



UJTL Roles and Responsibilities

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DRAFT



Chairman, Joint Chiefs of Staff

- Unified Combatant Commands**
- US Africa Command
 - US Central Command
 - US European Command
 - US Northern Command
 - US Pacific Command
 - US Southern Command
 - US Special Operations Command
 - US Strategic Command
 - US Transportation Command

- Services**
- United States Army
 - United States Marine Corps
 - United States Navy
 - United States Air Force
 - United States Coast Guard
 - National Guard Bureau

- Joint Staff Directorates**
- J-1, J-2, J-3, J-4, J-5, J-7*, J-8

- Combat Support Agencies**
- Defense Contracting Management Agency
 - Defense Information Systems Agency
 - Defense Intelligence Agency
 - Defense Logistics Agency
 - Defense Threat Reduction Agency
 - National Geospatial-Intelligence Agency
 - National Security Agency

* JS J-7 Manages UJTL program for CJCS



- OPOCs are provided by every Combatant Command (CCMD), Service, Combat Support Agency (CSA), Joint Staff Directorate, & NGB
 - CJCSI 3500.02/A & JSAP directed assignment and roles/responsibilities
- Point of contact for all UJTL matters to ensure continuity
- Educates and trains organization on the UJTL
- Task development assistance to organization and submission to JS J7 through the UJTL Task Development Tool (UTDT)
- Staffs UJT candidates/change requests submitted by the joint community to organization's subject matter experts
 - Adjudicates all comments & Submits organization's "vote" and comments to JS J7 through UTDT *FEA checklist available for OPOC use is resident on JDEIS and within CJCSM 3500.04F*

A listing of OPOCs may be found on the JDEIS UJTL Portal

The Organizational Point of Contact (OPOC)



- Read the manual!
- Understand the UJTL: it's purpose, importance, process, and guidelines for submission at minimum
- Educate your organization
- Know how to navigate UTDT and JDEIS
- Coordination:
 - JMETL efforts
 - All change requests/candidates with organization (especially w/ JMETL manager[s] and SMEs)
 - OPOC designation revisions sent to JS J7



Expectations

The Organizational Point of Contact (OPOC)

- Provide adequate submissions
 - Adequate rationale and association (e.g. breaking this task into 2) is provided within field
 - All tasks submitted conform with the FEA checklist
 - New actions are not submitted prior to searching the UJTL for similar existing actions
 - Existing tasks are revised in conformance with UJTL guidelines
 - Tasks are consistent with doctrine
 - Correct format is used for modification:
 - blue underline = new text
 - ~~red strikethrough~~ = delete published text
 - Arial strikethrough must be downloaded to the MS Font Directory
 - Published task = all black text



- Common UJTL RFIs:
 - JCA to UJTL mapping
 - UJTL diagram / horse blanket
 - JDEIS navigation
 - Finding an organization's JMETL
 - Status of submitted tasks
- Reoccurring UJTL concerns
 - My OPOC has not responded
 - I don't have an OPOC
 - Commander/Director requires specific tasks
 - Classified information (e.g. measures)



Trends & Common Requests

- Trends

- Submissions

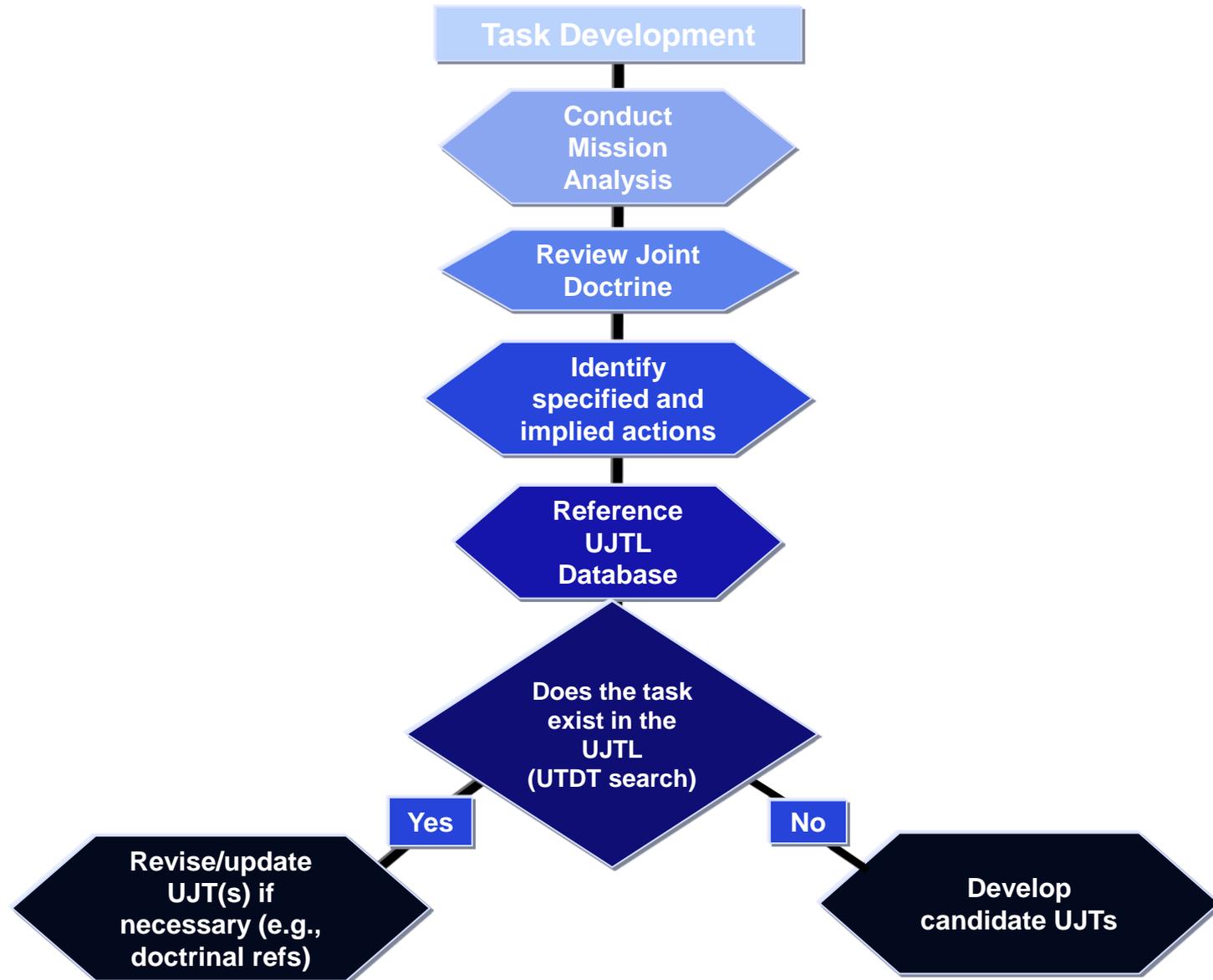
- Duplicate actions submitted (legacy action exists, requires update)
 - Functional tasks submissions
 - Modification of Legacy tasks without following guidelines (ensuring entire task is revised to conform)
 - Improper formatting / Changes reflected does not correctly display existing task (in black)
 - Yes/No measures
 - Measures in a task do not match task title (therefore, disregarded)

- Staffing

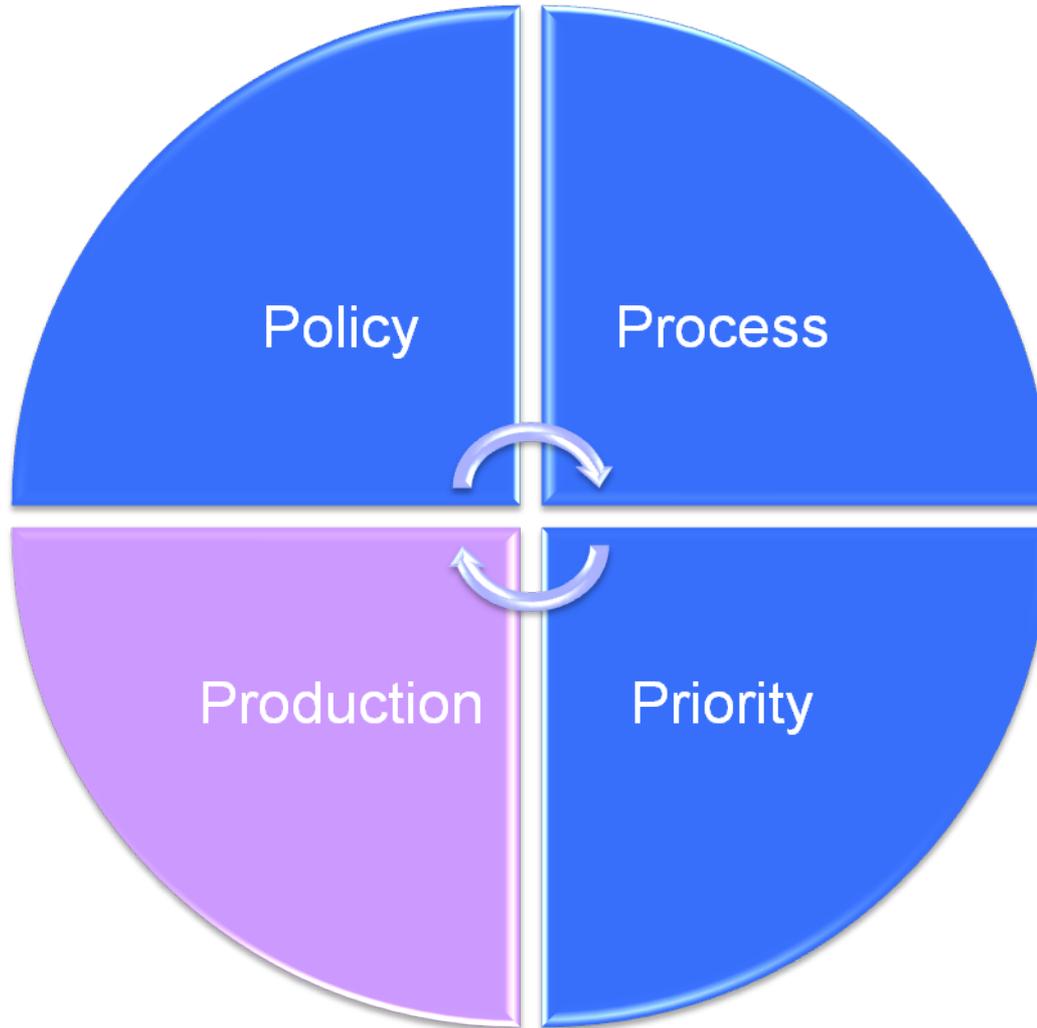
- *Mitchell, please insert common staffing trends*

Working Group Methodology

Recommended UJT Development Process



Modifications to existing UJTs require entire task meet UJTL Submission Guidelines



JS J7 S&P JETD

JS J7 JCW JDSD

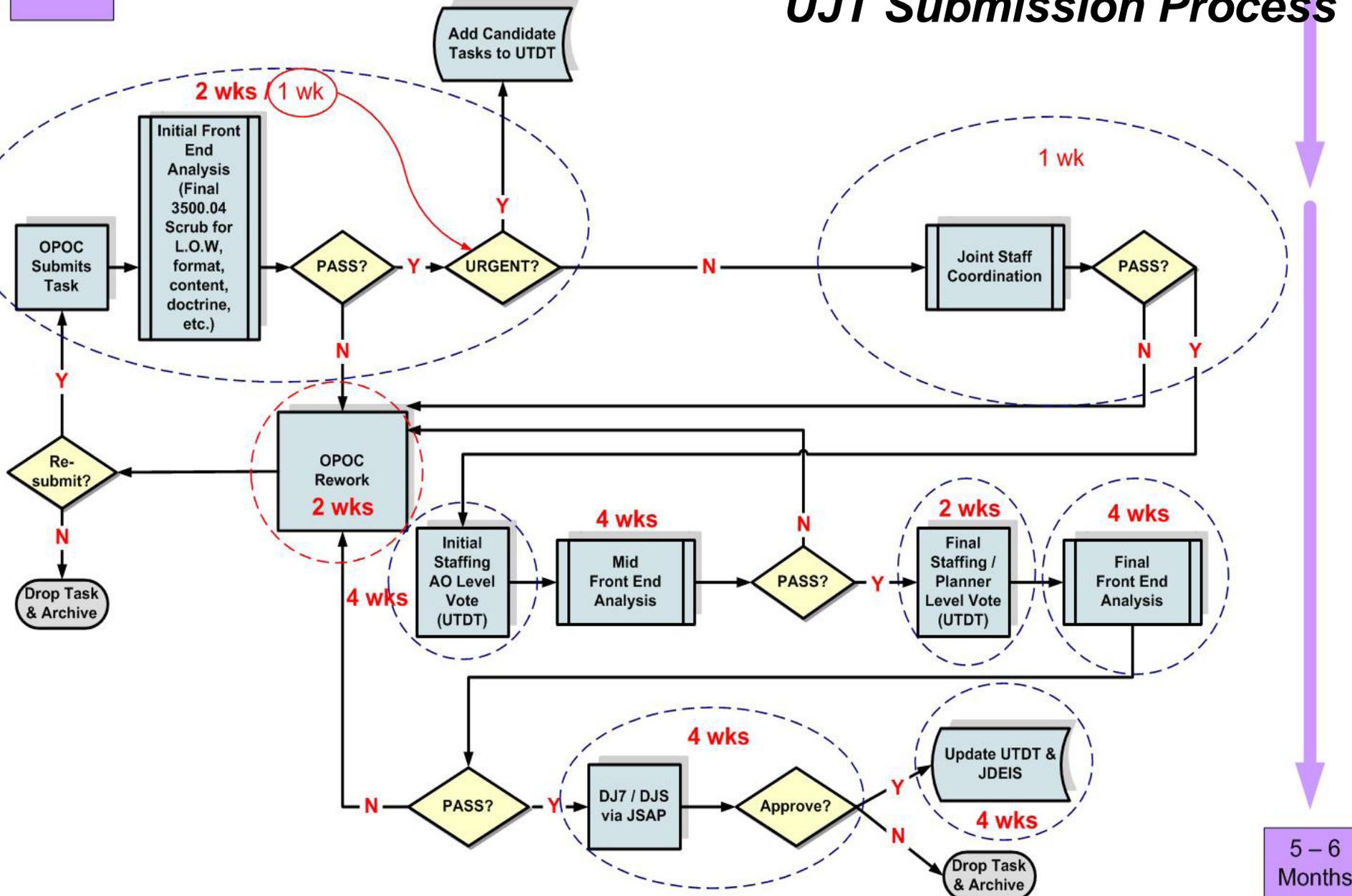
UJTL Program Roles and Responsibilities



- UJTL Program Execution and oversight
- UJTL Management
- Systems management, integration and interoperability
 - UTDT administration and assistance
- Leading Overall UJTL Education effort
- UJT development assistance and process expertise
- OPOC management, training, and assistance
- Performing FEA on and subsequently accepting or rejecting all task submissions
 - Providing rationale and recommendations for all rejected tasks
 - Staffing, adjudicating and facilitating publication of all accepted tasks
 - *Must reference SOP (at work) for more concise and accurate verbiage*

Start

UJT Submission Process



* "Pass" Criteria is determined as consistent with CJCSI 3500.02A & CJCSM 3500.04 F. If candidates/change requests are not deemed acceptable, the OPOC and/or JS J7 will send back to submitter for rework



Common UJTL Misperceptions

- **Misperception #1: If you build it, they will come**
 - The UJTL is a menu of mission tasks. The commander will chose those tasks most applicable to their mission.
 - Creating a new UJT only adds to/ expands the menu
- **Misperception #2: In order to report readiness or training, the organization's name, capability or other key words must be in the UJT**
 - UJTs will not be created for any one organization or capability– rather, they must be universal for use by any organization, anywhere
 - Commanders/Directors tailor the task selected by applying standards & conditions (within METL)
 - Individual tasks are not capabilities– they are assigned to provide capabilities

Common UJTL Misperceptions (cont.)



- **Misperception #3:** UJTs are owned and modifications should only be made by the authoring subject matter expert/organization
 - No one owns a UJT– they are universal & used by the entire joint community
 - **Anyone** (or any organization) may recommend modifications or deletions– the change request will be staffed to the UDC for concurrence and comment
- **Misperception #4:** The UJTL is not related to readiness reporting and the joint training system
 - J/AMETL development: Must use the UJTL for selection of METs
 - J/AMETL developed and assessed within DRRS (readiness reporting) & trained to / assessed in JTIMs (joint training system)
 - METL Development and Assessment efforts should involve the OPOC

UJTL Resources

UJTL Task Development Tool (UTDT): <http://jdeis.js.smil.mil/jdeis/index.jsp>

JDEIS UJTL Portal (SIPR)*: <http://jdeis.js.smil.mil/jdeis/index.jsp>

JDEIS UJTL Portal (NIPR)*: <https://jdeis.js.mil/jdeis/index.jsp>

UJTL JKO Page: <https://www.us.army.mil/suite/page/629598>

UJTL Policy: CJCSI 3500.02A

UJT Manual: CJCSM 3500.04F

** JDEIS UJTL portal updated quarterly. UTDT (link resident on JDEIS) is a real-time resource*



Joint Staff UJTL Program

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Back-Up slides

A Recap: Universal Joint Task List (UJTL)

What is it?



- The Universal Joint Task List (UJTL) serves as a **menu of mission tasks in a common language**
- Functions as the **foundation** for capability-based planning, readiness reporting, and joint training across the range of military and interagency operations.
- Universal Joint Tasks (UJTs) define current and potential capabilities of the DoD
- UJTs are **universal** and **joint**

A task is an action or activity assigned to an individual or organization to provide a capability (or resource)



- UJTL = Universal Joint Task List
 - Entire List of UJTs
- UJT = Universal Joint Task
 - Individual task within the UJTL
- JMET= Joint Mission Essential Task
 - Mission task selected by a commander deemed essential to mission accomplishment
 - Defined using the UJTL
- JMETL= Joint Mission Essential Task List
 - A list of JMETs selected by a commander to accomplish a mission
- AMETL= Agency Mission Essential Task List
 - A list of AMETs selected by a director/head to accomplish a mission
- JCA = Joint Capability Area
- ATD = Additional Task Detail
 - Provides additional detail/fidelity to a selected UJT and may serve as frameworks (or checklists) for the identification of capability shortfalls
 - Non-authoritative and optional



Joint Capability Areas (JCAs)

- Common language to discuss and describe capabilities across many related Department activities and processes
- 9 capability areas
 - Each decomposed down to 4 tiers
- Supports capability analysis, strategy development, investment decision making (JROC), capability portfolio management, and capabilities-based force development and operational planning
- Every UJT maps to a JCA down to the lowest tier (one-to-one mapping)
 - Framework available on JDEIS (static copy)
- OPR: Transitioned to JS J8

A listing of OPOCs may be found on the JDEIS UJTL Portal