



CHAIRMAN OF THE JOINT CHIEFS OF STAFF INSTRUCTION

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

CJCSI 6005.01
1 November 2011

MANAGEMENT OF NO DISTRIBUTION (NODIS) AND EXCLUSIVE DISTRIBUTION (EXDIS) MESSAGES IN THE JOINT STAFF

References:

- a. Vance-Ball Agreement, dated 3 April 1964
- b. Letter to the DOS, ExecSec from DOD ExecSec, dated 15 July 2011
- c. CJCSI 5715.01 series, "Joint Staff Participation in Interagency Affairs"
- d. CJCSM 5720.01 series, "Joint Staff Message Management and Preparation"

References:

1. Purpose. To establish Office of the Chairman, Joint Chiefs of Staff (OCJCS) policy for receipt and delivery of NODIS and EXDIS to the Joint Staff and Combatant Commanders in keeping with communications from the Office of the Secretary of Defense.
2. Cancellation. None
3. Applicability. Per 10 U.S.C. § 151, the Chairman is the statutory principal military adviser to the President, Secretary of Defense, and the National Security Council (NSC). Under the authority, direction, and control of the President and the Secretary of Defense, the Chairman transmits communications between the President and/or the Secretary of Defense and combatant commands. The Assistant to the Chairman represents the Chairman, as necessary, in interagency matters and reviews interagency communications.
4. Policy. By reference a, the Department of Defense has established two conduits for delivery of NODIS messages. The two conduits are to the Secretary of Defense through Cables and to the Joint Chiefs of Staff through the National Military Command Center (NMCC). The Department of Defense will use the same protocols for delivery of EXDIS, through Cables and/or the NMCC.

5. Definitions. None

6. Responsibilities. Accountability will be required for NODIS and EXDIS messages for a period of 12 months. Organizations that have responsibility for delivering NODIS or EXDIS messages will retain logs that document receipt and handling of each message not less than 12 months. The message, itself, will not be retained or stored.

7. Summary of Changes. None.

8. Releasability. 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

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



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

Enclosures:

- A – NODIS and EXDIS Material Handling
- B – Routing Matrix

DISTRIBUTION

Distribution A, B, and C plus the following:

Secretary of Defense

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2

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ENCLOSURE A

NODIS AND EXDIS MATERIAL HANDLING

1. Purpose. NODIS and EXDIS messages are extremely sensitive. Procedures for handling these messages must be consistent throughout the DOD. Policy is therefore directed by the OCJCS for receipt and delivery of NODIS and EXDIS to the Joint Staff and combatant commands in keeping with communication from the Office of the Secretary of Defense.

2. Assumptions. The following assumptions pertain to delivery of NODIS and EXDIS messages:

a. The Department of State will follow guidance provided by the Executive Secretary of the Department of Defense, which provides two entry points for delivery of NODIS and EXDIS messages.

b. Each recipient organization in the delivery process is responsible for documentation and tracking activity related to their handling of NODIS and EXDIS messages.

c. Combatant commands will provide a secure fax at their point of entry to the NODIS and EXDIS delivery process.

3. Background

a. NODIS messages among the President, the Chairman, the Secretary of State, and the Department of State Chiefs of Mission at embassies overseas are of the highest sensitivity. The Department of State sets policy for delivery of NODIS messages. The Department of State sends NODIS to the Department of Defense by way of the Washington Area Secure High-Speed Facsimile (WASHFAX) system, which is part of the Crisis Management Network (CMN) owned by the NSC.

b. By direction of the Department of State, NODIS messages will be sent to NSC member agencies by WASHFAX and will be delivered by hand or secure fax. These messages are "eyes-only," to be read solely by named individuals or those designated to receive NODIS. They may not be shown to anyone other than the addressee, even if the addressee determines further need-to-know, without prior approval from the DOS Operations Center (S/ES-O).

c. Information contained in NODIS messages may not be reproduced or

used in agencies' products without prior approval from S/ES-O. NODIS may not be photocopied or converted into and/or stored in any electronic media. An official record must be maintained of all personnel having read each incoming NODIS message.

d. EXDIS messages among the President, the Secretary of State, and Department of State Chiefs of Mission are of extreme sensitivity. These messages will be handled according to the same policy and procedures as NODIS, except for the ability to further distribute by direction of the addressee, or after hours by the Deputy Director, Operations (DDO).

e. Per 10 U.S.C. § 151, the Chairman is the statutory principal military adviser to the President, Secretary of Defense, and the NSC. Under the authority, direction, and control of the President and the Secretary of Defense, the Chairman transmits communications between the President and/or the Secretary of Defense and combatant commands. The Assistant to the Chairman represents the Chairman, as necessary, in interagency matters and reviews interagency communications.

f. The Joint Secretariat (SJS) serves as the counterpart to interagency executive secretaries, and receives and distributes NSC communications for the Chairman. This authority is delegated to the DDO, and Cables as backup, for after hours support to the Chairman and for 24 hours-per-day, 7-days-per-week support to the combatant commands. The Communications Watch Office (CWO) will act as agent of the DDO for delivery of NODIS and EXDIS messages.

4. Policy

a. By reference a, the Department of Defense has established two conduits for delivery of NODIS messages. The two conduits are to the Secretary of Defense through Cables and to the Joint Chiefs of Staff through the NMCC. The Department of Defense will use the same protocols for delivery of EXDIS, through Cables and/or the NMCC.

b. When there is a need for delivery of NODIS messages to the combatant commands, the distribution will be through the NMCC, with Cables and the DOD Executive Secretariat Military Assistants acting as backup.

c. The SJS Administrative Systems Branch (ASB) will receive NODIS and EXDIS messages from CWO and deliver messages to the Chairman during the duty day. The Office of the Chairman, Joint Chiefs of Staff will provide read-only access when applicable and at the discretion of the Chairman to other areas of the Joint Staff.

d. The Department of State is expected to clearly mark delivery instructions, to include intended recipients, classification, and level of urgency.

The Department of Defense has requested that eWASH be utilized to the maximum extent possible. Messages marked NODIS must not be included in eWASH.

5. Procedural Guidelines

a. Receipt of NODIS and EXDIS messages. Agencies must have the ability to track all personnel who have read NODIS and EXDIS messages. To that end, NODIS and EXDIS messages will be signed for by each authorized recipient or each person contributing to the delivery process of each message to the intended recipient. The following must be part of the procedures of every Joint Staff organization and combatant command involved in the delivery process:

(1) NODIS or EXDIS messages will be kept separate from all other messages; NODIS or EXDIS messages will not be stored as a normal practice; if storage becomes necessary, these messages will not be stored with other messages.

(2) NODIS or EXDIS messages will be signed for; receipts will be provided back to the sender that the message was received.

(3) Logs from receipt of message to delivery and/or destruction will be available for inspection, if necessary, and must be retained no less than 12 months.

(4) Copies of NODIS or EXDIS messages will not be made.

(5) NODIS or EXDIS messages will be delivered within 8 hours unless determined to be of a non-urgent nature.

(6) Combatant commands will provide a single message center secure fax number to the NMCC for receipt of NODIS and EXDIS messages; this center will be responsible for handling these messages by the standards of this policy.

(7) Cables will notify the Department of State to send JS messages to them upon notification from the NMCC of deployment or other operations tempo preventing message delivery.

b. Delivery of NODIS and EXDIS Messages. NODIS or EXDIS messages will be delivered to the intended addressee only. The exceptions are the Chairman, the DDO, and those authorized to deliver NODIS, per above. All personnel in the delivery process must be traceable. The following apply:

(1) NODIS has priority over EXDIS; messages must not be marked as both; clarity will be requested of the sender.

(2) NODIS or EXDIS messages that are not or will not be delivered, for any reason, will be shredded after a call back to the sender.

(3) Non-urgent NODIS/EXDIS can be retained for the next duty day, which may be after a weekend or holiday; determination will be made by the DDO on duty.

(4) NODIS or EXDIS is NOFORN by default; specific guidance must be provided by the sender, if otherwise.

(5) NODIS or EXDIS messages will be delivered manually whenever possible.

(6) Non-manual delivery will be by secure fax, only.

(7) Contact will be made to the distant end of any faxed NODIS or EXDIS message prior to faxing the message.

(8) The distant end must sign and return the receipt immediately; loss of tracking must be reported as soon as possible.

(9) NODIS messages will not be converted into digital media, will not be e-mailed, and will not be stored or packaged with any other messages.

(10) All NODIS delivered to the NMCC will be provided to the Chairman; further read-only access will be provided to other Joint Staff organizations at the discretion of the Chairman.

(11) All NODIS or EXDIS messages will be signed for.

(12) The Department of State is expected to clarify emergency delivery requirements; urgency of a NODIS or EXDIS will be contained in/on the message; the default urgency level is Not Urgent.

(13) NODIS messages will not be readdressed, i.e. retransmitted to another addressee; readdressal is considered to be a new message.

(14) Requests for additional addressees will be made to the DOS sender; the Department of State must send out a new NODIS message addressed to the specific additional requested parties.

(15) Retransmission to the same addressee due to equipment failure/error is not considered to be a new message; ensure that the message was not sent to an unintended recipient; losses must be reported.

(16) Joint Staff organizations will adhere to guidance found in reference d, to include storage requirements

(17) NODIS or EXDIS messages that have been secure faxed to combatant commands will be provided to the SJS for the Chairman on the next duty day.

(18) Messages that are improperly addressed to the NMCC will be shredded; the NMCC will contact the Department of State to advise of intention and disposal.

(19) NODIS and EXDIS will be delivered to the Chairman while on travel by the Executive Travel Office.

(20) No delivery while on travel is provided with the exception of the Chairman.

(21) NMCC will prepare a list of combatant command delivery numbers; NODIS and EXDIS will be delivered to the one vetted number for the combatant command.

(22) NMCC will review the list of delivery numbers quarterly; the one vetted list will be used by Cables and the NMCC.

(23) The NMCC will use Cables for overflow delivery of NODIS and EXDIS messages to combatant commands that exceed 10 per week (or 50 per month).

(24) The NMCC will transfer all delivery of NODIS and EXDIS messages to Cables upon notification of deployment.

c. Accountability for NODIS and EXDIS Messages. Accountability will be required for NODIS and EXDIS messages for a period of 12 months. Organizations that have responsibility for delivering NODIS or EXDIS messages will retain logs that document receipt and handling of each message not less than 12 months. The message, itself, will not be retained or stored. The following is expected as part of the ability to audit access to NODIS and EXDIS messages:

(1) Quarterly audit by NMCC of vetted points of entry for delivery of NODIS and EXDIS messages to Combatant Commanders; points of entry must have a secure fax number and serve as part of the combatant command's delivery process for NODIS and EXDIS messages.

(2) Signed log for delivery and/or destruction of each NODIS or EXDIS message.

(3) Fax receipt for manual delivery or transmission of a NODIS or EXDIS message.

(4) Signed receipt by any personnel who is part of the process or path for delivering any NODIS or EXDIS message.

(5) Courtesy notification to Cables if DOD or Services' NODIS messages are forwarded to the NMCC for delivery, by mistake.

6. Handling of NODIS and EXDIS is critical to national level interests. Requirements for ensuring that these messages do not stray from their intended path to the addressees cannot be overstated. Protection of these messages is expected at all times.

ENCLOSURE B

Matrix: NODIS Message Delivery for the NMCC

i

NODIS Message Delivery for the NMCC	# of Copies	OSD Cables	SJS	On Duty DDO	File	Shred
Secretary of Defense	NA	2*			3	5*
Chairman, Joint Chiefs of Staff	NA		1		3	4
Combatant Commanders	NA		7	1	3	4
Department of Defense Agencies	NA	2*			3	5*
Joint Staff	NA		6**		3	4
Services	NA	2*			3	5*
AFTER HOURS SUPPORT						
(changes for the Joint Staff, only)						
Chairman, Joint Chiefs of Staff	NA			1	3	4
Joint Staff	NA			6**	3	4
COLOR KEY:						
(1=green;2=blue;3=yellow;4=black;5=red;6=gray)						
1. SJS and NMCC accept and deliver; OSD Cables will serve as backup						
2. OSD Cables accept and deliver						
3. Receipt and delivery reports, file for 12 months; do not retain message						
4. No item to shred						
5. Shred after delivery confirmation by OSD						
6. OCJCS will provide read-only access when applicable and at the discretion of the CJCS						
7. Chairman oversight of NODIS to combatant commands						
NOTES:						
*NMCC WASHFAX SECDEF and DoD NODIS to OSD Cables if received in error						
**JS NODIS will be delivered to the Chairman, and not to other JS offices						

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