

HEADQUARTERS
UNITED STATES EUROPEAN COMMAND
APO AE 09128

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OPERATIONS

USEUCOM Humanitarian Demining Program

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1. **Summary.** This Directive establishes HQ USEUCOM policy and procedures for the implementation of the Humanitarian Demining Program (HDP). It additionally provides guidance for all other related humanitarian demining activities which are conducted in theater.
 2. **Applicability.** This directive applies to all forces conducting demining activities within the USEUCOM area and all staff offices coordinating such activities.
 3. **Internal Control Systems.** This Directive contains internal control provisions and is subject to the requirements of ED 50-8 (Internal Management Control Program).
 4. **Suggested Improvements.** The proponent for this publication is the USEUCOM Humanitarian Demining Project Officer (PO) located within the ECSO office. Suggested improvements should be forwarded to HQ, USEUCOM, ATTN: ECSO (Demining Project Officer), Unit 30400, Box 1000, APO AE 09128.
 5. **Explanation of Terms.**
 - a. Foreign Military Financing (FMF) Funds. The type of funding within the Department of State (DOS) structure which are used for the Humanitarian Demining Program. These funds are requested by the embassies and/or DOS Washington office to buy equipment or activities and are part of the overall Foreign Military Assistance program. Every year Congress directs the DOS to utilize a certain amount of the FMF budget for humanitarian demining activities. All embassies are eligible to compete for the available money.
 - b. The Humanitarian Demining Program (HDP). A specific program directed by the Congress, funded through Department of Defense (DOD) and DOS money in their annual appropriations. This program does not automatically include all demining events. Other events may be conducted as part of Security Assistance programs, unit training for both active and reserve components (such as Joint/Combined Exchange Training (JCET)), or related humanitarian assistance operations (such as excess property programs).
 - c. The United States Agency for International Development (USAID). A separate body within the Department of State which implements most of the US aid programs throughout the world. USAID is often the agency which organizes and oversees US demining activities for the embassy and country team.
 - d. Humanitarian and Refugee Affairs Office (H& RA). The DOD proponent for the HDP. This is within the office of the Assistant Secretary of Defense for Special Operations and Low Intensity Conflict (ASD SO/LIC).
 - e. Interagency Working Group (IWG). The senior decision making body in the US Government for the Humanitarian Demining Program. This body meets 3-4 times per year and is chaired by the Department of State. Other members include JCS J-3 (SOD), H&RA, and USAID. The major policy decisions at DOD/DOS level and decisions on which countries benefit from the HDP are made by this body.

f. Joint Chief of Staff (JCS) J-3 Special Operations Division (J-3 (SOD)). The proponent within the Joint Chiefs of Staff for demining programs. J-3 SOD facilitates the tasking of units by the JCS in order to accomplish demining missions for the regional Commanders in Chief (CINCs). As the JCS proponent, J-3 (SOD) monitors all demining activities world-wide and policy issues regarding these programs.

g. Project Officer (PO). The individual charged with running the HDP for HQ USEUCOM.

6. Policy.

a. ECSO is the single point of contact with higher headquarters (H&RA, J-3 (SOD), IWG). This will include both execution and policy issues.

b. For all country programs, the PO will develop and publish 2-year plans (Even though the budget is only granted in one year increments. This will provide some long term vision for the current and next fiscal years.)

c. The country demining plan developed to gain approval for fiscal year activities will include all guidance necessary to execute the plan. This document will serve to provide the funding request to H&RA and will also dictate to executing agencies what is expected of them and what their constraints are. The intent is for H&RA to approve the program and then JCS J-3 (SOD) will be the agent for the JCS to direct military unit involvement.

d. US government personnel are prohibited from entering active minefields for any reason. The intent of the program is to train and utilize host nation or other personnel, rather than conduct the actual demining mission themselves. US personnel are likewise not permitted to supervise personnel who are conducting live demining missions.

e. The missions funded by DOD are annual in nature and must be completed before the end of the fiscal year. All personnel deployed away from home station, utilizing these funds, will depart their temporary duty location NLT 25 September and return to home station. (Personnel funded by DOS FMF funds do not have this restriction. Once obligated, missions conducted using these funds may extend into the next fiscal year.)

f. The intent of all programs is to train and prepare host nation personnel to take over all demining activities within their countries. The US has neither the time nor resources to complete demining missions in any country. This program therefore is designed to utilize US resources to establish programs, run by the host nation, which meet long-term host-nation demining requirements.

7. Responsibilities.

a. Director, ECSO is responsible for all aspects of HDP activities which are being conducted by USEUCOM headquarters and funded with DOD money. ECSO will track any other USEUCOM managed activities which support humanitarian demining and DOS FMF humanitarian demining activities. If special programs are established for which USEUCOM is not the proponent and for which funding is channeled through other headquarters, usually USEUCOM will only monitor these activities from a policy viewpoint and ECJ5 will maintain proponentcy.

b. All other USEUCOM directorates are responsible for reporting to ECSO any demining activities which fall under their purview. This is strictly a reporting function and will ensure that ECSO maintains a complete picture of all demining events occurring within the USEUCOM AOR.

c. USEUCOM ECJ5 will monitor from a policy standpoint any demining activities within the USEUCOM area of operations which are not part of the

USEUCOM Humanitarian Demining Program (not managed by, nor funded through, USEUCOM).

d. Every embassy will provide a point of contact and Office of Primary Responsibility (OPR) for the execution of programs in country. The embassy is responsible for requesting and applying FMF money for demining activities and reporting such activities to the USEUCOM proponent.

e. All units or agencies tasked with conducting humanitarian demining events will appoint an action officer and budget manager (may be the same person) responsible for the execution of the program.

8. Procedures for New Programs.

a. Phase I - Assessment and Planning.

(1). The PO is the central person within USEUCOM for consolidating information on theater countries which may be candidates for HDP activities. This information is fed as it becomes available, through H&RA to the Interagency Working Group. (Such information is also passed through State Department channels to the IWG.)

(2). The IWG meets periodically to pick countries for US HDP activities. Once a country is selected, instructions are sent through the JCS J-3 (SOD) to the CINC, to organize an assessment of the country.

(3). An assessment team is organized, with the PO as the team leader. This team visits the country and develops a written analysis of the land mine problem. The team will usually consist of CONUS personnel from the Department of State and Defense. From USEUCOM, team members may be drawn from ECJ5-M (ECJ5 Middle East/Africa Division), ECJ4-SA (Security Assistance), ECJ5-N (Specifically the USEUCOM EOD Staff officer), ECPLAD (Political Advisor), ECMD (Command Surgeon), ECJ3 (PSYOP), ECJ4 (Civil Affairs) and ECRA (Reserve Affairs).

(4). With the written assessment completed, the IWG directs the CINC to develop a plan of action to implement a demining program.

(5). In conjunction with the embassy and any relevant units or staff sections, the PO develops a plan and submits this through USCINCEUR to the IWG.

(6). When a plan is approved by the IWG, it authorizes the transfer of HDP funds to the CINC for the implementation of the program. The JCS J-3 (SOD) representative on the IWG, coordinates through the JCS, the use of and deployment of military units and assets (both active and reserve) when appropriate.

b. Phase II - Operations.

(1). When the execute order is passed to the executing units, the plan of action provides all necessary information to launch a site survey, including funding authority. Within the guidelines provided, it is then up to the unit to execute the mission.

(2). For civilian contracts or grants involved in the program, the PO must manage them individually, delegating authority and responsibility as appropriate (usually to the embassy or USAID).

(3). Units and action offices will contact the PO by the last day of each month to provide a written status report for ongoing activities.

c. Phase III - Post operations activities.

(1). Each unit or action agency must submit an after action written report to the CINC, USEUCOM ATTN: ECSO (Demining Project Officer) within 30 days of the conclusion of their activities (NLT 30 October for activities in the previous fiscal year). Specific information required includes a chronology of activities, accountability of all funds, a summary of benefits provided to the country involved, a list of any specific items donated to the country, and recommendations for the same activity or for the demining program as a whole. The budget information in this report can be general in nature. Monthly budget reports will be submitted during the execution of programs and these reports contain specific budget information.

(2). Separate from the after action written report, the fund manager for all units or agencies, must close out all funds provided and comply with any requirements from the ECSO Budget Manager (see paragraph 10 - Funding).

(3). The PO will conduct an end of year assessment for each country. This will usually involve a trip to the country as all fiscal year activities are concluding. This assessment will analyze activities to date for lessons learned and to determine the value of these activities. This will also serve as the survey/assessment for the activities in the following fiscal year. At the conclusion of this assessment, if deemed necessary, the PO will produce a plan of action for submission to H&RA for the next fiscal year.

(4). The PO will produce and distribute an annual after action report by country, NLT 30 November of every year.

9. **Sustainment Programs**. After a program has begun, subsequent fiscal year activities will follow the same three-phased system with the following exceptions or changes:

a. Phase I - Assessment and Planning.

(1). The assessment process is much reduced with usually only the PO

conducting actual visits. This is best done towards the end of a fiscal year to evaluate activities to date and develop follow-on plans for the next fiscal year.

(2). All of the same offices and organizations are consulted in the development of the plan of action.

(3). The plan of action for the current fiscal year will be submitted to H&RA by 31 October.

b. Phase II - Operations. The same as for new programs.

c. Phase III - Post operations activities. The same as for new programs.

10. **Funding.**

a. Funding requirements will be determined by the PO and forwarded to the IWG for approval. The IWG will establish/approve the funding levels by country. The PO will then identify the funding breakout by unit to the ECSO Budget Officer. In coordination with the ECSO Budget Officer and the H&RA action officer, the funding levels identified will be distributed to the MACOMs via Funding Authorization Document (FAD).

b. During the year of execution, units which have received money under this program will be required to submit a monthly obligation report the last day of every month, to the ECSO Budget Officer.

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