



# CHAIRMAN OF THE JOINT CHIEFS OF STAFF INSTRUCTION

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J-5  
DISTRIBUTION: A, B, C, J

CJCSI 2211.01D  
17 August 2012

## VISITS BY STUDENTS OR STAFF MEMBERS OF FOREIGN NATIONAL OR INTERNATIONAL DEFENSE COLLEGES

### Reference:

a. DOD Instruction 7250.13, 30 June 2009, "Use of Appropriated Funds for Official Representation Purposes"

1. Purpose. This instruction establishes CJCS policy on visits to military installations and other areas of interest in the United States by students or staff members of foreign national or international defense colleges.

2. Cancellation. CJCSI 2211.01C, 29 January 2010, is canceled.

3. Applicability. This instruction applies to the Chairman of the Joint Chiefs of Staff, Joint Staff, Combatant Commands, Military Services, and Defense agencies.

### 4. Policy

a. The Chairman of the Joint Chiefs of Staff may extend official courtesies on behalf of the U.S. Government and delegate the authority to host official functions in accordance with the reference.

b. CJCS policy is to approve requests for visits to the United States by those institutions identified in Enclosure A. Official visits between representatives of foreign national or international defense institutions create engagement opportunities and generate goodwill among the nations concerned and the United States. Based on the increase in recognized foreign national and international defense colleges (Enclosure A), individual Lead Agents will sponsor up to four official visits per any fiscal year, if requested. Additional visits may be considered if resources are available.

c. Designation of Lead Agent and lead agent responsibilities based on visiting country requirements will be coordinated by Joint Staff J-5, Director for Strategic Plans and Policy, with appropriate Service, Combatant Command, Defense Agency, and the installation(s) or institution(s) to be visited. Final approvals for visits by foreign national or international defense colleges will be determined based on the merits of each individual request, available resources, and the availability of Lead Agent support.

d. Requests for visits by other similar foreign national or international defense colleges will be considered for approval based on the merits of each individual request and the availability of Lead Agent support.

e. U.S. Military transportation may be provided only to official guests and only in and around the Washington, DC, area, when such transportation is available. When U.S. military transportation is not available, the Lead Agent will assist the visiting institution in arranging other commercial transportation. However, the visiting institution will bear all costs. U.S. Government transportation will only be provided to official guests (i.e., those on official travel orders and accredited embassy escorts).

f. Lead agents may be able to use Official Representation Funds (ORF), Latin American Cooperation funds, or African Cooperation funds to pay the travel and subsistence of visiting students or staff members of foreign national or international defense colleges, subject to their local policies and availability of funding. The Lead Agent may provide ORF, Latin American Cooperation funds, or African Cooperation funds for no more than two hosted functions in the Washington, DC, area per visit. Additionally, if commanders of organizations to be visited request, and funds are available, the Lead Agent may provide ORF, Latin American Cooperation funds, or African Cooperation funds for one hosted function at each command scheduled for visitation. If a Combatant Commander regards a visit important enough, he may provide also ORF, Latin American Cooperation funds, or African Cooperation funds to the Lead Agent or another official designated in writing by the Combatant Commander for one hosted function at each command scheduled for visitation. Lead agents must review the appropriate regulations and policies governing the use of ORF, Latin American Cooperation funds, and African Cooperation funds prior to use.

g. All expenses for food, lodging, gratuities, social functions, cultural activities, etc., except as indicated in paragraphs e and f above, will be borne by the visiting institution.

h. This policy does not apply to visits programmed and funded in their entirety through the Security Assistance Training Program.

i. The visiting institution retains responsibility for all travel expenses and for arranging transportation, meals, and lodging throughout the duration of the visit. The Lead Agent will assist the visiting institution in making these arrangements, as necessary. The individual Services may, but are not required to, provide ground transportation, when available, outside the Washington, DC, area. Lead Agents will follow applicable travel regulations whenever military transportation will be used during a visit.

## 5. Responsibilities

a. The Director for Strategic Plans and Policy, J-5, is the office of primary responsibility (OPR) for all matters relating to this program.

b. The Secretary, Joint Staff, will refer requests for group visits by representatives of institutions other than those listed in Enclosure A on an "as available" basis when approved by Director, Joint Staff.

c. The Joint Staff J-5 Director's Action Group (DAG) will assist the J-5 Country Desk Officer in deconflicting potential foreign defense college visits involving other J-5 Deputy Directorates and in coordinating J-5 leadership participation in these visits.

d. The Joint Staff J-5 Country Desk Officer will, as appropriate:

(1) Provide coordination of visit to the Joint Staff and serve as the single point of contact within the Joint Staff. Coordinate with J-5 DAG to ensure deconfliction of the proposed visit and J-5 leadership awareness and/or participation.

(2) Coordinate designation of Lead Agent within 15 days of receiving visit request. As applicable, coordinate an official-visit request staff package with the installation(s) or institution(s) to be visited, Service(s), Combatant Command (CCMD) and CCMD liaison office in the Pentagon, Joint Staff directorates, OSD-regional desks, and appropriate Office of Defense Cooperation, Defense Attachés, or Security Assistance Officers to identify and establish Lead Agent or Collaborating Agents for visit coordination.

(a) Potential Lead Agents include, but are not limited to: Services, CCMDs, CCMD LNO offices, Joint Staff directorates, Defense Agencies, U.S. Country Team Defense Attaché Offices to the visiting country, as well as visited institution(s) and/or installation(s).

(b) Every effort will be made to identify collaborating agents for each visit in order to maximize visit opportunities while limiting impact to DoD resources and manning.

(c) Nations proving self-sufficient in coordinating their own visits and all visit details will not require Lead Agent assistance. In these cases, JS J-5 desk officers will information-copy all appropriate equity holders of official visit and document visit in the Global-Theater Security Cooperation Management Information System (G-TSCMIS).

(3) Provide the visiting institution's itinerary information to Lead Agent after consultation with U.S. Defense Attaché or U.S. Office of Defense Cooperation to the country concerned, and foreign Defense Attaché to the U.S., if appropriate.

(4) Coordinate the participation of a Joint Staff or lead agency General/Flag Officer to greet delegation and host functions on behalf of the Chairman of the Joint Chiefs of Staff.

(5) Monitor progress and details of the approved official itinerary outside Washington, DC, while assisting the Lead Agent in the execution of responsibilities.

e. The Lead Agent will, as appropriate based on visiting country requirements:

(1) Act on behalf of the Chairman of the Joint Chiefs of Staff in a host capacity.

(2) Provide an appropriate direct response to the originator of the visit request.

(3) Coordinate collaborating agent responsibilities and duties.

(4) Identify and provide necessary project/escort officer(s).

(5) Work with the visiting institution in coordinating the overall trip itinerary. Keep the Joint Staff POC informed of the progress and details of the itinerary.

(6) Schedule special briefings at Defense Agencies or installations to be visited outside the Pentagon, as required. Direct communication is authorized.

(7) Coordinate visit with OSD, Department of State, DIA, and other Defense agencies, as appropriate.

(8) Assist the visiting institution with arranging transportation, billeting, and messing arrangements for the entire visit in accordance with applicable regulations. The visiting institution retains responsibility for all related costs, except for hosted events.

(9) Foreign visitors will require either Invitational Travel Orders for all official guests, once approval has been received from Chairman of the Joint Chiefs of Staff or the Foreign Embassy will submit the required Requests for Visit Authorizations (RVA) through the Foreign Visit System (FVS) and monitor progress until approval or denial. For classified visits, the visitor's Invitational Travel Orders must include the appropriate clearance information to support the level of classification for the visit.

(10) Document visit and pertinent engagement details in G-TSCMIS.

## 6. Procedures

a. Other visit requests referred to the Joint Staff for visits by groups of students or faculty members of foreign national or international defense colleges, which have been approved by the Chairman of the Joint Chiefs of Staff or higher authority, will be referred by the Secretary, Joint Staff, to Joint Staff J-5 designee for action.

b. These procedures do not apply to visits arranged by authorized hosts other than the Chairman of the Joint Chiefs of Staff, as established in the reference.

7. Spouses Programs. Spouses programs (NATO Defense College visits only) are designed to be educational and must include cultural and military exchange of information. All spouses officially in the program will be issued invitational travel orders, which allow for military transportation, emergency medical care, and use of military facilities.

8. Summary of Changes. This revision of CJCSI 2211.01:

a. Updates the list of authorities to include the African cooperation fund authority per Section 1204 of the 2011 National Defense Authorization Act available to lead agents.

b. Clarifies language concerning use of funds with reference to field commanders. Replace the term “field commanders” with “organizations to be visited.”

c. Incorporates the Joint Staff J-5 Director’s Action Group into the process with responsibilities to assist J-5 Country Desk Officers and provide visibility for J-5 leadership awareness and/or participation.

d. Clarifies the RVA through the FVS process.

e. Reformats the appendix so that schools are listed by country or, if international, then in alphabetical order.

9. 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](http://www.dtic.mil/cjcs_directives)>.

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



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Director, Joint Staff

Enclosure:

A - FOREIGN PME INSTITUTIONS: Preapproved visit eligibility

## **ENCLOSURE A**

### **FOREIGN PME INSTITUTIONS: PREAPPROVED VISIT ELIGIBILITY**

#### **USAFRICOM**

**Algeria:** Ecole Superieur de Guerre (ESG)  
**Angola:** Command and Staff College, War College  
**Cameroon:** College Superior de Defense (CSID)  
**Ethiopia:** Command and Staff College  
**Ghana:** Armed Forces Command and Staff College  
**Kenya:** National Defence College (KNDC), National War College  
**Libya:** Military Staff College  
**Mauritania:** L'Ecole d'Etat Major (Staff College)  
**Morocco:** Le College Royal de l'Enseignement Militaire Superieur (CREMS)  
(Royal College for Advanced Military Education), Staff College, War College  
**Nigeria:** National Defence College  
**South Africa:** Naval Command and Staff College, Senior Command and Staff  
College, Air War College, National Defence College, South African National War  
College, Executive National Security Program, Senior Army Staff Course  
**Tanzania:** Command and Staff College (CSC)  
**Tunisia:** Ecole de l'Etat-Major (Staff and Command), National Defense  
Institute, Ecole de Guerre (War College)  
**Uganda:** People's Defence Force Senior Service College

#### **USCENTCOM**

**Egypt:** Military Technical College (Cairo)  
**Jordan:** Jordanian Staff College, National Defense College  
**Kazakhstan:** National Defense University  
**Kuwait:** Mubarek Al-Abdullah Leadership & Joint Staff College (MAJCSC) (Staff  
and Command)  
**Lebanon:** Fouad Shehah Command and Staff College  
**Oman:** Royal Air Force of Oman Staff College  
**Pakistan:** Command and Staff College, Joint Services Staff College, National  
Defense University  
**United Arab Emirates:** Joint Command and Staff College  
**Uzbekistan:** National War College

## USEUCOM

**Albania:** TRADOC, Defense Academy (Tirana)  
**Austria:** National Defense Academy  
**Azerbaijan:** Army War College  
**Baltics:** Baltic Defense College (Joint Command and College)  
**Belgium:** Royal Military Academy, Royal Higher Institute for Defense (IRSD/KHID), Royal Defense Institute (formerly Belgian Air War College), Royal Superior College of Defense  
**Bulgaria:** Bulgarian Military Academy, Command and Staff Faculty, National Security and Defense Faculty (Sofia)  
**Croatia:** Command and General Staff College, War College  
**Czech Republic:** Defense University Brno  
**Denmark:** Danish Defense Academy  
**Finland:** National Defense College  
**France:** Cours Supérieur d'Etat Major (C.S.E.M)  
**France:** College Interarmées de Défense [C.I.D.], Defense College (La Centre des Hautes Etudes Militaire-CHEM), Joint Defense College  
**George C. Marshall European Center for Security Studies**  
**Georgia:** National Defense Academy  
**Germany:** Armed Forces Staff College (Fuehrungsakademie)  
**Germany:** German General Staff/Adm Staff College (Fuehrungsakademie)  
**Greece:** Joint War College, Air War College, Army War College, National Defense College  
**Hungary:** Zrinyi Miklos National Defense University-Staff Officer Course, General Staff Course  
**Ireland:** Military College of the Defense Forces' Training Centre (Command Staff College)  
**Israel:** Command and General Staff College, Israel Defense Forces (IDF) National Defense College (NDC)  
**Italy:** Istituto di Stato Maggiore Interforze (Joint Services Staff Course), Command and Staff College, Joint War College, Center for Higher Defense Studies (CASD), Joint Advanced Staff College (ISSMI), Institute for Higher Defense Studies IASD  
**NATO** Defense College (Two visits per year)  
**Netherlands:** Netherlands Defense College (NDC) (Joint Command and General Staff Course (JCGSOC), Leergangs Top Management Defensie (LTD) Clingendael  
**Norway:** The Norwegian Defense Command and Staff College  
**Poland:** National Defense University (NDU)  
**Portugal:** Instituto de Estudos Superiores Militares (IESM), National Defense University (NDU)  
**Romania:** National Defense University "Carol I", Bucharest  
**Russia:** Combined Arms Academy (CAA) of Armed Forces, Kuznetsov Naval Academy, Military Academy of the General Staff-MAGS  
**Serbia:** Command and Staff College, General Staff School



17 August 2012

**Slovakia:** Armed Forces Academy of General Milan Rastislav Stefanik  
**Slovenia:** The Command and Staff School, Senior Staff Course, General Staff Course 'Masters Degree'  
**Spain:** Air Force Command and Staff College  
**Spain:** Armed Forces Joint Staff and Command Course  
**Spain:** Escuela Superior de las Fuerzas Armadas (ESFAS) (Command & Staff Course)  
**Spain:** Spanish Staff College (Curso de Estado Mayor)  
**Sweden:** National Defense College, Armed Forces Staff and War College Intermediate Service School (ISS)  
**Switzerland:** Swiss Military College, International Training Course in Security Policy (ISS), Swiss Military Academy (Zurich), Geneva Centre for Security Policy  
**Turkey:** Army War College, Air War Force War College, Navy War College, National Security College  
**Ukraine:** National Defense Academy of Ukraine (NDAU)  
**United Kingdom:** Joint Service Command and Staff College (JCGSC), Defense Academy of the UK (Royal College of Defence Studies)(RCDS)

### USNORTHCOM

**Canada:** Canadian Forces College, Senior Service College  
**Mexico:** Army Command & General Staff College, Naval Staff College, National Defense College, Naval War College

### USPACOM

**Australia:** Defense College (Australian Command and Staff College), Air Force Staff College, Joint Staff College  
**Bangladesh:** Defense Services Command and Staff College (DSCSC) (Bangladesh Staff College), National Defense College  
**India:** Defence Service Staff College, National Defense College  
**Indonesia:** Air Command and Staff College, Army Command and Staff College, Naval Command and Staff College, Sekola Komando Tentara Nasional Indonesia (Indonesian War College )  
**Japan:** Maritime Self Defense Forces Staff College, National Defense Academy of Japan (Ground Self Defense Forces Staff College), Command and Staff College, National Institute for Defense Studies (NIDS)  
**Malaysia:** Armed Forces Staff College  
**New Zealand:** New Zealand Defence Force Command and Staff College (NZDF)  
**Philippines:** Armed Forces of the Philippines Command and General Staff College (AFPCGSC)  
**Republic of Korea:** Command and Staff College, Naval Command and Staff College, Air Command and Staff, National Defense University (KNDU), Naval War College  
**Singapore:** Goh Keng Swee Command & Staff College

**Sri Lanka:** Defense Services Command and Staff College (DSCSC)

**Thailand:** Air Force Command and Staff College, Army Command and General Staff College, Navy Command and Staff College, War College

## **USSOUTHCOM**

**Argentine:** Army War College (Escuela Superior de Guerra), Air War College, Air Command and Staff College, Naval War College (Escuela de Guerra Naval), Senior War College, Command and Staff College (Escuela Superior de Guerre), Joint Defense School (Escuela de Defensa Conjunta), National Defense School Senior Course

**Brazil:** Air Force Command and Staff College, Army Command and Staff College (Escuela de Comando E Estado), Naval War College, Command and Staff Course, The Brazilian Superior War College (Escola Superior de Guerra)(ESG)

**Chile:** Army War Academy of Chile (Academia de Guerra del Ejercito de Chile), Naval War College, Air Force Air War College (ACSC Equiv), National Academy of Political and Strategic Studies (ANEPE), Naval War College (Academia de Guerra Naval)

**Colombia:** Superior War College (General Officer's Course), War College (Escuela Superior de Guerra)

**Dominican Republic:** Instituto Superior de Defensa Nacional (INSUDE), Instituto de Defensa Nacional (INSUDE)

**Ecuador:** National War College (Instituto Nacional de Defensa)

### **Inter-American Defense College**

**Jamaica:** Caribbean Junior Command and Staff College

**Peru:** Advanced School of the Armed Forces of Peru (Escuela Superior de las Fuerzas Armadas de Peru), Air Command Staff College, Naval War College (Escuela de Guerra Naval)

**Uruguay:** Naval War College, Military Institute of Advanced Studies, Curso Alto Estudios Nacional (CALEN)

**Western Hemisphere Institute for Security Cooperation (WHINSEC)**