



# CHAIRMAN OF THE JOINT CHIEFS OF STAFF MANUAL

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## RESPONSIBILITIES FOR CONVENING TELEPHONE CONFERENCES INVOLVING THE OFFICE OF THE SECRETARY OF DEFENSE AND THE JOINT STAFF

### Reference(s):

- a. Emergency Action Procedures of the Chairman of the Joint Chiefs of Staff Series, Volume VI, Emergency Conferences (U)
- b. DoDD 4660.3, "Secretary of Defense Communications (U)"
- c. CJCSI 3280.01 Series, "National Military Command System (U)"
- d. CJCSI 3420.01 Series, "CJCS Conferencing Systems (U)"
- e. CJCSI 6215.01 Series, "Policy for Department of Defense Voice Networks (U)"

1. Purpose. To standardize responsibilities for convening ad hoc telephone conferences involving the Secretary of Defense, Deputy Secretary of Defense, other members of OSD, and the Joint Staff. For purposes of this manual, ad hoc conferences are those that are not established by reference a.

2. Cancellation. None.

3. Applicability. This manual is applicable to the NMCC, and to NMCS nodes and command centers acting in the absence of the NMCC. The Executive Support Center of the Office of the Secretary of Defense (hereinafter SecDef Cables) has concurred with this manual.

### 4. Procedures

a. All conferences supporting the Emergency Action Procedures of the Chairman of the Joint Chiefs of Staff will be conducted in accordance with reference a.

b. SecDef Cables will always add members of OSD to conferences, regardless of which agency initiated the conference.

c. Conduct ad hoc conferences that have Secretary or Deputy Secretary of Defense and Joint Staff participation as follows:

(1) If SecDef Cables receives an ad hoc conference request from, or involving, the Secretary or Deputy Secretary of Defense, SecDef Cables will convene the conference, including any conferees from the Joint Staff. Time permitting, SecDef Cables may elect to notify Joint Staff participants directly or through the Deputy Director for Operations (DDO) at the NMCC.

(2) If the NMCC receives an ad hoc conference request that includes the Secretary or Deputy Secretary of Defense, or a member of OSD, the DDO will notify SecDef Cables of the request. Notification will include: who is requesting the conference, requested OSD participants, classification level, and the requested date and time for the conference. SecDef Cables will convene the conference with the requested participants, and notify the DDO once the conference is in progress.

(3) SecDef Cables may request conferencing assistance from the NMCC when necessary.

d. Conduct conferences not requiring the Secretary of Defense or Deputy Secretary of Defense as participants as follows:

(1) If SecDef Cables receives a request from a member of OSD for a conference involving members of the Joint Staff, SecDef Cables will convene the conference. Time permitting, SecDef Cables may elect to notify Joint Staff participants directly or through the DDO at the NMCC.

(2) If the NMCC receives a request for a conference involving OSD, the DDO will notify SecDef Cables of the request. Notification will include: who is requesting the conference, requested OSD participants, classification level, and the requested date and time for the conference. The NMCC will convene the conference including SecDef Cables as a conferee, and SecDef Cables will add the OSD participants.

(3) SecDef Cables may request conferencing assistance from the NMCC when necessary.

e. Follow-on Conferences. If SecDef Cables or the NMCC are monitoring a conference during which an additional ad hoc conference is directed to be convened after the original conference, the DDO and SecDef Cables will coordinate to ensure the other is aware of the requirement. The DDO and

SecDef Cables will establish responsibility for convening the conference, based on guidelines above.

f. Mutual Assistance. SecDef Cables and the NMCC may request assistance from each other in order to convene conferences. These requests will normally be granted unless doing so interferes with operational requirements. Generally, if both agencies are working together to build a single conference, SecDef Cables will build the portion with OSD conferees, and NMCC will build the portion with Joint Staff conferees.

5. Summary

a. SecDef Cables has the primary responsibility for conferences when the Secretary of Defense and/or Deputy Secretary of Defense are the principal conferees.

b. SecDef Cables has the responsibility to add OSD conferees to NMCC conferences.

c. NMCC has primary responsibility for conferences for the Joint Staff.

d. NMCC must coordinate with SecDef Cables to add OSD participants to conferences.

e. SecDef Cables and NMCC must coordinate when an ad hoc telephone conference has been directed to ensure both agencies are aware of the requirement, and to determine which agency will convene the conference.

6. Releasability. This manual is approved for public release; distribution is unlimited. DOD components (to include the combatant commands), other Federal agencies, and the public may obtain copies of this manual through the Internet from the CJCS Directives Home Page--  
[http://www.dtic.mil/cjcs\\_directives](http://www.dtic.mil/cjcs_directives).

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



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