



# CHAIRMAN OF THE JOINT CHIEFS OF STAFF INSTRUCTION

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J-4  
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CJCSI 4520.01E  
7 January 2011

## PROCEDURES FOR REQUESTING NON-U.S. NATO AIRLIFT

### References:

- a. Title 10, United States Code, Section 2640
- b. DODI 4500.53, 20 October 2008, "Department of Defense (DOD) Commercial Air Transportation Quality and Safety Review Program"
- c. CJCSI 4520.02 series, "Special Assignment Airlift Mission (SAAM) Tasking Procedures"

1. Purpose. This instruction establishes procedures for requesting non-U.S. NATO airlift and identifies who is responsible for submitting airlift requests to NATO.

2. Cancellation. CJCSI 4520.01D, 12 September 2008, is hereby canceled.

3. Applicability. This instruction applies to the Commander, U.S. Transportation Command (CDRUSTRANSCOM), geographic Combatant Commanders, and other functional Combatant Commanders who have a requirement for non-U.S. NATO airlift.

### 4. Responsibilities

a. CDRUSTRANSCOM is responsible for determining intertheater airlift augmentation requirements and preparing and submitting augmentation requests to NATO when required.

b. Combatant Commanders will validate and prioritize intratheater airlift requests and submit them to USTRANSCOM. When required, USTRANSCOM will submit intratheater airlift requests to NATO.

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c. Airlift requests from other DOD and U.S. government organizations that are approved by the Office of the Secretary of Defense (OSD) will be sent by the OSD Executive Secretary to USTRANSCOM.

d. Airlift requests will normally be submitted to NATO when airlift requirements exceed U.S. capabilities.

e. The requesting organization/geographic Combatant Commander is responsible for coordinating on- and off-load arrangements, overflight clearances, and landing rights unless the nation providing the airlift agrees to accept responsibility. However, the nation providing the airlift is responsible for overflight and landing clearances for the positioning and repositioning legs.

5. NATO Air Transportation Submissions. Both intertheater and intratheater airlift requests will be submitted in NATO Air Transportation Request format (reference a, annex E) to Supreme Headquarters Allied Powers Europe, Allied Movement Coordination Center for execution. Additionally, USTRANSCOM will provide an information copy of all NATO intertheater and intratheater airlift augmentation requests to the Joint Staff J-4 Joint Logistics Operations Center and the supported Combatant Commander's operations center.

6. Summary of Changes. This revision is an administrative update of the references.

7. 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).

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

For the Chairman of the Joint Chiefs of Staff:



WILLIAM E. GORTNEY  
VADM, USN  
Director, Joint Staff

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