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CHAIRMAN OF THE JOINT CHIEFS OF STAFF INSTRUCTION



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CJCSI 5111.01H
30 May 2022

CHARTER FOR U.S. NATIONAL MILITARY REPRESENTATIVE TO SUPREME HEADQUARTERS ALLIED POWERS EUROPE

References: See Enclosure A

1. Purpose. This instruction defines the mission and responsibilities for the U.S. National Military Representative (USNMR) to Supreme Headquarters Allied Powers Europe (SHAPE).
2. Superseded/Cancellation. CJCSI 5111.01G, 25 June 2012, "Charter for U.S. National Military Representative to SHAPE," is hereby superseded.
3. Applicability. This instruction is applicable to the Joint Staff, Services, Combatant Commands (CCMD), and Department of Defense (DoD) agencies.
4. Policy. USNMR's mission to SHAPE is to provide a liaison between SHAPE and 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. NMRs are subordinate only to their respective national authorities and, regardless of actual rank, are accorded the privileges and status of two-star general officers in the discharge of their duties. At the discretion of their nation, they may also represent their nation at other North Atlantic Treaty Organization (NATO) headquarters, commands, staffs, and other agencies or organizations. They fulfill major functions facilitating the Chief of Defense (e.g., Chairman of the Joint Chiefs of Staff (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 exchanging information between nations and SHAPE. Information exchange directly between SHAPE and a national joint staff takes place

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only in exceptional time critical circumstances. "SHAPE Community" is defined as the population that contains personnel assigned to SHAPE Casteau and SHAPE Chievres.

6. Mission. The USNMR to SHAPE represents the CJCS under the guidance of the U.S. Military Representative (USMILREP) to the NATO Military Committee. The USNMR 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. Additionally, the USNMR provides liaison and coordination in conjunction with other DoD organizations with SACEUR and his Command Group, NATO subordinate commands, 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 as well as the host nation government concerning issues affecting U.S. Service members, DoD civilians, contractors, and their families in the SHAPE community. Also, the USNMR 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 Allied Command Operations (ACO) and all other NATO entities located at SHAPE.

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

(3) As Senior National Representative (SNR), serve as coordinating authority among U.S. organizations in the SHAPE community for matters that include quality of life issues for all Services.

(4) Coordinate all necessary visits to SHAPE by the DoD, Department of State, and other national dignitaries.

(5) Represent U.S. interests in SHAPE's international community. Oversee U.S. funding, where applicable, of all community functions at SHAPE.

(6) Represent U.S. interests at SHAPE, including representation with other nations' NMRs and non-NATO partner nations located at SHAPE.

(7) In accordance with instructions from the Joint Staff and the USMILREP to NATO, provide U.S. national responses to SHAPE and follow up to ensure U.S. national responses are appropriately implemented.

(8) Act 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 and ACO. Advise Joint Staff and USEUCOM J-1 on which SHAPE/ACO manpower and personnel policy issues warrant attention and recommend a course of action as necessary. Coordinate the assignment or attachment of U.S. personnel serving in NATO billets at SHAPE and provide U.S. national leadership and support for these personnel, as deemed necessary.

(9) Assign and monitor suspense of SHAPE staff actions and messages sent via the sub registry to the Joint Staff and CCMDs.

(10) Endorse and recommend approval/disapproval of hiring U.S. national civilian personnel into NATO international civilian positions at SHAPE. Provide appropriate recommendations based on individual documentation and security clearance and process applicable privileges and immunities in coordination with the Belgian NMR and local authorities.

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

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

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

(14) Facilitate and coordinate with appropriate CCMDs matters pertaining to the U.S. force contribution to any NATO operation with a Combined Joint Statement of Requirements.

(15) Act 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 CCMDs and USEUCOM J-1 on CE-related manpower issues. Partner with the Joint Staff, USMILREP, CCMDs (as necessary), and USEUCOM J-1 for U.S. bid development. Moreover, maintain an active dialogue throughout the bidding, submitting, sourcing, and manning process to ensure positions and requirements are prioritized and filled in a timely manner.

(16) Use NATO's Readiness Reporting Tool to inform SACEUR on the readiness of all U.S. forces offered to NATO for Article V or Crisis Management operations.

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

c. The USMILREP will:

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

(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).

(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.

(4) With USNMR assistance, validate 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 f 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 outlines in references d, e, and g.

9. Summary of Changes. This revision updates CJCSI 5111.01G. It further clarifies expectations and responsibilities of the NMR.

10. Releasability. UNRESTRICTED. This directive is approved for public release; distribution is unlimited on NIPRNET. DoD Components (to include the Combatant Commands), other Federal agencies, and the public, may obtain copies of this directive through the Internet from the CJCS Directives

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Electronic Library at <<https://www.jcs.mil/library>>. JS activities also may obtain access via the SIPR Directives Electronic Library websites.

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

For the Chairman of the Joint Chiefs of Staff:



ANDREW P. POPPAS, LTG, USA
Director, Joint Staff

Enclosure
A – References

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REFERENCES

- a. SHAPE Directive 15-7, "Information Exchange, Liaison, and Co-ordination between Alliance Nations and SHAPE," 21 April 2010
- b. ACO Directive 45-1, "Allied Command Europe Military Personnel Management and Administration," 4 July 2002
- c. ACO Directive 45-3, "Allied Command Operations Crisis Establishment (CE) Management," 10 March 2011
- 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. DoD Financial Management Regulation, Volume 11A, Chapter 9, "Support to International Military Activities," October 2020
- g. CJCSI 1600.01 Series, "Charter for United States European Command NATO Manning Division"

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