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CHAIRMAN OF THE JOINT CHIEFS OF STAFF INSTRUCTION

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CJCSI 5905.01B
17 January 2025

JOINT STAFF PROGRAM FOR ETHICS-RELATED STAFF ASSISTANCE VISITS

References:

None

1. Purpose. This instruction establishes policy and procedures for recurring Joint Staff staff assistance visits (SAVs) to train and assist personal staffs on routine ethics-related programs required to directly support Combatant Commanders (CCDRs).
2. Superseded/Cancellation. Chairman of the Joint Chiefs of Staff (CJCS) Instruction 5905.01A, "Joint Staff Program for Ethics-Related Staff Assistance Visits," 21 September 2022 is hereby superseded.
3. Applicability. This instruction applies to the Office of the Chairman of the Joint Chiefs of Staff, the Joint Staff, and all Combatant Commands (CCMDs).
4. Policy
 - a. The primary purpose of an SAV is to assist CCDRs and their staffs with incorporating best practices into routine ethics-related processes and procedures.
 - b. SAVs are intended to ensure staff members are aware of and knowledgeable about applicable regulations, directives, and instructions.
 - c. The SAV team will review command ethics policies and procedures, assess and recommend efficient practices to command leadership and provide additional ethics training to support staffs to augment current command ethics training programs.
 - d. The SAV team will focus on social engagement programs, use of enlisted aides, official travel, Official Representation Funds (ORF), the financial

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disclosure program, use of the Protective Security Detail (PSD), and annual ethics training.

- e. The SAV team reserves the right to expand objectives based on CJCS guidance.
- f. Each CCMD will receive immediate feedback during the visit and a final written assessment will be provided to the CCMD for its internal use.
- g. Identified best practices and trends will be shared with all of the commands.
- h. The Joint Staff Inspector General (JSIG) will coordinate specific dates and administrative requirements with each CCMD Inspector General. The intent is to conduct the assistance visit with minimal disruption to ongoing operations.
- i. SAVs will occur approximately every 24 to 36 months, or as directed by the CJCS.

5. Responsibilities. See Enclosure A.

6. Summary of Changes

- a. Removed the Services and Defense Agencies from the applicability statement in paragraph 3 of this instruction.
- b. Updated supporting documentation.

7. Releasability. UNRESTRICTED. This directive is approved for public release; distribution is unlimited on Non-classified Internet Protocol Router Network. Department of Defense (DoD) Components (to include the CCMDs), other Federal agencies, and the public may obtain copies of this directive through the Internet from the CJCS Directives Electronic Library at <<http://www.jcs.mil/library>>. Joint Staff activities may also obtain access via the SECRET Internet Protocol Router Network Directives Electronic Library web sites.

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8. Effective Date. This INSTRUCTION is effective upon signature.

For the Chairman of the Joint Chiefs of Staff:



DOUGLAS A. SIMS, II, LTG, USA
Director, Joint Staff

Enclosures

- A – Responsibilities
- B – Supporting Documentation

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ENCLOSURE A

RESPONSIBILITIES

1. Chairman of the Joint Chiefs of Staff. CJCS is responsible for:
 - a. Developing policies and guidance for program administration.
 - b. Providing CCDRs with a staff assistance timeline, methodology, and expectations prior to the beginning of each visit cycle.
 - c. Providing the CCDRs feedback on trend analysis, lessons learned, and best practices at the completion of each visit cycle.
2. Director, Joint Staff. DJS is responsible for providing JSIG support. JSIG will:
 - a. Serve as the administrative team lead for each SAV.
 - b. Coordinate all SAVs scheduling and work directly with the CCDRs' staff and Inspector General to identify support requirements before and during each visit.
 - c. Ensure all members of the staff assistance team are trained and prepared to fully assess and support the personal staff of the CCDR.
 - d. Prepare a report for the CCDR within three weeks of each visit outlining findings, best practices, and program recommendations.
 - e. Prepare a trend analysis, to include noteworthy lessons learned and best practices, for dissemination to all CCDRs at the completion of each visit cycle.
3. Joint Staff Director for Operations, J-3. The Director, J-3 is responsible for:
 - a. Providing a subject-matter expert (SME) to the staff assistance team to focus on PSD policies, procedures, and practices within each CCMD.
 - b. Providing additional SMEs in the event CJCS expands objectives.
4. Joint Staff Director for Logistics, J-4. The Director, J-4 is responsible for:
 - a. Providing a SME to the staff assistance team to focus on official transportation policies, procedures, and practices within each CCMD.

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- b. Providing additional SMEs in the event CJCS expands objectives.

5. Joint Staff Director for Joint Force Development, J-7. The Director, J-7 is responsible for:

- a. Providing SAV guidance to JSIG and the SAV team.
- b. Providing a SME to capture observations and best practices from each SAV and recording relevant information in the Joint Lessons Learned Information System.

6. Joint Staff Director of Management. The Director of Management is responsible for:

- a. Providing a SME to the staff assistance team to focus on official travel and Defense Travel System policies, procedures, and practices within each CCMD.
- b. Providing additional SMEs in the event CJCS expands objectives.

7. Chairman's Protocol Office. The Chairman's Protocol Office is responsible for providing a SME to the staff assistance team to focus on official engagement policies, procedures, and practices within each CCMD. This includes, but is not limited to, use of ORF, gifts, and use of enlisted aides.

8. Office of the Chairman of the Joint Chiefs of Staff Legal Counsel. The Office of the Chairman of the Joint Staff Legal Counsel is responsible for:

- a. Providing a SME to the staff assistance team to focus on ethics training and legal reviews, and, in conjunction with other Joint Staff SMEs, giving/receiving gifts, ORF, and use of enlisted aides within each CCMD.
- b. Providing any updates and revisions to Joint Staff/CCMD senior officer and staff ethics training on issues identified during the SAVs and any revision to DoD instructions or policies.

9. Commanders of the Combatant Commands. The CCDRs are responsible for:

- a. Supporting the logistics requirements of the staff assistance team, to include designating workspace, computer access, facility access, and space to conduct briefings/group training.

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- b. Ensuring, within reason, that personnel charged with managing the programs identified in this instruction are available during the staff visit for program reviews and training.
- c. Attending the team in-brief and out-brief (or sending an appropriate GO/FO on their behalf).
- d. Encouraging open-discussion and active participation between their staff and the visiting assistance team.
- e. Ensuring they have adequate oversight of subordinate units and organizations to ensure compliance with rules and promote an ethical environment.

10. Other Joint Staff Directorates. Providing additional SMEs in the event CJCS expands objectives.

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ENCLOSURE B

SUPPORTING DOCUMENTATION

1. CJCSI 3150.25H, 30 December 2021, “Joint Lessons Learned Program”
2. JSI 7201.01E, 5 January 2023, “Official Representation Funds”
3. Joint Ethics Regulations
4. Code of Federal Regulations
5. Joint Travel Regulations
6. DoDI O-2000.22, 19 June 2014, Change 1, 7 July 2020, “Designation and Physical Protection of DoD High Risk Personnel”
7. DoDD 4500.09, 27 December 2019, Change 1, 21 October 2022, “Transportation and Traffic Management”
8. DoDI 4500.36, 1 February 2023, “Acquisition, Management, and Use of Non-Tactical Vehicles”
9. DoDI 4500.43, 30 July 2021, “Operational Support Airlift”
10. DoDI 4500.56, 20 May 2024, “Use of Government Aircraft and Air Travel”
11. DoDI 4515.13, 22 January 2016, Change 7, 11 January 2024, “Air Transportation Eligibility”
12. DoDI 1315.09, 17 November 2023, “Utilization of Enlisted Aides (EAs) on Personal Staffs of General and Flag Officers (G/FOs)”
13. DoDD 1005.13, 19 February 2002, Change 1, 6 December 2002, “Gifts and Decorations from Foreign Governments”
14. DoDI 7250.13, 22 May 2023, “Use of Appropriated Funds for Official Representation Purposes”
15. CJCS Guide 7210, “Joint Staff and Combatant Command Guide: Official Representation Funds, Gift Lockers, and Incoming Gifts”

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GLOSSARY

ABBREVIATIONS AND ACRONYMS

CJCS	Chairman of the Joint Chiefs of Staff
CCMD	Combatant Command
CCDR	Combatant Commander
JSIG	Joint Staff Inspector General
ORF	Official Representation Funds
PSD	protective security detail
SAV	staff assistance visit
SME	subject matter expert

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