



## HQ Supreme Allied Commander Transformation Office of the Chief of Staff

Norfolk, Virginia | USA



January 2022



Vice Admiral Guy Robinson OBE

1. On behalf of the Supreme Allied Commander Transformation (SACT), General Philippe Lavigne, French Air Force, I extend a warm welcome to you and your family to Headquarters, Supreme Allied Commander Transformation (HQ SACT), Norfolk, Virginia, USA. HQ SACT is the only permanent NATO strategic command outside of Europe and serves as the vital transatlantic link in strengthening the Alliance.
2. Allied Command Transformation (ACT) is the Alliance's warfare development command. As such, we define the future military context, identifying challenges and opportunities in order to maintain a warfighting edge. We ensure maximum interoperability, give structure and priority to NATO forces through defence planning and capability development, apply innovation to leverage ideas, and in all of this connect with the intellectual horsepower of the large network of industry, academia, military and civilian expertise in nations, in NATO agencies and NATO Centres of Excellence.
3. Throughout your tour of duty, you will work alongside fellow military professionals from all 30 NATO nations, a multitude of partner nations, NATO civilians and contractors, who together comprise the staff of HQ SACT. We continue to strive to assemble a rich and varied mix of talent who can take on complex and demanding tasks, both here in Norfolk and at our subordinate organizations in Europe, to ensure NATO remains fully capable and relevant into the future.
4. In this important endeavour, I will ensure that you are given the necessary direction and guidance, support, empowerment and resources to accomplish this. In return, you will need to quickly familiarise yourself with ACT and our strategic goals so that you can establish your role in order to ensure success. You will also have to immerse yourself in your responsibilities and use your wealth of experience to positively challenge the way we operate in order to bring about change through innovative and transformational practices. Most of all, I want you to feel part of a team where you are respected for who you are and where your opinions count and will make a difference.

5. Working alongside personnel with different cultures and practices will be challenging but also extremely rewarding. It will require understanding and positive engagement to facilitate you and your colleagues delivering to your full potential. The opportunity to mix socially with many nationalities is a rare privilege; therefore, I encourage you to not just to work hard, but also take full advantage of the opportunities and experiences Virginia and the wider USA has to offer.

6. The current COVID-19 environment will bring additional challenges and stresses for you and your family as you transition to the Hampton Roads area to take up your assignment with HQ SACT. Rest assured that, in cooperation with your National Liaison Representative (NLR), we will do everything possible to help you overcome these challenges. You will receive an e-mail from your NLR with pre-arrival information and instructions. Please communicate and work closely with your NLR and sponsor regarding these procedures, and to have any questions answered concerning your assignment and transition, especially in the wake of the impacts of the global pandemic. There have been some changes to normal in-processing procedures internal to HQ SACT and for many of the support entities we rely upon. We continue to adapt to the current environment and adjust our policies and practices accordingly to keep us all safe and healthy to the maximum extent possible. I ask for your flexibility and understanding as we all work to make your transition as smooth as possible.

7. I strongly encourage you to visit our newcomer's [website](#) for valuable newcomer information that will assist you as you transition to HQ SACT and the greater Hampton Roads, Virginia area. You can also start to keep up to date with the latest developments at the Command by following our social media presence on [Facebook](#), [Twitter](#), [YouTube](#) or [LinkedIn](#).\*\*



Guy Robinson OBE  
Vice Admiral, GBR N  
Chief of Staff

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\* ACT has 3 outstations: the Joint Warfare Centre (JWC) in Stavanger, Norway; the Joint Force Training Centre (JFTC) in Bydgoszcz, Poland; and, the Joint Allied Lessons Learned Centre (JALLC) in Monsanto, Portugal. ACT also has a liaison officer in the US Department of Defence at the Pentagon, and a SACT representative (SACTREPEUR) and staff at the NATO Headquarters, Brussels, as well as a staff element in Europe (SEE) in Mons, Belgium.

\*\* Newcomer's website: <https://www.act.nato.int/newcomers>; Facebook: <http://www.facebook.com/NATO.ACT>;

Twitter: [http://twitter.com/NATO\\_ACT](http://twitter.com/NATO_ACT); YouTube: <https://www.youtube.com/user/NATOACT/videos>;

LinkedIn: <https://www.linkedin.com/company/nato-act/>