



CHAIRMAN OF THE JOINT CHIEFS OF STAFF INSTRUCTION

DOM/SJS
DISTRIBUTION: JEL

CJCSI 5711.02C
30 November 2012

DELEGATION OF APPROVAL AUTHORITY

Reference(s):

- a. CJCSI 5711.01 Series, "Policy on Action Processing"
- b. JSM 5100.01 Series, "Organization and Functions of the Joint Staff"
- c. JSI 3630.01 Series, 23 March 2011, "Expedited Orders Process for Department of Defense Support of Civil Authorities (DSCA)"
- d. DoDD 3025.18, 29 December 2010, "Defense Support of Civil Authorities"

1. Purpose. This instruction establishes policy on delegating authority to provide the final determination of actions specified in this instruction in accordance with references a through d.

2. Superseded/Canceled. CJCSI 5711.02B, 20 October 2003, "Delegation of Approval Authority," is superseded.

3. Applicability. This instruction applies to the directors of Joint Staff directorates (J-Dirs) and vice directors.

4. Policy. J-Dirs, vice directors, and general/flag officers delegated such authority may provide final Joint Staff determination and approval on specific issues to commands and other activities in accordance with the criteria established in this instruction and reference a.

5. Responsibilities. J-Dirs and vice directors are responsible for adhering to the guidelines established in this instruction. Issues not covered by this instruction will be forwarded to the Director, Joint Staff (DJS), for final determination.

6. Summary of Changes.

- a. Updates references to reflect the current version identifier.

- b. Incorporates minor administrative revisions to enhance clarity.
- c. Updates information on the release of Top 5 messages.
- d. Clarifies Joint Director of Military Support (JDOMS) responsibilities.
- e. Updates directorate and organizational titles.
- f. Updates exception wherein the Office of the Chairman of the Joint Chiefs of Staff (OCJCS) – Legislative Affairs directly handles congressional actions.
- g. Removes Enclosure C regarding the delegation of authority for J-6-related actions. Referenced responsibilities have been delegated to U.S. Strategic Command.

7. Releasability. This instruction is approved for public release; distribution is unlimited. DoD Components (to include the Combatant Commands), other Federal Agencies, and the public may obtain copies of this instruction through the CJCS Directives Home Page—http://www.dtic.mil/cjcs_directives—on the Internet.

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



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Enclosure(s):

- A - Basic Criteria for Providing Final Determination on Actions
- B - Types of Actions That Receive Final Determination by the Joint Staff

ENCLOSURE A

BASIC CRITERIA FOR PROVIDING FINAL DETERMINATION
ON ACTIONS

1. General/Flag Officers' Delegated Authority to Provide Final Determination

a. Officers serving as directors and vice directors of the Joint Staff directorates, members of the senior executive service, or those general/flag officers designated to act on their behalf may make final determination on Joint Staff actions within their assigned areas of responsibility, shown below, for issues specified in this instruction.

Manpower and Personnel Directorate, J-1
Intelligence Directorate, J-2
Operations Directorate, J-3
Logistics Directorate, J-4
Strategic Plans and Policy Directorate, J-5
Command, Control, Communications, and Computers/Cyber,
Directorate, J-6
Joint Force Development Directorate, J-7
Force Structure, Resources, and Assessment Directorate, J-8
Directorate of Management, DOM

b. As an exception, the Director, J-1, may designate an O-6 officer to act in the J-Dir's absence.

c. Additionally, J-Dirs are authorized to delegate their authority under this instruction to senior O-6 members of their directorate staffs, such as assistant deputy directors (or equivalent), executive assistants, or executive officers. Such delegation must be in writing and a copy forwarded to the Secretary, Joint Staff (SJS). J-Dirs are to use this authority sparingly and to delegate no more than one O-6 per deputy directorate and one executive assistant or executive officer assigned to the immediate (front) office of the directorate. Delegation should be limited to those O-6s who have overall knowledge of the workings of the directorate. Those officers are to **strictly comply** with the criteria in this instruction.

2. Basic Criteria. Authority to provide final determination may be delegated only on actions that:

a. Are noncontroversial, routine, or administrative in nature.

- b. Have limited military equities.
- c. Reflect clearly established CJCS doctrine or policy.
- d. Contain no major policy implications. If the action contains major policy implications, it will reflect guidance previously cleared by the Chairman, Vice Chairman, or Assistant to the Chairman of the Joint Chiefs of Staff or by the DJS or Vice Director, Joint Staff (VDJS).
- e. Involve no incremental changes that could ultimately result in a policy change.
- f. Are within the J-Dir's expertise.

3. Coordination Requirements. Joint Staff officers authorized to provide final determination on issues will:

- a. Ensure the action is coordinated with activities having equities in the issue such as the Combatant Commands, Services, Office of the Secretary of Defense (OSD), interagency offices, Joint Staff directorates, and OCJCS - Legal Counsel.
- b. Coordinate below Assistant Secretary of Defense (ASD) level and at a comparable level with other government offices and agencies, or at a higher level, if circumstances dictate.

4. Implementing Procedures. After the individual authorized to provide final determination ensures all requirements of the policy stated in this directive have been fulfilled, that person may, without reference to higher authority:

- a. Release messages. **Exception:** The SJS is the releasing agent for messages approved by the Chairman, Vice Chairman, or Assistant to the Chairman of the Joint Chiefs of Staff; or, the Director or Vice Director, Joint Staff. The SJS may delegate (in writing) the release authority as necessary to expedite the release process.
- b. Transmit memorandums or letters.
- c. Sign or approve recommendations on the Joint Staff Form 136.
- d. Address implementing documents below the ASD level and at a comparable level with other government offices and agencies. If circumstances dictate that correspondence be addressed at a higher level, the DJS will also be advised.

5. Authority Limitations. Under the provisions of this instruction, Joint Staff officers **will not**:

a. Nonconcur or deny requests to the CJCS from Combatant Commanders or heads of Defense Agencies. If the nonconcurrency cannot be resolved at the directorate level, the action will be forwarded to the DJS for resolution. The VDJS may sign DJS-approved final resolutions on behalf of the DJS.

b. Communicate with Congress, the General Accounting Office, or the Office of Management and Budget. **Exception:** Per reference b, OCJCS - Legislative Affairs will manage/coordinate all congressional actions, including those actions involving the General Accounting Office and Congressional Research Service.

c. Communicate directly with the Secretary of Defense or the Deputy Secretary of Defense.

d. Issue planning, alert, warning, execute, or deployment orders to the Combatant Commanders. **Exception:** Per reference c, paragraph 6, the Joint Staff/J-34, JDOMS is “the focal point to coordinate, prepare, and staff implementing orders for DSCA within the United States, its territories, and protectorates.” In accordance with reference d, Enclosure 2, paragraph 11b, the JDOMS, as the action agent for the DoD Executive Agent—the Assistant Secretary of Defense for Homeland Defense and Americas’ Security Affairs (ASD(HD&ASA) for Defense Support to Civil Authorities (DSCA)—may release ASD(HD&ASA)/SECDEF approved orders associated with a military response to national emergencies or to an event with domestic national significance.

e. Change, modify, or rescind a Secretary of Defense order or decision.

f. Endorse or forward communications from a Combatant Commander to the President or Secretary of Defense, or, from the President or Secretary of Defense to a Combatant Commander.

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ENCLOSURE B

TYPES OF ACTIONS THAT RECEIVE FINAL DETERMINATION BY
THE JOINT STAFF

Consistent with the provisions in Enclosure A, authority to provide final determination of an action may be applied when addressing the following types of actions:

- a. Department of State (DoS) arms control cables.
- b. DoS cables requesting embassy coordination with a host government on upcoming operations.
- c. Routine reports and requests for information to the interagency or solely OSD. (J-Dirs can either forward these items to the DJS for approval and/or signature or provide a copy to the DJS when approved and signed by the J-Dir.)
- d. Final coordination during interagency preliminary meetings.
- e. OSD correspondence on studies.
- f. Final coordination on the Phased Threat Distribution from Combatant Commanders to OSD for the Capabilities-Based Munitions Requirements Process.
- g. Guidance to U.S. delegations on routine matters.
- h. Approval of United Nations Special Commission participants.
- i. Preliminary decisions in response to the Defense Security Cooperation Agency on security assistance requests.
- j. Routine correspondence from the public, outside agencies, and Combatant Commanders.
- k. Coordination on reports or actions from outside the Joint Staff.
- l. Coordination packages to verify accuracy of information, such as the OSD Conventional Munitions Master Plan.
- m. Repetitive actions.
- n. Treaty guidance.

- o. Response to attend meetings and conferences.
- p. Response to veterans or the public asking for information or assistance from the CJCS on Service-related issues or actions.
- q. Review of quarterly papers prepared by war college students.
- r. Capital Fund Policy Board issues.
- s. Normal Joint and Coalition Warfighting requests for Service information.
- t. Study programs already authorized by a J-Dir.
- u. JDOMS activities.