

**BY ORDER OF THE SECRETARY
OF THE AIR FORCE**

AIR FORCE INSTRUCTION 16-603

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Operations Support

**EDUCATION AND TRAINING
REQUIREMENTS FOR
IMPLEMENTATION OF, AND
COMPLIANCE WITH, ARMS
CONTROL AGREEMENTS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This publication implements AFPD 16-6, *Arms Control Agreements*, and DoDI Instruction 5205.10, *DoD Treaty Inspection Readiness Program (DTIRP)*. Additional related publications include AFI 16-601, *Implementation of, and Compliance with, Arms Control Agreements*, AFMAN 36-2234, *Instructional Systems Development/Systems Approach to Training and Education*. It outlines responsibilities and procedures related to education, training and awareness for all Air Force personnel associated with implementation and compliance with arms control treaties and agreements, including Air National Guard (ANG) and Air Force Reserve Command (AFRC) units. This AFI may be supplemented at any level, but all supplements are routed to AF/A10-S for coordination prior to certification and approval. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate chain of command. When complying with official policy, guidance, and/or procedures, the unit may request a waiver. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, Table 1.1, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with

AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

SUMMARY OF CHANGES

This publication has been administratively updated by (1) changing all A5XP references to A10-S; (2) changing the title of the training course to Air Force Treaty Compliance Office Training Course; (3) changing the title of the Handbook to Treaty Compliance Officer Handbook; and (4) deleting the phrase “within the time allotted” in paragraph 1.3.1.

1. Responsibilities

1.1. The Deputy Chief of Staff for Strategic Deterrence & Nuclear Integration, Strategic Stability and Countering Weapons of Mass Destruction (CWMD) Policy Division (A10-S) is responsible for management of overall education and training for arms control-related activities within the Air Force and will:

1.1.1. Provide initial and recurring arms control education and training annually, or as needs dictate, to its HQ USAF personnel to include:

1.1.1.1. Orientation to new personnel on the areas of responsibility within the office.

1.1.1.2. Phased checklists with training activities which may include:

1.1.1.2.1. Topic-specific briefings led by subject matter experts.

1.1.1.2.2. Arms control courses and training activities, including the Air Force Treaty Compliance Officer Training Course, treaty courses hosted by the Defense Threat Reduction Agency (DTRA), and treaty-related exercises and tabletops.

1.1.1.2.3. Additional opportunities for training classes, workshops, conferences and similar venues within the Air Force, DoD, other U.S. government agencies, and in the non-governmental policy community.

1.1.2. Provide awareness training to HQ USAF leadership and key personnel on arms control, its impact, and the obligations it imposes on the Air Force through background papers and briefings.

1.1.3. Provide education and training to Major Command (MAJCOM) and Wing-level arms control personnel on designated arms control topics to include:

1.1.3.1. Sample training checklists to guide MAJCOM and Wing-level training activities.

1.1.3.2. Guidance, as applicable, to MAJCOM arms control offices regarding new treaties or modifications to existing treaties and/or agreements.

1.1.3.3. Air Force Policy and Guidance directives relating to Air Force assets by treaty.

1.1.3.4. Annual Air Force Treaty Compliance Officer Training Course or AF/A10-S designated equivalent course.

1.1.3.5. MAJCOM and Wing-level Treaty Compliance Officer (TCO) training on those treaties that do not have an ongoing or consistent inspection schedule (e.g., Chemical Weapons Convention (CWC) or Safeguards and Additional Protocol).

1.1.3.6. Arms Control Workshops for MAJCOM Headquarters and Wing-level arms control personnel. Workshop covers items tailored for a specific treaty or treaties (such as guidance, policy, lessons learned, training, or resources).

1.1.3.7. Other training aids as applicable, such as the Treaty Compliance Officer Handbook or other informative educational products on specific topics.

1.1.3.8. Assisting MAJCOM arms control offices in carrying out their education and training objectives by:

1.1.3.8.1. Providing training materials, including but not limited to, briefings, checklists, background papers and computer-based training modules.

1.1.3.8.2. Providing up-to-date training material on the AF/A10-S web portal training page.

1.1.3.8.3. Communicating about upcoming training opportunities, including DTRA courses.

1.1.3.8.4. Ensuring that MAJCOM and Wing-level arms control personnel have access to arms control course schedule and registration information.

1.1.4. Provide MAJCOM funding for command-wide arms control training and training related travel expenses through HQ USAF Arms Control Program Element Code 35145F.

1.1.5. Establish areas of knowledge for arms control personnel at HQ USAF, MAJCOM, and Wing-levels.

1.2. MAJCOM Commanders are responsible for education and training of MAJCOM HQ, Numbered Air Force (NAF) and Wing-level personnel whose duties involve arms control responsibilities and for promoting awareness of arms control throughout the command. MAJCOM Commanders will:

1.2.1. Provide initial and recurring education and training annually, or as needs dictate, to its personnel.

1.2.2. Provide orientation materials including the Treaty Compliance Officer Handbook and relevant treaty briefings.

1.2.3. Ensure that MAJCOM treaty personnel:

1.2.3.1. Understand applicable MAJCOM Supplements and Implementation and Compliance (I&C) Plans.

1.2.3.2. At the earliest opportunity, attend applicable arms control courses and training courses for each treaty affecting the command. These may include the Air Force Treaty Compliance Officer Training Course and treaty courses hosted by DTRA.

1.2.3.3. Attend training for the applicable treaty reporting systems.

- 1.2.3.4. As soon as possible, observe actual or mock inspections for each treaty for which the MAJCOM has responsibilities in order to gain knowledge and understanding of roles and responsibilities under applicable treaties and agreements.
- 1.2.3.5. Maintain knowledge of changes to treaties, agreements, MAJCOM Supplements, I&C guidance, and Air Force I&C processes by periodically reviewing Wing-level plans, the AF/A10-S portal site, and reading the Arms Control Bulletin.
- 1.2.4. Provide awareness training, when necessary, to MAJCOM leadership and key personnel on arms control, its impact, and the obligations it imposes on the MAJCOM through background papers and briefings.
- 1.2.5. Educate and train Wing-level arms control personnel by:
 - 1.2.5.1. Providing training checklists.
 - 1.2.5.2. Providing orientation materials including the Treaty Compliance Officer Handbook and relevant treaty briefings.
 - 1.2.5.3. Providing focused training and/or exercises for those treaties that have recurring onsite inspections or activities. Treaties requiring this level of training are categorized as those that have been in place for some time, a practiced and understood inspection process, and inspections that occur with some regularity.
 - 1.2.5.4. Providing familiarization training or exercises, with support from AF/A10-S, for those treaties that impact the MAJCOM but do not have regularly recurring inspections (e.g., CWC Challenge Inspection).
- 1.2.6. Assist Wing-level TCOs in their arms control training programs by providing guidance, personnel and materials as needed.
- 1.2.7. Distribute TDY funding as required for subordinate organization's travel related to treaties and agreements.
- 1.3. Wing-level TCOs will:
 - 1.3.1. Complete training, utilizing guidance provided by HQ USAF and MAJCOM TCOs. (T-2)
 - 1.3.2. As necessary, provide awareness training, through background papers and briefings, to Wing-level leadership and key personnel on arms control, its impact, and the obligations it imposes. (T-2). Brief all newly assigned Wing Commanders, respective Vice Commanders, and tenant organization leadership on arms control obligations impacting their organization. (T-2).
 - 1.3.3. As necessary, provide education and training to Wing-level personnel who will assist in carrying out arms control obligations and activities (e.g., inspection escorts, drivers, and others identified in the Wing-level I&C plan). (T-2).
 - 1.3.3.1. The Wing-level TCO will include Wing-level-specific training plans in Wing-level I&C plans. (T-2).

1.3.3.2. The Wing-level TCO will establish, implement, and track a schedule to review and exercise compliance plans and MAJCOM supplements for treaties that have recurring impacts, at least annually, unless an actual inspection occurs during that timeframe. (T-2).

JACK WEINSTEIN, Lt Gen, USAF
DCS, Strategic Deterrence & Nuclear Integration

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

DoDI 5205.10, *Department of Defense Treaty Inspection Readiness Program*, February 20, 2009

AFPD 16-6, *International Arms Control and Nonproliferation Agreements, and the DOD Foreign Clearance Program*, December 29, 2010

AFI 16-601, *Implementation of, and Compliance with, Arms Control Agreements*, February 18, 2011

AFI 33-360, *Publications and Forms Management*, December 1, 2015

AFMAN 33-363, *Management of Records*, March 1, 2008

AFMAN 36-2234, *Instructional System Development*, November 1, 1993

Adopted Form

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFI —Air Force Instruction

AFMAN —Air Force Manual

AFPD —Air Force Policy Directive

ANG —Air National Guard

AFRC —Air Force Reserve Command

CWC —Chemical Weapons Convention

CWMD — Countering Weapons of Mass Destruction

DoD —Department of Defense

DTRA —Defense Threat Reduction Agency

HAF —Headquarters Air Force

I&C —Implementation and Compliance

MAJCOM —Major Command

NAF —Numbered Air Force

TCO —Treaty Compliance Officer

USAF —United States Air Force