



CHAIRMAN OF THE JOINT CHIEFS OF STAFF INSTRUCTION

J-3
DISTRIBUTION: C, J

CJCSI 3263.01
7 December 1998

NUCLEAR COMMAND AND CONTROL COMMAND ASSISTANCE VISIT (CAV) PROGRAM

- References:
- a. CJCSI 3262.01 series, "Nuclear Command and Control Staff Assessment Visit Program"
 - b. CJCSI 3520.01 series, "Nuclear Command and Control Minimum Core Competency UJTLs and Computer Based Training"

1. Purpose. The Joint Staff will support National Military Command System (NMCS) staff receiving Staff Assessment Visits (SAVs) under reference a with Command Assistance Visits (CAVs). This instruction documents this program.

2. Cancellation. None.

3. Applicability. This instruction applies to those NMCS staff receiving SAVs in accordance with reference a.

4. Policy

a. CAVs are designed to solve specific procedural issues related to NMCS staff nuclear operations or minimum core competencies as listed in reference b. CAVs may be requested by any NMCS staff receiving SAVs in accordance with reference a.

b. CAVs are not to be used as "work ups" for SAVs. Rather, they provide requesting NMCS staffs with an option to bring in outside assistance to deliver focused training in specific operational areas to correct identified procedural problems. Additionally, CAV teams may be tasked to assist the requesting staff's training division.

c. CAV teams will consist of personnel designated by the Joint Staff, J38/Nuclear Operations Division (NOD), Chief, Standards and Assessment Branch (SAB). CAV teams shall consist of NC² personnel who are proficient in instructing in specific functional area. Accordingly, the following commands /organizations are requested to make personnel available for CAV duty:

(1) NMCS staffs eligible for SAVs under reference a.

(2) The Joint Staff, including NMCC Operations Teams (OTs). OT participation will be dependent on OT manning, the “real world” operational situation, and will be at the discretion of the DDO of the specific OT.

d. Since CAVs are designed to provide “assistance,” no formal reports will be made to either the Joint Staff or the requesting staff. The CAV Team Chief will present a confidential informal outbriefing to the requesting staff at the completion of the CAV, highlighting those minimum core competency areas trained to and/or recommended improvements to the staff’s training program.

5. Definitions. None.

6. Responsibilities

a. Joint Staff J-38/NOD, Chief, SAB

(1) Evaluate CAV requests and recommend to the requestor the best course of action and team composition. For cases where augmentation is necessary, arrange appropriate support.

(2) When a Joint Staff CAV team is appropriate, serve as the overall CAV Team Chief.

(3) Provide written guidance to the CAV Team Chief to define responsibilities for the CAV.

(4) Provide funding for CAV team members as required.

b. CAV Coordinator (SAB) (Normally SAV Coordinator, reference a)

(1) Serve as the Joint Staff POC for all requested CAVs.

(2) Contact the CAV Team Chief and develop an agenda to include comprehensive lists of CAV objectives to be used to generate required results.

(3) Solicit any additional specific training needs from the requesting staff.

(4) Provide CAV objectives to Chief, SAB for approval.

(5) Outline CAV objectives in coordination with other team members. Coordinate the development of tasks and discussions to be used to meet CAV objectives and promulgate final CAV objectives to the team and the requesting staff. Provide accounting information to CAV team members, if applicable.

c. CAV Team Chief (various)

(1) Conduct a pre-CAV meeting with CAV team to review training tasks to be completed, CAV agenda, and trip arrangements. If the CAV team is augmented from other than the CAV Team Chief's command, this direction may be via correspondence (e.g. voice, email, etc.) until personnel are assembled at the CAV site.

(2) Conduct the CAV according to guidance received from Chief, SAB, Joint Staff, J38/NOD.

(3) Conduct a review of the command's initial, recurring, and supplemental training plans, including a review of the command's computer-based training usage. Specifically address training topics that support minimum core competencies as outlined in reference b.

(4) Present an in-progress review to the requesting staff's senior personnel during the CAV and outbrief upon conclusion.

(5) Provide an informal report of CAV lessons learned to Joint Staff, J38/NOD. Document support provided to the requesting organization.

d. CAV Team Personnel (various)

(1) When designated to serve, contact the CAV Team Chief promptly. Contact the CAV Coordinator to obtain CAV tasking.

(2) Travel to CAV site and conduct assistance activities at the discretion of the CAV Team Chief.

(3) Provide comments to requesting staff personnel as required during the CAV and as directed by the CAV Team Chief.

(4) Present an in-progress review to the CAV Team Chief during the CAV and outbrief the CAV Team Chief upon conclusion of the CAV.

e. NMCS staff of reference a

(1) Request CAVs as required. Define specific problem areas within the battlestaff/command center that can be successfully addressed by a CAV. Submit this information via message to the Joint Staff, J-38/NOD. Problem areas should be identifiable from NC² Minimum Core Competencies of reference b. Provide desired time period for the CAV. Ensure that a minimum of several weeks from date of request to date of desired CAV period is allowed to assemble the CAV team.

(2) Provide personnel to perform CAVs as requested by the Joint Staff. The Joint Staff will maintain a database of those commands that have superior expertise in functional operational areas. When a CAV is requested, the Joint Staff shall direct those commands possessing outstanding expertise in specified areas to provide assistance to the requesting command during a CAV.

(3) Coordinate with the CAV Coordinator to obtain accounting information for orders. Write TDY orders for selected CAV Team personnel.

f. Length of Visit. CAVs will not normally exceed 3 working days. To minimize watchbill perturbations, every effort will be made to minimize the time personnel are detailed to a CAV team away from their home organization.

7. Summary of Changes. None.

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

9. 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 for the CJCS Directives Home

Page--<http://www.dtic.mil/doctrine/jel/cjcsd.htm>. Copies are also available through the Government Printing Office on the Joint Electronic Library CD-ROM.

For the Chairman of the Joint Chiefs of Staff:

A handwritten signature in black ink, appearing to read "D. Blair".

DENNIS C. BLAIR
Vice Admiral, U.S. Navy
Director, Joint Staff

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