

## ***BASIC RULES FOR WRITING A UJTL TASK.***

### **“Level of War (LoW) Hierarchy:”**

Placement of the "Candidate" UJTL Task is crucial to approval process. Incorrect placement will delay and quite possibly stop the approval process for the "Candidate" task.

"Candidate" task numerical placement shall be determined by first deciding on which LoW the task should reside. The UJTL Manual states "While there is no direct link between levels of command and levels of war, certain commands tend to operate at particular levels of war." With that statement in mind the following generally apply:

SN and ST tasks are mainly used by Combatant and Functional Commanders." National security / military objectives, guidance, the use of national resource are determined. Sequence initiatives, limits are defined and assessed for the use of military and other instruments of national power. Global plans or theater war plans to achieve objectives and provide military forces and other capabilities in accordance with strategic plans” are determined.

OP tasks are mainly used by JTF Commanders and rarely by Combatant and Functional Commanders. OP tasks generally apply to those that are operating where campaigns and major operations are planned, conducted to accomplish strategic objectives within theaters or in Joint Operations Area (JOA).

TA tasks apply to those that normally take place in battlefields and engagements are executed. Ta tasks are normally assigned to tactical units or task forces.

The next step in determining the numerical value is determined by placing the "Candidate" task in the appropriate primary task. The primary task is that single digit task, (i.e. "SN 1 Conduct Strategic Deployment and Redeployment", "OP 1 Conduct Operational Movement and Maneuvers", "TA 1 Deploy/Conduct Maneuver". Further evaluation will be required to find the correct placement with the LoW.

**NOTE:** Duplicate LoW entries may occur with different "Definitions". When this does occur the UJTL Coordinator will contact those commands affected and initiate collaborate efforts to resolve identical LoW placements.

If the task is a revision the placement process for the LoW has been determined and no further action is required other than entering the LoW and numerical value assigned into the field.

### **“Title:”**

The "Title" of the "Candidate" UJTL Task assist with the placement of the task within the UJTL Hierarchy (i.e. "SN 4.2.3 Control National Inventories and Movements", "ST 4

Sustain Theater Forces", "OP 3.1.3 Develop Operational Targets", "TA 5 Exercise Command and Control") The "Title" shall be clear and concise with one verb and one object of the verb per task. The use of "and" can denote two tasks, in contrast, "Search and Rescue" is considered a single task.

The title shall contain the task placement (Level of War: SN, ST, OP, TA). It shall be clear and concise with one verb and one object of the verb per task. The use of "and" can denote two tasks, in contrast, "Search and Rescue" is considered a single task.

### **"Definition:"**

The "Definition" should be limited to three to five sentences. It shall be clear and concise and define the task. Acronyms that are used and not listed in the glossary of the UJTL Manual shall be entered as such "Search and Rescue (SAR)".

### **"Note:"**

A "Note" (when applicable) is used to provide amplification to the "Definition". It too should follow the basic rules of the "Definition". A "Note" can be used to denote linkage to another task (i.e. See SN 8.3.4), or provide more clarity (Planning of maritime interception / This task supports SN 5.5). A "Note" shall be placed at the end of the body of the "Definition" and start on a new line.

### **"References:"**

All UJTL tasks are based on the following; Doctrine (i.e. Joint Publication), DoD Directive (UCP), DoD Instruction, CJCSI, or CJCSM. Draft Joint Publications, Directives or Instructions are ***not*** used. The "Primary" reference is listed first in **bold**. Alternate or "Secondary" references are ***not*** listed in bold. "Secondary" references ***must not*** be a duplicate of a "Primary" reference. Tactical Tasks can list Service Manuals and Service Task Lists as references

"Measures" are defined by Commander's Guidance. The "Measures" of a UJTL task contain criteria. Criteria reflects a key dimension of task performance and can be measured in; time (response time), rate (rate of movement), level of completion (percent) size of deviation (proximity of Fires to target), power (engagement range), lethality (rate of kills), and success (percent of messages accurately sent). Simple measures contain a single measurement. Complex measures may involve contributions of more than one task and should not be used. "Measures" are quantifiable and measurable; they are based on either an absolute scale (based on zero, measure the number of occurrences, an amount of time) or a relative scale (compare value to the total and expressed as a portion or a percent complete). "Measures" and criteria reflect how a task contributes to mission success. They are focused on performance with an output result, which can provide a measure of readiness/capability.

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| M1 | Percent   | Of CBRNE weapons capabilities that are detected and identified |
| M2 | Minutes   | To send / receive messages                                     |
| M3 | Yes/No    | NBCWRS established with all joint/coalition forces?            |
| M4 | Instances | Of initiating community action projects.                       |