

HEADQUARTERS, JOINT TASK FORCE  
SUPPORT FORCES ANTARCTICA  
JB PEARL HARBOR-HICKAM, HI 96853  
15 August 2011

ANNEX R TO JTF-SFA OPORD DEEP FREEZE  
REPORTS

OPR: JTF-SFA/J3  
OCR: JTF-SFA/J9

- REFERENCES:
- (a) AFI 10-206, Operational Reporting
  - (b) PACAFI 10-206 Operational Reporting
  - (c) AFI 24-238, In-Transit Visibility
  - (d) JP 6-0, Doctrine for C4 Systems Support to Joint Operations
  - (e) ANGI 10-207, Global Flight Following, 15 April 2004
  - (f) AFI 10-217, Personnel Support for Contingency Operations

1. General.

a. Operations Summary. All units with active operations will send a daily SITREP to 13 AEG/CC. The 13 AEG/CC will send a daily operations summary/situation report to CJTF-SFA via 13 AF/REPORTS. Formats will be provided upon arrival to Christchurch. CJTF-SFA will submit daily SITREP to CDRUSPACOM NLT 0900W.

1) In Transit Visibility. Use of GDSS-2 is directed.

2) Daily Maintenance Status. Maintenance status of all LC-130 and C-17 aircraft deployed ISO ODF will be forwarded to 13 AF/A4O NLT 1000Z daily.

b. Advisories. Deployed mission support personnel or SOPP/SPO (as appropriate) will keep 13 AEG/CC informed of all mission delays or cancellations utilizing normal command and control procedures.

c. Operational Reporting. Significant events meeting OPREP-3 reporting criteria IAW Ref A and Ref B will be reported to the PACAF Command Center at DSN 315-448-8500 and courtesy copied to the 613 AOC CCO, DSN 315-448-0844/0850, mail to: 613AOC.COD.CCO@aoc.hickam.af.smil.mil or 613AOC.OPS.CDO@hickam.af.mil.

d. PERSCO Reporting. IAW AFI 10-215 for personnel movements and discrepancies.

e. Lessons Learned. Lessons and issues observed will be collected using the LESSONS LEARNED and AFTER ACTION SUMMARY forms found on the NIPR and SIPR 13 AF website "A9L Lessons Learned and Observations" tab at:

NIPR

[https://13af.ops.hickam.af.mil/sites/index.cfm?event=index&page\\_id=812&tab\\_id=5101](https://13af.ops.hickam.af.mil/sites/index.cfm?event=index&page_id=812&tab_id=5101)

SIPR:

[http://13af.ops.hickam.af.smil.mil/sites/index.cfm?event=index&page\\_id=345&tab\\_id=8762](http://13af.ops.hickam.af.smil.mil/sites/index.cfm?event=index&page_id=345&tab_id=8762)

If web access is not available, use the Word formatted form at Appendix 3.

f. After Action Report. All SFA Staff participants will submit a DEEP FREEZE after action/trip report to the CJTF-SFA, using the After Action Summary MS Word formatted template at Appendix 4, prior to departing Christchurch, NZ. A consolidated after action report will be compiled by the CJTF-SFA.

g. End of Season Report. A complete report consolidated from all participating units will be submitted to DCJTF NLT 31 March of each year.

h. Documents. Submit copies of all documents related to ODF to JTF-SFA/HO (13 AF/HO) for research and retention

i. Other Reports. All other reporting will be in accordance with appropriate directives.

Appendices:

- 1 - C-17 Operations Summary Format
- 2 - JTF-SFA SITREP Format
- 3 - Lessons Learned Format
- 4 - After Action Report Format

///signed///

STANLEY T. KRESGE  
Lieutenant General, USAF  
Commander, JTF-Support Forces Antarctica

OFFICIAL:

///signed///

EDWARD L. VAUGHAN, Lt Col, USAF  
Director, Joint Operations (Interim)  
JTF-Support Forces Antarctica

APPENDIX 1 TO ANNEX R TO USPACOM OPORD DEEP FREEZE  
C-17 OPERATIONS SUMMARY FORMAT OPR: JTF-SFA/J3

SAMPLE E-MAIL FORMAT FOR OPERATIONS SUMMARY

304 EAS will use daily SITREP contained in Appendix 2.

APPENDIX 2 TO ANNEX R TO USPACOM OPORD DEEP FREEZE  
JTF-SFA SITREP FORMAT

OPR: JTF-SFA/J3

## SAMPLE SITREP FORMAT FOR OPERATIONS SUMMARY

(UNCLASSIFIED)

FROM: DCJTF/SFA//

TO:13 AF POC HICKAM AFB HI//

CLASSIFICATION: UNCLASSIFIED

OPER DEEP FREEZE (ODF) 200X-200X / PART B//

MSGID/SITREP/DCJTF/SFA//

REF/DCJTF/SFA/XXAPRXX//

AMPN/SUBJ: OPERATION DEEP FREEZE (ODF) SITREP CHRISTCHURCH, NEW ZEALAND, JTF-SFA  
PERIOD/152000Z/162000Z//

GENTEXT/OWN SITUATION/DISPOSITION/STATUS OF FORCES/UNITS

/UNITDES/UNITLOC/CMNTS

/304 EAS /CHRISTCHURCH, NZ//

/13 AEG OL-A/ CHRISTCHURCH, NZ//

1. UNCLASSIFIED DISPOSITION: OPERATION DEEP FREEZE (ODF) JOINT TASK FORCE SUPPORT FORCES ANTARCTICA (JTF-SFA) IS A MILITARY SUPPORT TO CIVILIAN AGENCY (MSCA) MISSION IN SUPPORT OF THE NATIONAL SCIENCE FOUNDATION (NSF), LEAD AGENCY FOR THE UNITED STATES ANTARCTIC PROGRAM (USAP). ODF FORCES PROVIDE THE BULK OF AIR AND MARITIME CARGO AND PAX TRANSPORT THROUGHOUT ANTARCTICA/NEW ZEALAND JOA. ODF FORCES CONSIST OF ACTIVE DUTY, GUARD AND RESERVE FORCES FROM THE AIR FORCE, NAVY AND COAST GUARD AS WELL AS DOD CIVILIANS. ODF OPERATES FROM TWO PRIMARY LOCATIONS SITUATED AT CHRISTCHURCH, NEW ZEALAND AND MCMURDO STATION, ANTARCTICA. ODF WORKS CLOSELY WITH OTHER ANTARCTIC PROGRAMS TO INCLUDE THOSE OF NEW ZEALAND AND ITALY AS WELL AS THEIR RESPECTIVE DEFENSE FORCES.//

GENTEXT/SITUATION/

2. UNCLASSIFIED OVERVIEW: THE 13AEG IS OPERATIONAL AT CHRISTCHURCH, NZ. CONDITIONS AT MCMURDO STATION REPORTED GOOD. PEGASUS WHITE ICE RUNWAY APPROVED FOR USE BY AMC FOR WHEELED OPS.

GENTEXT/OPERATIONS/

3. UNCLASSIFIED OPERATIONS: C17 INTERCONTINENTAL MISSIONS IN PROGRESS.

A. GROUND SITUATION: NSTR

B. AIR SITUATION: NSTR

C. TERRORISM/CRITICAL INFRASTRUCTURE PROTECTION (AT/CIP): FPCON A

D. WEATHER:

/CHRISTCHURCH: GOOD

/MCMURDO STATION: WEATHER VFR FOR C17 OPS

/SOUTH POLE STATION: NSTR

E. PREVIOUS 24 HOURS MISSION FLOWN:

MDS	PLAN	FLOWN	PAX	TOT ACL	HOURS	REMARKS
-----	------	-------	-----	---------	-------	---------

C17 MISSION IN PROGRESS;

F. NEXT 24 HRS

(1) ON CONTINENT MISSIONS:

LC-130 ROUTINE - CATEGORY I-III  
NONELC-130 HIGH RISK - CATEGORY IV AND V  
NONE

(2) INTER-CONTINENTAL MISSIONS:

C17: NZCH-NZPG-NZCH; AIRBORNE XXXXZ // ETA NZPG XXXXZ; ETA NZCH XXXXZ/  
LC130: N/A//

G. VESSEL OPERATIONS: NSTR/

4. NSTR//

GENTEXT/LOGISTICS/

5. UNCLASSIFIED LOGISTICS.

A. SUPPLY: NSTR/

B. MAINTENANCE: NSTR/

AIRCRAFT STATUS:

00178 C17/NZCH/FMC

76-003301 LC130/NZCH/NMCBU ETIC JUN-JUL08; AT AIR NEW ZEALAND FOR PDM

C. POL: NSTR

D. TRANSPORTATION: NSTR//

E. FACILITIES: NSTR//

F. MEDICAL: NSTR//

G. NEXT 24-48 HRS: NSTR//

GENTEXT/COMMUNICATIONS CONNECTIVITY/

6. UNCLASSIFIED COMMUNICATIONS:

A. CURRENT SITUATION: NIPR CONNECTIVITY ESTABLISHED. SECURE COMMUNICATIONS ESTABLISHED VIA STE AT MCMURDO STATION, ANTARCTICA AND CHRISTCHURCH, NZ. SECURE FAX CONNECTIVITY ESTABLISHED/APPROVED MCMURDO STATION.

B. NEXT 24-48 HRS: NSTR//

GENTEXT/PERSONNEL/

7. UNCLASSIFIED JPERSTAT.

A. PERSONNEL ON-STATION:

LOCATION ACTIVE DUTY ANG AFRC USA USN USCG CIV OFFICER ENLISTED MALE FEMALE TOTAL  
PERSONNEL

CHRISTCHURCH 8 1 10 0 0 0 0 12 7 18 1 19

MCMURDO 0 0 0 0 0 0 9 0 0 7 2 9

GENTEXT/SIGNIFICANT POLITICAL MILITARY DIPLOMATIC EVENTS/

8. UNCLASSIFIED POL-MIL: NSTR//

A. CURRENT SITUATION: NSTR//

B. NEXT 24-48 HRS: NSTR//

GENTEXT/COMMANDERS EVALUATION//

9. COMMENTS: OPERATION DEEP FREEZE EXTENDED SEASON IN PROGRESS. TODAY'S MISSION TO MCMURDO STATION TO COMPLETE REDEPLOYMENT PHASE OF USAP PERSONNEL FROM ANTARCTICA. 304EAS WILL REDEPLOY MCCHORD AFB, WA / ETD NZCH XXAPRXXZ//

// COL XXX XXXX, DCJTF, CHRISTCHURCH, NZ; 011-64-3-358-1402//

**LESSONS LEARNED**

**Observation, Issue, Lesson Learned Input Format**

Full Name (Submitter):	Rank:	Unit/Office:
Event Name (Exercise/Operation):	Observation Submission Date:	
DSN/Comm Phone#:	Suggested OPR:	
NIPRNET Email Address:	Date:	Overall Classification:(U)

Note: Send the completed Lessons Learned Form to your respective Director or Division Chief for review and validation. You may also send the form directly to 13 AF/A9 L2 Division. However, these submissions will be addressed by Subject Matter Experts for validation before any public dissemination. PACAF/13 AF A9 Lessons Learned Email: 13AF.A9L2@HICKAM.AF.MIL

(U)TITLE:

(U)OBSERVATION:

(U)DISCUSSION:

(U)RECOMMENDATION:

(U)IMPLICATION:

(U)COMMENTS:

APPENDIX 4 TO ANNEX R TO USPACOM OPORD DEEP FREEZE

**SUMMARY INPUT**

**After Action Summary Input Format**

POC Name (First, Last):	Rank:	Sponsor:
Event Name:	Office of Primary Responsibility: A1	
Comm Phone#:	DSN Phone#:	
Email Address:	Date:	Overall Classification:(U)

Note: After completing the lesson form you may submit it to either your command lessons learned team or directly sent to PACAF A9 Lessons Learned. Entries submitted directly to PACAF/A9 are routed to Subject Matter Experts for validation before publication. PACAF A9 Lessons Learned Email: (NIPR) 13AF.A9L2@HICKAM.AF.MIL or (SIPR) 13AF.A9L2@HICKAM.AF.SMIL.MIL

TITLE: (U) (Summary) -

(U) GENERAL DESCRIPTION:

(U) DATES:

(U) LOCATION OF OPERATIONS:

(U) LOCATION OF PERSONNEL:

(U) OBJECTIVES:

(U) LIMITATIONS:

(U) MAJOR PARTICIPANTS: