

**Joint Task Force Headquarters Standard Operating Procedure**

**403  
J4**

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<b><u>References:</u></b>	
A	MC 526 Logistic support concept for NRF operations
B	Bi-SC 85-1 - Capability Package Directive
C	AJP 4 Series
D	AD 80-96 – NATO Response force
E	Interim concept JFC deployed as JTF HQ

<b><u>Content:</u></b>	
Introduction	2
Concept	2
Functions	3
Working Practices/Battle Rhythm	5

<b><u>Amendment Record:</u></b>		
Serial	Amendment Number	Date

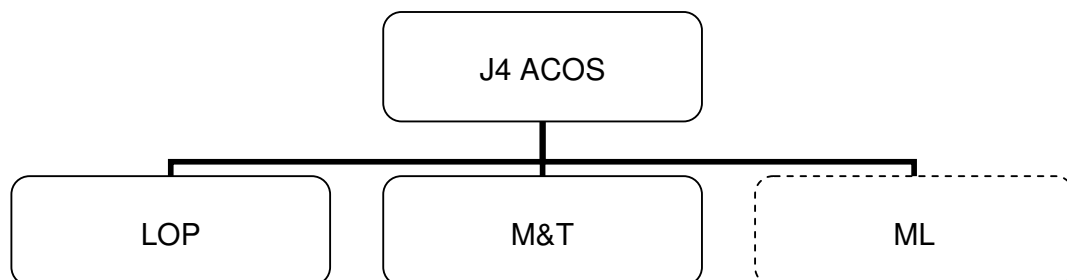
<b><u>Related SOP:</u></b>	
401	J1
413	Medical Support
411	Engineer Support
409	CIS
415	Financial Operations

## INTRODUCTION

1. **Purpose.** The purpose of this SOP is to describe the C2, functions, tasks, responsibilities for J4 within the JTFHQ and in the context of expeditionary operations<sup>1</sup>.
2. **Scope.** This SOP applies to J4 tasks and responsibilities within the Headquarters Allied Joint Force Command (HQ JFC) including the tasks and responsibilities when it is deployed as Joint Task Force Headquarters (JTF HQ) in supporting expeditionary operation. The role of J4 is to act as the single interface or single control point for the management and operational direction for any logistic issue in support of the mission and Commander's intent.

## PROCEDURE

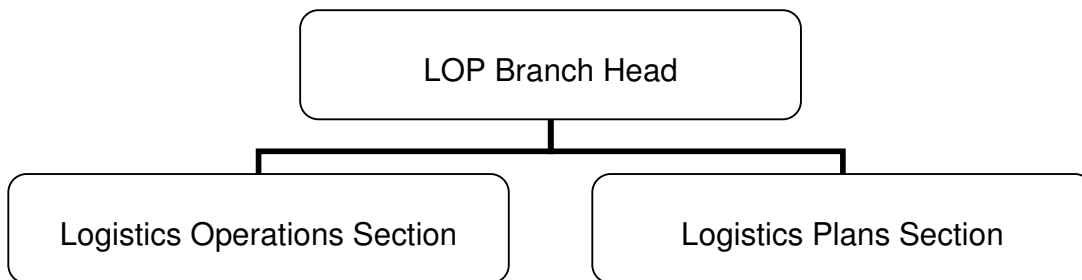
3. **Concept.** The J4 Division is responsible to the DCOS Support for the operational-level alliance logistics requirements for the HQ JFC and assigned Area of Operation (AOO). The Division is responsible for all logistic operations supporting NATO Article 5 and non-Article 5 operations, including logistic services, fuel operations, logistic information systems; logistic plans, policies, concepts, doctrine, exercises and training, host nation support planning and coordination; and movement and transportation. The Division provides and trains personnel for deployment operations conducting by JTF HQ. The Division directs the Joint Logistics Support Group (JLSG) Core Staff Element (CSE) and contributes to the manning process for a commander of the JLSG HQ when deployed.
4. J4 consists of 3 branches: Logistics Operations and Plans (LOP), Movement and Transportation Branch (M&T) and Multinational Logistics (ML) each of them with specific functions, tools and reporting systems/cycles. The commonality between all branches is to support and enable the mission and Commander's intent as efficiently as possible. Once HQ JFC is deployed as JTF HQ, ML will become a nucleus of the Joint Logistics Support Group (JLSG) Core Staff Element (CSE). Transformation of ML to JLSG, the incremental deployment of its elements and its respective tasks are further described in the SOP 700 series.



<sup>1</sup> **Expeditionary operation:** The projection of military power over extended lines of communications into a distant operational area to accomplish a specific objective. NATO GLOSSARY OF TERMS AND DEFINITIONS-AAP 6- Edition 2012 Version 2.

5. J4 personnel will interact with different players within the JTF HQ. Participation or close co-operation with other branches under DCOS Support, as well as with JLSG HQ, are of utmost importance to ensure the unimpeded flow of logistic processes between the logistic layers in the mission. J4 directs the JLSG CSE and contributes to the manning process of the JLSG HQ when deployed. J4 provides and trains personnel in accordance with the incremental deployment stages during operations.

6. **Functions.** Logistics Ops & Plans Branch:



7. The Logistics Operations and Plans Branch is responsible for assessing, coordinating and following up on logistic matters; including the development and implementation of all Logistic plans, concepts, doctrine, stockpile planning, and supply class management in support of operations and exercises. The Branch integrates and balances all critical logistic resources, including movements into the logistic element of the operational plan. The Branch provides HQ JFC internal advice for real world and contingency operations as well as logistic intelligence data through logistic reporting. The Branch tracks critical commodities and assets and develops recommendations for courses of action. The Branch plans, develops, manages and implements all logistic information systems. The Branch provides and trains a Logistic Operations and Plans Staff for deployed operations

8. LOP Branch is comprised of 2 sections – Logistics Operations and Logistics Plans. The specific tasks of those sections are:

a. **Logistics Operations Section.** The Logistic Operations Section assesses logistic capabilities and constraints, evaluating their impact on current operations and exercises, including logistic services, fuel operations, logistic information systems, logistic plans, concepts, doctrine, exercises and training as well as operational host nation support planning. The Section develops guidance, SOPs/SOIs, operational orders for the execution of logistics during operations, exercises and training. The Section monitors and evaluates the

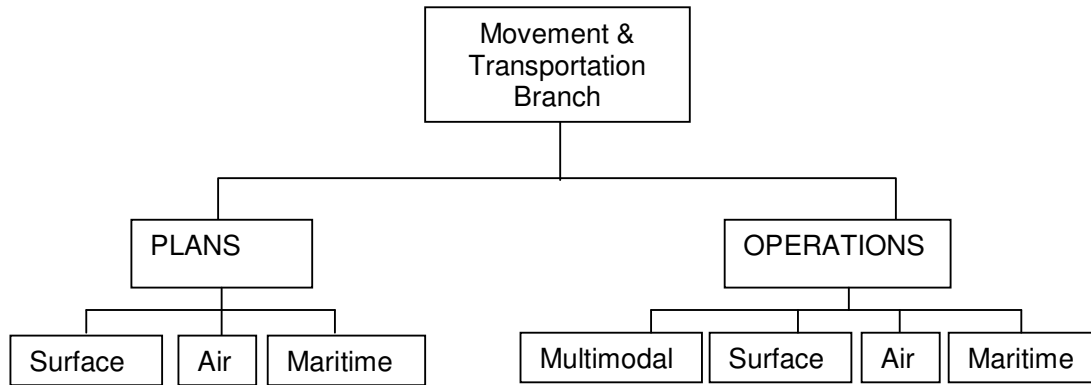
logistic situation, in coordination with the JLSG. With its representation in the Boards and Working Groups, the Section participates and co-operates closely with the J3 Division. This will be crucial to ensure the coherence of logistics information and advice provided to the COM and higher echelons. The Section provides the logistic input to the Common Operational Picture (COP). The Section allocates priorities to the logistics requirements and authorizes appropriate actions to overcome logistic deficiencies & difficulties. The Section maintains liaison, either directly or through the JLSG HQ, with logistics specialists of other missions or organizations. The Section establishes logistic reporting requirements for subordinate forces and prepare & forward logistic reports to higher authority as required.

b. Logistics Plans Section. The Logistic Plans Section develops plans, concepts, doctrine, stockpile planning, and supply class management in support of operations and exercises. The Section assesses logistic capabilities and constraints, evaluating their impact on planned operations and exercises. The Section prepares logistics plans in support of HQ JFC planning activities including logistic services, fuel operations, logistic information systems, logistic plans, concepts, doctrine, exercises and training as well as operational host nation support planning. The Section coordinates during planning phase operational HNS agreements and arrangements in coordination with JLSG and contractual support in coordination with NSPA.

9. Specific tasks include:
- a. Develop guidance, SOPs/SOIs and operational orders.
  - b. Monitor, evaluate, analyse and assess the logistic situation within the JOA. This logistic situation is to be provided mainly through the Recognised Logistic Picture (RLP), defined by J4 but developed and maintained by the JLSG HQ.
  - c. Provide the logistic input to the Common Operational Picture (COP).
  - d. Provide assessments of logistic capabilities and constraints, evaluating their impact on current and planned operations
  - e. Synchronise and prioritise the execution of theatre logistic tasks in conjunction with JLSG HQ
  - f. Task and coordinate with CCs and JLSG regarding logistic and M&T support.
  - g. Co-operate closely with representatives in the J5, J3/5 and JAB. This will be crucial to ensure the coherence of information and advice provided to the JTF HQ Commander and higher echelons. This task will require contribution from the JLSG HQ on logistics intelligence and situation.

- h. Support JFC DCOS OPS / J5 in the development of the joint logistic support plan at the operational level in consultation with the assigned CCs, JLSG HQ, TCNs, NSPA and if required with SCEPC.
- i. Allocate priorities to the logistic requirements and authorise appropriate actions to overcome logistic deficiencies & difficulties.
- j. Establish logistic reporting requirements for subordinate forces and prepare & forward logistic reports to higher authority as required.
- k. Co-ordinate, through the JLSG HQ, the logistic support in theatre.
- l. Provide support and contribute to coordination within SPT div.
- m. Co-ordinate, through the JLSG HQ and with LEGAD, the implications of HNS agreements and arrangements.
- n. Participate at and contribute to the Theatre Logistic Conference (TLC) chaired by COM JLSG.
- o. Maintain liaison, either directly or through the JLSG, with logistic specialists of other missions or organisations in the JOA. NSPA will provide personnel to guarantee effective integration of theatre level contractual support, complementing military logistics.
- p. Assist in the preparation and execution of NATO led contracts for the mission, i.e. the BOAs and the chartered airlifts.
- q. Manage and operate the Operation related Consignment Tracking System, arrange quarterly visits to nodes, define users training requirements.
- r. Prepare logistics support to JTF HQ for refining and contingency plans activities.

10. **Functions.** Movement & Transportation Branch.



M&T consists of 2 sections: M&T Plans Sections and M&T Operations Section each of them with specific functions, tools and reporting systems/cycles.

11. M&T is responsible for the following:

- a. For the planning and co-ordination of the execution of all movements and transportation activities in support of operations with SHAPE, Nations and other agencies.
- b. To prepare at the operational level M&T options and plans in support of operations.
- c. For matters related to deployment, mobility, transport, Reception Staging and Onwards Movement (RSOM), Reverse RSOM, redeployment, movement control and associated support functions.
- d. To maintain the visibility of all movements issues.
- e. To provide movements and transportation advice and to promote multinational M&T solutions when possible.
- f. To prepare movements and transportation guidance and policy.
- g. To monitor and evaluate M&T Operations and maintain the status of the M&T situation in theatre.
- h. As required, to assist and advise NATO HQ and SHAPE on strategic LOCs and the requirements for TAs with neighbouring Nations.

- i. To provide an interface between TCNs and SHAPE AMCC with regard to the strategic movements, in order to streamline the process.
- j. Ensure COM JFC strategic movement priorities are reflected in the MNDDP.
- k. To conduct studies on host nation M&T capabilities and evaluating their impact on current and planned operations.
- l. To create and manage DDPs for NATO owned equipment and forces.
- m. To execute the NATO Air bridge for the strategic movement of NATO personnel and cargo with respect to NATO policy and doctrine.
- n. To coordinate movement and transportation issues with functional staffs in the OLRT/JLRT, FCE, ICE and JLSG HQ.
- o. To provide the movements and transportation reach back for the subordinate HQs.
- p. Prepare M&T reports to higher authorities as required.
- q. Participate in relevant Boards, VTCs and Working Groups in accordance with Battle Rhythm (BR) of JHQ Main and synchronise relevant activities.
- r. Providing visibility of strategic and theatre level movements.

12. **Functions.** Multinational Logistics Branch.

13. The Multinational Joint Logistics Branch is responsible for multinational logistics doctrine development and logistics partnering expertise in close coordination with the other divisions, and acts as the nucleus of the JLSG HQ CSE in preparation of expeditionary operations. As such, is responsible for training and exercising first the CSE, then multi-nationally generated augmenters and finally subordinate logistic units on a case by case basis. When deployed as JLSG, is responsible for the coordination of multinational logistics, Reception Staging and Onward Movement (RSOM), Logistic Control (LOGCON) of National Support Elements (NSEs), Logistic Lead Nations and Logistic Role Specialist Nations. Directs the support for the management / co-ordination of all JLSG administrative needs and is also responsible to the JLSG COM for all logistical matters of interest and staff-internal ongoing issues related to the JLSG.

**WORKING PRACTICES/BATTLE RHYTHM**

14. **Information Management.** J4 and JLSG information management is undertaken as follows:

- a. JTF Portal: J4 and JLSG will maintain its own Web subpage on the JTF HQ J4 portalsite, following the DOM BIM D&G in terms of principles, processes and procedures in setting up and maintaining the layout and content.
- b. LOGFAS: J4 and JLSG will utilise the Logistic Functional Area Software (LOGFAS) and its associated functional services for all Logistic, Movement and Transportation issues in supporting expeditionary operation. Precise use will depend on the available network connectivity and more detailed instructions will be published on a case by case basis.
- c. Outlook/E-Mails: In addition to individual/functional e-mail accounts, J4 will share a Group e-mail account.

15. **Battle Rhythm, meetings, boards and working groups.** J4 will operate in accordance with the established JTF HQ Battle Rhythm. The J4 Assistant Chief of Staff (ACOS) will confirm and adapt branches operations, in relation to the JTF HQ Battle Rhythm, as directed by OPLAN and/or COM's D&G. ACOS J4 will assign Division's representatives to attend Boards and Working Groups within the J4.

In accordance to the relevant SOP and the established BR, J4 representatives will participate (or chair) on the following and not limited Boards and Working Groups:

- a. JCB(WG) : Joint Coordination Board (Working Group).
- b. RCB(WG) : Resources Coordination Board (Working Group).
- c. RDCB : Redeployment Coordination Board.
- d. TLC : Theatre Logistic Conference.
- e. SAB : Situation Awareness Brief.
- f. SLPC : Senior Logistic Planning Conference.
- g. CRCB : Crisis Resources Coordination Board.
- h. AWG : Assessment Working Group.
- i. JOPG : Joint Ops Planning Group.
- j. ORRB : Operational Requirements Review Board.



- k. TSSB : Theater Sustainment Synchronization.
- a. CICOM : CIMIC Coordination Meeting.
- l. DARB : Daily Assets Reconnaissance Board.
- m. CAT : Crisis Action Team.

16. **Reach-Back.** As required any deployed J4 elements will reach back to HQ JFC for staff support. This could be either formally, through the Request for Information (RFI) process, or informally by e-mail or telephone. All communications will be handled in accordance with the relevant SOP.

17. **Supporting documents.** Execution of the above responsibilities is to be detailed in the Logistics and M&T Annexes to the respective OPLAN. In addition to the main OPLAN Annexes the following will be completed as required:

- (a) Reports: Provision of timely and accurate reports provides critical support to the decision making process. Reports will normally be issued on regular basis in accordance with the respective OPLAN requirements. Incident reports are to be processed through Joint Operation Centre (JOC).
- (b) Orders/Fragmentary Orders (FRAGOs): J4 contributes on FRAGOs preparation by J35, with regards to the logistics functional area. Whenever is necessary, J4 will prepare and coordinate relevant FRAGOs. The release authority can be delegated by Commander when needed.
- (c) Joint Coordination Order (JCO): J4 contributes on JCOs development by J35, with regards to the logistics functional area, as necessary to refocus the campaign as appropriate.
- (d) Plans /Branch Plans: J4 contributes to Plans and Branch Plans development by J5, with regards to the logistics functional area, on contingency options within a particular phase of an operation as required..
- (e) Sequels: J4 contributes on Sequels development by J5, with regards to the logistics functional area, within a campaign or the following phase(s) of an operation.