



# CHAIRMAN OF THE JOINT CHIEFS OF STAFF INSTRUCTION

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J-7  
DISTRIBUTION: A, B, C

CJCSI 3500.02B  
15 January 2014


## UNIVERSAL JOINT TASK LIST PROGRAM

References: See Enclosure C

1. Purpose. To establish CJCS policy, guidance and responsibilities for the Universal Joint Task List (UJTL) Program.
2. Superseded/Cancellation. CJCSI 3500.02A, 17 May 2011, "Universal Joint Task List (UJTL) Policy and Guidance for the Armed Forces of the United States," is superseded by this publication.
3. Applicability. This instruction applies to the Joint Staff, Combatant Commands, Services, the National Guard Bureau (NGB), Reserve Components (RC), Combat Support Agencies (CSAs), and other DoD components.
4. Policy. The UJTL is the authoritative list of all approved joint tasks. The individual Universal Joint Tasks (UJTs) that make up the UJTL have five minimum required elements, including task number, task title, task description, measures, and joint doctrinal reference(s). The UJT may also contain a note/background, if desired by the joint community. The UJTL must be staffed and coordinated with the UJTL Development Community (UDC) to ensure it remains current. Specific UJTL management requirements and procedures are contained in reference a.
5. Definitions. See Glossary.
6. Responsibilities. See Enclosure B.
7. Summary of Changes. Information and procedures for UJTL development and maintenance have been moved to reference a.
8. Releasability. This instruction is approved for public release; distribution is

unlimited. DoD components (to include the Combatant Commands), other Federal agencies, and the public may obtain copies of this instruction through the Internet from the CJCS Directives Home Page—[http://www.dtic.mil/cjcs\\_directives](http://www.dtic.mil/cjcs_directives).

9. Effective Date. This instruction is effective upon receipt.

  
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A - General  
B - Responsibilities  
C - References  
GL - Glossary

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## ENCLOSURE A

### GENERAL

1. UJTL Program. The purpose of the UJTL Program is to maintain the authoritative menu (or library) of all approved joint tasks written in a common language. The UJTL facilitates the translation of the National Defense Strategy, National Military Strategy, and other policy and direction into actionable joint tasks commonly understood across the Department of Defense. The program also provides related tools, training, and assistance necessary for users to take full advantage of the UJTL. The UJTL is collaboratively maintained by a robust UDC (see Figure 1) to ensure its currency and availability as a key component for many DoD processes and systems.

#### 2. UJT/UJTL Description

a. A UJT is an action or activity assigned to an individual or organization to provide a capability or resource. They are based on extant and potential joint capabilities, and have a foundation in approved joint doctrine or validated joint concepts. Specifically, UJTs describe “what” joint organizations must do using common and joint terminology. However, UJTs do not address “why,” “when,” “where,” or “how” a task is performed, nor “by whom” or what organization performs the task. Thus, UJTs are “universal”—adaptable and adjustable to describe mission requirements of any joint organization through the application of tailored conditions and standards in the mission-essential task list (METL).

b. The UJTL is a menu (or library) of tasks in a common language, which serves as the foundation for joint operation planning across the range of military operations. The UJTL supports DOD in conducting with joint force development, readiness reporting, experimentation, joint training and education, lessons learned, etc. It is the basic language for developing a joint METL (JMETL) and agency METL (AMETL).

c. The UJTL includes all approved UJTs, providing a complete menu (or library) of joint tasks. UJTs are grouped by functional category in the UJTL, and then further organized into (three) levels of war: Strategic [Strategic National (SN), and Strategic Theater (ST)], Operational (OP), and Tactical (TA).

3. UJTL Task Development Tool. The UJTL Task Development Tool (UTDT) is the authoritative database and system of record for UJTs, and provides access to the most current UJTL. This web-based application also facilitates UJTL

maintenance including submission, staffing, and coordination of proposed UJTL change requests (additions, deletions, and modifications) (reference s).

4. UJTL Utility. The UJTL facilitates a wide range of DoD activities, including: readiness reporting, joint training (individual, staff, and collective training), accreditation of joint and Service training programs, exercises, education, lessons learned, capability development, joint mission threads (JMTs), joint operation planning, joint concept development, and joint capability areas. The UJTL has utility in the following areas as a tenet of “jointness” to provide a common thread among dissimilar DoD functions.

a. Readiness Reporting. The Defense Readiness Reporting System (DRRS) provides the means to manage and report DoD readiness to execute the National Military Strategy. Through the DRRS, Combatant Commands, Military Departments, and other DoD components assess their ability to accomplish mission-essential tasks (METs) derived from mission analysis. The UJTL has a direct role in this process as commanders and directors are required to select tasks from the UJTL to develop their respective joint/agency mission-essential task list (J/AMETL) and tailor these tasks only through the application of standards and conditions (not the approved task titles or descriptions) in support of assigned missions (references c and d).

b. Joint Training. DoD components use the Joint Training System processes to develop joint training programs and training objectives; to plan, execute, and assess training based on METs; and provide documented training status in the Joint Training Information Management System (JTIMS) for input to readiness reporting in the DRRS. Joint Training is focused on the Joint or Agency Mission-Essential Tasks (J/AMETs) derived by commanders/directors from mission analysis and selection from the UJTL. The UJTL is used as a certification consideration throughout the individual joint training certification process. Course learning objectives and joint training objectives that support joint requirements must link to at least one UJT (references e and f).

c. Training Accreditation. The UJTL facilitates the accreditation and certification of training programs, sites, and systems. It does so by indicating a common level of joint context for a joint task or selected portion of a task and identifies shortfalls in the capability of a given program to provide a joint training environment (reference g).

d. Education. Learning is not confined to formal venues and large scale exercises. Individual learning outside of formal military training can also be attained through additional on-line courses available through the Joint Knowledge Online (JKO) learning portal. UJTs are associated with on-line courseware to assist individuals in selecting the appropriate courses for their professional development (reference h).

e. Lessons Learned. The primary objective of the Joint Lessons-Learned Program (JLLP) is to enhance joint capabilities by contributing to improvements in doctrine, organization, training, materiel, leadership and education, personnel and facilities (DOTMLPF) and readiness/policy. The JLLP process may use the UJTL during the validation phase where observations are analyzed and converted into lessons (reference i).

f. Capability Development. The Joint Capabilities Integration and Development System (JCIDS) is the formal DoD process for identifying, assessing, validating, and prioritizing joint military capability requirements. The JCIDS capabilities-based assessment process uses the UJTL to aid in identifying and organizing tasks, conditions and required capabilities of proposed joint concepts and concepts of operation. UJTs are also used for documenting, validating, and framing the discussion of nonmaterial capability solutions as an alternative to, or complement of, materiel capability solutions (reference j).

g. Joint Mission Threads. The UJTL provides one of several starting points for developing JMTs. JMTs are operational and technical descriptions of the end-to-end set of activities and systems that accomplish the execution of joint missions. JMTs are an approach based on Joint Capability Areas (JCA), UJTs, DoD guidance, doctrine, Service documentation, and/or other authoritative sources that clarify requirements, provide operational and technical context, establish common standards, detail the interaction of systems and processes, and produce architectures. JMTs decompose the mission elements necessary to support joint force mission and capability analysis; i.e., nodes, systems, activities, information exchanges, performance requirements, etc. (references k and o).

h. Joint Operation Planning. The UJTL aids joint operation planning by providing a menu (or library) of tasks to select when translating mission-specific implied and specified tasks to support the mission and relevant plans once mission analysis is complete. The application of conditions and standards to chosen UJTs provides mission context and a framework to facilitate synchronizing plans, training, and assessments (reference l).

i. Joint Concept Development. The joint concept development process identifies military problems and innovative solutions relevant to DoD operations. The UJTL provides joint concept development a reference, or baseline, for comparing extant capabilities to proposed solutions (reference m).

j. Joint Capability Areas. JCAs are collections of like DoD capabilities functionally grouped to support capability analysis, strategy development, investment decision making, capability portfolio management, and capabilities-based force development and operational planning. They link the strategies for developing, managing, and employing the force by providing an organizing

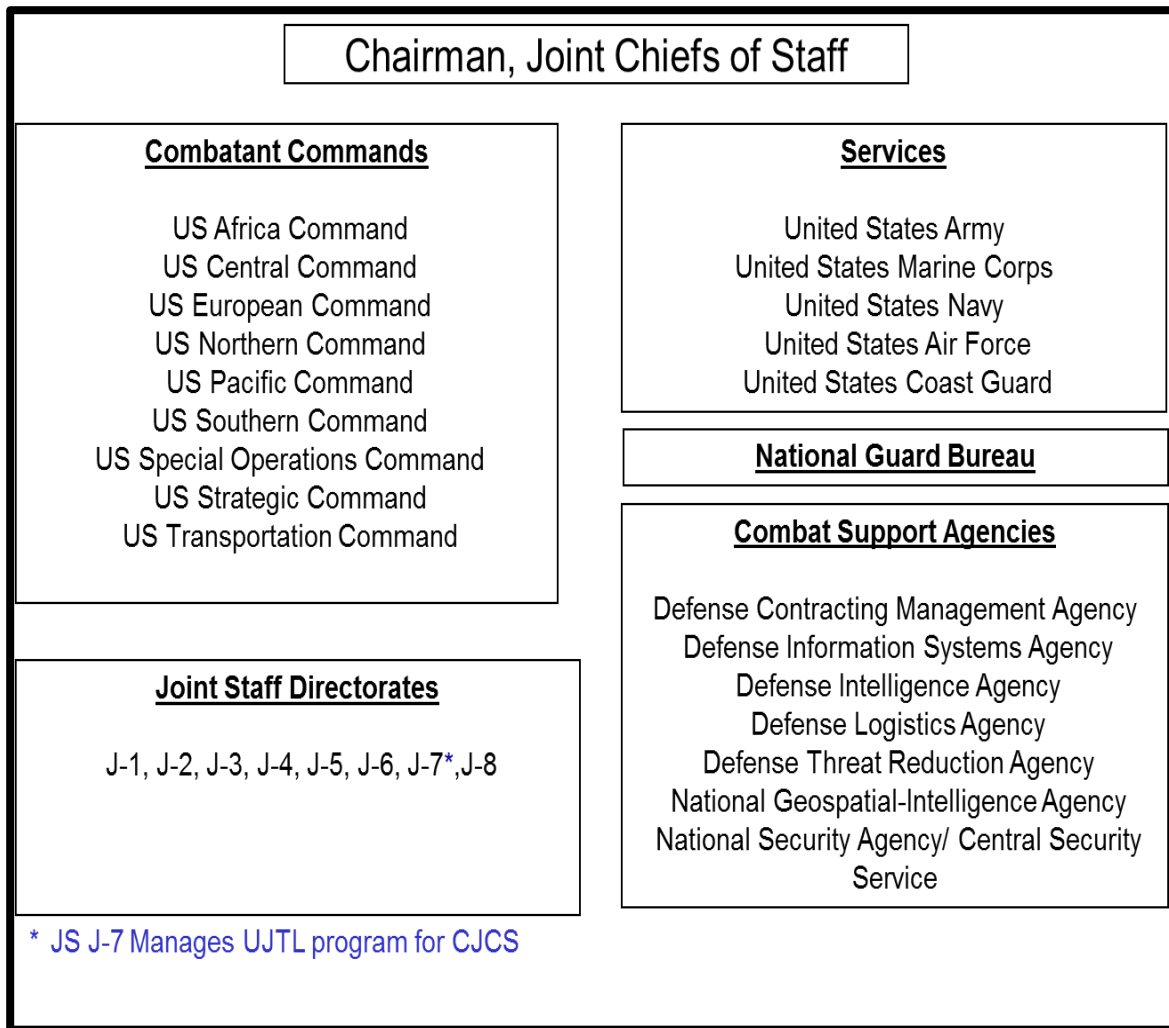
construct that facilitates collaboration among the many related DoD activities and processes. The linkage of the UJTL to the JCAs provides the capability to relate the framework used in DoD processes to assigned tasks that organizations and individuals perform. Specifically, UJTs describe “what” joint organizations do using common and joint terminology. (references n and o).



ENCLOSURE B

RESPONSIBILITIES

1. The Chairman of the Joint Chiefs of Staff. Per 10 USC 153(a) (5), the Chairman of the Joint Chiefs of Staff has overall responsibility for “formulating policies for the joint training of the armed forces.” The Chairman will, in coordination with the other members of the Joint Chiefs of Staff and Combatant Commanders, approve UJTL policy changes.
2. The Director, Joint Staff. The Director, Joint Staff will approve all UJTL Change Requests. Change requests include new tasks, recommendations to delete tasks or major modifications to the authoritative elements of existing UJTs (task title, and/or task description).
3. The Director, J-7, Joint Staff. The Director, J-7, Joint Staff is responsible to the Chairman for managing the UJTL Program. The Director, J-7, Joint Staff will:
  - a. Advise the Chairman on all UJTL Program policy.
  - b. Establish UJTL Program policy and procedures.
  - c. Establish and monitor processes, systems, and training to ensure compliance with established UJTL policy and procedures.
  - d. Acquire, assign and manage resources necessary to execute UJTL Program procedures.
  - e. Develop, maintain, operate, and ensure accessibility of the UTDT.
4. The UJTL Development Community. The UDC consists of the Chairman of the Joint Chiefs of Staff, the Combatant Commands, Services, CSAs, National Guard Bureau and Joint Staff (Figure 1). The responsibilities of the various members are outlined below. Each organization within the UDC is a voting member (1 organizational vote).



**Figure 1. UJTL Development Community**

5. Combatant Commands, Joint Staff Directorates, Combat Support Agencies, Services, and National Guard Bureau. Combatant Commands, Joint Staff Directorates, Combat Support Agencies, Services, and the National Guard Bureau are responsible for:

- a. Appointing a primary and alternate(s) Organizational Point of Contact for all UJTL matters (see reference k for responsibilities).
- b. Coordinate the staffing of proposed UJTL change requests within organization's functional expertise areas, when necessary.
- c. Submits command vote in response to all UJTL JSAPs (change requests, policy and procedure).

6. UJTL Advisory Group. The UJTL Advisory Group (UAG) is chaired by a member of the Joint Staff, J-7 UJTL Program, and is comprised of UDC members (voting) and other UJTL stakeholders. The UAG meets as required to provide a forum for discussing the future direction of the UJTL Program, and to make recommendations on UJTL Program policy and procedures.

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ENCLOSURE C

REFERENCES

- a. CJCSM 3500.04 series, “Universal Joint Task List Manual”
- b. Joint Electronic Library Plus (JEL+); UJTL Portal:  
<http://jdeis.js.mil/jdeis/index.jsp?pindex=43>  
or <http://jdeis.js.smil.mil/jdeis/index.jsp?pindex=50>
- c. DoDD 7730.65, 23 April 2007, “Department of Defense Readiness Reporting System (DRRS)”
- d. DoDI 7730.66, 8 July 2011, “Guidance for the Defense Readiness Reporting System (DRRS)”
- e. CJCSI 3500.01 series, “Joint Training Policy and Guidance for the Armed Forces of the United States”
- f. CJCSM 3500.03 series, “Joint Training Manual for the Armed Forces of the United States”
- g. DoDD 1322.18, 13 January 2009, “Military Training”
- h. Joint Knowledge Online (JKO) webpage,  
<https://jkodirect.jten.mil>
- i. CJCSI 3150.25 series, “Joint Lessons Learned Program”
- j. CJCSI 3170.01 series, “Joint Capabilities Integration and Development System”
- k. CJCSI 6212.01 series, “Net Ready Key Performance Parameters (NR KPP)”
- l. Joint Publication 5-0, 11 August 2011, “Joint Operation Planning”
- m. CJCSI 3010.02 series, “Joint Concept Development and Experimentation (JCD&E)”

- n. “Joint Capability Area Management Plan (JCAMP)”, 27 January 2010
- o. CJCSM 3130.06 series, “Global Force Management Allocation Policies and Procedures”
- p. CJCSI 5120.02 series, “Joint Doctrine Development System”
- q. Joint Publication 1-02, 15 September 2013, “Department of Defense Dictionary of Military and Associated Terms”
- r. DoDD 3000.06, June 27 2013, “Combat Support Agencies (CSAs)”
- s. UJTL Task Development Tool (UTDT): <http://utdt.js.mil>

## GLOSSARY

### ABBREVIATIONS AND ACRONYMS

CJCS	Chairman of the Joint Chiefs of Staff
CJCSI	CJCS Instruction
CJCSM	CJCS Manual
CONOPS	Concept of Operations
CSA	Combat Support Agency
DJS	Director, Joint Staff
DoD	Department of Defense
DoDD	DoD Directive
DOTMLPF	Doctrine, Organization, Training, Materiel, Leadership and Education, Personnel and Facilities
DRRS	Defense Readiness Reporting System
J/AMETL	Joint/Agency Mission-Essential Task List
JCA	Joint Capability Area
JCAMP	Joint Capability Area Management Plan
JCIDS	Joint Capabilities Integration and Development System
JEL+	Joint Electronic Library Plus (formerly JDEIS)
JKO	Joint Knowledge Online
JLLP	Joint Lessons Learned Program
JMT	Joint Mission Thread
JTIMS	Joint Training Information Management System
JTS	Joint Training System
MET	Mission Essential Task
NGB	National Guard Bureau
OP	Operational
OPOC	Organizational Point of Contact
RC	Reserve Component
SN	Strategic National
ST	Strategic Theater
TA	Tactical
UAG	Universal Joint Task List Advisory Group

UDC	Universal Joint Task List Development Community
UJTL	Universal Joint Task List
UJT	Universal Joint Task
USC	United States Code
UTDT	Universal Joint Task List Task Development Tool



## TERMS AND DEFINITIONS

The following terminology is limited to the scope or activity of this publication unless otherwise noted. A definitional entry in the glossary is not approved for general, DoD-wide use and inclusion in the Department of Defense Dictionary of Military and Associated Terms (JP 1-02) unless followed by an explanatory, parenthetical caption, e.g., “(JP 1-02. Source: N/A).”

Agency Mission-Essential Task — A mission task selected by a combat support agency (CSA) director deemed essential to mission accomplishment and defined using the common language of the Universal Joint Task List in terms of task, condition, and standard. Also called AMET.

Capability — The ability to achieve a desired effect under specified standards and conditions through a combination of means and ways across doctrine, organization, training, materiel, leadership and education, personnel, and facilities to perform a set of tasks to execute a specified course of action.

Condition — Variable of the operational environment, including scenario that affects task performance. (CJCSI 3500.01)

Essential Task — A specified or implied task that an organization must perform to accomplish the mission that is typically included in the mission statement. See also implied task; specified task. (JP 1-02. SOURCE: JP 5-0)

Implied task — In the context of joint operation planning, a task derived during mission analysis that an organization must perform or prepare to perform to accomplish a specified task or the mission, but which is not stated in the higher headquarters order. See also essential task; specified task. (JP 1-02. SOURCE: JP 5-0)

Joint Capability Area — Collections of like DoD capabilities functionally grouped to support capability analysis, strategy development, investment decision making, capability portfolio management, and capabilities-based force development and operational planning. (JP 1-02)

Joint Doctrine — Fundamental principles that guide the employment of U.S. military forces in coordinated action toward a common objective and may include terms, tactics, techniques, and procedures. (JP 1-02. SOURCE: CJCSI 5120.02)

Joint Mission-Essential Task — A mission task selected by a joint force commander deemed essential to mission accomplishment and defined using

the common language of the Universal Joint Task List in terms of task, condition, and standard. Also called JMET. (JP 1-02. SOURCE: JP 3-33)

Joint Task — A clearly defined action or activity specifically assigned to an individual or organization that must be done as it is imposed by an appropriate authority. Also referred to as a universal joint task.

Mission Essential Task — A specified or implied task that an organization must perform to accomplish the mission. Also called MET. (JP 1-02)

Specified Task — In the context of joint operation planning, a task that is specifically assigned to an organization by its higher headquarters. See also essential task; implied task. (JP 1-02. SOURCE: JP 5-0)

Standard — Quantitative or qualitative measures and criteria for specifying the required levels of performance of a task. (CJCSI 3500.01)