



CHAIRMAN OF THE JOINT CHIEFS OF STAFF INSTRUCTION

DOM/SJS
DISTRIBUTION: J

CJCSI 5711.02B
20 October 2003

DELEGATION OF APPROVAL AUTHORITY

Reference:

- a. CJCSI 5711.01A, 1 March 1999, "Policy on Action Processing"

1. Purpose. This instruction establishes policy on delegating authority to provide the final determination of actions specified in this instruction.

2. Cancellation. CJCSI 5711.02A, 30 November 2001, "Delegation of Approval Authority," is canceled.

3. Applicability. This instruction applies to the directors and vice directors of Joint Staff directorates.

4. Policy. J directors, vice directors, and general/flag officers delegated such authority may provide final Joint Staff determination and approval on specific issues to commands and other activities in accordance with the criteria established in this instruction.

5. Responsibilities. J directors and vice directors are responsible for adhering to the guidelines established in this instruction. Issues not covered by instruction will be forwarded to the Director, Joint Staff, for final determination.

6. Summary of Changes.

- a. Changes all mention of CINCs to combatant commanders.

- b. Adds Senior Executive Service officials in paragraph a of "General/Flag Officers Delegated Authority to Provide Final Determination" (Enclosure A).

20 October 2003

- c. Spells out first use of several acronyms (e.g., DOS in Enclosure B).
 - d. Adjusts the wording of Enclosure B, paragraph t.
 - e. Adds a paragraph u to Enclosure B, regarding Joint Director of Military Support (JDOMS).
7. Releasability. This instruction 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 instruction/ manual/notice through the Internet from the CJCS Directives Home Page--<http://www.dtic.mil/doctrine>. Copies are also available through the Government Printing Office on the Joint Electronic Library CD-ROM.
8. Effective Date. This instruction is effective upon receipt.

For the Chairman of the Joint Chiefs of Staff:



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

Enclosures:

- A – Basic Criteria for Providing Final Determination on Actions
- B – Types of Actions That Receive Final Determination by the Joint Staff
- C – J-6 Issues of Delegated Authority With Specific Criteria

ENCLOSURE A

BASIC CRITERIA FOR PROVIDING FINAL DETERMINATION ON
ACTIONS

1. General/Flag Officers Delegated Authority to Provide Final
Determination

a. Officers occupying the following positions, vice directors, senior executive service, or those general/flag officers designated to act for them, may make final determination on Joint Staff actions within their assigned areas of responsibility for issues specified in this instruction.

Director for Manpower and Personnel, Joint Staff, J-1
Director for Intelligence, Joint Staff, J-2
Director for Operations, Joint Staff, J-3
Director for Logistics, Joint Staff, J-4
Director for Strategic Plans and Policy, Joint Staff, J-5
Director for Command, Control, Communications, and Computer
Systems, Joint Staff, J-6
Director for Operational Plans and Joint Force Development, Joint
Staff, J-7
Director for Force Structure, Resources, and Assessment, Joint
Staff, J-8
Director of Management, DOM

b. As an exception, the Director, J-1, may designate an officer of O-6 level to act in the director's absence.

c. Additionally, the J-directors are authorized to delegate their authority under this instruction to senior O-6 members of the J-directors' staffs, such as assistant deputy directors (or equivalent) and the executive assistants or executive officers. Such delegation must be in writing and a copy forwarded to the Secretary, Joint Staff. J-directors are to use this authority sparingly and to delegate no more than one O-6 per deputy directorate and one executive assistant or executive officer assigned to the immediate office of the J-director. Delegation should be limited to those O-6s who have overall knowledge of the workings of the directorate. Those offices are to strictly comply with the criteria in this instruction.

2. Basic Criteria. To provide final determination, actions must meet the following criteria:

20 October 2003

- a. Be noncontroversial, routine, or administrative in nature.
- b. Have limited military equities.
- c. Reflect clearly established Chairman of the Joint Chiefs of Staff (CJCS) doctrine or policy.
- d. Contain no major policy implications. If the action contains major policy implications, it will reflect guidance previously cleared by the Chairman, Vice Chairman, or Assistant to the Chairman of the Joint Chiefs of Staff; or, the Director or Vice Director, Joint Staff.
- e. Involve no incremental changes that could ultimately result in a policy change.
- f. Be within the J-director's expertise.

3. Coordination Requirements. Joint Staff officers authorized to provide final determination on issues will:

- a. Ensure the action is coordinated with activities having equities in the issue such as the combatant commanders, Services, Office of the Secretary of Defense (OSD), interagency offices, J-directorates, and Office of the Chairman of the Joint Chiefs of Staff (OCJCS) - Legal Counsel.
- b. Coordinate below Assistant Secretary of Defense (ASD) level and at a comparable level with other government offices and agencies, or at a higher level, if circumstances dictate.

4. Implementing Procedures. After the individual authorized to provide final determination ensures all requirements of the policy stated in this directive have been fulfilled, that person may, without reference to higher authority:

- a. Release messages.
- b. Transmit memorandums or letters.
- c. Sign or approve recommendations on the Joint Staff Form 136.
- d. Address implementing documents below the ASD level and at a comparable level with other government offices and agencies. If circumstances dictate that correspondence should be addressed at a higher level, the Director, Joint Staff (DJS), will also be advised.

5. Authority Limitations. Under the provisions of this instruction, Joint Staff officers will not:

a. Nonconcur or deny requests to the CJCS from combatant commanders or heads of Defense agencies. If the nonconcurrency cannot be resolved at the directorate level, the action will be forwarded to the DJS for resolution.

b. Communicate with Congress, the General Accounting Office, or the Office of Management and Budget.

c. Communicate directly with the Secretary of Defense or the Deputy Secretary of Defense.

d. Issue planning, alert, warning, execute, or deployment orders to the combatant commanders. Exception: "The JDOMS, as the action agent for the DOD Executive Agent (ASD (HD)) for Military Support to Civil Authorities (MSCA), may release ASD (HD)/SECDEF approved orders associated with a military response to national emergencies or to an event with domestic national significance. This is in accordance with DODD 3025.15, paragraph 4.7.3.5.

e. Change, modify, or rescind a Secretary of Defense order or decision.

f. Endorse or forward communications from a combatant commander to the President or Secretary of Defense, or, from the President or Secretary of Defense to a combatant commander.

(INTENTIONALLY BLANK)

ENCLOSURE B

TYPES OF ACTIONS THAT RECEIVE FINAL DETERMINATION BY THE
JOINT STAFF

Consistent with the provisions in Enclosure A, authority to provide final determination of an action may be applied when addressing the following types of actions:

- a. Department of State (DOS) arms control cables.
- b. DOS cables requesting embassy coordination with host government on upcoming operations.
- c. Routine reports and requests for information to interagency or solely OSD. (J-directors can either forward these items to the DJS for approval and/or signature or provide a copy to the DJS when approved and signed by the J-director.)
- d. Final coordination during interagency preliminary meetings.
- e. OSD correspondence on studies.
- f. Final coordination on the Phased Threat Distribution from combatant commanders to OSD for Capabilities-Based Munitions Requirements Process.
- g. Guidance to US Delegations on routine matters.
- h. Approval of United Nations Special Commission participants.
- i. Preliminary decisions in response to the Defense Security Cooperation Agency on security assistance requests.
- j. Routine correspondence from the public, outside agencies and combatant commanders.
- k. Coordination on reports or actions from outside the Joint Staff.
- l. Coordination packages to verify accuracy of information, such as the OSD Conventional Munitions Master Plan.
- m. Repetitive actions.

- n. Treaty guidance.
- o. Response to attend meeting and conferences.
- p. Response to veterans or the public asking for information or assistance from the CJCS on Service-related issues or actions.
- q. Review of quarterly papers prepared by war college students.
- r. Capital Fund Policy Board issues.
- s. Normal Joint Warfighting Center requests for Service information.
- t. Study programs already authorized a J-director's approval.
- u. JDOMS activities.

ENCLOSURE C

J-6 ISSUES OF DELEGATED AUTHORITY WITH SPECIFIC CRITERIA

The Director or Vice Director, J-6, will provide the final determination on the following issues in accordance with the criteria in Enclosure A and specified below:

- a. Reviewing and approving Military Satellite Command (MILSATCOM) user connectivity requirements, if all combatant commanders and Services concur in the J-6 requirements and/or recommendations or nonconcurrences are resolved by the J-6, and no changes in policy are introduced.
- b. Approving initial positioning and repositioning of all MILSATCOM satellites, if all combatant commanders and Services concur in the J-6-proposed validation message, or nonconcurrences are resolved by the J-6.
- c. Approving the allocation for location and use of fixed and transportable DOD military earth terminals of all combatant commanders, Services and DISA concur in the J-6-proposed allocation or nonconcurrences are resolved by the J-6.
- d. Representing the CJCS on the Consolidated Launch Schedule Review Board to provide the recommended launch orders. Orders must be consistent with the guidance provided by OSD, and all combatant commanders and Services concur, or nonconcurrences are resolved by the J-6.

(INTENTIONALLY BLANK)