

HEADQUARTERS
UNITED STATES EUROPEAN COMMAND
UNIT 30400
APO 09131-0400

STAFF MEMORANDUM
NUMBER 5-9

7 December 2003

ADMINISTRATIVE MATTERS

HQ USEUCOM NEWCOMERS ORIENTATION COURSE

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1. **Purpose**. This Staff Memorandum provides policies and procedures regarding the HQ USEUCOM Newcomers Orientation Course.
 2. **Applicability**. This Staff Memorandum applies to all directorates/staff offices of HQ USEUCOM.
 3. **Internal Control Systems**. This Staff Memorandum contains no internal control provisions and is not 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 Primary Responsibility (OPR) for this Staff Memorandum is USEUCOM Commandant's Office, Training Section. Suggested improvements should be sent to HQ USEUCOM, ATTN: ECCS-HC, Unit 30400, APO AE 09131.
 5. **General**. The Newcomers Orientation Course is designed to provide all newly arrived HQ USEUCOM military and civilian personnel with an overview of the mission, functions, organization, and staff procedures of HQ USEUCOM.
 6. **Responsibilities**.
 - a. HQ USEUCOM Commandant's Office-Training Section:
 - (1) Exercises supervision over the Newcomers Orientation Course.
 - (2) Schedules dates, times, and facilities for the Newcomers Orientation Course.

This Staff Memorandum supersedes SM 5-9, dated 30 October 1997.

(3) Coordinates with each directorate's Executive Officer (XO) to identify the briefer for the time designated. Each directorate/staff will appoint a primary/alternate presenter in order to maintain continuity within the briefings.

(4) Coordinates with each directorate/staff office to ensure presentations are current for the Newcomers Orientation Course. Directorates/sections will forward current updates to their respective presentation to the Training Office NLT three duty days prior to the scheduled orientation.

(5) Notifies relevant parties of scheduled Newcomers Orientation Course, to include course attendees.

(6) Verifies attendees security clearance level prior to class start date. Personnel without proper clearance will not be allowed to sit-in on briefings that are classified.

b. Directorates/Staff Offices:

(1) Ensures newly assigned personnel are scheduled for Newcomers Orientation Course as soon as possible after arriving at USEUCOM.

(2) Appoint a primary and alternate briefer for the Newcomers Orientation Course. In addition, support personnel will be provided to assist with the presentation.

(3) Ensures all attendees have a SECRET or higher clearance.

7. **Policies.** The Newcomers Orientation Course is mandatory for new arrivals (military/civilian) assigned to staff positions within USEUCOM. Newly assigned personnel will attend the first available Newcomers Orientation Course upon assignment to the command.

8. **Notification Procedures.** HQ Commandant's Office-Training Section will notify directorates, staff offices, and other activities in writing when a Newcomers Orientation Course is scheduled. A published class roster will be forwarded to those scheduled for the course as well as to the respective directorates/staff offices.

9. **Security Clearance.** All attendees must possess at least a SECRET or higher security clearance due to the nature of some briefings.

10. **Content:**

a. The Newcomers Orientation Course briefing schedule (subject to change) is shown in Appendix A.

b. Directorates/staff offices desiring to amend their time slots must obtain approval from the HQ Commandant's Office—Training Section.

11. **Briefing Requirements**. The primary and/or alternate will present their directorate's/staff office's portion of the orientation briefing, if available. If the primary or alternate is unavailable, the presentation will be given by a senior division chief.

FOR THE COMMANDER:

OFFICIAL

JOHN B. SYLVESTER
Lieutenant General, USA
Chief of Staff

DANIEL A. FINLEY
MAJ, USA
Adjutant General

APPENDIX

A - U.S. European Command Newcomers Orientation Course

APPENDIX A

**U.S. EUROPEAN COMMAND
NEWCOMERS ORIENTATION COURSE**

DAY 1	TIME	SUBJECT
Coordinator's Introduction	0800-0805	Administrative Remarks
Video	0805-0810	USEUCOM Mission
Commandant's Welcome	0810-0825	Opening Remarks
ECJ1	0825-0835	Personnel and Manpower
ECJ2	0835-0900	Intelligence
ECJ3	0900-0930	European Plans and Operations (EPOC)
Break	0930-0940	
ECJ4	0940-1000	Logistics/Security Assistance
ECJ5	1000-1045	Plans and Policy
ECJ6	1045-1105	C3 Systems & Warfighting Integration
SJS	1105-1115	SJS
DAY 2	TIME	SUBJECT
ECJA	0800-0820	Judge Advocate
ECIG	0820-0840	Inspector General
ECSM	0840-0900	Security Matters
ECJ39	0900-0920	Operations Security
Break	0920-0930	
ECPA	0930-0945	Public Affairs
ECCS-OR	0945-1000	Operations Research & Analysis
ECCM	1000-1025	Comptroller
ECRA	1025-1040	Reserve Affairs
ECCS-P	1040-1055	Protocol
ECJ2-SSO	1055-1105	Computer Security
SJS	1105-1115	ACOS Remarks