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CHAIRMAN OF THE JOINT CHIEFS OF STAFF INSTRUCTION



J-1
DISTRIBUTION: A, B, C, S

CJCSI 1600.01C
30 April 2020

CHARTER FOR U.S. EUROPEAN COMMAND NORTH ATLANTIC TREATY ORGANIZATION MANNING DIVISION

References:

See Enclosure E

1. Purpose. This instruction defines the mission and responsibilities of the Headquarters, U.S. European Command (HQ USEUCOM), North Atlantic Treaty Organization (NATO) Manning Division (ECJ1-N). The Chairman of the Joint Chiefs of Staff's (CJCS) responsibility and authority for the administration and support of joint forces are found in reference a.
2. Superseded/Cancellation. CJCSI 1600.01B, 31 May 2013, "Charter for United States European Command NATO Manning Division," is hereby superseded.
3. Applicability. This instruction is applicable to the Joint Staff, U.S. Representatives to NATO, Services, U.S. Senior National Representatives, Combatant Commands (CCMDs), and CCMD components.
4. Policy. ECJ1-N is responsible for executing lead agent requirements and establishing internal policies and procedures for validating, documenting, and prioritizing joint manpower and manning requirements for NATO.
5. Definitions. See Glossary.
6. Responsibilities
 - a. This paragraph provides policy guidance for ECJ1-N. Resources allocated from Major Force Program Ten (MFP-10) to USEUCOM for NATO shall be used solely by ECJ1-N for NATO operations and support.

(1) ECJ1-N serves as the division of USEUCOM J1 that functions

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as a single point organization in the Department of Defense (DoD) responsible to act as lead agent and provide integrated joint personnel strength and manpower management for U.S. military personnel serving in NATO and NATO affiliated Memorandum of Understanding (MOU) organizations.

(2) ECJ1-N functions include the following:

- (a) Personnel Strength Management. See Enclosure A.
- (b) Manpower Requirements Management. See Enclosure B.
- (c) NATO Agreements Management. See Enclosure C.

b. The Secretary of the Army is responsible for Planning, Programming, Budgeting, and Execution (PPBE) for ECJ1-N operations in accordance with reference b.

c. Services retain Administrative Agent responsibilities in support of U.S. personnel in NATO as directed in reference c, and, in coordination with ECJ1-N, exercise Administrative Control of U.S. military personnel assigned to NATO and NATO-affiliated MOU organizations. Services are responsible for designating organizations or units responsible for providing the required support.

d. Senior National Representatives (SNRs) and U.S. Representatives to NATO will coordinate with ECJ1-N before reassigning or approving early release of U.S. military personnel. Additionally, they will provide periodic reports of all U.S. staffing, including civilians, contractors, and local national direct hires.

e. SNRs shall submit manpower change requests and priorities involving the U.S. contribution (e.g., Service, grade, or skill changes) through ECJ1-N to J-15/Human Capital Division (HCD) for assessment of validity, affordability, and supportability based on NATO and U.S. manpower policies, and for Service coordination and approval.

f. Commander (CDR), USEUCOM has the opportunity to provide input and comment in all four phases of DoD PPBE to ensure that the NATO Command Structure (NCS), Agencies, and/or the NATO Force Structure (NFS) attain the best mix of U.S. manpower support in accordance with Combatant Commander functions and responsibilities at Enclosure A to reference d.

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g. Any proponent organization or entity advocating for the United States to join or increase U.S. participation at a NATO-affiliated MOU organization must provide necessary resources, to include enduring manpower authorization(s), before ECJ1-N will assist in executing the joining action in accordance with Enclosure C, paragraph 1.

h. Joint Staff J-15/HCD

(1) Performs Joint Staff-level manpower and manning functions for NATO and is responsible for coordinating NATO Joint Table of Distribution (JTD) and Joint Table of Mobilization Distribution (JTMD) changes with the Services, Joint Staff, and the Office of the Secretary of Defense (OSD) as required, and for implementing approved changes in accordance with reference e.

(2) Serves as program manager for MFP-10 joint manpower resources allocated for NATO in the DoD Future Years Defense Program, and provides subject matter expertise and joint perspective during the program budget review process and at other times as needed to develop joint warfighter positions and recommendations on program and budget issues in accordance with Joint Staff functions and responsibilities at Enclosure A to reference d.

(3) Represents the J-1 in the NATO Defense Manpower Committee and develops the coordinated J-1 position on NATO manpower policies and proposals as required in accordance with reference f. U.S. Representatives to NATO and ECJ1-N assist Joint Staff J-15/HCD in this role.

7. Summary of Changes

a. Broke out ECJ1-N functions into three Enclosures. Clarified roles and functions of the three branches as follows:

(1) NATO Personnel Strength Branch (ECJ1-NS) at Enclosure A.

(2) NATO Manpower Branch (ECN1-NM) at Enclosure B.

(3) NATO Agreements Branch (ECJ1-NA) at Enclosure C.

b. Replaced references to “eJMAPS” with “FMTS” throughout the instruction.

c. Added Fleet Forces Command and Submarine Force Atlantic to distribution list.

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8. Releasability. UNRESTRICTED. This directive is approved for public release; distribution is unlimited on NIPRNET. 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>> JSJoint Staff activities may also obtain access via the SIPR directives Electronic Library webs.

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

For the Chairman of the Joint Chiefs of Staff:



GLEN D. VANHERCK, Lt Gen, USAF
Director, Joint Staff

Enclosures

- A – NATO Personnel Strength Branch
- B – NATO Manpower Branch
- C – NATO Agreements Branch
- D – References
- GL – Glossary

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DISTRIBUTION

Distribution A, B, C plus the following:

	<u>Copies</u>
U.S. Mission to NATO	2
U.S. Delegation to NATO Military Committee	2
U.S. National Military Representative to SHAPE	2
U.S. Liaison Office Supreme Allied Commander Transformation	2
U.S. Army Europe	2
U.S. Marine Forces Europe	2
U.S. Naval Forces Europe	2
U.S. Air Forces Europe	2
U.S. Army NATO	2
U.S. Fleet Forces Command	2
Submarine Force Atlantic	2

"OPR for the subject directive has chosen electronic distribution to the above organizations via E-mail. The Joint Staff Information Management Division has responsibility for publishing the subject directive to the SIPR and NIPR Joint Electronic Library web sites."

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ENCLOSURE A

NATO PERSONNEL STRENGTH BRANCH

1. ECJ1-NS provides overall strength management for NATO military posts that the United States has committed to fill. Maintains Fourth Estate Manpower Tracking System (FMTS) personnel module in accordance with reference e. Prepares U.S. joint personnel strength reports, forecasts U.S. joint personnel strength, and reconciles U.S. joint, NATO, and Service personnel strength reports.
2. Coordinates assignment impacts and other issues for U.S. personnel assigned to Joint Duty Assignment List (JDAL) positions in NATO in accordance with reference g. Coordinates joint duty tour length waivers.
3. Provides CCMD-level advocacy for priority, critical fills for NATO. Equitably manages, evaluates, and prioritizes all military assignments to NATO organizations. Validates personnel requisitions and submits to Service personnel centers for assignments. Coordinates pinpoint assignments for replacements and forecasts losses directly with SNRs and U.S. Representatives to NATO.
4. Coordinates directly with SNRs and U.S. Representatives to NATO for input to manning priorities, assignment of personnel, and accountability of personnel in FMTS. Coordinates with USEUCOM Service component support units to ensure:
 - a. Formal notification of projected losses/gains to senior service representatives.
 - b. Processing of personnel actions impacting strength management thru ECJ1-N.
 - c. Management of Date Eligible to Return from Overseas.
5. Manages U.S. general and flag officer nominations to NATO. Coordinates one- and two-star nominations and tracks approval of three- and four-star nominations in accordance with reference h.
6. Develops personnel transition plans in cases of activation, reorganization, relocation, or deactivation of a NATO HQ or entity.

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ENCLOSURE B

NATO MANPOWER BRANCH

1. ECJ1-NM manages manpower requirements and sourcing strategies for U.S. contributions to NATO, to include Voluntary National Contributions, dual-hat, twinned, rotational, quota and non-quota post allocations, and U.S. joint, manpower overage, and host-nation requirements.
2. Supports periodic reviews of Peacetime Establishments (PE), Crisis Establishments (CE), and MOU manpower and organizational changes. Coordinates directly with U.S. Representatives to NATO, SNRs, and Joint Staff to ensure the NATO JTD and JTMD are updated in accordance with approved changes to NATO PEs, CEs, and MOUs. Maintains the NATO JTD and JTMD in FMTS for U.S. contributions to NATO, including reconciling the JTD and JTMD with the results of restructures and reviews.
3. Ensures manpower is invested against the highest mission priorities as determined by the President and Secretary of Defense via U.S. representation to the North Atlantic Council.
4. Coordinates U.S. manpower actions in support of the international and multinational manpower allocation process during restructuring, e.g., nations-to-posts process. Partners with Joint Staff, the Services, U.S. Representatives to NATO, and SNRs on U.S. bid strategy.
 - a. Develops and disseminates bid guidance to SNRs, and coordinates to develop bids that meet policy guidelines and manpower constraints. Pre-coordinates proposed U.S. bids with the Joint Staff J-15/HCD and Services.
 - b. Teams with U.S. Representatives to NATO, as appropriate, to negotiate the coordinated U.S. bid in NCS and NFS manning allocation conferences, as well as for the International Military Staff (IMS), Agencies, NATO Airborne Early Warning and Control Force (NAEW&CF), NATO Alliance Ground Surveillance Force (NAGSF), and other NATO entities as required.
 - c. Acts as U.S. Representative during NATO Manpower Allocation Conferences. Builds and documents allocated U.S. positions on the NATO JTD, coordinating with the NATO Strength Branch to verify personnel transition plans and personnel actions to man the revised structure(s).

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5. Coordinates directly with Services to ensure they update Service manpower documents to match approved changes to the NATO JTD and JTMD.
6. Establishes internal policies and procedures to validate, document, and prioritize joint manpower requirements that comply with DoD and CJCS guidelines in accordance with Enclosure A, reference e, and paragraph 4 of this Instruction. Upon validation of new manpower requirements, ECJ1-NM pursues JDAL validation as appropriate and assists in identifying potential manpower resource options.
7. As CDRUSEUCOM is the proponent for program/budget review issues related to the U.S. contribution to NATO, ECJ1-NM prepares and coordinates issue papers (according to OSD CAPE guidance) requesting increased U.S. manpower contributions to NATO and assists during the submission process. NATO manpower issues are separate and distinct from USEUCOM manpower issues and do not count toward any limit on the number of USEUCOM issue papers that CDRUSEUCOM may submit. ECJ1-NM coordinates with Joint Staff J-15/HCD during program and budget deliberations in accordance with reference d.
8. Ensures joint officer education and qualification criteria are accurately coded in FMTS, adhering to Joint Officer Management (JOM) policies in accordance with reference g. Coordinates JDAL issues, including JDAL billet revalidation. SNRs will prepare JDAL validation package submissions and forward to ECJ1-NM for review in advance of JDAL validation boards. ECJ1-NM will review for completeness and forward to Joint Staff J-15/JOM in the specified format.
9. Implements MFP-10 manpower controls, policies, procedures, and guidance according to U.S. and NATO manpower policies (references e and i, respectively).

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ENCLOSURE C

NATO AGREEMENTS BRANCH

1. When delegated from the appropriate higher authority and designated by HQ USEUCOM Chief of Staff, ECJ1-NA executes responsibilities associated with designation of CDRUSEUCOM as Lead Agent for multinational MOU organizations supporting NATO. As Lead Agent, coordinates U.S. participation in NATO-affiliated MOU organizations established within the NFS and the wider framework supporting NATO Command Arrangements, consistent with U.S. law, policy, procedures (references j and k), priorities, and resource availability. Lead Agent responsibilities include, but are not limited to, the following:

a. Providing a U.S. Representative to attend periodic MOU organization meetings as required. Coordinating agenda and program of work for Steering Committee (SC), Senior Policy Resource Committee (SPRC), Senior Resource Committee, or Plenary meetings with SNRs and DoD proponents.

b. Coordinating and requesting subject matter expert evaluations to leverage recognized expertise and experience for input to overall evaluation of MOU organization and its relevance to U.S. interests.

c. Planning, directing, scheduling, and managing U.S. participation, including coordinating staffing within USEUCOM and with the Joint Staff.

d. Developing and coordinating USEUCOM recommendation as to whether it is in the United States' best interests to participate or continue to participate in MOU organizations.

e. Identifying and coordinating specific posts that the United States should bid for in the manning of MOU organizations.

f. Submitting initial draft MOU detailing operation, administration and functioning, and Technical Arrangement (TA) concerning support of U.S. personnel serving in MOU organization. Once approved by Joint Staff, ECJ1-NA negotiates MOU and TA and submits to Joint Staff before concluding.

g. Maintaining ongoing coordination with the Joint Staff and acting as single point organization in DoD to liaise with NATO MOU organizations, NATO Ministries of Defense/Foreign Affairs, Allied Command Transformation (ACT), Allied Command Operations (ACO), and U.S. Army Europe G8 NATO Resource Support Branch on issues related to U.S. participation in MOU organizations

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and their establishment, administration, operation, financing, organization, and manning in compliance with existing agreements.

h. Coordinating CCMD-to-CCMD Command Arrangement Agreements as required for MOU organizations.

i. Coordinating USEUCOM/SNR input for an annual report to Congress detailing U.S. participation in Centers of Excellence (COEs).

2. When the United States is designated as Lead Nation and/or Framework Nation, the following additional responsibilities apply:

a. Coordinates support arrangements between the MOU organization and Host Nation (HN) or HN-designated organizations as approved and within the time specified by the SC or SPRC.

b. Provides the chairman for SC or SPRC sessions.

c. Coordinates and facilitates funding support required for the MOU organization as reflected in the multinational budget of the MOU organization.

d. Informs and seeks approval of Participating Nations for all actions and negotiations undertaken on their behalf as described above.

e. Issues the calling notice for meetings with proposed agenda and supporting papers prior to the SC or SPRC meeting.

3. As designated Lead Agent, CDRUSEUCOM may further delegate responsibility for negotiations concerning specific activities and support functions for U.S. personnel assigned to MOU organizations to USEUCOM components or other appropriate entities, unless otherwise restricted by the Joint Staff.

4. Coordinates the activities of the Service Administrative Agents within USEUCOM's area of responsibility in the execution of the Administrative Agent Support Program in accordance with reference c.

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ENCLOSURE D

PART I -- REFERENCES

- a. Title 10, U.S. Code, sections 164, 344, 386, 3013, 5013, 8013
- b. DoDD 5100.03, 7 September 2017, "Support of the Headquarters of Combatant and Subordinate Joint Commands"
- c. DoD 7000.14-R, November 2014, DoD Financial Management Regulation, Volume 11A, Chapter 9, "Support of International Military Activities"
- d. CJCSI 8501.01 Series, "Chairman of the Joint Chiefs of Staff, Combatant Commanders, Chief, National Guard Bureau, and Joint Staff Participation in the Planning, Programming, Budgeting and Execution Process"
- e. CJCSI 1001.01 Series, "Joint Manpower and Personnel Program"
- f. CJCSI 2010.01 Series, "Procedures Related to the Conduct of Military Affairs of the Military Committee, NATO"
- g. CJCSI 1330.05 Series, "Joint Officer Management Program Procedures"
- h. CJCSI 1331.01 Series, "Manpower and Personnel Actions Involving General and Flag Officers"
- i. Allied Administrative Publication (AAP)-16, 30 April 2007, Manpower Policies and Procedures
- j. DoDD 5530.3, 21 November 2003, "International Agreements"
- k. CJCSI 2300.01 series, "International Agreements"

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PART II – RELATED

1. Joint Publication 1, Change 1, 12 July 2017, “Doctrine for the Armed Forces of the United States of America”
2. Joint Publication 3-0, 17 January 2017, “Joint Operations”
3. DoDD 5105.20, 27 June 2013, “Defense Representation, United States Mission to the North Atlantic Treaty Organization (USNATO) and Europe”
4. CJCSI 5111.01 Series, “Charter for U.S. National Military Representative (USNMR) to Supreme Headquarters Allied Powers Europe (SHAPE)”
5. European Command Instruction 5001.01 series, “USEUCOM Administrative Agent Support Program”
6. European Command Instruction 5105.1 series, “USEUCOM Functional Proponent Responsibilities for NATO Centers of Excellence”

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GLOSSARY

PART I-ABBREVIATIONS AND ACRONYMS

ACO	Allied Command Operations
ACT	Allied Command Transformation
CCMD	Combatant Command
CDR	Commander
CE	Crisis Establishment
CJCS	Chairman of the Joint Chiefs of Staff
COE	Center of Excellence
DoD	Department of Defense
ECJ1-N	NATO Manning Division
ECJ1-NA	NATO Agreements Branch
ECJ1-NS	NATO Personnel Strength Branch
ECN1-NM	NATO Manpower Branch
FMTS	Fourth Estate Manpower Tracking System
HCD	Human Capital Division
HN	Host Nation
IMS	International Military Staff
JDAL	Joint Duty Assignment List
JTD	Joint Table of Distribution
JTMD	Joint Table of Mobilization Distribution
MFP-10	Major Force Program Ten
MOU	memorandum of understanding
NAEW&CF	NATO Airborne Early Warning and Control Force
NAGSF	NATO Alliance Ground Surveillance Force
NCS	NATO Command Structure
NFS	NATO Force Structure
OSD	Office of the Secretary of Defense
PE	Peacetime Establishment
PPBE	Planning, Programming, Budgeting, and Execution

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SC	Steering Committee
SNRs	Senior National Representatives
SPRC	Senior Policy Resource Committee
TA	Technical Arrangement
USEUCOM	U.S. European Command

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PART II-DEFINITIONS

Components – Service components of USEUCOM; i.e., U.S. Army Europe, U.S. Marine Corps Forces Europe, U.S. Naval Forces Europe, and U.S. Air Forces Europe.

NATO – For the purposes of ECJ1-N, NATO includes permanent manpower authorizations in U.S. joint organizations that provide representation to NATO at various levels, as well as allocated United States of America (USA) posts in Peacetime Establishment (PE) organizations, NATO Force Structure (NFS) Memorandum of Understanding (MOU) organizations, and Centers of Excellence (COE) (collectively MOU organizations/COE). This includes, but is not limited to, the following organizations: NATO International Military Staff (IMS), NATO Science and Technology Organization (STO), NATO Standardization Office (NSO), NATO Defense College (NDC), Allied Command Operations (ACO), Allied Command Transformation (ACT), NATO Communications and Information Agency (NCIA), NATO Airborne Early Warning and Control Force (NAEW&CF), NATO Alliance Ground Surveillance Force (NAGSF), U.S. Mission to NATO (USNATO), U.S. Delegation to the NATO Military Committee (USDELMC), U.S. National Military Representative to Supreme Headquarters Allied Powers Europe (USNMR-SHAPE), and U.S. National Liaison Representative to Supreme Allied Commander Transformation (USNLR-SACT).

Services – U.S. Army, U.S. Marine Corps, U.S. Navy, and U.S. Air Force.

U.S. Representatives to NATO – USNATO, USDELMC, USNMR-SHAPE, and USNLR-SACT.

U.S. Senior National Representative (SNR) – Senior U.S. officer serving in any NATO entity.

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