

HEADQUARTERS
UNITED STATES EUROPEAN COMMAND
APO AE 09128-4209

DIRECTIVE
NUMBER 56-9

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PLANS AND POLICY

Procedures for the U.S. Defense Representative (USDR)

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1. **Summary**. USEUCOM procedures for the USDR are designed to furnish guidance, clarify the applicable DoD Directive and Instruction and outline procedures for program implementation within USEUCOM. Additionally, the positions designated as USDR in USEUCOM are included as an appendix.
 2. **Applicability**. The USEUCOM procedures for the USDR are applicable throughout the USEUCOM area of responsibility in each country that has a designated USDR position. This directive applies to all directorates and staff offices of HQ USEUCOM and all Component Commands assigned to USEUCOM.
 3. **Suggested Improvements**. The Plans and Policy Directorate (ECJ5-M) is the Office of Primary responsibility for the implementation of the USDR program. Send all recommendations for change to:

HQ USEUCOM
UNIT 30400 BOX 1000
ATTN: ECJ5-M
APO AE 09128
DSN 430-7142/7242.

4. **Internal Control Systems**. This Directive contains internal control provisions and is subject to the requirements of the internal management control program. For HQ USEUCOM and subordinate joint activities, the applicable internal control directive is ED 50-8, Internal Management Control Program.

5. **References.**

- a. DoD Directive 5105.47, U.S. Defensive Representatives (USDR) in Foreign Countries, 20 Sep 91.

This Directive supersedes ED 56-9, dated 25 June 1996

b. DoD Directive 5105.57, Procedures for the U.S. Defensive Representative (USDR) in Foreign Countries, 26 Dec 95.

c. USCINCEUR Operations Order 98-01, Antiterrorism/Force Protection, 21 Feb 98.

d. NSDD 38, Reporting Data on Department of Defense Elements Under Chief of Mission Authority.

e. DoS and DoD Memorandum of Understanding on Security of DoD Personnel in Foreign Areas, 16 Dec 97.

6. **Explanation of Terms**

a. USDR. An additional duty title assigned to a military officer who acts as the in-country representative of the Secretary of Defense (SECDEF), the Chairman of the Joint Chiefs of Staff and USCINCEUR. The USDR provides coordination of administrative and security matters to U.S. Government officials for all noncombatant command elements and certain CINC assigned elements in the foreign country or countries in which he or she is assigned.

b. DoD noncombatant command elements. Those organizations, personnel and their family members in a foreign country not attached to or under the command of USCINCEUR.

7. **Responsibilities**. All HQ USEUCOM directorates and Component Commands are responsible for complying with the procedures established in this directive. Specific responsibilities are:

a. USEUCOM Plans and Policy Directorate (ECJ5-M) is the office of primary responsibility for the USDR program and as such is responsible for all aspects of program management to include USDR position recommendations, assisting the USDR in identifying DoD noncombatant command elements and monitoring evaluation report procedures. Additionally, ECJ5-M will:

(1). Maintain by-country lists of all DoD noncombatant command elements by respective USDRs.

(2). Consult with Chiefs of Mission (COM) and recommend USDR position designation changes via CJCS to the Under Secretary of Defense for Policy [USD(P)].

(3). Provide program orientations for all newly assigned USDRs including letters to the appropriate COM announcing the individual's designation as USDR.

(4). Ensure that the USDR is aware of DoD noncombatant command elements deploying to a foreign country (IAW Foreign Clearance Guide procedures).

(5). Ensure military performance reports for USEUCOM USDRs include comments regarding the performance of USDR duties or that letter evaluation is provided to DIA for defense attaches performing USDR duties.

b. The USDR shall:

(1). Annually, in accordance with reference D, complete an accounting of all DoD noncombatant command elements in country and include USEUCOM ECJ1, ECJ3, ECJ5-M, and ECSM as message addressees. Assist the COM and ECSM in coordination and update (on a semi-annual basis) of the COM-CINC Memorandum of Agreement for Security and Force Protection of DoD Elements and Personnel in accordance with reference E.

(2). Inform HQ USEUCOM of significant changes in the general scope of DoD noncombatant command elements in-country such as changes in mission or significant DoD personnel changes.

(3). Conduct force protection responsibilities in accordance with Annex C-3 of reference C.

(4). Inform HQ USEUCOM, ECJ5-M, of any requests for consolidation or reduction of DoD noncombatant command elements by the host country or the COM.

(5). Upon assignment, provide ECJ5-M with the due date of his or her next fitness/efficiency report and for defense attaches serving as USDRs, provide the rater's name and address for letter input on the performance of USDR duties.

(6). Conduct other duties as described by DoD Directive and DoD instruction (references A and B).

8. **Policies and Procedures.**

a. USEUCOM policy (routine operations).

(1). The USDR is an administrative functionary responsible for tracking noncombatant command personnel in the assigned foreign country and reporting their numbers and activities.

(2). The USDR is the COM's in-country focal point for planning, coordinating and executing support to U.S. Government officials for in-country U.S. defense officials and activities that are not under the mission authority exercised by parent DoD Components and shall assist the COM regarding these elements as requested.

(3). The USDR exercises coordinating authority, subject to the authority of the COM, for country-team support and will employ as many in-country DoD noncombatant command element resources as necessary to plan, coordinate and support DoD elements that may be temporarily visiting and or deployed to a respective country.

(4). Only in countries where a defense attache is not assigned, the USDR shall perform diplomatic type representational responsibilities and act as the primary point of contact for DoD policy involving noncombatant command element to the host-government defense establishment and to the COM.

b. USEUCOM policy (emergency operations). The USDR, during emergency operations, exercises directive authority over DoD noncombatant command element personnel, subject to the authority of USCINCEUR. This shall not pre-empt the authority exercised over DoD noncombatant command elements by the COM or mission authority exercised by parent DoD Components, or the command authority exercised by USCINCEUR under the Unified Command Plan.

c. Procedures.

(1). Individuals assigned to positions designated as USDR will receive a program orientation briefing from the HQ USEUCOM office of primary responsibility (ECJ5-M) as part of their initial in-processing.

(2). Chief of Staff, USEUCOM will send a letter to the COM announcing the arrival of a new USDR to his or her country.

(3). When the Defense Attache is serving as the USDR, the Director of Plans and Policy, ECJ5, shall act for USCINCEUR in providing an evaluation letter on the performance of USDR duties to the Director, DIA, for inclusion in appropriate military performance reports.

(4). Forty-five days prior to a fitness/efficiency report due date, defense attaches serving as USDRs will forward to USEUCOM, ATTN: ECJ5, their accomplishments as USDR and any comments on their performance of USDR duties from the COM.

(5). When the Chief, Office of Defense Cooperation is serving as the USDR, the Director of Logistics, USEUCOM J4, shall act for USCINCEUR in providing USDR performance comments in appropriate military reports.

FOR THE COMMANDER IN CHIEF:

OFFICIAL:

DAVID L. BENTON III
Lieutenant General, USA
Chief of Staff

SUSAN M. MEYER
LTC, USA
Adjutant General

DISTRIBUTION:

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APPENDIX A

USDR List

<u>COUNTRY</u>	<u>USDR</u>
ALBANIA	US Defense Attache, Tirana
ALGERIA	US Defense Attache, Algiers
ANGOLA	US Defense Attache, Luanda
ARMENIA	US Defense Attache, Yerevan
AUSTRIA	US Defense Attache, Vienna
AZERBAIJAN	US Defense Attache, Baku
BELARUS	US Defense Attache, Minsk
BELGIUM	Chief, Office of Defense Cooperation, BELLUX, Brussels
BENIN	US Defense Attache, Abidjan, Cote d'Ivoire
BOSNIA-HERZEGOVINA	US Defense Attache, Sarajevo
BOTSWANA	Chief, Office of Defense Cooperation, Gaborone
BULGARIA	US Defense Attache, Sofia
BURKINA FASO	US Defense Attache, Abidjan, Cote d'Ivoire
BURUNDI	US Defense Attache, Yaounde, Cameroon. USEUCOM recommending change to US Defense Attache, Kigali, Rwanda
CAMEROON	US Defense Attache, Yaounde
CAPE VERDE	US Defense Attache, Dakar, Senegal
CENTRAL AF REP	US Defense Attache, Kinshasa, D.R.O.C. USEUCOM recommending change to US Defense Attache, N'djamena, Chad
CHAD	US Defense Attache, N'djamena
CONGO	US Defense Attache, Kinshasa, Zaire
COTE D'IVOIRE	US Defense Attache, Abidjan
CROATIA	US Defense Attache, Zagreb
CYPRUS	US Defense Attache, Nicosia
CZECH REPUBLIC	US Defense Attache, Prague
D.R.O.C.	US Defense Attache, Kinshasa
DENMARK	US Defense Attache, Copenhagen
EQUATORIAL GUINEA	US Defense Attache, Yaounde, Cameroon
ESTONIA	US Defense Attache, Tallinn
FED REP YUGOSLAVIA	US Defense Attache, Belgrade

APPENDIX A

USDR List

<u>COUNTRY</u>	<u>USDR</u>
FINLAND	US Defense Attache, Helsinki
FRANCE	US Defense Attache, Paris
FORMER YUGOSLAV REP OF MACEDONIA	US Defense Attache, Skopje
GABON	US Defense Attache, Yaounde, Cameroon.
THE GAMBIA	US Defense Attache, Dakar, Senegal
GEORGIA	US Defense Attache, Tbilisi
GERMANY	US Defense Attache, Bonn
GHANA	US Defense Attache, Abidjan, Cote d'Ivoire. USEUCOM will recommend change to US Defense Attache, ACCRA when assigned.
GREECE	Chief, Office of Defense Cooperation, Athens
GUINEA	US Defense Attache, Dakar, Senegal
GUINEA BISSAU	US Defense Attache, Dakar, Senegal
HUNGARY	US Defense Attache, Budapest
IRELAND	US Defense Attache, Dublin
ISRAEL	US Defense Attache, Tel Aviv
ITALY	Chief, Office of Defense Cooperation, Rome
LATVIA	US Defense Attache, Riga
LEBANON	US Defense Attache, Beirut
LESOTHO	US Defense Attache, Pretoria, South Africa
LIBERIA	US Defense Attache, Monrovia
LITHUANIA	US Defense Attache, Vilnius
LUXEMBOURG	Chief, Office of Defense Cooperation, BELLUX, Brussels
MALAWI	US Defense Attache, Maputo, Mozambique
MALI	US Defense Attache, Dakar, Senegal
MALTA	US Defense Attache, Rome, Italy (ALUSNA)
MAURITANIA	US Defense Attache, Dakar, Senegal
MOLDOVA	US Defense Attache, Chisinau
MOROCCO/W SAHARA	Chief, Office of Defense Cooperation, Rabat.
MOZAMBIQUE	US Defense Attache, Maputo

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USDR List

<u>COUNTRY</u>	<u>USDR</u>
NAMIBIA	US Defense Attache, Pretoria, South Africa
NETHERLANDS	Chief, Office of Defense Cooperation, The Hague
NIGER	US Defense Attache, Abidjan, Cote d'Ivoire
NIGERIA	US Defense Attache, Lagos
NORWAY	Chief, Office of Defense Cooperation, Oslo
POLAND	US Defense Attache, Warsaw
PORTUGAL	Chief, Office of Defense Cooperation, Lisbon
ROMANIA	US Defense Attache, Bucharest
RWANDA	US Defense Attache, Kigali
SAO TOME & PRINCIPE	US Defense Attache, Kinshasa, D.R.O.C. USEUCOM recommending change to US Defense Attache, Yaounde Cameroon
SENEGAL	US Defense Attache, Dakar
SIERRA LEONE	US Defense Attache, Monrovia, Liberia
SLOVAKIA	US Defense Attache, Bratislava
SLOVENIA	US Defense Attache, Ljubljana
SOUTH AFRICA	US Defense Attache, Pretoria
SPAIN	Chief, Office of Defense Cooperation, Madrid
SWAZILAND	US Defense Attache, Pretoria, South Africa
SWEDEN	US Defense Attache, Stockholm
SWITZERLAND	US Defense Attache, Bern
SYRIA	US Defense Attache, Damascus
TANZANIA	US Defense Attache, Harare, Zimbabwe
TOGO	US Defense Attache, Abidjan, Cote d'Ivoire
TUNISIA	Chief, Office of Defense Cooperation, Tunis
TURKEY	Chief, Office of Defense Cooperation, Ankara
UGANDA	US Defense Attache, Maputo, Mozambique USEUCOM recommending change to US Defense Attache, Kampala when assigned.
UKRAINE	US Defense Attache, Kiev
UNITED KINGDOM-LONDON	US Defense Attache, London

APPENDIX A

USDR List

COUNTRY

USDR

UNITED KINGDOM

Commander, 3rd Air Force. USEUCOM
recommending consolidating USDR for UK
under US Defense Attache, London

ZAMBIA

US Defense Attache, Harare, Zimbabwe

ZIMBABWE

US Defense Attache, Harare