



CHAIRMAN OF THE JOINT CHIEFS OF STAFF INSTRUCTION

Directive Current as of 15 December 2021

J-3

DISTRIBUTION: A, B, C, S

CJCSI 3411.01E

23 August 2016

KEY PERSONNEL LOCATION REPORTS TO THE NATIONAL MILITARY COMMAND CENTER

References:

- a. CJCS OPOD 3-14, 24 September 2014, "Continuity of Operations Plan for the Chairman of the Joint Chiefs of Staff."
- b. DoD Directive 3020.04, 25 August 2010, "Order of Succession Pursuant to Executive Order 13533 and the Federal Vacancies Reform Act of 1998,"
- c. Executive Order 13533, 1 March 2010, "Providing an Order of Succession Within the Department of Defense"
- d. DoDD 3020.26, 9 January 2009, "Department of Defense Continuity Programs"

1. Purpose. This instruction establishes procedures for informing the National Military Command Center (NMCC) of the location of designated key personnel in accordance with reference a.
2. Superseded/Cancellation. CJCSI 3411.01D, 17 December 2013, is superseded.
3. Applicability. This instruction applies to designated key personnel or their designated representative in the line of succession to the President, Secretary of Defense, Chairman of the Joint Chiefs of Staff, other key members of the Joint Chiefs of Staff and their alternates, Combatant Commanders, and key personnel on the Joint Staff.
4. Policy. To implement reference a, the NMCC must be provided with location data on certain key personnel in the lines of succession to important positions. Additional key personnel on the Joint Staff are required to maintain location data in the NMCC to assist the Chairman of the Joint Chiefs of Staff.
5. Definitions. None.

6. Responsibilities

a. Applicable key personnel are responsible for implementing procedures to ensure the timely reporting of locator information to the NMCC Emergency Actions Element.

b. The NMCC Emergency Actions Element is charged with maintaining locator data, as provided by applicable key personnel or their representatives.

c. Joint Staff key personnel are as follows:

- (1) Chairman of the Joint Chiefs of Staff.
- (2) Vice Chairman of the Joint Chiefs of Staff.
- (3) Assistant to the Chairman of the Joint Chiefs of Staff.
- (4) Director, Joint Staff.
- (5) Vice Director, Joint Staff.
- (6) Directors, Joint Staff Directorates.

(a) Manpower and Personnel (J-1).

(b) Intelligence (J-2).

(c) Operations (J-3).

(d) Logistics (J-4).

(e) Strategic Plans and Policy (J-5).

(f) Command, Control, Communications, Computers (C4)/Cyber (J-6).

(g) Joint Force Development (J-7).

(h) Force Structure, Resources, and Assessment (J-8).

(7) Vice Director, J-3.

(8) Deputy Director for Operations.

(a) Deputy Director for Nuclear, Homeland Defense, and Current Operations, J-33.

(b) Vice Deputy Director for Nuclear, Homeland Defense, and Current Operations, J-33.

(c) Deputy Director for Regional Operations and Force Management, J-35.

(d) Vice Deputy Director for Regional Operations and Force Management, J-35.

(e) Deputy Director for Special Operations and Counter Terrorism, J-37.

(f) Vice Deputy Director for Special Operations and Counter Terrorism, J-37.

(g) Deputy Director for Global Operations, J-39.

(h) Vice Deputy Director for Global Operations, J-39.

d. The Joint Staff key personnel listed above or their designated representative in subparagraph 5.c. are required to:

(1) Ensure the NMCC is continuously able to contact them in a timely manner by updating the J-3 Phone List with changes submitted to the NMCC and not later than end of the last duty day of the week.

(2) Immediately inform the NMCC of changes of assignment, quarters, and telephone numbers.

(3) Provide the NMCC with an itinerary when away from Washington, D.C. The itinerary will include location, departure and arrival times, and designated alternates during their absences.

e. The NMCC maintains access to continuous location data (e.g., normal duty location or trip itinerary) on the following Office of the Secretary of Defense (OSD), Service, and Combatant Command key personnel as reported by the principals or their representatives:

(1) Office of the Secretary of Defense (OSD)

(a) Secretary of Defense.

(b) Deputy Secretary of Defense.

- (2) U.S. Army
 - (a) Chief of Staff.
 - (b) Vice Chief of Staff.
- (3) U.S. Navy
 - (a) Chief of Naval Operations.
 - (b) Vice Chief of Naval Operations.
- (4) U.S. Air Force
 - (a) Chief of Staff.
 - (b) Vice Chief of Staff.
- (5) U.S. Marine Corps
 - (a) Commandant.
 - (b) Assistant Commandant.
- (6) Commander, U.S. Africa Command.
- (7) Commander, U.S. Central Command.
- (8) Commander, U.S. European Command.
- (9) Commander, U.S. Pacific Command.
- (10) Commander, U.S. Southern Command.
- (11) Commander, U.S. Northern Command.
- (12) Commander, U.S. Special Operations Command.
- (13) Commander, U.S. Strategic Command.
- (14) Commander, U.S. Transportation Command.
- (15) Commander, United Nations Command/U.S. Forces Korea.
- (16) Other military officers as directed by the Chairman, Vice Chairman, or Director, Joint Staff.

f. The key personnel or their designated representative listed above in subparagraph 5.e. are required to:

(1) Ensure the NMCC is continuously able to contact them in a timely manner by updating the NMCC Commander Telephone List (“Yellow Stripe”) with changes submitted to the NMCC and no later than end of the last duty day of the week.

(2) Provide the NMCC with an itinerary when away from their duty station. The itinerary will include location, departure and arrival times and, if required, the designated alternate during their absence via the Key Personnel Locations tab on the National Military Command System (NMCS), Primary Command Center (PCC) Dashboard at the following Web site:
<<https://jointplans.gapcie.smil.mil/cie/Dashboard/dashboard.dash?DashboardDailyBrief=10000002860179>> (last accessed: 21 July 2016).

(3) CJCS Successors on travel outside the National Capital Region (NCR) will provide emergency contact information that enables direct contact in support of continuity of operations (e.g., communications team, Aide de Camp, Executive Assistant, etc., accompanying the key leader) on the NMCS PCC Dashboard.

g. The NMCC has access to location data on the following Presidential Successors and other key Office of Secretary of Defense (OSD) personnel, as reported by their representatives.

(1) President and Presidential Successors. The White House switchboard and Federal Emergency Management Agency on the Congressional/Executive Schedule Tracking and Reporting System on Secret Internet Protocol Router Network (SIPRNET) maintain continuous location data on the following individuals:

- (a) President.
- (b) Vice President.
- (c) Speaker of the House.
- (d) President Pro Tempore of the Senate.
- (e) Secretary of State.
- (f) Secretary of the Treasury.
- (g) Secretary of Defense.

- (h) Attorney General.
- (i) Secretary of the Interior.
- (j) Secretary of Agriculture.
- (k) Secretary of Commerce.
- (l) Secretary of Labor.
- (m) Secretary of Health and Human Services.
- (n) Secretary of Housing and Urban Development.
- (o) Secretary of Transportation.
- (p) Secretary of Energy.
- (q) Secretary of Education.
- (r) Secretary of Veterans Affairs.
- (s) Secretary of Homeland Security.

(2) Secretary of Defense Successors. Reference b provides policy for the order of succession within the Department of Defense pursuant to reference c. In accordance with reference d, OSD Defense Continuity and Mission Assurance (DC&MA) and the OSD Executive Support Center will maintain location data and will provide the information to the NMCC and Combatant Commands on the following legal successors to the Secretary of Defense:

(a) Secretaries and Under Secretaries of the Military Departments

- 1. Secretary and Under Secretary of the Army.
- 2. Secretary and Under Secretary of the Navy.
- 3. Secretary and Under Secretary of the Air Force.

(b) Office of the Secretary of Defense

- 1. Deputy Secretary of Defense.
- 2. Under Secretary of Defense for Acquisition, Technology, and

Logistics.

3. Under Secretary of Defense for Policy.
 4. Under Secretary of Defense (Comptroller).
 5. Under Secretary of Defense for Personnel and Readiness.
 6. Under Secretary of Defense for Intelligence.
7. Summary of Changes. Significant changes include:
- a. Renames J-3 Deputy Directorates.
 - b. Provides for a Web-based central location for key personnel or designated representatives to update travel and contact information enabling near real-time information and distributed access.
 - c. Requires CJCS Successors on travel outside the NCR to provide emergency contact data in support of continuity of operations.
 - d. Removes U.S. Coast Guard Commandant and Vice Commandant as key leaders the NMCC active tracks.
 - e. Identifies two additional Under Secretaries (i.e., Under Secretary of Defense (Comptroller) and the Under Secretary of Defense for Personnel and Readiness) to provide location data.
8. Releasability. UNRESTRICTED. This directive is approved for public release; distribution is unlimited on NIPRNET. DoD Components (to include the Combatant Commands), other Federal agencies, and the public, may obtain copies of this directive through the Internet from the CJCS Directives Electronic Library at: <http://www.dtic.mil/cjcs_directives/>. Joint Staff activities may also obtain access via the SIPR Directives Electronic Library Web sites.
9. Effective Date. This INSTRUCTION is effective upon receipt.

For the Chairman of the Joint Chiefs of Staff:



JACQUELINE D. VAN OVOST, Maj Gen, USAF
Vice Director, Joint Staff

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