

JOINT STAFF INSTRUCTION

DOM
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JSI 5711.01A
4 August 2000

ACTION PROCESSING


References: See Enclosure G.

1. Purpose. This instruction:
 - a. Implements the policy document governing the development, staffing, and approval of actions prepared by the Joint Staff as provided in reference a.
 - b. Describes the process used by Joint Staff action officers to prepare actions supporting the Chairman of the Joint Chiefs of Staff.
2. Cancellation. JSI 5711.01, 30 April 1997, is canceled.
3. Applicability. This instruction applies to all persons on the Joint Staff involved in action processing.
4. Policy. Joint Staff actions must be developed in a uniform and timely manner and reflect the best possible military judgments.
5. Responsibilities. See Enclosure A.
6. Procedures. Joint Staff procedures for processing a joint action are provided in this instruction.

7. Summary of Changes.

- a. Eliminates Such Action As May Be Required (SAR) taskers from action assignment (Enclosure B).
- b. Changes type C distribution of SJS directives (Enclosure B).
- c. Provides information on required signature of component heads on OSD actions containing SD 391s (Enclosure B).
- d. Changes name of Action Control Branch of SJS Actions Division to Assignment and Control Branch (Enclosure B).
- e. Changes suspense times from 7 to 4 days for responses to members of Cabinet (includes SecDef and DepSecDef) and Congress, CINCs, Chiefs of Services, and CHODs (5C actions) (Enclosure B).
- f. Deletes information on public correspondence of the Chairman of the Joint Chiefs of Staff, which is being published separately.
- g. Adds coordination information for matters pertaining to the National Guard and Reserve Matters and information on CJCS correspondence to Congress (Enclosure C).
- h. Codifies 6-month rule for coordination on instructions, manuals, and notices for the Joint Staff (Enclosure C).
- i. Provides guidance on conveying Service nonconcurrences to OSD on DOD directives, instructions, and manuals (Enclosure F).

8. Effective Date. This instruction is effective immediately.


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Major General, USAF
Vice Director, Joint Staff

Enclosures
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ENCLOSURE A

RESPONSIBILITIES

1. Joint Secretariat. The Secretary, Joint Staff, has overall responsibility for management and administration of the action processing system. Specific responsibilities are as follows:

a. Actions Division (AD). AD is the focal point for action processing on the Joint Staff. Its responsibilities are to:

(1) Receive, control, and distribute CJCS, VCJCS, ACJCS, DJS, and VDJS (Top 5) correspondence, providing advice on distribution of close-hold messages addressed to the Chairman of the Joint Chiefs of Staff and the Director, Joint Staff.

(2) Task incoming correspondence to the Joint Staff, providing guidance on how best to respond to the action and follow all applicable processing procedures.

(3) Monitor the status of actions and manage suspenses, provide assistance on required suspense extensions, and assist the Military Secretariats (MilSecs) in reassignment of misassigned actions to another directorate.

(4) Edit documents signed by the Chairman and Vice Chairman of the Joint Chiefs of Staff, the Assistant to the Chairman, and the Director and Vice Director, Joint Staff, for clarity and administrative quality.

(5) Establish and implement joint action processing policy and procedures.

b. Information Management Division (IMD). IMD is responsible for:

(1) Assigning actions for CJCS and Joint Staff instructions, notices, and manuals; CJCS directives to the combatant commands; freedom of information requests; mandatory declassification reviews; and security reviews.

(2) Providing assistance and administrative guidance to action officers (AOs) in processing and preparing documentation to complete the above actions.

(3) Acting as a liaison between the offices of the MilSecs to ensure efficient processing of these actions.

(4) Providing library, professional research, and information or document retrieval services for CJCS, JCS, or Joint Staff official records and NATO documents.

(5) Monitoring and administering records management policy and procedures.

(6) Monitoring and administering the Joint Staff forms management program.

(7) Processing and coordinating freedom of information and mandatory declassification review requests.

(8) Conducting a systematic declassification review of permanent Joint Staff records 25 years old and older.

(9) Administering the Joint Staff General Accounting Office Department of Defense (Inspector General) audit programs.

2. Military Secretariats. The MilSecs are responsible for:

a. Assigning actions within their directorates, including resolution of misassigned actions within their directorates. MilSecs work with AD to assist in the reassignment of actions to another Joint Staff directorate or supporting office.

b. Maintaining the status of actions to ensure adequate control and timely submission of replies, including ensuring that Service replies are obtained from only authorized representatives as stated in subparagraph 3a, below.

c. Acting as a liaison between the directorate and AD to ensure efficient processing of CJCS and DJS actions.

d. Transferring all internally generated actions into the Joint Staff Action Tracking System (ATS) and forwarding the action for CJCS, VCJCS, ACJCS, DJS, VDJS, or SJS approval or signature.

e. Electronically providing AD a copy of the signed implementer for actions tasked by an SJS Directive and signed within their directorate.

f. Coordinating required suspense extensions with AD.

3. Joint Staff AO. The Joint Staff AO is responsible for developing positions and responses that, in many cases, are CJCS positions on national security issues. Actions may vary widely in importance, but all must reflect the best possible military advice or guidance. The AO drafts the joint action and ensures its thorough and proper coordination and completion in a timely manner. **The AO's responsibility for the action continues until a final decision has been made and implementing documents have been dispatched.**

a. Coordination. The AO coordinates actions as fully as possible, but without permitting the coordination process to cause the action to skirt issues or provide watered-down advice to achieve consensus. Through the coordination process, critical issues can be identified and presented to the leadership for decision. The AO is responsible for ensuring such issues are identified and not lost through vague wording or a compromise on the objective of the action. See Enclosure C for a detailed discussion of the coordination process.

b. Timely Completion. The AO balances the objective of producing "the perfect action" against the need to complete work in a timely manner. The AO is responsible for ensuring the timely completion of actions.

c. Nonconcurrences. Unresolved issues should be clearly identified in the JS Form 136, "Joint Staff Action Processing Form," in order for the principal to make a decision.

d. Close-Hold Implementers. Because of security clearance considerations associated with Sensitive Compartmented Information (SCI), special access, and other close-hold actions, the AO may be required to implement the approved action.

e. Document Security. AOs must ensure classified information originated by them in action packages is conspicuously marked with appropriate markings in accordance with references b and e. Per reference e, documents classified by multiple sources must identify those sources. A list of the sources will be maintained with the file or record copy (multiple sources are listed on the endnote page of the 136). If the action's classification is derived from ALL the references attached to the action, the Form 136 may reflect that fact rather than contain a separate list of those references. For example, the 136 may state: "Multiple Sources: See references."

f. Message Directives. Approved directives, policies, or permanent procedures should not be transmitted via messages. When time sensitivity makes using the message vehicle necessary, the directive, policy, or procedure may be provided via a message, but WILL BE EFFECTIVE FOR ONLY 90 DAYS. If the directive, policy, or procedure will be effective for more than 90 days, the originator will prepare the information as a CJCS Instruction and forward it for DJS signature under a Form 136 before the 90 days have lapsed.

g. Contractor-Written Documents. AOs ensure that contractor-written documents are prepared in accordance with accepted format and style (references b, d, and g). AD editors are available to assist the AO and contractor during the early stages of the document's development. Early consultation can prevent rewriting and reformatting the document later.

4. J-3, Operations Division. The primary emphasis in this division is to support operations planning and decision making with OPSEC planning and military deception policy. OPSEC vulnerabilities must be considered by all functional elements when preparing plans, policies, doctrine, and joint tactics, techniques, and procedures; when developing systems; and when prescribing logistic and administrative practices. This division can provide assistance on practical applications of OPSEC and military deception during the preparation of Joint Staff actions.

ENCLOSURE B

ACTION ORIGINS, ASSIGNMENT, AND SUSPENSES

1. Origins of Actions. Many actions originate external to the Joint Staff, such as from the President, members of Congress, the Assistant to the President for National Security Affairs, the Secretary of Defense, Chiefs, CINCs, or Directors of Defense agencies. Within the Joint Staff, sources of actions are the Chairman and Vice Chairman; the Assistant to the Chairman; the Director and Vice Director; the Secretary, Joint Staff; and the directors of Joint Staff directorates. NSC actions involve special considerations (see reference c).

2. Action Assignment

a. Actions Division, Joint Secretariat. Most action assignments to the Joint Staff are initially made by AD. (See sample of an SJS Directive on page B-9.)

(1) Memorandums, Letters, Notes, etc. Documents addressed to the Chairman and Vice Chairman of the Joint Chiefs of Staff; the Assistant to the Chairman; the Director and Vice Director, Joint Staff; or the Secretary, Joint Staff, requiring action are processed through AD, assigned a suspense date, referred to the appropriate directorate, and distributed to other directorates and agencies concerned. Usually, the document triggering the tasking is published as an SJS Directive. Actions will be referred as follows:

(a) CJCS or VCJCS Reply/Approval. These actions require preparation of correspondence for CJCS or VCJCS signature or recommendations for CJCS or VCJCS coordination on the originator's proposed correspondence. Responses to these actions should be forwarded to the Chairman or Vice Chairman of the Joint Chiefs of Staff through the Director, Joint Staff, via JS Form 136. (Format for a 136 is in reference b.)

(b) DJS or VDJS Reply/Approval. These actions require preparation of correspondence for DJS or VDJS signature or recommendations for DJS or VDJS coordination on the originator's proposed correspondence. Responses to these actions should be forwarded to the Director or Vice Director, Joint Staff, via JS Form 136.

(c) Direct Reply. These actions require a reply, but the action directorate may respond directly to the agency that generated the action. A copy of the reply is provided to AD. The action officer is responsible for

ensuring a copy of the response is electronically scanned into the folder before forwarding to AD.

(d) Appropriate Action (AA). Action is required; however, the type of action (which could range from providing telephonic response to establishing CJCS policy) is at the discretion of the action directorate. The tasking document may provide further explanation of what action is required. All taskings for appropriate action are assigned a suspense date.

(e) Joint Operation Planning and Execution System (JOPES). OPLANs and CONPLANs being reviewed under JOPES are referred to the Joint Staff lead directorates via SJS Directives. The directive requests that the Services provide comments on the subject plan within 30 days. The lead directorate then has an additional 30 days to incorporate the Service comments and obtain final coordination.

(f) Referral in Connection With (CW). These actions are directly related to another ongoing action (either an SJS or a J-directorate action) and are not assigned a suspense date. A separate answer for these actions is generally not expected; the final answer to the ongoing action will normally complete the "CW" action as well.

(g) Circulated for Information (CI). No action is expected on the document being circulated, and no suspense date is assigned.

(2) Messages

(a) An SJS Directive will be published tasking actions on messages addressed to the Chairman or Vice Chairman of the Joint Chiefs of Staff; the Assistant to the Chairman; the Director or Vice Director, Joint Staff, or on messages determined by the Chairman of the Joint Chiefs of Staff or Director, Joint Staff, to require a response at those levels. An SJS Directive is also published tasking Personal For, Eyes Only, and SCI messages addressed to the Chairman of the Joint Chiefs of Staff or Director, Joint Staff, for action.

(b) General service messages are routed by the Joint Staff Information Resource Management Office to the appropriate Joint Staff directorates for action and information. The directorate assigned for action will initiate internal tasking if the message requires action.

(3) Day Book Items. The Joint Staff is required to provide information to support the CJCS, VCJCS, and ACJCS schedules of meetings and briefings. A model and instructions for preparing Day Book items are in reference f.

b. Information Management Division, Joint Secretariat. IMD tasks, monitors, and manages Joint Staff instructions, manuals, and notices; directives and reports; freedom of information requests; mandatory declassification reviews; and security reviews.

3. Distribution of SJS Directives. The distribution codes used for SJS Directives are as follows:

<u>Type</u>	<u>Used For</u>
A	Services, J Directorates, JSIRMO, and Comptroller
C	Services only*

* Additional distribution may be added (e.g., C plus J-1, J-3). External distribution (paper copies) is made through Joint Staff Support Services printing and distribution.

4. Responsibilities for Carrying Out Action Assignments. AD and IMD are responsible for Joint Staff action assignment and management. Once an action is assigned, the directorate tasked is responsible for the action until it is completed or until withdrawn or transferred by AD or IMD. Joint Staff directorates may appeal AD or IMD assignments to the Chief, AD, or SJS and, ultimately, the Vice Director, Joint Staff, but responsibility remains with the directorate until the action is reassigned. Internal procedures for assigning and controlling actions are directorate prerogatives but should conform to the following principles:

a. As a matter of policy, all formal taskings or requests for action should be addressed to the Chairman of the Joint Chiefs of Staff or Director, Joint Staff. If Joint Staff directorates receive requests directly from outside agencies for action that must be considered by the Chairman or Vice Chairman of the Joint Chiefs of Staff; the Assistant to the Chairman; or the Director or Vice Director, Joint Staff, these requests should be referred to AD for review by the Director, Joint Staff, and for determination of appropriate action.

b. The MilSec should work with AD or IMD, as appropriate, on assignment or reassignment of actions.

(1) If the tasked directorate disagrees with the assignment, it should attempt to identify a more suitable directorate for assignment of the action.

(2) Assignment and Control Branch (ACB), AD, and affected and prospective directorates will coordinate to determine an agreeable assignment. If unsuccessful, the case will be sequentially presented to the appropriate level for resolution (Chief, AD; SJS; and Vice Director, Joint Staff).

(3) The Vice Director, Joint Staff, will be the final adjusting authority.

c. Actions assigned by the MilSec to a division should be reviewed by the division chief to ensure the action is within the division's area of responsibility. If an assigned action is outside the expertise of a division, the division chief works with the MilSec to secure relief. Division chiefs assign actions to AOs and consider AO requests for relief from actions.

5. Suspenses. Suspense dates are assigned to actions to ensure a timely response. Internal suspenses are those assigned inside the Joint Staff; external suspenses are those requested of the Joint Staff by the originator. (See the chart in the Appendix.)

a. Suspense Assignment. ACB assigns suspenses as follows:

(1) Actions With Originator Suspense Dates

(a) Actions requiring reply by the J director will be assigned an SJS suspense date that is the same as the originator's suspense date.

(b) Actions requiring CJCS or DJS reply with external suspense dates will be assigned an SJS suspense according to the following schedule:

1. Actions that permit the AO 0-6 working days: the same day as the originator's suspense.

2. Actions that permit the AO 7-14 working days: 1 day before the originator's suspense for processing.

3. Actions that permit the AO 15 or more working days: 2 days before the originator's suspense for processing.

(c) If the incoming correspondence does not allow a suspense of at least 5-7 working days and lacks reasonable justification for a shorter

suspense, ACB will discuss a suspense extension with the originating agency. Discussion will be held in parallel with the assignment of the action to the appropriate directorate. The J directorate is responsible for obtaining additional extensions.

(2) Actions Without Originator Suspense Dates

(a) For actions requiring reply by CJCS to members of the Cabinet (includes SecDef/DepSecDef) and Congress, CINCs, Chiefs of the Services, and CHODs, a 4-day suspense will be assigned. These actions are referred to as 5C actions. If the action cannot be completed by the suspense date, an interim reply will be required.

(b) For all other actions involving normal staffing, action assigners are authorized to extend these times if extensive study, staff work, or coordination appear inherent in the action.

(1) Actions from Under and Assistant Secretaries of Defense, other OSD offices, and members of Congress (except those addressed to CJCS and VCJCS) will be assigned a suspense of 10 working days.

(2) Actions from the Chiefs and CINCs (except those addressed to CJCS and VCJCS) and Directors of Defense agencies will be assigned a suspense of 15 working days.

(3) CINC memorandums to the Secretary or Deputy Secretary of Defense through the Chairman of the Joint Chiefs of Staff will be assigned a suspense of 3 working days. These memorandums are tasked to the appropriate J directorates for review and recommendation as to whether the Chairman of the Joint Chiefs of Staff should initial and forward the memorandum to the Secretary or Deputy Secretary of Defense. If the J directorate determines that it is not appropriate to forward the memorandum, an extension may be requested to allow time to prepare a memorandum for the Chairman of the Joint Chiefs of Staff to send back to the originating CINC.

(4) Requests for information from the Chairman and Vice Chairman of the Joint Chiefs of Staff and the Director and the Vice Director, Joint Staff, will be assigned a suspense of 5 working days.

(5) CJCS official correspondence will be assigned a suspense of 7 working days.

(6) Personal For and Eyes Only messages will be assigned a suspense of 4 working days. If a final answer is not possible in 4 days, an interim reply is due within 4 days, and a new suspense will be determined for the final reply.

(7) Condolence letters will be assigned a suspense of 4 working days.

b. Joint Staff Suspense Extension. Suspense extension requests should have detailed justification and reflect a realistic estimate of additional time required to complete the action.

c. OSD Suspense Extension. The Correspondence Control Office for the Secretary and Deputy Secretary of Defense task actions to the Joint Staff under an SD Form 391. Those actions requiring SecDef or DepSecDef reply must have an interim response if the original suspense cannot be met. Extensions may be requested using the SD Form 391. The J-directorate is responsible for completing the justification portion of the form, entering the proposed new suspense date, and providing to AD/ACB for signature. If the action was referred for component head signature, the SD Form 391 must be forwarded to ODJS through AD/ACB for signature.

d. Suspense Management. AD/ACB is responsible for monitoring suspense dates on CJCS, VCJCS, ACJCS, VDJS, and SJS actions. These actions will be entered into ATS and suspenses assigned accordingly. The action assigners will monitor ATS daily to determine the status of all actions due, respond to requests for suspense changes, record the completion of actions, and assist with any projected problems.

(1) MilSecs must ensure the current status of each action due is recorded in ATS by 1500 daily.

(2) Suspense extensions must be requested and approved no later than 1530 on the day of the SJS suspense.

(3) All actions are due to AD at 1500 on the suspense date unless a different time (e.g., 1000) is specified in the tasking.

(4) The Daily Report of Actions Pending will be run at 1530. Any action not received in AD by 1500 on its due date will be reflected as "overdue." Actions are not to be hand-carried directly to ODJS, but will first be provided to AD/EAPB for processing.

e. Red Tag Actions. All Red Tag actions must be forwarded to Actions Division, Joint Secretariat, by 1500 on the suspense date unless a different time (e.g., 1000) is specified. Red Tag actions originating from the directorates will clearly state in the Form 136 why it is a Red Tag. If Red Tags are not going to make the 1500 suspense, directorate EAs must provide a note in the JSAP folder explaining the reason for the delay, and provide a courtesy phone call to Actions Division by 1500.

(1) Red Tags are:

(a) Actions with an originator's suspense of the current calendar day.

(b) Actions from Cabinet members, Congress, Service Chiefs, CINCs, or CHODs requiring CJCS or VCJCS response (5Cs).

Other actions that do not fall under the above definition, but are handled as red tags are Deployment, Execute, Alert, and Prepare to Deploy Orders (if forwarded to Actions Division less than 5 working days prior to execution).

(2) The AO must remain an active participant in the Red Tag process since these actions are not considered complete until signed and delivered. Once the action proceeds up the CHOP chain, **the AO or his/her representative must be available**, even after duty hours, to answer questions and deliver the approval, if necessary, to the appropriate office.

6. Numbering of Actions

a. All actions referred by AD/ACB and IMD/RMAS are assigned an SJS Directive number (e.g., SJS 00-00005).

b. Actions originating within the directorates and not tasked by AD will be assigned a J Directive number (e.g., J-5A 00005-00).

7. Action Directives

a. Publication of Action Directives. If an assigned action requires Service, combatant command, Joint Staff, and/or Defense agency coordination, the AO may prepare an Action Directive (see sample in reference b) for the directorate's MilSec or authorized individual to publish. This directive alerts the addressees the action is under way; informs them who within the action directorate or office has been assigned the action; and requests coordination, collaboration,

or support at the AO level (including names and telephone numbers of coordinating or collaborating AOs). A message or fax is sent to CINC points of contact when coordination is requested from the CINCs. See Enclosure C for additional information on interaction with the combatant commands.

(1) Directive Changes. A change to an Action Directive is made by publishing a new directive superseding the previous one.

(2) Effective Term of Directives. An Action Directive is normally effective until the action is completed.

(3) Cancellation. The action directorate publishes a change to an Action Directive if the action has been completed or canceled in a way not apparent to the directive's holders. This change cancels the directive and briefly explains the reason for cancellation.

(4) Informal Request Instead of an Action Directive

(a) When time limitations preclude the use of an Action Directive, requests for expedited coordination or collaboration may be made by telephone or in person between Joint Staff Executive Assistants/Officers or the MilSecs of the directorates concerned. The requesting directorate must immediately provide addressees copies of documents, messages, papers, etc., pertinent to the request but not readily available.

(b) The action directorate need not publish an Action Directive when the AOs are known or when requesting coordination on internal Joint Staff matters.

b. Numbering of Action Directives. Action Directives will be identified with the action to which they refer; e.g., SJS 00-00005/D.

SJS DIRECTIVE SAMPLE

SJS Directive Number

15 January 2000

DISTRIBUTION C PLUS__

J-3, J-4

J-5

SECRETARY, JOINT STAFF DIRECTIVE

on

LONG-TERM TASKER REQUIREMENTS

1. The attached is referred to J-5, in collaboration with J-3 and J-4, for CJCS reply.
2. The suspense date for this action is 12 April 2000, unless an extension is coordinated with the Secretary, Joint Staff.

Joint Secretariat

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APPENDIX TO ENCLOSURE B

CJCS/DJS SUSPENSE GUIDANCE

Without Originator's Suspense	
Originator	SJS Suspense*
SecDef/DepSecDef***	4 Days
Congressional/USD/ASD***	10 Days
CINC/Chief/Def Agency***	15 Days
CINC to SecDef thru CJCS	3 Days
Expedite Actions/ASAP	2 Days
CJCS/VCJCS/DJS Notes	5 Days
CJCS Official Correspondence***	7 Days
P-4/ Eyes Only	4 Days
Condolence Letters	4 Days

With Originator's Suspense	
Originator's Suspense**	SJS Suspense*
0-6 Days (CJCS/DJS Reply)	Same as Originator
7-14 Days (CJCS/DJS Reply)	1 Day Prior
15 or More Days (CJCS/DJS Reply)	2 Days Prior
Originator's Suspense (Direct Reply/AA)	Same as Originator
Day Book/Trip Book/CHOD Visits	
CJCS/VCJCS Day Book Items	To SJS, 1200, 1 Day Prior to Meeting
CJCS/VCJCS Trip Book Items	To OCJCS/OVCJCS, 1 Week Prior to Departure
CJCS CHOD Visits	To Protocol, Thurs Before the Visit

* Working Days. Actions not received in AD by 1500 on the due date are considered overdue.

** AO is responsible for obtaining originator's extension in accordance with this instruction.

*** 4-day suspense for CJCS/VCJCS reply to congressmen, Cabinet Members, CINCs, Chiefs, and CHODs.

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ENCLOSURE C

COORDINATION PROCESS

1. Overview

a. General. Coordination gives affected organizations an opportunity to contribute to and comment on joint actions. Early involvement of all concerned organizations is crucial to full development of an issue. The properly coordinated action considers the full range of options on the issue and presents all relevant facts. The extent of coordination depends on the nature of the action. Joint Staff directorates and supporting offices are especially encouraged to coordinate and maintain active liaison with OSD, the Services, and the CINCs.

b. Coordination With the Services. Service perspectives on issues are needed so that the Chairman of the Joint Chiefs of Staff can provide the best military advice possible. Additionally, although the Chairman is the principal military adviser, the Service Chiefs and Vice Chairman of the Joint Chiefs of Staff, as other members of the Joint Chiefs of Staff, are also military advisers to the President, NSC, and Secretary of Defense. In this capacity, they may choose to submit views that differ from or add to those of the Chairman. Coordination with the Services gives the other members of the Joint Chiefs of Staff an opportunity to fulfill their statutory role and ensures that the Chairman is made aware of those views. The following actions always require Service coordination:

(1) All actions that provide military advice to the President, NSC, or the Secretary of Defense.

(2) OSD requests for coordination of DOD directives, instructions, and manuals, when Service equity is involved.

(3) Actions that impact on Services' plans or policies or on which they have requested the opportunity to coordinate; for example, all deployment orders, warning orders, planning orders, deployment preparation orders, and execute orders.

(4) Actions that have corporate JCS or Service Chief interest.

c. Preliminary Coordination. At this stage, AO-level input is sought to identify issues and strengthen the action. A transmittal memorandum (model is in reference b) is used to convey actions for coordination.

d. Final Coordination. At this stage of coordination, concurrence or nonconcurrence is requested from the planner level. The action is usually sent to activities that provided the preliminary coordination. At this time, a copy to is also provided to AD for "pre-editing" (early editing) purposes.

e. Categories of Joint Staff Responses to Requests for Coordination. The Joint Staff responds to requests for coordination in three basic ways: (1) concurs, (2) nonconcurr, or (3) concurs and submits suggested changes that do not form the basis for a nonconcurrence. Nonconcurrences must be accompanied by specific recommended changes and supporting rationale, when appropriate. Suggested changes may also be provided with a nonconcurrence; however, they must be clearly distinguished from issues on which a nonconcurrence is based.

f. Recoordination. Substantive changes accepted by the Joint Staff following final coordination must be reordinated. Generally, any change necessary to accommodate the nonconcurring view of one organization will be substantive and require coordination with all concerned. All CJCS and Joint Staff instructions, manuals, or notices that contains coordination more than 6 months old must be reordinated.

g. Networking. Coordination is also accomplished through the system of networking. Joint Staff AOs generally inherit points of contact (POCs) from their predecessor. If this does not happen, the AO may circulate an Action Directive to coordinating agencies. (See sample directive and instructions in reference b.) However, a personally built network provides better results.

2. Service Planners and JACOs

a. Service planners through the Service Joint Action Control Offices (JACOs) secure the organization's approval at whatever level is appropriate. Thus, when final coordination has been requested, concurrence, nonconcurrence, or suggested comments received on an action are considered to be the **final views of the head of the organization**.

b. Service planners represent their respective Service Chief, Operations Deputy (OpsDep), and Deputy Operations Deputy (DepOpsDep) on joint matters. They are the first line of authority on the Service staff for Joint Staff actions. Service planners assist in the formulation, coordination, and communication of the Service position. A Service position, when required on a joint action, may be rendered **only** by the Service planner, DepOpsDep, OpsDep, or Chief.

c. Service JACOs are the administrative points of contact between the Joint Staff and the Services. JACOs are responsible for receiving all joint actions, determining the Service action required, assigning the action to the appropriate Service office, and ensuring it is completed by the suspense date. The JACOs work closely with Service planners in support of the planner's role of obtaining final Service coordination on joint actions.

3. Coordination With the Combatant Commands

a. Frequently, joint actions require coordination with the combatant commands. The same general procedures apply in working with these commands as with the Services. Refer to reference b for specific instructions.

b. The Joint Staff may establish working groups, solicit comments, etc., outside the normal action processing procedures. In these cases, requests to combatant commands may be sent to the appropriate CINC staff offices.

c. Actions involving the development, revision, or change of joint publications are coordinated with the combatant commands.

d. Actions involving the JS Form 136 process should be announced to the combatant commands by the most expeditious method; e.g., message, fax, phone call.

4. Coordination With the Defense Agencies. When a Defense agency has an interest in an action, that agency will be included in the coordination process as an addressee on the transmittal memorandum. The same procedures will be used for staffing and issue resolution as with the Services and combatant commands. If the Joint Staff has a requirement to establish working groups, solicit comments, etc., outside the normal action processing procedures, requests to Defense agencies may be sent to the functional proponent of that agency.

5. Consultation and/or Coordination With the Office of the Secretary of Defense

a. OSD Coordination on Joint Staff Actions

(1) When working Joint Staff actions, AOs should avail themselves of all resources including those in OSD. The views and special skills of people in those offices can contribute greatly to a fully staffed action.

(2) The two levels of coordination (preliminary and final) are not as distinctive in OSD as they are on the Joint Staff. The OSD POC may choose to coordinate on the action or elevate it to higher authority. The Joint Staff accepts the coordination at the level provided by OSD, except as directed in subparagraph (4) below.

(3) Coordination with OSD should be requested when the AO knows OSD has a particular interest in the issue or when OSD has requested the Joint Staff coordinate with OSD.

(4) When the Joint Staff is tasked by OSD to prepare a reply for SecDef or DepSecDef signature and is directed to coordinate with offices within OSD, the coordination must be at the level of Under Secretary or his Principal Deputy. This guidance also applies when the Joint Staff is tasked for comments or recommendations for SecDef or DepSecDef.

b. Joint Staff Coordination on OSD Actions

(1) Joint Staff AOs and division chiefs provide preliminary coordination on OSD actions.

(2) DJS or higher-level authority provides final coordination on OSD actions on behalf of the Chairman of the Joint Chiefs of Staff, except when authority has been formally delegated to the J directors.

6. Special Requirements for Deployment Orders

a. In accordance with guidance from the Special Assistant to the Secretary and Deputy Secretary of Defense, deployment orders presented to the Secretary of Defense for approval must contain a legal certification. Joint Staff Form 136 will contain the following statement:

“The Legal Counsel or designated Deputy Legal Counsel to the Chairman of the Joint Chiefs of Staff has reviewed this deployment order and certifies that it complies with applicable law. It (does)(does not) present significant legal issues requiring review by the Department of Defense General Counsel. This order (does)(does not) require consultation or reporting consistent with the War Powers Resolution.” _____ (Legal Counsel’s or designated Deputy Legal Counsel’s initials)

NOTE: The determination of whether significant legal issues are raised requiring DOD General Counsel review or whether War Powers Resolution

consultation or reporting is required will be made by Legal Counsel or designated Deputy Legal Counsel.

b. Amendments to deployment orders may also require the above legal certification. Legal Counsel will be consulted to determine if such a certification is required.

c. The Legal Counsel's or designated Deputy Legal Counsel's initials must appear on the original JS Form 136 presented to the Chairman of the Joint Chiefs of Staff and the Secretary of Defense.

7. Coordination With OCJCS for National Guard and Reserve Matters (NG/RM). OCJCS NG/RM is responsible for providing the Chairman of the Joint Chiefs of Staff with information, advice, and counsel on matters concerning the Army and Air National Guard and Reserve of the Army, Navy, Air Force, Marine Corps, and Coast Guard. It is also responsible for enhancing and facilitating Reserve Component (RC) utilization. Any actions that could affect these responsibilities or any issues that could impact the RC must be coordinated through OCJCS NG/RM.

8. Coordination With OCJCS Legal Counsel and Legislative Assistant

a. Legal Counsel (LC). OCJCS/LC is responsible for ensuring that CJCS statutory responsibilities are complied with and that Joint Staff actions comply with applicable law. Actions that could affect those responsibilities are coordinated through LC. All actions with legal implications, statutory matters, coordination of DOD directives, deployment of forces, rules of engagement, and Department of State cables require LC chop.

b. Legislative Assistant (LA). OCJCS/LA is responsible for providing advice and support on all congressional issues and legislation to the Chairman and Vice Chairman of the Joint Chiefs of Staff, the Assistant to the Chairman, the Joint Staff, and the CINCs. LA coordination is required on all congressional testimony, inquiries, congressional reports, and all actions having legislative implications, such as deployment orders, rules of engagement, command and control authority, and program management funding.

9. Coordination With the Director of Communications, OCJCS. All correspondence intended for members of Congress, CJCS and VCJCS public statements and speeches, and all issue papers and correspondence that have high media and public interest must be coordinated with the Director of Communications.

10. Coordination With OCJCS/Public Affairs. OCJCS/PA is the point of contact for all actions dealing with the media and is responsible for providing advice and support on all matters dealing with the press and public speaking venues to the Chairman and Vice Chairman, and when applicable to the Assistant to the Chairman, Director and Vice Director, and directors of Joint Staff directorates. PA coordination is required on all actions relating to speaking venues for the Chairman and Vice Chairman, all issue papers and correspondence that have high media and public interest, deployment orders, congressional inquiries and correspondence, CJCS and VCJCS public statements, and the Joint Staff website.

11. Coordination With J-7 on Doctrine and Terminology. Joint Staff documents containing doctrine, issues concerning doctrine, or terminology will be coordinated with the Joint Doctrine Division (J-7) to ensure conformity. J-7 must be notified of any terminology approved for Joint Pub 1-02, "Department of Defense Dictionary of Military and Associated Terms."

12. Coordination With J-8 on Defense Resource Issues. The Director, J-8, is responsible for providing force structure and budget and program analysis advice to the Chairman and Vice Chairman of the Joint Chiefs of Staff and the CINCs. Force structure issues should be referred to the Forces Division. All actions concerning programming and budget analysis assessment, cost and budget tradeoff analysis, congressional matters affecting resource allocations, and funding for contingency operations will be coordinated with the Program and Budget Analysis Division, J-8.

13. Coordination With Joint Staff Comptroller, DOM. The comptroller provides budget advice to the Chairman and Vice Chairman of the Joint Chiefs of Staff, the Assistant to the Chairman, members of the Joint Staff, and CINCs. Accordingly, the Joint Staff Comptroller should coordinate on all fiscal, funding, and contracting issues involving Joint Staff budget programs.

14. Coordination With Records Management and Automation Support Branch, IMD, DOM. All CJCS and Joint Staff instructions, manuals, and notices will be coordinated with the Records Management and Automation Support Branch, IMD, Joint Secretariat.

15. Coordination With USELMNORAD. NORAD is a binational command composed of the military services of Canada and the United States and is a separate and distinct command from USSPACECOM. USELMNORAD, an entity within NORAD, handles US issues and has been given combatant command authority by the President. Whenever issues warrant coordination

with USELMNORAD, it must be included on the distribution list. For example, USELMNORAD should be included as an addressee whenever the combatant commands, as a group, either action or info, are addressees on operational issues. Coordination with USELMNORAD may be sent via message to HQ USELMNORAD PETERSON AFB CO. The NORAD/USSPACECOM Liaison Office is available to clarify any NORAD coordination concerns the AO might have.

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ENCLOSURE D

STEPS IN PROCESSING AND COORDINATING AN ACTION

1. General. No one set of processing procedures can apply to all actions. Listed below are some of the typical steps in processing and coordinating an action. (See matrix in the Appendix A for additional information.)

2. Joint Staff Action Processing

a. The preferred method for coordinating actions within the Joint Staff is the JSAP electronic folder system Coordination/Copy To, which provides fast delivery of copies of the action simultaneously to the recipients.

b. The JSAP electronic folder system is cleared for information classified at the TOP SECRET level. NATO SECRET, NATO CONFIDENTIAL, NATO RESTRICTED, NATO SECRET ATOMAL, NATO CONFIDENTIAL ATOMAL, Restricted Data, and Formerly Restricted Data can be included in the JSAP folder but cannot be archived in the Electronic Filing System (EFS). Also, this material cannot be routed via the SIPRNET because it is not accredited for NATO material. Personal For and Eyes Only messages can be included in the JSAP folder also but cannot be archived in the EFS. For security reasons, materials listed below must be excluded from the folder:

- (1) COSMIC TOP SECRET ATOMAL, COSMIC TOP SECRET.
- (2) DOS sensitive material (i.e., EXDIS, LIMDIS, NODIS).
- (3) NSC (Presidential Decision/Review memorandums).
- (4) SIOP-ESI.
- (5) Special access programs and/or code word material.
- (6) Sensitive Compartmented Information (SCI)-SPECAT.
- (7) Focal Point.
- (8) Critical Nuclear Weapon Design Information (CNWDI).
- (9) Unclassified sensitive information; e.g., certain personnel issues.

3. Preliminary Coordination

a. Joint Staff Action Officer

(1) When assigned an action, the AO determines the nature of the action required, the requirement for coordination, and the feasibility of completing the action by the assigned suspense date. Actions must be completed in the time allotted; however, if the action is especially complex or unusual, the AO may request a suspense extension using the procedures described in Enclosure B.

(2) After the initial analysis is complete, the AO should establish the network of AOs needed to develop and coordinate the action properly. An Action Directive to the appropriate Services and Defense agencies and/or a message, fax, or phone call to the appropriate CINC points of contact are used for this purpose. The MilSec or authorized individual dispatches Action Directives and messages. **If all action officers are known, this step is not required.**

(3) The next step is the process of drafting the action. The AO should conduct research to establish the relevant facts, policy, and precedent and seek top-down guidance, if necessary. The EFS, Research and Archiving Branch in IMD, division files, the Editorial and Action Processing Branch of AD, and the MilSecs are all sources of information that may contribute to the preparation of an action. For very complex actions or those without clear precedent or guidance, AO meetings may be useful in establishing the initial structure of the action. More likely, however, determination of issues, facts, and the need for top-down guidance will result from the coordination process. Therefore, the sooner the AO produces the first draft of the action, even if it is not fully complete, the quicker the action can be developed and finalized.

(4) After the action has been drafted, the AO is ready to begin the coordination process. Although an AO may conduct preliminary coordination without further approval, usually the AO will obtain some type of internal review before coordination begins. The level of review will depend on the significance of the action and the AO's understanding of the views of the leadership on the subject and the directorate's internal procedures.

(5) AO prepares the draft action for preliminary coordination via JSAP electronic system and/or paper copy. Action should include the transmittal

memorandum, marking it for AO-level and preliminary coordination; the JS Form 136; implementing documents; and supporting references.

(a) Those documents are included in the JSAP electronic folder as a master document and copies are sent to the Joint Staff as Coordination/Copy To. (Electronic folders are provided by AD (SJS-tasked actions) or the MilSec (J-initiated actions).) In general, actions should be forwarded to the appropriate MilSec via "j_actions" for further distribution to individuals annotated on the transmittal memorandum.

(b) A paper copy of the action is distributed to organizations outside the JSAP system in accordance with directorate procedures.

b. Coordinating Action Officers. AOs whose views have been sought will review and provide comments on the action by the time requested on the transmittal memorandum. Substantive comments will normally be provided in writing, and key recommendations should be fully supported by written rationale. Generalized reasons such as "clarity" should not be used to rationalize proposed changes that will subsequently serve as the basis for a nonconcurrence.

c. Action Officer Meetings

(1) AO meetings are generally conducted for the following purposes:

(a) To solicit input from the various coordinating agencies during the information-gathering and initial drafting phases of action development.

(b) To resolve issues.

(c) To provide an expeditious means of coordination among several parties.

(2) Time permitting, AOs should conduct separate meetings first with Joint Staff AOs and then with AOs of external coordinating organizations to help ensure that:

(a) The number of participants is kept to a manageable level.

(b) The AO understands the factors that will affect development of the Joint Staff position before interacting with external organizations, thus a

sustainable Joint Staff position can be developed. Joint Staff and Service action officer coordination will not constitute final planner/Service coordination, even if all issues are resolved.

(c) External organizations are aware who is responsible for the action on the Joint Staff.

(d) The Joint Staff position is clear.

4. Final Coordination

a. Joint Staff Action Officer

(1) Based on input received during preliminary coordination, the AO will attempt to resolve issues while redrafting the action. The normal sequence is to consider Joint Staff issues first, then those surfaced by external organizations. Significant divergent views may be elevated through the division chief and J director to the Director or Vice Director, Joint Staff, for decision. Good judgment should prevail, but there is little value in addressing external concerns if the AO is likely to encounter a Joint Staff nonconcurrence during final coordination. In the absence of critical Joint Staff issues, the AO will then attempt to resolve external nonconcurrences through bilateral discussions or AO meetings.

(2) After resolution, the AO redrafts the action, incorporating recommended changes as appropriate. Depending on the extent of the changes, the action may be re-coordinated at the AO level. If not, the action is prepared for final coordination.

(3) In preparing the action for final coordination, the AO ensures the JSAP electronic folder (master document) is updated: transmittal memorandum, JS Form 136, implementing documents, and supporting references. At this time, the transmittal is marked for Planner (Services)/Division Chief (Others) final coordination. The AO ensures the transmittal memorandum of actions having implementers to be signed at VDJS or higher level is addressed to AD EDITORS. The remainder of the transmittal memorandum is completed according to internal directorate procedures.

(4) In presenting the action for review by the division chief, the AO will identify (orally or by some other means) any unresolved Joint Staff or other organization issues.

(5) After receiving authority to release the action for final coordination, the AO sends a copy of the action via the JSAP electronic folder system as Coordination/Copy To to addressees within the Joint Staff.

b. Division Chief. The Joint Staff division chief is a planner who reviews the action to determine if it is ready for final coordination or secures the organization's approval. Depending on the internal procedures of the staff directorate and the significance of the action, the division chief may determine that the action needs higher-level Joint Staff review before final coordination. If so, review is obtained through the most appropriate means; if not, the action is processed for final coordination according to directorate procedures. For the most timely review of expedite actions, the division chief should telephonically alert the Service planners.

c. Directorate. In accordance with internal directorate procedures, the action is administratively reviewed, the JSAP electronic folder is released to activities inside the Joint Staff, and/or the transmittal memorandum is signed, and the action printed and distributed to activities outside the Joint Staff. A hand-carried action must be delivered to the Service JACOs. The MilSec or authorized individual will ensure that the same action number appears on both the JS Form 136 and transmittal memorandum.

d. Military Secretary. When a directorate is requested to coordinate an action, the MilSec is responsible for assigning requests to the appropriate division and tracking the response to ensure coordination by the due date.

e. Planner-Level Meetings

(1) Planner-level meetings may be conducted to attempt to resolve nonconcurrences resulting from final coordination or to work out the specifics of agreements reached by a joint council meeting of the Joint Chiefs of Staff, OpsDepts, DepOpsDepts, or other senior participants in the issue resolution process.

(2) Separate meetings should be conducted for Joint Staff planners (division chiefs) and planners of external organizations. Once a Joint Staff nonconcurrency is identified, it should be resolved and a position established before attempting to resolve nonconcurrences from other organizations. In those cases where time constraints preclude separate meetings (and issue resolution), all parties should be so advised.

(3) Service planners and Joint Staff planners should come to these meetings prepared to articulate their respective Service Chief or J-director proposed position.

f. Actions Division. For actions to be signed at VDJS or higher level, AD pre-edits the action and provides editorial comments to the AO by the date and time indicated on the transmittal memorandum.

5. Final Package

a. Joint Staff Action Officer

(1) If all coordinating organizations concur in the action, the AO incorporates any editorial changes and prepares the implementing documents in final form and transfers the files into the electronic folder.

(2) If organizations nonconcur, the AO will evaluate the nonconcurrences and recommend to the division chief whether the action should be modified to accommodate the concerns expressed. Planners will attempt to resolve nonconcurrences. Unresolved nonconcurrences will be elevated through the Joint Staff chain of supervision in accordance with reference a.

(3) For an action with an originator's suspense of that day, or if the action is urgent, the AO signifies the priority of that action by color coding the folder RED. (Actions with an SJS suspense of that day **but** no originator's suspense do not require Red Tags to AD.) Because these actions are not considered complete until they are signed, the AO must be available to answer questions after duty hours and, if necessary, refer the approval to the appropriate office.

b. Division Chief

(1) If all concur in the action, the division chief will review the final action and forward the electronic folder to the next person in the review chain.

(2) If there are Joint Staff nonconcurrences, the division chief will attempt to resolve the issue bilaterally or through meetings of the coordinating Joint Staff division chiefs. Unresolved issues will be worked until resolved or presented for DJS decision. In any event, a Joint Staff position should be

established before attempting to resolve nonconcurrences from other coordinating organizations.

(3) If there are nonconcurrences from other coordinating organizations, the division chief will likewise attempt to resolve the issues bilaterally or through planner-level meetings. Unresolved nonconcurrences, with consideration as to why the dissenting views cannot be accepted, and a recommended course of action will be forwarded through the chain of supervision to the J director for consideration.

(4) Changes to the action resulting from the issue resolution process will be reordinated with all concerned. Simple changes may be coordinated telephonically; however, substantive changes will be resubmitted via paper and/or JSAP electronic folder.

c. Military Secretary. In accordance with directorate procedures:

(1) If there are no changes to the action, the electronic folder is forwarded to the J director or acting director for signature.

(2) If the action is for CJCS, VCJCS, ACJCS, DJS, VDJS, or SJS review, J director (or designee) approval must be obtained to transmit the folder to the Director, Joint Staff, through AD, for further processing.

(3) Other actions, such as (a) those addressed below the level of Assistant Secretary of Defense, (b) those addressed to the signer's counterpart in the command or Service, or (c) those tasked as a J directorate reply, are approved and signed by the J director as J-X memorandums or messages and dispatched by the J directorate.

d. J Director or Head of a Supporting Office

(1) If all concur in the action, the J director (or designee) or head of a supporting office approves the action and signs the implementer or JS Form 136 as appropriate. If the action cannot be approved, it is returned to the AO with further instructions.

(2) If the action has unresolved nonconcurrences, the J director (or designee) or head of a supporting office may either return the action to the AO with additional guidance or attempt to resolve the issue. J directors (or designee) or heads of supporting offices will interact with the appropriate

individuals in the affected organizations. If the action is changed in the issue resolution process, it must be re-coordinated with all concerned organizations. Unresolved issues will be forwarded to the Vice Director, Joint Staff, or Director, Joint Staff, for consideration. It is normally appropriate to schedule a meeting to discuss the action; however, the J director (or designee) or head of a supporting office may choose to forward the action with a note to the Director, Joint Staff, describing the issues and the attempts at resolution.

e. Actions Division

(1) All actions requiring the attention of VDJS or higher authority will be forwarded first to AD.

(2) AD reviews the implementing document(s) and makes any editorial changes necessary before sending the action for approval and/or signature. Substantive changes made in AD are provided to the AO for review.

f. Director and Vice Director, Joint Staff

(1) If there are no unresolved nonconcurrences, the Director or Vice Director, Joint Staff, approves the action and signs the implementers or initials the JS Form 136 forwarding the action to the Chairman or Vice Chairman of the Joint Chiefs of Staff, as appropriate. If the action cannot be approved, ODJS returns it to the J directorate or supporting office (through AD) with additional guidance.

(2) If there are unresolved nonconcurrences, the implementing correspondence should reflect the nonconcurrences. The Director or Vice Director, Joint Staff, may:

(a) Return the action through AD to the J directorate or supporting office with further guidance.

(b) Attempt to resolve the issue.

(c) Refer the matter to a joint council of either the DepOpsDepts or OpsDepts.

(d) Forward the action to the Chairman of the Joint Chiefs of Staff with a recommendation for a decision.

(e) Sign implementing correspondence "For the Chairman" reflecting nonconcurrency, if not an action subject to subparagraph 4h(2)(e) below.

g. Actions Division. As appropriate, AD takes one of the following actions:

(1) If the action is to be returned to the J directorate or supporting office, records a new suspense in ATS and electronic folder, if possible, and notifies the MilSec.

(2) If the action has been approved, notifies the AO immediately when a Red Tag action is completed and takes the necessary implementing measures.

h. Chairman and Vice Chairman of the Joint Chiefs of Staff

(1) If there are no unresolved nonconcurrences, the Chairman or Vice Chairman of the Joint Chiefs of Staff approves the action and signs the implementers or initials the JS Form 136 as appropriate. If the action cannot be approved, OCJCS returns it to the Director, Joint Staff, (through AD) with additional guidance.

(2) If there are unresolved nonconcurrences, the Chairman or Vice Chairman of the Joint Chiefs of Staff has the following options:

(a) Returns the action to the Director, Joint Staff, with further guidance.

(b) Attempts to resolve the issue.

(c) Refers the matter to a joint council of the Joint Chiefs of Staff.

(d) Makes a final decision. Forwards differing or additional advice or opinions from nonconcurring Chiefs or CINCs at the same time CJCS advice is presented to the President, NSC, or Secretary of Defense. CJCS advice may not be unduly delayed by reason of the submission of the individual advice or opinion of another member of the Joint Chiefs of Staff.

i. Actions Division

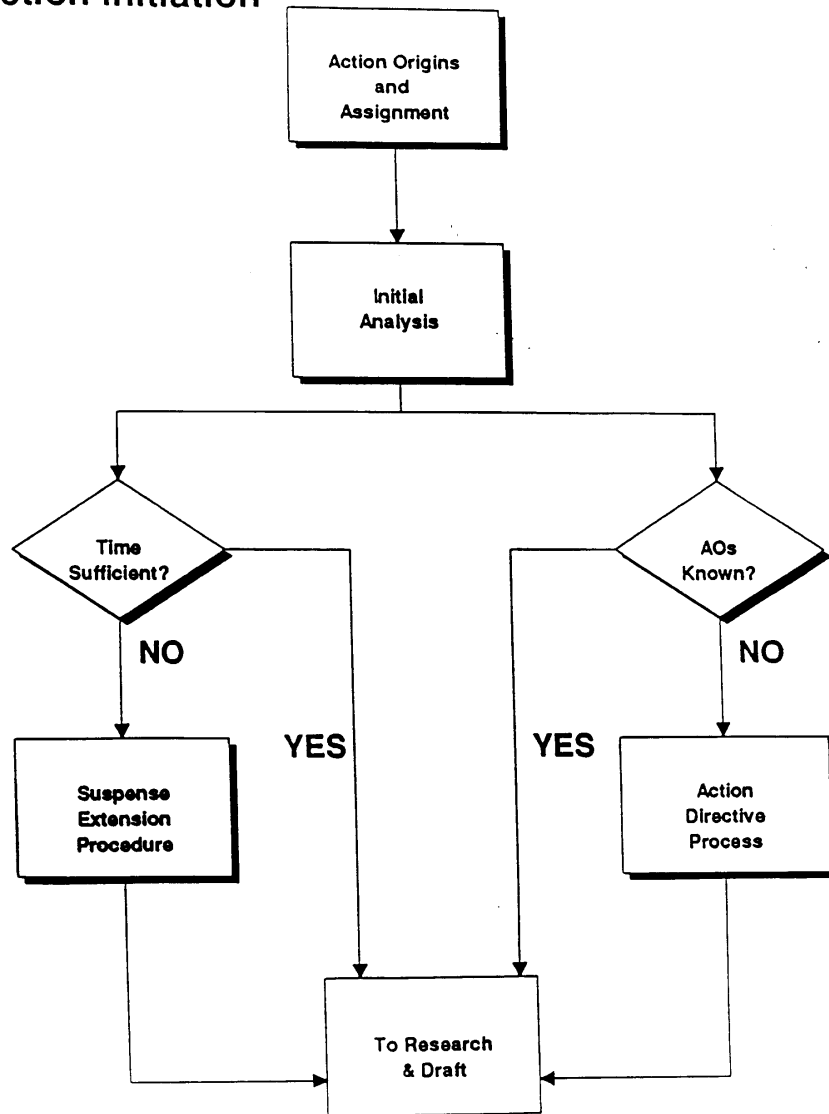
(1) If the action has been approved, AD takes all necessary implementing measures.

(2) If the action is to be returned to the J directorate or supporting office for further processing, AD assigns a new suspense.

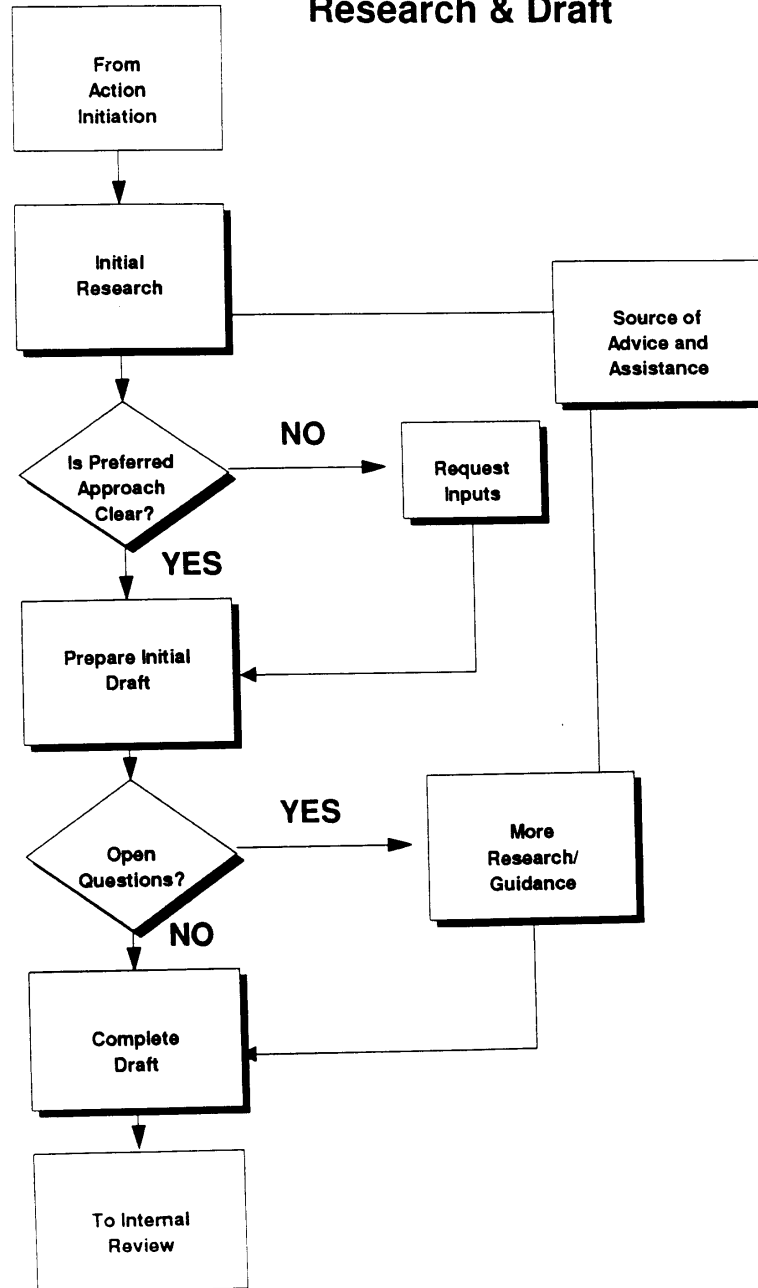
APPENDIX A TO ENCLOSURE D

ACTION PROCESS WORKFLOW

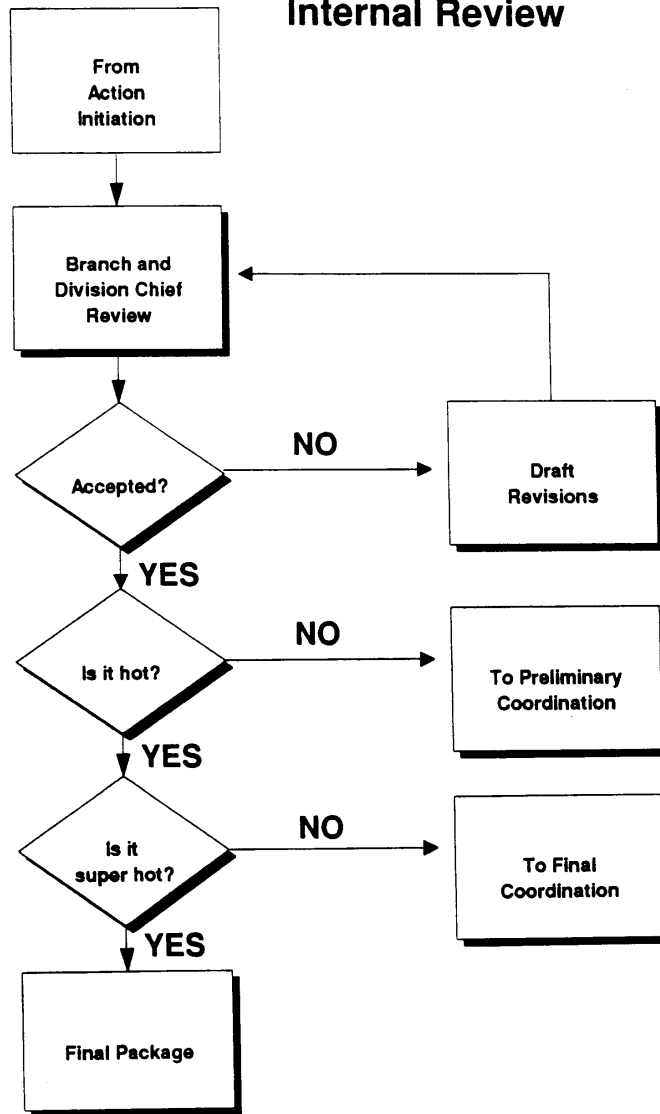
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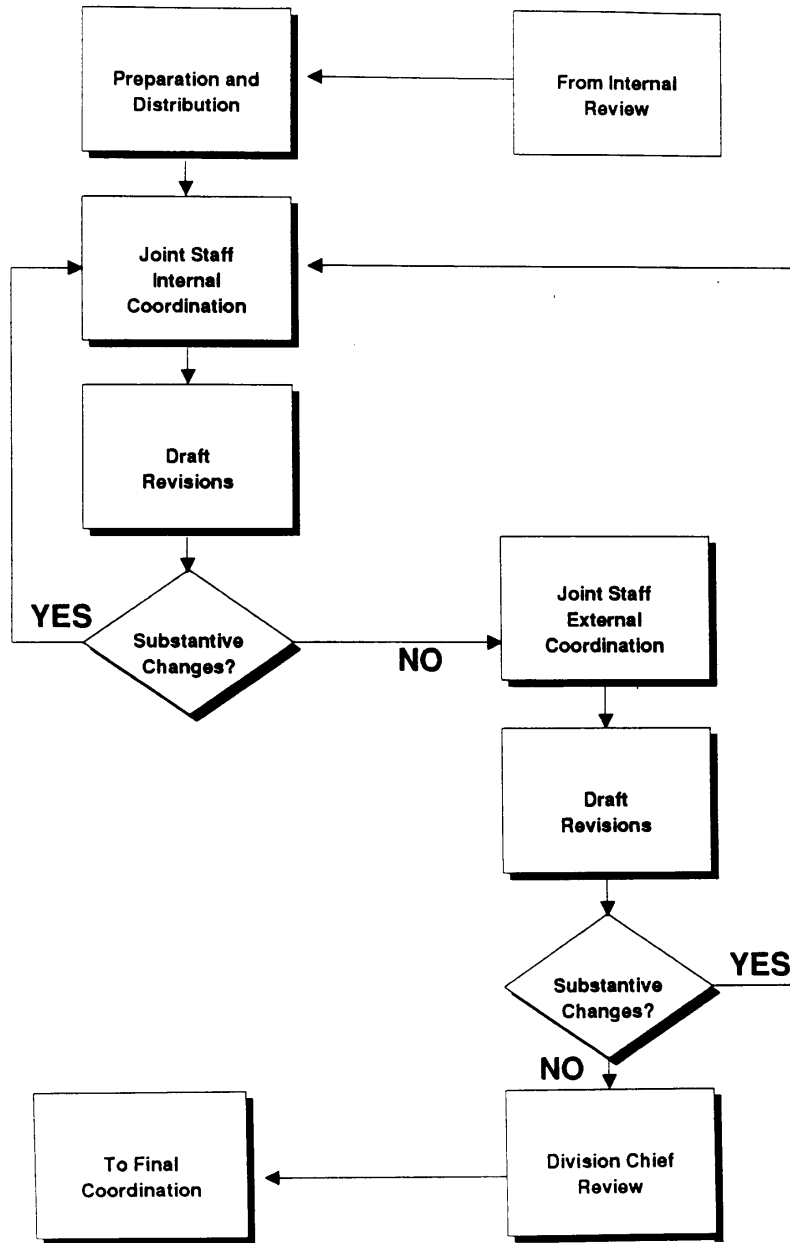
Research & Draft



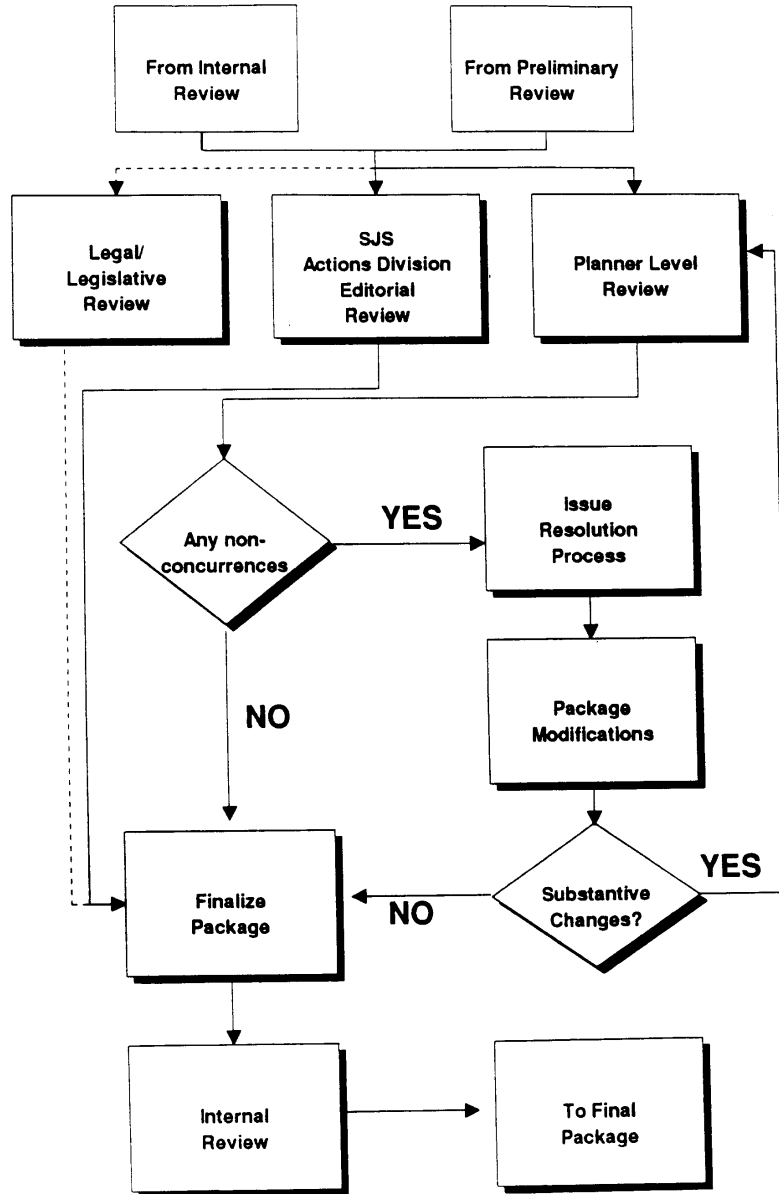
Internal Review



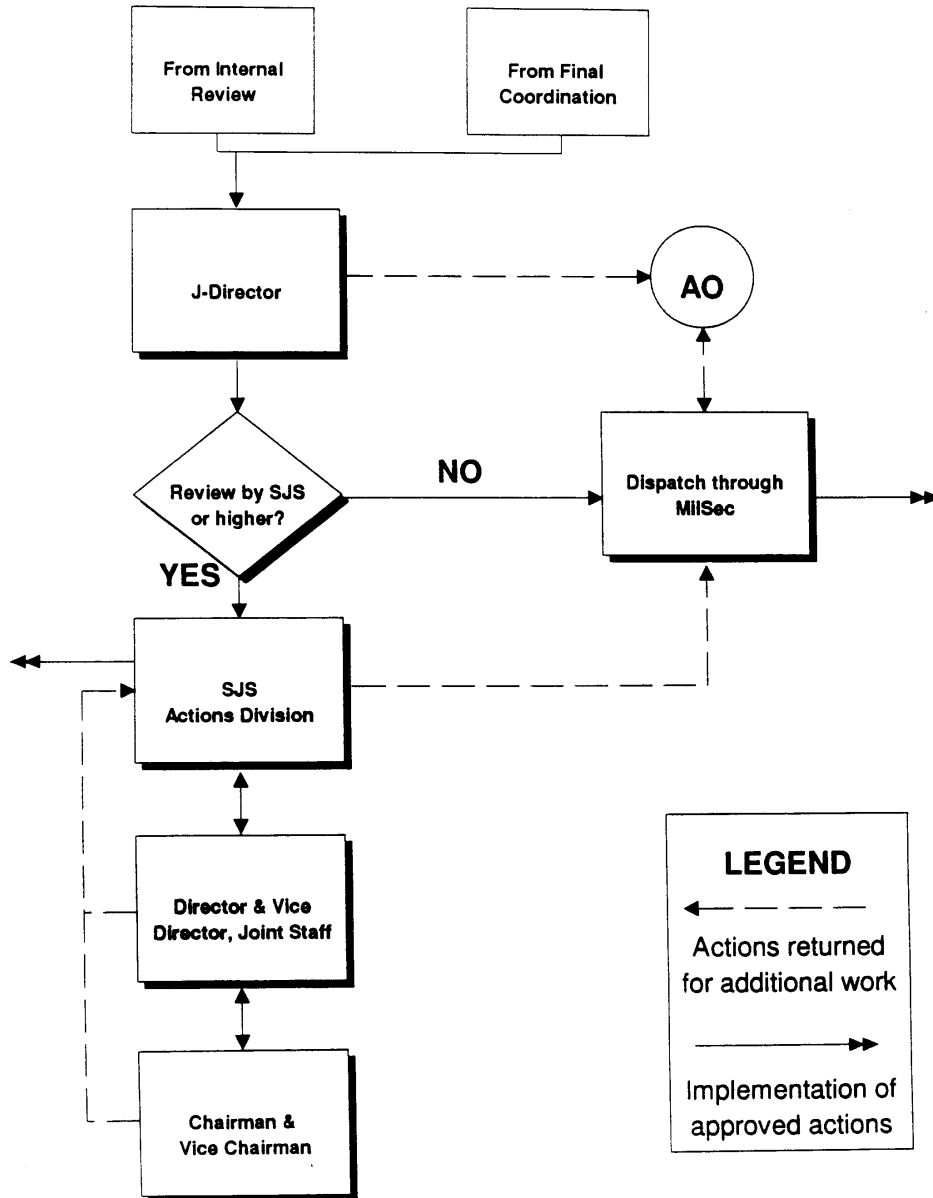
Preliminary Coordination



Final Coordination



Final Package



APPENDIX B TO ENCLOSURE D

MATRIX OF JOINT STAFF ACTIONS

DOCUMENT	CM OR CJCS OR VCJCS MSG¹	Memo in the name of CJCS (MCM) or "FOR THE CJCS" MSG²	DJSM OR DJS MSG¹	J MEMO OR MSG
DOCUMENT DESCRIPTION	CJCS policy actions: guidance and instructions to the CINCs; actions for CJCS signature as directed by OCJCS.	CJCS policy actions or guidance and instructions to the CINCs signed on behalf of CJCS; OPLAN reviews; JSPS actions.	Staff-to-staff actions; requesting info, review; providing info; tasked by SJS as a DJS REPLY.	Staff-to-staff actions; tasked by SJS as DIRECT REPLY.
ADDRESSEE	Sec Def; DepSecDef; Ast to Pres for Nat'l Security Affairs; CINCs; Chiefs of the Services; Congress; foreign military and civilian dignitaries of comparable rank; Directors of Defense agencies; Spec Asst to SecDef and DepSecDef.	CINCs; Chiefs of the Services; multiple addressees including SecDef, Chiefs of the Services, Directors of Defense agencies.	Under and Assistant Secretaries of Defense; Asst to SecDef; Dep CINCS; OpsDepts; DepOpsDepts, Congress	Below ASD levels; Deputy Under SecDepts; J-Director counterparts in the Services and commands, congressional staffs
COORDINATION	Most actions require coordination with the Joint Staff and the Services, CINCs, and/or Defense agencies. A properly developed action must consider the full range of informed opinion on an issue and present all relevant facts. If it does not, it may inadvertently lead the decision maker to an erroneous conclusion.			
APPROVAL OR SIGNATURE	CJCS or VCJCS	DJS, VDJS, or SJS (for admin issues only)	DJS or VDJS	J-director or designee
OTHER	No command line; CJCS or VCJCS letterhead paper; message FROM line is "CJCS (or VCJCS) WASHINGTON DC."	Memo command line: "For the Chairman of the Joint Chiefs of Staff."; OCJCS letterhead paper. Msg FROM line is "CJCS WASHINGTON DC//DJS//" (or VDJS or SJS); add "FOR THE CJCS" below the classification line.	Memo uses Joint Staff letterhead paper. Msg FROM line is "JOINT STAFF WASHINGTON DC//DJS//" (or VDJS).	Memo uses Joint Staff letterhead paper w/appropriate J ZIP Code. Msg FROM line is "JOINT STAFF WASHINGTON DC //J-X//."

¹ Personal for messages addressed to CJCS, VCJCS, ACJCS, DJS, or VDJS that require a response will be assigned to the Joint Staff for preparation of a reply to be signed by the personal for addressee.

² Correspondence in the name of the Chairman of the Joint Chiefs of Staff may be addressed to any level of addressee appropriate to the action, including addressees for DJSMs.

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ENCLOSURE E

COMPLETED ACTIONS

1. General. This enclosure establishes procedures for notification of completed Joint Staff actions.

2. Disposition
 - a. SJS, VDJS, DJS, and Above Levels. Administrative Support Branch (ASB), AD, scans the signed implementers or approval documents for this level of actions into the electronic folder.
 - (1) ASB provides the action directorate a complete copy of the electronic folder.

 - (2) The hard copy of the action, if any, and the complete electronic folder are transferred to the Research and Archiving Branch (R&AB), IMD, for file. JSAP electronic folders are transferred to the Electronic Filing System.

 - b. Directorate-Level Completion. For SJS-tasked actions approved within the J directorate, the MilSec will inform AD/ACB by scanning a copy of the signed approving document into the JSAP electronic folder or by providing evidence that the J directorate completed the action, such as a note stating phone response provided. The folder will be transferred to ACB Action Complete.

3. Documents With Special Security Requirements. The AO ensures that file copies of documents that relate to special access programs, sensitive compartmented information, and other matters of a sensitive nature are maintained in accordance with appropriate security and records management regulations.

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ENCLOSURE F

PROCESSING DOD DIRECTIVES, INSTRUCTIONS, AND MANUALS

1. General. Drafts of new DOD directives, instructions, and manuals and proposed revisions to these documents are sent from OSD to the Chairman of the Joint Chiefs of Staff or Director, Joint Staff, for review and coordination. The Joint Staff processes the action to determine an appropriate reply to OSD. After approval in OSD, these documents are distributed in final form, and those with action for the Chairman of the Joint Chiefs of Staff must be processed by the Joint Staff for implementation. Procedures for both the coordination and implementation processes are described below.

2. Coordination Procedures

a. SJS Tasked. Draft DOD directives, instructions, and manuals sent to the Joint Staff for coordination will be tasked and assigned a suspense date by SJS Directive. Joint Staff policy requires preparation of a new directive or revision of an existing directive be coordinated with the Defense agencies concerned and the Military Services, although the Secretaries of the Military Departments are also asked to review. Even when Secretaries of the Military Departments have had an opportunity to provide their comments separately to OSD, the **Chiefs** should provide their advice as members of the Joint Chiefs of Staff to the Chairman. **If applicable, that advice will be incorporated into the "joint view." The JS Form 136 forwarding the response to the Director, Joint Staff, must contain a record of Service coordination.**

b. Service Reoordination on DOD Directives, Instructions, and Manuals. If, after coordination, the Joint Staff accepts Services' comments as applicable to CJCS interests and incorporates them into the reply to OSD, the AO recoordinates the action if the document is substantially changed. If the changes are minor or administrative in nature, the document would probably not need to be reordinated. Reoordination allows the other Services to know the Joint Staff final position and gives them the opportunity to reply.

c. Nonconcurrency. A Service nonconcurrency is not subject to resolution under the provisions stated in Enclosure C; however, contrary views of the Chiefs should be identified in the Form 136 and conveyed to OSD.

d. No Service Response. When the Joint Staff requests Service coordination but the Service elects to respond through its Secretary of the Military Department and not the Joint Staff, that information is reflected in the

Discussion section of the 136. The coordination block of the 136 reflects the Service planner's name and the date when that information was received.

e. National Military Command Center (NMCC). If the directive, instruction, or manual applies to the NMCC, the Joint Staff action directorate will coordinate with the Operations Directorate, J-3, to ensure that NMCC requirements receive appropriate consideration.

3. Implementation Procedures. DOD-signed directives, instructions, and manuals will be reviewed and implemented promptly within the Joint Staff. Because the Services and combatant commands also receive these documents in final from OSD, the Joint Staff need not incorporate implementation concerning those components. DOD directives, instructions, and manuals are usually implemented in accordance with reference d.

a. In implementing DOD directives, instructions, or manuals, mere rephrasing or condensing should be avoided. The implementing document should reference the DOD document.

b. Copies of the implementing document will be sent directly to the appropriate OSD office by the date specified in the directive or instruction.

ENCLOSURE G

REFERENCES

- a. CJCSI 5711.01A, 1 March 1999, "Policy on Action Processing"
- b. JSM 5711.01A, 1 March 1999, "Joint Staff Correspondence Preparation"
- c. JSM 5715.01, 1 December 1994, "Joint Staff Participation in NSC Affairs"
- d. JSM 5701.01, 28 February 1995, "CJCS, Joint Staff, and J-Directorate Instructions, Manuals, and Notices Formats and Procedures," Change 1, 20 April 1995
- e. Executive Order 12598, "Classified National Security Information," effective 14 October 1995
- f. JSM 5716.01, 1 October 1997, "Day Books, Trip Books, and CHOD/MOD Books Preparation Guidance"
- g. Joint Pub 1-01, 30 July 1992, "Joint Publication System Joint Doctrine and Joint Tactics, Techniques, and Procedures Development Program" (Change 1, 14 September 1993)

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