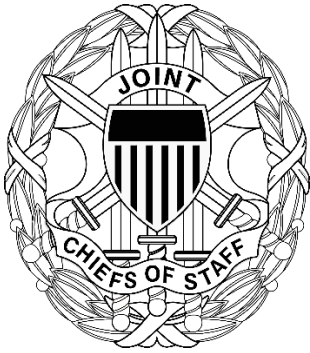


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CHAIRMAN OF THE JOINT CHIEFS OF STAFF INSTRUCTION



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COORDINATION OF OVERSEAS FORCE STRUCTURE CHANGES AND HOST NATION NOTIFICATION

References:

See Enclosure G

1. Purpose. This instruction defines the process for obtaining Chairman of the Joint Chiefs of Staff (CJCS) endorsement and Secretary of Defense (SecDef) approval of an Overseas Force Structure Change (OFSC) and executing a timely host nation (HN) notification (HNN) of approved OFSCs and other actions with national-level policy significance prior to public release of information. Nothing in this instruction alters requirements or responsibilities for the assignment of forces.

2. Superseded. CJCS Instruction (CJCSI) 2300.02K, 2 April 2019, "Coordination of Overseas Force Structure Changes and Host Nation Notification" is hereby superseded.

3. Applicability. This instruction applies to the Joint Staff, Combatant Commands (CCMDs), Military Departments (MILDEPs), and Services. It provides guidance for interfacing with the Office of the Under Secretary of Defense for Policy (OUSD(P)), Office of the Under Secretary of Defense for Acquisition and Sustainment (OUSD(A&S)), Office of the Under Secretary of Defense (Comptroller)/Chief Financial Officer (OUSD(C)/CFO), Office of the Under Secretary of Defense for Personnel and Readiness (OUSD(P&R)), and the Director of Cost Assessment and Program Evaluation (DCAPE). It also provides guidance for interfacing with the Office of the Assistant to the Secretary of Defense for Public Affairs (OATSD(PA)), other defense agencies (when required), Department of State (DOS)/Bureau of Political-Military Affairs, and American Embassies (AMEMBs) for the coordination of OFSC requests and HNN requests.

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4. Criteria for OFSCs and HNNs

a. An OFSC and HNN is required for CCMDs, MILDEPs, and Services to request approval for a change to a force stationed overseas that is assigned or Service-retained, to include unit activations, deactivations, and re-designations, when any of the following apply:

(1) There is a change in the assignment of those overseas organizations listed in the SecDef-approved Forces For Unified Commands (“Forces For”) Assignment Tables. OFSC and HNN requests should precede proposed changes to the Forces For. Hull swaps of overseas homeported vessels (e.g., an Arleigh Burke class destroyer swapping with another Arleigh Burke class destroyer) may be exempt from the OFSC and HNN requirement by Joint Staff Deputy Director, Joint Strategic Planning, J-5 (DD JSP) in coordination with OUSD(P), provided the swap does not involve a significant change in capability (e.g., an Arleigh Burke class destroyer swapping with a Ticonderoga class cruiser).

(2) The change involves broad Department of Defense (DoD) responsibilities, international agreements, and treaties.

(3) The change has national-level policy significance, as determined by OUSD(P).

(4) An officer in the grade of O-4 or higher commands the subject overseas organization. By exception, the Joint Staff Director for Strategy, Plans, and Policy, J-5, in consultation with OUSD(P), may waive the OFSC and HNN requirement if this is the only criteria met.

(5) There is a permanent relocation of a force, commanded by an O-4 or higher, from one HN to another.

(6) There is a permanent relocation of a force, commanded by an O-4 or higher, within a country that has the potential to affect the HN significantly. An example could include the loss of local national jobs.

b. The OFSC process primarily exists for planning and implementing changes to assigned, Service-retained, and forces stationed, or to be stationed, overseas. Allocation decisions remain within Global Force Management (GFM) processes, specified in references (j) and (l), and are outside the scope of this CJCSI. However, OUSD(P) may determine that select allocation actions may have national-level policy significance. OUSD(P) addresses required policy considerations for allocation decisions through the GFM Allocation Plan and

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SecDef Orders Book processes. The Joint Staff Directorate for Operations, J-3 will convey recommended military advice on these allocation actions to the CJCS through these defined GFM processes for SecDef decision.

c. Services must identify OFSC and HNN requests whenever budgeting decisions will cause force structure changes in accordance with the criteria of paragraph 4.a. In such a case, OFSC and HNN requests, or an Approval-in-Concept (AiC) request, must be submitted prior to, or in conjunction with, the submission of the annual Service program objective memorandum and budget estimate submission.

5. Policy. This instruction applies to overseas locations and does not apply to U.S. bases within the continental United States (CONUS), Alaska, Hawaii, and U.S. territories. Allocation is not applicable to this policy, as the GFM allocation process temporarily adjusts force distribution and does not affect force assignment.

a. As required, CCMDs, MILDEPs, or Service Headquarters (HQ) will submit OFSC and HNN requests and will then participate in senior leader forums such as the Global Posture Executive Council (GPEC), Service Operations Deputies (OpsDepts), and Joint Chiefs of Staff (JCS) Tanks.

(1) If a CCMD submits an OFSC, the request will include a memo stating what coordination has occurred from each affected CCMD, MILDEP, and Service HQ that outlines the pertinent details regarding sourcing, if available.

(2) If a MILDEP or Service HQ submits an OFSC, the request will include a memo from each affected CCMD showing what coordination occurred prior to draft OFSC submission.

(3) An OFSC that does not contain the required coordination memo(s) will be returned to the submitting organization.

(4) Unless determined by OUSD(P) as policy significant, this instruction does not apply to the management of pre-positioned equipment, supplies, munitions, capabilities, or shipping actions.

b. In accordance with (IAW) reference (m), the SecDef—or the Deputy Secretary of Defense (DepSecDef), when acting as the SecDef—approves all OFSC actions. No changes in composition to existing forces stationed overseas can be taken in advance of this approval, except where explicitly exempted from this CJCSI.

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c. IAW reference (m), the USD(P) is the approval authority for a HNN unaccompanied by an OFSC and generally requires the same type of data needed for an OFSC action (e.g., details on associated costs, readiness, and political-military (Pol-Mil) implications).

d. Changes directed by the President of the United States or SecDef, referred to as “leadership-directed OFSCs,” will require an OFSC request to validate the details of the changes and to determine if further HNN is necessary. USD(P) can approve these OFSCs, in coordination with the affected Office of the Secretary of Defense (OSD) components, CCMDs, MILDEPs, and Services.

e. OFSC and HNN requests will be submitted IAW the Joint Staff process described in Enclosure A. Services and their components should not implement programming decisions prior to SecDef approval of the OFSC and HNN package, and will assume the associated financial, operational, or other associated risks if the process is delayed.

f. Service and CCMD OFSC forecasts should be included in the appropriate regional and functional posture plan. Additionally, OFSC forecasts should be updated with Joint Staff J-5 as changes occur. OFSC submissions should reference the respective posture plans.

g. Every OFSC requires an HNN. The CCMD, in concert with OUSD(P) and Joint Staff J-5 regional office, develops the HNN and appropriately tasks the subordinate unified (sub-unified) command (if assigned) in coordination with DOS. Where appropriate, sub-unified commands will coordinate with the AMEMBs for supporting actions but cannot be initiated until SecDef has approved the OFSC. To ensure DOS regional and functional bureaus and AMEMBs are familiar with the HN sensitivity survey (HNSS), OFSC, and HNN processes following signature and release of this CJCSI, the DOS has issued an All Diplomatic and Consular Posts message outlining and directing DOS regional and functional bureaus and AMEMB roles in the HNSS, OFSC, and HNN formulation processes. HNN-only decisions are approved outside the OFSC process.

6. Procedures. The OFSC and HNN process is outlined below:

a. CCMDs, MILDEPs, or Service HQs socialize proposals with OUSD(P) and Joint Staff J-5, DD-JSP to determine if a formal OFSC/HNN is required.

b. The CCMD, MILDEP, or Service HQ should submit the draft OFSC and HNN request to the Joint Staff J-5, DD JSP prior to submitting a final signed

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OFSC request. The intent is to address stakeholder concerns early in an effort to expedite staffing of the final product. OUSD(P) will determine national policy significance of the proposed OFSC.

c. Joint Staff J-5, DD-JSP will task select Global Posture Integration Team (GPIT) members (Joint Staff, CCMDs, and Services), normally via the Enterprise Task Management Software Solution (ETMS2), to conduct an O-6/GS-15-level review of the OFSC and HNN.

d. If no issues arise during the O-6/GS-15-level review, Joint Staff J-5, DD-JSP will return the draft OFSC for general officer/flag officer (GO/FO) signature. If issues are uncovered, the Joint Staff J-5, DD-JSP will seek to address concerns with affected components. The Service or CCMD may work with the appropriate Joint Staff J-5 Regional Office to help adjudicate the issues. Unresolved issues between the Service and CCMD will be elevated to the Joint Staff J-5, DD JSP and presented for GPEC recommendation to inform an action memo from CJCS to SecDef for decision.

e. The Joint Staff J-5, DD-JSP will task appropriate CCMDs to produce an HNSS and CCMD, MILDEP, or Service assessment of the requested action.

(1) In addition to tasking and coordinating with applicable sub-unified commands, coordination should occur with impacted AMEMBs.

(2) Joint Staff J-5, DD JSP will coordinate with OUSD(P) to ensure DOS is informed of the requested OFSC and HNN actions.

(3) As a best practice, it is recommended the affected AMEMBs provide the HNSS to the CCMD. Following Defense Attaché and Chief of Mission approval, AMEMBs will provide a front-channel cable HNSS to the CCMD. By exception, the HNSS may also be produced by the CCMD or sub-unified command.

f. If required, and upon Joint Staff J-5, DD-JSP and OUSD(P) coordination and approval, the CCMD or sub-unified commands may conduct HN consultations with supporting efforts from the AMEMB and DOS, after appropriate security classification guidance has been issued.

g. CCMD(s) provide assessment(s) with the HNSS and draft Public Affairs Guidance (PAG) to Joint Staff J-5, DD-JSP.

h. Joint Staff J-5, DD-JSP will task select GPEC members (Joint Staff, CCMDs, and Services), normally via ETMS2, to conduct a GO/FO level review

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of the OFSC, CCMD/Service Assessment, and HNSS. When determining the level of review for an OFSC request, CCMDs, MILDEPS, and Services should account for the fact that an OFSC request will result in a formal SecDef decision, which the OSD Executive Secretariat will distribute to the offices of the respective CCMDs and Service Secretaries for implementation.

i. Joint Staff J-5, DD-JSP completes internal staffing and validates the OFSC through an OpsDeps and JCS Tank, as required. Following the OpsDeps and JCS Tank, Joint Staff J-5, DD-JSP submits an action memo from CJCS to SecDef for OSD staffing, led by OUSD(P).

j. Upon receipt of the CJCS recommendation and Joint Staff-coordinated OFSC or HNN request, OUSD(P) coordinates the request with the Office of the General Counsel (OGC), OUSD(A&S), OUSD(C)/CFO, OUSD(P&R), DCAPE, OUSD(LA), and OATSD(PA) following receipt of the CJCS recommendation, Joint Staff-coordinated OFSC or HNN request, CCMD/Service HQ assessment(s), and the HNSS. The Joint Staff recommendation will be included as an attachment in the USD(P) staffing package for SecDef.

k. The SecDef is the approval authority for OFSCs and the USD(P) is the approval authority for HNN-only requests and “leadership-directed” OFSCs.

l. OUSD(P) will coordinate with the CCMD, subordinate organizations, and DOS, as appropriate, to determine the procedures for HNN. HNN is normally conducted by the affected AMEMB through official cable, but may also be coordinated by sub-unified commands, with exception, and may be supplemented by key leader engagements. The appropriate agency should confirm HNN occurrence to the CCMD, OUSD(P), and Joint Staff J-5, DD-JSP to facilitate further HN engagement, public announcements, and declassification or downgrading as required.

m. The ATSD(PA) will provide approved PAG.

7. Definitions. See Glossary.

8. Responsibilities. See Enclosure A.

9. Summary of Changes. Changes to this CJCSI include:

a. Introduction of the AiC Process.

b. Introduction of the CCMD, MILDEP, or Service HQ coordination memo.

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c. The initial OFSC submission will be a draft. Following the GPIT review, feedback will be adjudicated and the OFSC will be adjusted as needed, finalized, signed, and re-submitted to the Joint Staff J-5, DD-JSP.

d. Clarification of the difference between GFM allocation and OFSCs.

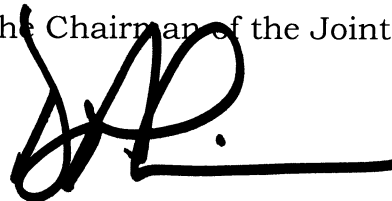
e. Updates to OFSC and HNN process and timelines.

f. Replacing outdated acronyms (e.g., Geographic Combatant Command (GCC) has been replaced with CCMD).

10. Releasability. UNRESTRICTED. This directive is approved for public release; distribution is unlimited on the Non-classified Internet Protocol Router Network. DoD Components (to include the CCMDs), other Federal agencies, and the public may obtain copies of this directive through the Internet from the CJCS Directives Electronic Library at <<http://www.jcs.mil/library>>. Joint Staff activities may also obtain access via the SECRET Internet Protocol Router Network Directives Electronic Library web sites.

11. Effective Date. This INSTRUCTION is effective upon signature.

For the Chairman of the Joint Chiefs of Staff



DOUGLAS A. SIMS, II, LTG, USA
Director, Joint Staff

Enclosures

- A – Coordinating Overseas Force Structure Change and Host Nation Notification Requests
- B – Combatant Command, Military Department, or Service Headquarters Overseas Force Structure Change Request and Host Nation Notification Request Memo
- C – Combatant Command, Military Department, or Service Coordination Memo
- D – Combatant Command, Military Department, or Service Assessment Message or Memo
- E – Host Nation Sensitivity Survey Message
- F – Combatant Command Declassification or Downgrade Message or Memo
- G – References

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ENCLOSURE A

COORDINATING OVERSEAS FORCE STRUCTURE CHANGE AND HOST NATION NOTIFICATION REQUESTS

1. OFSC and HNN Request Coordination Process. Agencies will use this instruction to coordinate OFSC requests and HNN requests through the MILDEPs, Service HQs, CCMDs, Joint Staff, OSD, and DOS. Figures 2 and 3 illustrate the coordination processes. OFSC requests must be approved prior to staffing for assignment in the Forces For Assignment Tables.
2. Responsibilities. MILDEPs, Service HQs, or CCMDs will submit the OFSC request to the Joint Staff J-5, DD JSP through GO/FO-signed memo. The OFSC originator will classify the change request as CONFIDENTIAL or higher. Discussion relating to potential OFSCs will also be classified as CONFIDENTIAL or higher. The request must specify whether the OFSC, or other policy significant action, involves (or could reasonably lead to) an installation closure; reduction in, or curtailment of, base operating support services; significant impact to local national workers or changes to existing inter-Service support agreements and potential implications for U.S. policy. The request will communicate the desired effective date for the changes and indicate the impact of a delay, including additional funding requirements and potential mitigation measures that may be required. The request should anticipate at least 180 days to complete the OFSC and HNN process (Figures 2 and 3) and obtain a SecDef decision. If the request is submitted to Joint Staff J-5, DD-JSP with less than 180 days lead time, a rationale must be included, along with a justification of the time sensitivity. The Service HQ or CCMD can request Joint Staff J-5 and OUSD(P) review of classification to make an OFSC releasable to the HN through Foreign Disclosure Office review to facilitate coordination prior to approval on a case-by-case basis.
3. Joint Staff and OSD Coordination. Upon receipt of the OFSC and HNN request, Joint Staff J-5, DD-JSP will coordinate with the affected CCMD(s) to provide an HNSS, draft PAG, and CCMD assessment(s).
 - a. Assessment Tasking. Joint Staff J-5, DD-JSP will task the affected MILDEPs, Service HQs, or CCMDs with providing an assessment of the OFSC and HNN request. The assessment will include an HNSS (Enclosure C).
 - b. Host Nation Sensitivity Survey. During the assessment phase, the CCMD, or its sub-unified command, with support from the AMEMB country team, will determine how the OFSC request may affect bilateral relations with the HN and U.S. policy in the region. It will also determine whether the HN

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may be willing to contribute to any costs associated with the OFSC. The CCMD or sub-unified command will submit the HNSS to the Joint Staff J-5 in the form of automated message, official memo, or front-channel cable from the AMEMB (Enclosure D).

c. Upon receipt of the HNSS and assessment(s), Joint Staff J-5, DD JSP will seek endorsement for the OFSC package from the CJCS. The OpsDepts and JCS Tank forums may be used to validate these requests prior to CJCS endorsement. Following CJCS endorsement, the Office of the Deputy Assistant Secretary of Defense for Plans and Posture requests coordination from OGC, OUSD(A&S), OUSD(C)/CFO, OUSD(P&R), DCAPE, OUSD(LA), ATSD(PA), and DOS.

(1) The minimum elements of a complete OFSC and HNN package include the Joint Staff Form 136, OFSC request; CCMD, MILDEP, or Service HQ endorsement(s); CCMD, MILDEP, or Service HQ assessment(s); and the HNSS, also referred to as the country team assessment (see Figure 1).

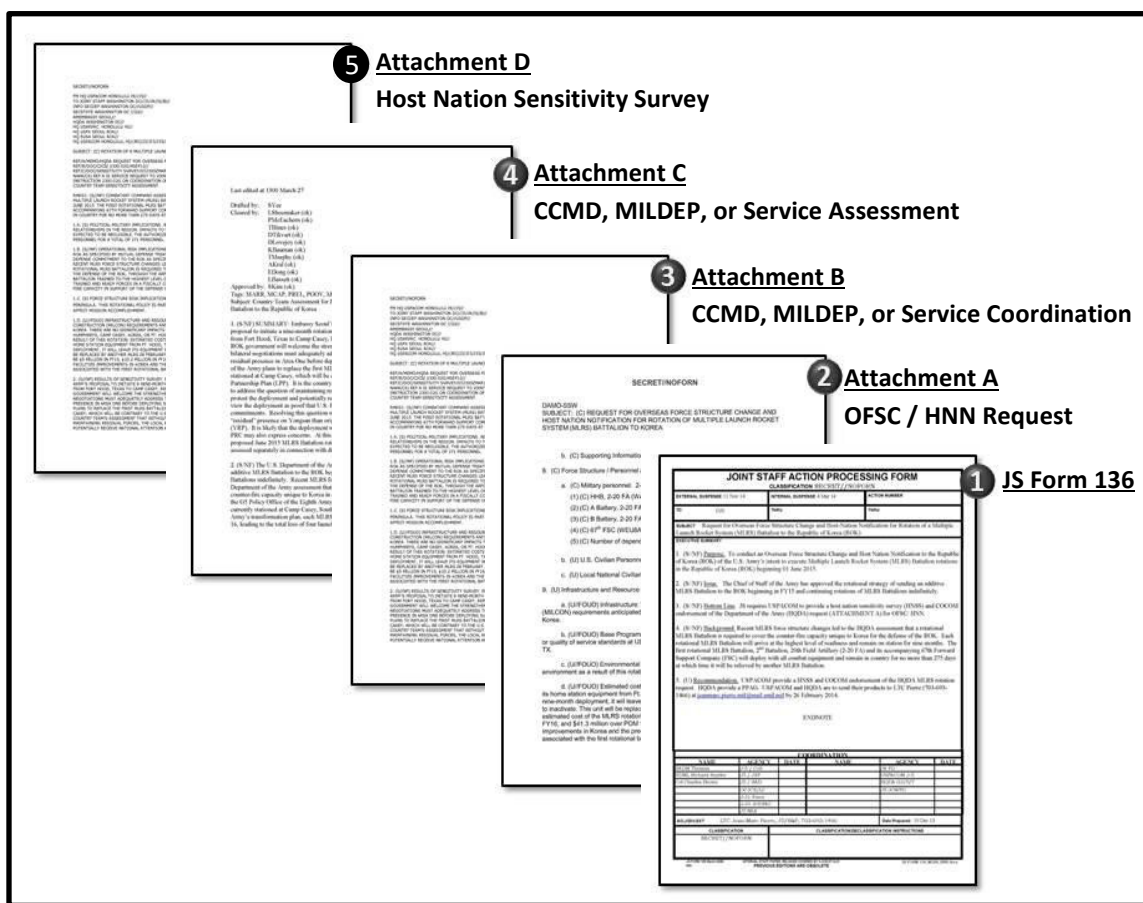


Figure 1. Elements of an OFSC

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(2) Policy Significance Determination. When it is unclear whether a proposed change may be policy significant, informal coordination (e.g., through e-mail or video teleconference) among key stakeholders will occur to provide sufficient information for OUSD(P) to make the determination. If OUSD(P) determines an action is policy significant, the originator of the proposed change will be informed. If OUSD(P) determines an action is not policy significant and the action does not meet any other criteria for an OFSC and HNN request, the requesting organization may implement the change without an OFSC or HNN.

4. HNN without an OFSC. If OUSD(P) determines an action is policy significant without an associated OFSC, an HNN request must be submitted utilizing the process shown in Figure 3. Final approval for the HNN request can be delegated to the USD(P).

5. Approval-in-Concept. If a proposal requires an OFSC, but there is not enough information for a Service or CCMD to create an OFSC request without engaging the potential HN(s) directly, the AiC process (Figure 4) can be used to request SecDef or DepSecDef approval to proceed with noncommittal discussions with the potential HN(s) to improve feasibility, timing, and programming of the proposal. Once the AiC is approved, only then can formal discussions with HN(s) proceed. The Service or CCMD will later use the OFSC process to further refine analysis and seek final approval for the effort.

6. The OFSC package will be coordinated with the following Joint Staff organizations for appropriate review:

a. Joint Staff Directorate for Operations, J-3. Operational and force management impact.

b. Joint Staff Directorate for Logistics, J-4. Impact to logistics.

c. Joint Staff Directorate for Strategy, Plans, and Policy, J-5. Pol-Mil impact, regional security cooperation, alliance and coalition commitments, impact on contingency planning efforts, costs versus benefits, HN sensitivity, and treaty implications.

d. Joint Staff Directorate for Force Structure, Resources, and Assessments, J-8. Impact upon warfighting capability, budgetary effects, and implications for overall force structure.

e. Office of the Chairman of the Joint Chiefs of Staff/Legal Counsel. The Office of the Chairman of the Joint Chiefs of Staff (OCJCS)/Legal Counsel

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reviews legal sufficiency, compliance with all requirements and relevant international agreements, and treaties.

f. Office of the Chairman of the Joint Chiefs of Staff/Public Affairs.
OCJCS/PA will be informed of the requested change, although it is not part of the formal coordination.

g. Office of the Chairman of the Joint Chiefs of Staff/Legislative Affairs.
OCJCS/Legislative Affairs will be informed of the requested change, although it is not part of the formal coordination.

h. Joint Staff Directorates. The Joint Staff Directorate for Personnel and Manpower, J-1; Directorate for Intelligence, J-2; Directorate for Command, Control, Communications, and Computers/Cyber, J-6; and Directorate for Joint Force Development, J-7 may be included in coordination, as required.

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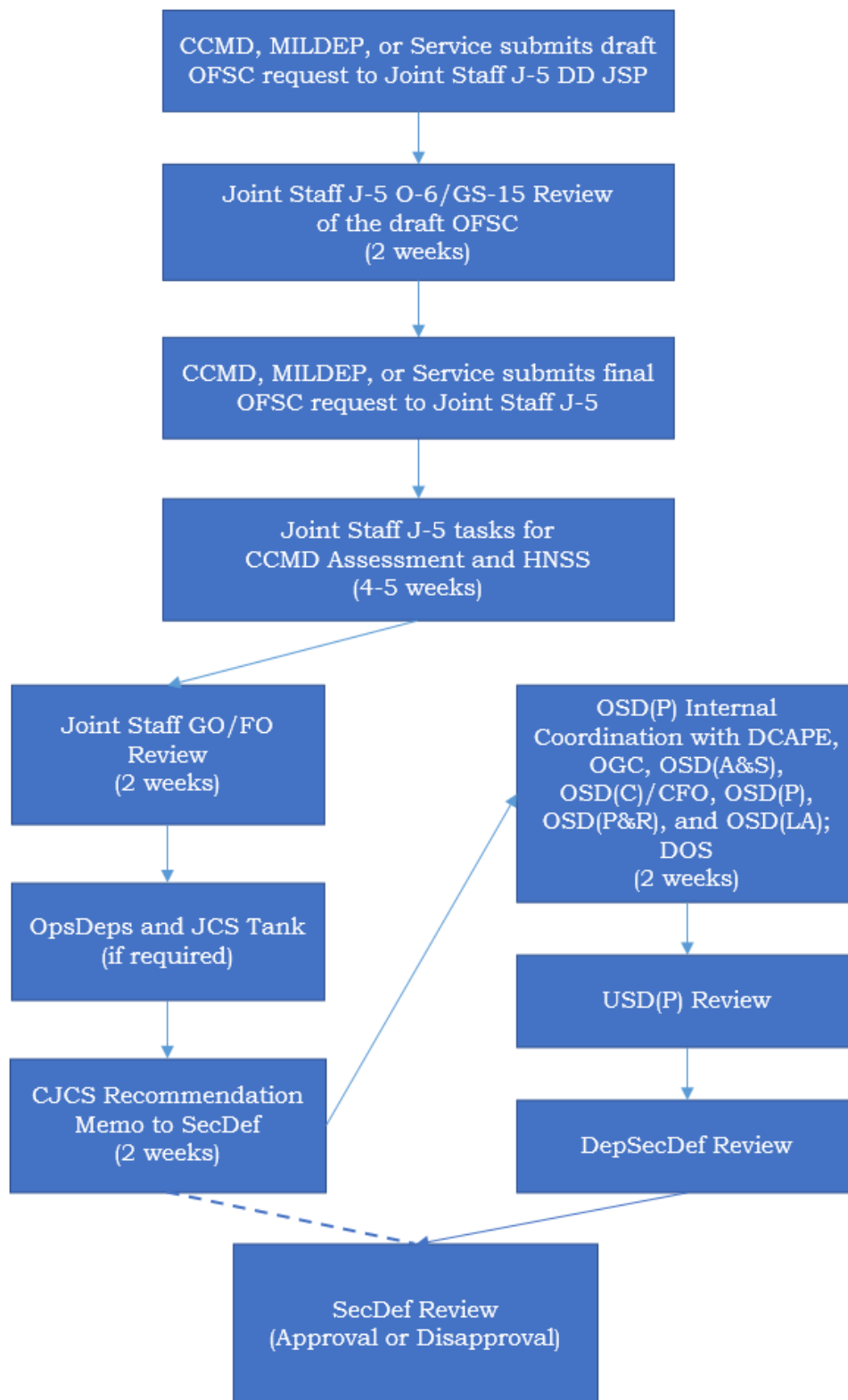


Figure 2. OFSC Approval Process

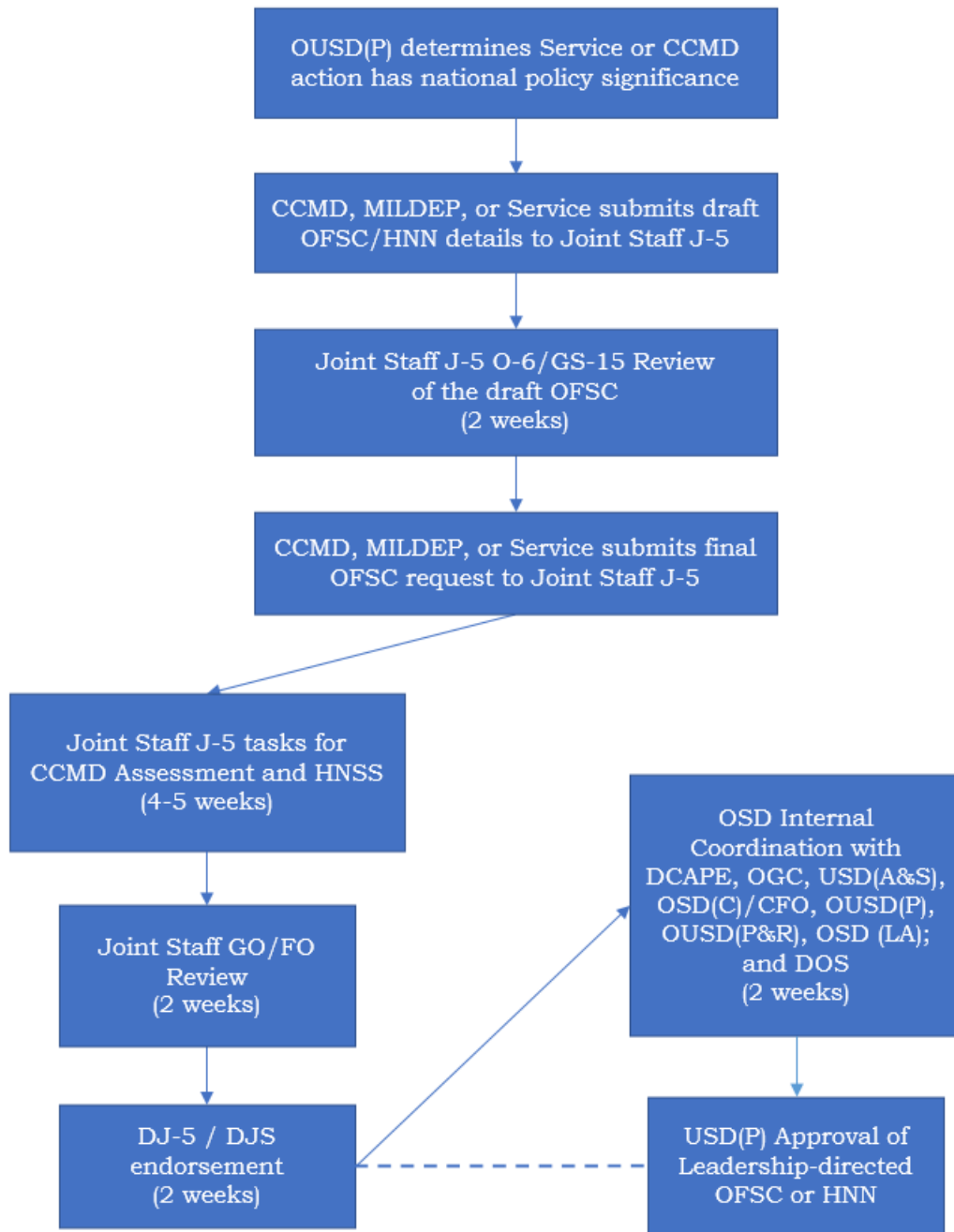


Figure 3. “Leadership-directed” OFSC or “HNN-only” Process

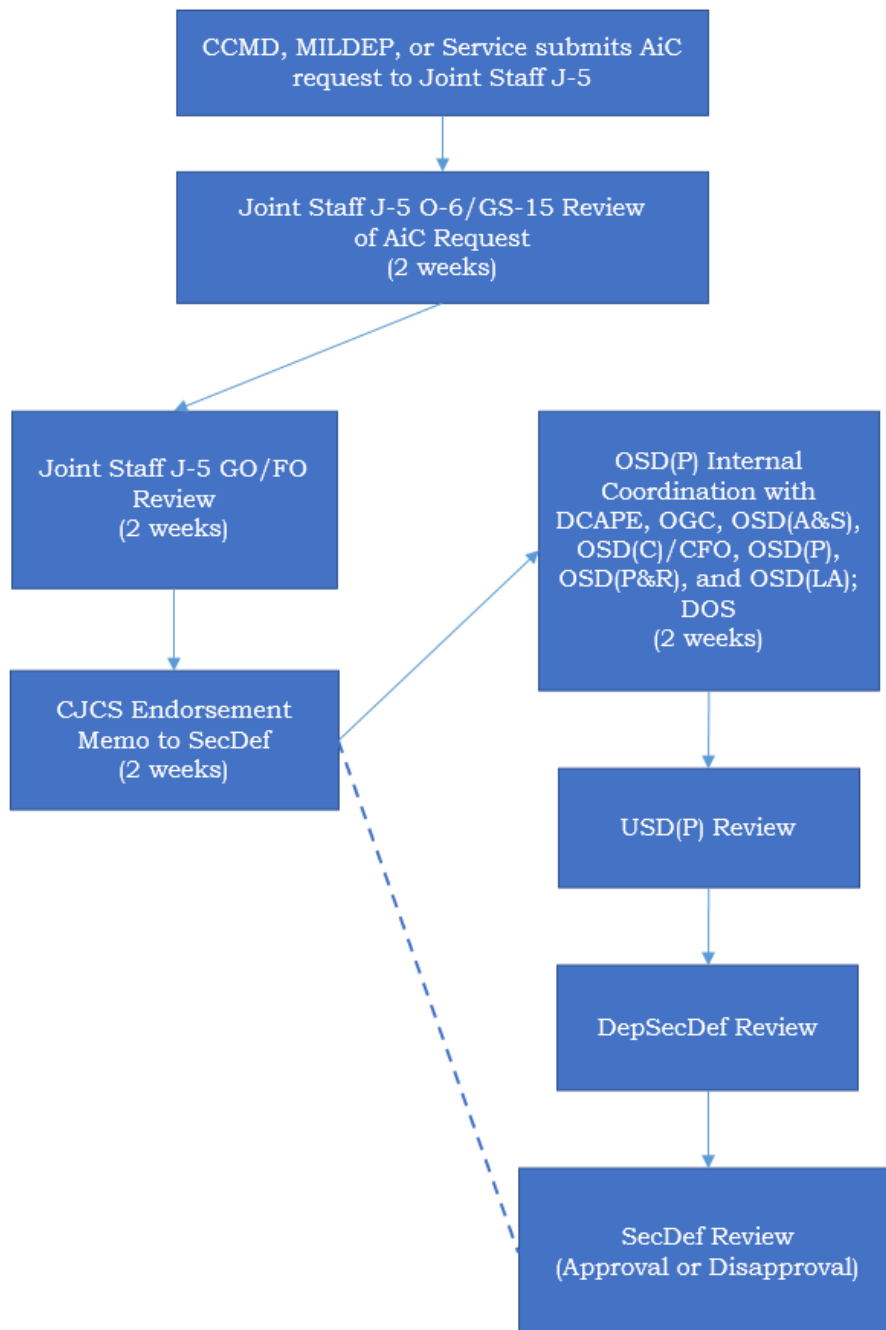


Figure 4. AiC Approval Process

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ENCLOSURE B

COMBATANT COMMAND, MILITARY DEPARTMENT, OR SERVICE
HEADQUARTERS OVERSEAS FORCE STRUCTURE CHANGE REQUEST
AND HOST NATION NOTIFICATION REQUEST MEMO

1. The CCMD, MILDEP, or Service HQ OFSC or HNN request memo is sent to the Joint Staff J-5, DD-JSP. The memo will outline the proposed action, reference applicable Service approval documentation, and request OFSC and HNN approval. The initial submission for GPIT review will be a draft memo. Following GPIT review and adjudication of any issues, the OFSC/HNN request will then be finalized, with GO/FO approval, and re-submitted to the Joint Staff J-5, DD JSP. The memo will contain the following paragraphs:

- a. Proposed action, including number of forces, equipment, and mission set.
- b. Basis for request.
- c. Service or CCMD request for OFSC approval, including the Service HQ approval documentation.
- d. Desired HNN date (normally a minimum of 180 days after date of initial request), declassification date, and PAG date.
- e. Pol-Mil Implications
 - (1) Statement on U.S. Government Title 10 commitments and requirements to the country or region.
 - (2) Impact to local economy and local national employees.
 - (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) Broad impacts on the *National Defense Strategy* (NDS).
 - (5) Treaty and agreement implications.

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f. Operational Risk Implications

(1) Assessment of mission requirements and ramifications of not approving the OFSC within the requested timeline and any costs associated with potential mitigation measures if the OFSC is not approved.

(2) Supporting information, as needed, to facilitate CCMD assessment.

(3) Impact to overall support to CCMDs (e.g., effect on contingency plan support, Global Campaign Plan tasks, ability to support objectives in the regional theater posture plan (TPP)) if OFSC is delayed or disapproved, and the extent to which operations would be degraded if mitigation measures are implemented. Risk assessments should be very specific in detailing what the CCMD will not be able to achieve operationally if the OFSC is delayed or disapproved, including as much quantifiable data (e.g., number of days delayed in executing operation plan movement, decreased number of sorties) as possible.

g. Force Structure Implications

(1) Summary statement for the OFSC, including approximate net reductions or additions of military, U.S. DoD civilian, U.S. DoD contractors, local and national employees, and accompanied family members.

(2) Impact to unit readiness and readiness of the associated force element or career field if the OFSC is approved. Describe how the OFSC will affect the Service's ability to generate ready forces to respond to contingencies and the impact of long-term stress on the force element.

(3) Summary statement of the alternative deployment models (i.e., forward stationed versus rotational) considered and the reasons for not selecting. Describe trade-offs of different deployment models on unit readiness, long-term sustainment, operational availability, force structure, cost, and HN Pol-Mil concerns, if applicable.

(4) Recommended change to the command relationship, as described by the SecDef-signed Global Force Management Implementation Guidance and captured in the Forces For (i.e., maintain current command relationship and assignment, shift assignment from Service retained to a CCMD, shift assignment from CCMD to Service retained).

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h. Infrastructure and Resource Implications

(1) Impact on infrastructure, environment (if applicable), and facilities (see references (a) and (b)), including a statement addressing the HN facilities not expected to be declared excess or nominated for closure IAW reference (c).

(2) Impact to weapon system sustainment and base operating support.

(3) Impact to communities and local economy, including local national jobs.

(4) Impact to overseas tour length (i.e., does the OFSC establish the need to request a tour length change (reference (f))), compensation programs (e.g., funded environmental and morale leave (FEMLE), imminent danger pay, hardship duty pay, outside the CONUS (OCONUS) cost-of-living adjustments (COLA) to Service and family members' well-being, morale, welfare, and recreation (MWR) through MWR programs, and DoD Education Activity (DoDEA) schools).

(5) Include a statement on whether infrastructure changes are reflected in theater installation master plans and whether the proposed OFSC is contained within the theater installation master plan or CCMD's TPP.

(6) Funding Statement. The statement will identify cost estimates by fiscal year, a status of Service funding of OFSC impact areas, and an identification of the type of funds (e.g., operations and maintenance, military construction (MILCON)). Examples of potential impact areas include:

(a) Operations and support costs, especially costs that have been previously programmed.

(b) Unit transportation.

(c) Manpower.

(d) Infrastructure disposal.

(e) Environmental impact.

(f) Military compensation programs (e.g., FEMLE, hardship duty pay, OCONUS COLA).

(g) MWR programs.

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- (h) DoDEA schools.
 - (i) Service member and family well-being programs.
 - (j) Host Nation Funded Construction, as appropriate.
 - (k) MILCON, as appropriate.
- (7) Congressional consultation, notification requirements, and actions.
- (8) PAG (status and point of contact (POC)). ATSD(PA) will coordinate and approve PAG with the applicable organizations prior to HNN.
- (9) Other information as required, including associated collateral effects or follow-on impacts of note.
- (10) POCs at the proposing organization.

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ENCLOSURE C

COMBATANT COMMAND, MILITARY DEPARTMENT, OR SERVICE
COORDINATION MEMO

1. The CCMD, MILDEP, or Service HQ submitting an OFSC requires a coordination memo from the impacted CCMD(s), MILDEP(s), or Service HQ(s), via the Service Component, prior to submission of the draft OFSC to the Joint Staff J-5, DD-JSP.
2. The purpose of the memo is to ensure prior coordination has been conducted between the impacted CCMD, MILDEP, or Service HQ prior to the initial submission of the draft OFSC/HNN, and that any concerns of the impacted CCMD, MILDEP, or Service HQ are appropriately represented.
3. This memo will be signed by the impacted CCMD, MILDEP, or Service HQ, and not the CCMD Service Component.
4. The memo or message will be approved at the GO/FO level.

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ENCLOSURE D

COMBATANT COMMAND, MILITARY DEPARTMENT, OR SERVICE ASSESSMENT MESSAGE OR MEMO

1. The CCMD, MILDEP, or Service will submit a message (or memo) to the Joint Staff J-5, DD-JSP for action with the HNSS and reference the OFSC memo.
2. The message or memo will contain the following paragraphs:
 - a. Assessment Statement
 - (1) Alignment to the NDS, *National Military Strategy*, and respective Global Campaign Plan. Link to TPP, as applicable.
 - (2) Pol-Mil implications.
 - (3) Operational risk implications.
 - (4) Force structure implications.
 - (5) Infrastructure and resources implications, to include an assessment of the HN's ability and willingness to offset additional DoD costs.
 - (6) Other CCMD/MILDEP/Service HQ coordination and impacts.
 - b. Results of HNSS.
 - c. CCMD assessment or endorsement statement.
 - d. Reassignment actions requested, required, or taken regarding the Forces For.
 - e. Desired HNN, declassification date, public announcement, and effective change dates.
 - f. Additional information.
 - g. POCs information.

NOTE: ATSD(PA) will direct public affairs and coordinate with appropriate organizations prior to HNN. OCJCS(PA) will be included for information only.

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ENCLOSURE E

HOST NATION SENSITIVITY SURVEY MESSAGE

1. The CCMD or sub-unified command will submit the HNSS through automated message, official memo, or in the form of a front-channel cable produced by the AMEMB. The CCMD, or its subordinate command, with applicable support from the AMEMB country team, will determine how the OFSC request may affect relations with the HN. The CCMD will submit the HNSS, with the CCMD assessment and references, to the Joint Staff J-5, DD JSP.

2. IAW reference (n), the HNSS should include the following sections:

- a. Background.
- b. Security implications.
- c. The potential in-country impact and effect on bilateral relations.
- d. Regional perceptions and implications (including to alliance and coalition commitments).
- e. The country team assessment of the proposal.
- f. A final recommendation.
 - (1) Author:
 - (2) Release Approval Authority:
- g. PAG POC: Name, e-mail address, and telephone number.

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ENCLOSURE F

COMBATANT COMMAND DECLASSIFICATION OR DOWNGRADE MESSAGE OR MEMO

1. Following HNN, the CCMD will send a message that declassifies or downgrades related information as appropriate to all parties involved in the OFSC and HNN that declassifies the action (but not the OFSC or HNN documents, which must be declassified by the originator(s)). Prior to sending the declassification or downgrade message:

a. The sub-unified command (as applicable) or AMEMB must notify the CCMD via e-mail that the HNN is complete.

b. The DOS desk officer, or OUSD(P) desk officer in coordination with the DOS, must notify the HN embassy in the United States that the HNN is complete.

2. HNN declassification does not equate to public announcement, as some OFSCs and HNNs do not warrant public announcement. HN concurrence is recommended before public announcement for additional forces to a country.

3. The message will contain the following paragraphs:

a. HNN completion date.

b. Declassification or downgrade date.

c. PAG status.

d. Other information (as applicable).

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ENCLOSURE G

REFERENCES

- a. CJCSI 2300.01D, 5 October 2007, "International Agreements"
- b. CJCSI 2300.03E, 10 February 2023, "Realignment of Overseas Sites"
- c. DoDI 4165.69, 20 December 2021, "Realignment of DoD Sites Overseas"
- d. CJCSI 4310.01F, 29 August 2022, "Logistics Planning Guidance for Pre-Positioning War Reserve Material"
- e. CJCSM 3122.02F, 7 May 2021, "Joint Operation Planning and Execution System (JOPES): Time-Phased Force and Deployment Data Development and Deployment Execution"
- f. DoDI 1315.18, 28 October 2015, "Procedures for Military Personnel Assignments"
- g. DoDI 5158.06, 7 April 2020, "Joint Deployment and Distribution Enterprise (JDDE) Planning and Operations"
- h. Title 10, U.S.C., section 123b, Forces stationed abroad: limitation on number
- i. Title 10, U.S.C., section 162, Combatant Commands: assigned forces; chain of command
- j. Fiscal Year 2023-2025 Global Force Management Implementation Guidance, 23 February 2023
- k. Department of Defense Dictionary of Military and Associated Terms (Current as of August 2018)
- l. CJCSM 3130.06D, 20 June 2024, Global Force Management Allocation Policies and Procedures
- m. DoDI 3000.12, Change 1, 8 May 2017, "Management of U.S. Global Defense Posture (GDP)"

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n. 19-STATE-26238, 19 March 2019, "Coordination of Host Nation Sensitivity Surveys (HNSS), Overseas Force Structure Change (OFSC) Requests, and Host Nation Notification (HNN) Processes"

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GLOSSARY

PART I – ABBREVIATIONS AND ACRONYMS

Items marked with an asterisk () have definitions in PART II*

AiC*	Approval-in-Concept
AMEMB	American Embassy
CCMD*	Combatant Command
CJCS	Chairman of the Joint Chiefs of Staff
CJCSI	Chairman of the Joint Chiefs of Staff Instruction
DepSecDef	Deputy Secretary of Defense
DoD	Department of Defense
GFM	Global Force Management
GPIT*	Global Posture Integration Team
GPEC*	Global Posture Executive Council
HN*	host nation
HNN*	Host Nation Notification
HNSS*	Host Nation Sensitivity Survey
HQ	headquarters
DCAPE	Director of Cost Assessment and Program Evaluation
DD JSP	Deputy Directorate, Joint Strategic Planning
DOS	Department of State
MILDEP	Military Department
OATSD(PA)	Office of the Assistant to the Secretary of Defense for Public Affairs
OUSD(A&S)	Office of the Under Secretary of Defense for Acquisition and Sustainment
OUSD(C)/CFO	Office of the Under Secretary of Defense (Comptroller)/ Chief Financial Officer
OUSD(P)	Office of the Under Secretary of Defense for Policy
OUSD(P&R)	Office of the Under Secretary of Defense for Personnel and Readiness
PAG*	Public Affairs Guidance

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OFSC*

Overseas Force Structure Change

SecDef

Secretary of Defense

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PART II – DEFINITIONS

Approval-in-Concept. The process to gain authorization from the Secretary of Defense or Deputy Secretary of Defense to proceed with noncommittal discussions with potential host nation(s) to improve feasibility, timing, and programming of a proposal that will ultimately require an Overseas Force Structure Change. Also called AiC.

Combatant Command. A unified or specified command with a broad continuing mission under a single commander established and so designated by the President of the United States, through the Secretary of Defense and with the advice and assistance of the Chairman of the Joint Chiefs of Staff. Also called CCMD.

Chief of Mission. The Chief of Mission (COM) is the principal officer (the ambassador) in charge of a U.S. diplomatic facility, including any individual temporarily in charge of such a facility. The COM is the personal representative of the president to the country of accreditation. Also called COM.

Defense Attaché. The officer in charge of a U.S. Defense Attaché Office, responsible for several activities, including advising the Chief of Mission on military matters and representing the Secretary of Defense, Chairman of the Joint Chiefs of Staff, Combatant Commanders, and other Department of Defense Components to the host country. Also called DATT.

Global Force Management Plan. Secretary of Defense-approved document that authorizes force allocations and deployment of forces in support of Combatant Commander (CCDR) requirements. Details are provided on the type of force or capability allocated and the number of units, passengers, or overall areas of responsibility presence for each CCDR. Also called GFMAP.

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

Global Posture Integration Team. The Global Posture Integration Team is co-chaired by planner-level representatives from the Office of Deputy Assistant

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Secretary of Defense for Plans and Joint Staff Deputy Directorate for Joint Strategic Planning, J-5 and performs all staffing and support actions required to assist the Global Posture Executive Council in the execution of its functions.

host nation. A nation receiving the forces and supplies of allied nations and North Atlantic Treaty Organizations to be located on, to operate in, or to transit through its territory. Also called HN.

Host Nation Notification. A process for notifying appropriate host nation officials of approved Overseas Force Structure Change actions.

Host Nation Sensitivity Survey. An assessment outlining the significant implications of an Overseas Force Structure Change (OFSC) to the host nation's (HN'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 HN; and an analysis of the proposed timeline for OFSC and Host Nation Notification implementation. Also called HNSS.

National-Level Policy Significance. An OFSC or other action expected to result in host nation (HN) or U.S. domestic political discussions at the national-level or HN press coverage that may create political controversy at the national-level. Some examples include actions that directly and significantly affect foreign or defense relations between the United States and another government; require approval, negotiation, or signature at the Office of the Secretary of Defense or diplomatic level of an international agreement or other document relating to U.S. forces' presence in a foreign country; or generate a major increase or decrease in U.S. operational or sustainment capability at one or more locations.

Overseas Force Structure Change. The introduction, change, or removal of any assigned overseas force, as well as other assignment changes that have national-level policy significance as determined by the Office of the Under Secretary of Defense for Policy. Also called OFSC.

Public Affairs Guidance. Constraints and restraints established by proper authority regarding public information, command information, and community relations activities. It may also address any methods, timing, location, and other details governing the release of information to the public. For Overseas Force Structure Changes, a Public Affairs Guidance will be developed by the Assistant to the Secretary of Defense for Public Affairs.