



CHAIRMAN OF THE JOINT CHIEFS OF STAFF MANUAL

DJS/SAJM
DISTRIBUTION: A, J

CJCSM 5002.01A
31 March 2001

MEETINGS IN THE JCS CONFERENCE ROOM

References: a. DOD Directive 5200.01-R, 17 January 1997, "DoD Information Security Program"
b. CJCSM 5712.01, 25 January 2001, "Standards For Visual Aids Used In The Joint Staff"

1. Purpose. This manual establishes policy, responsibilities, and procedures for meetings held in the JCS Conference Room (also known as the "Tank" or "Gold Room").

2. Cancellation. CJCSM 5002.01, 1 February 1999, "Meetings in the JCS Conference Room," is canceled.

3. Applicability. This manual applies to the Joint Staff and Service JACOs.

4. Policy

a. General. The Joint Chiefs of Staff and their designated representatives, the OpsDeps, and the DepOpsDeps meet regularly in the JCS Conference Room (Tank). The weekly schedule is shown in Enclosure A.

(1) The Chairman of the Joint Chiefs (hereafter referred to as the Chairman), convenes and presides over meetings of the JCS. In the absence of the Chairman, the Vice Chairman of the Joint Chiefs of Staff (hereafter referred to as the Vice Chairman), presides.

(2) The Director, Joint Staff (hereafter referred to as the Director), convenes and presides over OpsDeps meetings. (See glossary for membership.)

(3) The Vice Director of the Joint Staff (hereafter referred to as the Vice Director), convenes and presides over DepOpsDepts meetings. (See glossary for membership.)

b. Agenda and Scheduling. The Chairman, the Director, or the Vice Director provides the agenda for Tank meetings.

(1) Service requests to include an item on the agenda should be addressed to the Chairman, Director, or Vice Director.

(2) The point of contact for agenda management and administrative matters relating to Tank operations and meetings is the SAJM, Office of the Director, Joint Staff.

(3) Meetings will be held to:

(a) Address issues best resolved in this forum as opposed to bilateral discussions.

(b) Review a proposed joint action of major significance.

(c) Discuss significant matters with US government representatives and foreign officials.

(4) SAJM publishes the daily Status Report for “Meetings of the JCS, JROC, OpsDepts, JRB, and DepOpsDep.”

(a) This report consolidates and lists the approved and scheduled agenda items.

(b) The JROC Secretariat, J-8, manages JROC and JRB meetings. Inquiries on these meetings should be directed to this office at 614-6651/59.

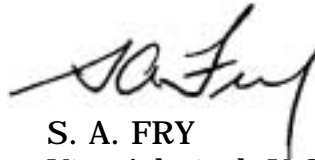
5. Summary. The Tank experienced a complete upgrade of audio-visual equipment that provides improved system capabilities. Administrative changes were made because of equipment changes and to conform to JS guidance in reference b.

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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 Chairman's 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.

7. Effective Date. This manual is effective upon receipt.

For the Chairman of the Joint Chiefs of Staff:



S. A. FRY
Vice Admiral, U.S. Navy
Director, Joint Staff

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ENCLOSURE A

WEEKLY SCHEDULE OF MEETINGS

1. The following is a generic schedule:

|  WEEKLY TANK SCHEDULE | | | |
|---|-------------------|----------------|-------------|
|  | DEPOPSDEPS | TUE/THU | 1400 |
|  | OPSDEPS | WED/FRI | 1000 |
|  | JCS | TUE/THU | 1000 |
|  | SECDEF/JCS | TBD | |
|  | | | |

2. Other meetings or different times are scheduled as required.

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ENCLOSURE B
RESPONSIBILITIES

1. SAJM

a. Has the overall responsibility for agenda management and administration of meetings in the Tank.

b. Reviews presentation slides and assembles briefing binders for the Chairman, the Vice Chairman, Assistant to the Chairman of the Joint Chiefs of Staff (hereafter referred as to the Assistant to the Chairman), the Director, the Vice Director, Secretary, Joint Staff (hereafter referred to as SJS), and SAJM.

c. Distributes presentation slides to the Service JACOs as soon as possible, but not later than 2 workdays prior to a meeting.

d. Prepares seating charts using names provided by the action officers and the joint action control officers.

2. AO

a. Contact SAJM to discuss:

(1) Questions on items covered within this manual.

(2) Length of briefing.

(3) Proposed attendees.

(4) Overall briefing classification level (presentation slides and discussion).

(5) Special considerations.

b. Prepare presentation slides:

(1) Available presentation media and equipment. See Enclosure G.

(2) Administrative and multimedia requirements. See Enclosure H.

c. Contact SAJM to schedule an on-screen preview of the briefing. See Enclosure I.

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d. Provide copies (See Enclosure H) of the presentation slides to SAJM not later than 1000 hours 2 working days before the scheduled meeting. SAJM must be contacted immediately if this suspense cannot be met.

(1) When J-director or designee approval cannot be secured by the above stated deadline, draft copies of the proposed presentation slides must be forwarded to SAJM. Copies of the approved presentation should follow as soon as possible.

(2) Relevant material (taskers, messages, Service memos, etc.) must accompany the presentation slides.

3. Service JACOs

a. Provide attendees (principal and planner/AO) from their respective Service to SAJM not later than 1000 hours the working day prior to the scheduled meeting. Individual's rank (or civilian pay grade), conversational first name, and last name must be provided.

b. Pick up and sign for all copies of briefings that cannot be transmitted electronically from SAJM.

c. Provide a tentative list of principal attendees for the meetings of the following week not later than 1200 on the last workday of the week.

d. Pass security clearances to SAJM for attending planner or AO.

4. Secretary, Joint Staff

a. Acts as recorder for OpsDepts and DepOpsDepts meetings.

b. Prepares a general executive summary memorandum of OpsDepts and DepOpsDepts meetings for signature by the Director (for OpsDepts meetings) and the Vice Director (for DepOpsDepts meetings). If a memorandum for record is to be produced for any Tank session, the principals will be informed in advance.

c. Furnishes copies to the Director or Vice Director, Service principals, SAJM, appropriate J-directorates, and others (as required).

ENCLOSURE C

PREBRIEFS

1. Prebriefs are:

a. Presented to the Director and the Vice Director prior to OpsDepts and DepOpsDepts meetings.

b. Scheduled by SAJM and normally held the day prior to the meeting.

c. Conducted in the office of the respective Tank principal.

2. Prebrief Guidelines:

a. State the purpose of the briefing and whether the briefing is for information or decision.

b. Provide background information.

c. Identify issues.

d. Identify service, CINC, agency concerns, and positions.

e. Identify Joint Staff concerns.

f. State the Joint Staff position.

g. Highlight and discuss the proposed solution.

h. State the Joint Staff recommendation.

i. Discuss meeting strategy and desired outcome of the briefing.

3. The Chairman or the Vice Director may require a prebrief for selected JCS agenda items. Notification will be made if a prebrief is required.

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ENCLOSURE D

ATTENDANCE AT MEETINGS

Attendance is limited to the principals and staff personnel required in supporting the agenda item. Attendance is closely controlled by SAJM in accordance with the Director's established policy and guidance.

a. SecDef/JCS Meetings. These meetings are private executive conferences. Attendance is restricted to the Secretary of Defense, the Deputy Secretary of Defense, the JCS, the Director, the Assistant to the Chairman, and other individuals specifically designated by the Secretary of Defense, the Chairman, or the Director.

b. JCS Meetings. These meetings are private executive conferences. Attendance is restricted to the JCS, the Director, the Assistant to the Chairman, and other individuals specifically designated by the Chairman or the Director.

c. OpsDeps Meetings. These meetings are attended by the OpsDeps, the Vice Director, the SJS, the SAJM, and Joint Staff personnel needed to support an agenda item. Service planners or service AOs may attend at the discretion of their principal or as directed by the Director.

d. DepOpsDeps Meetings. These meetings are attended by the DepOpsDeps, the SJS, the SAJM, and Joint Staff personnel needed to support an agenda item. Service planners or service AOs may attend at the discretion of their principal or as directed by the Vice Director.

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ENCLOSURE E

OPERATIONAL SECURITY

1. Use of the Tank is limited by the requirement to maintain its security designation as a SCIF.
2. All visitors must have a valid operational need to be in the Tank. Tours of the facility are not given.
3. OPSEC prohibits the following items from being brought into the Tank: briefcases, bags, audio recorders, video recorders, two-way pagers, cellular phones, or personal digital assistants. These items will be stored and monitored by the Tank anteroom NCO.
4. Receive-only pagers must be turned off while in the Tank.
5. Briefers are responsible for ensuring their accompanying attendees possess a security clearance commensurate with the level of the briefing.

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ENCLOSURE F

CONDUCT OF MEETINGS

1. Protocol

a. SAJM is the point of contact for questions about meeting protocols and procedures, or the physical arrangements of the Tank.

b. In general, the following rules apply:

(1) All meetings have published start times and will conclude when the presiding officer adjourns the meeting.

(2) Attendees at Tank meetings, including G/FOs, are expected to enter the Tank when the briefing or discussion item is called and remain in the room until the presiding officer excuses the item. (See paragraph 2 below.)

(a) Attendees must be prompt; late arrivals will not be allowed to enter the conference room after the door has been closed.

(b) Conflicting appointments are not considered adequate rationale for late arrival or early departure.

(c) Exceptions to this policy must be coordinated with SAJM before the meeting; the Director or Vice Director will be advised of the issues.

(3) G/FOs and the briefer(s) participate in the discussion.

(a) All other attendees do not participate unless invited by the principals seated at the main conference table.

(b) Joint Staff representatives or Service planners/AOs who believe they can contribute to the discussion may pass a note to the respective Joint Staff or service principal; or may verbally request permission from the respective Joint Staff or Service principal before participating in the discussion.

(4) Each attendee is expected to follow the discussion attentively and be prepared to contribute if invited.

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(5) Most planners and AOs take notes to debrief senior officers in their directorates or chain of command to help clarify taskings or guidance.

2. Multiple Agenda Item Standby Requirements

a. Multiple agenda items:

(1) When more than one topic is scheduled for a Tank meeting, all attendees for their respective topic are oncall to report to the Tank.

(2) The Tank anteroom NCO will notify attendees when it is time to report to the Tank.

(3) When notified, the attendees will report to the Tank and remain in the Tank lounge until their item is brought into the Tank for consideration.

b. A tasking to brief the Chairman or Vice Chairman takes priority over stand-by requirements for OpsDeps or DepOpsDeps meetings.

(1) Ensure SAJM is informed of these conflicts.

(2) SAJM will resolve conflicts between standby requirements and other demands.

3. Personnel on Standby. Personnel on stand by requirement for their organization will remain in the Tank lounge during the presentation of their topic.

4. Uniform

a. Military attendees and the briefer will wear the duty uniform of the day.

b. Any variance from these standards will be announced after consultation with the appropriate authority.

ENCLOSURE G

PRESENTATION MEDIA AND EQUIPMENT

1. Available Presentation Media

a. Microsoft® Office® PowerPoint® 97 (v8.0) for Windows® is the preferred presentation method.

b. Two digital cameras.

c. Two VHS (1/2 inch) video cassette players.

d. Two 35mm slide projectors.

2. Digital Presentation Equipment

a. Digital briefings are presented via 2 pair of stand-alone computer workstations that are not connected to the JSIN.

b. Security classification operating levels:

(1) 1st pair: TOP SECRET (Collateral).

(2) 2nd pair: TOP SECRET/SCI.

c. Windows® NT® v4.0 operating system.

d. Each computer workstation is equipped with:

(1) 3.5 inch 1.44MB floppy disk drive.

(2) CD-ROM drive.

(3) 100MB Zip® disk drive.

(4) 1GB Jaz® disk drive.

(5) Soundblaster compatible soundcards.

e. Barco projectors and AMX presentation system (single- and dual-screen presentations via rear projection).

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ENCLOSURE H

ADMINISTRATIVE AND MULTIMEDIA REQUIREMENTS

1. Presentation Slides Format

a. PowerPoint® Presentation Template. Visual aids used in the Tank must comply with reference b.

b. Number each slide on the bottom left corner; if the briefing is to be dual-screen, add "L" or "R" to indicate left or right screen; e.g., 1L, 2L, 1R, 2R.

NOTE: Left and right are determined as it is seen from the perspective of the principals in the Tank. During single-screen presentations, the left screen is the primary screen. The right screen is used only during dual-screen presentations.

2. Electronic Copy Options

a. Sending e-mail to the JSIN user account is the preferred method of delivery for electronic briefing files. Personnel with SCI briefings, or any personnel without access to the JSIN, must utilize other methods of delivering the files as listed below in paragraph b.

(1) Include the overall security classification of the briefing in the e-mail as well as on the briefing file.

(2) As a result of JSIN e-mail size limitations, briefing files exceeding 5 MB may have to be delivered by alternative methods.

b. Other methods of delivering the electronic copy are 3.5" diskettes, Zip disks, CD-ROM, or Jaz disks.

c. Identify on the diskette which file will be shown on each screen. Indicate that in the briefing filenames and disk labels. A recommended filename format is shown below:

(1) Single-screen presentation:

"23 January 01, OpsDepts, J-4, Force Medical Protection"

"23 January 01, JCS, J-7, Exercise REGIONAL RESPONSE-09"

(2) Dual-screen presentation:

"23 January 01, SD-JCS, J-5, Joint Strategy Review--LEFT"

"23 January 01, SD-JCS, J-5, Joint Strategy Review--RIGHT"

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NOTE: Because of the number of briefings presented in the Tank, this filename format aids in identifying each briefing by depicting the date of presentation, audience, responsible organization, and topic title (with left or right screen identifier, as required).

3. Printed Copies of Presentation Slides for Meeting Principals

a. JCS, OpsDeps, and DepOpsDeps meetings:

(1) Six copies for briefings with security classification Secret or below.

(2) Ten copies for briefings with Top Secret or higher security classification or as necessary based on time or other restrictions.

b. SecDef/JCS meetings = 8 copies in addition to the number determined by subparagraph a.

NOTE: Black and white printed copies are standard, unless the briefing contains color-keyed material.

c. If there are handouts for a topic, the point of contact will provide the handouts before the meeting begins. The Tank anteroom NCO will distribute handouts before the meeting convenes.

ENCLOSURE I

ON-SCREEN PREVIEWS OF BRIEFINGS

1. The on-screen previews provide an opportunity for the topic point of contact and/or briefer to come to the Tank and review their presentation on-screen prior to the meeting.

NOTE: This time is for the purpose of ensuring the visual quality of the presentation, not to rehearse or discuss the content of the briefing.

2. On-screen previews provide an opportunity for new briefers to familiarize themselves with the physical arrangements of the Tank.

3. On-screen previews are strongly recommended to ensure the presentation is aesthetically pleasant on the screen.

4. In accordance with Tank security requirements, all personnel must have valid identification and will be required to sign in. The number of personnel attending the preview will be kept to a minimum.

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GLOSSARY

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| AO | Action Officer |
| DepOpsDepts | <p>Deputy Operations Deputies - membership consists of the Vice Director of the Joint Staff (Presiding Officer) and Service DepOpsDepts</p> <ul style="list-style-type: none"> • Army DepOpsDep = Assistant Deputy Chief of Staff for Operations and Plans (Joint Affairs) • Navy DepOpsDep = Assistant Deputy Chief of Naval Operations (Plans, Policy and Operations) • Air Force DepOpsDep = Assistant Deputy Chief of Staff for Air and Space Operations • Marine Corps DepOpsDep = Assistant Deputy Commandant for Plans, Policies and Operations |
| G/FO | general/flag officer |
| JACO | Joint Action Control Office |
| JCS | Joint Chiefs of Staff (refers to the Chairman, the Vice Chairman, and the 4 Service Chiefs); for this instruction only |
| JRB | Joint Requirements Oversight Council Review Board |
| JROC | Joint Requirements Oversight Council |
| JSIN | Joint Staff Information Network |
| MB | megabytes |
| OpsDepts | <p>Operations Deputies - membership consists of the Director of the Joint Staff (Presiding Officer) and Service OpsDepts</p> <ul style="list-style-type: none"> • Army OpsDep = Deputy Chief of Staff for Operations and Plans • Navy OpsDep = Deputy Chief of Naval Operations (Plans, Policy and Operations) • Air Force OpsDep = Deputy Chief of Staff for Air and Space Operations • Marine Corps OpsDep = Deputy Commandant for Plans, Policies and Operations |

GLOSSARY

| | |
|-------|---|
| OPSEC | operations security |
| SAJM | Special Assistant for Joint Matters, Office of the Director, Joint Staff |
| SCI | sensitive compartmented information |
| SCIF | sensitive compartmented information facility |