



CHAIRMAN OF THE JOINT CHIEFS OF STAFF INSTRUCTION

J-3
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CJCSI 3267.01
6 August 2018

NATIONAL MILITARY COMMAND SYSTEM PRIMARY COMMAND CENTER COMMAND ASSISTANCE VISIT PROGRAM

References:

- a. CJCSI 3280.01 Series, "(U) National Military Command System (NMCS)"
- b. Emergency Action Procedures-Chairman of the Joint Chiefs of Staff (EAP-CJCS) Volume X, "Emergency Action Procedures of the Chairman of the Joint Chiefs of Staff, National Military Command System Primary Command Center Procedures"
- c. CJCSI 3266.01 Series, "(U) National Military Command System Primary Command Center Staff Assessment Visit Program"
- d. CJCSI 6635.01 Series, "(U) National Military Command System Primary Command Center Personnel Performance Objectives and Assessment Criteria"

1. Purpose

a. This instruction establishes procedures for the preparation and conduct of Joint Staff Primary Command Center (PCC) Command Assistance Visits (CAVs) in accordance with reference a. In conjunction with the Nuclear Command, Control, and Communications CAV program, the Joint Staff provides assistance to National Military Command System (NMCS) PCC-eligible command centers across the full range of military operations for which they are responsible.

b. The primary purpose of the PCC CAV program is to assist commands in developing training programs and self-assessment methods in support of executing their PCC responsibilities as specified in the Emergency Action Procedures-Chairman of the Joint Chiefs of Staff (EAP-CJCS) (reference b) and associated procedures.

2. Superseded/Canceled. None. This is a new instruction.

3. Applicability. This instruction applies to all NMCS PCC-eligible command centers and other organizations that are subject to PCC Staff Assessment Visits (SAVs) per reference c.

4. Policy

a. PCC CAVs may be requested by NMCS PCC-eligible command centers or other organizations subject to Joint Staff SAVs per reference c. PCC CAVs may also be directed by the Joint Staff to provide focused training on significant changes in PCC tasks, policy, or procedures.

b. PCC CAVs offer outside expertise to deliver focused assistance and training to address specific operational issues. In addition, PCC CAV teams will assist the training division of the requesting staff and conduct a review of all training records. PCC CAVs are not intended to provide routine preparation for SAVs.

c. PCC CAVs are tailorable and flexible to meet the needs of the command. There are two general types of PCC CAVs, (1) visits to the requesting command and (2) familiarity and training visits to the National Military Command Center (NMCC).

(1) Visits to requesting commands

(a) PCC CAV teams will be tailored to meet the specific objectives of the requesting organization. PCC CAV teams will consist of NMCS personnel who are subject matter experts (SMEs) in the requested functional areas. The baseline team consists of a team chief, a CAV coordinator, PCC operations element SME, intelligence SME, and logistics SME. The team chief duties may be executed by a senior member of the team.

(b) Augmentation to the baseline team provides expertise in other areas such as Joint Staff directorate (J-Dir) activities supporting the PCC. Accordingly, the following commands and organizations are requested to make personnel available for CAV duty.

1 NMCS PCC-eligible command centers and organizations subject to SAVs under reference c.

2 The Joint Staff J-Dir personnel as stipulated in reference a.

3 The Joint Staff NMCC National Joint Operations and Intelligence Center or NJOIC teams and the Current Operations Division of the Joint Staff J-33 Deputy Directorate for Nuclear, Homeland Defense, and

Current Operations (DDNHDCO). Participation of these elements is dependent on the current operational situation and approval of the J-33.

4 A formal written report will be provided to the command center director (O-6 level) and the applicable training and evaluation offices. Upon request, the CAV team is authorized to out-brief higher levels of command up to the Combatant Commander.

(2) Familiarity and training visits to the NMCC

(a) Personnel designated to perform or train operational, intelligence, and/or logistics duties in support of the command's PCC battle staff may request over the shoulder and/or informal training with their counterparts in the NMCC.

(b) Requests for familiarity and training visits will be submitted to the Joint Staff J-33 DDNHDCO/NMCS Operations Division (NMCSOD) who will then forward the request to the appropriate organization and approving authority.

(c) Approval is at the O-6 level of the affected organization and dependent on the current operational situation.

d. PCC CAVs will not normally exceed 2 working days. To minimize battle staff scheduling disruptions, every effort will be made to minimize the time personnel are detailed to a CAV team.

5. Definitions. None.

6. Responsibilities

a. Joint Staff

(1) Chief, NMCS Operations Division, J-33 Deputy Directorate for Nuclear, Homeland Defense, and Current Operations, J-3 (J-33/NMCS Operations Division)

(a) Evaluates and approves PCC CAV requests by NMCS PCC-eligible command centers, Combatant Commands, and other organizations.

(b) Provides oversight for the PCC CAV program.

(c) Recommends Joint Staff-sponsored PCC CAVs to address significant changes in NMCS PCC tasks, policy, or procedures, e.g., a revision

to PCC CAV procedures that warrants focused training at applicable PCC-eligible organizations.

(2) PCC CAV team chief

- (a) Represents the Joint Staff to the Combatant Commander.
- (b) Designated by Chief, NMCS Operations Division, DDNHDCO. The team chief may also be a SME or the CAV coordinator.
- (c) Presents the out-brief to the command.
- (d) Has overall responsibility for the PCC CAV team and conduct of the PCC CAV.
- (e) Ensures all PCC CAV objectives are addressed prior to terminating.

(3) PCC CAV coordinator

- (a) Serves as the Joint Staff point of contact for all PCC CAVs.
- (b) Coordinates with the requesting command and develops an agenda to include a comprehensive list of PCC CAV objectives to generate required results. Recommends to the requestor the best course of action and team composition.
- (c) Outlines PCC CAV objectives in coordination with other team members. Coordinates the development of tasks and discussions to meet PCC CAV objectives. Disseminates final PCC CAV objectives to the team and the requesting command or organization.
- (d) Requests and coordinates personnel augmentation to support PCC CAV objectives. When appropriate, the Joint Staff may request SMEs in specified areas to augment the PCC CAV team.
- (e) Conducts coordination meetings, as required, with PCC CAV team members to review the objectives, tasks to be completed, the agenda, and trip arrangements. If the PCC 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 PCC CAV site.

(f) As necessary, documents PCC CAV lessons learned.

b. NMCS PCC-eligible command center and other organizations subject to SAVs per reference c

(1) Send a formal request for a PCC CAV to J-33/NMCSOD. In this request, define specific focus areas that can be successfully addressed by a CAV. Focus areas should be identified by the applicable PCC tasks listed in reference b and/or d. Provide desired time period for the CAV. All requests for PCC CAV support will be routed to the Joint Staff through appropriate command SAV points 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 PCC CAV is sponsored by the Joint Staff, provide funding no later than 10 days prior to the first day of travel. Requests for the Joint Staff to fund a non-Joint Staff sponsored PCC CAV should be signed out by an appropriate flag officer to the J-33, DDNHDCO, 60 days prior to the requested CAV dates.

(3) Support PCC CAVs at other organizations by providing personnel to perform CAVs as requested by the Joint Staff.

(4) Provide accounting information to the PCC CAV coordinator.

c. PCC CAV team personnel (Joint Staff, NMCS PCC command center staff)

(1) When designated to serve, travel to PCC CAV site and conduct assistance activities in support of objectives.

(2) Conduct a review of the command's initial, recurring, and supplemental training plans. Specifically, address training topics that support PCC tasks as outlined in references b and d.

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

(4) Provide input for the PCC CAV out-brief.

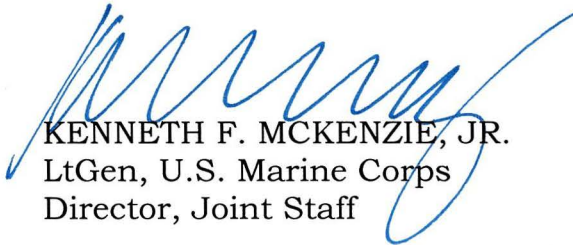
7. Summary of Changes. None. This is a new instruction.

8. 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.jcs.mil/library>>. Joint Staff activities may also obtain access via the SIPR directives Electronic Library Web sites.

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

For the Chairman of the Joint Chiefs of Staff:



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