

Department of Defense (DoD) / Joint Publications (JP)

Proficiency Code: A

In hierarchical order, first look at Department of Defense (DoD)/Joint publications (JP). Think of these as the keystone documents from which the Air Force executes missions, bases decisions affecting all aspects of day-to-day life in the service. For example, DOD 8570.01–M, Information Assurance Workforce Improvement Program, is a manual that you should have heard of in technical school. This manual defines who in the cyber support community is required to maintain a Security plus certification. Getting back to the hierarchical order next, you will read about DoD issuances.

The Secretary of Defense is the principal defense policy advisor to the president. Under the direction of the President, the Secretary exercises authority, direction, and control over the Department of Defense. The Deputy Secretary, the second-highest ranking official in the DOD, is delegated full power and authority to act for the Secretary and to exercise the powers of the Secretary on all matters for which the Secretary is authorized to act.

National security depends on our defense installations and facilities being in the right place, at the right time, with the right qualities and capacities to protect our national resources. Those resources have never been more important as America fights terrorists who plan and carry out attacks on our facilities and our people. Our military service members and civilians operate in every time zone and in every climate. Approximately 450,000 employees are overseas, both afloat and ashore. The DOD is America's oldest and largest government agency. With our military tracing its roots back to prerevolutionary era, the DOD has grown and evolved along with our nation.

Today, SecDef heads the department. The SecDef is not only in charge of the military, the department also employs a civilian force of thousands. With over one million men and women on active duty, and more than 700,000 civilian personnel, the DOD is the nation's largest employer. There is also an additional one million member who serve in the National Guard and Reserve. The DOD sets policies and publishes them in the form of issuances. The official website of the DOD is <http://www.defense.gov>. DOD issuances can be found at: <http://www.dtic.mil/whs/directives/index.html>.

One could easily ascertain that without some overarching guidelines as a collective, the US Military could not operate at all so we must look to publications of many types to execute our missions.

There are four major types of DOD issuances: directives, instructions, manuals, and directive-type memorandums. These issuances offer a wide array of guidance for example they can implement policy, establish policy, outline procedure or supplement a policy. These issuances in one way or another mold or layout a framework that drives policy across all of the components of the DOD. First, look at Department of Defense Directives (DODD).

Department of Defense Directives

DODD exclusively establish policy, assign responsibilities, and delegate authority to DOD components. In non-technical language, directives define who will do what and what component has oversight. However, DODD do not contain any procedural steps or instructions. There are two types of DODD: direct oversight and chartering.

Direct oversight directives require SecDef or deputy SecDef direct oversight and signature of the SecDef or deputy SecDef. They must be no longer than ten pages in length and contain only non-delegable SecDef or deputy SecDef responsibilities. Direct oversight directives also assign functions and resources between Principle Staff Assistants (PSA) and or DOD components; designated DOD executive agents and assign related responsibilities or matters of SecDef special interest.

Chartering directives establish Office of the Secretary of Defense (OSD) component heads, Positions Authorized to Sign (PAS) official, Defense Agency, DOD Field Activity, or other major DOD or OSD component's official mission, responsibilities, functions, relationships and delegated authorities. Chartering directives can be signed by the SecDef, deputy SecDef or by Under Secretaries delegated the authority in their charter for subordinate OSD PAS officials. As a cyberspace support technician, all DOD 8000 subject group directives are of interest to you as they are specific to communications functions that you provide. DODD 8570.01, *Information Assurance (IA) Training, Certification, and Workforce Management* establishes policy, assigns responsibilities and authorizes the publication of DODM 8570.1-M. DODM 8570.1-M applies to all DOD entities from the OSD all the way down to the 3-level trainee. DODD 8570.01 establishes that all authorized users of DOD information systems (IS) shall receive initial IA awareness orientation as a condition of access and thereafter must complete annual IA refresher awareness. Furthermore, heads of the DOD components shall establish, resource, and implement IA training and certification programs for all DOD component personnel in accordance with this policy and referenced policies. Personnel shall be trained, educated, certified, and professionalize personnel commensurate with their responsibilities to develop, use, operate, administer, maintain, defend, and retire DOD ISs.

Department of Defense instructions (DODI) also establish policy or implement policy outlined by either directives or instructions. Instructions may contain overarching procedures but this is not a requirement. Typically, instructions will not be more than 50 pages in length and if they exceed they must be broken down into separate volumes. There are also two types of DODI: policy and non-policy.

Non-Policy instructions implement policy established in a DODD or a DODI. Non-policy instructions provide more detailed procedures for carrying out policy. OSD Component heads, Principal Deputies, or other OSD PAS officials as authorized by their charters sign non-policy instructions and they will include OSD Component's charter directive as a reference. Policy instructions establish policy and assign responsibilities within a functional area assigned in an OSD component head's charter. Policy instructions may provide general procedures for implementing policy. OSD component heads or their principal deputies are the only individuals

authorized to sign policy instructions and the OSD component's charter will be attached as a reference.

As a cyberspace support technician, DODI 85 series instructions are of interest to you. This series of instructions is specific to communications functions that you provide. DODI 8582.01, Security of Unclassified DOD Information on Non-DOD Information Systems is an example of a policy instruction as it establishes policy for managing the security of unclassified DOD information on non-DOD information systems. This instruction provides policy to all organizational entities within the DOD.

Department of Defense manuals (DODM) implement or supplement a directive or policy instruction and are authorized by a directive or policy instruction. Within the manual, you will find reference to the authorizing issuance either directive or policy instruction. Manuals identify uniform procedures for managing or operating systems and provide administrative information. The DODM will not exceed 100 pages and if it does, it will be broken down into multiple volumes. Manuals may contain a policy section that summarizes policy previously established elsewhere. OSD Component heads, Principal Deputies, or other OSD PAS officials as authorized by their charters sign them.

NOTE: All other DOD publications that are not manuals (i.e., catalogs, compendiums, directories, guides, handbooks, indexes, inventories, lists, modules, pamphlets, plans, regulations, series, standards, and supplements) will be converted into manuals on their next reissuance.

DOD 8570.01-M implements DOD directive 8570.1 and it provides guidance for the identification and categorizations of positions as certification of personnel conducting IA functions within the DOD workforce supporting the DOD Global Information Grid (GIG) per DODI 8500.2. The DOD IA workforce includes, but is not limited to, all individuals performing any of the IA functions described in DOD 8570.01-M.

Some of the DOD workforce management objectives outlined in 8570.01-M are:

- Develop a DOD IA workforce with a common understanding of the concepts, principles, and applications of IA for each category, specialty, level, and function to enhance protection and availability of DOD information, information systems, and networks.
- Provide warfighters qualified IA personnel in each category, specialty and level.
- Implement a formal IA workforce skill development and sustainment process, comprised of resident courses, distributive training, blended training, supervised on-the-job training (OJT), exercises, and certification/recertification.
- Augment and expand on a continuous basis the knowledge and skills obtained through experience or formal education.

As you can see, this manual drove decisions made by senior AF leadership causing some career fields within the cyber support community to have to maintain professional certifications. For example, all Cyberspace Transmissions Airmen must earn and maintain a CompTIA Security Plus certification in order to be in compliance with DOD 8570.01-M.

Directive-Type Memorandums (DTMs) are ONLY issued for a time-sensitive action that affects a current DOD issuance or that will become a DOD issuance. In addition, they are only issued when time constraints prevent publishing a new issuance or a change to an existing issuance is impractical. Directive-type memos may establish policy and assign responsibilities; or implement policies and responsibilities established in existing directives or instructions. If the memo requires direct oversight of the SecDef or deputy SecDef, they must sign the document, if not and the memo establishes policy the OSD component heads or their principle deputies may also sign. Memorandums will only be effective for 12 months from time of signature and they must be incorporated into an existing DOD issuance, converted to a new DOD issuance, converted to a new DOD issuance, reissued, or canceled.

Department of Defense Issuance Numbering System

The Chief, Directives Division (DD), under the Director, Washington Headquarters Services (WHS), assigns numbers to DOD issuances based on the established subject groups and sub-subject groups.

The basic number is in Arabic numerals and consists of a four-digit number representing a major subject group and its subgroup, followed by a decimal point and a two-digit sequential number of the subgroup. For example:

- DODI 5025.01 is in the major subject group “5000” – Acquisition, Administrative Management, Organizational Charters, Security, Public Affairs, and Legislative Affairs.
- The number “25” represents the subgroup “5000-5099” – Acquisition and Administrative Management.”
- The number “.01” indicates that this is the first issuance assigned to that subgroup.

Department of Defense Manuals (DODMs) are assigned the same number series as the DODD or DODI they implement when practicable. For DODMs exceeding 100 pages in length, which are separated into volumes, each volume retains the same manual number with the addition of a dash and volume number in Arabic numerals at the end, e.g.:

- DOD Manual 1400.25, Volume 1. Abbreviated as “DoDM 1400.25-V1.”
- DOD Manual 1400.25, Volume 2. Abbreviated as “DoDM 1400.25-V2.”

DTMs are numbered sequentially beginning with the year in which issued, followed by the Arabic numeral for that DTM; e.g., for the first DTM issued in calendar year 2008, “DTM-08-001.”

Joint Publications (JP) are prepared under the direction of the Chairman of the Joint Chiefs of Staff (CJCS). These joint publications set forth joint doctrine to govern the activities and performance of the Armed Forces of the United States. JPs govern Armed Forces activities in joint operations. JPs provide the doctrinal basis for interagency coordination and for US military involvement in multi-national operations. JPs provide military guidance for the exercise of authority by combatant commanders and other joint force commanders and prescribes joint doctrine for operations and training. JPs provides military guidance for use by the Armed Forces in preparing their appropriate plans.

One such publication is Joint Publication 6–0, Joint Communications System. JP 6–0 is the keystone document for the communications-systems series of publications. This publication presents approved doctrine for communications-systems support to joint and multi-national operations and outlines the responsibilities of military services, agencies, and combatant commands with respect to ensuring effective communications system support to commanders. It addresses how the communications systems, in general, are to be configured, deployed, and employed or used to support the commanders of joint forces in the conduct of joint operations. Recognizing the complexities of joint warfighting and the ongoing transformation to a network enabled environment, the communications system is placed in the context of the DOD’s Global Information Grid (GIG).

Joint doctrines provide us with common governance for joint warfighting. One such publication is Joint Publication 3–13, Joint Doctrine for Information Operations, which provides us with a doctrine for information operations planning, preparation, execution, and assessment in support of joint operations. Joint doctrines set forth a means to govern the activities and performance of the Armed Forces of the United States in operations. They provide the doctrinal basis for interagency coordination and for U.S. military involvement in multi-national operations. It provides military guidance by the Armed Forces in strategic plan preparations.

Chairman of the Joint Chiefs of Staff Publications consist of directives, compendiums (summaries), handbooks, guides, pamphlets, instructions, manuals, and notices that pertain to military forces as a whole. An example would be CJCS Guide 5260, A Self-Help Guide to Anti-terrorism for official use only (FOUO). This is a handbook for all commanders regardless of military branch affiliation. For more information on CJCSH publications, go to: http://www.dtic.mil/cjcs_directives/index.htm.

Allied Communication Publications (ACP) standardize procedures for allied forces. One such example is ACP 133, Common Directory Services and Procedures. This ACP defines the directory services, architecture, protocols, schema, policies, and procedures to support allied communications, including Military Message Handling System services based on ACP 123, in both the strategic and tactical environments.

Another example is ACP 117, Allied Routing Indicator Book. This publication provides information for the routing of message traffic within and/or between communications systems and for the transfer of message traffic between national communications systems. This ACP contains a list of the routing indicators and routing information to be used on the common-user data networks of the United States and selected allies.

Joint publications such as Joint Army Navy Air Force Publication (JANAP) are used to provide directives to commanders of combatant commands, sub-unified commands, joint task forces, subordinate components of these commands and other services. We are expected to follow JANAPs except when, in the judgment of the commander, or exceptional circumstances dictate otherwise.

Defense Information Systems Agency (DISA) provides the DOD with various publications. All unclassified DISA Publications are available electronically and can be downloaded. To obtain classified DISA publications not posted on the DISA Secure Internet Protocol Network (SIPRNet) web site, contact the DISA Publications Office for assistance. You can read more on DISA on their web site at www.disa.mil.

DISA issuances are official agency policy that establish, delegate, or implement specific policies; assign and delineate responsibilities; and in some cases provide procedures for DISA employees and mission partners who use any DISA managed system. Issuances typically fall into one of two categories: DISA Instructions (DISAI), which apply only to DISA, and DISA Circulars (DISAC) that apply to agency partners and DISA's various systems.