



JOINT STAFF MANUAL

DOM/SJS
DISTRIBUTION: A, B, C

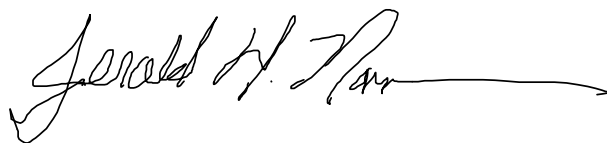
JSM 5701.01E
19 September 2011

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

Reference(s): See Enclosure G.

1. Purpose. 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. Superseded/Canceled. JSM 5701.01D, 22 February 2008, is hereby superseded.
3. Applicability. This manual applies to the Joint Staff. It is distributed to other agencies for information.
4. Procedures. See Enclosures A to F.
5. Summary of Changes. This revision of JSM 5701.01:
 - a. Clarifies classified and unclassified releasability statements for CJCS/JS directives and eliminates the “Limited” releasability category. Releasability categories are as follows: “Unlimited,” which would be available on both the NIPRNET and SIPRNET; “Restricted,” which would only be available through controlled access on the SIPRNET; and “Non-Releasable,” which would be those directives that can only be distributed with permission of the Office of Primary Responsibility (OPR) and would not be published on any network.

- b. Incorporates CJCS/JS Directives Process Workflow charts and diagrams for new directives, change notices, re-issuances, currency, and cancellation.
 - c. Updates Directives Program roles and responsibilities in Enclosure C.
 - d. Provides guidance regarding online citations (Web site URLs, wiki, blog, and chat rooms) in CJCS/JS Directives and how they should be referenced.
 - e. Provides instruction on directives content dissemination through Web 2.0 media rather than a signed directive.
 - f. Clarifies JS Form 48 responsibilities and uses.
 - g. Updates Appendix C to Enclosure E -- Checklist for review of a Directive.
 - h. Updates process and procedures for change notices, including organization and workflow.
 - i. Incorporates other changes throughout the document that clarify certain processes and procedures for CJCS/JS Directives.
6. 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>”
7. Effective Date. This manual is effective upon receipt.



JERALD H. NARUM
Lt Col, USAF
Acting Secretary, Joint Staff

Enclosure(s):

A -- Quick Reference

Matrix of CJCS, JS, and J-directorate Directives

B -- Assignment of Numbers for CJCS, JS, and J-directorate Directives

C -- Processing Requirements and Responsibilities

D -- Using the Directives Templates

E -- Format, Content, and Organization Standards

F -- Distribution

G -- References

GL -- Glossary of Acronyms and Abbreviations

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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	Upon 2 nd 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
	CJCSM	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 2 nd Anniversary of Document: Mandatory annual review begins; 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; Regular notices: mandatory annual review after 2yrs; 5-year republishing		
	CJCSG	Detailed information, emphasis, and guidance from the Chairman on a specific topic	Upon 2 nd Anniversary of Document: Mandatory annual review begins; 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	Upon 2 nd 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
	JSM	Procedure; may supplement CJCSI or JSI, or may stand alone	Upon 2 nd Anniversary of Document: Mandatory annual review begins; 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; – Regular notices; mandatory annual review after 2yrs; 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	Upon 2 nd 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
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					

A-1

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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 shall 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 shall be assigned a unique six-digit number. The first four digits followed by a period identify the series; the next two digits distinguish individual documents in each series. Guides and basic (informational) notices shall be assigned four-digit series numbers only; cancellation and change notices shall be assigned the same number as the document being canceled or changed. New series numbers shall 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 shall 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 shall 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 shall have 2 years to complete the directive. Upon expiration of this time, the number shall 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 responsible directorate shall assign numbers for J-directorate directives in accordance with directorate procedures.

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APPENDIX A 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, RECORDS, AND CONTENT 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) / a.k.a. GLOBAL COMMAND AND CONTROL SYSTEM
(GCCS)

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

8600 -- *Reserved*

8700 -- *Reserved*

8800 -- *Reserved*

8900 -- INFORMATION COLLECTION AND DISSEMINATION

ENCLOSURE C

PROCESSING REQUIREMENTS AND RESPONSIBILITIES

1. General. With the exceptions in subparagraphs a and b below, all proposed new and revised CJCS and JS directives shall be processed through the Joint Secretariat, Information Management Division (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. Sensitive Compartmented Information (SCI) Directives. Directives that are SCI shall be processed through SCI channels as directed in reference e.

b. Message Directives. Messages shall not be used to transmit CJCS and JS directives, policies, or permanent procedures. If time constraints make the use of messages necessary for such purposes, IMD may grant an exception. The message directive, policy, or procedure shall be effective for no more than 90 days, during which time the originator shall prepare the information for issue as an instruction, manual, notice, or guide as appropriate.

2. Review Requirements

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

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

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

(b) CJCS/JS notices, as a rule, will contain a specific expiration date and automatically expire when that date is reached. However, certain exceptions may exist where notices are reviewed annually for currency.

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

(2) Changes: Ten-Percent Rule. If, upon review, more than 10 percent (calculated via number of pages) of a directive are found to require change, it must be reissued. Directives requiring changes to 10 percent or less of the document require the issuance of a change notice. (See page C-C-2) Page changes (front and back) shall 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 shall be fully coordinated.

b. Special and Discretionary Review. Special reviews shall be conducted at the discretion of the Director or Vice Director, Joint Staff. Additionally, the responsible J-directorate is responsible to initiate a change to or reissuance of a directive at any time substantive changes to the content are required.

3. Review Suspenses

a. Suspense for Annual Review. A maximum of 60 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 a need for action is identified, the following applies:

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

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

d. Special Rule for Suspense Extensions on Directives Between 6 Months and 5 Years Old. Extensions of 180 days or less can be granted by Actions Division/Assignment Control Branch (AD/ACB). Extensions beyond 180 days, but no greater than 1 year, require SJS approval. If the directive has undergone multiple extensions that push it 12 months (or more) past the date of the original tasking, the directive must either be declared current by the OPR or be re-tasked by IMD.

e. Special Rule for Suspense Extensions on Directives over 5 Years Old. Approval must first be obtained through the SJS. If the SJS cannot provide approval, it must then come from the Director or Vice Director, Joint Staff. A JS Form 136, "Joint Staff Action Processing Form," shall be used to request approval.

4. Processing Procedures and Responsibilities

a. General

(1) All CJCS and JS directives shall be processed through the Joint Staff Action Processing–Modern (JSAP-M) system as set forth in references f and g and outlined below. Detailed guidance on JSAP is also available through the SIPRNET Intellipedia-S at <<http://www.intelink.sgov.gov/wiki/JSAP-M>>.

(2) Procedures and responsibilities for processing directives apply equally to new directives, revisions, and cancellations. However, when creating new directives the following two steps must be taken:

(a) Action officers (AOs) shall contact IMD-RRCB to be assigned a directive number, and;

(b) AO's shall initiate a draft staff action in JSAP-M to begin the action process.

(3) Internal J-directorate–numbered packages may be used for internal directorate-only staffing. Once the package is made ready for external coordination, it must be transferred to an SJS-numbered package before processing can continue.

b. Information Management Division–Records, Research, and Content Branch (IMD-RRCB). RRCB shall:

(1) Task the annual, 5-year, and any special directives reviews to the responsible J-directorates. (See Appendix A to Encl C for sample tasker letters.)

(2) Monitor the progress of directives reviews and of revision and cancellation actions. Provide a directives status report to chain of command, as needed.

(3) Post the date of the initial signature upon the cover of all new CJCS/JS directives, and for reissuances and all other directives, the completion date of the last review. A currency date is posted to directives that do not require any changes at the time of review.

(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 AO in completing related taskings.

(6) Provide final approval of all directives after all editing has been completed by the Editorial & Action Processing Branch (EAPB) and before EAPB moves it forward for final signature.

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

(8) Archive the completed package.

c. Actions Division (AD)

(1) Assignment and Control Branch (ACB). ACB shall monitor the review once it has been tasked by RRCB and shall coordinate suspense management until the review and any related revision or cancellation action are complete. This includes processing requests for suspense extensions up to 180 days and enforcing the requirements for extensions as listed in paragraph 3.d & 3.e of this enclosure.

(2) Editorial and Action Processing Branch (EAPB). EAPB shall:

(a) Complete the final editorial review.

(b) Coordinate with IMD-RRCB for final chop on the directive via e-mail: directivesprocessing@js.smil.mil. Once IMD has completed its chop, EAPB shall forward the package for signature.

(c) Ensure that the JS Form 48 and Distribution List match.

(3) Administrative Support Branch (ASB). ASB shall:

(a) Create a PDF of the signed directive and include it along with the signed Word document in the package.

(b) 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.

(c) Forward the original electronic JSAP folder to RRCB for Web site publishing and archiving.

d. J-directorates. The J-directorate AO shall:

(1) Conduct the annual review, any special reviews, and all revision and cancellation actions in accordance with the suspense policy in Enclosure C, 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. Re-draft, incorporating changes as appropriate and resolving issues surfaced in the coordination process.

(a) The AO shall obtain all coordination for a directive, **except** IMD, which EAPB shall obtain after all edits are completed.

(b) If major modification during the coordination takes place, then the directive shall be re-coordinated to make sure all those involved concur.

(c) If the coordination on a directive is older than 6 months, then it must be re-coordinated as referenced in JSI 5711 series.

(3) Submit directives with track changes or highlights of material revised since last issuance to EAPB, which shall obtain IMD approval after all editing has been completed. (See Appendix C to Enclosure E for the directives review checklist prior to submission to EAPB.)

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

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

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

2. Dated 10 working days beyond the expected date of approval.

3. 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 code S, special distribution.

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See Enclosure F for distribution codes and references j and k for instructions on completing JS Form 48.

APPENDIX A 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 shall 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 shall 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 (JS Directive), and a maximum of 180 days when external coordination is required (CJCS Directive).	
5. Further guidance on directives' review, revision, and cancellation actions may be obtained from the Records, Research, and Content Branch, Information Management Division, SJS, Room 2D943, 697-6906.	
Joint Secretariat	

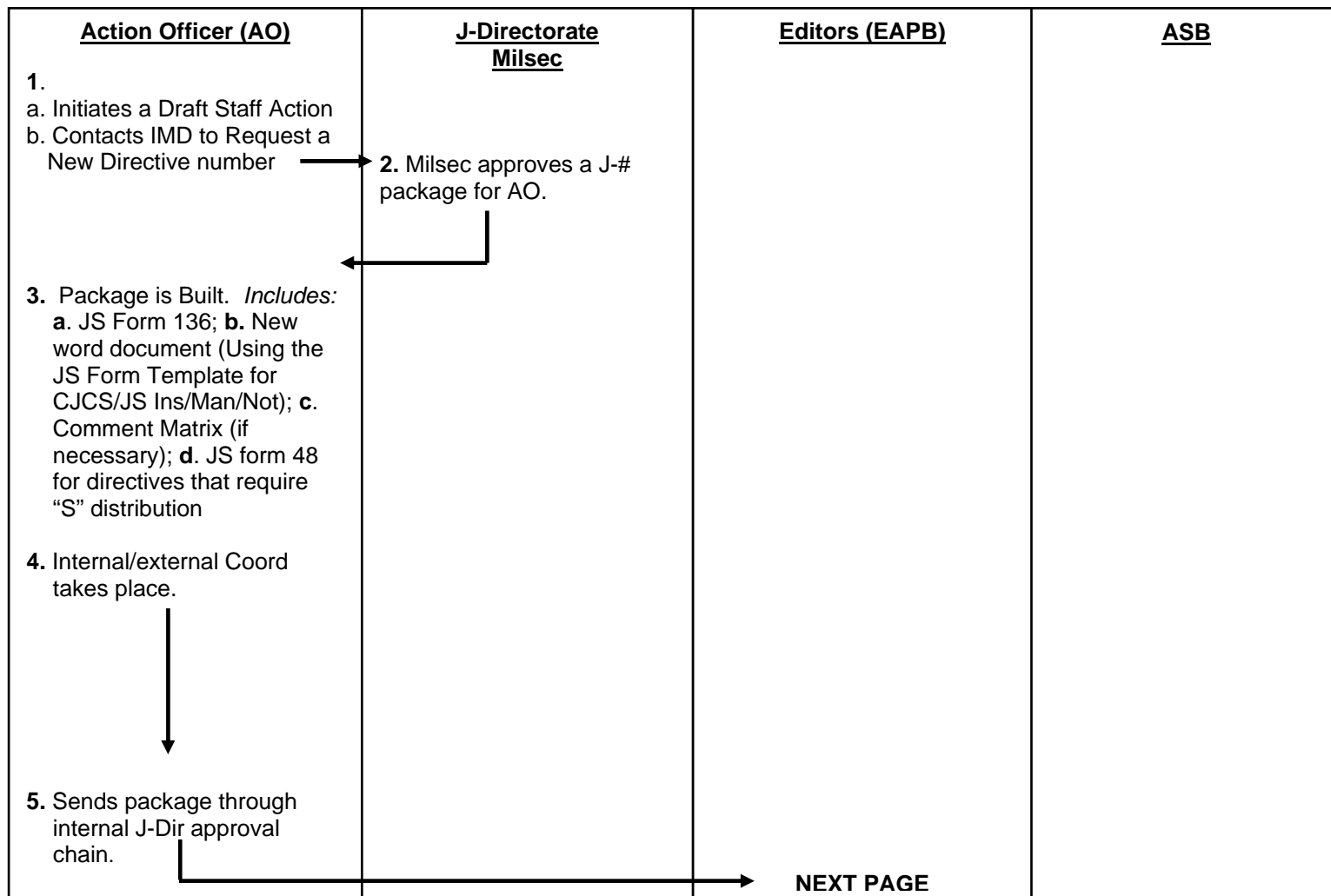
Figure 1. Sample Annual Review Tasker

SJS [Action #]	
[Date]	DISTRIBUTION [J-#, RRCB]
SECRETARY, JOINT STAFF DIRECTIVE	
on	
MANDATORY REVISION/CANCELLATION OF CJCS/JS DIRECTIVE	
[DIRECTIVE #, TITLE, DATE]	
<p>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.</p>	
<p>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.</p>	
<p>3. Guidance on formatting and use of templates may be obtained from JSM Series 5701.01 and from the Records, Research, and Content Branch, Information Management Division, SJS, Room 2D943, 697-6906.</p>	
Joint Secretariat	

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

APPENDIX B TO ENCLOSURE C
DIRECTIVES PROCESS WORKFLOW CHART -- **NEW DIRECTIVES**

Actions Division
(AD)

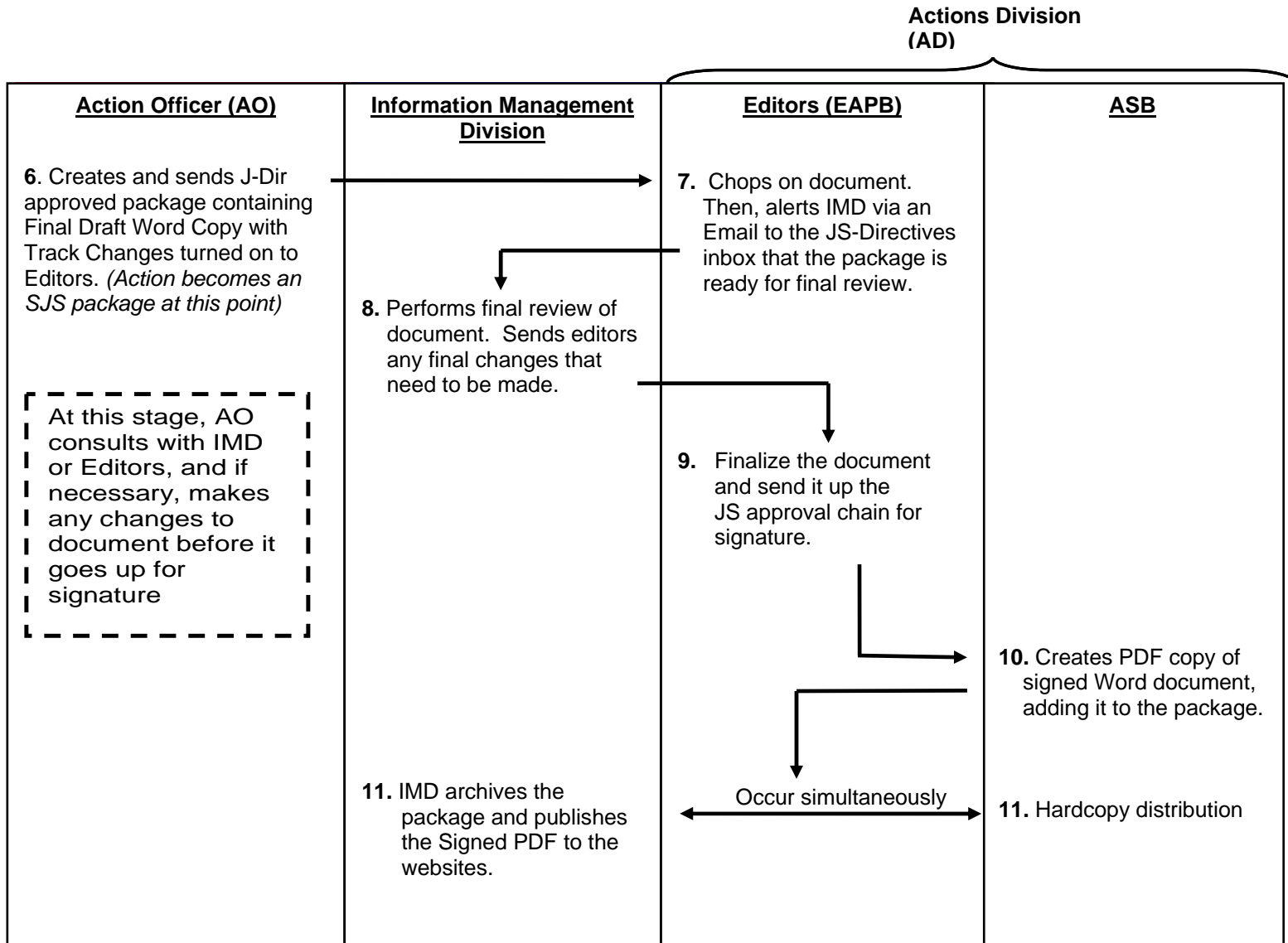


C-B-1

Appendix B
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DIRECTIVES PROCESS WORKFLOW CHART -- NEW DIRECTIVES



C-B-2

Appendix B
Enclosure C

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APPENDIX C TO ENCLOSURE C

DIRECTIVES PROCESS WORKFLOW -- **CANCELLATION NOTICE, RE-ISSUANCE, CHANGE NOTICE**

Re-Issue

1. AO is tasked by IMD to review a directive for which they are the OPR. The current published Word version of this directive is included in the SJS-numbered package sent to the AO.
2. AO determines that more than 10 percent of the pages in the document need to be changed and a re-issue is needed.
3. Use the document provided in the package as reference only (Endnote 1). Copy and paste content into a new directive template to use to revise the directive. This allows the original to stay intact.
4. AO makes revisions to new copy of directive (TAB A in JSAP). JSAP-M package also includes: JS Form 136; comment matrix (if necessary); JS Form 48 for directives that require "S" distribution, and any other attachments, as necessary.
5. AO obtains all internal/external coordination **except** IMD, which EAPB obtains.
6. AO puts together a final draft copy using the track changes function, obtains J-Dir Approval, and sends the package to the editors.
7. Editors chop on the document and alert IMD via an e-mail to the Directives-JS inbox that the package is ready for final review.
8. IMD performs its review of document and sends editors any final changes that need to be made.
9. Editors finalize the document and send it up the JS approval chain for signature.
10. Upon approval, ASB creates a PDF copy of the signed Word document and processes for hardcopy distribution.
11. IMD publishes the signed PDF to the JEL Web sites and archives the package.

C-C-1

Appendix C
Enclosure C

JSM 5701.01E
19 September 2011

DIRECTIVES PROCESS WORKFLOW -- **CANCELLATION NOTICE, RE-ISSUANCE, CHANGE NOTICE**

Change Notice

1. AO is tasked by IMD to review a directive for which they are the OPR. The current published Word version of this directive is included in the SJS-numbered package sent to the AO.
2. AO determines that less than 10 percent of the pages in the document need to be changed and a change notice is all that is required. *(Directive OPRs can initiate change notices outside of the normal review period, if necessary)*
3. Use the original Word document provided in the package as reference only. Create a copy of it to make changes to the directive. Make sure 'Track Changes' is turned on in MS Word. This document will then become the "smooth copy" that will contain all changes being applied. In the JSAP package, this document should be Endnote 2.
4. Using the JS Forms Directive Template, AO creates a change notice (track changes turned on) and fills out all the required fields. For this process, the change notice (not the directive itself) is what requires signature and will be TAB A.
5. Attach (copy and paste) only the changed pages from the "smooth copy" into the change notice beginning after the signature page. JSAP-M package should include: JS Form 136; the original directive copy (Endnote 1); the "smooth copy in which changes are made (Endnote 2); the change notice, TAB A, (in Word) with the changed pages (copy & pasted from smooth copy); document cover (use JS Template); and JS Form 48 (for directives that require "S" distribution).
6. AO obtains all internal/external coordination **except** IMD, which EAPB obtains.
7. AO obtains J-Dir approval and sends the package to the editors.
8. Editors chop on the change notice and alert IMD via an e-mail to the Directives-JS inbox that the package is ready for final review.
9. IMD performs final review of change notice and sends editors any final changes that need to be made.
10. Editors finalize the change notice and send it up the JS approval chain for signature.
11. Once signed, ASB creates a PDF of the signed change notice, which includes the changed pages, and processes for hardcopy distribution.
12. IMD publishes the signed PDF to the JEL Web sites and archives the package.

C-C-2

Appendix C
Enclosure C

JSM 5701.01E
19 September 2011

DIRECTIVES PROCESS WORKFLOW -- **CANCELLATION NOTICE, RE-ISSUANCE, CHANGE NOTICE**

Cancellation Notice

1. AO is tasked by IMD to review a directive for which they are the OPR. The current published Word version of this directive is included in the SJS-numbered package sent to the AO.
2. AO determines that the directive has served its purpose and is no longer needed and that a cancellation notice is required.
3. Using the JS Forms Directive Template, AO creates a cancellation notice (track changes turned on) and fills out all the required fields. For this process, the cancellation notice (not the directive itself) is what requires signature.
4. JSAP-M package should include: JS Form 136 (stipulating why directive is being canceled); original directive (Endnote 1); cancellation notice (in Word)(TAB A); comment matrix (if necessary); Form 48 (if have S distribution).
5. AO obtains all internal/external coordination **except** IMD, which EAPB obtains.
6. AO creates final draft copy of the cancellation notice using the track changes function, obtains J-Dir approval, and sends the package to the editors.
7. Editors chop on the cancellation notice and alert IMD via an e-mail to the JS-Directives inbox that the package is ready for final review.
8. IMD performs final review of cancellation notice and sends editors any final changes that need to be made.
9. Editors finalize the cancellation notice and send it up the JS approval chain for signature.
10. Upon approval, ASB creates a PDF copy of the signed Word document and processes it for hardcopy distribution.
11. IMD publishes the signed PDF to the JEL Web sites, including removing the canceled directive, and archives the package.
12. Cancellation notices have a termination date of one year, unless otherwise specified.

C-C-3

Appendix C
Enclosure C

JSM 5701.01E
19 September 2011

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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 IMD-RRCB for guidance.
2. Electronic File Naming Standards. The MS Word file name for all directives, except change notices, shall 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" shall 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 IMD-RRCB through their supported J-directorate. All users are encouraged to contact IMD-RRCB for issues or problems related to the templates.

b. To access the templates, select the “Add-Ins” tab on the MS Word Ribbon, and click on the “JS Forms” Icon. 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.)

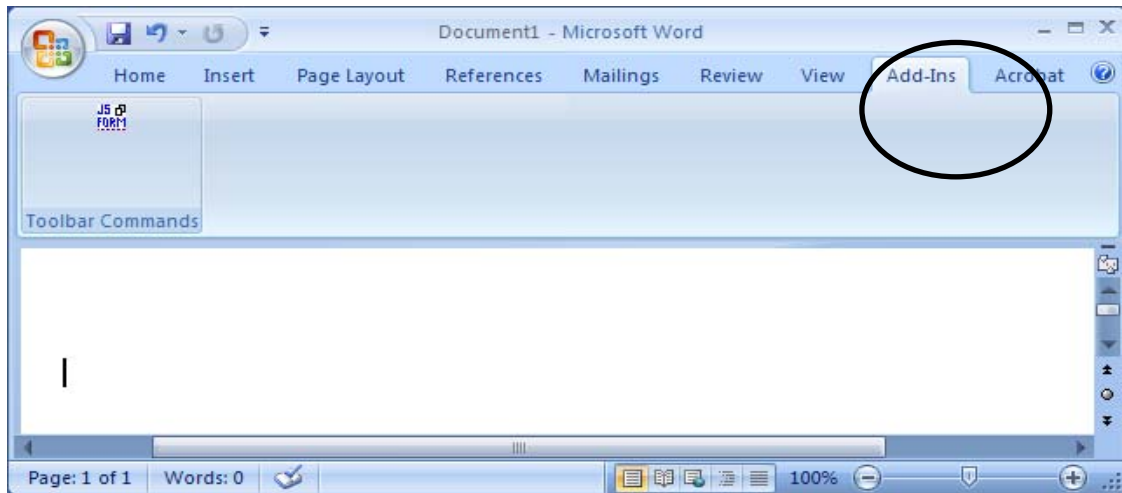


Figure 4. MS Word 2007 “Add-Ins” Tab: JS FORM Icon

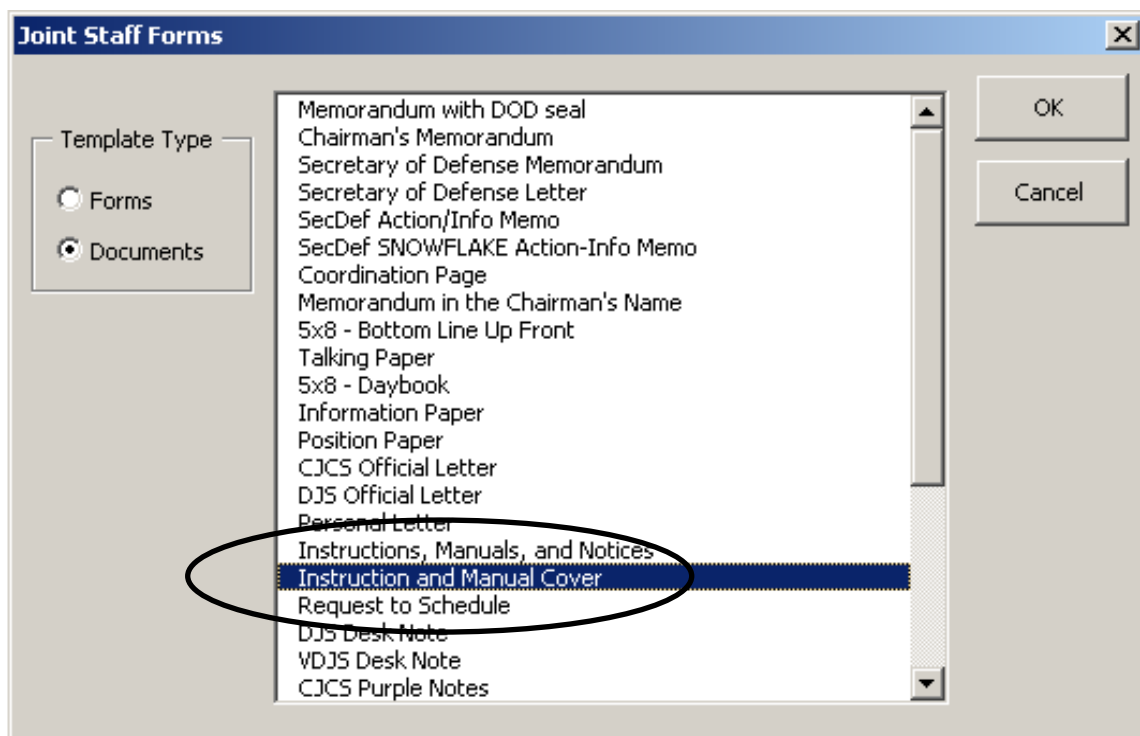


Figure 5. JS Forms Template Menu: Template Selection

4. Document Template. 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 “Add-Ins” tab upon activation of the template. (See Figure 6.)

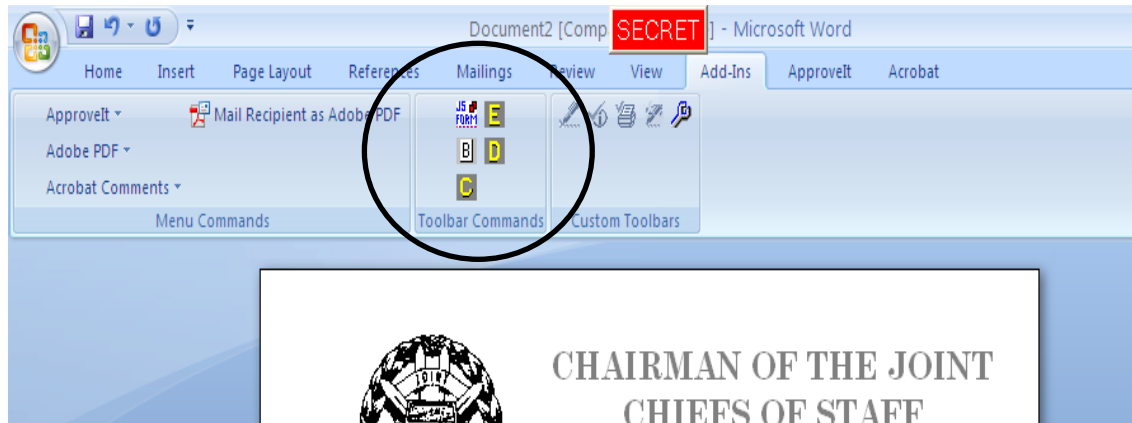


Figure 6. MS Word 2007 “Add-Ins” tab: Document Template Icons

- a. **C** Classification Icon. Automates classification of the separate document sections, including entry of classification/declassification information of the front page of each section.
- b. **E** Enclosure Icon. Automates creation of additional document sections, including distribution list, table of contents, and glossary, as well as enclosures, appendixes, and annexes.
- c. **D** Date Icon. Automates changing the document date throughout the document or for separate document sections.

5. Cover Template. 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.)

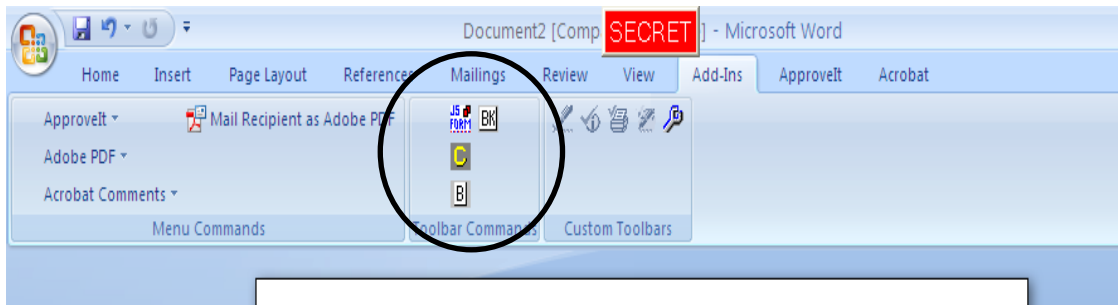


Figure 7. MS Word 2007 “Add-Ins” tab: Cover Template Icons

- a. **C** Classification Icon. Automates classification of the cover.
- b. **B** Intentionally Blank Page Icon. Inserts an “INTENTIONALLY BLANK” back side of the front cover page.
- c. **BK** Back Page Icon. For classified directives, creates a back cover page with classification markings and an “INTENTIONALLY BLANK” front side of the back cover page.

ENCLOSURE E

FORMAT, CONTENT, AND ORGANIZATION STANDARDS

1. Exceptions. If unique content, medium, or audience factors make use of these standards problematic, contact IMD-RRCB for guidance at 703-697-6906.

2. Formatting Standards.

a. Basic

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

(2) Font. 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) Margins, Spacing, and Alignment. 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) Header and Footer. The header shall 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 shall be centered and consist of the page number. Pagination requirements for enclosures and additional pages are described below.

(5) Paragraph Numbering and Indentation. Number and indent paragraphs and subparagraphs as exemplified in Figure 8. Use 0.3-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) Document Length. The basic instruction, manual, notice, or guide shall not exceed 6 pages in length. If more than 6 pages are required, additional information shall be published in an enclosure or enclosures. If the total number of pages exceeds 300, the directive shall be separated into two or more volumes. Volumes shall be numbered in upper case Roman numeral style.

(3) Second Line. 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) Basic Document Title. Center the title in capital letters on the second line below the distribution code and date.

c. References

(1) On the First Page. (5 or fewer references only). 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 0.3-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) As the Last Enclosure. (6 or more references). 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) In the Basic Document Text. 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.”

(a) Information sources that are not used in the text of the document, but are “related” or “supplemental” to the directive shall also be listed within the reference enclosure. In this scenario, the reference enclosure shall be structured as follows: “PART I -- REFERENCES” (those used in the text) and “PART II -- RELATED” (those that are supplemental or related).

(4) Reference Style & Structure.

(a) Identify references to CJCS and JS directives by four- or six-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 September 2001, ‘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. For example:

- DOD Directive 5000.1, 23 October 2000, “The Defense Acquisition System”
- JP 1-01, 5 July 2000, “Joint Doctrine Development System”

- Under Secretary of Defense – Directive-Type Memorandum, 16 April 2004, “Interim Information Security Guidance”

(c) Documents such as Chairman of the Joint Chiefs of Staff memorandums (CM), memorandums issued in the name of the Chairman (MCM), Director, Joint Staff, memorandums (DJSM), and memorandums of understanding/memorandums of agreement (MOU/MOA) should be identified by their respective document numbers, the subject, and the date of the document.

(d) If a document is not numbered or titled, identify the document by originator, date, and subject, and if possible, include it in the package for later reference.

(5) Online Citations. References to online resources must be included in the reference enclosure of the document. All online resources and materials (including URLs/Web sites, e-mails, chats, wikis, blogs, tweets, etc.) shall include the date the material was posted on the Internet and also the date the material was accessed by the AO. This provides justification for the citation should the material be changed or removed. *(If the online resource originally appeared in print, where possible, refer to the hard copy source instead of the electronic.)*

(a) When should URLs/E-mail addresses be included in the directive text? Though there are multiple reasons for inclusion, the most common are:

- URL – Used to direct the user to a website for contact information or to access the website as an information resource.
- URL – Used as a link to an electronic document related to the directive subject.
- E-mail Addresses – Used for contact information.

Online resources in CJCS/JS directives can be cited in two different ways depending on how the resource URL is treated:

1. Format for URL/E-mail Addresses used in CJCS/JS Directives Text.

a. URLs or E-mail Addresses used in the text of a directive should be bulleted, and not included in the narrative of the paragraph. [See figure 9.] In addition, they must adhere to the formatting instructions in items c through h.

b. Embedded URLs in the document are allowed; However, the Joint Staff performs work across several networks that limits access, even on the resident network (SIPR). Therefore, many embedded URLs may not work at all or may become inaccessible after a period of time.

c. To ensure the simplicity of the directives process, Change Notices cannot be used for updates to broken URLs. URLs will be updated through the normal review process. IMD/RRCB recommends utilizing SharePoint or Intellipedia if the OPR for the directive requires a way to update their URLs on a more frequent basis.

Not Recommended – Narrative Format

Contact the Project Manager before submitting a request by telephone on DSN 123-4567, COM 123-456-7890 or through JWICS/IC mail at pm@sa.ic.gov during business hours (Eastern Standard-EST). You may contact the National Security Operation Center (NSOC) – <https://NSOC.smil.mil> - outside normal operation hours through the Data Acquisition Senior Mission Manager (DASMM) by telephone on DSN 123-4567 or COM 123-456-7890 or through JWICS/IC mail at community@sa.ic.gov.

Recommended – Bulleted Format

Contact the Project Manager before submitting a request by telephone during business hours (Eastern Standard-EST). You may contact the National Security Operation Center (NSOC) outside normal operation hours through the Data Acquisition Senior Mission Manager (DASMM).

(normal hours of operation)

- DSN 123-4567
- COM 123-456-7890
- JWICS/IC mail: pm@sa.ic.gov

(outside normal hours of operation)

- National Security Operation Center (NSOC)
- SIPR: <<https://NSOC.smil.mil>>
- DSN 123-4567
- COM 123-456-7890
- JWICS/IC mail: community@sa.ic.gov

Figure 9: Example of URLs or E-mail Addresses used in the Text of a Directive

d. Identify the network on which the URL is accessible and verify that ALL links are "LIVE" and operable.

e. Enclose each URL in angle brackets (<>) and present it exactly as it appears.

f. Provide only the FULL URL address; IP addresses will not be accepted.

g. Do not reference redirect pages.

h. Note that SIPR & JWICS addresses will not be on the World Wide Web (WWW).

NOTE: Altering the protocol, host, path (case, spacing or symbols) or file name can make it impossible to locate the resource. (reference 1)

2. Format for Online Resources cited in the Reference Enclosure. When an online resource is used as source material for a CJCS/JS directive, the URL must be referenced in the reference enclosure. All online resources and materials (including URLs/websites, email, chats, wikis, blogs, tweets, etc.) shall include the date on which the material was posted on the Internet and also the date on which the material was accessed by the AO. This provides justification for the citation should the material be changed or removed. If the online resource originally appeared in print, where possible, refer to the hard copy source instead of the electronic. [See figure 10 below for examples.]

STANDARD: Author's name, title of resource, title of complete work, date of posting, <URL> (date of access).

EXAMPLES:

Website

a. Joint Staff J-7, Joint Doctrine, Education and Training Electronic Information System (JDEIS), 1 Feb 2009, <<https://jdeis.js.smil.mil/jdeis/>> (SIPRNET - accessed: 19 Aug 2010).

Wiki

b. Joint Staff IMD, Intelink Intellipedia Wiki, "Joint Staff and Combatant Command Records Management Program," 18 Aug 2010, <https://www.intelink.gov/wiki/Joint_Staff_%26_Combatant_Command_Records_Management_Program> (NIPRNET – accessed: 05 May 2009)

Blog

c. NJOIC Battle Captain, Joint Staff Blog, "RFI E-mails," 13 July 2009, <http://www.intelink.sgov.gov/blogs/_njoicstaff/> (NIPRNET - accessed: 03 Mar 2010).

Chat Room

d. JS Information Management Division, DCO Jabber Chat, Room Name: js_sjs_imd, 06 Apr 2008, <conference.chat.dco.dod.smil.mil>, (SIPRNET - accessed: 02 May 2008).

NOTE: Be sure to identify the network from which the website, wiki, blog, or chat room was accessed.

Figure 10: Format for Online Resources included in the Reference Enclosure

d. Enclosures, Appendixes, and Annexes. 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) Header. Same as basic (Enclosure E, 2(a)(4) above).

(2) Title Page. Identify enclosures, appendixes, and annexes by uppercase letters, centered on the first line below the header, excepting that a single enclosure, appendix, or annex shall have no identification letter. Center the title of the enclosure, appendix, or annex on the second line below the identification letter. (See Figure 11.)

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 11. 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 12.)

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 12. 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) Referencing Enclosures in the Basic Document Text. All enclosures -- but not annexes and appendices -- must be referred to in the basic document text and listed below the signature block.

(a) In the Text. Refer to enclosures by letter: e.g., “Enclosure B.”

(b) Below the Signature Block.

1. On the second line, type “Enclosure:” or “Enclosures”; as appropriate, flush with the left margin. Indent the first line of each enclosure at the 0.3-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.

e. Footnotes and Endnotes. Footnotes and endnotes that reference sources shall not be used in directives; rather, references shall be listed either on the first or last page and shall further be referred to in the text (subparagraph c above, p. E-3). 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

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 “Footnote...” from the “Insert” menu on the formatting toolbar.

f. Tables and Figures. 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.

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

a. Basic Paragraphs: First Three. All directives shall begin with the following 3 paragraphs in the order discussed below.

(1) Purpose. State concisely why the instruction, manual, notice, or guide is being published.

(2) Superseded/Canceled³. If applicable, list the directive superseded by the subject directive, including date and title. Use the phrase “superseded by.” If the subject directive cancels a directive, use the phrase “canceled by.” If the subject directive cancels more than one directive, list each in a separate paragraph. If the subject directive neither supersedes nor cancels anything, state: “None.”

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

b. Basic Paragraphs: Last Two. All directives shall end with the following two paragraphs in the order discussed below.

(1) Releasability. IMD shall distribute directives electronically as determined by the OPR in accordance with reference m. All directives shall 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 IMD-RRCB for guidance. Most JS directives shall bear the “Restricted” release category -- releasable via SIPRNET-Controlled Access only -- as they do not usually apply to external organizations. The OPR shall control paper copy distribution of directives determined to be not releasable.

³ Superseded = “takes the place of”; Canceled = “no longer effective or in effect”

(2) Effective Date.

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

(b) Notices. 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.”

(3) Document Security. Only applies if certain criteria are met. See Enclosure E, 5(b)(2)(b), for more information.

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, for example - a DOD directive or instruction, 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. Please refer to reference r for the procedure to submit new definitions/terminology to the JP 1-02, “Department of Defense Dictionary of Military and Associated Terms.”

(a) Place the glossary after the last enclosure. Use the formatting standards for an enclosure (Encl E, subparagraph 2.d) except that the page number shall 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/acronyms, definitions and/or any other terms needing to be defined for directive context (such as codes). In such a scenario where additional contextual terms are necessary, the glossary will be broken into several primary parts, for example: Part I -- ACRONYMS /ABBREVIATIONS, Part II -- DEFINITIONS, and Part III -- JMIS DEPARTURE REASON CODES. See reference h for further guidance on using a glossary.

RELEASE CATEGORIES AND CODES FOR UNCLASSIFIED CJCS, JS, AND J-# DIRECTIVES

Release To	Via	Releasability Paragraph
Release Category: UNCLASSIFIED UNLIMITED Releasability Code: U		
A. General Public	<ul style="list-style-type: none"> • NIPRNET Only 	<p>“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>”</p>
B. Military/ Federal Gov't Personnel	<ul style="list-style-type: none"> • NIPRNET • SIPRNET 	
Release Category: UNCLASSIFIED RESTRICTED Releasability Code: R		
A. Joint Staff Activities	<ul style="list-style-type: none"> • SIPRNET: Joint Staff Controlled Access – JS Portal – Restricted JEL Portlet 	<p>“This directive is not approved for electronic release on the NIPRNET/WWW; electronic release is restricted to JS activities only through controlled access via the SIPRNET Joint Electronic Library. Approval from the office of primary responsibility is required for further release of this directive in electronic format.”</p>
B. Others	<ul style="list-style-type: none"> • By OPR only* 	
Release Category: UNCLASSIFIED NOT RELEASABLE Releasability Code: N		
A. By OPR ONLY	None	<p>“This directive is not approved for electronic release. Distribution is at the sole discretion of the office of primary responsibility.”</p>
<p>* Approval from the office of primary responsibility is required for further release of this directive in electronic format outside of the Joint Staff.</p> <p>NIPRNET: Non-Secure Internet Protocol Router Network (JSIN-U) SIPRNET: Secure Internet Protocol Router Network (JSIN-S)</p>		

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		
A. SIPRNET Users	<ul style="list-style-type: none"> • SIPRNET 	<p>“This directive is classified and approved for unlimited 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. Access by SIPRNET users and distribution with the SIPRNET community is unlimited.”</p>
Release Category: CLASSIFIED RESTRICTED Releasability Code: R		
A. Joint Staff Activities	<ul style="list-style-type: none"> • SIPRNET: Joint Staff Controlled Access – JS Portal – Restricted JEL Portlet 	<p>“This directive is not approved for electronic release on the NIPRNET/WWW; electronic release is restricted to JS activities only through controlled access via the SIPRNET Joint Electronic Library. Approval from the office of primary responsibility is required for further release of this directive in electronic format.”</p>
B. Others	<ul style="list-style-type: none"> • By OPR only* 	
Release Category: CLASSIFIED NOT RELEASABLE Releasability Code: N		
A. By OPR ONLY	None	<p>“This directive is not approved for electronic release. Distribution is at the sole discretion of the office of primary responsibility.”</p>
<p>* Approval from the office of primary responsibility is required for further release of this directive in electronic format outside of the Joint Staff.</p> <p>NIPRNET: Non-Secure Internet Protocol Router Network (JSIN-U) SIPRNET: Secure Internet Protocol Router Network (JSIN-S)</p>		

Table 2. Releasability Categories and Codes for Classified Directives

(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 supersedes/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, for example - a DOD directive or instruction, must be referenced.

(2) Summary of Changes. If applicable, state concisely how this directive is changed from the one(s) it supersedes/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 -- for example a DOD directive or instruction -- must be referenced.

(2) Action or Procedure. Explain the action the notice directs readers to take.

f. Cancellation and Change Notices

(1) Wording and required paragraphs of cancellation and change notices have been standardized in the related templates. For a change notice, if the directive being changed includes a list of effective pages and/or table of contents (Encl E, subparagraphs 4.d and 4.e), these must also be changed as appropriate and included in the notice.

(2) See Appendix B to Enclosure E for a visual representation of how a change notice is put together. Also, see Appendix C to Enclosure C for instructions on the workflow process for cancellation and change notices.

g. Specific Paragraphs for a Guide. The basic first three and last two paragraphs are required (Encl E, subparagraphs 3.a and 3.b) even if the format chosen is that of a joint publication; however no other additional paragraphs are required. Content and organization shall be determined by the OPR based on purpose and applicability.

4. Standards for Additional Pages

a. Cover Pages

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

(2) Front cover page font shall be Bookman Old Style bold. The page shall 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." For classified directives, the cover page shall 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 shall not be numbered.

(3) For classified directives, the back cover page shall 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 shall be blank.

(4) For directives with cover pages that are being updated through the use of a change notice, the cover page must be updated by adding the date the change notice was signed. Use the format as shown in figure 13.

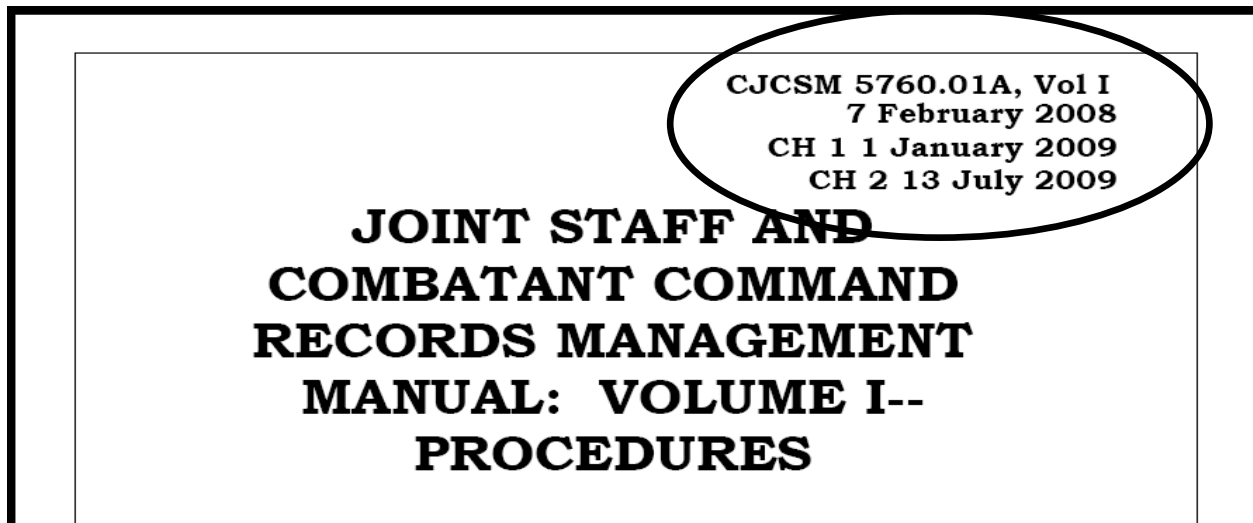


Figure 13: Formatting example of a change notice date on a cover page.

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 shall be identified in upper case, in parentheses (i.e., (INTENTIONALLY BLANK)), in the center of the page, and shall 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 (Limit to 2 copies per addressee). 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. However, all classified directives and all change notices to classified directives shall 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. Include a table of contents if the directive is large or complex enough that it would 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. Also note the following:

- 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. For reissuances, be sure to update the page numbers in the table of contents.
- List titles and section headings exactly as they appear in the text, without paragraph numbering or underlining.
- If figures and tables are a primary feature of the directive, list them separately, as the last items in the table of contents.
- 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 (Encl E, subparagraph 2.a.(5)).

f. Changed Page. Changed pages shall 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 shall also 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. Security Classification Marking

a. General. 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 n and outlined below.

b. Basic Classification Marking. 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) Front and Back Cover Pages. 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) Pages Within Sections

(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) Paragraphs Within Pages (Portion-Marking). **All** paragraphs and subparagraphs shall 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) Titles and Subtitles. All titles and subtitles shall 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) Tables and Figures. All tables and figures shall 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. Classification and Declassification Statements. 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. (See reference o.)

(1) For originally classified sections:

“Classified by:
Reason:
Declassify on:”

(2) For derivatively classified sections:

“Derived from:
Declassify on:”

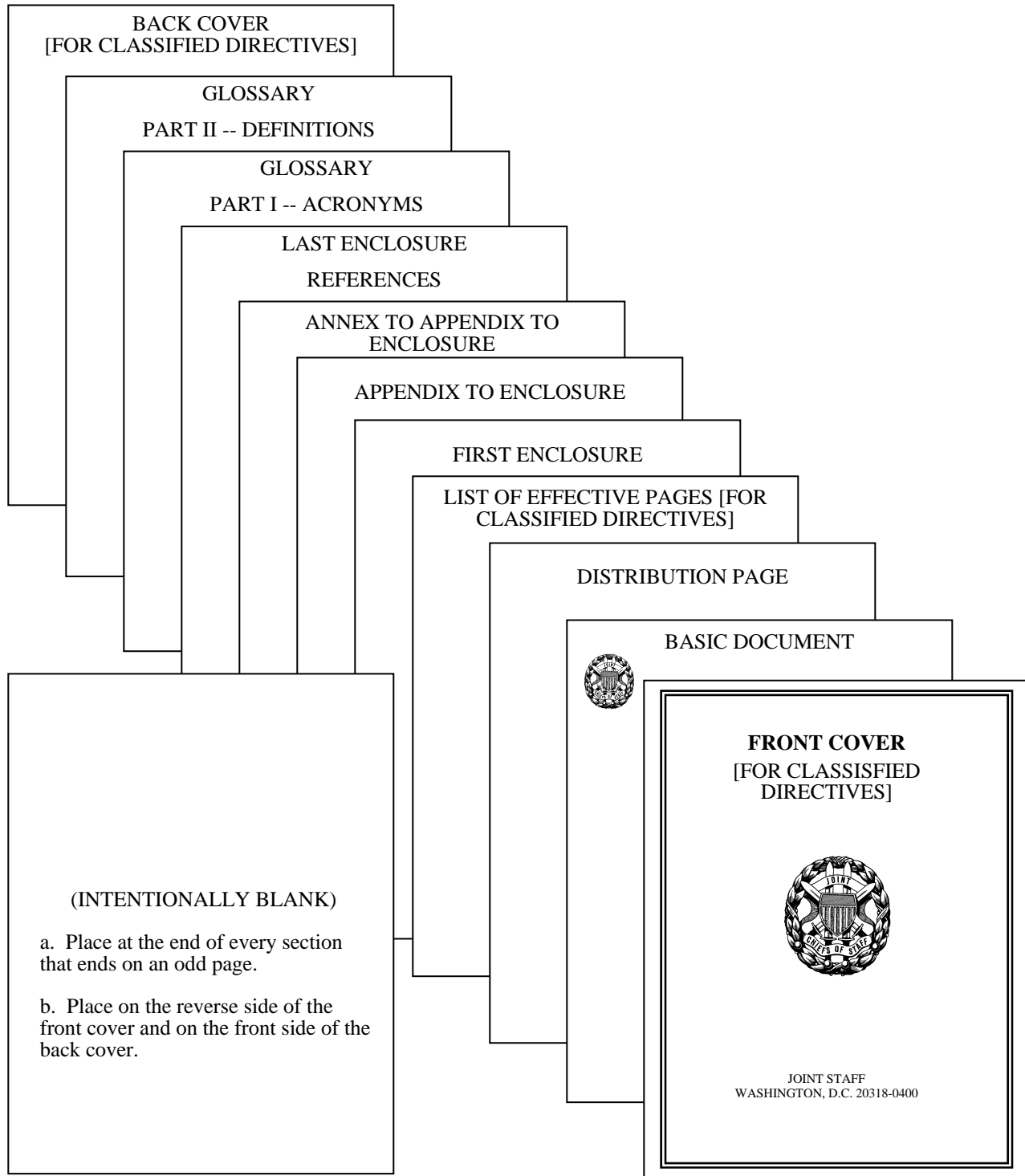
6. For Official Use Only (FOUO) Marking of Unclassified Directives

a. Format. 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. Overall Marking. Enter “UNCLASSIFIED//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 p.)

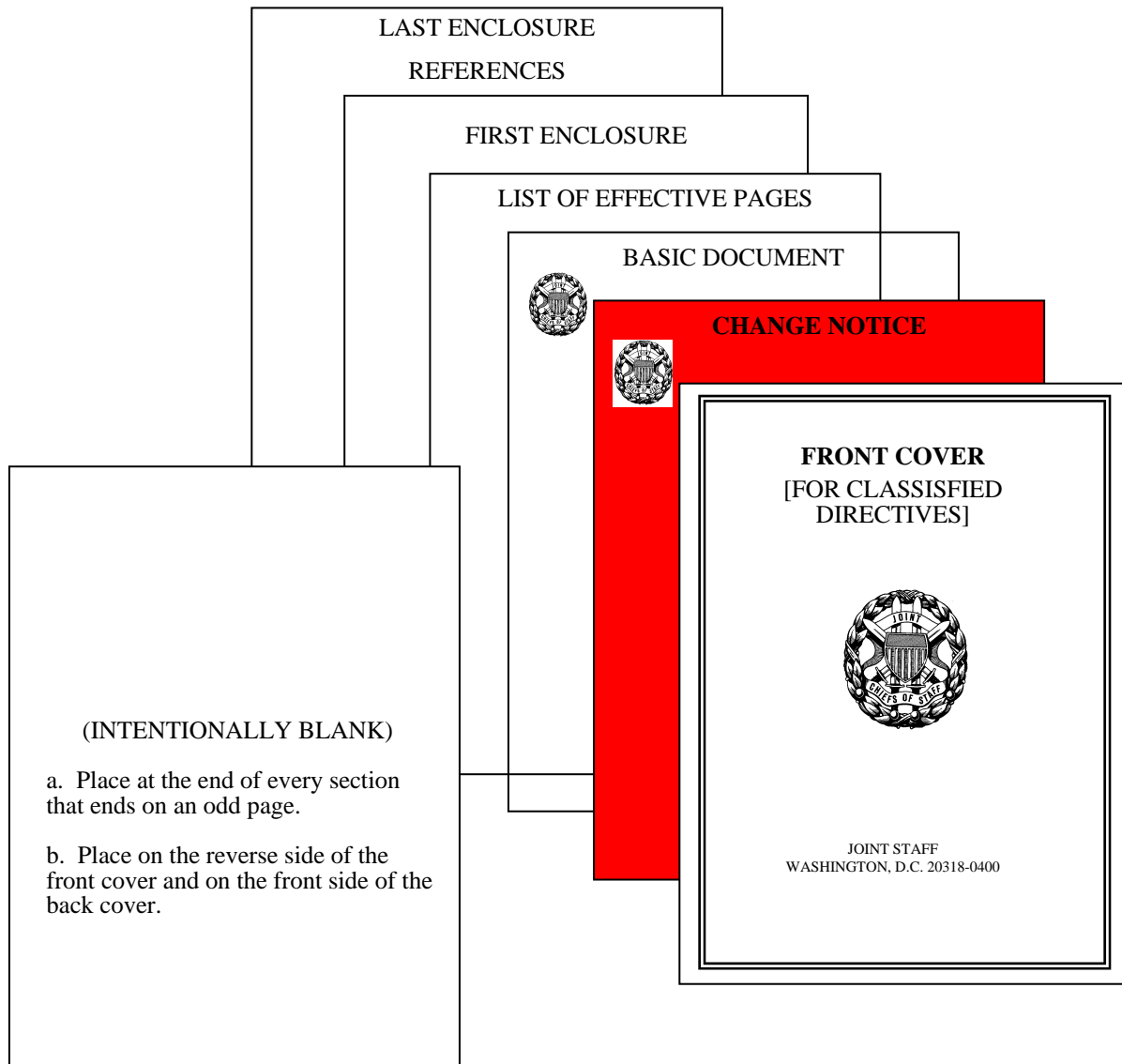
c. Portion Marking. Enter the acronym “U//FOUO,” in parentheses, before each title, including enclosure, appendix, annex, table, and figure titles, and before each part, paragraph, subparagraph, or other portion of the directive that contains FOUO information. (See reference q.)

APPENDIX A TO ENCLOSURE E
BASIC ORGANIZATION OF A DIRECTIVE



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APPENDIX B TO ENCLOSURE E
BASIC ORGANIZATION OF A CHANGE NOTICE



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APPENDIX C 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.		<u>DIRECTIVE NUMBER:</u>	
A. General Elements		YES / NO	
D. Classified Directives		YES / NO	
1. Is the document in one MS Word file, in the correct template, with the signature block bookmarks intact?		1. If a classified directive, does it contain a cover page?	
2. Is the document dated 10 working days beyond expected date of approval? Is the date consistent throughout the document (and on cover page, if used)?		2. If the directive, as a whole, is classified but the basic document (1 st 6 pages) is unclassified, is there a "document security" paragraph included as the last paragraph of the basic document?	
3. Is the directive number consistent throughout the document (and on cover page, if used)?		3. If the directive is classified, is each section is marked to show: <ul style="list-style-type: none"> a. In header and footer -- overall classification including protective markings? b. On the first page -- classification and declassification statements? 	
		4. If a classified directive of 50 pages or more: <ul style="list-style-type: none"> a. Does a list of effective pages follow the distribution page? b. Does a table of contents follow the list of effective pages? c. Has the list of effective pages and table of contents been checked against the pagination of the printed document? 	
B. The Basic Document (1st 6 pages)		YES / NO	
E. Re-Issuances		YES / NO	
1. Does it include the correct releasability paragraph?		1. Does the Directive number contain the correct identification letter throughout the document?	
2. Does it exceed 6 pages in length? (basic document should not exceed 6 pages)		2. Does the cancellation paragraph contain the correct number, letter, and date of the directive being superseded?	
3. Do the enclosure/appendix/annex footers contain the enclosure/appendix/annex identifier(s) and are the page numbers prefixed with the identification letter(s)?		3. References to other CJCS/JS directives do not contain the identification letter and date, but refer instead to the 6-digit number series?	
		4. Does the Document have Track Changes turned on so changes are visible for Editors?	
C. Change Notices		YES / NO	
F. Distribution		YES / NO	
1. Did you include an expiration date, if applicable?		1. Is the Form 48 instruction included, and does it match the distribution codes on the first page of the directive?	
2. If it is a change to a directive, did you insert the change notice into the final pdf copy?		2. If special distribution is required (Distribution S): <ul style="list-style-type: none"> a. Has a distribution page been placed after the signature page? b. Has Distribution of unclassified directives and classified unlimited directives been limited to 2 copies? 	
G. Miscellaneous			
1. If directive purports to exercise some degree of authority, direction, or control over the Services, combatant commands, or other DOD components, has the source of the CJCS authority, e.g., DOD Directive, been referenced in the purpose and policy paragraphs?		2. If major modification takes place during coordination, document must be re-coordinated with everyone. Also if coordination is older than 6 months, it must be re-coordinated.	

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ENCLOSURE F

DISTRIBUTION

1. Distribution Within the Joint Staff. As of February 2008, hard-copy distribution of directives within the Joint Staff was discontinued and IMD Distribution Code J, "JS Directorates and Special Offices," was withdrawn. Use of "J" or "JS-LAN" codes is no longer needed as all CJCS/JS Directives are published on the JEL web sites based on the releasability of the document. 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. Distribution to External Organizations. 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 shall 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. Distribution of Restricted, Classified Limited, and Not Releasable Directives. Distribution of directives that the OPR has not approved for electronic release, or has restricted to publication in the controlled-access portion of the JS SIPR portal, is at the discretion of the OPR.

4. Hard-Copy Distribution Codes

<u>a. Distribution Code A -- Services</u>	<u>Copies</u>
Chief of Staff, U.S. Army	2
Chief of Naval Operations	2
Chief of Staff, U.S. Air Force	2
Commandant of the Marine Corps	2
<u>b. 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 Geospatial-Intelligence Agency..... 2

c. Distribution Code C -- Combatant Commands

Commander, U.S. Africa Command.....2
Commander, North American Aerospace Defense Command
(NORAD/NORTHCOM).....2
Commander, U.S. Central Command 2
Commander, U.S. European Command 2
Commander, U.S. Northern Command..... 2
Commander, U.S. Pacific Command..... 2
Commander, U.S. Southern Command 2
Commander, U.S. Special Operations Command..... 2
Commander, U.S. Strategic Command 2
Commander, U.S. Transportation Command..... 2

d. Distribution Code S -- Special Distribution. 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 j and k.

(1) As stated previously in this directive, the JS Form 48 is required for hardcopy distribution of any directive having a Distribution Code S. However, if a directive has an ‘S’ Distribution, and the OPR chooses to distribute the directive electronically, i.e. E-mail, to those organizations, a JS Form 48 is not required, as long as the following criteria are met:

(a) A distribution page must be present in the directive listing the organizations under ‘S’ distribution it is going to, and it must have the following note at the bottom of the page:

“OPR for the subject directive has chosen electronic distribution to the above organizations via E-mail. The Joint Staff Information Management Division has responsibility for publishing the subject directive to the SIPR and NIPR Joint Electronic Library web sites.”

(b) A note must be placed either in the JS Form 136 or under the “notes” tab of the JSAP package explaining that the directive will be distributed electronically by the OPR via E-mail.

(c) The Action Officer should also consider the recipient’s ability to open the document, e.g., technical considerations such as software or classification issues that might prevent them from accessing the directive.

5. Dissemination of Directive-Type Content via Web 2.0 Media. Directive-type content that does not contain an official signature of the Top 5, and which is disseminated via Wiki pages, SharePoint portals, or other Web 2.0 media, shall be considered informal and not authoritative. Please contact IMD-RRCB, 703-697-6906, for guidance if this method of dissemination is being considered.

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ENCLOSURE G

REFERENCES

- a. Title 10, United States Code, Section 155
- b. DOD Directive 5100.1, 21 December 2010, "Functions of the Department of Defense and Its Major Components"
- c. "DOD Manual 5025.1, 28 October 2007 incorporating through change 2 dated 1 July 2010, "DOD Directives Program"
- 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. William A. Sabin, *The Gregg Reference Manual*, 9th ed., McGraw-Hill, 2001
- m. CJCSI 5714.01 Series, "Policy for the Release of Joint Information"
- n. Title 32, Code of Federal Regulations, Parts 2001 and 2004
- o. E.O. 13526, Classified National Security Information, 29 December 2009
- p. DOD Regulation 5200.1-R, 14 January 1997, "Information Security Program"

q. Under Secretary of Defense Directive-Type Memorandum, 16 April 2004,
“Interim Information Security Guidance”

r. CJCSI 5705 series, “Standardization of Military and Associated Terminology”

GLOSSARY OF TERMS 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)
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
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)