

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

**HEADQUARTERS OPERATING INSTRUCTION 16-1
10 JUNE 2014**



Operations Support

**SECRETARY OF THE AIR FORCE (SecAF)/
CHIEF OF STAFF OF THE AIR FORCE
(CSAF) COUNTERPART VISIT PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This Instruction implements AFD 16-1, *International Affairs*, and outlines Secretariat and Air Staff responsibilities for visits of foreign nationals to the United States (US) under the Secretary of the Air Force (SecAF)/Chief of Staff of the Air Force (CSAF) Foreign Counterpart Visit Program and Regional Air Chief Symposium Program. Funding is governed by AFI 65-603, *Official Representation Funds-Guidance and Procedures*, and implements AFD 16-1, *International Affairs*. All other foreign national visits are conducted according to Air Force Manual (AFMAN) 16-101, *International Affairs & Security Assistance Management*, and AFI 16-201, *Disclosure of Military Information to Foreign Governments and International Organizations*. This publication is applicable to all Headquarters Air Force (HAF) organizations that plan or execute SecAF/CSAF Foreign Counterpart Visits. Refer recommended changes and questions about this publication to the Office of Primary Responsibility using the AF Form 847, *Recommendation for Change of Publication*. 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 Air Force Records Information Management System Records Disposition Schedule.

SUMMARY OF CHANGES

This revision incorporates the CSAF-hosted regional air chief symposium as part of the HOI. It also includes updates in organizational titles as well as new policies and procedures for coordination with outside agencies.

1. Air Force Guidance: For the United States Air Force (USAF), only the SecAF and the CSAF may extend official courtesies to foreign guests of the Department of Defense. This

guidance does not preclude Secretariat and Air Staff organizations and the commanders of the major Air Force commands (MAJCOMs) from extending invitations in accordance with AFMAN 16-101 and AFI 16-201 to foreign nationals to participate in various meetings and/or symposiums at the visitor's own expense.

2. Responsibilities. The Air Force Foreign Liaison and Executive Review Division (AF/CVAI) is the lead Air Staff office for planning and executing the CSAF Counterpart Visit Program and the regional multilateral counterpart visits and conferences, with input from regional component commanders, MAJCOMs and the HAF to include the offices of the Deputy Under Secretary of the Air Force International Affairs (SAF/IA), the Deputy Chief of Staff, Operations, Plans, and Requirements (AF/A3/5), and the Political Advisor to the CSAF (POLAD). The CSAF determines how many counterpart visits to host each year. Unless otherwise directed by CSAF or SecAF, the CSAF-hosted regional multilateral counterpart visits and conferences are held on the following regularly scheduled basis: The NATO Air Chiefs' Symposium and the Pacific Air Chiefs' Symposium are held on a rotating basis every other year. The Conference of the American Air Chiefs' is held annually but is hosted by member countries on a rotational basis; the US only hosts this event when the organizing committee, the System of Cooperation Among the Air Forces of the Americas, determines there is no alternative host country and the US has offered to host. The Global Air Chiefs' Symposium is held at the discretion of the CSAF.

2.1. AF/CVAI will:

2.1.1. Meet with CSAF's Confidential Assistant not later than the outset of the fourth quarter of each calendar year to block dates on CSAF's schedule for the next calendar year's foreign counterpart visits and regional air chief symposium.

2.1.2. Contact select Air Force (AF) MAJCOM commanders and component commanders to include Pacific Air Forces, US Air Forces in Europe, US Air Forces Central, Air Forces Southern, Air Forces Northern, Air Combat Command, Air Force Space Command, Air Mobility Command, Air Education and Training Command, Air Force Material Command and Air Force Special Operations Command requesting recommendations for upcoming air chief counterpart visits or symposiums. Send a message mid-year to the identified MAJCOM commanders and Component commanders, as well as SAF/IA, POLAD and AF/A3/5, requesting counterpart visit recommendation nominations. These organizations should submit a list of not more than ten air chief nominations (5 primary and 5 alternates) to AF/CVAI for consolidation and discussion. The message will contain CSAF intent and program guidelines.

2.1.3. Consolidate and distribute all inputs to SAF/IA, POLAD and AF/A3/5 in preparation for a AF/CVAI-hosted O-6-level meeting with the agencies. Schedule an O-6 level meeting with SAF/IA, POLAD and AF/A3/5 in order to review and discuss all inputs and forward a consolidated list of recommendations for top-line coordination by SAF/IA, POLAD, AF/A3/5, Assistant Vice Chief of Staff (AF/CVA) and the Vice Chief of Staff (AF/CV). Once coordination is complete, send to the CSAF for consideration/approval.

2.1.4. Notify all AF component and MAJCOM commanders as well as appropriate US air attachés/representatives of CSAF's decision regarding upcoming visits and symposiums.

- 2.1.4.1. Provide dates available for counterpart visits and request US air attachés/representatives work with host nations to select dates, requesting one primary and two alternate dates.
- 2.1.4.2. Provide courtesy letter or notification to Washington DC-based foreign attachés informing them of the selection of their air chief to participate in the visit or symposium, as appropriate.
- 2.1.5. Provide courtesy letter or notification to Washington DC-based foreign attachés informing them of the selection of their air chief to participate in the visit or symposium, as appropriate.
- 2.1.6. Plan itineraries, estimate costs and manage the visits of foreign distinguished visitors hosted or sponsored by the SecAF or the CSAF.
 - 2.1.6.1. Inside the National Capital Region (NCR), coordinate all logistical support in the NCR-associated with the SecAF/CSAF Counterpart Program with a single focal point at AFDW Ceremonies and Protocol. If the visiting air chief's spouse is attending, AF/CVAI will coordinate with CSAF's spouse to organize a separate spouses' program.
 - 2.1.6.2. Outside the NCR, coordinate all logistical support associated with the SecAF/CSAF Counterpart Program with a single focal point at the respective host wing/organization. If the air chief's spouse is attending, a separate spouses' program will be organized by the host wing/organization in coordination with AF/CVAI.
 - 2.1.6.3. Prepare and staff a Legion of Merit presentation for the visiting air chief, if applicable.
- 2.1.7. Coordinate with the Departments of State, Defense, Army, and Navy, as appropriate, for foreign counterpart visits.
- 2.1.8. Request MAJCOM commanders nominate a host general officer for CSAF consideration, based on background and availability, to serve as escort for each visiting air chief from their region of responsibility. CSAF selects host general officers and then AF/CVA will notify them. The regional MAJCOM commander will normally serve as the escort during the CSAF-hosted regional multilateral counterpart visits and conferences.
- 2.1.9. Prepare and transmit formal invitation to the selected air chief(s) on behalf of SecAF/CSAF inviting the air chief(s) to participate in the SecAF/CSAF foreign bilateral counterpart visit, regional multilateral counterpart visit or symposium. Send the invitation through the US air attaché/representative in country.
- 2.1.10. Ensure appropriate US and foreign representation on the official party. AF/CVAI will assign one action officer to escort the official party and another to act as paying agent during the official visit. Action officers will remain with the official party at all times unless otherwise directed by CSAF or AF/CVA. AF/CVA is the final approval authority for assignment of one additional AF/CVAI action officer on a visit for training purposes. AF/CVAI action officers may participate on a training basis only once.

2.1.10.1. The official party for a SecAF/CSAF counterpart visit consists of the visiting air chief and spouse and no more than two accompanying staff officers. The Washington DC-based defense or air attaché from the visiting country and spouse (if air chief's spouse is attending) may be included in the official party at the discretion of the inviting official. The spouse of the Washington DC-based foreign defense or air attaché can only participate in and will only be funded for events in the NCR if participation is deemed appropriate. The spouse of the Washington DC-based foreign defense or air attaché may not travel with the official party outside the NCR. Additionally, the official party will include the US air attaché, the US-host general officer and spouse (if air chief's spouse is attending), AF/CVAI action officers, Office of Special Investigation agents and, if necessary, interpreter(s).

NOTE: The US air attaché is responsible for writing a daily report throughout the course of the visit. The unclassified report will be emailed at the end of each day to the AF/CVAI Director and will provide a summary of the day's activities emphasizing key issues raised during briefings and/or discussions with USAF senior leaders.

2.1.10.2. The official party for a CSAF-hosted regional air chief symposium and a multi-lateral counterpart visit consists of the visiting air chiefs and no more than one accompanying staff officer each. The USAF will fund only the transportation costs (air travel and ground) for the accompanying staff officer during the official program. The staff officer's air force will be responsible for funding all lodging, meals and other expenses for the staff officer for the entirety of the official program, as well as the staff officer's transportation to and from the official program. Additionally, the official party will include the US-host general officer (typically the regional MAJCOM/CC), AF/CVAI action officers, Office of Special Investigation agents, flight doctor, air staff photographer, AF/CVAI leadership, a MAJCOM POLAD representative and, if necessary, interpreter(s). Up to two representatives from SAF/IA may also be included (at the discretion of the CSAF, MAJCOM/CC or AF/CVA).

NOTE: The MAJCOM POLAD representative is responsible for writing a daily report throughout the course of the visit. The unclassified report will be emailed at the end of each day to the AF/CVAI Director and will provide a summary of the day's activities emphasizing key issues raised during briefings and/or discussions with USAF senior leaders.

2.1.10.3. AF/CVA is the final approval authority for any personnel added to the official party. The requesting US unit/organization will provide funding and logistics for additional travelers if approved. Exceptions to guidance and exceptions to procedures resulting in an increase in the foreign delegation must be approved by the Administrative Assistant to the Secretary of the Air Force (SAF/AA) for funding considerations.

2.1.11. Prepare and forward a photo album to the US air attaché/representative or local host-nation attaché for presentation to the air chief upon completion of the visit/symposium. The album, with photos compiled and printed by Secretary of the Air Force Photo Branch (SAF/AAIM), provides pictorial documentation of the official

visit/symposium and serves as a keepsake for the air chief and his spouse. Funding will be provided by official representation funds and will be included in the aggregate gift value allowance afforded gifts given by the SecAF/CSAF during foreign bilateral counterpart visits, regional multilateral counterpart visits, or conferences.

2.1.12. After the visit concludes, prepare and forward letters of appreciation to visited base/installation commanders for support provided by their visit focal point(s) in conjunction with a counterpart visit or regional air chief symposium.

2.2. Secretariat and Air Staff Offices shall:

2.2.1. As requested, recommend foreign air chiefs for participation in upcoming counterpart visits or symposiums.

2.2.2. As requested, provide recommendations on content of specific visit, i.e., briefings to be presented, locations to be visited, office calls to be held.

2.2.3. As directed, remain available to attend all NCR briefings and office calls to act as the HAF official note taker/task recorder.

2.2.4. As directed, participate in official receptions, arrival ceremonies or other events in honor of the visiting air chiefs.

2.2.5. As directed, conduct and expedite required security background checks, supply information and coordinate and facilitate any Legion of Merit award packages submitted for select air chiefs to Office of the Secretary of Defense (SecDef) for approval.

2.2.6. Prepare and present briefings to the visiting air chief. Collect inputs and build briefing books for CSAF, AF/CV and AF/CVA and all principles present at the briefing table, including the official party.

2.2.7. Provide an after action report not later than 30 days after completion of the visit/symposium, if requested.

3. Request for Funds/Funding Issues:

3.1. All funds requests must be coordinated IAW HOI 65-3, *HQ USAF Guidance For Official Representation Funds*, through Secretary of the Air Force Resource Directorate (SAF/AAR) and approved in advance of the visit by SAF/AA.

3.2. As thoroughly as possible, the AF/CVAI paying agent will estimate all costs by category of expense (food, lodging, in-flight expense, transportation and entertainment). An additional five percent may be provided above the overall projected cost to the paying agent to cover unforeseen costs. Utilizing these funds during the trip require approval of the CSAF-selected host general officer. If actual costs for an event exceed the estimated cost, the paying agent will inform SAF/AAR as soon as practical. If additional funds are not required (i.e., costs are covered by savings in other areas), a memo for record in the reconciliation package will meet the requirement of informing SAF/AAR.

3.3. All expenditures will be in accordance with AFI 65-603, *Official Representation Funds-Guidance and Procedures*.

3.4. In the event a SecAF/CSAF foreign air chief bilateral counterpart visit, regional multilateral counterpart visit or symposium proves cost prohibitive for an invited country,

other funding sources for the travel to and from the CONUS may be considered, consistent with AF and DOD policies. Section 1051 of Title 10, U.S. Code allows the SecDef to authorize use of appropriated funds for “travel, subsistence and similar personal expenses of defense personnel of developing countries” to allow them to attend a “bilateral or regional conference, seminar or similar meeting.” The law requires a SecDef level determination that attendance by these personnel is in the interest of national security.

3.5. The AF/CVAI paying agent will turn in excess funds within 30 days after the conclusion of a visit. The final accounting will be accomplished within 30 days. If the accounting cannot be submitted within 30 days, the paying agent will notify SAF/AAR in writing and request an extension with justification for the request and an estimated filing date.

3.6. The CSAF-selected host general officer escort and escorting US attaché must plan to fund TDY expenditures not covered by HAF. These expenses will include the commercial flight to the program’s point of origin (to include for the general officer’s spouse if also participating) and return travel to their duty stations following the completion of the visit, as well as associated lodging and per diem costs.

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Administrative Assistant

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

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

AFI 16-201, *Disclosure of Military Information to Foreign Governments and International Organizations*, 1 December 2004

AFI 65-603, *Official Representation Funds-Guidance and Procedures*, 24 August 2011

AFMAN 16-101, *International Affairs & Security Assistance Management*, 20 June 2003

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

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

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AF/A3/5 - Deputy Chief of Staff, Operations, Plans, and Requirements

AF/CV - Vice Chief of Staff of the Air Force

AF/CVA - Assistant Vice Chief of Staff

AF/CVAI - Air Force Foreign Liaison and Executive Review Division

AFMAN - Air Force Manual

CSAF - Chief of Staff of the Air Force

HAF - Headquarters Air Force (Secretariat and Air Staff)

HOI - Headquarters Operating Instruction - An HOI assigns responsibilities, directs actions, and prescribes procedures within a Headquarters

MAJCOMS - Major Air Force Commands

NCR - National Capital Region

POLAD - Political Advisor to the CSAF

SAF/AA - Administrative Assistant to the Secretary of the Air Force

SAF/AAIM - Secretary of the Air Force Photo Branch

SAF/AAR - Secretary of the Air Force Resource Directorate

SecAF - Secretary of the Air Force

SecDEF - Office of the Secretary of Defense

US - United States

USAF - United States Air Force