

# CHAIRMAN OF THE JOINT CHIEFS OF STAFF MANUAL

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J-4  
DISTRIBUTION: A, B, C, J, S

CJCSM 3150.14B  
2 October 2005

## JOINT REPORTING STRUCTURE - LOGISTICS

References: See Enclosure E.

Purpose. This manual establishes:

- a. The policy of the Chairman of the Joint Chiefs of Staff on uniform reporting requirements for logistics matters under the Joint Reporting Structure (JRS).
  - b. Detailed procedures and sample reporting formats for logistics reports.
2. Cancellation. CJCSI 3150.14A, 30 April 2000, "Joint Reporting Structure (JRS) - Logistics," is hereby canceled.
  3. Applicability. This manual applies to the Joint Staff, combatant commands, Services, and Defense agencies.
  4. Procedures. Detailed procedures for preparing and submitting logistics data as part of the JRS are provided in the enclosures.
  5. Summary of Changes
    - a. This manual has been administratively updated to incorporate previous changes, comply with required Joint Staff format, and ensure references are current.
    - b. In anticipation of the updated Joint Publication (JP) 3-0, "Joint Operations," the term "CCDR" is used to abbreviate the term "combatant commander." "COCOM" is reserved to signify combatant command (command authority), per JP 1-02.

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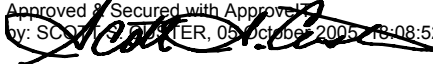
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6. Releasability. This manual is approved for public release; distribution is unlimited. DOD components (to include CCDRs), other federal agencies, and the public may obtain copies of this manual through the Internet from the CJCS Directives Home Page--<http://www.dtic.mil/doctrine>. Copies are also available through the Government Printing Office on the Joint Electronic Library.

7. Effective Date. This manual is effective upon receipt.

For the Chairman of the Joint Chiefs of Staff:

Approved & Secured with Approval  
by: SCOTT S. CUSTER, 05 October 2005 16:08:52

  
SCOTT S. CUSTER  
Major General, USAF  
Vice Director Joint Staff

Enclosures:

- A--Bulk Petroleum Contingency Report (REPOL)
- B--Bulk Petroleum Capabilities Report (POLCAP)
- C--Munitions Status Report (MUREP)
- D--Civil Reserve Air Fleet Summary Report (CRAFREP)
- E--References
- GL--Glossary

DISTRIBUTION

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Commanding General, Marine Corps Systems Command.....	2
Commander, Naval Supply Systems Command.....	2
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ENCLOSURE A

BULK PETROLEUM CONTINGENCY REPORT (REPOL)

1. Purpose. The REPOL provides Joint Staff, combatant commanders (CCDRs), Service components (SCs), Defense Energy Support Center (DESC), and Military Services information on bulk petroleum inventories, damage assessment for bulk petroleum distribution systems, and other information pertaining to bulk petroleum support posture. The REPOL is a wartime and/or contingency report and is not intended to replace reports needed to manage bulk petroleum resupply in accordance with DOD 4140-25M, "Management of Bulk Petroleum Products, Natural Gas, and Coal."

2. General

a. During a period of increased tension, or under wartime conditions, current and strategic information on bulk petroleum posture is required.

b. Either the Joint Staff or the supported CCDR can initiate the REPOL.

c. The REPOL is used by decision makers to make recommendations on petroleum resupply actions.

d. Reports and/or updates are required daily, at a time coordinated between the Joint Staff and the supported combatant command.

3. Responsibilities

a. Joint Staff. Activates REPOL reporting as warranted, providing specific reporting guidance to the supported CCDR. Joint Staff/J-4 is the sole approving authority for any software enhancements to the REPOL application.

b. CCDR. Coordinates REPOL reporting responsibilities within their respective area of responsibility (AOR). Responsible for ensuring components meet REPOL reporting requirements as promulgated by the Joint Staff.

c. SC. Establishes specific reporting requirements for subordinate units to meet prescribed reporting guidance.

d. Operator. Responsible for providing unit level data.

4. Reporting Instructions

a. Specific reporting instructions will be published in the REPOL activation message and/or e-mail.

b. CCDRs should submit reports to Joint Staff/J-4 using the following methods (listed in priority order):

- (1) Web-based REPOL
- (2) Secure e-mail
- (3) Hard copy secure fax
- (4) Secure voice

c. CCDRs should establish local controls to ensure all reports are submitted within prescribed timeframes.

5. Data Elements. REPOL data elements are contained in Table A-1.

<b>Data Field</b>	<b>Definition</b>	<b>Data Entry Responsibility</b>
<b>Product</b>	Type of fuel	Operator
<b>Opening Inventory</b>	Closing inventory from previous day	Calculated field (brought forward from previous days closing inventory)
<b>Issues</b>	Issues + shipments in last 24 hours	Operator
<b>Receipts</b>	Received in last 24 hours	Operator
<b>Closing Inventory</b>	Fuel inventory	Calculated field (beginning inventory + receipts – issues/ shipments, + or – gains or losses)
<b>Operating Gain/Loss</b>	The difference between the book and physical inventories	Calculated field (book inventory – physical inventory)
<b>Usable Storage</b>	Storage available	Operator
<b>Daily Demand Rate</b>	Average of the previous 7 days of issues	Operator
<b>Days of Supply</b>	On hand days of supply	Calculated field (physical inventory divided by daily demand rate)
<b>Stockage Objective</b>	Inventory objective	Combatant Command
<b>Forecasted Receipts</b>	Forecasted receipts for the next 24, 48, 72, and 96 hours	Operator
<b>Equipment</b>	Type of bulk petroleum distribution equipment	Operator
<b>On Hand</b>	Equipment on hand	Operator
<b>In Service</b>	Equipment in service	Operator
<b>Out of Service</b>	Equipment out of service	Operator
<b>Excess</b>	Equipment not needed	Operator
<b>Personnel</b>	Enlisted/Officer/Warrant Officer/Contractor	Operator
<b>Authorized</b>	Personnel authorized	SC
<b>Assigned</b>	Personnel assigned	Operator
<b>Remarks</b>	Any pertinent remarks/information that must be passed on to include facility damage	Joint Staff, Combatant Command, SC, or Operator

Table A-1: REPOL Data Elements

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## ENCLOSURE B

## BULK PETROLEUM CAPABILITIES REPORT (POLCAP)

1. Purpose. The POLCAP provides the Joint Staff, Military Services, and DESC with an assessment of bulk petroleum capabilities to support contingency requirements in a specific theater or sub-theater area.
2. Submitted By. The Joint Petroleum Offices (JPO) of US Central Command, US European Command, US Pacific Command, and US Southern Command will submit the POLCAP report and updates.
3. Submitted To. POLCAPs will be submitted to the Joint Staff/J-4, with information copies to the Services, DESC, and other JPOs.
4. When Submitted. The POLCAP will be submitted annually and is due not later than 1 May of each year. During periods of increased activity or tensions, the Joint Staff/J-4 may require updates to the latest annual POLCAPs to ensure that essential bulk petroleum capability assessments are readily available to support required actions.
5. How Submitted
  - a. Classification. Reports are classified according to content.
  - b. Transmission. Annual reports are submitted by message, e-mail, or fax.
6. Report Content. The POLCAP will contain the following information:
  - a. Bulk Petroleum Distribution. Provide concept of resupply and method of distribution for theater and sub-theater areas.
  - b. Bulk Storage. Provide the size, type, and number of tanks by location.
  - c. Host-Nation Support (HNS). Provide levels and/or status of HNS petroleum capabilities.
  - d. Commercial Sources of Refined Products. Provide estimates of the durability of resupply from contract sources for theaters and of the potential to expand overseas sources to meet contingency requirements.
  - e. Status of and Requirements for Bulk Fuel Handling Equipment. Provide the following data:

	Usable on Hand	Total Required
Tank cars		
Tank trucks (line haul)		
Refueling trucks		
Portable petroleum distribution systems (by type)		
Inland petroleum distribution system		
Offshore petroleum discharge system		
Console-capable tankers (by type: alongside, astern, modular delivery system)		

f. Fixed Facilities. Provide the number, type, and status of fixed fuel facilities.

g. Constraints. Provide information on constraints and limitations.

h. Correcting Deficiencies. Provide information on actions being taken to correct deficiencies.

i. Other. Provide other petroleum capability information as appropriate.

## ENCLOSURE C

## MUNITIONS STATUS REPORT (MUREP)

1. Purpose. The MUREP provides the Joint Staff, CCDRs, SCs, and Military Services with the ability to monitor critical munitions worldwide that affect warfighting capabilities during hostilities, emergencies, or exercises. In addition, the reported information may be used in support of the Joint Materiel Priorities and Allocation Board deliberations.

2. General Guidance

a. Either the Joint Staff or the supported CCDR can initiate MUREPs. Typically, the Joint Staff will initiate MUREP reporting on critical munitions during contingencies and exercises. CCDRs may elect, but are not required, to report theater munitions during peacetime.

b. Reports and/or updates will be posted to the MUREP Web site cited in the activation message. SCs and/or subordinate units within the supported CCDR's AOR are responsible for reporting. Once posted, this data will be available for other MUREP users to view.

c. Daily reporting timeframes will be operation-specific (as listed on the activation document) and are intended to provide senior leadership with timely data while maintaining data integrity throughout the process. All units are required to report their available inventory upon entry into the supported CCDR's AOR. Negative reports beyond this initial report are not required. If units have not reported by the prescribed reporting timeframe, the MUREP application will carry forward ending balances from the previous day of operation.

d. Data entry is required not later than 6 hours after the end of a predetermined 24-hour operation cycle, such as the air tasking order (ATO), as coordinated between the Joint Staff and the supported CCDR. Reports will address the ammunition status of all US forces assigned or within their operational control. Reports will also be recorded in terms of complete round equivalents.

e. The Web-based MUREP is accessible through the SECRET Internet Protocol Router Network (SIPRNet) and is controlled through a personal login and password. All users granted Global Command and Control System (GCCS) access will receive read-only access to MUREP. Non-GCCS users should refer to the Joint Staff/J-4 non-secure internet protocol router network and SIPRNet Web sites for detailed guidance on how to obtain a personal identification and password as well as the access request form.



f. Units have the ability to revise previous reports. Due to the time-sensitive nature of MUREP data, such revisions are discouraged and should not be made beyond 24-hours after the initial report. Revisions beyond this timeframe should be made to the current reporting date with remarks used to justify such adjusting entries.

3. Responsibilities. The Web-based MUREP incorporates a role-based approach toward data management, recognizing six specific access levels. Each access level has a unique main menu, tailored to the functional responsibilities highlighted below:

a. Service Headquarters. Establishes the master list of units and munitions that make up the data baseline from which theater-specific units and/or munitions are built. These master lists require periodic update (at least semiannually) to maintain currency. Service Headquarters are also responsible for providing global inventory data. Such global inventories are intended to provide users with macro-level Class V asset visibility as reflected by Service inventory management systems.

b. Joint Staff. Creates operation files in the MUREP when such reporting is warranted by Joint Staff and/or CCDRs; determines the “critical” munitions to be tracked for a given operation after coordination with the supported CCDR; and activates MUREP as warranted, providing specific reporting guidance to the supported CCDR(s). Joint Staff/J-4 also serves as the authority for approving software enhancements related to the Web-based MUREP application.

c. CCDR. Coordinates MUREP reporting responsibilities within their respective AORs ensuring total Class V asset and expenditure visibility is attained; overall responsibility for meeting MUREP reporting requirements as promulgated by the Joint Staff; subordinate reporting levels confirm connectivity with the Web-based MUREP; “critical” munitions are added as considered appropriate; and secondary role as SC and operator is performed when subordinates are unable to do so.

d. SC. Establishes specific reporting requirements for subordinate units to meet prescribed reporting guidance, ensuring that total Class V asset and expenditure visibility is attained; assigns units to the MUREP operation as forces flow in/out of their AOR to allow for proper aggregation of unit reporting; can add “critical” munitions as considered appropriate; enters theater-level due-ins and theater-level requirements for each “critical” munition tracked under a given MUREP operation; and performs a secondary role of operator when subordinate operators are unable to do so.

e. Operator. Lowest reporting level, responsible for providing unit-level Class V inventory transactions--receipts, combat expenditures, transfers, and other expenditures--as changes occur in accordance with Joint Staff guidance contained in the activation message and/or e-mail.

f. Read-Only. Allows users to view data reported by other users without edit or write capability.

#### 4. Specific Reporting Instructions

a. Items to be Reported. The Joint Staff, CCDRs, and SCs will collectively comprise the list of "critical" munitions to be tracked in MUREP. Normally these are items critical to operation plan execution. Critical munitions will be tracked as complete rounds and requests to track at the component level require Joint Staff/J-4 approval.

b. General Rules for Preparation of Reports. MUREP updates will be performed by accessing the designated SIPRNet Web site in accordance with Joint Staff-guidance published during activation. MUREP data elements are:

<b>Data Field</b>	<b>Definition</b>	<b>Data Entry Responsibility</b>	<b>Application Function</b>
<b>Munition</b>	Name of munition	JS, CC, SC	Group munitions to operation
<b>DOD Identification Code (DODIC)/Navy Ammunition Logistics Code (NALC)</b>	DOD item code/ naval ammunition logistics code	JS, CC, SC	Group munitions to operation
<b>Requirement</b>	Theater requirement for a given critical munition	SC (primary), CC (alternate)	Update theater requirements
<b>Beginning Balance</b>	Amount of combat-usable assets on hand at the reported unit/location at the beginning of the day of operation. For ground units this amount should include ammunition basic loads carried by combat units.	Calculated field = previous day ending balance	New MUREP/ Update MUREP
<b>Receipts/ Gains</b>	Amount of combat-usable assets received by the reporting unit/location	Operator (primary), SC and CC (alternate)	New MUREP/ Update MUREP
<b>Combat Related Expenditures</b>	Amount of a munition that has been propelled from launcher, to include jettisons and mission-related mishaps	Operator (primary), SC and CC (alternate)	New MUREP/ Update MUREP
<b>Transfers</b>	Amount of combat-usable assets transferred to another unit/location	Operator (primary), SC and CC (alternate)	New MUREP/ Update MUREP
<b>Other Loss</b>	Amount of combat-usable assets that	Operator (primary),	New MUREP/

<b>Data Field</b>	<b>Definition</b>	<b>Data Entry Responsibility</b>	<b>Application Function</b>
	do not meet the definition of a combat-related expenditure	SC and CC (alternate)	Update MUREP
<b>Ending Balance</b>	Amount of combat-usable assets on hand at a given unit/location at the end of the day of operation. For ground units this amount should include ammunition basic loads carried by combat units.	Calculated field = beginning balance (+) receipts (-) combat expenditures (-) transfers (-) other expenditures	New MUREP/ Update MUREP
<b>Total Expenditures</b>	Total combat-related expenditures for the duration of the MUREP operation	Calculated field = total combat-related expenditures throughout the MUREP operation	Query MUREP
<b>Expended Per-Day</b>	Average combat-related expenditures for the entire operation	Calculated field = total combat-related expenditures (divided by) day of operation	Query MUREP
<b>7-Day Expenditure Rate</b>	Average combat-related expenditures for the previous 7 days	Calculated field = total combat-related expenditures for last seven days of operation (divided by) 7	Query MUREP
<b>O/H Days of Supply</b>	On hand days of supply - the number of days needed to exhaust remaining inventory based on the average combat expenditures.	Calculated field = (ending balance (+) theater due-ins) (divided by) expended per-day	Query MUREP
<b>Due Ins</b>	Theater due-ins - complete round munitions that are inbound to the supported CCDR's AOR. After the user has entered this data, the system will display theater due-ins incrementally as follows: 1-10 days 11-20 days >21 days	SC (primary), CC (alternate)	Update theater due-ins
<b>Estimated Capability</b>	Percentage of requirement that is available within the supported CCDR's AOR. This metric will be incremental to address phased requirements	Calculated field = (ending balance (+) due-ins) divided by (theater requirements)	Query MUREP (summary level only)

Table C-1. MUREP Data Elements

c. Alternate Reporting. The Web-based MUREP has built-in redundancy that enables combatant command and SC staffs to report on behalf of any subordinate user if such user is unable to meet the prescribed reporting deadline. As a last option, CCDRs should submit an offline report to the Joint

Staff/J-4, with information copies to each of the Service HQs, in the format of Table C-2 of this enclosure. CCDRs should establish local controls that ensure such offline reports are submitted within prescribed timeframes. CCDRs should submit aggregate offline reports to Joint Staff/J-4 using the following methods (listed in priority order):

- (1) Excel spreadsheet attachments forwarded via SIPRNet
- (2) Hard copy secure facsimile
- (3) Secure voice

d. Ground Combat Expenditures. The ground warfight does not lend itself to timely capturing of combat expenditures because Army and Marine Corps inventory management systems do not maintain visibility over munitions after they are issued from ammunition supply activities (ASA). Combat units will engage the warfight with an ammunition basic load (ABL) and will require replenishment throughout the warfight, maintaining ABL quantities to sustain the warfight. Ground combat expenditures will be recorded in MUREP as ASAs issue munitions to replenish a combat unit's ABLs.

e. Force Rotation. SCs should carefully monitor the flow of forces in and out of theater to ensure that all units are properly assigned to MUREP in order to maintain accurate Class V asset visibility throughout the duration of the operation and/or exercise.

f. SIPRNet Connectivity. The Web-based MUREP is accessed through the SIPRNet. Combatant commands need to ensure that subordinate reporting levels confirm connectivity with the Web-based MUREP. At a minimum, quarterly connectivity confirmations will be made by geographic CCDRs to enhance lead-time regarding activation of reporting.

g. Other Instructions. For CJCS-sponsored exercises, the Services will develop exercise start (STARTEX) databases to reflect asset posture in the wholesale and retail systems for all exercise-selected munitions items. The Services will disseminate STARTEX data to their components not later than 1 month before the STARTEX date, with information copies to the Joint Staff/J-4/SAIL Division and participating CCDRs. The Joint Staff will announce the "as of date" to be used by the Services in developing the STARTEX data. Commands will use the Service provided data for initial report preparation.

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APPENDIX A TO ENCLOSURE C

SAMPLE MUREP FORMAT

MUNITION	DODIC/ NALC	REQUIR- MENT	BEGIN BALANCE	RE- CEIPTS/ GAINS	COMBAT EXPEND -ITURES	OTHER LOSS	ENDING BALANCE	TOTAL EXPEN D-ED	EXP PER DAY	7 DAY AVG EXP	ON- HAND DAYS OF SUPPLY	THEATER DUE-INS	ESTIMAT-ED CAPABILITY

Table C-A-1. Sample MUREP Format

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## ENCLOSURE D

## CIVIL RESERVE AIR FLEET SUMMARY REPORT (CRAFREP)

1. Purpose. The purpose of the CRAFREP is to provide the Chairman of the Joint Chiefs of Staff with summary information on the availability status of the civil reserve air fleet (CRAF) during wartime or increased readiness conditions.
2. Submitted By. Commander, US Transportation Command.
3. Submitted To. J-4 Mobility Division and Joint Logistics Operations Center with information copied to CCDRs.
4. When Submitted. Within 6 hours after declaration of a national emergency or when directed by the Chairman of the Joint Chiefs of Staff. After the initial report, follow-on reporting will be every 24 hours after the activation message or as needed.
5. How Submitted
  - a. Classification. Reports will be classified according to content.
  - b. Transmission. Reports will be submitted by message or e-mail (secure if required).
  - c. Precedence. Messages will be submitted with a precedence of IMMEDIATE.
  - d. MINIMIZE. Imposition of MINIMIZE will not change the method of transmission or precedence of message.
6. Report Indicator. CRAFREP (CR)
7. Specific Reporting Discussions
  - a. This is a semi-formatted narrative report.
  - b. The CRAFREP is rendered for civil reserve aircraft under the mission control of the Commander, Air Mobility Command, and is prepared in two parts using the format specified in paragraph 8 below.



## 8. Report Content

a. Parts I-A through I-C, Statistical Data. CRAF availability information by passenger, cargo, and aeromedical aircraft is reported in seven columns as shown below. See the sample report in Appendix A. (Part I-A--Statistical Data for Passenger (PAX) Aircraft; Part I-B--Statistical Data for Cargo Aircraft; and Part I-C--Statistical Data for Aeromedical Aircraft.)

Column No. and Heading	Type of Data
(1) A/C	Enter type of aircraft, using civilian designation
(2) 6H	Enter number of aircraft available in 6 hours
(3) 12H	Enter number of aircraft available in 12 hours
(4) 1D	Enter number of aircraft available in 24 hours
(5) 2D	Enter number of aircraft available in 48 hours
(6) 4D	Enter number of aircraft available in 96 hours
(7) UNAV	Enter number of aircraft unavailable because of heavy maintenance or other reasons

b. Part II, Comments. Comment on any circumstance or condition that affects the readiness and operation of these forces.

APPENDIX A TO ENCLOSURE D

SAMPLE CRAFREP

ORIGINATOR OF REPORT

ADDRESSEE

CLASSIFICATION

REPORT IDENTIFICATION

PART I-A--STATISTICAL DATA FOR PAX AIRCRAFT

A/C	6H	12H	1D	2D	4D	UNAV
B747	4	8	12	40	40	0
L1011	2	3	4	32	32	0
DC-10	1	4	4	30	20	0
MD-11	1	0	2	2	2	0

PART I-B--STATISTICAL DATA FOR CARGO AIRCRAFT

A/C	6H	12H	1D	2D	4D	UNAV
B747F	2	5	6	6	6	0
DC8C/F	3	6	10	10	12	1
MD-11F	0	0	0	8	8	0
DC-10F	2	4	4	4	6	0

PART I-C--STATISTICAL DATA FOR AEROMEDICAL AIRCRAFT

A/C	6H	12H	1D	2D	4D	UNAV
B767	0	0	2	13	13	0

PART II--COMMENTS

COM 1. AIRLIFT FORCES ARE OPERATIONALLY READY BUT NONAVAILABILITY OF PARTS FOR DC8C/F FLEET CONSTITUTES A SERIOUS HANDICAP FOR ANY PROLONGED AIRLIFT OPERATIONS.

DECL/OADR//(If required)

Note: End of sample report. Figures are used for illustration and do not reflect current capability.

ENCLOSURE E

REFERENCES

- a. CJCSI 3110.03 Series, "Logistics Supplement to the Joint Strategic Capabilities Plan (JSCP) FY 2005 (U)"
- b. CJCSI 3110.11 Series, "Mobility Supplement to the Joint Strategic Capabilities Plan for FY 2002 (U)" (current as of 10 January 2005)
- c. CJCSM 3122.01 Series, "Joint Operation Planning and Execution System (JOPES) Volume 1 (Planning Policies and Procedures)"
- d. CJCSM 3122.03 Series, "Joint Operation Planning and Execution System Volume II Planning Formats and Guidance"
- e. CJCSM 3150.02 Series, "Global Status of Resources and Training System (GSORTS)"
- f. CJCSM 3150.16 Series, "Joint Operation Planning and Execution System Reporting Structure (JOPESREP)"
- g. CJCSM 3150.23 Series, "Joint Reporting Structure (JRS) Logistics Factors Report"
- h. CJCSI 3401.01 Series, "Chairman's Readiness System"
- i. DOD 8910.1-M, 30 June 1998, "Department of Defense Procedures for Management of Information Requirements"
- j. DODD 4140.25, 12 April 2004, "DoD Management Policy for Energy Commodities and Related Services"
- k. DODD 7730.65, 3 June 2002, "Department of Defense Readiness Reporting System (DRRS)"
- l. Joint Publication 0-2, 10 July 2001, "Unified Action Armed Forces (UNAAF)"
- m. Joint Publication 1-02, 12 April 2001 (as amended through 9 May 2005), "Department of Defense Dictionary of Military and Associated Terms"
- n. Joint Publication 3-0, 10 September 2001, "Doctrine for Joint Operations"
- o. Joint Publication 4-0, 6 April 2000, "Doctrine for Logistic Support of Joint Operations"

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## GLOSSARY

### ABBREVIATIONS AND ACRONYMS

AOR	area of responsibility
ASA	ammunition supply activity
CCDR	combatant commander
CJCS	Chairman of the Joint Chiefs of Staff
COCOM	combatant command (command authority)
CRAF	civil reserve air fleet
CRAFREP	Civil Reserve Air Fleet Summary Report
DESC	Defense Energy Support Center
DOD	Department of Defense
DODIC	DOD Identification Code
GCCS	Global Command and Control System
HNS	host-nation support
JP	joint publication
JPO	Joint Petroleum Office
JRS	Joint Reporting Structure
JS	Joint Staff
MUREP	Munitions Status Report
NALC	Navy Ammunition Logistics Code
PAX	passengers
POLCAP	Bulk Petroleum Capabilities Report
REPOL	Bulk Petroleum Contingency Report
SC	Service Component
SIPRNet	SECRET Internet Protocol Router Network
STARTEX	exercise start

Note: Terms and definitions are not standardized within the Department of Defense and are applicable only in the context of this document. Refer to JP 1-02.

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