

# UNCLASSIFIED

# CHAIRMAN OF THE JOINT

# CHIEFS OF STAFF

# MANUAL

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DOM/SJS  
DISTRIBUTION: JEL

CJCSM 5712.01E  
7 July 2023

## STANDARDS FOR VISUAL AIDS USED BY THE JOINT STAFF

### References:

- a. CJCSI 5002.01 series, "Meetings in the JCS Conference Room"
- b. JSI 5712.01 Series, "Standards for Visual Aids Used in the National Military Command Center"
- c. DoD 5200.1-R, Vol 1, 28 July 2020, "DoD Information Security Program: Overview, Classification, and Declassification"
- d. DoD 5200.1-R, Vol 2, 28 July 2020, "DoD Information Security Program: Marking of Information"
- e. DoD 5200.1-R, Vol 3, 28 July 2020, "DoD Information Security Program: Protection of Classified Information"

1. Purpose. This manual prescribes standards used in the preparation of automated presentations by or for the Joint Staff.
2. Cancellation. Chairman of the Joint Chiefs of Staff (CJCS) Manual (CJCSM) 5712.01D, 7 October 2010, current as of 1 July 2013, "Standards for Visual Aids Used in the Joint Staff," is hereby superseded.
3. Applicability. This manual applies to the Joint Staff and the Service Joint Action Control Offices for slide presentations by or for the Joint Staff and for Tank meetings in the Joint Chiefs of Staff (JCS) conference room (reference a). Visual aids produced and presented within the National Military Command Center (NMCC) must comply with reference b and may remain in the original format when presented outside the NMCC.
4. Procedures. All automated presentations should be produced using Microsoft PowerPoint. Action officers creating briefings for presentation or publication must use the appropriate briefing template.
5. Summary of Changes. CJCSM 5712.01E includes updates to presentation formats for the Joint Staff Top-4 and Tank meetings and other administrative updates.

# UNCLASSIFIED

# UNCLASSIFIED

CJCSM 5712.01E  
7 July 2023

6. Releasability. UNRESTRICTED. This directive is approved for public release; distribution is unlimited on the non-secure internet protocol router network. Department of Defense 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 secure internet protocol router network Directives Electronic Library web sites.

7. Effective Date. This MANUAL is effective upon signature.

For the Chairman of the Joint Chiefs of Staff



SEAN A. NEER, CAPT, SC, USN  
Secretary, Joint Staff

Enclosure:

A – PowerPoint Presentation Guidelines

# UNCLASSIFIED

CJCSM 5712.01E  
7 July 2023

## ENCLOSURE A

### POWERPOINT PRESENTATION GUIDELINES

1. PowerPoint Presentation Template. The following is provided as a guide in preparing PowerPoint slide presentations for the Joint Staff Top 4 and Tank meetings in the JCS conference room.

- a. The Actions Division, within the Secretary, Joint Staff, maintains the PowerPoint presentation templates that establish format standards.
- b. The JCS seal will be on the first page only. The purple bar can be used on succeeding pages to separate the title and slide information.

2. Required Presentation Slide Markings

a. Classification. Include all appropriate security classification labels and/or dissemination/control markings—including for Controlled Unclassified Information (CUI)—on all slides as described below. Reference c contains detailed information on classification marking procedures.

(1) The title slide must be marked with the overall classification of the briefing; i.e., the highest classification of any information contained on any slide within the briefing. The overall classification will display at the top left and bottom right corners of each slide in the briefing by using the template. The overall classification will be followed by the classification in parentheses. The PowerPoint template will automatically carry the overall classification marking onto each slide of the briefing. However, use caution when moving information between briefings to ensure slides maintain proper classification markings.

(2) Portion Markings. All slides must show portion markings for the title line and each bullet/paragraph. Graphics, maps, or other non-text material will show classification using a text box in the right corner within the main slide area. This is necessary when the graphic image is different from the overall classification. Completely unclassified briefings do not require portion markings.

(3) Classification Authority Block. For classified presentations, a classification authority block, including who classified the briefing, the source or reason code, and declassify on date, must appear at the bottom right corner of the title slide under the overall classification marking.

# UNCLASSIFIED

# UNCLASSIFIED

CJCSM 5712.01E  
7 July 2023

(4) Controlled Unclassified Information. If the presentation contains CUI, a CUI designation indicator block, including what Joint Staff Directorate and division controls the information, what CUI category it falls under, what limited dissemination controls pertain to the information, and a point of contact, must appear at the bottom right corner of the title slide, above the classification authority block, if also required.

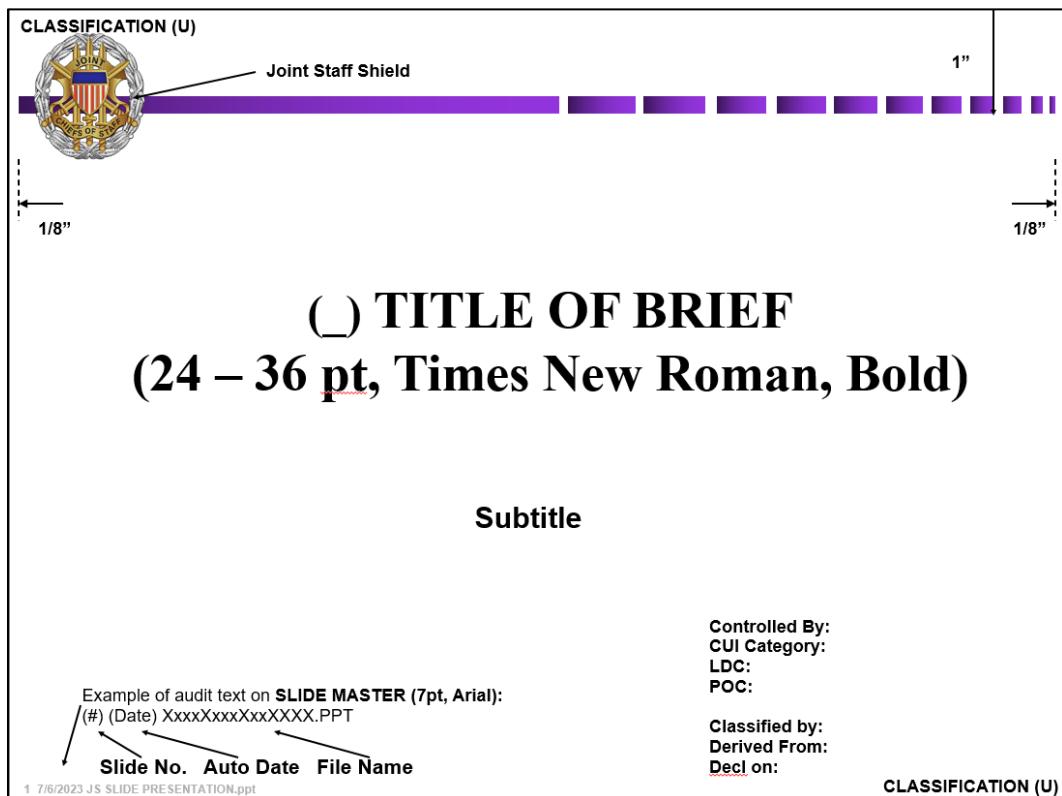
- b. Each slide will include a number, date, and title in the bottom left corner.
- 3. Slide Backgrounds. Use a white background.
- 4. Font Types. Use Times New Roman for titles and use Arial for body, bullets, security classification, page numbers, and declassification data.
- 5. Slide Transitions and Animation. Transitions and animation should be avoided. If used, they must not disrupt the presenter or intended audience.
- 6. Color Preferences. Colors may be used to enhance briefing presentations; however, excessive use of color detracts from the briefing. Follow the guidelines below for using color with briefing features:
  - a. Graphs. Green, purple, red, and blue.
  - b. Text. Black (preferred), blue, and red.
  - c. Maps. Hues of purple and mustard.
- 7. Borders and Shading. Do not use unless indicating boundaries (e.g., maps or unit positions).
- 8. Audio and Moving Objects. Avoid embedding audio and moving objects in presentations. If necessary, include audio and video as stand-alone files.

# UNCLASSIFIED

# UNCLASSIFIED

CJCSM 5712.01E  
7 July 2023

## APPENDIX A TO ENCLOSURE A POWERPOINT SLIDE TEMPLATE



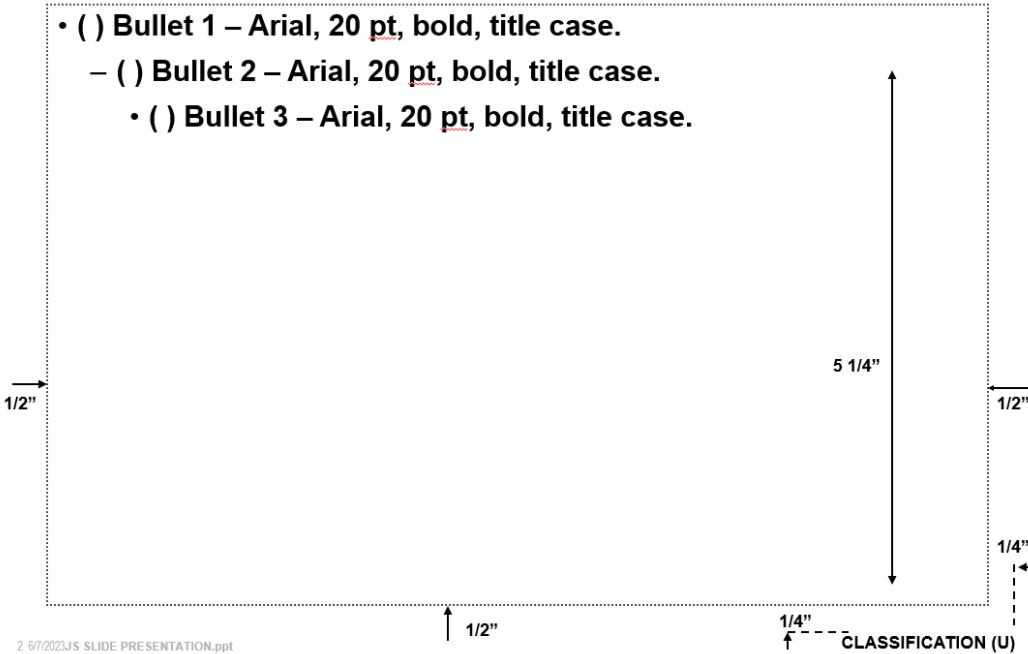
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CJCSM 5712.01E  
7 July 2023

CLASSIFICATION (U)

(U) 24–28pt, *Times New Roman (TNR), Bold-Italic*



CLASSIFICATION (U)

(U) Overview

- (X) Purpose
- (X) Background
- (X) Status
- (X) Issues
- (X) Summary of Issues
- (X) Recommendation / Decision

3 6/7/2023JS SLIDE PRESENTATION.ppt

CLASSIFICATION (U)

A-A-2  
UNCLASSIFIED

Appendix A  
Enclosure A

# UNCLASSIFIED

CJCSM 5712.01E  
7 July 2023

CLASSIFICATION (U)

## (U) Guidelines for Using Maps

(U) Map Colors

CLASSIFICATION (of graphic)

HIGHLIGHTED COUNTRY COLOR

COUNTRY COLOR

WATER

Box outline & map lines

1pt

Example

10 6/7/2023 JS SLIDE PRESENTATION.ppt

CLASSIFICATION (U)

CLASSIFICATION (U)

## (U) Guidelines for Using Maps

(U) Map Text & Symbols

CLASSIFICATION (of graphic)

COUNTRY

Capital

City / Town

Example

- (U) Map text is 20pt, Arial, bold, and black in color
- (U) Country names are UPPER CASE
- (U) Indicates cities and towns, title case
- (U) Indicates capitals, title case

11 6/7/2023 JS SLIDE PRESENTATION.ppt

CLASSIFICATION (U)

A-A-3  

# UNCLASSIFIED

Appendix A  
Enclosure A

# UNCLASSIFIED

CJCSM 5712.01E  
7 July 2023

CLASSIFICATION (U)

## (U) Guidelines for Using Maps

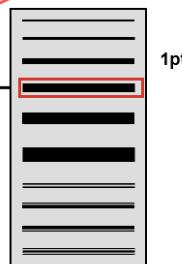
### (U) Lines and Arrows

CLASSIFICATION (of graphic)

- (U) CROATIA
  - (X) xxxxx
  - (X) xxxxxxx
  - (X) xxxxxxxxx xxxx
- (U) BOSNIA
  - (X) xxxxx
  - (X) xxxxxxx
  - (X) xxxxxxxxx xxxx
- (U) LEBANON
  - (X) xxxxx
  - (X) xxxxxxx
  - (X) xxxxxxxxx xxxx



(U) No arrowhead used when pointing to a specific country  
– *line color is RED*



12 6/7/2023 JS SLIDE PRESENTATION.ppt

CLASSIFICATION (U)

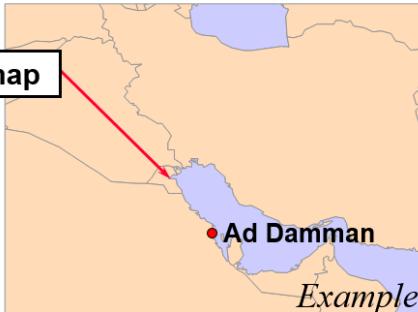
CLASSIFICATION (U)

## (U) Guidelines for Using Maps

### (U) Lines and Arrows

CLASSIFICATION (of graphic)

(X) Aircraft mishap



(U) Arrowheads or circle (Dot) will be used when pointing to a specific location in a Country – *line color is RED*

13 6/7/2023 JS SLIDE PRESENTATION.ppt

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# UNCLASSIFIED

CJCSM 5712.01E  
7 July 2023

CLASSIFICATION (U)

## (U) Guidelines for Using Photos

CLASSIFICATION (of graphic)



CLASSIFICATION (of graphic)



(U) Examples

1pt

- (U) Insert photos as JPEGs – Do not cut and paste.
- (U) Cutting/pasting brings in photos as memory intensive bitmaps.
- (U) JPEGs are up to 20 times smaller and make files more manageable.
- (U) Photos will have a 1pt black line around them.
- (U) No shadows.
- (U) Resolution – 72 dpi.

14 6/7/2023JS SLIDE PRESENTATION.ppt

CLASSIFICATION (U)

# UNCLASSIFIED

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CJCSM 5712.01E  
7 July 2023

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A-A-6

Appendix A  
Enclosure A

**UNCLASSIFIED**

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CJCSM 5712.01E  
7 July 2023

## APPENDIX B TO ENCLOSURE A

### POWERPOINT DECISION SLIDE TEMPLATE

CLASSIFICATION (U)	<b><i>(U) Nature of Brief</i></b>											
<ul style="list-style-type: none"><li>• (X) Identify whether the purpose of the brief is to garner a decision or only to provide information.</li></ul>												
CLASSIFICATION (U)												

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CJCSM 5712.01E  
7 July 2023

CLASSIFICATION (U)

## *(U) Context and Desired Outcome*

### **Context / Assumptions**

- (X) Identify context.
- (X) List assumptions.

### **Desired Outcome**

- (X) Approval of [course of action].  
or
- (U) None. For information only.

CLASSIFICATION (U)

CLASSIFICATION (U)

## *(U) Actions To-Date*

- (X) Summarize relevant actions or events leading up to this decision point.

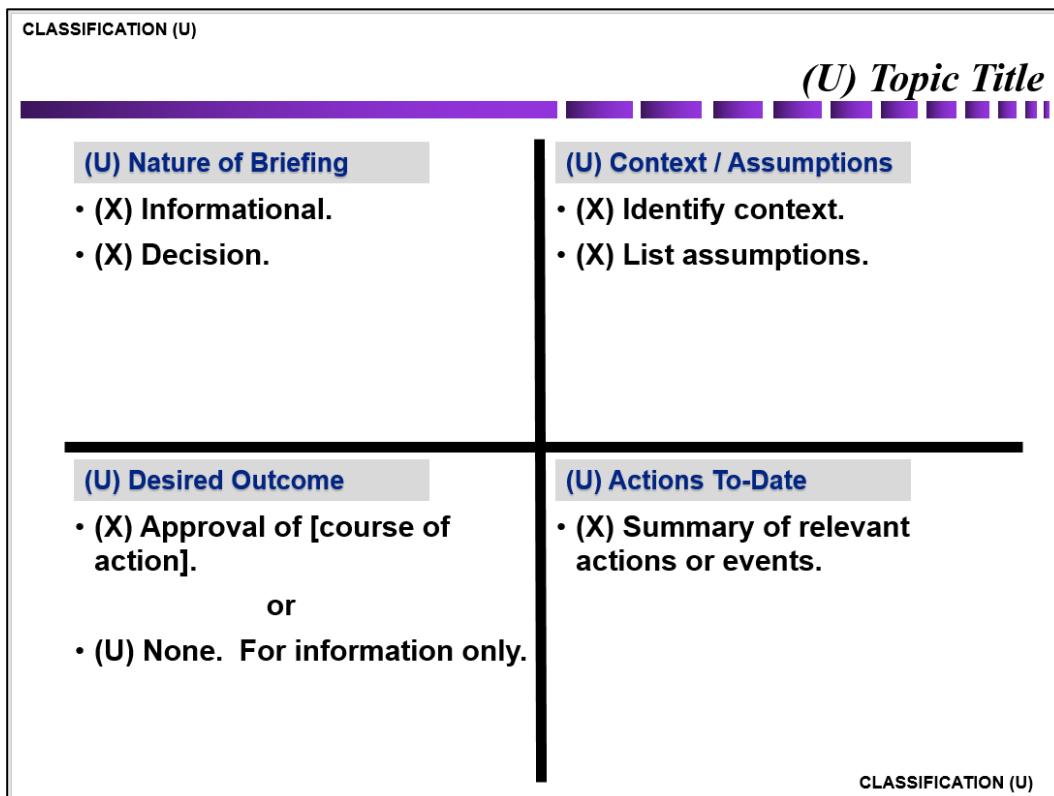
CLASSIFICATION (U)

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CJCSM 5712.01E  
7 July 2023

## APPENDIX C TO ENCLOSURE A

### POWERPOINT QUAD SLIDE TEMPLATE



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CJCSM 5712.01E  
7 July 2023

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A-C-2

**UNCLASSIFIED**

Appendix C  
Enclosure A