



CHAIRMAN OF THE JOINT CHIEFS OF STAFF INSTRUCTION

J-5

DISTRIBUTION: A, B, C, J, S

CJCSI 2211.01B

4 December 2003

VISITS BY STUDENTS OR STAFF MEMBERS OF FOREIGN NATIONAL OR INTERNATIONAL DEFENSE COLLEGES

Reference: DOD Directive 7250.13, 10 September 2002, "Official
Representation Funds"

1. Purpose. This instruction establishes CJCS policy on visits to military installations and other areas of interest in the United States by students or staff members of foreign national or international defense colleges.
2. Cancellation. CJCSI 2211.01A, 27 May 1999, is canceled.
3. Applicability. This instruction applies to the Chairman of the Joint Chiefs of Staff, Joint Staff, combatant commands, Military Services, and Defense agencies.
4. Policy
 - a. The Chairman of the Joint Chiefs of Staff, among others, may extend official courtesies on behalf of the US Government and delegate the authority to host official functions in accordance with the reference. Each Service will perform duties as Lead Agent as assigned in the Enclosure.
 - b. CJCS policy is to approve requests for visits to the United States by the Royal College of Defense Studies (UK), the Canadian National Defense College, the NATO Defense College, the Pakistan National Defense College, the Pakistan Joint Services Staff College, the Korean National Defense College, the Japanese National Institute of Defense Studies, the Mexican National Defense College,

the Venezuelan National Institute of High Defense Studies, the Argentine Senior War College, the Colombian Superior War College (General Officer's Course), and The Netherlands Defense College, because such visits create and maintain goodwill among the nations concerned and the United States.

c. Requests for visits by other similar foreign national or international defense colleges will be considered for approval based on the merits of each individual request and the availability of Lead Agent support from the Services.

d. US Military transportation may be provided only to official guests and only in and around the Washington, D.C. area, when such transportation is available. When US military transportation is not available, the Lead Agent will assist the visiting institution in arranging other commercial transportation, as necessary. However, the visiting institution will bear all costs. US Government transportation will only be provided to official guests (i.e., those on official travel orders and accredited embassy escorts).

e. The Lead Agent may provide Official Representation Funds (ORF) or Latin American Cooperation (LATAM COOP) Funds for no more than two hosted functions in the Washington, D.C. area per visit. Additionally, if field commanders request, the Lead Agent may provide ORF or LATAM COOP funds to field commanders for one hosted function at each command scheduled for visitation. The amount of funds provided will be governed by the regulation and policies governing the use of ORF or LATAM COOP funds of the Service providing the Lead Agent.

f. All expenses for food, lodging, gratuities, social functions, cultural activities, etc., except as indicated in paragraphs d and e above, will be borne by the visiting institution.

g. This policy does not apply to visits programmed and funded in their entirety through the Security Assistance Training Program.

h. The visiting institution retains responsibility for all travel expenses and for arranging transportation, meals and lodging throughout the duration of the visit. The Lead Agent will assist the visiting institution in making these arrangements, as necessary. The individual Services may, but are not required to provide ground transportation, when available, outside the Washington, D.C. area. Lead Agents will follow applicable

travel regulations whenever military transportation will be used during a visit.

5. Responsibilities

a. The Director for Strategic Plans and Policy, J-5, is the office of primary responsibility (OPR) for all matters relating to this program.

b. The Secretary, Joint Staff, will refer requests for group visits by students or faculty members of foreign national or international defense colleges other than those listed in the Enclosure on an "as available" basis when approved by Director, Joint Staff, after identification of a Lead Agent.

c. The applicable J-5 Country Desk Officer will:

(1) Provide coordination of visit to the Joint Staff and serve as the single point of contact within the Joint Staff.

(2) Provide the visiting institution's itinerary information to Lead Agent after consultation with US Defense Attaché of the country concerned and foreign Defense Attaché, if appropriate.

(3) Coordinate the participation of a Joint Staff or lead agency General/Flag Officer to greet delegation and host functions on behalf of the Chairman of the Joint Chiefs of Staff.

(4) Monitor progress and details of the approved official itinerary outside Washington, D.C., while assisting the Lead Agent in the execution of responsibilities.

d. The Lead Agent will:

(1) Act on behalf of the Chairman of the Joint Chiefs of Staff in a host capacity.

(2) Provide an appropriate direct response to the originator of the visit request.

(3) Identify and provide necessary project/escort officer(s).

(4) Work with the visiting institution in coordinating the overall trip itinerary. Keep the Joint Staff POC informed of the progress and details of the itinerary.

(5) Schedule special briefings at Defense agencies or installations to be visited outside the Pentagon, as required. Direct communication is authorized.

(6) Coordinate visit with OSD, Department of State, DIA, and other Defense agencies, as appropriate.

(7) Assist the visiting institution with arranging all transportation, billeting, and messing arrangements for the entire visit. The visiting institution retains responsibility for all related costs, except for hosted events.

(8) Provide Invitational Travel Orders for all official guests, once approval has been received from Chairman of the Joint Chiefs of Staff.

6. Procedures

a. For the preapproved visits, a list of Lead Agents, agreed upon by the Secretaries of the Military Departments or their designees, is provided in the Enclosure.

b. Other visit requests referred to the Joint Staff for visits by groups of students or faculty members of foreign national or international defense colleges, which have been approved by the Chairman of the Joint Chiefs of Staff or higher authority, will be referred by the Secretary, Joint Staff, to a Military Service designee for action.

c. These procedures do not apply to visits arranged by authorized hosts other than the Chairman of the Joint Chiefs of Staff, as established in the reference.

7. Spouses Programs. Spouses programs (NATO Defense College visits only) are designed to be educational and must include cultural and military exchange of information. All spouses officially in the program will be issued invitational travel orders, which allow for military transportation, emergency medical care and use of military facilities.

8. Releasability. This instruction is approved for public release; distribution is unlimited. DOD components (to include the combatant commands), visiting institutions, other Federal agencies, and the public may obtain copies of this instruction through the Internet from the CJCS Directives Home Page--http://www.dtic.mil/cjcs_directives. Copies are also available through the Government Printing Office on the Joint Electronic Library CD-ROM.

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

For the Chairman of the Joint Chiefs of Staff:

A handwritten signature in black ink, appearing to read "James A. Hawkins". The signature is fluid and cursive, with the first name "James" and last name "Hawkins" clearly distinguishable.

JAMES A. HAWKINS
Major General, USAF
Vice Director, Joint Staff

Enclosure:

A - Lead Agents for Preapproved Visits

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ENCLOSURE A

LEAD AGENTS FOR PREAPPROVED VISITS

<u>Visitor</u>	<u>Agent</u>
Royal College of Defense Studies (UK)	US Army
NATO Defense College (Two visits per year)	US Marine Corps
Pakistan National Defense College	US Air Force
Pakistan Joint Services Staff College	US Navy
Korean National Defense College	US Air Force
Japanese National Institute of Defense Studies	US Army
Mexican National Defense College	US Army
Venezuelan National Institute of High Defense Studies	US Marine Corps
Argentine Senior War College	US Navy
Colombian Superior War College (General Officer's Course)	US Air Force
The Netherlands Defense College	US Marine Corps
Canadian National Defense College	US Navy

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