halstrom	Military	NSB-J37		VA	--	--	eric.halstrom@us.army.mil	X
LTC Joseph Wagner	Military	NS-J55		MD		703-607-1950	joseph.s.wagner4@mail.mil	X
LTC Kevin Daniels	Military	NS-J58	Arlington	VA	22204	703-607-5596	kevin.daniels@us.army.mil	X
Mr. Chad Pan	Contractor	J58		VA	--	--	chad.pan.cit@us.army.mil	X
Ms. Fatma Tali	Contractor	NSB-J5	Arlington	VA	22204	--	fatma.tali@us.army.mil	X
Maj Brian Patton	Military	NS-J5		DC	--	--	brian.s.patton@us.army.mil	X
MAJ Leslie Nieves	Military	NS-J3		DC	--	--	leslie.nieves@us.army.mil	X

12345678910

JIEE Help Desk  
np.nor.army.mbx.jee-helpdesk@mail.mil  
Phone: (703) 607-5724

Figure 137 JIEE View All Contacts Page

In the View All Contacts page, JIEE displays each contact by Name (which is a link), Affiliation and Organization (as they relate to JIEE), the contact’s location information (City, State, Zip), as well as the contact’s primary phone number and email address.

You can export the contact information that displays in the View All Contacts page by clicking [Export to Excel](#). JIEE then migrates that information to a Microsoft Excel spreadsheet.

Clicking the Name link displays the JIEE Contact Detail page (Figure 138), in which you can view, modify, or delete the selected contact information.

The screenshot shows a contact detail form with the following fields and values:

- Delete** (with a red X icon) and **Edit** (with a pencil icon) buttons at the top.
- Title:** Mr.
- First Name:** George
- MI:**
- Last Name:** Burdell
- Affiliation:**
- Organization:**
- Address 1:**
- Address 2:**
- City:** Washington
- State:** DC
- Zip:**
- Phone:** 703-555-1234
- Alt-Phone:** --
- Unclassified Email:** george.p.burdell@us.army.mil
- Classified Email:**

Figure 138 JIEE Contact Detail Page

To modify the contact information, click [Edit](#) at the top of the contact details. JIEE refreshes the page and displays a Points of Contact form with text fields in which you can enter or update the contact information.

To delete the contact information from JIEE, click [Delete](#) at the top of the contact details and then confirm the deletion action in the confirmation dialog box that displays.

### 12.5.2 Adding a New Contact

Clicking [Add New Contact](#) in the Contacts section displays the JIEE Add New Contact page (Figure 139) that contains a form of fields in which you can enter information for a contact to be added to your selected core group and group. (Entry of information is required in all fields that are marked with an asterisk.)

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Administration - Add New Contact

Points of Contact

\* Title:

\* First Name:

\* Last Name:

MI:

Affiliation:

Unit/Wing/Organization:

Address (Line 1):

Address (Line 2):

City:

State/Territory: AK

ZIP Code:

\* Primary Phone:

Alternate Phone:

DSN:

Fax:

\* UNCLASSIFIED Email:

CLASSIFIED Email:

Emergency Contact:

Add Contact

Figure 139 JIEE Add New Contact Page

When you have completed your entries, click **Add Contact** to add the contact information to the JIEE system.

## 12.6 Performing a Location Search

In the Location Default Search section of the Administration Menu, you can select to perform a location search by feature. Clicking [Perform Search](#) displays the JIEE Default Search page (Figure 140).

Administration - Default Search

Feature Class	Scheduled Results	Search
Airport	Excluded	- Search -
Arch	Excluded	- Search -
Area	Excluded	- Search -
Bar	Excluded	- Search -
Basic	Excluded	- Search -
Bay	Excluded	- Search -
Beach	Excluded	- Search -
Beach	Excluded	- Search -

Submit

Figure 140 JIEE Default Search Page

The Default Search page displays a list of location features by general classification (e.g., Airport or Beach) that you can include in, or exclude from, display as a result of a location search. Use the pagination controls at the bottom of the list to view additional features.

To include or exclude a location search as part of a location search, choose an option in the drop-down menu for a selected Feature Class, as Figure 140 illustrates (you can also choose Not Set). Then click **Submit** to save your updates.

## 12.7 Managing Collaborative Links

In the Collaborative Links section of the Administration Menu, you can select to add or update associations by URL to Defense Connect Online (DCO) or a selected SharePoint site. The following sections describe each of these functions.

### 12.7.1 Adding a Link to DCO

Clicking [Add DCO Link](#) in the Collaborative Links section displays the JIEE DCO Link page (Figure 141), in which you can add or modify the URL that creates a link from JIEE to the DCO Web site. Thus, when a user selects [DCO](#) in the link navigation bar in the page header, JIEE navigates the user to that external site.

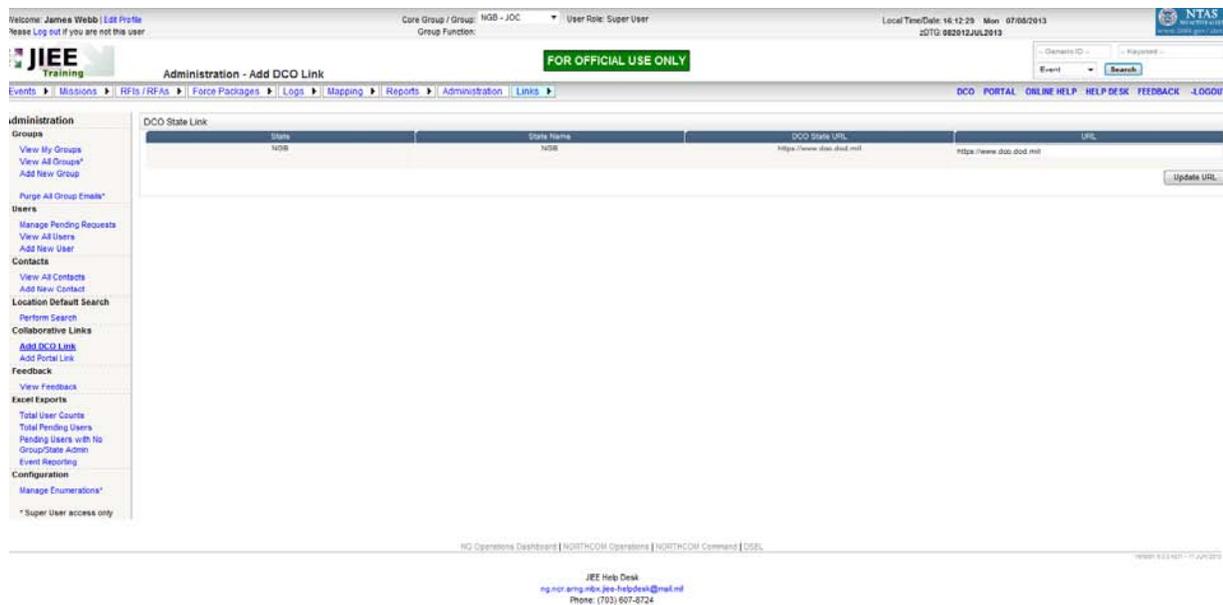


Figure 141 JIEE DCO Link Page

In the DCO Link page, JIEE displays a data area that provides the appropriate State, State Name, and DCO State URL information. In the URL text field, you can enter a new URL or modify an existing URL. Then click **Update URL** to save your entry.

## 12.7.2 Adding a Portal Link to an External Site

Clicking [Add Portal Link](#) in the Collaborative Links section displays the JIEE Portal Link page (Figure 142), in which you can add or modify the URL that creates a link from JIEE to a selected SharePoint site. Thus, when a user selects [Portal](#) in the link navigation bar in the page header, JIEE navigates the user to that external site.

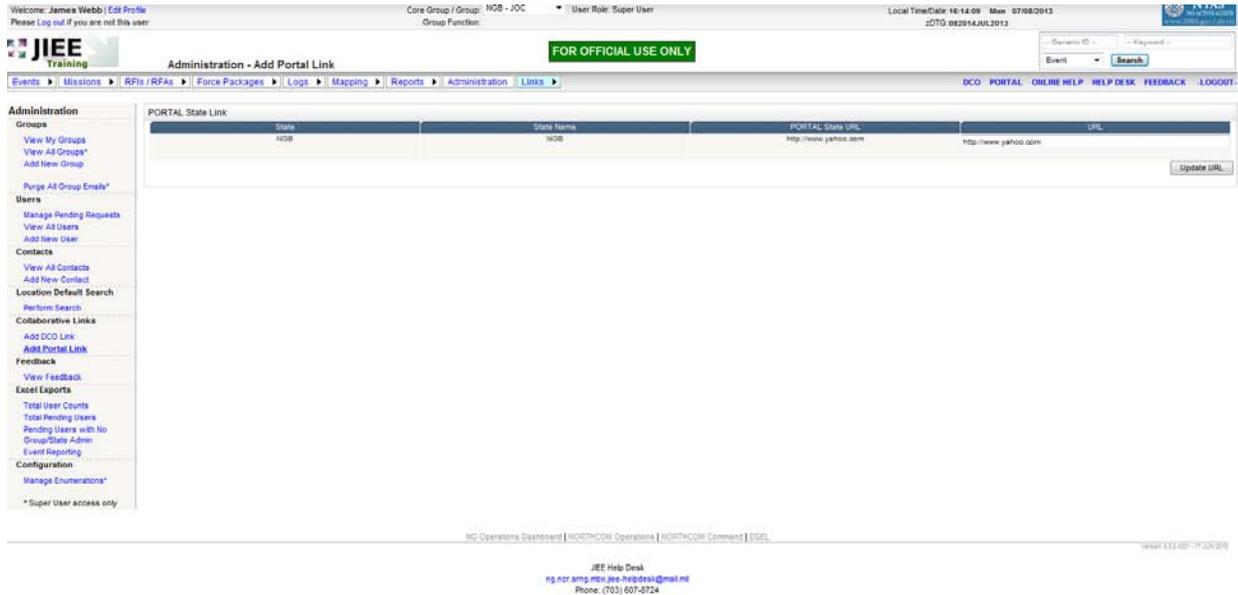


Figure 142 JIEE Portal Link Page

In the Portal Link page, JIEE displays a data area that provides the appropriate State, State Name, and PORTAL State URL information. In the URL text field, you can enter a new URL or modify an existing URL. Then click **Update URL** to save your entry.

## 12.8 Viewing Administrative Excel Export Reports

You can view a summary of Excel Export Reports by clicking on any one of the links in the Excel Exports section of the Administration Menu.

This release of JIEE provides the ability to link Excel to JIEE. This new capability allows users to define custom report formats in Excel and update those spreadsheets with the latest RFA/Is in JIEE with the click of one button. This will help eliminate time consuming activities to reformat data from JIEE into other presentation formats.

### 12.8.1 Viewing Total User Counts Excel Report

You can view a summary of Total Users by clicking on the Total User Counts link in the Excel Exports section of the Administration Menu. When you click on the Total User Counts link, a Windows File Download dialog box displays in which you can select to open the report, or save the report in Microsoft Excel, in a separate window. You can also save the file as a Microsoft .xls document. Or select Cancel to cancel the request. The summary report, when opened, provides a breakdown of the Total Users by Core Group and Group ID (Figure 143).

	A	B	C
1	CoreGroup	GroupId	TotalUser
2	AK	176WG	2
3	AK	JOC	183
4	AK	JOCJ1	4
5	AK	JOCJ2	5
6	AK	JOCJ3	6
7	AK	JOCJ5	1
8	AK	JOCJ6	4
9	AK	JOCJ8	1
10	AL	142 SIG	16
11	AL	167 TSC	12
12	AL	20 SFG	12
13	AL	31 CM BDE	9
14	AL	62 Trp Cm	33
15	AL	AL JPG	23
16	AL	FM ARNGT	13
17	AL	FM-ARNGT	5

Figure 143 JIEE Total User Count Excel Report

### 12.8.2 Viewing Total Pending Users Excel Report

You can view a summary of Total Pending Users by clicking on the Total Pending Users link in the Excel Exports section of the Administration Menu. When you click on the Total Pending Users link, a Windows File Download dialog box displays in which you can select to open the report, or save the report in Microsoft Excel, in a separate window. You can also save the file as a Microsoft .xls document. Or select Cancel to cancel the request. The summary report, when opened, provides a breakdown of Total Pending Users. The report provides the Username, Email, User Type, Core Group, Group ID and the number of days the request has been pending for each Pending User. (Figure 144).

	A	B	C	D	E	F	G
1	UserName	Email	UserTypeDesc	CoreGroup	GroupId	DaysPending	
2	Test.Applicant	test.applicant@us.army.mil	Pending	AK	JOC	0	
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

Figure 144 JIEE Total Pending Users Excel Report

### 12.8.3 Viewing Pending Users with No Group/State Admin Excel Report

You can view a summary of Pending Users with No Group/State Admin by clicking on Pending Users with No Group/State Admin in the Excel Exports section of the Administration Menu. When you click on the Pending Users with No Group/State Admin link, a Windows File Download dialog box displays in which you can select to open the report, or save the report in Microsoft Excel, in a separate window. You can also save the file as a Microsoft .xls document. Or select Cancel to cancel the request. The summary report, when opened, provides a breakdown of Pending Users with No Group/State Admin. The report provides the Username, Core Group, Group ID and the number of days the request has been pending for each Pending User. (Figure 145).

1 Executive Dashboard

	A	B	C	D
1	UserName	CoreGroup	GroupId	DaysPending
2	test.applicant	AK	JOC	1
3				
4				
5				
6				
7				
8				
9				
10				
11				

Figure 145 JIEE Total Pending Users with No Group/State Admin Excel Report

12.8.4 Viewing Event Reporting Excel Report

You can view a summary of events by state by clicking on Event Reporting in the Excel Exports section of the Administration Menu. When you click on the Event Reporting link, a Windows File Download dialog box displays in which you can select to open the report, or save the report in Microsoft Excel, in a separate window. You can also save the file as a Microsoft .xls document. Or select Cancel to cancel the request. The summary report, when opened, provides a breakdown of the total number of events per Core group. The report provides the Total number of Events and the Core Group for the event. (Figure 146).

A1		fx TotalEvent			
	A	B	C	D	E
1	TotalEvent	CoreGroup			
2	18	AZ			
3	53	NGB			
4	1	NV			
5	1	VA			
6					
7					
8					
9					
10					
11					
12					
13					
14					

Figure 146 JIEE Event Reporting Excel Report

## 13 EXECUTIVE DASHBOARD

The new executive summary dashboard module will support the NGCC by providing a new mapping service for all active events, and the supporting reports. The Executive Dashboard also allows the users to quickly view all associated reports for a selected event. This gives the users the ability to rapidly navigate to the desired report. (Figure 147).

**Note:** The new dashboard service is currently only available to the NGCC Leadership.

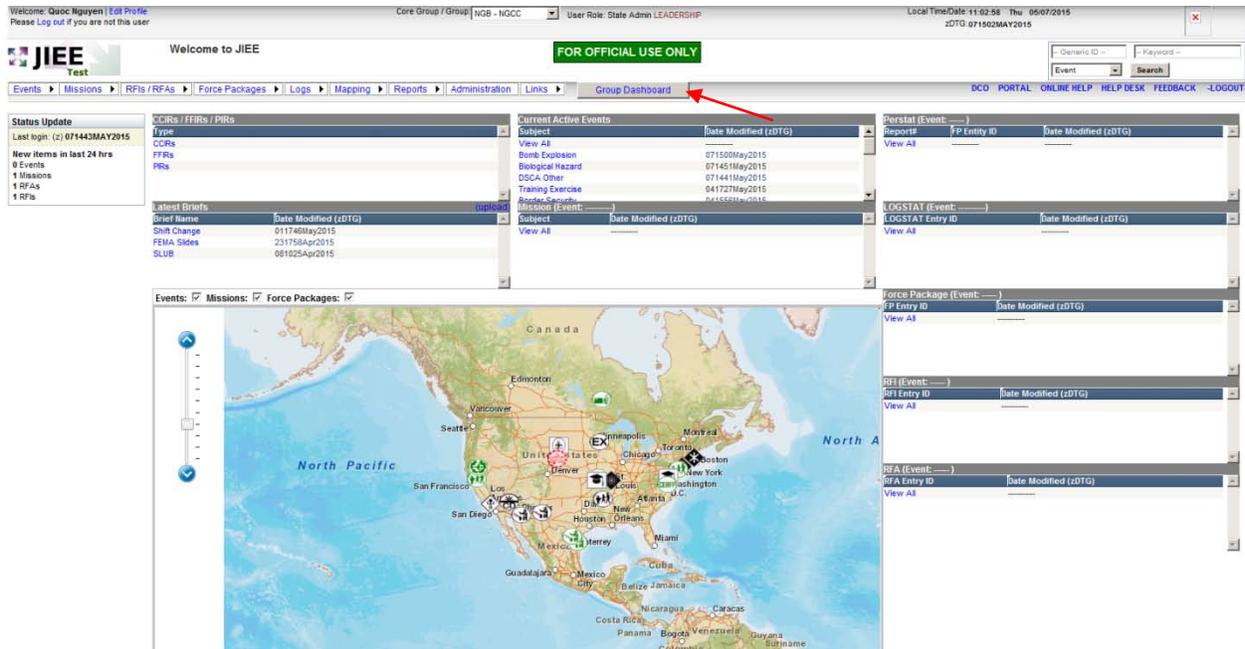


Figure 147 Executive Dashboard

### 13.1 Executive Dashboard

The JIEE Executive Dashboard is a separate page from the current JIEE homepage and is designed to give senior leadership a quick way of viewing the information on JIEE. Upon initial log-in to JIEE all users with the Leadership Attribute will be directed to the Executive Dashboard. The User has the option to view the Executive Dashboard or the Group Dashboard by clicking on the button in the Menu area (Figure 148) and (Figure 149).

**Note:** Selecting the Executive Dashboard button directs you to the Executive Dashboard Homepage.

**Note:** Selecting the Group Dashboard button directs you to the regular JIEE Homepage.

# Joint Information Exchange Environment

## User Manual

Figure 148 Executive Dashboard Homepage

Event ID	Subject	Date Modified (zDTG)	Event Date (zDTG)	Status
NGB-NGCC-E420-15	Testing	221727APR2015	210000APR2015	
NGB-NGCC-E188-10	Southwest Border Support	221620APR2015	071330JUL2010	
NGB-NGCC-E369-13	Key Asset Protection (CA)	221616APR2015	010000OCT2006	
NGB-NGCC-E370-13	Key Asset Protection (NY Empire Shield)	221625APR2015	181400JAN2013	
NGB-NGCC-E419-15	JIE encountered possible cyber incident 151256APR2015	080000APR2015		last week

Entry ID	Subject	Date Modified (zDTG)	Status
NGB-NGCC-R307-14	Request Each State Provide at Least (1) Representative to Attend the eGuardian Working Group	221616APR2015	
NGB-NGCC-R334-15	Vigilant Guard 2015: #2	081708APR2015	
SC-JOC-R30-15	Requesting MEOAC to Support Dual Status Commander	111625FEB2015	
SC-JOC-R29-15	Vigilant Guard 2015 Support- NGB JET Team	101437FEB2015	
ND-JOC-R32-15	DART-W FEMA Region VIII LNO +1, no more than 2 Soldiers	091542FEB2015	

Mission ID	Subject	Date Modified (zDTG)	Status
NGB-NGCC-M297-13	State eGuardian Point of Contact	221609APR2015	
NGB-NGCC-M301-15	This is my mission	221608APR2015	
AZ-JOC-M79-12	Operation Guardian Eye (JTF-AZ)	221024APR2015	
NGB-NGCC-M300-15	Vigilant Guard 2015 Mission	211756APR2015	
MA-JOC-M16-15	Winter Storm Marcus	101922FEB2015	

Entry ID	Subject	Date Modified (zDTG)	Status
NGB-NGCC-R332-15	Testing to see if "Share" feature work	231724APR2015	
NGB-NGCC-R333-15	Vigilant Guard 2015 - Subject	081326APR2015	
NGB-NGCC-R332-15	Puna Lava Flow - RFI Subject	081039APR2015	
ANG-CE-R320-15	FY15 ANG CE Deployment for Training	102036FEB2015	
ANG-SV-R36-15	Delivery of the Disaster Relief Mobile Kitchen Trailer	101758FEB2015	

Figure 149 JIE Homepage

### 13.1.2 CCIRs/FFIRs and PIRs Block

JIEE contains links to all [Commander’s Critical Information Requirements \(CCIRs\)](#), [Friendly Forces Information Requirements \(FFIRs\)](#), and [Priority Intelligence Requirements \(PIRs\)](#) in the system that are managed and maintained by the NGCC. The user has the ability to view the pre-uploaded documents by selecting the link (Figure 150).

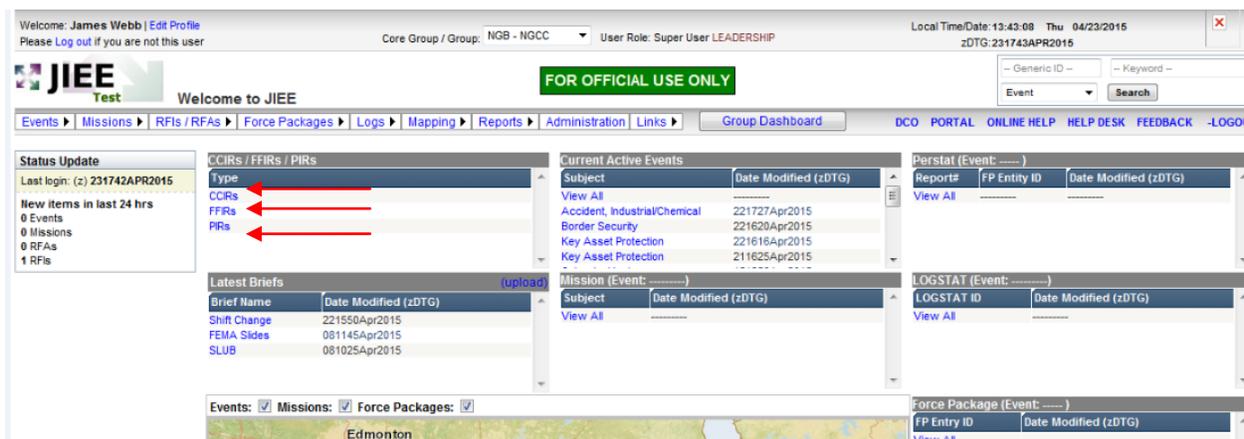


Figure 150 CCIRs/FFIRs/PIRs

### 13.1.3 Latest Briefs Block

In the [Latest Briefs](#) section of the JIEE Executive Dashboard the Upload function enables the user to upload the organization’s [Shift Change Report](#), [FEMA Slides](#), and the [SLUB](#) to JIEE. You can access the Upload function by selecting (upload) under the Latest Briefs section. This will bring up the Brief Attachment Window, in which you can select the file you wish to upload. After you choose a file select Add File and your file will then be uploaded into JIEE.

To view the uploaded brief look in the Latest Briefs section of the Executive Dashboard and click on the link you wish to view. When the upload is successful, the upload screen will disappear and the “Date Modified” will be updated for the specific brief. When it is not successful the user will receive an error message (Figure 151), (Figure 152) and (Figure 153).

# Joint Information Exchange Environment

## User Manual

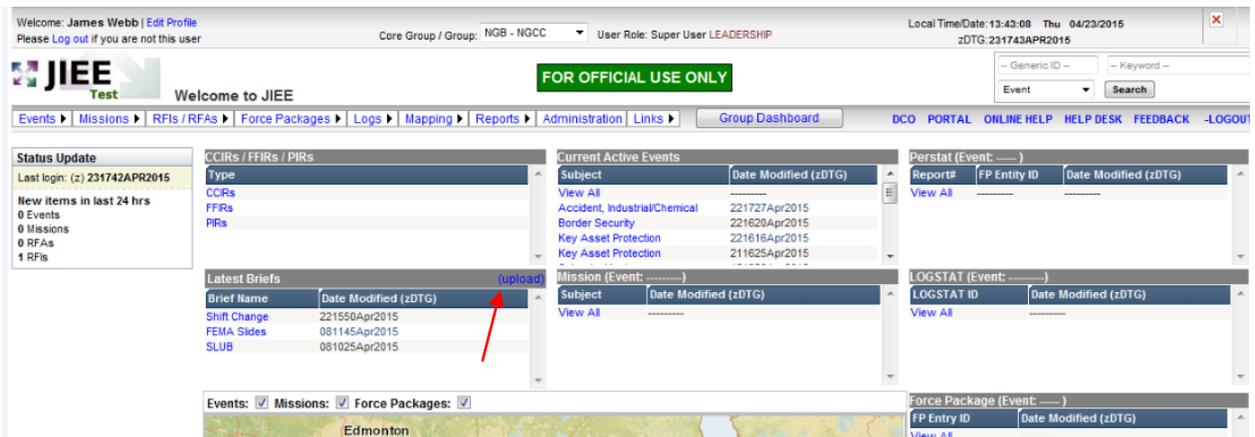


Figure 151 Latest Briefs

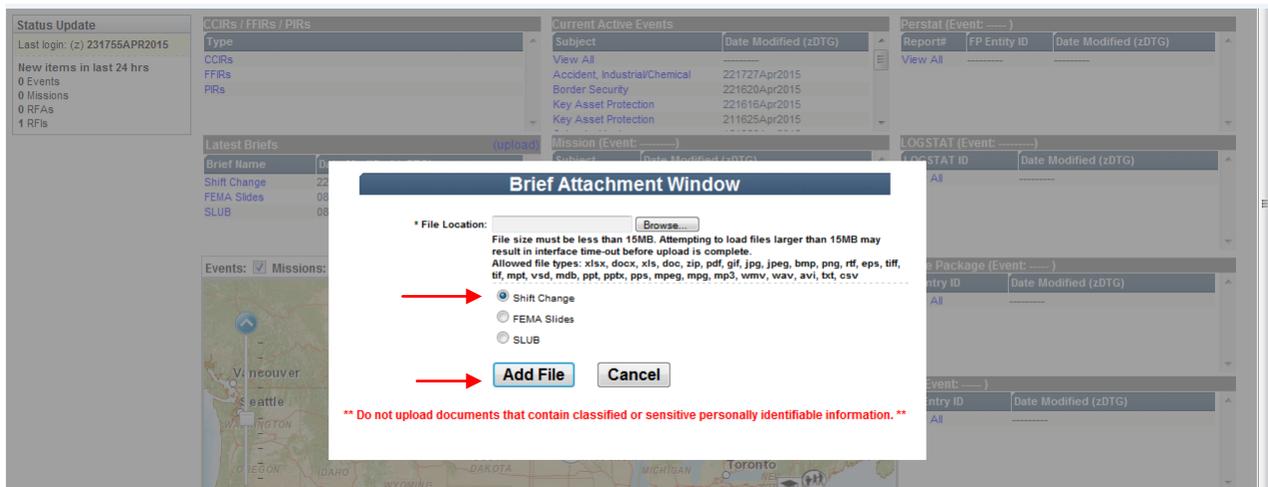


Figure 152 Brief Attachment Window

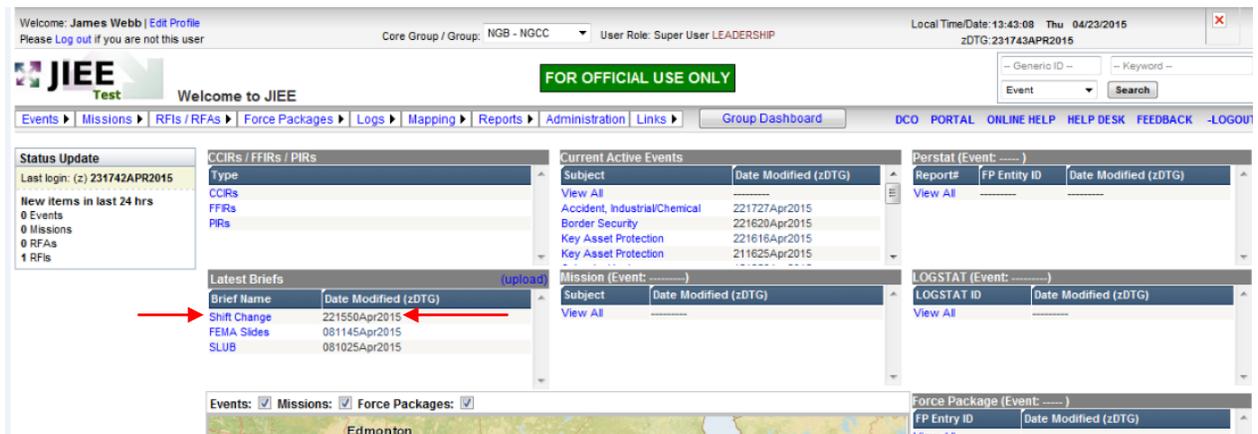


Figure 153 Dashboard Homepage

### 13.1.4 Current Active Events Block

The Events Block will only show Open/Active Events in chronological order based on Date Modified. If the User selects an event, all of the associated open/active (Mission, Perstat, LOGSTAT, Force Package, RFI, and RFA) will populate the remainder of the blocks, The Specific Event and all associated (Mission, and Force Package) will be displayed on the Map if there is at least one location associated with (a mission and a force package) (Figure 154).

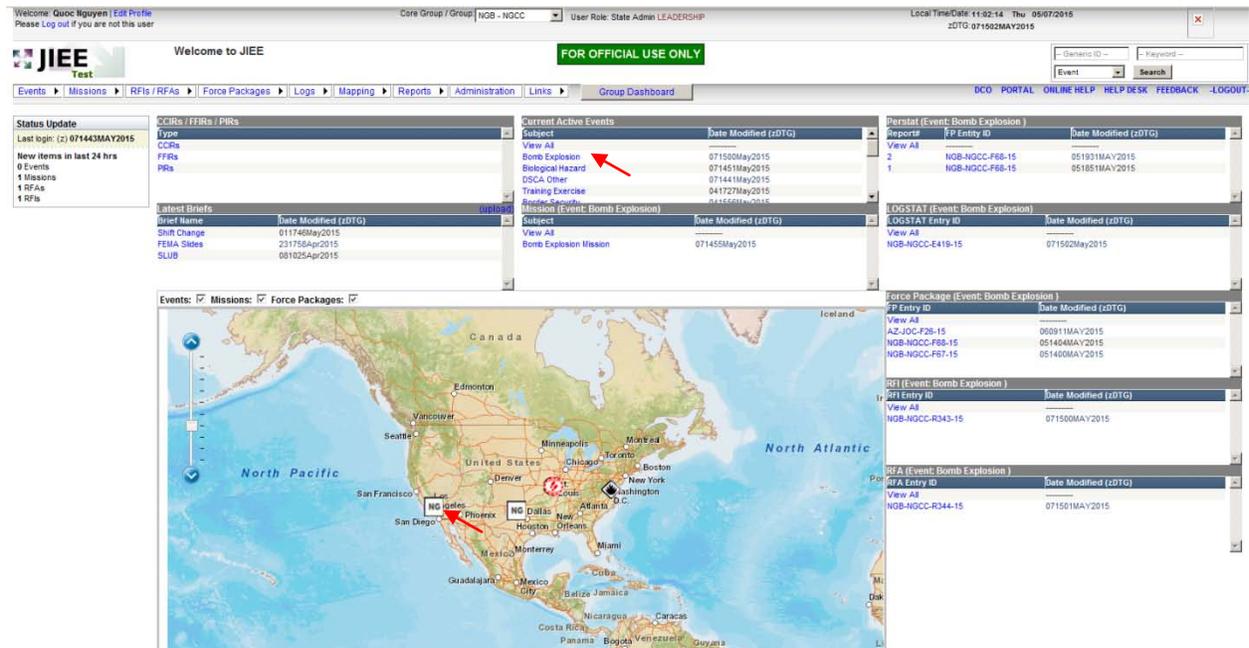


Figure 154 Current Active Events

### 13.1.5 Mission Block

The Mission Block will only show Open/Active Mission in chronological order based on Date Modified. All “open” Missions associated with the selected Event will be displayed in the Mission Block. If the mission has a location, the mission icon will be displaying on the Geospatial map. If the User clicks on a Mission hyperlink, the user will be directed to the [Mission Detail Page](#). The User can navigate back to the Executive Dashboard by clicking on the Executive Dashboard button in the Menu area (Figure 155).

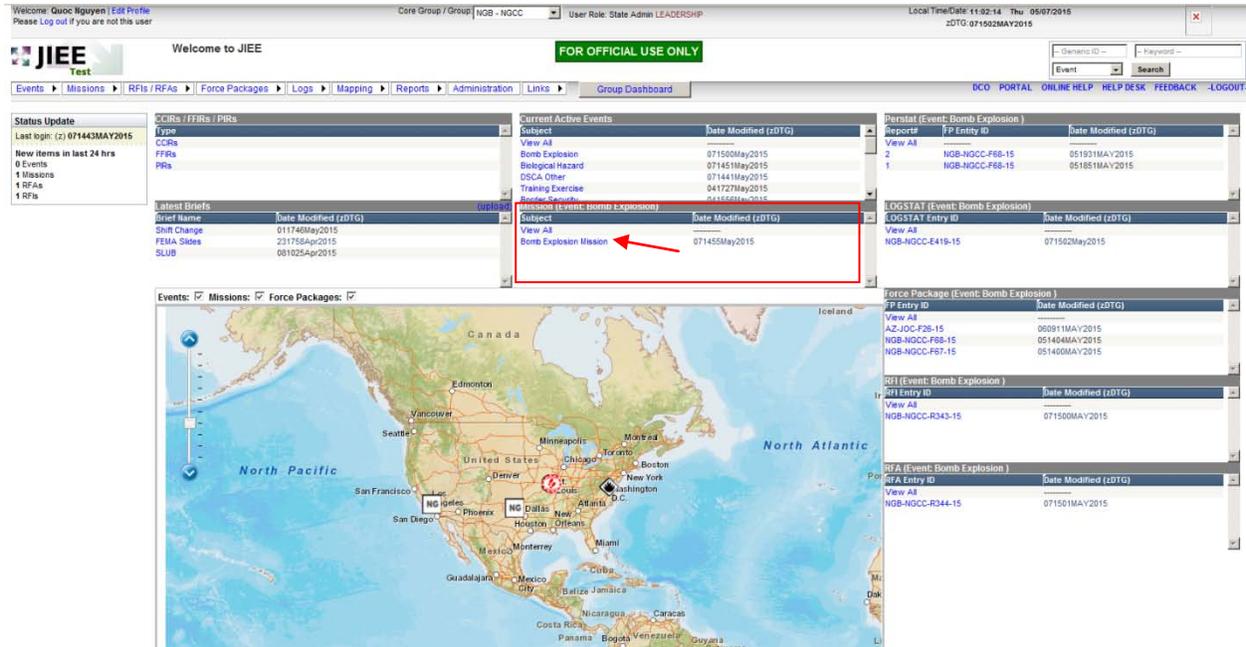


Figure 1555 Mission Block

### 13.1.6 PERSTAT Block

The PERSTAT Block will only show Open/Active PERSTAT Reports in chronological order based on Date Modified. All PERSTAT Reports associated with the selected Event will be displayed in the PERSTAT Block. If the User clicks on a PERSTAT Report number hyperlink, the user will be directed to the [PERSTAT Detail Page](#). The User can navigate back to the Executive Dashboard by clicking on the Executive Dashboard button in the Menu area (Figure 156).

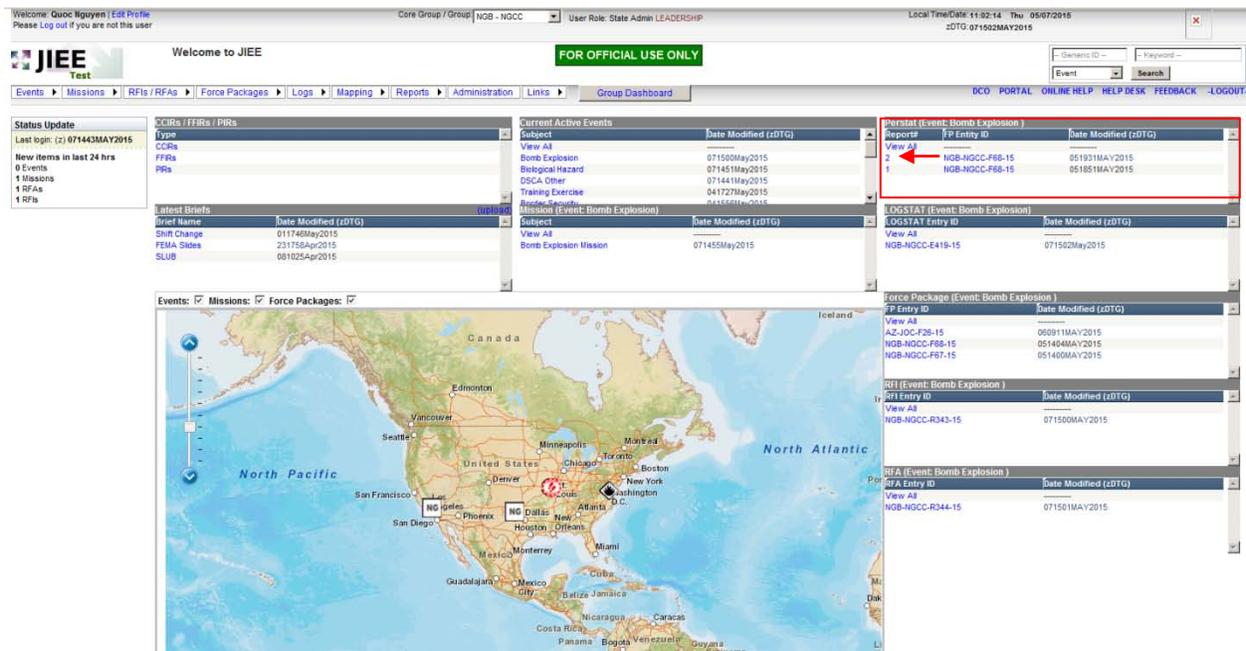


Figure 156 Mission Block

### 13.1.7 LOGSTAT Block

The LOGSTAT Block will only show Open/Active LOGSTAT Reports in chronological order based on Date Modified. All LOGSTAT Reports associated with the selected Event will be displayed in the LOGSTAT Block. If the User clicks on a LOGSTAT Report hyperlink, the user will be directed to the [LOGSTAT Detail Page](#). The User can navigate back to the Executive Dashboard by clicking on the Executive Dashboard button in the Menu area (Figure 157).

# Joint Information Exchange Environment

## User Manual

The screenshot displays the JIEE user interface. At the top, it shows the user's name (Quoc Nguyen), group (NGCC), and role (State Admin LEADERSHIP). The main navigation bar includes links for Events, Missions, RFIs / RFAs, Force Packages, Logs, Mapping, Reports, Administration, and Links. The central area is divided into several panels:

- Status Update:** Shows last login and new items in the last 24 hours.
- CCIRs / FFRs / PIRs:** Lists various intelligence reports.
- Current Active Events:** A table listing active events with columns for Subject and Date Modified (zDTG).
- Perstat (Event: Bomb Explosion):** A table showing performance statistics for a specific event.
- LOGSTAT (Event: Bomb Explosion):** A table listing LOGSTAT entries, with one entry (NGB-NGCC-E415-15) highlighted in red and a red arrow pointing to it.
- Force Package (Event: Bomb Explosion):** A table listing force packages associated with the event.
- RFI (Event: Bomb Explosion):** A table listing related RFI entries.
- RFA (Event: Bomb Explosion):** A table listing related RFA entries.

A geospatial map of North America is visible in the lower-left quadrant, showing various cities and geographical features.

Figure 157 LOGSTAT Block

### 13.1.8 Force Package Block

The Force Package Block will only show Active Force Packages in chronological order based on Date Modified. All “Active” Force Packages associated with the selected Event will be displayed in the Force Package Block. If the force package has an operation status report, the force package icon will be displaying on the Geospatial map. If the User clicks on a Force Package hyperlink, the user will be directed to the [Force Package Detail Page](#). The User can navigate back to the Executive Dashboard by clicking on the Executive Dashboard button in the Menu (Figure 158).

# Joint Information Exchange Environment

## User Manual

Welcome to JIEE

FOR OFFICIAL USE ONLY

Events | Missions | RFI/RFAs | Force Packages | Logs | Mapping | Reports | Administration | Links | Group Dashboard

DCO PORTAL ONLINE HELP HELP DESK FEEDBACK LOGOUT

Force Package (Event: Bomb Explosion)	
FP Entry ID	Date Modified (zDTG)
AZ-JOC-F26-15	060911MAY2015
NGB-NGCC-F88-15	051404MAY2015
NGB-NGCC-F87-15	051400MAY2015

Figure 158 Force Package Block

### 13.1.9 RFI Block

The RFI Block will only show Open/Active RFI's in chronological order based on Date Modified. All RFI's associated with the selected Event will be displayed in the RFI Block. If the User selects a RFI, the user will be directed to the [RFI Detail Page](#). The User can navigate back to the Executive Dashboard by clicking on the Executive Dashboard button in the Menu (Figure 159).

Welcome to JIEE

FOR OFFICIAL USE ONLY

Events | Missions | RFI/RFAs | Force Packages | Logs | Mapping | Reports | Administration | Links | Group Dashboard

DCO PORTAL ONLINE HELP HELP DESK FEEDBACK LOGOUT

RFI (Event: Bomb Explosion)	
RFI Entry ID	Date Modified (zDTG)
NGB-NGCC-R343-15	071500MAY2015

Figure 159 RFI Block

### 13.1.10 RFA Block

The RFA Block will only show Open/Active RFA's in chronological order based on Date Modified. All RFA's associated with the selected Event will be displayed in the RFA Block. If the User selects a RFA, the user will be directed to the [RFA Detail Page](#). The User can navigate back to the Executive Dashboard by clicking on the Executive Dashboard button in the Menu (Figure 160).

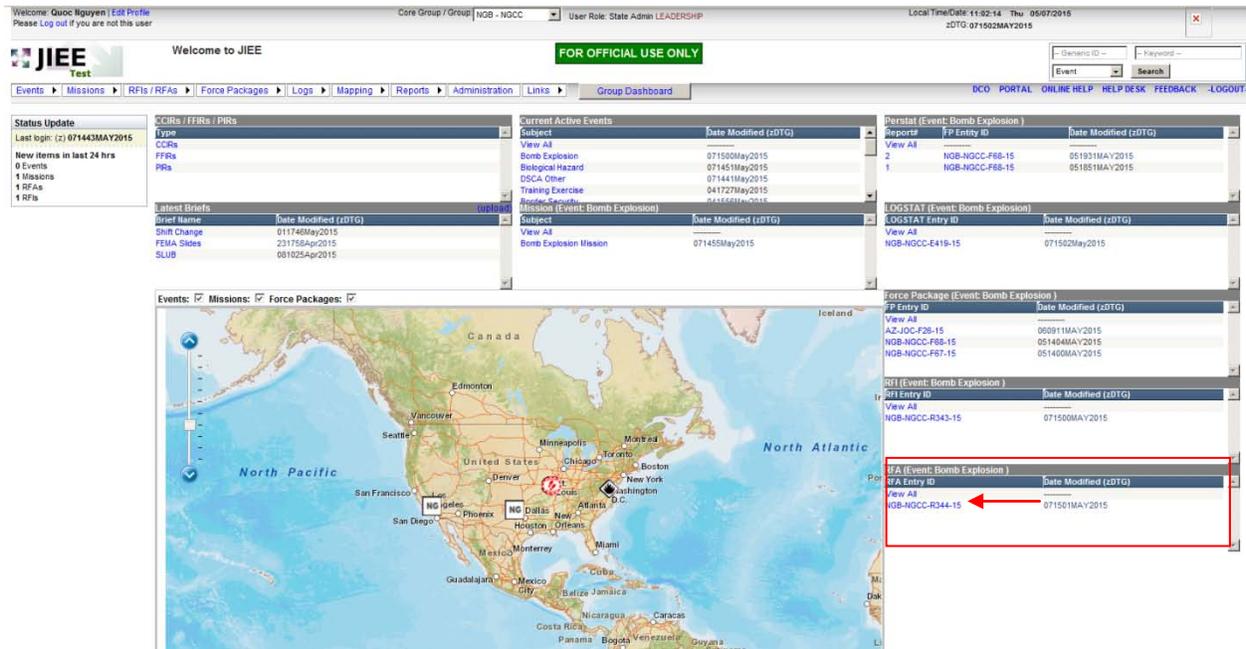


Figure 160 RFA Block

### 13.1.11 Map

Upon initial Login, the User will see all open/active events on the map. Upon selection of an Event the Map will show all open/active Missions and Force Packages (FP) on the Map. If the selected event and its associated (mission and force package) have multiple locations associated with it those locations will be displayed on the Map as well (Figure 161).

If the User selects an icon on the Map, it will give the user a brief description of the report in the form of a pop-up.

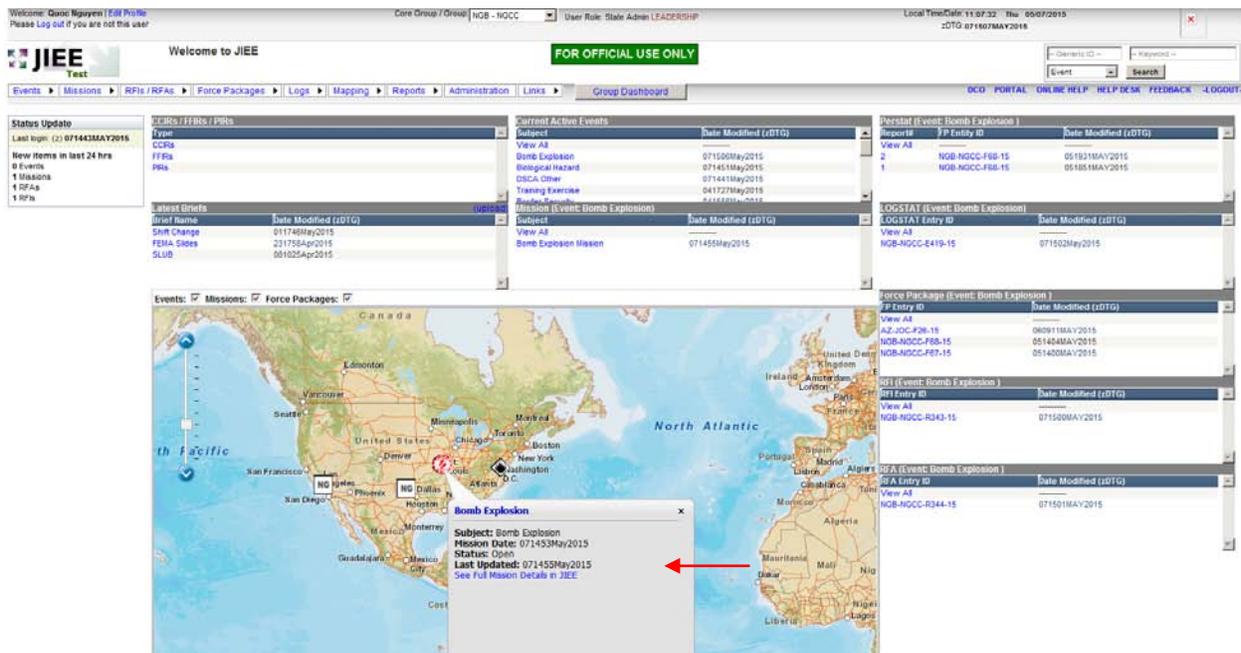


Figure 161 Map