



Policies and Procedures For Establishing Foreign Liaison Officer (FLO) Positions



Policy

- On behalf of the Deputy Chief of Staff, G-2, the Office of the Deputy Chief of Staff (ODCS), G-2 (DAMI-CDS) manages the FLO Program
- DAMI-CDS is the HQDA Staff element responsible for the establishment and the termination of all FLO positions
- The FLO Program encompasses all Operational FLOs, Standardization Representatives, Security Assistance FLOs and Admin support personnel
- Department of Army (DA) Commands and Agencies desiring to have FLOs must submit their request to establish a FLO position to ODCS, G-2 (DAMI-CDS) for HQDA concurrence



Policy (cont.)

- A prerequisite for the establishment of any new FLO position is the existence of a bilateral FLO MOA/MOU
- In the absence of a separate FLO MOA/MOU, in certain cases, a Letter of Offer and Acceptance ((LOA) - also referred to as a FMS case) containing all the elements of a FLO MOA/MOU may be used as the basis for establishment of a new FLO position
- The DA Command staffing the LOA must obtain approval from DCS G-2 (ODCS, G-2, DAMI-CDS) for any FLO positions proposed in the LOA prior to presentation of the LOA to a foreign government for signature



Establish a FLO Position

The procedure for establishing a new FLO position follow two different courses of action depending on the source of the request:

COA 1: When the request for establishment of a FLO position is initiated by a Foreign Government

COA 2: When the request for establishment of a FLO position is initiated by a Department of Army Command/Agency



Procedures: Position Requested by Foreign Government

Step 1: Submission of the Request

- The first administrative step requires the Foreign Military Attaché to officially communicate his/her government's desire to ODCS G-2 (DAMI-CDS) to establish a FLO position. DAMI-CDS will notify the affected Command or Agency in writing and request a recommendation on the proposed establishment of a FLO position.

Step 2: Staff the Request

- The DA command/agency will evaluate the proposal and submit their recommendation to ODCS, G-2, DAMI-CDS. If the DA Command/agency's recommendation is to approve establishment of the FLO position, the following items must be submitted as part of the recommendation:

1. Proposed title of the position
2. Proposed Position location
3. Proposed Description of specific duties of the position
4. Proposed Classified access level required
5. Draft DDL
6. Provide clearly articulated justification for:
 - a. mutual need for the position
 - b. requirement for the FLO's physical presence in the proposed DA command/activity on a daily basis
 - c. position serves the best interests of the U.S. Army

Step 3: Decision

- ODCS G-2, DAMI-CDS will coordinate the proposal within HQDA and reach a decision on the request and communicate that decision to both the U.S. Army Command/Agency and the Foreign Military Attaché. The Foreign Military Attaché will be instructed to submit a Request for Visit Authorization for the FLO nominated to fill the newly created FLO position. The Foreign Military Attaché will also be authorized to contact the hosting U.S. Army Command to coordinate the remaining administrative details of the FLOs assignment.



Procedures: Position Requested by DA Command/Agency

- **Prior to beginning any preliminary discussions with foreign representatives on the establishment of a FLO position, DA Commands or Agencies must obtain the permission of the DCS, G-2 (ODCS G-2, DAMI-CDS) to proceed. Such proposals will be conveyed in writing through Command or Agency channels to ODCS, G-2. Actual negotiations for establishment of new FLO positions will be conducted between ODCS G-2 and the Foreign Military Attaché**
- **As is the case with COA 1, a prerequisite for the establishment of any new FLO position is the existence of a bilateral FLO MOA/MOU. In the absence of a separate FLO MOA/MOU, in certain cases, a Letter of Offer and Acceptance ((LOA), also referred to as an FMS case) containing all the elements of a FLO MOA/MOU may be used as the basis for establishment of a new FLO position. The DA Command staffing the LOA must obtain approval from DCS G-2 (ODCS, G-2, DAMI-CDS) for any FLO positions proposed in the LOA prior to presentation of the LOA to a foreign government for signature**



Procedures: Position Requested by DA Command/Agency

Step 1: Submission of the Request

• The first administrative step requires the DA Command/Agency to submit a request for establishment of a new FLO position to ODCS G-2 (DAMI-CDS). The following items must be submitted as part of the DA Command/Agency's request:

1. Proposed title of the position
2. Proposed Position location
3. Proposed Description of specific duties of the position
4. Proposed Classified access level required
5. Draft DDL
6. Provide clearly articulated justification for:
 - a. mutual need for the position
 - b. requirement for the FLO's physical presence in the proposed DA command/activity on a daily basis
 - c. position serves the best interests of the U.S. Army

Step 2: HQDA Staffing and Negotiations

• ODCS G-2, DAMI-CDS will coordinate the proposal within HQDA and reach a decision on the request to establish a new FLO position. If the decision is to proceed, ODCS G-2 will conduct negotiations with the Foreign Military Attaché to determine the foreign Government's receptivity to establishment of a new FLO position.

Step 3: Decision

• If the Foreign Military Attaché/Government does not accept the proposal, the DA Command/Agency will be informed by ODCS, G-2, (DAMI-CDS). If the Foreign Government accepts the proposal to establish the FLO position, ODCS, G-2, (DAMI-CDS) will inform the DA Command/Agency and instructed the foreign Military Attaché to submit a Request for Visit Authorization for the FLO nominated to fill the newly created FLO position. The Foreign Military Attaché will also be authorized to contact the hosting U.S. Army Command to coordinate the remaining administrative details of the FLO's assignment.