

VOLUME 12 CHAPTER 18: “SUPPORT FOR MILITARY OPERATION LIAISON OFFICERS”

SUMMARY OF MAJOR CHANGES

All changes are denoted by [blue font](#).

Substantive revisions are denoted by an * symbol preceding the section, paragraph, table, or figure that includes the revision.

Unless otherwise noted, chapters referenced are contained in this volume.

Hyperlinks are denoted by [bold, italic, blue, and underlined font](#).

This is an initial publication.

PARAGRAPH	EXPLANATION OF CHANGE/REVISION	PURPOSE
New Chapter	New provisions for Military Operation Liaison Officer (MOLO) Support.	New

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CHAPTER 12**SUPPORT FOR MILITARY OPERATION LIAISON OFFICERS****1801 PURPOSE AND APPLICABILITY****180101. Purpose**

This guidance implements title 10, United States Code (U.S.C.), section 1051a, by assigning responsibilities for: (1) providing administrative services and support to all Military Operation Liaison Officers (MOLOs); (2) paying for command-directed travel by a MOLO; (3) paying travel, subsistence, and medical expenses of MOLOs from a developing country; (4) defining the purposes for which United States (U.S.) appropriations or other funds provided for this purpose may be expended; and (5) specifying the procedures for executing, managing, recording, and reporting such expenditures.

180102. Applicability

This guidance applies to all Headquarters (HQ) of Combatant Commands (COCOMs), component commands, and subordinate operational commands of the United States in connection with the planning for, or conduct of, a military operation. A requirement to comply with this guidance shall be incorporated into contracts, as appropriate. It covers the execution, management, recording, and reporting of expenditures of U.S. appropriations and other funds made available for the purpose of providing administrative services and support to all MOLOs; command-directed travel by a MOLO; and travel, subsistence, medical, and other personal expenses for a MOLO from a developing country in connection with the temporary assignment of that officer to a COCOM HQ, when that assignment is requested by the commander of the COCOM.

180103. MOLOs

All MOLOs may be provided administrative services and support.

180104. Joint Federal Travel Regulations Payments (JFTR)

Mission-related travel expenses of a MOLO may be paid or reimbursed in accordance with the JFTR. This applies only to travel that is in support of the national interests of the United States and the commander of the headquarters to which the MOLO is temporarily assigned directs round-trip travel from the assigned headquarters to one or more locations. In no case will the reimbursement to a MOLO exceed that authorized to U.S. military members.

180105. MOLO Expenses

The following expenses of a MOLO from a developing country may be paid in connection with the assignment of that officer to the HQ of a COCOM (not to a component

or subordinate operational command), if that assignment is at the request of the commander of the COCOM:

- A. Travel and subsistence.
- B. Personal expenses directly necessary to carry out the duties of the MOLO in connection with that assignment.
- C. Medical care at a civilian medical facility if:
 - 1. Adequate medical care is not available to the MOLO at the local military medical treatment facility;
 - 2. The Secretary of Defense determines that payment of such medical care is necessary and in the best interest of the United States; and
 - 3. Medical care is not otherwise available to the MOLO pursuant to any treaty or other international agreement.

1802 RESPONSIBILITIES

180201. Under Secretary of Defense (Comptroller)/ Chief Financial Officer (USD(C)/CFO)

The USD(C) shall establish and supervise the execution of financial procedures to be followed in connection with the provision of support to a MOLO from a developing country under paragraph 180105 above.

180202. The Chairman of the Joint Chiefs of Staff (CJCS)

The CJCS is responsible for transmitting Secretary of Defense-approved deployment and execute orders to the Combatant Commanders. Execute orders will include a funding paragraph outlining the financial responsibilities, as directed by the USD(C)/CFO and Under Secretary of Defense (Policy). Additionally, the CJCS will assist the Combatant Commanders in performing the following financial management functions: develop command resource requirements, determine source of funding and obligation authority including for any medical care for which a determination is made to provide non-reimbursable medical care at civilian medical facilities, account for the costs, coordinate to verify the availability of funds, and establish a management control process.

180203. Military Departments

The Military Departments are responsible for providing administrative and logistic support to the combatant command and subordinate joint command headquarters in accordance with *DoD Directive 5100.3*, "Support of the Headquarters of Combatant and Subordinate Joint Commands," dated November 15, 1999; certified as current as of March 24, 2004. As such, the

Military Departments are responsible for programming, budgeting, and execution of expenses authorized by 10 U.S.C. 1051a(b), as part of these functions for funding other operation and maintenance of the combatant command and subordinate joint command headquarters. The Military Departments are also responsible for recording and reporting all financial transactions resulting from execution of this authorization.

180204. Combatant Commanders

A. To the extent authorized by 10 U.S.C. 1051a and consistent with this guidance, the Combatant Commander shall determine MOLO assignments, support and funding requirements, and coordinate international travel orders for the MOLO with sufficient detail on terms and instructions and shall ensure complete and accurate recording of all obligations and expenses. Combatant Commanders may provide the services and support authorized herein with or without reimbursement from (or on behalf of) the recipients.

B. The Combatant Commander is not required to extend support to MOLOs from a developing country. Commanders are expected to make the decision to offer support based on the strategic, tactical, operational, or political contribution that a potential participating nation contributes to the planning or conduct of military operations within the Combatant Commander's Area of Responsibility.

C. The Combatant Commander has the authority to rescind support for MOLO participation or presence within the command as deemed necessary to enhance mission accomplishment or due to changing mission requirements.

1803 DEFINITIONS

180301. Military Operation Liaison Officer

The term "Military Operation Liaison Officer" means a liaison officer of another nation involved in a military operation with the U.S. while the liaison officer is assigned temporarily to the headquarters of a combatant command, component command, or subordinate operational command of the U.S. in connection with the planning for, or conduct of, a military operation. Such term does not include foreign officers who are serving on combatant command, component command, or subordinate operational command staffs as exchange officers or who are present at the headquarters pursuant to a gift of services from a foreign country under 10 U.S.C. 2608.

180302. Administrative Services and Support

The term "Administrative Services and Support" includes base or installation support services, including commissary; exchange; and Morale, Welfare and Recreation services; office space; utilities, including official commercial communications support; copying services; fire and police protection; and computer support. National secure or specialized computer/communication systems will be the responsibility of the nation requiring such systems.

180303. Combatant Command

The term “Combatant Command” means a combatant command as defined in 10 U.S.C. 161 and established by the President in the Unified Command Plan.

180304. Component Command

The term “Component Command” means a command that consists of a commander and those forces of a military service assigned to a combatant command.

180305. Subordinate Operational Command

The term “Subordinate Operational Command” means a command established on an area or functional basis by a Combatant Commander to conduct operations.

180306. Developing Country

The term “Developing Country” means, as a matter of policy for purposes of implementing 10 U.S.C. 1051a, a country categorized as “Least Developed”, “Other Low Income” or “Lower Middle Income” by the World Bank (see list in Appendix A). In order to be considered a “developing country,” a country must be listed in one of these categories at the time the support is provided. Regardless of a country’s World Bank classification, a country that is a member of the European Union or North Atlantic Treaty Organization (NATO) does not qualify as a “developing country”. A territory or possession has the status of the country to which it belongs.

1804 PROCEDURES

180401. Need Determination and Request

The Combatant Commander determines the number of MOLOs needed for temporary assignment to the HQ of the COCOM or any of its component or subordinate operational commands. Based on need, the Combatant Commander determines the funding requirement and appropriate allocation of funding among administrative services and support, travel, subsistence, medical, and other personal expenses to be paid for MOLOs.

180402. Temporary Duty (TDY)

The Combatant Commander must coordinate travel orders for a foreign MOLO receiving travel and subsistence support under 10 U.S.C. 1051a, paragraph (b), with the United States Embassy, Defense Attaché Office, of the country from which the MOLO is being requested (ref. Appendix B example). The Combatant Commander must ensure TDY orders contain sufficient detail explaining the terms of the temporary assignment, that additional clarifying instructions are supplied to the Defense Attaché Office, and that the TDY orders are briefed to the MOLO prior to his or her acceptance of the temporary assignment.

NOTE: 10 U.S.C. 1051a does not authorize any level of support, including medical/dental care, to dependents/family members MOLOs elect to bring with them. Dependents/family members are not authorized to accompany MOLOs at United States Government (USG) expense.

180403. Payments to Coalition Liaison Officers

The Combatant Commander should utilize direct deposit as the preferred practice for disbursing payments and reimbursements to MOLOs, and must ensure initial, subsequent advances and final payments are available to MOLOs at the appropriate times (Appendix B). Foreign military are not authorized access to the Government Travel Charge Card.

180404. Arrival and Departure Procedure Checklists

The Combatant Commander should establish arrival and departure checklists to help ensure pay and other authorized benefits are available to MOLOs upon arrival (Appendix C) and are terminated upon departure (Appendix D).

180405. Expense Recording and Reporting Requirements

The Combatant Commander must ensure complete and accurate recording of all expenses of providing administrative services and support, subsistence, medical, and other personal expenses to MOLOs (Appendix E). Combatant Commanders must ensure that all related expenses are reported within established timeframes.

180406. Proper Usage of Funds

Appropriated funds made available for the purpose of providing administrative services and support to a MOLO, and travel, subsistence, medical, and other personal expenses to a MOLO from a developing country, shall not be used for the following purposes:

A. Direct or indirect benefit to persons other than MOLOs, including direct or indirect benefit to a MOLOs dependents or family members.

B. Expenses other than those for providing administrative services and support to MOLOs, and travel, subsistence, medical, and other personal expenses to MOLOs of a developing country.

180407. Allocation of Funds

Military Departments shall ensure that DoD appropriations and other funds available for providing administrative services and support, travel, subsistence, medical, and other personal expenses to MOLOs are properly allocated to the Combatant Commander for funds control and execution. Combatant Commanders will notify Military Departments of the appropriate inter-theater allocation.

180408. Delivery, Transporting and Safeguarding of Funds

Any funds made available for providing administrative services and support, travel, subsistence, medical, and other personal expenses to MOLOs shall be delivered, transported, and safeguarded consistent with Volume 5, Chapter 3, of this Regulation.

180409. Appointment of Paying Agents

Paying agents responsible for making disbursements of funds for providing administrative services and support, travel, subsistence, medical, and other personal expenses to MOLOs shall be appointed consistent with Volume 5, Chapter 2 of this Regulation.

180410. Documentation of Payments

Payments for the purpose of providing administrative services and support, travel, subsistence, medical, and other personal expenses to MOLOs shall be made and documented consistent with Volume 5, Chapter 11, and Volume 10, Chapter 8.

180411. Contracts

U.S. appropriations and other funds made available for providing administrative services and support, travel, subsistence, medical, and other personal expenses to MOLOs may be obligated through contracts that are prepared and executed in accordance with applicable U.S. laws and regulations.

180412. Clearance of Accounts

Accounts of paying agents maintained for the purpose of providing administrative services and support, travel, subsistence, medical, and other personal expenses to MOLOs shall be cleared consistent with Volume 5, Chapters 3 and 19.

180413. Certification of Payments

Payments made for the purpose of providing administrative services and support, travel, subsistence, medical, and other personal expenses to MOLOs shall be certified in a manner consistent with Volume 5, Chapter 33, of this Regulation.

180414. Audits and Program Reviews

The administration of all payments for the purpose of providing administrative services and support, travel, subsistence, medical, and other personnel to MOLOs will be subject to periodic audits by DoD's internal review and audit organizations, including the DoD Inspector General and the Army Audit Agency. Additionally, external organizations such as the

Government Accountability Office and congressional oversight committees may arrange for access to information under procedures set forth in DoDI 7650.01, or other applicable policy. All officials responsible for administering this program shall cooperate fully with any review, audit, or investigation conducted by such organizations.

1805 ALLOWANCES

180501. Administrative Support, Office Space and Supplies

MOLOs should receive office space, phone service, supplies, and administrative support commensurate with equivalent U.S. military office spaces.

180502. Travel and Transportation

A. Travel and Transportation allowances paid for MOLOs of a developing country are authorized by the *JFTR, Chapter 7, Part Z2, Paragraph U7980*, (Travel and Transportation Allowances Under Special Circumstances and Categories). Due to safety and logistical issues, Combatant Commanders may elect to complete the final travel settlement voucher prior to the MOLO's final departure. Combatant Commanders will ensure that the MOLO has settled his/her travel account and that the total amount reflected on the final travel settlement voucher is for the airline ticket (if applicable), meals and reasonable incidental expenses for the last day in a travel status. If the Combatant Commander decides not to take this option, MOLOs will be required to request reimbursement for per diem related to the return trip to home station in accordance with Volume 9, Chapter 8, paragraph 050404. Transportation costs will be limited to one round-trip (i.e., from the MOLO's country of origin to the COCOM HQ and then back the MOLO's country of origin) ticket per MOLO. Further, when the tour length of temporary duty is less than 120 days, the country of origin will be responsible for transportation costs, unless the reason for the shortened tour length is the end of the military operation. Vehicles will be limited to economy class at the rate of one vehicle per every four MOLOs from each country. Reimbursement for family members' travel and transportation is not authorized.

B. Travel and Transportation allowance paid for mission-related travel of MOLOs are authorized in Volume 9, Chapter 1 and may not exceed the limitations established in the *JFTR, Chapter 7, Part Z2, Paragraph U7980*, (Travel and Transportation Allowances Under Special Circumstances and Categories).

180503. Legal Assistance

Other than those that may be provided for in relevant international agreements, benefits of legal assistance will not be provided to MOLOs. Any legal costs resulting from actions of the MOLO or the MOLO's dependents are the responsibility of the MOLO. Legal infractions can be grounds for returning the MOLOs to their countries of origin. If a MOLO is sent home because of legal problems, the cost of that return flight would be the responsibility of the MOLO or MOLO's government.

180504. Medical Care

Local on-installation Military Medical Treatment Facilities (MTFs) may be utilized for routine medical care of the MOLO to the capabilities of the installation MTF. For purposes of this regulation, routine medical care is defined as primary care which includes general medical office visits for the treatment of symptoms, chronic or acute illness and diseases and follow-up care for an ongoing medical condition. Routine care also includes preventive care measures to help keep an individual healthy. MOLOs may also receive emergency or resuscitative care at the installation MTF if those services/capabilities are available.

A. Emergency medical care is defined as a situation that requires immediate intervention to prevent loss of life, limb, sight, or body tissue to prevent undue suffering. Resuscitative care is defined as advanced emergency medical treatment required to prevent immediate loss of life, limb, or eyesight and to attain stabilization.

B. If the level of injury/illness and required treatment exceeds the capability of the installation MTF, or the severity and immediacy of injury/illness requires, MOLOs may, with MTF approval, be referred to an appropriate local civilian medical/dental care facility. If emergent medical/dental care is not otherwise available to the MOLO pursuant to a treaty or other international agreement, treatment will be obtained at an off installation civilian medical/dental care facility at MOLO's expense.

C. Primary care that may be provided to MOLOs includes outpatient services; pharmaceutical support, dental services and other medical support as determined by appropriate military authorities based on recommendations by the command surgeon and existing capabilities of the installation MTF.

D. A MOLO must be medically screened by both the MOLO's country and the COCOM surgeon to identify any limiting factors. A MOLO must meet the same "world-wide qualified" criteria as U.S. forces before temporary assignment to a COCOM HQ.

E. Inpatient and Long-Term Care Will Not be Provided to MOLOs. Long-term care, commonly referred to as "custodial care," refers to a variety of services that help a person with comfort, personal, or wellness needs which assists an individual with the activities of daily living, including such things as bathing and dressing.

F. Medical and dental care is not authorized for and will not be provided to MOLOs' dependents/family under this regulation.

G. The above policies on MOLO and dependent/family medical/dental care remain in effect unless otherwise addressed by current Reciprocal Health Care Agreements or other relevant international agreements.

180505. Mortuary Affairs

The remains of MOLOs who die while temporarily assigned to the HQ of a COCOM, component command, or any of its subordinate operational commands may be prepared for transportation and transported at U.S. Government expense. The HQ funding the temporary assignment of the MOLO shall be responsible for paying such expenses. Expenses for any additional services that may be requested by the sending country must be reimbursed by that country under an Acquisition and Cross-Servicing Agreement, other relevant international agreement, or Foreign Military Sales case.

1806 REPORTS AND NOTIFICATIONS

180601. Report Due Dates

Not later than the 15th day of each month, the Executive Agents designated by the Secretaries of the Military Departments to provide or arrange for the administrative and logistic support of COCOMs and subordinate joint commands (*DoD Directive 5100.3*) shall establish Emergency and Special Program (ESP) codes and Reimbursable Cost Codes (RCC) to identify MOLO support funding program expenditures and submit to the USD(C), a Status Report as of the last day of the preceding month. The Military Department will provide a copy of the report to the Joint Staff, J8. The Status Report shall contain the following information by category:

- A. Foreign military operation unit.
- B. Number of MOLOs.
- C. Payment date.
- D. The amount committed, obligated and disbursed within each cost center, for each country's military operation unit.

NOTE: This reporting requirement applies only to appropriation-funded provision of administrative services and support, travel, subsistence, medical, and other personal expenses to MOLOs, under the scope of this guidance, and is in addition to the separate monthly requirement to report cumulative totals allocated, committed, obligated, and disbursed for this program. See Appendix E, for report format requirements.

180602. Legal Restrictions

COCOMs shall promptly notify the USD(C) and the DoD General Counsel of any provisions of law that (if not waived) would prohibit, restrict, limit, or otherwise constrain the exercise of the authority provided by *10 U.S.C. 1051a*.

1807 EFFECTIVE PERIOD AND WAIVERS

180701. Effective Date of Guidance

This guidance shall become effective immediately.

180702. Submission of Waivers

Where authorized, requests for waivers or exceptions to any provision of law that would (but for the waiver) prohibit, restrict, limit or otherwise constrain the execution of providing administrative services and support, travel, subsistence, medical, and other personal expenses to MOLOs must be submitted through the USD(C) and DoD General Counsel to the Secretary of Defense for approval.

180703. Requests for waivers

Requests for waivers or exceptions to this guidance must be submitted to the USD(C) for approval.

APPENDIX A: Organization of Economic Cooperation and Development List of Aid Recipients

ORGANIZATION OF ECONOMIC COOPERATION AND DEVELOPMENT
LIST OF AID RECIPIENTS

Least Developed Countries	Other Low Income Countries (per capita GNI < \$935 in 2007)	Lower Middle Income Countries and Territories (per capita GNI \$936-\$3 705 in 2007)	Upper Middle Income Countries and Territories (per capita GNI \$3 706-\$11 455 in 2007)
Afghanistan	Côte d'Ivoire	Albania	*Anguilla
Angola	Ghana	Algeria	Antigua and Barbuda ¹
Bangladesh	Kenya	Armenia	Argentina
Benin	Korea, Dem. Rep.	Azerbaijan	Barbados ²
Bhutan	Kyrgyz Rep.	Bolivia	Belarus
Burkina Faso	Nigeria	Bosnia and Herzegovina	Belize
Burundi	Pakistan	Cameroon	Botswana
Cambodia	Papua New Guinea	Cape Verde	Brazil
Central African Rep.	Tajikistan	China	Chile
Chad	Uzbekistan	Colombia	Cook Islands
Comoros	Viet Nam	Congo, Rep.	Costa Rica
Congo, Dem. Rep.	Zimbabwe	Dominican Republic	Croatia
Djibouti		Ecuador	Cuba
Equatorial Guinea		Egypt	Dominica
Eritrea		El Salvador	Fiji
Ethiopia		Georgia	Gabon
Gambia		Guatemala	Grenada
Guinea		Guyana	Jamaica
Guinea-Bissau		Honduras	Kazakhstan
Haiti		India	Lebanon
Kiribati		Indonesia	Libya
Laos		Iran	Malaysia
Lesotho		Iraq	Mauritius
Liberia		Jordan	*Mayotte
Madagascar		Macedonia, Former Yugoslav Republic of	Mexico
Malawi		Marshall Islands	Montenegro
Maldives		Micronesia, Federated States	*Montserrat
Mali		Moldova	Nauru
Mauritania		Mongolia	Oman ¹
Mozambique		Morocco	Palau
Myanmar		Namibia	Panama
Nepal		Nicaragua	Serbia ³
Niger		Niue	Seychelles
Rwanda		Palestinian Administered Areas	South Africa
Samoa		Paraguay	*St. Helena
São Tomé and Príncipe		Peru	St. Kitts-Nevis
Senegal		Philippines	St. Lucia
Sierra Leone		Sri Lanka	St. Vincent and Grenadines
Solomon Islands		Swaziland	Suriname
Somalia		Syria	Trinidad and Tobago ²
Sudan		Thailand	Turkey
Tanzania		*Tokelau	Uruguay
Timor-Leste		Tonga	Venezuela
Togo		Tunisia	
Tuvalu		Turkmenistan	
Uganda		Ukraine	
Vanuatu		*Wallis and Futuna	
Yemen			
Zambia			

*Territory.

- (1) Antigua & Barbuda and Oman exceeded the high income country threshold in 2007. In accordance with the DAC rules for revision of this List, both will graduate from the List in 2011 if they remain high income countries until 2010.
- (2) Barbados and Trinidad & Tobago exceeded the high income country threshold in 2006 and 2007. In accordance with the DAC rules for revision of this List, both will graduate from the List in 2011 if they remain high income countries until 2010.
- (3) At present aid to Kosovo is recorded under aid to Serbia. Kosovo will be listed separately if and when it is recognised by the UN.

As of April 2008, the **Heavily Indebted Poor Countries (HIPC)** are : Afghanistan, Benin, Bolivia, Burkina Faso, Burundi, Cameroon, Central African Republic, Chad, Comoros, Congo (Dem. Rep.), Congo (Rep.), Côte d'Ivoire, Eritrea, Ethiopia, Gambia, Ghana, Guinea, Guinea-Bissau, Guyana, Haiti, Honduras, Kyrgyz Republic, Liberia, Madagascar, Malawi, Mali, Mauritania, Mozambique, Nepal, Nicaragua, Niger, Rwanda, São Tomé and Príncipe, Senegal, Sierra Leone, Somalia, Sudan, Tanzania, Togo, Uganda and Zambia.

APPENDIX B: Invitational Travel Order

INVITATIONAL TRAVEL ORDER
(For MOLO from Developing Countries) OPERATION:
TRAVEL ORDER No. _____

NAME AND RANK: (as it appears on VISA)

1. PURPOSE. Proceed from (**city and country of origin**) to HQ US COMBATANT COMMAND, for the purpose of performing as a Staff Officer in HQ US COMBATANT COMMAND Coalition Planning Group.
2. ITINERARY. Depart (**origin**) on (**date**). Arrive HQ US COMBATANT COMMAND on (**Date**). Depart HQ US COMBATANT COMMAND on (**date**). Arrive (**origin**) on (**date**), Originating commercial air travel arranged by US Embassy. Return Travel arranged by HQ US COMBATANT COMMAND if one way tickets were purchased by US Embassy. First Class or Business Class travel is not authorized. Any deviation in travel arrangements will be at the MOLO's expense. If scheduled tour-length is less than 120 days, travel expense will be paid by country of origin.
3. LODGING. Lodging for the MOLO will be provided by HQ US COMBATANT COMMAND. MOLO will be responsible for damages that exceed normal wear and tear. MOLO will be authorized access to all HQ US COMBATANT COMMAND amenities while assigned, including the Commissary, Exchange, and other retail and recreational facilities.
4. PER DIEM. Per diem (M&IE), if applicable, will be paid at the appropriate rate in monthly increments beginning upon arrival.
5. LOCAL AREA TRANSPORTATION. Government supplied vehicles will be provided for **official local area transportation only**. Government supplied transportation is **not authorized for travel while on non-official, or non-local area travel, or while on leave**. Such travel is at MOLO's expense. The MOLO, not the United States Government, is responsible for damages or injuries due to MOLO's negligence and traffic fines imposed for traffic violations. HQ US COMBATANT COMMAND has the right to withdraw vehicle use for negligent operation or misuse. International driver's license is required. Civilians and dependents are not allowed to drive HQ US COMBATANT COMMAND provided vehicles. Vehicles will be limited to one per every four officers from each country.
6. LEGAL ASSISTANCE. Other than those provided for in relevant international agreements, benefits of legal assistance will not be provided to MOLOs. Any legal costs resulting from actions of the MOLO or the MOLO's dependents are the responsibility of the MOLO. Legal infractions can be grounds for returning the MOLOs to their country of origin. If a MOLO is sent home because of legal problems, the cost of that return flight is the responsibility of the MOLO.
7. DEPENDENTS. Dependents are not authorized at government expense. Excess baggage is authorized to a maximum of five (5) checked bags, not to exceed 70 pounds each.
8. MEDICAL CARE. Local installation Military Medical Treatment Facilities (MTFs) may be utilized for routine medical care for the MOLO to the capabilities of the installation MTF. For purposes of this regulation, routine medical care is defined as primary care which includes general medical office visits for the treatment of symptoms, chronic or acute illness and diseases and follow-up care for an ongoing medical condition. Routine care also includes preventive care measures to help keep an individual healthy. MOLO may also receive emergency or resuscitative care at the installation MTF if those services/capabilities are available.

A. Emergency medical care is defined as a situation that requires immediate intervention to prevent loss of life, limb, sight, or body tissue to prevent undue suffering. Resuscitative care is defined as advanced emergency medical treatment required to prevent immediate loss of life, limb, or eyesight and to attain stabilization.

B. If the level of injury/illness and required treatment exceeds the capability of the on installation MTF, or severity and immediacy of injury/illness requires, MOLOs may, with MTF approval, be referred to an appropriate local civilian medical/dental care facility. If emergent medical/dental care is not otherwise available to the MOLO pursuant to any treaty or other international agreement, treatment will be obtained at an off installation civilian medical/dental care facility.

C. Payment of all costs for off-installation civilian medical/dental care will be the responsibility of the MOLO or the MOLO's country, unless the U.S. Secretary of Defense specifically approves payment of such costs by the HQ US COMBATANT COMMAND.

D. Primary care that may be provided to MOLOs includes outpatient services; non-emergency evacuation; pharmaceutical support, dental services and other medical support as determined by appropriate military authorities based on recommendations by the command surgeon and existing capabilities of the installation MTF.

E. A MOLO must be medically screened by both the MOLO's country and the COCOM surgeon to identify any limiting factors. A MOLO must meet the same "world-wide qualified" criteria as U.S. forces before temporary assignment to a COCOM staff.

F. Long-term care, commonly referred to as "custodial care", refers to a variety of services that help a person with comfort, personal, or wellness needs which assists an individual with the activities of daily living, including such things as bathing and dressing.

G. Medical and dental care is not authorized and will not be provided to liaison officers' dependents/family.

H. The above policies on MOLO and dependent/family medical/dental care remain in effect unless otherwise addressed by a Reciprocal Health Care Agreement or other relevant international agreement.

9- ACCOUNTING DATA: 575340(1. 305 51HQ 1115C3 04 409 ESPY ZA 525700 PSR:C24026 FSR: 075269 Airfare \$XXXX.XXX (EXAMPLE FUND CITATION)

SIGNATURE BLOCK

APPENDIX B: Molo Pay and Advances

MOLO PAY AND ADVANCES
FACSIMILE TRANSMITTAL SHEET

TO: **MILITARY TRAVEL PAY** FROM: **Combatant Command/RM**
 FAX NUMBER: DATE:
 ATTENTION: TOTAL NO. OF PAGES INCLUDING COVER:
 PHONE NUMBER: SENDER'S PHONE NUMBER:
 RE: **PER DIEM ADVANCES** ATTENTION:

URGENT FOR ACTION PLEASE COMMENT PLEASE REPLY PLEASE RECYCLE

This document authorizes the following: **Initial** **Advance** **Final per diem** payments to be issued via cash (Initial only) or Direct Deposit for the month of MM YYYY. For advance thirty (30) days Per Diem (food and incidentals only) at 100 percent. Their Direct Deposit forms are on file. Include the amount indicated in the "Fuel" column for government procured vehicle fuel reimbursement and other reimbursable expenses. Vehicles will be limited to one per every four officers from each country.

Special Instructions: Please pay 80 percent of per diem due during initial pay period. Include amount in "fuel" column for government procured vehicle fuel reimbursement and other reimbursable expenses (e.g., oil change).

MOLO	Rank	ID	Fuel
Country 1:			
Military Liaison Officer 1	COL	111-11-1111	\$70
Military Liaison Officer 2	MAJ	222-22-2222	
Military Liaison Officer 3	CPT	333-33-333	
Country 2:			
Military Liaison Officer 1	LTC	444-44-4444	\$70
Country 3:			
Military Liaison Officer 1	LTC	555-55-5555	\$70
Military Liaison Officer 2	LTC	666-66-6666	
Military Liaison Officer 3	CPT	777-77-7777	\$70
Military Liaison Officer 4	COL	888-88-8888	

Please ensure payment is made from: 5753400 305 51HQ 11J5CC 04 409 525700 F25700
 ESP: 7C FS& 075269 PSR: C24031 (**Example Fund Citation**)

Please schedule a CASH payment (initial only) for **DD/MM/YY** at **HH/MM**

V/R **Command/RM**

APPENDIX C: New Arrival Checklist

NEW ARRIVAL CHECKLIST

DATE

1. Copy of:

a. Invitation Travel Order (ITO). Country: _____

(1) Add SSN to ITO _____

(2) Check fund cite codes _____

(3) Estimate per diem amount _____

b. Security Clearance _____

c. Passport: _____

(1) Visa _____

(a) Expiration date: _____

(b) Takes a minimum of 30 days to get Visa revalidated.

(2) I-94 Card _____

(a) A-2 status: Military member on orders.

(b) DS: Duration of Service, as long as member is on orders, in country, Visa remains valid. If member leaves country will not be readmitted.

f. Airline Ticket: _____

(1) Length of stay: _____

(2) Type of ticket: one-way open end rd trip

g. Direct Deposit Form _____

2. Fax ITO to ALO for certification

3. Fax ITO, Direct Deposit Form and initial per diem request info to Military Travel Pay.

a. If member arrives prior to the 15th of the month, initial per diem will be for 80% of the remainder of the month. (judgment call)

b. If member arrives after the 15th of the month, initial per diem will be for 80% of the remainder of that month and the following month.

c. 100% for the remaining months.

d. Authorized excess baggage?

5. Update spreadsheet information:

a. Name: _____
AS SHOWN ON PASSPORT

b. Rank: _____

c. SSN: _____

d. ITO

e. Arrival / Departure dates

f. Est. per diem

g. Lodging info

h. Assigned vehicle

6. Add to monthly per diem authorization for subsequent months authorized vehicle allowance?

DEPARTURE CHECKLIST

	<u>Date</u>
1. Notify/reminds HQ, Combatant Command of departure three (3) weeks prior.	_____
2. HQ, Combatant Command confirm/arrange airline travel .	_____
3. HQ, Combatant Command, schedules final pay settlement with installation Military Travel Pay.	_____
4. Three days prior to departure:	
Pick-up airline ticket	_____
Settle travel pay account	_____
5. Day of Departure	
Recover and turn-in ID Cards/Security Badges	_____
Terminate I/T network access	_____
Transport MOLO to airport.	_____

APPENDIX E: Foreign Country Military Operation Liaison Officer Support

**FOREIGN COUNTRY
MILITARY OPERATION LIAISON OFFICER SUPPORT**
FY ____ Program and Budget Review Submission or FY ____ President’s Budget (as applicable)

Name of Military Operation:

DoD Component and Combatant Command:

General Guidance: A separate exhibit should be prepared for (1) each Military operation, (2) a summary exhibit for each region, and (3) a total exhibit for each Component. Each Component will include in its submission the incremental costs for coalition officer support.

I. Description of Operations Financed: Provide a narrative explanation characterizing the mission of this particular military operation.

II. Force Structure Summary: Identify in tabular form by operation, Combatant Command, the number of military liaison officers, by country, who received administrative service and support during the prior year, current year, and for the budget year(s).

	<u>FY PY</u>	<u>Budget</u>	<u>FY CY Program</u>	<u>FY CY</u>	<u>FY BY</u>	<u>FY BY+1</u>
	<u>Actuals</u>	<u>Request</u>	<u>Changes</u>	<u>Estimate</u>	<u>Estimate</u>	<u>Estimate</u>

1. Name of Operation

2. Combatant Command

3. Number of Military Liaison Officers

4. Country

III. Financial Summary (\$ in Thousands): Report administrative service and support costs below.

A. Military Operation Liaison Officer Support Total

	<u>FY PY</u>	<u>Budget</u>	<u>FY CY Program</u>	<u>FY CY</u>	<u>FY BY</u>	<u>FY BY+1</u>
<u>Cost Category</u>	<u>Actuals</u>	<u>Request</u>	<u>Changes</u>	<u>Estimate</u>	<u>Estimate</u>	<u>Estimate</u>

1. Administrative Services

- a. Office Space
- b. Office Utilities
- c. Copy Services
- d. Fire & Police Protection
- e. Computer Support

2. Travel, Subsistence, and Medical Care

- a. Meals
- b. Housing and utilities
- c. Rental Vehicles
- d. Medical Care

FOREIGN COUNTRY
MILITARY OPERATION LIAISON OFFICER SUPPORT (cont'd)

B. Prior Year Reconciliation Summary: FY PY to FY PY Changes

Military Personnel Operation & Maintenance Other
(Specify as Appropriate)

1. Direct Appropriation to Component
2. Change
3. Actual Cost

This exhibit must be submitted in both hard copy and electronic copy (i.e., Microsoft Word).

Note: Actual cost data should reflect MOLO Support data as reported to the Defense Finance and Accounting Service (DFAS)

Table 1: Fiscal Year 2002 through Fiscal Year 2005 Costs by Type of Support Provided to Military Operation Liaison Officers

Types of support	Fiscal year 2002	Fiscal year 2003	Fiscal year 2004	Fiscal year 2005
<u>Administrative support</u>				
Infrastructure improvements	\$232,900	\$1,405,600		
Trailer leases	490,600	1,000,400		
Furniture	300,000	155,000		
Command, control, communication, computer, intelligence equipment ^a	4,972,698	5,038,779		
Command, control, communication, computer, intelligence support ^b	4,061,366	5,400,000		
Force protection	793,000	956,000		
Utilities	207,000	519,000		
Miscellaneous one-time costs	136,500	0		
Subtotal	\$11,194,064	\$14,474,779		
<u>Personal expenses</u>				
Travel	\$480,000	\$1,363,000		
Housing				
Rental vehicles	734,000	1,219,000		
Subtotal	\$1,214,000	\$2,582,000		
Total	\$12,408,064	\$17,056,779		
Number of Trailer Leases				
Number of Rental Vehicles				

^a Includes items such as computers, local area networks, servers, and audio-visual dissemination systems.

^b Includes maintenance, technical support, and repair on equipment.

MILITARY OPERATION LIAISON OFFICER SUPPORT