



# CHAIRMAN OF THE JOINT CHIEFS OF STAFF INSTRUCTION

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DISTRIBUTION: C

CJCSI 3151.02  
17 June 2016

## COMMON OPERATIONAL PICTURE/SHARED SITUATIONAL AWARENESS COMMAND ASSISTANCE VISIT

References: See Enclosure B.

### 1. Purpose

a. This instruction establishes procedures for the preparation and conduct of Joint Staff J-33 Common Operational Picture (COP) Shared Situational Awareness (SSA) Command Assistance Visits (CAVs).

b. The primary purpose of the CAV is to assist commands in developing training programs and self-assessment methods in support of executing their Global Command and Control System – Joint (GCCS-J) COP reporting responsibilities as specified per reference a.

### 2. Superseded/Cancellation. NONE.

3. Applicability. This instruction applies to the Joint Staff, Combatant Commands (CCMDs), and those activities and agencies reporting to the Chairman of the Joint Chiefs of Staff (CJCS).

### 4. Policy

a. The Joint Staff will assess each CCMD once every 2 years. CAVs may also be requested by any CCMD, or other organization listed on the critical sites letter per reference b. Frequency or follow-up CAVs will be coordinated with the command on a case-by-case basis.

b. CAVs offer outside expertise to deliver focused assistance and training to address specific operational issues. In addition, CAV teams will assist the staff's training division and conduct a review of all training plans, records, and local training directives.

c. CAV teams will be tailored to meet the specific objectives and mission of the organization to be visited. CAV teams will normally consist of Joint Staff J-33 personnel who are subject matter experts (SMEs) in the requested functional areas. The baseline team will consist of a team chief, a CAV coordinator, and one or two SMEs. The team chief duties may be executed by a senior member of the team. Augmentation to the baseline team will provide expertise in other areas in accordance with the command being evaluated and its unique mission sets. Such augmentation, for example, might be a GCCS-J requirements and capability development SME from the Joint Staff J-6 Combat Capability Developer Division, a Joint Staff J-2 SME familiar with synchronizing intelligence with operations, or a SME familiar with Joint Effects Model, Joint Warning and Reporting Network, Integrated Imagery and Intelligence (GCCS-J I3), or the Joint Targeting Toolbox.

d. A formal report outlining the CAV team's observations and recommendations will be provided to the visited command within 45 days following its CAV. Upon request, the CAV team is authorized to out brief higher levels of command up to the Combatant Commander (CCDR).

e. CAVs will not normally exceed 5 working days. To minimize staff scheduling disruptions, every effort will be made to minimize the time that personnel are detailed to a CAV team.

f. Follow-up visits may be conducted as noted in the report or upon CCMD request.

## 5. Responsibilities

### a. Joint Staff

(1) Chief, National and Nuclear Command, Control, Communications Division (N2C3), Deputy Director Nuclear, Homeland Defense and Current Operations, J-3 (J-33/N2C3 Division).

(a) Evaluates and approves CAV scheduling and assistance requests by CCMDs, and other organizations.

(b) Provides oversight for the CAV program.

(c) Recommends Joint Staff-sponsored CAVs to address significant changes or shortfalls in GCCS-J/COP tasks, policy, or procedures. Upon Joint Staff Director for Operations approval, the Joint Staff will conduct Joint Staff sponsored CAVs to each CCMD on a biennial basis or when circumstances require a different frequency.

(2) CAV Team Chief

- (a) Represents the Joint Staff to the CCDR.
- (b) Designated by Chief, N2C3, Deputy Director for Nuclear, Homeland Defense and Current Operations, Joint Staff J-3 (J-33/N2C3 Division). The team chief may also be a SME from a supporting agency.
- (c) Presents the in brief and out brief to the command.
- (d) Has overall responsibility for the CAV team and conduct of the CAV.
- (e) Ensures all CAV objectives are addressed prior to the completion of the visit.

(3) CAV Coordinator

- (a) Serves as the Joint Staff point of contact for all CAVs.
- (b) Coordinates and advertises available CAV dates for upcoming fiscal year, per paragraphs 4.e and 5.a.(1)(c).
- (c) Coordinates with the command and develops an agenda to include a comprehensive list of CAV objectives to generate required results. Recommends to the requestor the best course of action and team composition.
- (d) Outlines CAV objectives in coordination with other team members. Coordinates the development of tasks and discussions to meet CAV objectives. Disseminates final CAV objectives to the team and the requesting command or organization.
- (e) Requests and coordinates personnel augmentation to support CAV objectives. When appropriate, the Joint Staff will request those organizations outside the J-33 who possess SMEs in specific areas to augment the CAV team. Cost for augmentee participation will be the responsibility of the augmenters' parent organization. If funding for augmentee participation is not available, the requested organization should immediately notify the CAV Coordinator so other arrangements can be made.
- (f) Conducts coordination meetings, as required, with CAV team members to review CAV objectives, tasks to be completed, CAV agenda, and trip arrangements. If the CAV team is augmented from other than the Joint Staff, this coordination may be via phone or e-mail until personnel are assembled at the CAV site.

b. Combatant Command or Other Organizations Subject to Reference A

(1) For additional or out of cycle CAVs, CCMDs or organizations should send a formal request for a CAV to J-33/Joint Staff N2C3. In this request, define specific focus areas that can be successfully addressed by a CAV. Focus areas should be identified by the applicable GCCS-J COP tasks listed in references a and b, and provide a desired time period for the CAV. All requests for CAV support will be routed to Joint Staff through appropriate Command GCCS-J point of contact in order to ensure proper coordination of CAV requirements to include travel, facilities, resources, and local arrangements to support CAV team members.

(2) Unless the CAV is sponsored by the Joint Staff, provide funding and accounting information to the CAV coordinator no later than 45 days prior to the first day of travel.

(3) While operational needs may supersede CAV support, make all attempts to support CAVs at other organizations by providing personnel to perform CAVs if requested by the Joint Staff.

c. CAV team personnel (Joint Staff members or CCMD staffs):

(1) SMEs identified will travel to CAV site and conduct assistance activities to support the CAV team.

(2) Conduct a review of the command's initial, recurring, and supplemental GCCS-J policies and procedures, including a review of the command's performance of GCCS-J requirements per references a through l and Enclosure A.

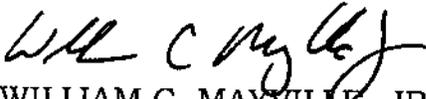
(3) Provide comments to requesting staff personnel as required during the CAV.

(4) Provide input for the CAV out brief and prepare after action report in accordance with instructions provided by the team chief.

6. Releasability. UNRESTRICTED. This directive is approved for public release; distribution is unlimited on NIPRNET. 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/)>. Joint Staff activities may also obtain access via the SIPR Directives Electronic Library Web sites.

7. Effective Date. This INSTRUCTION is effective upon receipt.

For the Chairman of the Joint Chiefs of Staff:

  
WILLIAM C. MAYVILLE, JR.  
LTG, USA  
Director, Joint Staff

Enclosures

- A - COP/SSA Combatant Command Assistance Visit (CAV) Program
- B - References
- GL - Glossary

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## ENCLOSURE A

### COP/SSA COMMAND ASSISTANCE VISIT (CAV) PROGRAM

#### 1. General

a. Assessment areas will follow a general outline but can be tailored to a particular command based on specific needs. The initial template outlining the COP CAV/SSA assessment areas is discussed below in paragraph 2. It is to be used as a guide by participating CCMDs and is the basis for a detailed checklist to be developed for each commands CAV and provided to the CCMD prior to the CAV.

b. The CAV team chief will provide an in brief to members of the command prior to commencement of assessment. The in brief will cover at a minimum the following items.

(1) Introduction of the CAV team and the CCMD staff sections that will be visited. CAV team will consist of Joint Staff J-33/N2C3 personnel, and other representatives as appropriate depending on the focus of the assessment. Subject matter experts from other commands may also be on the team.

(2) An overview of the COP/SSA CAV program and its evolution over time.

(3) A review and finalization of CCMD sections to be visited, the CAV agenda and timeline, and any changes to the criteria or special requirements of the CCMD.

c. The out brief to the command will provide a summation of the assessment, focus areas, specific findings, and any areas of concern. It may be conducted by section or as a group depending on the desires of the command.

(1) Provide time table for publication of final CAV after action report. Report to include applicable references, recommendations, and time table for Command response if applicable.

(2) If desired, the team chief will conclude the visit with an executive summary brief for the commander or his designated representative after all assessments areas have been out briefed.

#### 2. CAV Areas

a. Manning. The team will review manning issues. CCMD J-1, J-3 and J-6 representatives will be included as appropriate. Assessment areas will include Deployable Joint Command and Control (DJC2) if applicable,

Combatant Commanders COP (Top COP), Global COP (GCOP) mission, Joint Data Network Officer, Joint Interface Control Officer and system administration. Applicable references from Enclosure B will apply. The team will also address any other manning issues that impact the CCMDs ability to support 24/7 COP operations.

b. Basic COP Reporting

- (1) Baseline COP information
- (2) Basic COP development
- (3) GCOP track and information
- (4) Daily operations
- (5) Service and component information
- (6) Security considerations i.e., configuration, adherence to established policy in accordance with reference c, etc.
- (7) Air Tasking Order/Airspace Control Order reporting
- (8) CCMD internal policies (OPTASK COP, etc.)

c. CCMD Data Management

- (1) Time value (latency)
- (2) Data sources
- (3) Track management
- (4) Track latency guidance
- (5) Data accuracy

d. CCMD COP Operational architecture and data exchange formats

- (1) Data sources
- (2) Communications
- (3) Data exchange and receipt formats
- (4) Operational availability
- (5) Security/Information Assurance

e. Personnel and Training Requirements

- (1) Required skills

- (2) Trained personnel
  - (3) Skill tracking
  - (4) Recommended training
  - (5) Position descriptions
- f. Global COP Responsibilities
- (1) Support to strategic and theater COP architectures
  - (2) Establishment for priorities of information
  - (3) Controlling the release of COP information to partner nations
  - (4) Locations of COP Fusion Center and subordinate commands
  - (5) Oversight of communications architecture supporting COP
  - (6) Coordination of task
  - (7) COP architecture and data flow diagram
  - (8) Unique Identifier (UID) standards
  - (9) Management of Friend Force Tracking emitters
  - (10) COP Management Concept of Operations/SOP
- g. Command OPTASK COP message.
- h. CCMD Unit Reference Number (URN) Management and URN Database.
- i. CCMD UID Management and UID Database.

ENCLOSURE B

REFERENCES

- a. CJCSI 3151.01 Series, “Global Command and Control System Common Operational Picture Reporting Requirements”
- b. CJCSI 3155.01 Series, “Global Command and Control System-Joint (GCCS-J) Operational Framework Policy”
- c. CJCSI 6731 Series, “Global Command and Control System-Joint (GCCS-J) Security Policy”
- d. CJCSM 3115.01 Series, “Joint Data Network (JDN) Operations: Volume I”
- e. CJCSI 3265.01 Series, “Command and Control Governance and Management”
- f. CJCSI 3115.01 Series “Common Tactical Picture Reporting Requirements”
- g. CJCSI 3910.01 Series, “(U) Friendly Force Tracking Operations Guidance”
- h. CJCSI 3156.01 Series, “Management of Joint Unit Reference Numbers”
- i. Updated Policy for Standardized Unique Identifiers (UID) in the Global Command and Control System, message, 161527Z November 2012
- j. Deployable Joint Command and Control (DJC2) Concept of Operations (CONOPS) Version 2.0, 19 November 2014
- k. CJCSI 3265.02 Series, “Joint Command and Control Systems Training Management”
- l. CJCSM 3265.01 Series, “Joint Command and Control (C2) Requirements Management Process and Procedures”

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## GLOSSARY

### ACRONYMS AND ABBREVIATIONS

CAV	command assistance visit
C2	command and control
CCDR	Combatant Commander
CCMD	Combatant Command
CJCS	Chairman, Joint Chiefs of Staff
COP	Common Operational Picture
DJC2	Deployable Joint Command and Control
GCCS-J	Global Command and Control System-Joint
GCOP	Global COP
N2C3	Nuclear and National Command, Control and Communications
OPTASK	operation task
OPTASK COP	OPTASK Common Operational Picture
SME	subject matter expert
SSA	shared situational awareness
Top COP	Combatant Commanders COP
UID	unique identifier
URN	unit reference number

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