



# CHAIRMAN OF THE JOINT CHIEFS OF STAFF INSTRUCTION

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J-5

DISTRIBUTION: A, B, C, J, S

CJCSI 5715.01A  
13 November 2003

## JOINT STAFF PARTICIPATION IN INTERAGENCY AFFAIRS

References: See Enclosure E.

1. Purpose. To clarify the role of the Joint Staff within the interagency process of US national security policy development and implementation.

2. Cancellation. CJCSI 5715.01, 30 August 2002, "Joint Staff Participation in Interagency Affairs," is canceled.

3. Applicability. This instruction applies to the Joint Staff, Military Services, combatant commands, and Defense Intelligence Agency.

4. Policy

a. The National Security Council (NSC), established by reference a, is the principal forum for considering national security policy issues requiring Presidential determination. The Homeland Security Council (HSC), established by reference b, provides a parallel forum for considering unique homeland security matters, especially those concerning terrorism within the United States.

b. Reference c establishes the current organizational structure for the NSC, whose statutory members are the President, Vice President, Secretary of State, and Secretary of Defense. The Director of Central Intelligence (DCI) and Chairman of the Joint Chiefs of Staff (hereafter called "the Chairman") are statutory advisors to the NSC. Within the Department of Defense, the Secretary of Defense and the Chairman are members of the NSC Principals Committee (NSC/PC); the Deputy Secretary of Defense and Vice Chairman of the Joint Chiefs of Staff (hereafter referred to as "the Vice Chairman") are members of the NSC Deputies Committee (NSC/DC); and both the Office of the Secretary of Defense (OSD) and the Joint Staff are represented on the NSC Policy Coordination Committees (NSC/PCCs).

c. References b and d establish the current organizational structure of the HSC. While not specifically identified as a member of the HSC or as its principal military advisor, when military matters are discussed, the Chairman is authorized to attend in his statutory role as military advisor to the President. Similarly, the Chairman attends appropriate meetings of the HSC Principals Committee (HSC/PC) and the Vice Chairman attends appropriate meetings of the HSC Deputies Committee (HSC/DC). Subordinate HSC Policy Coordination Committees (HSC/PCCs) include Joint Staff representation where appropriate.

d. The NSC system provides an effective framework for establishing policy objectives, developing policy options, considering implications, coordinating operational crises that require interdepartmental consideration, developing recommendations for the President, and monitoring policy implementation. It provides the institutional channels through which the Chairman discharges a substantial part of the statutory responsibilities as the principal military advisor to the President and the Secretary of Defense. The Chairman regularly attends NSC meetings and presents his views—including dissenting and minority views—of the other members of the Joint Chiefs of Staff. The HSC system provides an effective parallel framework for homeland-specific matters.

5. Definitions. See Glossary.

6. Responsibilities

a. The Chairman is the statutory principal military advisor to the President, Secretary of Defense, and the NSC, per reference e. The Chairman functions under the authority, direction, and control of the President and Secretary of Defense, transmits communications between the President and/or Secretary of Defense and combatant commanders and oversees activities of combatant commanders as directed by the Secretary of Defense. Per reference c, the Chairman is a member of the NSC/PC and attends meetings of the HSC and HSC/PC, when appropriate. The Chairman presides over and provides agendas for meetings of the Joint Chiefs of Staff (JCS).

b. The Vice Chairman is a member of the NSC/DC and represents the Chairman on the HSC/DC, when appropriate, in accordance with reference d. Per reference e, the Vice Chairman also acts as Chairman and represents the Chairman on the NSC and the NSC/PC when necessary.

c. The Assistant to the Chairman of the Joint Chiefs of Staff (hereafter referred to as “the Assistant to the Chairman”) oversees matters requiring close personal control by the Chairman, with a particular focus on international relations and politico-military concerns, and is the primary representative of the Chairman for homeland security matters. The Assistant to the Chairman represents the Chairman, as necessary, at all levels within interagency fora.

d. The Director, Joint Staff, coordinates the work of the Joint Staff, supervises and provides guidance to Joint Staff directorates and offices, assists the Chairman in discharging CJCS managerial and organizational duties, presides over meetings of the Operations Deputies (OpsDepts), and provides representation at meetings of the Deputy Operations Deputies (DepOpsDepts), in accordance with references e, f, and g.

e. The Director for Operations (J-3) provides advice on executing military operations and represents or accompanies the Chairman in interagency meetings dealing with operational issues.

f. The Director for Logistics (J-4) assesses logistic implications of contemplated operations from its Logistics Readiness Center to the interagency forum and represents or accompanies the Chairman in interagency meetings dealing with logistic issues.

g. The Director for Strategic Plans and Policy (J-5) bears overall responsibility within the Joint Staff for interagency affairs. J-5 serves to focus the Department of Defense on particular NSC matters for policy and planning purposes and represents or accompanies the Chairman in interagency meetings dealing with strategy, plans, and policy issues.

h. The Director for Command, Control, Communications and Computer (C4) Systems (J-6) assesses the C4 implications of contemplated operations and represents or accompanies the Chairman in interagency meetings dealing with C4 issues.

i. The Director for Operational Plans and Joint Force Development (J-7) coordinates the interagency annex (Annex V) for CJCS-approved war plans and writes the follow-on Interagency Deliberate Planning Concept document with the Office of the Under Secretary of Defense (Policy) and J-5 for transfer to the NSC. J-7 sponsors interagency seminars and war games to support the deliberate planning process and represents or accompanies the Chairman in interagency meetings affecting operational plans.

j. Other Joint Staff Directors (J-directors) represent or accompany the Chairman in interagency meetings dealing with issues falling within their

areas of responsibility or as directed by the Chairman, Vice Chairman, Assistant to the Chairman, or Director, Joint Staff.

k. The Secretary, Joint Staff (SJS), provides direct information management and administrative support to the Chairman. SJS serves as counterpart to the Executive Secretaries and equivalent officers within the agencies represented in the NSC and HSC systems. SJS receives and distributes sensitive and routine communications from the White House and elsewhere within the interagency and tasks appropriate elements of the Joint Staff to prepare responses.

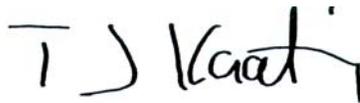
l. The Special Assistant for NSC and Interagency Affairs, J-5, as head of the Joint Staff NSC and Interagency Affairs Office, ensures the situational awareness of the Joint Staff senior leadership regarding interagency activity and requirements; coordinates senior-level Joint Staff representation in interagency fora; and serves as the primary liaison between the Joint Staff and the agencies represented in the NSC and HSC systems.

7. Summary of Changes. Updates Enclosure B to incorporate Secretary and Deputy Secretary of Homeland Security and updates Enclosure D to include specific information regarding handling of Presidential directives and other interagency material.

8. 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 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.

9. Effective Date. This instruction is effective immediately.

For the Chairman of the Joint Chiefs of Staff:



T. J. KEATING  
VADM, USN  
DIRECTOR, JOINT STAFF

Enclosures:

- A – National Security Council System
- B – The Homeland Security Council System

C – Interdepartmental Relationships  
D – Presidential Directives and Other Interagency Material  
E – References  
GL – Glossary

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DISTRIBUTION

Distribution A, B, C, and J plus the following:

	<u>Copies</u>
Secretary of State .....	2
Secretary of Defense .....	2
Assistant to the President for National Security Affairs .....	2
Executive Secretary, Department of State .....	2
Executive Secretary, Department of Defense .....	2
Executive Secretary, Central Intelligence Agency .....	2
Executive Secretary, National Security Council.....	2
Executive Secretary, Defense Intelligence Agency.....	2
Secretary, Joint Staff.....	2

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ENCLOSURE A

NATIONAL SECURITY COUNCIL SYSTEM

1. National Security Council. NSC is the principal forum for consideration of national security policy issues requiring Presidential determination. The NSC advises and assists the President in integrating all aspects of national security policy—domestic, foreign, military, intelligence, and economic (in conjunction with the National Economic Council (NEC)). Along with its subordinate committees, the NSC is the principal means for coordinating, developing, and implementing national security policy. The statutory members of the NSC are the President, Vice President, Secretary of State, and Secretary of Defense. DCI and the Chairman are statutory advisors. Membership has been expanded by reference b to include the Secretary of the Treasury (SecTreas), the Assistant to the President for National Security Affairs (APNSA) (who is responsible for determining meeting agendas, preparing necessary papers, and recording NSC actions and Presidential decisions), the Chief of Staff to the President, the Assistant to the President for Economic Policy, and the Counsel to the President. When meetings pertain to their responsibilities, the Attorney General, the Director of the Office of Management and Budget (OMB), heads of other executive departments and agencies, and other senior officials are invited to attend NSC meetings, as appropriate.

2. NSC Principals Committee. NSC/PC is the senior (cabinet-level) interagency forum for considering policy issues affecting national security. The regular attendees of the NSC/PC are the Secretary of State, SecTreas, Secretary of Defense, Chief of Staff to the President, APNSA (who serves as chair), Chief of Staff and National Security Advisor to the Vice President, and Deputy National Security Advisor (who serves as Executive Secretary). The DCI and the Chairman attend when discussing issues pertaining to their responsibilities and expertise. When meetings pertain to their responsibilities, the Attorney General (on matters within the Justice Department's jurisdiction as well as advice and opinions on questions of law) and the Director of OMB are invited to attend. When meetings pertain to international economic issues, the Secretary of Commerce, the United States Trade Representative (USTR), the Assistant to the President for Economic Policy, and the Secretary of Agriculture (SecAg) are invited to attend. The Counsel to the President, other heads of departments and agencies, and other senior officials are invited to attend NSC/PC meetings where appropriate.

3. NSC Deputies Committee. NSC/DC is the senior sub-cabinet interagency forum for considering policy issues affecting national security. The NSC/DC prescribes and reviews the work of the NSC interagency groups, helps to ensure that issues brought before the NSC/PC or the NSC have been properly analyzed and prepared for decision, and oversees day-to-day crisis management and prevention. Regular members of the NSC/DC are the Deputy Secretary of State (or Under Secretary of State for Political Affairs), Deputy Secretary of the Treasury (DepSecTreas) (or Under Secretary of the Treasury for International Affairs), the Deputy Secretary of Defense (or Under Secretary of Defense for Policy), the Deputy Attorney General, the Deputy Director of the OMB, the Deputy Director of Central Intelligence (DDCI), the Vice Chairman, the Deputy Chief of Staff to the President for Policy, the Chief of Staff and National Security Advisor to the Vice President, the Deputy Assistant to the President for International Economic Affairs, and the Assistant to the President and Deputy National Security Advisor (who serves as chair). When international economic issues are on the agenda, the Deputy Secretary of Commerce, a Deputy United States Trade Representative, and the Deputy Secretary of Agriculture (DepSecAg) attend meetings and the Deputy Assistant to the President for International Economic Affairs chairs. Other senior officials are invited where appropriate.

4. NSC Policy Coordination Committees. The main day-to-day fora for interagency coordination of national security policy, NSC/PCCs manage the development and implementation of national security policies by multiple agencies of the US Government. NSC/PCCs provide policy analysis for the more senior committees of the NSC system to consider and ensure timely responses to Presidential decisions. Each NSC/PCC has an Executive Secretary from the staff of the NSC (to assist the chair in scheduling meetings, determining agendas, recording actions taken and tasks assigned, and ensuring timely responses to the central policymaking committees of the NSC system) and includes representatives from the executive departments, offices, and agencies represented in the NSC/DC.

a. Regional NSC/PCCs. Six NSC/PCCs, each chaired by the appropriate Under or Assistant SECSTATE with responsibility for the region, have been established for the following regions:

- (1) Europe and Eurasia.
- (2) Western Hemisphere.
- (3) East Asia.

- (4) South Asia.
- (5) Near East and North Africa.
- (6) Africa.

b. Functional NSC/PCCs. In accordance with references c and h, 15 NSC/PCCs, each chaired at the Under or Assistant Secretary level within the agency indicated, have been established for the following functional topics:

- (1) Democracy, Human Rights, and International Operations (NSC).
- (2) International Development and Humanitarian Assistance (Department of State).
- (3) Global Environment (NSC and NEC in concert).
- (4) International Finance (Treasury Department).
- (5) Transnational Economic Issues (NEC).
- (6) Counterterrorism and National Preparedness (NSC).
- (7) Defense Strategy, Force Structure, and Planning (DOD).
- (8) Arms Control (NSC).
- (9) Proliferation, Counterproliferation, and Homeland Defense. (NSC)
- (10) Intelligence and Counterintelligence (NSC).
- (11) Records Access and Information Security (NSC).
- (12) International Organized Crime (NSC).
- (13) Contingency Planning (NSC).
- (14) Space (NSC).
- (15) HIV/AIDS and Infectious Diseases (Departments of State and HHS).

c. APNSA may establish additional NSC/PCCs, as appropriate, and the chair of each NSC/PCC may establish subordinate working groups to assist the NSC/PCC in performing its duties.

ENCLOSURE B

THE HOMELAND SECURITY COUNCIL SYSTEM

1. Office of Homeland Security (OHS). Headed by the Assistant to President for Homeland Security (APHS), OHS is the primary forum for coordinating Executive Branch efforts to detect, prepare for, prevent, protect against, respond to, and recover from terrorist attacks within the United States, per reference f. The functions of OHS include developing and coordinating the implementation of a comprehensive national strategy to secure the United States from terrorist attacks by coordinating the domestic response; reviewing plans and preparations for ensuring continuity of government; coordinating the strategy of the Executive Branch for communicating with the public; cooperating with state and local governments and private entities; reviewing legal authorities; developing legislative proposals; and reviewing budget proposals related to or in case of imminent terrorist threat or terrorist attack.

2. HSC. HSC is responsible for advising and assisting the President with respect to all aspects of homeland security, and serves as the mechanism for ensuring coordination of homeland security-related activities of executive departments and agencies and effective development and implementation of homeland security policies, per reference g. The members of the HSC are the President, Vice President, SecTreas, Secretary of Defense, Attorney General, Secretary of Health and Human Services, Secretary of Transportation (SecTrans), Director of the Federal Emergency Management Agency (FEMA), Director of the Federal Bureau of Investigation (FBI), DCI, APHS, and such other officers of the Executive Branch as the President may from time to time designate. The Chief of Staff, Chief of Staff to the Vice President, APNSA, Counsel to the President, and Director of the OMB are also invited to attend any HSC meeting. The Chairman, Secretary of State, SecAg, Secretary of the Interior (SecInt), Secretary of Energy, Secretary of Labor, Secretary of Commerce, Secretary of Veterans Affairs (VA), Administrator of the Environmental Protection Agency (EPA), Assistant to the President for Economic Policy, and Assistant to the President for Domestic Policy are invited to attend meetings pertaining to their responsibilities. The heads of other executive departments and agencies and other senior officials are invited to attend HSC meetings when appropriate. The HSC meets at the President's direction; in the absence of the President, the Vice President presides. APHS is responsible for determining the agendas, ensuring that the necessary papers are prepared, and recording HSC actions and Presidential decisions. Reference i added the Secretary of Homeland Security to the membership of the HSC.

3. HSC Principals Committee. The HSC/PC is the senior (Cabinet-level) interagency forum for homeland security issues, and is composed of the following members: the Secretary of Defense, SecTreas, Attorney General, Secretary of Health and Human Services, SecTrans, Director of the Office of Management and Budget, APHS (who serves as chair, determines the agendas, and ensures that all necessary papers are prepared), the Assistant to the President and Chief of Staff, DCI, Director of the FBI, Director of FEMA, and Assistant to the President and Chief of Staff to the Vice President. APNSA is invited to attend all HSC/PC meetings. The following are invited to meetings when issues pertaining to their responsibilities and expertise are discussed: the Chairman, Secretary of State, SecInt, SecAg, Secretary of Commerce, Secretary of Labor, Secretary of Energy, Secretary of VA, Administrator of the EPA, and the Deputy National Security Advisor for Combating Terrorism. The Deputy Director of the Office of Homeland Security serves as executive secretary. Other heads of departments and agencies and senior officials are invited, when appropriate. Reference i added the Secretary of Homeland Security to the membership of the HSC/PC.

4. HSC Deputies Committee. The HSC/DC is the senior sub-Cabinet interagency forum for consideration of policy issues affecting homeland security. The HSC/DC tasks and reviews the work of the HSC interagency groups and helps ensure that issues brought before the HSC/PC or HSC have been properly analyzed and prepared for action. The regular members of the HSC/DC include: the DepSecTreas, Deputy Secretary of Defense, Deputy Attorney General, Deputy Secretary of Health and Human Services, Deputy SecTrans, Deputy Director of the Office of Homeland Security (who serves as chair, determines the agendas, and ensures that necessary papers are prepared), DDCI, Deputy Director of the FBI, Deputy Director of the FEMA, Deputy Director of the OMB, and Assistant to the President and Chief of Staff to the Vice President. The Assistant to the President and Deputy National Security Advisor is invited to attend all meetings of the HSC/DC. The following are invited to attend when discussing issues pertaining to their responsibilities and expertise: the Vice Chairman, Deputy Secretary of State, Deputy Secretary of the Interior, Deputy SecAg, Deputy Secretary of Commerce, Deputy Secretary of Labor, Deputy Secretary of Energy, Deputy Secretary of VA, Deputy Administrator of the EPA, Deputy National Security Advisor for Combating Terrorism, and the Special Advisor to the President for Cyberspace Security. The OHS Executive Secretary serves as the Executive Secretary of the HSC/DC. Other senior officials are invited, when appropriate. Reference i added the Deputy Secretary of Homeland Security to the membership of the HSC/DC.

5. HSC Policy Coordination Committees (HSC/PCCs). The main day-to-day fora for interagency coordination of homeland security policy, HSC/PCCs coordinate the development and implementation of homeland security policies by multiple departments and agencies throughout the federal government and coordinate those policies with state and local government. HSC/PCCs provide policy analysis for consideration by the more senior committees of the HSC system and ensure timely responses to Presidential decisions. Each HSC/PCC includes representatives from the executive departments, offices, and agencies represented in the HSC/DC.

a. Eleven HSC/PCCs, chaired by the Senior Director from OHS as indicated, have been established for the following functional areas:

- (1) Detection, Surveillance, and Intelligence (Intelligence and Detection).
- (2) Plans, Training, Exercises, and Evaluation (Policy and Plans).
- (3) Law Enforcement and Investigation (Intelligence and Detection).
- (4) Weapons of Mass Destruction Consequence Management (Response and Recovery).
- (5) Key Asset, Border, Territorial Waters, and Airspace Security (Protection and Prevention).
- (6) Domestic Transportation Security (Protection and Prevention).
- (7) Research and Development (Research and Development).
- (8) Medical and Public Health Preparedness (Protection and Prevention).
- (9) Domestic Threat Response and Incident Management (Response and Recovery).
- (10) Economic Consequences (Response and Recovery).
- (11) Public Affairs (Communications).

b. Each HSC/PCC has an Executive Secretary from the staff of the HSC to assist in scheduling meetings, determining agendas, recording actions taken and tasks assigned, and ensuring timely responses to the central HSC policymaking committees. Representatives of other

executive departments and agencies may attend meetings when appropriate.

c. APHS may establish additional HSC/PCCs as appropriate. The Chair of each HSC/PCC may establish subordinate working groups to assist the HSC/PCC in performing its duties.

ENCLOSURE C

INTERDEPARTMENTAL RELATIONSHIPS

1. The President and Secretary of Defense exercise authority over the Armed Forces of the United States through the combatant commanders, the Secretaries of the Military Departments, and the Chiefs of the Services for those forces not assigned to the combatant commands.

a. President of the United States. Under reference j, the President is sworn to “preserve, protect, and defend the Constitution of the United States” and, as Commander in Chief of all US military forces, is responsible for decisions to utilize military force and to prepare an annual budget to submit to Congress to maintain trained and ready forces. The President, assisted by the NSC, develops the National Security Strategy, employing all elements of national power—military, economic, political-diplomatic, and informational—to secure national security objectives.

b. Secretary of Defense. Principal assistant to the President for all DOD matters with authority, direction, and control over the entire Department of Defense, the Secretary of Defense is appointed by and responsible to the President for oversight of readiness and training of US military forces. Under reference c, DOD responsibilities include supporting and defending the Constitution of the United States against all enemies, foreign and domestic; ensuring, by timely and effective military action, the security of the United States, its possessions, and areas vital to its interests; and upholding and advancing the national policies and interests of the United States as directed by the President and in accordance with the Constitution and laws of the United States. The Secretary of Defense advises the President through the NSC on the appropriate use of military forces. As the principal staff element in policy development, planning, resource management, fiscal, and program evaluation responsibilities, OSD represents DOD intradepartmental and policy interests.

2. Joint Chiefs of Staff

a. Chairman of the Joint Chiefs of Staff. As the principal military advisor to the President, Secretary of Defense, and NSC, the Chairman functions under the authority, direction, and control of the President and Secretary of Defense, per references c and k. The Chairman transmits communications between the President and/or Secretary of Defense and combatant commanders and oversees combatant command activities as directed by the Secretary of Defense. The Chairman and the other

members of the Joint Chiefs of Staff advise the President and/or Secretary of Defense concerning the application of military power. In doing so, the Chairman presents his personal views (as well as any divergent views of other JCS members) and those of the combatant commanders. The Chairman acts as spokesman for the combatant commanders, especially on their operational requirements, and represents combatant command interests in the NSC system through direct communication with the combatant commanders and their staffs.

b. The Joint Staff. Subject to authority, direction, and control of the Chairman, the Joint Staff supports the Chairman and other JCS members in assisting the President and/or Secretary of Defense with national strategic direction and unified operation of the Armed Forces in accordance with reference c. The Joint Staff maintains active liaison and full coordination with OSD in developing DOD positions to be provided to the President, Secretary of Defense, and NSC and in dealing with intradepartmental issues. The Joint Staff provides operational support through the Chairman or CJCS designee for OSD policy decisions by coordinating with the combatant commanders and preparing (to include defining command and interagency relationships) appropriate directives (warning, alert, and execute orders) for SecDef approval. The Joint Staff coordinates with the Services and combatant commanders in soliciting input in the planning process, in formulating military advice, and in representing joint force concerns.

3. Military Services (Services). The authority vested in the Services in the performance of their role flows as follows: the President, Secretary of Defense, Service Secretaries, Service Chiefs. Per reference 1, subject to SecDef authority, direction, and control and statutory provisions governing the combatant commanders, the Services organize, train, supply, and equip forces for assignment to combatant commands and exercise authority, direction, and control (through the Service Chiefs) of their forces not specifically assigned to combatant commands. The Secretary of Defense may designate Service Secretaries as executive agents for direction and coordination of DOD activities to support specific mission areas. The Services implement national security policy, but they do not participate directly in the policymaking activities of the interagency process; rather, they are represented primarily by the Chairman. The Services provide for senior-level representation at Joint Chiefs of Staff, OpsDeps, and DepOpsDeps meetings in the JCS conference room ("Tank") in accordance with references d and e.

4. Combatant Commands. The combatant commands, whose missions, responsibilities, force structure, and general geographic and functional areas of responsibility are established in the Unified Command Plan, have broad, continuing missions and are composed of forces from two or

more Services in accordance with reference m. Combatant command staffs are a combatant commander's only permanently assigned forces. In accordance with reference c, the combatant commanders exercise command authority over assigned forces and are directly responsible to the President and/or Secretary of Defense for performing assigned missions and preparing their commands to perform assigned missions. Per reference n, although combatant commanders sometimes participate directly in the interagency process by directly communicating with committees and groups of the NSC system and by working with the interagency to integrate military with diplomatic, economic, and informational instruments of national power, the normal conduit for information between the President, Secretary of Defense, NSC, and a combatant command is the Chairman. Combatant commanders develop mission statements and concepts of operations based on the direction of the President and/or Secretary of Defense through the Chairman. Combatant commanders plan and execute joint military operations in support of US national security interests and plan for the appropriate combination and utilization of forces in contingency operations; determine military capabilities based on mission analysis and task components to identify forces for specified capabilities; and designate joint task forces (JTFs) and determine, with the JTF commanders, the military forces and other national means required to accomplish the mission, allocate or request military forces, and determine the JTF command relationship.

5. Presentation of Positions. The Joint Staff and OSD are directed by reference o to maintain active liaison and full coordination in developing DOD positions to be provided to the President, Secretary of Defense, and the NSC. When presenting a position to the White House or elsewhere within the interagency, it is important to use the correct terminology indicating the level of approval and authority it represents.

a. DOD Position. A DOD position is one that has been approved by the Secretary of Defense or SecDef-designated representative following full coordination among all appropriate DOD elements.

b. CJCS Position. A CJCS position is one that approved verbally or in writing by the Chairman or by the Vice Chairman; Assistant to the Chairman; Director, Joint Staff; or Vice Director, Joint Staff on behalf of the Chairman following full coordination among all appropriate elements.

c. JCS Position. A JCS position is one that has been approved during a Tank meeting by all JCS members and includes consideration of any dissenting views.

d. Proposed Position. A “J-directorate proposed position” is any position presented by a member of the Joint Staff that does not fall into one of the above categories. Such a position should never claim to represent the views of the Department of Defense, the Chairman, or the Joint Chiefs of Staff or be referred to as a “Joint Staff position.”

ENCLOSURE D

PRESIDENTIAL DIRECTIVES AND OTHER INTERAGENCY MATERIAL

1. Background. National Security Presidential Directives (NSPDs), signed by the President, serve as “an instrument for communicating presidential decisions about the national security policies of the United States” (reference c). NSC policy (reference p) for protecting NSC information specifies that only individuals with a valid need to know will be provided NSPD information to perform their functions in a timely and efficient manner, consistent with security requirements. Similarly, Homeland Security Presidential Directives (HSPDs), also signed by the President, “record and communicate presidential decisions about the homeland security policies of the United States” (reference d). As statutory advisor to the NSC, the Chairman receives copies of all NSPDs unless official policy dictates otherwise; however, although the Chairman is not an addressee for all HSPDs, those documents will be handled in the same manner as NSPDs.

2. Receipt

a. When a new NSPD classified up to and including Top Secret is signed by the President, the Joint Secretariat (SJS) Administrative Support Branch (ASB) courier obtains the Chairman’s copy from the White House and provides it to the SJS Editorial and Action Processing Branch (EAPB). EAPB notifies and provides a copy to the Special Assistant for NSC and Interagency Affairs (SANSCIA), J-5, for guidance in determining distribution. SANSCIA confers with the Joint Staff subject matter expert, as necessary, and recommends initial distribution to EAPB. EAPB prepares memorandums for signature by the Secretary, Joint Staff, (SMs) to addressees within the continental United States (CONUS) and, where appropriate, to the NSC Director for Records and Access Management requesting authorization to distribute the NSPD to addressees outside CONUS (OCONUS). Upon signature by the Secretary, Joint Staff, the SM and NSPD are returned to ASB for reproduction.

b. The Chairman’s copies of NSPDs classified higher than Top Secret are transmitted from the White House via intelligence channels to Special Actions Division (SAD), Deputy Directorate for Information Operations, Directorate for Operations (J-3). J-3 SAD ensures that the appropriate persons on the Joint Staff receive these documents directly. Such NSPDs are not reproduced or further disseminated.

3. Reproduction

a. Initial Reproduction. NSC guidance stipulates:

Any agency or department handling NSC information will hold the number of persons having access to such information to the absolute minimum consistent with efficient operations of the NSC system and will strictly control document dissemination and reproduction to carry out existing law (reference p).

Based on the foregoing, ASB makes initial reproduction of NSPDs. Initially reproduced copies will be given alphanumeric control numbers in the A series and will reflect the number of copies and page count (including the covering SM) of each reproduced copy; accordingly, the SM of each copy will be marked as follows:

COPY  X  OF  X  COPIES EACH OF  X  PAGES; SERIES A

Following initial distribution, the Chairman's copy of the NSPD is transferred to SJS Information Management Division (IMD) for safekeeping.

b. Subsequent Reproduction. Upon NSC approval to distribute an NSPD to OCONUS addressees and when the Secretary, Joint Staff, or SANSCIA authorizes distribution to subsequent addressees, EAPB prepares a Change (1, 2, etc.) to the appropriate SM for signature by the Secretary, Joint Staff. EAPB provides the signed Change SM to ASB for distribution (without the NSPD attached) to all previous addressees and to IMD. IMD attaches all Change SMs and the original SM to the Chairman's copy of the NSPD and makes additional copies, numbering them as described above, but using the next sequential series (B, C, etc.) for each subsequent set of copies. A request for a copy of an NSPD by an activity not previously approved for distribution must be in writing, include a brief justification of need, and be addressed to SANSCIA at the following address:

SPECIAL ASSISTANT FOR NSC/IA AFFAIRS  
STRATEGIC PLANS AND POLICY DIRECTORATE  
5000 JOINT STAFF PENTAGON  
WASHINGTON, DC 20318-5000

c. Replacement Reproduction. Requests for replacement copies of NSPDs from those activities already approved for distribution must be provided in writing from the office of the appropriate activity head and be addressed to SANSCIA at the above address. A statement must be included regarding the circumstances surrounding the disposition of the original document. All requests for copies of NSPDs from one activity to another activity should be referred to the SANSCIA.

4. Distribution

a. Scheme. Distribution from the Chairman's copies of NSPDs is normally made to the activity heads listed below.

Chairman	1
Vice Chairman	1
Chief of Staff, US Army	1
Chief of Naval Operations	1
Chief of Staff, US Air Force	1
Commandant, US Marine Corps	1
CONUS Combatant Commanders each (as needed)	1
OCONUS Combatant Commanders each (as needed after NSC approval)	1
Defense Intelligence Agency (in conjunction with Joint Staff Intelligence Directorate)	1
Assistant to the Chairman	1
Director, Joint Staff	1
Directors of Joint Staff Directorates	1
Secretary, Joint Staff	1
Special Assistant to the Chairman	1
Office of the Chairman, Legal Counsel	1
Special Assistant for NSC and Interagency Affairs (J-5)	1
Other activities as directed by SJS	1 each

b. CONUS Distribution. SJS distribution outside the Joint Staff, but within the Pentagon, is accomplished expeditiously by secure means in sealed envelopes, marked with the classification level and copy number of contents, Eyes Only, by name to the addressee. A chain of receipts is required. SJS distribution outside the building, but within CONUS, will be IAW the foregoing; further, the package will be double wrapped to show no security markings on the outer wrapper. SJS distribution within the Joint Staff will be made expeditiously by secure means.

c. OCONUS Distribution. The NSC on a case-by-case basis must approve OCONUS distribution of NSPDs (reference q). For newly published NSPDs, EAPB faxes a request for approval to the office of the NSC Executive Secretary; NSC decisions to release NSPDs are telephoned to SJS Actions Division (reference r). To protect the integrity of the original document, SJS will ensure the format of the NSPD is redacted to remove its distinctive characteristics (letterhead, addressees, signature block, and log number) (reference p).

5. Control

a. A cover sheet (DD Form 2275 or equivalent) will be placed atop each copy of an NSPD. The cover sheet and the document will carry the same alphanumeric control number. The highest classification of the document will be conspicuously reflected at the top and bottom of the cover sheet. Each person accessing the document must sign and date the cover sheet. The following information will be reflected on the cover sheet:

“NOTICE

“The attached document contains classified National Security Council Information. It is to be read and discussed only by persons authorized by law.

“Your signature acknowledges you are such a person and you promise you will show or discuss information contained in the document only with persons who are authorized by law to have access to this document.

“Persons handling this document acknowledge he or she knows and understands the security law relating thereto and will cooperate fully with any lawful investigation by the United States Government into any unauthorized disclosure of classified information contained herein.”

b. Activity heads receiving an initial distribution copy of an NSPD from SJS are authorized to further reproduce the document only within their activity (Service, combatant command, J-directorate, etc.) and on a strict “need-to-know” basis. Reproduced copies will bear an alphanumeric control number that includes the activity’s specific Arabic copy number (as shown on the SJS-provided document); for example, if the activity's document control number is “Copy 11 of 13 copies, Series A,” its reproduced control number should be 11A and the copy marked with that number. A signed record of all copies made (via JS Form 74 or equivalent) will be kept with the activity head’s copy. Subsequent reproductions will be made from the activity head’s copy and will reflect the next consecutive series; in the foregoing example, “11A(A),” “11A(B),” etc. All copies made from an activity head’s copy will be conspicuously marked “DO NOT REPRODUCE.” A cover sheet as described above will cover the document at all times.

c. NSPDs will be kept in a locked container when not in use, regardless of classification. NSPDs classified up to and including Top Secret will be handled using Top Secret control procedures, regardless of classification. NSPDs classified higher than Top Secret will be handled

using Secret Compartmented Information control procedures. All individuals viewing an NSPD must sign its cover sheet. Only the appropriate activity head may authorize further reproduction and dissemination within an activity. Requests for copies of NSPDs from organizations external to the Joint Staff should be referred to their activity head, SANSCIA, or the Secretary, Joint Staff.

6. Electronic Processing. Draft (unsigned) and official (signed) NSPDs classified Top Secret and below may be scanned or otherwise electronically captured and stored only within systems providing the same level of security and access control as is otherwise required in this instruction and its references. However, while draft NSPDs may be transmitted electronically (via secure e-mail or other secure workflow system) for coordination purposes, official NSPDs currently may not be electronically transmitted in this manner; the latter may only be stored within a system containing strict access controls. NSPDs classified higher than Top Secret will be handled IAW appropriate security regulations governing control of material at their classification level.

7. Destruction. When no longer needed, copies of NSPDs must be returned to the activity head from whom they originated for destruction IAW Top Secret or Secret Compartmented Information control procedures, as appropriate. A record of the disposition of all copies of NSPDs made within an activity will be maintained with the original activity head copies.

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ENCLOSURE E

REFERENCES

- a. Title 50, United States Code, sections 401, 402, and 404a.
- b. Executive Order 13228, 8 October 2001, "Establishing the Office of Homeland Security and the Homeland Security Council"
- c. National Security Presidential Directive-1, 13 February 2001, "Organization of the National Security Council System"
- d. Homeland Security Presidential Directive-1, 29 October 2001, "Organization and Operation of the Homeland Security Council System"
- e. Title 10, United States Code, sections 113, 131, 132, 151, 153, 154, 155, 161, 162, 163, 164, and 165.
- f. CJCS Manual 5002.01A, 31 March 2001, "Meetings in the Joint Chiefs of Staff Conference Room"
- g. MCM 93-98, 28 April 1998, "Charter of the Operations Deputies and Deputy Operations Deputies"
- h. Assistant to the President for National Security Affairs memorandum, 1426, 24 April 2001, "Policy Coordinating Committees"
- i. Public Law 107-296, 25 November 2002, "Homeland Security Act of 2002"
- j. *Constitution of the United States of America*, Article II, Section 1
- k. DOD Directive 5100.1, 1 August 2002, "Functions of the Department of Defense and Its Major Components"
- l. DOD Directive 5100.3, 15 November 1999, "Support of the Headquarters of Combatant and Subordinate Joint Commands"
- m. DOD Directive 5100.73, 13 May 1999, "Major Department of Defense Headquarters Activities"
- n. Joint Publication 3-08, 9 October 1996, "Interagency Coordination During Joint Operations," Volumes I and II

- o. DOD Directive 5158.1, 1 May 1985, "Organization of the Joint Chiefs of Staff and Relationships with the Office of the Secretary of Defense"
- p. NSC memorandum, 604, 2 February 1982, "Implementation of NSDD-19 on Protection of Classified National Security Council and Intelligence Information"
- q. NSC memorandum, 28 January 1994, "JCS Request for Authorization to Distribute PDDs/PRDs to CINCs Outside CONUS (U)"
- r. NSC memorandum, 21396, 15 July 1994, "Distribution of PDDs/PRDs to CINCs Outside CONUS (U)"
- s. Joint Publication 1-02, 12 April 2001, "Department of Defense Dictionary of Military and Associated Terms"

GLOSSARY

PART I -- ABBREVIATIONS AND ACRONYMS

APHS	Assistant to the President for Homeland Security
APNSA	Assistant to the President for National Security Affairs
ASB	Administrative Support Branch, Joint Secretariat
C4	command, control, communications, and computers
CJCS	Chairman of the Joint Chiefs of Staff
CONUS	continental United States
DCI	Director of Central Intelligence
DDCI	Deputy Director of Central Intelligence
DepOpsDepts	Deputy Operations Deputies
DepSecAg	Deputy Secretary of Agriculture
DepSecTreas	Deputy Secretary of the Treasury
DOD	Department of Defense
EAPB	Editorial and Action Processing Branch, Joint Secretariat
EPA	Environmental Protection Agency
FBI	Federal Bureau of Investigation
FEMA	Federal Emergency Management Agency
HHS	Health and Human Services
HSC	Homeland Security Council
HSC/DC	Homeland Security Council Deputies Committee
HSC/PC	Homeland Security Council Principals Committee
HSC/PCC	Homeland Security Council Policy Coordination Committee
HSPD	Homeland Security Presidential Directive
IAW	in accordance with
IMD	Information Management Division, Joint Secretariat
J-3	Directorate for Operations, Joint Staff
J-5	Directorate for Strategic Plans and Policy, Joint Staff
JCS	Joint Chiefs of Staff
J-directorate	Joint Staff Directorate
JTF	joint task force
NEC	National Economic Council
NSC	National Security Council

NSC/DC	National Security Council Deputies Committee
NSC/PC	National Security Council Principals Committee
NSC/PCC	National Security Council Policy Coordination Committee
NSPD	National Security Presidential Directive
OCONUS	outside the continental United States
OHS	Office of Homeland Security
OMB	Office of Management and Budget
OpsDepts	Operations Deputies
OSD	Office of the Secretary of Defense
SAD	Special Actions Division, J-3
SANSCIA	Special Assistant for NSC and Interagency Affairs, J-5
SecDef	Secretary of Defense
SecInt	Secretary of the Interior
SecTrans	Secretary of Transportation
SecTreas	Secretary of the Treasury
SJS	Secretary, Joint Staff
SM	secretary memorandum
US	United States
USG	United States Government
USTR	United States Trade Representative
VA	Veterans Affairs or Veterans Administration

## PART II -- TERMS AND DEFINITIONS

activity head. The head of the offices and/or activities to which the Secretary, Joint Staff, distributes National Security Presidential Directives.

combatant commander. A commander in chief of one of the unified or specified combatant commands established by the President. (reference s)

interagency. Actions involving multiple business, service, or governmental departments.

interagency coordination. Within the context of DOD involvement, the coordination that occurs between elements of Department of Defense and engaged USG agencies, nongovernmental organizations, and regional and international organizations for the purpose of accomplishing an objective. (reference s)

interagency process. Process of developing, coordinating, and implementing US national security policy by multiple agencies within the Executive Branch of the USG.

international organization. Organizations with global mandates, generally funded by contributions from national governments. Examples include the International Committee of the Red Cross, the International Organization for Migration, and United Nation agencies. (reference s)

Joint Staff. The staff under the Chairman of the Joint Chiefs of Staff as provided for in the National Security Act of 1947, as amended by the Goldwater-Nichols Department of Defense Reorganization Act of 1986. The Joint Staff assists the Chairman and, subject to the authority, direction, and control of the Chairman, the other members of the Joint Chiefs of Staff in carrying out their responsibilities. (reference s)

joint task force. A joint force that is constituted and so designated by the Secretary of Defense, a combatant commander, a subunified commander, or an existing joint task force commander. (reference s)

liaison. That contact or intercommunication maintained among elements of military forces or other agencies to ensure mutual understanding and unity of purpose and action. (reference s)

logistics. The science of planning and carrying out the movement and maintenance of forces. In its most comprehensive sense, those aspects of military operations that deal with: (1) design and development,

acquisition, storage, movement, distribution, maintenance, evacuation, and disposition of materiel; (2) movement, evacuation, and hospitalization of personnel; (3) acquisition or construction, maintenance, operation, and disposition of facilities; and (4) acquisition or furnishing of services. (reference s)

Military Department. One of the departments within the Department of Defense created by the National Security Council Act of 1947, as amended. (reference s)

national security. A collective term encompassing both national defense and foreign relations of the United States. Specifically, the condition provided by: (1) a military or defense advantage over any foreign nation or group of nations; (2) a favorable foreign relations position; or (3) a defense posture capable of successfully resisting hostile or destructive action from within or without, overt or covert. (reference s)

National Security Council system. A process to coordinate executive departments and agencies in the effective development of all aspects of national security policy -- domestic, foreign, military, intelligence, and economic. (reference c)

unified command. A command with a broad continuing mission under a single commander and composed of significant assigned components of two or more Military Departments that is established and so designated by the President through the Secretary of Defense with the advice and assistance of the Chairman of the Joint Chiefs of Staff. Also called unified combatant command. (reference s)