

Appendix H

LIAISON OFFICERS' PROCEDURES AND CHECKS

This appendix describes general responsibilities of liaison officers (LNOs) before, during, and after a tour of duty with a JTF. It also applies to liaison personnel between adjacent units, supporting or assigned forces and CJTF, and CJTF and higher command. Procedures come from Joint Pub 5-00.2; therefore, NGOs, PVOs, and IOs may not be familiar with these standard procedures.

Operational success is always influenced by a commander's knowledge and use of his forces. As representatives of their parent command to CJTF, LNOs frequently provide the critical link to effectively coordinate and execute JTF operations. The responsibilities discussed herein provide guidance for the conduct of LNOs.

RESPONSIBILITIES BEFORE DEPARTURE

Before departure for the gaining headquarters, a LNO should—

- Be thoroughly briefed on the current situation of his unit and his commander's intent, including details of the concept of operations, for example, unit locations, factors such as personnel strength and logistics considerations, a map with overlays.
- Obtain specific information and/or liaison requirements from each staff section.
- Clearly understand his mission and responsibilities.
- Ensure that arrangements for communication and transportation meet mission requirements.
- Obtain necessary credentials for identification and appropriate security clearances.
- If conducting liaison with a coalition unit, check language and interpreter requirements.
- Become familiar with the potential issues, capabilities, employment doctrine, and operational procedures of his unit and, as much as possible, those of the unit to which he is being sent.
- Become familiar with command relationships among all major commands participating in the operation.

RESPONSIBILITIES ON ARRIVAL

On arrival at the headquarters to which sent, the LNO should—

- Report to the supported commander or section representative (J3 or chief of staff), state his mission and exhibit orders or credentials (if in writing), offer assistance, and be prepared to brief on his unit's situation.
- Visit each staff section, provide information as required, and obtain all information required to be transmitted to his unit.
- Establish communication with his unit and exchange updated information as required

RESPONSIBILITIES DURING THE TOUR

During the liaison tour, the LNO should—

- Keep informed of the situation of his own unit and make that information available to the commander and staff of the unit to which he is sent.
- Find out how his parent command will be employed, for example, mission, unit location, future locations, future operations, commanders intent.

Humanitarian Assistance

- Accomplish the mission without interfering with the operations of the headquarters to which he is sent.
- Report promptly to his own headquarters if he is unable to accomplish the liaison mission.
- Report to his parent command on those matters within the scope of the LNO mission.
- As permitted by official order, inform the visited unit commander of the contents of reports dispatched to the LNO's parent headquarters.
- Inform the appropriate supported staff officer or commander about significant problems being experienced by the LNO's parent unit that could affect operations of other commands and vice versa and LNO suggestions to enhance the effective employment for maximizing the effectiveness of the LNO's parent command.
- Ensure that the LNO's location at the headquarters is known at all times, for example, inform the tactical operations center (TOC) duty officer of daily activities.
- Advise his parent unit, if possible, of departure from the liaison location.
- Attend CJTF's daily situation update briefing and other meetings as required.
- Keep an appropriate record of his actions and reports.
- Report to the visited unit commander prior to departing at the completion of his mission.

RESPONSIBILITIES UPON RETURN

Upon return to his own headquarters, the LNO should—

- Brief the commander or section representative on all pertinent information received during the his visit, for example, detailed information concerning the mission of the higher headquarters, unit locations, future locations, and commander's intent.
 - Transmit promptly any request of the visited commander.
 - Transmit mission requirements and requests for information from the visited headquarters.
 - Transmit information required by higher headquarters in each staff area of responsibility.
 - Keep abreast of the situation and be prepared to respond to future liaison requirements.
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