



# CHAIRMAN OF THE JOINT CHIEFS OF STAFF INSTRUCTION

J-5  
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CJCSI 2300.02G  
4 September 2012

## COORDINATION OF OVERSEAS FORCE STRUCTURE CHANGES AND HOST-NATION NOTIFICATION

References: See Enclosure B.

1. Purpose. To define the process to obtain SecDef approval of an Overseas Force Structure Change (OFSC) and to affect a timely host-nation notification (HNN) of approved OFSCs and other actions with national-level policy significance, prior to public release of information.
2. Cancellation. CJCSI 2300.02F, 30 September 2009, is canceled.
3. Applicability. This instruction applies to the Joint Staff, Combatant Commands, and Services. In addition, it provides guidance on the interface with the Office of the Under Secretary of Defense for Policy (OUSD(P)), Office of the Under Secretary of Defense for Acquisition, Technology, and Logistics (OUSD(AT&L)), Office of the Under Secretary of Defense Comptroller (OUSD(C)), Office of the Under Secretary of Defense for Personnel and Readiness (OUSD(P&R)), Office of the Secretary of Defense (Cost Assessment and Program Evaluation (CAPE)), and Department of State/Bureau of Political-Military Affairs (PM) for the coordination of OFSC proposals and HNN requests.
  - a. This instruction applies to:
    - (1) The introduction, change, or removal of assigned overseas forces and other changes with national-level policy significance as determined by OUSD(P). In all cases, the Secretary of Defense must approve each OFSC. An overseas force is one that is outside the continental United States (OCONUS), Alaska, Hawaii, and U.S. territories; and consists of an aggregation of military personnel, weapon systems, equipment, and necessary support, or combination thereof. Other changes that do not affect force assignment will normally be addressed in the unit deployment program or deployment order process.

(a) Service Headquarters (HQ) or Functional Combatant Commanders (FCCs) shall submit OFSC proposals for SecDef approval. Service HQs shall not direct their Service Components to conduct any action that meets the threshold requiring an OFSC without ensuring an OFSC proposal was initiated and the HNN process was completed. OFSC proposals will be submitted for any of the following three thresholds:

1. Assignment changes to overseas organizations listed in the SecDef's Forces for Unified Commands memorandum published in the Global Force Management Implementation Guidance (GFMIG) (reference j).
2. Overseas organizations commanded by an officer in the grade of O-4 or higher.
3. Broad Departmental responsibilities, international agreements, and treaties.

(b) Of note, an OFSC/HNN request shall also be submitted for proposed changes that do not exceed an above threshold, but which are deemed by OUSD(P) to have national-level policy significance.

(c) SecDef approval of an OFSC proposal must be clearly demonstrated before executing the HNN. The HNN request process shall also be executed for those actions that could impact U.S. relations with a host nation (HN) and/or affect broad Departmental responsibilities or treaties regarding overseas U.S. military presence. In all cases HNN is required for an action that impacts U.S. relations with the HN, which could apply to the movement of a single weapon or individual Soldier, Sailor, Airman, Marine, or the disposition of U.S. civilian or host-nation local national jobs.

(2) Moves between countries within a Geographic Combatant Command's (GCC) area of responsibility (AOR) are considered OFSCs. The HNN request process is initiated for movement of assigned forces, which are already approved by the Secretary of Defense and documented within the SecDef's Forces for Unified Commands memorandum.

b. This instruction is related to:

(1) International Agreements. The information provided is not intended to interfere with obligations contained in international agreements concerning reporting or notification requirements regarding force structure changes, but should serve to augment, implement, and facilitate the reporting/notification process. See reference a for procedures and reporting/notification guidance.

(2) Realignment of DoD Sites Overseas. It is not the intent of this

instruction to address realignment of DoD overseas sites (e.g., real estate/facility changes, including base closures). However, when closing a facility, there may be force structure changes. For facility closures, as applicable, the overseas force structure information specified by Services and component commands within this instruction shall accompany the realignment nomination package sent to Joint Staff/J-5. References b and f provide guidance for realignment of DoD overseas sites.

c. This instruction does not apply to:

(1) Unit Deployment Program (UDP). The information in this instruction does not apply to changes accomplished using the existing Joint Staff/J-3 managed UDP or deployment order process. Policies and responsibilities for improving the effectiveness and efficiency of the joint deployment and redeployment processes are provided in reference g.

(2) Pre-positioned Equipment. This instruction is not intended for pre-positioned equipment, supplies, munitions, or shipping. See reference c for appropriate guidance and HNN procedures.

#### 4. Policy

a. Actions Included in OFSC Proposals/HNN Requests. The coordination process required to obtain SecDef approval of an OFSC and Under Secretary of Defense for Policy (USD(P)) approval to initiate HNN of an approved OFSC or other actions with national-level policy significance is outlined in this instruction. The final DoD-wide process that ensures coordination of all organizations and interagency departments with equities involved in executing a planned and SecDef-approved OFSC is also provided.

(1) The process of changing overseas force structure and supporting infrastructure involves most of the following actions, generally in the sequence listed:

(a) Proposal to introduce or remove military capability at overseas locations and specifically at enduring overseas facilities as defined in reference 1 (e.g., Main Operating Bases, Forward Operating Sites, and Cooperative Security Locations).

1. Proposal to realign physical overseas force structure.
2. Proposal for reassignment of forces.
3. Proposal to re-designate forces and/or command elements.
4. Proposal to realign contactors and/or local national employees.

(b) Actions culminating in SecDef approval.

1. Service and Military Department approval.
2. GCC Assessment.
3. Stakeholder Coordination.
4. Joint Staff and OSD review and endorsement.
5. SecDef approval (or approval in concept).

(c) HN actions.

1. HN consultations, site visits, surveys as required.
2. HNN approval, initiation, and completion.
3. Host-nation approval/concurrence on OFSCs introducing new or additional forces or capabilities into a country.

(d) Declassification.

(e) Treaty notification (if required).

(f) Public Announcement.

(g) Execution (any of the following).

1. Physical movement of a military unit.
2. Realignment of contractors or local national employees.
3. Unit inactivation/activation/re-designation.

b. Approval Processes. A detailed description of the OFSC proposal approval process and the HNN request approval process are described in Enclosure A. Coordination of OFSC proposals and HNN requests through the Military Departments, Services, Service component commands, Combatant Commands, Joint Staff, Office of the Secretary of Defense (OSD), and Department of State will be accomplished in accordance with this instruction. The Service HQs and FCCs will staff OFSC proposals with the affected Combatant Commands; however, they retain the ability to initiate an OFSC proposal regardless of Combatant Command or Service component command concurrence.

(1) The OFSC approval process ensures SecDef approval for changes to the Forces for Unified Commands memorandum published in the GFMIG (reference j).

(2) All OFSC actions, in accordance with title 10, section 162, must be approved by the Secretary of Defense or, when acting as the Defense Secretary, the Deputy Secretary of Defense (references i and j). When the Secretary of Defense approves a broad posture concept/plan, but the requested OFSC covers specific realignments, which may not have been part of the broad change, the specific realignment would require SecDef approval.

(3) USD(P), prior to approving HNN for an OFSC, must have received documentation demonstrating that the Secretary of Defense or, when acting as the Defense Secretary, the Deputy Secretary of Defense, approved the OFSC. The required documentation is outlined in Enclosure A, paragraph 2. HNN cannot be initiated until the Secretary of Defense has approved the OFSC.

(4) Every OFSC requires HNN, which in turn requires close and continuous coordination with the Department of State and the American Embassies (AMEMBs) involved.

c. Delays or Changes to Approved Dates. The Military Departments, Services, FCCs, GCCs, and Joint Staff must coordinate with all organizations with equity, including the OFSC initiator, OUSD(P), and affected AMEMBs, delays or changes to approved dates to initiate HNN or to execute an OFSC. The coordination will include consideration of the potential need to update HNN, proposed Public Affairs guidance (PPAG), treaty notifications, transportation requirements, resourcing, and other equities.

d. Classification. The originating Service or FCC shall classify the pending OFSC events CONFIDENTIAL or higher, as appropriate. Except during high-level political-military (POLMIL) talks where information release to selected foreign government representatives is properly coordinated to support HN consultations, do not release OFSC information to foreign nationals, HN, or the public. CONFIDENTIAL and SECRET documents, unless specifically marked with "REL TO," are not releasable to foreign governments by definition. The use of NOFORN security marking should be limited to special cases as outlined in separate classification guidance.

e. Declassification. The GCC, in coordination with the AMEMB, will declassify selected OFSC information at the date agreed upon, normally within 30 days after HNN.

5. Definitions. See GLOSSARY.

6. Responsibilities. See Enclosure A.

- a. Global Posture Executive Council (GPEC). GPEC members are responsible to update the council on known current and pending OFSCs. The GPEC will monitor the status of OFSCs that are in-work or pending.
- b. Theater Posture Plan (TPP) Submission. GCC submissions of the TPP as directed in the Joint Strategic Capabilities Plan should include a list of known pending OFSCs within the TPP.

7. Summary of Changes

- a. Deletes the requirement for POM submissions, to include OFSCs aggregated by Combatant Command. OFSC proposals/HNN requests will be reviewed on a continual basis by the GPEC.
- b. Provides Global Defense Posture (GDP) Intelink sharepoint site for current status of OFSC and HNN actions: <http://www.intelink.sgov.gov/sites/jointstaff/j5/gdp/OFSC/default.aspx>.
- c. Streamlines the Joint Staff coordination process for OFSC proposals and/or HNN requests into a single process that includes parallel coordination with OSD and the Department of State.
- d. Clarifies the DoS phrase “host-nation notification,” noting that some change requests require a request for host-nation concurrence.
- e. Changes the Joint Staff office for processing OFSC proposals and/or HNN requests to J-5/Strategic Alignment Division.
- f. Changes the approval for non-policy significant host-nation notifications to J-5/Deputy Director for Joint Strategic Planning.
- g. Deletes Service component message and details that requests will be submitted by the Service HQs to the Joint Staff and OSD in coordination with the GCC.
- h. Changes the OFSC proposal/HNN request timeline to an event driven process that generally requires 180 days to complete.

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](http://www.dtic.mil/cjcs_directives).

9. Effective Date. This instruction is effective upon receipt.

For the Chairman of the Joint Chiefs of Staff:



CURTIS M. SCAPARROTTI  
Lieutenant General, U.S. Army  
Director, Joint Staff

Enclosures:

- A -- Coordinating OFSCs for SecDef Approval
- B -- References
- GL -- Glossary

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TABLE OF CONTENTS

	<u>Page</u>
ENCLOSURE A -- Coordinating OFSC Proposals/HNN Requests	
OFSC Proposal/HNN Request Coordination Process.....	A-1
Responsibilities for Obtaining Approval of OFSC Proposals and HNN Requests.....	A-3
Conditions.....	A-15
Timeline .....	A-16
Appendix A -- Service HQ or FCC OFSC Proposal/HNN Request Message/Memorandum.....	A-A-1
Appendix B -- Geographic Combatant Command Assessment Message/Memorandum.....	A-B-1
Appendix C -- Geographic Combatant Command Request for Host Nation Sensitivity Survey.....	A-C-1
Appendix D -- Example USD(P) Message and J-5 Deputy Director for Joint Strategic Planning Memorandum.....	A-D-1
Appendix E-- Combatant Command Declassification Message/Memorandum.....	A-E-1
Appendix F -- OFSC/HNN Approval Checklist.....	A-F-1
ENCLOSURE B -- REFERENCES.....	B-1
GLOSSARY.....	GL-1
FIGURE	
1. Figure A-1. Overseas Force Structure Change (OFSC) Approval Process.....	A-2
2. Figure A-2. Finalizing Host-Nation Notification (HNN) Coordination.....	A-13

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ENCLOSURE A

COORDINATING OFSC PROPOSALS/HNN REQUESTS

1. OFSC Proposal and HNN Request Coordination Process. Coordination of OFSC proposals and HNN requests through the Military Departments, Services, Service component commands, Combatant Commands, Joint Staff, OSD, and the Department of State will be accomplished in accordance with this instruction. OFSCs may affect changes in the following areas of reassignment (references h and i); infrastructure (references b and f); international agreements (references a and f); and capability.

a. To comply with coordination procedures of an OFSC proposal, perform the following actions:

(1) Ensure the change proposal supports President and SecDef policies.

(2) Ensure National Security Strategy, applicable Defense strategy, National Military Strategy, and the Combatant Commander's warfighting capability requirements are addressed.

(3) Ensure all organizations take appropriate actions to fulfill Title 10 responsibilities regarding assignment and transfer of forces.

(4) Ensure change proposal meets international agreements, including existing international agreements outside the scope of the current change proposal.

(5) Ensure change proposal maintains Combatant Commands' capabilities sufficient enough to execute assigned missions.

(6) Ensure resourcing requirements associated with the proposed OFSC are clearly articulated and identify whether funding has been budgeted or programmed.

b. The OFSC coordination process includes organizations validating that the change proposal supports Presidential and SecDef policies and is in keeping with commitments contained in international agreements (references a and f).

c. Services maintain appropriate levels of overseas force structure (references h and i) to ensure National Security Strategy, applicable Defense strategy, National Military Strategy, and the Combatant Commander's warfighting capability requirements are addressed.

Enclosure A

d. The OFSC coordination process may result in SecDef disapproval, approval in concept, or approval.

(1) When sufficient details (as specified in the Service HQ message, Appendix A of Enclosure A, and the GCC assessment message) are provided with the OFSC proposal, the Secretary of Defense or USD(P) may also approve HNN (refer to Enclosure A, paragraph 3).

(2) Approval in concept is an option in circumstances where a Service HQ or FCC requests socializing a proposed force structure change with an HN in advance of formal SecDef approval. Approval in concept involves formal coordination with the same stakeholders, but a host-nation sensitivity survey (HNSS) may not be required and some details of the OFSC package may not be known. When approved in concept, the Secretary of Defense may authorize socialization of the general concept with the HN for the purpose of resolving issues and exploring implications and second/third order effects. Approval in concept does not constitute formal approval of an OFSC proposal or permission to conduct HNN.

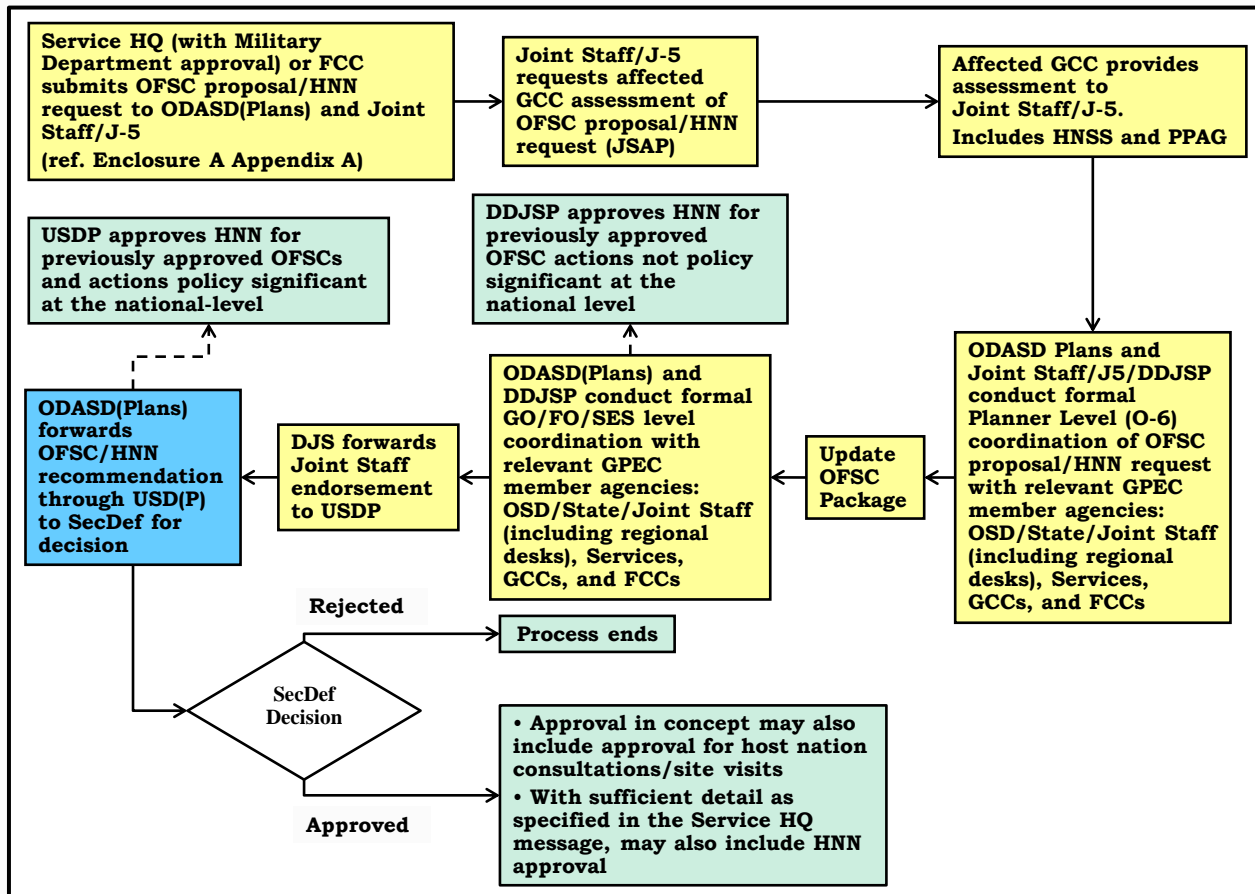


Figure A-1. OFSC Proposal/HNN Request Approval Process

2. Responsibilities for Obtaining Approval of OFSC Proposals and HNN Requests. The process to obtain SecDef approval of an OFSC proposal and/or HNN request is a GDP process involving GPEC member agencies. Figure A-1 represents the process for obtaining SecDef approval of an OFSC.

a. Service HQ or FCC Submissions of OFSC Proposals/HNN Requests. The process is initiated by a Service HQ or FCC. The three thresholds for submitting an OFSC proposal are changes involving any of the following:

(1) Assignment changes to overseas organizations listed in the SecDef's Forces for Unified Commands memorandum published in the Global Force Management Implementation Guidance (GFMIG) (reference j).

(2) Overseas organizations commanded by an officer in the grade of O-4 or higher.

(3) Broad departmental responsibilities, international agreements, and treaties.

b. Of note, an OFSC/HNN request shall also be submitted for proposed changes that do not exceed an above threshold, but which are deemed by OUSD(P) to have national-level policy significance.

c. Service HQ or FCC Responsibilities. The Service HQ or FCC submits the OFSC proposal/HNN request to the Joint Staff/J-5 (by message or memorandum) and OUSD(P), Office of Deputy Under Secretary of Defense for Strategy, Plans and Forces (ODUSD(SPF)), Office of the Deputy Assistant Secretary of Defense for Plans (ODASD(Plans)) in coordination with affected GCC, appropriate FCCs, and Service components. USSOCOM, USTRANSCOM, and USSTRATCOM, as FCCs acting in a Service role, may act in the same role as a Service HQ in this instruction. The Service HQ notifies the affected GCCs of all proposed force structure changes. At the outset of any OFSC proposal and/or HNN request coordination process an informal notification, usually via e-mail to all affected parties will aid in highlighting issues early.

(1) Prior to OFSC submission, the organization (Service or FCC) initiating the proposal for an OFSC and/or request for HNN obtains input and comments from affected GCCs, FCCs, component commands, and other affected Services for forces stationed on joint-use sites. The Service HQ transmits the OFSC proposal/HNN request to the Joint Staff/J-5 (by message or memorandum) and ODASD(Plans), requesting SecDef approval (or USD(P) approval for a HNN request). The proposal must specify if the proposed OFSC, or other policy significant action, involves (or could reasonably lead to) an installation closure, reduction in or curtailment of base operating support services, or changes to

Enclosure A

existing inter-Service support agreements.

(2) The Service HQ or FCC staffing of the OFSC proposal/HNN request should include a notional timeline for execution, accompanied by a desired timeline for HNN, declassification, and public announcement. Inclusion of the execution timeline in the original OFSC proposal/HNN request increases department leadership awareness of planned implementation expectations as well as provides an opportunity for deliberate strategic communications efforts with respect to force structure planning. Examples of OFSC proposal and HNN request messages are at Appendix A to Enclosure A. The message should:

(a) Include a statement outlining changes in capabilities and/or force structure.

(b) Contain information regarding the number of personnel and equipment arriving or departing.

(c) State the desired HNN date and estimate the beginning and end dates for execution of the OFSC.

(d) Include an assessment (reference e, Enclosure 7) of any impact on the following:

1. Family residency programs.
2. Infrastructure.
3. Base operating support.
4. Community programs.
5. Morale, Welfare, and Recreation (MWR) programs.
6. Military entitlement programs (Funded Emergency Medical Leave (EML), Hardship Duty Pay, OCONUS cost of living allowance (COLA), etc.).
7. Department of Defense Education Activity (DODEA) schools.
8. Service member and family well-being programs.
9. Local economy including local national jobs.

(e) Include a statement on whether infrastructure changes are reflected in theater installation master plans and proposed OFCS are contained

Enclosure A

within the GCC Theater Posture Plan.

(f) Provide a funding statement which identifies cost estimates by Fiscal Year (FY) and a status of whether OFSC impact areas have been funded by the cognizant Service. Examples of potential impact areas include, but are not limited to:

1. Operations and support costs.
2. Unit transportation.
3. Manpower.
4. Infrastructure disposal.
5. Environmental impact.
6. Military entitlement programs (Funded EML, Hardship Duty Pay, OCONUS COLA, etc.).
7. MWR programs.
8. DODEA schools.
9. Service member and family well-being programs.
10. Host-Nation Funded Construction, as appropriate.
11. Military construction (MILCON), as appropriate.

(g) Include a statement indicating whether overseas facilities are/are not expected to be declared excess or nominated for closure in accordance with reference f.

(h) Actions taken or planned to fulfill congressional consultation/notification requirements to meet Title 10 requirements.

(i) Service HQ/Military Department-approved PPAG to accompany the OFSC proposal/HNN request package. The PPAG will be coordinated with the GCC, subordinate unified command, AMEMB, the Department of State, Joint Staff, and OSD during the HNN request coordination process.

(j) A point of contact for the HNN and a point of contact to develop proposed PPAG.

Enclosure A

(3) The Service HQ or FCC responsibilities also include:

(a) Notifying the GCC of any changes to planned and approved OFSCs that may affect their capabilities or require additional HNN or treaty notifications.

(b) Ensuring appropriate Service congressional consultation and notifications are properly coordinated to facilitate timely HNN and implementation of force structure changes.

d. Combatant Command Responsibilities. The GCC must conduct an assessment of POLMIL, operational risk, force structure, and infrastructure/resource implications of the requested OFSC, or other policy significant action, to inform the Joint Staff and OSD of the relative values/benefits and costs/risks of the OFSC/actions. The briefing response to FY 2006 National Defense Authorization Act, Section 1233, GDP Report to Congress, attached to a Principal Deputy USD(P) letter (reference k) specifies three levels of analysis (POLMIL, operational risk, and cost/resources) and associated methodology and criteria that components should use as a guideline for this assessment requirement.

(1) GCC Assessment Summary. The GCC provides a summary of its assessment, HNSS, and PPAG results to Joint Staff/J-5 and ODASD(Plans).

(a) GCC review will be limited to the Combatant Command's staff, the Service staff, the Service component, other affected Service components (as appropriate), the subordinate unified command, the Joint Staff, OSD, and the AMEMB. The HN is not included.

(b) If the GCC recommends disapproval, the Director, J-5 will seek resolution at the appropriate level. During the resolution process, Joint Staff/J-5 will keep all parties informed of progress and plan of action. Once resolution is reached and it is determined the OFSC proposal/HNN request will move forward, final coordination of the OFSC proposal/HNN request will occur.

(c) Appendix B to Enclosure A has a sample GCC assessment message; Appendix C to Enclosure A has a sample HNSS message. A key part of the GCC message is the recommendation for approval and/or disapproval statement. The GCC should confirm approval of the OFSC/HNN and request Joint Staff and OSD concurrence.

(d) The GCC should also indicate whether a change to force assignment and the SecDef's Forces for Unified Commands Memorandum will or will not be required.

Enclosure A



(e) To facilitate GCC assessments, the cost/resources level is split into two levels of analysis: force structure and infrastructure/personnel; and resources as shown below:

1. Political-Military. Assess values and relative risks of an OFSC or other policy significant action with respect to HN relations and access arrangements, HN sensitivity, treaty and/or international agreement obligations, regional perceptions and security cooperation (to include alliance and coalition commitments and possible reactions by other allies/partners and competitors in the region), and impact on U.S. GDP realignment broadly.

2. Operational Risk. Assess values and relative risks of an OFSC or other policy significant action with respect to operational planning needs and warfighting capability, security cooperation activities/presence, global force management, and force protection. Assess the impact/risk to joint warfighting capabilities if the proposed OFSC involves (or could reasonably lead to) an installation closure, reduction/curtailment of base operating support services, or changes to existing inter-Service support agreements.

3. Force Structure. Assess values and relative risks of an OFSC or other policy significant action with respect to operational and enabler unit size/type/location/composition, personnel impacts, related impact on force provider support, and other areas relevant to force structure support of U.S. military presence.

4. Infrastructure/Personnel and Resources. Assess values and relative risks of an OFSC or other policy significant action with respect to infrastructure/facilities demands and impacts, fiscal impact, Service member and family well-being (e.g., family residency programs and schools in coordination with DODEA), military entitlement programs (Funded EML, Hardship Duty Pay, OCONUS COLA, etc.), MWR programs, and sustainability of the change. The personnel impact or assessment should be conducted using Enclosure 7 of reference e as a baseline.

(f) Alternatives. Where applicable, the Combatant Command assessment should also address alternatives to the OFSC or other policy significant action that were considered, and why the requested change was selected.

(g) Implications. Where necessary, Joint Staff and OSD will provide additional or complementary assessment of possible strategic or POLMIL implications of an OFSC or other policy significant action prior to seeking SecDef approval.

Enclosure A

(2) The GCC may not proceed with HNN in coordination with AMEMB until the final coordination process is complete and guidance is provided from the Joint Staff or USD(P), in coordination with the Department of State, to proceed with HNN.

(3) The GCC, in coordination with OUSD(P), ensures the Department of State is aware of the OFSC proposal/HNN request and when appropriate, provides the affected AMEMBs a request to conduct a HNSS. A sample message can be found at Appendix C to Enclosure A.

(4) Geographic Combatant Command Responsibilities

(a) Provide overall DoD lead for HNN actions within the GCC's geographic AOR.

(b) Coordinate with other GCCs and FCCs that may be affected by the OFSC proposal.

(c) Provide command approval authority for HNN requests.

(d) Recommend reassignment of forces as required.

(e) Request the AMEMB, or direct subordinate unified commands in coordination with the AMEMB, to conduct a HNSS. For policy significant OFSCs, AMEMB coordination with the Department of State may be required to complete the HNSS.

(f) Provide PPAG to AMEMB, and when appropriate, also to the sub-unified command for input.

(g) Coordinate HNN and public announcement with the appropriate subordinate command, country desk, and AMEMB in accordance with current guidelines.

(h) Ensure that changes or delays in executing approved OFSCs are fully coordinated at all levels, including the Service HQ (or FCC) that initiated the OFSC.

(5) Functional Combatant Command Responsibilities. Coordinate planning with the GCCs, as required, for a shift in forces. For an OFSC desired by FCCs, the GCC is responsible to fully coordinate the HNN request, including coordinating the HNSS and execution of approved HNN with AMEMB. The functional Combatant Commander has responsibility to support the GCC.

Enclosure A

(6) Subunified Command Responsibilities. Coordinate with the affected Combatant Commands regarding HNN.

(7) GCC Service Component Responsibilities

(a) Ensure coordination and liaison with affected Combatant Command staffs during internal Service coordination to provide the Combatant Command early visibility.

(b) Notify the Combatant Command of any changes to planned and approved OFSCs/HNNs that may require additional HNN.

(c) Notify Service HQ of any planned HNN as soon as possible in order to facilitate international treaty or agreement notifications.

(d) Notify Combatant Command when HN facilities are expected to be declared excess and nominated for closure in accordance with reference f. If the facilities are nominated for closure, references b and f apply. The Joint Staff/J-5 will be the Joint Staff lead for coordination approval of the realignment of the overseas site and HNN is approved and initiated under that process.

(e) Service Component Review/Forward HNN Requests. The Service component may propose coordination of an OFSC proposal and/or HNN request to the Service HQ, in coordination with the Combatant Command. As mentioned earlier, the process for coordinating HNN requests outlined in this instruction does not apply to UDP deployments. During the OFSC review the Service component with the Service HQ will determine if a unit is covered under an existing UDP or deployment order (DEPORD). If a unit rotation is implemented by UDP or DEPORD, the Service component, in coordination with the Combatant Command, will use existing UDP and/or DEPORD procedures to notify the HN, as appropriate, and execute the force movement.

e. Joint Staff Coordination. Joint Staff/J-5 leads formal OFSC proposal/HNN request coordination with relevant GPEC member agencies, including ODASD(Plans), affected functional commands (e.g., USTRANSCOM), Military Departments, Services, and other affected and appropriate organizations to gather the information needed to forward the OFSC proposal/HNN request to the Director, Joint Staff (DJS).

(1) Joint Staff coordination will ensure a proposed OFSC, or other policy significant action, supports the Secretary of Defense, the Service, and/or Service component command. Joint Staff/J-5 will solicit OSD coordination through ODASD(Plans), who will be responsible for coordinating the package internal to

Enclosure A

OSD, including with other policy offices (e.g., OUSD(P) desk officers), OUSD(AT&L), OUSD(C), OUSD(P&R), CAPE, and other OSD or DoS organizations as appropriate. Joint Staff/J-5 will forward the OFSC proposal/HNN request coordination package to Joint Staff offices, appropriate Services, and for appropriate action to affected Combatant Commands, with a copy to ODASD(Plans). The coordination process is intended to:

(a) Ensure a proposed OFSC supports Presidential and SecDef current policies and is in keeping with commitments contained in international agreements (reference a).

(b) Ensure overseas force structure is maintained by Services at appropriate levels to support the National Security Strategy, applicable Defense strategy, National Military Strategy, and the Combatant Commander's warfighting capability requirements (references h and i).

(c) Provide the Department of State a request to conduct HNN and/or treaty consultations/negotiations with sufficient information about the OFSC. Early coordination is required with the Department of State to ensure treaties and agreements are maintained and/or altered appropriately.

(d) Ensure transportation planning and infrastructure disposal processes are properly integrated with OFSC cost estimates related to relocation and/or closure activities (references b and f).

(2) Joint Staff/J-5 will coordinate the OFSC proposal/HNN request with organizations that may have equities as shown below:

(a) J-1: Personnel impact – tour length establishment/changes, entitlement programs (Funded EML; Imminent Danger Pay, Hardship Duty Pay, OCONUS COLA, etc.), end strength and the funding to support MWR programs, DODEA schools, and Service member and family well-being programs (references e and h).

(b) J-2: Intelligence impact.

(c) J-3: Operational impact.

(d) J-4: Logistical readiness, medical readiness, operational sustainability, environmental and mobilization concerns, and impact on pending infrastructure MILCON and/or planning.

(e) J-5: POLMIL impact, regional security cooperation, alliance and coalition commitments, impact on contingency planning efforts, cost vs. benefits,

Enclosure A

HN sensitivity, and treaty implications.

(f) J-6: Impact on command, control, communications, and computers.

(g) J-7: Impact to supported Combatant Command sponsored exercises.

(h) J-8: Impact upon warfighting capability, budgetary effects, and implications for overall force structure.

(i) Service: Review the funding, impact/timing of drawdown on mission capability and other applicable equities.

(j) Office of the Chairman of the Joint Chiefs of Staff Legal Counsel (OCJCS/LC): Legal sufficiency, compliance with all requirements and relevant international agreements.

(k) Office of the Deputy Assistant Secretary of Defense for Plans (ODASD(Plans)), in coordination with OUSD(P) country desk officers: POLMIL impact (e.g., on local economy), regional security cooperation, alliance and coalition commitments, cost vs. benefits, HN sensitivity, and general implications for realignment of U.S. military presence overseas.

(l) OUSD(AT&L): Infrastructure, facilities, costs, quality of life, and environmental implications.

(m) OUSD(P&R): Any OFSC with U.S. military, civilian, and foreign national personnel policy implications, as well as, those with potential readiness or military community and family policy implications

(n) Functional Combatant Commands: USTRANSCOM for transportation, logistics, mobility and mission support implications; USSOCOM and USSTRATCOM for mission support implications

f. OUSD(P) coordination of OFSC proposal/HNN request. In parallel to the Joint Staff coordination, ODASD(Plans) will coordinate OFSC proposal/HNN request within OSD and with Military Departments and the Department of State. This paragraph is provided for process clarification/information only, not to be interpreted as Joint Staff tasking.

(1) ODASD(Plans) is the single point of contact for coordinating OFSC proposals/HNN requests within OSD and with Military Departments and the Department of State. ODASD(Plans) coordinates with the OUSD(P),

Enclosure A

OUSD(AT&L), OUSD(C), OUSD(P&R), CAPE, and Department of State, and obtains SecDef decision (USD(P) decision for a HNN request). SecDef approval of an OFSC in concept does not authorize HNN nor imply that desired Service timelines are final. SecDef approval of an OFSC in concept may authorize OUSD(P) to lead HN consultations/site surveys to help the Service HQ/FCCs and affected commands determine the details required to obtain OFSC/HNN approval.

(2) ODASD(Plans) forwards the SecDef decision (or USDP for HNN approval) to the initiating organization through the appropriate Military Department with a copy to J-5/Strategic Alignment Division (SAD) to distribute to Joint Staff/J-8 Forces Division, appropriate Service, Service component, and affected Combatant Commands. The preferred OFSC approval documentation is an initialed SecDef or DepSecDef action memorandum, but may include at least one of the following:

(a) Comment confirming SecDef or, as appropriate, DepSecDef approval of the OFSC in the form of an e-mail or memorandum provided by ODASD(Plans).

(b) An initialed SecDef or DepSecDef action memorandum (preferred).

(c) A Military Department Secretary or Service HQ memorandum that states the Secretary of Defense approved the OFSC.

(d) Reference to a document that clearly indicates SecDef or DepSecDef approval of the OFSC, such as the SecDef's Forces for Combatant Commands memorandum.

(3) OCJCS/LC will coordinate on a request to approve and initiate HNN.

(4) USD(P) approval to initiate HNN may take the form of an e-mail or a formal reply memorandum to the DJS. If a formal memorandum is necessary to initiate HNN, ODASD(Plans) and the relevant OUSD(P) country desk office(s), in coordination with the Department of State, will draft a DoS cable for DoS country desks affected by the HNN(s). The draft DoS cable includes direction to the appropriate AMEMB and coordination instructions to the GCC regarding HNN, and will copy the DJS, and other appropriate organizations.

g. Policy significant versus not policy significant. Following Joint Staff and OSD coordination on a HNN request, the package will be routed one of two ways based on the action's level of policy significance. National-level policy significance will have been determined for those OFSCs approved following the process outlined above. For those OFSCs approved by other means,

Enclosure A

national-level policy significance will be determined based on the collective coordination and consensus opinion of the Combatant Command country team, Joint Staff country desk, OCJCS/LC and ODASD(Plans) in coordination with OUSD(P) country desk officers and the Department of State. The routing procedures for HNN requests is shown in Figure A-2.

(1) If an OFSC, or other action, is policy significant at the national level, the fully coordinated OFSC proposal and HNN request will be routed through the USD(P) to the Secretary of Defense for review. If the Secretary of Defense approves the OFSC proposal/HNN request, USD(P) will normally be tasked with initiating the HNN process. This may entail informal coordination or the transmittal of a memoranda to the DJS and the appropriate DoS office requesting HNN be initiated and public announcement date be determined in coordination with the GCC. In such cases, the Department of State typically transmits a cable to the AMEMB to facilitate AMEMB involvement in HNN.

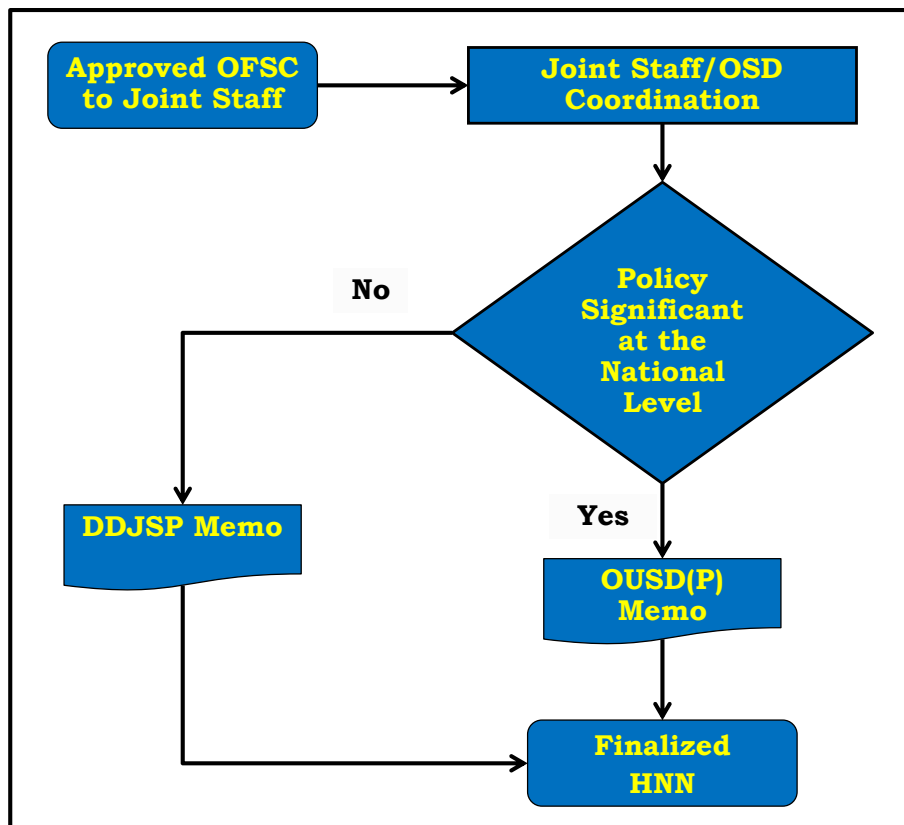


Figure A-2. Finalizing Host Nation Notification Coordination

(2) If an OFSC, or other action, does not have national-level policy significance, the coordinated HNN request will normally be routed to the Joint Staff J-5/DDJSP who may sign a memorandum and/or initial the coordination package indicating that final coordination is complete. J-5/SAD will normally

Enclosure A

e-mail the approved coordination package/documentation to the Combatant Command point of contact for action. Once informed that the OFSC does not have national-level policy significance, the Combatant Command takes the lead in coordinating with the appropriate AMEMBs regarding HNN and public announcement.

(3) GCCs may task sub-unified commands to coordinate directly with the appropriate AMEMB regarding HNN and public announcement, which may be through military channels in coordination with the AMEMB for OFSCs that do not have national-level policy significance.

(4) Appendix D to Enclosure A has a sample USD(P) message and DDJSP memorandum.

(5) The message or memorandum finalizes the HNN coordination process.

h. GCC Coordinates HNN

(1) Upon determination the OFSC is not policy significant or receipt of the approval memorandum from Joint Staff or OUSD(P), the Combatant Command will proceed with HNN actions as directed and in coordination with the appropriate AMEMB. The Combatant Command may task a subordinate unified command to coordinate directly with the appropriate AMEMB regarding HNN, declassification, and public announcement.

(2) Following HNN, the AMEMB, in coordination with a subordinate unified command as required, usually sends a HNN completion message to the Combatant Command. The Combatant Command will notify the Joint Staff, and J-5/SAD will notify ODASD(Plans) of HNN execution.

(3) The HNN process that occurs within the Department of State and in coordination with OUSD(P) is provided here for information to be aware of possible time delay between when the HN is notified and the Department of State declares HNN complete. The DoS desk officer, or OUSD(P) desk officer in coordination with the Department of State, will notify the HN embassy of HNN completion. The DoS desk officer, or OUSD(P) desk officer in coordination with the Department of State, must provide confirmation that the HN embassy in the United States has been notified before the AMEMB (or subordinate unified command, as appropriate) in the HN releases the completion message, which may follow HNN by a few hours to a few days.

(4) Following the HNN completion message, the Combatant Command will send a declassification message, as appropriate.

Enclosure A



(5) Appendix E to Enclosure A has a sample Combatant Command declassification message.

i. Service and/or FCC executes OFSC. Following AMEMB (or subordinate unified command) HNN and Combatant Command declassification, the Service (and/or FCC) and Service component will take the lead in executing the OFSC in close coordination with the Combatant Command, its subordinate unified commands, and, when military lift may be needed to support the move, USTRANSCOM (reference d).

j. HNN coordination for leadership-directed OFSCs. Often, leadership-directed OFSCs are a result of high-level POLMIL discussions resulting in agreements to move forces to/from overseas. The Secretary of Defense normally approves OFSCs agreed upon during U.S. GDP realignment negotiations.

(1) The HNN coordination process for leadership-directed OFSCs begins with a decision and approval by the DoD leadership to make an OFSC.

(2) Although already SecDef approved, leadership-directed OFSCs still require the same coordination process as outlined for Service requested OFSCs listed in the proceeding paragraphs, with minor changes, to ensure all equities are considered and to determine if further HNN is necessary. The differences in the coordination process are as follows (unless ODASD(Plans), in coordination with the OUSD(P) country director, requests the Joint Staff follow the procedures listed in the proceeding paragraphs).

(a) The package will be coordinated for information, comment, and appropriate action, as higher-level direction and approval has already been given.

(b) Direction to conduct HNN may not be required. Many times the POLMIL discussions will satisfy the HNN requirements. The Combatant Command and Joint Staff coordination process must include early contact with the ODASD(Plans) in coordination with OUSD(P) country director who determines if HNN was accomplished through senior-level negotiations or POLMIL discussions or activities, rendering further HNN unnecessary. Additional discussions on proposed public affairs guidance for a domestic release within the host-nation may be required to meet host-nation expectations.

(c) At the end of the Joint Staff coordination process, J-5/SAD will immediately e-mail the GCC point of contact the completed staffing package that states the coordination process is complete, include the ODASD(Plans) determination on whether further HNN is required, and outline any issues that need to be addressed.

Enclosure A

### 3. Conditions

a. Secretary of Defense Approves OFSC in concept. If the Secretary of Defense approves the OFSC in concept, which may also include approval for HN consultations/site surveys, the OFSC must be submitted a second time for final approval following the process outlined in the proceeding paragraphs, but with sufficient detail to also support HNN approval, or the OFSC may be approved by another process. When approved by another process, the Service HQ, and Service component will then initiate HNN coordination process.

b. Lead Combatant Command. A lead Combatant Command is needed for an OFSC proposal that involves two or more Combatant Commands. The lead Combatant Command during the OFSC approval process is the overseas GCC that is either receiving or relinquishing a force or capability, or is moving forces from one country to another within its AOR in coordination with appropriate affected functional Combatant Commands, component commands, and Services. Each of the affected GCCs and FCCs would submit their assessments to Joint Staff/J-5 and ODASD(Plans) to process as one OFSC proposal/HNN request. For example, if a unit moves from USEUCOM to USPACOM, then USEUCOM would be the lead Combatant Command for the departing unit. In this example, USPACOM would be the lead Combatant Command for the arriving unit only if the unit is going to a HN location.

c. Assignment of Forces. Nothing in this instruction alters requirements and responsibilities for the assignment of forces under reference i. A force assigned to a Combatant Command per the GFMIG, Section II: Assignment of Forces (Forces for Unified Commands memorandum) may be transferred from the command to which it is assigned only by the authority of the Secretary of Defense, and under procedures prescribed by the Secretary of Defense and approved by the President (references i and j).

d. Global Defense Posture. The Joint Staff/J-5 will coordinate OFSC proposals/HNN requests to validate they support a GDP consistent with current policy.

4. Timeline. The Service HQ or FCC must start the OFSC/HNN approval process early to ensure complete coordination with all affected Service components and Combatant Commands. The OFSC proposal/HNN request should normally be sent at least 180 days prior to the desired public announcement date to allow time for analysis, review, comment, and HNN activities.

a. Experience has shown that with early visibility, broadly coordinated

Enclosure A

supporting analysis to elucidate second- and third-order effects, complete messages and/or memorandums, and broad communication/collaboration the coordination timeline can be significantly reduced. Services or FCCs should start the process as soon as adequate information is available for coordination to ensure HNN and declassification is accomplished with sufficient lead-time. This is also a requirement when working with the Department of State and AMEMBs, which require time to staff, process, and, in many cases, translate OFSCs, HNNs, and other actions for their HN counterparts. To the extent possible, early and continuous coordination with the Department of State and AMEMB is encouraged.

b. The process starts when the Service HQ (with Military Department endorsement) or FCC submits the OFSC proposal/HNN request to Joint Staff/J-5 and ODASD(Plans) to obtain SecDef decision regarding OFSC and to obtain HNN approval. The timeline is an event driven process and generally takes up to 180 days for approval:

(1) Service HQ (with Military Department endorsement) or FCC submits OFSC proposal/HNN request to Joint Staff/J-5 and ODASD(Plans) in coordination with affected Combatant Command(s) and Service components.

(2) GCC submits assessment, HNSS, and PPAG to Joint Staff/J-5 and ODASD(Plans).

(3) Joint Staff/J-5 formally coordinates the OFSC proposal/HNN request with relevant GPEC member agencies and submits package to DJS for endorsement.

(4) ODASD(Plans) coordinates OFSC proposal/HNN request within OSD and with Military Departments and the Department of State. For OFSC proposals, OUSD(P) will submit a recommendation to the Secretary of Defense for decision. When the Combatant Command package contains a HNN request, the recommendation also includes HNN approval, pending SecDef decision. If the OFSC was previously approved by the Secretary of Defense, or for other policy significant actions, USD(P) will provide HNN approval.

(5) SecDef decision. If the Secretary of Defense approves the OFSC in concept only, the process stops at this point. In this case, OUSD(P) may be provided approval to initiate preliminary talks and HN consultation/site surveys to negotiate details in coordination with the appropriate AMEMB. Once HN consultations are complete and the Service HQ submits an OFSC proposal with sufficient detail to support HNN (as specified in the Service HQ message, Appendix A of Enclosure A, and the Combatant Command HNN assessment message Appendix B of Enclosure A), the process begins again, as shown above.

Enclosure A

In this case, the Secretary of Defense has the opportunity to approve both the OFSC and HNN. When both the OFSC, or other policy significant action, and HNN are approved the process continues as shown below.

(6) The Combatant Command coordinates HNN and AMEMB completes HNN. Service HQ and Service Component Commands shall not make any public announcements pertaining to an OFSC proposal until HNN is complete.

(7) For those countries requiring 30 days for socializing the OFSC after HNN, the Combatant Command declassifies the event and releases information in accordance with the OFSC PPAG.

c. Joint Staff/J-5 will update the OFSC approval status at the GDP Intelink site: <http://www.intelink.sgov.gov/sites/jointstaff/j5/gdp/OFSC/default.aspx>

d. Secretary of Defense approves OFSC in concept. When the Secretary of Defense approves an OFSC proposal in concept only, the Service HQ must submit the OFSC for SecDef approval a second time with sufficient detail to support HNN approval, unless the OFSC approved under another process, such as Global Force Management and documented in the SecDef's Forces for Unified Commands memorandum. Whenever the Secretary of Defense has approved an OFSC under another process, the Service HQ will submit a stand-alone HNN request (see Appendix A to Enclosure A).

APPENDIX A TO ENCLOSURE A

SERVICE HQ or FCC OFSC PROPOSAL/HNN REQUEST  
MESSAGE/MEMORANDUM

1. The Service HQ or FCC OFSC proposal/HNN request message is coordinated with the affected Service components, Combatant Commands, and functional commands. It is then sent to the Joint Staff/J-5 and ODASD(Plans) for action. The message is sent as information to all organizations that may have equity in the overseas force structure change. Addressees include, but are not limited to, OUSD(P), OUSD(AT&L), Joint Staff, Service staff, other affected Service components (as appropriate), affected GCCs/FCCs, and program offices (if applicable).

2. The Service HQ or functional Combatant Command proposal message and/or memorandum start the OFSC proposal/HNN request coordination process. This message/memorandum shall also be submitted via e-mail to Joint Staff/J-5 and ODASD(Plans). The message/memorandum shall outline the proposed action, reference applicable Service approval documentation, and request OFSC/HNN approval. The message/memorandum shall contain the following paragraphs:

a. Proposed action.

b. Basis for proposal.

c. Service or FCC request for OFSC approval (or SecDef OFSC approval documentation for HNN requests), including the Service HQ approval documentation.

d. Desired HNN, public announcement and effective change dates (Note: HNN declassification does not equate to public announcement. Some OFSCs/HNNs do not warrant public announcement. Host-nation concurrence is required before public announcement for additions to a country.)

e. POLMIL implications

(1) Statement on U.S. government commitments to the country or region-Title 10 requirements.

(2) Impact to local economy.

(3) Regional perceptions and security cooperation (to include alliance and coalition commitments and possible reactions by other allies/partners and competitors in the region).

(4) Impact on U.S. GDP realignment broadly.

f. Operational risk implications

(1) Assessment on mission accomplishment.

(2) Supporting information, as needed, to facilitate Combatant Command's assessment.

g. Force structure implications

(1) Personnel actions by community/country, including approximate net number military, U.S. General Schedule (GS), local, and national employees, and family members departing or arriving.

(2) Summary statement for the OFSC, including approximate net reductions or additions of military, U.S. GS, local, and national employees, and family members.

h. Infrastructure/resources implications

(2) Impact on infrastructure, environment (if applicable), and facilities; including a statement the HN facilities are not expected to be declared excess or nominated for closure in accordance with reference f. Also see references a and b.

(3) Impact to base operating support.

(4) Impact to community programs and local economy (including local national jobs).

(5) Impact on overseas tour length (reference e), entitlement programs (Funded EML, Imminent Danger Pay, Hardship Duty Pay, OCONUS COLA, etc.) to Service and family member wellbeing/morale, welfare and recreation programs, and DODEA schools.

(6) Include a statement on whether infrastructure changes are reflected in theater installation master plans and proposed OFCS are contained within the GCC Theater Posture Plan.

i. Funding statement.

j. Congressional consultation, notification requirements, and actions.

- k. Public Affairs guidance (status and POC).
- l. Other information including second and third order effects (as required).
- m. Proposing Service points of contact.

OFSC/HNN Approval Request

**UNCLASSIFIED Example.** (Content declassified by USPACOM message, DTG: 262051ZSEP2005, Appendix E to Enclosure A).

OFSC/HNN approval requests may require customizing the information to properly describe the Service or Joint Force Provider forces. The example below is written as a message, but a Service HQ or FCC memorandum format may also be used.

NOTE: The message body sample below is not intended as a message template. It is provided as an example only. The following example is created from content extracted from an actual message and with some fictitious information to ensure it contained each required paragraph.

(U\*) NARR/REF A IS CJCSI 2300.02 SERIES, COORDINATION OF OVERSEAS FORCE STRUCTURE CHANGES AND HOST-NATION NOTIFICATION.

REF B IS SECNAV MEMORANDUM REQUESTING ASSIGNMENT FOR USS TORTUGA (LSD 46) BUT DOES NOT CONTAIN A STATEMENT THE SECDEF HAS APPROVED THE OFSC.

REFS C AND D ARE COMFLTFORCOM AND COMPACFLT FACT AND JUSTIFICATION (ORGANIZATION CHANGE REQUEST - OCR) ENDORSEMENTS FOR A LANT-PAC INTERFLEET TRANSFER FOR USS TORTUGA (LSD 46).

REF E IS LEAD TYCOM FACT AND JUSTIFICATION REQUEST FOR USS TORTUGA (LSD 46) CHANGE OF HOMEPORT TO ASSUME JAPAN FORWARD DEPLOYED NAVAL FORCE (FDNF) DUTIES.

REF F IS MEMORANDUM FOR THE SECRETARIES OF MILITARY DEPARTMENTS, FORCES FOR UNIFIED COMMANDS, FY 2008.//  
POC/SAILOR/CDR/OPNAV N5IS13/-/TEL: 703-XXX-XXXX//  
GENTEXT/REMARKS/

1. (U\*) **PROPOSED ACTION:** THIS MESSAGE IS COORDINATED WITH USPACOM AND USPACFLT. PER REFS A THROUGH E, THIS MESSAGE REQUESTS OVERSEAS FORCE STRUCTURE CHANGE APPROVAL TO RELOCATE THE FOLLOWING U.S. NAVY SHIPS:

1.A. (U\*) USS TORTUGA (LSD 46): CHANGE HOMEPORT FROM LITTLE CREEK, VA, TO SASEBO, JAPAN, EFFECTIVE MAR 06 TO ASSUME C7F FDNF DUTIES OF USS FORT MCHENRY (LSD 43).

1.B. (U\*) USS FORT MCHENRY (LSD 43): CHANGE HOMEPORT FROM SASEBO, JAPAN, TO LITTLE CREEK, VA, TO ASSUME C2F ROTATIONAL-BASED DUTIES OF USS TORTUGA (LSD 46).

1.C. (U\*) SHIP ROTATION IS PART OF U.S. NAVY'S LONG RANGE PLAN TO UPDATE JAPAN FORWARD DEPLOYED NAVAL FORCES.

2. (U\*) **BASIS FOR PROPOSAL:** THIS HOMEPORT TRANSACTION IS A PART OF THE NAVY'S LONG-RANGE PLAN TO UPDATE JAPAN'S FDNF.

3. (U\*) **REQUEST OFSC APPROVAL:** SECNAV MEMORANDUM (REF B)

Appendix A  
Enclosure A



APPROVED CHANGE OF HOMEPORT ASSIGNMENTS FOR USS TORTUGA (LSD 46) AND USS FORT MCHENRY (LSD 43). USPACOM HAS BEEN NOTIFIED OF THIS CHANGE OF FORCE ASSIGNMENT AND IT WILL BE REFLECTED IN THE GLOBAL FORCE MANAGEMENT IMPLEMENTATION GUIDANCE UPDATE, REF F, AFTER SECDEF APPROVAL OF THE OFSC.

4. (U\*) **DESIRED HNN, PUBLIC ANNOUNCEMENT, AND EFFECTIVE CHANGE DATE:** HNN AND DECLASSIFICATION TARGET DATE IS 13 SEP 05. HNN COMPLETION BY TARGET DATE WILL ALLOW FOLLOW-ON ACTIONS (EVENT DECLASSIFICATION, PAO RELEASE, PDS/PCS ORDERS, OPERATIONAL SCHEDULES, TRAINING AND READINESS, ADMIN REQUIREMENTS, ETC.) TO PROCEED IN AN ORDERLY MANNER. A DELAY IN OFSC APPROVAL OR A DELAY OF HNN BEYOND 30 SEP 05, THE TARGET DATE TO BEGIN EXECUTION OF THE OFSC, WILL IMPACT SCHEDULED DEPARTURE OF USS TORTUGA AND CREATE CONGESTION IN SCHEDULING PORT ARRIVALS AT LITTLE CREEK, VA, AND SASEBO, JAPAN. OFSC EXECUTION ACTIVITIES WILL BE COMPLETE AS OF DD MM YYYY.

5. (U\*) **POLITICAL-MILITARY IMPLICATIONS**

5.A. (U\*) **STATEMENT ON U.S. GOVERNMENT COMMITMENTS TO THE COUNTRY OR REGION.** ASSESS HOW OFSCS MAY CHANGE THE LEVEL OF COMMITMENT TO HOST NATION WITH RESPECT TO ACCESS ARRANGEMENTS, TREATY OR INTERNATIONAL AGREEMENT OBLIGATIONS, REGIONAL PERCEPTIONS AND SECURITY COOPERATION (TO INCLUDE ALLIANCE AND COALITION COMMITMENTS AND POSSIBLE REACTIONS BY OTHER ALLIES/PARTNERS AND COMPETITORS IN THE REGION), AND IMPACT ON U.S. GLOBAL DEFENSE POSTURE.

5.B. (U\*) **IMPACT TO LOCAL ECONOMY.** STATE THE IMPACTS, WHETHER POSITIVE OR NEGATIVE. FOR EXAMPLE, SIGNIFICANT REDUCTION OF FORCE MAY RESULT IN A DECLINE OF THE LOCAL ECONOMY. STATE WHETHER THERE WILL OR WILL NOT BE A LOSS OF LOCAL NATIONAL POSITIONS. PROVIDE SUPPORTING ANALYSIS TO FACILITATE COMBATANT COMMAND'S ASSESSMENT OF THE OFSC.

6. (U\*) **OPERATIONAL RISK IMPLICATIONS. ASSESSMENT ON MISSION ACCOMPLISHMENT.** ASSESS VALUES AND RELATIVE RISKS OF OFSCS WITH RESPECT TO OPERATIONAL PLANNING NEEDS AND WARFIGHTING CAPABILITY, SECURITY COOPERATION ACTIVITIES/PRESENCE, GLOBAL FORCE MANAGEMENT, AND FORCE PROTECTION. HOW WILL THIS OFSC AFFECT THE MISSION OF THE AFFECTED UNIT? IN THE CASE OF UNIT DEACTIVATION, WILL SOME OTHER UNIT BE TAKING OVER THE MISSION? WILL THE MISSION GO AWAY? IS THE MISSION NO LONGER RELEVANT? INCLUDE A STATEMENT OUTLINING CHANGES IN CAPABILITIES. PROVIDE SUPPORTING ANALYSIS TO FACILITATE COMBATANT COMMAND'S ASSESSMENT OF THE OFSC.

7. (U\*) **FORCE STRUCTURE IMPLICATIONS**

7.A. (U\*) **PERSONNEL IMPACT.** USE THIS PARAGRAPH TO DETAIL CHANGES IN COMMUNITY POPULATIONS AS A RESULT OF THE OFSC. LIST

EACH COMMUNITY IN A SEPARATE SUBPARAGRAPH. FOR PLANNING PURPOSES USE A FACTOR OF 1.4 FAMILY MEMBERS PER SERVICE MEMBER TO DETERMINE THE TOTAL NUMBER OF FAMILY MEMBERS. (FOR EXAMPLE A MOVE OF 1000 SOLDIERS WOULD INCLUDE 1400 FAMILY MEMBERS FOR A TOTAL INCREASE/DECREASE OF 2400 U.S. PERSONNEL. IF A DIFFERENT FACTOR IS USED, PLEASE STATE).

7.A.1. (U\*) **[COMMUNITY 1, COUNTRY 1]**. IN FY XX THERE IS A NET POPULATION INCREASE/DECREASE OF APPROXIMATELY XXXX SOLDIERS, XXXX U.S. GOVERNMENT SERVICE CIVILIANS, AND XXXX FAMILY MEMBERS; APPROXIMATE TOTAL INCREASE OF XXXX U.S. PERSONNEL.

7.A.2. (U\*) **[COMMUNITY 2, COUNTRY 1]**. IN FY XX THERE IS A NET POPULATION INCREASE/DECREASE OF APPROXIMATELY XXXX SOLDIERS, XXXX U.S. GOVERNMENT SERVICE CIVILIANS, AND XXXX FAMILY MEMBERS; APPROXIMATE TOTAL INCREASE OF XXXX U.S. PERSONNEL.

7.A.3. (U\*) **[COUNTRY 1]**. AS A RESULT OF THESE ACTIONS THE U.S. [SERVICE] TOTAL POPULATION IN [COUNTRY] WILL INCREASE/DECREASE BY XXXX.

7.B. (U\*) **SUMMARY STATEMENT**. ASSESS VALUES AND RELATIVE RISKS OF OFSCS WITH RESPECT TO OPERATIONAL AND ENABLER UNIT SIZE/TYPE/LOCATION/COMPOSITION, PERSONNEL IMPACTS, RELATED IMPACT ON FORCE PROVIDER SUPPORT, AND OTHER AREAS RELEVANT TO FORCE STRUCTURE SUPPORT OF U.S. MILITARY PRESENCE.

8. (U\*) **INFRASTRUCTURE AND RESOURCES IMPLICATIONS**.

8.A. (U\*) **IMPACT ON FAMILY RESIDENCY PROGRAMS**. STATE THE IMPACTS, WHETHER POSITIVE OR NEGATIVE. PROVIDE SUPPORTING ANALYSIS TO FACILITATE COMBATANT COMMAND'S ASSESSMENT OF THE OFSC.

8.B. (U\*) **IMPACT ON INFRASTRUCTURE, FACILITIES, AND ENVIRONMENT**. PROVIDE DETAILS TO THE AMOUNT AND TYPE OF CONSTRUCTION, RENOVATIONS, OR ENVIRONMENTAL CLEAN UP THAT MAY BE REQUIRED. INCLUDE A STATEMENT WHETHER OR NOT THE HOST-NATION FACILITIES ARE EXPECTED TO BE DECLARED EXCESS OR NOMINATED FOR CLOSURE IN ACCORDANCE WITH DODI 4165.69. STATE ENVIRONMENTAL IMPACT STUDY FINDING.

8.C. (U\*) **IMPACT TO BASE OPERATING SUPPORT**. STATE THE IMPACTS, WHETHER POSITIVE OR NEGATIVE. PROVIDE SUPPORTING ANALYSIS TO FACILITATE COMBATANT COMMAND'S ASSESSMENT OF THE OFSC.

8.D. (U\*) **IMPACT TO COMMUNITY PROGRAMS AND LOCAL ECONOMY**. STATE THE IMPACTS, WHETHER POSITIVE OR NEGATIVE. PROVIDE SUPPORTING ANALYSIS TO FACILITATE COMBATANT COMMAND'S ASSESSMENT OF THE OFSC. INCLUDE STATEMENT REGARDING LOCAL NATIONAL JOB SITUATION IN LOCAL ECONOMY.

8.E. (U\*) **IMPACT TO SERVICE MEMBER AND FAMILY MEMBER WELL BEING AND MWR PROGRAMS**. STATE THE IMPACTS, WHETHER POSITIVE OR NEGATIVE. PROVIDE SUPPORTING ANALYSIS TO FACILITATE

COMBATANT COMMAND'S ASSESSMENT OF THE OFSC.

8.F. (U\*) **INFRASTRUCTURE CHANGES ARE REFLECTED IN INSTALLATION MASTER PLANS.** PROPOSED CHANGES ARE CROSS-CHECKED WITH THE THEATER POSTURE PLAN.

9. (U\*) **FUNDING STATEMENT.** STATE WHETHER OR NOT THE SERVICE COMPONENT WILL REQUIRE ADDITIONAL FUNDING (BY FISCAL YEAR) FOR THIS OFSC. REQUIRED FUNDING INCLUDES, BUT IS NOT LIMITED TO, OPERATIONS AND SUPPORT COSTS, UNIT TRANSPORTATION, MANPOWER, INFRASTRUCTURE DISPOSAL, ENVIRONMENTAL IMPACT, MWR PROGRAMS, ENTITLEMENT PROGRAMS (FUNDED EML, HARDSHIP DUTY PAY, OCONUS COLA, ETC.), DOD SCHOOLS, SERVICE MEMBER AND FAMILY WELL BEING PROGRAMS. EXPLAIN THE RESOURCES USED FOR ANY REQUIRED FUNDING.

10. (U\*) **CONGRESSIONAL CONSULTATION.** DIRECTOR OPNAV MANAGEMENT DIVISION (DNS-3) IS PREPARING A PACKAGE FOR CNO TO RELEASE TO LEGISLATIVE AFFAIRS FOR PRESENTATION TO CONGRESS ON OR BEFORE 1 FEB 05. DISCUSS NOTIFICATION REQUIREMENTS AND OTHER ACTIONS.

11. (U\*) **PUBLIC AFFAIRS GUIDANCE (PAG).** PROVIDE POC INFORMATION FOR MEMBER RESPONSIBLE FOR DRAFTING PAG AND ITS STATUS.

12. (U\*) **OTHER INFORMATION.** AS REQUIRED.

13. (U\*) **PROPOSING SERVICE POINTS OF CONTACT**  
NAME AND RANK, TITLE, DSN (XXX) XXX-XXXX, OFFICE  
(SIPR) SIPR ADDRESS HERE  
(NIPR) NIPR ADDRESS HERE  
NAME AND RANK, TITLE, DSN (XXX) XXX-XXXX, OFFICE  
(SIPR) SIPR ADDRESS HERE  
(NIPR) NIPR ADDRESS HERE//

\*NOTE: Each paragraph above is marked with a "U" to indicate current classification of the information. However, the original message had classification markings the originator determined was appropriate and in accordance with Enclosure A. Do not misconstrue the markings in this sample to mean that the message should be UNCLASSIFIED.

HNN Approval Request (Previously Approved OFSC)

**UNCLASSIFIED Example.** Content declassified by USPACOM message, DTG: 262051ZSEP2005, Appendix E, Enclosure B.

OFSC/HNN approval requests may require customizing the information to properly describe the Service or functional Combatant Command forces. The example below is written as a message, but a Service or functional Combatant Command memorandum format may also be used. Each Service or functional Combatant Command is encouraged to develop memorandum examples for a local training supplement to this CJCSI.

NOTE: The message body samples below are not intended as a message template. They are provided as example only. The following examples were created from content extracted from an actual message and with some fictitious information to ensure it contained each required paragraph.

(U\*) NARR/REF A IS CJCSI 2300.02 SERIES, COORDINATION OF OVERSEAS FORCE STRUCTURE CHANGES AND HOST-NATION NOTIFICATION (HNN) GUIDANCE. REF B IS SECNAV MEMORANDUM DIRECTING CHANGE OF HOMEPORT ASSIGNMENTS FOR USS TORTUGA (LSD 46) AND USS FORT MCHENRY (LSD 43). REFS C AND D ARE COMFLTFORCOM AND COMPACFLT FACT AND JUSTIFICATION (ORGANIZATION CHANGE REQUEST - OCR) ENDORSEMENTS FOR A LANT-PAC INTERFLEET TRANSFER BETWEEN USS TORTUGA (LSD 46) AND USS FORT MCHENRY (LSD 43). REF E IS LEAD TYCOM FACT AND JUSTIFICATION REQUEST FOR USS TORTUGA (LSD 46) CHANGE OF HOMEPORT AND ROTATION WITH USS FORT MCHENRY (LSD 43) TO ASSUME JAPAN FORWARD DEPLOYED NAVAL FORCE (FDNF) DUTIES. REF F IS MEMORANDUM FOR THE SECRETARIES OF MILITARY DEPARTMENTS, FORCES FOR UNIFIED COMMANDS, FY 2008.// POC/SAILOR/CDR/OPNAV N5IS13/-/TEL:703-XXX-XXXX// GENTEXT/REMARKS/

1. (U\*) **PROPOSED ACTION.** PER REFS A THROUGH F, THIS MESSAGE REQUESTS AUTHORIZATION TO COMMENCE FORCE STRUCTURE CHANGE NOTIFICATION OF INTENT TO RELOCATE THE FOLLOWING U.S. NAVY SHIPS:

1.A. (U\*) USS TORTUGA (LSD 46). CHANGE HOMEPORT FROM LITTLE CREEK, VA, TO SASEBO, JAPAN, EFFECTIVE 13 MAR 06 TO ASSUME C7F FORWARD DEPLOYED NAVAL FORCE (FDNF) DUTIES OF USS FORT MCHENRY (LSD 43).

1.B. (U\*) USS FORT MCHENRY (LSD 43). CHANGE HOMEPORT FROM SASEBO, JAPAN, TO LITTLE CREEK, VA, EFFECTIVE 13 MAR 06 TO ASSUME C2F ROTATIONAL BASED DUTIES OF USS TORTUGA (LSD 46).

2. (U\*) **BASIS FOR PROPOSAL.** THIS HOMEPORT TRANSACTION IS A PART OF THE NAVY'S LONG-RANGE PLAN TO UPDATE JAPAN'S FDNF.

3. (U\*) **APPROVAL DOCUMENTATION.** SECNAV MEMORANDUM (REF B) REFERENCES SECDEF APPROVAL MEMORANDUM AND DIRECTED CHANGE OF HOMEPORT ASSIGNMENTS FOR USS TORTUGA (LSD 46) AND USS FORT MCHENRY (LSD 43). USPACOM HAS BEEN NOTIFIED OF THIS SECDEF-APPROVED CHANGE IN FORCE ASSIGNMENT AND IT WILL BE REFLECTED IN THE GLOBAL FORCE MANAGEMENT IMPLEMENTATION GUIDANCE UPDATE, REF F, AT THE APPROPRIATE TIME.
4. (U\*) **DESIRED HNN, PUBLIC ANNOUNCEMENT, AND EFFECTIVE CHANGE DATE.** HNN AND DECLASSIFICATION TARGET DATE IS 13 SEP 05. HNN COMPLETION BY TARGET DATE WILL ALLOW FOLLOW-ON ACTIONS (EVENT DECLASSIFICATION, PAO RELEASE, PDS/PCS ORDERS, OPERATIONAL SCHEDULES, TRAINING AND READINESS, ADMIN REQUIREMENTS, ETC.) TO PROCEED IN AN ORDERLY MANNER. A DELAY OF HNN BEYOND 30 SEP 05 WILL IMPACT SCHEDULED DEPARTURE OF USS TORTUGA AND CREATE CONGESTION IN SCHEDULING PORT ARRIVALS AT LITTLE CREEK, VA, AND SASEBO, JAPAN.
5. (U\*) **POLITICAL-MILITARY IMPLICATIONS**
  - 5.A. (U\*) **STATEMENT ON U.S. GOVERNMENT COMMITMENTS TO THE COUNTRY OR REGION.** ASSESS HOW OFSCS MAY CHANGE THE LEVEL OF COMMITMENT TO HOST NATION WITH RESPECT TO ACCESS ARRANGEMENTS, TREATY OR INTERNATIONAL AGREEMENT OBLIGATIONS, REGIONAL PERCEPTIONS AND SECURITY COOPERATION (TO INCLUDE ALLIANCE AND COALITION COMMITMENTS AND POSSIBLE REACTIONS BY OTHER ALLIES/PARTNERS AND COMPETITORS IN THE REGION), AND IMPACT ON U.S. GLOBAL DEFENSE POSTURE.
  - 5.B. (U\*) **IMPACT TO LOCAL ECONOMY.** STATE THE IMPACTS, WHETHER POSITIVE OR NEGATIVE. FOR EXAMPLE, SIGNIFICANT REDUCTION OF FORCE MAY RESULT IN A DECLINE OF THE LOCAL ECONOMY. STATE WHETHER THERE WILL OR WILL NOT BE A LOSS OF LOCAL NATIONAL POSITIONS. PROVIDE SUPPORTING ANALYSIS TO FACILITATE COMBATANT COMMAND'S ASSESSMENT OF THE OFSC.
6. (U\*) **OPERATIONAL RISK IMPLICATIONS. ASSESSMENT ON MISSION ACCOMPLISHMENT.** ASSESS VALUES AND RELATIVE RISKS OF OFSCS WITH RESPECT TO OPERATIONAL PLANNING NEEDS AND WARFIGHTING CAPABILITY, SECURITY COOPERATION ACTIVITIES/PRESENCE, GLOBAL FORCE MANAGEMENT, AND FORCE PROTECTION. HOW WILL THIS OFSC AFFECT THE MISSION OF THE AFFECTED UNIT? IN THE CASE OF UNIT DEACTIVATION, WILL SOME OTHER UNIT BE TAKING OVER THE MISSION? WILL THE MISSION GO AWAY? IS THE MISSION NO LONGER RELEVANT? INCLUDE A STATEMENT OUTLINING CHANGES IN CAPABILITIES. PROVIDE SUPPORTING ANALYSIS TO FACILITATE COMBATANT COMMAND'S ASSESSMENT OF THE OFSC.
7. (U\*) **FORCE STRUCTURE IMPLICATIONS**
  - 7.A. (U\*) **PERSONNEL IMPACT.** USE THIS PARAGRAPH TO DETAIL CHANGES IN COMMUNITY POPULATIONS AS A RESULT OF THE OFSC. LIST

EACH COMMUNITY IN A SEPARATE SUBPARAGRAPH. FOR PLANNING PURPOSES USE A FACTOR OF 1.4 FAMILY MEMBERS PER SERVICE MEMBER TO DETERMINE THE TOTAL NUMBER OF FAMILY MEMBERS. (FOR EXAMPLE, A MOVE OF 1000 SOLDIERS WOULD INCLUDE 1400 FAMILY MEMBERS FOR A TOTAL INCREASE/DECREASE OF 2400 U.S. PERSONNEL. IF A DIFFERENT FACTOR IS USED, PLEASE STATE).

7.A.1. (U\*) **[COMMUNITY 1, COUNTRY 1]**. IN FY XX THERE IS A NET POPULATION INCREASE/DECREASE OF APPROXIMATELY XXXX SOLDIERS, XXXX U.S. GOVERNMENT SERVICE CIVILIANS AND XXXX FAMILY MEMBERS; APPROXIMATE TOTAL INCREASE OF XXXX U.S. PERSONNEL.

7.A.2. (U\*) **[COMMUNITY 2, COUNTRY 1]**. IN FY XX THERE IS A NET POPULATION INCREASE/DECREASE OF APPROXIMATELY XXXX SOLDIERS, XXXX U.S. GOVERNMENT SERVICE CIVILIANS AND XXXX FAMILY MEMBERS; APPROXIMATE TOTAL INCREASE OF XXXX U.S. PERSONNEL.

7.A.3. (U\*) **[COUNTRY 1]**. AS A RESULT OF THESE ACTIONS THE U.S. [SERVICE] TOTAL POPULATION IN [COUNTRY] WILL INCREASE/DECREASE BY XXXX.

7.B. (U\*) **SUMMARY STATEMENT**. ASSESS VALUES AND RELATIVE RISKS OF OFSCS WITH RESPECT TO OPERATIONAL AND ENABLER UNIT SIZE/TYPE/LOCATION/COMPOSITION, PERSONNEL IMPACTS, RELATED IMPACT ON FORCE PROVIDER SUPPORT, AND OTHER AREAS RELEVANT TO FORCE STRUCTURE SUPPORT OF U.S. MILITARY PRESENCE.

8. (U\*) **INFRASTRUCTURE AND RESOURCES IMPLICATIONS**.

8.A. (U\*) **IMPACT ON FAMILY RESIDENCY PROGRAMS**. STATE THE IMPACTS, WHETHER POSITIVE OR NEGATIVE. PROVIDE SUPPORTING ANALYSIS TO FACILITATE COMBATANT COMMAND'S ASSESSMENT OF THE OFSC.

8.B. (U\*) **IMPACT ON INFRASTRUCTURE, FACILITIES, AND ENVIRONMENT**. PROVIDE DETAILS TO THE AMOUNT AND TYPE OF CONSTRUCTION, RENOVATIONS, OR ENVIRONMENTAL CLEAN UP THAT MAY BE REQUIRED. INCLUDE A STATEMENT WHETHER OR NOT THE HOST-NATION FACILITIES ARE EXPECTED TO BE DECLARED EXCESS OR NOMINATED FOR CLOSURE IN ACCORDANCE WITH DODI 4165.69. STATE ENVIRONMENTAL IMPACT STUDY FINDING.

8.C. (U\*) **IMPACT TO BASE OPERATING SUPPORT**. STATE THE IMPACTS, WHETHER POSITIVE OR NEGATIVE. PROVIDE SUPPORTING ANALYSIS TO FACILITATE COMBATANT COMMAND'S ASSESSMENT OF THE OFSC.

8.D. (U\*) **IMPACT TO COMMUNITY PROGRAMS AND LOCAL ECONOMY**. STATE THE IMPACTS, WHETHER POSITIVE OR NEGATIVE. PROVIDE SUPPORTING ANALYSIS TO FACILITATE COMBATANT COMMAND'S ASSESSMENT OF THE OFSC. INCLUDE STATEMENT REGARDING LOCAL NATIONAL JOB SITUATION IN LOCAL ECONOMY.

8.E. (U\*) **IMPACT TO SERVICE MEMBER AND FAMILY MEMBER WELL BEING AND MWR PROGRAMS**. STATE THE IMPACTS, WHETHER POSITIVE OR NEGATIVE. PROVIDE SUPPORTING ANALYSIS TO FACILITATE

COMBATANT COMMAND'S ASSESSMENT OF THE OFSC.

8.F. (U\*) **INFRASTRUCTURE CHANGES ARE REFLECTED IN INSTALLATION MASTER PLANS.** PROPOSED CHANGES ARE CROSS-CHECKED WITH THE THEATER POSTURE PLAN.

9. (U\*) **FUNDING STATEMENT.** STATE WHETHER OR NOT THE SERVICE COMPONENT WILL REQUIRE ADDITIONAL FUNDING (BY FISCAL YEAR) FOR THIS OFSC. REQUIRED FUNDING INCLUDES, BUT IS NOT LIMITED TO, OPERATIONS AND SUPPORT COSTS, UNIT TRANSPORTATION, MANPOWER, INFRASTRUCTURE DISPOSAL, ENVIRONMENTAL IMPACT, MWR PROGRAMS, ENTITLEMENT PROGRAMS (FUNDED EML, HARDSHIP DUTY PAY, OCONUS COLA, ETC.), DOD SCHOOLS, SERVICE MEMBER AND FAMILY WELL BEING PROGRAMS. EXPLAIN THE RESOURCES USED FOR ANY REQUIRED FUNDING.

10. (U\*) **CONGRESSIONAL CONSULTATION.** DIRECTOR OPNAV MANAGEMENT DIVISION (DNS-3) IS PREPARING A PACKAGE FOR CNO TO RELEASE TO LEGISLATIVE AFFAIRS FOR PRESENTATION TO CONGRESS ON OR BEFORE 1 FEB 05. DISCUSS NOTIFICATION REQUIREMENTS AND OTHER ACTIONS.

11. (U\*) **PUBLIC AFFAIRS GUIDANCE (PAG).** PROVIDE POC INFORMATION FOR MEMBER RESPONSIBLE FOR DRAFTING PAG AND ITS STATUS.

12. (U\*) **OTHER INFORMATION.** AS REQUIRED.

13. (U\*) **PROPOSING SERVICE POINTS OF CONTACT**  
NAME AND RANK, TITLE, DSN (XXX) XXX-XXXX, OFFICE  
(SIPR) SIPR ADDRESS HERE  
(NIPR) NIPR ADDRESS HERE  
NAME AND RANK, TITLE, DSN (XXX) XXX-XXXX, OFFICE  
(SIPR) SIPR ADDRESS HERE  
(NIPR) NIPR ADDRESS HERE//

\*NOTE: Each paragraph above is marked with a "U" to indicate current classification of the information. However, the original message had classification markings the originator determined was appropriate. Do not misconstrue the markings in this sample to mean that the message should be UNCLASSIFIED.

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APPENDIX B TO ENCLOSURE A

GEOGRAPHIC COMBATANT COMMAND ASSESSMENT  
MESSAGE/MEMORANDUM

1. Although this message is sent primarily to the Joint Staff for coordination, the GCC should include the affected Service component and Service HQs and other affected Service components or GCCs (as appropriate) as information addressees. The GCC message should also add info addresses to all organizations that may have an equity in the force structure change; including the AMEMB, OUSD(P), Service staff, component commands, program offices (if applicable), USTRANSCOM (when military lift may be needed to support the move), and affected units.

2. The GCC shall submit a message (or memorandum) to the Director for Strategic Plans and Policy, Joint Staff/J-5 for action with the HNSS, and the PPAG and reference to the Service HQ message. The message/memorandum shall contain the following paragraphs:

- a. GCC assessment statement
  - (1) POLMIL implications.
  - (2) Operational risk implications.
  - (3) Forces Structure implications.
  - (4) Infrastructure and resources implications.
  - (5) Other GCC or FCC coordination/impacts.
- b. Results of sensitivity survey.
- c. Coordinated Proposed Public Affairs Guidance status.
- d. Combatant commander recommendation for approval/disapproval.
- e. Reassignment actions requested/required/taken regarding forces for unified commands.
- f. Desired HNN, public announcement, and effective change date.
- g. Additional information.
- h. Points of contact information.

GCC Assessment Message

**UNCLASSIFIED Example.** Content declassified by USPACOM message, DTG: 262051ZSEP2005, Appendix E, Enclosure A.

OFSC/HNN approval requests may require customizing the information to properly describe the Service forces. The example below is written as a message, but a local Combatant Command memorandum format may also be used. Each Combatant Command is encouraged to develop memorandum examples for a local training supplement to this CJCSI.

NOTE: The message body sample below are not intended as a message template. They are provided as example only. They were created with some content extracted from an actual message and with some fictitious information to ensure they contained each required paragraph.

CLASSIFICATION: APPROPRIATE CLASSIFICATION

CAVEATS: NONE

FROM:

TO: JOINT STAFF DJ5

DTG: INCLUDE DATE/TIME/GROUP FOR STAFFING PURPOSES

SUBJECT: PLACE SUBJECT HERE (U)

CLASSIFICATION//NONE//

REFERENCES:

REF/A/ (U\*) CJCSI 2300.02 SERIES, COORDINATION OF OVERSEAS FORCE STRUCTURE CHANGES AND HOST-NATION NOTIFICATION, XX XXX XX//

REF/B/ (U\*) INCLUDE ALL BACKGROUND REFERENCES TO OFSC//

(U\*) NARR/REF A IS THE CJCSI FOR COORDINATION OF OVERSEAS FORCE STRUCTURE CHANGES AND HOST-NATION NOTIFICATION. REF B IS U.S.

NAVY AUTHORIZATION TO COMMENCE FORCE STRUCTURE CHANGE

NOTIFICATION OF INTENT TO RELOCATE THE FOLLOWING U.S. NAVY SHIPS:

USS TORTUGA (LSD 46) AND USS FORT MCHENRY (LSD 43). REF C IS

COMPACFLT MESSAGE REQUESTING USPACOM COORDINATION WITH

APPLICABLE OFFICIALS TO COMPLETE FORMAL HOST-NATION

NOTIFICATION (HNN) TO GOVERNMENT OF JAPAN. REF D IS USPACOM

MESSAGE REQUESTING USFJ ASSESS HOST-NATION SENSITIVITIES. REF

E IS USFJ MESSAGE TO USPACOM CONCURRING IN PROPOSED SWAP

OUT.//

POC/JOHN COMMAND/LTC/USA/USPACOM J81/-/TEL: DSN XXX-XXX-

XXXX/E-MAIL: JOHN.COMMAND-AT-PACOM.SMIL.MIL//

GENTEXT/REMARKS/

1. (U\*) **COMBATANT COMMAND ASSESSMENT STATEMENT.**

[COMBATANT COMMAND] RECOMMENDS JOINT STAFF APPROVAL, HOST-

NATION NOTIFICATION (HNN), AND DECLASSIFICATION FOR [SERVICE

COMPONENT'S] FORCE STRUCTURE CHANGES REQUESTED IN REFERENCE

Appendix B  
Enclosure A

X. SUMMARY STATEMENT OF THE COMBATANT COMMAND ASSESSMENT OF THE REQUESTED OFSC TO INFORM JOINT STAFF AND OSD OF THE RELATIVE VALUES/BENEFITS AND COSTS/RISKS OF THE REQUESTED CHANGE. (FOR EXAMPLE, PER REF B, USS TORTUGA WILL CHANGE HOMEPORT TO SASEBO, JAPAN, TO ASSUME COMSEVENTHFLT FORWARD-DEPLOYED NAVAL FORCE (FDFNF) DUTIES FROM USS FORT MCHENRY. USS FORT MCHENRY WILL CHANGE HOMEPORT TO LITTLE CREEK, VA, TO ASSUME COMSECONDFLT ROTATIONAL BASED DUTIES FROM USS TORTUGA. SHIP ROTATION IS PART OF U.S. NAVY'S LONG RANGE PLAN TO UPDATE JAPAN FORWARD DEPLOYED NAVAL FORCES. USS TORTUGA AND USS FORT MCHENRY ARE DOCK LANDING SHIPS OF AN EXPEDITIONARY STRIKE GROUP (ESG) WITH A MISSION TO TRANSPORT AND SUPPORT NAVY AND MARINE CORPS UNITS FROM A SEABASE. THEY PROVIDE AMPHIBIOUS WARFARE CAPABILITY TO SUPPORT OFFENSIVE (SEA STRIKE) PROJECTION OF GROUND COMBAT POWER ASHORE. THESE SHIPS ARE CAPABLE OF SUSTAINED SEABASING OPERATIONS THAT SUPPORT ESG MISSIONS IN A NETWORK CENTRIC WARFARE ENVIRONMENT. THEY COORDINATE WITH OTHER UNITS OF A TASK GROUP TO CONDUCT NAVAL OPERATIONS AND EXECUTE THE MARITIME STRATEGY OF SEAPOWER 21 UNDER A NAVAL COMPONENT COMMANDER. THIS OVERSEAS FORCE STRUCTURE CHANGE ENHANCES USPACFLT'S SUPPORT OF USPACOM'S OPERATIONAL PLANS WITH NEWER AND MORE CAPABLE SHIPS.)

1.A. (U\*) **POLITICAL-MILITARY IMPLICATIONS.** ASSESS THE INFORMATION IN THE SERVICE HQ MESSAGE/MEMORANDUM AND ADD ADDITIONAL DETAIL AS REQUIRED.

1.B. (U\*) **OPERATIONAL RISK IMPLICATIONS.** ASSESS THE INFORMATION IN THE SERVICE HQ MESSAGE/MEMORANDUM AND ADD ADDITIONAL DETAIL AS REQUIRED.

1.C. (U\*) **FORCE STRUCTURE RISK IMPLICATIONS.** ASSESS THE INFORMATION IN THE SERVICE HQ MESSAGE/MEMORANDUM AND ADD ADDITIONAL DETAIL AS REQUIRED.

1.D. (U\*) **INFRASTRUCTURE AND RESOURCES IMPLICATIONS.** ASSESS THE INFORMATION IN THE SERVICE HQ MESSAGE/MEMORANDUM AND ADD ADDITIONAL DETAIL AS REQUIRED.

1.E. (U\*) **OTHER GCC OR FCC COORDINATION/IMPACT.** DESCRIBE COORDINATION WITH OTHER GCCS AND FCCS.

2. (U\*) **RESULTS OF SENSITIVITY SURVEY.** (FOR EXAMPLE, PER REF X THE COUNTRY TEAM CONCURS IN THE REPLACEMENT OF USS FT MCHENRY WITH USS TORTUGA. THE COUNTRY TEAM ANTICIPATES NO POLITICAL IMPACT OR SIGNIFICANT LOCAL OBJECTIONS TO THIS SHIP SWAP OUT.)

3. (U\*) **PUBLIC AFFAIRS GUIDANCE (PAG) STATUS.** STATE PUBLIC AFFAIRS GUIDANCE IS PASSIVE (RESPOND TO QUERY ONLY, UNTIL ANNOUNCEMENT) WITH A PLANNED PUBLIC ANNOUNCEMENT DATE. IN THE EVENT OF ACTIVE PUBLIC ANNOUNCEMENT, STATE WHO WILL

ANNOUNCE AND BY WHICH MEANS. PROVIDE NAME AND CONTACT INFORMATION FOR WHICH QUERIES THAT OCCUR PRIOR TO PUBLIC ANNOUNCEMENT MAY BE DIRECTED. (FOR EXAMPLE, DRAFT PAG IS FULLY COORDINATED WITHIN USPACOM PUBLIC AFFAIRS CHANNELS. PAG IS AVAILABLE THROUGH THE COMPACFLT AND USFJ AND HAS BEEN TRANSMITTED VIA E-MAIL TO THE J-5/STRATEGIC ALIGNMENT DIVISION ACTION OFFICERS BY USPACOM POC. A PRESS RELEASE IS PLANNED FOR LOCAL LITTLE CREEK, VA, AND SASEBO, JAPAN, NEWS MEDIA ON THE APPROVED PUBLIC ANNOUNCEMENT DATE.)

4. (U\*) **APPROVAL RECOMMENDATION.** [GCC] APPROVES PROPOSED OVERSEAS FORCE STRUCTURE CHANGES, SUBSEQUENT HNN, AND DECLASSIFICATION PENDING SUCCESSFUL JOINT STAFF COORDINATION, REVIEW, AND HNN APPROVAL. OR [GCC] DISAPPROVES PROPOSED OVERSEAS FORCE STRUCTURE CHANGES. PROVIDE REASON FOR THE DISAPPROVAL AND OUTLINE PERTINENT ISSUES.

5. (U\*) **REASSIGNMENT ACTIONS TAKEN/REQUIRED.** INDICATE WHETHER A CHANGE TO FORCE ASSIGNMENT AND THE "FORCES FOR UNIFIED COMMANDS" DOCUMENT WILL OR WILL NOT BE REQUIRED.

6. (U\*) **DESIRED HNN DATE, PUBLIC ANNOUNCEMENT, AND EFFECTIVE CHANGE DATE.** (FOR EXAMPLE, EFFECTIVE DATE OF HOMEPORT CHANGE IS 13 MAR 06 FOR FUNDING PURPOSES. HNN TARGET DATE: 13 SEP 05 TO SUPPORT PROPOSED DECLASSIFICATION DATE OF 15 SEP 05. PROPOSED PUBLIC ANNOUNCEMENT TARGET DATE IS 30 DAYS AFTER HNN, 13 OCT 05.)

7. (U\*) **ADDITIONAL INFORMATION.** CLARIFYING INFORMATION, CONDITIONS, ETC.

8. (U\*) **POC.** /NAME/RANK/SERVICE/POSITION/-/TEL: DSN XXX-XXXX/  
E-MAIL ADDRESS//

\*NOTE: Each paragraph above is marked with a "U" to indicate current classification of the information. However, the original message had classification markings the originator determined was appropriate. Do not misconstrue the markings in this sample to mean that the message should be UNCLASSIFIED.

APPENDIX C TO ENCLOSURE A

GEOGRAPHIC COMBATANT COMMAND REQUEST FOR HOST-NATION  
SENSITIVITY SURVEY

GCC Request for HNSS

**UNCLASSIFIED Example.** Content declassified by USPACOM message, DTG:  
262051ZSEP2005, Appendix E, Enclosure A.

NOTE: The message body sample below is not intended as a message template. It is provided as an example only. It was created with some content extracted from an actual message and with some fictitious information to ensure it contained each required paragraph. Message addresses and POC information may not be accurate or current.

PRECEDENCE: R DTG: 261838ZAPR2009  
SUBJECT: SENSITIVITY OF OFSC PROPOSAL-JAPAN FORWARD-DEPLOYED  
NAVAL FORCE (FDNF) LSD ROTATION (U)  
FM HQ USPACOM HONOLULU HI//J8//  
TO COMUSJAPAN YOKOTA AB JA//J5//  
INFO SECDEF WASHINGTON DC//USDP//  
SECNAV WASHINGTON DC//JJJ//  
JOINT STAFF WASHINGTON DC//DJS/J1/J3/J4/J5/J8//  
CNO WASHINGTON DC//N09/DNS/N1/N3N5/N4/N6N7/N8//  
CMC WASHINGTON DC//  
CDR USJFCOM NORFOLK VA//JJJ//  
COMPACFLT PEARL HARBOR HI COMFLTFORCOM NORFOLK  
VA//N1/N2/N3/N4/N5/N6/N7/N8//  
COMNAVSURFOR SAN DIEGO CA//JJJ//  
COMSECONDFLT//  
COMSIXTHFLT//  
COMSEVENTHFLT//  
COMUSJAPAN YOKOTA AB JA//J5//  
AMEMBASSY TOKYO//JJJ//  
COMNAVSURFPAC SAN DIEGO CA//N1/N12/N123A/N3/N4/N8//  
COMNAVSURFLANT NORFOLK VA//N1/N3/N41/N43/N8//  
CNI WASHINGTON DC//JJJ//  
COMNAVREG MIDLANT NORFOLK VA//JJJ//  
COMNAVFORJAPAN YOKOSUKA JA//00/01/N1/N3//  
COMFLEACT SASEBO JA//JJJ//  
COMPHIBGRU ONE//  
COMPHIBGRU TWO//  
COMPHIBRON ELEVEN//  
USS FORT MCHENRY//

USS TORTUGA//  
HQ USPACOM HONOLULU HI//J81//  
BT  
MSGID/GENADMIN/HQ USPACOM J81//  
SUBJ/HOST-NATION NOTIFICATION (HNN) REQUEST-JAPAN  
FORWARD-DEPLOYED NAVAL FORCE (FDF) LSD ROTATION (U\*)//  
REF/A/MSG/CNO WASHINGTON DC/131133ZAPR09//  
REF/B/MSG/COMPACFLT PEARL HARBOR HI/160216ZAPR09//  
REF/C/DOC/CJCSI 2300.2 SERIES//  
NARR/(U\*) REF A IS U.S. NAVY REQUEST FOR OVERSEAS FORCE  
STRUCTURE CHANGE APPROVAL TO RELOCATE THE FOLLOWING U.S. NAVY  
SHIPS: USS TORTUGA (LSD 46) AND USS FORT MCHENRY (LSD 43). REF B IS  
COMPACFLT MESSAGE REQUESTING USPACOM COORDINATION WITH  
APPLICABLE OFFICIALS TO COMPLETE FORMAL ASSESSMENT OF THE  
FORCE STRUCTURE CHANGE. REF C IS CJCS INSTRUCTION FOR  
COORDINATION OF OVERSEAS FORCE STRUCTURE CHANGES AND HOST-  
NATION NOTIFICATION.// POC/CHILLY MACK/CDR/USN/USPACOM  
J5-8/LOC: CAMP SMITH, HI/TEL: DSN XXX-XXX-XXXX/E-MAIL:  
LLOYD.MACK-AT-PACOM.SMIL.MIL// GENTEXT/REMARKS/  
1. (U\*) PER REF A, USS TORTUGA WILL CHANGE HOMEPORT TO SASEBO,  
JAPAN, TO ASSUME COMSEVENTHFLT FDF DUTIES FROM USS FORT  
MCHENRY. USS FORT MCHENRY WILL CHANGE HOMEPORT TO LITTLE  
CREEK, VA, TO ASSUME COMSECONDFLT ROTATIONAL BASED DUTIES  
FROM USS TORTUGA. SHIP ROTATION IS PART OF U.S. NAVY'S  
LONG-RANGE PLAN TO UPDATE JAPAN'S FDF. EFFECTIVE DATE OF  
HOMEPORT CHANGE IS 13 MAR 10. HNN TARGET DATE IS 13 SEP 09.  
2. (U\*) REQUEST USFJ ASSESS HOST-NATION SENSITIVITY TO PROPOSED  
FORCE STRUCTURE CHANGE NLT 17 MAY 09, PER REF C. HOST-NATION  
SENSITIVITY SURVEY SHOULD ADDRESS TIMING OF EVENTS, TO INCLUDE  
PUBLIC ANNOUNCEMENTS.//  
DERI/MULTIPLE SOURCES/DECL/WITHIN 30 DAYS AFTER HNN//

\*NOTE: Each paragraph above is marked with a "U" to indicate current classification of the information. However, the original message had classification markings the originator determined was appropriate and in accordance with Enclosure A. Do not misconstrue the markings in this sample to mean that the message should be UNCLASSIFIED.

Host-Nation Sensitivity Survey

**UNCLASSIFIED Example.** Content declassified by USPACOM message, DTG: 262051ZSEP2005, Appendix E, Enclosure A.

The message body sample below is not intended as a message template. It is provided as an example only. It was created with some content extracted from an actual message and with some fictitious information to ensure it contained each required paragraph. Message addresses and POC information may not be accurate.

Precedence: R

DTG: 040515Z May 05

Subject: OVERSEAS FORCE STRUCTURE CHANGE/COUNTRY TEAM SENSITIVITY ASSESSMENT (FOR USS TORTUGA AND USS FORT MCHENRY SWAP OUT)

-- Addresses removed --

REF/A/MSG/COMPACFLT/DATED 160216ZAPR05//

REF/B/MSG/USPACOM/DATED 261838ZAPR05//

REF/C/MSG/INST/CJCSI 2300.02 SERIES//

NARR/(U\*) REF A IS FORMAL ANNOUNCEMENT BY COMPACFLT OF THE REPLACEMENT OF USS FORT MCHENRY (LSD-43) HOMEPORTED AT SASEBO, JAPAN, TO LITTLE CREEK, VA, AND USS TORTUGA (LSD-46) HOMEPORTED AT LITTLE CREEK, VA, TO SASEBO, JAPAN, EFFECTIVE 13 MAR 06. REF B IS USPACOM TASKING USFJ TO CONDUCT OVERSEAS FORCE STRUCTURE CHANGE SENSITIVITY ASSESSMENT. REF C PROVIDES GUIDANCE FOR COORDINATION OF OVERSEAS FORCE STRUCTURE CHANGES AND HOST-NATION NOTIFICATION.// GENTEXT/REMARKS/

1. (U\*) REF A IS CNO APPROVAL FOR THE FORCE STRUCTURE CHANGE REPLACING USS FT MCHENRY WITH USS TORTUGA AND A FORMAL OVERSEAS FORCE STRUCTURE CHANGE REQUEST TO USPACOM BY COMPACFLT.

2. (U\*) PER REF B THE COUNTRY TEAM CONCURS IN THE REPLACEMENT OF USS FT MCHENRY WITH USS TORTUGA, A NEWER SHIP TO BE HOMEPORTED IN SASEBO, JAPAN. COUNTRY TEAM SEES NO POLITICAL IMPACT TO THIS SHIP SWAP OUT. GIVEN THE SIMILARITIES IN MISSION, DESIGN, CAPABILITY, AND CREW SIZE, AND THE ACCOMMODATING POLITICAL ENVIRONMENT IN SASEBO, ANTICIPATE NO SIGNIFICANT LOCAL OBJECTIONS TO THE SWAP OUT.

3. (U\*) COMUSJAPAN/J54/POC IS JOHN T. DOE, DSN XXX-XXX-XXXX.// DRV FM/MULITPLE SOURCES// DECL/30 DAYS AFTER HOST-NATION NOTIFICATION//

\*NOTE: Each paragraph above is marked with a "U" to indicate current classification of the information. However, the original message had

Appendix C  
Enclosure A

classification markings the originator determined was appropriate. Do not misconstrue the markings in this sample to mean that the message should be UNCLASSIFIED.



APPENDIX D TO ENCLOSURE A

EXAMPLE USD(P) MESSAGE AND J-5 DEPUTY DIRECTOR FOR JOINT  
STRATEGIC PLANNING MEMORANDUM

1. Below is a typical message, if required, sent by USD(P) at the end of the Joint Staff coordination process for OFSC proposals/HNN requests that have national-level policy significance.

USD(P) Message

**UNCLASSIFIED Example.** Content declassified by USPACOM message, DTG: 262051ZSEP2005, Appendix E, Enclosure A.

The message body sample below is not intended as a message template. It is provided as an example only. It was created with some factual content extracted from an actual message and some fictitious information to ensure it contained each required paragraph. Message addresses and point of contact information may not be accurate or current.

REF A/DJS MEMORANDUM, 28 JUNE 2005, SAME SUBJECT//

1. (U\*) THIS IS A JOINT DEFENSE-STATE DEPARTMENT MESSAGE.
2. (U\*) USD(P) APPROVES JOINT STAFF REQUEST (REF A) TO NOTIFY THE AMEMBASSY TOKYO OF THE APPROVED RELOCATION OF USS TORTUGA (LSD 46) FROM ITS HOMEPORT IN LITTLE CREEK, VA, TO SASEBO, JAPAN, TO REPLACE USS FORT MCHENRY (LSD 43), WHICH WILL RELOCATE FROM SASEBO, JAPAN, TO LITTLE CREEK, VA, EFFECTIVE 13 MAR 06, AND TO INITIATE HOST-NATION NOTIFICATION (HNN) OF THE APPROVED RELOCATION TO THE GOVERNMENT OF JAPAN (GOJ).
3. (U\*) ACTION ADDRESSEES ARE REQUESTED TO COORDINATE AND EXECUTE HNN TO APPROPRIATE GOJ OFFICIALS AND COORDINATE PREPARATION OF PUBLIC AFFAIRS GUIDANCE FOR APPROVAL BY WASHINGTON.
4. (U\*) HNN SHOULD BE MADE AT THE EARLIEST POSSIBLE DATE, BUT NO LATER THAN 13 SEP 05. REQUEST YOU INFORM MAJ JASON S.D. PERRY, OSD/ISA/AP WHEN GOJ NOTIFICATION HAS BEEN COMPLETED.
5. (U\*) OSD POINT OF CONTACT (POC) IS MAJ JOHN SMITH, OSD/ISA/AP, 703-XXX-XXX; DSN 312-XXX-XXX; JOHN.SMITH@OSD.SMIL.MIL. JOINT STAFF POC IS LTCOL COORDINATOR, J-8 FORCES DIVISION, 703-XXX-XXX, DSN 312-XXX-XXXX; TOM.COORDINATOR@JS.PENTAGON.SMIL.MIL.  
DERIVED FROM: USPACOM 132254ZJUN2005 DECLASSIFY ON: 30 DAYS AFTER HNN.//

\*NOTE: Each paragraph above is marked with a "U" to indicate current

classification of the information. However, the original message had classification markings the originator determined was appropriate. Do not misconstrue the markings in this sample to mean that the message should be UNCLASSIFIED.

2. Below is a typical memorandum sent by DDJSP at the end of the Joint Staff coordination process for OFSC, or other actions, that do not have national-level policy significance. The DDJSP has the option to not send a memorandum, but instead, to initial the JSAP Form 136 with the same information contained in the memorandum. In this case, the Joint Staff/J-5/SAD will normally forward the JSAP to the affected Combatant Commands for action to initiate HNN and declassify the event in coordination with the affected U.S. Embassies.

DDJSP Memorandum

**UNCLASSIFIED Example**

Declassification of this event was effective 240434Z OCT 2005 per USPACOM message, DTG 11/10/2005 7:08:00 pm.

MEMORANDUM FOR: U.S. Pacific Command/J-5  
U.S. Pacific Command/J-8

Subject: Overseas Force Structure Change (OFSC), USPACOM (305th Supply Company and the 65th and 72d Ordnance Detachments)

1. The Joint Staff coordination for the subject OFSC is complete.
2. The OFSC is part of USFK Force-Level Initiative. The subject changes were reviewed by the Joint Staff and OUSD(P) in accordance with CJCSI 2300.02 series and confirmed as not having national-level policy significance. Therefore, this memorandum provides confirmation that the Commander, USPACOM, has the authority to approve the host-nation notification (HNN) and coordinate with the appropriate AMEMB regarding HNN and public announcement.
3. The Joint Staff point of contact is Lieutenant Colonel Jones; J-5/SAD; DSN 223-2742, 703-693-2742.

APPENDIX E TO ENCLOSURE A

COMBATANT COMMAND  
DECLASSIFICATION MESSAGE/MEMORANDUM

1. Following HNN the Combatant Command shall send a declassification memorandum to all parties involved in the OFSC/HNN. Prior to sending declassification message, Combatant Command must receive a message, memorandum, or e-mail from the AMEMB or subordinate unified command (as appropriate) that HNN is complete with HN government. However, the DoS desk officer, or OUSD(P) desk officer in coordination with the Department of State, must provide confirmation that the HN embassy in the United States has been notified before the AMEMB or subordinate unified command in the HN releases this completion message.
2. The message shall contain the following paragraphs:
  - a. HNN completion date.
  - b. Declassification date.
  - c. Public Affairs guidance status.
  - d. Other information (as required).

GCC Declassification Message

**UNCLASSIFIED Example.** Content declassified by USPACOM message, DTG: 262051ZSEP2005, Appendix E, Enclosure A.

OFSC/HNN approval requests may require customizing the information to properly describe the Service forces. The example below is written as a message, but a local Combatant Command memorandum format may also be used. Each Combatant Command is encouraged to develop examples for a local training supplement to this CJCSI.

The message body sample below is not intended as a message template. It is provided as an example only. It was created with some content extracted from an actual message and with some fictitious information to ensure it contained each required paragraph. Message addresses and POC information may not be accurate or current.

NARR/REF A IS SERVICE PROPOSAL TO ROTATE USS TORTUGA (LSD-46) WITH USS FORT MCHENRY (LSD-43). USS TORTUGA WILL SHIFT HOMEPORT FROM LITTLE CREEK, VA, TO USPACOM/CPF/C7F FORWARD-

Appendix E  
Enclosure A

DEPLOYED NAVAL FORCES (FDFN) IN SASEBO, JAPAN. USS FORT MCHENRY WILL SHIFT HOMEPORT FROM SASEBO, JAPAN, TO USJFCOM/CFFC/C2F ROTATIONAL FORCES IN LITTLE CREEK, VA. REF B IS PACFLT REQUEST FOR USPACOM COORDINATION OF FORMAL HOST-NATION NOTIFICATION (HNN) WITH THE GOVERNMENT OF JAPAN (GOJ). REF C IS USPACOM HNN ENDORSEMENT TO JOINT STAFF AND OSD. REF D IS A JOINT DEFENSE-STATE DEPARTMENT APPROVAL TO CONDUCT HNN. REF E IS USPACOM DIRECTIVE TO USFJ TO EXECUTE HNN. REF F IS USFJ NOTIFICATION OF HNN COMPLETION WITH GOJ. REF G IS JOINT STAFF INSTRUCTION FOR COORDINATION OF OVERSEAS FORCE STRUCTURE CHANGES AND HOST-NATION NOTIFICATION.//  
POC PRIMARY/JOHN COMMAND/LTC/USA/USPACOM J81/LOC: CAMP SMITH, HI/TEL: DSN XXX-XXX-XXXX/E-MAIL: JOHN.COMMAND-AT-PACOM.SMIL.MIL// POC ALTERNATE/JANE COMMAND/MAJ/USAF/USPACOM J811/LOC: CAMP SMITH, HI/TEL: DSN XXX-XXX-XXXX/E-MAIL: JANE.COMMAND-ATPACOM.SMIL.MIL//  
PACFLT POC/SAILOR/GS-14/CPF N81/LOC: PEARL HARBOR, HI/TEL: XXXXXX-XXXX/E-MAIL: SAILOR-AT-NAVY.SMIL.MIL//  
GENTEXT/REMARKS/1. THIS IS A JOINT USPACOM/USPACFLT MESSAGE.

2. **HNN COMPLETION DATE.** PER REFS A-G, FORMAL HNN HAS BEEN COMPLETED WITH GOJ FOR USS TORTUGA (LSD-46) TO ROTATE INTO THE JAPAN FDFN AND REPLACE USS FORT MCHENRY (LSD-43). THIS FORCE STRUCTURE CHANGE IS EFFECTIVE 13 MAR 06 AND IS PART OF THE NAVY'S LONG-RANGE PLAN TO UPDATE JAPAN'S FDFN.
3. **DECLASSIFICATION DATE.** DECLASSIFICATION OF THIS EVENT WAS EFFECTIVE 220001ZSEP2005. THIS COMPLETES THE FORMAL HNN PROCESS FOR USS TORTUGA AND USS FORT MCHENRY FDFN ROTATION.
4. **COUNTRY CLEARANCE STATUS.** COUNTRY CLEARANCE IS GRANTED FOR USS TORTUGA AND USS FORT MCHENRY TO CONDUCT A HULL SWAP, EQUIPMENT EXCHANGE, AND MOVEMENT OF REQUIRED PERSONNEL UPON ADMINISTRATIVE APPROVAL AND/OR PCS ORDERS FROM OPNAV AND/OR BUPERS.
5. **PUBLIC AFFAIRS GUIDANCE STATUS.** PUBLIC AFFAIRS GUIDANCE WAS COORDINATED SEPARATELY THROUGH THE PAO CHAIN OF COMMAND. CPF/CNFJ HAS LEAD TO COORDINATE PRESS RELEASES OR PA NOTIFICATIONS. EXPECT GOJ TO COORDINATE WITH AMEMBASSY TOKYO FOR RELEASE OF INFORMATION TO JAPANESE MEDIA.
6. **OTHER INFORMATION.** THANKS TO ALL SERVICE PERSONNEL WHO SERVED UPON USS FORT MCHENRY WHILE ASSIGNED TO THE JAPAN FDFN FOR A JOB WELL DONE SERVING THE MUTUAL DEFENSE NEEDS OF THE UNITED STATES AND JAPAN.//

APPENDIX F TO ENCLOSURE A  
OFSC/HNN APPROVAL CHECKLIST

Step	Description	OPR	Actions	Status	Date
1	<b>Service HQ submits OFSC proposal/HNN request to ODASD(Plans) and Joint Staff/J-5.</b>	<b>Service HQ (or FCC)</b>	<b>Service HQ (FCC) staffs OFSC proposals with the affected Combatant Commands and Services. Service HQ, with Military Department concurrence, sends OFSC proposal message and/or memorandum to ODASD(Plans) and Joint Staff/J-5, noting SecDef approval is required. Service HQs may submit an OFSC after complete staffing regardless of Combatant Command or Service concurrence. (Example: Appendix A, Enclosure A).</b>		
2	<b>GCC submits assessment and sensitivity survey to Joint Staff/J-5.</b>	<b>GCC</b>	<b>GCC performs assessment. GCC obtains HNSS from affected U.S. Embassies, makes an approval recommendation, a recommendation concerning policy significance, and forwards assessment, HNSS, and PPAG to Joint Staff/J-5 with copy to ODASD-Plans. When sufficient detail is provided in the Service HQ message (Appendix A to Enclosure A) the Combatant Command forwards information to support HNN coordination/approval along with the OFSC decision.</b>		
2a	HNSS Request Message	GCC	Generate message through in-country subordinate unified command, as appropriate, to country team requesting accomplishment of HNSS (Appendix C, Enclosure A).		
2b	HNSS Results Message	AMEMB	Send message to Combatant Command outlining HNSS results (Appendix C, Enclosure A). May be done via in-country sub-unified command. Note: Ensure that the currency of the HNSS is confirmed if the OFSC/HNN approval process becomes delayed. Significant changes within the host-nation environment could alter the assessment and require an updated HNSS.		
2c	Public Affairs Guidance	GCC	Develop PPAG through affected Service HQ (or FCC when they initiate an OFSC) Service component and subordinate unified command, as appropriate, for coordination of the OFSC and for use after declassification of the OFSC.		

Step	Description	OPR	Actions	Status	Date
2d	GCC Assessment Message to the Joint Staff J5	GCC	Send GCC HNN request message (or memorandum) to Joint Staff/J-5 stating Combatant Command approval recommendation and requesting HNN procedures or disapproval complete with pertinent issues; include in this package GCC assessment, Service HQ message, Service (or Military Department) approval documentation, HNSS results, changes to assignment recommendation and/or approval, and PPAG (Appendix B, Enclosure A).		
<b>3</b>	<b>ODASD(Plans) and Joint Staff/J-5 formally coordinate the OFSC proposal at the planner level.</b>	<b>ODASD (Plans) Joint Staff/J-5</b>	<b>ODASD(Plans) and Joint Staff/J-5 formally coordinate the package at the planner level with relevant GPEC member agencies: OSD/State Department/Joint Staff (including regional desks), Military Departments, Services, GCCs, and FCCs.</b>		
3a	ODASD(Plans) and Joint Staff/J-5 update the OFSC proposal/HNN request; formally coordinate the OFSC proposal at the planner level.	ODASD (Plans) Joint Staff/J-5	ODASD(Plans) and Joint Staff/J-5 update the OFSC proposal/HNN request based on information received during the planner level coordination. Obtain additional information and guidance as required to prepare the package for GO/FO/SES level coordination.		
<b>4</b>	<b>ODASD(Plans) and Joint Staff/J-5 formally coordinate the OFSC proposal/HNN request at the GO/FO/SES level.</b>	<b>ODASD (Plans) Joint Staff/J-5</b>	<b>ODASD(Plans) and Joint Staff/J-5 formally coordinate the package at the GO/FO/SES level with relevant GPEC member agencies: OSD/State Department/Joint Staff (including regional desks), Military Departments, Services, GCCs and FCCs. For HNN only requests determine if the OFSC has policy significance at the national level.</b>		
4a	Joint Staff/J-5/DDJSP coordination for HNN only requests	Joint Staff/J-5/SAD	1. HNN request does not have national-level policy significance: DDJSP initial updated Form 136 or sign memorandum informing Combatant Command has authority to initiate, in coordination with AMEMB, HNN and appropriate actions (go to step 6) (Appendix D, Enclosure A). 2. HNN request has national-level policy significance: Coordinate and forward JSAP package to DJS through DJ-5.		

Step	Description	OPR	Actions	Status	Date
4b	DJS Coordination for OFSC proposal and HNN requests	Joint Staff/ J-5/SAD	DJS sign memorandum requesting USD(P) endorsement and subsequent approval of OFSC proposal/HNN request. If request is for HNN only (OFSC with national-level policy significance), DJS will request USD(P) approval for HNN.		
<b>5</b>	<b>OUSD(P) submits recommendation to SecDef</b>	<b>ODASD (Plans)</b>	<b>Once DJS endorsement and OSD/State Department coordination are received, OUSD(P) will submit a recommendation to the SecDef for decision. When the Combatant Command package contains a HNN request, the recommendation also includes HNN approval, pending SecDef decision.</b>		
5a	USD(P) Approval HNN only Requests	ODASD (Plans)	Following USD(P) approval of an HNN only request: <ul style="list-style-type: none"> <li>- Send memorandum, as required, to DJS approving HNN (Joint Staff/J-5 will forward memorandum to Combatant Command).</li> <li>- Send message, as required, to AMEMB requesting HNN and public announcement (if required).</li> <li>- Send request to the Secretary of State to make treaty notification, if applicable.</li> </ul>		
<b>6</b>	<b>SecDef Decision</b>	<b>ODASD (Plans)</b>	<b>If the Secretary of Defense approves the OFSC proposal, ODASD(Plans) will forward the approval memorandum to Military Department, Service HQ, Service component(s), Combatant Command(s), Joint Staff/J-5 and Joint Staff/J-8. When the Secretary of Defense approves OFSC in concept only, the process stops at this step. At a later date when sufficient details are available, the Service HQ and the Combatant Command resubmit their input for the OFSC proposal with sufficient detail to also support HNN approval.</b>		
<b>7</b>	<b>GCC Coordinates HNN</b>	<b>GCC</b>	<b>When SecDef approval also includes HNN approval or HNN approval is received (from USD(P) or DDJSP as appropriate), the GCC (in coordination with OUSD(P) and State Department) coordinates with the AMEMB in executing HNN and conducting the public announcement. USD(P) approval to initiate HNN may take the form of an e-mail or formal reply memorandum to the DJS. If a formal memorandum is necessary to initiate HNN, ODASD(Plans) and the relevant OUSD(P) country desk office(s), in coordination with the Department of State, will draft a DoS cable for DoS country desks affected by the HNN(s). The draft DoS cable</b>		

Step	Description	OPR	Actions	Status	Date
			<b>includes direction to the appropriate AMEMB and coordination instructions to the GCC regarding HNN, and will copy the DJS, and other appropriate organizations.</b>		
7a	Initiate HNN	GCC	Generate message through in-country subordinate unified command, as appropriate, to country team instructing them to coordinate with and support AMEMB during the HNN process.		
7b	HNN	AMEMB	Country team coordinates with and supports appropriate AMEMB authorities in host country.		
7c	Declassification and OFSC Completion Memorandum/ Message	GCC	Upon completion of HNN send declassification memorandum and/or message to all offices involved in the OFSC and HNN (Appendix E, Enclosure A). Note: Host-nation concurrence is required prior to public announcement for additions to a country.		
7d	Public Announcement (as required)	GCC	Coordinate public notification with the country team and Service component. This may be done via Service component (or Combatant Command, as applicable) and in-country sub-unified command.		
<b>8</b>	<b>Service Executes OFSC</b>	<b>Service HQ</b>	<b>HNN coordination process complete, Service executes OFSC as approved.</b>		



ENCLOSURE B REFERENCES

- a. CJCSI 2300.01 series, "International Agreements"
- b. CJCSI 2300.03 series, "Realignment of Overseas Sites"
- c. CJCSI 4310.01 series, "Logistics Planning Guidance for Global Pre-positioning Materiel Capabilities"
- d. CJCSM 3122.02 series, "Joint Operation Planning and Execution System (JOPEX) Volume III (Crisis Action Time-Phased Force and Deployment Data Development and Deployment Execution)"
- e. DODI 1315.18, 12 January 2005, "Procedures for Military Personnel Assignments"
- f. DODI 4165.69, 6 April 2005, "Realignment of DOD Sites Overseas"
- g. DODI 5158.05, 22 May 2008, "Joint Deployment Process Owner"
- h. Title 10, United States Code, Section 123b, Forces stationed abroad: limitation on number
- i. Title 10, United States Code, Section 162, Combatant commands: assigned forces; chain of command
- j. Global Force Management Implementation Guidance, FY 2012-2013 (U), 15 November 2011
- k. PDUSD(P) letter to The Honorable Duncan Hunter, Chairman, Committee on the Armed Services with attached briefing response to the FY06 National Defense Authorization Act, Section 1233, Requirement for Establishment of Certain Criteria applicable to Global Posture Review, 30 March 2006
- l. JP 1-02, Department of Defense Dictionary of Military Terms (Current as of 15 April 2012)

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## GLOSSARY

**Global Posture Executive Council (GPEC)**. The GPEC serves as the Department of Defense's senior body overseeing the formal posture process and managing GDP realignment efforts for the Secretary and Deputy Secretary of Defense. The GPEC includes General Officer/Flag Officer or Senior Executive Service representatives from the following agencies: Office of the Secretary of Defense, Joint Staff, Combatant Commands, Military Departments, Services, State(PM), and the National Security Staff.

**host-nation notification (HNN)**. DoS process for notifying appropriate host-nation officials through the AMEMB.

**host-nation concurrence**. Signifies that the host-nation must agree to the change if it is an addition to the country (e.g., adding a new unit to a HN location) prior to conducting the public announcement.

**host-nation sensitivity survey**. An assessment produced by the AMEMB or country team outlining the significant implications of an OFSC to the host-nation's political, social, and economic systems; the OFSC's likely effects on and reactions from the local populace; potential significant changes in the U.S. bilateral relationship with the host-nation; and an analysis of the proposed timeline for HNN and OFSC implementation.

**national-level policy significance**. An OFSC or other action expected to result in HN or U.S. domestic political discussions at the national-level and/or HN press coverage that may create political controversy at the national-level. Examples include actions that, among other things, directly and significantly affect foreign or defense relations between the United States and another government; require approval, negotiation, or signature at the OSD or diplomatic level of an international agreement or other document relating to U.S. forces' presence in a foreign country; and generate a major increase or decrease in U.S. operational or sustainment capability at one or more locations. A determination by OUSD(P) that a particular action has national-level policy significance is conclusive.

**overseas force structure change (OFSC)**. An OFSC is the introduction, change, or removal of any overseas force, as well as other changes that have national-level policy significance as determined by OUSD(P).

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