

Headquarters
Department of the Army
Washington, DC
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Administration

Joint Actions

Applicability. This memorandum applies to Headquarters, Department of the Army (HQDA) agencies only.

Proponent and exception authority. The proponent of this memorandum is the Director of the Army Staff (DAS). The DAS has the authority to approve exceptions to this memorandum that are consistent with controlling law and regulation. The DAS may not delegate this exception authority.

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1. Purpose

This memorandum prescribes HQDA policy and assigns responsibility for processing Joint actions and preparing Army senior leaders for meetings of the Joint Chiefs of Staff (JCS).

2. References

Required and related publications and prescribed and referenced forms are listed in appendix A.

3. Explanation of abbreviations and terms

Abbreviations and special terms used in this memorandum are explained in the glossary.

4. Responsibilities

a. Chief of Staff, Army. The Chief of Staff, Army (CSA) serves as the Army member of the JCS and performs the duties prescribed as a member of the JCS under Title 10, United States Code, Section 151 (10 USC 151). Subject to the authority, direction, and control of the Secretary of the Army (SA), the CSA will ensure the Army’s requirements, plans, and capabilities are appropriately addressed at JCS meetings. In accordance with 10 USC 3033(e)(2), to the extent that such action does not impair the independence of the CSA in the performance of the duties as a member of the JCS, the CSA shall inform the SA regarding military advice rendered by members of the JCS on matters affecting the Department of the Army. In accordance with 10 USC 3033(3), the CSA shall also keep the SA fully informed of significant military

*This memorandum supersedes DA Memo 1-18, dated 1 August 2003.

operations affecting the duties and responsibilities of the SA. In the absence of the CSA, the Vice Chief of Staff, Army (VCSA) will serve as the principal alternate to the CSA for Joint affairs.

b. Deputy Chief of Staff, G-3/5/7. The Deputy Chief of Staff, G-3/5/7 will serve as the Army Operations Deputy (OPSDEP) to consider matters within the cognizance of the JCS. The OPSDEP is responsible to the CSA for all matters pertaining to Army participation in Joint affairs. The Director, Strategy Plans and Policy (G-3/5SS) is the Army Deputy, Operations Deputy (DEPOPSDEP) and serves as the principal alternate to the Army OPSDEP for Joint affairs.

c. Director, Army Office of Joint of Defense Affairs. The Director of the Office of Joint and Defense Affairs (OJDA) supports the CSA, VCSA, OPSDEP, and the DEPOPSDEP in their Joint responsibilities. OJDA is a staff directorate in the Office of the Chief of Staff, Army and is the Army's lead agent for Joint actions. OJDA serves as the official Army channel of communication and final reviewer for Army positions on all Joint matters. OJDA consists of the Army Planners, the Army Joint Actions Control Office (Army JACO), and the OJDA Army Tank Team.

(1) Army Planners support the CSA, VCSA, OPSDEP, and DEPOPSDEP on Joint matters. Army Planners are the Army's authority below DEPOPSDEP level for Joint actions. Army Planners assist Army action officers in the development of coordinated Army positions on Joint matters and assist in preparing Army senior leaders for meetings of the JCS.

(2) Army JACO is sub-component of OJDA and is the Army's official administrative channel of communication with the Joint Staff for Joint actions. Army JACO assigns all Joint actions to appropriate agencies for action, utilizes the HQDA Tracking System to manage Joint actions, and supports the Army Planners in finalizing and transmitting integrated Army positions to the Joint Staff.

(3) The OJDA Army Tank Team supports the CSA, VCSA, OPSDEP, DEPOPSDEP, and Army Planners in scheduling and coordinating JCS and OPSDEP Tanks (and related preparatory sessions). The OJDA Army Tank Team works with Army Planners and Army Staff (ARSTAF) action officers in development, preparation, and quality control of all briefing products and materials presented to the Army's senior leaders for meetings of the JCS.

d. Directors/Division/Staff Agency Heads (Secretariat or Army Staff). Directors/Division/Staff Agency Heads (Secretariat or ARSTAF) are responsible for advising the SA and CSA through the Army's OPSDEP regarding Joint matters in their respective areas of responsibility. Agency heads will assign appropriate action officers upon being tasked with a Joint action and will provide action officer names and contact information to Army JACO. Directors/Division/Staff Agency Heads (Secretariat or ARSTAF) ensure staff action officers respond to Army JACO taskings in a timely, accurate, complete, and properly coordinated manner. Directors/Division/Staff Agency Heads (Secretariat or ARSTAF) also supervise designated action officers in the preparation of briefings and supporting materials to prepare Army senior leaders to attend meetings of the JCS.

5. Policy

a. The Office of Joint and Defense Affairs is the Army's Office of Primary Responsibility for Joint actions and for preparing Army senior leaders for meetings of the JCS Tanks and selected meetings of the Department of Defense.

b. The Army's response to Joint actions must reflect a thoroughly coordinated Service position. Staff papers in response to Joint actions, to include those by staff agency heads authorized to communicate directly with Joint Staff agencies, will be coordinated through the Army Planners in the Office of Joint and Defense Affairs to ensure consistency with Army positions.

c. Army JACO has tasking authority in order to respond to Joint actions.

d. *Action Officer's Guide to Joint Actions and Tanks* provides procedures for processing Joint actions and preparing Army senior leaders for Tanks.

e. Dual-tasked actions are actions tasked via both the Joint Staff and the Office of the Secretary of Defense (OSD) and may be answered in one of three ways: answered by the Army Secretariat directly to

the OSD tasking office after coordination with OJDA (to ensure consistency of Army positions); answered by the ARSTAF through OJDA to the Joint Staff; or in rare cases, answered through both channels.

Appendix A References

Section I Required Publications

Army Office of Joint and Defense Affairs

Action Officer's Guide to Joint Actions and Tanks (Cited in para 5*d*.)

10 USC 151

Joint Chiefs of Staff: Composition and Functions (Cited in para 4*a*.)

10 USC 3033

Chief of Staff (Cited in para 4*a*.)

Section II Related Publications

AR 380-5

Department of the Army Information Security Program

CJCSI 5002.01

Joint Chiefs of Staff: Composition and Functions

JCSI 5711.01E

Joint Staff Instruction: Action Processing, 24 May 13

Section III Prescribed Forms

This section contains no entries.

Section IV Referenced Forms

This section contains no entries.

Glossary

Section I Abbreviations

ARSTAF

Army Staff

CSA

Chief of Staff, Army

DAS

Director of the Army Staff

DEPOPSDEP

Deputy, Operations Deputy

G-3/5 SS

Director, Strategy Plans and Policy

HQDA

Headquarters, Department of the Army

JACO

Joint Actions Control Office

JCS

Joint Chiefs of Staff

OJDA

Army Office of Joint and Defense Affairs

OPSDEP

Operations Deputy

OSD

Office of the Secretary of Defense

SA

Secretary of the Army

USC

United States Code

VCSA

Vice Chief of Staff, Army

Section II

Terms

This section contains no entries.

Section III
Special Abbreviations and Terms

This section contains no entries.

By Order of the Secretary of the Army:

RAYMOND T. ODIERNO
General, United States Army
Chief of Staff

Official:

A handwritten signature in black ink, appearing to read "Gerald B. O'Keefe". The signature is written in a cursive style with a large initial "G" and "O".

GERALD B. O'KEEFE
Administrative Assistant to the
Secretary of the Army

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