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# ***JTF-IM***

## ***MULTISERVICE PROCEDURES FOR JOINT TASK FORCE- INFORMATION MANAGEMENT***

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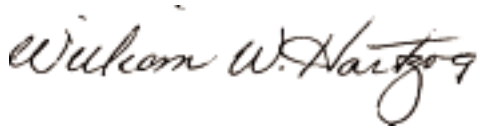
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***MULTISERVICE TACTICS, TECHNIQUES, AND PROCEDURES***

## FOREWORD

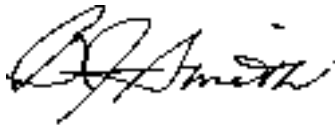
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## 1. Scope

This publication provides multiservice tactics, techniques, and procedures (MTTP) for establishing an organized and disciplined approach for information management (IM) at the joint task force (JTF). It provides a “scheme of maneuver” for managing information. It provides a variety of options the JTF headquarters (HQ) information management officer (IMO) may use in developing a JTF information management plan (IMP).

## 2. Purpose

This publication provides the JTF tactics, techniques, and procedures (TTP) for effective and efficient distribution, control, and protection of information. It provides TTP for filtering, fusing, and prioritizing information enabling the commander to anticipate changing battlespace conditions, establish priorities, and facilitate decisionmaking.

## 3. Application

The audience for this publication includes commanders, staffs, and agencies at all levels within and supporting a JTF. It can serve as a source document for developing joint and service manuals, publications, and curricula or as a stand-alone document at the JTF and component levels. Using this publication assists the JTF in the effective and efficient use of available resources. Furthermore, this publication enhances the 2.0, 3.0, 5.0, and 6.0 series of joint publications, providing insight into the procedures for effective and efficient management of information. While written to a JTF level audience, this publication applies to any organization concerned with improving the flow and quality of information.

## 4. Implementation Plan

Participating Service command offices of primary responsibility (OPRs) will review this publication, validate the information, and reference and incorporate it in Service manuals, regulations, and curricula as follows:

**Army.** The Army will incorporate the procedures in this publication in United States (US) Army training and doctrinal publications as directed by the commander, US Army Training and Doctrine Command (TRADOC). Distribution is in accordance with DA Form 12-99-R.

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## 5. User Information

a. The TRADOC-MCCDC-NWDC-AFDC Air Land Sea Application (ALSA) Center developed this publication with the joint participation of the approving Service commands. ALSA will review and update this publication as necessary.

b. This publication reflects current joint and Service doctrine, command and control (C2) organizations, facilities, personnel, responsibilities, and procedures. Changes in Service protocol, appropriately reflected in joint and Service publications, will likewise be incorporated in revisions to this document.

c. We encourage recommended changes for improving this publication. Key your comments to the specific page and paragraph and provide a rationale for each recommendation. Send comments and recommendation directly to—

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# EXECUTIVE SUMMARY

## JTF-IM

### Multiservice Procedures for Joint Task Force-Information Management

**This publication—**

- **Defines and outlines IM terms and processes to include filtering, fusing, and prioritizing.**
- **Outlines IM responsibilities for handling, managing, preserving, and protecting information.**
- **Provides an overview of systems available for supporting information management.**
- **Provides techniques on how to manage the vast amounts of information generated by different processes and systems (that is, electronic mail [e-mail], newsgroups, home pages, the Global Command and Control System [GCCS], official message traffic, and intelligence feeds).**
- **Provides tactics, techniques, and procedures to manage the information flow between the joint operations center (JOC) and the joint intelligence support element (JISE).**
- **Provides guidelines on managing the information pertaining to commander's critical information requirements (CCIR), requests for information (RFI) procedures, reports, briefings, and operations orders.**

### Overview For Information Management

Chapter I introduces the definition and purpose of IM. It describes how IM relates to the JTF commander's decisionmaking process. It explains the relationship between this publication and a specific JTF information management plan. The chapter describes the general characteristics of information and information use supporting the commander's decisionmaking process. It concludes with a discussion on information flow in the JTF and defines the terms filtering, fusing, and prioritizing in the context of IM.

### Duties and Responsibilities

Chapter II provides a delineation of positions/cells/sections and their IM responsibilities. It identifies the principal managers of the IM system while providing some definition of their broad responsibilities and their relationship to the JTF staff.



## **Information Management Systems**

Chapter III discusses some IM systems available to the JTF staff and backup processes or systems for emergencies. It discusses managing information through GCCS, newsgroups, e-mail, and shared network drives to ensure it is available upon demand without crippling the information flow.

### **Information Management Requirements, Processes, and Procedures**

Chapter IV provides guidelines on how to best manage the information generated by e-mail, GCCS, message traffic, etc. It also provides procedures for CCIR, RFI, and provides techniques on the management of reports, briefings, and operation orders.

### **Information and Information System Protection**

Chapter V describes information assurance considerations such as the vulnerability to viruses, the levels of protection and defense, and the mechanisms that must be in place to prevent the user from short cutting or by-passing levels of protection. Information assurance also addresses safeguarding information.

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# OVERVIEW FOR INFORMATION MANAGEMENT

*The Joint Campaign should fully exploit the information differential, that is, the superior access to and ability to effectively employ information on the strategic, operational, and tactical situation which advanced U.S. technologies provide our forces.*

*Joint Pub 1*

## 1. Background

Information management (IM) refers to the processes a joint task force (JTF) uses to obtain, manipulate, direct, and control information. IM includes all processes involved in the creation, collection and control, dissemination, storage and retrieval, protection, and destruction of information. The goal of IM is providing a timely flow of quality information enabling the commander, joint task force (CJTF) to anticipate and understand the consequences of changing conditions. This publication provides the JTF headquarters (HQ) a variety of techniques to manage information efficiently.

## 2. IM and Decisionmaking

a. Skillful decisionmaking is central to the art of command. Judgement, experience, and vision are some of the factors facilitating skillful decisionmaking. Perhaps the paramount factor is situational awareness. Awareness and understanding of the operational environment allows the CJTF to anticipate future conditions, formulate concepts of operations, analyze courses of action, and accurately assess risks. For years, commanders made decisions based on where they understood the threat to be relative to their forces. The staff depicted on map boards and overlays information necessary to plan, execute, and

assess operations. This graphic depiction of the battlespace enhanced with text files (messages, reports, etc.) provided the commander a common tactical picture (CTP). Often graphic and text information combined with the commander's experience (intuitive reasoning) enabled the commander to make sound and timely decisions.

b. Technology. Technology is changing and automating the age-old method of achieving a CTP. Simultaneous distribution of planning cell information to multiple units is a reality. Today JTFs display in a more automated dynamic manner friendly and threat air, ground, surface, and subsurface unit locations and status. An automated display helps the JTF maintain a more timely and accurate CTP and allows the commander to develop enhanced situational awareness of the operating environment.

c. Automated Systems. Today, commanders and staffs rely on a variety of automated systems to meet information requirements. The advances in communications and computing equipment place enormous amounts of information virtually at the commander's fingertips. The success of these systems is also the downfall of the systems' approach. More information is available than most humans have the capacity to assimilate, collate, and evaluate. Commanders are becoming victims to system success by losing control of the information needed to support their decisionmaking processes.

d. Situational Awareness. Information systems continue to play an important role in building situational awareness. Two principal considerations help to improve the utility of these systems in supporting the decisionmaking process. First,