



# MC NORTHWOOD JOINING ROUTINE



## PART 4

MC NORTHWOOD INTERNAL  
STRUCTURE AND STAFF WORK

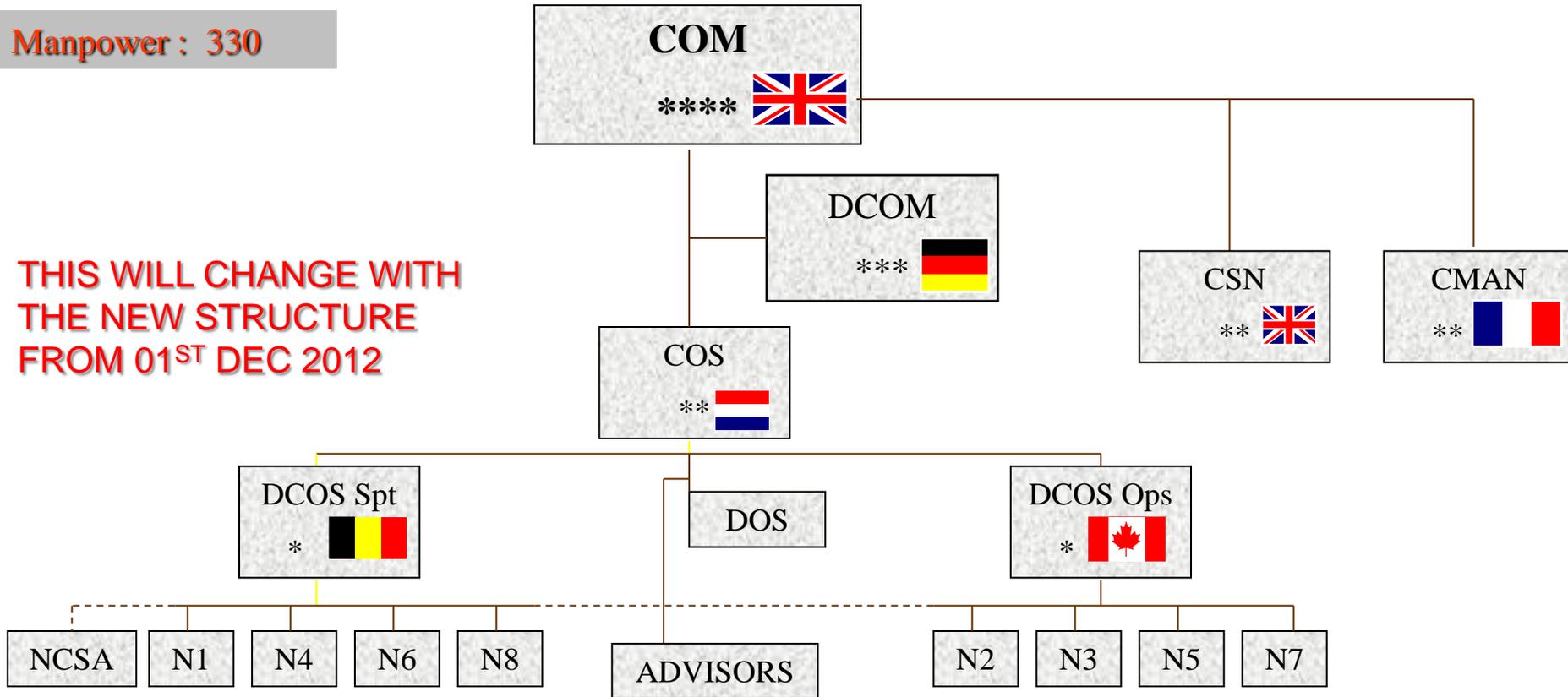


# MCN PEACE ESTABLISHMENT



Manpower : 330

THIS WILL CHANGE WITH THE NEW STRUCTURE FROM 01<sup>ST</sup> DEC 2012





# MCN PEACE ESTABLISHMENT



The HQ follows the 'N' structure. Each ACOS has responsibility for specific areas of HQ Business:

- N1/N4/N6/N8 for Personnel, Logistics, CIS and Finance.
- N2/N3/N7/N5/N9 for Intelligence, Operations and Exercises,
- Plans, Policy and CIMIC.
- CSN for Submarine issues.
- CMAN for Air issues.
- DOS for Management Planning, Public information,
- Protocol, Security, Facilities Management, Translation
- Services, Secretariat and Depot support functions.



# STAFF WORK



- So where do you fit in?
- Naturally, the most important function for any Staff Officer is to provide good staff work in support of the Command Group and HQ requirements.
- Therefore, you will find yourself involved in some of the following activities:
  - Preparing papers and plans
  - Analysing papers and studies
  - Preparing written briefs and speaking notes.
  - Attending meetings
  - Preparing and delivering verbal briefings and presentations.



# STAFF WORK



- The efficiency of any HQ can be assessed by the quality of its staff work and all work emanating from this HQ is to be of the highest standard.  
Consequently, it is essential that you have a clear understanding of the staff procedures which you must follow. Unfortunately, there are no set procedures in NATO, but in this HQ, we broadly conform to UK National procedures.
- I am not going to go into great detail here. But, to make your life easier all that you need to know is contained in the following links:
  - NNSIs Vol 1 & 2
  - HQ Temporary Memoranda (HQTM)s)



# INFORMATION FLOW



- Each year COM MC Northwood issues his guidance which underline his priorities and objectives for that year. It should be used as a first point of reference for all staff members, in particular Division and Branch Heads, when prioritising workloads. Please see COM's Guidance 2012.
  
- In addition there are:
  - NATO Northwood Standing Instructions (NNSIs)
  - NATO Staff Acquaints (NSAs)
  - HQ Temporary Memoranda (HQTMs)
  - Please click on any of these links for further information.



# RESPONSIBILITY



- Finally, it is important to emphasize that, although your DivHead has final responsibility for the quality of staff work from his Division, you have to assume responsibility for your specific areas. But, you, and you alone, are responsible for the quality of the work that you put into your DivHead and for ensuring that your deadlines are met.
- Work not of the required standard **will** be returned!