



What is JIEE?

JIEE is the National Guard's system of record for sharing events, missions, personnel and situation reporting, information and coordinating requests for assistance and request for information.

Register for JIEE

- Go to one of the following Environments
 - <https://jietraining.ngb.army.mil>
 - <https://jieeexercise.ngb.army.mil>
 - <https://jiee.ngb.army.mil>
- Check **Register new user**
- Complete the registration form with the appropriate information
- Click **Send Request**
- Once your Group Administrator has approved your request you will receive an email.

The Homepage

The JIEE Homepage displays the five most recent or modified items for **Events, RFI's and RFA's**

Core Groups

Core Groups in JIEE are used to control sharing of data. Each State and Territory has its own core group as well as NGB and some other government agencies.

Create an Event

- From the Navigation Bar select **Events, Add New Event**
- Fill in all applicable information
- Event Type, Urgency, Subject, Start Date, Description/Summary, and Points of Contact are required fields
- Click **Next >> Add Location & Save**
- Fill out Information on *Event-Add/Edit Location* Page and click **Save**
- Initially only the Core Group that created the event can see the Event created

- The Core Group that created the event must explicitly share their Event with other core groups to be viewed by others outside their Core Group
- **For more detailed information please visit:**
 - https://jiee.ngb.army.mil/HelpOnline/JIEE_User_Manual.pdf
 - **Figure 14, Page 34**

Create a Mission

- From the Navigation Bar select **Missions, Add New Mission** -or- from the *Event Detail* page, go to the **Related Missions** box on the right side of the page and click on **Add New Mission**
- Select the appropriate Related Event
- Fill in all applicable information
- Mission Name, Mission Type, Mission Cause, Mission Support Category, Mission Description and Start Date are required fields
- Click **Add Mission**
- From the *View Mission Detail* page continue to fill in appropriate data for Points of Contact and Locations. You may also upload any relevant attachments under the **Add File** section on the right side of the page
- **For more detailed information please visit:**
 - https://jiee.ngb.army.mil/HelpOnline/JIEE_User_Manual.pdf
 - **Figure 38, Page 55**

Create a RFI/RFA

- RFIs are request for information. RFAs are request action or assistance.
- From the RFI/RFA Navigation Bar select either **Add New RFI** or **Add New RFA**
- You must select the associated Event from the **Event Reference** box when creating a new RFA. The Mission will automatically populate in the **Mission Reference** box
- From the *Add RFI/RFA* page, fill in all applicable information
- Priority, Request Type, Urgency, Status, Subject, Task and Purpose are required fields.
- Click **Save**
- Initially only the originating Group (like TX-JOC) can see the RFI/RFA created
- The originating Group must share their RFI/RFA to be viewed by other Core Groups

- **For more detailed information please visit:**
 - https://jiee.ngb.army.mil/HelpOnline/JIEE_User_Manual.pdf
 - **Figure 43, Page 63**

Sharing a RFI/RFA

- From the *View RFI/RFA Detail* page select **Share RFI (or Share RFA depending on the request)**
- On the *Share RFI/RFA* page, select the Core Group(s) you would like to share your RFI/RFA with
- Select **Add >>** to add only those selected or **Add All >>** to share with all core groups
- Click **Submit**
- **For more detailed information please visit:**
 - https://jiee.ngb.army.mil/HelpOnline/JIEE_User_Manual.pdf
 - **Figure 44, Page 65**

Un-sharing a RFI/RFA

- From the *View RFI/RFA Detail* page select **Share RFI (or RFA)**
- On the *Share RFI/RFA* page, highlight the Core Group(s) in the right box labeled **Share RFA** with that you no longer wish to share the RFI/A with.
- Select **<< Remove** or **<< Remove All**
- Click **Submit**
- **For more detailed information please visit:**
 - https://jiee.ngb.army.mil/HelpOnline/JIEE_User_Manual.pdf
 - **Figure 44, Page 65**

Assigning a RFI/RFA

- You **MUST** assign a RFI/RFA to get a response
- In order to Assign a RFI/RFA, click the **Assign Task** button at the top left of the *View RFI/RFA Detail* page
- **For more detailed information please visit:**
 - https://jiee.ngb.army.mil/HelpOnline/JIEE_User_Manual.pdf
 - **Figure 46, Page 67**

Add a Personnel/Operations Status Report

- To add a **Personnel Status Report** or an **Operations Status Report**, first create a **Force Package**. **Figure 89, Page 102**
- Click **Activate** on the View Force Package Detail page **Figure 91, Page 104**
- After activation the **Add Ops Report** tab and **Add PERSTAT Report** tab will appear
- Select the appropriate report
- **For more detailed information please visit:**
- https://jieee.ngb.army.mil/HelpOnline/JIEE_User_Manual.pdf

Add a Logistics Status Report

- To add a **Logistics Status Report** you must create an **Event** or associate it with an **Event** that's already been created.
- On the Event Detail page select **Create New LOGSTAT** link
- JIEE will display the **Add LOGSTAT** page. Fill in the appropriate information.
- **For more detailed information please visit:**
- https://jieee.ngb.army.mil/HelpOnline/JIEE_User_Manual.pdf
- **Figure 19, Page 39**

Add a Manday Report

- To add a **Manday Report** you must create an **Event** or associate it with an **Event** that's already been created.
- On the Event Detail page select **Add Manday** link
- JIEE will display the **Add Manday** page. Fill in the appropriate information.
- **For more detailed information please visit:**
- https://jieee.ngb.army.mil/HelpOnline/JIEE_User_Manual.pdf
- **Figure 23, Page 42**

Manage Email Notifications

- This feature is available to State and Group Admins only.

- Login to JIEE and click on the **Administration** menu.
- On the Administration page, click **View My Groups** located on the left side of the page just below the main menu.
- Click on the edit icon next to your group.
- On the Administration- Edit Group page, click on **Group Information** to view the email address set for the group. To save changes, click the **Save Group** button.
- On the Administration- Edit Group page, click on **Group Preferences** to set what conditions will trigger JIEE to send email notifications to the group email address. Click the **Update** button to save any changes.
- **For more detailed information please visit:**
- https://jieee.ngb.army.mil/HelpOnline/JIEE_User_Manual.pdf
- **Figure 47, Page 68**

Executive Dashboard

- The JIEE **Executive Dashboard** is a separate page from the current JIEE Homepage and is designed to give senior leadership a quick way of viewing the information on JIEE.
- The new dashboard service is currently only available to the NGCC.
- https://jieee.ngb.army.mil/HelpOnline/JIEE_User_Manual.pdf
- **Figure 147, Page146**

Viewing CCIRs/FFIRs and PIRs

- To view the CCIR, FFIR, or PIR select the appropriate link and the user has the ability to view the pre-uploaded documents.
- **For more detailed information please visit**
- https://jieee.ngb.army.mil/HelpOnline/JIEE_User_Manual.pdf
- **Figure 150, Page148**

Upload Latest Brief Documents

- To upload the **Shift Change brife, FEMA Slides** or the **SLUB** select the **Upload** link inside of the Latest Brief Block..
- After selecting the **Upload** link the **Brief Attachment Window** will appear.

- Select the appropriate file you wish to upload.
- After you choose a file select **Add File** to upload into JIEE
- When the upload is successful the upload screen will disappear and the "Date Modified" will be updated for the specific brief.
- **For more detailed information please visit:**
- https://jieee.ngb.army.mil/HelpOnline/JIEE_User_Manual.pdf
- **Figure 151 and 152, Page 149**

Viewing Latest Brief Documents

- To view the **CCIR, FFIR, or PIR** select the link you wish to view inside of the **Latest Brief Block**
- Once selected the document will be ready for view.
- **For more detailed information please visit:**
- https://jieee.ngb.army.mil/HelpOnline/JIEE_User_Manual.pdf
- **Figure 153, Page 149**

To View Current Active Events

- To view curent active **Events** select the Event from the **Current Active Events** block.
- Once the Event is selected all of the associated open/active **Missions, PERSTATs, LOGSTATs, Force Packages** and **RFIs/RFAs** will populate the remainder of the blocks.
- All **Missions** and **Force Packages** will be displayed on the Map.
- **For more detailed information please visit:**
- https://jieee.ngb.army.mil/HelpOnline/JIEE_User_Manual.pdf
- **Figure 154, Page 150**

View Icons on the Map

- To view current active **Events, Missions, and Force Packages** on the Map select the icon you would like to view.
- Click on selected icon and JIEE will display a pop-up with a brief description of the report.
- **For more detailed information please visit:**
- https://jieee.ngb.army.mil/HelpOnline/JIEE_User_Manual.pdf
- **Figure 154, Page 150**

Need Assistance

JIEE Helpdesk

Hours: Mon-Fri, 0800-1600 Eastern Time

Phone: (703) 607-9614 DSN: (312) 327-8724

Email: JIEEHelpdesk@ng.army.mil

After Hours: Call NGB NGCC at (703) 607-3589