



# CHAIRMAN OF THE JOINT CHIEFS OF STAFF INSTRUCTION

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CJCSI 5714.01D  
18 April 2012

## POLICY FOR THE RELEASE OF JOINT INFORMATION

References: See Enclosure C

1. Purpose. In accordance with references a through jj, this instruction establishes policy and assigns responsibilities for the release of papers, books, maps, photographs, machine-readable materials, and any other materials or information, regardless of physical form or characteristics, originated by the Joint Staff and joint military activities (herein referred to individually and collectively as "joint information").

2. Cancellation. CJCSI 5714.01C, 28 August 2006, is canceled.

3. Applicability. This instruction applies to the Joint Chiefs of Staff, Services, Combatant Commands, and to those Defense agencies responsive to the Chairman of the Joint Chiefs of Staff as defined in reference j.

4. Policy

a. General Policy Guidelines

(1) The originator is the release authority for all joint information. Originators will consciously address distribution and releasability during development and approval of joint information to ensure that all agencies with a valid need-to-know (NTK) receive the information through authorized channels and that the information is fully protected against unauthorized disclosure.

(2) Holders of joint information who receive this information through authorized channels (hereinafter referred to as "authorized holders") may release this information in accordance with the distribution and releasability

instructions contained therein. They may also release joint information to agencies not on the original distribution list (such as other Defense components, executive branch agencies, contractors, and auditors) if the agencies have a valid NTK, hold the appropriate level of security clearance, and the release is within limitations specified by the originator. When an authorized holder questions the propriety of releasing a particular piece of joint information to a specific requestor, the holder will request release approval from the originator.

(3) In 2006, the President emphasized the need for maximum sharing of classified military and intelligence information with specific coalition partners. Effective 25 June 2006, expanded SIPRNET access was made available and there is, therefore, the presumption of release to those specified coalition partners of any content posted on SIPRNET.

b. Exceptions to General Policy Guidelines. See Enclosure A.

c. Additional Requirements for Release of Sensitive Information. See Enclosure B.

5. Definitions. See glossary.

6. Responsibilities. Originators and authorized holders will release joint information to the maximum extent possible in conformance with DoD principles of information codified in references h and i, and will strictly adhere to the specific instructions regarding exceptions to general policy guidelines contained in Enclosure A and the additional requirements for release of sensitive information contained in Enclosure B.

7. Summary of Changes. This revision is an administrative update of the directive with the addition of a “responsibilities” paragraph to greater emphasize the need to comply with the guidance provided on releasing information to users. This revision includes updating the list of references in Enclosure C.

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

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



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Enclosures:

- A – Exceptions to General Policy Guidelines
- B – Additional Requirements for Release of Sensitive Information
- C – References
- GL - Glossary

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DISTRIBUTION

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ENCLOSURE A

EXCEPTIONS TO GENERAL POLICY GUIDELINES

Procedures other than those in this enclosure are specifically directed for the release of certain types of joint information. Originators and holders of these types of information will respond to requests for its release in accordance with the applicable governing directive(s) identified in the chart below. See Enclosure C for full reference citations. See Glossary for acronyms and definitions.

| Type of Joint Information                                                                                                                   | Directive(s) Governing Release                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|---------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Information requested by Congress, its committees, staff, and investigators                                                                 | <ul style="list-style-type: none"> <li>- DoDI 5400.04, 17 March 2009, "Provision of Information to Congress" (reference k)</li> <li>- CJCSI 5501.01 series, "Congressional Liaison Policy" (reference l)</li> </ul>                                                                                                                                                                                                                                                                   |
| Information requested by auditors and inspectors of the General Accountability Office (GAO) or the Office of the DoD Inspector General (IG) | <ul style="list-style-type: none"> <li>- PL 95-452, Inspector General Act of 1978 (reference m)</li> <li>- 31 USC 716, Availability of Information and Inspection of Records (reference n)</li> <li>- DoDI 7050.3, "Access to Records and Information by the DoD IG" (reference o)</li> <li>- DoDD 7650.01, "GAO and Comptroller General Access to Records" (reference p)</li> <li>- JSI 5717.01 series, "Guidance for Support of GAO and DOD IG Activities" (reference q)</li> </ul> |
| Information requested under the Freedom of Information Act (FOIA)                                                                           | <ul style="list-style-type: none"> <li>- DoDD 5400.07, "DoD FOIA Program" (reference g)</li> <li>- JSI 5713.01 series, "FOIA Program" (reference r)</li> </ul>                                                                                                                                                                                                                                                                                                                        |
| Information subject to the Privacy Act                                                                                                      | <ul style="list-style-type: none"> <li>- 5 USC Section 552a, Privacy Act of 1974 (reference s)</li> <li>- DoDD 5400.11, "DoD Privacy Program" (reference t)</li> <li>- JSM 5240.01 series, "Joint Staff Personnel Security Procedures Manual" (reference u)</li> </ul>                                                                                                                                                                                                                |
| Information released on publicly assessable Web sites                                                                                       | <ul style="list-style-type: none"> <li>- OASD(C3I) memorandum, 28 December 2001, "Removal of Personally Identifying Information from Unclassified Web Sites" (reference v)</li> </ul>                                                                                                                                                                                                                                                                                                 |
| Other information requested by or proposed for release to the public, to include release through the news media                             | <ul style="list-style-type: none"> <li>- DoDD 5122.05, "Assistant Secretary of Defense for Public Affairs" (reference h)</li> <li>- DoDD 5230.09, "Clearance of DoD Information for Public Release" (reference b)</li> <li>- JSI 5410.01 series, "Clearance and Reporting of Speeches and Other Public Information" (reference x)</li> </ul>                                                                                                                                          |
| Information concerning planning, programming, budgeting, and execution (PPBE)                                                               | <ul style="list-style-type: none"> <li>- DoDD 7045.14, "Planning, Programming, and Budgeting System" (reference y)</li> <li>- CJCSI 8501.01 series, "Chairman of the Joint Chiefs of Staff, Combatant Commanders, and Joint Staff Participation in the Planning, Programming, Budgeting, and Execution System" (reference w)</li> </ul>                                                                                                                                               |

| Type of Joint Information                                                                                          | Directive(s) Governing Release                                                                                                                                                                                                                                    |
|--------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Information from the Global Status of Resources and Training System (GSORTS)                                       | – CJCSI 3401.02 series, “Force Readiness Reporting” (reference z)                                                                                                                                                                                                 |
| Time-phased force and deployment data (TPFDD)                                                                      | – CJCSM 3122.02 series, “JOPES Vol. III: Crisis Action TPFDD Development and Deployment Execution” (reference aa)                                                                                                                                                 |
| Information concerning the Single Integrated Operational Plan (SIOP)                                               | – CJCSI 3231.01 series, “Safeguarding Nuclear Command and Control Extremely Sensitive Information (NC2-ESI)” (reference bb)                                                                                                                                       |
| Information requested of the National Military Command Center (NMCC) during non-duty hours                         | – JSI 3280.01 series, “NMCC Response to Information Requests” (reference cc)                                                                                                                                                                                      |
| Sharing Classified Information with foreign partners involved in combined military and counterterrorism operations | – DoD(CIO) memorandum, “Guidance to Facilitate Information Sharing on DoD Information Technology Systems” (reference ii)<br>– Joint SecDef/DNI memorandum, “Instructions for Sharing Classified Defense Information and Intelligence Information” (reference jj). |



## ENCLOSURE B

### ADDITIONAL REQUIREMENTS FOR RELEASE OF SENSITIVE INFORMATION

1. Joint Strategic Planning System information, Joint Operation Planning and Execution System (JOPES) information, and all other joint military capability information contain sensitive information (See Glossary for definitions). To assure this information receives special protection from disclosure, the releaser will provide only that amount of information required to satisfy the request. The preferred methods of satisfying requests in order of priority follow.

a. Access

(1) Access in a controlled environment only to a specific portion or portions of the information.

(2) Access in a controlled environment to an entire piece of information (complete document, annex, database or subset, or other media.)

(3) Access through the SIPRNET controlled by password or by public or private key digital signature capabilities. Holders of information will verify the requestor's NTK before granting the appropriate password or public key infrastructure security certificate for use.

b. Release. If access will not satisfy the requirement, originators or authorized holders may release information within the following limits:

(1) Release of a specific portion or portions of the information.

(2) Release of the entire piece of information.

(3) Originators and authorized holders are responsible for setting the duration that requestors may retain provided information.

(4) Agencies obtaining information through this procedure may not further release or disseminate the information without approval from the originator or authorized holder who authorized release to the agency under this procedure.

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ENCLOSURE C

REFERENCES

- a. Title 10, United States Code, Section 153, “Chairman: Functions”
- b. DoD Directive 5230.09, 22 August 2008 “Clearance of DoD Information for Public Release”
- c. DoD Instruction 5230.29, 8 January 2009, “Security and Policy Review of DoD information for Public Release”
- d. DoD Directive 5205.02, 6 March 2006, “DoD Operations Security (OPSEC) Program”
- e. DoD Regulation 5200.1-R, January 1997, “Information Security Program”
- f. USD(I) memorandum, 16 April 2004, (DTM-04-010) “Interim Information Security Guidance”
- g. DoD Directive 5400.07, 2 January 2008, with Ch-1, 28 July 2011, “DoD Freedom of Information Act (FOIA) Program”
- h. DoD Directive 5122.05, 5 September 2008, “Assistant Secretary of Defense for Public Affairs (ASD(PA))”
- i. SecDef policy statement, 9 November 2001, “Principles of Information”
- j. Title 10, United States Code, Section 193, “Combat Support Agencies: Oversight”
- k. DoD Instruction 5400.4, 17 March 2009, “Provision of Information to Congress”
- l. CJCSI 5501.01 series, “Congressional Liaison Policy”
- m. Public Law 95-452, “Inspector General Act of 1978”, as amended
- n. Title 31, United States Code, Section 716, “Availability of Information and Inspection of Records”

- o. DoD Instruction 7050.3, 24 April 2000, "Access to Records and Information by the Inspector General, Department of Defense"
- p. DoD Instruction 7650.01, 27 January 2009, "General Accounting Office and Comptroller General Requests for Access to Records"
- q. JSI 5717.01 series, "Guidance for Support of the General Accounting Office and DoD Inspector General Audit Activities"
- r. JSI 5713.01 series, "Freedom of Information Act Program"
- s. Title 5, United States Code, Section 552a, "The Privacy Act of 1974," as amended
- t. DoD Directive 5400.11, 8 May 2007, with ch-1, 1 September 2011, "DoD Privacy Program"
- u. JSM 5240.01 series, "Joint Staff Personnel Security Procedures Manual"
- v. OASD(C3I) memorandum, 28 December 2001, "Removal of personally Identifying Information of DoD Personnel from Unclassified web Sites"
- w. CJCSI 8501.01 series, "Chairman of the Joint Chiefs of Staff, Combatant Commanders, and Joint Staff Participation in the Planning, Programming, Budgeting and Execution Systems"
- x. JSI 5410.01 series, "Clearance and Reporting of Speeches and Other Public Information"
- y. DoD Directive 7045.14, 22 May 1984, with Ch-1, 28 July 1990, (DTM-04-005) "The Planning, Programming, and Budgeting System (PPBS)"
- z. CJCSI 3401.02 series, "Force Readiness Reporting"
- aa. CJCSM 3122.02 series, "Joint Operation and Planning Execution System (JOPES) Volume III (Crisis Action Time-Phased Force and Deployment Data Development and Deployment Execution)"
- bb. CJCSI 3231.01 series, "Safeguarding Nuclear Command and Control Extremely Sensitive Information"
- cc. JSI 3280.01 series, "National Military Command Center Response to Information Requests"
- dd. JSI 5711.01 series, "Action Processing"

- ee. JSM 5711.01 series, “Joint Staff Correspondence Preparation”
- ff. JSM 5701.01 series, “Formats and Procedures for Development of CJCS, Joint Staff, and J-Directorate Directives”
- gg. CJCSI 3100.01 series, “Joint Strategic Planning System”
- hh. CJCSM 3122.01 series, “Joint Operation Planning and Execution System (JOPES) Volume 1 (Planning Policies and Procedures)”
- ii. DoD(CIO) memorandum, 25 April 2006, “Guidance to Facilitate Information Sharing on DOD Information Technology Systems”
- jj. Joint SecDef/DNI memorandum, 11 May 2006, “Revised Instructions for Sharing Classified Military Information and Intelligence Information”

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## GLOSSARY

### PART 1 -- ABBREVIATIONS AND ACRONYMS

|         |                                                 |
|---------|-------------------------------------------------|
| FOIA    | Freedom of Information Act                      |
| GAO     | Government Accountability Office                |
| GSORTS  | global status of resources and training         |
| IG      | Inspector General                               |
| JOPES   | Joint Operation Planning and Execution System   |
| NMCC    | National Military Command Center                |
| NTK     | need-to-know                                    |
| OPSEC   | operations security                             |
| PPBE    | planning, programming, budgeting, and execution |
| SIOP    | single integrated operational plan              |
| SIPRNET | SECRET internet protocol router network         |
| TPFDD   | time-phased force and deployment data           |

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## PART II---DEFINITIONS

Authorized holder. An agency or activity that receives joint information by original distribution through authorized channels.

Controlled environment. An area within the facilities of an originator or authorized holder of joint information to which access is controlled and may be denied (reference e).

Joint information. Papers, books, maps, photographs, machine-readable materials, and any other materials, regardless of physical form or characteristics, originated by the Joint Staff and by joint military activities. Individually and collectively referred to as “joint information.” Joint information includes, but is not limited to, the following:

a. Miscellaneous Joint Staff correspondence. All information identified in current and previous editions of references ff, gg, and hh; as well as letters, messages, joint action processing forms, charters, and terms of reference originated by the Joint Staff; and memorandums signed by, for, or issued in the names of the Joint Chiefs of Staff and the Secretary, Joint Staff.

b. Joint Strategic Planning System information. Includes the Joint Strategy Review, Chairman’s guidance, National Military Strategy, Joint Planning Document, Joint Strategic Capabilities Plan, Chairman’s Program Assessment, Joint Military Net Assessment, Global Command, Control, Communications, and Computers (C-4) Assessment, Nuclear C-4 Assessment, Chairman’s C-4 Master Plan, and all information identified in current and previous editions of reference ii, including any data files, databases, printouts, or information on any storage media containing this information, and any related assessments.

c. Joint Staff and joint military capabilities information. Information pertaining to the U.S. military’s capability to achieve a specified wartime objective.

d. Joint Operation Planning and Execution System (JOPES) information. Supported and supporting commander(s) and component operations, concept and functional plans that are identified in current and previous editions of reference cc, including data files, databases, printouts, and any information on compressed storage media distributed with the plan(s) in accordance with the distribution list.

e. Time-phased force and deployment data. The JOPES database portion of an operations plan, created by supported commanders and maintained by supporting commanders, containing time-phased force data and non-unit-related cargo, personnel, and movement data as identified in reference cc, in whole or in part, in files, printed reports, and graphics.

Need-to-know. A determination made by an originator or authorized holder of information that a prospective recipient requires access to specific information in order to perform or assist a lawful governmental function (reference e).

Operations security. A process of identifying information about friendly activities, intentions, capabilities, or limitations that an adversary needs in order to gain a military, political, diplomatic, or technological advantage; subsequently, analyzing that information to:

- a. Determine whether adversary intelligence systems can access it.
- b. Determine indicators that adversary intelligence systems might obtain from it that could be interpreted or pieced together in time to be useful to adversaries.
- c. Select and execute measures to eliminate or reduce to an acceptable level the vulnerabilities of that information to adversary exploitation (reference d).

Originator. The agency or activity that creates joint information and by whose authority the information is released.

Sensitive information. Information requiring special protection from disclosure that could cause embarrassment, compromise, or threat to the security of the sponsor. The term may be applied to an agency, installation, person, position, document, material, or activity.