



HEADQUARTERS
UNITED STATES EUROPEAN COMMAND
Office of the Chief of Staff
UNIT 30400
APO AE 09131

ECCS

21 May 2002

MEMORANDUM FOR DISTRIBUTION

SUBJECT: USEUCOM Policy Memorandum 02-01 (USEUCOM Network-Hosted TTP for Joint Operations Headquarters)

1 References:

- a. USEUCOM Directive 55-11, *Joint Task Force Headquarters Policies, Procedures and Organization*, July 2001.
- b. USEUCOM Directive 5-1, *Preparing, Distributing and Reviewing HQ USEUCOM Publications*, 18 Nov 98.

2. Background and Purpose:

- a. This memorandum establishes the policy for network-hosted presentation of tactics, techniques, and procedures (TTP) for USEUCOM Joint Operations Headquarters (JOHQ). JOHQ include standing joint force headquarters, joint task force headquarters, and the headquarters of joint force component commanders. The project name for on-line, network-hosted TTP presentation is USEUCOM TTP (ETTP).
- b. The purpose of the ETTP is to present JOHQ TTP, oriented to the user, in a manner that is easily accessed and maintained. It encompasses potentially all functions of the various JOHQ and is comprised of operational content and a technical architecture. The operational content is both directive (reference documents, excerpts, checklists, orders, etc.) and exemplary (templates, examples, lessons learned, descriptions, etc.). The technical architecture describes common design factors, technical standards, and network structures of the project.
- c. The concept behind the ETTP is to apply basic internet technologies to the management and presentation of the information pertinent to individual JOHQ commanders and staff members as an aide for both operations and training. Accordingly, the ETTP is an extension and projection of ED 55-11 (ref a). Paper-based methods for providing individual operators access to the information specific to their tasks have proven less effective and more expensive than we can afford. TTP are continually changing in response to new tasks, environments, and experiences; hence, paper-based presentations of TTP rapidly become obsolete.
- d. This policy applies to HQ USEUCOM and component commands. It establishes the scope and purpose of the ETTP, establishes responsibilities for its development and maintenance,

ECCS

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promotes a common user interface for ease of use, and mandates economy of effort through coordinated development.

3. Responsibilities:

a. ECJ3 is responsible for overall life-cycle management and direction of the ETTP project, in conjunction with the management of ED 55-11. ECJ3 will ensure coordination of the content of the ETTP and the coordination of functional requirements for related technical capabilities.

b. Each HQ USEUCOM office of primary responsibility for a section of ED 55-11 is responsible for the completeness, accuracy, and currency of the commensurate operational content of the ETTP. HQ USEUCOM Directors and concerned office chiefs will establish controls for the quality of ETTP content. Each OPR will arrange for at least one person qualified and authorized to post coordinated and approved material to that OPR's section of the ETTP.

c. ECJ6, in coordination with ECJ2 and other concerned Directorates, will develop and maintain the technical architecture of the ETTP in response to the functional requirements and will provide its hosting on appropriate networks. ECJ6 will oversee the electronic implementation of the ETTP in order to ensure adherence to the technical architecture and will program resources for required life-cycle support.

d. USEUCOM component commands will contribute their experience and insight in joint operations to improve and enhance the ETTP and will coordinate on ETTP content and technical issues.

e. USEUCOM JOHQ commanders will include use of the ETTP in joint training events and will provide specific recommendations on content and presentation in after actions and lessons learned reports.

4. Policy:

a. The ETTP will be the sole USEUCOM project for network-hosted, user-oriented presentation of JOHQ TTP.

b. The ETTP functionality will be based solely on the requirements of users as articulated by HQ USEUCOM staff offices and Component Commands and registered by ECJ3.

c. The ETTP design will exploit related Joint Staff and Joint Forces joint doctrine information technologies, for example, the Joint Doctrine Electronic Information System, when they become available.

ECCS

SUBJECT: USEUCOM Policy Memorandum 02-01 (USEUCOM Network-Hosted TTP for Joint Operations Headquarters)

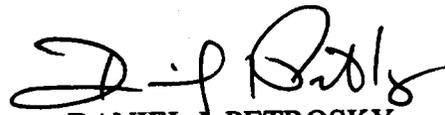
- d. The ETTP will be useable without further access by the user to underlying source documents to confirm the authority of the information in the ETTP. Directive and exemplary information will be clearly distinguished.**
- e. There should be minimal duplication of content between the ETTP and ED 55-1. The preferred documentation of JOHQ TTP (exclusive of policy) will be the ETTP.**
- f. The ETTP will share common data resources so that it employs a single copy of each source document.**
- g. The ETTP will employ a common technical architecture and file structure.**
- h. The ETTP will employ a common user interface “look and feel”, so common controls are accessed in the same manner and location, respond in the same manner, and present consistent information.**
- i. The ETTP project management will meet the coordination requirements of ED 5-1 (ref b) while allowing asynchronous update to maintain current content. While technical standards will be centrally maintained, page maintenance can be decentralized. Operational content will be developed and maintained close to the sources of subject matter expertise and then centrally coordinated for consistency.**
- j. ETTP design and, when appropriate, content, may be exploited to build similar capabilities for uses other than JOHQ, e.g. models for coalition on-line TTP. Such exploitation, however, must avoid redundant effort and resulting products will be named to preclude confusion with the ETTP.**
- k. The ETTP is the USEUCOM model for global user-oriented presentation of JOHQ TTP. USEUCOM will adopt global standards that will be developed in conjunction with globally common standard operating procedures. When a global, on-line TTP capability is created, USEUCOM will cede responsibility for globally common parts to HQ JFCOM but will retain responsibility for theater unique content.**

ECCS

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5. Effective Date: This memorandum is effective upon receipt. The policy herein will be formulated for inclusion in a future update of ED 55-11. This memorandum will be superceded with the issuance of that change.

FOR THE COMMANDER IN CHIEF:



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