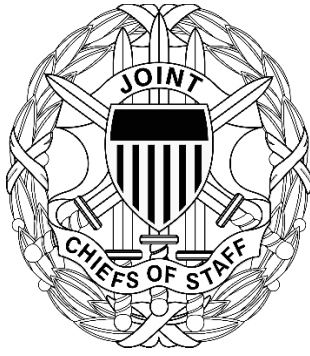




UNCLASSIFIED

CHAIRMAN OF THE JOINT CHIEFS OF STAFF INSTRUCTION

J-5

DISTRIBUTION: A, C

CJCSI 2300.02M

9 September 2026

COORDINATION OF OVERSEAS FORCE STRUCTURE CHANGES

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 War (SecWar) 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 Superseded.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) 2300.02L, 28 February 2025, "Coordination of Overseas Force Structure Changes and Host Nation Notification" is hereby superseded.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 Secretary of War (OSW), Under Secretary of War for Policy (USW(P)), Under Secretary of War for Acquisition and Sustainment, Under Secretary of War (Comptroller)/Chief Financial Officer, Under Secretary of War for Personnel and Readiness, and Director for Cost Assessment and Program Evaluation. It also provides guidance for interfacing with the Office of the Assistant to the Secretary of War for Public Affairs (ATSW(PA)), other 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.
4. 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 global force management (GFM) allocation process temporarily adjusts force distribution and does not affect force assignment.

UNCLASSIFIED

UNCLASSIFIED

CJCSI 2300.02M
9 September 2026

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. Force posture changes that require an OFSC are listed in Enclosure A.

b. The submitting CCMD, MILDEP, or Service HQ must include details stating what coordination or notification has occurred with each affected CCMD, MILDEP, and/or other Service HQ. The Joint Staff will not route the OFSC without these details. This information can be in a separate coordination memo or included in the base request.

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

d. No changes in composition to existing forces stationed overseas can be taken in advance of this approval, except where explicitly exempted from this CJCSI.

e. In accordance with (IAW) reference (m), USW(P) is the approval authority for an 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).

f. IAW reference (m), the SecWar or the Deputy Secretary of War (DepSecWar)—when acting as the SecWar—approves all OFSC actions. USW(P) may approve an OFSC if the OFSC is considered leadership-directed. Changes directed by the President or SecWar are referred to as “Leadership-Directed OFSCs.” Examples of OFSCs that could be considered leadership-directed include changes directed in a Program Decision Memorandum or action memo, or pursuant to an approved international agreement (e.g. the Australia-United Kingdom-United States Trilateral Agreement). USW(P) may approve these OFSCs, in coordination with (ICW) the impacted OSW components, CCMDs, MILDEPs, and Services.

g. OFSC requests will be submitted IAW Enclosure A. Services and their components should not implement force structure changes identified in Service Program Objective Memorandums (POMs) (i.e., prior to the President’s Budget submission to Congress) and without SecWar approval of the OFSC package. The Service will assume the associated financial, operational, or other associated risks if the process is delayed.

UNCLASSIFIED

CJCSI 2300.02M
9 September 2026

h. Service and CCMD OFSC forecasts should be included in the commands' annual regional and functional posture plan. Additionally, OFSC forecasts should be updated with Joint Staff Directorate for Strategy, Plans, and Policy, J-5 as changes occur. OFSC submissions should reference the respective posture plans.

i. OFSC requests must outline pol-mil considerations to inform an HNN, as appropriate. OUSW(P) will provide a recommendation, ICW DOS, regarding HNN next steps to SecWar for decision as part of the OFSC package.

5. Process and Responsibilities. See Enclosure A.

6. Definitions. See Glossary.

7. Summary of Changes

a. Refines details and definitions for the Approval in Concept (AiC) process, Leadership-Directed OFSCs, and HNNs.

b. Adds detail to the host nation sensitivity survey (HNSS) inclusion to the CCMD assessment.

c. Adds the requirement for a general officer/flag officer/Senior Executive Service member (GO/FO/SES) to submit extension requests to OFSC staffing timelines.

d. Modifies the criteria for OFSCs.

e. Includes language related to reference (o).

f. Updates language related to OFSC waivers and linkages to programming-related OFSCs.

8. Releasability. UNRESTRICTED. This directive is approved for public release; distribution is unlimited on the Non-classified Internet Protocol Router Network. Department of War (DoW) components (to include the CCMDs) and other Federal agencies may obtain copies of this directive through the Internet from the CJCS directives electronic library at: <<https://dod365.sharepoint-mil.us/sites/JS-Matrix-DEL/SitePages/Home.aspx>>. Joint Staff activities may also obtain access via the SECRET Internet Protocol Router Network directives electronic library websites.

UNCLASSIFIED

CJCSI 2300.02M
9 September 2026

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

For the Chairman of the Joint Chiefs of Staff:

A handwritten signature in black ink, appearing to read "Paul C. Spedero, Jr.", written in a cursive style.

PAUL C. SPEDERO, Jr., VADM, USN
Director, Joint Staff

Enclosures:

- A – Coordinating OFSCs for SecWar Approval
- B – OFSC and HNN Request Memo
- C – CCMD or Service Coordination (Message or Memo)
- D – CCMD or Service Assessment (Message or Memo)
- E – HNSS Message
- F – CCMD Declassification or Downgrade (Message or Memo)
- G – References

UNCLASSIFIED

CJCSI 2300.02M
9 September 2026

TABLE OF CONTENTS

ENCLOSURE A – COORDINATING OFSC REQUESTS.....	A-1
Overseas Force Structure Change Request Coordination Process	A-1
Responsibilities	A-1
Criteria for Overseas Force Structure Changes and Host Nation Notifications	A-1
Procedures	A-3
Host Nation Notification without an Overseas Force Structure Change	A-5
Approval-in-Concept.....	A-5
Coordination	A-5
 ENCLOSURE B – COMBATANT COMMAND, MILITARY DEPARTMENT, OR SERVICE HEADQUARTERS OVERSEAS FORCE STRUCTURE CHANGE REQUEST MEMO	 B-1
 ENCLOSURE C – COMBATANT COMMAND, MILITARY DEPARTMENT, OR SERVICE COORDINATION MEMO.....	 C-1
 ENCLOSURE D – COMBATANT COMMAND, MILITARY DEPARTMENT, OR SERVICE ASSESSMENT MESSAGE OR MEMO	 D-1
 ENCLOSURE E – HOST NATION SENSITIVITY SURVEY MESSAGE	 E-1
 ENCLOSURE F – COMBATANT COMMAND DECLASSIFICATION OR DOWNGRADE MESSAGE OR MEMO.....	 F-1
 ENCLOSURE G – REFERENCES	 G-1
 GLOSSARY	 GL-1
PART I – ABBREVIATIONS AND ACRONYMS	GL-1
PART II – DEFINITIONS	GL-3

LIST OF FIGURES

1. OFSC and AiC Approval Process.....	A-7
2. Leadership-Directed OFSC Approval Process	A-8

UNCLASSIFIED

CJCSI 2300.02M
9 September 2026

(INTENTIONALLY BLANK)

UNCLASSIFIED

UNCLASSIFIED

CJCSI 2300.02M
9 September 2026

ENCLOSURE A

COORDINATING OFSC REQUESTS

1. Overseas Force Structure Change Request Coordination Process. Agencies will use this instruction to coordinate OFSC requests through the MILDEPs, Service HQs, CCMDs, Joint Staff, OSW, and DOS. Figures 1 and 2 illustrate the coordination processes. OFSC requests must be approved prior to staffing for assignment in the Forces For Availability Tables.

2. Responsibilities. MILDEPs, Service HQs, or CCMDs will submit the OFSC request to the Joint Staff Deputy Director, Joint Strategic Planning, J-5 (DDJSP) through GO/FO/SES-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 Service HQ or CCMD can request Joint Staff J-5 and OUSW(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.

a. 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 1 and 2) and obtain a SecWar decision.

b. If the request is submitted to Joint Staff J-5/DDJSP with less than 180 days lead-time, a rationale must be included along with a justification of the time sensitivity.

3. Criteria for Overseas Force Structure Changes and Host Nation Notifications

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, relocations, and re-designations with significant changes of capability—when any of the below criteria apply. Significant changes of capability include (but are not limited to) divestment of major weapons systems or platforms, or major modifications to

UNCLASSIFIED

CJCSI 2300.02M
9 September 2026

mission or function, on capabilities related to priorities in the *National Defense Strategy* or *Defense Planning Guidance*.

(1) The change requires an adjustment in the assignment of those overseas force elements listed in the SecWar-approved Forces For Unified Commands (Forces For) memo. OFSC and HNN requests should include proposed changes to the Forces For. OFSC requests may be waived under the following circumstances:

(a) Hull swaps of overseas homeported vessels may be exempt from the OFSC and HNN requirement by Joint Staff J-5/DDJSP, ICW OUSW(P), provided the swap does not involve a significant change in capability.

(b) Internal organizational changes to a unit (e.g., minor reductions in personnel or platforms) that do not affect its overall warfighting capability may be exempt from the OFSC and HNN requirement by J-5/DDJSP, ICW OUSW(P) and the Joint Staff Deputy Director, Studies and Analysis, J-8. The requesting organization may be required to submit a fact of life or out-of-cycle change request if the adjustment impacts the Forces For (e.g., reduction in primary aerospace vehicle authorized).

(2) There is a permanent establishment or relocation of an organization or force element overseas, commanded by an O-5 or higher, in a new HN or from one HN to another. The J-5/DDJSP, ICW OUSW(P), may waive the OFSC and HNN requirement if only these criteria are met. An OFSC request may not be waived if the change has the potential to affect the HN significantly (e.g., loss of local national jobs).

(3) The change involves DoW international agreements and/or treaties.

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

b. If a change has already been approved by the President or SecWar (e.g., inclusion in the President's Budget submission to Congress), approval of the OFSC may be considered leadership-directed, and therefore approval may be delegated to USW(P) and endorsed by the Director, Joint Staff. Leadership-Directed OFSCs are processed in the same manner as other OFSC requests, though OUSW(P) and the Joint Staff may execute a streamlined review process of an OFSC request aligned to an approved programming and budget decision, at the discretion of OUSW(P) and Joint Staff Director for Strategy, Plans, and Policy, J-5. If a Combatant Commander/Deputy or Service Chief/Deputy nonconcurs with an OFSC request that is submitted following President or

UNCLASSIFIED

UNCLASSIFIED

CJCSI 2300.02M
9 September 2026

SecWar approval of a programming decision (i.e., due to recommended mitigations), approval of the request may not be delegated below SecWar.

c. 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 GFM processes, specified in references (j) and (l), and are outside the scope of this CJCSI. However, OUSW(P) may determine that select allocation actions may have national-level policy significance. OUSW(P) addresses required policy considerations for allocation decisions through the GFM Allocation Plan and Secretary's 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 SecWar decision.

d. MILDEP Secretaries must identify posture implications of their budget submissions before these changes become part of the budget. When budgeting decisions cause force structure changes IAW the criteria of paragraph 4.a., the MILDEP Secretary will still use the OFSC request process for SecWar approval of the posture change. Additionally, the annual Global Posture Executive Council on Service POMs will be the primary forum to inform OSW and Joint Staff of upcoming POM-related posture changes and their global impacts. This will, in turn, enable SecWar determination of which actions will be included in the DoW budget.

4. Procedures. The OFSC process is outlined below:

a. CCMDs, Service HQs, or MILDEPs socialize proposals with OUSW(P) and Joint Staff J-5, DDJSP to determine if a formal OFSC/HNN or informal HNN is required. OUSW(P) will determine national policy significance of the proposed OFSC. If OUSW(P) determines that only an informal HNN is required, OUSW(P) will coordinate the development of the HNN outside the OFSC process and no OFSC shall be required.

b. The CCMD, MILDEP, or Service HQ may submit a draft OFSC request to the Joint Staff J-5/DDJSP prior to submitting a final signed copy to expedite staffing of the final product.

c. Joint Staff J-5/DDJSP tasks select Global Posture Integration Team (GPIT) members (Joint Staff, CCMDs, and Services), normally via ETMS2, to conduct an O-6/GS-15-level review of the OFSC. Concurrently with GPIT review, the Joint Staff J-5/DDJSP tasks appropriate CCMDs to provide an assessment of the proposed change, also via ETMS2. That CCMD assessment must include an HNSS.

UNCLASSIFIED

UNCLASSIFIED

CJCSI 2300.02M
9 September 2026

(1) CCMDs coordinate the inclusion of an HNSS as part of their assessment. All HNSS must be developed by an AMEMB Office of Defense Cooperation or Military Group and approved for release by the Chief of Mission (COM), Charge d'Affaires, or Deputy Chief of Mission (DCOM).

(2) By exception, sub-unified commands may develop the HNSS on behalf of the AMEMB. In those cases, the HNSS must be approved by a GO/FO/SES. The only standing exception is for U.S. Forces Japan.

(3) CCMD(s) provides assessment(s) with the HNSS to Joint Staff J-5/DDJSP. Joint Staff J-5/DDJSP forwards the CCMD assessment(s) and HNSS to the sponsoring CCMD, Service, or MILDEP.

d. Joint Staff J-5/DDJSP returns the draft OFSC to the submitting CCMD, MILDEP, or Service HQ for final edits and GO/FO/SES signature. Joint Staff J-5/DDJSP coordinates the resolution of any nonconcurring comments with the sponsoring organization. The sponsoring organization may elect to continue processing the OFSC request with unresolved comments.

e. The sponsoring CCMD, MILDEP, or Service HQ submits a final signed copy of the OFSC request to the Joint Staff J-5/DDJSP.

f. Joint Staff J-5/DDJSP tasks select GPEC members (Joint Staff, CCMDs, and Services), normally via ETMS2, to conduct a GO/FO/SES level review of the OFSC, CCMD/Service Assessment, and HNSS. When determining the level of review for an OFSC request, CCMDs, MILDEPS, and Service HQs should account for the fact that an OFSC request will result in a formal SecWar decision, which the OSW Executive Secretariat will distribute to the offices of the respective CCMDs and Service Secretary for implementation.

g. Joint Staff J-5/DDJSP conducts internal staffing and validation of the OFSC through an OpsDeps and JCS Tank, as required. Following the OpsDeps and JCS Tank, Joint Staff J-5/DDJSP drafts a memo for CJCS to formally endorse or disapprove the OFSC request to SecWar for OSW staffing, led by OUSW(P).

h. OUSW(P) facilitates additional coordination with OSW components and agencies.

i. SecWar is the approval authority for OFSCs, and USW(P) is the approval authority for Leadership-Directed OFSCs.

UNCLASSIFIED

UNCLASSIFIED

CJCSI 2300.02M
9 September 2026

j. OUSW(P) will coordinate with the CCMD, subordinate organizations, and DOS, as appropriate, to determine the procedures for HNN, if required.

k. The ATSW(PA) will provide approved public affairs guidance (PAG).

l. The minimum elements of a complete OFSC package include the Joint Staff Action Processing Form 136, OFSC request; CCMD, MILDEP, or Service HQ Endorsement(s); CCMD, MILDEP, or Service HQ assessment(s); and HNSS.

5. Host Nation Notification without an Overseas Force Structure Change. If OUSW(P) determines an action is policy significant without an associated OFSC, OUSW(P) can direct an HNN.

6. 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 1) can be used to request SecWar or DepSecWar 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. The sponsoring CCMD, MILDEP, or Service HQ, or OUSW(P) or the Joint Staff J-5/DDJSP may request any subsequent OFSC related to a SecWar-approved AiC be leadership-directed.

7. Coordination. 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 on logistics, infrastructure, and environment.

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, cost vs. benefits, HN sensitivity, and treaty implications.

d. Joint Staff Directorate for Force Structure, Resources, and Assessment, J-8. Impact upon warfighting capability, budgetary effects, and implications for overall force structure. Joint Staff J-8 will make recommendations to Joint Staff J-5/DDJSP for appropriate language in the OFSC request and CJCS

UNCLASSIFIED

CJCSI 2300.02M
9 September 2026

memo to account for any required changes to the Forces For Availability Tables, as required.

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

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

g. Extension Requests. Staff processing timelines for each step in the OFSC request process are noted in Figure 1. Requests for extensions must be sent to Joint Staff J-5/DDJSP by a GO/FO/SES, stating the basis of the request and proposed amended timeline.

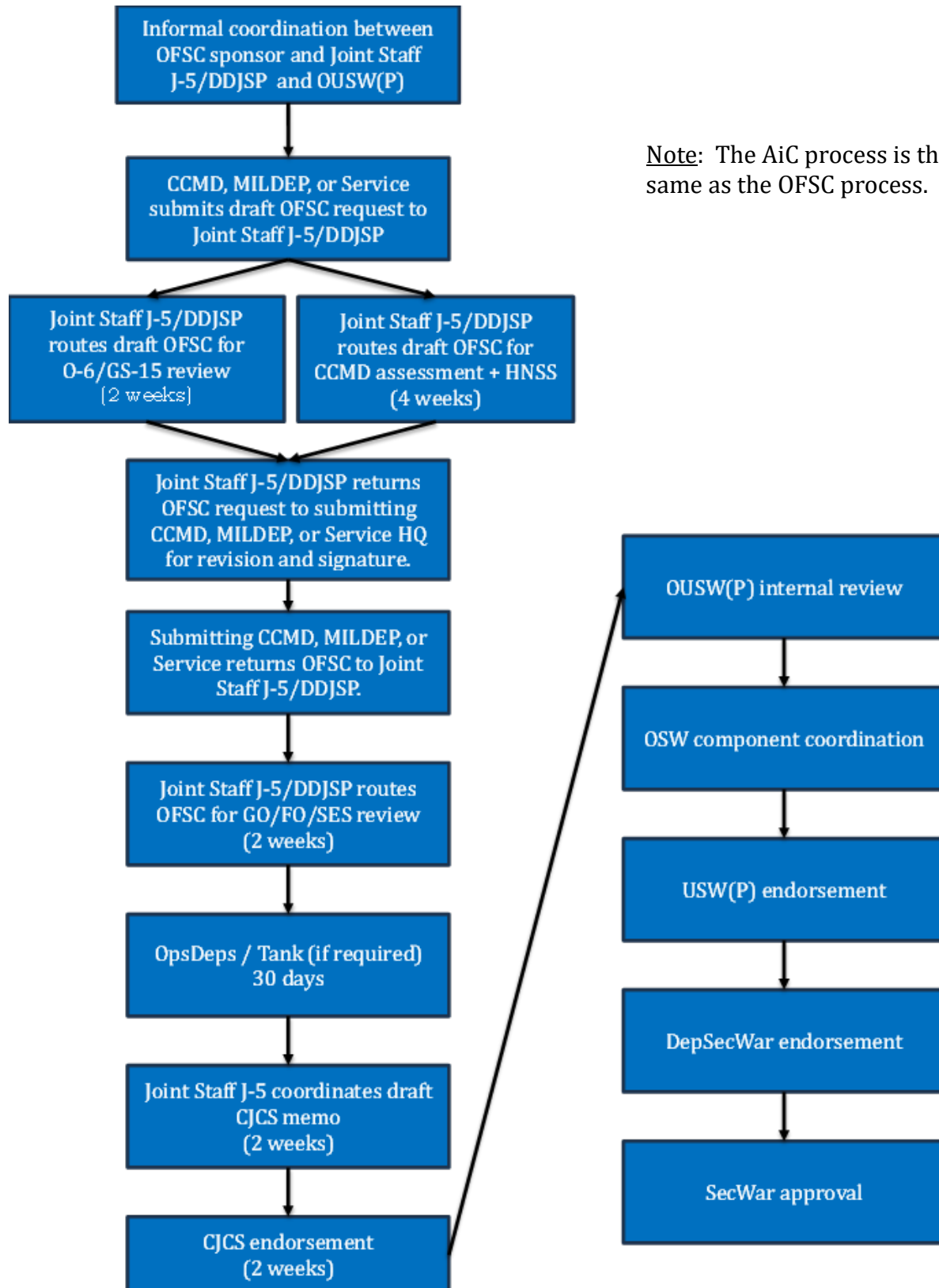


Figure 1. OFSC and AiC Approval Process

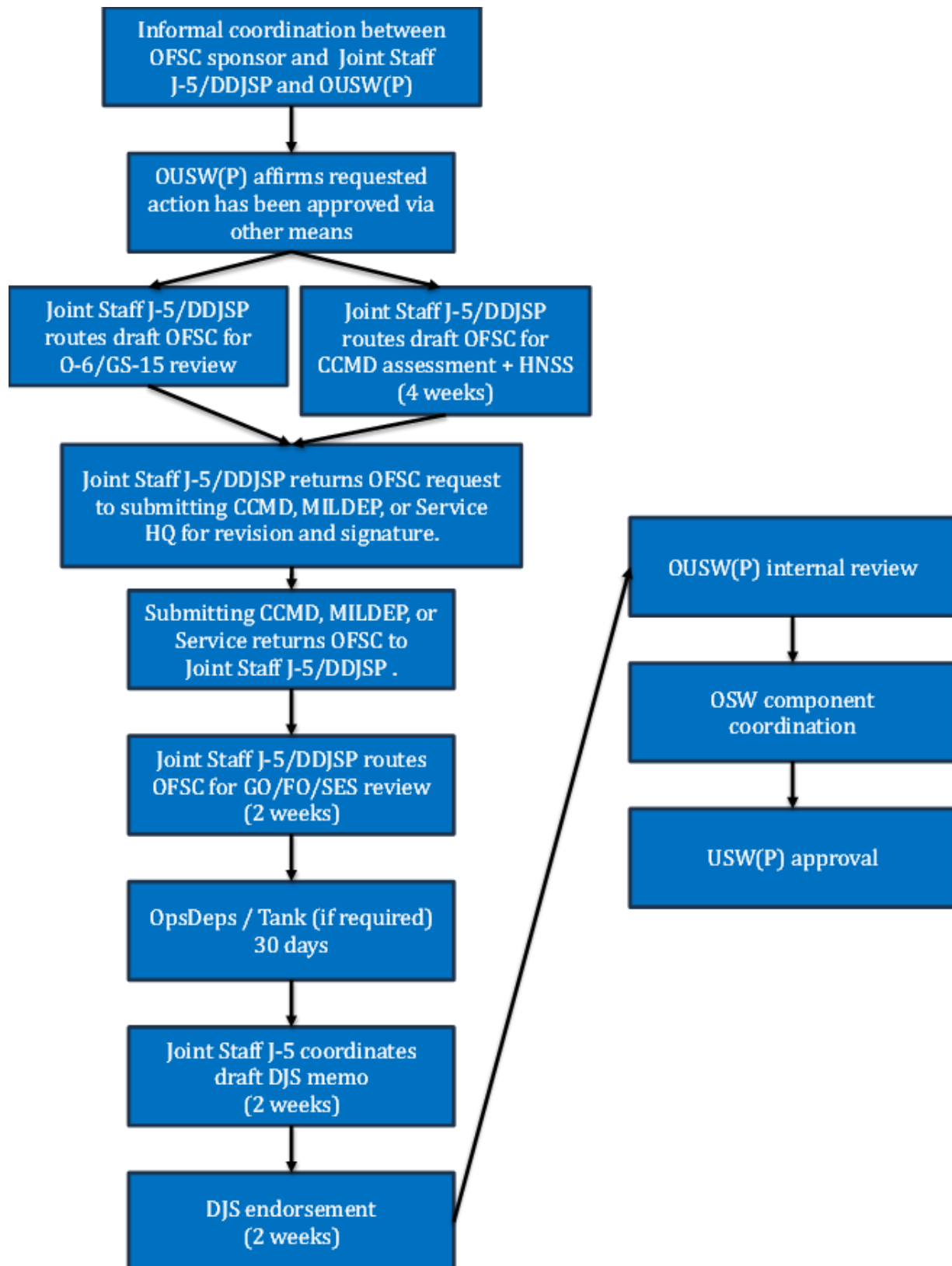


Figure 2. Leadership-Directed OFSC Approval Process

UNCLASSIFIED

CJCSI 2300.02M
9 September 2026

ENCLOSURE B

COMBATANT COMMAND, MILITARY DEPARTMENT, OR SERVICE HEADQUARTERS OVERSEAS FORCE STRUCTURE CHANGE REQUEST MEMO

1. The CCMD, MILDEP, or Service HQ OFSC request memo is sent to the Joint Staff J-5/DDJSP. The memo will outline the proposed action, reference applicable Service approval documentation, and request OFSC approval. The initial submission for GPIT review and CCMD assessment/HNSS may be a draft memo. Following GPIT review and CCMD assessment/HNSS, and adjudication of any issues, the OFSC request will then be finalized, with GO/FO/SES approval, and re-submitted to the Joint Staff J-5/DDJSP.
2. 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. This must also include confirmation that the Service Secretary has conducted any required congressional notification as outlined in reference (o). The Service Secretary concerned shall not make the final congressional notification as required by reference (o) until SecWar or his designee formally approves the OFSC request.
 - 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 on 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*.

UNCLASSIFIED

UNCLASSIFIED

CJCSI 2300.02M
9 September 2026

(5) Treaty and agreement implications, to include any implications for arms controls, data exchanges, and notifications related to organizational structure, force strength, and military equipment subject to treaties.

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 if OFSC is delayed or disapproved (e.g., effect on contingency plan support, Global Campaign Plan tasks, ability to support objectives in the regional theater posture plan (TPP)), 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. DoW civilian, U.S. DoW 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 vs. 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 SecWar-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).

UNCLASSIFIED

CJCSI 2300.02M
9 September 2026

(5) Any notification requirement pursuant to DoW guidance related to reference (p).

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 DoW Education Activity (DoWEA) 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 (FY), 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.

UNCLASSIFIED

CJCSI 2300.02M
9 September 2026

(f) Military compensation programs (FEML, hardship duty pay, OCONUS COLA, etc.).

(g) MWR programs.

(h) DoWEA schools.

(i) Service member and family well-being programs.

(j) HN Funded Construction, as appropriate.

(k) MILCON, as appropriate, including new infrastructure requirements.

(7) Congressional consultation, notification requirements, and actions.

(8) PAG (status and point of contact (POC)). ATSW(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.

UNCLASSIFIED

CJCSI 2300.02M
9 September 2026

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/DDJSP.
2. The purpose of the memo is to ensure prior notification has been conducted between the impacted CCMD, MILDEP, or Service HQ prior to the initial submission of the draft OFSC/HNN. This step is not intended to replace the formal CCMD assessment, but rather to ensure the affected CCMD, MILDEP, or Service HQ has adequate time to understand potential implications of the OFSC before submitting its formal assessment. Notification must occur at the GO/FO/SES level.
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/SES level.

UNCLASSIFIED

UNCLASSIFIED

CJCSI 2300.02M
9 September 2026

(INTENTIONALLY BLANK)

UNCLASSIFIED

UNCLASSIFIED

CJCSI 2300.02M
9 September 2026

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/DDJSP 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 *National Defense Strategy*, *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 DoW 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. POC information.

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

UNCLASSIFIED

UNCLASSIFIED

CJCSI 2300.02M
9 September 2026

(INTENTIONALLY BLANK)

UNCLASSIFIED

UNCLASSIFIED

CJCSI 2300.02M
9 September 2026

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/DDJSP. HNSS must be approved by the COM, Charge d'Affaires, or DCOM.

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.

UNCLASSIFIED

CJCSI 2300.02M
9 September 2026

(INTENTIONALLY BLANK)

UNCLASSIFIED

UNCLASSIFIED

CJCSI 2300.02M
9 September 2026

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 CCMD must receive notification from the DOS desk officer—or OUSW(P) desk officer ICW DOS—that notification to the HN embassy in the United States is complete. The CCMD will provide the Service HQ or applicable organization that submitted the OFSC a copy of the declassification or downgrade message memo.
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).

UNCLASSIFIED

UNCLASSIFIED

CJCSI 2300.02M
9 September 2026

(INTENTIONALLY BLANK)

UNCLASSIFIED

UNCLASSIFIED

CJCSI 2300.02M
9 September 2026

ENCLOSURE G

REFERENCES

- a. CJCSI 2300.01D, 5 October 2007, "International Agreements"
- b. CJCSI 2300.03E, 10 February 2023, "Return 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 3130.04, 12 March 2025, "Joint Deployment Policies and Procedures"
- f. DoDI 1315.18, 21 May 2026, "Military Personnel Assignment Policy"
- g. DoDI 5158.06, 7 April 2020, "Joint Deployment and Distribution Enterprise (JDDE) Planning and Operations"
- h. Title 10, U.S. Code, section 123b, "Forces stationed abroad: limitation on number"
- i. Title 10, U.S. Code, section 162, "Combatant Commands: assigned forces; chain of command"
- j. *Fiscal Year 2026-2028 Global Force Management Implementation Guidance*, 9 June 2025
- k. OCJCS. *Department of Defense Dictionary of Military and Associated Terms* (Current as of March 2026)
- l. CJCSM 3130.06E, 12 May 2026, "Global Force Management Allocation Policies and Procedures"
- m. DoDI 3000.12 Change 1, 8 May 2017, "Management of U.S. Global Defense Posture (GDP)"
- 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"

UNCLASSIFIED

UNCLASSIFIED

CJCSI 2300.02M
9 September 2026

o. Title 10, U.S. Code, section 483, 5 January 2023, “Notifications related to basing decision-making process”

p. FY 2026 NDAA, section 1268, 10 December 2025, “Oversight of United States military posture on the Korean Peninsula”

UNCLASSIFIED

UNCLASSIFIED

CJCSI 2300.02M
9 September 2026

GLOSSARY

PART I – ABBREVIATIONS AND ACRONYMS

AiC*	Approval-in-Concept
AMEMB	American Embassy
ATSW(PA)	Assistant to the Secretary of War for Public Affairs
CCMD*	Combatant Command
CJCS	Chairman of the Joint Chiefs of Staff
CJCSI	CJCS Instruction
COLA	cost-of-living adjustment
COM*	Chief of Mission
CONUS	continental United States
DATT*	Defense Attaché
DCOM	Deputy Chief of Mission
DDJSP	Deputy Director, Joint Strategic Planning, J-5
DepSecWar	Deputy Secretary of War
DOS	Department of State
DoW	Department of War
DoWEA	DoW Education Activity
FEML	funded environmental and morale leave
GFM	Global Force Management
GFMAP*	Global Force Management Plan
GO/FO/SES	general officer/flag officer/Senior Executive Service
GPEC*	Global Posture Executive Council
GPIT*	Global Posture Integration Team
HN*	host nation
HNN*	host nation notification
HNSS*	host nation sensitivity survey
HQ	headquarters
IAW	in accordance with
J-5	Joint Staff Directorate for Strategy, Plans, and Policy, J-5
J-8	Joint Staff Directorate for Force Structure, Resources, and Assessment, J-8

UNCLASSIFIED

CJCSI 2300.02M
9 September 2026

JCS	Joint Chiefs of Staff
MILCON	military construction
MILDEP	Military Department
MWR	morale, welfare, and recreation
OCJCS	Office of the Chairman of the Joint Chiefs of Staff
OCONUS	outside the continental United States
OFSC*	Overseas Force Structure Change
OpsDepts	Service Operations Deputies
OSW	Office of the Secretary of War
PAG*	public affairs guidance
POC	point of contact
pol-mil	political-military
POM	Program Objective Memorandum
SecWar	Secretary of War
TPP	theater posture plan
USW(P)	Under Secretary of War for Policy

UNCLASSIFIED

CJCSI 2300.02M
9 September 2026

PART II – DEFINITIONS

Approval-in-Concept. The process to gain authorization from the Secretary of War or Deputy Secretary of War to proceed with noncommittal discussions with the 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 SecWar 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 War, Chairman of the Joint Chiefs of Staff, Combatant Commanders, and other Department of War components to the host country. Also called DATT.

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

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

Global Posture Integration Team. The Global Posture Integration Team is co-chaired by planner-level representatives from the Office of the Deputy Assistant Secretary of War for Plans and Joint Staff Deputy Director, Joint Strategic Planning, J-5 and performs all staffing and support actions required to assist

UNCLASSIFIED

CJCSI 2300.02M
9 September 2026

the Global Posture Executive Council in the execution of its functions. Also called GPIT.

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. Also called HNN.

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 HN notification implementation. Also called HNSS.

Leadership-Directed Overseas Force Structure Change. An Overseas Force Structure Change (OFSC) submitted pursuant to direction or approval from President or Secretary of War via means outside the OFSC request process. Examples include OFSC requests submitted in relation to international agreements or approved Presidential budgets. Leadership-Directed OFSCs are endorsed by the Director, Joint Staff and approved by the Under Secretary of War for Policy.

National-Level Policy Significance. An Overseas Force Structure Change 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 War 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 War for Policy. Also called OFSC.

UNCLASSIFIED

CJCSI 2300.02M
9 September 2026

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 document will be developed by the Assistant to the Secretary of War for Public Affairs. Also called PAG.

UNCLASSIFIED

UNCLASSIFIED

CJCSI 2300.02M
9 September 2026

(INTENTIONALLY BLANK)

UNCLASSIFIED