

# UNCLASSIFIED

# CHAIRMAN OF THE JOINT

# CHIEFS OF STAFF

# INSTRUCTION



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DOM/SJS  
DISTRIBUTION: A, B, C

CJCSI 5701.01D  
14 December 2023

## POLICY FOR THE DEVELOPMENT OF CHAIRMAN OF THE JOINT CHIEFS OF STAFF, JOINT STAFF, AND JOINT STAFF DIRECTORATE DIRECTIVES

### References:

- a. DoDD 5100.01, 21 December 2010 (incorporating Change 1, 17 September 2020), "Functions of the Department of Defense and Its Major Components"
- b. CJCSI 5120.02E, 6 November 2020, "Joint Doctrine System"
- c. JSM 5730.01C, 30 April 2011, "Joint Forms Management Program"
- d. JSM 5701.01E, 19 September 2011, "Formats and Procedures for Development of CJCS, Joint Staff, and J-Directorate Directives"
- e. CJCSI 5711.01D, 12 September 2022, "Action Processing Policies and Procedures"

1. Purpose. This instruction sets forth policy, authorities, and responsibilities for the development and maintenance of Chairman of the Joint Chiefs of Staff (CJCS), Joint Staff (JS), and JS Directorate (J-Dir) instructions, manuals, notices, and guides (hereafter referred to collectively as "directives").
2. Superseded/Cancellation. CJCSI 5701.01C, 1 October 2011, is hereby superseded.
3. Applicability. This instruction applies to the Office of the Chairman of the Joint Chiefs of Staff and Joint Staff, Services, Combatant Commands (CCMDs), and Defense agencies. It is distributed to other agencies for information.
4. Authority. In accordance with Title 10 and reference (a), the CJCS issues publications and uses CJCS and JS directives to clarify National and Department of Defense (DoD) policy and to provide guidance to the Joint Staff, Services, CCMDs, and Defense Agencies in accomplishing certain missions.

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5. Policy. The development and maintenance of JS policy and procedural guidance is a core JS activity and is important to the entire organization. The Joint Staff will invest in maintaining an accurate policy framework within JS functional areas of responsibility, updated to reflect changes as they occur, to ensure the effective and efficient functioning of the Joint Staff and its components.

a. The Joint Staff will have a CJCS/JS directives program for the tasking, development, coordination, approval, publication, and review of directives.

(1) CJCS/JS directives will be used to codify JS policy and guidance in accordance with the procedures published in reference (d).

(2) CJCS/JS directives consist of Instructions (CJCSIs/JSIs), Manuals (CJCSMs/JSMS), Notices (CJCSNs/JSNs), and Guides (CJCSGs/JSGs), as well as CJCS Cancellation Notices and Change Notices.

b. CJCS directives approved by or for CJCS will neither contain joint doctrine nor involve the employment of forces. IAW reference (b), joint doctrine approved by or for CJCS will be published as joint publications. Joint Doctrine Publications are managed by the JS Directorate for Joint Force Development, J-7/Joint Doctrine and Education Division.

c. Any CJCS directive that applies to the Services, CCMDs, defense agencies, or any other DoD components outside the Joint Staff must include a reference to the applicable authority of the CJCS to promulgate the directive. Appropriate references for CJCS authority will include statutory citations to the U.S. Code or citations to a delegation of authority by the Secretary of Defense or Deputy Secretary of Defense.

d. The directives process will be timely, responsive, repeatable, and transparent. All CJCS and Joint Staff directives must be reviewed on a recurring basis as outlined by the matrix in Enclosure A.

e. Special reviews are conducted at the discretion of the Office of the Director, Joint Staff (ODJS).

f. The J-Dir having cognizance of the subject matter of a CJCS/JS directive may reissue or initiate a change to that directive at any time outside of the normal review cycle.

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g. J-Directorate Directives. J-Dirs may only establish directorate policy within their functional area of responsibility as part of their delegated authorities. J-Dir directives will be reviewed, canceled, or reissued at the discretion of the directorate.

h. JS Forms. IAW reference (c), all Joint Staff Forms must be prescribed by a CJCS or JS directive.

5. Definitions. See the matrix at Enclosure A for definitions of the four types of directives, and their content, applicability, longevity, and signature level.

6. Summary of Changes. This instruction has been re-written in its entirety. Significant changes include:

a. Updating Responsibilities to reflect current processes, structure, and tasking tool used for CJCS/JS Directives.

b. Clarifying signature level for CJCS and JS directives (Matrix in Enclosure A).

c. Updating language in the content, longevity, and applicability sections of the directives matrix in Enclosure A for policy clarity.

d. Adding a paragraph on the CJCS authority to issue directives.

e. Adding the requirement that all JS Forms must be prescribed by a CJCS or JS directive.

7. Releasability. UNRESTRICTED. This directive is approved for public release; distribution is unlimited on the Non-classified Internet Protocol Router (NIPRNET). 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>>. JS activities may also obtain access via the SECRET Internet Protocol Router Network (SIPRNET) 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:



MICHAEL L. DOWNS, Maj Gen, USAF  
Vice Director, Joint Staff

## Enclosures

- A – Quick Reference Matrix of CJCS, JS, and J-Dir Directives, and Joint Guides
- B – Responsibilities
- C – References

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## ENCLOSURE A

### QUICK REFERENCE MATRIX OF CJCS, JS, AND J-DIR DIRECTIVES, AND JOINT GUIDES

QUICK REFERENCE MATRIX OF CJCS, JS, J-DIR DIRECTIVES, AND JOINT GUIDES								
	TITLE	CONTENT	LONGEVITY	APPLICABILITY	SIGNATURE LEVEL			
CJCS	CJCSI	Establishes CJCS policy that does not contain joint doctrine or concern employment of forces in joint operations.	<b>1st Review:</b> Occurs 2 years after directive signature date.					
	CJCSM	Implements procedure; may supplement a CJCSI or stand alone; usually contains specific models and examples. Does not contain joint doctrine or concern employment of forces in joint operations.	If no update occurs, the directive is tasked annually for review. Mandatory revision/cancellation occurs after 10 years without update.	J-Dirs and offices and/or the Services, defense agencies, CCMDS, Service and/or Joint Service schools. May be informational to other agencies.	DJS—or VDJS, at the discretion of DJS—based on content or legal input. May be advanced to the CJCS at the discretion of DJS. Routine administrative matters are signed by the SJS.			
	CJCSN	CJCS policy, guidance, or information of a one-time or brief nature; must specify a prescribed effective period.	<b>Regular Notices:</b> Specific effective period or 1-year incorporation into relevant CJCSI or CJCSM—whichever is earlier. <b>Cancellation Notices:</b> Expire after 1 year.					
	CJCSG	Detailed information, emphasis, and guidance from the CJCS on a specific topic.	Same as CJCSIs and CJCSMs.	Specific, targeted audience.	CJCS.			
JS	JSI	Establishes JS policy; may implement or supplement DoD/CJCS directives or establish and prescribe JS forms.	<b>1st Review:</b> Occurs 2 years after directive signature date. If no update occurs, the directive tasked annually for review.	Joint Staff. May be informational to other agencies.	DJS—or VDJS, at the discretion of DJS—based on content or legal input. Routine administrative matters are signed by the SJS.			
	JSM	Implements JS procedure; may supplement CJCSI or JSI, or may stand alone	Mandatory revision/cancellation occurs after 10 years without update.	Joint Staff.	SJS. May be advanced to the VDJS at the discretion of the SJS.			
	JSN	Policy, guidance, or information of a one-time or brief nature; must contain a specific effective period.	<b>Regular Notices:</b> Specific effective period or 1-year incorporation into relevant JSI or JSM—whichever is earlier. <b>Cancellation Notices:</b> Expire after 1 year.	Joint Staff.	DJS—or VDJS, at the discretion of DJS—based on content or legal input. Routine administrative matters are signed by the SJS.			
	JSG	Detailed information, emphasis, and guidance on a specific topic	Same as JSI and JSM.	Joint Staff.				
J-#	J-# J-#M J-#N	J-Dir policy or procedure, or information of a one-time or brief nature.	J-Dir discretion.	Issuing J-Dir. Exception: J-3 determines to whom emergency action procedures apply.	Appropriate J-Dir official, in accordance with current practices.			
J-DIR	JG	Detailed information, emphasis, and guidance on a specific topic.	Reviewed/revised at discretion of the J-Dir/OCJCS senior advisor.	Specific targeted audience within the Joint Force. Staffed under the 5701 series for process, and using 5120 series criteria for content harmonization, to both internal and external audiences, followed by subsequent community of doctrinal expertise/practice adjudication.	At the discretion of J-Dir/OCJCS senior advisor.			
		<b>I: Instruction</b>	<b>M: Manual</b>	<b>N: Notice</b>	<b>G: Guide</b>	<b>JS: Joint Staff</b>	<b>J-#: J Dir</b>	<b>JG: Joint Guide</b>

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Enclosure A

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## ENCLOSURE B

### RESPONSIBILITIES

#### 1. Secretary, Joint Staff

- a. Serves as the Directives Focal Point in support of ODJS.
- b. Provides overall guidance and direction in the execution of the CJCS/JS directives program.
- c. Approves all extension requests for CJCS/JS directives taskers via Electronic Task Management Software Solution (ETMS2).
- d. Arbitrates CJCS/JS directives office of primary responsibility ownership challenges between J-Dirs.
- e. Provides status of the directives program at the discretion of ODJS.

#### 2. SJS/Information Management Division. The Information Management Division (IMD) is responsible for management of the CJCS/JS directives program, to include:

- a. Establishing and developing directives formats and templates IAW reference (d).
- b. Assigning numbers for new directives and maintaining the master lists of current, canceled, and superseded directives.
- c. Assigning directives review taskers in ETMS2, monitoring suspense dates, and managing the overall progress of the directives review cycle, to include tasking 10-year mandatory reviews and any special reviews.
- d. Coordinating with SJS/Actions Division (AD) Editors on directives format reviews during the Senior Leader Approval Routing for directives taskers.
- e. Coordinating with SJS/AD Administrative Support Team (AST) on directives distribution reviews. Distribution reviews are a final formatting check on a directive before electronic dissemination and upload of final documents into the ETMS2 tasker.

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f. Maintenance and regular update of the single source directives electronic libraries on the:

(1) World Wide Web: <[www.jcs.mil/library](http://www.jcs.mil/library)>.

(2) NIPRNET JS SharePoint Site (includes limited access library):  
<<https://jsportal.sp.pentagon.mil/sites/Matrix/DEL/SitePages/Home.aspx>>.

(3) SIPRNET JS SharePoint Site (includes restricted access library):  
<<https://jsportal.sp.pentagon.smil.mil/sites/matrix/Directives/default.aspx>>.

(4) SIPRNET Intelink site (accessible by DoD components, including CCMDs): <<https://intelshare.intelink.sgov.gov/sites/jointstaff/SJS/IMD/Directives/default.aspx>>.

g. Automated Directives Information Management System. The Automated Directives Information Management System is a mission-essential database owned and managed by SJS/IMD that contains information and metadata on CJCS/JS Directives. Information on canceled and superseded directives, current directives, review dates, and more is used by SJS/IMD to provide directives customer service and assistance to JS customers.

3. SJS/Actions Division. AD, in coordination with IMD, is responsible for:

a. Directives Editing. SJS/AD Editors make edits and changes to the final draft directive, IAW reference (e), as part of the approval route in ETMS2.

b. SJS/AD Editors coordinate with IMD on any directive that contains Sensitive Compartmented Information or Alternative Compensatory Control Measures.

c. Distribution Review. AD/AST sends a copy of the signed directive to IMD for a final formatting review prior to electronic dissemination. If applicable, IMD will provide formatting changes to the signed directive.

d. IMD sends notification back to AD/AST approving electronic dissemination.

e. IAW reference (d), AD/AST disseminates electronic copies of final, signed directives via e-mail to DoD components that are part of the distribution codes listed on the first page of the directive.

f. AD/AST uploads final signed documents and closes ETMS2 tasker.

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4. Joint Staff Directorates. The J-Dirs are responsible for:
  - a. Developing, coordinating, and reviewing CJCS and JS directives on subjects under their cognizance, IAW this instruction and reference (d).
  - b. Utilizing templates and formatting guidance IAW reference (d).
  - c. Managing their internal directives programs IAW reference (d).
  - d. Determining the classification, distribution codes, and electronic releasability of CJCS and JS directives for which they are primarily responsible.
  - e. Electronic distribution of directives that do not fall into normal distribution channels (i.e., A, B, or C distribution). In addition, J-Dirs are responsible for distribution of directives that have a “Restricted” releasability and are posted in the controlled access library on SIPRNET.
  - f. Maintaining, in coordination with IMD, directives that are Not Releasable in electronic format online due to classification and/or other caveats.
5. Services, Combatant Commands, and Defense Agencies. The Services, CCMDs, and defense agencies are responsible for providing prompt, accurate, and relevant coordination of CJCS policy and guidance for which there is identified equity.

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Enclosure B

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