

HEADQUARTERS
UNITED STATES EUROPEAN COMMAND
UNIT 30400
APO AE 09131-0400

STAFF MEMORANDUM
NUMBER 5-48

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ADMINISTRATIVE MATTERS

Commander USEUCOM Component Commanders' Conferences

1. **Purpose.** To prescribe HQ USEUCOM responsibilities for CDRUSEUCOM Component Commanders' Conferences (CCC) and the preparation of conference documentation.
2. **Applicability.** Procedures and details contained in this SM are applicable to all HQ USEUCOM directorates and staff offices.
3. **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.
4. **Suggested Improvements.** The Office of the Secretary of the Joint Staff (SJS), U.S. European Command, is the proponent for this publication. To make suggestions, or to correct errors, contact SJS at DSN 430-4451/4453, or email on SLAN to "ECJS Officers Group."
5. **References.**
 - a. USEUCOM Staff Memorandum 5-5, Staff Officers Guide
([http://www.eucom.smil.mil/ecjs/SM%205-5\(New\)/basic%20document.doc](http://www.eucom.smil.mil/ecjs/SM%205-5(New)/basic%20document.doc)).
 - b. SJS Component Commanders' Conference Webpage
(<http://www.eucom.smil.mil/ecjs/ccindex.html>)
 - c. USEUCOM Staff Memorandum 5-27, Official Visits to HQ USEUCOM
(<http://www.eucom.smil.mil/eccs-p/Data/SM527.doc>).
6. **Policy.** CDRUSEUCOM CCC normally convenes quarterly unless otherwise directed by Commander or Deputy Commander. Conferences are rotated between the headquarters of USEUCOM, USAREUR, USNAVEUR, and USAFE. Regardless of location, HQ USEUCOM is responsible for coordinating topics/agenda and monitoring the conference arrangements.

This Staff Memorandum replaces SM 5-48, dated 2 Oct 00.

This Staff Memorandum supersedes SM 5-48, dated 2 October 2000.

7. **Responsibilities.**

a. SJS coordinates proposed conference dates and locations with the Commander's office, Deputy Commander's, and component commanders. SJS notifies the HQ USEUCOM staff and components of the approved conference schedule.

b. SJS is the primary point of contact for the preparation of all materials related to the conference with the exception of Protocol matters. SJS will :

(1) Coordinate/publish the conference agenda and administrative message.

(2) Task, collect and organize staff material submitted for conferences. Schedule in-process reviews with the Chief of Staff and Deputy Commander.

(3) Coordinate and assist Protocol on all administrative/logistics matters relating to the conference.

(4) Prepare the electronic conference books for each principal.

(5) Publish the post-conference Memorandum for Record and all final electronic materials.

(6) Issue specific Command Group tasks resulting from conference.

c. Deputy Commander's Action Group (DCAG) will:

(1) Develop the conference agenda based upon guidance from the Deputy Commander and Commander.

(2) Provide specific guidance on briefings and papers being developed for the conference.

(3) Prepare and coordinate the post-conference Memorandum for Record.

d. Directors/Office Chiefs will:

(1) Submit proposed discussion subjects using a topic summary paper for each item (see paragraph 8a). Refer to the CCC topic nomination paper format in SM 5-5.

(2) Provide background papers for all approved topics (see paragraph 8b). Refer to background paper format in SM 5-5.

(3) Provide electronic briefings for each topic submitted to the Deputy Commander (see paragraph 8c).

(4) Provide escort officers (for conferences at HQ USEUCOM only) as required.

e. Protocol. For conferences at HQ USEUCOM, the Protocol Office will:

- (1) Prepare the itinerary/schedule of activities to conferees.
- (2) Prepare seating plan for Headquarters Conference Room (HCR) and arrange Deputy Commander's Conference Room or Alternate Conference Room as needed.
- (3) Coordinate luncheons in the Commander's Mess or working lunches in the HCR.
- (4) Reserve quarters for visiting conferees as required.
- (5) Coordinate transportation for conferees.
- (6) Arrange for escort officers and convenience rooms for the Commander and other conferees as required.
- (7) Coordinate and arrange the evening social per Deputy Commander's guidance.
- (8) Assist in development of the CCC Spouse Program and all administrative/logistical arrangements required to execute the Spouse Program.

8. **Procedures.** Successful accomplishment of each conference depends on the milestone schedule established and maintained by SJS. Components and EUCOM directorates track conference suspenses and requirements through SJS taskings in messages and correspondence. Suspenses are listed on the Command Suspense List (CSL) and the CCC page on the SJS SIPRNET home page (see para 5b).

a. **Topics.** The CCC is a forum for informal discussion. Topics should involve issues of significant importance for discussion at the 4-Star level. The basic format to be followed is found in SM 5-5. Use the guidance below for proposing conference topics:

- (1) List the specific purpose (provided as key points(s) in the topic paper) for proposing any topic for inclusion on the agenda.
- (2) Ensure subject material is applicable to all conferees.
- (3) Notify SJS in advance of all classified subjects that require special handling.

b. **Background Papers.** Background papers for each topic will be tasked by SJS. Background papers prepared by the EUCOM Staff on component command topics should identify what prompted the current action, summarize key points which HQ USEUCOM wants to convey, and state the proposed USEUCOM position. The basic format to be followed is found in SM 5-5. In addition, the following special requirements apply:

- (1) Subject line of the paper must be identical to the title announced in the agenda.
- (2) Suspense for the background paper is established by the Secretary Joint Staff once proposed topics have been approved by Commander for discussion at the conference.

(3) Proper classification level, classification authority, and downgrading instructions must be on each document submitted.

(4) Papers are to be in electronic format (MS Word) in Times New Roman 12 font type.

c. Briefing Slides. Slides shall conform to the standard USEUCOM format contained in SM 5-5 and found on public drive, P:\Templates. Slides are to be in electronic format (MS PowerPoint).

d. All electronic materials will be posted on the SJS CCC Webpage for easy access and downloading. Normally, hard copy of briefings and/or background papers will not be produced.

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