



CHAIRMAN OF THE JOINT CHIEFS OF STAFF NOTICE

DOM/SJS
DISTRIBUTION:

CJCS Notice 5770
1 May 2011

USJFCOM TO JOINT STAFF DIRECTIVES TRANSITION

References:

- a. CJCSI 5701.01 Series, "Policy for the Development of CJCS, Joint Staff, and J-Directorate Directives"
- b. JSM 5701.01 Series, "Formats and Procedures for Development of CJCS, Joint Staff, and J-Directorate Directives"

1. Purpose

a. To provide the process and procedures for handling the transition and reconciliation of USJFCOM issuances into CJCS/Joint Staff directives in accordance with (IAW) references a and b.

b. For the purpose of this notice, the word "issuances" refers to USJFCOM policy documents, and the word "directives" refers to Joint Staff policy documents.

2. Cancellation. None.

3. Applicability. This notice applies to all Joint Staff personnel and to all U.S. Joint Forces Command (USJFCOM) directorates, organizations, or other subordinate activities transitioning to the Joint Staff. It does not apply to USJFCOM entities transitioning to organizations outside the Joint Staff.

4. Background

a. The Joint Staff Information Management Division (IMD)/Records, Research, and Content Branch (RRCB) manages the Directives Program for the Chairman of the Joint Chiefs of Staff IAW reference a.

b. In January 2011, the decision to disestablish USJFCOM became official. As the gaining organization of the USJFCOM command issuances program, Joint Staff IMD began a comprehensive review of USJFCOM issuances and the overall program itself.

5. Roles and Responsibilities

a. IMD/RRCB will provide staff oversight of the transition of USJFCOM issuances to Joint Staff directives. Joint Staff action officers (AOs) assuming Office of Primary Responsibility (OPR) duties for one or more USJFCOM issuances shall follow the procedures and guidance outlined in this notice.

b. IMD/RRCB will maintain a USJFCOM issuances to CJCS/Joint Staff directives tracking spreadsheet to monitor progress as each issuance is reconciled by Joint Staff personnel.

c. Joint Staff J-directorates/offices that become the OPR for a USJFCOM issuance are required to review the issuance and determine the best option, outlined in this notice, for reconciliation and/or incorporation into the CJCS/Joint Staff Directives Program.

6. Action or Procedure

a. AOs will become the OPR for USJFCOM issuances in one of two ways:

(1) Their directorate is tasked by IMD/RRCB to review a USJFCOM issuance that falls within their AOR.

(2) AO initiates the action internally. AO shall contact IMD/RRCB with information on the issuance being worked and the JSAP package number for tracking purposes.

NOTE: IMD/RRCB acknowledges that the JSAP system may not be available to personnel at the Hampton Roads complex at the time this notice becomes effective. Those personnel should coordinate with their Joint Staff counterparts until such time that JSAP becomes available. Please contact IMD/RRCB if there are any questions.

b. USJFCOM issuances may fall into one or more of the following categories:

(1) One-to-One Match -- The USJFCOM issuance is a subject and/or title match to an existing Joint Staff directive. A minimal review will be required by the AO to reconcile the two documents and confirm that the USJFCOM issuance can be canceled. The AO will then initiate the cancellation notice process through JSAP and coordinate with IMD/RRCB to get a cancellation notice number.

(2) Merge/Integration -- The USJFCOM issuance is identified as a candidate for incorporation into an existing Joint Staff directive. In this category, the AO has two options:

(a) AO can perform a full review, merging relevant information from the issuance into an existing Joint Staff directive, resulting in the reissuance of the Joint Staff directive and cancellation of the USJFCOM issuance.

(b) If due to time constraints a full review cannot be performed immediately, a Joint Staff Notice will be the vehicle that Joint Staff J-directorates may use as a temporary means to promulgate existing/remaining USJFCOM issuances until such time that they can be fully incorporated into the CJCS/Joint Staff Directives Program.

NOTE: Joint Staff Notices are valid for 1 year, after which the directorate will be tasked by IMD to review the notice. The OPR can then choose to do one of the following: (1) reissue the notice for another year; or (2) cancel the notice because the USJFCOM issuance was incorporated into an existing Joint Staff directive. If this occurs, the USJFCOM issuance shall also be canceled concurrently.

Joint Staff Notices shall be staffed through the JSAP system IAW reference b and require a Secretary, Joint Staff (SJS) package number. Notices pertaining to administrative matters are normally signed by the SJS. Notices requiring higher-level signature due to the subject matter will be routed accordingly at the discretion of the SJS.

(3) Candidate for Cancellation -- The USJFCOM issuance has no applicability to Joint Staff or USJFCOM (after disestablishment). IMD/RRCB shall review those issuances that meet these criteria and coordinate with the appropriate Joint Staff directorate to issue a cancellation notice.

(4) Unique to USJFCOM -- USJFCOM issuances involving subjects that are difficult to place within the CJCS/Joint Staff Directives Program. These issuances shall be reviewed by IMD/RRCB to see if they are (1) a candidate for cancellation; (2) covered by a CJCS/Joint Staff directive; or (3) require a Joint Staff OPR because a new directive must be written (in which case the Joint Staff OPR's input will directly affect what happens to the issuance).

(5) Exceptions -- USJFCOM issuances that double as organizational charters. Reconciliation of these issuances will be determined based on what becomes of the organization. If the organization transitions to the Joint Staff, the charter connected with it should be reissued as a Joint Staff directive.

(6) If it is determined that a USJFCOM issuance needs to become a new Joint Staff directive, IMD/RRCB will assign a directorate and a new directive number.

7. USJFCOM to Joint Staff Directives Assessment

a. IMD/RRCB has created a spreadsheet that provides IMD/RRCB recommendations to Joint Staff directorates conducting reviews of USJFCOM issuances they have inherited or may inherit. Joint Staff directorates and CJCS offices can use the assessment spreadsheet to gauge how many USJFCOM issuances may transfer to them and begin to plan accordingly.

b. The spreadsheet is organized by issuance number. Red “x’s” identify which of the four actions described in this notice should be taken. Black “x’s” indicate which Joint Staff directorate or CJCS office IMD has identified as the closest match to the issuance. Comments have been added throughout the spreadsheet for clarification. If a Joint Staff directorate determines an alternative option for reconciliation may be more appropriate, it should contact IMD for adjudication.

c. The spreadsheet is posted on the NIPRNET USJFCOM Transition SharePoint site:
https://www.intelink.gov/sites/joint_staff/jfcom/shared%20Documents/Forms/AllItems.aspx

8. Contact Information. Call IMD/RRCB directives personnel at 703-697-6906 or join us on DCO Jabber Chat in the following chat room (NIPRNET and SIPRNET): js_ro-im_imdsupport.

9. Releasability. This notice is approved for unlimited electronic release on NIPRNET.

10. Effective Date. This notice is effective upon receipt. Expiration of this notice shall occur when the final USJFCOM issuance has been reconciled by Joint Staff IMD/RRCB.

For the Chairman of the Joint Chiefs of Staff



WILLIAM E. GORTNEY
VADM, USN
Director, Joint Staff

Enclosure:

A -- USJFCOM Issuances Breakdown

(INTENTIONALLY BLANK)

ENCLOSURE A

USJFCOM ISSUANCES BREAKDOWN

USJFCOM issuances consist of 147 unclassified and six classified documents that closely follow the format and style of DOD issuances, with dates ranging from the early 1990s to the present. Many of the issuances are more than 5 years old, and many have not undergone a review in the same time period.

NOTE: AOs should consult reference b and the IMD/RRCB USJFCOM issuances assessment spreadsheet (Transition Web portal and both SIPRNET and NIPRNET JEL sites) when deciding if a CJCS or Joint Staff instruction, manual, notice, or guide is needed.

TYPE	DESCRIPTION
USJFCOM Directives	Contain USJFCOM policy and charters of some USJFCOM sub-organizations.
USJFCOM Instructions	Provide policy documents and/or supplemental procedures for the subject matter.
USJFCOM Publications	Issue standard procedures about how users shall manage or operate systems and distribute administrative information.
USJFCOM Administrative Instructions	Contain USJFCOM internal policies or procedures.
USJFCOM Directive-Type Memorandums (DTMs)	Consist of memorandums signed by the USJFCOM Commander, Deputy, or Chief of Staff. Due to the quick turnaround these documents require, they are not official directives or instructions. The OPR must convert the DTM into an official directive or instruction within 6 months.

(INTENTIONALLY BLANK)