

# JEFF OPS SitRep

JEFF Laboratory

Date  Thru Date

## 1) Log Issues

### \* Equipment status:

- Operational:

- Malfunctions:

- Deadlined:

- Repairs:

- Notes  
Comments:

### \* Shipments Received:

- Number of Shipments

Please fill out a section per shipment order. (If more space is needed add list to Notes section.)

1) - Carrier:

- Type of Shipment

- Date Received

- TCN or Tracking #

Notes

2) - Carrier:

- Type of Shipment

- Date Received

- TCN or Tracking #

Notes

3) - Carrier:

- Type of Shipment

- Date Received

- TCN or Tracking #

Notes

4) - Carrier:

- Type of Shipment

- Date Received

- TCN or Tracking #

Notes

- Notes/  
Comments:

**\* Orders Placed:****- # of Orders Placed:**

Please fill out a section per shipment order. (If more space is needed add list to Notes section.)

1) - Date Order Placed:

- Type of Order:

- For What Discipline:

Notes

2) - Date Order Placed:

- Type of Order:

- For What Discipline:

Notes

3) - Date Order Placed:

- Type of Order:

- For What Discipline:

Notes

4) - Date Order Placed:

- Type of Order:

- For What Discipline:

Notes

**- Notes/  
Comments:****2) Operational Issues****\* Cases:**

	LP	DNA	FA
Received	<input type="text"/>	<input type="text"/>	<input type="text"/>
Closed	<input type="text"/>	<input type="text"/>	<input type="text"/>
Pending	<input type="text"/>	<input type="text"/>	<input type="text"/>
Items *	<input type="text"/>	<input type="text"/>	<input type="text"/>

\* Number of Items worked per closed case; per discipline

	LP	DNA	FA
Database Uploads	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hits/Matches	<input type="text"/>	<input type="text"/>	<input type="text"/>
10 Print Cards	<input type="text"/>	N/A	N/A

**- Notes/  
Comments:**

**\* Tours Conducted:****- Number of Tours:**

Please fill out a section per tour (If more space is needed add list to Notes section.)

1)

-Number of People In Tour:

-Date of Tour:

-Notes/Comments:

Any VIP's, etc.

2)

-Number of People In Tour:

-Date of Tour:

-Notes/Comments:

Any VIP's, etc.

3)

-Number of People In Tour:

-Date of Tour:

-Notes/Comments:

Any VIP's, etc.

4)

-Number of People In Tour:

-Date of Tour:

-Notes/Comments:

Any VIP's, etc.

**- Notes/  
Comments:****\* Training Conducted by JEFF personnel:**

Please fill out a section per training (If more space is needed add list to Notes section.)

1)

- Groups Trained

- Hours of Training:

Total Hours per  
report period

- Subject Training Covered:

- Who Conducted  
Training:Notes/  
Comments:

2)

- Groups Trained

- Hours of Training:

Total Hours per  
report period

- Subject Training Covered:

- Who Conducted  
Training:Notes/  
Comments:

3)

- Groups Trained

- Hours of Training:

Total Hours per  
report period

- Subject Training Covered:

- Who Conducted  
Training:Notes/  
Comments:

4)

- Groups Trained

- Hours of Training:

Total Hours per  
report period

- Subject Training Covered:

- Who Conducted  
Training:Notes/  
Comments:

**\* Training Conducted by JEFF personnel (cont):**

- Notes/Comments:  
Other Training/  
Presentations/  
assistance given by  
JEFF personnel to  
other programs

**\* Contracts Pertaining to the Laboratory:**

- Vehicles:

- Gators:

- Work Orders:

\* Notes:

- Maintenance:  
(scheduled and  
responsive)

**\* Personnel:**

- Changes to  
Operations  
Calendar:

- Personnel  
Issues  
(i.e.medical,  
accommodations,  
etc)

**4) IT Issues:**

**\* Number of Operating Computers;**

- NIPR:

JEFF provided

Theater Provided

- SIPR:

JEFF provided

Theater Provided

- IBIS Workstations:

- ET Workstations:

- Iridium Phones

- DNA Workstations:

- DDR Workstations:

-Satellite Phones:

Please fill out a section per phone

1) SN:

2) SN:

3) SN:

Assigned To:

Assigned To:

Assigned To:

4) IT Issues (cont):

\* **Number of BAE laptops:**

-Laptops:

Please fill out a section per laptop(If more space is needed add list to Notes section.)

1) SN:

Assigned To:

2) SN:

Assigned To:

3) SN:

Assigned To:

1) SN:

Assigned To:

2) SN:

Assigned To:

3) SN:

Assigned To:

- Notes/  
Comments:

5) Request for Information:

- RFI:

6) Photo Documentation:

- Photo Doc.

7) Recommendations/ Comments:

- Comments: