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UNITED STATES AIR FORCES IN
EUROPE/UNITED STATES AIR
FORCES AFRICA

UNITED STATES AIR FORCES IN
EUROPE INSTRUCTION

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Operations

GEOGRAPHICALLY SEPARATED UNIT
AND TENANT SUPPORT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instrument implements Air Force Policy Directive (AFPD) 10-5, *Basing*, 26 Nov 93. This instruction establishes procedures and specific responsibilities for the support of HQ USAFE-AFAFRICA geographically separated units (GSU) and other command units in the HQ USAFE-AFAFRICA Area of Responsibility (AOR) to ensure consistent and successful support of military personnel, employees and family members. It describes command policy and processes to obtain available support, establishes baseline responsibilities, and assigns Designated Support Wings (DSW) to GSUs and units at supported locations. For deployment support purposes, this instruction establishes deployment training and equipage policy for USAF members assigned to NATO functions with a deployment alert requirement. This instruction is applicable to HQ USAFE-AFAFRICA units providing support to GSUs and other tenant units. This publication does not apply to the Air National Guard (ANG) and the Air Force Reserve Command (AFRC) and their units. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from field units through the appropriate functional chain of command. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located in Air Force

Records Information Management System (AFRIMS). See **Attachment 1** for a Glossary of References and Supporting Information.

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. Changes to the scope of guidance within this document and changes to the order of various paragraphs from the previous version of this instruction require this revision.

1. Definitions and Guidance.

1.1. The Commander, United States Air Forces in Europe (COM USAFE) ensures all HQ USAFE-AFAFRICA personnel and dependent family members are adequately supported as they adapt to the changes and demands of military life at a sister service installation, remote site, or other isolated location within the HQ USAFE-AFAFRICA area of responsibility.

1.2. Geographically Separated Unit (GSU). For the purpose of this instruction, a GSU is a HQ USAFE-AFAFRICA unit that is geographically separated beyond a reasonable commuting distance from its servicing military personnel flight or physically resides on an installation that belongs to another service/entity. GSUs may be supported by the unit's parent wing or another Designated Support Wing. **Note:** Some HQ USAFE-AFAFRICA GSUs exist solely to support non-HQ USAFE-AFAFRICA units.

1.3. Designated Support Wing (DSW). The HQ USAFE-AFAFRICA Wing designated to address all GSU and activity support requirements for the units at the assigned locations. For the purpose of this instruction, the following Wings are DSWs: 501 CSW (RAF Alconbury AB) with specified functional support from the 100 ARW (RAF Mildenhall) and the 48 FW (RAF Lakenheath); 52 FW (Spangdahlem AB); 86 AW (Ramstein AB); 31 FW (Aviano AB); and 39 ABW (Incirlik AB).

1.4. Non-HQ USAFE-AFAFRICA units include North Atlantic Treaty Organization (NATO) units (independent of whether the Air Force (AF) is assigned Administrative Agent (AA) for the unit), United States European Command (USEUCOM) activities (independent of whether the AF is assigned Executive Agent for the activity), non-HQ USAFE-

AFAFRICA AF activities, non-AF Department of Defense (DoD) activities, non-DoD US Government activities, and other non-US (i.e., international) activities.

2. Policy.

2.1. General. DSWs should make every effort to ensure that all support provided to their respective GSUs is standardized, based on GSU size and location and on DSW capabilities. Since support to GSUs falls within a DSW's baseline, this funding cannot be exempted from Sequestration cuts and other mandated funding reductions. This includes Administrative Agent support to NATO units. Wing CCs will ensure GSUs are not unfairly targeted for funding reductions but they cannot ensure their support to all of their GSUs will be untouched by funding cuts.

2.2. GSUs. GSUs located on or near non-HQ USAFE-AFAFRICA installations (such as those operated by the Army, Navy, or host nation) will receive support from their host unit as outlined in an Interservice Support Agreement (ISSA) IAW DoDI 4000.19, *Support Agreements, Interservice and Intragovernmental Support* or IAW DoDD 5530.3, *International Agreements*, with the host nation. If the host is unresponsive, the GSU should contact its parent wing/organization for resolution.

2.3. Air Force as Administrative Agent (AA). DOD 7000.14-R, *Department of Defense Financial Management Regulation*, Volume 11A, **Chapter 9**, "*Support of International Military Activities*," assigns which US Service will provide administrative support to US personnel assigned to NATO functions. It also provides generic support guidance for the AA, which will be more clearly defined in an ISSA. However, HQ USAFE-AFAFRICA will not provide support for NATO mission-related requirements, support for non-AF-specific service requirements, or administrative support beyond AF standardized levels of support. See Attachment 3 and 4.

2.4. Other service as AA. NATO-assigned US personnel supported by non-HQ USAFE-AFAFRICA organizations (e.g., Army or Navy) should receive support from their AA as outlined in an ISSA, IAW DoD 7000.14-R, Volume 11A, **Chapter 9**, which provides support guidance for the AA. If the AA identified in Chapter 9 is unresponsive to its needs, the unit should contact EUCOM/J1 to petition the supporting command/service for support. If the NATO unit is staffed by AF personnel, AF personnel may contact HQ USAFE-AFAFRICA/A8Z to coordinate with the MAJCOM of the AA organization to provide the required administrative support.

2.4.1. At the discretion of the DSW commander, a HQ USAFE-AFAFRICA DSW may provide short-term support to meet emergent US personnel (e.g., DoD, DOJ, DOS) requirements. This support should be finite and provided only on a reimbursable basis.

2.4.2. HQ USAFE-AFAFRICA units will not provide administrative support to Airmen assigned to units receiving AA support from another service.

2.5. Support to non-HQ USAFE-AFAFRICA units/personnel. HQ USAFE-AFAFRICA units may provide support to non-HQ USAFE-AFAFRICA units (e.g., AMC, ACC, AFSPC) at the discretion of the Installation commander. Also, note that MAJCOM base-level Support Agreement duties have been transferred to Air Force Installation and Mission Support Center (AFIMSC/IZSL), while Acquisition and Cross-servicing Agreements (ACSA), MAJCOM to

MAJCOM, and Host Nation Agreement responsibilities remain with HQ USAFE-AFAFRICA.

2.5.1. The HQ USAFE-AFAFRICA DSW/unit supporting the non-HQ USAFE-AFAFRICA unit will ensure that a Memorandum of Agreement (MOA), Memorandum of Understanding (MOU), support agreement, or international agreement is in place prior to providing support. The agreement must clearly stipulate that all reimbursable costs incurred by the HQ USAFE-AFAFRICA unit will be paid by the supported unit, IAW DoDI 4000.19 and AFI 25-201, *Intra-Service, Intra-Agency, and Inter-Agency Support Agreements Procedures.* Failure to pay for services provided will result in withholding or removal of those services.

2.5.2. HQ USAFE-AFAFRICA DSWs/units will ensure their Supplier FM conducts annual budget reviews for agreements with reimbursable support activities and their Supplier SAM conducts triennial reviews for all support agreements to ensure the support activities and associated funding are current IAW DoDI 4000.19, AFI 25-201 and AFI 65-601 V1, *Budget Guidance and Procedures.*

2.6. Units desiring residence on HQ USAFE-AFAFRICA Installations. Any organization or activity desiring to move onto a HQ USAFE-AFAFRICA installation requires COMHQ USAFE-AFAFRICA approval. This requirement also applies to existing agencies planning a significant mission increase that will drive increased facility and/or operating support requirements.

2.6.1. All requests for beddown actions on HQ USAFE-AFAFRICA installations will first be routed through HQ USAFE-AFAFRICA A5/8/9 for COMHQ USAFE-AFAFRICA approval prior to submission to the Air Staff. HQ USAFE-AFAFRICA A5/8/9 will request that the wing conduct/submit an assessment/recommendation to HQ USAFE-AFAFRICA/A8Z for all beddown requests prior to staffing to COMHQ USAFE-AFAFRICA.

2.6.2. HQ USAFE-AFAFRICA commanders will ensure Headquarters Air Force (HAF)/A8P strategic basing processes are followed prior to allowing non-HQ USAFE-AFAFRICA units to beddown on HQ USAFE-AFAFRICA installations.

2.6.3. If directed by HQ USAFE-AFAFRICA, a MOA or MOU between the sponsoring command and HQ USAFE-AFAFRICA will be concluded, prior to the conclusion of the support agreement.

2.6.4. For any basing actions that will last longer than a year, HQ USAFE-AFAFRICA A8Z will determine the applicability of AFI 10-504, *Overseas Force Structure Changes and Host Nation Notification*, to the action as well as Treaty Notification requirements.

2.7. Guidance on Air Force civilian personnel servicing arrangements is contained in AFI 36-105, *Civilian Personnel Servicing Arrangements*.

3. **Procedures.**

3.1. HQ USAFE-AFAFRICA Unit Support to GSUs. Each HQ USAFE-AFAFRICA unit tasked to support a GSU shall determine the best method for meeting the GSU's support requirements. All agreements must comply with DoD/AF guidance and have accurate

accountability of all GSU-related funding expenditures and manpower, IAW DoDI4000.19 and/or AFI25-201.

3.2. Support to GSUs. Support to GSUs will generally be provided by the DSW located closest to the GSU in terms of geography or travel time, even if that DSW is not the GSU's parent wing. Typically, the DSW providing the majority of support will have the GSU's facilities on its real property records and the requirement on their unit manpower document (UMD). In some cases, DSWs that are not the GSU's parent wing will provide support for GSUs based on negotiated support agreements between the DSW and the GSU's leadership or parent unit. See Attachment 3.

3.2.1. Agreements between HQ USAFE-AFAFRICA organizations are not required, unless the agreement is needed to document services that are being provided above and beyond the wing's current financial and manpower capabilities.

3.2.2. Attachment 2 contains tables identifying the support relationships between HQ USAFE-AFAFRICA DSWs, GSUs and assigned NATO functions (as AA or strictly Service support).

3.2.3. Commanders must plan for the inclusion of their assigned GSUs and non-HQ USAFE-AFAFRICA units when considering specific activities: deployment-specific; drinking water; Mishap Prevention, Traffic Safety and Risk Management support; anti-terrorism programs; and incident management.

3.3. Support to NATO Units. Each NATO unit with assigned US personnel (where the AF is the AA) will be assigned a HQ USAFE-AFAFRICA DSW. If the unit considers HQ USAFE-AFAFRICA support unresponsive or inadequate, it should coordinate with the supporting unit (identified in Attachment 2 of this Instruction). If coordination with the wing does not satisfy the unit's needs, it should contact HQ USAFE-AFAFRICA/A8Z for resolution.

3.3.1. Military/Civilian Personnel Section (MPS/CPS) Support. The first two digits of the unit PASCODE designate which Force Support Squadron (FSS) Personnel Flight provides personnel support.

3.3.2. Military/Civilian Pay Support. Finance and accounting support (i.e. Military Pay and Travel Pay) is provided based on the AF member's assigned Accounting and Disbursing Symbol Number (ADSN).

3.3.3. DSWs are tasked to provide deployment support for AF personnel assigned to NATO units and should contact supported units to ensure adequately functioning processes are in place. Since FSSs are not equipped to provide deployment support for NATO personnel under their administrative control, deployment support must come from the supporting DSW. See Attachment 4.

3.4. HQ USAFE-AFAFRICA Support to Non-HQ USAFE-AFAFRICA AF Personnel. HQ USAFE-AFAFRICA units shall provide support to non-HQ USAFE-AFAFRICA AF personnel and other command sites in the HQ USAFE-AFAFRICA AOR when collocated on an AF base or as assigned by EUCOM. Support will be documented in a support agreement and all reimbursable support will be recouped IAW AFI 25-201 and AFI 65-601 V1. Non-HQ USAFE-AFAFRICA AF personnel and other command sites should first seek support

from their own parent command or AA before seeking support from HQ USAFE-AFAFRICA.

3.4.1. Other command activities and personnel should seek HQ USAFE-AFAFRICA support by contacting HQ USAFE-AFAFRICA/A8Z. DSWs should be prepared to provide AF service-specific support not covered under AA agreements through support agreements, MOUs, or MOAs. This support can include but is not limited to AF personnel records management, budget, training (including AF-specific training, weapons training, nuclear, biological and chemical warfare training), medical and dental, safety, command lines, Drug Demand Reduction, leave and temporary duty processing, and deployment issues. The DSW will have a procedure or capability in place to assist other command activity personnel with support issues related to legal, housing, finance, contracting, postal, permanent change of station.

3.4.2. Non-HQ USAFE-AFAFRICA units will reimburse HQ USAFE-AFAFRICA DSWs for support expenditures which exceed DSW funding levels (e.g., facility operations and sustainment models), IAW DoDI 4000.19.

3.5. Non-QoL (operational) GSU support is determined by Functional Area Managers (FAM) and/or Subject Matter Experts (SME).

4. Responsibilities.

4.1. HQ USAFE-AFAFRICA A5/8/9 shall:

4.1.1. Establish command policy for GSUs and non-HQ USAFE-AFAFRICA unit's support by HQ USAFE-AFAFRICA organizations.

4.1.2. Establish and maintain a HQ USAFE-AFAFRICA GSU section in the International Activities Branch (A8ZC) of the Bases & Forces Division (A8Z) while remaining within existing HQ USAFE-AFAFRICA A5/8/9 manpower resources. Other HQ USAFE-AFAFRICA directorates shall provide functional subject matter expert support to A8ZC as required.

4.2. HQ USAFE-AFAFRICA/A8ZC will:

4.2.1. Designate DSWs to support specific GSUs/locations within HQ USAFE-AFAFRICA (see Attachment 2).

4.2.2. Assist with interservice or host nation GSU support issues.

4.2.3. Develop and maintain programs to keep DSW/GSU leadership and staffs informed on GSU issues.

4.2.4. Review and update the DSW and GSU alignment list (Attachment 2) annually.

4.2.5. Serve as the OPR for this instruction.

4.2.6. Act as AA Point of Contact (POC) to represent the command on overarching AA support issues.

4.2.7. Chair the Headquarters GSU/Activity Working Group that will meet quarterly to address GSU and NATO support issues.

4.2.8. Staff new beddown requests or significant increases in the size of existing tenants for COMHQ USAFE-AFAFRICA approval. Ensure requests include an impact assessment/recommendation from the installation commander before processing for COMHQ USAFE-AFAFRICA's approval.

4.2.9. Conduct an annual GSU Support Conference with the wing GSU support functions to address GSU and NATO support issues (resources permitting).

4.2.10. Act as the Program Element Manager (PEM) for NATO Program Element Codes (PECs) International Activities (A1004F) and Management HQ – International (A1098F). Identify NATO driven requirements for Service-wide Support (91212F). Specifically A8ZC will:

4.2.10.1. Program, plan, and advocate for NATO out-year funding.

4.2.10.2. Collect NATO execution plans, prioritize identified requirements and allocate funding to NATO entities for the next Fiscal Year.

4.2.10.3. Upon receipt of initial distribution figure from FM, allocate funding across NATO entities (provide to FMA on spreadsheet, FMA cuts Automated Funds Management (AFM) document).

4.2.10.4. Monitor NATO execution throughout the year for over/under obligation.

4.2.10.5. Approve all NATO funding adjustments throughout execution year.

4.2.10.6. Assist with execution review to identify possible misuse of funding (i.e. Service vs Admin Agent, etc.).

4.3. HQ USAFE-AFAFRICA/A4R will:

4.3.1. As necessary, develop/staff command-to-command level MOAs with the sponsoring commands of any tenant organization or non-HQ USAFE-AFAFRICA organization that is seeking support from HQ USAFE-AFAFRICA.

4.4. HQ USAFE-AFAFRICA/FMA will:

4.4.1. Appoint an AA POC to represent the command on budgetary support requirements.

4.4.2. Post Emergency Reserve Account (ERA) cuts/SAF adjustments, provides cumulative NATO annual distribution figure to A8 for final allocation across NATO entities

4.4.3. Provide Monthly Status of NATO Funds (from CRIS) to A8ZC in order to facilitate proactive A8 approach to NATO over/under execution throughout the FY.

4.4.4. Liaise with wing analysts to identify NATO funding challenges to A8ZC PRIOR to bases providing supplemental funding to NATO (this precludes have/have not execution across NATO entities).

4.4.5. Lead effort to keep NATO coding, within base/wing coding packages, current and accurate.

4.4.6. Assist with execution review to identify possible misuse of funding (i.e. Service vs Admin Agent, etc.).

4.4.7. Work in cooperation with A8ZC to resolve execution year funding issues (i.e., travel limitations and funding adjustments).

4.5. HQ USAFE-AFAFRICA Directorates will:

4.5.1. Notify HQ USAFE-AFAFRICA/A8Z of any proposed HQ USAFE-AFAFRICA organizational changes including additions, deletions, and significant modifications of GSUs.

4.5.2. Designate a GSU support POC and alternate POC and provide the names of those POCs to HQ USAFE-AFAFRICA/A8Z. These individuals will address GSU support issues and attend the quarterly GSU and Activities Working Group as headquarters-level representatives of their directorates.

4.5.3. Program for manpower and funding to support assigned GSUs as part of the regularly scheduled POM process.

4.5.4. Oversee functional community support to GSU locations to ensure standardization of support being provided by DSWs.

4.5.5. Provide guidance to functional managers to ensure inspection programs consider GSU size and capability.

4.5.6. Assist HQ USAFE-AFAFRICA/A8Z with interservice or host nation GSU support issues.

4.5.7. HQ USAFE-AFAFRICA/SG will assign a supporting Medical Treatment Facility (MTF) for each Limited Scope Medical Treatment Facility (LSMTF) and Medical Aid Station (MAS). HQ USAFE-AFAFRICA/SG may assign a supporting MTF to GSUs without an LSMTF or MAS or will coordinate required support with the TRICARE-Eurasia Office.

4.6. Third Air Force Commander will:

4.6.1. Retain and exercise General Court-Martial (GCM) jurisdiction over all USAF personnel attached or assigned to GSUs located in their respective AOR, to include officer and enlisted members assigned to NATO IAW AFI 51-201, paragraphs 2.4 and 2.4.3.4.

4.7. HQ USAFE-AFAFRICA Designated Support Wing Commanders will:

4.7.1. Ensure all supported GSUs have adequate mission support, quality of life (QoL), and security to sustain and enhance morale.

4.7.2. Establish and maintain a GSU support function or, at a minimum, a point of contact (POC) within the wing's existing organizational structure and manpower resources to act as a focal point for all of the DSW's supported GSUs. This POC will work with the GSUs to resolve/coordinate support issues that cannot be resolved through normal functional channels and act as a POC for HQ USAFE-AFAFRICA/A8ZC. The GSU support function should be comprised of at least one officer, senior NCO or civilian who maintains communication with the GSUs, is familiar with GSU issues, is knowledgeable of DSW organizations providing support to the GSUs, and able to coordinate required GSU support.

4.7.3. Provide deployment preparation support to their respective GSUs to include AEF and NATO-tasked deployments. Preparation for movement can include (but is not limited to): review of personal service records and legal documents; medical processing to include updating inoculations; receipt of theater-specific organizational clothing and equipment; theater-specific cultural or environmental protection training; warrior skills, expeditionary combat skills, and special training; and weapons training and issuance.

4.7.4. Be responsible for deployment planning and execution for supported GSUs. Ensure the DSW Installation Deployment Officer conducts the required support activities to enable assigned GSUs to plan, prepare, and execute deployments IAW Combatant Commander requirements. The unique relationships regarding deployment planning and execution between a DSW and a GSU must be documented and included in the DSW's Installation Deployment Plan (IDP). The DSW's Installation Deployment Officer (IDO) will coordinate with GSU's during IDP development and subsequent reviews. For further guidance on support of deployment planning activities, refer to AFI 10-403, *Deployment Planning and Execution*.

4.7.5. Ensure DSW exercise programs include the leadership from GSUs HQ USAFE-AFAFRICA requires that GSUs participate in their supporting DSW's exercise program to the maximum extent possible, but acknowledges OPCON and jurisdictional LIMFACs of GSUs assigned on NATO compounds and foreign bases. For further guidance on evaluations, refer to AFI 90-201, *The Air Force Inspection System.*

4.7.6. Ensure GSU personnel are included in all award and recognition programs, either through their DSW or parent units.

4.7.7. Include GSU issues and requirements in Wing Master Planning or other applicable processes.

4.7.8. Ensure medical units comply with the guidance established in AFMAN 10-246, AFI 44-103, *The Air Force Independent Duty Medical Technician Program*, AFI 41-210, *Tricare Operations and Patient Administration Functions*, AFI 48-144, *Drinking Water Surveillance*, AFI 48-145, *Occupational and Environmental Health*, AFI 48-148, *Ionizing Radiation Protection*, and applicable HQ USAFE-AFAFRICA supplements.

4.7.9. Ensure that any organization or activity desiring to move onto a HQ USAFE-AFAFRICA installation has COMHQ USAFE-AFAFRICA approval. Notify HQ USAFE-AFAFRICA/A8Z of any site surveys or requests for non-HQ USAFE-AFAFRICA unit beddowns on wing facilities or any significant increase in the manpower or footprint of an existing non-HQ USAFE-AFAFRICA tenant unit.

4.7.10. Exercise court-martial jurisdiction over members of tenant units or Air Force Elements, whether designated as a unit or not, which are attached to them as host command IAW AFI 51-201, paragraph 2.4.

4.7.11. Ensure that a process is in place to accomplish deployment training and supply for USAF members deploying under NATO orders. See Attachment 4.

4.7.12. Ensure that NATO organizations that you are designated as the Admin Agent understand their responsibilities and limitations within their AA budget.

4.7.13. Ensure that GSUs are provided Intelligence support IAW AFI 14-119, *Intelligence Support To Force Protection (FP)*.

4.8. Wing Functionals will:

4.8.1. Program for manpower and funding to adequately support and sustain their assigned GSUs. Inspection write-ups for out of date equipment such as non-IA compliant network hardware will go against the functional squadron if the GSU has not been adequately funded/equipped.

4.8.2. When required, elevate appropriate GSU issues to appropriate functional representatives IAW HQ USAF PAD 14-04, Implementation of the Air Force Installation and Mission Support Center (AFIMSC) , 25 FEB 15, for resolution.

4.8.3. Coordinate with the DSW's GSU POC to ensure appropriate wing representatives regularly visit and communicate with the GSUs and the GSU support function to address support requirements.

4.8.4. Ensure GSU issues and requirements are included in appropriate functional boards and committees (e.g., Financial Management Board, Community Action Information Board, Facilities Utilization Board, Civilian Resources Corporate Board, and Quarterly Awards).

4.8.5. Coordinate issues, funding and manpower through the Wing GSU POC.

4.8.6. Ensure base operations contract scope documents and contracts are modified for initial, increase, decrease, and termination of GSU support requirements.

4.9. Installation Support Agreement Managers (SAM) will:

4.9.1. Comply with AFI25-201, Intra-Service, Intra-Agency, and Inter-Agency Support Agreements Procedures and DoDI4000.19, Support Agreements.

4.9.2. Accomplish the appropriate support agreement after the MOA/MOU with the sponsoring command has been completed at HQ USAFE-AFAFRICA and/or an approved beddown request letter has been received from the wing GSU support function.

4.9.3. At the request of the wing GSU support function, attend all wing level beddown meetings.

4.10. GSUs will:

4.10.1. Seek appropriate support from their host facility (i.e., DSW GSU Support Office, Army, Navy, or Host Nation military). GSU leadership will periodically review existing interservice or host nation support agreements to ensure agreements are current and adequately support the mission.

4.10.2. Ensure the readiness of assigned personnel/equipment and ensure the unit can meet all deployment requirements. For further guidance on support of deployment planning activities, refer to AFI 10-403.

4.10.2.1. Review and provide input to DSW's Installation Deployment Plan (IDP). Provide the DSW Installation Deployment Officer (IDO) a listing of deployable personnel and equipment and all applicable planning documents and deployment

commitments in writing to ensure the IDP addresses the full range of military operations that the DSW is identified to support.

4.10.3. Coordinate with wing Drug Demand Reduction Program Manager to ensure that urinalysis testing processes are in place for all active duty AF members and Dept of AF civilians in designated positions (IAW AFI 90-508, *Air Force Civilian Drug Demand Reduction Program,* 28 Aug 14). Drug and GSU Testing will not exceed three times per month.

4.10.4. Comply with guidance in AFMAN 10-246, AFI 44-103, *The Air Force Independent Duty Medical Technician Program*, AFI 44-210, *TRICARE Operations and Patient Administration Functions*, AFI 48-144, AFI 48-145, AFI 48-148, and applicable HQ USAFE-AFAFRICA supplements for GSU members' medical and dental care requirements. Only GSUs that have a Limited Scope Medical Treatment Facility (LSMTF) and Medical Aid Station (MAS) need comply with AFI 44-103, *The Air Force Independent Duty Medical Technician Program*.

4.10.5. Comply with guidance in AFI 51-504, *Legal Assistance, Notary and Preventive Law Programs*, to ensure legal readiness of GSU members.

4.10.6. Comply with guidance in AFI 33-363, *Communications and Information, Management of Records,* AFI 33-364, *Communications and Information, Records Disposition — Procedures and Responsibilities* and AFRIMS RDS located at **https://www.my.af.mil/afrims/afrims/afrims/rims.cfm** to ensure GSU records are properly maintained.

DIETER E. BAREIHS, Brigadier General, USAF
Director of Plans, Programs and Analyses

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

DoDI 1342.22, *Military Family Readiness*

DoDI 4000.19, *Support Agreements*

DoDI 6060.2*, Child Development Programs*

DoD 7000.14-R, Volume 11A, *Reimbursable Operations, Policy and Procedures*, Sep 2014

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JTR

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AFI 10-403, *Deployment Planning and Execution*, 20 Sep 12

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AFPAM 32-1004, Volume 3, *Maintenance, Repair, and Modification to Real Property*, 1 Sep 98

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AFI 33-322, *Records Management Program*, 4 Jun 12

AFI 34-201, *Use of Nonappropriated Funds (NAFS)*, 17 Jun 2002

AFI 36-105, *Civilian Personnel Servicing Arrangements*, 22 Mar 94

AFI 41-210, *Tricare Operations and Patient Administration Functions*, 6 Jun 2012

AFI 44-103, *The Air Force Independent Duty Medical Technician Program*, 6 Dec 13

AFI 33-364, *Records Disposition Procedures and Responsibilities*, 22 Dec 2006

AFI 48-144, *Safe Drinking Water Surveillance Program*, 21 Oct 14

AFI 48-145, *Occupational and Environmental Health Program*, 22 Jul 14

AFI 48-148, *Ionizing Radiation Protection,* 20 Nov 14

AFI 51-201, *Administration of Military Justice,* 6 Jun 13

AFI 51-504, *Legal Assistance, Notary and Preventive Law Programs*, 27 Oct 2003

AFI 65-106, *Appropriated Fund Support of Morale, Welfare, and Recreation (MWR) and Nonappropriated Fund Instrumentalities (NAFIS)*, 6 May 2009

AFI 65-601, *Budget Guidance and Procedures*, 16 Aug 2012

AFI 90-201, *The Air Force Inspection System,* 21 Apr 2015

AFI 90-508, *Air Force Civilian Drug Demand Reduction Program,* 28 Aug 14

AFI 91-202, *The US Air Force Mishap Prevention Program,* 5 Aug 2011

AFM 10-246, *Food and Water Protection Program*, 27 May 14

AFM 33-116, *Long-Haul Communications Management,*

AFM 33-363, *Management of Records*, 1 Mar 2008

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Prescribed Forms

No forms are prescribed by this publication.

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AA—Administrative Agent

AFI—Air Force Instruction

AOR—Area of Responsibility

APF—Appropriated Funds

BOS—Base Operating Support

COLA—Cost of Living Allowance

COMHQ USAFE-AFAFRICA—Commander, United States Air Forces in Europe

CRC—Community Readiness Consultant (CRC)

DoD—Department of Defense

DoDEA—HQ Department of Defense Education Activity

DSW—Designated Support Wing

FEML—Funded Environmental Morale Leave

FMA—Financial Management Analysis

FP—Force Protection

FSS—Force Support Squadron

GSU—Geographically Separated Unit

HAF—Headquarters Air Force

HAW—Heavy Airlift Wing

HQ—Headquarters

ICASS—International Cooperative Administrative Support Services

IDO—Installation Deployment Officer

IDP—Installation Deployment Plan

IPR—Installation Personnel Readiness

ISSA—Interservice Support Agreement

LSMTF—Limited Scope Medical Treatment Facilities

MAJCOM—Major Command

MAS—Medical Aid Stations

MEDEVAC—Medical Evacuation

MFLC—Military Family Life Consultant

MOA—Memorandum of Agreement

MOU—Memorandum of Understanding

MTF—Medical Treatment Facility

MWR—Morale, Welfare, and Recreation (MWR)

NAF—Numbered Air Force

NAF—Nonappropriated Funds

NAFIS—Non appropriated Fund Instrumentalities

NATO—North Atlantic Treaty Organization

NDSP—Non DoD Schools Program

NEO—Noncombatant Evacuation Operations

NIPRNet—Nonsecure Internet Protocol (IP) Routed Network

NSE—National Support Element

OEH—Occupational and Environmental Health

ORF—Official Representation Funds

POC—Point of Contact

POM—Program Objective Memorandums

QoL—Quality of Life

RAF—Royal Air Force

SAM—Support Agreement Manager

SIPRNet—Secure IP Routed Network

SLO—School Liaison Officer

SNR—Senior National Representative

TACON—Tactical Control

HQ USAFE-AFAFRICA—United States Air Forces in Europe

VoSIP—Voice over Secure Internet Protocol

Terms

Activity.—Any non-HQ USAFE-AFAFRICA unit located on or supported by a HQ USAFE-AFAFRICA base/installation (i.e., a tenant) or any international unit for which HQ USAFE-AFAFRICA is assigned Administrative Agent (AA). This includes North Atlantic Treaty Organization (NATO) units, United States European Command (USEUCOM) functions, non-HQ USAFE-AFAFRICA AF activities, non-AF Department of Defense (DoD) activities, non-DoD US Government activities, and other non-US (i.e., international) activities covered by a separate support agreement.

Administrative Agent.—The service component designated by DoD 7000.14-R to budget for and support the US military element attached to the designated international military organization.

Air Force Specific Support (AF-specific)— Support provided by a HQ USAFE-AFAFRICA unit to satisfy individual USAF requirements identified by/in an Instruction.

Annex.—For the purposes of this instruction, a HQ USAFE-AFAFRICA Annex is a facility where: HQ USAFE-AFAFRICA personnel live or are permanently assigned to work, the purpose and functions performed are integral to, are a major mission activity of, or are in direct support of the DSW and the geographic separation from its DSW does not require a subordinate support command element and headquarters to provide basic base support functions.

Center of Excellence (COE). Nationally or multi-nationally funded institutions that train and educate leaders and specialists from NATO member and partner countries, assist in doctrine development, identify lessons learned, improve interoperability, and capabilities and test and validate concepts through experimentation. Coordinated by Allied Command Transformation (ACT) in Norfolk, Virginia, COEs are considered to be international military organizations. Although not part of the NATO command structure, they are part of a wider framework supporting NATO Command Arrangements. ACT has overall responsibility for COEs and is in charge of the establishment, accreditation, preparation of candidates for approval, and periodic assessments of the centers.

Designated Support Wing (DSW).—The HQ USAFE-AFAFRICA Wing designated to address the majority of GSU and activity support requirements for the units at the assigned locations. For the purposes of this instruction, the following Wings are designated as DSWs: 501 CSW (RAF Alconbury AB) with help from 100 ARW (RAF Mildenhall) and the 48 FW (RAF Lakenheath); 52 FW (Spangdahlem AB); 86 AW (Ramstein AB); 31 FW (Aviano AB); and 39 ABW (Incirlik AB).

Geographically Separated Unit (GSU).—For the purpose of this instruction, a HQ USAFE-AFAFRICA unit that is geographically separated beyond a reasonable commuting distance from its servicing military personnel flight or physically resides on an installation that belongs to another service/entity.

Non—**HQ USAFE-AFAFRICA Personnel.** Personnel who are assigned within the HQ USAFE-AFAFRICA AOR, but who are not HQ USAFE-AFAFRICA assets. Some support is derived from their parent command, Administrative Agent, or host installation. This instruction does not supersede these responsibilities or other support agreements.

Other Command Unit.—Organization with no HQ USAFE-AFAFRICA or NATO personnel.

Tenant Unit.—Any activity not assigned to the host wing.

Attachment 2

DESIGNATED SUPPORT WING (DSW) SUPPORT ALIGNMENT

A2.1. The tables below identify support alignment between the Designated Support Wings and all HQ USAFE-AFAFRICA GSUs and non-HQ USAFE-AFAFRICA units. This list does not represent a chain of command nor lists the locations of all non-HQ USAFE-AFAFRICA units. Also, it depicts the locations where the MAJORITY of support will be provided to GSUs units by the identified DSW. **Note:** It may be more cost effective for some functions to be supported by a different DSW or Service. Specific HQ USAFE-AFAFRICA support to NATO units is dependent on which component has AA responsibilities. Support to other units will be location and unit-specific and should be covered by a support agreement. For updated HQ USAFE-AFAFRICA units/GSUs information, see the HQ USAFE-AFAFRICA A8Z Web site at **https://www.my.af.mil/gcss-af/USAF/ep/globalTab.do?channelPageId=sA4057E1F27CDF7B60127D6F7006E02BD** .

A2.2. Administrative Agent. DoD Financial Management Regulation (FMR, DoDI 7000.14R) directs specific service components to provide non-reimbursable base operating support (BOS) to specific locations where U.S. military elements are assigned to international military organizations (i.e. NATO). Non-reimbursable BOS provided must be consistent with the same level of support that the supplier provides to their own forces. In the tables below, locations where HQ USAFE-AFAFRICA is designated as the AA are annotated [AA]. At locations where Administrative Agent AF is indicated, HQ USAFE-AFAFRICA provides AF-specific support (flight physicals, deployment training, etc.) to the assigned AF personnel. Members assigned to those locations must coordinate with the organization responsible for providing their administrative support as indicated in paragraph 3.4.1 of this instruction.

A2.3. United Kingdom Installations. The 501 CSW is the DSW for resolving all GSU support issues within the UK and Norway. It provides services based on subordinate host unit capability and, in some functions, is augmented by the 100 ARW and 48 FW. However, the 100 ARW has Specified ADCON for Souda Bay and Akrotiri (SEE 3 AF OPORD). **Note:** This instruction does not supersede previous Agreements such as the MOA between the 501 CSW and the 100 ARW.

A2.4. Due to variable capabilities at the DSW Medical facilities, not all GSU medical requirements will be met by the assigned DSW. For specific HQ USAFE-AFAFRICA Medical Support Responsibilities, see the HQ USAFE-AFAFRICA SG ICE page at **https://ice.usafe.af.mil/sites/SG/SGA/SGAR/Shared%20Documents/GSU%20Medical%20Support%20Matrix.xlsx**.

Table A2.1. 31 FW (Aviano Air Base).

Supported HQ USAFE-AFAFRICA Unit	
Location	**Unit Name**
Camp Darby-Livorno	731 Munitions Squadron
	HQ USAFE-AFAFRICA Command OL: X
Camp Ederle-Vicenza	2 Air Supt Opns Squadron Det: 1
Ghedi[1]	704 Munitions Spt Squadron
Papa AB	31 Mission Support Group Det: 1
	AFELM Heavy Airlift Wing (HAW)

	AFELM Logistics Readiness Squadron
	AFELM Operations Squadron
Sigonella	31 Mission Support Group Det: 2 (pending)
Tel Aviv	HQ USAFE-AFAFRICA Command OL: V
Vicenza	7 Weather Squadron Det: 3
NATO Supported Unit	
Location	**Unit Name**
Bucharest[AF]	Multi-National Division – South East
	NATO Force Integration Unit ROM
Budapest[AA]	Center of Excellence for Military Medicine
Latina[AF]	NATO Communication and Information Systems School
Milan[AF]	HQ NATO Rapid Deployable Corps – IT
Naples[AF]	2nd NATO Signal Battalion (NSB 2)
	HQ Allied Joint Force Naples (HQ JFCNP)
	NCIA Sector Naples
Oradea[AF]	Center of Excellence – Human Intelligence
Papa[AA]	NATO Airlift Management Program
Poggio Renatico[AF]	Allied Deployable Air Command and Control Center
	NATO Defense College (NADEFCOL)
Rome[AF]	NATO AGS Force Component
Sigonella[AF]	NATO Force Integration Unit BGR
Sofia[AA]	NATO Force Integration Unit HUN
Szekesfehervar[AA]	HQ NATO Rapid Deployable Corps – SP
Valencia[AF]	
NOTE(S):	
[1]52 FW/MMG have specific maintenance and safety responsibilities.[AA]AF is designated Administrative Agent (AA).[AF]Another service is designated AA; support is AF-specific to AF personnel.	

Table A2.2. 39 ABW (Incirlik Air Base).

Supported HQ USAFE-AFAFRICA Unit	
Location	**Unit Name**
Ankara	717 Air Base Squadron
Istanbul	39 Logistics Readines Squadron OL: A
	39 Mission Support Group OL: A
	2 Air Postal Squadron Det: 4
Izmir	425 Air Base Squadron
NATO Supported Unit	
Location	**Unit Name**
Ankara[AA]	Center of Excellence - Defense Against Terrorism
Istanbul[AA]	NATO Rapid Deployable Corps – Turkey (NRDC-TU)
Izmir[AA]	HQ Allied Land Command (HQ LANDCOM)
	NCIA Squadron Izmir
NOTE(S):	

^{AA}AF is designated Administrative Agent.

Table A2.3. 501 CSW (RAF Alconbury).

Supported HQ USAFE-AFAFRICA Unit	
Location	**Unit Name**
Heathrow	2 Air Postal Squadron Det: 5 OL: A
RAF Blenheim Crescent	422 Air Base Squadron OL: B
RAF Alconbury	2 Air Postal Squadron Det: 5
	423 Air Base Group
RAF Croughton	422 Air Base Group
RAF Fairford	420 Air Base Squadron
RAF Menwith Hill	421 Air Base Squadron
RAF Molesworth	423 Communications Squadron OL: A
Stavanger	426 Air Base Squadron
RAF Welford	420 Munitions Squadron
RAF Wyton	HQ USAFE-AFAFRICA Command OL: I
NATO Supported Unit	
Location	**Unit Name**
Gloucester^{AA}	HQ NATO Rapid Deployable Corps-UK
Northwood^{AA}	HQ Allied Maritime Command (HQ MARCOM)
	NCIA Squadron Northwood
Portsmouth^{AA}	High Readiness Force (Maritime) UK
RNAS Yeovilton^{AA}	Joint Electronic Warfare Core Staff (JEWCS)
Stavanger^{AA}	Joint Warfare Center (JWC)
	NCIA Squadron Stavanger
NOTE(S): [1] Medical and explosive ordnance disposal support from RAF Lakenheath. ^{AA}AF is designated Administrative Agent (AA). ^{AF}Another service is designated AA; support is AF-specific to AF personnel.	

Table A2.4. 86 AW (Ramstein Air Base).

Supported HQ USAFE-AFAFRICA Unit	
Location	**Unit Name**
Albacete/Los Llanos AB[1]	War Prep Ctr Center Det: 1
Bann 02	War Prep Ctr Center Det: 3
Bucharest	HQ USAFE-AFAFRICA Command OL: B
Chievres	424 Air Base Squadron
Frankfurt IAP	2 Air Postal Squadron Det: 1
Grafenwoehr	7 Weather Squadron Det: 2
	HQ USAFE-AFAFRICA Command OL: D
Hohenfels	4 Air Supt Opns Group Det: 1
Katterbach	7 Weather Squadron Det: 4
Lajes	65 Air Base Group
Madrid	HQ USAFE-AFAFRICA Command OL: G
Morón AB	496 Air Base Squadron

Sembach	569 US Forces Police Squadron OL: A
Stuttgart-Vaihingen	786 Force Support Squadron Det: 1
	HQ USAFE-AFAFRICA Command OL: C
	HQ USAFE-AFAFRICA Command OL: R
Vilseck	2 Air Supt Opns Squadron
Wiesbaden	4 Air Supt Opns Group
	7 Weather Squadron
	HQ USAFE-AFAFRICA Command OL: Z

NATO Supported Unit	
Location	**Unit Name**
Ramstein[AA]	HQ Allied Air Command (HQ AIRCOM)
	NCIA Squadron Ramstein
	NAGSF Ramstein LNO
Oberammergua[AF]	NATO School
Stuttgart[AF]	NATO Support in Stuttgart
Torrejon[AF]	Allied Combined Air Operations Center Torrejon

NOTE(S):
[1]Tactical Leadership Program, a HQ USAFE-AFAFRICA initiative in support of NATO. No service designated Administrative Agent.
[AA]AF is designated Administrative Agent (AA).
[AF]Another service is designated AA; support is AF-specific to AF personnel.

Table A2.5. 52 FW (Spangdahlem Air Base).

Supported Unit	
Location	**Unit Name**
Bremerhaven	HQ USAFE-AFAFRICA Command OL: U
Brunssum	470 Air Base Squadron OL: C
Buchel	702 Munitions Spt Squadron
Geilenkirchen	470 Air Base Squadron
Kalkar	470 Air Base Squadron OL: B
Kleine Brogel	701 Munitions Spt Squadron
Lask	52 Operations Group Det: 1
Paris	HQ USAFE-AFAFRICA Command OL: A
SHAPE	786 Force Support Squadron Det: 3
Volkel	703 Munitions Spt Squadron
	52 FW OL: A
NATO Supported Unit	
Brunssum[AF]	HQ Allied Joint Force Command Brunssum (HQ JFCBS)
	NATO Airborne Early Warning and Control Program Management Organization (NAPMO)
	NSCA CIS Logistics Depot (CLD)
	NCIA Sector Brunssum
Brussels[AF]	NATO Standardization Agency (NSA)
	NATO ACCS Management Agency (NACMA)
	NATO Communications and Information Agency

Bydgoszcz[AF] Geilenkirchen[AA] Glons[AF] Kalkar/Uedem[AA] Paris Nuelly-sur-Seine[AA] Mons[AF] Riga[AF] Szczecin[AF] Tallinn[AF] Vilnius[AA]	U.S. Mission to NATO International Military Staff (IMS) U.S. Delegation to the Military Committee NATO Force Integration Unit POL NATO Airborne Early Warning and Control (NAEW&C) E-3A Component NATO Airborne Early Warning and Control (NAEW&C) Force Command NATO Programming Center (NPC) Allied Combined Air Operations Center Uedem Joint Air Power Competence Center (JAPCC) NCIA Detachment Uedem Collaboration Support Office (CSO) HQ NATO Communications and Information Systems Group (HQ NCISG) NCIA Sector Mons United States National Military Representative (USNMR) to SHAPE Supreme Headquarters Allied Powers Europe (SHAPE) HQ Allied Command Operations Counter Intelligence NATO Special Operations Headquarters (NSHQ) ACT Staff Element Europe (SEE) NATO Force Integration Unit LVA Multi-National Corps – North East (MNC-NE) NATO Force Integration Unit EST NATO Force Integration Unit LTU Energy Security Center of Excellence

NOTE(S):
[AA]AF is designated Administrative Agent (AA).
[AF]Another service is designated AA; support is AF-specific to AF personnel.

Attachment 3

HQ USAFE-AFAFRICA SUPPORT REQUIREMENTS

A3.1. This attachment delineates the requirements and planned level of support to U.S. personnel for which Commander, United States Air Forces Europe is responsible. This includes personnel assigned to HQ USAFE-AFAFRICA GSUs as well as those attached to NATO organizations that HQ USAFE-AFAFRICA is assigned administrative agent responsibilities by DoD 7000.14-R, Volume 11A, Reimbursable Operations, Policy and Procedures. It provides a framework for existing support organizations and lays the foundation for new organizations that may require ground-up establishment of U.S. support infrastructure in locations where none previously existed. Any differences in levels of support are annotated.

A3.2. Background

A3.2.1. Support Requirement. Support Requirement, as used in the context of this instruction, refers to the general target for each functional area of support. The categories cover the spectrum of administrative support required to provide adequate standards of safety, security, welfare, and quality of life to U.S. personnel regardless of where they may be stationed. In cases where they have been established, Department of Defense and USAF standards and planning metrics have been used to define the required scope. The DoD Healthcare system and DoDDS would be examples.

A3.2.2. Levels of Support. The level or quality of support is defined as that which ensures U.S. personnel are adequately provided for in each support category. Standard support requirements do not vary by geographic location; however the level and scope of support provided may vary considerably. Factors influencing the level of support include: proximity to existing U.S. and Allied support infrastructure, availability of services on the local economy, size of supported population, accompanied versus unaccompanied tours, and so forth.

A3.3. HQ USAFE-AFAFRICA Functional Support Requirements

A3.3.1. **Services (HQ AFSVA/SVIZ-USAFE)**

A3.3.1.1. Child Care. As per Department of Defense Instruction, 6060.2, Child Development Programs,' child care is not considered an entitlement.' When appropriate, HQ USAF will establish child care programs based on a site-by-site analysis of documented child care needs of the geographically separated unit (GSU). Determining factors include remoteness of the site from other US military infrastructures offering similar support, number of single-/dual military and Department of Defense civilian families requiring child care, language and cultural differences of local child care options, force protection considerations and the ability of an established program to maintain a 'break even' nonappropriated funds (NAF) balance of program operations. Authorized child care options may include child development centers, school age and/or family child care programs. Child care is not inclusive of youth and teen centers or youth sports programs.

A3.3.1.1.1. If a child care program option is authorized, the program will be supported at a 50/50 Appropriated to Nonappropriated Funds (APF:NAF) ratio. APF support may include staff authorizations and funds in support of management,

operations clerk and food service staff positions; furniture, materials and equipment in support of programming needs; funding in support of accreditation as mandated by public law to include staff assistance visits from MAJCOM child and youth development staff; and other authorized APF support as outlined in AFI 65-106, '*Appropriated Fund Support of Morale, Welfare, and Recreation (MWR) and Non appropriated Fund Instrumentalities (NAFIS)*'.

A3.3.1.2. Youth Services. Those GSUs without access to established youth programs may receive funding support, as available, for contracted summer youth specialty camps such as Camp Adventure. Participation in these camps is limited to U.S. dependents of active duty service members assigned to or living on an AF/JB installation, AF Retired Military, AF Civilian Employees, Air National Guard or AF Reserve who have been activated within the last 12 months. Eligible dependents as listed previously or as indicated by HQ AFPC/SVPY may also apply for and participate in summer residential teen camps such as Aviation Camp, Space Camp, Teen Leadership Camp, etc.

A3.3.1.3. List of support facilities/services. For those units not authorized child care programs, the GSU shall maintain a current listing of child care facilities in the local area, where available. Families will be informed that these facilities are not accredited nor operated in accordance with Department of Defense (DoD) standards, to include DoD Security and/or Force Protection standards, and that distribution of the list does not imply endorsement. Use of these facilities in support of child care needs is the decision of the family.

A3.3.1.4. Family Services. Airman & Family Readiness services (including financial, relocation, spouse employment, parenting, transition, and family counseling) will be provided through "as needed" quarterly rotation of a Community Readiness Consultant (CRC) and, where able, a Military Family Life Consultant (MFLC). Additional services will be provided as needed. Reach back and internet-based services will also be provided.

A3.3.1.4.1. Separation. IAW AFI 36-3009, Airman and Family Readiness Centers, Pre-separation Counseling (DD Form 2648, Pre-separation Counseling Checklist) and VA Benefits Briefing are mandatory for RegAF members who are retiring. Separating Service members assigned to remote locations or other sites where it is not possible to attend the Department of Labor Employment Workshop, are allowed Service affiliation-funded TDY for attendance. **Note:** OSD has developed a virtual online curriculum.

A3.3.1.4.2. Operational Support includes services that directly support operational requirements related to deployment and mobilization by preparing service and family members to better anticipate and understand the physical and emotional demands associated with deployment.

A3.3.1.4.3. Counseling and Advocacy Support services include Clinical Counseling, Victim Advocacy, Family Advocacy, New Parent Support, and Sexual Assault Prevention and Response (which includes: providing sexual assault awareness materials, advertising resources for reporting sexual assaults, and coordinating care for victims of reported sexual assaults).

A3.3.1.5. Consumer Needs Support Requirement. If the host nation agreements do not limit the delivery of retail sales, AAFES and DECA representatives will determine customer demand at the installation. If it is determined that there is low to no demand for retail and commissary goods, then U.S. personnel will rely on the options available on the local economy, supplemented by COLA and mail order. If it is determined that there is sufficient demand to warrant establishment of an AAFES mart and the host nation has space available, AAFES and DECA will work to establish on-site support through a shop or similar facility. Although small U.S. populations at our assigned sites usually do not justify a cost-effective commissary or exchange, there may be other alternatives such as special orders that can be accommodated in lieu of the onsite facility.

A3.3.1.6. Fitness. If DoD physical fitness centers are unavailable, DSW MSGs will work IAW AFI 65-106 Chapter 9 to provide alternate means of physical fitness training. This may include procuring memberships for the military personnel in the local economy that are cost effective and safe. **Note:** For HQ USAFE-AFAFRICA AA sites, the preferred choice is the use of NATO facilities. If there are no NATO facilities and funding is available, the DSW will attempt to secure memberships in local fitness facilities or provide on-site support for fitness if NATO facility access is limited due to credentialing protocols for personnel who work off garrison.

A3.3.1.7. Library. Provide a small library/reading area (preferably in a multi-use facility) if there is an on-site HQ USAFE-AFAFRICA NSE.

A3.3.1.8. Temporary Lodging: The DSW will identify suitable hotel rooms unless the host nation is able to provide adequate lodging.

A3.3.2. **Schools/Education.** Dependent education options may include enrollment in a Department of Defense Dependents Schools (DoDDS), and if not available, enrollment into the Department of Defense Education Activity (DoDEA) Non-DoD Schools Program (NDSP). School Liaison Officers at Designated Support Wings (DSW) will assist elements with matters involving DoDDS and/or the NDSP. While most adult off-duty education can be accomplished on-line through the internet, DSW education offices will assist with other educational needs.

A3.3.2.1. DoDEA NDSP provides educational guidance, support, and financial assistance to help children access a global education with seamless transitions. The NDSP office provides educational services, at government expense, to authorized command-sponsored dependents of military and DoD civilians assigned to overseas locations outside an established commuting zone of a DoD school. Commuting zones do not normally exceed 60 minutes. Approval for the enrollment of an eligible minor dependent must be obtained from HQ DoDEA NDSP Office prior to enrolling a child in a non-DoD school. When enrollment in a non-DoD school is necessary, placement in schools which provide an educational program satisfactory to the Secretary of Defense will be made in the priority order as follows:

A3.3.2.1.1. Grades K-5 in priority order: local public school delivering instruction in English and is tuition-free; If not available, then home schooling/ correspondence courses reimbursed by DoDEA (parent option); or, local private day school delivering instruction in English (or any language acceptable to the parents) - tuition reimbursed by DoDEA.

A3.3.2.1.2. Grades 6-8 in priority order: local public school delivering instruction in English and is tuition-free (exception for UK), If not available, then home schooling/correspondence courses reimbursed by DoDEA (parent option), or, local private day school delivering instruction in English (or any language acceptable to the parents) - tuition reimbursed by DoDEA; If not available then, private boarding school within theater.

A3.3.2.1.3. Grades 9-12 in priority order: local public school delivering instruction in English and is tuition-free (exception for UK); if not available then, home schooling/DoDEA Virtual School or correspondence courses reimbursed by DoDEA (parent option), or local private day school delivering instruction in English (or any language acceptable to the parents) - tuition reimbursed by DoDEA; if not available then, private boarding school.

A3.3.2.1.4. National support in the absence of a DoD school facility. Each location shall designate a point of contact for dependent education. If the location does not employ a civilian School Liaison Officer (SLO), then the installation commander, or designee, will assign a military member to function as the NDSP Liaison. NDSP Liaisons are the primary POC for dependent education matters and are required for sites that do not have a DoD school facility, but do have children in grades K-12.

A3.3.3. **Chaplain Corps (HQ USAFE-AFAFRICA HC) GSU Levels of Care.** The DSW/HC Senior Religious Support Team (RST) will coordinate with assigned HC personnel at GSUs to incorporate their Annual Ministry Plan (AMP) into the DSW's AMP to include Chapel Tithes and Offering Funds (CTOF) support. The DSW/HC, senior Religious Support Team (RST) will coordinate with the GSU/CC to properly plan for Chaplain Corps support.

A3.3.4. **Communications (HQ USAFE-AFAFRICA/A6, AFIMSC Det 4/SC, HQ AFIMSC).**

A3.3.4.1. Communications/Computer Support – DSWs will provide U.S. military elements Nonsecure Internet Protocol (IP) Routed Network (NIPRNet) connectivity and DSN services appropriate for the size of the U.S. military element.

A3.3.4.1.1. HQ USAFE-AFAFRICA GSUs. The standard of service is NIPRNet, and DSN access for each member assigned to the HQ USAFE-AFAFRICA unit (including NSEs). The service includes providing circuits and network infrastructure to support connectivity to approved end user equipment. Technical refresh of supporting network infrastructure shall be supported at prescribed/recommended intervals. Subscription services and user end device requirements to include commercial mobile devices are funded by the requesting unit. Secure IP Router Network (SIPRNet) is provided based on mission requirements. If SIPRNET is identified as a mission requirement, services provided shall include providing circuits and network infrastructure to support connectivity to approved enclaves and end user encryption equipment to support VoSIP and SIPRNET connectivity. Approved user end devices are funded by the requesting unit.

A3.3.4.1.2. AA Locations. The standard of service is NIPRNET access via an internet café environment. A dual NIPRNet drop for every eight personnel assigned to the U.S. military element shall be installed to support NIPRNET and DSN access.

National Support Element personnel are not included in that calculation. The service includes providing circuits, network infrastructure and connectivity to approved end user equipment in a cyber cafe environment. Technical refresh of supporting network infrastructure shall be supported at prescribed/recommended intervals. Infrastructure to support Access to NIPRNET and DSN for locations with four or fewer personnel assigned to the US military element may be provided by an alternate means, e.g., commercial Internet Service Provider access with soft phones and virtual private network (VPN) clients installed on a standard desktop configuration. Infrastructure and network access topology is dependent on unit requirements and cost analysis. Dual NIPRNet LAN drops capable of being tied into the cyber café shall be provided from AA funds to support NIPRNET and DSN for locations with 15 or more billets supporting US SNR and SNCO. Finally, HQ USAFE-AFAFRICA will provide NIPRNet/DSN access to general/flag officers residing in government quarters. Note: SIPRNET is NOT considered by HQ USAFE-AFAFRICA to be an Admin Agent responsibility.

A3.3.4.1.3. HQ USAFE-AFAFRICA/A6, AFIMSC/Det 4, HQ AFIMSC, HQ AFSPC, or 92 IOS Det 1 may also provide support to military elements for non-administrative functions IAW HQ USAF PAD 14-04, Implementation of the Air Force Installation and Mission Support Center (AFIMSC), 25 FEB 15 and HQ USAF PAD 07-08, Change 4, Phase I of the Implementation of the SECAF direction to organize Air Force Cyberspace Forces, 1 OCT 09. Any support requirements determined to be above the aforementioned administrative level of support will be handled on a case-by-case basis by the capability owner (e.g. AFSPC/92 IOS Det 1 maintains Communications Security). Conflicts between the support responsibilities among the PADs is resolved in AFIMSC/IZS memorandum, AFSPC and AFIMSC Cyberspace and Communications Capability Owners, 3 Mar 16.

A3.3.4.1.4. Long-Haul Communications Requests: When Long Haul Communication services are required, refer to AFMAN 33-116, Attachment 2 for the Long Haul Communications Requirements Management Process. Additionally see AFMAN 33-1116 Chapter 4 for the DISA ordering process.

A3.3.4.2. Postal Services (HQ USAFE-AFAFRICA /A6OP, AFIMSC/Det 4).

A3.3.4.2.1. DSWs will provide postal support appropriate for the size of the U.S. military element and distance from an established Air Force Post Office (APO). U.S. military elements within a 15 minute drive, under normal conditions, of an established APO will receive service from that APO. U.S. military elements with a customer population under 200 and located over 15 minutes from an established APO will negotiate postal support with the nearest APO. Commanders of the military element have two support options to choose from:

A3.3.4.2.1.1. Postal Service Center. Customers drive to the established APO for service.

A3.3.4.2.1.2. Additional Duty Postal Clerk. The U.S. military element commander appoints an additional duty postal clerk(s) to provide postal services on site. The additional duty postal clerk will coordinate with HQ USAFE-AFAFRICA/A6OP for postal supplies and equipment acquisitions, and to

determine the most feasible postal finance services available. The supporting APO will coordinate mail movement with HQ USAFE-AFAFRICA/A6OP, and to conduct postal clerk training.

A3.3.4.2.2. For U.S. military elements with a customer population ranging between 200-500 and located over 15 minutes from an established APO, HQ USAFE-AFAFRICA/A6OP will advocate to assign one permanent party Administrative Specialist and establish postal services based on site capabilities. Additional permanent party Administrative Specialist may be established per 300-500 incremental increases in population. The decision to establish an APO is dependent upon availability of manpower and funding.

A3.3.4.2.3. Official Mail (AFIMSC/Det4).

A3.3.4.2.3.1. IAW AFI 33-301, Administration Responsibilities and Management, 15 Jul 2015, an installation Official Mail Manager (OMM) in grades E-6/GS-6 or higher must be appointed in writing with copies sent to the next higher command's OMM.

A3.3.4.2.3.2. OMMs must ensure Private Express Statues (PES) requirements are enforced.

A3.3.4.2.3.3. The OMM will receipt, distribute, and dispatch all official correspondence. OMMs will apply all postage, track expenditures, and report expenditures semi-annually.

A3.3.4.2.3.4. OMMs will use prepaid postage procured via leased meters, postage downloaded from a USPS licensed vendor site on the internet, or government purchase card. All purchases or funding must be funded/extracted from EEIC 44600 (journal voucher transfers for GPC purchases).

A3.3.4.2.3.5. OMMs will track tenant units' postage usage and report expenses quarterly to the resource advisor to enable reimbursement to the host unit.

A3.3.5. **Customs and Transportation (HQ USAFE-AFAFRICA/A4R).**

A3.3.5.1. Customs. The applicable country-specific multilateral stationing agreements afford protection from certain import duties and taxes to U.S. service members assigned to international military organizations and their family members. The assigned support activity will provide a customs agent liaison point of contact to assist with inbound/outbound household goods shipments, inbound/outbound POV shipments, inbound/outbound express goods shipments, and processing of value added tax exemption forms. This liaison responsibility may be accomplished by a full-time customs agent position (or staff) or by a collateral duty assignment, depending upon the size of the customer base and local cultural nuances.

A3.3.5.2. Ground Transportation. The DSW provides ground transportation (vehicle type, size and quantity) for operational support as outlined in the appropriate documentation. Non-operational support will be limited to specific administrative transportation requirements for NATO elements based on host laws and local operating environments, in relationship to the collective administrative support being provided.

A3.3.5.3. Travel (PCS and TDY). DSWs will provide passenger travel services as required at the same level/frequency as provided to AF members physically located at their installation.

A3.3.5.4. Personal property services. DSWs will provide personal property/customs services as required at the same level/frequency as provided to their own personnel.

A3.3.6. **Force Protection (HQ USAFE-AFAFRICA/A4S).**

A3.3.6.1. Force Protection. The required scope of support for the U.S. element, above whatever support may be provided by the host nation, is the protection of all military and civilian personnel, their family members, resources, facilities, and equipment against the threat of terrorist attacks. Required support includes the collection and dissemination of threat information, implementation and exercise of general awareness, arrangement for specialized training, and the proper maintenance and exercise of contingency plans in order to deter terrorist attacks. Force protection support and funding are based on the local force protection threat as assessed by the installation having tactical control (TACON) for force protection (FP) and as reported to the HQ USAFE-AFAFRICA force protection office.

A3.3.6.1.1. Levels of Support. Installations having TACON for FP will provide adequate building security improvements, communications and information dissemination capability, and senior officer protective services where required to mitigate the risk of death or injury as a result of terrorist attack (senior officer protective services may be coordinated through the supported unit and/or host nation agency). Installations with TACON for FP will conduct site specific force protection planning and review measures and requirements annually. The DSW's Anti-Terrorism (AT) plan will codify all force protection requirements.

A3.3.6.1.2. Local Force Protection Points of Contact. Each supported site shall have a designated collateral duty Force Protection Point of Contact (FP POC). The DSW, having TACON for FP, shall provide initial training and regular refresher training to the FP POC. Additionally, the DSW Antiterrorism Officer (ATO) will, review Force Protection Plans, and provide FP support as required for the site.

A3.3.7. **Housing Office and Furnishings Management Section (FMS) (AFIMSC Det 4/CEH).**

A3.3.7.1. Housing/FMS Support. The DSW shall assist members in obtaining adequate safe, secure, and reliable housing. Required services includes all administrative work and associated record keeping, housing referral, assistance in negotiating a lease, utility connections support, landlord-tenant mediation, temporary living quarters while awaiting housing, and supplemental furniture support while awaiting the arrival of personal household goods shipments and authorized tour duration furniture/appliances support. Note: Per DoD policy, housing support is normally not reimbursable between Services, provided the support is performed within the defined community parameters. For support services with NON Air-Force organizations outside the defined community parameters, cost reimbursement rates may be established via memorandum of understanding between provider and receiver of services.

A3.3.7.1.1. Housing Office Referral services. If there are options for private rental and there is a demand for fewer than 100 units, housing / FMS assistance will be provided through reach back to the DSW. However if funds can be secured, a Housing /FMS Specialist may be assigned at sites with onsite staffs. If there are options for private rental and there is a demand for 100 units or more, the Administrative Agent will provide a minimal housing office on-site.

A3.3.7.1.2. FMS Support. The DSW MSG will provide furniture/appliances assistance to the AA location/function through the Furnishings Management Sections (FMS) based on the Overseas Appliance and Loaner Furniture Program. The FMS support includes delivery and pick up services to and from tenants residence and is based on the overseas FMS allowances and determined by the location JFTR weight authorization. The DSW will account, maintain, service and repair FMS inventory as required or arrange and supervise applicable service and transport/move contracts. If the GSU is outside the normally serviced area of the DSW, the nearest military installation with a Housing / FMS office provides this support. When FMS support is not feasible due to extraordinary circumstances or would exceed economical efforts due to distance, subject FMS support may be limited or reduced.

A3.3.8. **Real Property (AFCEC/CFEE).** Real Property accountability and support will be IAW EUCOM Instruction 4101.01, Real Estate and Utilities and Real-Estate Operations. "Real property issues will be supported by the lead service and IAW applicable interservice agreements." Coordination with EUCOM and the lead service may need to be accomplished to temporarily assign "Lead Service (LS)" responsibilities to HQ USAFE-AFAFRICA for Air Force sites in countries where the AF is not the lead service.

A3.3.9. **Legal (HQ USAFE-AFAFRICA JA).**

A3.3.9.1. Legal Offices. Most of the larger NATO locations, for which HQ USAFE-AFAFRICA is the AA, have legal services provided by a co-located U.S. Air Force-staffed legal office. These locations include: Geilenkirchen, Germany, Ramstein, Germany, Stavanger, Norway, Ankara, Turkey, and Izmir, Turkey. Support to the other locations is in accordance with existing support memoranda and is provided on an as-required basis. All are located within relatively easy driving distance of installations with a U.S. Air Force-staffed legal office, with the exception of Istanbul, Turkey. The element in Istanbul, Turkey will be provided legal services through the U.S. Consulate.

A3.3.9.1.1. Legal Services. The legal offices advise the command, provide legal assistance and represent the government in courts-martial. The legal staff provides contact information for defense counsel services.

A3.3.9.1.2. Uniform Code of Military Justice (UCMJ) Authority. IAW 51-201, paragraph 2.4.3.4: "Commissioned officers and enlisted members assigned to the North Atlantic Treaty Organization and stationed in Europe are attached to the United States Air Forces Europe (USAFE) for disciplinary purposes."

A3.3.10. **Medical and Dental (HQ USAFE-AFAFRICA SG).**

A3.3.10.1. Organic medical staff. Based upon generally accepted healthcare staffing and facility requirement standards, none of the small NATO sites for which HQ USAFE-AFAFRICA serves as AA warrant the stationing of full time USAF physician/dental

staffs. In lieu of onsite medical professionals, the Office of the Secretary of Defense for Health Affairs has established a TRICARE Overseas Prime Remote program to provide medical care.

A3.3.10.2. TRICARE. TRICARE Area Office - EURASIA AFRICA (TAO-EA) in coordination with International SOS (I-SOS) and USAFE-AFAFRICA Hospitals/Clinics/GSU's have established access to local TRICARE providers for active duty personnel and family members. Continuous evaluation of services shall be conducted by I-SOS, TAO-EA, and USAFE-AFAFRICA Hospitals/Clinics/GSU's. According to the 2016 TRICARE Overseas Program Contract, the I-SOS Global TRICARE Service Center (GTSC) will coordinate care within the TRICARE network for active duty and their families at GSU sites without the needed on-site military medical support. The I-SOS GTSC is available 24hrs a day, 7 days a week and can be contacted directly for assistance via the contact information below:

A3.3.10.2.1. I-SOS / Global TRICARE Service Center (GTSC)

A3.3.10.2.2. Eurasia-Africa Region Call Center

A3.3.10.2.3. Email: **TRICAREOverseasGTSC@internationalsos.com**

A3.3.10.2.4. Commercial: +44-20-8762-8384

A3.3.10.2.5. Commercial: 1-877-678-1207 (Toll-Free from the U.S.)

A3.3.10.2.6. See   Website   for   additional   contacts: **https://www.tricare.mil/ContactUs/CallUs/TSC/EA**

A3.3.10.2.7. Facilitating aviation, re-enlistment and other physical examinations, screenings and immunizations as required to maintain medical readiness. For any military unique items that cannot be performed by the local non-military primary care provider, the DSW shall work with TAO-EA to establish other acceptable means at the best value to the government to meet the requirement. This may include shipping necessary supplies to a contract provider, arranging a periodic site visit, or patient travel to the nearest US MTF capable of providing the required support (see the HQ USAFE-AFAFRICA   SG   ICE   page   at **https://ice.usafe.af.mil/sites/SG/SGA/SGAR/Shared%20Documents/GSU%20Me dical%20Support%20Matrix.xlsx**.

A3.3.10.2.8. Arranging/monitoring access to medical and dental appointments.

A3.3.10.2.9. Providing health and dental benefit advice services and facilitating TRICARE enrollment, debt collection, and claims filing assistance.

Table A3.1. Admin Agent Medical support sites

Admin Agent Locations	Support Site	Support Information
Geilenkirchen, Germany	Geilenkirchen	Direct Care
Kalkar, Germany	Spangdahlem	I-SOS
Ramstein, Germany	Ramstein	Direct Care
Vilnius, Lithuania	Ramstein	I-SOS/Embassy
Uedem, Germany	Spangdahlem	I-SOS

Paris, France	Ramstein	I-SOS
Gloucester, United Kingdom	Lakenheath	I-SOS
Northwood, United Kingdom	Lakenheath	I-SOS
Portsmouth, United Kingdom	Lakenheath	I-SOS
Yeovilton, United Kingdom	Lakenheath	I-SOS
Stavanger, Norway	Lakenheath	Direct Care
Ankara, Turkey	Incirlik	I-SOS
Istanbul, Turkey	Incirlik	I-SOS
Izmir, Turkey	Incirlik	Direct Care
Budapest, Hungary	Aviano	I-SOS
Szekesfehervar, Hungary	Aviano	I-SOS
Sofia, Bulgaria	Aviano	I-SOS

A3.3.10.3. MEDEVAC. Contingencies are handled on a case-by-case basis. Upon medical certification of the patient movement requirement, patients will be transported to the nearest suitable medical facility to best meet their needs.

A3.3.11. **Finance, Budget, and Accounting (HQ USAFE-AFAFRICA/FM).**

A3.3.11.1. Budget and Accounting. DSW Financial Management Analysis (FMA) shops will provide functional and system support, as requested, to manage, collect, load, and commit US government appropriated funds. DSW FMA shops will also serve as a focal point to assist tenant reimbursements for services rendered.

A3.3.11.2. Banking/Personal Finance. U.S. personnel must be able to conduct personal financial business from U.S. checking and savings accounts, pay bills, and access local currency. DSW Financial Management functional experts will evaluate banking options that are available through the local economy. In most cases these options are adequate, and U.S. personnel will be encouraged to utilize the local banks. Military personnel finance issues are addressed along service component lines and will be provided through reach back by each Service component for installations with 100 or fewer of their respective component's military personnel. For installations with more than 100 military personnel from a Service component, a financial specialist from that Service component should be stationed at the installation.

A3.3.11.3. Electronic banking. Due to the remote location of sites, lack of existing U.S. infrastructure, and small numbers of U.S. military personnel, it is not practical or economically feasible to establish U.S. credit union or banking facilities. Additional factors include lack of facility space and potential complications with local banking laws. In general, most banking services will be accomplished electronically or through the U.S. Postal System, if registered mail service is available. Additionally, service members, family members, and DoD civilians may choose to open accounts with local banks.

A3.3.11.4. Currency. There is virtually no requirement for personnel to deal in dollars. The local currency needs of service members can be met by the host nation's local banking system or by ATM machines located on or near the base.

A3.3.12. **State Department Support (HQ USAFE-AFAFRICA/A8X).** Depending on the individual location and circumstances, it may be more advantageous for a HQ USAFE-AFAFRICA DSW to provide a service or services through the State Department (Embassy or

Consulate) rather than directly from the DSW. HQ USAFE-AFAFRICA/A8Z, in coordination with the DSW MSG, will determine the applicability/efficiency of the available services. There are two aspects to this support:

A3.3.12.1. National Security Decision Directive 38 (NSDD-38). NSDD-38 process is initiated through the State Department Web site. It is an application to change US government staffing at US Missions abroad. Basically, it places the individual(s) under the Chief of Mission (Ambassador) and affords them the equivalent services as a member of the Embassy staff (diplomatic plates, diplomatic passport, etc). **Note:** Per the State Department, NATO organizations are considered International organizations and therefore NOT eligible to be placed under the COM.

A3.3.12.2. International Cooperative Administrative Support Services (ICASS). The ICASS system is the principal means by which the U.S. Government provides and shares the cost of common administrative support at its diplomatic and consular posts overseas. ICASS is a break-even system; the charge to the customer agencies equals the cost of services.

A3.3.12.2.1. ICASS is a voluntary system. Agencies select from a list of cost centers (which are "bundles" of services) which services they would like to receive via the ICASS system. Agencies may obtain services from non-ICASS sources or self-provide services as long as there is no duplication of the ICASS platform. The HQ USAFE-AFAFRICA/A8Z will initiate a new request through the appropriate Embassy personnel.

A3.3.12.2.2. Two ICASS cost centers are mandatory for all agencies at post. The first, Basic Package Services, is a "bundle" of services that the ICASS platform provides for all agencies operating in a country. The other mandatory cost center is Community Liaison Office (CLO) Services which covers a range of services that include managing the post orientation program, organizing cultural and recreational programs, providing information on post education options, and advising on employment opportunities for family members.

A3.3.12.2.3. Paying for ICASS Services. Each year the ISC sends customer agencies three invoices. The HQ USAFE-AFAFRICA A8X will receive the invoices and workload counts. HQ USAFE-AFAFRICA A8Z is responsible for budgeting for ICASS requirements within funding provided by HQ USAFE-AFAFRICA/FMA.

A3.3.13. **Funded Environmental Morale Leave (FEML) (HQ USAFE-AFAFRICA/A1K).**

A3.3.13.1. The designated support wing (DSW) is responsible for processing the necessary documentation for charging leave, processing TDY orders, and funding the TDY.

A3.3.13.2. Per the JTR the approved Funded Environmental and Morale Leave (FEML) location for EUCOM is Baltimore, Maryland. The US Government pays for travel from authorized Permanent Duty Station (PDS) to Baltimore, Maryland. All expenses associated with travel from Baltimore, Maryland onward are the personal responsibility of the member and are not subject to reimbursement from the government.

A3.3.13.3. HQ USAFE-AFAFRICA/FM highlights the member must work with the DSW & unit commander to align with JTR 7000. Transportation as far as how the member is returned to Baltimore, MD (or alternate destination NTE cost of Government provided transportation to Baltimore, para JTR 7000 I.3.a.). A cost comparison should be provided to the Commander to explain why MILAIR would not be used.

A3.3.13.4. Transportation

A3.3.13.4.1. Traveler/Dependent. The traveler and dependent may travel together or independently.

A3.3.13.4.1.1. For the purposes of this instruction, the definition of dependent is the same as the definition listed in JTR, Appendix A.

A3.3.13.4.2. Restrictions. A traveler/dependent(s) taking a FEML trip:

A3.3.13.4.2.1. Must use military air transportation on a space available basis if reasonably available to the authorized/alternate destination, or

A3.3.13.4.2.2. May use commercial air transportation if military air transportation is not reasonably available, and

A3.3.13.4.2.3. May not use cruise or tour packages to/from the authorized destination.

A3.3.13.5. **Note:** A commander must determine "reasonable availability" after considering mission requirements, frequency and scheduling of flights, and other relevant circumstances (including those personal to the member) that affect scheduling FEML.

A3.3.14. **Safety (HQ USAFE-AFAFRICA/SE).**

A3.3.14.1. For those safety requirements that default to the USAF members' theater requirements, member should contact the nearest HQ USAFE-AFAFRICA wing for further guidance. This requirements may be unique to the NATO operating location; however, examples of support may include (not limed to; Supervisor Safety Training, Motorcycle safety training, mishap reporting and investigation). **Note:** NATO Base located in Geilenkirchen, Germany has a USAF Safety professional assigned. This individual is fully qualified and should provide the training necessary for USAF NATO personnel. Only when Safety requirements outside the scope of his/her resources, should the NATO member seek assistance from HQ USAFE-AFAFRICA safety organizations.

A3.3.14.2. Ground Safety. DSW Safety will ensure that local procedures for mishap reporting are developed and available to the supported unit, provide assistance during vehicle mishap investigations and assist with the safety program requirements outlined in AFI 91-202, The US Air Force Mishap Prevention Program.

A3.3.14.3. Weapons Safety. All explosives site plans will be maintained by the requesting/using organization, host wing and HQ USAFE-AFAFRICA/SEW. For all other SEW related issues, contact the nearest HQ USAFE-AFAFRICA wing or HQ USAFE-AFAFRICA/SEW.

A3.3.15. Information Protection (HQ USAFE-AFAFRICA/IP).

A3.3.15.1. HQ USAFE-AFAFRICA/IP is responsible for program policy, oversight, and execution of collective policies, processes, and risk management and mitigation actions to prevent compromise of national security information. Within HQ USAFE-AFAFRICA the IP programs include:

A3.3.15.1.1. Information Security: DSW IP offices will support the GSU organization's information security program; provide security oversight; and conduct risk assessments, SAVs, and program evaluations; oversee security incident management and damage assessments; and oversee SETA.

A3.3.15.1.2. Personnel Security: DSW IP offices will support the GSU organization's personnel security program; provide security oversight; and conduct risk assessments, SAVs, and program evaluations; ensure personnel security investigations and periodic re-investigations are conducted at prescribed intervals for Air Force personnel; oversee security incident inquiries and investigations; and oversee SETA.

A3.3.15.1.3. Industrial Security: DSW IP offices will support the GSU organization's industrial security program; provide security oversight; conduct risk assessments, staff assistance visits (SAVs), and program evaluations; oversee security incident management and damage assessments; and oversee SETA.

Attachment 4

HQ USAFE-AFAFRICA NATO SUPPORT RESPONSIBILITIES

A4.1. This attachment delineates the responsibilities in executing support to U.S. personnel assigned to NATO organizations. This includes those for which Commander, United States Air Forces Europe is assigned administrative agent responsibilities by DoD 7000.14-R, Volume 11A, Reimbursable Operations, Policy and Procedures as well as USAF personnel assigned to NATO billets where another service is assigned administrative agent responsibility. Responsibilities to provide support to US members assigned to NATO billets can be broken out into 3 basic areas.

A4.1.1. NATO provides the basic office support for the individuals to perform their job at a NATO facility (See Table 4.1). **Note:** Costs for Memorandum of Understanding and Centers of Excellence functions are based on participation.

A4.1.2. The Administrative Agent is responsible for BOS and other travel funding (Per Diem/Lodging) for all US personnel assigned to NATO billets for the specified function (See Tables 4.1 and 4.2). The AA can be from any of the 3 services.

A4.1.3. Service unique requirements (e.g. flight physicals, deployment training, deployment gear, etc.) are the responsibility of Service of the member (See Table 4.1). These responsibilities include funding for any associated travel requirements (e.g. promotion testing, pre-deployment training, etc…).

Table A4.1. General breakout of responsibilities for NATO support.

NATO	ADMIN AGENT	SERVICE SPECIFIC
Administrative Staff (secretarial, clerical)	Banking	Awards
Communications (phones, repair)	Chaplain	Casualty Notification
Furniture / Equipment	Child Care	Command & Control
General Services (supplies, equipment)	Communication	Deployment Preparation
Operations Staff (custodial, industrial)	Consumer Needs	Equip
Rent & Maintenance (office space, utilities)	Customs	Evaluations
Transportation	Education	Gov't Travel Card
Travel	Family Services	Leave (FEML) / Pass
Training	Force Protection	Legal
	Housing	NEO
	Legal	Physical Fitness
	Medical / Dental	Security Clearances
	MWR	Training (includes PME and proficiency training)
	Postal / Mail	Urinalysis
	Per Diem/Lodging	Student Travel
Financial Management Regulation (FMR), Volume 11A, Chapter 9		
NATO Section 0905-090512	Admin Agent Section 090303	Services Section 090304

A4.2. Essential administrative support:

A4.2.1. The level and type of support will be consistent with the highest possible level of support allowable under the DoD FMR while not violating the governing standards and directives of the administrative agent.

A4.2.2. The administrative agent must ensure support provided to U.S. military elements of an international organization is equal in scope and quality to all organizations that it supports at comparable locations. As the Administrative Agent (AA), this statement is taken to mean a comparable HQ USAFE-AFAFRICA unit at a similar location and a supported NATO function are compared to each other with respect to support levels and not to Installations that have greater support capabilities.

A4.2.3. In carrying out this support responsibility, the administrative agent shall obtain support from the most efficient and economical source while ensuring that no parallel support facility is established when the support may be performed economically by local sources. A potential source of some of the support could come from the US Embassy/Consulate through the International Cooperative Administrative Support Services (ICASS) system at a cost to HQ USAFE-AFAFRICA.

A4.2.3.1. Each HQ USAFE-AFAFRICA supported AA NATO function, with 5 or greater US billets assigned, will appoint a DTS Reviewing Official (RO) and Approving Official (AO) that takes care of all day-to-day functions (adding/removing personnel, approving authorizations/vouchers) for each site.

A4.2.4. Service Support Components. In addition, there may be a U.S. Army Support Element at some of HQ USAFE-AFAFRICA's AA locations. These elements, e.g. USANATO Bravo Co, Army Element, when present, are responsible for funding Service-specific equipment, travel and working Service pay issues. The Service Support Elements are not attached to the local NATO function and report through their own Service chains. All support provided by a Designated Support Wing (DSW) for Service Support elements will be on a reimbursable basis and outlined in an Inter-service Support Agreement between the Service Support Unit and the appropriate DSW unless their presence saves HQ USAFE-AFAFRICA billets/money.

A4.3. HQ USAFE-AFAFRICA NATO Program Element Codes (PECs)

A4.3.1. Management HQ – International (A1098F): Primary support provided to fund per diem costs for NATO directed TDYs for NATO Component headquarters HQ Allied Air Command (HQ AIRCOM), HQ Allied Maritime Command (HQ MARCOM) and HQ Allied Land Command (HQ LANDCOM). Also used to fund HQ USAFE-AFAFRICA standard or common levels of support such as supplies, and communications equipment. Also provides full TDY funding for IG and A10 participation in NATO TACEVALs.

A4.3.2. International Activities (A1004F): Used to fund per diem costs for NATO directed TDYs for the DoD FMR assigned functions (excluding the NATO Component Headquarters). Also used to fund HQ USAFE-AFAFRICA standard or common levels of support such as leases, Embassy contracted services (ICASS), and communications equipment. Note: The AA will have to fund ALL travel for US personnel in the NATO Force Integration Units.

A4.3.3. Service-wide Support (91212F): HQ USAFE-AFAFRICA expends monies in this PEC to fund HQ USAFE-AFAFRICA NATO Support Element operations at specific locations such as SHAPE or Stuttgart. In addition, it covers the costs for TDYs for USAF members to accomplish Service directed requirements such as: promotion testing, predeployment training, AF mandated functional training etc.. Funds are also used to cover utilities/leases and communications costs for the appropriate HQ USAFE-AFAFRICA support elements.

A4.3.4. Service support to NATO Airborne Early Warning and Control (AEW&C) Program (A1012F): Includes the manpower authorizations and associated costs specifically identified and measurable to the operating costs of the E-3A aircraft systems for the US proportional share of the NATO AEW&C program.

A4.3.5. Initial distribution of funds will be made to the respective AA supported units in October of each year. AA supported units will operate within their approved budget by determining their own priorities (to include Blackberries needed for US-specific communication requirements, not funded by the international budget). Supported NATO units will also identify emerging mission requirements following established FM corporate processes (e.g. financial plans, unfunded "drills, end-of-year closeout, etc…).

A4.4. HQ USAFE-AFAFRICA Deployment Training/Equipage Support for NATO Units. Deployment Training/Equipage of US members in NATO billets is a service responsibility. Therefore, HQ USAFE-AFAFRICA DSWs will process AF military personnel and Department of Air Force civilians assigned to NATO billets and provide the support necessary to prepare them in accordance with AFI (and HQ USAFE-AFAFRICASUP 10-403) 10-403, Deployment Planning and Execution and this instruction.

A4.4.1. NATO has developed a requirement for a portion of the NATO Command Structure functions to be deployable. In short, the NATO requirement is for a portion of the functions to deploy to anywhere in the world under any conditions in accordance with national regulations. This Concept consists of teams that are available at graduated levels of readiness. For example, each Joint Forces Command (JFC) is to be capable of deploying a scalable Joint Task Force Headquarters on "alert" within 48 hours, 5-15 days and 15-30 days.

A4.4.2. The HQ USAFE-AFAFRICA support plan to prepare USAF members is based on 2 different response timelines. Prep Level 1 is assigned to teams requiring deployment capability to meet the 48 hour to up to 15 Day notification requirement. Prep Level 2 is assigned to teams requiring deployment capability to meet a 15 to 30 Day notification requirement. Prep Level 2 will be treated as a "just in time" requirement (See Table 4.2.).

A4.4.2.1. All Prep Levels:

A4.4.2.1.1. An official No Fee passport valid for entire tour length is required for all personnel.

A4.4.2.1.2. HQ USAFE-AFAFRICA/A8Z will cover the required training TDYs associated with this concept as well as the uniform requirements ($1100/person). That funding will be passed to the AF Element through the supporting Designated Support Wing or 786 FSS: Det 1. All other associated equipment costs will be borne by the appropriate HQ USAFE-AFAFRICA functional area.

A4.4.2.1.3. After a deployment is initiated and a Supported Command identified, follow-on deployment training and individual equipment items will be determined by the supported commander.

A4.4.2.1.4. DSWs will maintain medical readiness requirements to ensure members are fit for worldwide duty.

A4.4.2.2. Prep Level 1:

A4.4.2.2.1. Upon conclusion of deployment training, USAF personnel will be issued with the appropriate Mobility Bags by their host MOB (as designated in AFI10-403 HQ USAFE-AFAFRICASUP I, Attachment 21). Members will maintain their A & B bags. C bags will be placed in storage by the host installation.

A4.4.2.2.2. Host installations will store weapons, ammunition and/or required CWDE items. If it is determined that a NATO facility is certified to meet USAF storage standards, items will be transported to the appropriate NATO facility for storage. Host installations will coordinate transportation of stored items for mission support, as needed, with the appropriate AFELM NATO OPR.

A4.4.2.2.3. Installation Deployment Officers (IDO) will ensure a 48-hour to 15 day timeline is incorporated into their deployment execution process to facilitate the movement of assigned NATO forces within their local Installation Deployment Plan (IDP). IDOs are responsible to ensure Wing Commanders are briefed annually on Prep Level 1 requirements.

A4.4.2.3. Prep Level 2:

A4.4.2.3.1. Upon deployment notification, USAF personnel will travel to the assigned MOB to complete deployment training. Members will receive their required mobility bags and depart with issued individual equipment with the exception of ammunition and weapons. Host installations will coordinate transportation of stored ammunition and weapons, as needed, with the appropriate AFELM NATO OPR.

A4.4.2.3.2. IDOs will incorporate a 15 to 30 day timeline for assigned NATO forces within their IDP. IDOs are responsible to ensure wing commanders are briefed annually on Prep Level 2 requirements.

A4.4.3. NATO Deployment Training Criteria:

A4.4.3.1. This is a compilation of the HQ USAFE-AFAFRICA proposed deployment training requirements broken out by Tier, their required frequencies, and governing Air Force Instructions (AFI). **Note:** As current USAF Deployment training is CENTCOM centric, all Afghanistan centric Tier 2 training was deleted. As some units (JFCs) are on a 12 month alert every other year, the frequency of Tier 2 training was changed to every 2 years prior to entering the alert cycle for the calendar year. Also, once completed, all Tier 2 training remains current for the duration of the alert cycle, (ie. If the training is accomplished in Nov it is good through Dec of the next year.) **No Tier 3 Combat Skills training is planned for either level.**

Table A4.2. List of Total Force Awareness Training (TFAT) for USAF

Mandatory for All (Prep Level 1&2). Provided locally via CBT.

Requirement	Training Frequency
DoD IAA CyberAwareness Challenge	every 12 Months
Force Protection	every 12 Months
Human Relations	every 12 Months
Security Administration (Formerly Information Protection)	every 12 Months
Suicide Prevention	every 12 Months
Sexual Assault Prevention and Response Annual Training	every 12 Months (Note 1)
The Free Exercise of Religion in the Air Force	every 24 Months
Note: SARCs, in coordination with Unit Training Managers (UTM), are responsible for ensuring their supported population of active duty, civilians and contractors receive annual training. For questions please contact SAPR Ops; DSN: 312-665-0284.	

Table A4.3. List of Expeditionary Skills (ES) Proficiency Training—Tier 2A

Requirement	Frequency
The following are the Tier 2A requirements for All Airmen assigned to NATO billets. Prep Level 1 Airmen will complete this training prior to assuming alert duties. Prep Level 2 Airmen will receive Tier 2 Training upon deployment notification.	
Self-Aid and Buddy Care CBT (must be completed prior to receiving SABC Hands-on training)	Prior to assuming alert
CBRN Defense Awareness Course	Prior to assuming alert
AF Counter-Improvised Explosive Device (C-IED) Awareness	Prior to assuming alert
Explosive Ordnance Reconnaissance (EOR) Course v2.0, Dec 2009	Prior to assuming alert
Air Force 2A Culture General Course	Prior to assuming alert
Professional and Unprofessional Relationships	Prior to assuming alert
Law of Armed Conflict (LOAC)	Prior to assuming alert
SABC Hands-on (must be completed within 60-days of SABC CBT completion)	Prior to assuming alert
Note: CBRN and Self-Aid and Buddy Care can be conducted locally by a trained USAF NATO person. **Note:** All Prep Level 1 Airmen must complete the Tier 2A requirements when assigned an AEFI of XX and every 2-year's thereafter in order to maintain currency.	

Table A4.4. List of Expeditionary Skills (ES) Proficiency Training—Tier 2B

Requirement	Frequency
The following are the Tier 2b requirements for All Airmen assigned to NATO billets. Prep Level 1 airmen will complete this training prior to assuming alert duties. Prep Level 2 Airman will receive Tier 2B Training upon deployment notification.	
Biometrics Awareness Course	Prior to assuming alert
AEF Pre-deployment Sexual Assault Prevention and Response Training	Prior to assuming alert

Equal Opportunity (EO) and Prevention of Sexual Harassment (POSH) Deployment Briefing	Prior to assuming alert
Collect & Report Information	Prior to assuming alert
Communication Engagement Training for Deploying Warfighters	Prior to assuming alert
Survival, Evasion, Resistance and Escape (SERE) 100.1 - Code of Conduct (Level A)	Prior to assuming alert
Basic Marksmanship - Small Arms	Prior to assuming alert
CBRN Defense Survivor Skills Course	Prior to assuming alert
Counter IED Fusion "Breaking the Cycle" Video	Prior to assuming alert
Note: All Prep Level 1 Airmen must complete the Tier 2B requirements when assigned to an AEFI of XX and every 2-years thereafter in order to maintain currency. **Note:** Although some training is only valid for 12 months, the intent is NOT to send the individual TDY every 12 months. Only the time prior to assuming the alert cycle. **Note:** Pre-deployment weapons training for on-call forces is only valid for 12 months. This would need to be accomplished immediately prior to 12 month on-call period to be valid for the on call duration.	

A4.4.4. Deployment-related expenses may qualify for contingency funding and should be appropriately coded for reimbursement. Units preparing orders for travel to the DSWs for deployment preparation should ensure proper contingency accounting. Any funding questions should be addressed with the base comptroller. Comprehensive accounting of all expenditures in support of these deployment-related requirements must be recorded. Any manpower impact from this support to personnel in NATO billets needs to be documented by the DSW manpower offices and offset from within existing DSW manpower funding as priorities dictate.