



HEADQUARTERS
UNITED STATES EUROPEAN COMMAND
UNIT 30400
APO AE 09131

ECJ4-ID

8 May 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Joint Contact Team Program

1. This memorandum is the general J4-ID policy pertaining to the Joint Contact Team Program (JCTP) until its incorporation into EUCOM Directive 90-6. The existing JCTP Standard Operating Procedures (SOP) will remain in effect until superseded by the forthcoming ODC Handbook. In the case that there is a conflict between existing ODC and JCTP policy the most restrictive policy will be followed.

2. JCTP. Some ODCs have this additional Security Cooperation tool focusing on conducting host nation (HN) familiarization. All subject matter discussed within JCTP must be unclassified and in support of the Five Year Plan. Used effectively, JCTP can provide a seamless linkage between familiarization and other ODC activities. One example is conducting a familiarization on US radio equipment in order to assist the HN in making an informed purchase decision. A familiarization could also be conducted, following equipment purchases, on maintenance and training programs. This section presents a general overview of key program aspects. For specific details see existing JCTP Standard Operating Procedures (SOP).

a. Events. The ODC will be involved in the planning and execution of four types of JCTP events: Traveling Contact Teams, Familiarization Visits, Shadows, and Exchanges.

(1) Traveling Contact Team (TCT). A TCT event involves U.S. military or Department of Defense (DoD) civilian Subject Matter Experts (SMEs) in a planned event area of interest traveling into the host country. The TCT members present briefings or discussions in their area of expertise with the HN audience. Could also be conducted as part of a Defense Attaché coordinated ship visit to the HN port.

(2) Familiarization Visit (FAM). A FAM event involves sending HN personnel to a U.S. installation or activity in the United States or Europe to observe forces in action within their area of interest. The FAM members gain first hand knowledge of how another country or expert operates. Could also be conducted as part of a Defense Attaché coordinated ship visit to the HN port.

(3) Shadow Visit. A shadow visit event is similar to a FAM. In this case one HN person travels to a location where they observe their counterpart in actual operations. The goal is for the visitor to work and assist their counterpart with the operations. Shadow visit participants must have an excellent command of the English language validated by English Language proficiency exams.

(4) Exchange. An exchange event is conducted (usually for a 30 day period) such that a HN military representative literally exchanges duty positions with a U.S. Soldier, Sailor, Airman, or Marine. The U.S. participant will go first for up to 14 days, and the HN participant will travel to the US location for up to 30 days.

b. Bilateral Affairs Annex D to the ODC Five Year Plan (formerly known as the JCTP Country Work Plan) is the foundation for all JCTP events. Initiated or updated annually, it directly ties together the goals and objectives of CINC EUCOM, the HN, and the U.S. Ambassador. Under each stated objective it identifies all events (from TCT to ODC activity) and general subjects required to complete that objective within 1-2 years. As part of his/her planning efforts, the ODC will seek to minimize duplication of effort with in-country U.S. Agencies and other Nations. When developing the Five Year Plan the ODC will review and integrate previous inspection findings.

c. Concept Sheets are the primary document used by the JCTP to perform its mission. Developed in coordination between the ODC and HN, each concept sheet expands the general events from the CWP into the required specifics, including event duration, purpose, content, target audience, subject matter expert, etc.

d. Event execution, in order to be successful, requires extensive coordination between the HN, ODC, JCTP and US POC. Specific techniques and procedures are identified within the JCTP Handbook.

e. Post Event Critiques will be used by all ODCs in order to measure event effectiveness and gain feedback for follow-on event content refinement. All HN and US event participants/POCs will complete event critiques, which will be reviewed frequently by ODCs. Specific details and critique examples are discussed in the JCTP Handbook.

3. Direct any questions on this subject matter to LTC Mark Ferris or Maj Gene Moty at extensions 430-4368 or 430-4369 respectively

//signed//

WILLIAM P. DOYLE, JR.
Colonel, USAF
Chief, Programs Group

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