

**BY ORDER OF THE COMMANDER  
AIR UNIVERSITY (AETC)**

**AIR UNIVERSITY INSTRUCTION 16-102**

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**Operations Support**

**INTERNATIONAL PROGRAMS**

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This instruction implements AFPD 16-1, *International Affairs*, and AETCI 16-101, *International Programs*. It provides Air University (AU) and tenant organization personnel with necessary program guidance on responsibilities and procedures in dealing with international programs, including foreign military students and their dependents, foreign national visits, regional military contact programs, lecturers, conferences, symposia, instructor exchanges, the personnel exchange program, and with the disclosure of military information to foreign nationals or their representatives. This instruction pertains only to International Military Students (Officers/Enlisted/Civilians) attending AU courses/programs and international military visitors to AU. It does not apply to the AFRC or ANG. Refer recommended changes and/or corrections to this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*, through your chain of command. 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 the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>.

**SUMMARY OF CHANGES**

This revision: updates office symbols, program name changes, and makes various administrative corrections. It also addresses redefined functionality pursuant to the AU reorganization to include responsibilities of the AU Directorate of International Affairs (AU/IA), and the Commandant International Officer School (IOS/CC).

**1. Policy.** The Director of Air University International Affairs (HQ AU/IA) is responsible for oversight of all AU international programs including, but not limited to, international Professional Military Education (PME) students and international military personnel exchanges at Air University Schools/Colleges/Academies, visits, foreign disclosure, and other AU programs involving contact with foreign militaries, foreign governments, international organizations or their representatives. Additionally, AU/IA serves as the appointing authority for the Maxwell-Gunter International Military Student Officer and is dual-hatted as the Commandant of the International Officer School, Spaatz Center for Air Force Officer Professional Military Education.

**2. General Information.** Air University supports US national security goals by conducting international activities that further combatant commanders, allied and coalition warfighting capability, enhance regional stability, and foster building international partnerships and partnership capacity. HQ AU/IA oversees these activities, providing assistance to AU organizations (including Air Force Institute of Technology (AFIT)), international military students (IMS) and their families, and international visitors to AU. Further, HQ AU/IA provides a central point of contact for, and acts in the capacity as, advisor on international matters to aid AU/CC in accomplishing the AU mission.

### **3. Responsibilities and Procedures.**

#### 3.1. Director, International Affairs (HQ AU/IA):

3.1.1. HQ AU/IA is responsible for oversight, coordination, and advocacy of AU international programs and policies.

#### 3.1.2. HQ AU/IA:

3.1.2.1. Develops, disseminates, and implements policy guidance for direction, integration, and supervision of AU international programs and activities.

3.1.2.2. Appoints, in writing, an International Military Student Officer (IMSO) for Maxwell-Gunter AFB and confirms the AFIT Commandant's appointment of an AFIT IMSO.

3.1.2.3. Provides guidance and oversight of the AU International Alabama Goodwill Ambassador (AGA) Sponsorship Program.

3.1.2.4. Provides guidance and oversight of the AU Department of Defense Field Studies Program (DOD FSP).

3.1.2.5. Coordinates and tracks all visits to AU by international military personnel and other official parties involving international visitors to include orientation tours, regional military contact programs, and special events. Ensures visits directly support DOD and USAF security cooperation objectives.

3.1.2.6. Represents AU to outside agencies conducting international programs.

3.1.2.7. Reviews trend indicators, procedures, and surveys for international programs.

3.1.2.8. Oversees the AU Military Personnel Exchange Program (MPEP).

- 3.1.2.8.1. Appoints in writing (via letter or personnel core document) an MPEP officer responsible for all AU MPEP issues.
  - 3.1.2.9. Oversees foreign disclosure matters.
  - 3.1.2.10. Oversees the AU International Honor Roll Program.
  - 3.1.2.11. Coordinates with HQ AU Public Affairs Directorate (AU/PA) on any potential negative issues or events which may impact AU International Programs and that may result in adverse local, regional, national, or international media attention. Coordinates with HQ AU/PA for potential positive stories that can further promote AU International Programs in local, regional, national, or international media.
- 3.2. Commandant, International Officer School (IOS/CC) is responsible for all international officer PME preparatory programs and support activities and functions within the Spaatz Center for Air Force Officer Professional Military Education
- 3.2.1. IOS/CC
    - 3.2.1.1. Serves as Commandant of International Officer School responsible for conducting all International Officer PME Preparatory Courses.
    - 3.2.1.2. Plans and implements the AU International Sponsorship Program. (Alabama Goodwill Ambassadors).
    - 3.2.1.3. Plans and implements the AU Department of Defense Field Studies Program (DOD FSP).
    - 3.2.1.4. Provides guidance and oversight for the AU International Family Orientation Program (IFOP) and the AU International Dependents English Course (IDEC).
- 3.3. International Military Student Officer (IMSO). The IMSO is responsible for management and oversight of all international students assigned to AU schools, colleges, and academies IAW the Joint Security Cooperation Education and Training (JSCET) instruction (AFI 16-105).. In performing these responsibilities, the IMSO is authorized to communicate directly with the Air Force Security Assistance Training (AFSAT) Squadron and the Air Force functional manager, the Under Secretary of the Air Force for International Affairs (SAF/IA). IMSOs must be appointed in writing and are required on station at both AU and AFIT.
- 3.3.1. The IMSO:
    - 3.3.1.1. Maintains official personnel records and directs administrative actions for international military students (IMS) and exchange personnel on issues such as pay, mail, transportation, billeting, reports, and country requests.
    - 3.3.1.2. Reviews, plans, and implements an appropriate DOD Field Studies Program (DOD FSP) as outlined in the JSCET (AFI 16-105) and the Defense Security Cooperation Agency (DSCA)-DOD FSP Handbook.
    - 3.3.1.3. Conducts International Liaison Officer (ILO) orientation on an as needed basis.
    - 3.3.1.4. Formalizes, implements, and maintains a base and community awareness program for IMSs.

3.3.1.5. Plans and implements the AU International Military Student Sponsorship Program.

3.3.1.6. Provides AU staff assistance on international student, visitor, and faculty affairs.

3.3.1.7. Escorts international students on AU-sponsored or approved activities and field studies travel (or assigns qualified faculty/staff members for escort duties).

3.3.1.8. Conducts an AU International Family Orientation Program (IFOP), annually.

3.3.1.9. Plans and conducts the AU International Honor Roll Program with AU Protocol.

3.3.1.10. The IMSO is dual-hatted as the Dean of Students for the International Officer School.

3.4. International Liaison Offices of Primary Responsibility (OPR). AU colleges, schools, and academies that have resident courses approved for international attendance must designate an international liaison office of primary responsibility to represent their organization's interests and concerns with IMSs to the IMSO. These international liaison OPRs interface directly with both IMSs and the IMSO to ensure AU international program goals are met.

3.4.1. The International Liaison OPR:

3.4.1.1. Is designated to HQ AU/IA or AFIT/ENE by the school commandant, commander, director, or AFIT dean and serves as the single contact point with the school for international student affairs.

3.4.1.2. Is comparable in rank or grade to the IMSs and works with the IMSO to resolve international military student issues.

3.4.1.3. Obtains necessary orientation from their designated IMSO.

3.4.1.4. Refers requests by IMSs, visiting foreign nationals, or other non-US entities for release of classified or unclassified military information to HQ AU/IAD or AFIT's FDO.

3.4.1.5. Refers special student administration or welfare problems to the IMSO.

3.4.1.6. Forwards AF Form 475, *Education/Training Record*, or required training records, on each IMS to the IMSO not later than sixty working days after graduation date.

3.5. Foreign Disclosure Branch (HQ AU/IAD). HQ AU/IAD is responsible for information disclosure in accordance with AFD 16-2, *Disclosure of Military Information to Foreign Governments and International Organizations*. The interfacing publication, AFI 16-201, *Air Force Foreign Disclosure and Technology Transfer Program*, provides specific guidance. AFIT/FDO is responsible for AFIT foreign disclosure guidance at AFIT and receives further policy guidance from HQ AU/IAD when required.

**4. Foreign National Visits.** The Director, AU International Affairs (AU/IA), has staff supervision of all AU international visitor programs. Official visits by foreign nationals to AU normally are pre-approved by the Under Secretary of the Air Force for International Affairs, Disclosure Division (SAF/IAPD) in accordance with AFI 16-201.

4.1. AU organizations must inform AU/IAD of any foreign visit request, including direct requests to individual organizations and invitations by AU units or agencies. HQ AU/IAD is responsible to clear visits with SAF/IAPD through AETC Foreign Disclosure channels.

4.2. AFIT/FDO is informed of all AFIT foreign visit requests, including direct requests to individual organizations and invitations by AFIT units or agencies. AFIT/FDO clears visits with SAF/IAPD through AETC Foreign Disclosure channels.

4.3. Responsibilities for hosting international visits fall into one of three categories:

4.3.1. International visits that include general officers or civilians of equivalent rank. AU or AFIT Protocol, respectively, is OPR for the visit; HQ AU/IAD or the AFIT/FDO identifies the POC to SAF/IAPD through AETC Foreign Disclosure channels.

4.3.2. International visits of colonels and below or civilians of equivalent rank visiting multiple organizations. HQ AU/IAD or AFIT/FDO, hosts or escorts, as appropriate, provides visit purpose, background, US policy goals and other information to aid organizations in visit preparations. Each organization visited supplies a POC and HQ AU/IAD or AFIT/FDO coordinates on the visit through AETC Foreign Disclosure channels.

4.3.3. International visits of colonels and below or civilians of equivalent rank visiting a single organization. The hosting organization designates a project or escort officer; AU/IAD or AFIT/FDO identifies the POC to SAF/IAPD through AETC Foreign Disclosure channels.

4.4. Project officers coordinate with HQ AU/IAD and HQ AU/IAP on details of the visit itinerary, disclosure and visit clearance.

4.5. HQ AU/IAD will coordinate each visit IAW specific Theater Security Strategies, SAF/IA requirements and other organizations to maximize AU outreach.

4.5.1. HQ AU/IAD will develop and implement the AU Engagement Plan for visits and international outreach activities.

**5. Regional Military Contact Programs.** These programs are established to enhance US security objectives by promoting a democratic orientation for regional military forces and increasing US access and influence in a particular region. AU supports these programs by providing teams for exchanges and by hosting visiting groups.

5.1. HQ AU/IA is the lead agency for all regional military contact events and coordinates requirements and scheduling with other AU organizations. AFIT/IMSO provides support for AFIT involvement by coordinating directly with HQ AETC on such events.

5.1.1. HQ AU/IA designates a POC for all regional military contact events. This POC is responsible for initial coordination of the event, support for the AU team members, consolidating and submitting the after action report to HQ AU/IAP within 10 days.

5.1.2. HQ AU/IA provides a checklist, assists with obtaining travel orders, and helps secure country and theater clearances to assist AU team members participating in regional contact programs.

5.1.3. Requests for AU participation in regional military contact programs, including lectures, symposia and conferences, are coordinated with HQ AU/IA or AFIT/IMSO.

5.2. Participants in regional military contact programs are responsible for:

5.2.1. Obtaining passports, visas, and immunizations and necessary theater/country clearances.

5.2.2. Ensuring HQ AU/IAD or AFIT/FDO has cleared all materials to be presented for foreign disclosure.

5.2.3. Assisting with reciprocal events hosted by an AU organization.

**6. Military Personnel Exchange Program (MPEP).** HQ AU/IA is OPR for all MPEP activities specified in AFI 16-107, *Military Personnel Exchange Program (MPEP)*, exchange program requests and coordinates with AU organizations participating in the program to update position descriptions, request new positions, or eliminate an existing position. The AU program pertains only to foreign officer/enlisted personnel filling exchange positions in AU schools, colleges, and academies. HQ AU/IA appoints in writing (via letter or personnel core document) an MPEP officer responsible for all AU MPEP activities.

**7. Foreign Disclosure.** It is US Government policy to treat classified and unclassified military information as a national security asset to be shared with foreign governments and international organizations only where there is a clearly defined advantage to the United States. It is also US policy to avoid creating a false impression of its readiness to make available military material, technology, or information. SAF/IA holds Air Force disclosure authority. Disclosure authority is delegated to Air Force MAJCOMs by means of a delegation of disclosure authority letter (DDL) through SAF/IAPD. AETC has redelegated disclosure authority for AU to HQ AU/IAD and for AFIT materials to AFIT/FDO. HQ AU/IAD holds redelegated disclosure authority through SAF/IAPD from the HQ AETC/IAD Foreign Disclosure Office for United States Air Force military information under AU cognizance. The AFIT Foreign Disclosure Officer (FDO) holds redelegated disclosure authority from the HQ AETC Foreign Disclosure Office for United States Air Force military information under AFIT cognizance.

7.1. Requests for documents containing United States Air Force military information must be submitted in writing to HQ AU/IAD or AFIT/FDO. Ideally, requests should be from an appropriately authorized foreign government agent or agency, for example, the country's accredited military attaché.

7.2. Foreign disclosure review does not apply to information previously reviewed by Public Affairs for security and policy and subsequently cleared for release into the public domain, nor does it apply to information previously released under the Freedom of Information Act.

7.3. All AU course materials issued to foreign students are reviewed for releasability by HQ AU/IAD or AFIT/FDO, respectively. Once materials are cleared for disclosure, foreign students attending AU require no further authorization to obtain course materials.

7.4. Guest lecturers will be notified by the respective visited organization if foreign students are present in lectures. The lecturer is responsible to ensure the material presented meets disclosure criteria.

7.5. HQ AU/IAD coordinates on MPEP position descriptions and maintains all requisite classified delegation disclosure authority letters (DDL) covering those positions through AETC MAJCOM Foreign Disclosure Office.

**8. Student Award of AU Badge and Certificate (AU Form 404, *Air University Badge*).** The AU Badge and a certificate, signed by the AU Commander, is awarded to international students upon completion of an in-residence Professional Military Education (PME) course at Air University, or upon completion of a graduate degree program at AFIT. Only one badge and certificate will be awarded per student regardless of the number of courses attended per tour. Students can earn an additional badge and certificate for completion of a subsequent in-residence course. AU will not be responsible for replacing lost or damaged badges of former students. Individuals will be advised where they may purchase additional and or replacement badges. Students who do not complete the academic requirements for a diploma will not receive the AU Badge or Certificate. These students will have their training report annotated to reflect they 'attended but did not graduate'. Rationale for not meeting graduation requirements will also be addressed in the training report. (See AUI 36-2315, *Student Disenrollment Procedures*).

8.1. Ordering AU Badges is the responsibility of HQ AU/IA and AFIT/IMSO.

8.2. HQ AU/IA is responsible for printing and distributing certificates (AU Form 404). Submit requests for certificates to HQ AU/IA at least sixty days in advance of need.

**9. Issuing AU Form 197, *International Officer School Certificate*, and AU Form 857, *Certificate of Appreciation*.**

9.1. Upon completion of the International Dependents English Course (IDEC), international participants will be issued a certificate of completion on AU Form 197. IDEC program volunteer participants will be issued a certificate of appreciation on AU Form 857.

9.2. Upon completion of the International Families Orientation Program (IFOP), international participants will be issued a certificate of completion on AU Form 197. IFOP program volunteer participants will be issued a Certificate of Appreciation on AU Form 857.

ALLEN G. PECK, Lieutenant General, USAF  
Commander, Air University

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

AFPD 16-1, *International Affairs*

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

AFI 16-105, *Joint Security Cooperation Education and Training (JSCET) instruction*

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

AFI 16-201, *Air Force Foreign Disclosure and Technology Transfer Program*

AUI 36-2315, *Student Disenrollment Procedures*

***Prescribed Forms***

AU Form 197, *International Officer School Certificate*

AU Form 404, *Air University Badge*

AU Form 857, *Certificate of Appreciation.*

***Adopted Forms***

AF Form 475, *Education/Training Record*

AF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**AETC**—Air Education and Training Command

**AFI**—Air Force Instruction

**AFIT**—Air Force Institute of Technology

**AFPD**—Air Force Policy Directive

**AFSAT**—Air Force Security Assistance Training

**AU**—Air University

**DDL**—Delegation of Disclosure Authority Letter

**DOD**—Department of Defense

**DSCA**—Defense Security Cooperation Agency

**FDO**—Foreign Disclosure Officer

**FSP**—Field Studies Program

**HQ**—Headquarters

**IDEC**—International Dependents English Course

**IFOP**—International Family Orientation Program

**IHR**—International Honor Roll

**IL OPR**—International Liaison Office of Primary Responsibility

**IMS**—International Military Student

**IMSO**—International Military Student Officer

**ITO**—Invitational Travel Orders

**IO**—International Officer

**IOS**—International Officer School

**JSCET**—Joint Security Cooperation Education and Training

**MAJCOM**—Major Command

**OPR**—Office of Primary Responsibility

**MPEP**—Military Personnel Exchange Program

**PCE**—Professional Continuing Education

**PME**—Professional Military Education

**POC**—Point of Contact

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

**USAF**—United States Air Force

### *Terms*

**AU International Honor Roll (IHR)**—Program whereby former graduates of a formal in-residence AU officer professional military education course, specifically AWC, ACSC, SOS, or SAASS, are recognized for attaining the equivalent position of Air Force Chief of Staff or a higher military or government civilian position.

**Department of Defense Field Studies Program (DOD FSP)**—This program affords an opportunity for IMSs to become familiar with the United States, its social, cultural, military, economic, and political institutions, and its people and their way of life.

**International Military Student (IMS)**—A national of a foreign government with either military or civilian status with that government receiving education or training on invitational travel orders (ITO) under the sponsorship of a security assistance program.

**International Military Student Officer (IMSO)**—The individual appointed to provide administrative support and assistance to IMSs.

**International Liaison Office of Primary Responsibility (IL OPR)**—The US individual within a school/college/academy with the responsibility to assist the IMSs assigned to that specific school/college/academy.

**AU International Dependents English Course (IDEC)**—Program designed to assist international dependents improve their conversational English skills.

**AU International Family Orientation Program (IFOP)**—Program to assist the families of IMSs to become familiar with the local area and its customs, as well as the social and day-to-day requirements while living in the US.

**Foreign Disclosure**—Release of US military information or materials to foreign governments, international organizations, or their duly authorized representatives.

**Military Personnel Exchange Program (MPEP)**—The assignment of foreign military personnel to faculty and advisory positions with United States Air Force schools and organizations. These typically are matched by a United States Air Force military member being assigned to a similar position in the service of another country's Air Force. The governing document for this program is AFI 16-107, *Military Personnel Exchange Program (MPEP)*.