



CHAIRMAN OF THE JOINT CHIEFS OF STAFF INSTRUCTION

J-1
DISTRIBUTION: A, C, J, S

CJCSI 1600.01A
10 December 2010

CHARTER FOR UNITED STATES EUROPEAN COMMAND NATO MANNING DIVISION

References: See Enclosure A

1. Purpose. Define mission and responsibilities for the Headquarters United States European Command (HQ USEUCOM) North Atlantic Treaty Organization (NATO) Manning Division (ECJ1-N). CJCS responsibility and authority for the administration and support of joint forces is found in reference a.
2. Cancellation. CJCSI 1600.01, 21 February 2008, "Charter for United States European Command NATO Manning Division," is hereby canceled.
3. Applicability. This instruction is applicable to the Joint Staff, U.S. Representatives to NATO, Services, U.S. Senior National Representatives, U.S. Senior Service Representatives, combatant commands, and combatant command components.
4. Policy. The HQ USEUCOM NATO Manning Division (ECJ1-N) is responsible for establishing internal policies and procedures for validating, documenting, and prioritizing joint manpower requirements for NATO.
5. Definitions.
 - a. Services: U.S. Army, U.S. Marine Corps, U.S. Navy, and U.S. Air Force.
 - b. NATO: For the purposes of ECJ1-N, NATO includes permanent authorizations in joint organizations that provide U.S. representation to NATO at various levels, as well as military posts in Peacetime Establishment (PE) organizations, NATO Force Structure MOU organizations, and Center of Excellence MOU organizations. This includes, but is not limited to, the following organizations: NATO International Military Staff, NATO Research and

Technology Agency, NATO Standardization Agency, NATO Consultation, Command and Control Agency, NATO Defense College, Allied Command Operations, Allied Command Transformation, NATO Communications and Information Systems Services Agency, NATO Airborne Early Warning and Control Force, USNATO, USDELMC, USNMR-SHAPE, and USNLR-SACT.

c. Components: Service components of USEUCOM; e.g., U.S. Army Europe, U.S. Marine Corps Forces Europe, U.S. Naval Forces Europe, and U.S. Air Forces Europe.

d. U.S. Senior National Representatives (SNR): Senior U.S. officer serving in any NATO entity.

e. U.S. Senior Service Representatives (SSR): Senior U.S. officer of each Service serving in any NATO entity.

6. Responsibilities.

a. This charter provides policy guidance for ECJ1-N. Resources re-allocated from Major Force Program Ten to USEUCOM for ECJ1-N by the Services shall be used solely for ECJ1-N operations and support.

(1) ECJ1-N serves as a single point organization in the Department of Defense to provide integrated joint personnel strength and manpower management for U.S. military personnel serving in NATO.

(2) ECJ1-N functions include the following:

(a) Personnel Strength Management

1. Provides overall strength management for NATO military posts that the U.S. has committed to fill. Maintains electronic joint manpower and personnel system (eJMAPS) personnel module in accordance with reference g. Prepares U.S. joint personnel strength reports, forecasts U.S. joint personnel strength, and reconciles U.S. joint, NATO, and Service personnel strength reports.

2. Provides combatant command-level joint officer management (JOM) for U.S. personnel assigned to NATO in accordance with reference i. Coordinates Joint Duty Assignment List (JDAL) issues and joint tour length waivers.

3. Provides combatant command-level advocacy for priority, critical fills for NATO. Equitably manages, evaluates, and prioritizes all military assignments to NATO organizations. Validates personnel requisitions and submits to Service personnel centers for assignments. Coordinates

pinpoint assignments for replacements and coordinates with NATO unit-level organizations to forecast losses.

4. Coordinates with National Defense University (NDU) NATO Education Center (NEC). Incorporates “attendance at NDU NEC” in assignment instructions as appropriate to ensure educational preparation of U.S. field grade officer personnel on assignment to NATO in accordance with reference h. Coordinates U.S. field grade officer attendance at NDU NEC prior to assignment to a NATO post by processing waiver requests as appropriate.

5. Coordinates closely with SNRs, SSRs, USNMR-SHAPE, USNLR-SACT, and USDELMC in the accountability and tracking of U.S. military personnel reassigned internally within NATO.

6. Manages U.S. general and flag officer (G/FO) rotation tracking for NATO. Coordinates one- and two-star nominations and tracks approval of three- and four-star nominations in accordance with reference j.

7. Develops personnel transition plans in cases of reorganization, relocation, or inactivation of a NATO HQ/entity.

(b) Manpower Requirements Management

1. Manages manpower requirements and sourcing strategies for U.S. contributions to NATO, to include Voluntary National Contributions, dual-hat, rotational and non-quota post allocations, and U.S. joint requirements.

2. Supports Joint Staff J-1 JMD during the Joint Manpower Validation Process which considers requests to increase U.S. manpower contributions to NATO in accordance with reference g. Upon validation of new manpower requirements, ECJ1-N pursues JDAL validation as appropriate and assists in identifying potential manpower resource options.

3. Ensures joint officer education and qualification criteria are coded in eJMAPS and that joint officer management (JOM) policies are adhered in accordance with reference i. Coordinates JDAL issues, including JDAL billet revalidation. ECJ1-N will forward JDAL validation package submissions in advance of JDA validation boards with the required information to JOM Branch, J-1/JMD in the specified format.

4. Implements Major Force Program Ten manpower controls, policies, procedures, and guidance according to U.S. and NATO manpower policies (references g and m, respectively).

5. Supports periodic reviews of PE and MOU manpower, and organization changes. Maintains the NATO JTD in eJMAPS for U.S.

contributions to NATO, including reconciling the JTD with the results of PE and MOU restructures and reviews.

6. Coordinates directly with USNATO, USDELMC, USNMR-SHAPE, USNLR-SACT, SNRs, SSRs, and Joint Staff to ensure the NATO JTD is updated to match approved changes to NATO PEs and MOUs; and ensure manpower is invested against the highest mission priorities as determined by national command authorities via U.S. representation to the Defense Planning Committee (SecDef) and North Atlantic Council (POTUS).

7. Coordinates directly with Service headquarters to ensure that Service manpower documents are updated to match approved changes to the NATO JTD.

(c) NATO Restructure and Transformation

1. Responsible for U.S. manpower and personnel actions in support of the international bidding process for NATO Command Structure (NCS) posts during restructuring, e.g., nations-to-posts process. Partners with Joint Staff, Service HQs, HQ USEUCOM J-5, USDELMC, USNMR-SHAPE, USNLR-SACT, and SNRs on U.S. bid strategy. Develops and disseminates bid guidance to SNRs, and works with them to develop bids that meet policy guidelines and manpower constraints. Pre-coordinates proposed U.S. bid with the Joint Staff and Services, and teams with Joint Staff, USNMR, and/or USNLR to negotiate the bid at NCS manning conferences. Builds and documents approved bid on the NATO JTD and executes personnel actions to man the revised structure.

2. Executes manpower and strength responsibilities associated with HQ USEUCOM's Lead Agent designation for multinational MOU organizations supporting NATO. Supports ECJ5 in their role as lead U.S. negotiator for international agreements involving U.S. manpower contribution(s), evaluating and recommending posts for US bid, and advising on personnel actions required to man these organizations.

b. The Secretary of the Army is responsible for Planning, Programming, Budgeting and Execution for ECJ1-N operations in accordance with reference d, paragraph 4.

c. Services retain Administrative Agent responsibilities in support of NATO as directed in reference f, Chapter 9, as well as ADCON of U.S. military personnel assigned to NATO. Services (or components) will provide ECJ1-N with access as appropriate to read, query, and download data from personnel and manpower systems to perform ECJ1-N's mission.

d. SNRs, SSRs, USNMR-SHAPE, USNLR-SACT, and USDELMC will coordinate with ECJ1-N before reassigning U.S. military personnel.

e. SNRs shall submit manpower change requests and priorities involving the U.S. contribution (Service or skill changes, for example) through ECJ1-N to J-1/JMD for assessment of validity, affordability, and supportability based on NATO and U.S. manpower policies, and for Service coordination and approval.

f. Joint Staff J-1/Joint Manpower Division (JMD) performs Joint Staff-level manpower and manning functions for NATO and is responsible for coordinating NATO JTD changes with the Services, Joint Staff, and OSD as required; and implementing approved changes in accordance with reference g. J-1/JMD is program manager for Major Force Program Ten joint manpower resources allocated for NATO in the DOD Future Years Defense Program (FYDP), and ensures NATO manpower resource issues are incorporated and considered in the annual OSD program budget review. Joint Staff J-1 is responsible for representing the U.S. in the NATO Defense Manpower Committee (NDMC) at its semi-annual meetings, and developing the coordinated U.S. position on NATO manpower policies and proposals as required in accordance with reference k. USDELMC, USNLR-SACT, USNMR-SHAPE, and ECJ1-N assist Joint Staff J-1 in this role.

7. Summary of Changes.

a. Extends applicability to SNRs and SSRs - paragraph 3.

b. Deletes references to ADCON relationship between CDRUSEUCOM and ECJ1-N. ECJ1-N is organic to HQ USEUCOM J-1.

c. Clarifies ECJ1-N responsibility with respect to NDU NEC - paragraph 6a(2)(a)4.

d. Clarifies ECJ1-N responsibility with respect to G/FO personnel - paragraph 6a(2)(a)6.

e. Clarifies ECJ1-N role supporting organizational and manpower reviews - paragraph 6a(2)(b)5.

f. Clarifies ECJ1-N responsibilities in support of NCS nations-to-posts process and in support of ECJ5 as Lead Agent for multinational MOUs involving U.S. manpower contribution(s) - paragraph 6a(2)(c).

g. Clarifies responsibility to coordinate with ECJ1-N before reassigning U.S. military personnel – paragraph 6d.

h. Clarifies ECJ1-N role as entry point for SNR change requests and priorities involving the U.S. manpower contribution (paragraph 6e).

8. 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 from the CJCS Directives Home Page--
http://www.dtic.mil/cjcs_directives.

9. Effective Date. Effective upon receipt.

For the Chairman of the Joint Chiefs of Staff:



WILLIAM E. GORTNEY
VADM, USN
Director, Joint Staff

Enclosure:

A - References

DISTRIBUTION

Distribution A, B, C, and S as follows:

	<u>Copies</u>
U.S. Mission to NATO	2
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U.S. Naval Forces Europe	2
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National Defense University	2
U.S. Army NATO	2

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ENCLOSURE A

REFERENCES

References:

- a. 10 U.S.C. §§ 164, 3013, 5013, 8013
- b. Joint Publication 1, 2 May 2007, Doctrine for the Armed Forces of the United States of America
- c. Joint Publication 3-0, 17 September 2006, Joint Operations
- d. DOD Directive 5100.3, 15 November 1999, "Support of the Headquarters of Combatant and Subordinate Joint Commands"
- e. DOD Directive 5105.20, 2 May 2001, "Defense Representation, United States Mission to the North Atlantic Treaty Organization and Europe"
- f. DOD 7000.14R, DOD Financial Management Regulation, Volume 11A, Chapter 9, August 2009, "Support of International Military Activities"
- g. CJCS Instruction 1001.01 series, "Joint Manpower and Personnel Program"
- h. CJCS Instruction 1210.01 series, "Joint Training for U.S. Personnel Assigned to NATO Organizations"
- i. CJCS Instruction 1330.05 series, "Joint Officer Management Program Procedures"
- j. CJCS Instruction 1331.01 series, "Manpower and Personnel Actions Involving General and Flag Officers"
- k. CJCS Instruction 2010.01 series, "Procedures Related to the Conduct of Military Affairs of the Military Committee, NATO"
- l. CJCS Instruction 5111.01 series, Charter for the U.S. National Military Representative (USNMR) to Supreme Headquarters Allied Powers Europe (SHAPE)
- m. Allied Administrative Publication (AAP)-16, 5 June 2007, Manpower Policies and Procedures

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