



**SUPREME HEADQUARTERS ALLIED POWERS  
EUROPE**  
**GRAND QUARTIER GÉNÉRAL DES PUISSANCES ALLIÉES  
EN EUROPE**

**B-7010 SHAPE, BELGIUM**



**STANDARD OPERATING PROCEDURE (SOP)**

**MANAGEMENT OF HOST NATION SUPPORT CAPABILITY CATALOGUE  
GEOGRAPHICAL LOCATIONS INFORMATION**

**REFERENCES:**

A. Allied Joint Doctrine FOR HOST NATION SUPPORT AJP 4.5,  
EDITION B, dated May 2013.

1. **Aim.** The purpose of this SOP is to provide guidance and to describe procedures for the management of HNS CAPCAT Geographical Locations (in short HNS GeoLoc) used in Automated Information Systems (AIS) such as Logistic Functional Area Services (LOGFAS) and Tools for Operations Planning Functional Area Systems (TOPFAS) in support of logistics and operational planning.

In the future it will directly contribute to the HNS capability planned to be delivered within the scope of LOGFS CP 103 Addendum also called Evolution 1 (Project 44).

2. **Audience.** The intended audience for this document is:

- SHAPE J4 LOG as the Executive Officer (EXO), SHAPE J4 Logistics Information Management Section (LIMS) and AMCC, as management authorities;
- JFCs, S-JLSG, CCs (and other NCS/NFS entities), as HNS GeoLoc users for NATO Military Activities. NCI Agency as technical body;
- and any board/working group led and/or attended by the representatives of above mentioned structures, acting in support of the HNS GeoLoc management process.

Also, Host Nations have a critical role as the owners of their HNS CAPCATs, from which the HNS GeoLocs are drawn.

3. **Applicability.** The edition is applicable as soon as signed and officially distributed.

HNS GeoLoc data distribution is limited to Sending Nations and the audience mentioned in Chapter 2 of this document, with the purpose to maintain/update the database and to plan, coordinate and execute NATO Military Activities. Distribution to other recipients or with different scopes and further re-distribution **shall not** be allowed unless specifically endorsed by HNs authorities.

Management of HNS CAPCAT GeoLoc in this document refers and is limited to current Legacy Systems. Therefore, the content of this document should be reviewed regularly in line with LOGFS CP Addendum development progress but minimally prior to delivery of the LOGFS Evolution 1 (Project 44).

**4. Notations and Abbreviations.** All mandatory requirements expressed in this procedure will be indicated using a bold " **shall**".

**5. Background.** HNS CAPCATs support planners of Sending Nations and NATO authorities to have an overview of HNS capabilities. It permits an initial quantitative and qualitative assessment of support that can be provided to NATO Military Activities. All capabilities included in the HNS CAPCATs represent those that the HN could potentially make available to NATO which have to be agreed through further coordination based on HNS arrangements (Ref. A).

HNS GeoLocs are the HNS CAPCATs key data elements. To assist with the management of HNS GeoLoc data, a configuration management system is required to control the versions of the HNS GeoLoc Data Set. This system should ensure that the Host Nations have the sole rights to change their own national data and that only one HNS GeoLoc version exists at any one time, available to the authorised users. The centralised control of HNS CAPCAT GeoLoc version facilitates data exchange between various AIS systems. The HNS CAPCAT GeoLoc needs to be under a stable controlled process with a formal baseline, adaptable and upgradeable.

**6. HNS CAPCAT GeoLoc definition.** HNS GeoLoc is location from HNS CAPCAT which can support NATO Military Activities, including Reception Staging and Onward Movement (RSOM) of forces.

The GeoLoc data include various details such as:

- Identification details: names and 6-digit alpha-numerical HNS GeoLoc codes; HNS GeoLoc are specifically designated as HNS locations, the first two digits are letters being linked to the Host Nation and the others figures being assigned sequentially as serial numbers;
- Location types (with associated icons): A/SPODs, RHODs, BXP, Staging Areas, Convoy Support Centres, Storage Sites, Training Facilities, etc.;
- Geographical data: position indicated either by Universal Transverse Mercator (UTM) or Latitude /Longitude coordinates;
- A range of baselined data service categories and details which include (but is not limited to): air and seaport and railhead services, temporary and transient accommodation, medical installations, storage capacities, temporary RSOM facilities etc.

All HNS GeoLoc data is organised in a standard format which is valid for all GeoLoc. When necessary this format can be updated within the management process described in this document, provided there will be no disturbance to other functionalities of the AIS using GeoLoc.

**7. Data Exchange and Interoperability.** Any system, AIS or otherwise, that uses HNS CAPCAT GeoLoc **shall** clearly expose to the user which version of HNS GeoLoc is currently being used by the system. Furthermore, any data exchanged by the system that includes HNS GeoLoc **shall** also include the HNS GeoLoc version number as to ensure data interoperability.

**8. Mission.** The Strategic Commands (SCs) logistics communities, through their designated representatives and in cooperation with relevant NCS contributors and with HNs, will manage the HNS GeoLoc data in order to have it configured, updated, integrated and delivered to the authorised users.

### **9. HNS GeoLoc Management Principles**

- a. HNS CAPCAT GeoLoc **shall** be maintained and updated under rigorous procedures. The procedures adopted to achieve these standards **shall** remain simple and allow for transparency throughout the HNS CAPCAT GeoLoc management process;
- b. Only one HNS GeoLoc data set version **shall** be considered valid at any one time. HNS GeoLoc data set versions **shall** be incremental integers (i.e. v1, v2, v3, etc.);
- c. All HNS GeoLoc users are invited to contribute to the development by stating requirements;
- d. HNS GeoLoc Change Requests will only be accepted when submitted by the national HNS POC.
- e. Changing the HNS GeoLoc Standard Version has consequences for many users. Version changes involve all HNS CAPCAT using communities and therefore all NATO commands, nations and operational theatres. Consequently, version changes **shall** only be introduced to a maximum of once a year;
- f. HNS GeoLoc are owned by the respective Host Nations and are to be released within the authorised scope only;
- g. Providing and updating on a regular basis the information required to maintain HNS GeoLoc is the responsibility of the respective Host Nation. Other (Non-NATO) Nations are strongly encouraged to provide their HNS GeoLoc information;
- h. The HNS GeoLoc management process defined in Chapter **11** has to be followed by the nations and NCS/NFS HQs in order to appropriately manage the changes centrally as key data elements.

**10. HNS CAPCAT GeoLoc Management Structure and related Responsibilities**

**a. HNS CAPCAT EXO: SHAPE J4 LOG, Logistics Plan & Requirement Section**

- Is the highest HNS GeoLoc management authority,
- Is the final arbiter for any disputes pertaining to HNS GeoLoc,
- Sets main guidance for HNS GeoLoc update and development,
- Acts as initial POC for all HNS CAPCAT related questions,
- Develops detailed guidance for HNS CAPCAT GeoLoc management,
- Ensures the communication between ACO, nations and all related Working Groups,
- Authorises the operational release date of new versions of HNS GeoLocs,
- Assists in identifying National HNS POCs, as required,
- Maintains HNS GeoLoc distribution list,
- Acts as LOGNET Area content Manager for HNS.

**b. HNS CAPCAT Working Group<sup>1</sup>**

- Supports the HNS GeoLoc management process as directed by the HNS CAPCAT EXO,
- Acts as the configuration management authority,
- Involves other Functional Services NCS/NFS entities as required,
- Chairperson for Community Working Groups.

**c. National HNS CapCat Authority: HNS Point of Contact within Nations**

- Manages all HNS GeoLocs related issues for his/her nation,
- Maintains HNS GeoLocs, prepares and sends national GeoLoc Update files.

**d. HNS GeoLoc Manager: SHAPE J4 AMCC, Logistics Information Management Section (LIMS)**

- Provides user access privilege information to HNS POC,
- Receives annual HNS GeoLoc data sets and updates from Host Nations,
- Maintains the latest HNS GeoLoc version,
- Assists in identifying National HNS POCs, as required,

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<sup>1</sup> Current HNS CAPCAT Forum (workshop) will be transformed into HNS CAPCAT WG. TOR will be developed accordingly.

- Assists in maintenance of HNS GeoLoc distribution list,
- Prepares HNS GeoLoc Update files using Reference Data Manager tool,
- Participates in operation and maintenance of the SHAPE Core Reference Database from a functional point of view,
- Is the distributor of HNS GeoLoc versions.

**e. HNS GeoLoc Test and Validation: NCIA**

- Processes the Change Requests (CR) for upgrading to a new version of HNS Geolocs,
- Ensures that new version is evaluated and if required an Independent Verification and Validation Test is conducted,
- Ensures that the deployment and support of the new version is in place, roles and responsibilities are clear and understood,
- Evaluates the potential risks and the rollback plans if required,
- Formally informs all stakeholders about the approval of a new version of HNS GeoLoc database.

**f. HNS GeoLoc Operation and Maintenance – Service Support and Business Application – Logistics Application Services (SSBA LAS)**

- Maintains the Reference Data Manager tool which enables configuration management of HNS GeoLoc,
- Operates and maintains SHAPE Core Reference Database,
- Implements (develops, tests, validates and releases) any changes to the HNS GeoLoc format and functionalities, as directed by SHAPE J4/CCB,
- Advises SHAPE J4/CCB and directly assists HNS GeoLoc EXO in performing their attributes,
- Operates and maintains SHAPE Core Reference Database from a technical point of view,
- Maintains the HNS GeoLoc website.

**g. Other User Community Working Groups and Forums**

- Act as a conduit on HNS GeoLoc issues to SHAPE J4/HNS GeoLoc EXO as chairpersons,
- Formed of representatives of all elements mentioned above, HNs and other users, as required.

### 11. Process and Procedures

The following figures provide an Overview for HNS GeoLoc Management.

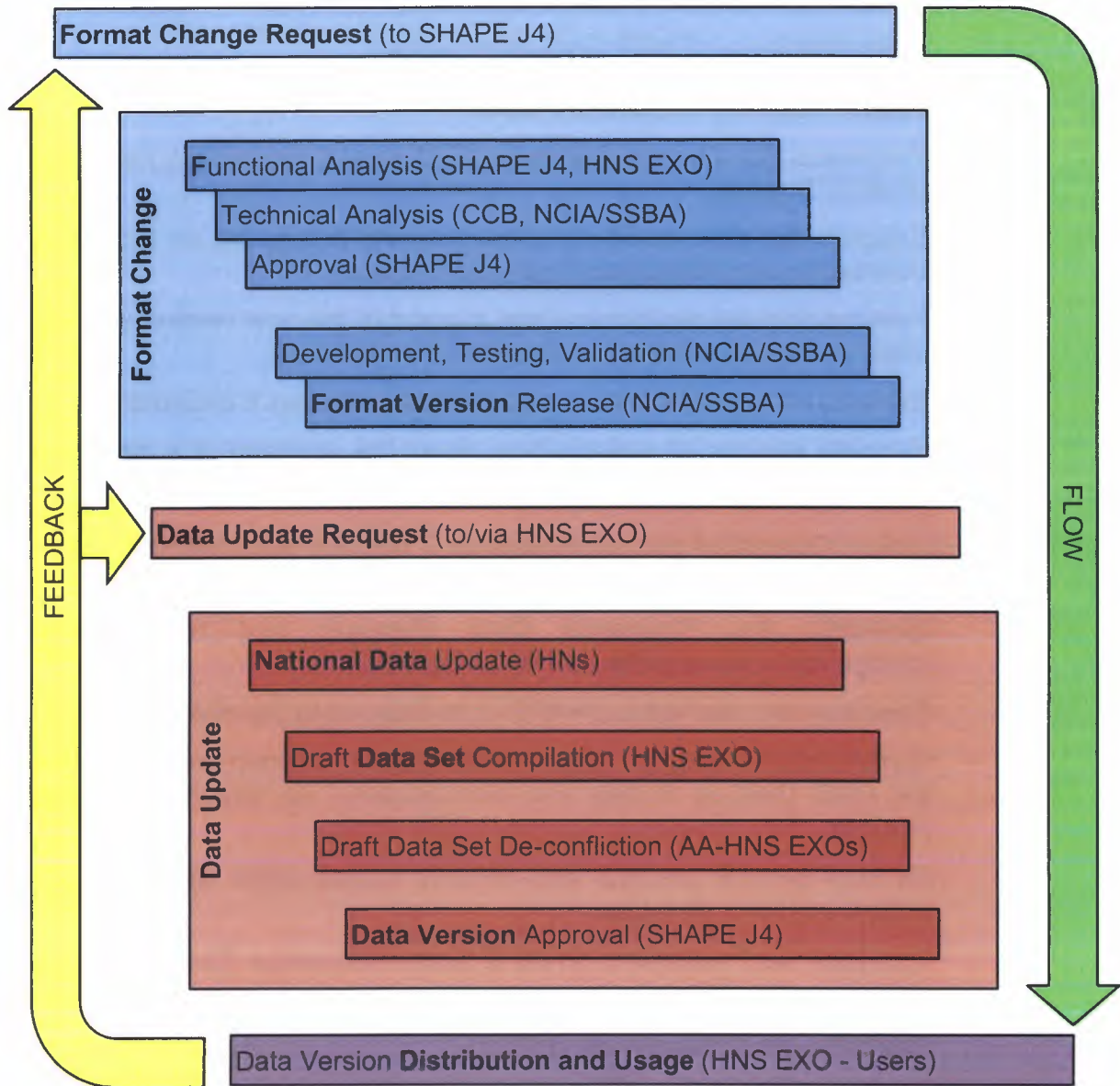


Figure 1 – HNS Geoloc Management process

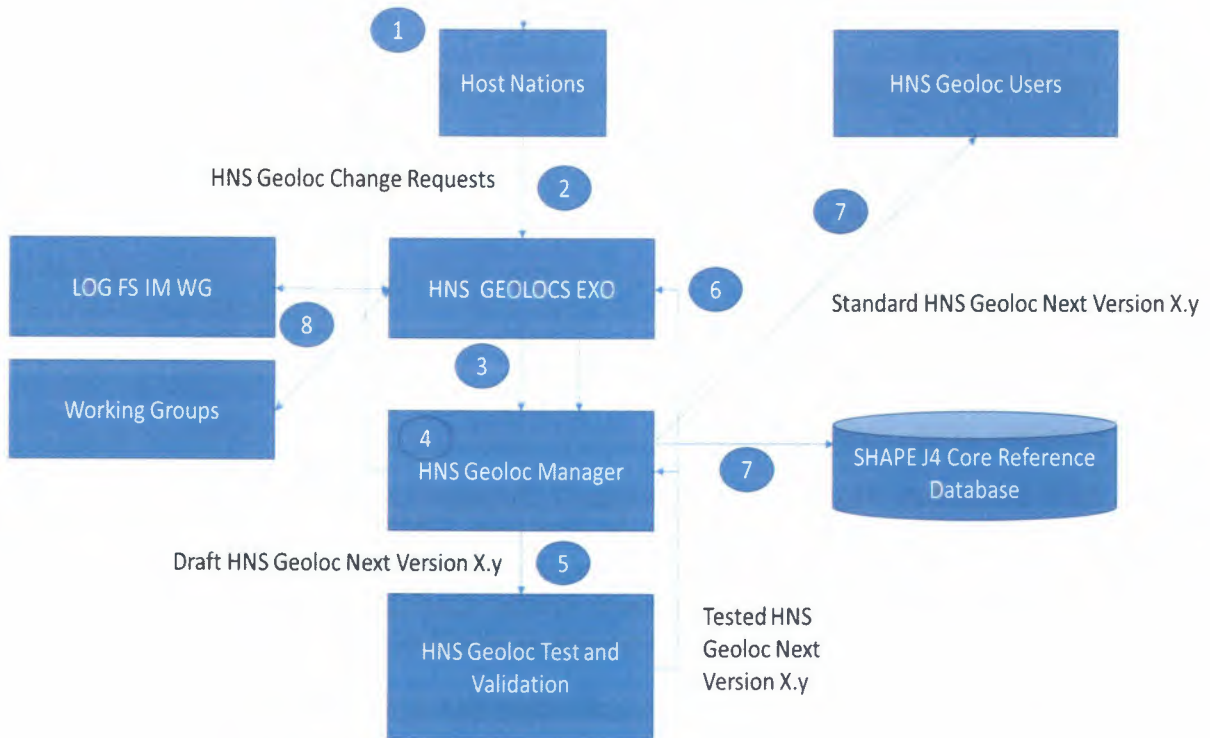


Figure 2 – HNS GeoLoc Management Procedures

- 1) All Host Nation CAPCAT POCs receive the user privilege information enabling them to make changes to HNS GeoLocs in LOGFAS from the HNS GeoLoc Manager.
- 2) Identifying need for update of HNS Geoloc within the Host Nation CAPCAT, HNS POC creates HNS GeoLoc Update spreadsheet or GeoLoc Export File. (It can be downloaded at LOGNET HNS Portal) and forwards to HNS Executive Officer.
- 3) The HNS GeoLoc Executive Officer reviews the update and forwards to the HNS GeoLoc Manager, stating principal approval.
- 4) The HNS GeoLoc Manager imports the changes to the temporary HNS GeoLoc Repository. He produces an HNS Update file and using Reference Data Management tool and creates the Draft HNS GeoLoc next version file.  
The HNS GeoLoc Manager forwards the HNS GeoLoc Draft Next Version to the HNS GeoLoc Tester.
- 5) HNS GeoLoc Tester tests and validates the update file, and informs HNS GeoLoc Manager and Executive Officer
- 6) The HNS GeoLoc Executive Officer sets the version release date in coordination with the stakeholders and informs all Host Nation CAPCAT POC NS
- 7) The HNS GeoLoc Manager updates the SHAPE J4 Core Reference Database with the new HNS GeoLoc version and informs all HNS GeoLoc users as per distribution list via e-mail. The format of the release will be as follows:
  - a) HNS GeoLoc Standard Version Update File

- b) HNS GeoLoc Web page
- 8) The HNS GeoLoc EXO informs the LC, LCEG, HNS WG and other working groups.

**12. Web Pages**

NATO CLASSIFIED (NS WAN):

<https://lognet.nato.int>

NATO UNCLASSIFIED:

Internet: <https://lognet.nato.int>

**13. SOP revision.** Any party may suggest changes/improvements to this SOP by providing proper justification to the document owner. HNS WG will conduct an annual review of the SOP at least every three years to take into consideration any required changes in HNS CAPCAT management (HNS CAPCAT GeoLoc included) and lessons identified or learned during the previous round of execution.

Approval. This LOGNET SOP was recommended and approved by the HNS WG.

FOR THE CHIEF OF STAFF



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