



# CHAIRMAN OF THE JOINT CHIEFS OF STAFF INSTRUCTION

---

DOM/SJS  
DISTRIBUTION: A, B, C, S

CJCSI 5701.01C  
1 October 2011

## POLICY FOR THE DEVELOPMENT OF CJCS, JOINT STAFF, AND J-DIRECTORATE DIRECTIVES

References: See Enclosure B.

1. Purpose. Consistent with reference a, this instruction sets forth policy and responsibilities for development and maintenance of CJCS, Joint Staff, and J-directorate instructions, manuals, notices, and guides.

2. Superseded/Canceled. CJCSI 5701.01B, 1 February 2006, is superseded.

3. Applicability. This instruction applies to the Services, combatant commands, Defense agencies, and the Joint Staff. It is distributed to other agencies for information.

4. Policy

a. CJCS policy, procedures, guidance, and informational materials approved by or for the Chairman of the Joint Chiefs of Staff, that neither contain joint doctrine nor involve the employment of forces, will be published in instructions, manuals, notices, and guides (hereafter referred to collectively as "directives"). Per reference b, joint doctrine approved by or for the Chairman of the Joint Chiefs of Staff will be published as joint publications.

b. Instructions and notices will be used to publish internal and external CJCS and Joint Staff policy. Manuals and guides will be used to disseminate detailed informational and procedural material.

c. Any CJCS directive that applies to the Services, combatant commands, Defense agencies, or other components of the Department of Defense outside of the Joint Staff must include a reference to the appropriate authority of the

Chairman of the Joint Chiefs of Staff to promulgate the directive. Appropriate references for CJCS authority include statutory citations to the US Code or citations to a delegation of authority by the Secretary of Defense or the Deputy Secretary of Defense.

d. With the exceptions below, all CJCS and Joint Staff directives will be reviewed annually to determine if they require change, reissue, or cancellation; they will be reviewed for reissue or cancellation after 5 years. Annual reviews will be conducted on the second 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 after the document's effective date, with the document being reissued or canceled as a result.

(1) Cancellation notices will automatically expire 1 year from the date of issuance.

(2) Notices must contain a specific expiration date and shall automatically expire when that date is reached.

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

e. J-directorate directives will be reviewed and canceled or reissued at the discretion of the directorate.

f. Special reviews are conducted at the discretion of the Director or Vice Director, Joint Staff. Additionally, the J-directorate having cognizance of the subject matter of a directive may initiate a change to or reissue that directive at any time substantive changes to the content so require.

5. Definitions. See the matrix at Enclosure A for definitions of the four types of directives, their content, applicability, longevity, and signature level (references c, d, and e).

## 6. Responsibilities

a. Secretary to the Joint Staff, Information Management Division (IMD). IMD is responsible for managing Joint Staff directives, to include:

(1) Establishing formats (reference c).

(2) Assigning numbers for new directives and maintaining the master lists of current, canceled, and superseded directives.

(3) Maintaining the master directives library.

(4) Maintaining the single source directives electronic libraries on the World Wide Web (NIPRNET) and Secret Internet Protocol Router Network (SIPRNET) (reference f).

(5) Publishing consolidated indexes of CJCS and Joint Staff directives via the directives electronic libraries and assuring they are updated on a monthly basis (reference g).

(6) Suspending and monitoring the progress of the mandatory annual and 5-year reviews, and any special reviews.

b. J-Directorates. The J-directorates are responsible for:

(1) Developing, coordinating, and reviewing CJCS and Joint Staff directives on subjects under their cognizance in accordance with this instruction and reference c.

(2) Managing their internal directives programs in accordance with this instruction and reference c.

(3) Determining the distribution and electronic releasability of CJCS and Joint Staff directives (reference h); distributing those directives that are not releasable in electronic format and those whose electronic releasability is restricted to controlled access on the SIPRNET.

c. Services, Combatant Commands, and Defense Agencies. The Services, combatant commands, and Defense agencies are responsible to coordinate on the development and revision of CJCS and Joint Staff directives that apply to them.

7. Summary of Changes. CJCSI 5701.01C updates Enclosure A to reflect changes to the Directives matrix, and also provides administrative and reference updates.

8. Releasability. This instruction is approved for public release; distribution is unlimited. DOD components (to include the combatant commands), other federal agencies, and the public may obtain copies of this instruction through the Internet from the CJCS Directives Home Page--[http://www.dtic.mil/cjcs\\_directives](http://www.dtic.mil/cjcs_directives).

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



CRAIG A. FRANKLIN  
Major General, USAF  
Vice Director, Joint Staff

Enclosures:

- A – Matrix of CJCS, JOINT STAFF, AND J-DIRECTORATE DIRECTIVES
- B - References

DISTRIBUTION

Distribution A, B, C, plus the following:

	<u>Copies</u>
Secretary of Defense .....	[1]

(INTENTIONALLY BLANK)

ENCLOSURE A

MATRIX OF CJCS, JOINT STAFF, AND J-DIRECTORATE DIRECTIVES

	TITLE	CONTENT	LONGEVITY	APPLICABILITY	SIGNATURE LEVEL
<b>CJCS</b>	<b>CJCSI</b>	CJCS policy that does not contain joint doctrine or concern employment of forces in joint operations	Upon second anniversary of document: mandatory annual review begins; 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
	<b>CJCSM</b>	Procedure; may supplement CJCSI or stand alone; usually contains specific models and examples. Does not contain joint doctrine or concern employment of forces in joint operations	Upon second anniversary of document: mandatory annual review begins; 5-year republishing.		
	<b>CJCSN</b>	CJCS policy, guidance, or information of a one-time or brief nature; may contain a specific effective period	Cancellation notice - 1 year; Regular notices: mandatory annual review after 2 years; 5-year republishing.		
	<b>CJCSG</b>	Detailed information, emphasis, and guidance from the Chairman on a specific topic	Upon second anniversary of document: mandatory annual review begins; 5-year republishing.	Specific, targeted audience	Chairman, Joint Chiefs of Staff
<b>JS</b>	<b>JSI</b>	JS policy; may implement or supplement DOD directives or establish and prescribe JS forms	Upon second anniversary of document: mandatory annual review begins; 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
	<b>JSM</b>	Procedure; may supplement CJCSI or JSI, or may stand alone	Upon second anniversary of document: mandatory annual review begins; 5-year republishing.	Joint Staff	Secretary, Joint Staff
	<b>JSN</b>	Policy, guidance, or information of a one-time or brief nature; may contain a specific effective period	Cancellation notice - 1 year; – Regular notices; mandatory annual review after 2 years; 5-year republishing.	Joint Staff	Policy is signed by the Director/ Vice Director, Joint Staff; administrative matters are signed by the Secretary, Joint Staff
	<b>JSG</b>	Detailed information, emphasis, and guidance on a specific topic	Upon second anniversary of document: mandatory annual review begins; 5-year republishing.	Specific, targeted audience within the Joint Staff	Depends on topic, format, and current practice; may not be signed
<b>J-#</b>	<b>J-#I</b>	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
	<b>J-#M</b>	J-# procedure			
	<b>J-#N</b>	J-# policy, guidance, or information of a one-time or brief nature			
<b>I: Instruction M: Manual N: Notice G: Guide JS: Joint Staff J-#: J Directorate</b>					

(INTENTIONALLY BLANK)



ENCLOSURE B

REFERENCES

- a. "DOD Manual 5025.1, 28 October 2007 incorporating through change 2 dated 1 July 2010, "DOD Directives Program."
- b. CJCS Instruction 5120.02 Series, "Joint Doctrine Development System"
- c. JSM 5701.01 Series, "Formats and Procedures for Development of CJCS, Joint Staff, and J-Directorate Directives"
- d. JSI 5711.01 Series, "Action Processing"
- e. JSM 5711.01 Series, "Joint Staff Correspondence Preparation"
- f. OASD(C3I), 25 November 1998 with amendments and corrections incorporated, "Web Site Administration Policy & Procedures," [http://www.defense.gov/webmasters/policy/dod\\_we\\_policy\\_12071998\\_with\\_amendments\\_and\\_corrections.aspx](http://www.defense.gov/webmasters/policy/dod_we_policy_12071998_with_amendments_and_corrections.aspx) (accessed 19 September 2011)
- g. CJCS Notice 0002 Series, "Index of CJCS and Joint Staff Instructions, Manuals, Guides, Handbooks, Pamphlets, and Notices"
- h. CJCSI 5714.01 Series, "Policy for the Release of Joint Information"

(INTENTIONALLY BLANK)