CHAIRMAN OF THE JOINT CHIEFS OF STAFF MANUAL

DOM/SJS
DISTRIBUTION: A, JS-LAN

CJCSM 5712.01D
7 October 2010

STANDARDS FOR VISUAL AIDS USED IN THE JOINT STAFF

References:

a. CJCSM 5002.01 series, "Meetings in the JCS Conference Room"

b. JSI 5712.01 series, "Standards for Visual Aids Used in the National Military Command Center"

c. DOD 5200.1-R, 14 January 1997, "Information Security Program"

1. Purpose. This manual prescribes standards to be used in the preparation of automated presentations in the Joint Staff.

2. Cancellation. CJCSM 5712.01C, 1 June 2008, is canceled.

3. Applicability. This manual applies to the Joint Staff and the Service Joint Action Control Offices for slide presentations in the Joint Staff and for Tank meetings in the Joint Chiefs of Staff (JCS) conference room (reference a). Visual aids produced and presented within the National Military Command Center (NMCC) must comply with reference b and may remain in the original format when presented outside the NMCC.

4. Procedures. All automated presentations should be produced using Microsoft PowerPoint. Action officers creating briefings for presentation or publication must use the appropriate briefing template.

5. Summary of Changes. This manual updates the presentation formats for the Joint Staff Top-5 and Tank meetings. The decision slide template and quad slide template are also added to this manual.

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/doctrine.

7. Effective Date. This manual is effective immediately.

For the Chairman of the Joint Chiefs of Staff

MURRAY J. TYNCH
Captain, USN
Secretary, Joint Staff

Enclosures:
A -- PowerPoint Presentation Guidelines
B -- PowerPoint Slide Template
C -- PowerPoint Decision Slide Template
D -- PowerPoint Quad Slide Template

ENCLOSURE A

POWERPOINT PRESENTATION GUIDELINES

The following is provided as a guide in preparing PowerPoint slide presentations for the Joint Staff Top 5 and Tank meetings in the JCS conference room.

1. PowerPoint Presentation Template

a. The Editorial and Action Processing Branch in the Secretary, Joint Staff Actions Division maintains the PowerPoint presentation templates that establish format standards.

b. The JCS seal and the purple bar will be on the first page only. The purple bar can be used on succeeding pages to separate the title and slide information.

2. Required Presentation Slide Markings

a. Include all appropriate security classification labels and/or dissemination/control markings on all slides as described below. Chapter 5, DOD 5200.1-R (reference c) contains detailed information on classification marking procedures.

(1) The title slide must be marked with the overall classification of the briefing; i.e., the highest classification of any information contained within the briefing. The overall classification will display at the top left and bottom right corners of each slide in the briefing by using the template. The overall classification will be followed by the classification in parentheses. The PowerPoint template will automatically carry the overall classification marking onto each slide of the briefing. However, use caution when moving information between briefings to ensure slides maintain proper classification markings.

(2) Classified by/declassification instructions must appear at the bottom right corner of the title slide under the overall classification marking.

(3) Each slide must show portion markings for the title line and each bullet/paragraph. Graphics, maps, or other non-text material will show classification by the use of a text box in the right corner within the main slide area. This is necessary when the graphic image is different from the overall classification. Wholly unclassified briefings do not require portion markings.

b. Number each slide on the bottom left corner.

3. Slide Backgrounds. Use a white background.

4. Font Types. Use Times New Roman for titles and use Arial for body, bullets, security classification, page numbers, and declassification data.

5. Slide Transitions and Animation Settings. Transitions and animation should be used sparingly, not in an excessive manner, and should not disrupt the presenter or intended audience.

6. Preferred Color Usage. Colors are used to enhance briefing presentations. Excessive usage of color detracts from the briefing.

a. Graphs -- green, purple, red, and blue

b. Text -- black (preferred), blue, and red

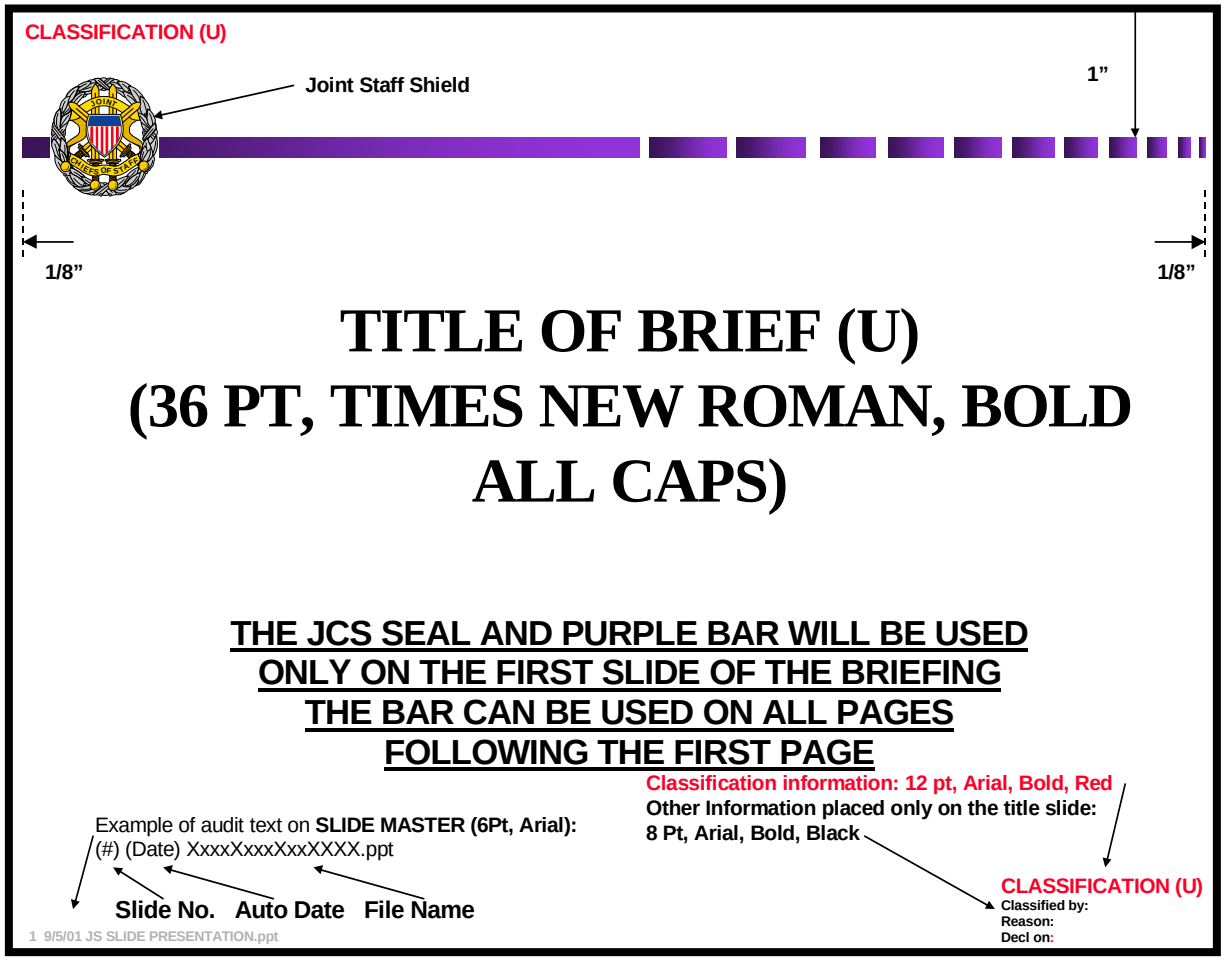
c. Maps -- hues of purple and mustard

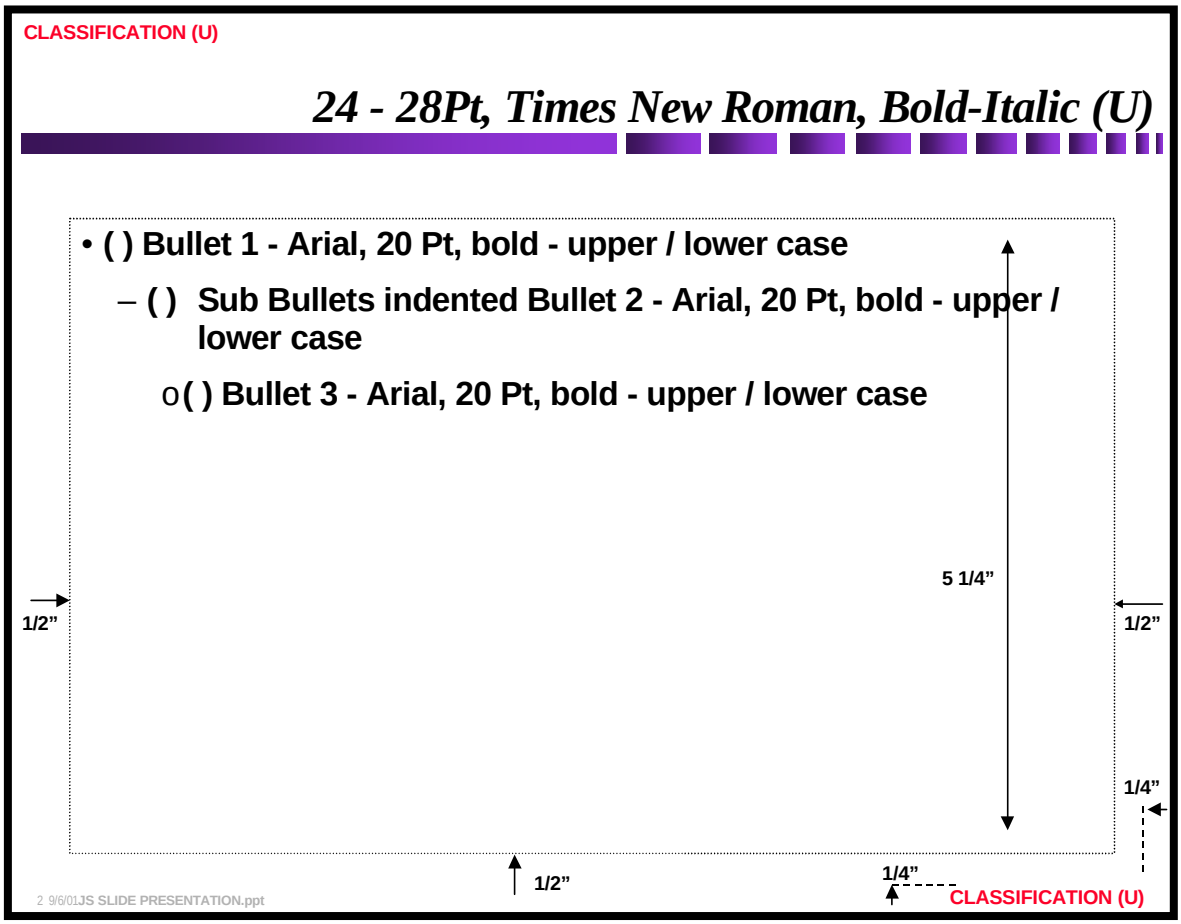
7. Borders and Shading. Do not use unless indicating boundaries; i.e., maps or unit positions.

8. Audio and Moving Objects. Avoid embedding audio and moving objects in presentations. If necessary, include audio and video as stand-alone files.

ENCLOSURE B

POWERPOINT SLIDE TEMPLATE




CLASSIFICATION (U)
24 - 28Pt, Times New Roman, Bold-Italic (U)
• ( ) Bullet 1 - Arial, 20 Pt, bold - upper / lower case
– ( ) Sub Bullets indented Bullet 2 - Arial, 20 Pt, bold - upper / lower case
o ( ) Bullet 3 - Arial, 20 Pt, bold - upper / lower case
5 1/4”
1/2”
1/2”
1/4”
1/2”
1/4”
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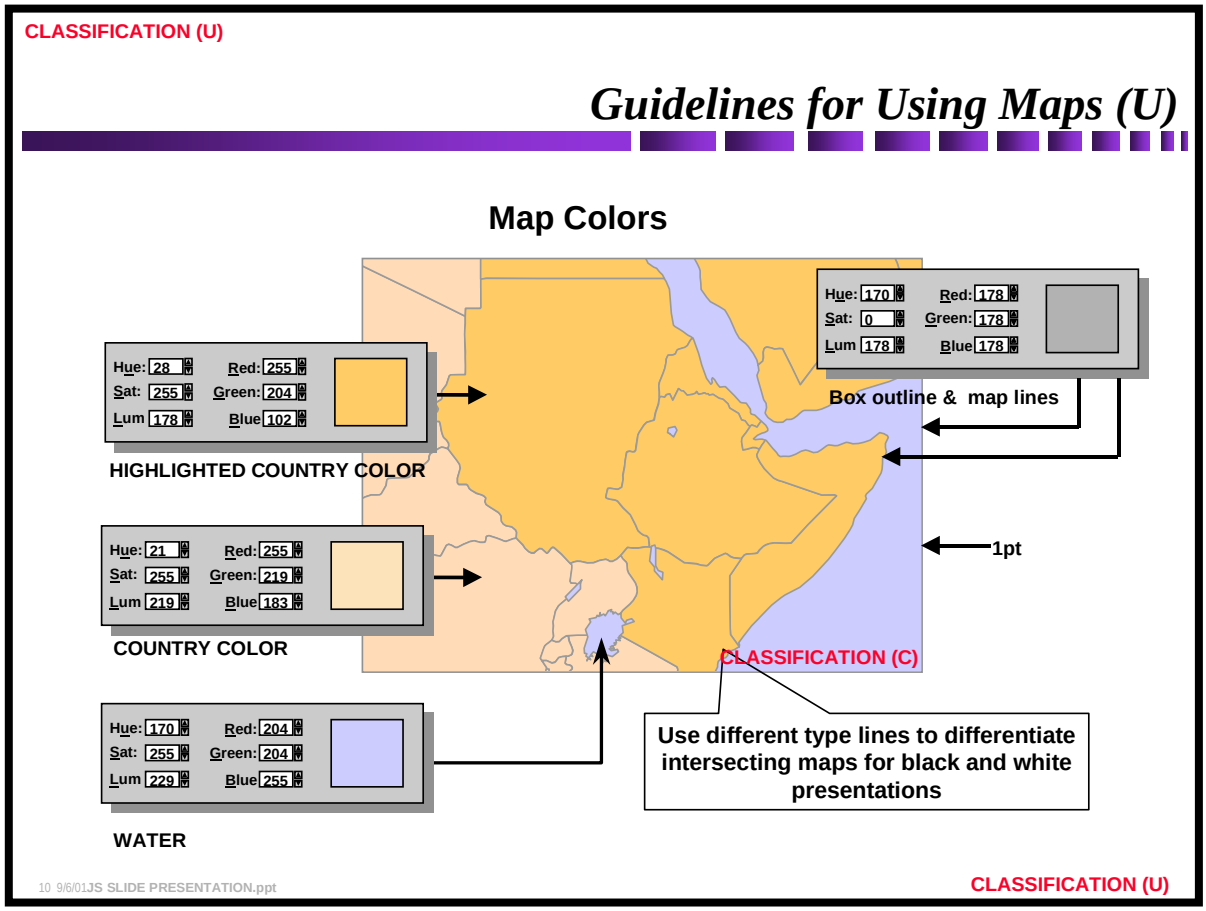
CLASSIFICATION (U)


CLASSIFICATION (U)
Guidelines for Using Maps (U)
Map Colors
Hue: 170 Red: 178
Sat: 0 Green: 178
Lum 178 Blue 178
Box outline & map lines
Hue: 28 Red: 255
Sat: 255 Green: 204
Lum 178 Blue 102
HIGHLIGHTED COUNTRY COLOR
1pt
Hue: 21 Red: 255
Sat: 255 Green: 219
Lum 219 Blue 183
COUNTRY COLOR
CLASSIFICATION (C)
Hue: 170 Red: 204
Sat: 255 Green: 204
Lum 229 Blue 255
WATER
Use different type lines to differentiate intersecting maps for black and white presentations
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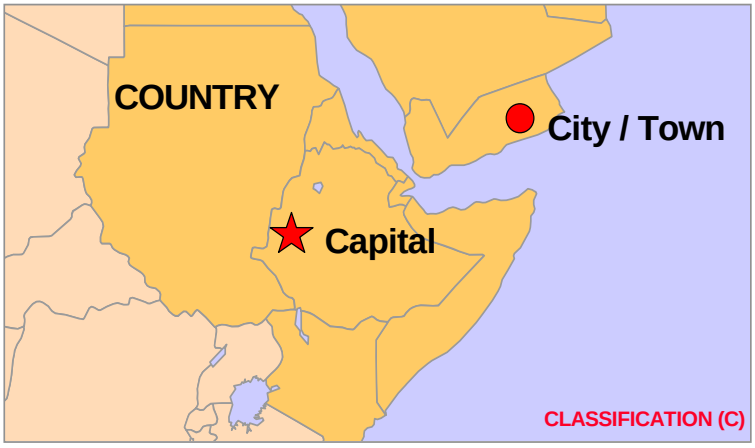
CLASSIFICATION (U)

CLASSIFICATION (U)

Guidelines for Using Maps (U)

Map Text & Symbols



- **Map text is 20pt, Arial, Bold and Black in color**
- **Country names are UPPER CASE**
  - **Indicates Cities & Towns, U/L case**
  - **Indicates Capitals, U/L case**

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CLASSIFICATION (U)

CLASSIFICATION (U)

Guidelines for Using Maps (U)

Lines and Arrows

CROATIA
- xxxxx
- xxxxxxx
- xxxxxxxxx xxxx

BOSNIA
- xxxxx
- xxxxxxxxx
- xxxxxxxxxxx

LEBANON
- xxxxxxxxx
- xxxxxxxxx
- xxxxxxxx x xxxxxx xxx

1½pt

No arrowhead used when pointing to a specific Country -- *line color is RED*

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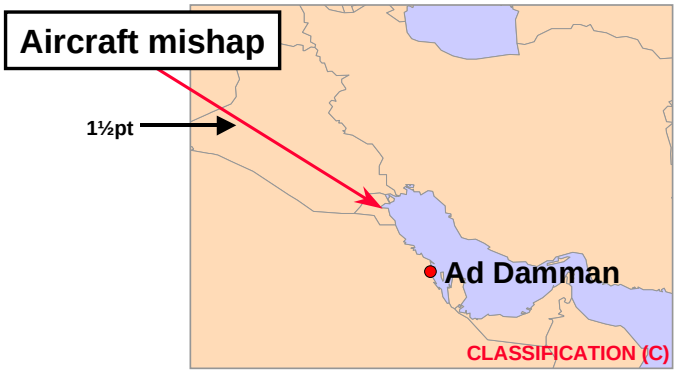
CLASSIFICATION (U)

CLASSIFICATION (U)

Guidelines for Using Maps (U)

Lines and Arrows



Arrowheads or circle (Dot) will be used when pointing to a specific location in a Country ***line color is RED***

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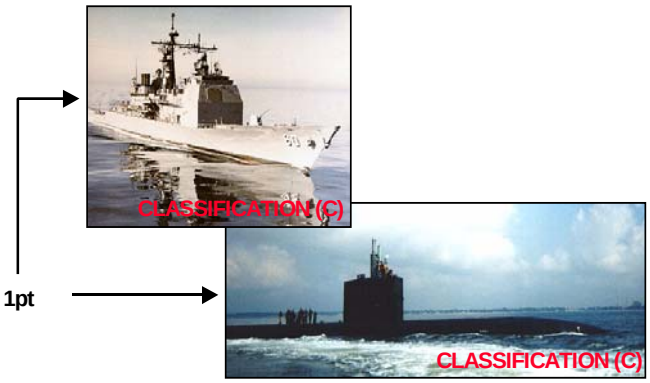
CLASSIFICATION (U)

CLASSIFICATION (U)

Guidelines for Using Photos (U)



- Insert photos as JPEGs -- <u>Do not cut and paste</u>
  - Cutting/pasting brings in photos as memory intensive bitmaps
  - JPEGs are up to 20 times smaller and make files more manageable
- Photos will have a 1 Pt <u>black line</u> around them
- No Shadows
- Resolution -- 72 DPI

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CLASSIFICATION (U)

(INTENTIONALLY BLANK)

ENCLOSURE C

POWERPOINT DECISION SLIDE TEMPLATE

CLASSIFICATION (?)

Nature of Brief

- **Information**
- **Decision**

Identify what type of brief – for decision or just information?

CLASSIFICATION (?)

CLASSIFICATION (?)

Context and Desired Outcomes

Context / Assumptions

- List of Items

Desired Outcomes

- Approval of _____
- Information Only

CLASSIFICATION (?)

CLASSIFICATION (?)

Actions To Date

- **Summary of relevant actions or events leading to this event**

CLASSIFICATION (?)

(INTENTIONALLY BLANK)

ENCLOSURE D

POWERPOINT QUAD SLIDE TEMPLATE

CLASSIFICATION (?)

Topic Title

Nature of Briefing

- Informational
- Decisional

Context / Assumptions

- List
- X

Desired Outcomes

- Approval of subject
- Information only

Actions to Date

- Summary of relevant actions or events leading to this event

CLASSIFICATION (?)

(INTENTIONALLY BLANK)