



# CHAIRMAN OF THE JOINT CHIEFS OF STAFF INSTRUCTION

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CJCSI 5905.01  
28 May 2015

## JOINT STAFF PROGRAM FOR ETHICS-RELATED STAFF ASSISTANCE VISITS

Reference(s):

See Enclosure B for References

1. Purpose. This instruction establishes policy and procedures for recurring Joint Staff assistance visits to train and assist personal staffs on routine ethics-related programs required to directly support Combatant Commanders.
2. Superseded/Cancellation. Not applicable.
3. Applicability. This instruction applies to the Office of the Chairman of the Joint Chiefs of Staff, the Joint Staff, all Combatant Commands, Sub-Unified Commands, the Services, Defense Agencies, U.S. Forces Korea, and Commander, U.S. Cyber Command.
4. Policy
  - a. The primary purpose of the staff assistance visit SAV is to assist Combatant Commanders and their personal staffs with incorporating best practices into routine ethics-related processes and procedures.
  - b. The SAVs are intended to ensure staff members are aware of and knowledgeable about applicable regulations, directives and instructions.
  - c. The SAV team will review command ethics policies and procedures, assess and recommend efficient practices to command leadership, and provide additional ethics training to support staffs to augment current command ethics training programs.
  - d. The SAV team will focus on social engagement programs, use of enlisted aides, official travel, Official Representation Funds (ORF), the financial disclosure program, use of the Protective Security Detail (PSD), and initial/recurring ethics training.

- e. The SAV team reserves the right to expand objectives based on CJCS guidance.
- f. Each Combatant Command will receive immediate feedback during the visit and a final written assessment will be provided to the Combatant Command for its internal use.
- g. Identified best practices and trends will be shared with all of the commands.
- h. The Joint Staff Inspector General will coordinate specific dates and administrative requirements with each Combatant Command Inspector General. The intent is to conduct the assistance visit with minimal disruption to ongoing operations.
- i. Staff assistance visits will occur approximately every 18 to 24 months, or as directed by the Chairman.

5. Responsibilities. See Enclosure A.

6. Summary of Changes. Not applicable

7. Releasability. UNRESTRICTED. This directive is approved for public release; distribution is unlimited on NIPRNET. DOD 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.dtic.mil/cjcs\\_directives](http://www.dtic.mil/cjcs_directives) JS activities may also obtain access via the SIPR directives Electronic Library websites.

8. Effective Date. This INSTRUCTION is effective upon receipt.

For the Chairman of the Joint Chiefs of Staff:

  
DAVID L. GOLDFEIN, Lt Gen, USAF  
Director, Joint Staff

Enclosures

- A - Responsibilities
- B - Supporting Documentation
- GL - Glossary

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ENCLOSURE A

RESPONSIBILITIES

1. Chairman of the Joint Chiefs of Staff (CJCS). The Chairman is responsible for:

- a. Developing policies and guidance for program administration.
- b. Providing Combatant Commanders with a staff assistance timeline, methodology, and expectations prior to the beginning of each visit cycle.
- c. Providing the Combatant Commanders feedback on trend analysis, lessons learned and best practices at the completion of each visit cycle.

2. Director of the Joint Staff (DJS). The Director of the Joint Staff is responsible for:

- a. Appointing a General/Flag Officer to lead individual staff assistance visits.
- b. Providing Joint Staff Inspector General (JSIG) support.
  - (1) JSIG will serve as the administrative team lead for each SAV.
  - (2) JSIG will coordinate all staff assistance visit scheduling and will work directly with the Combatant Commander's staff and Inspector General to identify support requirements before and during each visit.
  - (3) JSIG will coordinate and brief roles and responsibilities to the appointed General/Flag Officer serving as team lead.
  - (4) JSIG will ensure all members of the staff assistance team are trained and prepared to fully assess and support the personal staff of the Combatant Commander.
  - (5) Preparing a report for the Combatant Commander within three (3) weeks of each visit that outlines findings, best practices, and program recommendations.
  - (6) Preparing a trend analysis, to include noteworthy lessons learned and best practices, for dissemination to all Combatant Commanders at the completion of each visit cycle.

3. Director for Joint Force Development (J-7). The Director, J-7, as the Joint Staff office with primary responsibility for this program, is responsible for:

- a. Providing SAV guidance to JSIG and staff assistance visit team.
  - b. Coordination of the resolution of SAV issues between the Joint Staff, Combatant Commands, and Sub-Unified Commands.
  - c. Providing a subject matter expert (SME) to capture observations and best practices from each staff assistance visit and recording relevant information in the Joint Lessons Learned Information System (JLLIS).
4. Director of Operations (J-3). The Director, J-3, is responsible for:
- a. Providing an SME to the staff assistance team to focus on Protective Security Detail (PSD) policies, procedures and practices within each Combatant Command.
  - b. Providing additional SME in the event CJCS expands objectives.
5. Director for Logistics (J-4). The Director, J-4, is responsible for:
- a. Providing a SME to the staff assistance team to focus on official transportation policies, procedures and practices within each Combatant Command.
  - b. Providing additional SME in the event CJCS expands objectives.
6. Joint Staff Director of Management (DOM). The Direct of Management is responsible for:
- a. Providing a SME to the staff assistance team to focus on official travel and Defense Travel System (DTS) policies, procedures and practices within each Combatant Command.
  - b. Providing additional SME in the event CJCS expands objectives.
7. Chairman's Protocol Office. The Chairman's Protocol Office is responsible for:
- a. Providing a SME to the staff assistance team to focus on official engagement policies, procedures and practices within each Combatant Command.
  - b. This includes, but is not limited to, use of ORF, gifts, and use of enlisted aides.
8. Joint Staff Legal Counsel. Joint Staff Legal Counsel is responsible for:

a. Providing a SME to the staff assistance team to focus on ethics training, financial disclosure programs, giving/receiving gifts, ORF and use of enlisted aides within each Combatant Command.

b. Providing any updates and revisions to JS/Combatant Command senior officer and staff ethics training on issues identified during the SAVs and any revision to DOD instructions or policies.

9. Appointed General/Flag Officer Team Lead. The General/Flag Officer appointed as team lead is responsible for:

a. Providing oversight of staff assistance team.

b. Providing gravitas for assistance visit.

c. Providing senior level interaction within Combatant Commands, as required.

d. Providing senior-level feedback to DJ7 on assistance visit.

10. Commanders of Combatant Commands. The Commanders of Combatant Commands, are responsible for:

a. Supporting the logistics requirements of the staff assistance team, to include: designating work space, computer access, facility access and space to conduct briefings/group training.

b. Ensuring, within reason, that personnel charged with managing the programs identified in this instruction, are available during the staff visit for program reviews and training.

c. Attending the team in-brief and out-brief (or sending an appropriate GO/FO on his/her behalf).

d. Encouraging open-discussion and active participation between his/her staff and the visiting assistance team.

11. Other JS Directorates. Providing additional SME in the event CJCS expands objectives.

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ENCLOSURE B

SUPPORTING DOCUMENTATION

CJCSI 3150.25E Series, "Joint Lessons Learned Program"

Standards for Ethical Conduct Handbook for JS and Combatant Command Senior Officers and Staff

DoDI O-2000.22, 19 June 2014, "Designation and Physical Protection of DoD High Risk Personnel"

JSI 7201.01C, "Official Representation Funds"

CJCSI 7201.01B, "Combatant Commander's Official Representation Funds (ORF)"

Joint Travel Regulations (JTR)

DoDD 4500.09E, 11 September 2007, "Transportation and Traffic Management"

DoDI 4500.36, 11 December 2012, certified current as of 25 October 2013, "Acquisition, Management, and Use of Non-Tactical Vehicles"

DoDI 4500.43, 18 March 2011, certified current as of 26 June 2013, "Operational Support Airlift (OSA)"

DoDD 4500.56, 14 April 2009, certified current as of 24 June 2014, "DoD Policy on Use of Government Aircraft and Air Travel"

DoD 4515.13-R, November 1994, certified current as of 9 April 1998, "Air Transportation Eligibility"

DoDI 1315.09, 6 March 2015, "Utilization of Enlisted Aides (EAs) on Personal Staffs of General and Flag Officers (G/FOs)"

DoDD 1005.13, 19 February 2002, "Gifts and Decorations from Foreign Governments"

Code of Federal Regulations (CFR)

Joint Ethics Regulation (JER)

DODI 7250.13, 30 June 2009, "Use of Appropriated Funds for Official Representation Purposes"

CJCS Guide 7210, "Joint Staff and Combatant Command Guide: Official Representation Funds, Gift Lockers, and Incoming Gifts"

GLOSSARY  
ABBREVIATIONS AND ACRONYMS

CFR	Code of Federal Regulation
CJCS	Chairman of the Joint Chiefs of Staff
DJS	Director, Joint Staff
DOM	Directorate of Management
DTS	Defense Travel System
JER	Joint Ethics Regulation
JLLIS	Joint Lessons Learned Information System
JPME	Joint Professional Military Education
JSIG	Joint Staff Inspector General
JTR	Joint Travel Regulation
ORF	Official Representation Funds
OSA	Operational Support Airlift
PSD	Protective Security Detail
SAV	Staff Assistance Visit
SME	Subject Matter Expert

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