

**BY ORDER OF THE COMMANDER
62ND AIRLIFT WING (AMC)**



AIRLIFT WING INSTRUCTION

10-4

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Operations

**WING FOREIGN DISCLOSURE
PROGRAM**

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This instruction is revised and is designed to provide guidance for the operation of the 62d Airlift Wing (62 AW) Foreign Disclosure (FD) Program in accordance with applicable Air Force instructions. This instruction provides the necessary guidelines for coordinating all foreign visits to include official foreign government visits (personnel and aircraft) to 62d Airlift Wing at Joint Base Lewis McChord (JBLM) McChord Field, foreign access to classified military information/controlled unclassified information, and the administering of the Military Personnel Exchange Program (MPEP). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFI33-322, *Records Management and Information Governance Program*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://afrims.amc.af.mil/>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF 847, *Recommendation for Change of Publication*; route AF 847s from the field through the appropriate functional's chain of command.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include those generated by Department of Air Force (DAF), AFI procedural, and local changes.

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Chapter 1

GENERAL

1.1. **Applicability.** This AWI is applicable to the following situations:

- 1.1.1. Foreign access to classified military information (CMI)/controlled unclassified information (CUI).
- 1.1.2. Visiting foreign nationals to Air Force units on JBLM-McChord Field on official business.
- 1.1.3. Foreign aircraft landing requests to JBLM-McChord Field.
- 1.1.4. Foreign nationals assigned to 62d Airlift Wing under the Military Personnel Exchange Program (MPEP).

1.2. **Terms.**

1.2.1. **Classified Military Information (CMI).** Information originated by or for DoD or its agencies or that is under their jurisdiction or control and requires protection in the interests of national security. Such information is designated “TOP SECRET,” “SECRET,” and “CONFIDENTIAL,” as described in Executive Order 13526, *Classified National Security Information* (DoDD 5230.11, *Disclosure of Classified Military Information to Foreign Governments and International Organizations*). Eight categories of CMI (see DAFMAN 16-201, **Attachment 2**) are subject to national disclosure policy control.

1.2.2. **Controlled Unclassified Information (CUI).** Information the Government creates or possesses, or that an entity creates or possesses for or on behalf of the Government, that a law, regulation, or Government-wide policy requires or permits an agency to handle using safeguarding or dissemination controls. However, CUI does not include classified information or information a non-executive branch entity possesses and maintains in its own systems that did not come from, or was not created or possessed by or for, an executive branch agency or an entity acting for an agency. Law, regulation, or Government-wide policy may require or permit safeguarding or dissemination controls in three ways: Requiring or permitting agencies to control or protect the information but providing no specific controls, which makes the information CUI Basic; requiring or permitting agencies to control or protect the information and providing specific controls for doing so, which makes the information CUI Specified; or requiring or permitting agencies to control the information and specifying only some of those controls, which makes the information CUI Specified, but with CUI Basic controls where the authority does not specify. (DoDI 5200.48)

1.2.3. **Delegation of Disclosure Authority Letter (DDL).** A letter issued by the Office of the Deputy Under Secretary of the Air Force, International Affairs, Foreign Disclosure and Technology Transfer Division explaining classification levels, categories, scope, and limitations of information under DAF jurisdiction or control that designated disclosure authorities may approve for disclosure to specific foreign governments. DDLs are issued when there are requirements to disclose information in support of continuing programs. DDLs are comprised of a formal delegation letter that includes a basic delegation and country or system specific delegations.

1.2.4. **Foreign Disclosure Officer (FDO).** A U.S. government official designated in writing whose primary responsibilities are to authorize disclosure of CMI or CUI and manage and implement a disclosure program for their command or organization. Only FDOs trained by SAF/IAPD or Headquarters MAJCOM Command FDOs Training Course (certified by SAF/IAPD) may authorize disclosures of CMI and CUI.

1.2.5. **Foreign National (FN).** A person who is not a citizen or national of the United States unless that person has been lawfully admitted for permanent residence in the United States under the *Immigration and Naturalization Act*. (8 USC, Section 1101(a) (20)). Any person other than a United States citizen, United States permanent or temporary legal resident alien, or person in United States custody. (JP 1-0, *Joint Personnel Support*)

1.2.6. **Foreign Visit.** A foreign national enters or proposes to enter a DoD Component or cleared contractor facility or to meet with employees or representatives of the facility. There are two types of Foreign Visits:

1.2.6.1. **Official Visit.** An occasion when a foreign national sponsored by his or her government or by an international organization, visits to perform official business approved by the government or the organization. For the purposes of this AWI official foreign visits fall into the following two categories:

1.2.6.1.1. **Standard.** Visits in which wing FDOs receive a Foreign Visit Request (FVR) or the visit is processed through the Foreign Military Sales program and the visitor is on Invitational Travel Orders (ITOs).

1.2.6.1.2. **Non-Standard.** Visits which may be outside “standard” and require 62 AW/CC/CV approval.

1.2.6.1.2.1. Visits by DVs (O-7s and above or civilian equivalent).

1.2.6.1.2.2. Visits in which a FVR is not received or received in time to process before the visit or a visit is requested. The unit may have the visitor information and can vouch for its validity. FDO shall address this type of visit with AMC A5/A8XD.

1.2.6.1.2.3. Visit which is requested and is not official in nature (i.e., visiting JBLM-McChord Field commissary or Base Exchange).

1.2.6.1.2.4. Visits which OSI recommends ESCORTED access.

1.2.6.2. **Unofficial Visit.** An occasion when a foreign national who is not sponsored by his or her government or an international organization, visits for unofficial purposes or to conduct business which will entail access to information in the public domain.

1.2.7. **Military Personnel Exchange Program (MPEP).** This program involves the assignment of military personnel to authorized positions within the Military Departments. The MPEP program may be referred to as the Military Personnel Exchange Program by OSD or the other Services.

1.2.8. **Security Assurance.** For the purpose of this AWI, a written confirmation by a responsible foreign government official that the proposed visitor possesses the requisite security clearance and need-to-know for the classified information and CUI to be released

during the visit. The Security Assurance certifies that the recipient government between the United States and the foreign government.

1.2.9. United States Citizen. Those individuals who were born in the 50 states, District of Columbia and U.S. Territories (Puerto Rico, Guam, the Northern Mariana Islands, the United States Virgin Islands, and the Panama Canal Zone before it was returned to Panama) or naturalized citizens.

1.2.10. United States National. Those individuals whose only connection to the United States is through birth in an outlying possession (as of 2005, limited to American Samoa and Swains Island).

1.2.11. Visit Authorization. A request approved by an FDO that permits a visit by an authorized representative. FDOs authorize visits after an evaluation of a request from a foreign government or international organization that identifies the visitor as its official representative, verifies personal information, verifies the visitor's security clearance, and provides security assurances that CMI and CUI provided to the visitor will be protected. There are three types of authorizations:

1.2.11.1. One Time. Are for a single, short-term occasion, normally less than 30 days, for a specific purpose.

1.2.11.2. Recurring. Are multiple, intermittent visits by a foreign national to a DAF organization or contractor facility over a specified period of time, not to exceed one year, in accordance with a government-approved contract or agreement or another program. Recurring visits are approved when the information to be disclosed has been defined and approved for disclosure in advance by the U.S. government.

1.2.11.3. Extended. Are single, continuous visits occurring for an extended period of time, normally up to one year, but can be extended to cover the entire duration of a Military Personnel Exchange Program (MPEP) or foreign liaison officer (FLO) tour of duty.

1.3. Wing Foreign Disclosure Office and Officers (FDO).

1.3.1. 62d Airlift Wing Commander (62 AW/CC) has designated 62d Wing Plans and Programs (62 AW/XP) as the wing's Foreign Disclosure Office, and designates Wing Foreign Disclosure Officers (FDOs) in writing. 62 AW/XP FDOs have received formal training from SAF/IAPT and therefore represent all Air Force units on JBLM.

1.3.2. 62 AW/XPO (Operations Plans Section) will execute FDO responsibilities which include, but are not limited to:

1.3.2.1. Manages foreign access to CMI/CUI for all AMC-assigned units on JBLM. Non-AMC units on JBLM (446 AW, WADS, 22 STS, 1 ASOG, 5 ASOS) will coordinate access to CMI/CUI with their respective command FDOs.

1.3.2.2. Manages McChord Field access for all official foreign visitors to Air Force units on JBLM-McChord Field and foreign aircraft landing requests for JBLM-McChord Field. Access to the Western Air Defense Sector (WADS) facility will be managed by WADS/CC and NORAD ACC – AFNORTH/IAF/CONR FDO. Access for McChord Field will be coordinated through 62 AW FDOs.

1.3.2.3. Manages the Military Personnel Exchange Program (MPEP).

1.3.2.4. Provides guidance to Air Force units on JBLM and assists in resolving conflicts involving the release of classified military information (CMI) and controlled unclassified information (CUI) to foreign nationals.

1.3.2.5. Works in concert with the JBLM FDO (I Corps) and JBLM/DES to provide visibility on JBLM and I Corps visits that may impact 62 AW and operations on JBLM-McChord Field and vice versa.

1.4. Authorities.

1.4.1. 62 AW/CC/CV retains the authority to approve:

1.4.1.1. Foreign National access to Air Force units on JBLM-McChord Field.

1.4.1.1.1. 62 AW/CC/CV will retain approval decision for non-standard visits. Refer to [paragraph 1.2.6.1.2](#) for further guidance.

1.4.1.1.2. 62 AW/CC may delegate access approval authority to the unit commander level at his or her discretion and will document these authorities IAW this AWI.

1.4.1.1.3. This authority is delegated to 62 AW/XP Director or Deputy Director for standard official visit requests. Refer to [paragraph 1.2.6.1.1](#) for further guidance.

1.4.1.1.3.1. If 62 AW/XP Director or Deputy Director are unavailable, approval authority reverts back to 62 AW/CC/CV.

1.4.1.2. Foreign Aircraft Landings on JBLM-McChord Field.

1.4.2. WADS/CC and NORAD ACC – AFNORTH/1AF/CONR FDO retains the authority to approve entry into the WADS facility. Access for McChord Field will be coordinated through 62 AW FDOs.

Chapter 2

FOREIGN ACCESS TO CLASSIFIED MILITARY INFORMATION (CMI)/ CONTROLLED UNCLASSIFIED INFORMATION (CUI)

2.1. Purpose and Objectives.

2.1.1. Military information is a national security asset that must be conserved and protected and may only be shared with foreign nationals when there is a clearly-defined advantage to the United States (U.S.).

2.1.2. It is U.S. policy to avoid creating false impressions of its readiness to make defense articles, technologies, services or information available. DAF personnel must ensure compliance with this DAFMAN as part of the initial planning for international activities.

2.1.3. Only designated foreign disclosure officers (FDOs) may approve the disclosure of controlled unclassified information (CUI) and classified military information (CMI) to foreign nationals.

2.1.4. DAFMAN 16-201 documents the requirements of the Foreign Disclosure and Technology Transfer Program and its applicability to DAF organizations and activities. It outlines the authorities and responsibilities of FDOs at all command levels.

2.1.5. It also provides guidance for authorizing disclosure of information that is not CMI or CUI and provides guidance on approving foreign national visits to DAF bases and facilities.

2.1.6. DAFMAN 16-201 and this AWI do not apply to disclosures regarding national intelligence; communications security and intelligence; special access programs, counterintelligence; DAF intelligence exchanges; military-to-military international intelligence agreements; atomic information; strategic planning and guidance; or narcotics intelligence.

2.1.7. Other visits and disclosures that do not involve access to CMI or CUI are conducted under the authority of a base public affairs office.

2.2. Roles and Responsibilities.

2.2.1. **62 AW/CC.** 62 AW/CC will fulfill the following responsibilities:

2.2.1.1. Designate FDOs for their own activities, as required.

2.2.1.2. Request the establishment of new foreign disclosure offices from AMC. Requests need to justify why support from existing FDOs is not practical.

2.2.1.3. Ensure that visits by foreign representatives to their organizations are processed consistently with installation/garrison foreign disclosure procedures.

2.2.1.4. Ensure that foreign disclosure offices have the appropriate number of manpower authorizations, office space, and equipment to perform disclosure duties effectively.

2.2.1.5. Assign FDOs at ranks or grades equivalent to other DAF personnel in the organization who have responsibilities and authority commensurate with the FDOs.

2.2.2. **62 AW Foreign Disclosure Officers (FDOs).** 62 AW FDOs will perform the following duties:

2.2.2.1. Authorize disclosures of CMI and CUI in accordance with DAFMAN 16-201, this AWI, established DAF and AMC procedures, and DDLs within delegated authority.

2.2.2.2. Implement DAF disclosure and technology transfer processes for their supported activities and develop local requirements, as necessary.

2.2.2.3. Approve or deny visits by foreign representatives to their supported organizations when received from AMC A5/A8XD or NORAD ACC – AFNORTH/1AF/CONR FDO.

2.2.2.4. Establish an initial and refresher foreign disclosure education program for personnel assigned to supported organizations.

2.2.2.5. Ensure an assigned contact officer is in place and cognizant of the disclosure conditions and limitations for each extended visit in the Foreign Visit System.

2.3. Department of the Air Force Foreign Disclosure Authority.

2.3.1. **Introduction and Overview.** DAF FDOs authorize disclosures of CMI and CUI to foreign representatives.

2.3.2. **Disclosure Criteria.** SAF/IAPD and DAF FDOs will ensure that all disclosures of CMI and CUI satisfy NDP-1 criteria. The following are those NDP-1 criteria:

2.3.2.1. Disclosure is consistent with U.S. foreign policy and national security objectives concerning the foreign government or international organization.

2.3.2.2. Disclosure is consistent with U.S. military and security objectives.

2.3.2.3. The foreign recipient ensures that the U.S. information will be given the same degree of security protection as would be provided by the United States.

2.3.2.4. Disclosure results in a clearly-defined benefit for the United States.

2.3.2.5. Disclosure is limited to the information necessary to the purpose for which disclosure is made.

2.4. Delegation of DAF Disclosure Authority. SAF/IAPD relies on delegation to ensure that disclosure decisions are made promptly and effectively. After satisfying the disclosure criteria identified in [para 2.3.2](#), or obtaining approval from the appropriate authority, SAF/IAPD may delegate specific disclosure authorities to be exercised by DAF FDOs. Delegation may occur as detailed below:

2.4.1. SAF/IAPD may delegate disclosure authority to AMC FDOs.

2.4.2. AMC FDOs may further delegate disclosure authority to their subordinate FDOs in order to support international programs, foreign requests for information, or foreign visits.

2.4.3. FDOs will notify DAF personnel responsible for implementation of international programs when they receive disclosure guidance related to their program.

2.5. Dissemination of Delegation of Disclosure Authority Letters. SAF/IAPD limits dissemination of DDLs to FDOs only. DDLs cannot be disseminated to non-foreign disclosure officers unless explicitly permitted, in writing, by SAF/IAPD. Broader dissemination increases the risk of misinterpretation and disclosure approvals made by unauthorized individuals. However, in circumstances that warrant dissemination outside of FDO offices, the following guidelines apply:

2.5.1. AMC FDOs with delegated authority to disseminate the information in the DDL to subordinate FDOs may approve requests for information copy provisioning to DAF offices they support that are within their command.

2.5.1.1. Upon approval from SAF/IAPD, FDOs may provide information copies of DDLs to DAF offices to guide international program development; support assignment of foreign representatives in DAF organizations; or facilitate sanitization of information in preparation for disclosure review.

2.5.1.2. FDOs can only provide DDL copies outside of FDO channels with the explicit approval of Chief, SAF/IAPD.

2.5.2. FDO will transmit the DDL under a cover memo that specifically documents the DDL is being provided. FDOs/non-FDOs must ensure that the transmittal statement remains attached to the DDL. A sample transmittal memo is located in DAFMAN 16-201, Atchmt 4.

2.5.3. For DDLs disseminated outside of FDO channels, FDOs must include in the transmittal memo the following statement, placed in a conspicuous location: *“This DDL is for information only. It does not constitute authority to release equipment, technology, or information and may not be used for such purpose. This DDL may not be copied in whole or in part. Information contained in the DDL may not be incorporated into other documents.”*

2.6. Training Requirements. Only trained FDOs are authorized to disclose CMI or CUI to foreign representatives. Prior to authorizing disclosures of CMI and CUI, FDOs must complete the DAF Foreign Disclosure Officer Training Course sponsored by SAF/IAPD or an equivalent MAJCOM or field command Foreign Disclosure Officer Training Course.

2.7. Disclosing Information. FDOs authorize disclosures of CMI and CUI to foreign representatives. DAF information that has been officially approved for public release or is unclassified and not controlled under U.S. export control regulations does not require FDO approval before being disclosed to a foreign government or international organization.

2.7.1. **Methods of Disclosure.** Information can be disclosed in oral, visual, or documentary methods. Documentary disclosures occur when control of information in tangible form (e.g., equipment or written materials) is transferred to a foreign government or international organization.

2.7.2. **Submitting Requests to Disclose Information.** DAF personnel will submit requests to their servicing FDO for disclosures of CMI or CUI to foreign recipients in the U.S. or abroad.

2.7.2.1. AMC-assigned units on JBLM shall submit requests to 62 AW FDOs (62 AW/XPO, 982-7687/2983). 62 AW/IG and 627 ABG/IG shall coordinate all requests for foreign participation in wing/group exercises with 62 AW FDOs. This includes exercises on JBLM-McChord Field and FOBs/FOLs where wing/group assets are located.

2.7.2.2. Non-AMC units (446 AW, WADS, 22 STS, 1 ASOG, 5 ASOS) will submit requests to respective command FDOs (i.e., AFREC, ACC/CONR, AFSOC, PACAF). 62 AW FDOs will provide assistance to units as required.

2.7.3. **Approving Requests to Disclose Information.**

2.7.3.1. FDOs approve disclosure requests consistent with their delegated disclosure authority. FDOs will ensure disclosure approvals are consistent with DAFMAN 16-201, Attachments 6 and 7.

2.7.3.2. When continuing authority is appropriate, FDOs will assist DAF proponents in requesting a new DDL or revising a current DDL, as required.

2.7.3.3. If a request exceeds the FDO's delegated authority, the FDO will forward the request through AMC FDOs to SAF/IAPD.

2.7.4. Actions Prior to Disclosing Information. Refer to DAFMAN 16-201, para 5.6.

2.7.5. Disclosures Not Requiring FDO Authorization. Refer to DAFMAN 16-201, para 5.7.

2.7.6. Foreign Access to DAF Information Systems. AFI 17-130, Cybersecurity Program Management, describes requirements for access to DAF information systems and is applicable to foreign nationals. Information owners determine foreign national access to DAF information systems with access guidance provided in the system security plan. For more details, see AFI 17-101, Risk Management Framework (RMF) for Air Force Information Technology (IT). Foreign national approval to connect to the Secure Internet Protocol Routing Network, Non-classified Internet Protocol Router Network, or other networks does not equate to authority to disclose data or access systems located on that network. Disclosure review by the servicing FDO is a prerequisite for access to information residing in Secure Internet Protocol Routing Network, Non-classified Internet Protocol Router Network, or other networks.

Chapter 3

VISITS TO DAF FACILITIES BY REPRESENTATIVES OF FOREIGN GOVERNMENTS AND INTERNATIONAL ORGANIZATIONS

3.1. General.

3.1.1. Visits to Air Force Organizations and Installations.

3.1.1.1. Foreign governments will submit requests under the International Visits Program (IVP) for visits proposed by their representatives and when invited by an Air Force organization, ideally 30 days prior to the visit start date. Security Policy Automation Network (SPAN) automatically assigns visit responsibility to either SAF/IAPT or to a subordinate FDO based on SAF/IAPT guidance. See [paragraph 3.2.2](#) for further guidance.

3.1.1.2. Foreign students, to include international military students, international civilian students, and U.S. citizens who represent a foreign nation, who participate in security assistance training on Invitational Travel Orders (ITOs), pursuant to DSCA 5105.38-M, are not required to submit a visit request to attend training. In accordance with DoD guidance, Air Force recognizes ITOs issued by Security Cooperation Officers (SCOs) as validation of security assurances for international military students participating in formal Air Force training courses. The SCO must obtain the required security assurances from the parent government before students arrive for training. SCOs issue ITOs consistent with the requirements of AFI 16-105, *Joint Security Cooperation Education and Training* and when the training is approved for disclosure to the foreign government.

3.1.1.2.1. International Military Student Office (IMSO) will provide a course roster of foreign national students on ITOs to applicable FDO/security personnel for access to organizations and installations where training is to occur. See [paragraph 3.2.3](#) for further guidance.

3.1.1.3. Visits to U.S. Contractor Facilities (Boeing on McChord Field).

3.1.1.3.1. Foreign governments and international organizations must submit visit requests consistent with the IVP for visits to contractor facilities when access to CMI is reasonably anticipated.

3.1.1.3.2. Foreign governments and international organizations must submit visit requests in all cases where CMI or CUI is maintained, when foreign representatives will be at a contractor facility on an extended basis.

3.1.1.3.3. Foreign governments and international organizations must submit visit requests when required as part of a U.S. Government contract, with a contractor.

3.1.1.4. Public Affairs Officers approve foreign national participation in public affairs activities subject to their visit approval process. No visit request under the IVP is needed. See [paragraph 2.4](#) for further guidance.

3.1.1.5. Unofficial visits to McChord Field are handled IAW JBLM DES IAW *JBLM PMO SOP 5.3, para 8.o.* See [paragraph 3.3](#) for further guidance.

3.1.1.6. Visits Including Flights on U.S. Military Aircraft.

3.1.1.6.1. Foreign visits that include flights on Air Force aircraft require specific approval for the flight itself in accordance with AFI 11-401, *Aviation Management*, in addition to authorization for the visit.

3.1.1.6.2. No visit request is needed for flying missions performed by Air Force units under the sponsorship of a Combatant Commander, Unified Command or other Service, unless Air Force organizations disclose CMI or CUI. Air Force units coordinate such missions with their servicing FDO to obtain disclosure guidance.

3.1.1.6.3. Visit requests are not required for foreign nationals participating in public affairs travel.

3.1.1.7. Protocol/Public Affairs social events at 62 AW units on JBLM-McChord Field. See [paragraph 3.5](#) for further guidance.

3.2. Foreign Visits.

3.2.1. **Official Foreign Visits.** Official foreign visits to Air Force units on JBLM-McChord Field also known as Government-to-Government visits are defined as an occasion when a foreign national sponsored by his or her government or by an international organization, visits to perform official business approved by the government or the organization. For the purposes of this AWI official foreign visits fall into the following two categories:

3.2.1.1. **Standard.** Visits in which wing FDOs receive a Foreign Visit Request (FVR) or the visit is processed through the Foreign Military Sales program and the visitor is on Invitational Travel Orders (ITOs).

3.2.1.2. **Non-Standard.** Visits which may be outside “standard” and which require 62 AW/CC or CV approval.

3.2.1.2.1. Visits in which a FVR is not received or received in time to process before the visit or a visit is requested. The unit may have the visitor information and can vouch for its validity. FDO shall address this type of visit with AMC A5/A8XD.

3.2.2. Foreign Visits System (FVS) Visits.

3.2.2.1. FVS Process. FVS is a SPAN sub-system supporting staffing and databases for processing requests for visits by foreign nationals to DoD activities and defense contractors.

3.2.2.1.1. The foreign embassy in Washington, D.C. normally initiates the request at least 30 days prior to the visit date(s).

3.2.2.1.2. AMC FDO (HQ AMC A5/A8XA) sends the request via the FVS to the wing FDO residing in 62 AW/XPO.

3.2.2.1.3. Wing FDO will coordinate all visits except for Canadian visits (exception Canadians born outside Canada) with OSI.

3.2.2.1.3.1. Assign suspense to OSI based on visit dates and request ESCORTED/ UNESCORTED recommendation.

3.2.2.1.3.1.1. FN military personnel may be granted escorted or unescorted access depending on the assessed counterintelligence threat. AFOSI should be consulted prior to approving unescorted access and can make recommendations

on threat mitigation. Large groups of FN military are usually escorted (i.e., Mobility Guardian participation).

3.2.2.1.3.1.2. Escorted access normally applies to FN civilians.

3.2.2.1.3.2. FDO provides access recommendation along with the appropriate visit and visitor(s) information for approval/disapproval to 62 AW/XP (standard visits) or 62 AW/CC/CV (non-standard visits).

3.2.2.1.4. Visitor personal information will be protected as CUI and all associated email traffic will be encrypted.

3.2.2.1.5. The wing FDO will provide applicable information to agencies listed on FDO-managed Foreign Visit Request EMail List.

3.2.3. Visits by Foreign Military Students (FMS) on Invitational Travel Orders (ITOs).

3.2.3.1. The IMSO is located in 62d Operations Support Squadron Centralized Aircrew Training (62 OSS/OST) and is responsible for the administration of the training course for the foreign students and will coordinate all visits.

3.2.3.1.1. Under the Foreign Military Sales (FMS) program, the U.S. provides recurring training to foreign countries that purchase U.S. military equipment.

3.2.3.1.2. At JBLM-McChord Field the Air Force provides maintenance training and simulator training for those countries that have purchased the C-17 (including, but not limited to, Australia, Canada, Qatar, UAE and NATO (SAC HAW)).

3.2.3.2. Air Force recognizes ITOs issued by SCOs as validation of security assurances for international military students participating in formal Air Force training courses.

3.2.3.2.1. The ITO for a foreign military trainee includes all USAF military installations to be visited and the inclusive dates of the training.

3.2.3.2.2. Students on ITOs are authorized base lodging and commissary/exchange privileges for the duration of the training for the base(s) identified on their ITO.

3.2.3.2.3. Air Force personnel responsible for the administration of the training course for the foreign students will coordinate visits to other Air Force or DoD organizations that are part of the formal approved course through their servicing FDO.

3.2.3.2.4. Students wishing to participate in official activities that are not part of their formal training program must submit a visit request through their embassy in Washington, D.C.

3.2.3.3. ITOs are issued by and processed through the Security Assurance Offices (SAO) to the IMSO and access is requested through 62 AW/XPO. The IMSO will provide applicable information to 62 AW/XPO.

3.2.3.3.1. The wing FDO processing the request determines the requirement for escorted or unescorted access and provides a recommendation along with the appropriate visit and visitor(s) information for approval/disapproval to 62 AW/XP (standard visits) or 62 AW/CC/CV (non-standard visits).

3.2.3.3.2. The wing FDO will pass approval/disapproval to 62 OSS/OST.

3.2.3.3.3. The wing FDO will provide applicable information to agencies listed on FDO-managed Foreign Visit Request EMail List.

3.2.3.3.4. IMSO will maintain student ITOs and will provide copies as requested by 62 AW/XPO or agencies provided by 62 AW/XPO.

3.2.3.4. IMSO will notify wing FDOs of any issues/problems that may affect the student(s) while on JBLM-McChord Field.

3.2.4. Visits to the Western Air Defense Sector (WADS).

3.2.4.1. North American Aerospace Defense Command (NORAD)/Northern Command (NORTHCOM) and non-NORAD/NORTHCOM Canadians officially visiting WADS Canadian forces for support will be processed as an official visit in accordance with [para 3.2.2](#).

3.2.4.2. Assigned or attached NORAD Canadian members possessing valid USAF CAC cards may act as sponsors for non-military visitors onto JBLM-McChord Field the same as USAF military members (Note: Any non-U.S. citizen must be processed in accordance with *JBLM PMO SOP, Annex E, Appendix 2*).

3.2.4.3. All Canadian military members not assigned or attached to NORAD on official business to JBLM-McChord Field will be processed as an official visit in accordance with [para 3.2.2](#).

3.2.5. **Changes to Approved Visits.** 62 AW/XP Director or Deputy Director shall approve changes (date changes, visitor additions/deletions, cancellations, etc.) to approved visits.

3.2.6. (REQUEST) I Corps FDO:

3.2.6.1. Coordinate with wing FDO any official foreign visits requiring tours/visits to JBLM-McChord Field.

3.3. Unofficial Foreign Visits.

3.3.1. Identified as visits to JBLM-McChord Field that will not involve official government business (i.e., visits by foreign relatives or friends, social events, etc.).

3.3.1.1. Unofficial foreign visits to JBLM-McChord Field will be coordinated and processed through JBLM DES IAW *JBLM PMO SOP 5.3, para 8.o*.

3.3.1.2. For Air Force personnel sponsoring foreign visitors on unofficial foreign visits, there are additional specific restrictions for JBLM-McChord Field and the sponsor will:

3.3.1.2.1. Prohibit visitors access to the flightline and sensitive areas.

3.3.1.2.2. Prohibit the use of photography unless escorted by sponsor.

3.3.1.2.3. Prohibit the sharing of CMI/CUI with foreign visitor.

3.3.1.2.4. Notify OSI if contact with foreign visitor involves a request for information that exceeds the visitor's need to know or if the foreign visitor exhibits potentially suspicious activity such as leaving a required escort.

3.4. Public Affairs Visits Involving Foreign Nationals.

3.4.1. **Base Tours and Open Houses.** Foreign nationals will be given the same standard community relations base tours provided to U.S. citizens. All such requests, at a minimum, should be coordinated through the MAJCOM foreign disclosure office.

3.4.1.1. The request should include the name of each visitor, country of origin, and proposed tour agenda. In no case should a commitment be made or implied until approval is received. (Ref: [para 37.3](#), AFI 35-105, *Community Relations*)

3.4.1.2. Base access is a security issue not a disclosure issue.

3.4.2. **DOD International Visits Program (IVP).** United States Information Agency (USIA) Liaison Officer located in the Office of the Assistant Secretary of Defense for Public Affairs (OASD (PA)) is authorized to coordinate proposed visits directly with the base PAO.

3.4.2.1. If Air Staff concurs, SAF/IAPD will approve direct coordination between the USIA Liaison Officer and the base PAO.

3.4.2.2. The visit participants and purposes usually represent the public and its interest in military/civil relationships.

3.4.2.3. 62 AW/PA will pass this information to 62 AW FDO.

3.5. Social Events Involving Foreign Nationals.

3.5.1. **Foreign Nationals.** SAF/IA must approve all invitations from CONUS commanders to foreign nationals to visit Department of the Air Force facilities or to take part in Department of the Air Force-sponsored functions (reference AFI 35-101, para 4.26.3).

3.6. Foreign Aircrews.

3.6.1. The aircraft crew and passengers are only authorized activities at the installation directly related to the purpose for which use is granted.

3.6.1.1. Access to the Base Exchange and Commissary are the prerogative of the installation commander. There is no obligation to provide such privileges to foreign aircrews and passengers (Ref: AFI 10-1801, *Foreign Governmental Aircraft Landings at United States Air Force Installations*).

3.6.2. See [Chapter 3](#) for procedures on processing Foreign Aircraft Landing Requests.

3.7. Sharing of Information with Foreign Personnel.

3.7.1. CMI and CUI provided at briefings or meetings conducted by JBLM Air Force units and attended by visiting foreign personnel must be cleared through wing FDO (62 AW/XPO).

3.7.2. If 62 AW/XPO does not possess a current DDL or other authority to grant access, 62 AW/XPO will process the request through HQ AMC A5/A8XD.

3.7.3. CMI and CUI provided at WADS briefings or meetings attended by visiting foreign personnel should be cleared through the NORAD ACC/AFNORTH/1AF/CONR FDO.

3.7.4. CMI and CUI provided at 22 STS briefings or meetings attended by visiting foreign personnel should be cleared through the Headquarters Air Force Special Operations Command Foreign Disclosure Office.

3.7.5. All other JBLM Air Force units should contact 62 AW/XPO if a unit has questions concerning sharing of information with foreign personnel.

Chapter 4

FOREIGN AIRCRAFT VISITS

4.1. Visiting Foreign Aircraft Using Aircraft Landing Authorization Number (ALAN).

4.1.1. Foreign Government Owned Aircraft Operating at Air Force Airfields are governed by AFI 10-1801, *Foreign Governmental Aircraft Landings at United States Installations*.

4.1.2. ALAN General Rules and Exceptions.

4.1.2.1. In order for a foreign government aircraft to land at JBLM-McChord Field the aircraft must have/provide:

Figure 4.1. JBLM-McChord Field Foreign Government Aircraft Requirements.

- A Diplomatic Clearance issued by the State Department
- An ALAN number issued by HAF/A3OJ
- A Prior Permission Request (PPR) number issued by the landing base (Airfield Management Operations (62 OSS/OSAA) at JBLM-McChord Field)
- Aircrew list (Full name, rank, nationality, place of birth, date of birth, passport number)
- Passenger list (Full name, rank, nationality, place of birth, date of birth, passport number).

4.1.2.2. Exception: Canadian government aircraft (including military aircraft). Canada and the United States have a reciprocal agreement allowing routine flights by Canadian government/military aircraft through U.S. airspace and/or landing at civil or military airfields (Ref: *United States of America – Diplomatic Clearance Procedures for the Canadian Forces*, dated 5 May 2011)

4.1.2.2.1. Canadian government aircraft do not require a diplomatic clearance or ALAN number; however, a PPR issued by the landing base is still required.

4.1.2.2.2. Canadian government aircraft are the only foreign government aircraft operations authorized to contact the base directly for a PPR number.

4.1.2.2.3. Once a PPR is assigned, 62 OSS/OSAA will provide aircraft information to 62. AW/XPO.

4.1.2.2.4. VIPs/Hazardous Materials. Canadian military flights that involve VIPs (Cabinet Minister or above or LtGen (O-9) or above) or flights transporting hazardous material (defined as International Civil Aviation Organization (ICAO) class 1.1, 1.2, 1.3, 1.4 and 6.1) require Diplomatic Clearance and ALAN number and should be referred to HAF/A3OJ .

4.1.2.2.5. Aeromedical evacuation flights require diplomatic clearance and, when landing at a military airfield, landing authorization.

4.1.2.3. There are no exceptions for other countries. If a base is contacted directly, except as noted above, refer them to HAF/A3OJ.

4.1.2.4. The ALAN will generally include statements of services requested/to be provided and payment/reimbursement instructions.

4.1.2.4.1. Civil aircraft landing permits will not occur, nor will landing, parking and storage fees be charged, as set forth in AFIs 10-1001, *Civil Aircraft Landing Permits*, and 10-1002, *Agreements for Civil Aircraft Use of Air Force Airfields*, unless specified in the HAF/ A3OJ message granting landing authorization.

4.1.2.4.2. If landing, parking and storage fees are charged, the authority must be reported in the billing notice.

4.1.2.4.3. Answers to specific questions regarding these service charges may be extracted from DFAS-DER 7010-3.

4.1.2.5. Upon receipt of the ALAN authorizing support of these aircraft, JBLM-McChord Field will be responsible for making every effort to provide the required support as expeditiously as possible upon aircraft arrival.

4.1.3. Normal Procedures.

4.1.3.1. First indication JBLM-McChord Field should receive in reference to the landing of a foreign government aircraft is from HAF/A3OJ.

4.1.3.2. HAF/A3OJ receives the request from the Foreign Government's embassy prior to the requested landing (cover letter (with ALAN number) and the Embassy aircraft landing request form). After confirming its authenticity and requirement with the State Department, the request is forwarded to 62 AW/XPO.

4.1.3.3. Foreign Aircraft aircrew will request a PPR # through 62 OSS/OSAA upon landing approval.

4.1.3.4. Selected Foreign Government aircraft are issued "blanket" ALAN numbers due to the continued requirement to land at Air Force bases over a 1-year period. Though issued a blanket ALAN number, these aircraft are still required to process landing requests through HAF/ A3OJ.

4.1.3.5. If a base is contacted directly for permission to land on a blanket ALAN number, refer them to HAF/A3OJ.

4.1.4. Support to Foreign Governmental Aircraft.

4.1.4.1. The foreign government is responsible for identifying support requirements as part of its request for aircraft landing authorization.

4.1.4.2. The Air Force is under no obligation to provide services not indicated in the formal request, not approved by the approving authority, or not within the capabilities and priorities of the Air Force unit and/or installation.

4.1.4.3. Lodging. Foreign aircrews will coordinate own lodging as applicable..

4.1.4.4. Transportation. Installations should provide the same level of service they would provide to a US aircrew in transit, such as bus or base taxi service to quarters.

4.1.4.5. Cargo. Foreign aircraft crew or freight forwarders are responsible for providing cargo pallets and tie down material to facilitate loading.

4.1.4.6. Base Exchange and Commissary. Absent an agreement that provides otherwise, Base Exchange and Commissary privileges are the prerogative of the installation commander. There is no obligation to provide such privileges to foreign aircrews.

4.1.5. Responsibilities.

4.1.5.1. 62 AW/XPO is the base focal point for the dissemination of information on all foreign government aircraft. In this capacity, 62 AW/XPO must be advised of all foreign aircraft transiting JBLM-McChord Field. **62 AW/XPO** will:

4.1.5.1.1. Receive, process and coordinate all requests for foreign military or foreign government-owned non-commercial aircraft requesting to land at JBLM-McChord Field. These requests contain ALANs and other specific information from HAF/A3OJ.

4.1.5.1.1.1. Process the request through 62 AW group Execs (62 MXG/CCE and 62 OG/CCE), appropriate wing staff agencies (SEW for ammunition and explosives/HAZMAT), JBLM Tasking Office (for JB support) and 404th Army Field Support Battalion (404 AFSBn) (for fuel/transportation). FDO will provide the appropriate information from ALAN and support request.

4.1.5.1.1.2. 62 AW groups, wing staff, JBLM Tasking Office and 404 AFSBn provides ability to support and recommendation for 62 AW/CC approval/disapproval.

4.1.5.1.1.3. Provide approval/disapproval recommendation and request approval/disapproval from 62 AW/CC. Use established eSSS coordination procedures.

4.1.5.1.2. Upon 62 AW/CC approval/disapproval, the wing FDO will pass decision and provide applicable information to agencies listed on FDO-managed Foreign Visit Request EMail List.

4.1.5.1.3. Military aircrews and military passengers will normally be approved for UNESCORTED access. Non-military passengers will be ESCORTED. If time allows, vet aircrews and passengers through OSI. The wing FDO will provide applicable aircrew/passenger information to agencies listed on FDO-managed Foreign Visit Request EMail List. The wing FDO will provide an aircrew/passenger EAL to 627 SFS/S30/S5.

4.1.5.1.4. Coordinate with foreign aircraft's government or aircraft commander to obtain access request for non-military aircrews and/or passengers.

4.1.5.1.5. Notify 62 AW/CCP if any crew members or passengers are designated as DVs (military or civilian), at the rank of O-6 equivalent or above.

4.1.5.1.5.1. Coordinate with 62d Maintenance Group Maintenance Operations Center (62 MXG/MXOC) for DV aircraft parking locations and aircraft servicing requirements.

4.1.5.1.5.2. Coordinate with JBLM Tasking Office for aircraft security which is dependent upon the level and nature of visiting DVs.

4.1.5.1.6. Coordinate with 404 AFSBn for all incoming logistics requirements for foreign aircraft visits to JBLM-McChord Field.

- 4.1.5.2. **62 AW/SEW (for ammunition and explosives/HAZMAT)** will:
 - 4.1.5.2.1. Review landing request and provide ability to support and recommendation for approval/disapproval to 62 AW/XPO.
- 4.1.5.3. **62d Airlift Wing Protocol Office (62 AW/CCP)** will:
 - 4.1.5.3.1. Provide DV support as required.
- 4.1.5.4. **62 AW/CP** will:
 - 4.1.5.4.1. Provide the same level of service they would provide to a USAF aircrew in transit, such as base taxi service to quarters.
 - 4.1.5.4.2. Notify 62 APS/TRO of aircraft ETA, parking designation and changes to previously tasked requirements.
- 4.1.5.5. **62nd Comptroller Squadron Budget Office (62 CPTS/FMA)** will:
 - 4.1.5.5.1. Process for reimbursement action all AF IMT 315, *United States Air Force Avfuels Invoices*, and DD Form 1348-1, *DOD Single Line Item Release/Receipt Document*, and charges received from the Maintenance Operations Center. These charges will be forwarded to DFAS Limestone Operating Location (OPLOC), Limestone, Maine, for 62 AW cost reimbursement action.
- 4.1.5.6. **62 OSS/OSAA** will:
 - 4.1.5.6.1. Upon landing approval from 62 AW/XPO, provide PPR # to requesting aircrew and agencies provided by 62 AW/XPO.
 - 4.1.5.6.2. Assign/designate parking location.
 - 4.1.5.6.3. Notify 62 AW/CP/XP and 62 MXG/MXOC of any changes received from the aircrew to previously tasked support requirements.
- 4.1.5.7. **62 MXG/MXOC** will:
 - 4.1.5.7.1. Provide required agencies aircraft ETA, parking location, and fuel requirements if different to previously tasked requirements.
- 4.1.5.8. **62 APS/TRO** will:
 - 4.1.5.8.1. Notify border clearance officials (Customs, Agriculture and Immigration) as required/requested.
- 4.1.5.9. **Transient Alert (62 AMXS/TA)** will:
 - 4.1.5.9.1. 62 AMXS/TA Supervisor will coordinate with 62 CPTS/FMA and 627 LRS/LGRDX to ensure any reimbursable expenses for foreign aircraft are processed.
 - 4.1.5.9.2. Ensure that all parts/supplies for foreign aircraft are ordered from 627 LRS using the 62 AMXS/TA Shop code, proper demand code and standard reporting designator of AHX or XH4.
 - 4.1.5.9.2.1. When specialists perform maintenance on subject aircraft, they will advise 62 AMXS/TA Supervisor of all parts or supplies requirements. This will require prior coordination with the aircraft commander or his/her representative to determine whether reparable parts will be given to Maintenance for repair and

returned to United States Air Force Supply stock, or be retained by the foreign country without repair.

4.1.5.9.2.2. Maintenance specialists will not order parts/supplies until directed to do so by the aircraft commander or his or her representative.

4.1.5.10. (REQUEST) JBLM Tasking Office:

4.1.5.10.1. Review landing request and provide ability to support and recommendation for approval/disapproval to 62 AW/XPO.

4.1.5.10.2. Coordinate all Joint Base support to include security as requested/required.

4.1.5.11. (REQUEST) 404th Army Field Support Battalion (404 AFSBn):

4.1.5.11.1. Provide all logistical support (transportation/fuel) as requested/required.

4.1.5.11.2. Process Transient Alert Maintenance requests for parts and supplies IAW AFMAN 23-122, Chapter 5.

4.1.5.11.3. Verify the authorization of credit sale to foreign government aircraft using the Defense Energy Support Center's (DESC) Non-DoD Fuel Customer Information website. Sales to authorized foreign government aircraft will be accomplished in accordance with DESC-I-21, *Sales and Credit of Defense Working Capital Fund Fuel*.

4.1.5.11.3.1. If a foreign government is not authorized credit sale of fuel, a formal request to DESC may be accomplished as outlined in DESC-I-3, *Fuel Purchase Agreement*.

4.1.5.11.3.2. Process a cash sales transaction to a foreign government aircraft when credit sale is not authorized and the foreign government has been granted purchasing fuel by the DESC Help Desk.

4.1.5.11.3.3. The sale and credit of petroleum products will be accomplished in accordance with DESC-I-7, *Cash Sale Procedures for Defense Working Capital Fund Owned Fuel*.

4.1.5.12. (REQUEST) Directorate of Emergency Services (DES):

4.1.5.12.1. Provide aircraft security, commensurate with the owning country's requirements, and applicable local security policy as coordinated/requested by JBLM Tasking Office.

4.2. Visiting Foreign Aircraft on AMC Contracted Flights.

4.2.1. General Information.

4.2.1.1. The 618th Air and Space Operations Center (Tanker Airlift Control Center (TACC)), on occasion plans, schedules and directs foreign aircraft to fly AMC contracted flights.

4.2.2. Normal Procedures.

4.2.2.1. First indication JBLM - McChord Field should receive concerning the landing of a foreign aircraft on AMC contracted flights is either from the U.S. military customer or the contracted airline.

4.2.3. Responsibilities.

4.2.3.1. 62 AW/XPO is the base focal point for the dissemination of information on all foreign government aircraft. In this capacity, 62 AW/XPO must be advised of all foreign aircraft transiting JBLM-McChord Field. **62 AW/XPO** will:

4.2.3.1.1. Receive, process and coordinate all requests for visiting foreign aircraft on AMC contracted flights transiting JBLM-McChord Field.

4.2.3.1.2. Process the request through 62 AW group Execs (62 MXG/CCE and 62 OG/CCE), appropriate wing staff agencies (SEW for ammunition and explosives/HAZMAT), JBLM Tasking Office (for JB support) and 404th Army Field Support Battalion (404 AFSBn) (for fuel/transportation). FDO will provide the appropriate information from ALAN and support request.

4.2.3.1.3. 62 AW groups, wing staff, JBLM Tasking Office and 404 AFSBn provides ability to support and recommendation for 62 AW/CC approval/disapproval.

4.2.3.1.3.1. Provide approval/disapproval recommendation and request approval/disapproval from 62 AW/CC. Use established eSSS coordination procedures.

4.2.3.1.3.2. Upon 62 AW/CC approval/disapproval, the wing FDO will pass decision and provide applicable information to agencies listed on FDO-managed Foreign Visit Request EMail List.

4.2.3.1.3.2.1. Coordinate with user or aircraft owning company to obtain aircrew list. Aircrews will normally be approved for ESCORTED access. If time allows, vet aircrews and passengers through OSI.

4.2.3.1.3.2.2. The wing FDO will provide applicable aircrew information to agencies listed on FDO-managed Foreign Visit Request EMail List.

4.2.3.2. **62 AW/CP** will:

4.2.3.2.1. Provide support to aircraft/aircrew as required/requested.

4.2.3.2.2. Notify 62 APS/TRO of aircraft ETA, parking location, and changes to previously tasked requirements.

4.2.3.3. **62 OSS/OSAA** will:

4.2.3.3.1. Assign/designate parking location.

4.2.3.3.2. Notify 62 AW/CP/XP and 62 MXG/MXOC of any changes received from the aircrew to previously tasked support requirements.

4.2.3.4. **62 MXG/MXOC** will:

4.2.3.4.1. Provide required agencies aircraft ETA, parking location, and fuel requirements if different to previously tasked requirements.

4.2.3.5. **62 APS/TRO** will:

4.2.3.5.1. Notify border clearance officials (Customs, Agriculture and Immigration) for those aircraft requiring border clearance.

4.2.3.6. **Transient Alert (62 AMXS/MXA)** will:

4.2.3.6.1. Provide support as requested from aircraft.

4.2.3.6.2. If a foreign government is not authorized credit sale of fuel, a formal request to DESC may be accomplished as outlined in DESC-I-3, *Fuel Purchase Agreement*.

4.2.3.6.3. Process a cash sales transaction to a foreign government aircraft when credit sale is not authorized and the foreign government has been granted purchasing fuel by the DESC Help Desk.

4.2.3.6.4. The sale and credit of petroleum products will be accomplished in accordance with DESC-I-7, *Cash Sale Procedures for Defense Working Capital Fund Owned Fuel*.

4.2.3.7. (REQUEST) JBLM Tasking Office:

4.2.3.7.1. Review landing request and provide ability to support and recommendation for approval/disapproval to 62 AW/XPO.

4.2.3.7.2. Coordinate all Joint Base support to include security as requested/required.

4.2.3.8. (REQUEST) 404th Army Field Support Battalion (404 AFSBn):

4.2.3.8.1. Review landing request and coordinate all LRC support.

4.2.3.8.2. Verify the authorization of credit sale to foreign government aircraft using the Defense Energy Support Center's (DESC) Non-DoD Fuel Customer Information website. Sales to authorized foreign government aircraft will be accomplished in accordance with DESC-I-21, *Sales and Credit of Defense Working Capital Fund Fuel*.

4.2.3.8.2.1. If a foreign government is not authorized credit sale of fuel, a formal request to DESC may be accomplished as outlined in DESC-I-3, *Fuel Purchase Agreement*.

4.2.3.8.2.2. Process a cash sales transaction to a foreign government aircraft when credit sale is not authorized and the foreign government has been granted purchasing fuel by the DESC Help Desk.

4.2.3.8.2.3. The sale and credit of petroleum products will be accomplished in accordance with DESC-I-7, *Cash Sale Procedures for Defense Working Capital Fund Owned Fuel*.

4.2.3.8.3. Provide a crew bus to transport the foreign aircrew from the aircraft to an off-base hotel and from the off-base hotel to the aircraft.

4.2.3.8.3.1. The crew bus operator will act as the escort when transporting the aircrew from aircraft to hotel to aircraft.

4.2.3.8.3.2. The crew bus will not make unscheduled stops while on JBLM-McChord Field and will not allow foreign aircrew to unload from bus until the hotel or aircraft are reached.

4.3. Unauthorized Landings.

4.3.1. The installation commander or designated representative will identify an unauthorized landing involving foreign governmental aircraft as either an emergency landing, an inadvertent landing, or an intentional landing. An unauthorized landing may be designated as inadvertent

or intentional whether or not the operator has knowledge of the provisions of this instruction and whether or not the operator has filed a flight plan identifying the installation as a destination. On all unauthorized landings the aircraft should be limited to minimum ground time.

4.3.1.1. Emergency Landings. Any aircraft operator who experiences an inflight emergency may land at any US Air Force installation without prior authorization. An inflight emergency is defined as a situation which makes continued flight hazardous.

4.3.1.2. Inadvertent Landings. The installation commander may determine a landing to be inadvertent if the aircraft operator landed due to flight disorientation or mistook the US Air Force installation for a civil airport.

4.3.1.3. Intentional Landings. The installation commander may determine a landing to be intentional when substantial evidence demonstrates that the pilot of the foreign governmental aircraft knew the landing was unauthorized or the aircraft landed without an approved ALAN.

4.3.2. Refer to AFI 10-1801, *Foreign Governmental Aircraft Landings at United States Air Force Installations*, para 6 for procedures.

4.3.2.1. Notify 62 AW FDOs (982-7687/2983 – After duty hours call CP at 982-2635) will be notified of first indication of possible/actual unauthorized landing of a foreign aircraft.

Chapter 5

MILITARY PERSONNEL EXCHANGE PROGRAM (MPEP)

5.1. General Information.

5.1.1. HQ AMC is actively involved in MPEP and has numerous positions throughout the command. This is a reciprocal exchange program. Foreign officers in AMC have a USAF counterpart in their country. Canadian officers can be assigned to JBLM-McChord Field as C-17 pilots, loadmasters or maintenance officers.

5.1.1.1. Exchange officers participate in their USAF assigned unit's activities as if they were members of the USAF. They must be provided information necessary to perform their assigned duties effectively, support the host unit mission and ultimately the mission of the USAF. The exchange program is administered by AFI 16-107, *Military Personnel Exchange Program*.

5.1.2. Since foreign exchange officers do not possess U.S. security clearances, their access to classified and controlled unclassified information is based on position duties and the approved disclosure document – Delegation of Disclosure Authority Letter (DDL) and DAFMAN 16-201, *Air Force Foreign Disclosure and Technology Transfer Program*.

5.1.3. 62 AW/XPO maintains copies of approved DDLs for each assigned exchange officer.

5.2. Responsibilities.

5.2.1. **62 AW Military Personnel Exchange Program Manager (62 AW/XPO)** will:

5.2.1.1. Act as the subject matter expert for the management of this program.

5.2.1.2. Act as the liaison between USAF unit, Exchange Officer and CONUS Program Management Office (AMC A5/A8XD).

5.2.1.3. Provide program management briefings to exchange personnel, USAF unit commanders, exchange officer supervisors, and security manager within 60 days of personnel being assigned.

5.2.1.4. Maintain copies of the approved DDL for each exchange officer.

5.2.1.4.1. Provide a copy of the DDL to each USAF unit hosting exchange personnel.

5.2.1.5. Coordinate with AMC A5/A8XD all requests for exchange officer deployments/TDYs.

5.2.1.5.1. Receive and maintain blanket clearances for each exchange officer as applicable.

5.2.1.5.1.1. Provide a copy of the blanket clearance to each USAF unit hosting exchange personnel and the officer's supervisor.

5.2.2. **62 AW Staff Judge Advocate (62 AW/JA)** will:

5.2.2.1. JA will provide a briefing to assigned foreign exchange personnel in matters of United States and local law as well as advising commanders on legal matters relating to foreign exchange officers on the installation.

5.2.3. USAF units hosting exchange personnel will:

5.2.3.1. Ensure exchange officer's supervisor develops and maintains a personnel file on each exchange officer.

5.2.3.2. Develop and maintain copies of current Position Description and Requisition Reports (PDRRs), and Security Plans (SPs) as outlined in AFI 16-107, Chapter 3.

5.2.3.3. Commanders, supervisors, and co-workers of foreign exchange personnel must be thoroughly familiar with the DDL.

5.2.3.4. Request approval as outlined in AFI 16-107, Chapter 6 when directing foreign exchange personnel to deploy or perform TDY outside the United States.

5.2.3.4.1. The Canadian government through exchange officer may provide blanket approvals for ongoing operations. These approvals will be maintained by 62 AW/XPO and provided to the AMC A5/A8XD as appropriate.

5.2.3.4.2. The USAF unit will notify 62 AW/XPO at the earliest opportunity of the mission.

5.2.3.5. Ensure 62 AW/XPO receives exchange personnel requests for tour adjustment or other administrative actions including, but not limited to, moves to other workcenters/squadrons where a change in command or supervisor would occur.

5.2.3.6. Initiate revalidation of the PDRR, DDL, and SP as directed by AMC A5/A8XD and/or 62 AW/XPO.

5.2.3.7. Ensure 62 AW/XPO has current information on supervisors of foreign exchange personnel.

5.2.3.8. Assign a sponsor for incoming exchange personnel.

5.2.3.9. Submit waiver requests for requirements contained in this instruction to 62 AW/XPO.

5.2.3.10. Ensure exchange officers sign the Certificate of Conditions and Responsibilities (reference AFI 16-107, Attachment 12). File a copy in their personnel file.

5.2.3.11. Maintain close relationship with 62 AW/XPO who acts as the liaison between USAF unit and CONUS Program Management Office (AMC A5/A8XD).

5.2.3.11.1. Exchange personnel, USAF unit personnel and exchange personnel supervisor should not initiate direct contact with AMC A5/A8XD.

5.2.3.12. Ensure exchange personnel contact 62 AW/JA for legal briefing.

5.2.4. Supervisors of Foreign Exchange Personnel will:

5.2.4.1. Be thoroughly familiar with the requirements contained in this instruction, as well as those contained in DoD Directive 5230.20; AFI 16-107, *Military Personnel Exchange Program*; DAFMAN 16-201, *Air Force Foreign Disclosure and Technology Transfer Program*; and AFI 33-202 Volume 1, *Network and Computer Security*.

5.2.4.2. Ensure exchange personnel understand positional duties, as well as their obligations, rights, and responsibilities regarding disclosure, security requirements, and access to systems and information.

5.2.4.3. Commanders, supervisors, and co-workers of foreign exchange personnel must be thoroughly familiar with the DDL. Supervisors of the assigned exchange officer are provided a copy of the approved DDL which is classified. Store the DDL in a safe and protect IAW AFI 31-401.

5.2.4.3.1. Comply with disclosure requirements outline in the DDL and inform co-workers of foreign exchange personnel access limitations.

5.2.4.3.2. Access to U.S. classified information will be coordinated through wing MPEP Manager (62 AW/XPO).

5.2.4.4. Brief foreign exchange personnel on policies, rules, and other pertinent information (reference AFI 16-107, Attachment 10).

5.2.4.5. Ensure End of Tour Reports are coordinated with their appropriate program management office and submitted IAW AFI 16-107, Chapter 9. Refer to para 4.5 for further guidance.

5.2.4.6. When directing foreign exchange personnel to deploy or perform TDY outside the United States coordinate with 62 AW/XPO. Refer to AFI 16-107, Chapter 6.

5.2.4.6.1. MPEP or supervisor will submit USAF Supported Mission Travel Advisory Form to 62 AW/XPO (Refer to [Attachment 3](#)).

5.2.5. **Exchange Personnel will:**

5.2.5.1. Perform the duties of the assigned position in the host service.

5.2.5.2. Be thoroughly familiar with AFI 16-107 and should comply with all applicable requirements and restrictions contained herein.

5.2.5.3. Routine deployments during peacetime. For diplomatic reasons, it's the responsibility of the exchange officer to contact his/her embassy in Washington, D.C. prior to being scheduled for extended temporary duty (TDY) overseas.

5.2.5.3.1. The exchange officer in conjunction with supervisor will inform 62 AW/XPO of deployments/TDYs.

5.2.5.3.2. MPEP or supervisor will submit USAF Supported Mission Travel Advisory Form to 62 AW/XPO

5.2.5.3.3. Contact 62 AW/JA for legal briefing.

5.2.6. **Exchange Personnel will not:**

5.2.6.1. Act in the dual capacity as a Military Personnel Exchange Program participant and as a representative of their parent government.

5.2.6.2. Perform duties on behalf of the parent government during their Military Personnel Exchange Program tour.

5.3. **Access to Automated Information Systems (AIS).**

5.3.1. AIS access is outlined in AFI 33-200, *Information Assurance (IA) Management*, para 3.23. This AFI covers the procedures for obtaining approval to grant a foreign national access to an AIS. Exchange officers fall under the Military Personnel Exchange Program but are not exempt from this process.

5.3.2. Exchange officer access to the NIPRNET must be processed through 627th Communications Squadron Information Assurance Office (627 CS/SCXS). Access approval documentation must be maintained by exchange officer's supervisor.

5.3.3. Under no circumstances will an exchange officer be granted an account to the SIPRNET or other classified AIS.

5.4. Health and Welfare Services.

5.4.1. The use of facilities, the issuance of identification cards, leaves and passes, quarters and messing, medical and dental services and casualty notification are outlined in AFI 16-107, Chapter 8.

5.4.1.1. Upon arrival at JBLM-McChord Field, each exchange officer will:

5.4.1.1.1. Process through the Military Personnel Section (627 FSS/FSMPC), complete DEERS requirements and receive an ID card for member and eligible family members.

5.4.1.1.2. Process through the TRICARE Service Center (62 MDS) and enroll themselves and their family members.

5.5. Exchange Officer Tour Reports.

5.5.1. Exchange personnel must submit an End of Tour Report (ETR) NLT 4 months prior to tour completion (reference AFI 16-107, Chapter 9 and Attachment 7).

5.5.1.1. Coordination of ETR as follows:

5.5.1.1.1. Supervisor of foreign exchange personnel will coordinate report with unit commander and/or appropriate group commander (62 OG/62 MXG) as required. Forward reports to 62 AW/XPO.

5.5.1.1.2. 62 AW/XPO will forward to AMC A5/A8XD who in-turn will forward to SAF/IA for final review and release to the parent service.

DAVID A. FAZENBAKER, Colonel, USAF
Commander, 62d Airlift Wing

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 16-107, *Military Personnel Exchange Program (MPEP)*

AFPD 16-2, *Disclosure of Military Information to Foreign Governments and International Organizations*

DAFMAN 16-201, *Department of the Air Force Foreign Disclosure and Technology Transfer Program*

AFI 10-1801, *Foreign Governmental Aircraft Landings at United States Air Force Installations*

MAJCOM Command FDO Guidance Vectors, HQ AMC/A8XA, dtd 25 Mar 2019

United States of America – Diplomatic Clearance Procedures for the Canadian Forces, dtd 5 May 2011

AFPD 16-2, *Disclosure of Military Information to Foreign Governments and International Organizations*

DAFMAN 16-201, *Department of the Air Force Foreign Disclosure and Technology Transfer Program*

AFPD 16-2, *Disclosure of Military Information to Foreign Governments and International Organizations*

AFI 16-107, *Military Personnel Exchange Program (MPEP)*

DAFMAN 16-201, *Department of the Air Force Foreign Disclosure and Technology Transfer Program*

AFI 10-1801, *Foreign Governmental Aircraft Landings at United States Air Force Installations*

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United States of America – Diplomatic Clearance Procedures for the Canadian Forces, dtd 5 May 2011

AFI 16-107, *Military Personnel Exchange Program*

United States of America – Diplomatic Clearance Procedures for the Canadian Forces, dtd 5 May 2011

DAFMAN 16-201, *Department of the Air Force Foreign Disclosure and Technology Transfer Program*

DoDD 5230.20, *Visits and Assignments of Foreign Nationals*, 22 June 2005

AFPD 10-18, *Foreign Governmental Aircraft Use of United States Air Force Airfields*, 7 November 2018

AFI 10-1801, *Foreign Governmental Aircraft Landings at United States Air Force Installations*, 24 Sep 2018

DAFPD 16-1, *Security Cooperation*, 5 February 2021

AFI 16-107, *Military Personnel Exchange Program (PEP)*, 28 August 2018

DAFMAN 16-201, *Department of the Air Force Foreign Disclosure and Technology Transfer Program*, 18 January 2021

SAF/IAPD memo, *Subject: Clarification for Processing of Foreign National Visits to USAF Organizations, Facilities, Bases and U.S. Contractors under USAF Sponsorship*, dated 24 May 2002

United States of America – Diplomatic Clearance Procedures for the Canadian Forces, dated 5 May 2011

HQ AMC/A8XA-FDO letter – *Base Access Authorization for Foreign Nationals*, dated 12 September 2012

JBLM PMO SOP 5.3 dated 14 December 2021

ABBREVIATIONS, TERMS AND ACRONYMS

22 STS—22nd Special Tactics Squadron

62 APS/TRO—62d Aerial Port Squadron Air Terminal Operations Center

62 AMXS/MXA—62d Aircraft Maintenance Squadron Transient Alert

62 AW—62d Airlift Wing

62 AW/CC—62d Airlift Wing Commander

62 AW/CCP—62d Airlift Wing Protocol Office

62 AW/CP—62d Airlift Wing Command Post

62 AW/PA—62d Airlift Wing Public Affairs Office

62 AW/XP—62d Airlift Wing Plans and Programs Office

62 AW/XPO—62d Airlift Wing Plans and Programs Foreign Disclosure Office

62 CPTS/FMA—62d Comptroller Squadron Budget Office

62 MXG/MXOC—62d Maintenance Group Maintenance Operations Center

62 OG/CC—62d Operations Group Commander

62 OSS/OSAA—62d Operations Support Squadron Airfield Management Operations

62 OSS/OST—62d Operations Support Squadron Centralized Aircrew Training

627 ABG—627th Air Base Group

627 CS/SCXS—627th Communications Squadron Information Assurance Office

627 SFS/CC—627th Security Forces Squadron Commander

627 SFS/S3—627th Security Forces Squadron Operations Flight

627 SFS/S5V—627th Security Forces Squadron Pass & ID
AIS—Automated Information Systems
ALAN—Aircraft Landing Authorization Number
CMI—Classified Military Information
CUI—Controlled Unclassified Information
DDA—Designated Disclosure Authority
DDL—Delegation of Disclosure Authority Letter
DES—Directorate of Emergency Services
DOL—Directorate of Logistics
ETA—Estimated Time of Arrival
ETR—End of Tour Report
FD—Foreign Disclosure
FDO—Foreign Disclosure Office
FMS—Foreign Military Sales
FN—Foreign Nationals
FVS—Foreign Visit System
HQ AMC—Headquarters Air Mobility Command
HQ AMC A5/A8XD—Headquarters Air Mobility Command International Affairs
HQ USAF/A30J—United States Air Force, Military/Civil Aviation Integration Division
IA—Information Assurance
IMSO—International Military Student Officer
ITO—Invitational Travel Order
ITR—Interim Tour Report
JBLM—Joint Base Lewis–McChord
MPEP—Military Personnel Exchange Program
NORAD—North American Aerospace Defense Command
OSI Det 305—Office of Special Investigations Detachment 305
PMO—Provost Marshal Office
POC—Point of Contact
PPR—Prior Permission Request
SAF/IA—Secretary of the Air Force International Affairs
SOP—Standard Operating Procedure

SSCC—Senior Service Component Commander

WADS—Western Air Defense Sector

USAF—United States Air Force