

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

AIR FORCE INSTRUCTION 16-116

27 JANUARY 2010

Operations Support



**AIR FORCE SUPPORT TO VISITS BY
STUDENTS OR STAFF MEMBERS OF
FOREIGN NATIONAL OR INTERNATIONAL
DEFENSE COLLEGES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This AFI falls under the purview of AFPD 16-1, *International Affairs*, and identifies responsibilities for units supporting visits by foreign national or international war colleges to the United States. It provides program management procedures and identifies unique requirements for specific country visits. This instruction applies to active Air Force, Air Force Reserve Component, and Air National Guard personnel. Refer recommended changes and questions about this publication to SAF/IAR using AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional's chain of command. 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 Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/>.

Chapter 1

OVERVIEW

1.1. Overview. An important aspect of our Air Force Global Partnership Strategy is to expand relationships with our allies and partners. Providing support to visiting foreign national or international war colleges is instrumental in educating allies and partners about specific Air Force capabilities, building confidence between nations, and laying the groundwork for interoperable air forces. AFPD 16-1 establishes that the Deputy Under Secretary of the Air Force (International Affairs) is responsible for visits of foreign officials to Air Force installations. CJCSI 2211.01B, *Visits by Students or Staff Members of Foreign National or International Defense Colleges*, instructs the Air Force to perform duties as Lead Agent for visits by the Pakistan National Defense University, the Korean National Defense College, the Colombian Superior War College (General Officer's Course), and other similar foreign national or international defense colleges, when approved for visits. The Air Force may use Official Representation Funds (ORF) in connection with these duties, in accordance with DoDI 7250.13, *Use of Appropriated Funds for Official Representation Purposes*, Enclosure 4, paragraph 1.b. This instruction will serve as a guide for all Air Force participants hosting and supporting these visits. A coordinated Air Force effort will ensure appropriate support is provided to the visiting institutions. The success of these visits will directly affect relationships with our allies and partners and is important in support of national and regional politico-military objectives.

1.1.1. Any similar visits by students of foreign military institutions, not covered by CJCSI 2211.01B that are sponsored by the Air Force, are covered by this AFI.

1.1.2. In accordance with DoDI 4515.7, *Use of Motor Transportation and Scheduled DoD Bus Service in the National Capital Region*, the National Capital Region (NCR) is defined as “The District of Columbia, Montgomery and Prince George's Counties in Maryland, and Arlington, Fairfax, Loudoun, and Prince William Counties in Virginia, and all the cities and towns included within the outer boundaries of the foregoing counties.”

Chapter 2

RESPONSIBILITIES

2.1. Deputy Under Secretary of the Air Force (International Affairs) (SAF/IA). SAF/IA oversees the support to visiting foreign national or international war colleges on behalf of the SECAF. SAF/IA ensures visit requests are consistent with USAF Global Partnership Strategy. The Director of Regional Affairs (SAF/IAR) will act as Lead Agent for the Air Force, except when specific Lead Agent duties, as outlined in CJCSI 2211.01B, are delegated to another organization. Specifically, SAF/IAR will:

- 2.1.1. Determine what reciprocity support is authorized, and appropriate, for the visits.
- 2.1.2. Develop the NCR agenda and itinerary.
 - 2.1.2.1. Determine appropriate “hosts” for events within the NCR.
 - 2.1.2.1.1. Prepare background information (Read-Ahead materials (5x8s), biographies, etc) to support hosts. (Note: SAF/IA writes, manages the issues of, and continuously updates country-specific 5x8s). The Foreign Liaison Division, Office of the Assistant Vice Chief of Staff (AF/CVAI), will prepare visit books for USAF Top 5 (SECAF, CSAF, USECAF, VCSAF, AVCSAF), using 5x8 information provided by SAF/IA.
 - 2.1.2.2. Determine appropriate host for office calls.
 - 2.1.2.3. Determine appropriate dress for the NCR portion of itinerary.
- 2.1.3. Coordinate overall itinerary with the visiting country’s embassy.
 - 2.1.3.1. Assist visiting country’s embassy in forwarding institution’s payment information to vendors to secure reservations of service for expenses IAW CJCSI 2211.01B.
 - 2.1.3.2. Assist visiting country’s embassy in arranging lodging and messing within the NCR.
 - 2.1.3.2.1. Obtain *Foreign National Visitor Request* approval from the installation commander for the visiting students and staff. Determine if on-base lodging is available, and reserve appropriate quarters.
 - 2.1.3.2.2. Determine appropriate messing arrangements.
 - 2.1.3.3. Coordinate with visiting country’s embassy for transportation requirements within the NCR that are not supportable by AFDW assets. Example would be for unofficial travel to cultural activities, or travel requirements for unofficial guests.
 - 2.1.3.4. Assist the visiting country’s embassy/institution with arranging all transportation, to include Mil-Air support (if available), lodging, and messing arrangements outside the NCR. The visiting institution retains responsibility for all related costs, except for hosted events.

- 2.1.3.4.1. Coordinate itinerary with the appropriate MAJCOM Protocol Office(s), the installation Protocol Office(s), and base-specific POCs for all places projected to be visited.
- 2.1.3.4.2. If Mil-Air is available, coordinate with JCS/J-5 and JCS/J-4 JLOC to schedule as required to support the visit. JCS/J-4 JLOC will accomplish the Special Assignment Airlift Mission (SAAM) request. Mil-Air may be approved pursuant to DoD 4515.13-R, *Air Transportation Eligibility*, only as an approved exception to the prohibitions on use of US Government transportation in CJCSI 2211.01B.
 - 2.1.3.4.2.1. If required, provide Invitational Travel Authorizations for all official guests, once approval has been received from the Chairman of the Joint Chiefs of Staff (CJCS).
- 2.1.3.5. Coordinate names and specific home countries of visitors. Insist on having this information NLT 60 days prior to the visit, to ensure visit success.
 - 2.1.3.5.1. If third country nationals are part of the visit, notify JCS/J-5 and determine how their participation may impact the desired agenda.
- 2.1.3.6. Determine any special dietary requirements of the visitors.
- 2.1.3.7. Pass climatology information to visiting country's embassy, to include all stops on the itinerary.
- 2.1.3.8. Determine if a gift exchange is expected. Coordinate with Executive Assistants for Air Force Top 4 (SECAF, CSAF, USECAF, VCSAF) if a gift exchange is expected with any of the Top 4 (Note: AF/CVAI maintains a gift locker for CSAF, or if the VCSAF is representing the CSAF). Coordinate with base-specific POCs if a gift exchange is expected on stops outside the NCR.
- 2.1.4. IAW AFI 65-603, *Official Representation Funds-Guidance and Procedures*, designate an individual to perform Official Representation Funds (ORF) paying agent duties.
 - 2.1.4.1. Prepare package, obtain coordination from HAF/RM and SAF/GCA, and obtain approval from SAF/AA for use of any ORF for the visit.
- 2.1.5. Coordinate with non-Air Force units within the NCR for required visit support.
 - 2.1.5.1. Schedule special briefings at Defense agencies or other installations to be visited within the NCR, as required.
 - 2.1.5.2. Coordinate visit with OSD, Department of State, DIA, and other Federal agencies as appropriate.
 - 2.1.5.3. Coordinate for Port Courtesies at Dulles International Airport for group travel.
 - 2.1.5.4. Coordinate disclosure issues with the SAF/IA Disclosure Division (SAF/IAPD).
- 2.1.6. Coordinate visit support with Major Commands (MAJCOMs) for visits to assigned Air Force units outside the NCR.
 - 2.1.6.1. Finalize itinerary with supporting units.
 - 2.1.6.2. Determine appropriate dress for portion of itinerary outside the NCR.
 - 2.1.6.3. Pass any special dietary requirements to base-specific POCs.

2.1.6.4. In coordination with AETC/IA, determine if visit falls under the purview of DoD 5105.38-M, *Security Assistance Management Manual*, Chapter 10, paragraph C10.8.5., Orientation Tours.

2.1.7. Provide escort officer(s) for visiting team sizes of fifteen people or less.

2.1.7.1. Provide O-6 USAF escort officer (or civilian equivalent), if required, within the NCR.

2.1.7.2. Provide O-6 USAF officer (or civilian equivalent), if required, to greet delegation.

2.1.7.3. Provide O-6 USAF officer (or civilian equivalent), if required, to host functions within NCR.

2.1.8. Maintain checklist and associated timeline for items that must be accomplished to ensure a successful visit. Checklist will be posted on the unclassified Air Force Security Cooperation Knowledgebase, maintained by SAF/IAR, and updated after each visit to include lessons learned.

2.1.8.1. Ensure checklist includes sections for SAF/IA, AF/CVAI, AFDW, and any other tasked agency.

2.1.8.2. Provide checklist at first planning meeting and track to completion.

2.1.9. Host initial planning meeting with AF/CVAI, HAF/RM, SAF/GCA, and AFDW in attendance at a minimum.

2.2. Foreign Liaison Division, Office of the Assistant Vice Chief of Staff (AF/CVAI). AF/CVAI will:

2.2.1. Provide support to SAF/IAR for planning the visit, and throughout duration of the visit.

2.2.1.1. Provide additional escort officer(s) for entire visit when visiting team size exceeds fifteen people (may be tasked out to Headquarters Air Force (HAF), will be funded by unit providing escort(s)).

2.2.1.2. Coordinate any Brig Gen or higher level support required for greeting delegation, or hosting functions within the NCR.

2.2.1.2.1. Prepare visit books for USAF Top 5 hosts (SECAF, CSAF, USECAF, VCSAF, AVCSAF), including 5x8 information provided by SAF/IA.

2.2.1.3. Assist SAF/IA with determining on-base lodging availability, and/or recommending alternative lodging facilities within the NCR.

2.2.1.4. Assist SAF/IA with determining appropriate messing arrangements within the NCR.

2.2.1.5. Adhere to timeline set by SAF/IA for completing required items to ensure a successful visit.

2.2.2. Coordinate with AFDW for logistical support within the NCR.

2.2.2.1. Coordinate with AFDW for ground transportation requirements within the NCR.

2.2.2.2. Coordinate with AFOSI for determining appropriate security requirements for the visit.

2.2.2.3. Coordinate with AFDW for baggage detail.

2.2.2.4. For events involving the USAF Top 5 (SECAF, CSAF, USECAF, VCSAF, AVCSAF), coordinate appropriate protocol arrangements, such as developing name tags, luggage tags (if required), and seating charts, making photography and office call refreshment arrangements, and selecting menus for meals inside the Pentagon.

2.2.3. Coordinate any required access to the Pentagon.

2.2.3.1. Escort visitors while in the Pentagon (may be tasked out to HAF).

2.2.4. Coordinate requested office calls with USAF Top 5.

2.2.5. With appropriate SAF/AA designation, serve as backup ORF paying agent within the NCR, should adverse circumstances prevent the SAF/IA ORF paying agent from performing duties.

2.2.6. Act as primary tasking agency and OPR when support from other HAF offices is required.

2.2.7. CSAF ORF gift locker custodian will provide any approved gift(s) for gift exchange(s) by CSAF (or VCSAF if representing CSAF).

2.2.8. Arrange for any other logistical support that may be required (i.e. interpreters, audio-visual support, graphics, communications, printed agendas, read-ahead prep materials for USAF Top 5).

2.3. Air Force District of Washington (AFDW). AFDW will provide much of the logistical support required to conduct the visits and will provide authorized services within their existing budget and within the limits of reasonably available resources. Specifically, AFDW will:

2.3.1. Provide support to SAF/IAR for planning the visit, and through duration of the NCR portion of visit.

2.3.1.1. Adhere to timeline set by SAF/IA for completing required items to ensure a successful visit.

2.3.2. Provide ground transportation resourced with appropriated funds for official functions to official guests, accredited embassy escorts, and USAF escorts in the vicinity of the NCR, defined as within a 100 mile radius of Washington, D.C., when such transportation is available.

2.3.3. Provide billeting support, as required.

2.3.4. Provide appropriate security support for the visit by tasking subordinate units, in coordination with AF/CVAI.

2.3.5. Provide baggage detail for national or international war college visits.

2.3.5.1. Baggage detail will not be provided for foreign cadet visits.

2.3.6. Provide appropriate protocol support, in coordination with AF/CVAI.

2.3.7. Allow invited guests on Invitational Travel Authorizations access to Air Force lodging facilities, where appropriate and consistent with AF and DoD guidance and priorities; lodging costs will be borne by the visiting institution.

2.4. Headquarters Air Force Resource Management (HAF/RM). HAF/RM will train ORF paying agents and provide guidance and oversight to SAF/IAR and AF/CVAI regarding the appropriate use of ORF.

2.5. Major Commands (MAJCOMs). Many of the visiting institutions visit Air Force bases outside the NCR. Support from MAJCOMs visited will be critical to visit success. Specifically, supporting MAJCOMs will:

2.5.1. Approve visit dates to assigned Air Force units, or provide recommended alternative dates with rationale.

2.5.2. Provide MAJCOM POC to work itinerary and agenda with SAF/IAR as needed, for portions of the visit affecting their MAJCOM.

2.5.3. Identify a base-specific POC for each base to be visited. Provide name and contact information to SAF/IAR. POC should have continuity throughout timeframe of visit.

2.5.4. Provide escort officer(s), additional to SAF/IAR, for portions of the visit affecting their MAJCOM (may be base-level escort(s) for specific portions of a visit at a particular base). The escort officer will be funded by unit providing escort(s).

2.5.5. Provide Colonel USAF officer (or civilian equivalent), if required, to greet delegation.

2.6. Air University (AU). Many of the visiting institutions are conducting reciprocal visits, in response to visits to their country by Air University. Air University support to these visits will help ensure appropriate reciprocity, within the limits of US fiscal law and policy. Specifically, for reciprocal visits, AU will:

2.6.1. Assist SAF/IAR to determine an appropriate level of reciprocity for visits.

2.6.2. Provide a POC to work with SAF/IAR to coordinate visit itinerary and agenda for portions of visit outside the NCR. POC should have continuity from initial planning meeting through entire visit timeframe.

2.6.3. Provide escort officer, additional to SAF/IAR, when visiting institutions travel outside the NCR. Escort officer will be funded by AU or the unit providing the escort.

2.6.3.1. Provide a Colonel, or suitable civilian equivalent, escort for visits outside the NCR, when requested by SAF/IAR.

Chapter 3

PROGRAM MANAGEMENT

3.1. General Requirements. As an important part of our Global Partnership Strategy, visits by foreign War Colleges or similar institutions can lay the groundwork for enduring relationships. All United States (US) agencies supporting these visits must understand the importance of committing appropriate time and resources to ensure the success of these visits.

3.2. Funding Requirements. Reciprocating for support or courtesies provided to foreign travel by US War Colleges is a factor to consider when planning and funding these visits; however, not every level or type of support or courtesy provided to visitors from the US may be possible or advisable under authorities available in this country. All funding to support these visits will be in accordance with existing financial regulations and US law. DoDI 7250.13, and AFI 65-603, provide details and guidance on use of ORF funds. CJCSI 2211.01B covers CJCS policy on visits by foreign national or international defense colleges and how ORF funds may be used to support portions of those visits.

3.2.1. As a planning factor, SAF/IAR, HAF/RM, and AFDW should budget to support at least three visits per year.

3.2.1.1. SAF/IAR will shape itineraries, to the maximum extent possible, such that bases outside the NCR will not be impacted by more than one visit per year.

3.2.2. US Government transportation may be provided only to official guests, for official events, when such transportation is available. US Government transportation will only be provided to official guests (i.e., those on official travel orders and accredited embassy escorts). When US Government transportation is not available, SAF/IAR will assist the visiting institution in arranging commercial transportation; however, the visiting institution will bear all costs. When arranging commercial transportation, US personnel will not commit the US Government to any financial obligations, nor will they take responsibility for, or obligate, foreign funds.

3.2.3. Meals or refreshments (to include alcohol) served at hosted official functions may be funded by ORF funds, in compliance with AFI 65-603, and HOI 65-3, *HQ USAF Guidance for Official Representation Funds*. The Air Force may provide ORF funds, as approved by the Office of the Administrative Assistant to the Secretary of the Air Force (SAF/AA) and executed through HAF/RM, for no more than two hosted functions in the NCR area per visit. Additionally, if field commanders request, the Air Force may provide ORF funds to field commanders for one hosted function at each command visited. The amount of funds provided will be IAW DOD and Air Force instructions and policies governing the use of ORF funds.

3.2.4. Some Latin America (LATAM) visits and functions may be funded by LATAM COOP funds. The expenditure of these funds is governed by AFI 16-102, *Latin American Cooperation (LATAM COOP) Fund*. The Chief, Americas Division, SAF/IA (SAF/IARL) administers the LATAM COOP fund, and will ensure appropriate use of the funds for itineraries of visiting LATAM institutions. AFSOUTH, AFNORTH, NORTHCOM, and USAFA have been delegated authority to commit LATAM COOP funds within their areas of responsibility, within the limits prescribed by AFI 16-102.

3.2.5. All expenses for food, lodging, gratuities, social functions, cultural activities, etc. for visiting personnel, except as indicated in paragraphs 3.2.2., 3.2.3., and 3.2.4. above, will be borne by the visiting institution.

3.2.6. The visiting institution retains responsibility for all travel expenses and for arranging transportation, meals, and lodging throughout the duration of the visit. The Air Force will assist the visiting institution in making these arrangements, as necessary. The Air Force may, but is not required to, provide ground transportation, when available, outside the NCR, as authorized and approved by appropriate authority consistent with Air Force and DoD guidance, and paragraph 3.2.2 above. When providing this assistance, US personnel will not commit the US Government to any financial obligations, nor will they take responsibility for, or in any way obligate, foreign funds.

3.2.6.1. Air Force units supporting these visits will follow applicable travel regulations whenever military transportation will be used during a visit.

3.2.7. Some of the costs to support these visits are not paid by the visiting institution, such as per diem, lodging, and travel costs of escort officers. Units providing escort officers will be expected to pay these costs out of unit funds.

3.3. Planning Timeline. SAF/IAR, as Lead Agent, will set the timeline to successfully support each visit. SAF/IAR will maintain a checklist and associated timeline for items that must be accomplished to ensure a successful visit. This checklist will be provided to each supporting agency no later than the initial planning meeting.

3.3.1. At a minimum, SAF/IAR, AF/CVAI, and AFDW will send a representative to all planning meetings.

3.3.2. Any other units designated to support visits will attend meetings as requested by SAF/IAR.

3.3.3. Initial planning meeting will be held as soon as possible after an unannounced, short-notice visit request, or 90 days prior to an expected visit, whichever occurs first.

3.3.3.1. If not sent out electronically prior to the initial planning meeting, SAF/IAR will provide a detailed checklist at the initial planning meeting.

3.3.4. Subsequent meetings will be directed by SAF/IAR, but at a minimum, will be held 60 days, 30 days, and two weeks prior to a visit.

3.4. Execution. Although various units are tasked with specific requirements to ensure visit success, the execution of a successful visit requires teamwork by all supporting units. Within two weeks of the visit, and for the duration of the visit, SAF/IAR may need to direct HAF organizations and MAJCOMs to accomplish tasks not specifically designated to them in this instruction. Those HAF organizations and MAJCOMs will be expected to accomplish the directed tasks, and capture any lessons learned for feedback per paragraph 3.5. below.

3.5. After Action Reports. In order to improve the support for these visits, each supporting unit, through its appropriate chain of command, will provide lessons learned to SAF/IAR within 30 days of the visit's conclusion. SAF/IAR will compile all lessons learned into an after action report for all supporting units' benefit. Lessons learned will be used to modify existing checklists for future visits to improve support.

Chapter 4

UNIQUE REQUIREMENTS FOR SPECIFIC COUNTRY VISITS

4.1. General. Some visiting institutions have unique requirements that go beyond the standard requirements outlined in Chapter 3, and require additional efforts beyond the standard list of responsibilities outlined in Chapter 2. The unique by-country requirements listed in this chapter will be considered additive to the requirements and responsibilities listed elsewhere in this instruction.

4.2. China. DoD Instruction C-2000.23, *Conduct of DoD Contacts with the People's Republic of China (PRC) (U)*, establishes policy, assigns responsibilities, and prescribes procedures for the management of DoD contacts with the PRC and the Chinese People's Liberation Army (PLA), and outlines measures for compliance with the National Defense Authorization Act (NDAA) 2000, Public Law 106-65, Section 1201, "Limitation on Military-to-Military Exchanges and Contacts with Chinese People's Liberation Army," October 1, 1999.

4.2.1. Any planned Air Force exchanges or contact with the PRC must be coordinated with SAF/IAR in the month of September prior to the exchange or contact.

4.3. Colombia. Colombian Superior War College (CSWC). CSWC visit is usually limited to the NCR. Requirements are already covered in previous chapters of this AFI.

4.3.1. Per CJCSI 2211.01B, all expenses are paid by Colombia. US Government transportation may be provided only to official guests and only in and around the NCR, when such transportation is available. Use of ORF funds will be IAW CJCSI 2211.01B, paragraph 4.e., and paragraph 3.2.3. of this AFI.

4.4. Latin America (LATAM). Use of LATAM COOP funds is governed by AFI 16-102, and is discussed in paragraph 3.2.4. of this AFI. Several institutions from LATAM countries routinely visit the US, and are hosted by the USAF:

4.4.1. Brazilian Air Command and Staff College (ACSC). The Brazilian ACSC typically visits late summer each year. A Brazilian Air Force aircraft brings about 180 students and lands at Andrews AFB. The Brazilian ACSC pays for transportation, lodging, and meals, but seeks baggage support at each locale. A normal itinerary includes: three to four days in the NCR; one to two days at Maxwell AFB, visiting Air Command and Staff College; one to two days at Davis-Monthan AFB, visiting AFSOUTH.

4.4.2. Chilean Air Force Academy (AFA). Typically, 75 Chilean AFA Cadets visit early autumn of each year. Cadets use commercial air transport throughout their visit. Chile pays for all expenses. No support is required, other than access to bases and facilities, and associated briefings. Normal itinerary includes the NCR, USAFA, and MacDill AFB.

4.4.3. Colombian Air Force Academy (AFA). Colombian AF normally transports about 90 Colombian AFA cadets for a visit to the US in September each year. Colombia pays for all expenses. No support is required, other than access to bases and facilities, and associated briefings. Normal itinerary includes visits to some of the following stops: the NCR, Nellis AFB, Wright-Patterson AFB, USAFA, USNA, USMA, Atlanta, and Cape Canaveral.

4.4.4. Latin American Cadet Initiative (LACI). Typically in early autumn of each year, 30 cadets from 15 LATAM countries fly individually via commercial air to a specified US gateway airport and are met by USAF personnel. LATAM COOP funds pay most expenses, including meals and lodging.

4.4.4.1. For approximately one week in the NCR, AFDW will provide transportation for the cadets, consistent with AF and DoD guidelines, and IAW para 2.3.2 of this instruction; commercial transportation will be used for trips outside of the vicinity of the NCR using LATAM COOP funds.

4.4.4.2. Trips during the NCR portion of the visit can include USMA, USNA, Dover AFB, Langley AFB, Norfolk Naval Base, and New York City. Other itinerary stops include a week at USAFA and five days at the Inter-American Air Forces Academy at Lackland AFB, TX.

4.4.5. Peruvian Air War College (AWC). Peruvian AWC normally brings 30 students via commercial air in the late summer each year. The visit is limited to the NCR area, and lasts about 5-6 days. This visit is funded by US Southern Command Traditional Commander's Activity funds. Peruvian AWC normally requests USAF transportation support for their visit.

4.5. Korea. Korean National Defense College (KNDC). Requirements are already covered in previous chapters of this AFI.

4.5.1. Per CJCSI 2211.01B, all expenses are paid by Korea. US Government transportation may be provided only to official guests and only in and around the NCR, when such transportation is available. Use of ORF funds will be IAW CJCSI 2211.01B, paragraph 4.e., and paragraph 3.2.3. of this AFI.

4.6. Pakistan. Pakistan National Defense University (PNDU).

4.6.1. Historically, the delegation visits specific locations outside the NCR. Normally, specific itinerary stops are:

4.6.1.1. US Joint Forces Command (JFCOM). JFCOM briefings expand students' knowledge of US processes for conducting joint operations.

4.6.1.2. US Central Command (CENTCOM). Students receive briefings on their AOR and also visit with the Pakistan CENTCOM liaison officers stationed at MacDill AFB, FL.

4.6.1.3. US Special Operations Command (SOCOM). SOCOM briefings educate students on the role of our special operations forces.

4.6.2. PNDU routinely brings third country nationals who attend PNDU. These individuals' names and home countries must be known early in the coordination process to ensure access. Some countries require disclosure review for what material will be presented. It is imperative the third country nationals' names and home countries be provided to all supporting agencies NLT 60 days in advance of the visit.

4.6.3. Per CJCSI 2211.01B, all expenses are paid by Pakistan. US Government transportation may be provided only to official guests and only in and around the NCR, when

such transportation is available. Use of ORF funds will be IAW CJCSI 2211.01B, paragraph 4.e., and paragraph 3.2.3. of this AFI.

Chapter 5

SUPPORTING INFORMATION

5.1. Adopted Forms.

AF Form 847, *Recommendation for Change of Publication*

BRUCE S. LEMKIN
Deputy Under Secretary of the Air Force
International Affairs

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

PL 106-65, *National Defense Authorization Act for Fiscal Year 2000*, 5 October 1999

DoD 4500.36-R, *Management, Acquisition, and Use of Motor Vehicles*, 16 March 2007

DoD 4515.13-R, *Air Transportation Eligibility*, November 1994

DoD 5105.38-M, *Security Assistance Management Manual*, 3 October 2003

DoDD 4500.09E, *Transportation and Traffic Management*, 11 September 2007

DoDI C-2000.23, *Conduct of DoD Contacts with the People's Republic of China (PRC) (U)*, 15 July 2008

DoDI 4515.7, *Use of Motor Transportation and Scheduled DoD Bus Service in the National Capital Region*, 31 July 1985

DoDI 7250.13, *Use of Appropriated Funds for Official Representation Purposes*, 30 June 2009

CJCSI 2211.01B, *Visits by Students or Staff Members of Foreign National or International Defense Colleges*, 4 December 2003

AFPD 16-1, *International Affairs*, 16 August 1993

AFI 16-102, *Latin American Cooperation (LATAM COOP) Fund*, 1 May 1997

AFI 24-301, *Vehicle Operations*, 1 November 2008

AFI 65-603, *Official Representation Funds-Guidance and Procedure*, 17 February 2004

HOI 65-3, *HQ USAF Guidance for Official Representation Funds*, March 2008

Abbreviations and Acronyms

AETC—Air Education and Training Command

AF/CVAI—Foreign Liaison Division, Office of the Assistant Vice Chief of Staff

AFDW—Air Force District of Washington

AFNORTH—Air Forces Northern Command

AFPD—Air Force Policy Directive

AFSOUTH—Air Forces Southern Command

AOR—Area of Responsibility

AU—Air University

CENTCOM—Central Command

CJCSI—Chairman of the Joint Chiefs of Staff Instruction

CSAF—Chief of Staff, United States Air Force

DIA—Defense Intelligence Agency

DoD—Department of Defense
DoDD—Department of Defense Directive
DoDI—Department of Defense Instruction
HAF—Headquarters Air Force
HAF/RM—Headquarters Air Force Resource Management
IAW—In Accordance With
JFCOM—Joint Forces Command
LACI—Latin American Cadet Initiative
LATAM—Latin America
LATAM COOP—Latin American Cooperation
MAJCOM—Major Command
NCR—National Capital Region
NDAA—National Defense Authorization Act
NLT—Not Later Than
NORTHCOM—Northern Command
OPR—Office of Primary Responsibility
ORF—Official Representation Funds
OSD—Office of the Secretary of Defense
PNDU—Pakistan National Defense University
PLA—People’s Liberation Army (China)
PLAAF—People’s Liberation Army Air Force (China)
POC—Point of Contact
POLAD—Political Advisor
Pol-Mil—Political-Military (Affairs)
PRC—People’s Republic of China
SAAM—Special Assignment Airlift Mission
SAF—Office of the Secretary of the Air Force
SAF/AA—Office of the Administrative Assistant to the Secretary of the Air Force
SAF/IA—Deputy Under Secretary of the Air Force (International Affairs)
SAF/IAPD—Disclosure Division, SAF/IA
SAF/IAR—Regional Affairs Directorate, SAF/IA
SAF/IARL—Americas Division, SAF/IA

SECAF—Secretary of the Air Force

SOCOM—Special Operations Command

SOUTHCOM—Southern Command

USAFA—United States Air Force Academy

USMA—United States Military Academy (West Point)

USNA—United States Naval Academy (Annapolis)