



CHAIRMAN OF THE JOINT CHIEFS OF STAFF INSTRUCTION

J-3
DISTRIBUTION: A, B, C, S

CJCSI 5111.01G
25 June 2012

CHARTER FOR U.S. NATIONAL MILITARY REPRESENTATIVE TO SHAPE

Reference: See Enclosure A

1. Purpose. This instruction defines the mission and responsibilities for the U.S. National Military Representatives (USNMR) to Supreme Headquarters Allied Powers Europe (SHAPE).
2. Cancellation. CJCSI 5111.01F, 8 July 2008, "Charter for U.S. National Military Representative to SHAPE," is hereby canceled.
3. Applicability. This instruction is applicable to the Joint Staff, Services, Combatant Commands (COCOM), and Defense agencies.
4. Policy. The mission of the USNMR to SHAPE is to provide liaison between SHAPE and the Department of Defense (DoD), its commands and supporting agencies.
5. Definitions. Reference a defines National Military Representative (NMR) – Nations accredit a NMR to Supreme Allied Command Europe (SACEUR) and SHAPE to facilitate information exchange, liaison and coordination between nations and SHAPE. They are subordinate only to their respective national authorities and, regardless of actual rank, are accorded the privileges and status of 2-star general officers in the discharge of their duties. At the discretion of their nation, they may also represent their nation at other National Atlantic Treaty Organization (NATO) headquarters, commands, staffs, and other agencies or organizations. They fulfill major functions facilitating the Chief of Defense (i.e., CJCS) – SACEUR relationship, known as the Essential Operating Function, and national leadership of support activities with respect to a nation's personnel at SHAPE, known as the Essential National Function. They are the primary conduit for information exchange between nations and SHAPE. Information exchange

directly between SHAPE and a national Joint Staff takes place only in exceptional circumstances (e.g., time critical).

6. Mission. The USNMR to SHAPE represents the Chairman of the Joint Chiefs of Staff (CJCS) under the guidance of the U.S. Military Representative (USMILREP) to the NATO Military Committee and provides liaison and staff coordination regarding U.S. force offerings, personnel and manning processes/issues, U.S. policy positions and day to day operational issues that require staffing between the United States and SHAPE. The USNMR will provide liaison and coordination as required and in conjunction with other DoD organizations as required with SACEUR and his Command Group, Allied Command Operations (ACO), the NATO Communications and Information Systems (CIS) Group, the NATO Airborne Early Warning (NAEW) Force Command, and all Allied and Partner nations represented at SHAPE consistent with reference a. The USNMR represents U.S. interests, and provides advice and assistance on national policy, operational and staffing issues with these entities, as well as the Host Nation government concerning issues affecting U.S. Service members, DoD civilians, contractors, and their families in the SHAPE community and acts as U.S. Community Coordinator for cross-service Quality of Life issues.

7. Responsibilities

a. The USNMR to SHAPE will:

(1) Act as representative and Joint Staff primary point of contact with ACO, NATO CIS Group, and NATO Airborne Early Warning and Control Force Command (NAEW&C FC) located at SHAPE.

(2) Act as the representative and primary point of contact to SHAPE for U.S. Delegation to the NATO Military Committee, Joint Staff, and the Office of the Secretary of Defense.

(3) Act on behalf of the USMILREP and serve as coordinating authority among U.S. organizations at SHAPE for matters that include quality of life issues for all Services.

(4) As appropriate and in coordination with SHAPE, coordinate visits to SHAPE by the Department of Defense, Department of State, and other national dignitaries.

(5) Represent DoD interests with the host government, and provide a channel for other DoD entities to conduct negotiations with SHAPE and host nation officials in Belgium.

(6) Represent U.S. interests at SHAPE, to include representation with other nations' National Military Representatives and non-NATO Partner Liaison Teams located at SHAPE.

(7) In accordance with instructions from the Joint Staff and the USMILREP to NATO, provide U.S. national responses to SHAPE, NATO CIS Group, and NAEW&C FC staff actions, and follow up to ensure U.S. national responses are appropriately implemented. Direct liaison authorized (DIRLAUTH) with the appropriate COCOM element is approved when the response is exclusively within their purview.

(8) Provide USNMR input to the USMILREP to NATO and the Joint Staff on SHAPE, NATO CIS Group, and NAEW&C FC staff actions.

(9) Acts as the representative for the Joint Staff and the primary liaison between U.S. European Command (USEUCOM) J-1 and SHAPE on matters with respect to U.S. manpower and personnel contributions to SHAPE, NATO CIS Group, and NAEW&C FC in accordance with references b and c. In accordance with reference d, advises Joint Staff and USEUCOM J-1 NATO Manning Division on which SHAPE/ACO manpower and personnel policy issues warrant attention and recommends a course of action as necessary. Coordinates the assignment or attachment of U.S. personnel serving in NATO billets at SHAPE, and provides U.S. national leadership and support for these personnel as deemed necessary.

(10) Assign and monitor suspenses of SHAPE staff actions and messages sent via the USNMR Sub Registry to the Joint Staff and COCOMs. E-mail senders are requested to forward all official taskers, requests for information, etc., to the USNMR's unclassified or classified collective mailboxes (NIPRNET – usnmr@eur.army.mil / SIPRNET – mail.usnmr@eur.army.smil.mil)

(11) Endorses and recommends approval/disapproval of hiring of U.S. national civilian personnel into NATO International Civilian positions at SHAPE and NATO CIS Group. Provides appropriate recommendations based on individual documentation and security clearance and processes applicable privileges and immunities in coordination with the Belgian National Military Representative and local authorities.

(12) Coordinate official visits by SHAPE personnel to the United States.

(13) Operate the U.S. COSMIC/ATOMAL sub-registry and U.S. TOP SECRET registry at SHAPE.

(14) Control safeguarding nuclear command and control Extremely Sensitive Information for U.S. personnel in accordance with reference e.

(15) During NATO operational exercises, support participating U.S. authorities as required.

(16) Facilitate and coordinate U.S. force contributions to the NATO Response Force within the parameters described by the Global Force Management Implementation Guidance.

(17) Facilitate and coordinate with appropriate COCOM, those matters pertaining to the U.S. force contribution to any NATO operation for which a Combined Joint Statement of Requirement is published in accordance with reference f. DIRLAUTH with the appropriate COCOM element is approved when the response is exclusively within their purview.

(18) Acts as the primary representative for the Joint Staff to SHAPE on matters regarding U.S. manpower and personnel contributions to approved Crisis Establishments (CE) or substitute documents. Coordinate with appropriate COCOMs and USEUCOM/J-1 on CE related manpower issues. Partners with the Joint Staff, USDELMC, COCOMs (as necessary), and USEUCOM J-1 for U.S. bid development, and maintains an active dialogue throughout the bidding, submitting, sourcing, and manning process to ensure positions and requirements are prioritized and filled in a timely manner.

b. The CJCS will provide policy guidance and direction for through the USMILREP to the USNMR.

c. The USMILREP will:

(1) Exercise authority over execution of policy, force generation and sourcing activities, and guidance from the CJCS.

(2) Coordinate Joint Staff positions for SHAPE staff actions when forwarded either by USNMR or directly from SHAPE (e.g., Activation Warning, Activation Request, and Activation Order, etc.).

(3) Provide direction and support to the USNMR in coordinating force generation actions with the Joint Staff J-3 (primary) and J-5 regarding national contributions to NATO operations. USNMR/USMILREP will forward anticipated U.S. force offerings to NATO operations 30 days prior to all scheduled NATO force generation conferences to inject NATO offers into the U.S. Global Force Management process.

(4) Validate (with USNMR assistance) all contingency SACEUR/DSACEUR requests for U.S. force offerings prior to forwarding to Joint Staff J-3 (primary) and J-5 for risk assessment/ force sourcing.

d. Reference g designates the Army as responsible for Administrative Agent support to USNMR-SHAPE.

8. Organizational Structure

a. USNMR to SHAPE reports to and receives policy guidance from the USMILREP.


b. Manpower authorizations for the USNMR to SHAPE are approved in accordance with joint manpower procedures outlined in references d, e, and h.

9. Summary of Changes. This revision updates CJCSI 5111.01F. It furthers the definition and expectations/responsibilities of NMRs from international directives and applies definition to the NMR's duties and responsibilities.

10. Releasability. This instruction is approved for public release; distribution is unlimited. DoD Components (to include the COCOMs), 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.

11. 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

Enclosure

A - References

(INTENTIONALLY BLANK)

DISTRIBUTION

Distribution A, B, and C plus the following:

	<u>Copies</u>
Commander, U.S. Element, NORAD	2
U.S. National Military Representative to SHAPE	2
U.S. Army Element, SHAPE	2
U.S. Navy Element, SHAPE	2
U.S. Air Force Element, SHAPE	2

(INTENTIONALLY BLANK)

ENCLOSURE A

REFERENCES

References:

- a. SHAPE Directive 15-7, 21 April 2010, "Information Exchange, Liaison, and Co-ordination between Alliance Nations and SHAPE"
- b. ACO Directive 45-1, 4 July 2002, "Allied Command Europe Military Personnel Management and Administration"
- c. ACO Directive 45-3, 10 March 2011, "Allied Command Operations Crisis Establishment (CE) Management"
- d. CJCSI 1001.01 Series "Joint Manpower and Personnel Program"
- e. CJCSI 3231.04 Series "Guidance for the Sanitization and Distribution of Information Pertaining to Nuclear Command and Control to Supreme Headquarters Allied Powers Europe (SHAPE); United Kingdom (UK) Liaison Office; UK Strategic Weapon System Integrated Project Team; and UK Nuclear Operations and Targeting Centre in Support of North Atlantic Treaty Organization (NATO) Operations"
- f. SHAPE Directive 80-11, 19 July 2010, "Force Flow Tracking System for NATO Operations"
- g. DOD Financial Management Regulation (DOD FMR), Volume 11A, Chapter 9, "Support to International Military Activities," October 2011
- h. CJCSI 1600.01 Series "Charter for United States European Command NATO Manning Division"

(INTENTIONALLY BLANK)