JOINT STAFF MANUAL

FORMATS AND PROCEDURES FOR DEVELOPMENT OF CJCS, JS, AND J-DIRECTORATE DIRECTIVES

References: See Enclosure G.

1. <u>Purpose</u>. Consistent with references a through d, this manual provides formats, procedures, and other information and guidance for the preparation, coordination, approval, publication, distribution, and review of Chairman of the Joint Chiefs of Staff, Joint Staff, and J-Directorate instructions, manuals, notices, and guides (hereafter referred to collectively as "directives"). See Enclosure A for a matrix of directives and Enclosure B for an explanation of the directives numbering system.

2. <u>Cancellation</u>. JSM 5701.01C, 22 February 2006, is hereby canceled.

3. <u>Applicability</u>. This manual applies to the Joint Staff. It is distributed to other agencies for information.

4. <u>Procedures</u>. See Enclosures A to F.

5. <u>Summary</u>. This administrative revision of JSM 5701.01C:

    a. Incorporates the JS Decision Support Environment (DSE).

    b. Updates distribution options for directives, including discontinuing paper distribution of directives within the Joint Staff.

    c. Simplifies format requirements by establishing a consecutive numbering system for figures and tables and eliminating the list of effective pages for unclassified directives.

d. Updates organizational names and abbreviations.

6. <u>Releasability</u>. This manual 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 manual through the Internet from the CJCS Directives Electronic Library at the following address: http://www.dtic.mil/cjcs_directives.

7. <u>Effective Date</u>. This manual is effective upon receipt.

MARLON K. BECK
Colonel, USA
Secretary, Joint Staff

Enclosures:

A -- Quick Reference Matrix of CJCS, JS, and J-Directorate Directives
B -- Assignment of Numbers for CJCS, JS, and J-Directorate Directives
        Appendix -- Major Subject and Number Categories
C -- Processing Requirements and Responsibilities
        Appendix -- Sample Directives Review Taskers
D -- Using the Directives Templates
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ENCLOSURE A

QUICK REFERENCE MATRIX OF CJCS, JS, AND J-DIRECTORATE DIRECTIVES

	TITLE	CONTENT	LONGEVITY	APPLICABILITY	SIGNATURE LEVEL
CJCS	**CJCSI**	CJCS policy that does not contain joint doctrine or concern employment of forces in joint operations	Mandatory annual review, 5-year republishing	JS directorates and offices and/or the Services, defense agencies, combatant commands, Service and/or joint Service schools; may be informational to other agencies	Depends on subject matter and current practice; usually signed by the Director/Vice Director, Joint Staff; routine administrative matters are signed by the Secretary, Joint Staff; significant policy matters are recommended for the signature of the Chairman, Joint Chiefs of Staff
	CJCSM	Procedure; may supplement CJCSI or stand alone; usually contains specific models and examples	Mandatory annual review, 5-year republishing		
	CJCSN	CJCS policy, guidance, or information of a one-time or brief nature; may contain a specific effective period	Cancellation notice - 1 year; others - mandatory annual review, 5-year republishing		
	CJCSG	Detailed information, emphasis, and guidance from the Chairman on a specific topic	Mandatory annual review, 5-year republishing	Specific, targeted audience	Chairman, Joint Chiefs of Staff
JS	**JSI**	JS policy; may implement or supplement DOD directives or establish and prescribe JS forms	Mandatory annual review, 5-year republishing	Joint Staff; may be informational to other agencies	Policy is signed by the Director/Vice Director, Joint Staff; administrative matters are signed by the Secretary, Joint Staff
	JSM	Procedure; may supplement CJCSI or JSI, or may stand alone	Mandatory annual review, 5-year republishing	Joint Staff	Secretary, Joint Staff
	JSN	Policy, guidance, or information of a one-time or brief nature; may contain a specific effective period	Cancellation notice - 1 year; others - mandatory annual review, 5-year republishing	Joint Staff	Policy is signed by the Director/Vice Director, Joint Staff; administrative matters are signed by the Secretary, Joint Staff
	JSG	Detailed information, emphasis, and guidance on a specific topic	Cancellation notice - 1 year; others - mandatory annual review, 5-year republishing	Specific, targeted audience within the Joint Staff	Depends on topic, format, and current practice; may not be signed
J-#	**J-#I**	J-# policy	J-# discretion	Issuing directorate, except that J-3 determines to whom emergency action procedures apply	Appropriate directorate official in accordance with current practices
	J-#M	J-# procedure			
	J#-N	J-# policy, guidance, or information of a one-time or brief nature			
I: Instruction M: Manual N: Notice G: Guide JS: Joint Staff J-#: J Directorate					

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ENCLOSURE B

ASSIGNMENT OF NUMBERS FOR CJCS, JS,
AND J-DIRECTORATE DIRECTIVES

1. Assignment of CJCS and JS Directives Numbers. All CJCS and JS directives will be assigned numbers by the Records, Research, and Content Branch (RRCB) of the Information Management Division (IMD), Joint Secretariat. See Appendix to this enclosure for a list of major subject categories and numbers, hereafter referred to as "series."

     a. Each instruction and manual will be assigned a unique 6-digit number. The first 4 digits followed by a period identify the series; the next 2 digits distinguish individual documents in each series. Guides and basic (informational) notices will be assigned 4-digit series numbers only; cancellation and change notices will be assigned the same number as the document being canceled or changed. New series numbers will be added as appropriate.

     b. The letter "A" following the directive number identifies the first reissuance of a directive. The letter "B" identifies the second reissuance, and so on for subsequent reissuances.

     c. For directives separated into volumes, each volume will retain the same number (and letter, if applicable), with the addition of a space and volume number in Roman numerals (e.g., CJCSM 5760.01-A Vol I, CJCSM 5760.01-A Vol II).

     d. A classified supplement to a directive will be assigned the same number (and letter, if applicable) as the directive being supplemented, with the addition of a dash and the Arabic numeral "1" (e.g., CJCSI 3320.01-1, CJCSM 3110.05C-1).

     e. From the date a J-Directorate is assigned a number for a directive under development, the directorate will have 2 years to complete the directive. Upon expiration of this time, the number will be canceled and the directorate must reapply for assignment of a number when work on the directive resumes.

2. Assignment of J-Directorate Directives Numbers. The cognizant directorate will assign numbers for J-Directorate directives in accordance with directorate procedures.

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APPENDIX TO ENCLOSURE B

MAJOR SUBJECT AND NUMBER CATEGORIES FOR
CJCS AND JS DIRECTIVES

0000 -- INDEXES
1000 -- MANPOWER AND PERSONNEL (GENERAL)
    1100 -- AWARDS AND DECORATIONS
    1200 -- TRAINING
    1300 -- MILITARY PERSONNEL
    1400 -- CIVILIAN PERSONNEL
    1500 -- MORALE AND WELFARE
    1600 -- JOINT MANPOWER
    1700 -- INTERNATIONAL MANPOWER (NATO)
    1800 -- MILITARY EDUCATION
2000 -- INTERNATIONAL AND FOREIGN AFFAIRS (GENERAL)
    2100 -- MILITARY ASSISTANCE AND SALES
    2200 -- FOREIGN VISITS/VISITORS
    2300 -- FOREIGN AGREEMENTS
    2400 -- OCEANS LAW AND POLICY
    2500 -- INTERNATIONAL CONFERENCES
    2600 -- INTERSERVICE DISPUTES WITHIN ARMED FORCES OF FOREIGN
            COUNTRIES
    2700 -- INTERNATIONAL MILITARY STANDARDIZATION
    2800 -- NUCLEAR WEAPON INFORMATION
3000 -- OPERATIONS, PLANS, READINESS, AND INTELLIGENCE
            (GENERAL)
    3100 -- PLANS
    3200 -- MILITARY OPERATIONS
    3300 -- INTELLIGENCE
    3400 -- READINESS
    3500 -- TRAINING
    3600 -- CIVIL DEFENSE
    3700 -- COUNTERDRUG
    3800 -- METEOROLOGICAL AND OCEANOGRAPHIC
    3900 -- MAPPING, CHARTING, AND GEODESY SUPPORT
4000 -- LOGISTICS (GENERAL)
    4100 -- MATERIAL MANAGEMENT
    4200 -- HEALTH AND MEDICAL
    4300 -- LOGISTIC PLANNING GUIDANCE
    4400 -- INVENTORY MANAGEMENT
    4500 -- TRANSPORTATION
    4600 -- LOGISTICAL-RELATED CONSTRUCTION PROJECTS

5000 -- ADMINISTRATION, MANAGEMENT, AND SECURITY (GENERAL)
  5100 -- ORGANIZATIONAL CHARTERS
  5200 -- SECURITY
  5300 -- OFFICE AND ADMINISTRATIVE SERVICES
  5400 -- PUBLIC AFFAIRS/PROTOCOL
  5500 -- LEGISLATIVE AFFAIRS
  5600 -- OFFICE MANAGEMENT
  5700 -- CORRESPONDENCE MANAGEMENT
  5800 -- LEGAL AFFAIRS
  5900 -- INSPECTOR GENERAL

6000 -- COMMAND, CONTROL, COMMUNICATIONS, AND COMPUTERS (C4)
        (GENERAL)
  6100 -- PLANS
  6200 -- INTEROPERABILITY
  6300 -- COUNTERMEASURES
  6400 -- CIRCUIT ENGINEERING
  6500 -- CRYPTOGRAPHIC SECURITY
  6600 -- STANDARDS
  6700 -- WORLDWIDE MILITARY COMMAND AND CONTROL SYSTEM
          (WWMCCS)
  6800 -- NUCLEAR

7000 -- FINANCIAL MANAGEMENT (GENERAL)
  7100 -- INTERNAL CONTROL
  7200 -- ACCOUNTING AND CONTROL
  7300 -- DISBURSEMENT AND RECEIPTS
  7400 -- COMBATANT COMMANDERS INITIATIVES FUND
  7500 -- ACQUISITION MANAGEMENT
  7600 -- AUDIT

8000 -- INFORMATION RESOURCES MANAGEMENT (GENERAL)
  8100 -- INFORMATION SYSTEMS
  8200 -- INFORMATION SERVICES
  8300 -- DATA ADMINISTRATION
  8400 -- INFORMATION TECHNOLOGY
  8500 -- PLANNING, PROGRAMMING, AND BUDGETING SYSTEM
          8900 -- INFORMATION COLLECTION AND DISSEMINATION

ENCLOSURE C

PROCESSING REQUIREMENTS AND RESPONSIBILITIES

1. <u>General</u>. With the exceptions in subparagraphs a and b below, all proposed new and revised CJCS and JS directives will be processed through the Joint Secretariat, IMD and Actions Division (AD), and the J-Directorates in accordance with the procedures in this manual. As J-Directorate directives are internal, the individual directorates may follow these procedures or they may establish their own; however, they must follow the format and content requirements established in Enclosures D and E.

   a. <u>Sensitive Compartmented Information (SCI) Directives</u>. Directives that are SCI will be processed through SCI channels as directed in reference e.

   b. <u>Message Directives</u>. Messages will not be used to transmit CJCS and JS directives, policies, or permanent procedures. When time constraints make the use of messages necessary for such purposes, the directive, policy, or procedure will be effective for no more than 90 days, during which time the originator will prepare the information for issue as an instruction, manual, notice, or guide as appropriate.

2. <u>Review Requirements</u>

   a. <u>Mandatory Annual Review and 5-Year Revision/Cancellation</u>

      (1) <u>Basic Policy</u>. With the exceptions below, all CJCS and JS directives will be reviewed annually to determine if they require change, reissuance, or cancellation; they will be reviewed for reissuance or cancellation after 5 years. Annual reviews will be conducted on the first anniversary of the document's effective date and annually thereafter on the anniversary of the effective date. The 5-year review will be conducted 5 years from the document's effective date, with the document being reissued or canceled as a result.

         (a) Cancellation notices will automatically expire 1 year from the date issued.

         (b) Notices containing a specific effective period will automatically expire at the end of the effective period.

         (c) Change notices will be reviewed and revised or canceled as a part of the parent directive.

      (2) <u>Changes: Ten-Percent Rule</u>. If, upon review, more than 10 percent of a directive is found to require change, it must be reissued. Directives

requiring change to 10 percent or less of the document require the issuance of a change notice. Page changes (front and back) will be used for all changes.

(3) Cancellations. If, upon review, the directive is found to have served its purpose and is no longer needed, a cancellation notice must be issued. All cancellations will be fully coordinated.

b. Special and Discretionary Review. Special reviews will be conducted at the discretion of the Director or Vice Director, Joint Staff. Additionally, the cognizant J-Directorate is responsible to initiate a change to or reissuance of a directive at any time substantive changes to the content so require.

3. Review Suspenses

a. Suspense for Annual Review. A maximum of 30 days.

b. Suspense for Special Review. To be determined at time of tasking.

c. Suspense for Revision and Cancellation Actions. Regardless of means by which need for action is identified:

(1) A maximum of 90 days when internal coordination only is required.

(2) A maximum of 180 days when external coordination is required.

d. Special Rule for Suspense Extensions on Directives over 5 Years Old. Approval of the Director or Vice Director, Joint Staff, is required. A JS Form 136, "Joint Staff Action Processing Form," will be used to request approval.

4. Processing Procedures and Responsibilities

a. General

(1) All CJCS and JS directives will be processed through the Joint Staff Action Processing (JSAP) system as set forth in references f and g and outlined below. Detailed guidance on JSAP is also available on JS-DSE. (On the horizontal menu bar at the top of the JS-DSE home page, go to "Training," "Joint Staff Web-based Training," and "JSAP Basics.")

(2) Procedures and responsibilities for processing directives apply equally to new directives, revisions, and cancellations, with the exception that for new directives the J-Directorate will initiate the action and secure a directive number from RRCB.

b. <u>IMD, RRCB</u>. RRCB will:

(1) Task the annual, 5-year, and any special directives reviews to the cognizant J-Directorates. (See Appendix for sample tasker letters.)

(2) Monitor the progress of directives reviews and of revision and cancellation actions. Provide a Directives Status Report monthly to the Secretary, Joint Staff, and quarterly to the Vice Director, Joint Staff.

(3) Post the completion date of the last review on the face of all CJCS directives.

(4) Assign numbers to new directives. Monitor the progress of directives under development and cancel the number if the directive is not issued within 2 years.

(5) Respond to queries regarding the format, management, and administration of directives and otherwise assist the action officer (AO) in completing related taskings.

(6) Provide final coordination on all directives after all changes have been incorporated and prior to submission for J-Director approval.

(7) Accomplish distribution of signed directives that are electronically releasable.

(8) Archive the completed package.

c. <u>AD</u>

(1) <u>Assignment and Control Branch (ACB)</u>. ACB will monitor the review once it has been tasked by RRCB and will coordinate suspense management until the review and any related revision or cancellation action are complete. This includes processing requests for suspense extensions and enforcing the requirement that the J-Director secure the approval of the Director or Vice Director, Joint Staff, for suspense extensions on actions on directives over 5 years old. (See paragraph 3.d above.)

(2) <u>Editorial and Action Processing Branch (EAPB)</u>. EAPB will complete the final editorial review and forward the package for signature.

(3) <u>Administrative Support Branch (ASB)</u>. ASB will:

(a) For directives to be distributed in hard copy, forward the master signed hard copy of the directive to the Graphics, Printing, and Distribution

Section, Joint Staff Support Services Office, Directorate of Management, for printing and hard-copy distribution.

(b) Forward the original electronic JSAP folder to RRCB for electronic distribution and archiving.

d. <u>J-Directorates</u>. The J-Directorate AO will:

(1) Conduct the annual review, any special reviews, and all revision and cancellation actions in accordance with the suspense policy in paragraph 3 above and the suspense extension policy in reference g.

(2) Prepare changes to and revisions and cancellations of directives in accordance with the format and content requirements established in Enclosures D and E and further detailed in references h and i. Establish distribution and coordination requirements for directive actions. Fully and formally coordinate the directive. Redraft, incorporating changes as appropriate and resolving issues surfaced in the coordination process. Recoordinate if necessitated by the extent of the changes.

(3) Submit the master draft directive to RRCB for coordination, following final coordination, after all changes have been incorporated, and prior to submission for J-Director approval. (See Appendix B to Enclosure E for a checklist for review of a directive prior to submission to RRCB.)

(4) Submit the final package for signature through directorate approval channels to EAPB via the JSAP folder. The final JSAP will contain the following.

(a) JS Form 136, "Joint Staff Action Processing Form," completed as per instructions in reference h.

(b) The proposed new or revised directive, change notice, or cancellation notice:

<u>1</u>. Prepared as a single document on the appropriate Microsoft (MS) Word template.

<u>2</u>. Dated 10 working days beyond the expected date of approval.

<u>3</u>. With the MS Word file named as instructed in Enclosure D.

(c) The superseded or canceled directive(s), if applicable.

(d) References, as applicable.

(e) JS Form 48, "Distribution Sheet," for all classified directives and for unclassified directives that include Distribution S, special distribution. See Enclosure F for distribution codes and references j and k for instructions on completing JS Form 48.

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APPENDIX TO ENCLOSURE C

SAMPLE DIRECTIVES REVIEW TASKERS

```
SJS [Action #]

[Date]                                    DISTRIBUTION [J-#, RRCB]

              SECRETARY, JOINT STAFF DIRECTIVE

                            on

            ANNUAL REVIEW OF CJCS/JS DIRECTIVE

               [DIRECTIVE #, TITLE, DATE]

1.  The attached directive is referred to [Directorate] for
REVIEW FOR CURRENCY, as required by CJCSI/JSM Series 5701.01.

2.  The suspense date for completion of the review is [date],
unless an extension is coordinated with the Assignment and
Control Branch (ACB), Actions Division, SJS.

3.  If, upon review, the directive is determined to be
current, the [Directorate] action officer will add a note to
the folder and return to ACB.

4.  If, upon review, the directive is determined to require
revision or cancellation, the [Directorate] action officer
will coordinate an extension with ACB.  In accordance with
CJCSI/JSM Series 5701.01, the suspense for revision/
cancellation of CJCS/JS directives is a maximum of 90 days
when internal coordination only is required, and a maximum of
180 days when external coordination is required.

5.  Further guidance on directives' review, revision, and
cancellation actions may be obtained from the Records
Management Unit, Information Management Division, SJS, Room
2D743, 697-6906.

                                        Joint Secretariat
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Figure 1. Sample Annual Review Tasker

```
SJS [Action #]

[Date]                                    DISTRIBUTION [J-#, RRCB]

              SECRETARY, JOINT STAFF DIRECTIVE

                            on

   MANDATORY REVISION/CANCELLATION OF CJCS/JS DIRECTIVE

              [DIRECTIVE #, TITLE, DATE]

1.  The attached directive, which is 5 years old or older, is
referred to [Directorate] for DJS APPROVAL of cancellation or
revision action, as required by CJCSI/JSM Series 5701.01.

2.  The suspense date for completion of the cancellation or
revision is [date], which allows for coordination with all
appropriate internal and external organizations in accordance
with CJCSI/JSM Series 5701.01.  If the suspense cannot be
met, a request for extension must be submitted to the
Director, Joint Staff, through the Secretary, Joint Staff.

3.  Guidance on formatting and use of templates may be
obtained from JSM Series 5701.01 and from the Records
Management Unit, Information Management Division, SJS, Room
2D743, 697-6906.

                                       Joint Secretariat
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Figure 2. Sample Mandatory 5-Year Revision/Cancellation Tasker

ENCLOSURE D

USING THE DIRECTIVES TEMPLATES

1. General. This enclosure provides guidance on the use of the directives templates, which automate most of the format and content requirements for CJCS, JS, and J-Directorate directives. For guidance on format and content requirements, see Enclosure E. Use of the current versions of the templates is mandatory. If unique content, medium, or audience factors make use of the templates problematic, contact RRCB for guidance.

2. Electronic File Naming Standards. The MS Word file name for all directives, except change notices, will consist of the directive acronym, one space, the directive number, one dash, the word "Master," one period, and the word "doc." In change notices, the word "Master" will be replaced by the acronym "CH" (for change) and the change number. (See Figure 3.)

DOCUMENT NUMBER	FILE NAME
CJCSI 3218.01	CJCSI 3218.01-Master.doc
CJCSI 3110.05C-1	CJCSI 3110.05C-1-Master.doc
JSM 5711.01A	JSM 5711.01A-Master.doc
CJCSN 5120	CJCSN 5120-Master.doc
Change 1 to JSM 5240.01B	JSM 5240.01B-CH1.doc
Change 3 to CJCSI 3110.04	CJCSI 3110.04-CH3.doc

Figure 3. Naming Electronic Files

3. Template Basics

    a. The directives templates are contained in two masters -- a document template and a cover template. Both are available in the JS MS Word application. Individuals and/or activities involved in drafting directives who do not have access to the JS MS Word application can secure copies of the templates from RRCB through their supported J-Directorate. All users are encouraged to contact RRCB for issues or problems related to the templates.

    b. To access the templates, click on the "JS FORM" icon on the MS Word standard toolbar. Select "Documents" from the template menu, then double click on "Instructions, Manuals, and Notices" for the document template. For the cover template, double click on "Instruction and Manual Cover." (See Figures 4 and 5.)
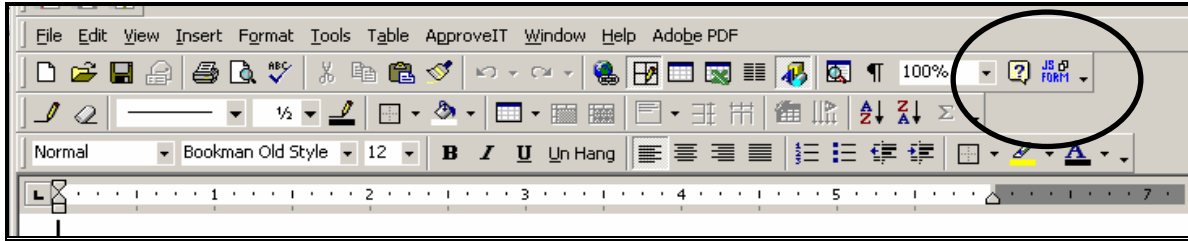
Figure 4. MS Word Standard Toolbar: JS FORM Icon
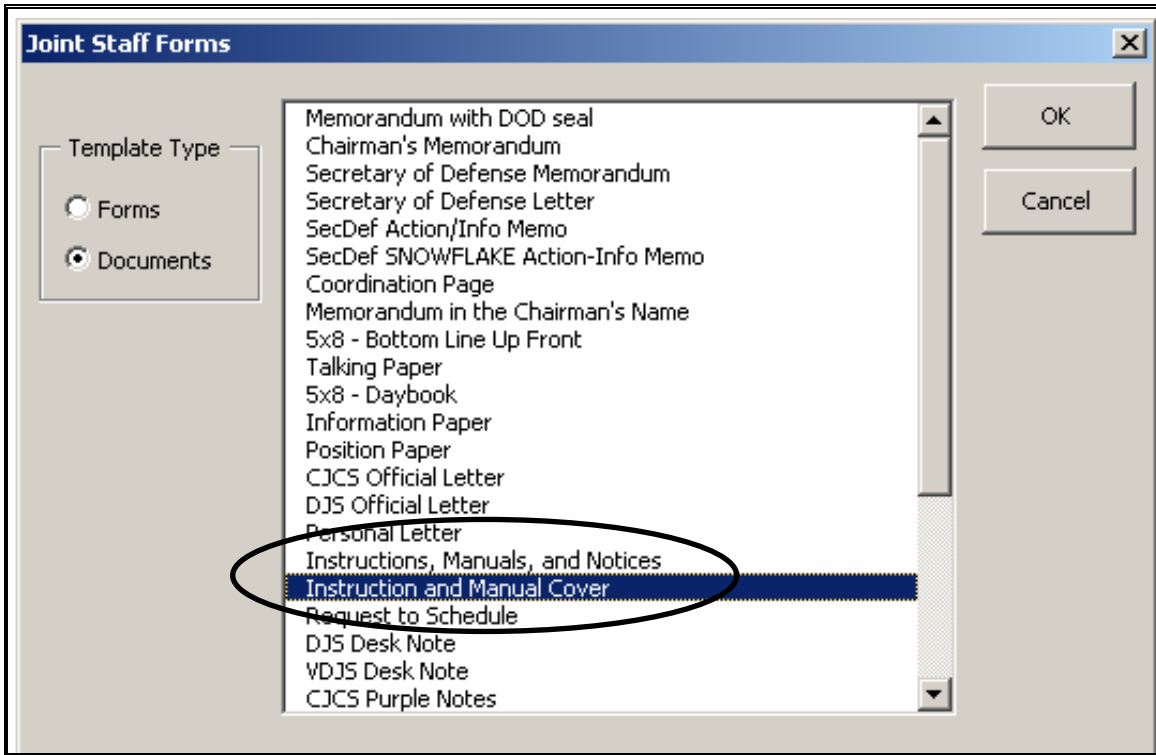
Figure 5. JS Forms Template Menu: Template Selection

4. <u>Document Template</u>. Upon entering the document template, dialog boxes guide the user through the mandatory entries. Much of the field data is not required and can be entered later, as the document is drafted. Additional sections and other elements can also be entered as the document is drafted by using the yellow icons that appear on the MS Word formatting toolbar upon activation of the template. (See Figure 6.)
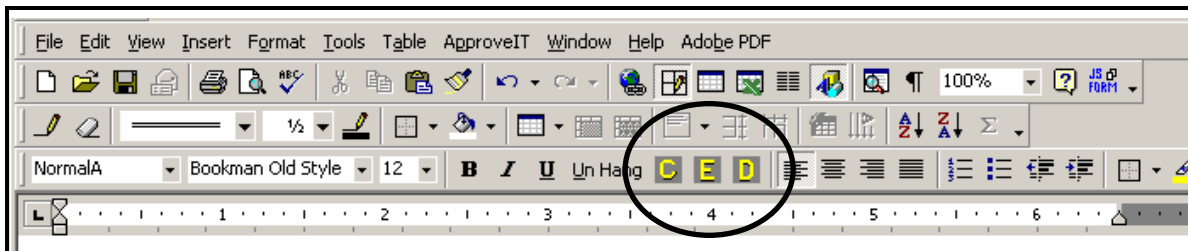
Figure 6. MS Word Standard Toolbar: Document Template Icons

a. **C** <u>Classification Icon</u>. Automates classification of the separate document sections, including entry of classification/declassification information of the front page of each section.

b. **E** <u>Enclosure Icon</u>. Automates creation of additional document sections, including distribution list, table of contents, and glossary, as well as enclosures, appendixes, and annexes.

c. **D** <u>Date Icon</u>. Automates changing the document date throughout the document or for separate document sections.

5. <u>Cover Template</u>. Upon entering the cover template, only three entries to the dialog box are required -- document number, date, and title -- following which the user is reminded to set the classification if the directive is classified. One yellow and two black-on-white icons appear upon activation of the cover template. (See Figure 7.)
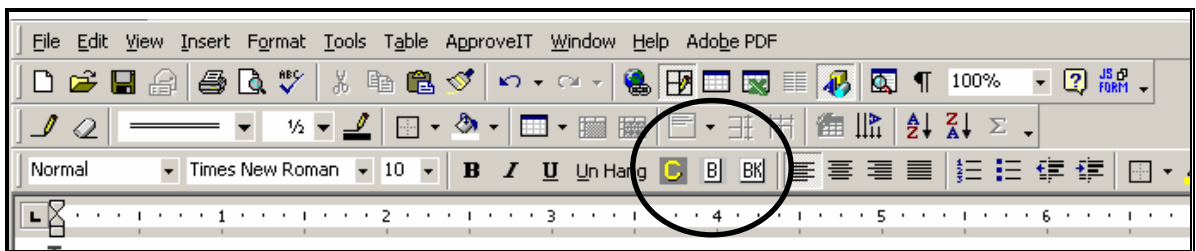
Figure 7. MS Word Standard Toolbar: Cover Template Icons

a. **C** <u>Classification Icon</u>. Automates classification of the cover.

b. **B** <u>Intentionally Blank Page Icon</u>. Inserts an "INTENTIONALLY BLANK" back side of the front cover page.

c. **BK** <u>Back Page Icon</u>. For classified directives, creates a back cover page with classification markings and an "INTENTIONALLY BLANK" front side of the back cover page.

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ENCLOSURE E

FORMAT, CONTENT, AND ORGANIZATION STANDARDS

1. <u>Exceptions</u>. If unique content, medium, or audience factors make use of these standards problematic, contact RRCB for guidance.

2. <u>Formatting Standards</u>

   a. <u>Basic</u>

      (1) <u>Paper</u>. Use 8-1/2 by 11-inch white bond.

      (2) <u>Font</u>. Use Bookman Old Style 12 point for document pages. Underline paragraph headings. Use bolding **only** for emphasis within text. Use sentence case throughout text and uppercase for titles. For classification markings, use Arial 24 point bold.

      (3) <u>Margins, Spacing, and Alignment</u>. Single-space draft and final versions. Double-space between paragraphs and between titles and text. Left align text. Center titles. Use 1-inch top, bottom, and side margins, and 1/2-inch header and footer margins.

      (4) <u>Header and Footer</u>. The header will be right aligned and consist of the document number on the first line, the document date on the second line, and one blank line below the document date. The footer will be centered and consist of the page number. Pagination requirements for enclosures and additional pages are described in subparagraph d and paragraph 3 below.

      (5) <u>Paragraph Numbering and Indentation</u>. Number and indent paragraphs and subparagraphs as exemplified in Figure 8. Use .3-inch as the default tab setting. A paragraph "1" must have a paragraph "2;" a subparagraph "a" must have a subparagraph "b." Include headings for all major paragraphs and subparagraphs. Return second and succeeding lines of subparagraphs to the left margin of the page.

      (6) <u>Document Length</u>. The basic instruction, manual, notice, or guide will not exceed 6 pages in length. If more than 6 pages are required, additional information will be published in an enclosure or enclosures. If the total number of pages exceeds 300, the directive will be separated into two or more volumes. Volumes will be numbered in upper case Roman numeral style.

      (7) <u>Signature Block</u>. ApproveIT software will be the primary means of obtaining the signature on non-sensitive documents. The signature block of the appropriate individual will be entered electronically at the time the directive is approved. As part of this process, the MS Word template **must** be used.

(**Do not type in the signature block or remove the signature block bookmarks.** Doing so will negate the use of the ApproveIT software.)

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1.   xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
xxxxxxxxxx

   a.   xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
xxxxxxxxxx

      (1)   xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
xxxxxxxxxxxxxxxxxxxx

        (a)   xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
xxxxxxxxxxxxxxxxxxxx

          <u>1</u>.   xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
xxxxxxxxxxxxxxxxxxxx

            <u>a</u>. xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

              (<u>1</u>)   xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

                (<u>a</u>)   xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

Figure 8. Paragraph Numbering and Indentation

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   b. <u>First, or Logo, Page</u>

      (1) <u>Header and Footer</u>. The first page header will contain the JCS logo flush with the left margin; the type of document, in Century Schoolbook 36-point font, centered to the right of the logo; and a double horizontal line from margin to margin one space below the logo. There is no first page footer.

      (2) <u>First Line</u>. Type the directorate office of primary responsibility (OPR) flush with the left margin, one space below the header. Type the document number flush with the right margin. (Document numbers are assigned as outlined in Enclosure B.)

      (3) <u>Second Line</u>. Type the distribution code(s) flush with the left margin, directly below the OPR. (Distribution codes are shown in Enclosure F.) Type the date flush with the right margin below the document number.

(4) <u>Basic Document Title</u>. Center the title in capital letters on the second line below the distribution code and date.

   c. <u>References</u>

      (1) <u>On the First Page</u>. List 5 or fewer references on the first page. Type "Reference:" or "References:" as appropriate on the second line under the title, flush with the left margin. Letter references "a," "b," and so on in the order used in the text. Indent the first line of each reference at the .3-inch tab stop, and return second and succeeding lines to the left margin of the page. Single-space between references. When there is only one reference, indent the first line but omit the letter prefix.

      (2) <u>As the Last Enclosure</u>. List 6 or more references in the last enclosure. Letter references "a," "b," and so on in the order used in the text. Type each reference flush with the left margin. Double-space between references.

      (3) <u>In the Basic Document Text</u>. All references must be referred to in the text of the document, in the same order as in the reference listing. Refer to them by letter; e.g., "reference a," "reference b."

      (4) <u>Reference Structure</u>

         (a) Identify references to CJCS and JS directives by 4- or 6-digit series number and by title. **Do not** include the specific document alpha designator or date: e.g., "CJCSI 2300.03 Series, 'Realignment of Overseas Sites,'" **not** "CJCSI 2300.03A, 19 Sep 01, 'Realignment of Overseas Sites.'" **Do not** reference draft directives.

         (b) Identify references to documents other than CJCS/JS directives by document number, date, and title: e.g., "DOD Directive 5000.1, 23 October 2000, 'The Defense Acquisition System;'" "JP 1-01, 5 July 2000, 'Joint Doctrine Development System.'" If not numbered or titled, identify the document by originator, date, and subject.

   d. <u>Enclosures, Appendixes, and Annexes</u>. If the basic document is more than 6 pages, use an enclosure to publish additional information. Use an appendix to publish information additional to an enclosure. Use an annex to publish information additional to an appendix.

      (1) <u>Header</u>. Same as basic (subparagraph a.(4) above).

      (2) <u>Title Page</u>. Identify enclosures, appendixes, and annexes by uppercase letters, centered on the first line below the header, excepting that a

single enclosure, appendix, or annex will have no identification letter. Center the title of the enclosure, appendix, or annex on the second line below the identification letter. (See Figure 9.)

ENCLOSURE G
EXAMPLES
APPENDIX B TO ENCLOSURE G
EXAMPLE OF A NOTICE
ANNEX A TO APPENDIX B TO ENCLOSURE G
EXAMPLE OF A CANCELLATION NOTICE

Figure 9. Enclosure, Appendix, and Annex Title Pages

(3) Footer

(a) For enclosures, type the enclosure identification in upper and lower case flush with the right margin. For appendixes, type the appendix identification immediately above the enclosure identification. For annexes, type the annex identification immediately above the appendix identification. (See Figure 10.)

Footer -Section 3-	G-1	Enclosure G
Footer -Section 5-	G-B-1	Appendix B Enclosure G
Footer -Section 6-	G-B-A-1	Annex A Appendix B Enclosure G

Figure 10. Enclosure, Appendix, and Annex Footers

(b) For all enclosure, appendix, and annex pages, including the first page, center the page number, prefixed by the identification letter(s), on the first

line: e.g., "G-1" for page 1 of Enclosure G; "G-B-1" for page 1 of Appendix B to Enclosure G; "G-B-A-1" for page 1 of Annex A to Appendix B to Enclosure G.

      (4) <u>Referencing Enclosures in the Basic Document Text</u>. All enclosures -- but not annexes and appendixes -- must be referred to in the basic document text and listed below the signature block.

        (a) <u>In the Text</u>. Refer to enclosures by letter: e.g., "Enclosure B."

        (b) <u>Below the Signature Block</u>

        <u>1</u>. On the second line, type "Enclosure:" or "Enclosures:" as appropriate, flush with the left margin. Indent the first line of each enclosure at the .3-inch tab stop. Use title case throughout the listing. Separate the letter and title by a double dash: e.g., "B -- Quick Reference." Return second and succeeding lines of individual listings to the left margin of the page. Single-space between listings.

        <u>2</u>. Appendixes and annexes may, but are not required to, be included in this listing. If included, they will be entered in the order in which they occur in the document; numbered and titled as they are in the document, with a double dash between the letter and the title; and indented in the same manner as succeeding subparagraphs (Figure 8 above).

    e. <u>Footnotes and Endnotes</u>. Footnotes and endnotes that reference sources will not be used in directives; rather, references will be listed either on the first or last page and will further be referred to in the text (subparagraph c above). If special circumstances require the use of explanatory notes, use footnotes, not endnotes, following the format detailed in reference h.[1] Separate footnotes from the text by a solid horizontal line 2 inches long flush with the left margin.[2]

    f. <u>Tables and Figures</u>. Tables and figures may be used throughout the directive. Font size -- but not style -- may be adjusted to accommodate the internal requirements of the table or figure. Use Arabic numerals to number tables and figures in the order they are referred to in the text. Center the identifier and the title of the table or figure, in title case, on the line immediately below the table or figure. (For examples see Figures 1, 2, and 3 above and Tables 1 and 2 below.)

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[1] This is an example of an explanatory footnote. Use of footnotes in CJCS and JS directives is rare.

[2] To access the footnote capability of MS Word, select "Foot<u>n</u>ote..." from the "<u>I</u>nsert" menu on the formatting toolbar.

3. <u>Content and Organization Standards</u>. See Appendix A to this enclosure for a diagram of the structure of a directive containing all possible sections.

    a. <u>Basic Paragraphs: First Three</u>. All directives will begin with the following 3 paragraphs in the order discussed below.

       (1) <u>Purpose</u>. State concisely why the instruction, manual, notice, or guide is being published. If the directive purports to exercise some degree of authority, direction, or control over the Services, the combatant commands, or other DOD components, the source of the CJCS authority must be referenced.

       (2) <u>Cancellation</u>. If applicable, list the directive canceled by the subject directive, including date and title. If none, state: "None." If the subject directive cancels more than one directive, list each in a separate paragraph.

       (3) <u>Applicability</u>. State to whom the directive applies. If it is being distributed to others for information only, state so.

    b. <u>Basic Paragraphs: Last Two</u>. All directives will end with the following two paragraphs in the order discussed below.

       (1) <u>Releasability</u>. IMD will distribute directives electronically as determined by the OPR in accordance with reference l. All directives will include a paragraph defining the document's releasability. Select a release category and enter the related paragraph from Table 1 below for unclassified directives and Table 2 for classified directives. If the categories provided do not accurately describe the directive's releasability, contact RRCB for guidance. Most JS directives will bear the "Restricted" release category -- releasable via JS-DSE only -- as they do not usually apply to external organizations. The OPR will control paper copy distribution of directives determined to be not releasable.

       (2) <u>Effective Date</u>

          (a) <u>Instructions, Manuals, and Guides</u>. State when the directive becomes effective: e.g., "This instruction is effective upon receipt." -- or -- "This instruction is effective on 1 January 2006."

          (b) <u>Notices</u>. Indicate both the effective and expiration dates of the notice; e.g., "This notice is effective upon receipt. It expires 30 September 2006." -- or -- "This notice is effective 1 January 2006. It expires 1 January 2007."

RELEASE CATEGORIES AND CODES FOR UNCLASSIFIED CJCS, JS, AND J-# DIRECTIVES		
Release To	**Via**	**Releasability Paragraph**
Release Category: UNLIMITED **Releasability Code: U**		
General public Govern-ment personnel	– NIPRNET only – JSS-DSE – JS-DSE	This directive 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 directive through the Internet from the CJCS Directives Electronic Library at http://www.dtic.mil/cjcs_directives.
Release Category: LIMITED **Releasability Code: L**		
Military personnel and federal employees only	– NIPRNET controlled access (.mil/.gov users) – JSS-DSE – JS-DSE	NOT FOR PUBLIC RELEASE. This directive is approved for limited release. DOD components (to include the combatant commands) and other federal agencies may obtain copies of this directive through controlled Internet access from the CJCS Directives Electronic Library at http://www.dtic.mil/cjcs_directives or through the JSS-DSE. Joint Staff activities may also access or obtain copies of this directive from the JS-DSE.
Release Category: RESTRICTED **Releasability Code: R**		
– JS Activities – Others by OPR only	– JS-DSE only	This directive is not approved for electronic release on the NIPRNET or SIPRNET; electronic release is restricted to the JS-DSE. Approval from the office of primary responsibility is required for further release of this directive in electronic format.
Release Category: NOT RELEASABLE **Releasability Code: N**		
– By OPR only	– None	This directive is not approved for electronic release. Distribution is the sole discretion of the office of primary responsibility.
NIPRNET: Non-Secure Internet Protocol Router Network SIPRNET: Secret Internet Protocol Router Network JSS-DSE: Joint Staff Secret Decision Support Environment (SECRET) JS-DSE: Joint Staff Decision Support Environment (TOP SECRET)		

Table 1. Releasability Categories and Codes for Unclassified Directives

RELEASE CATEGORIES AND CODES FOR CLASSIFIED CJCS, JS, AND J-# DIRECTIVES		
Release To	**Via**	**Releasability Paragraph**
Release Category: CLASSIFIED UNLIMITED **Releasability Code: C/U for Confidential, S/U for Secret**		
SIPRNET users	– JSS-DSE – JS-DSE	This classified directive is approved for classified release. DOD components (to include the combatant commands) and other federal agencies may obtain copies of this classified directive through the SIPRNET from the CJCS Directives Electronic Library on the JSS-DSE. Access by SIPRNET users and distribution with the SIPRNET community is unlimited. Joint Staff activities may also access this directive on the JS-DSE.
Release Category: CLASSIFIED LIMITED **Releasability Code: C/L for Confidential, S/L for Secret**		
– JS Activities – Others on NTK basis only	– JSS-DSE access on NTK basis only – JS-DSE	This classified directive is approved for limited classified release. Access by SIPRNET users is restricted on a need-to-know basis as determined by the office of primary responsibility. DOD components (to include the combatant commands) and other federal agencies may not electronically post this directive or produce paper copies without prior approval of the Joint Staff. Joint Staff activities may access or obtain copies of this directive from the JS-DSE.
Release Category: CLASSIFIED RESTRICTED **Releasability Code: C/R for Confidential, S/R for Secret**		
– JS Activities – Others by OPR only	– JS-DSE only	This classified directive is not approved for electronic release on any external Web site; electronic release is restricted to the JS-DSE only. Approval from the office of primary responsibility is required for further release of this directive in electronic format.
Release Category: CLASSIFIED/NOT RELEASABLE **Releasability Code: C/N, S/N, S/FRD/N, etc.**		
– By OPR only	– None	This classified directive is not approved for electronic release. Distribution is the sole discretion of the office of primary responsibility.
NIPRNET: Non-Secure Internet Protocol Router Network SIPRNET: Secret Internet Protocol Router Network JSS-DSE: Joint Staff Secret Decision Support Environment (SECRET) JS-DSE: Joint Staff Local Area Network NTK: Need-to-Know		

Table 2. Releasability Categories and Codes for Classified Directives

c. Specific Paragraphs for an Instruction

(1) Policy. State briefly but precisely the activity governed by the instruction, the requirements it sets forth, and the reason for them. If the directive purports to exercise some degree of authority, direction, or control over the Services, the combatant commands, or other DOD components, the source of the CJCS authority must be referenced.

(2) Definitions. Include a paragraph to define terms not listed in the primary reference. Use a glossary when the definitions exceed half a page.

(a) Place the glossary after the last enclosure. Use the formatting standards for an enclosure (subparagraph 1.d above) except that the page number will be prefixed by the letters "GL." Use a dash (–) between the term and its definition; write definitions in paragraph style and double-space between them.

(b) At the discretion of the AO, the glossary may also contain a list of abbreviations and/or acronyms. In this case, the glossary will be broken into two parts: Part I -- Abbreviations (and/or Acronyms), and Part II -- Definitions. See reference h for further guidance on using a glossary.

(3) Responsibilities. Identify any agency, activity, directorate, or separate office responsible for initiating, reviewing, and completing functions or tasks required by the directive. Be as specific as possible, but agencies tasked must be under CJCS cognizance and the task must be levied on the agency head.

(4) Summary of Changes. If applicable, state concisely how this directive is changed from the one(s) it cancels; if not, state: "None."

d. Specific Paragraphs for a Manual

(1) Procedures. Explain the course of action the manual prescribes. If extensive instructions are necessary, place them in an enclosure or enclosures. If the directive purports to exercise some degree of authority, direction, or control over the Services, the combatant commands, or other DOD components, the source of the CJCS authority must be referenced.

(2) Summary of Changes. If applicable, state concisely how this directive is changed from the one(s) it cancels; if not, state: "None."

e. Specific Paragraphs for a Notice

(1) Background. Summarize the circumstances leading to or necessitating the notice. If the directive purports to exercise some degree of authority, direction, or control over the Services, the combatant commands, or other DOD components, the source of the CJCS authority must be referenced.

(2) Action or Procedure. Explain the action that the notice directs be taken.

f. Cancellation and Change Notices. Wording and paragraphing of cancellation and change notices has been standardized in the related templates. Note that for a change notice, if the directive being changed includes a list of effective pages and/or table of contents (subparagraphs 3.e and 3.g below), these must also be changed as appropriate and included in the notice.

g. Specific Paragraphs for a Guide. The basic first three and last two paragraphs are required (subparagraphs 3.a and 3.b above); however no specific paragraphs are required. Content and organization will be determined by the OPR based on purpose and applicability.

4. Standards for Additional Pages

a. Cover Pages

(1) All classified directives will have front and back cover pages. The use of cover pages should also be considered for directives that are large (over 50 pages) and for those separated into volumes.

(2) Front cover page font will be Bookman Old Style bold. The page will contain the directive number and effective date in the upper right corner in 14 point font; the directive name centered above the JCS logo in 24 point font; and the following address centered below the logo in 18 point font: "Joint Staff, Washington, D.C. 20318." In the case of classified directives, the cover page will contain the highest overall classification within the directive, and any additional protective markings, entered in Arial 24 point bold font as the first line in the header and last line in the footer. The cover page will not be numbered.

(3) For classified directives, the back cover page will contain the highest overall classification within the directive, and any additional protective markings, entered in Arial 24 point bold font as the first line in the header and last line in the footer. For unclassified directives, the back cover page will be blank.

b. Intentionally Blank Pages

(1) Insert an intentionally blank page whenever any part of a directive ends on an odd-numbered page. Intentionally blank pages will be identified as such in upper case, in parentheses (i.e., (INTENTIONALLY BLANK)), in the center of the page, and will contain the same header and footer, including pagination, as the part of the document to which they belong.

(2) Insert an intentionally blank page on the reverse side of a front cover and on the front side of a back cover. Identify the page as such in upper case, in parentheses, in the center of the page.

c. Distribution Page

(1) If the directive is classified or if special distribution is required (Distribution S -- see Enclosure F), list the recipients and number of copies each is to receive on a separate page following the signature page. Title the page "DISTRIBUTION." Use the basic header. Begin page numbering in the footer on the first page, in lower case Roman numerals, beginning with "i."

(2) To keep the distribution of directives as standard as possible, list only the agency head and total number of copies for the agency, with the following exceptions. For distribution to the Department of State, Central Intelligence Agency, and Office of the Secretary of Defense, include the office symbol and room number of the addressee. If special requirements dictate that copies of the directive go directly to subordinate offices within an agency, use JS Form 48 to indicate the exact breakdown. Instructions for completing the form are provided in references j and k.

d. List of Effective Pages. This page is no longer required for unclassified directives. All classified directives of 50 pages or more and all change notices to classified directives of 50 pages or more will include a list of all current pages including pages of enclosures, appendixes, annexes, any additional pages, and any changes. Title the page "LIST OF EFFECTIVE PAGES" and place it after the basic document or distribution page. Use the basic header. Continue page numbering from the distribution page. If there is none, begin page numbering in the footer on the first page, in lower case Roman numerals, beginning with "i."

e. Table of Contents

(1) Include a table of contents if the directive is large or complex enough that it would to be helpful to users. Title the page "TABLE OF CONTENTS," place it after the list of effective pages, and continue page numbering from the list of effective pages.

(2) The table of contents should consist of the major sections of the directive, the major headings within each section, and the first page number of

each. Begin with the initial enclosure; list all titles and section headings exactly as they appear in the text, without paragraph numbering or underlining. If tables and figures are a primary feature of the directive, list them separately, as the last items in the table. Use upper case for enclosure titles and title case for all other listings. Double-space before and after enclosure titles and before appendix listings; single-space all other listings. Use the basic paragraph indentation to indicate subordinate listings (subparagraph 1.a.(5) above).

   f. <u>Changed Page</u>. Changed pages will have a solid vertical line drawn in the right or left margin of the page, as exemplified to the right of this paragraph, to designate the changed portions of the text. The original of the page to be amended **and** its reverse side must be provided for printing. Changed pages will further be designated in the page header by:

      (1) Placing the "CH" (change) acronym and change number in Arabic numerals to the right of the document number: e.g., "JSM 5701.01A CH 1."

      (2) Replacing the original document date with the date of the change.

5. <u>Security Classification Marking</u>

   a. <u>General</u>. All information in classified directives must be clearly marked to show whether the information is classified and at what level. Each section of a directive must be marked to show its overall classification, classification and declassification information, and any warning notices or other additional protective markings. Security classification marking requirements for directives, including the use of acronyms and parenthetical symbols, are detailed in reference m and outlined below.

   b. <u>Basic Classification Marking</u>. Use Arial 24 point font bold for all classification and protective markings in headers and footers. For markings in the document text, use Bookman Old Style 12 point font.

      (1) <u>Front and Back Cover Pages</u>. Center security classification markings indicating the highest classification contained in the directive, and any additional protective markings contained therein, as the first entry in the header and the last entry in the footer of both front and back cover pages.

      (2) <u>Pages Within Sections</u>

         (a) Type security classification markings indicating the highest classification contained in the section, and any protective markings, as the first entry in the header and last entry in the footer of all pages in the section. Center the markings.

(b) For classified directives in which the basic document is unclassified, add the following paragraph at the bottom of the signature page of the basic document: "Document Security. This basic [instruction, manual, notice, or guide] is unclassified. The Enclosure[s] is [are] classified as marked."

(3) <u>Paragraphs Within Pages</u>. **All** paragraphs and subparagraphs will have individual classification markings. Insert the parenthetical symbol for the highest classification contained in the paragraph two spaces after the paragraph designator and two spaces before the text.

(4) <u>Titles and Subtitles</u>. All titles and subtitles will have individual classification markings. For unclassified titles and subtitles, insert the parenthetical symbol following the title, two spaces after the text. For classified titles and subtitles, insert the parenthetical symbol at the beginning of the title, two spaces before the text. Avoid the use of classified titles.

(5) <u>Tables and Figures</u>. All tables and figures will have individual classification markings following the basic principles of:

(a) Marking overall with the highest level of classification.

(b) Marking portions, including titles and explanatory text, to eliminate doubt as to what the classification of that portion may be.

(c) Including the required classification and declassification statements if the tables or figures are single-page items.

c. <u>Classification and Declassification Statements</u>. Each classified section of a directive must contain classification and declassification statements. Place the statements at the bottom of the first page, at a tab stop of 3.25, and include the following information.

(1) For originally classified sections:

> "Classified by:
> Reason:
> Declassify on:"

(2) For derivatively classified sections:

> "Derived from:
> Declassify on:"

6. <u>For Official Use Only (FOUO) Marking of Unclassified Directives</u>

    a. <u>Format</u>. Use uppercase Arial 24 point font bold for FOUO markings in headers and footers. Use Bookman Old Style 12 point for markings in the text.

    b. <u>Overall Marking</u>. Enter "FOR OFFICIAL USE ONLY" at the bottom of the front cover, on the outside of the back cover, as the last entry in the footer of the first page, and as the last entry in the footer of any other page containing FOUO information. (See reference n.)

    c. <u>Portion Marking</u>. Enter the acronym "FOUO," in parentheses, before each title, including enclosure, appendix, annex, table, and figure titles, and before each part, paragraph, subparagraph, or other portion of the directive that contains FOUO information. (See reference o.)

APPENDIX A TO ENCLOSURE E

BASIC ORGANIZATION OF A DIRECTIVE

BACK COVER
[FOR CLASSIFIED DIRECTIVES]

GLOSSARY

PART II -- DEFINITIONS

GLOSSARY

PART I -- ACRONYMS

LAST ENCLOSURE

REFERENCES

ANNEX TO APPENDIX TO
ENCLOSURE

APPENDIX TO ENCLOSURE

FIRST ENCLOSURE

LIST OF EFFECTIVE PAGES
[FOR CLASSIFIED DIRECTIVES]

DISTRIBUTION PAGE

BASIC DOCUMENT

FRONT COVER
[FOR CLASSISFIED
DIRECTIVES]

JOINT STAFF
WASHINGTON, D.C. 20318-0400

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a. Place at the end of every section that ends on an odd page.

b. Place on the reverse side of the front cover and on the front side of the back cover.

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APPENDIX B TO ENCLOSURE E

CHECKLIST FOR REVIEW OF A DIRECTIVE

This checklist is for action officer use in preparing directives for final coordination. It highlights formatting errors that commonly delay approval and publication.

GENERAL

( ) Document is in one MS Word file, in template, and the signature block bookmarks are intact.

( ) Document is dated 10 working days beyond expected date of approval. Date is consistent throughout document (and on cover page, if used).

( ) Directive number is consistent throughout document (and on cover page, if used).

If a reissuance:
( ) Directive number contains the correct identification letter throughout document.
( ) Cancellation paragraph contains the correct number, letter, and date of the directive being superseded.
( ) References to other CJCS/JS directives do not contain the identification letter and date, but refer instead to the 6-digit number series.

Basic document:
( ) Includes correct releasability paragraph.
( ) Does not exceed 6 pages in length.
( ) Enclosure/appendix/annex footers contain the enclosure/appendix/annex identifier(s) and the page numbers are prefixed with the identification letter(s).

SPECIAL

( ) If directive purports to exercise some degree of authority, direction, or control over the Services, combatant commands, or other DOD components, the source of the CJCS authority is referenced in the purpose and policy paragraphs.

If special distribution is required (Distribution S):
( ) A distribution page is placed after the signature page.
( ) Distribution of unclassified directives and classified unlimited directives is 2 copies.

( ) If a classified directive, it contains a cover page.

( ) If a classified directive but the basic document is unclassified, a "document security" paragraph is included as the last paragraph of the basic document.

If a classified directive, each section is marked to show:
( ) In header and footer -- overall classification including protective markings.
( ) On the first page -- classification and declassification statements.

If a classified directive of 50 pages or more:
( ) A list of effective pages follows the distribution page.
( ) A table of contents follows the list of effective pages.
( ) The list of effective pages and table of contents has been checked against the pagination of the printed document.

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ENCLOSURE F

DISTRIBUTION

1. <u>Distribution Within the Joint Staff</u>. Effective with the date of this manual hard-copy distribution of directives within the Joint Staff is discontinued, and IMD Distribution Code J, "JS Directorates and Special Offices," is withdrawn. When special circumstances require hard-copy distribution to specific JS directorates and offices, use Distribution Code S as set forth in paragraph 4.d. of this enclosure.

2. <u>Distribution to External Organizations</u>. Codes for hard-copy distribution of unclassified and classified unlimited directives to the Services, defense agencies, and combatant commands are shown in subparagraphs 4.a. through 4.c. As most unclassified directives are available on the Internet and all classified unlimited directives are available on SIPRNET, the number of paper copies distributed will be kept to a minimum. If subject matter or special requirements dictate distribution of more than the numbers shown in the codes, use Distribution Code S.

3. <u>Distribution of Restricted, Classified Limited, and Not Releasable Directives</u>. Distribution of directives that the OPR has not approved for electronic release, or has restricted to publication on the JS-DSE, is at the discretion of the OPR.

4. <u>Hard-Copy Distribution Codes</u>

   a. <u>Distribution Code A -- Services</u>   <u>Copies</u>

      Chief of Staff, US Army.. 2
      Chief of Naval Operations 2
      Chief of Staff, US Air Force 2
      Commandant of the Marine Corps 2

   b. <u>Distribution Code B -- Defense Agencies</u>

      National Security Agency 2
      Director, Defense Advanced Research Projects Agency 2
      Director, Defense Information Systems Agency 2
      Director, Defense Intelligence Agency... 2
      Director, Defense Logistics Agency.. 2
      Director, Defense Threat Reduction Agency... 2
      Director, National Geospacial-Intelligence Agency 2

   c. <u>Distribution Code C -- Combatant Commands</u>

      Commander, North American Aerospace Defense Command 2
      Commander, US Central Command.. 2
      Commander, US European Command 2

    d. <u>Distribution Code S -- Special Distribution</u>. Use this distribution code to list recipients and numbers of copies that are not covered in the standard distribution lists above, including JS directorates and offices, as applicable. Complete a Distribution Sheet, JS Form 48, for all directives having Distribution Code S. Instructions for completing JS Form 48 are provided in references k and j.

ENCLOSURE G

REFERENCES

a. Title 10, United States Code, Section 155

b. DOD Directive 5100.1, 1 August 2002 certified as current 21 November 2003, "Functions of the Department of Defense and Its Major Components"

c. DOD Manual 5025.1-M, 5 March 2003 incorporating through change 2 dated 2 February 2004, "DOD Directives System Procedures,"

d. CJCSI 5701.01 Series, "Policy for the Development of CJCS, Joint Staff, and J-Directorate Directives"

e. JSM 5220.01 Series, "Joint Staff Security Program"

f. CJCSI 5711.01 Series, "Policy on Action Processing"

g. JSI 5711.01 Series, "Action Processing"

h. JSM 5711.01 Series, "Joint Staff Correspondence Preparation"

i. JSG 5711 Series, "Editorial Guidance and Accepted Usage for Joint Staff Correspondence"

j. JSM 5300.01 Series, "Printing, Graphics, Parking, and Publication Support Available to the Joint Staff"

k. JSN 5300 Series, "Listing of Joint Staff Holder Numbers and Addresses"

l. CJSI 5714.01 Series, "Policy for the Release of Joint Information"

m. Title 32, Code of Federal Regulations, Parts 2001 and 2004

n. DOD Regulation 5200.1-R, 14 January 1997, "Information Security Program"

o. Under Secretary of Defense Directive-Type Memorandum, 16 April 2004, "Interim Information Security Guidance"

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GLOSSARY OF ACRONYMS AND ABBREVIATIONS

ACB   Assignment and Control Branch, Actions Division, Joint
                     Secretariat
AO   action officer
ASB   Administrative Support Branch, Actions Division, Joint
                     Secretariat

CH   change
CJCS   Chairman, Joint Chiefs of Staff (adjective only)
CJCSG   CJCS Guide
CJCSI   CJCS Instruction
CJCSM   CJCS Manual
CJCSN   CJCS Notice

DJS   Director, Joint Staff (adjective only)
DSE   Decision Support Environment

EAPB   Editorial and Action Processing Branch, Actions Division, Joint
                     Secretariat

IMD   Information Management Division, Joint Secretariat

JEL   Joint Electronic Library
JS   Joint Staff (adjective only)
JSAP   Joint Staff Action Processing
JSG   Joint Staff Guide
JSI   Joint Staff Instruction
JSM   Joint Staff Manual
JSN   Joint Staff Notice

.mil/.gov   military and government internet accounts
Milsec   Military Secretariat
MS   Microsoft

NIPRNET   Non-Secure Internet Protocol Router Network
NTK   need-to-know

OPR   office of primary responsibility

R&A   Research and Archiving Branch, Information Management
                     Division, Joint Secretariat
RRCB   Records, Research, and Content Branch of the Information
                     Management Division, Joint Secretariat

SCI	Sensitive Compartmented Information
SIPRNET	Secret Internet Protocol Router Network
VDJS	Vice Director, Joint Staff (adjective only)

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