

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

**AIR FORCE INSTRUCTION 16-125**

**28 MARCH 2012**

**Operations Support**

**AFRICAN COOPERATION  
(AFR CO-OP) FUND**



**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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(Heidi H. Grant)

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This instruction implements AFRPD 16-1, *International Affairs*. Activities which use the AFR CO-OP Fund to support African cooperation must follow this instruction which carries out Title 10, U.S. Code Section 1050a. This instruction applies to Air Force active duty, guard and reserve forces. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at: <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. Send all recommended changes or comments about this publication to the OPR (SAF/IARA) through appropriate channels, using AF Form 847, *Recommendation for Change of Publication*.

## Chapter 1

### AFR CO-OP FUND PROGRAM MANAGEMENT

**1.1. Authority.** Under Title 10, U.S. Code Section 1050a, the Secretary of the Air Force may pay the travel, subsistence and special compensation for officers, civilians and students of African countries and other expenses necessary for African cooperation. Pursuant to that section, and under this AFI, the Secretary establishes a fund, known as the AFR CO-OP Fund.

**1.2. Program Management.** The Deputy Under Secretary of the Air Force International Affairs (SAF/IA) develops policy and provides certification of funds for AFR CO-OP purposes.

1.2.1. The AFRICOM Division Chief (SAF/IARA), administers the AFR CO-OP Fund, guides parts of the program assigned to HQ USAF and non-theater commands, and advocates the program in all phases of the Planning, Programming, Budgeting and Execution System.

1.2.2. Send correspondence regarding the AFR CO-OP Fund to SAF/IARA, 1080 Air Force Pentagon, Washington DC 20330-1080. Send e-mails to: [SAF.IARA.Workflow@pentagon.af.mil](mailto:SAF.IARA.Workflow@pentagon.af.mil)

1.2.3. The Chief, Programming and Resources Division (SAF/IAGR), consolidates SAF/IA budget and programming, requirements, including the AFR CO-OP inputs received from SAF/IARA and submits to Headquarters Air Force Resource Management (HAF/RM).

1.2.4. HAF/RM submits requirements of the AFR CO-OP program to the Deputy Assistant Secretary of the Air Force, Financial Management and Comptroller, Budget (SAF/FMB) for inclusion in the annual Air Force Budget.

1.2.5. The Commander, Air Forces Africa, under SAF/IARA's guidance, administers the part of the AFR CO-OP program that SAF/IA assigns.

1.2.6. The Dean of Faculty, US Air Force Academy, under SAF/IARA's guidance, administers the part of the AFR CO-OP program that SAF/IA assigns.

## Chapter 2

### AFR CO-OP FUND USAGE

**2.1. Purpose.** The AFR CO-OP Fund shall be used to further the standing and prestige of the United States (US) and the US Air Force (USAF) with African countries/air forces by providing the financial means whereby cooperation between the US and Africa may be achieved and enhanced. For purposes of this instruction, Africa is defined as the portion of the continent within the area of responsibility assigned to AFRICOM.

**2.2. Unauthorized Uses.** Do not use the AFR CO-OP Fund for:

- 2.2.1. Funding official travel to replace or supplement money allotted to Foreign Military Sales (FMS) cases, programs funded by FMS surcharge money, or other security assistance programs.
- 2.2.2. Materials or services normally charged to other USAF funds.
- 2.2.3. Expenses to circumvent or supplement other legal provisions.
- 2.2.4. Any forms of greeting cards or business cards.
- 2.2.5. Gifts intended as repayment for courtesies shown or hospitality received.
- 2.2.6. Gratuities or allowances (except standard tipping practices).
- 2.2.7. Paying for unit or individual training programs or courses for US personnel.
- 2.2.8. Official functions that do not encourage cooperation with African countries.
- 2.2.9. Expenses for personal items, for entertaining US officials, or for personal social amenities, to include membership fees and dues.
- 2.2.10. Telephone calls (except for official business).
- 2.2.11. Leisure activities or entertainment requested by authorized guests.

**2.3. Authorized Uses.** The highest payback for US Air Force and government interests are initiatives in operations, logistics, and safety. Initiatives involving public affairs, legal and medical exchanges are also important in military-to-military relations and should take precedence over non-operational initiatives. Use AFR CO-OP Fund for:

- 2.3.1. Exchanges, orientations, or visits to familiarize US and partner nation military and civilian leaders with counterpart organizations, leaders, subject matter experts, and distinguished visitors.
- 2.3.2. Receptions, lunches, dinners, and cultural events that build relations with appropriate African officers, civilians, or students.
- 2.3.3. Official mementos and items exchanged according to US and African customs. The aggregate cost of mementos and gifts presented to authorized recipients shall not exceed \$350 or the maximum value allowed by US law and Department of Defense and USAF policy.
- 2.3.4. Translation or interpreter services supporting goals of African cooperation programs and initiatives funded with the AFR CO-OP Fund.

2.3.5. Official travel and subsistence for African officers, civilians or students while they visit the US or US installations, or activities overseas in accordance with the Joint Federal Travel Regulations and Joint Travel Regulations.

2.3.6. Travel and subsistence for USAF representatives in the US or overseas who are traveling for the purpose of fostering cooperation with African countries. When US personnel escort an official party, use only the minimum number required.

## Chapter 3

### PROGRAM REQUIREMENTS

**3.1. Annual Budget Request.** SAF/IARA issues a one-year budget request in March of each year to potential users. SAF/IARA develops the annual budget from the responses to this request, and then forwards it through SAF/IAGR to HAF/RM, which consolidates HAF resource requirements and represents the HAF within the Air Force Corporate Structure.

**3.2. Supplemental Certification of funds for use as AFR CO-OP.** On request of the agency or organization possessing O&M funds SAF/IA may approve the allocation of supplemental AFR CO-OP authority for specific requirements beyond the annual AFR CO-OP program. Funding for supplemental AFR CO-OP authority requirements may be sourced from other O&M funds in accordance with applicable DoD and AF guidance. An agency or organization requesting AFR CO-OP authority must:

3.2.1. Present the request to SAF/IA in writing, stating the amount of funds it requires to be designated as AFR CO-OP, along with a detailed explanation of how the funds would further the cause of African Cooperation, and certification that the funds would be spent in accordance with the governing AFI. Send the request to the addresses listed in section 1.2.2. of this AFI.

3.2.2. If the request is found appropriate, written authorization, noting the amount of funds spendable as AFR CO-OP, shall be issued by SAF/IA or Assistant SAF/IA (SAF/AIA) only.

**3.3. Approving Programs.** SAF/IARA ensures all proposals for AFR CO-OP funding follow this instruction and contribute to regional cooperation and USAF strategy. After SAF/IARA approves a request in concept, it informs the requesting agency, including any required and/or recommended changes and the amount of funding available.

**3.4. Support Activities.** The requester and the project officer is responsible for public-relations activities, itineraries, transportation, and billeting. Visit authorizations for foreign visitors to USAF installations must be requested from SAF/IAPD at least 30 days prior to visit dates. Follow the Foreign Clearance Guide whenever US personnel visit foreign locations.

**3.5. Program Closeout.** When the program is complete, responsible personnel at the organization utilizing the funds shall do the following:

3.5.1. Write a detailed report regarding the utilization of the funds and forward that report to SAF/IARA. Maintain copies of all receipts and records as required by AFMAN 33-363.

3.5.2. Following each AFR CO-OP initiative, an after-action report shall be completed, including comments concerning the effectiveness of the initiative in meeting its stated purpose and the goals of the specific agency program. Include any recommendations for follow-on initiatives needed to further these objectives. Forward copies of these reports to all concerned agencies and to SAF/IARA.

**3.6. Internal Accounting.** SAF/IARA provides programming inputs to SAF/IAGR and for the execution of the annual AFR CO-OP budget. Consequently, the entities to which SAF/IARA distributes the funds shall, at the end of each month in which the AFR CO-OP Funds are utilized by the above entities, provide a spreadsheet to SAF/IARA noting: (1) original FY funding allotment, (2) details of monthly expenditures from 1 October onward, (3) remaining balances at the end of each month.

## Chapter 4

### FUNDING AND ACCOUNTING

**4.1. Funding Distribution.** HAF/RM distributes funds by issuing an Operating Budget Authority to each installation with recurring requirements. SAF/IA may transfer funds to another organization from the AFR CO-OP Fund. Additionally, SAF/IA can orchestrate a transfer of O&M funds from other organizations to SAF/IA for execution through the AFR CO-OP Program Element.

**4.2. Approving and Accounting for Funds.**

4.2.1. An agency must not obligate more than the amount of budget authority received per initiative without prior written approval from HAF/RM.

4.2.2. Each accounting and finance office must account for obligations by the appropriate Air Force Element of Expense and Investment Code (EEIC). File temporary duty and per diem claims under 40X EEICs. Charge expenses for official entertainment or mementos to the applicable object class.

4.2.3. Imprest cashier or paying agents are liable to SAF/IA for funds obligated or accepted and must perform cash accountability in accordance with DOD Financial Management Regulation (DoDFMR) 7000.14-R, volume 5: *Disbursing Policy*. Each accounting and finance office must account for obligations by the appropriate Air Force Element.

4.2.4. An agency must maintain a copy of each relevant document, e.g., TDY order, vouchers, purchase orders, paying agent orders, and its respective accounting documentation as required by AFMAN 33-363.

HEIDI H. GRANT  
Deputy Under Secretary of the Air Force  
International Affairs

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

AFPD 16-1, *International Affairs*, 2 November 2009

AFMAN 33-363, *Management of Records*, 22 November 2011

DoDFMR 7000.14 vol 5, August 2010

**Adopted Forms**

AF Form 847, *Recommendation for Change of Publication*, 22 September 2009

***Acronyms and Abbreviations***

**AF**—Air Force

**AFAFRICA**—Air Forces Africa

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFR CO**—OP – African Cooperation Fund

**DoD**—Department of Defence

**DODFMR**—DoD Financial Management Regulation

**EEIC**—Air Force Element of Expense and Investment Code

**FY**—Fiscal Year

**HAF**—Headquarters Air Force

**HAF/RM**—Headquarters Air Force Resource Management

**JFTR**—Joint Federal Travel Regulation

**JTR**—Joint Travel Regulation

**O&M**—Operation and Maintenance Funds

**SAF/FMB**—Secretary of the Air Force, Financial Management and Comptroller, Budget

**SAF/IA**—Deputy Under Secretary of the Air Force International Affairs

**SAF/IARA**—AFRICOM Division Chief

**TDY**—Temporary Duty

**USAFA**—US Air Force Academy