



# CHAIRMAN OF THE JOINT CHIEFS OF STAFF INSTRUCTION

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J-5  
DISTRIBUTION: A, B, C, J, S

CJCSI 5111.01C  
18 April 2000  
CH 1 20 March 2003

## CHARTER FOR US NATIONAL MILITARY REPRESENTATIVE TO SHAPE

### REFERENCES:

- a. CJCS MOP 75, 2 April 1993, "Manpower for Joint Staff and International Activities"
  - b. CJCSI 3231.01 Series, "Safeguarding the Single Integrated Operational Plan"
1. Purpose. Define mission and responsibilities for US National Military Representative (USNMR) to Supreme Headquarters Allied Powers Europe (SHAPE).
  2. Cancellation. CJCSI 5111.01B, 1 February 1997, is canceled.
  3. Applicability. This instruction is applicable to the Joint Staff, Services, combatant commands, and Defense agencies.
  4. Policy. This mission of USNMR to SHAPE is to provide liaison between SHAPE and the Department of Defense and its commands and agencies.
  5. Definitions. None.
  6. Responsibilities
    - a. The USNMR to SHAPE will:
      - (1) Act as liaison and primary point of Joint Staff contact with Allied Command Europe (ACE) and the Partnership Coordination Cell.
      - (2) As required, act as liaison and primary point of contact at SHAPE for USEUCOM, USDELTC, and OSD.

(3) Serve as coordinating authority among US organizations at SHAPE, including for quality of life issues that cut across service lines.

(4) Coordinate visits by the Departments of Defense and State and other national dignitaries to SHAPE.

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

(6) Represent US interests at SHAPE, including with other nations' National Military Representatives.

(7) In accordance with instructions from the Joint Staff, provide national responses to SHAPE staff actions. As required, provide USNMR input to the Joint Staff on SHAPE staff actions.

(8) Act as primary liaison between Joint Staff and SHAPE on matters with respect to US manpower contributions to ACE. Although the Services are responsible for providing personnel for SHAPE billets, the USNMR is the final approval authority for shifting or altering personnel within the headquarters to billets for which they were not originally assigned.

(9) Assign and monitor suspenses on staff actions and messages.

(10) Approve hiring of US national civilian personnel into NATO direct-hire positions throughout ACE.

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

(12) Operate US COSMIC/ATOMAL subregistry and US TOP SECRET registry at SHAPE.

(13) Control SIOP for US personnel.

(14) During NATO operational exercises, support participating US authorities.

b. The Chairman of the Joint Chiefs of Staff will provide policy guidance and direction for USNMR to SHAPE.

c. The Director for Strategic Plans and Policy (DJ5) is the Joint Staff proponent for USNMR to SHAPE and will: