



# United States Cyber Command Manual (USCCM)

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OPR: J010  
EDITION A:

USCCM 5000-01

## Task Management Program

1. Purpose. This United States Cyber Command (USCYBERCOM) Manual (USCCM) establishes policies, procedures, requirements, and responsibilities for the implementation of the processes related to task management within the USCYBERCOM internal task system, Workflow Management System (WMS) and Enterprise Task Management Software Solution (ETMS2) and supplements guidance provided by USCYBERCOM Instruction (USCCI) 5000-01, "Correspondence Management."
2. Supersedes/Cancellation. This is the first issuance.
3. Applicability. This USCCM applies to all USCYBERCOM personnel to include HQ Cyber National Mission Force (CNMF), Service Cyber Components (SCC), Joint Force Headquarters-Cyber (JFHQ-C), Joint Force Headquarters – Department of Defense Information Networks (JFHQ-DoDIN), and designated Joint Task Force(s).
4. Responsibilities. Responsibilities for this USCCM are outlined in Enclosure 1.
5. Processes and Procedures. Procedures are outlined in Enclosure 2.
6. Releasability. Cleared for Public Release. This USCCM is approved for public release; distribution is unlimited. Department of Defense (DOD) Components, other Federal agencies, and the public may obtain copies of this directive.
7. Effective Date. This USCCM is effective upon signature.

BRADLEY L. PYBURN  
Major General, U.S. Air Force  
Chief of Staff

Enclosures:

Enclosure 1-Roles and Responsibilities

Enclosure 2- Workflow Management System (WMS) Policies and Procedures

Enclosure 3- Business Rules, Policies, and Procedures

Enclosure 4-Viewing, Editing, Closing Tasks

Attachment 1 – Glossary of References and Supporting Information

## ENCLOSURE 1

### 1. Roles and Responsibilities

#### 1.1. Chief of Staff (CoS).

1.1.1. Ensures all USCYBERCOM enterprise personnel comply with Task Management directives, DOD directives, instructions, regulations, and USCYBERCOM guidance governing the Task Management program.

1.1.2. Appoints a USCYBERCOM Task Manager (TM) to manage all aspects of the Task Management program.

1.2. **Command Secretariat (CMDSEC).** The CMDSEC is the focal point for all USCYBERCOM tasks including externally-driven tasks and tasks assigned by command senior leaders, requiring a USCYBERCOM action or response.

1.2.1. Serves as the central manager for all tasks within the command, routed through the CMDSEC, and originating outside of the Command.

1.2.2. Receives, triages tasks for level, priority, classification, content, assignment, and suspenses, tracks, and, upon completion, closes tasks in accordance with USCYBERCOM task management timelines.

1.2.3. Provides “no equity” response if a task is outside the scope of USCYBERCOM’s mission.

1.2.4. Assigns directorate Office of Primary Responsibility (OPR), Office of Coordinating Responsibility (OCR) and provides guidance on task.

1.2.5. Approves all cross-Directorate and cross-organization tasks within the Command.

1.2.6. Provides Quality Assurance and Quality Control reviews to ensure an accurate classification is used and attachments are included.

1.2.7. Arbitrates OPR assignment disputes with the USCYBERCOM Deputy CoS (DCoS) for final determination.

1.2.8. Enables executive level decision-making across USCYBERCOM by providing by providing standardization, oversight, and tracking of tasks.

1.2.9. Develops, implements, and provides oversight of the task management process. Ensures efficient assignment and response to tasks, including validation, dissemination, and assignment of tasks via WMS.

1.2.10. Ensure dissemination of process changes across the Command.

1.3. **Command Action Group (CAG).** The CAG serves as the focal point for all preparatory “prep” packages for the Top 5 (Commander, Deputy Commander, Chief of Staff, Executive Director, and Command Senior Enlisted Leader), attendance at Pentagon-level meetings,

Command-level visits, and speaking engagements.

1.3.1. Coordinates with external offices, including the Office of the Secretary of Defense (OSD) and Joint Staff (JS), to maintain a view of Higher Headquarters (HHQ) meetings (OPSDEPS, JCS TANKs, Deputy's Management Action Groups, Secretary of Defense Plans Reviews, China Integrated Deterrence Syncs, Secretary of Defense Large Groups, etc.) with Command participation/attendance.

1.3.2. Reviews meeting topics and assigns directorates as OPR and OCR as necessary. OPR and OCRs are assigned based on the information known at the time of tasking concerning the topic to be discussed in the engagement.

1.3.3. Tasks meetings with Command participation/attendance in WMS, allowing time for the OPR to reach out to their counterparts on the HHQ staffs to gain insights on meeting specifics, and advanced draft Read-Aheads for inclusion in prep packages.

1.3.4. Determines suspense for tasks based upon the specific event, and knowledge of OSD, and JS. Posts Read-Aheads, front office prep sessions, and requests for the package. Generally, the Command front office desires a package 48 to 72 hours prior to the event occurring, and 24 hours prior to any prep sessions. However, if it is known that Read-Aheads will not be posted until 24 hours prior to a meeting, the suspense will generally be adjusted to the day prior to the event.

1.3.5. Engagements are tasked with a five-day suspense following standard business rules created within USCCI 5500-03.

#### **1.4. Task Managers (TM)**

1.4.1. Directorate TMs are the focal point for tasking assigned to and originating from their organization. TMs are appointed by their respective directorate or organization Chief of Staff (CoS). TMs may be appointed below the directorate level at the discretion of their directorate leadership.

1.4.2. Reviews new WMS tasks (both internal and external) assigned to their directorate, or organization for applicability and completeness in accordance with the established business rules, within 48 business hours.

1.4.3. Assigns Directorate OPR and OCRs based on relation to task information and subject matter expertise; providing initial task completion and suspense guidance, as necessary. Within the Directorate, tasks assigned to only one division will have an OPR from that division. Tasks assigned to more than one division will have an OPR from the Directorate OPR and the applicable divisions as OCRs.

1.4.4. Ensures internal coordination is commensurate with task priority (i.e., Action Officer (AO)/O-6/General Officer/Flag Officer (GO/FO)).

1.4.5. Ensures that where required, legal review is obtained from the Staff Judge Advocate after comments are adjudicated, and immediately prior to final review and approval."

1.4.6. Provides a consolidated Command response back to the task Point of Contact

(POC), and closes out the task in WMS when complete within established timelines.

1.4.7. Prioritizes 3 and 4-star level tasks. Ensures Directorate leadership has adequate awareness and understanding of the requirement and timeline.

1.4.8. Assists CMDSEC in the performance of equity determination to ensure appropriate OPR/OCR alignment.

1.4.9. Notifies CMDSEC and POC of any delays and extension requests.

1.4.10. Ensures Classification Authority Officer reviews, approves, and appropriately documents task responses in accordance with the Security Classification Guidance.

1.4.11. Routes staff packages through the Command Section IAW CPM 5000-01. CMDSEC will review for corrections and completeness.

1.4.12. Track and manage all task originating from and/or assigned to their organization via WMS.

1.4.13. Manage and maintain WMS access list for Directorate TMs.

1.4.14. Provide J-Dir specific training to organization users as required.

1.4.15. Reviews the task to accept task as OPR, or coordinates with CMDSEC, and the proposed OPR for correct assignment.

#### **1.5. Joint-Directorate (J-Dir) Office of Primary Responsibility (OPR)**

1.5.1. OPRs are assigned based on the information provided in the task, understanding of the mission, and/or leadership input.

1.5.2. Consolidates all intra-division input and routes input for review if needed (O6 only routing for GO/FO concurrence is the responsibility of the OPR)."

1.5.3. In accordance with USCCI 5000-05, Records Management Instruction, final documents upload final documents to directorate level Shared Drive.

1.5.4. Performs triage of assigned task, reviewing for completeness, relevancy, and clarity in accordance with USCYBERCOM Task Management timelines. The OPR can reclama a task or ask for a reassignment.

1.5.5. Provide task status updates via the comments box in WMS and organization leadership as required.

1.5.6. Reviews and recommends assignment of OCRs.

1.5.6. J-Dir Chief of Staff.

1.5.6.1. Appoint primary and alternate task managers.

1.5.6.2. Equip task managers with an organizational mailbox to facilitate task management.

1.5.6.3. Ensure appointed task managers have access to task management databases, distribution lists, and shared inboxes commensurate with their organization's assigned role within the USCYBERCOM task management process.

1.5.6.4. Ensure timely and accurate Directorate responses to assigned task.

#### **1.6. Office of Coordinating Responsibility (OCR)**

1.6.1. The OCR performs end-to-end management of assigned collaborative support tasks. OCRs are assigned based on the information provided in the task, understanding of the mission, OPR, or leadership input. OCR functions support the satisfaction of the overall task.

1.6.2. Consolidates all intra-division input and routes input for review if needed. O6 only routing for GO/FO concurrence is the responsibility of the OPR. Sends approved division input back to the OPR through WMS and/or via phone/email by the due date.

1.6.3. Assists CMDSEC and CMD OPR in the performance of equity determination to ensure appropriate OPR/OCR alignment. The CMD OCR is responsible for timely notification to CMDSEC and CMD OPR of incorrectly routed tasks.

1.6.4. Reviews tasks for appropriateness, completeness, and scope IAW established timelines. The OCR is responsible for notifying the CMD OPR of additional requirements necessary for collaborative support.

1.6.5. Uploads final documents to Directorate Share Drive in accordance with United States Cyber Command Instruction (USCCI) 5000-05, "Records Management Instruction."

#### **1.7 Action Officers (AO).**

1.7.1 AOs develop responses through research and critical analysis to provide the best military advice that reflects and supports the Command's equities and priorities. AOs are responsible for ensuring actions are fully coordinated and submitted in a timely manner. AOs retain responsibility for their actions until a final decision is made.

## ENCLOSURE 2

### 2. Task Management Tools

2.1 **ETMS2.** All USCYBERCOM external tasks are received from ETMS2. ETMS2 is the official task management tool using by the Joint Staff (JS) to task, develop, coordinate, approve, and distribute action, and is the system of record for managing and archiving official correspondence.

2.2 **WMS.** WMS is the official task management tool used internally by USCYBERCOM. It serves as the central repository for all Command level tasks for USCYBERCOM. WMS Lite was created during the COVID-19 pandemic when the Joint Staff began tasking USCYBERCOM on NIPR. SIPR WMS Lite can be used when SIPR WMS experiences outages. For additional information on WMS, see the WMS user guide. Links are provided in Attachment 1.

## ENCLOSURE 3

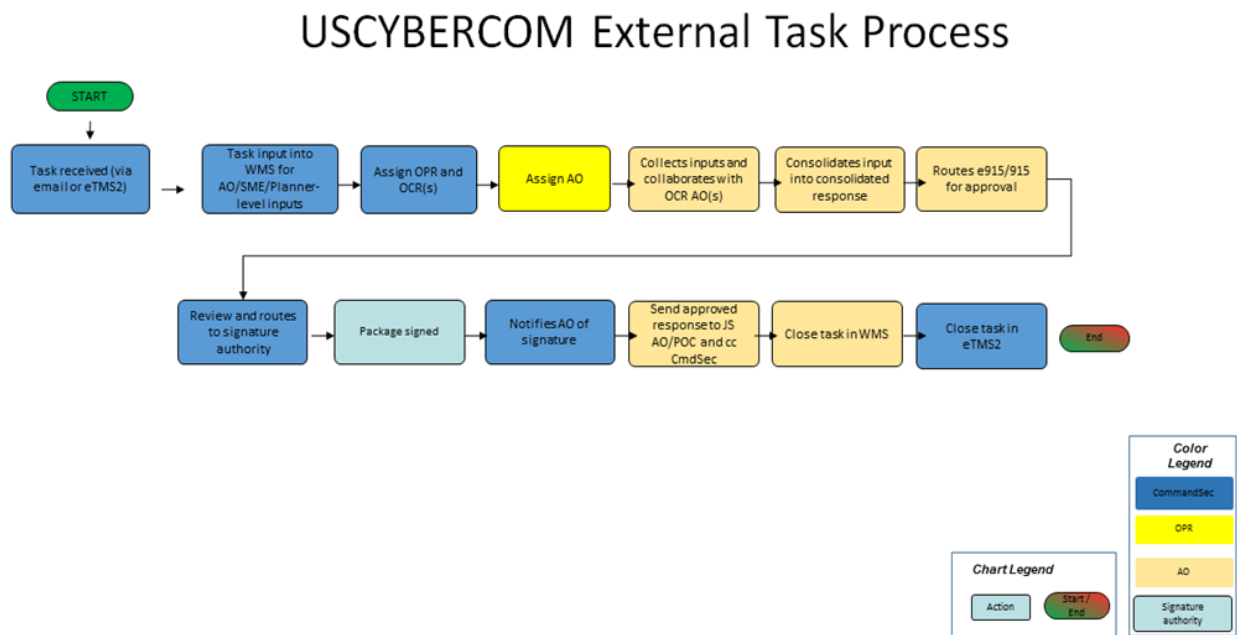
## 3. Business Rules, Policies, and Procedures

## 3.1. Task Origination

3.1.1. **Internal Tasks.** Tasks originating from within the USCYBERCOM enterprise to include the Commander, Senior Leaders, Directorates, Special Staff, CNMF, JFHQ-DODIN, and JFHQ-Cs.

3.1.2. **External Tasks.** Tasks originating from outside the command to include members of Congress, the Secretary of Defense , Office of the Secretary of Defense (OSD) Components, Service Chiefs, JS, Combatant Commands (CCMD), and Directors of the Defense Agencies, including NSA See figure 3-1.

Figure 3-1



## 3.2. Business Rules

3.2.1. All tasks (AO/O6/GO/FO) that are both internally and externally generated require a suspense of at least 10 working days; however, some tasks may require a truncated review period.

3.2.2. All subordinate commands, directorates, and staff sections assigned as OPR or OCR will designate primary and secondary AO POC's in the AO information field for all WMS tasks.



3.2.3. After adjudicating AO and O6 comments for internal WMS tasks, OPR staff sections will include an adjudicated comment resolution matrix with the follow-on O6 and GO/FO WMS tasks.

### **3.3. Suspenses and Extension Requests**

3.3.1. TM's and/or OPRs at all levels will accept, acknowledge, and provide task directions within 48 hours of receipt.

3.3.2. Principal Task Suspense Date. Principal tasks require 2-Star (CoS), 3-Star (Deputy Commander) and 4-Star (Commander) review and approval. The suspense shall be backdated 3-5 days from initial due date to facilitate principal level coordination. These are high-priority tasks. Constant attention at all levels of the command must be given to keep these tasks moving to completion.

3.3.3. For GO/FO, O-6, and AO tasks from external organizations, the OPR suspense will match the external organization suspense. OCRs are backdated 1-2 days.

3.3.4. For Joint Staff suspenses shorter than published timelines, CMDSEC will request an extension on behalf of the Command, if the suspense is unreasonable. If an extension has already been requested, OPR will annotate in the task instruction to OCRs. If the task is due within 10 days, a justification for the short timeline will be provided.

3.3.5. For internal short suspense tasks, the suspense date must be agreed upon by the directorates.

3.3.6. For externally driven tasks (OSD/Joint Staff), extension requests can be sent to the external POC and cc CommandSec, USCC\_J010\_CMDSEC@nsa.ic.gov. Extension requests should include a justification and the desired date of the suspense.

3.3.7. All tasks will be closed promptly once the suspense is met. The OPR will consolidate responses, ensure documentation is uploaded into WMS, and the task is closed.

### **3.4. Creating Tasks (NSANet/SIPRNet/NIPRNET)**

3.4.1. WMS users in the 'Commander' role, whether at Directorate or Division level, can create new tasks. When a task is created, the Originator has the ability to task the divisions within their directorate, other directorates as a cross-directorate task (with CMDSEC approval), the Service Cyber Components, and Special Staff within the Command.

3.4.2. The WMS system is used for the following:

3.4.2.1. Commander Tasks.

3.4.2.2. Tasks initiated by the CoS office.

3.4.2.3. Internal/External GO/FO tasks.

3.4.2.4. Tasks generated on NSANet due to classification.

3.4.3. Action Officer will gain the approval of their JDir Chief of Staff before tasking other directorates and include this approval in the comments section. Action Officer names shall be included in the task.

3.4.4. All tasks created will include the classification of the subject at the beginning of the subject line in WMS.

3.4.5. When creating a task, the command OPR that issues the task will include POC name, SID (with entire e-mail), phone number, office symbol to tasked OCR's. OPR shall indicate what level of coordination is required from the Component Commands if different than J-Directorates

3.4.6. Internal tasks from CMDSEC are generated in WMS on the appropriate network based on classification. The OPR/OCR are responsible for Sub-tasking the action via WMS, as necessary.

3.4.7. Tasks requiring formal action by other Combatant Commands are coordinated with CMDSEC, as these are worked through the Joint Staff Action Processing Form.

3.4.8. CMDSEC and J-Dirs will create tasks on WMS-Lite using the same instructions as creating a tasks via NSANet and SIPRNET.

3.4.9. Task instructions in WMS will use clear and concise language.

### **3.5. Commander Tasks**

3.5.1. Commander, Deputy Commander, and Staff-led events may generate Principal or GO/FO/SES level tasks. These include, but are not limited to, Cyber Component Commanders' Conferences, Warfighter Talks, Operational Commanders Forums, Commander Trip Reports, and the Commander Update Brief.

3.5.2. These tasks will be tasked by the event OPR, the office that is the lead for the event. For example, the J3 will create a CUB task in WMS.

3.5.3. CommandSec will validate the task in WMS.

3.5.4. The task process continues as documented in this manual

3.5.5. The AO will leave an update in the comments block of WMS by COB every Tuesday for overdue GO/FO Commander tasks.

3.5.6. CommandSec will display overdue GO/FO Commander tasks at the bi-weekly Directorate Chiefs of Staff meeting and bi-weekly Task Managers meeting.

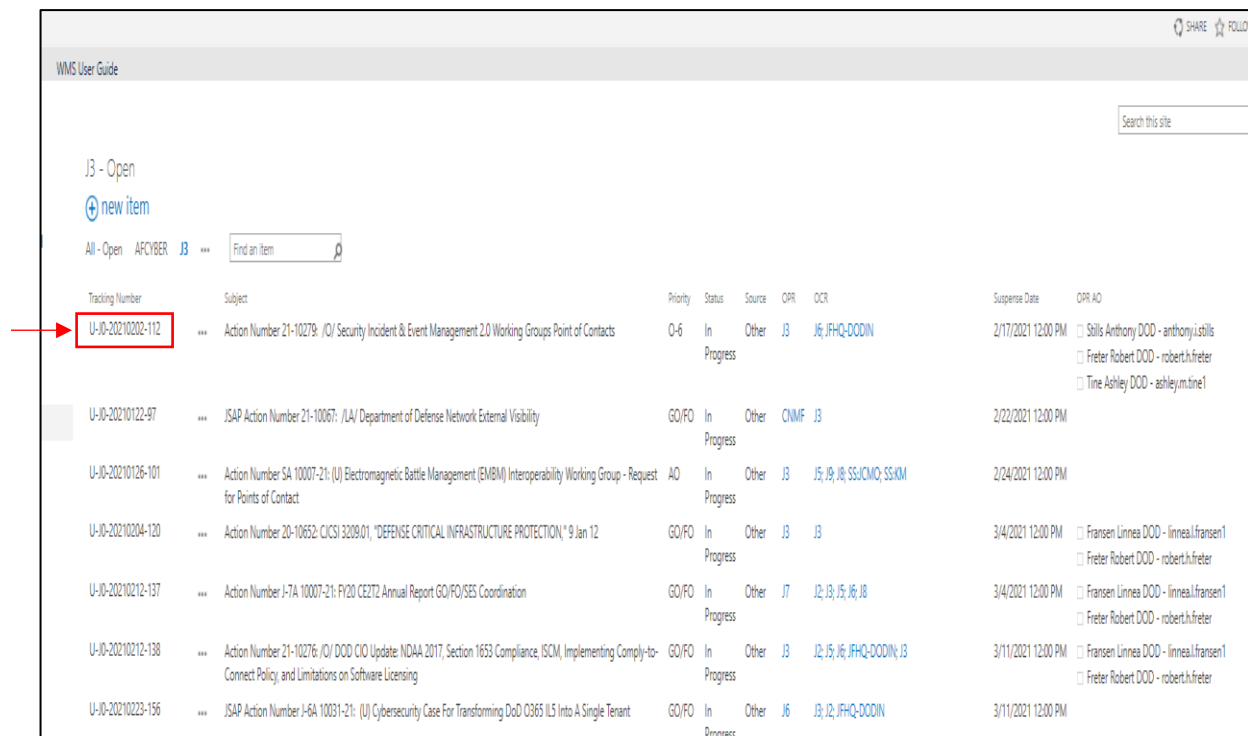
## ENCLOSURE 4

4.1. **Viewing/Editing/Closing Tasks (NSANet/SIPRNet WMS).** See the WMS user guide.

4.2. **Viewing/Editing/Closing Tasks (NIPRNet WMS-Lite)**

4.2.1. **Viewing Tasks.** To view a specific task on WMS-Lite, navigate to the task on the WMS-Lite dashboard, and click on the tracking number (see Figure 3-3). Once you click on the tracking number, you will be able to see all of the task details (to include subject; tracking number; classification; start date; suspense date; category; priority; source; status; instructions; etc.) and attachments if there are any (see Figure 3-4).

**Figure 3-2: Selecting a Task in WMS-Lite**



WMS User Guide

SHARE FOLLOW

Search this site

J3 - Open

+ new item

All - Open AFCYBER J3 ... Find an item

Tracking Number	Subject	Priority	Status	Source	OPR	OCR	Suspense Date	OPR AO
U-10-20210202-112	Action Number 21-10279: /O/ Security Incident & Event Management 2.0 Working Groups Point of Contacts	O-6	In Progress	Other	J3	J6, JFHQ-DODIN	2/17/2021 12:00 PM	<input type="checkbox"/> Skills Anthony DOD - anthony.justils <input type="checkbox"/> Freter Robert DOD - robert.h.freter <input type="checkbox"/> Time Ashley DOD - ashley.m.time1
U-10-20210122-97	JSAP Action Number 21-10067: /LA/ Department of Defense Network External Visibility	GO/FO	In Progress	Other	CNMF	J3	2/22/2021 12:00 PM	
U-10-20210126-101	Action Number SA 10007-21: /U/ Electromagnetic Battle Management (EMBM) Interoperability Working Group - Request for Points of Contact	AO	In Progress	Other	J3	J5, J9, J8, SSJCMC, SSJCM	2/24/2021 12:00 PM	
U-10-20210204-120	Action Number 20-10652: CICSJ 3209.01, "DEFENSE CRITICAL INFRASTRUCTURE PROTECTION," 9 Jan 12	GO/FO	In Progress	Other	J3	J3	3/4/2021 12:00 PM	<input type="checkbox"/> Fransen Linnea DOD - linnea.l.fransen1 <input type="checkbox"/> Freter Robert DOD - robert.h.freter
U-10-20210212-137	Action Number J-7A 10007-21: FY20 CE2T2 Annual Report GO/FO/SES Coordination	GO/FO	In Progress	Other	J7	J2, J3, J5, J6, J8	3/4/2021 12:00 PM	<input type="checkbox"/> Fransen Linnea DOD - linnea.l.fransen1 <input type="checkbox"/> Freter Robert DOD - robert.h.freter
U-10-20210212-138	Action Number 21-10276: /O/ DOD CIO Update: NDAA 2017, Section 1653 Compliance, ISCM, Implementing Comply-to-Connect Policy, and Limitations on Software Licensing	GO/FO	In Progress	Other	J3	J2, J5, J6, JFHQ-DODIN, J3	3/11/2021 12:00 PM	<input type="checkbox"/> Fransen Linnea DOD - linnea.l.fransen1 <input type="checkbox"/> Freter Robert DOD - robert.h.freter
U-10-20210223-156	JSAP Action Number J-6A 10031-21: /U/ Cybersecurity Case For Transforming DoD O365 IL5 Into A Single Tenant	GO/FO	In Progress	Other	J6	J3, J2, JFHQ-DODIN	3/11/2021 12:00 PM	

Task Originator	SS:KM
Subject	Knowledge Management Assessment
Tracking Number	U-SS:KM-20210303-172
Classification	UNCLASSIFIED
Start Date	3/3/2021 12:00 PM
Suspense Date	3/17/2021 12:00 AM
Category	Internal Priorities
Priority	O-6
Source	Internal
Tasker ID	
Status	In Progress
OPR Date Closed	
OPR Close Out Remarks	
OPR Suspense Date	3/17/2021 12:00 AM
OPR	SS:KM
OPR AO	<input type="checkbox"/> Hanko David DOD CIV - david.j.hanko1
OCR Suspense Date	3/17/2021 12:00 AM
OCR	J1; J2; J3; J4; J5; J6; J7; J8; J9; JFHQ-DODIN; SS:J010
OCR AO	
Instructions	Instructions: Request AO, Branch Chief, Division Chief, and Directorate Chief of Staff from each J-Directorate complete the Command Knowledge Management (KM) Assessment at TAB A and provide completed assessments back by COB 17 Mar 2021. Please assign this to AOs who do not routinely perform KM functions or who attended the 11-13 Jan 2021 KM Institute (KMI) class as their inputs have already been registered. The task is to check off on those things that are being done by the AO, Branch Chief, Division Chief, or Directorate Chief of Staff. The Command KM assessment is a critical building block for an Annual Campaign Order FY21 task to review and update the Command KM strategy by 30 Sept 21. Executive Summary, USCYBERCOM J070 Knowledge Management (KM) is attempting to assess the maturity of the Command KM program. One of the tools available to do the assessment is from the American Productivity & Quality Center (APQC), one of the world's foremost authorities on benchmarking, best practices, process and performance improvement, and KM. J070 KM has decided to employ the APQC KM maturity assessment. Some of the USCYBERCOM Knowledge Management Representatives (KMRs) attended a KM Institute training session on 11-13 Jan 2021. During that event, they participated in a KM assessment that focused on the KM maturity of the Command. A roll-up spreadsheet is attached to this WMS tasker with those results. The Command Deputy Chief of Staff has requested that this assessment be provided to the Command Action Officers, Branch Chiefs, Division Chiefs, and Directorate Chief of Staff from each J-Directorate with the request that they complete it. The survey should take between 10-15 minutes to complete.
Comments	
POC	<input type="checkbox"/> Hanko David DOD CIV - david.j.hanko1
External POC	
Other Tracking ID	
OCRtext	2:#J1;#3:#J2;#4:#J3;#5:#J4;#9:#J5;#38:#J6;#10:#J7;#11:#J8;#12:#J9;#15:#JFHQ-DODIN;#19:#SS:J010
Task Originator:Notification Email Address	USCC_J070@nsa.gov
Attachments	U_TAB_A_20210210_KM_Assessment_U.docx

Figure 3-3: WMS-Lite Task Interface

**4.2.2. Editing Tasks.** To edit a task in WMS-Lite, click the “Edit” button in the upper left corner of the task interface (see Figure 3-5). From here, the Directorate or Division TMs can attach files; assign OPR/OCR POC(s); assign OPR/OCR Directorates; update instructions; etc. (see Figure 3-6). Do not update the primary fields in WMS-Lite tasks, such as the instructions, or OPR/OCR(s), without prior authorization to do so; and/or unless your Division is the task owner.

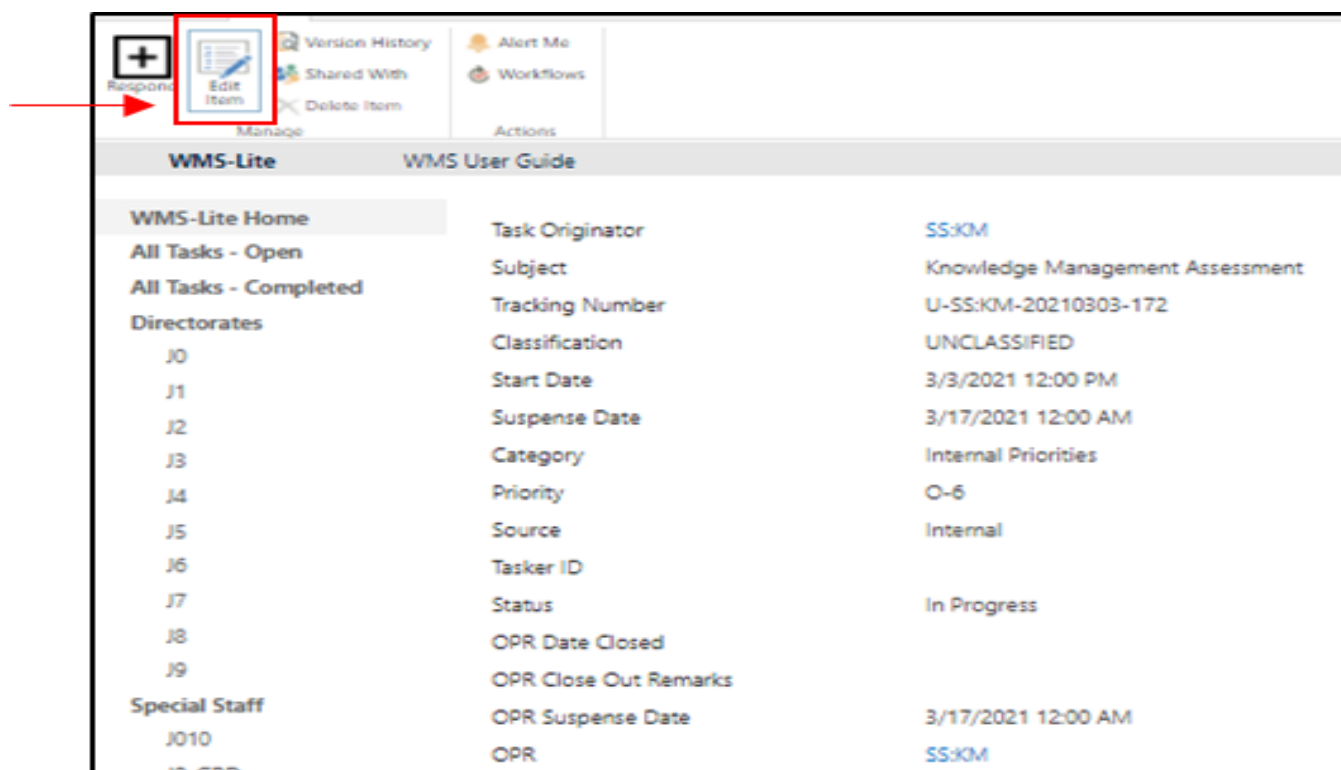


Figure 3-4: Editing a Task in WMS-Lite

**Task Edit Options in WMS-Lite**

**Task Originator \*** SS:KM  
J-Code that is creating the task.

**Subject \*** Knowledge Management Assessment

**Tracking Number \*** U-SS:KM-20210303-172

**Classification \*** UNCLASSIFIED

**Start Date \*** 3/3/2021 12 PM 00

**Suspense Date \*** 3/17/2021 12 AM 00

**Category \*** Internal Priorities

**Priority \*** O-6

**Source \*** Internal

**Tasker ID**  
ID number of the external task (e.g., JSAP tasker number)

**Status \*** In Progress

**OPR Date Closed** 12 AM 00

**OPR Close Out Remarks**  
Click for help about adding basic HTML formatting.

**OPR Suspense Date** 3/17/2021 12 AM 00

**OPR \*** SS:KM

**OPR AO** Hanko David DOD CIV - david.j.hanko1 x

**OCR Suspense Date** 3/17/2021 12 AM 00

**OCR**  
CNMF  
J0  
SS:AFCYBER  
SS:ARCYBER  
SS:BRT  
SS:CAG

**OCR AO** Enter names or email addresses...

**Instructions**  
Instructions: Request AO, Branch Chief, Division Chief, and Directorate Chief of Staff from each J-Directorate complete the Command Knowledge Management (KM) Assessment at TAB A and provide completed assessments back by COB 17 Mar 2021. Please assign this to AOs who do not routinely perform KM functions or who attended the 11-13 Jan 2021 KM Institute (KMI) class as their inputs have already been registered. The task is to check off on those things that are  
Click for help about adding basic HTML formatting.

**Comments**

**POC** Hanko David DOD CIV - david.j.hanko1 x

**External POC**

**Other Tracking ID**  
Use this field for the WMS-TS or WMS-SIPR or NSA CATS tracking number

**Attachments** U\_TAB\_A\_20210210\_KM\_Assessment\_U.docx Delete

Figure 3-7: Task Edit Options in WMS-Lite

**4.2.3. Closing Tasks.** To close a task in WMS-Lite, click the “Respond” button in the upper left corner of the task interface (see figure 3-7). From here, the Directorate or Division TM(s) can attach files, change the status, provide remarks, and/or close out the task (see Figure 3-8).

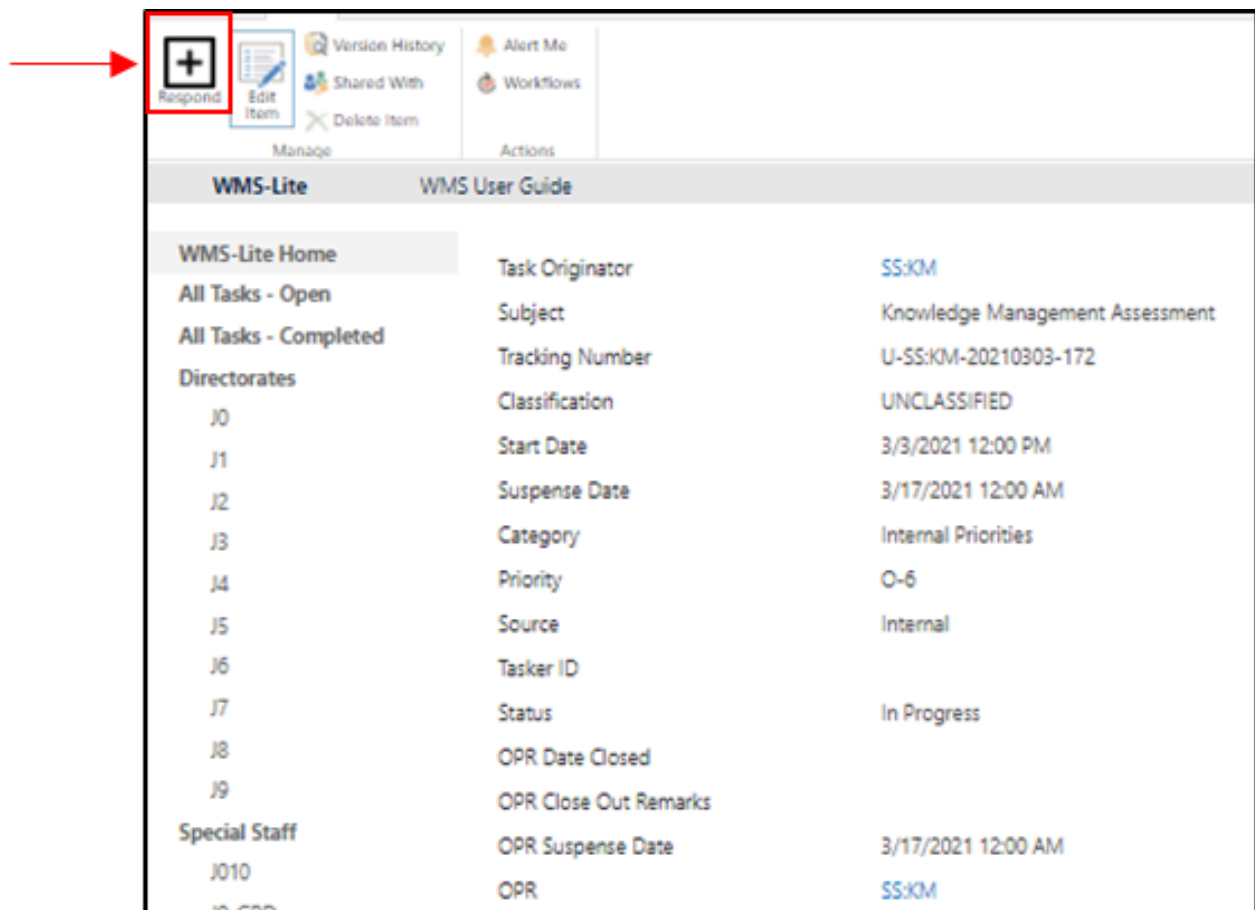
4.2.3.1. All divisions should utilize the WMS-Lite “Respond” feature to provide input as OPR(s)/OCR(s). When responding to a task, select “JX” or “JXx” (x = division number) as the JCode and identify your division in the remarks.

4.2.3.2. The OCR completes the response and uploads input into WMS for record. Each OCR directorate is responsible for consolidating their input into one document and providing the appropriate level review (AO, O-6, GO/FO).

4.2.3.3. The OPR is responsible for consolidating the Command response and uploading the input with final approving authority name, rank, and the date the response was signed, prior to marking the action complete.

4.2.3.4. Upon final approval, the OPR sends response back to task originator (JS, USSTRATCOM, etc.) and courtesy copies the Command Secretariat.

4.2.3.5. CMDSEC will review the input, confirm all actions are complete, ensure appropriate review was obtained, and ultimately mark the action complete.



**Figure 3-8: Responding to a WMS-Lite Task**

The screenshot displays the WMS-Lite User Guide interface. At the top, there is a toolbar with icons for Save, Cancel, Paste, Copy, Attach File, and Spelling. Below the toolbar, the interface is divided into two main sections: a left sidebar and a main content area.

**Left Sidebar:**

- WMS-Lite Home** (selected)
- All Tasks - Open
- All Tasks - Completed
- Directorates
  - J0
  - J1
  - J2
  - J3
  - J4
  - J5
  - J6
  - J7
  - J8

**Main Content Area:**

- JCode \***: A dropdown menu with 'J8' selected.
- Status \***: A dropdown menu with 'In Progress' selected.
- Remarks**: A large text area for entering remarks.
- Date Closed**: A date and time picker showing '12 AM' and '00'.
- Action Officers**: A text input field with the placeholder 'Enter names or email addresses...'.

At the bottom right of the main content area, there are 'Save' and 'Cancel' buttons.

**Figure 3-9: Field Entries for WMS-Lite Task Response**

## 4.5 Coordination Responses

### 4.5.1. Categories

4.5.1.1. Concur. Concur means there are no unresolved substantive or critical issues. Concurrence is presumed for all coordination unless otherwise annotated.

4.5.1.2. Nonconcur. Nonconcur means that a respondent has a critical issue with a document that, if not resolved, would prevent it from being approved.



(1) Nonconcurrences must be accompanied by critical comments, including specific recommended changes and supporting rationale when appropriate. Substantive comments may also be provided with a nonoccurrence; however, they must be clearly distinguished from issues on which nonoccurrence is based.

4.5.1.3. Concur with Comment. Concur with comment means that a respondent has substantive comments that they would like to see addressed, but that do not rise to the level of critical comments that would prevent approval of the document.

4.5.1.4. No Equity. An entry of “no equity” indicates that an organization does not feel that it is a stakeholder in the action.

4.5.1.5. No Response. An entry of “no response” indicates that a stakeholder failed to respond within the allotted time for consideration.

#### 4.5.2 Types of Comments

4.5.2.1 Critical. A critical comment indicates nonconcurrence of the entire document until the comment is satisfactorily resolved. A critical comment raises concerns with issues such as conflicts with policy, strategy, or law, or with information that is factually incorrect. A critical comment must contain the suggested changes in the content to merit consideration.

4.5.2.2 Major. Major comments highlight important issues or incorrect material that the originator must address.

4.5.2.3 Substantive. A substantive comment identifies a section in the document that appears to be or is potentially unnecessary, incorrect, misleading, confusing, or inconsistent with other sections. Substantive comments are not a basis for nonconcurrence. A substantive comment must contain the suggested changes in the content to merit consideration.

4.5.2.4 Administrative. An administrative comment corrects what appears to be a typographical, format, or grammatical error. If such errors change the intended meaning of the text, the entry should be designated as substantive. Administrative comments must contain the suggested changes in the content to merit consideration.

**ATTACHMENT 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

Joint Publication 1-02, DoD Dictionary of Military and Associated Terms, 12 Apr 2001  
CJCSI 5711.01D, Action Processing Policies and Procedures, 12 September 2022  
United States Cyber Command Instruction (USCCI) 5000-05, Records Management Program, 16 Aug 2021  
United States Cyber Command Instruction (USCCI) 5000-01, Correspondence Management, dated 23 June 2023  
User Guide for Workflow Management System Version 2.1 (TS-WMS), 28 Nov 2017  
User Guide for Workflow Management System (S-WMS), dated 22 Feb 2016

***Links***

TS WMS:  
[https://wms.cybercom.ic.gov/app/wms/\\_layouts/WMS/Error/UserHasNoJCodePage.aspx?RequestedJCode=](https://wms.cybercom.ic.gov/app/wms/_layouts/WMS/Error/UserHasNoJCodePage.aspx?RequestedJCode=)  
SIPR WMS: <https://apps.cybercom.smil.mil/app/wms/Pages/JCodeHomePage.aspx>  
SIPR WMS Lite: <https://intelshare.intelink.sgov.gov/sites/uscybercom/s-wms-lite/SitePages/Home.aspx>  
WMS-Lite: <https://intelshare.intelink.gov/sites/uscybercom-apps/wms-lite/SharePages/Home.aspx>  
Workflow Management System User Guide:  
<https://wms.cybercom.ic.gov/app/wms/User%20Guide/Forms/AllItems.aspx>  
Link to eTMS2: TBD

*Link**Acronyms*

<b>AO</b>	Action Officer
<b>CAG</b>	Command Action Group
<b>CMDSEC</b>	Command Secretariat/CMDSEC
<b>CoS</b>	Chief of Staff
<b>DL</b>	Distribution List
<b>DOD</b>	Department of Defense
<b>ETMS2</b>	Enterprise Task Management Software Solution
<b>GO/FO</b>	General Officer/Flag Officer
<b>HHQ</b>	Higher Headquarters
<b>J-Dir</b>	Joint Directorate
<b>JS</b>	Joint Staff
<b>JSAP</b>	Joint Staff Action Processing
<b>NIPRNet</b>	Non-classified Internet Protocol Router Network
<b>NSANet</b>	National Security Agency Network
<b>OCR</b>	Office of Coordinating Responsibility
<b>OPR</b>	Office of Primary Responsibility
<b>OSD</b>	Office of Secretary of Defense
<b>POC</b>	Point of Contact
<b>SIPRNet</b>	Secret Network
<b>TM</b>	Task Manager
<b>USCCM</b>	United States Cyber Command Manual
<b>USCYBERCOM</b>	United States Cyber Command
<b>WMS</b>	Workflow Management System

**ATTACHMENT 2**  
**GLOSSARY OF TERMS**