

**BY ORDER OF THE COMMANDER
UNITED STATES AIR FORCES
EUROPE—AIR FORCES AFRICA**

**UNITED STATES AIR FORCES IN
EUROPE—AIR FORCES AFRICA
INSTRUCTION 10-505**



8 MAY 2025

Operations

**SUPPORT TO U.S. PERSONNEL AT
NATO AND SPECIFIED
GEOGRAPHICALLY SEPARATED
UNITS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available for downloading or ordering on the on the e-Publishing website at www.e-Publishing.af.mil.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: HQ USAFE-AFAFRICA/A8BA

Certified by: HQ USAFE-
AFAFRICA/A8B
(Mr. John Parker)

Supersedes: USAFEI 10-505,
21 September 2016

Pages: 33

This instruction implements Air Force Policy Directive (AFPD) 10-5, *Basing*, and establishes procedures and responsibilities for support of U.S. personnel at North Atlantic Treaty Organization (NATO) entities in Europe and HQ USAFE-AFAFRICA (U-A) specified geographically separated units (GSUs) to ensure consistent support of assigned and attached personnel and family members. It describes command policy and processes to obtain available support, establishes responsibilities, and names Designated Support Wings (DSW) for U.S. military elements and Air Force elements located at NATO entities and for HQ U-A Specified GSUs. This instruction is applicable to all U-A organizations providing support to these types of GSUs. This publication does not apply to the Air National Guard, the Air Force Reserve Command or their units. This publication does apply to United States Space Force. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using DAF Form 847, *Recommendation for Change of Publication*, route DAF Forms 847 from field units through the appropriate functional chain of command. Maintain all records created as a result of processes prescribed in this publication in accordance with (IAW) Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and are disposed of IAW the Air Force Records Disposition Schedule located in Air Force Records Information Management System. Submit requests for waivers through the chain

of command to the publication OPR for non-tiered compliance items. This publication may not be supplemented or further implemented or extended. 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.

Chapter 1—PURPOSE	3
1.1. Purpose..	3
1.2. Support Categories.	3
1.3. Units Affected.....	3
Chapter 2—ROLES AND RESPONSIBILITIES	4
2.1. HQ U-A A5/8 shall:	4
2.2. HQ U-A A8B shall:.....	4
2.3. HQ U-A A5/8 Resource Advisor shall:.....	5
2.4. HQ U-A Directorates shall:.....	5
2.5. U-A DSW Commanders shall:	5
2.6. USSNR for NATO Units which the USAF provides Administrative Agent support shall: ..	6
Chapter 3—POLICY	7
3.1. NATO Support Program.....	7
3.2. Support to Specified Geographically Separated Units (GSUs).	7
Chapter 4—LEVELS OF SUPPORT AND PROCEDURES	9
4.1. NATO Support Program – Administrative Agent.	9
4.2. NATO Support Program–Service-Specific.....	14
4.3. Support to Specified GSUs.	17
Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION	18
Attachment 2—NATO U.S. PERSONNEL SUPPORT PROGRAM DESIGNATED SUPPORT WING (DSW) ALIGNMENT	23
Attachment 3—SPECIFIED GSU SUPPORT WING ALIGNMENT	29
Attachment 4—FUNDING INFORMATION AND NATO PROGRAM ELEMENT CODES	31

Chapter 1

PURPOSE

1.1 Purpose. The Commander, United States Air Forces in Europe (COMUSAFE) ensures all personnel and dependents assigned or attached to HQ U-A are adequately supported as they adapt to the changes and demands of military life at a sister-service or host-nation installation, remote site, or other isolated location within the U-A Area of Responsibility (AOR).

1.2. Support Categories. On behalf of COMUSAFE, this instruction directs support to three U-A-specific categories:

1.2.1. U.S. military elements at NATO entities assigned to USAF as the Administrative Agent in the U-A AOR.

1.2.2. Airmen/Guardians assigned to Air Force Elements (AFELM) at NATO entities in Europe.

1.2.3. Specified GSUs which require support from U-A Wings and are manned by U-A-assigned personnel, and assigned directly to HQ U-A. Others are special-purpose, non-standard units directly performing COMUSAFE missions. See paragraph [3.2](#) for specifics regarding non-NATO aligned Airmen/Guardians.

1.3. Units Affected. This instruction does not apply to traditional U-A subordinate units or other organizations which are tenants on U-A installations or require U-A Wing support. Refer to support agreement instructions and guidance for traditional support relationships. The Specified GSUs and DSWs listed in this instruction (see [Attachment 2](#) and [Attachment 3](#)) are the complete list of support relationships directed by this instruction.

Chapter 2

ROLES AND RESPONSIBILITIES

2.1. HQ U-A A5/8 shall:

2.1.1. Establish and maintain a U-A NATO Support Program function within Bases and Forces Division (HQ U-A A8B).

2.1.2. Provide strategic guidance and oversight to the execution of U-A Administrative Agent duties and for support to Airmen/Guardians assigned to NATO units within the U-A AOR.

2.1.3. Approve DSW support nominations.

2.2. HQ U-A A8B shall:

2.2.1. Serve as the OPR for this instruction.

2.2.2. Nominate to the Director A5/8 a DSW to support newly established NATO entities and/or locations within Europe where the USAF is assigned Administrative Agent support responsibility IAW DOD 7000.14-R, *Department of Defense Financial Management Regulation*, Volume 11A, Chapter 9, *Support of International Military Activities*, or has NATO-assigned Airmen/Guardians (see [Attachment 2](#)).

2.2.3. Develop and maintain Points of Contact (POCs) within each DSW to provide guidance and advice on U-A Administrative Agent support and NATO-assigned Airmen/Guardians support.

2.2.4. Act as U-A Administrative Agent POC to represent the Command when interacting with other services on Administrative Agent issues.

2.2.5. Represent HQ U-A to HQ United States European Command (USEUCOM) for Administrative Agent nominations to support new NATO locations with U.S. personnel assigned, and coordinate/attend Administrative Agent meetings.

2.2.6. Provide NATO Administrative Agent briefings to key DSW leaders upon change of commands, significant change in requirements, or upon request.

2.2.7. Act as the Program Element Manager for U-A NATO Programs Centrally Managed Program (CMP), IAW HQ U-A fiscal guidance. The program manager is responsible for managing Program Element Codes (PEC) International Activities (A1004F), PEC Management HQ – International (A1098F), and PEC Service-wide Support (91212F). Management responsibilities include programming, planning, and advocating for future-year funding.

2.2.8. Validate all NATO Support Program requirements submitted by DSWs via annual execution plans and unfunded requirements from HQ U-A FM.

2.2.9. Serve as the HQ U-A A5/8 focal point for all NATO Support Program matters to include funds planning, allocation, execution monitoring, and reallocation actions within U-A as the NATO Support Centrally Managed Program (CMP), IAW HQ U-A fiscal guidance.

2.2.10. Serve as the International Cooperative Administrative Support Services (ICASS) coordinator. The purpose of ICASS is to provide, on a reimbursable basis, needed administrative services to US Government offices located overseas. The administrative support services are provided by Department of State (DoS) ICASS personnel at overseas

U.S. embassies, consulates, etc. When a DSW determines it is unable to provide support to NATO assigned personnel at a location for which they are responsible, the DSW will coordinate with U-A A8B to determine the feasibility of entering an ICASS agreement with the DoS. U-A A8B will coordinate with U.S. Embassies for assistance and support to NATO organizations for which U-A is Administrative Agent to meet validated requirements, receive ICASS invoices and coordinate payment with HQ U-A A5/8 RA.

2.2.11. Assist with interservice or Host Nation GSU support issues.

2.2.12. Coordinate for functional subject matter expert support from HQ U-A directorates and support agencies, as required.

2.2.13. Maintain and monitor a common point of interface to facilitate communication in a forward-located, operational command via an organizational e-mail: USAFEA589.A8B.NATOSupportPrgm@us.af.mil.

2.2.14. Establish a program to ensure immediate information can be passed to U.S. Senior National Representatives (USSNRs) and to provide standard operating procedures for recurring activities or requirements.

2.3. HQ U-A A5/8 Resource Advisor shall:

2.3.1. Provide access to Status of Funds Reports to HQ U-A A8B to facilitate a proactive approach to NATO Support Program over/under execution throughout the Fiscal Year (FY).

2.3.2. Coordinate with HQ U-A A8B and HQ U-A FM to maintain Responsibility Center Cost Centers (RCCCs).

2.3.3. Provide support to HQ U-A A8B with executing funding, submitting execution plans, and submitting unfunded requests. This may include payments to other government agencies, both U.S. and Host Nation, as well as to Supreme Headquarters Allied Powers Europe (SHAPE) and NATO.

2.4. HQ U-A Directorates shall:

2.4.1. Assist HQ U-A A8B with interservice or Host Nation support issues as necessary.

2.4.2. Provide functional guidance to HQ U-A A8B when requested.

2.4.3. (HQ U-A IG and HQ U-A A10N) Follow guidance outlined for NATO Unit USSNRs in execution of their NATO mission activities.

2.5. U-A DSW Commanders shall:

2.5.1. Align all Airmen/Guardians in NATO assignments to AFELMs at NATO entities under their responsibility to a squadron within their Wing.

2.5.1.1. Squadron Commanders shall have administrative and legal oversight (e.g., leave requests, re-enlistments, and pay adjustments), unless a suitable G-series commander is duly appointed within the AFELM of the NATO command structure.

2.5.1.2. Squadron First Sergeants shall coordinate assistance in support of the Airmen/Guardians assigned to AFELM at NATO entities (e.g., Emergency Leave and American Red Cross notifications).

2.5.2. Appoint a POC in writing to execute Administrative Agent responsibilities to support

Airmen/Guardians assigned to AFELMs and U.S. service members in U.S. Military Elements at NATO-entities listed in the DSW table in Attachment 2. Provide a copy of the appointment letter to HQ U-A A8B via the e-mail Org Box.

2.5.3. Appoint a POC in writing responsible for coordinating Resource Advisor support for financial management to include (but not limited to) budgeting, funds control, Government Purchase Card implementation, and Defense Travel System (DTS) transactions to meet Administrative Agent responsibilities as outlined in paragraph 2.5.2. Provide a copy of the appointment letter to the HQ U-A A8B e-mail Org Box. DSWs are authorized to validate and execute funds requests originating from NATO elements under their responsibility without additional coordination with HQ U-A. If a DSW anticipates a funding shortfall, submit additional funds requests to U-A A8B a minimum of 14 duty days prior to funds obligation.

2.5.4. Establish and monitor, in coordination with USSNRs, annual budgets used by NATO-assigned U.S. service members for which the USAF is designated as the Administrative Agent.

2.5.4.1. Ensure USSNR at each NATO organization is aware of their responsibilities and limitations within their allotted Administrative Agent budget and interaction with the assigned DSW.

2.5.4.2. Establish and monitor, in coordination with the senior Air Force officer of AFELMs at a NATO location, annual budgets for Airmen/Guardians training and education, personnel and family support, and personnel readiness, to include associated communications/IT services and equipment and travel costs.

2.5.5. Provide Government Travel Credit Card Agency Program Coordinator (APC) services for Airmen/Guardians attached or assigned to their Wing for support.

2.5.6. In accordance with DAFI 51-201, *Administration of Military Justice*, exercise Uniform Code of Military Justice (UCMJ) special and summary court-martial convening authority, and Article 15, administrative, and other actions requiring command authority over USAF members assigned to NATO and stationed in Europe. This authority can be delegated, as permitted by applicable guidance.

2.6. USSNR for NATO Units which the USAF provides Administrative Agent support shall:

2.6.1. Assign a representative to be the primary POC with their DSW for all budget issues, both current and future fiscal years.

2.6.2. Assign a representative to be the primary U.S. POC with their DSW for all Administrative Agent support and Defense Travel System issues.

2.6.3. Plan, budget, and coordinate specific equipment requirements (e.g., communications/IT services and equipment) with DSWs.

Chapter 3

POLICY

3.1. NATO Support Program.

3.1.1. Administrative Agent.

3.1.1.1. DoD 7000.14-R, Vol 11A, Chapter 9, assigns which U.S. Service will provide administrative support to U.S. personnel assigned to NATO functions in Europe and North America. U-A is the USAF component providing support at assigned locations in Europe.

3.1.1.2. Without written approval from HQ U-A A8B, U-A units shall not provide Administrative Agent-type support to Airmen assigned to NATO who are receiving Administrative Agent support from another Service.

3.1.1.3. As financial and Host Nation constraints permit, Administrative Agent support will comply with USAF standards. HQ U-A A8B will validate new or changed support requirements for U.S. service members assigned to NATO units for which U-A is the Administrative Agent.

3.1.1.4. USSNRs shall contact HQ U-A A8B if level of support concerns or disagreements cannot be resolved with their assigned DSW.

3.1.1.5. Service components shall have the authority to provide U.S. service members additional quality of life support items or services over and above those mandated to be provided through assigned Administrative Agent.

3.1.2 Service-Specific.

3.1.2.1. Service-specific support shall be provided by the U.S. service member's parent Service. Airmen and Guardians are assigned to a DSW list ([Attachment 2](#)) to accomplish USAF Airman/Guardian-specific requirements. Coordination for travel and support shall be initiated by the supported Airman's/Guardian's DSW.

3.1.2.2. U-A DSWs shall make every effort to ensure support provided to Airmen/Guardians in NATO billets is equivalent to what would be provided to U-A Airmen at similar-sized locations. HQ U-A A8B shall assist with requirements oversight and resourcing when necessary.

3.1.2.3. Airmen/Guardians shall resolve level of support issues with the assigned DSW and may elevate unresolved issues to HQ U-A A8B.

3.2. Support to Specified Geographically Separated Units (GSUs).

3.2.1. U-A GSUs. These are units manned by personnel assigned to U-A, either a U-A Wing or a component of HQ U-A. For GSUs assigned to U-A Wings, the parent wing shall be responsible for ensuring the unit has the required resources (either provided by the parent wing or via support agreement with another U-A Wing, non-U-A entity or Host Nation) to meet their mission requirements. For units which are HQ U-A components, HQ U-A A8B shall be their proponent when requesting support from U-A Wings. A current Specified GSU listing can be found in [Attachment 3](#). The tables in Attachment 3 capture the alignment existing at the time of publication. If the alignment changes, U-A A8B is the authorized

agency for clerical adjustments to the tables, clarification of adjustments, interim changes to this instruction, and submission of these tables with updated information.

3.2.2. Expeditionary GSUs. These are units which are temporary in nature and where HQ U-A has been operationally tasked to support and are assigned to a supporting HQ U-A organization. The designated HQ U-A supporting unit will follow this instruction to provide the support needed/requested to the best extent possible. If the supporting U-A unit is unable to meet a requirement, the supported organization should submit a request for support to the headquarters from which their operational orders originated.

3.2.3. Support Agreement units/organizations. All other units and organizations (DoD or other) located in the U-A AOR which require support from a U-A entity shall coordinate a Support Agreement (SA) IAW DoDI 4000.19, *Support Agreements*, and AFI 25-201, *Intra-Service, Intra-Agency, and Inter-Agency Support Agreements Procedures*. Any coordinated support shall be provided on a non-interference basis without detracting from the supporting HQ U-A unit's assigned mission.

Chapter 4

LEVELS OF SUPPORT AND PROCEDURES

4.1. NATO Support Program – Administrative Agent. This section addresses the desired outcomes for NATO-assigned U.S. personnel (regardless of service affiliation) assigned to locations where the USAF is designated Administrative Agent responsibilities by DoD 7000.14-R, Vol 11A. It provides a framework for existing support organizations and lays the foundation for newly established organizations, which may require ground-up establishment of U.S. support infrastructure.

4.1.1. Support Requirement. As used in the context of this instruction, refers to the general target for each functional support area as identified in European Command Instruction 5000.01B, *USEUCOM Administrative Agent Support Program*. The categories cover the spectrum of administrative support to provide the best quality of life for U.S. service members assigned to NATO organizations. Some elements of this support are not controlled by HQ U-A (e.g., DoD Health Care system or DoD Education Activity (DoDEA)); and HQ U-A can only ensure external support agencies are aware of new or growing requirements.

4.1.2. Levels of Support. The objective goal is to provide or arrange for a level of support to NATO-assigned service members which is commensurate with support provided to HQ U-A Airmen/Guardians assigned to similar sized locations. While standard support requirements do not vary by geographic location, the level and scope of support provided will vary considerably. Factors influencing the level of support include proximity to existing U.S. and Partner Nation support infrastructure, availability of services on the local economy or from other U.S. Government Agencies, size of supported population, accompanied versus unaccompanied tours, and so on.

4.1.3. Site-Specific Knowledge. NATO-assigned U.S. personnel generally do not have ready access to U.S. main operating bases (MOBs). It is critical that U.S. elements assigned to NATO organizations establish and maintain a method of collecting, retaining, and relaying local operating procedures and information by establishing a continuity book or similar knowledge management tool.

4.1.4. Administrative Agent Support Responsibilities.

4.1.4.1. Banking/Military Finance. U.S. personnel require the ability to conduct personal financial transactions and access local currency. Banking laws and practices vary greatly among Host Nations. The local continuity program should address local financial processes and requirements. NATO-assigned U.S. personnel shall not expect on-site physical access to a U.S. financial institution. U.S. personnel shall discuss with their financial institution options for accessing funds prior to arrival at their duty location. Subject to Host Nation laws, service members should consider opening accounts with local banks. Military pay issues (pay administration/disbursing) are a service specific responsibility.

4.1.4.2. Chaplain/Religious Programs. DSWs facilitate access to chaplain support for religious accommodation, spiritual fitness, and leadership advisement. DSW chaplains shall consider NATO Administrative Agent assigned locations during the development of their annual ministry plans.

4.1.4.3. Child Care and Youth Programs. Access to US-sponsored child and youth programs at NATO locations does not generally exist due to the small population. U.S. elements should address child and youth program best-practices in their local continuity program to include differences between Host Nation laws/standards versus those found in the US (DoDI 6060.2. *Child Development Programs (CDPs)*).

4.1.4.4. Communications and Computers.

4.1.4.4.1. Non-Secure Internet Protocol Router (NIPR). At NATO locations, with a U.S. presence, the DSW shall provide one NIPR-connected computer per every eight U.S. service members. The NIPR-connected computer shall provide access to official military websites. Locations with fewer than eight U.S. service members shall be provided with Common Access Card readers for use with personally procured equipment and internet connections. DSWs shall determine the most efficient means of providing NIPR connectivity. DSWs shall include initial and recurring costs associated with providing commercial connectivity and periodic technical refresh costs in their annual program execution plan requirements submissions. Requirements submitted via the execution plan shall be validated by HQ U-A A8B.

4.1.4.4.2. Secret Internet Protocol Router Network (SIPR). SIPR is a Service mission requirement and not a support requirement for U.S. service members in NATO billets. If a Service or USAF organization has a mission requirement for SIPR at a U-A Administrative Agent location, the security, installation, and maintenance remain the responsibility of the requirement owner.

4.1.4.4.3. Government-provided Personal Communication Devices and Services. Communications equipment and services to meet NATO mission requirements shall be met through the NATO communication support services. If U.S. service members establish a non-NATO communications requirement for U-A Administrative Agent provided devices or services, the requirement must be reviewed and validated by HQ U-A A8B in first quarter of each fiscal year.

4.1.4.4.4. Communications support to non-NATO assigned U.S. service members. Support to non-NATO assigned personnel shall be via a SA (if reimbursable) or via an MOA between the U.S. service members owning Service component and the DSW.

4.1.4.5. Customs and Status of Forces. NATO-assigned U.S. service members may be under unique Status of Forces Agreements (SOFAs) which differ from those of U.S. service members assigned to other overseas installations, those TDY/PCS on U.S. mission orders, or those assigned to a U.S. Embassy. Customs privileges and limitations can also vary greatly from nation to nation. The supporting DSW Staff Judge Advocate (SJA) will assist NATO-assigned U.S. service member on site-specific SOFA issues.

4.1.4.6. Family Member Education. DoDEA Europe provides education support and establishes the type and level of support available for each location (<http://dodea.edu/nonDoD/index.cfm>).

4.1.4.7. NATO Essential Qualification Training. IAW ECI 5000.01 paragraph 5.d.9, Administrative Agents are responsible for funding transportation and per diem expenses associated with service members meeting essential training requirements, as listed in their NATO job description. Additionally, DoD FMR 7000.14-R, Vol 11A, Chapter 9 assigns

Administrative Agents the responsibility to budget for and pay tuition expenses associated with essential training requirements.

4.1.4.7.1. Transportation and per diem. Service members shall contact their Administrative Agent support organization to coordinate travel and per diem requirements for upcoming training no later than 30 calendar days prior to course start date or follow Administrative Agent support organization established policy.

4.1.4.7.2. Tuition payment. Service members, for whom the USAF is Administrative Agent, shall submit the following to HQ U-A A8B no later than 21 calendar days prior to course start date:

4.1.4.7.2.1. Completed SF-182, Authorization, Agreement,

and Certification of Training. The SF-182 shall include approval signatures from both the immediate and second-line supervisor or an O-6 in their chain-of-command.

4.1.4.7.2.2. Student confirmation message and invoice. This is provided to the student six weeks prior to course start. It shall include the student number and the required tuition payment amount. The student shall NOT pay the tuition. HQ U-A A8B shall pay the tuition directly to the school.

4.1.4.7.2.3. NATO Job Description. The requested course must be listed in the job (position) description's essential qualifications paragraph (most often paragraph 5.b.) to request administrative agent payment. Mandatory prerequisite courses for essential courses are also authorized for this purpose.

4.1.4.7.2.4. Late Payment Requests. Tuition payment requests submitted within 10 business days of the course start date shall include a memorandum from an O-6 in the chain-of-command explaining the late submission. This "late letter" is required to facilitate processing the SF-182 through education services. Note: HQ U-A A8B cannot guarantee tuition payment for requests submitted less than 10 business days prior to course start date.

4.1.4.8. Military and Family Services. Military and Family Readiness services (including financial, relocation, spouse employment, parenting, transition, and family counseling) shall be provided through an "as needed/requested" basis by the DSW. (DoDI 1342.22, *Military Family Readiness*).

4.1.4.9. Force Protection (FP).

4.1.4.9.1. Per EUCOM guidance, COMUSAFE exercises tactical control for FP of their Services' personnel throughout the USEUCOM AOR including Service personnel assigned to NATO billets. COMUSAFE has the authority to mandate protective measures up to removal of U.S. service members and/or dependents. COMUSAFE and commanders in the TACON for FP chain-of-command, have the authority to direct FPCON levels and associated FPCON measures in anticipation of or in response to threats or attacks from terrorists or other adversaries that jeopardize DoD elements, personnel, resources, and interests. If issues arise where CDRUSEUCOM or COMUSAFE FP requirements come into conflict with the NATO element's requirements, every effort will be made to resolve the problem locally. If

unsuccessful, the senior U.S. commander should raise the issue through the U.S. chain-of-command within NATO or Component Command for resolution.

4.1.4.9.2. Levels of Support. DSWs shall be responsible for FP at their assigned Administrative Agent locations and shall monitor and provide security recommendations as needed for their U-A GSUs.

4.1.4.9.3. Local FP POCs. Each USSNR shall designate a FP point of contact (POC). The DSW having FP responsibility shall provide initial and refresher training to the FP POC. Additionally, the DSW Antiterrorism Officer shall review FP Plans and shall provide support per applicable guidance.

4.1.4.10. Housing. Few locations have or can offer U.S. government-provided housing. Due to the unique nature of each location, U.S. elements shall work with the DSW to address the local housing process IAW AFI 32-6000, *Housing Management*.

4.1.4.10.1. Housing/Furnishings Management Section (FMS) Support: The DSW shall assist members in obtaining adequate, safe, secure, and reliable housing. Required services includes all administrative work, housing referral, assistance in lease negotiation, utility connections support, landlord-tenant mediation, and temporary living quarters while seeking housing. Additionally, the DSW shall provide loaner furniture support while awaiting arrival of personal household goods shipments and tour duration furniture/appliances support. Housing support is normally not reimbursable between Services, provided the support is performed within the defined market area/community parameters. For support services with non-USAF organizations outside the defined community parameters, cost reimbursement rates may be established via a support agreement between supplier and receiver of services.

4.1.4.10.2. Housing Office Referral services: If housing is provided through private rentals in the community and there is a demand of 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 to provide on-site support. If there is a demand of 100 units or more for housing through private rentals in the community, the Administrative Agent shall provide a minimal housing office on-site.

4.1.4.10.3. FMS Support: The DSW shall provide furniture/appliances assistance to the Administrative Agent location/function through the FMS IAW AFI 32-6000, paragraph 9.14, "OCONUS Furnishings Support". The FMS support shall include delivery and pick-up services to and from tenant's residence and is based on the overseas FMS allowances and determined by the location's Joint Travel Regulation (JTR) weight authorization. The DSW shall account, maintain, service and repair FMS inventory as required or arrange and monitor applicable service and transport/move contracts. If the GSU is outside the usual, defined service 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.

4.1.4.11. Legal Support. The DSW SJA shall provide legal services not retained by Service Specific legal authorities (e.g., UCMJ non-judicial punishment and court-

martial). The DSW shall be responsible for determining how to effectively provide typical legal services such as wills, powers of attorney, notary services and advice for local area legal issues IAW AFI 51-304, *Legal Assistance, Notary, Preventive Law, and Tax Programs*.

4.1.4.12. Medical and Dental Care.

4.1.4.12.1. The Administrative Agent shall be responsible for ensuring locations not within U.S. military medical treatment facility servicing areas are identified to the TRICARE Overseas Program Coordinator and assessed for access to emergency medical and dental care.

4.1.4.12.2. The TRICARE Overseas Program is the DoD health care program for Active-Duty service members, family members, and other eligible beneficiaries in geographical areas and waters outside of the U.S. (<http://www.tricare-overseas.com/>). TRICARE will provide local care options and payment procedures. Non-emergency medical and dental care, to include travel for referrals are the U.S. Service members component responsibility to determine the best course of action.

4.1.4.12.3. DSW shall coordinate with the Medical Treatment Facility (MTF) for the execution of force health protection activities on GSUs and NATO sites (as applicable), to include but are not limited to food and water surveillance, occupational and environmental health assessments, and longitudinal exposure records. So long as Force Health Protection (FHP) activities do not conflict with provisions outlined in international agreements, country specific final governing standards, COCOM policies (ref: DAFMAN 48-146, *Occupational Health Program Management*, DAFI48-144, *Drinking Water Surveillance Program*, DAFI 48-116, *Food Protection Program*, AFMAN 10-246, *Food and Water Protection Program*, DoDD 5530.3, *International Agreements*, AFMAN 48-148, *Ionizing Radiation Protection*). Support may include on-site visits, virtual support, and potential utilization of Host Nation data (as applicable), based upon requirements outlined in overarching DoD or DAFI guidance.

4.1.4.12.4. DSW shall coordinate with the MTF to ensure GSU support for Force Health Protection Prescription Products (FHPPP). FHPPP (i.e., medical countermeasures) is required based upon threat assessment made by USAFE/A4CX. If there is a requirement, the DSW must work with MTF to ensure all population at risk is supported.

4.1.4.13. Morale, Welfare, and Recreation (MWR). Each location is unique, and it is incumbent upon the assigned U.S. service members to illustrate opportunities for expanding MWR options to the assigned DSW. DSW's MWR options are available to all U.S. service members at their Administrative Agent locations, but all costs are incurred by the service member. Host Nations for NATO units are expected to include access to their MWR options to all NATO assigned service members. (AFMAN 34-201, *Use of Nonappropriated Funds*, and AFI 65-106, *Appropriated Fund Support of Morale, Welfare, and Recreation (MWR)*, and other *Nonappropriated Fund Instrumentalities (NAFIS)*).

4.1.4.14. Postal/Mail Services. U.S. Postal Services is an essential support component,

and the Administrative Agent is responsible for ensuring access by service members. Due to the small unit sizes involved, postal service may not be via traditional U.S. installation post offices but may be negotiated with Department of State support system or via the closest available U.S. installation.

4.1.4.15. Per Diem/Lodging. NATO mission travel transportation is funded from NATO centralized fund sources for most units. NATO Force Integration Units (NFIUs) are examples of where the NATO mission travel is funded by Administrative Agents.

4.1.4.15.1. DSWs shall identify a DTS POC for their assigned NATO unit. Those POCs shall have the ability to gain personnel, load funds for the U.S. service member use on NATO mission travel and approve DTS requests for NATO mission travel.

4.1.4.15.2. U.S. service members shall use DTS to plan and execute their NATO mission travel for per diem and lodging only. **Note:** NFIU DTS requests will include travel component. U.S. service members shall provide their Government Travel Charge Card (GTCC) information to the supporting DSW or their designated representative during in-processing to be added to the correct line of accounting.

4.1.4.15.3. The DSW shall provide annual travel budgets to each USSNR NLT 30 September of each calendar year (prior to the beginning of the FY). Budget decisions (increase/decrease/incremental funding) are determined by the DSW. DSWs shall negotiate travel budgets directly with the USSNR for each NATO entity.

4.2. NATO Support Program–Service-Specific. This section addresses the responsibilities in executing DAF-unique requirements for Airmen/Guardians assigned to NATO organizations in the USEUCOM AOR regardless of which service is assigned Administrative Agent responsibilities. DAF-unique requirements include events such as flight physicals, deployment training and equipment, promotion testing. These responsibilities include funding any associated travel.

4.2.1. Annual Administrative Requirements and Travel Considerations.

4.2.1.1. It is expected each NATO-assigned Airman/Guardian will travel to their DSW to accomplish annual administrative requirements such as required in-person annual training, specialty testing, medical and dental examinations, and other administrative tasks. Individuals are responsible for monitoring and meeting their own due dates and requirements.

4.2.1.2. DSWs are responsible for establishing procedures to meet the administrative travel requirements discussed in paragraph 4.2.1.1. DSWs shall project and include anticipated travel and per diem requirements and include these in their respective annual execution plan submissions.

4.2.2. Airmen/Guardians Service-specific support responsibilities.

4.2.2.1. Casualty Notification.

4.2.2.1.1. Guidance. DAFI 36-3002, *Casualty Services*, and DAFI 34-160, *Mortuary Affairs Program*.

4.2.2.1.2. Execution. Notification will be via the information on the Airman's DD Form 93, *virtual Record of Emergency Data (vRED)*.

4.2.2.2. Command and Control.

4.2.2.2.1. Guidance. DAFI51-201 and AFPD 51-5, *Administrative Law, Gifts, and Command Relationships*.

4.2.2.2.2. Execution. Per AFPD 51-5, “Air Force members assigned to the North Atlantic Treaty Organization and stationed in Europe are attached to United States Air Forces in Europe for general, special, and summary court-martial convening authority; actions under Article 15, UCMJ; administrative actions; and other actions requiring command authority.” The Airman’s chain of command flows from COMUSAFE, through the Commander, Third Air Force (3 AF/CC), to the assigned DSW Commander. U-A DSW Commanders have several options for exercising this authority and will coordinate with their respective Wing JAG to ensure proper guidance is established, including the establishment of G-series Orders for USAF Elements and Units aligned under NATO.

4.2.2.3. Deployment Preparation.

4.2.2.3.1. Guidance. AFI 10-403, *Deployment Planning and Execution*.

4.2.2.3.2. Execution. The DSW shall inform HQ U-AA8B immediately upon notification of a pending deployment (NATO or US-only). DSWs shall be responsible for providing additional personnel deployment equipment and pre-deployment training. DSWs shall promptly notify HQ U-A A8B of any equipment and/or training shortfalls for which they require assistance in meeting. Service members shall immediately notify their supporting DSW Installation Deployment Officer, when receiving a deployment tasking outside of Air Force deployment notification channels, and require special deployment requirements (e.g., weapons).

4.2.2.4. Permanent Change of Station (PCS) Preparation.

4.2.2.4.1. Guidance. DAFPD 36-21, *Utilization and Classification of Military Personnel*, and DAFMAN 36-2102, *Base Level Relocation Procedures*.

4.2.2.4.2. Execution. Upon assignment notification, Airmen/Guardians will receive PCS Orders. The PCS notification will include a listing of Personnel Processing Codes (PPCs) which outline mandatory training requirements prior to PCS. Due to the limited training opportunities at DSWs, Airmen/Guardians shall initiate training coordination immediately upon assignment notification.

4.2.2.5. Personal Equipment.

4.2.2.5.1. Guidance. AFMAN 23-123, Volume 3, *Air Force Equipment Management*.

4.2.2.5.2. Execution. If Airmen/Guardians encounter personal equipment requirements beyond what is provided by their NATO unit, the Airmen/Guardians shall coordinate issue/purchase through their supporting DSW. DSWs shall coordinate funding shortfalls with HQ U-A A8B.

4.2.2.6. Evaluations.

4.2.2.6.1. Guidance. AFI 36-2406, *Officer and Enlisted Evaluations Systems*.

4.2.2.6.2. Execution. Airmen/Guardians personnel accounting system (PAS) codes

shall be aligned to their DSW, which shall provide servicing FSS support.

4.2.2.7. Government Travel Charge Card (GTCC).

4.2.2.7.1. Guidance. DoDI 5154.31, Volume 4, *Commercial Travel Management: DoD Government Travel Charge Card (GTCC) Program*.

4.2.2.7.2. Execution. Airmen/Guardians are expected to have a current GTCC prior to PCS departure from CONUS. DSW shall establish the best method to provide APC services.

4.2.2.8. Leave (Funded Environmental & Morale Leave (FEMLE), Emergency).

4.2.2.8.1. Guidance. DAFI 36-3003, *Military Leave Program*, EUCOM Instruction 1501.01, *Funded Environmental & Morale Leave, and Joint Travel Regulations*.

4.2.2.8.2. Execution. Executed via the policies and procedures established by the DSW.

4.2.2.9. Noncombatant Evacuation (NEO).

4.2.2.9.1. Guidance. AFI 36-3802, *Force Support Readiness Programs*, and Joint Publication (JP) 3-68, *Joint Noncombatant Evacuation Operations*.

4.2.2.9.2. Execution. NEO commence from the U.S. Department of State with guidance to the USSNR Service-specific support commences at the reception location.

4.2.2.10. Physical Fitness.

4.2.2.10.1. Guidance. DAFMAN 36-2905, *Department of the Air Force Physical Fitness Program*.

4.2.2.10.2. Execution. Airmen assigned to NATO units are responsible for ensuring the physical fitness program requirements are met. Unless adequate resources exist for members to test at their assigned location, testing should be accomplished during their annual administrative TDY.

4.2.2.11. Security Clearances.

4.2.2.11.1. Guidance. DoDM 5200.02_AFMAN16-1405, *Air Force Personnel Security Program*.

4.2.2.11.2. Execution. Airmen assigned to NATO units are responsible for monitoring their own clearance expiration data. They should coordinate renewal and clearance initiation actions with their DSW.

4.2.2.12. Service Required Training.

4.2.2.12.1. Guidance. Various.

4.2.2.12.2. Execution. Airmen assigned to NATO units shall be expected to accomplish any in-person training, which cannot be accomplished at their assigned location, during their annual administrative week.

4.2.2.13. Dependent Student Travel.

4.2.2.13.1. Guidance. Joint Travel Regulations.

4.2.2.13.2. Execution. Airmen shall contact their assigned DSW MPF for local guidance on procuring eligible dependent travel orders no less than 45 days prior to travel.

4.2.2.14. Drug Demand Reduction Program (DDRP).

4.2.2.14.1. Guidance. DAFMAN 44-197, *Military Drug Demand Reduction Program*, and *DSW guidance*.

4.2.2.14.2. Execution. HQ USAFE/SG shall ensure each DSW DDRP manager is aware of their responsibility to NATO-assigned Airmen/Guardians supported by the DSW. DDRP managers shall address testing in a manner consistent with DAFMAN44-197.

4.3. Support to Specified GSUs.

4.3.1. DSWs will provide support to Specified GSUs as outlined in Attachment 3. DSWs will support assigned Specified GSUs to the same level as their organically assigned units, and to the extent possible, DSWs will provide support consistent with paragraph 4.1. and paragraph 4.2. above. This support will be provided on a non-reimbursable basis.

4.3.2. U-A Wings and HQ U-A functionals shall notify HQ U-A A8B upon the creation or movement of any GSU. A8B shall coordinate with HQ U-A functionals, 3 AF, and Wing leadership across the MAJCOM to determine assignment of appropriate support responsibility.

SCOTT ROWE, Brigadier General, USAF
Director of Plans and Programs

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

- AFH 23-123V3, *Air Force Equipment Management*, 8 August 2013
- AFI 10-403, *Deployment Planning and Execution*, 17 April 2020
- AFI 25-201, *Intra-Service, Intra-Agency, and Inter-Agency Support Agreements Procedures*, 18 October 2013
- AFI 32-6000, *Housing Management*, 18 March 2020
- AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020
- AFI 36-2406, *Officer and Enlisted Evaluations Systems*, 6 August 2023
- AFI 36-3802, *Force Support Readiness Programs*, 9 January 2019
- AFI 51-304, *Legal Assistance, Notary, Preventive Law, and Tax Programs*, 22 August 2018
- AFI 65-106, *Appropriated Fund Support of Morale, Welfare, and Recreation (MWR) and Other Nonappropriated Fund Instrumentalities (NAFIS)*, 15 January 2019
- AFMAN 34-201, *Use of Nonappropriated Funds*, 28 September 2018
- AFMAN 48-148, *Ionizing Radiation Protection*, 20 July 2020
- AFPD 10-5, *Basing*, 2 October 2019
- AFPD 51-5, *Administrative Law, Gifts, and Command Relationships*, 31 August 2018
- DAFI 34-160, *Mortuary Affairs Program*, 3 March 2022
- DAFI 36-3002, *Casualty Services*, 4 February 2021
- DAFI 36-3003, *Military Leave Program*, 7 August 2024
- DAFI 48-144, *Drinking Water Surveillance Program*, 21 June 2023
- DAFI 51-201, *Administration of Military Justice*, 24 January 2024
- DAFMAN 10-246, *Food and Water Protection Program*, 18 May 2020
- DAFMAN 36-2102, *Base Level Relocation Procedures*, 16 December 2020
- DAFMAN 36-2905, *Department of the Air Force Physical Fitness Program*, 21 April 2022
- DAFMAN 44-197, *Military Drug Demand Reduction Program*, 5 September 2023
- DAFPD 36-21, *Utilization and Classification of Military Personnel*, 25 August 2023
- DoD 7000.14-R, V11A, *Reimbursable Operations Policy*, May 2021
- DoDD 5530.3, *International Agreements*, 4 December 2019
- DoDI 1342.22, *Military Family Readiness*, 5 August 2021
- DoDI 4000.19, *Support Agreements*, 16 December 2020
- DoDI 6060.2, *Child Development Programs (CDPs)*, 1 September 2020

DoDM 5200.02_AFMAN16-1405, *Air Force Personnel Security Program*, 1 August 2018

HQ U-A [Yearly] Fiscal Guidance

Joint Travel Regulations, <https://www.travel.dod.mil/Policy-Regulations/Joint-Travel-Regulations/>

JP 3-68, *Joint Noncombatant Evacuation Operations*, 26 May 2022

USEUCOM Instruction 1501.01, *Funded Environmental & Morale Leave*, 15 July 2010

USEUCOM Instruction 5000.1B, *Administrative Agent Support Program*, 22 March 2022

Prescribed Forms

None

Adopted Forms

DAF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFI—Air Force Instruction

AFH—Air Force Handbook

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AOR—Area of Responsibility

APC—Agency Program Coordinator

APF—Appropriated Funds

BOS—Base Operating Support

CMP—Centrally Managed Program

COLA—Cost of Living Allowance

CDRUSEUCOM—Commander, United States European Command

COMUSAFE—Commander, United States Air Forces in Europe

DA—Department of the Army

DAFHAN—Department of Air Force Handbook

DAFI—Department of Air Force Instruction

DAFMAN—Department of Air Force Manual

DAFPD—Department of Air Force Policy Directive

DOD—Department of Defense

DODD—Department of Defense Directive

DODI—Department of Defense Instruction

DODEA—Department of Defense Education Activity
DON—Department of Navy
DDRP—Drug Demand Reduction Program
DSW—Designated Support Wing
DTS—Defense Travel System
EUCOM—European Command
FEMLE—Funded Environmental & Morale Leave
FHP—Force Health Protection
FMS—Furnishings Management Section
FP—Force Protection
GSU—Geographically Separated Unit
GTCC—Government Travel Charge Card
HAF—Headquarters Air Force
HQ U-A—Headquarters United States Air Forces in Europe-Air Forces Africa
IAW—In Accordance With
IDP—Installation Deployment Plan
MOA—Memorandum of Agreement
MOB—Main Operating Base
MTF—Medical Treatment Facility
MWR—Morale, Welfare, and Recreation
NATO—North Atlantic Treaty Organization
NEO—Noncombatant Evacuation Operations
NIPRNet—Non-Secure Internet Protocol Router Network
NFIU—North Atlantic Treaty Organization Forces Integration Unit
NSE—National Support Element
PAS—Personnel Accounting System
POC—Point of Contact
PCS—Permanent Change of Station
PPC—Personnel Processing Codes
RCCC—Responsibility Center Cost Center
SA—Support Agreement
SFELM—Space Force Element
SIPRNet—Secure Internet Protocol Router Network

SJA—Staff Judge Advocate

TACON—Tactical Control

UCMJ—Uniform Code of Military Justice

USAFEI —United States Air Forces in Europe Instruction

USSNR—United States Senior National Representative/s

vRED—Virtual Record of Emergency Data

Office Symbols

HQ U-A A8B—Bases and Forces Division

Terms

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

Air Force Element (AFELM)—A “non-unit” nomenclature used to account for manpower authorizations and to identify USAF personnel on duty with organizations outside the USAF, such as defense Agencies, NATO, defense field activities, and ANG units not in federal service. Although not a unit for organizational purposes, an AFELM may function as a unit if so, designated by the competent authority, an eligible commissioned officer either assumes command or is appointed to command and USAF members are assigned or attached to the AFELM.

United States Air Force Specific and Service-Specific Support (USAF-specific/Service-Specific)—Support provided by a U-A unit to satisfy individual USAF requirements identified by/in an AFI or comparable of support which non-NATO assigned Airmen would receive. Annex. For the purposes of this instruction, a HQ U-A Annex is a facility where HQ U-A 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. 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.

Designated Support Wing (DSW)—A HQ USAFE-AFAFRICA subordinate Wing that is delegated the authority and responsibility to provide NATO Administrative Agent support and service-specific support to a U.S. Military Elements or U.S. Airmen/Guardians, respectively, attached or assigned to a NATO entity in Europe. The DSW may provide the assigned support via agreements with other USAFE units, U.S. DoD Services, State Department, or the Host Nation. The following Wings are DSWs: 501 CSW (RAF Fairford); 52 FW (Spangdahlem AB); 86 AW (Ramstein AB), 31 FW (Aviano AB); and 39 ABW (Incirlik AB).

Geographically Separated Unit (GSU)—For this instruction, a U-A unit assigned to a Wing or a component of HQ U-A 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.

National Support Element (NSE)—Set aside space by the Host Nation at NATO locations for support of NATO-assigned members. The reference sometimes includes the non-NATO assigned personnel. Each Service component determines the need for an NSE and inherits the manning and resourcing costs for the NSE. Multiple U.S. NSEs can exist at a single location.

Non-HQ U-A Personnel—Personnel who are assigned within the U-A AOR, but who are not U-A 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 U-A or NATO personnel.

Space Force Element—A “non-unit” nomenclature used to account for manpower authorizations and to identify USSF personnel on duty with organizations outside the USSF, such as defense Agencies, NATO, defense field activities, and ANG units not in federal service. Although not a unit for organizational purposes, an SFELM may function as a unit if so, designated by the competent authority, an eligible commissioned officer either assumes command or is appointed to command and USSF members are assigned or attached to the SFELM.

Specified GSU—A HQ U-A unit or other unit specified for support from a U-A Wing. Specified GSUs are not organizationally assigned to U-A wings.

Tenant Unit—Any activity on an installation not assigned to the host unit.

Unit—A military organization constituted by HAF or, for provisional units only, designated by a Major Command, Field Operating Agency, or Direct Reporting Unit. A unit is either named or numbered.

Attachment 2

NATO U.S. PERSONNEL SUPPORT PROGRAM DESIGNATED SUPPORT WING (DSW) ALIGNMENT

A2.1. Support Alignment. The tables below identify support alignment between the DSWs and NATO units for which U-A is assigned Administrative Agent responsibilities and/or support to Airmen/Guardians assigned to NATO units in Europe. Support to other units will be location and unit-specific and should be covered by a support agreement. The tables capture the alignment existing at the time of publication. If the alignment changes, U-A A8B is the authorized agency for clerical adjustments to the tables, clarification of adjustments, interim changes to this instruction, and submission of these tables with updated information.

A2.2. Administrative Agent. DoD FMR 7000.14R directs specific Military Departments to provide non-reimbursable installation-like support to specific locations where U.S. military service members are assigned to international military organizations (e.g., NATO). Non-reimbursable installation-like support provided must be consistent with the same level of support the supplier provides to their own forces. A Memorandum of Agreement (MOA) between the DSW and U.S. military elements located with the supported NATO entities is recommended to facilitate communication, coordination, and a basis for continuity. A DSW is responsible for providing Administrative Agent support to U.S. service members assigned to elements where “USAF” is in the “Admin Agent” column.

A2.3. Service-specific support. U-A administers support to the Airmen assigned to NATO billets within its AOR. Those locations containing Airmen assigned to NATO are identified by DAF. HQ U-A provides AF-specific support (e.g., flight physicals and deployment training) to the assigned AF personnel through DSWs. MOAs between the DSW and the NATO units they support are recommended and facilitate communication and coordination. Airmen in NATO are responsible for tracking, planning, coordinating, and completing their requirements while DSWs will provide the venue for meeting the requirements. HQ U-A A8B will program and execute current FY funding and is the overall coordination authority between both parties. A DSW is responsible for providing Service-specific support to Airmen and Guardians with any number greater than “0” in the “Authorizations--USAF” column.

Table A2.1. 31 FW (Aviano AB) Supported U.S. Elements at NATO Entities.

COUNTRY	LOCATION	NATO ENTITY	PAS CODE	ADMIN AGENT	AUTHORIZATIONS			
					DAF	DA	DON	TOTAL
Bulgaria	Sofia	NATO Force Integration Unit BGR	AY3GFKYQ	USAF	1	2	0	3
Hungary	Budapest	Center of Excellence for Military Medicine (MILMED)	N/A	USAF	0	0	2	2
Hungary	Szekesfehervar	NATO Force Integration Unit HUN	N/A	USAF	0	2	1	3
Italy	Milan	HQ NATO Rapid Deployable Corps – IT (NRDC-IT)	AY3GFGBY	ARMY	2	17	0	19

Italy	Naples	2nd NATO Signal Battalion (2 NSB)	AY3GFCR9	USN	8	161	15	184
Italy	Naples	HQ Allied Joint Force Naples (JFCNP)	AY3GFZLN	USN	2	0	0	2
Italy	Naples	HQ Allied Joint Force Naples (JFCNP)	AY3GFH981	USN	45	57	22	124
Italy	Naples	NCIA Sector Naples	AY3GFD7G	USN	3	6	1	10
Italy	Naples	AFELM NATO HQ	AY3GFLQ0	USN	3	5	6	14
Italy	Poggio Renatico	Allied Deployable Air Command and Control Center (DACCC)	AY3GFTRY	ARMY	54	0	4	58
Italy	Poggio Renatico	NCIA CSU	AY3GFD7L	ARMY	4	0	1	5
Italy	Sigonella	NATO Air Ground Surveillance Force (AGSF) HQ	AY3GFSZH	USN	3	47	47	97
Italy	Sigonella	NATO Air Ground Surveillance Force (AGSF) SQ	AY3GFSZ1	USN	28	0	0	28
Italy	Sigonella	NATO Air Ground Surveillance Force (AGSF) SQ	AY3GFSZ4	USN	37	0	0	37
Romania	Bucharest	Multi-National Division – Southeast (MND-SE)	AY3GFKYK	ARMY	4	5	3	12
Romania	Bucharest	NATO Force Integration Unit ROM	AY3GFKYN	ARMY	1	2	0	3
Romania	Oradea	Center of Excellence – Human Intelligence	AY3GF594	ARMY	1	0	0	1
					196	304	102	602

Superscript number indicates SFELM collocated with corresponding AFELM - AY6VF37K1

DSW responsible for Service Specific support to positions in DAF Column

Table A2.2. 39 ABW (Incirlik AB) Supported U.S. Elements at NATO Entities.

COUNTRY	LOCATION	NATO ENTITY	PAS CODE	ADMIN AGENT	AUTHORIZATIONS			
					DAF	DA	DON	TOTAL
Turkiye	Ankara	Center of Excellence-Defense Against Terrorism (DAT)	IN3GFH99	USAF	1	1	0	2
Turkiye	Istanbul	NATO Rapid Deployable Corps-TU (NRDC-TU)	IN3GFGBW	USAF	1	15	0	16
Turkiye	Izmir	HQ Allied Land Command (LANDCOM)	IN3GFZLM2	USAF	6	63	3	72
Turkiye	Izmir	NATO Comm & Info Agency (NCIA) Squadron Izmir	IN3GFD7Q	USAF	5	4	0	9
					13	83	3	99
Superscript number indicates SFELM collocated with corresponding AFELM - IN6VF3742								
DSW responsible for Service-specific support to positions in DAF Column								

Table A2.3. 501 CSW (RAF Fairford) Supported U.S. Elements at NATO Entities.

COUNTRY	LOCATION	NATO ENTITY	PAS CODE	ADMIN AGENT	AUTHORIZATIONS			
					DAF	DA	DON	TOTAL
Norway	Stavanger	NCIA Squadron Stavanger	ML3GFD2D	USAF	5	5	1	11
Norway	Stavanger	JOINT WARFARE CE PSC	ML3GFMJJ3	USAF	11	16	9	36
U.K.	Imjin Barracks, Innsworth	HQ Allied Rapid Reaction Corps (ARRC)	ML3GFD80	USAF	1	29	0	30
U.K.	Molesworth	NATO Intelligence Fusion Cell	ML3KFFF9	USAF	3	4	1	8
U.K.	Molesworth	AFELM NATO CM	ML3GFLQ2	USAF	5	0	0	5
U.K.	Northwood	NATO Comm & Info Agency (NCIA) Squadron Northwood	ML3GFD7R	USAF	5	0	6	11
U.K.	Northwood	HQ Allied Maritime Command (HQ MARCOM)	ML3GFLQW4	USAF	2	0	75	77
U.K.	Portsmouth	High Readiness Force (Maritime)	N/A	USAF	0	0	2	2
U.K.	Yeovilton	Joint Electronic Warfare Core	N/A	USAF	0	2	7	9

		Staff (JEWCS)						
					32	56	101	189
Superscript number indicates SFELM collocated with corresponding AFELM - ML6VF3773, ML6VF37G4								
DSW responsible for Service-specific support to positions in DAF Column								

Table A2.4. 86 AW (Ramstein AB) Supported U.S. Elements at NATO Entities

COUNTRY	LOCATION	NATO ENTITY	PAS CODE	ADMIN AGENT	AUTHORIZATIONS			
					DAF	DA	DON	TOTAL
Germany	Oberammergau	NATO School	PE3GFPXK5	ARMY	15	16	4	35
Germany	Ramstein	HQ Allied Air Command (AIRCOM)	RF3GFVWY6	USAF	125	3	1	129
Germany	Ramstein	NATO Comm & Info Agency (NCIA) Squadron Ramstein	RF3GFD7H	USAF	7	4	0	11
Germany	Stuttgart	AFELM NATO JE 1EUC	PE3GFDDW	ARMY	7	4	6	17
Germany	Ulm	Joint Support Enabling Command (JSEC)	PE3GFKZQ	ARMY	5	4	0	9
Germany	Ulm	Standing Joint Logistics Support Group (SJLSG)	PE3GFLQY	ARMY	2	2	4	8
Portugal	Lisbon	JALLC	RF3GFLQZ	USN	1	0	1	2
Spain	Torrejon	Allied Combined Air Operations Center (CAOC-T)	RF3GFTRR	USN	23	0	4	27
Spain	Valencia	HQ NATO Rapid Deployable Corps – SP (NRDC-SP)	AY3GFGFB0*	USN	1	19	0	20
					186	52	20	258
Superscript number indicates SFELM collocated with corresponding AFELM - PE6VF3715, RF6VF3766								
*Passcode correction is required to reflect the correct MPF servicing location for the DSW								
DSW responsible for Service-specific support to positions in DAF Column								

Table A2.5. 52 FW (Spangdahlem AB). Supported U.S. Elements at NATO Entities

COUNTRY	LOCATION	NATO ENTITY	PAS CODE	ADMIN AGENT	AUTHORIZATIONS			
					DAF	DA	DON	TOTAL
Belgium	Brussels	NATO Standardization Agency (NSA)	ST3GFSQM	ARMY	1	1	1	3
Belgium	Brussels	NATO Communications and Information Agency	ST3GFD7V	ARMY	1	3	0	4
Belgium	Brussels	US Mission to NATO International Military Staff (IMS)	ST3GFRN9	ARMY	7	26	3	36
Belgium	Brussels	US Delegation to the Military Committee	ST3GFDDH7	ARMY	12	23	7	42
Belgium	Brussels	AFELM NATO AGS HQ 2	ST3GFWW3	ARMY	1	0	0	1
Belgium	Brussels	AFELM NATO MIL ACT NA HQ(IMS)	ST3GFRH8	ARMY	19	19	16	54
Belgium	Brussels	AFELM NATO MIL ACT NA (IMS)	ST3GFCDR	ARMY	5	0	0	5
Belgium	Mons	HQ NATO Communications and Information Systems Group (HQ NCISG)	ST3GFTRP	ARMY	7	4	4	15
Belgium	Mons	AFELM NATO C&I AG SX 10HS	ST3GFZL2	ARMY	2	6	4	12
Belgium	Mons	AFELM NATO C&I AG HQ HSC	ST3GFZL3	ARMY	6	9	8	23
Belgium	Mons	SUPR ALD CM TRANSF HQ	ST3GF3698	ARMY	4	3	3	10
Belgium	Mons	NATO SOFCOM	ST3GF3J9	ARMY	12	32	18	62
Belgium	Mons	SHAPE HQ	ST3GFH959	ARMY	64	213	36	313
Belgium	Mons	AFELM NATO AGS HQ 100	ST3GFWW4	ARMY	2	0	0	2
Belgium	Mons	USNMR TO SHAPE	ST3GFZL6	ARMY	10	4	2	16
Estonia	Tallinn	NFIU EST	ST3GFKYR	USN	1	0	0	1
France	Paris	NATO Collaboration Support Office (NCSO)	ST3GFRLC	USAF	3	1	0	4
Germany	Geilenkirchen	1 NATO AWACS OPS SQ	ST3GF205	USAF	193	0	7	200
Germany	Geilenkirchen	NATO AWACS AMXS SQ	ST3GF206	USAF	71	0	0	71
Germany	Geilenkirchen	NATO AWACS GP	ST3GF2FZ	USAF	14	0	0	14

Germany	Geilenkirchen	NAEW&C FORCE HQ	ST3GF2MJ	USAF	18	0	0	18
Germany	Geilenkirchen	NATO AWACS MSN SPT FT	ST3GFP4X	USAF	27	0	0	27
Germany	Kalkar	Joint Air Power Competence Center (JAPCC)	ST3GFRJ610	USAF	8	0	1	9
Germany	Uedem	Allied Combined Air Operations Center Uedem	ST3GFHHQ	USAF	2	0	0	2
Germany	Uedem	NCIA Detachment Uedem	ST3GFD0Y	USAF	35	0	0	35
Latvia	Riga	NATO Force Integration Unit- LV	ST3GFKYL	USN	1	2	0	3
Lithuania	Vilnius	NATO Force Integration Unit LT	ST3GFKYP	USAF	1	2	0	3
Lithuania	Vilnius	Energy Security Center of Excellence (EnSec)	ST3GFBJV	USAF	1	0	0	1
Superscript number indicates SFELM collocated with corresponding AFELM - ST6VF37L7, ST6VF3788, ST6VF3709, ST6VF37M10								

Table A2.5. 52 FW (Spangdahlem AB) (cont.) Supported U.S. Elements at NATO Entities.

COUNTRY	LOCATION	NATO ENTITY	PAS CODE	ADMIN AGENT	AUTHORIZATIONS			
					DAF	DA	DON	TOTAL
Netherlands	Brunssum	AFELM NATO C&I AG CE	ST3GF10G	ARMY	2	13	0	15
Netherlands	Brunssum	AFELM NATO NA AG (NAPMA)	ST3GF1R2	ARMY	4	0	0	4
Netherlands	Brunssum	AFELM NATO HQ	ST3GFLQ111	ARMY	4	4	6	14
Netherlands	Utrecht	AFELM NATO HQ	ST3GF03C	ARMY	1	0	0	1
Poland	Bydgoszcz	NATO Force Integration Unit-PO	ST3GFKYM	ARMY	1	12	2	15
Poland	Krakow	AFELM NATO AC ICOE	RF3GFKZN*	ARMY	1	0	0	1
Poland	Szczecin	Multi-National Corps- Northeast (MNC-NE)	ST3GFWWF	ARMY	4	17	0	21
					545	394	118	1057
Superscript number indicates SFELM collocated with corresponding AFELM - ST6VF37J11								
*Passcode correction is required to reflect the correct MPF servicing location for the DSW								
DSW responsible for Service-specific support to positions in DAF Column								

Attachment 3

SPECIFIED GSU SUPPORT WING ALIGNMENT

Table A3.1. 31 FW (Aviano AB).

COUNTRY	LOCATION	UNIT NAME	PAS CODE	AUTHORIZATIONS
Italy	Camp Ederle-Vicenza	2 Air Supt Ops Squadron Det 1	FC3D	8
Italy	Vicenza	7 Combat Weather Squadron Det 3	PE0DF1VP	11
Hungary	Papa AB	Strategic Airlift Capability (SAC) Heavy Airlift Wing (HAW)	FDX3 / FD9G / AY0DFD1X	19 / 10 / 19

Table A3.2. 39 ABW (Incirlik AB).

COUNTRY	LOCATION	UNIT NAME	PAS CODE	AUTHORIZATIONS
Turkiye	Istanbul	Air Postal Squadron Det 4	FS6Z	10

Table A3.3. 501 CSW (RAF Fairford).

COUNTRY	LOCATION	UNIT NAME	PAS CODE	AUTHORIZATIONS
U.K.	Heathrow	Air Postal Squadron Det 5 OL A	F5Y1	9
U.K.	RAF Alconbury	Air Postal Squadron Det 5	FM2B	14
U.K.	RAF Alconbury	HQ U-A OL I	FDRN	8
U.K.	RAF Molesworth	423 Communications Squadron OL A	F06D	37

Table A3.4. 52 FW (Spangdahlem AB).

COUNTRY	LOCATION	UNIT NAME	PAS CODE	AUTHORIZATIONS
Germany	Bremerhaven	HQ U-A Command OL U	FM0Z	1
France	Paris	HQ U-A OL A	F2WJ	3

Table A3.5. 86 AW (Ramstein AB).

COUNTRY	LOCATION	UNIT NAME	PAS CODE	AUTHORIZATIONS
Germany	Bann	19 Electronic Warfare Squadron	F6XC	9
Germany	Frankfurt IAP	Air Postal Squadron Det 1	F44B	12
Germany	Grafenwoehr	7 Combat Weather Squadron Det 2	PE0DFHLY	20
Germany	Hohenfels	4 Air Supt Ops Group Det 1	FWWG	7
Germany	Katterbach	7 Combat Weather Squadron Det 4	PE0DFHL3	11
Germany	Stuttgart (Panzer)	7 Combat Weather Squadron OL A	RF0DF003	4
Germany	Vilseck	2 Air Supt Ops Squadron	F8GB	93
Germany	Wiesbaden	7 Combat Weather Squadron	RF0DFWTQ	26
Spain	Albacete/Los Llanos AB	1 Combat Training Squadron	F632	6
Spain	Madrid	HQ U-A OL G	FDKC	2

Attachment 4

FUNDING INFORMATION AND NATO PROGRAM ELEMENT CODES

A4.1. NATO Support PECs. Table A4.1. provides a synopsis of Program Element Codes (PECs) associated with supporting NATO-assigned service members.

A4.2. HQ Fiscal Year Guidance. For HQ U-A NATO Program budgeting and planning purposes, please refer to HQ U-A Fiscal Year Guidance for milestones and funding processes.

Table A4.1. NATO Support PECs.

PEC	Title	Description
A1098F	Management Headquarters (International)	Includes manpower authorizations, peculiar and support equipment, necessary facilities and the associated costs specifically identified and measurable to the following International Military Organizations: North American Air Defense Command (NORAD), HQ NORAD, North Atlantic Treaty Organization (NATO), NATO Military Committee, Allied Command, Atlantic (ACLANT), HQ Supreme Allied Commander, Atlantic (SACLANT), HQ Eastern Atlantic Command (EASTLANT), HQ Western Atlantic Command (WESTLANT), HQ Iberian Atlantic Command (IBERLANT), HQ Submarines Allied Command, Atlantic (SUBLANT), HQ Striking Fleet, Atlantic Command (STRIKELANT), Allied Command, Channel (ACCHAN), Commander-in-Chief, Channel (CINCCHAN), Allied Command, Europe (ACE), Supreme HQ, Allied Powers, Europe (SHAPE), U.S. Army NATO/SHAPE Support Group, 21st SUPCOM, HQ Allied Forces, Northern Europe (AFNORTH), HQ Allied Forces, Central Europe (AFCNET), HQ Northern Army Group (NORTHAG), HQ Central Army Group (CENTAG), HQ Allied Air Forces, Central Europe (AAFCE), HQ Allied Forces, Southern Europe (AFSOUTH), HQ Allied Air Forces, Southern Europe (AIRSOUTH), HQ Allied Naval Forces, Southern Europe (NAVSOUTH), HQ Allied Land Forces, Support Forces, Southern Europe (STRIKEFORSOUTH), HQ Allied Land Forces, Southern Europe (LANDSOUTH), HQ Allied Command Europe Mobile Force (AMF), HQ United Kingdom Air Forces (UKAIR), United Nations Command, Korea (UNC): HQ UNC, U.S. Combined Forces Command, Korea HQ CFCK Excludes non-Management Headquarters resources.
A1004F	International Activities	Includes manpower authorizations, peculiar and support equipment, necessary facilities and the associated costs specifically identified and measurable to the following: Units and activities in support of United States participation in international military organizations. Specifically includes the United States contribution to the NATO and CEDA international budgets, and administrative, operational, and capital expense program costs, such as civilian salaries and

		allowances, utilities, communications, office supplies, military exercises, maintenance of buildings, various types of equipment, and maintenance of war sites. Capital expenses may include vehicles, electronic equipment, and military support equipment. Excludes non-MAP billets in MAAGS, Missions, Military Groups, and other United States organizations performing similar functions, Management Headquarters (International) resources, and costs of United States General Purpose Forces committed to NATO but not directly associated with support of NATO Headquarters and agencies.
91212F	Service-wide Support	Includes manpower authorizations, peculiar and support equipment, necessary facilities and the associated costs specifically identified and measurable to the following: ARMY: Miscellaneous support programs including Army Audit Agency, The U.S. Army Military History Center, U.S. Army Legal Services Agency, Military Postal Service, U.S. Army Safety Center, Department of Defense Explosive Safety Board, Department of the Army Military review Boards, Army - Air Force Exchange Service, and U.S. Army Nuclear Chemical Agency. NAVY: Miscellaneous Support Programs, such as unemployment compensation, congressional travel, DFAS (Navy payments for accounting and finance), and civilian personnel data systems. Specific support for Naval Audit Service Headquarters Audit Activities, Boards of Inspection and Survey, Naval Legal Service, Naval Safety Center, Naval History Center, USS Constitution, USS Nautilus, special boards and committees, Navy military personnel assigned to Department of Energy, Army, Air Force, and Marine Corps, Judge Advocate General, Navy Personnel Evaluation Boards, International Programs Office, and Office of Civilian Personnel Management. MARINE CORPS: Miscellaneous Support Programs such as: Marine Corps Liaison - various types and locations, Pilot Exchange - various locations, HqBn MC, Arl, VA, MC Area Audit Office, DC, Field Supply Analysis Office, various locations, Summary Courts Martial Jurisdiction Activities - various locations. AIR FORCE: Air Force Audit Agency, Air Force Inspection Agency, Air Force Safety Agency, Air Force News Agency, Air Force Museum, Explosive Ordnance Disposal Squadron, Air Force Cost Analysis Agency, Air Force Legal Services, Air Force Medical Support Agency, Air Force Historical Research Agency, Air Force Review Board Agency, Air Force Studies and Analysis Agency, Air Force Manpower Analysis Agency, Air Force Security Police Agency, Center for Air Force History, Air Force Morale, Welfare, Recreation and Services Agency, Air Force Intelligence Support Agency, Air Force Elements includes Officer Exchange Programs, Joint Personal Property Shipping Office, Army and Air Force Exchange Service headquarters office, Research and Development Liaison Office and

		Center for Low Intensity Conflict. Excludes all Defense Communications System (DCS) and Non-DCS communications resources, and Management Headquarters resources.
--	--	--