

4th Infantry Brigade Combat Team (4IBCT)
3rd Infantry Division (3ID)

Standard Operating Procedure (SOP)



4IBCT, 3ID

Knowledge Management (KM)

Headquarters 4IBCT
S3 Current Operations Section
Fort Stewart, GA
01 April 2010

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**KNOWLEDGE MANAGEMENT
STANDARD OPERATING PROCEDURES**

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I. References.

- A. FM 3-0 Operations, February 2008.**
- B. FM 6-01.1 Battle Command Knowledge Management Cell, August 2008**
- C. 4 IBCT, 3 ID ID KM SOP, 14 SEP 09.**
- D. Defense Advanced Research Project Agency (DARPA) Tactical Ground Reporting (TIGR) Reference Guide Version 1.0, 2007.**

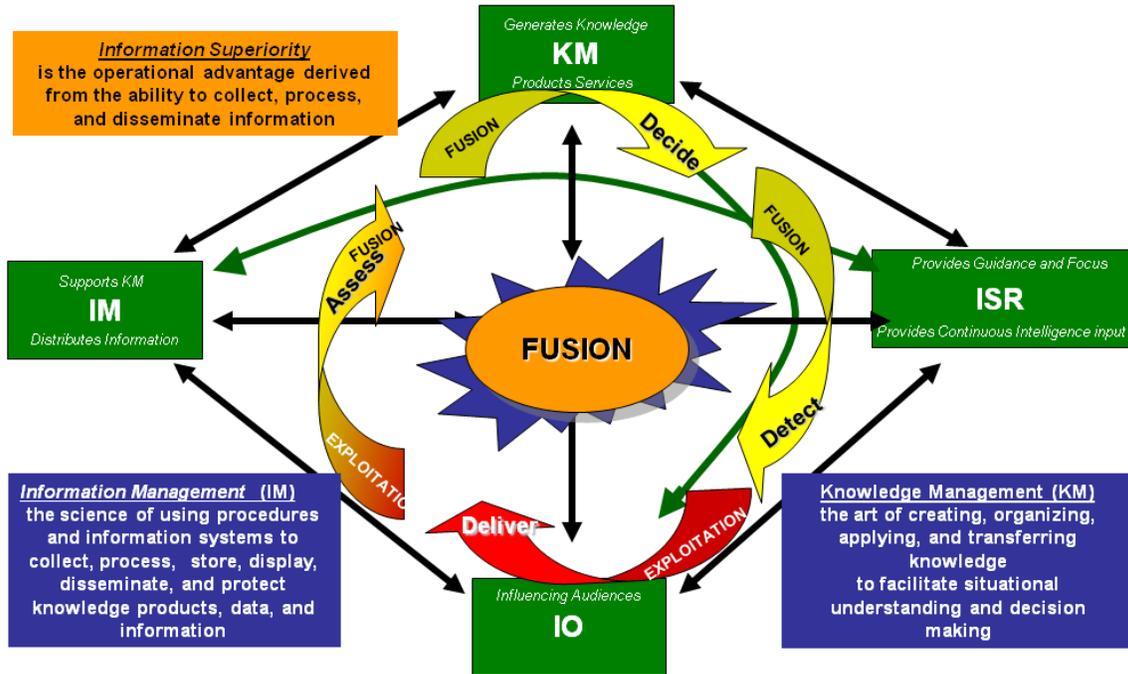
II. Purpose. This document provides 4th IBCT, 3ID, staff, and subordinate units with baseline guidance in regards to the development, display, and dissemination of knowledge within the Vanguard BCT by employing collaborative tools, systems, and procedures. It further assists leaders by providing guidance and recommendations on how to exploit existing and emerging technologies to streamline decision-making cycles within staff sections and units. The KM SOP will be tailored, as necessary, to adjust to operational conditions. The 4 IBCT, 3 ID BCT XO is the BCT Knowledge Management Officer (KMO) and the proponent for this document. The 4 IBCT, 3 ID S6 is the BCT Information Management Officer (IMO) and assists the KMO by making recommendations for establishment or modification of IM systems to support KM.

III. Scope and Responsibility.

A. Introduction. Information Superiority is the operational advantage derived from the ability to collect, process, and disseminate an uninterrupted flow of information while exploiting or denying an adversary's ability to do the same. Commanders at every level require and use information to seize, retain, and exploit the initiative and achieve decisive results. Therefore, commanders and staffs must understand it, integrating it in full spectrum operations as carefully as fires, maneuver, protection, and sustainment. There are four primary contributors to Information Superiority:

- (1) Information Operations (IO) – Used to shape the operational environment. Intelligence, Surveillance, and Reconnaissance (ISR) – Activities conducted to develop knowledge about the operational environment.
- (2) Knowledge Management (KM) – The art of using information to increase knowledge.
- (3) Information Management (IM) – The science of using information systems and methods.
- (4) Knowledge Management (KM) is the art of creating, organizing, applying, and transferring knowledge to facilitate situational understanding and decision-making. KM is a shared responsibility. Each functional element within 4 IBCT, 3 ID is tasked to provide input to the BCT XO and S6 specifying how critical information should be managed within each subordinate unit and staff section. When approved by the BCT KMO, this compiled input forms the basis for the 4 IBCT, 3 ID KM SOP.

Information Superiority Through the Targeting Process (D3A)



Ref: FM 3-0

B. BCT Knowledge Management Officer (KMO). The BCT XO serves as the 4 IBCT, 3 ID KMO. The KMO's primary duties and responsibilities include creating, facilitating, and managing a horizontally based, vertically integrated knowledge transfer system designed to harness emerging enemy and friendly information to create a competitive advantage against a networked, adaptable enemy force through technological innovation and cultural engagement. This is accomplished by leveraging existing and emerging technologies such as SharePoint Webpage Systems, ABCS, MCS, CPOF, CIDNE, and TIGR Net.

C. BCT Information Management Officer (IMO). The BCT S6 serves as the BCT Information Management Officer (IMO). The IMO's primary duties and responsibilities include establishing procedures and information systems to collect, process, store, display, disseminate, and protect knowledge products, data, and information. The IMO accomplishes this by establishing systems within the BCT to disseminate timely and protected relevant information to commanders and staffs. The IMO focuses on helping commanders develop situational understanding and disseminate decisions faster than the enemy disseminates. The IMO is responsible for managing both components of information management within the BCT: information systems and relevant information. He accomplishes this through planning, designing, engineering, maintaining, and evaluating network management for all communications, visual information systems, and IP networks. He provides technical guidance and direction to subordinate operating elements. The IMO works closely with the KMO on content staging/portal design, development of staff management processes, and automatic processes to ensure relevant information is delivered to the right person at the right time.

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D. Unit/Section KMR. Each subordinate unit and staff section within 4 IBCT, 3 ID must identify a Knowledge Management Representative (KMR) to facilitate KM processes within the organization. Aptitude, not rank, should be the primary consideration when designating a KMR. The unit/section KMR's duty description is the Knowledge Management Representative for a deployable Battalion/Company/Staff Section. Manage unit (or section) portal areas in order to facilitate knowledge sharing and collaboration down to the company level to harness and share information related to enemy and friendly forces. Conduct quality control of unit information and synchronize the knowledge management effort in conjunction with the BCT KMO. Provide feedback to the higher headquarters facilitating the evolution and refinement of the KM tools within the BCT. Conduct remedial assistance and troubleshooting for units in order to facilitate uninterrupted use of the system at the lowest levels. Unit/section KMRs do not necessarily need to be the most computer savvy individual in the unit/section; however, they must clearly understand the information requirements of their commanders and/or section leaders.

E. KM ABCS Integration.

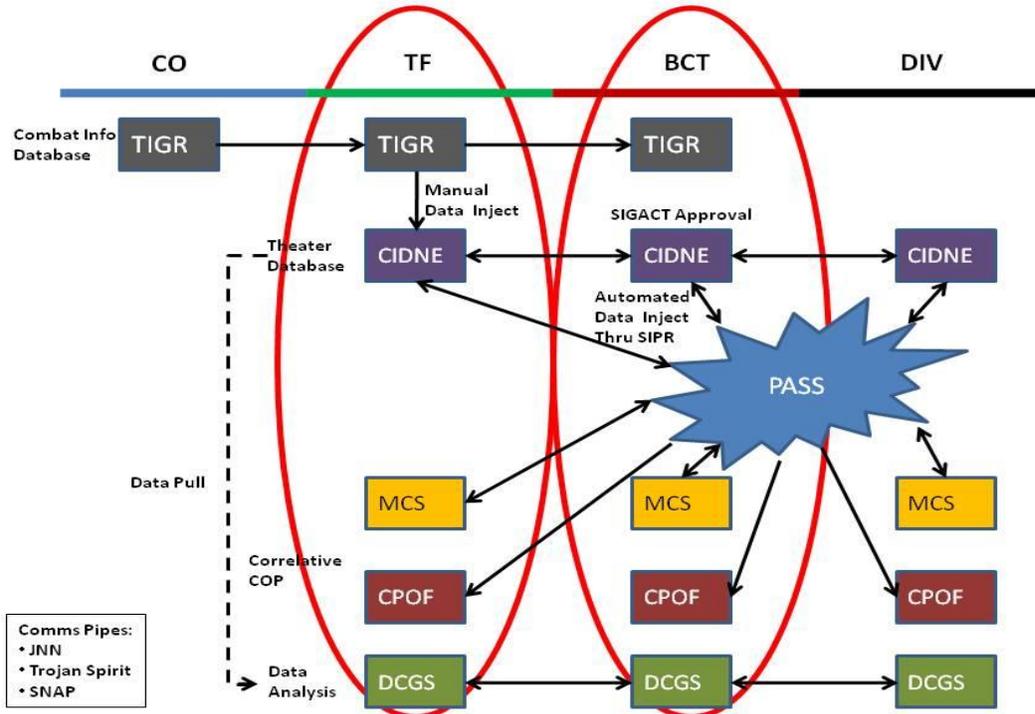
(1) 4 IBCT, 3 ID employs three key systems to develop situational understanding and KM across the formation. Those systems are the **Combined Information Data Network Exchange (CIDNE)**, the Maneuver Control System (MCS) the **Command Post of the Future (CPOF)**, and the **Tactical Ground Reporting Network (TIGR Net)**. The BCT TOC and BCT CPs employ CIDNE, MCS, CPOF, and TIGR Net to share information and create knowledge. A key KM phrase that we use within the BCT is "CIDNE is King." This reflects the fact that SIGACTS and information entered into the CIDNE database populate both the MCS and CPOF system through the ABCS PASS Server and can be queried by users through the TIGR Net system. Therefore, all leaders within the BCT must understand that the CIDNE Database is the official database of record for 4 IBCT, 3 ID and all critical information must be stored in this database.

(2) The BCT TOC and BCT CPs maintain a CIDNE Database Administrator with responsibility to validate SIGACTs posted by the BNs in the CIDNE system. The BCT TOC Battle Captain enters SIGACTs and information into the CPOF system and coordinates with the CIDNE Administrator to ensure that BCT SIGACTs and critical reports entered into MCS and CPOF match SIGACTs and critical reports in the CIDNE database. At the Battalion level, the Battalion TOCs and CPs enter information and SIGACTs into both CIDNE and CPOF using a "swivel chair" drill. The "swivel chair" drill requires the Battalion Battle Captains to enter SIGACTs and key data into both CPOF and CIDNE in order to ensure both databases are constantly maintained up-to-date with relevant information. However, the BCT CIDNE Administrator is the only individual with the authority to validate CIDNE database entries from the BNs and the BCT. Once the CIDNE Administrator validates a SIGACT or other key entry from a BN or the BCT, that information becomes resident in the CIDNE database and now populates CIDNE, MCS, CPOF, and TIGR Net. This allows leaders across the BCT from Company to BCT levels to have access to the same information and analysis resident in the CIDNE database in real time.

(3) At Company level, Company/Troop/Battery Commanders and their Intelligence Support Teams (CoISTs) use the TIGR Net system to enter critical information and develop shared understanding. Key information that the CO CDRs and CoISTs enter into the TIGR Net system include: SIGACTs, patrol debriefs, commander's assessments, and key leader engagement reports. As soon as they receive the report on TIGR Net form the Company level, the BN Battle CPTs execute the "swivel chair" drill between TIGR Net, CPOF, and CIDNE to ensure that he

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enters the same reports in both CPOF and CIDNE. The BCT CIDNE Administrator will then validate the report or SIGACT in CIDNE, enabling the information to populate CIDNE, MCS, CPOF, and TIGR Net. Because users may use TIGR Net to query the CIDNE database, it is critical that leaders at all echelons from Company to BCT understand that the CIDNE Database remains the database of record for the BCT.



KM ABCS Integration Follow Chart

F. Responsibility for the KM SOP. The BCT KMO has overall responsibility for implementation of this KM SOP. The BCT KMO conducts an annual review of the KM SOP through the BCT Current Operations (CUOPS) section. Subordinate unit and BCT staff section KMRs are responsible for implementing control measures as required within their organization.

IV. Knowledge Management Principles.

A. Introduction. This SOP provides 4 IBCT, 3 ID with a variety of guidelines and techniques to harness information for use by Commanders and staffs at all levels within the BCT.

B. Fundamentals of Knowledge Management. Knowledge management involves the art of creating, applying, organizing, and transferring knowledge to facilitate situational understanding and decision-making. KM supports improving organizational learning, innovation, and performance. **Effective KM provides commanders and other decision-makers knowledge products and services that are relevant, accurate, timely, and useable.**

C. Knowledge Management and the Cognitive Hierarchy. In order to effectively harness data and transform it into knowledge, prescriptive rules must be applied. These rules, used within a manageable organized framework will allow Commanders and staffs to determine those pieces of information that are important. For purposes of this SOP, information is categorized into three (3) levels:

(1) **Level 3 – Data.** Data is raw and unprocessed elements of communication including numbers, pictures, letters, etc. Data serves as the building blocks of information. Independently, it does not provide any significant analytical value. Data provides background to decision makers and supports the development of information. Data may be described as “NICE TO KNOW.”

(2) **Level 2 – Information.** Information is processed and packaged data. Information provides context, which begins to provide answers to questions of decision makers. When applied, it begins to illustrate situations for decision makers, making them understandable. Information may be described as “GOOD TO KNOW.”

(3) **Level 1 – Knowledge.** Knowledge is information with context and experience (cognition). It answers the “How”. This is “MUST KNOW” information. Examples of knowledge include answers to Commander’s Critical Information Requirements (CCIR), Priority Intelligence Requirements (PIR), Friendly Force Information Requirements (FFIR) and, if utilized, Essential Elements of Friendly Information (EEFI). These pieces of information are situation-dependent and will change with operational conditions.

D. Understanding. The three levels of the Cognitive Hierarchy synthesize data and information into knowledge which then becomes intellectual capital, know-how, or experience to be leveraged, shared and applied via a quickened decision making cycle.

V. 4 IBCT, 3 ID Requirements.

A. Significant Activities (SIGACT).

(1) SIGACT Procedures.

- a. SIGACTS will be reported to the BCT TOC as soon as possible.
- b. Land owning units/TFs of 4th IBCT will report SIGACTS directly to 4th IBCT.
- c. Non land owning units (except CJSOTF) will report SIGACTS to the unit that owns the AO the SIGACT occurred in.
- d. Report all SIGACTS to 4th IBCT via established PACE (default PACE will be S-VOIP, CPOF, FM, BFT, TACSAT and HF) and ensure SIGACT is subsequently entered into a CIDNE report.
- e. Appoint a single POC for SIGACT (usually the Battle CPT) management oversight. Provide and update when changed, the SIGACT POC information to the 4th IBCT SIGACTS Manager (Battle CPT or CHOPs).
- f. Ensure personnel entering events into CIDNE have completed CIDNE training and have read and understand this SOP.

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(2) SIGACTS defined:

- a. Any event that meets 4th IBCT Commander's CCIR criteria.
- b. Any enemy action resulting in coalition forces requiring medical treatment beyond the capabilities of a level I treatment facility.
- c. CF Non Battle Injuries (NBI) when they result in removal from duty or where the SIGACT report would serve to highlight a failure or danger related to equipment performance or TTP.
- d. Any event resulting in damage to coalition or Iraqi Security Force (ISF) equipment, Government of Iraq (GoI) equipment, or civilian personal property to the point it cannot be self recovered, or renders the equipment non mission capable. If the equipment is the property of local nationals, the incident must be attributable to an enemy element, not a criminal or an accident.
- e. Any friendly offensive or defensive action.
- f. Any enemy offensive or defensive action.
- g. Any weapon or ammunition cache finds.
- h. Any turn-in of explosive remnants of war (ERW).
- i. The detention of individuals resulting from friendly action or evidence indicating the detained individual was involved in enemy activity.
- j. Any event when CF provides humanitarian aid/assistance to the GoI or ISF.
- k. Criminal events that provide the command with insight on the current situation.
- l. Any event that the unit deems 4th IBCT should have situational awareness.

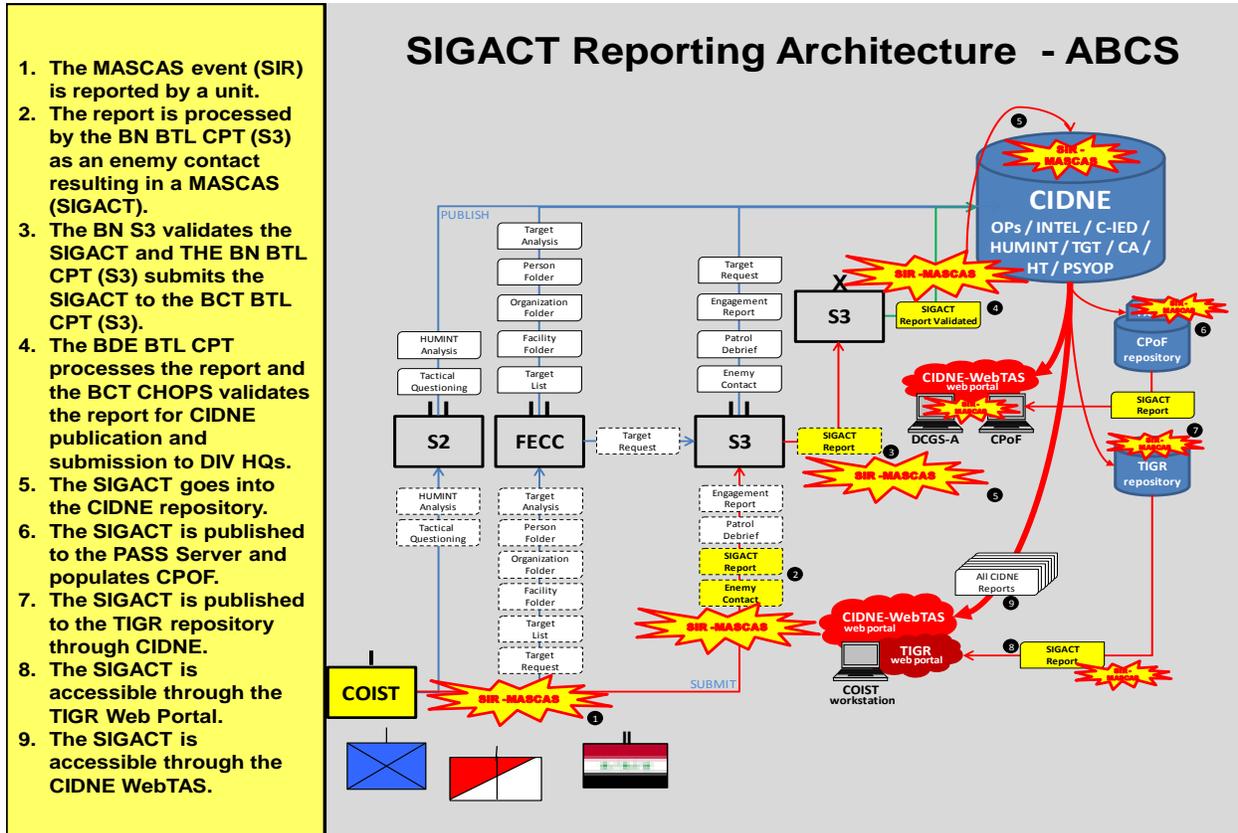
(3) Report Categories. All SIGACTS reports are categorized as either Coalition Force (CF) Reports or a Host Nation (HN) Reports.

- a. CF Report: A CF report is defined as a SIGACT report concerning events that occur involving CF units or CF units have confirmed the essential elements (event type, location, time, BDA) of a Host Nation Report, thus turning the HN report into a CF report.
- b. HN Report: A HN report is defined as a SIGACT report concerning events that occur involving HN units and CF have not confirmed the essential elements of the event.

(4) SIGACT Reporting.

- a. CIDNE. Once a SIGACT has occurred, the unit will create the event on CPOF for situational awareness at battalion, brigade and division level. Once the SIGACT has concluded and all information is accurate, the BCT KMR validates the SIGACT and will direct that the event be recorded in the USD-N CIDNE database. If the SIGACT meets the USD-N criteria for an event storyboard, the unit will attach the storyboard to the CIDNE event.

b. SIGACT Reporting Architecture through ABCS. The SIGACT reporting will process ABCS through the below architecture. Refer to Annex C of this SOP for the intelligence SIGACT reporting architecture:



c. Format. A 4th IBCT SIGACT report is organized into six sections: the 5 W's, the report category, the narrative, assessments, BDA and report status.
 d. 5 W's (Who, What, When, Where, with whom): The intent of the 5 W's is to provide a quick snapshot of the SIGACT being reported.

1. Who: This section will show the unit(s) involved in the SIGACT. Include USD-C, BCT, BN and company involved. Do not use call signs, unless they are in reference to USAF providing assistance for TIC response.
2. What: A short, one sentence, description of the event.
3. When: DTG of the event.
4. Where: Provide a grid location and a reference to a recognizable city/town.
5. With whom: If the report involves CF units, list the ISF units that were physically present at the time of the event. If there were no ISF units present then state "NO ISF UNITS PRESENT."

(5) Report Category. This section will contain one of two responses.

- a. CF Report
- b. HN Report

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(6) Narrative: This section is a detailed narrative of the event being reported. This section will not include timelines. However, it is acceptable to note time of something pertinent to the situation, such as MEDEVAC arrival/departure times.

(7) EOD assessment: This section will contain one of four responses.

- a. Not Required: used if the SIGACT report is not the result of an explosive event.
- b. Not Conducted: used if the SIGACT report was the result of an explosive event, but EOD did not respond or was not requested.
- c. Pending: used if the SIGACT report is the result of an explosive event, EOD responded/was requested, but the assessment is not yet complete.
- d. The actual EOD assessment to include detailed information concerning the type and amount of the explosives used, initiation system and any TTPs used by the enemy for the event.

(8) S2 assessment: This section will contain one of three responses.

- a. Not required: used if an S2 assessment is not applicable to the event type.
- b. Pending: used if an S2 assessment is applicable to the event type and is not yet complete.
- c. The actual S2 Assessment of the event to include the religious make-up of the area in which the event occurred, enemy groups that operate in the area of the event (if applicable), how many similar events have occurred in the same area, any observed TTPs for the event, and potential future enemy actions (if applicable).

(9) BDA rollup. This will include a listing of casualties and damage. If a vehicle is damaged, ensure the vehicle type is indicated. If there are no casualties or damage, "NC/ND" will be used in this section of the report.

(10) Report Status. This will indicate if the report is open or closed. A report is considered open until closed by the battle space owner.

(11) Types of SIGACTS Reports. There are generally three types of reports: initial, update and final.

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a. Initial SIGACTS Reports. An initial SIGACT report is sent once the units have enough information to provide the 5 W's and as much detail on the event that is known at the time. The purpose of an initial report is give to give situational awareness as early as possible. The intent is for subordinates to submit initial SIGACT reports rapidly. Do not hold the initial SIGACT report attempting to confirm or verify the information. Speed over accuracy is the desire for initial SIGACT reports. 4th IBCT fully understands that initial reports will have errors and/or omissions.

UPDATE SIGACT REPORT: (EXAMPLE)

WHO: 2/7/2 IA and 3/1 CD, 1-67 AR, A CO
WHAT: IED ATTACK
WHEN: 30 1200 JUN 09
WHERE: 38SLF 12345 12345 (EAST MOSUL)

CF REPORT

AT 30 1200 JUN 09, A 2/7/2 IA MOUNTED PATROL WAS ATTACKED WITH AN IED AT 38SLF 12345 12345 ON ASR REISBERG, RESULTING IN MINOR COSMETIC DAMAGE TO 1X IA M1151. 1-67 AR RESPONDED TO THE SITE FOR ASSISTANCE.

EOD ASSESSMENT: PENDING

S2 ASSESSMENT: PENDING

BDA:
0X CASUALTIES
1X IA M1151 MINOR COSMETIC DAMAGE

OPEN

b. Update SIGACTS Reports. As more information and refining details are attained, reports will be updated to reflect the new information. SIGACT reports with updates to the initial SIGACT report, but not meeting criteria for a final SIGACT report are considered to be update SIGACT reports. Update SIGACT reports will include all of the information from the initial SIGACT report followed by the updated information. There can be numerous updates to an initial SIGACT report.

INITIAL SIGACT REPORT: (EXAMPLE)

WHO: 2/7/2 IA
WHAT: IED ATTACK
WHEN: 30 1200 JUN 09
WHERE: 38SLF 12345 12345 (EAST MOSUL)

HN REPORT

AT 30 1200 JUN 09, A 2/7/2 IA MOUNTED PATROL WAS ATTACKED WITH AN IED AT 38SLF 12345 12345.

EOD ASSESSMENT: PENDING

S2 ASSESSMENT: PENDING

BDA: PENDING

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C. Final SIGACTS Reports. All SIGACTS are tracked by MSC's until the incident is considered closed by the MSC. Incidents are considered closed once all critical details related to the incident are unlikely to change and the information requirements below are met. Once the SIGACT is considered closed, the MSC SIGACTS manager will check the "SIGACT closed" box in CIDNE and ensure the postscript "Closed: DTG" replaces the postscript "open" in the report status section of the SIGACT report. Usually, SIGACTS are closed within twenty-four (24) hours of the incident. MSC SIGACTS managers will advise the MND-NC SIGACTS manager when SIGACTS are open for longer than forty-eight (48) hours. The following provides guidance on the minimum information required before an MSC can close a SIGACT with a final report.

B. Commanders Critical Information Requirement (CCIR)/Serious Incident Reports (SIR).

(1) The below CCIR/SIR are considered SIGACTS:

- a. War crimes or violations of security agreement, including mistreatment of EPW's, Geneva Convention violations, or incidents of defection.
- b. Aircraft accident inside the Vanguard AOR.
- c. Vehicle accident resulting in death or serious injury to soldiers and/or civilians.
- d. Duty status and whereabouts unknown (DUSTWON), Missing, or Captured (MIS/CAP) status of any TF Vanguard Soldier, assigned Civilian, or hosted contractor.
- e. Confirmed assassination or kidnap of an Iraqi Provincial governor, an Iraqi division commander, or provincial police chief.
- f. Mass casualty and penetration of Coalition Force Perimeter (COB/ FOB/ COP/JSS/etc)
- g. Major cross border incident (Syria, Turkey, Iran) involving air or ground fires or forces movement.
- h. Theft of any government vehicle.
- i. Actual or attempted break in of arms rooms, ammunition storage areas. (6hrs)
- j. Racially or Ethically motivated criminal acts (24hrs)
- k. Fuel Spills in excess of 100gal or spills that could contaminate water source. (6 hrs)
- l. Illegal drug use or distribution (24 hrs.)
- m. Accidental discharge of a firearm outside of clearing barrel. (24hrs)
- n. Any reportable ammunition incident. (24 hrs)
- o. Grand Larceny exceeding 25,000\$ or more.

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(2) The above CCIR/SIR requires notification within the below time requirements:

- a. Flash: CCIR FFIR/PIR FLASH SIR = Notify 52ID DTOC as soon as possible by JABBER or SVOIP. Follow up within one hour on CPOF and make a Division SIGACT **IAW the above paragraph** of this SOP. Storyboard if applicable within 6 hours.
- b. IMMEDIATE SIGACT: Reported within one hour via CPOF SIGACT. Storyboard if applicable within 6 hours.
- c. PRIORITY SIR: Reported within 6 hours with formal written SIGACT on CPOF and CIDNE.
- d. All Flash, Immediate, Priority Events will be loaded into CIDNE with in 6 hours.
- e. Routine: Follow established reporting timelines. IE Commander's Daily SITREP every 24 hours

C. Story Boards.

(1) The following events require storyboards and CPOF SIGACTS to be submitted to 4th IBCT CHOPs/S3:

- a. MEDEVAC (Air or Ground) to Level III Care.
- b. Any Fratricide.
- c. Any Negligent Discharge by SFC and higher (also requires results of AR 15-6 Investigation be submitted to 52ID).
- d. Escalation of Force – All Improper EOF and proper EOF resulting in CF, ISF, or civilian casualties
- e. Change in Infrastructure ((Positive or Negative) SVBIED attack on oil pipeline, increase in power plant output).
- f. IO event that has Provincial Effects (Positive or Negative).
- g. Events that influences Gol Leadership (Assassination Attempt).
- h. Any Coalition Force Personnel IMDC.
- i. Precautionary Landing or Shoot down of CF Aircraft.
- j. Any Spectacular Attack (attacks conducted by SBOMB, SVBIED, Chemical Weapons and/or SNIPER) resulting in CF, ISF, or civilian casualties.
- k. Any actions that exceed the following threshold:
 - 1. 3 CF KIA and/or 5 CF WIA.
 - 2. 1 LN KIA and/or 3 LN WIA
 - 3. 3 ISF KIA and/or 5 ISF WIA
 - 4. 3 AIF KIA and/or 5 AIF WIA
 - 5. Battle loss of a Master Sergeant or Higher

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(2) Story boards will be submitted to 4 IBCT, 3 ID within 24 hours of the event. Submit storyboards under the “Post-Op Storyboard” tab on the Vanguard Portal.

(3) 4th IBCT Storyboard format: Storyboards submitted to 4th IBCT must be in the following format. Failure to submit storyboards in the correct format will result in 4th IBCT returning the storyboard to the unit for corrections.

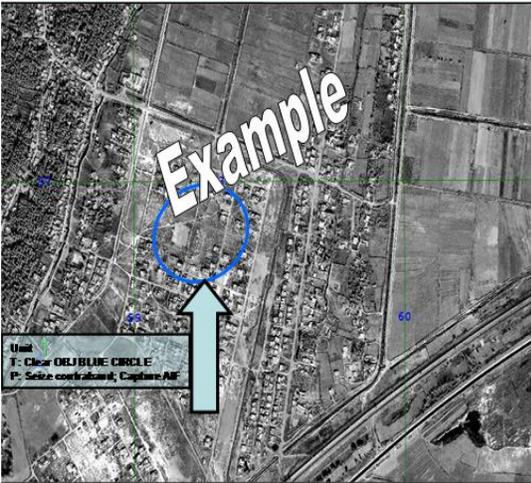
| | |
|--|--|
|  GENERAL TITLE (DTG: EOF AT MIAMI (X-XX AR))  | |
| <p><u>BDA:</u> 1) roll up of BDA (KIA / WIA) by US, IA, IP, civilian, and AIF 2) roll up of vehicle and critical equipment</p> <p><u>TIMELINE:</u> Provide timeline of events with critical elements highlighted (green or red text)</p> <p><u>OBSERVATIONS:</u> [Bulletized if possible]</p> <p><u>LESSONS LEARNED:</u> One or two bullets that can be disseminated throughout the force.</p> | <div style="border: 1px solid black; padding: 10px;"> <p>Pictures, Video, Map, or Graphic of event (Film should be limited to about 20-40 seconds that tell the story or promote discussion)</p> <p>If using a map or diagram, look to “synchronize” with timeline using numbers or letters</p> </div> |
|  | |

D. Subordinate Unit Operations. Subordinate units will submit for approval their concept of operations (CONOPs) for all operations above company level. Complete CONOP will be submitted to 4th IBCT for approval NLT 48hrs prior to the execution of the operation. Cases in which a HHQ is the approval authority, late submission of operational details may result in the operations postponement due to an inability to gain approval in time to meet H-Hour. CONOPS will be submitted in the following format and will address all subjects noted in the format provided.

| | | | | | |
|---|--|---|--|--|--|
| PRE-OPERATION EXAMPLE | | FOUO | PRE-OPERATION EXAMPLE | | FOUO |
|  | | <p>DTG: (Op Start)</p> <p>KEY INFORMATION</p> <p>CF Personnel: Total USCF MN Personnel: Total MN MN Personnel: Total IP's # of Vehicles: # by Type # of Assets: # by Type Pre-Planned Fires: # needed / None Nearest City: Planned Start Date: DTG Planned End Date: DTG</p> <p>Task Organization</p> <p>Task Organization (to company level)</p> <p>Political Impact in Area</p> |  | | <p>Detailed Enemy Situation</p> <p>Graphic depicts enemy situation</p> <p>Text describes threat in a reasonable level of detail (strengths, weaknesses, capabilities/limitations, HVs targeted, etc.)</p> <p>Focus on what is driving the operation from an enemy perspective</p> <p>Graphics and affect trends charts at the discretion of the broker</p> <p>Who of note is connected to the area</p> |
| <p>Friendly Situation</p> <p>General Overview of Friendly Situation</p> | <p>Commanders Intent</p> <p>Purpose</p> <p>Method (Key Tasks)</p> <p>Estimate</p> | <p>Mission</p> <p>Mission Statement</p> | | | |

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(1) Post-Operation storyboards will be submitted to 4th IBCT NLT 24hrs following the completion of the CONOP. Storyboards will be posted on the Vanguard Web Portal under the “Post-Op Storyboard” tab under the unit’s respective folder.

| OPERATION NAME (POSTOP) | |
|---|---|
|  | KEY INFORMATION CF Personnel: YES ISF Personnel: YES Armored Vehicles: NO Other Vehicles: YES RW Aircraft: YES Nearest Mahalla/City: Rusafa Start DTE: Projected Duration: |
| | Mission: |
| | Participated Operations: (Infrastructure, Traffic, Essential Services) |

E. Web Page Rules. When managing web pages, BCT staff sections and subordinate units will adhere to the following rules:

- (1) Each staff section will maintain a tab on the portal and an assigned web content manager. Sections are solely responsible for their page content. KMRs should oversee this responsibility; however, additional personnel could assist in this task.
- (2) 4th IBCT-SIPR is classified SECRET//NOFORN. Files must be ‘air-gapped’ (transferred using removable media, such as a CD, and proper Information Assurance procedures) when moving between division and brigade knowledge centers with different classifications.
- (3) 4th IBCT and subordinate units will use a ‘Push-Pull’ system: pull information from higher and subordinate units and push information to subordinate units.
- (4) The ‘Two-Click’ rule will be followed for priority information: Level-1 information must be either immediately up front or no more than one mouse-click away; Level-2 information should be no more than two mouse-clicks away.
- (5) All sections and subordinate units will use a ‘template’ web design that contains the following items:

- a. Contact Information. All pages will contain contact information (position, rank/name, and email and phone numbers) and a link back to the Unit Homepage.
- b. All pages will use the Vanguard color theme for its respective site. The upper-left frame will contain the title and the right frame will contain a standard navigation bar. The main part of the page will contain the ‘HOT ITEMS’ under the Announcements Web-part and any critical Level 1 and Level 2 information that the staff section or subordinate unit wants to include.

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c. Titles and headers will be no larger than 18-point Arial font and page text will be no smaller than 12-point Arial font. Microsoft SharePoint manages most of these settings; however, users have the ability to adjust font sizes on entries into lists riding on the portal.

(6) Unnecessary graphics will not be used. The only graphics authorized are those required to convey operational information. Specifically forbidden is the use of unit insignia and logos that serve no operational purpose. All graphics must be approved by the XO by submitting a request through the BCT KMO and S6.

(7) Images, banners, TIF and GIF files, bitmaps (.bmp files), MPEG and AVI files (streaming video) and object animation are specifically forbidden. The only authorized uses of streaming video are operational requirements, such as UAV feeds, and then when only authorized by the XO by submitting a request through the BCT KMO and S6. All images will be saved as '.jpeg/.jpg' files for saving space on BCT servers.

(8) KMRs will verify links and accuracy of information on a regular basis. "Broken" or "Dead" links will be either removed or updated.

(9) Portal Maintenance. Users need to upload documents to the portal and overwrite older versions due to the heavy use on the portal documents more than one week old will be archived.

F. Briefing and Reporting Requirements.

(1) PERSTAT.

a. Subordinate Unit: Submit daily PERSTAT NLT 1800 daily to 4th IBCT S1.

b. Method: Post on Vanguard Web Portal (SIPR) under the S1 folder. Manual reports are used in the event automated systems are not available or periodically to support commander's requirements. Manual reports are required for OPCON/TACON units. Subordinate unit S-1s must reconcile manual reports with automated systems. Examples of standard manual reports are:

1. Personnel Summary (PERSUM).
2. Personnel Requirements Report (PRR).
3. The Joint Personnel Status Report (JPERSTAT).
4. Personnel Status Report (PERSTAT).
5. Rear Detachment and Personnel Availability Report.
6. Task Force Organization.

c. Format: See TACSOP.

(2) Unit INTSUM/GRINTSUM.

a. Subordinate Unit: Submit daily Unit INSTUM daily to 4th IBCT S2 at 0400 hrs.

b. Method: Post on Vanguard Web Portal (SIPR) under the S2 folder.

c. Format: See TACSOP.

(3) ISR Synchronization Request.

a. Subordinate Unit: Submit daily unit ISR Synchronization Matrix NLT 72hrs prior to mission execution.

b. Method: Post on Vanguard Web Portal (SIPR) under the S2 folder.

c. Format: See TACSOP.

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(4) Unit OPSUM

- a. Subordinate Unit: Submit daily BCT OPSUM NLT 0800 daily to 4th IBCT S3 Operations.
- b. Method: Post on Vanguard Web Portal (SIPR) under the S3 folder.
- c. Format: Subordinate units are authorized to submit their OPSUM in their respective unit format, but must include at a minimum: Current Operations, CCIR SIGACTS and a snapshot of attack statistics. An example of a unit OPSUM report is as follows:

| CONTENTS | | |
|--|--|--|
| <ul style="list-style-type: none"> • FRAGOs • SIGACT Rollup (Past 24 Hours) • Snapshot Statistics | | |
| RECENTLY PUBLISHED FRAGMENTARY ORDERS (FRAGOs) | | |
| 3/52 HBCT | | |
| NUMBER: | OPORD: | SUMMARY: |
| 166 | 09-01 | <ol style="list-style-type: none"> 1. 3/52 HBCT Establishes Tier 1 Comsec Account. 2. Pre-Clearance Inspection for 448th CA BN. 3. UNAM-UNHCR mission to Dabuk 18 MAY 09. 4. Tracking of LN complaints WRT the SA Violation Complaints. 5. EOD Tasking List for MND-NC. 6. Engineer Synch Matrix and Route Clearance Synch Matrix. |
| SIGACT ROLL UP (PAST 24 HOURS) To Contents | | |
| CCIRs | | |
| 2/1 05-046 | WHO: Medina Wasl PJCC WHAT: IED Detonation, Effective, Confirmed (3-82FA) WHERE: 38SME 458 190, Medina Wasl WHEN: 131738MAY09 HOW: Medina Wasl PJCC reported an IED detonation at the above grid. The IED targeted the IP and resulted in 5 x IP WIA. All were taken to the Medina Wasl General Hospital, one in critical condition. They were conducting shift change when the IED detonated. IP cleared the scene before IOD and CEU could get on site for exploitation. ROLLUP: 5 x IP WIA S2 ASSESSMENT: It is assessed that this attack was conducted due to the predictability of IP personnel conducting daily shift change constantly at the same time. This was also the case with yesterday's SVBIED. These types of effective attacks will continue until IPs change their patterns. | |
| operation. IPs and 4/B multiple individuals at the location and their source identified the JP. Multiple fake GENSIA cards were also found. ROLLUP: Sadiya Mahmoud Kamal's Al-Gumailie detained (female SVEST recruiter) | | |
| SNAPSHOT STATISTICS: To Contents | | |

| Attacks - 4 MAY 09 (0000 - 2359) | | | | | | | | | |
|----------------------------------|----------|----------|----------|----------|----------|----------|------------|----------|-------------|
| | IED | DF | IDF | Complex | Grenade | SAFIRE | Unk. Expl. | MURDER | Total Atks. |
| Confirmed Attacks | 7 | 5 | 1 | 0 | 3 | 0 | 1 | 0 | 17 |
| Unconfirmed Attacks | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 7 | 5 | 1 | 0 | 3 | 0 | 1 | 0 | 17 |

| IED Events - 4 MAY 09 (0000 - 2359) | | | | | | | | | | | |
|-------------------------------------|-----------|-------------|--------------|-------------|-------------|-------------|-----------|-----------|------------|-----------|------------|
| | IED Dets. | VBIED Dets. | SVBIED Dets. | SVEST Dets. | HBIED Dets. | Total Dets. | IED F/C | VBIED F/C | SVBIED F/C | Total F/C | Total IEDs |
| Confirmed Attacks | 7 | 0 | 0 | 0 | 0 | 7 | 11 | 0 | 0 | 11 | 18 |
| Unconfirmed Attacks | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 7 | 0 | 0 | 0 | 0 | 7 | 11 | 0 | 0 | 11 | 18 |

(5) Commanders Information Requirement (CIR)/Serious Incident Reports (SIR).

- a. Subordinate Units: Provide to 4th IBCT within 1 hour of receiving SIR from subordinate unit. Follow with appropriate SIR Follow-up reports as required.
- b. Method: 4th IBCT CUOPS Jabber Chat Window/CIDNE,SVoIP/FM
- c. Format: See TACSOP.

(6) TUAS Request Form. (SHADOW UAS).

- a. Subordinate Units: Complete the Shadow UAS request and post on the 4th IBCT "BAE and S2 ISR Folder" on the Vanguard Web Portal NLT 0800 the day prior to the requested coverage time. All requests submitted after 0800 the day prior must meet "Immediate" request criteria as outlined in Annex O of the 4th IBCT Campaign OPORD.

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b. Method: Units Post on the Vanguard Web Portal (SIPR), the BAE Cell verifies the accuracy of the request, tracks the request and then forwards the BCT collection manager will validate the requirement and synchronize assets to support request. After the BCT collection manager approves the BAE submits to the Division G3 AVN / A2C2 cell NLT 1000 Daily to be published on the ACO / ATO. A sample request will be posted in the BAE folder under "Requests".

c. Format: See TACSOP.

(7) SUAS Request Form (RAVEN UAS).

a. Subordinate Units: Complete the Raven UAS request and post on the 4th IBCT "BAE Folder" on the Vanguard Web Portal NLT 0800 the day prior to the requested coverage time. All requests submitted after 0800 the day prior must meet "Immediate" request criteria as outlined in Annex O of the 4th IBCT Campaign OPOD.

b. Method: Units Post on the Vanguard Web Portal (SIPR), the BAE Cell verifies the accuracy of the request, tracks the request and then forwards to the Division G3 AVN / A2C2 cell NLT 1000 Daily to be published on the ACO / ATO. A sample request will be posted in the BAE folder under "Requests".

c. Format: See TACSOP.

(8) Air Movement Request (AMR).

a. Subordinate Units: Complete the AMR request and post on the 4th IBCT "BAE Folder" on the Vanguard Web Portal NLT 0800 the day prior to the requested movement time.

b. Method: Units Post on the Vanguard Web Portal (SIPR), the BAE Cell verifies the accuracy of the request, tracks the request and then forwards to the Division G3 AVN / A2C2 cell NLT 1000 Daily to be published on the ACO / ATO. A sample request will be posted in the BAE folder under "Requests".

c. Format: See TACSOP.

(9) Attack Mission Request.

a. Subordinate Units: Complete the Attack Mission Request and post on the 4th IBCT "BAE Folder" on the Vanguard Web Portal NLT 72 hours prior to mission execution.

b. Method: Units Post on the Vanguard Web Portal (SIPR), the BAE Cell verifies the accuracy of the request, tracks the request and then forwards to the Division G3 AVN / A2C2 cell NLT 1000 Daily to be published on the ACO / ATO. A sample request will be posted in the BAE folder under "Requests".

c. Format: See TACSOP

(10) CAS Mission Request.

a. Subordinate Units: Complete the CAS Mission Request and post on the 4th IBCT "BAE Folder" on the Vanguard Web Portal NLT 72 hours prior to mission execution.

b. Method: Units Post on the Vanguard Web Portal (SIPR), the BAE Cell verifies the accuracy of the request, tracks the request and then forwards to the Division G3 AVN / A2C2 cell NLT 1000 Daily to be published on the ACO / ATO. A sample request will be posted in the BAE folder under "Requests".

c. Format: See TACSOP

(11) Spill Notification Report.

a. Subordinate Units: Provide to 4th IBCT within 1 hour of spill. Provide updates as needed.

b. Method: 4th IBCT CHOPs Jabber Chat Window/SVoIP/FM.

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c. Format: See TACSOP.

(12) EOD/UXO Incident Report.

a. Subordinate Units: Provide to 4th IBCT within 1 hour of identification of UXO. Provide updates as needed.

b. Method: 4th IBCT CHOPS Jabber Chat Window/SVoIP/FM.

c. Format: See TACSOP.

(13) Route Clearance Report.

a. Subordinate Units: Provide to 4th IBCT NLT 8 hours after completion patrol. Provide IED Event storyboards for each RCP.

b. Method: Post on Vanguard Portal/4th IBCT CHOPS Jabber Chat Window/SVoIP/FM.

c. Format: See TACSOP.

(13) Engineer Effort Report.

a. Subordinate Units: Provide to 4th IBCT at 0500, 1100, 1700, and 2300 (local) during defensive operations.

b. Method: Post on Vanguard Portal/4th IBCT CHOPS Jabber Chat Window/SVoIP/FM.

c. Format: See TACSOP.

(14) Battlefield Restoration Report.

a. Subordinate Units: Provide to 4th IBCT every 2 hours after completion of defensive operations until battlefield is 100% restored.

b. Method: Post on Vanguard Portal/4th IBCT CHOPS Jabber Chat Window/SVoIP/FM.

c. Format: See TACSOP.

(15) Scatterable Munitions Report.

a. Subordinate Unit: Submit ASAP. Submit initial request 24 hours prior to planned execution time. Once targets are approved for planning, the 4th IBCT requires a minimum of 30 minutes (SCATMINWARN) for final coordination with the maneuver plan and adjacent units.

SCATMINWARN can stipulate – with Division approval – execution on order if required by enemy situation, but only after 30 minutes. Targets/obstacles not previously approved for planning through DTOC/JOC may require more time to approve and release. Units may only SCATMINWARN, at any one time, scatterable minefield targets/obstacles equal to the number of operational firing platforms on-hand at that time.

b. Method: Post on CPOF/Vanguard Portal/4th IBCT CHOPS Jabber Chat Window/SVoIP/FM.

c. Format: See TOCSOP.

(16) Minefield Report.

a. Subordinate Units: Provide to 4th IBCT within 1hr of discovery of an obstacle.

b. Method: Post on CPOF/Vanguard Portal/4th IBCT CHOPS Jabber Chat Window/SVoIP/FM.

c. Format: See TACSOP.

(17) C4I Status.

a. Subordinate Units: Provide to BCT S6 NLT 1700 daily.

b. Method: Post on the 4IBCT Web Portal under 4IBCT S6.

c. Format: See TACSOP.

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G. Decision Approval Matrix. Subordinate Commanders must notify and/or gain approval from BCT, HHQ, and governmental leadership for operations against certain types of facilities, areas and personnel. The level of authority and notification varies dependant on the operational environment owner and the type of proposed target. Brigade units operating in parallel or with ISF, but not in the lead, will report ISF operations IAW the CF regular notification process. The matrix below details the specific operations that require approval/notification and the level and type required.

| | | Revised- As of 26 DEC | |
|---|--------------------------|-----------------------|------------|
| | | Bilateral | Unilateral |
| Sensitive locations and targets | | 3 Star | 3 Star |
| Precision ops to kill/capture/detain (CISOTF Level 1) | No Warrant | 3 Star | 3 Star |
| | Warrant | 3 Star | 3 Star |
| Battalion and brigade combat operations | High Risk | 3 Star | 3 Star |
| | Low-Mod Risk | 2 Star | 2 Star |
| Company and below combat operations* *For Joint Fires, see CDE authorities | No Warrant | 2 Star | 3 Star |
| | GOI Approved Target List | BDE CDR | 2 Star |
| | Warrant | BDE CDR | 2 Star |
| | *CJSOTF Level 2 CONOP | BDE CDR | 2 Star |
| Military Support Operations | | Local CDR | Local CDR |

-Notification is one level higher than authorization

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H. Naming Conventions and Files Hierarchy.

(1) File Naming Conventions. File-naming conventions are critical because they allow other personnel to read the file name and know exactly what the file is. The standard is that a name should be short and to the point. Additionally, the Vanguard portal will display when the document was last modified, as well as the userID of the individual who posted that document.

(2) Orders Entries. When creating annexes and appendices, the file name will always include the base OPORD, FRAGO, CONOP number and DTG. Some examples include:

- a. OPORD 08-009 (OPERATION PEGASUS JUMP). OPORD-08-009 (OPN PEGASUS JUMP)_12AUG09.
- b. ANNEX C (OPERATIONS) TO OPORD 08-009. (OPORD08-009-AnnC (OPERATIONS)_12AUG09.
- c. ANNEX C, APP 1 (SYNCH MATRIX) TO OPORD 08-009. (OPORD08-009-AnnC-App1 (SYNCH MATRIX)_12AUG09.

(3) ABCS (CIDNE, MCS, CPOF, TIGR, DCGS-A and BFT). Units will follow the BCT naming convention for all ABCS entries in order to prevent the possibility for duplicate entries in ABCS. Each SIGACT, Event and report will have a unique 15-digit identifier preceding the rest of the title/ description.

- a. **BCT entries** will begin with 400 followed by the event DTG and title/ description.

Example 1: **400131430MAR10 IDF on FOB Denver (4BCT reports IDF occurred against FOB Denver @ 1430 hrs. on 13 MAR 2010)**

- b. **BN entries** will begin with the BCT Identifier “4” followed by BN identifier and a Zero “0” followed by the event DTG and title/ description.

Example 1: **410131430MAR10 IDF on FOB Miami (4BCT, 3-7 IN reports IDF occurred against FOB Miami @ 1430 hrs. on 13 MAR 2010)**

- c. **CO entries** will begin with the BCT Identifier “4” followed by BN identifier, followed by the Company identifier, followed by the event DTG and title/ description.

Example 1: **42B131430MAR10 IED on RTE Brunswick (4BCT, 3-15 IN, B Company reports IED occurred on RTE Brunswick @ 1430 hrs. on 13 MAR 2010)**

- d. The following Task Organization assigns BCT/ BN and Company numbering scheme for all TIGR, CPOF, DCGS-A event submissions.

| DIV BDE | 1st digit (BCT designation) | 2nd digit (BN designation) | 3rd digit (CO Designation) Or 0 for BN | Last 11 digits (Complete DTG) |
|--------------------|---|--|--|--|
| 3 ID/4 BDE | 4 | 0 | 0 | DDTTTTMMYY |
| 3-7 IN | 4 | 1 | A, B, C, etc. | 131430MAR10 |
| 3-15 IN | 4 | 2 | A, B, C, etc. | 131430MAR10 |
| 6-8 CAV | 4 | 3 | A, B, C, etc. | 131430MAR10 |
| 1-76 FA | 4 | 4 | A, B, C, etc. | 131430MAR10 |
| 4-3 BSTB | 4 | 5 | A, B, C, etc. | 131430MAR10 |
| 703 BSB | 4 | 6 | A, B, C, etc. | 131430MAR10 |

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(4) Files Hierarchy.

a. Vanguard Web Page. The following Quick Links must be on the home page:

1. CCIR
2. Scrolling SIGACTS
3. Story Boards
4. Battle Rhythm
5. Vanguard 6 Sends

b. File System. Every uploaded file is battle drill that must be done correctly IOT facilitate the collaboration of information. Each Unit/Staff KMR is responsible for the discipline of their folders. Files that pertain to a specific staff element are filed in the staff element folder. Files that pertain to all Units or Staffs are filed in the BCT INFO CENTER folder. All files must be uploaded into a specific folder (not the root folder). All files must be named IAW Part V, sec G, para (2) of this SOPS. The BCT KMR will QC the BCT INFO CENTER folder. Files in the BDE INFO CENTER that are not named correctly or in the root folder will be deleted. Reports that are created daily are filed by date not by unit. Some examples a provided below:

| | |
|--|--|
| <p>Example folders in the BCT INFO CENTER:</p> <ul style="list-style-type: none"> • CCIR • Working Groups • Story Boards • OPORDs • FRAGOS • Battle Rhythm • Reports • RFIs • SIRs | <p>Example files in a staff section:</p> <ul style="list-style-type: none"> • PERSTAT (S1) • Task Tracker (S3) • Combat Power (S4) • COMSTAT (S6) |
|--|--|

c. Files in the Vanguard Portal will be organized as follows:

| | | | |
|---|---|---|--|
| <p>4 IBCT-A</p> <ul style="list-style-type: none"> • BDE CDR • BDE CSM • BDE DCO • BDE XO | <p>4 IBCT STAFF:</p> <ul style="list-style-type: none"> • S1 • S2 • S3 <ul style="list-style-type: none"> ➢ BTL CPT ➢ BTL NCO ➢ CHOPS ➢ PLANS ➢ ADAM ➢ FECC • S4 • S6 • S7 • S9 • SPO • ENG • PMO • PAO • SURGEON • CHAPLAIN | <p>BRIEFINGS</p> <ul style="list-style-type: none"> • 4IBCT - CUB <ul style="list-style-type: none"> ➢ CUB INBOX ➢ 15 APR 10 ➢ 17 APR 10 • 2BCT-ABUB <ul style="list-style-type: none"> ➢ BUB INBOX ➢ 15 APR 10 ➢ 16 APR 10 • STORYBOARDS <ul style="list-style-type: none"> ➢ 15 APR 10 ➢ 16 APR 10 | <p>BDE INFO CENTER</p> <ul style="list-style-type: none"> • 4IBCT - COP • 4IBCT - GRAPHICS • CONOPS • CHAT • SOPs • ARCHIVE <ul style="list-style-type: none"> ➢ 14 APR 10 ➢ 15 APR 10 • HELPDESK |
| <p>UNITS</p> <ul style="list-style-type: none"> 3-7 IN 3-15 IN 6-8 CAV 1-76 FA 4-3 BSTB 703d BSB Attached Units | | | |

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I. Working Groups, Briefings & Meetings. The brigade conducts cross-functional working groups, briefings and meetings via CPOF Breeze or Adobe Connect to synchronize the contributions of multiple Warfighting Functions and Subordinate Units. The S3 Current Operations Section, supported by the Knowledge Manager, is responsible for the integration of information operations tasks into the overall operation. Work Groups, briefings, and meetings are crucial to ensuring that the effects of the Information tasks complement those of other capabilities. Standing brigade briefs, work groups and meetings and lead staff elements are shown below:

| Work Group/Meeting/Brief | Lead Staff Element |
|--|---------------------------|
| DIV CPOF Battlefield Update Assessment (BUA) | • Current Ops |
| Commander's Update Brief (CUB) | • Current Ops |
| Battle Update Brief (BUB) | • Current Ops |
| Shift Change Brief | • Current Ops |
| Logistics Synchronization Meeting | • S4 |
| Plans Work Group | • S3 Plans |
| Full Spectrum Targeting Process | • FECC |
| Future Ops Work Group | • S3 Plans |
| Information Engagement (IE) Work Group | • S7-IE |
| Protect Work Group | • Protection Chief |
| Civil Affairs Work Group | • S9-CA |
| Intelligence Synchronization Work Group | • S2 |
| Operations Work Group | • Current Ops |
| Air Space Control Work Group | • ADAM |

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(1) The matrix shown on the following page represents a crosswalk of each work group, meeting and briefing and standing membership.

| | | Cdr's Update Brief (CUB) | Battle Updated Brief (BUB) | Shift Change Brief (BUB) | Plans Work Group | Operations Work Group Meeting | Logistics Synck Meeting | Full Spectrum Targeting Process | Intelligence Synch Meeting | ADAM Work Group | |
|------------------------------|------------------------------|--------------------------|----------------------------|--------------------------|------------------|-------------------------------|-------------------------|---------------------------------|----------------------------|-----------------|---|
| CMD GRP | CDR | x | x | | | | | | | | |
| | DCO | x | x | | | | | | | | |
| | XO | x | x | | | | | | | | |
| | SGM | x | x | x | | | | | | | |
| | Unit LNOs | x | x | x | x | x | | | x | | |
| Ingrm. Cells | S3 CUOPS | x | x | x | x | x | | | x | x | |
| | S3 CHOPS | x | x | x | | | | | x | x | |
| | S3 PLANS | | x | x | x | | x | x | | | |
| | FECC | | x | x | | | | | | | |
| Warfighting Functions | G2 | x | x | x | x | x | | x | x | | |
| | SWO | | x | x | | | | | | | |
| | Fires | | x | x | x | | | x | x | x | |
| | EW | | x | x | x | | | x | x | x | |
| | Movement and Maneuver | | | | | | | | | | |
| | AVN | | x | x | x | | | x | x | x | |
| | EN | | x | x | x | | | x | | | |
| | S9 | | x | x | | | | x | | | |
| | Sustainment | | | | | | | | | | |
| | S1 | | x | x | x | | x | | | | |
| | S4 | | x | x | x | x | x | x | | | |
| | Surgeon | | x | x | | x | | x | | | |
| | C2-S6 | | | | | | | | | | |
| | Net Operations | x | x | x | x | x | x | x | | | |
| | IA | x | x | x | x | | | | | x | x |
| | CND | | | | | | | | | | |
| | Protection | | | | | | | | | | |
| | CBRN | | x | x | | x | | x | | | |
| | PMO | | x | x | x | x | x | x | | | |
| | ADA | | x | x | x | x | x | x | | | |
| | OPSEC | | x | x | x | x | x | x | x | x | x |
| | EN | x | x | x | x | x | x | x | | | |
| | Pers. Rec. | | x | x | x | x | x | | | | x |
| Coord Staff | S7-IO | | x | x | x | x | | x | | | |
| | S7-PSYOP | | x | x | x | x | | x | | | |
| | PAO | | x | x | x | x | | x | | | |
| | KM | x | x | | | | | | | | |
| External Elements | | | | | | | | | | | |
| | Sub Units | x | | | | | | | | | |
| | Sub Units Staff | | | x | x | x | x | x | x | x | |

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J. Commander’s Situational Awareness Briefs. Subordinate commanders and the brigade staff provide structured and scheduled briefs to the commander to maintain his situational awareness. These briefs are routinely scheduled in the command post battle rhythm or can be on call at the commander’s discretion. Specific agendas and briefing sequences for each of these briefs are discussed separately. Commander’s SA briefs include the following:

(1) **DIV CPOF Battlefield Update Assessment (BUA).** The BCT will participate in the DIV CPOF Battlefield Update Assessment (BUA) IAW the 4IBCT Targeting Battle Rhythm depicted below. Slides are due at 0600 the morning of the BUA to the Division BTL CPT. The DIV BUA rehearsal is at 0700 and the BUAs begins at 0800. VOIP or FM will replace CPOF when connectivity is lost or not established.

| | | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--------|--------------|-----------------------|-----------|-----------------------|-----------------------|-----------|-----------|
| WEEK 1 | | BCT TARGETING CYCLE A | | | BCT TARGETING CYCLE B | | |
| | | TGT DAY 1 | TGT DAY 2 | TGT DAY 3 | TGT DAY 1 | TGT DAY 2 | TGT DAY 3 |
| | BN TGT CYCLE | TGT DAY 2 | TGT DAY 3 | TGT DAY 1 | TGT DAY 2 | TGT DAY 3 | TGT DAY 1 |
| | 0800 | BCT CUB | DIV BUB | BCT CUB | DIV BUB | BCT CUB | DIV BUB |
| | 0830 | | | | | | |
| WEEK 2 | | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
| | | BCT TARGETING CYCLE C | | BCT TARGETING CYCLE D | | | |
| | | TGT DAY 2 | TGT DAY 3 | TGT DAY 1 | TGT DAY 2 | TGT DAY 3 | TGT DAY 1 |
| | BN TGT CYCLE | TGT DAY 3 | TGT DAY 1 | TGT DAY 2 | TGT DAY 3 | TGT DAY 1 | TGT DAY 2 |
| | 0800 | DIV BUB | BCT CUB | DIV BUB | BCT CUB | DIV BUB | |
| | 0830 | | | | | | |

(2) **Commander’s Update Brief (CUB).** The 4th IBCT CPOF CUB will be conducted IAW the 4IBCT Targeting Battle Rhythm at 0800 hours . The purpose of this briefing is for subordinate Commanders to assess operations and back brief the 4 IBCT, Commander on completed, current and future operations within their respective Areas of Operation (AO). BN Commanders are also encouraged to discuss storyboards that meet CCIR criteria. The primary audience for the 4th IBCT CPOF CUB is BN Commanders, and the BCT Staff.

a. Method. The 4th IBCT CPOF CUB will be conducted over CPOF using Breeze/ Adobe Connect. CPOF back-up will be PPT. Back-up voice transmission will be conducted over SVoIP.

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b. The CUB agenda follows below:



CUB AGENDA

BRIGADE

- COMMUNICATIONS NETWORK STATUS (S6)
- UNIT LOCATION AND TRNG HIGHLIGHTS
- 3ID & 4IBCT FRAGOS (CHOPS)
- INTSUM (S2)
- 5-DAY WEATHER OUTLOOK (S2)
- VF CALENDAR (CHOPS)
- VF SYNCHRONIZATION MATRIX (CHOPS)
- BDE SAFETY
- **MEDIA ENGAGEMENTS (PAO)**

BATTALION

- 3-7 IN
- 3-15 IN
- 6-8 CAV
- 1-76 FA
- 4-3 BSTB
- 703d BSB

*Brief by Exception VANGUARD! 

c. Timeline. BCT Staff and subordinate BNs will adhere to the following CUB timeline.

d. Day Prior to CUB. At 2000 hours All briefing pasteboards posted to BCT CPOF CUB pasteboard; Subordinate units will contact BCT upon completion of this task. All adjustments, additions or corrections to CUB slides are complete at 2100 hours.

e. Day of CUB

0630 – Staff conducts CPOF/CUB to include PPT back-up rehearsal.0700- All adjustments, additions or corrections to CUB slides complete.0745 – 4 IBCT, 3 ID initiates CPOF checks with subordinate BNs.0850– 4 IBCT, 3 ID initiates a net-call to ensure all stations are standing by. 0800 – 4 IBCT, 3 ID Vanguard 33 initiates the CUB.

f. CUBs are intended to last no longer than 1 hour. CUBs provide the Command Group and adjacent commander’s important information vertically and laterally. Commanders are expected to provide their own assessments, not to simply brief what has happened. Staff briefs will to be succinct and concise to ensure that all elements are able to brief their requirements within the time allotted.

g. The CPOF CUB pasteboard can be accessed on the 4th IBCT CPOF under the Tree Viewer in 4th IBCT Shared Products. Initial pasteboards will be constructed by 4th IBCT CUOPS, subordinate elements are required to maintain the currency of the pasteboard to include the addition of additional briefing slides to the CUB

h. The BCT pasteboard format will be IAW the 4IBCT CPOF SOP.:

(3) **Battle Update Brief (BUB).** The 4 IBCT, 3 ID CPOF BUB will be conducted at 1830 hours each night with the Brigade Commander and staff sections or their designated representative. The purpose of this briefing is for the Commander to attain understanding of the current and foreseeable battlefield within his AO as well and back brief the BCT staff on current and future operations, and to provide guidance, within their respective staff areas. The primary audience for the 4 IBCT, 3 ID CPOF BUB is the Brigade Commander, Deputy Commander and Command Sergeants Major.

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- a. Method. The 4 IBCT, 3 ID CPOF BUB will be conducted over CPOF using Breeze/Adobe Connect. CPOF back-up will be PPT. Back-up voice transmission will be conducted over SVoIP.
- b. The CPOF BUB will be built in conjunction with the agenda and format bellow:

AGENDA



| | |
|--|--|
| <ul style="list-style-type: none">• COMMUNICATIONS STATUS (S6)• TASK ORGANIZATION (CHOPS)• SIGACTS (CUOPS)• INTEL (S2)<ul style="list-style-type: none">- Weather- Current Threat- ISR (Next 24)- INTL System Status• OPERATIONS<ul style="list-style-type: none">- BN LNOs- Reports- OPORD/FRAGO (DIV & BDE)- Planning Timelines- FECC- ADAM- Engineer- PMO | <ul style="list-style-type: none">• NON-LETHAL OPERATIONS<ul style="list-style-type: none">- IO- CMO- PAO• SUSTAINMENT (S1/S4/SPO)<ul style="list-style-type: none">- S1 Update- PERSTAT- PERSTAT by Location- S4/SPO Update• SPECIAL STAFF<ul style="list-style-type: none">- Surgeon- SJA- Chaplain- Safety• CLOSING COMMENTS (V6/DCO/V5/V3/ALIBIS) |
|--|--|

*RED-Brief by Exception

VANGUARD! 

- b. Timeline. 4 IBCT, 3 ID Staff will adhere to the following BUB timeline.
- c. Day of BUB:
 - 1530 – All briefing pasteboards posted to 4 IBCT, 3 ID CPOF pasteboard; staff sections will contact 4 IBCT, 3 ID battle captain upon completion of this task.
 - 1500 – All briefing pasteboards posted to BCT CPOF BUB pasteboard. All adjustments, additions or corrections to BUB slides are complete by 1600 hours.
 - 1700 – 4th IBCT conducts the BUB CPOF/PPT Slide Rehearsal and Breeze/Adobe Connect checks. All stations briefing will have a representative conduct a commo check from the station they intend to brief from. The 4th IBCT CHOPS will run the rehearsal to ensure CPOF, Breeze/Adobe Connect checks and slides are complete.
 - 1800 – 4th IBCT initiates secondary Breeze/Adobe Connect check with subordinate the 4th IBCT Staff.
 - 1830 – 4th IBCT CHOPS initiates the 4th IBCT CPOF BUB.
- d. BUBs are intended to last no longer than 1 hour. BUBs provide the BCT Command Group with important information vertically and laterally. Staff briefs will be succinct and concise to ensure that all elements are able to brief their requirements within the time allotted.
- e. The CPOF BUB pasteboard can be accessed on the 4 IBCT, 3 ID CPOF under the Tree Viewer in 4 IBCT, 3 ID Shared Products. Initial pasteboards will be constructed by 4 IBCT, 3 ID S3 Operations, subordinate elements are required to maintain the currency of the pasteboard to include the addition of additional briefing slides to the BUB.

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- f. Additionally storyboards can be pasted into pasteboard to highlight CCIR events IAW part V, sec B of this SOP .
- g. CJSOTF Elements. (CJSOTF LNO) CJSOTF elements have the same briefing requirement as the BCT and Divisions (IAW part V, sec B of this SOP)..
- d. Division Engineer Effort. (BENG) Addresses current route status, IED events last 24hrs and construction status within AO Vanguard. The BENG is also authorized to brief additional IED related TTPs and storyboards.
- e. Logistics Effort. (S4) Addresses the 4th IBCT Combat Power, Air Combat Power (Rotary Wing), Maintenance status or trends, EAB movement within the next 48hrs and the BCS3 tip of the day.
- f. Digital Status. (S6) Addresses the C-4 information status for 4th IBCT and an ABCS status for each subordinate BCT. The S6 will also brief the CPOF tip of the day.

C-4 INFORMATION SYSTEM STATUS

| AS OF DATE: 23 MAR 09 | 87 IBCT | 30 HBCT | 282 HBC2 | DIV ROLL UP | | | | | |
|-----------------------|---------|---------|----------|-------------|-----|-------|----|-----|-------|
| Unit System | OH | FMC | FMC % | OH | FMC | FMC % | OH | FMC | FMC % |
| 87 IBCT | 2 | 2 | 100% | 2 | 2 | 100% | 2 | 2 | 100% |
| 30 HBCT | 6 | 5 | 83% | 6 | 5 | 83% | 2 | 2 | 100% |
| 282 HBC2 | 2 | 2 | 100% | 2 | 2 | 100% | 6 | 6 | 100% |
| DIV ROLL UP | 3 | 3 | 100% | 2 | 2 | 100% | 3 | 3 | 100% |
| CPOF | 24 | 23 | 96% | 26 | 24 | 92% | 24 | 24 | 100% |
| MCS | 25 | 22 | 88% | 28 | 26 | 93% | 25 | 22 | 88% |
| AFATDS | 10 | 10 | 100% | 12 | 12 | 100% | 15 | 15 | 100% |
| BCS3 | 10 | 10 | 100% | 7 | 5 | 71% | 10 | 9 | 90% |
| TAIB | 2 | 2 | 100% | 1 | 1 | 100% | 2 | 2 | 100% |
| AMOWS | 1 | 1 | 100% | 1 | 1 | 100% | 1 | 1 | 100% |
| TIGR | 18 | 17 | 94% | 20 | 16 | 80% | 20 | 19 | 95% |
| DCGS-A | 12 | 12 | 100% | 14 | 13 | 93% | 14 | 14 | 100% |
| BAT | 25 | 23 | 92% | 29 | 29 | 100% | 27 | 27 | 100% |
| HIDE | 35 | 34 | 97% | 54 | 54 | 100% | 48 | 48 | 100% |
| BFT | 77 | 71 | 92% | 61 | 58 | 95% | 69 | 65 | 94% |
| SNAP | 5 | 4 | 80% | 4 | 4 | 100% | 5 | 5 | 100% |

52ID G6 will brief Division ABCS Status

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(4) **Shift Change Brief.** All elements within the MAIN CP conduct a shift change brief for the on-coming shift on the on-going battle area of operations and the decision that will be or could be made within the next 48 hrs within the AI and AO.

- a. Products Required. Each section will brief SIGACTS within their BFA for the last 12 hours. BFAs will present their current situation, next 0 - 24hrs, then next 24 - 48 hrs.
- b. Products Produced. CPOF overlays and PowerPoint slides.
- c. Attendees. All MAIN on coming and outgoing sections OICs and NCOICs.
- d. Briefing topics include as a minimum the following:
 1. Significant activities that occurred during last shift.
 2. Disposition and status of units within area of expertise.
 3. Changes with staff wide implications: change and what it means.
 4. Upcoming activities / anticipated changes during next shift.
 5. Shift change agenda and briefing sequence are as depicted below:

- SWO.** Weather (last 12 hrs, current, 12-48 Hrs and impacts)
- S2.**
 - Enemy SIGACTS (Last 12 Hrs)
 - Current Enemy
 - Anticipated Enemy Actions (Next 0 - 24 Hrs and 24 - 48 Hrs)
- G3.**
 - Higher HQs FRAGOs/WARNOs (by exception)
 - Current Division FRAGO in effect and summary
 - SIGACTS (Last 12 Hrs)
 - Combat Power
 - Critical Events (Next 0 - 24 Hrs and 24 - 48 Hrs)
 - Decision Points (Next 0-24 Hrs and 24 - 48 Hrs)
 - Proposed CCIR changes (by exception)
- S3 Air.**
 - SIGACTS (Last 12 Hrs)
 - SIGACTS (Next 0 - 24 Hrs and 24 - 48 Hrs)
 - A/C Status (as it affects Ops in next 0 - 24 Hrs and 24-48 Hrs)
- ADAM.**
 - Aircraft Engagements (Last 12 Hrs)
 - Anticipated Enemy Air Actions (Next 0 - 24 Hrs and 24 - 48 Hrs)
- FECC.**
 - SIGACTS (Last 12 Hrs)
 - Fire Support Focus/Priority (Next 0 - 24 Hrs and 24 - 48 Hrs)
 - CAS (Next 0 - 24 Hrs and 24 - 48 Hrs)

- EN.**
 - SIGACTS (Last 12 Hrs)
 - Engineer System Status
 - Priority of Effort/Support (Only If Changed)
 - SIGACTS (Next 0 - 24 Hrs and 24 - 48 Hrs)
- S1.**
 - Casualties and Replacements (Last 12 Hrs)
 - Concerns (Next 0 - 24 Hrs and 24 - 48 Hrs)
- S4.**
 - Logistical Status (Last 12 Hrs)
 - Concerns (Next 0 - 24 Hrs and 24 - 48 Hrs)
- S5.** Critical COB Issues (Last 12Hrs,Next 0 - 24Hrs,24-48 Hrs)
- S6.**
 - Current communications net status
 - Anticipated outages (next 0-24 hours)
- S9.**
 - SIGACTS (Last 12 hours)
 - Emerging trends
- **CBRN.**
 - SIGACTS (Last 12 Hrs)
 - SIGACTS (Next 0 - 24 Hrs and 24 - 48 Hrs)
 - MOPP Level/CBRN THREATCON changes
- SJA.** Serious Incidents
- Chaplain.** Religious Activities
- LNOs.** (As augmented)

(5) **Commanders Three-minute Update.** The three-minute update is used to update the BCT CDR, DCO, XO, or VIPs on key operational information after an extended absence from the MAIN. The S-3 Battle CPT presents this briefing on call. The agenda for the three minute brief is as follows:

- a. Enemy situation.
- b. Current task organization.
- c. Current mission.
- d. Combat power.
- e. SIGACTS.
- f. Current combat ops and unit locations, to include all Brigades/Separate BNs.
- g. Future combat operations next 24 hours.
- h. Questions.

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Address Book A collection of names, e-mail addresses, and distribution lists used to address messages.

Alert An e-mail notification of changes made to the content of a SharePoint site.

Blank Site A SharePoint site that begins with no lists or document libraries.

Calendar The scheduling component of Microsoft Outlook that is fully integrated with e-mail, contacts, and other Outlook features.

Central Template Gallery Centralized location where site templates can be stored to be available to all sites.

Check In Checking In a document is the reverse process to checking out a document. It tells SharePoint that you are done working on a document and anyone else can now check it out.

Check Out Checking Out a document gives you an exclusive lock on the document. It implies that you are the one working on the document and no one else can edit the document while it is checked out to you.

Close-Ended Questions that have a finite set of answers from which the user chooses.

Column References Identifies a cell in the current row in a datasheet and tells a list where to look for the values or data you want to use in a formula.

Columns A SharePoint list is made up of columns or fields that define what kind of data will be collected for each list item. Document libraries also have columns or fields that define what kind of metadata will be collected to describe each document.

Configuration Section of a site definition that determines what lists, document libraries, Web Parts, and navigation will be available when a new site is created.

Constant A value that is not calculated. For example, the date 4/13/2054, the number 210, and the text "Quarterly Earnings" are all constants. Constants data types can be string, number, date, or Boolean.

Contact A person whom you wish to save information about, such as their e-mail address, home address, office address, telephone number, and fax number.

Create Subsites Right Determines whether the user has the ability to create a new site from the current site.

Cross-Site Groups Named collections of users, similar to Windows groups, managed in SharePoint in each site collection.

Data View Web Part A Web Part that retrieves data from a data source in the form of XML and applies XSLT to it. Microsoft FrontPage 2003 enables you to add Data View Web Parts to a Web Part Page and has a WYSIWYG XSLT editor so you do not need to know XSLT to

customize a Data View Web Part.

Datasheet View Provides a Microsoft Excel–like environment for viewing and editing data. It displays the contents of a list or a document library in a grid of rows and columns. In Microsoft Access, this term is used for the view that displays the information in a table or query.

Discussion Boards A specialized SharePoint list that enables you to create an online discussion forum. Discussion boards provide a forum on which visitors to a SharePoint site can converse about topics that interest them.

Document Library A folder where a collection of files is stored and the files often use the same template. Each file in a library is associated with user-defined information that is displayed in the content listing for that library.

Document Workspace A site that enables colleagues to work together on a particular task, document, or project. A Document Workspace can be created directly from within Microsoft Word. It provides a document library for storing the primary document and supporting files, a task list for assigning to-do items, and a Links list for resources related to the document. If the Document Workspace is created from a document in its parent site's document library, the Document Workspace can publish the document back to the source location.

Dynamic Web Parts Web Parts placed in a Web Part Page zone.

Excel list A block of cells that you can use to manage and analyze the data in the list independently of data outside the list.

Extensible Markup Language (XML) A defined markup language for documents that describes document content and structure rather than appearance. An XML document has to be formatted before it can be read, and the formatting is usually accomplished by using an XSL template file.

Extensible Stylesheet Language (XSL) A language used to create stylesheets for XML, similar to CSS (Cascading Style Sheets) that are used for HTML. XSL Transformations(XSLT) can be used to transform XML to HTML or one type of XML to another.

Flat View A view that can be used in a Discussion Board to list replies in chronological order (the order in which they were created).

Form Library A SharePoint library that enables you to use, store, and share Microsoft InfoPath forms.

Formula An equation that performs calculations on values in a list. A formula starts with an equal sign (=). You can use a formula in a calculated column and to calculate default values for a column. A formula can also contain any or all of the following: functions, column references, operators, and constants.

Function A predefined formula that performs calculations, also known as a name procedure or routine, often used for mathematical or financial calculations. Lists do not support the RAND and NOW functions. The TODAY and ME functions are not supported in calculated columns,

but are supported in the default value setting of a column.

General Discussion Board A built-in discussion board included in the default team site.

Top-Level Site A site that does not have a parent site.

Global Address List (GAL) An address book provided by Microsoft Exchange Server that contains all user and distribution list e-mail addresses in your organization. The Exchange administrator creates and maintains this address book.

Home Page The main page of a SharePoint Web site; it provides a navigational structure that links the site components together.

Hypertext Markup Language (HTML) Defines the structure and layout of a Web document by using a variety of tags and attributes. Browsers are programmed to interpret HTML for display.

InfoPath Form An XML document that collects information from a user in a structured way.

InfoPath Form Template A file that defines the appearance, structure, and behavior of an InfoPath form.

Information Management (IM) The science of using procedures and information systems to collect, process, store, display, disseminate, and protect knowledge products, data, and information

Information Superiority The operational advantage derived from the ability to collect, process, and disseminate information

Internet Service Provider (ISP) A company that provides individuals or organizations with the necessary software and information to gain access to the Internet.

Knowledge Management (KM) The art of creating, organizing, applying, and transferring knowledge to facilitate situational understanding and decision making.

Linked Object An object created in another program that maintains a connection to its source. For example, when you export a SharePoint list to an Excel spreadsheet, the Excel list in the spreadsheet is a linked object. The source in this situation is the SharePoint list.

List Items A finite collection of defined, related columns combined to create a single item in a list. Each document in a document library and its associated columns are also considered items in a list or a list item. Each list item can be created, reviewed, updated, and deleted individually.

List Templates The columns, list views, and general settings for a list used as a template to create new lists.

List View Definition for how a list should be displayed. It has a range of options including the columns to show; the sequence from left to right to show those columns; the order in which the

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list items will be displayed; the filters that will be applied to the displayed list items; and any grouping, totaling, or stylization, and pagination.

List View Web Part A built-in Web Part that can display data from various data sources including SharePoint lists, SharePoint document libraries, databases, XML files, other Web sites that return XML, and XML Web Services. A Web Part representation of content from a SharePoint list or document library.

Lists A Web site component that stores and displays information that users can add to by using their browsers. Requires a Web server that is running Windows SharePoint Services.

Local Machine Groups Named collections of users managed on a single computer for local use only.

Meeting Request An e-mail message inviting its recipients to a meeting.

Meeting Workspace A SharePoint site for colleagues to collaborate around a meeting. Meeting Workspaces can be created directly from within Outlook. There are five Meeting Workspaces to choose from: Basic, Blank, Decision, Social, and Multipage. Meeting Workspaces provide some unique out-of-the-box lists, such as Objectives, Attendees, and Agenda, tailored specifically for meetings. They use a tabbed navigational interface rather than the quick launch bar and streamline the creation of lists directly from the Web Part task pane.

Metadata Information about a document or list item used to describe a particular item to find or manipulate it easier.

Named Range A group of cells in an Excel spreadsheet.

Open-Ended Question Questions that give users the opportunity to answer a question in their own words, rather than just checking one of a limited list of alternatives. Open-ended questions have no definitive answer.

Operators Specify the type of calculation that you want to perform on the elements of a formula. Lists support three different types of calculation operators: arithmetic, comparison, and text.

Outlook Profile A group of settings that define how Outlook is set up for a particular user. For example, a profile might include access to a mailbox that resides on a Microsoft Exchange Server.

Outlook Rule A set of conditions, actions, and exceptions that process and organize messages.

Page Tabs A navigational paradigm used in Meeting Workspaces to organize Web Part Pages using a clickable row of tabs at the top of the page.

Personal View A personalized view of a SharePoint list, document library, or Web Part Page that is available only to yourself, but not for others. The personal view of a Web Part Page uses

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a combination of shared property values and personalized property values. You can reset a personal view back to the shared view.

Quick Launch Bar The navigation area on the home page of a SharePoint site used on team sites to organize site content by using clickable collections of links on the left of the page.

Range A block of cells in a worksheet or datasheet.

Relationship An association between common fields in two lists or tables. A relationship is maintained in SharePoint by creating a Lookup column.

Select Query A query that retrieves data matching specific criteria from one or more data sources, such as a SharePoint list or an Access table, and displays the results.

Shared Attachment A document that is stored on a SharePoint site and linked to an e-mail message.

Shared Documents A built-in document library included in the default team site.

Shared View A view of a SharePoint list, document library, or Web Part Page that every user with the appropriate permissions on a site can see.

SharePoint Central Administration The administrative interface that is used to manage the entire SharePoint installation.

Site Group A role-based membership system that provides access control to SharePoint sites. That is, a collection of rights that determine what specific actions users can perform on the site. Each SharePoint site user belongs to at least one site group, either directly or indirectly. There are five default site groups: Guest, Reader, Contributor, Web Designer, and Administrator.

Site Collection A hierarchical collection of sites headed by a top-level Web site that can have one or more subsites.

Site Collection Site Gallery A document library in the root of the site collection that contains custom site templates.

Site Definitions A set of file-based XML files that define the latent capabilities of a SharePoint site.

Sites A collection of lists and document libraries and Web pages needed to create, review, update, delete, and manage content and properties. Sites have a Web Part Page called a home page as their starting point.

Site Template Similar to a configuration, a site template captures all the lists, document libraries, optionally its data, the navigation, and look and feel of a site at a point in time. This can subsequently be used to create new sites that look just like the site did when it was captured into the site template.

Static Web Parts Web Parts placed on a Web Part Page, but not in a Web Part Page zone. A browser cannot manipulate static Web Parts, but FrontPage 2003 can.

Subsite A SharePoint site that has a parent site.

Survey A specialized SharePoint list that enables you to create a Web-based questionnaire.

Task Pane A pane that enables you to quickly access commands related to a specific task without having to use menus and toolbars.

Team Site A SharePoint site for colleagues to work together. It is the default site when creating a new SharePoint site.

Theme A named set of properties, such as fonts, colors, buttons, and backgrounds, which can be selected for altering the appearance of a site.

Threaded View In Discussion Boards, you can use the Threaded view to group comments by conversation or thread.

Top-Level Site A site that does not have a parent site. The default, top-level site provided by a Web server or virtual server.

Top Link Bar One of the main navigation areas of a SharePoint site, located at the top of the page, appearing on all pages within the site.

Views Use metadata to display a subset or grouping of information to find information more easily.

Web Folders Web folders are a feature of Microsoft Windows that enable you to open a SharePoint site like any other shared folder in Windows Explorer.

Web Part Connections These connections allow Web Parts to send and receive information. Web Parts that receive data can alter their content based on the information they receive.

Web Part Gallery A container for Web Parts. Web Parts are placed on a Web Part Page from a Web Part gallery.

Web Part Page A special type of Web page that contains one or more Web Parts. A Web Part Page consolidates data, such as lists and charts, and Web content, such as text and images, into a dynamic information PORTAL built around a common task or special interest.

Web Part Page Zone A container that controls the organization and format of Web Parts on a Web Part Page.

Web Part A modular unit of information that consists of a title bar, a frame, and content. Web Parts are the basic building blocks of a Web Part Page.

Windows Groups An operating system method of grouping users by membership.

Windows NT Groups A named collection of users, similar to Windows groups, managed in the SAM database.

Workspace A specific kind of SharePoint site with additional functionality, typically with how it integrates with Microsoft Office.

VII. ANNEXES (ABCS SOPs) to KNOWLEDGE MANAGEMENT SOP