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OF THE AIR FORCE**

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Supplement**

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**Operations Support**

**MILITARY PERSONNEL EXCHANGE  
PROGRAM (MPEP)**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFPD 16-1, *International Affairs*, by providing policy guidance for military personnel exchange programs between the United States Air Force and foreign forces. It applies to all USAF active, reserve, and guard members. It also applies to foreign exchange personnel as agreed upon in the applicable Memorandum of Agreement/Understanding Regarding the Exchange of Military Personnel. The Deputy Under Secretary of the Air Force for International Affairs (SAF/IA) directs policy. DoD Directive 5230.20, *Visits and Assignments of Foreign Nationals*, dated 22 June 2005, sets DoD policy for international exchange personnel programs. This instruction does *not* cover Inter-service or US Air Force Academy cadet exchanges; the Administrative and Professional Exchange Program (APEP); the Engineer and Scientist Exchange Program (ESEP); the Defense Intelligence Personnel Exchange Program (DIPEP); foreign trainees in International Military Education and Training (IMET); Foreign Military Sales (FMS) programs; personnel assigned to combined commands; Foreign Liaison Officer (FLO), Professional Military Education (PME) exchanges; Flight Training Exchanges (FTE); or Unit Exchanges covered by AFI 16-105, *Joint Security Assistance Training (JSAT)*,

dated 28 February 1990. Submit waiver requests for requirements contained in this instruction through your servicing program management office to SAF/IAPA.

**Records Management:** Maintain and dispose of all records created by prescribed processes in accordance with AFMAN 37-123, *Management of Records* and the *Records Disposition Schedule* found on line at <https://webrims.amc.af.mil>.

**(EGLINAFB) AFI 16-107, 2 February 2006, is supplemented as follows:**

**(EGLINAFB)** This supplement applies to all units hosting foreign exchange personnel assigned to the Air Force Test Center (AFTC), Air Force Life Cycle Management Center (AFLCMC) and Air Combat Command (ACC) at Eglin AFB, FL including the 46th Test Group (46 TG) at Holloman AFB, NM and associate organizations participating in the Military Personnel Exchange Program. Send recommended changes or comments for this publication to the Office of Primary Responsibility (OPR) using the Air Force 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 (IAW) Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

**SUMMARY OF CHANGES**

**This document has been substantially revised and must be reviewed in its entirety.**

It updates office symbols; streamlines content; adds strategic guidance; expands detail on program management responsibilities, processes, and procedures; changes the position description format; clarifies administrative and legal restrictions; and adds casualty notification requirements.

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## Chapter 1

### PROGRAM DESCRIPTION

**1.1. Program Description.** The USAF Military Personnel Exchange Program (MPEP) is an instrument by which the USAF builds, sustains, and expands international relationships that are critical enablers for our Expeditionary Air and Space Force. MPEP allows the USAF to exchange personnel in substantially equivalent grades and specialties with foreign nations, enhancing our ability to perform coalition operations with global partners. To maximize the overall effectiveness of MPEP as an engagement tool, exchanges must support the strategic guidance, goals, and criteria set forth by the Department of Defense (DoD), HQ USAF, and regional Combatant Commanders.

**1.2. Strategic Guidance.** The DoD, HQ USAF, and Combatant Commanders have outlined goals and objectives for building long lasting relationships with our global partners. Knowledge of the following is essential in order to employ MPEP as an effective engagement tool.

1.2.1. The Secretary of Defense Security Cooperation Guidance.

1.2.2. The United States Air Force Security Cooperation Strategy.

1.2.3. The Combatant Command Theater Security Cooperation Strategies.

**1.3. Goals.** The Air Force MPEP is intended to:

1.3.1. Promote mutual understanding and trust.

1.3.2. Enhance interoperability through mutual understanding of doctrine, tactics, techniques, and procedures of both air forces.

1.3.3. Strengthen air force-to-air force ties.

1.3.4. Develop long-term professional and personal relationships.

**1.4. Criteria.** The MPEP must meet the following criteria:

1.4.1. Exchanges must provide political and military advantages to both air forces.

1.4.2. Foreign exchange personnel must serve a practical utility, considering national security interests, operational requirements, and disclosure limitations.

1.4.3. Exchanges must support and not contradict other military arrangements with the applicable country.

1.4.4. Exchanges must be fiscally affordable for both air forces and within their manpower capabilities.

1.4.5. Exchanges must be reciprocal, particularly the ability of the U.S. Air Force to assign exchange personnel within the foreign air force in a substantially equivalent capacity. Requests for assignment of exchange personnel on a non-reciprocal basis shall be forwarded to the International Security Programs Directorate, Office of the Deputy Under Secretary of Defense (Technology Security Policy) for approval.

## Chapter 2

### RESPONSIBILITIES

**2.1. Office of the Secretary of Defense (OSD).** The Under Secretary of Defense for Policy USD(P) establishes policy and procedures for programs which entail visits and assignments of foreign nationals to the DoD Component and cleared contractor facilities. USD(P) provides DoD oversight of the MPEP and, when appropriate, grants requests for authority to negotiate and conclude international agreements involving assignments of foreign nationals to facilities of DoD Component organizations as outlined in DoD Directive 5530.3, *International Agreements*, dated 11 June 1987.

**2.2. Secretary of the Air Force.** The Secretary of the Air Force, through the Deputy Under Secretary of the Air Force (International Affairs) (SAF/IA), administers the MPEP and coordinates, negotiates, and concludes MPEP agreements and annexes for MPEP assignments consistent with DoDD 5230.20.

**2.2.1. MPEP Branch, International Airmen Division (SAF/IAPA).** Performs day-to-day management and administration of the Military Personnel Exchange Program on behalf of SAF/IA; conducts staff assistance visits at program management offices and provides feedback to regional program managers and rating officials; grants waivers to requirements in this instruction; coordinates with the Manpower Division, Directorate of Manpower and Personnel, Air Force District of Washington (AFDW/A1) for creation and changes to Personnel Accounting System (PAS) Codes; manages the MPEP budget; provides support to the Directorate of Regional Affairs for Unit Exchange Programs and Assigned Personnel Arrangements; and provides information on MPEP for CSAF and SAF/IA trip books.

**2.2.2. Foreign Disclosure and Technology Transfer Division (SAF/IAPD).** Determines disclosure feasibility and approves disclosure guidance for the MPEP.

**2.2.3. Directorate of Regional Affairs (SAF/IAR).** SAF/IAR Country Directors advise and assist SAF/IAPA in determining engagement opportunities with foreign forces.

**2.3. HQ USAF, Directorate of Air and Space Operations (AF/XO).** AF/XO coordinates special actions with regard to exchange operational issues.

**2.4. HQ USAF, Resource Management (HAF/RM).** HAF/RM provides financial planning, programming, and budgetary services.

**2.5. U.S. Embassies, Defense Attaché Offices, and Security Assistance Offices.** U.S. Embassies, Defense Attaché Offices, and Security Assistance Offices do not administer the MPEP, nor do they control or supervise exchange personnel. In certain locations however, they may provide ancillary in-country administrative support services to USAF exchange personnel and regional program offices, and may also coordinate English language testing of foreign air force personnel nominated for MPEP positions in the United States.

**2.6. Regional Air Component Commands.** Regional Air Component Commands (i.e., USSOUTHAF, USAFE, USCENTAF, and PACAF) notify SAF/IA of engagement opportunities with foreign forces and assess how the MPEP can best support their regional engagement strategies and the overall USAF Security Cooperation Strategy.

**2.7. Regional Program Management Offices.** Regional Program Management Offices act as the focal point for matters relating to administration, control, and supervision of USAF exchange personnel assigned within their geographic region. The Regional Program Management offices are: AFELM/PEP Canada (Canada); AFELM PEP Europe (Europe, Middle East, and Africa); HQ PACAF/XPZE (Asia-Pacific); and 474 OG/PEP (Latin America).

**2.8. CONUS Program Management Offices.** CONUS Program Management Offices provide day-to-day management of exchange positions under their span of control; provide administrative support for foreign exchange personnel assigned within their organization; ensure MPEP program management and policy issues are properly coordinated within their commands; ensure host units and applicable MAJCOM offices review nomination packages, assess the nominee's qualifications in relation to the applicable Position Description, and develop appropriate training plans before approving foreign exchange personnel for assignment; and forward waiver requests for requirements contained in this instruction to SAF/IAPA. The CONUS Program Management offices are: AETC/IAD (supports Air Education and Training Command); AMC/A58I (supports Air Mobility Command); AFSAC/IAS (supports Air Force Materiel Command); ACC/A3TS (supports Air Combat Command); AFSOC/A2S (Supports Air Force Special Operations Command); AFSPC/XPIF (supports Air Force Space Command); PACAF/XPZE (supports Pacific Air Forces); USAFA/DFIP (supports US Air Force Academy); 162 OG/CCI (supports 162nd Fighter Wing, Arizona Air National Guard); and NGB/XPP (supports National Guard Bureau). SAF/IAPA supports Field Operating Agencies and HQ Air Force Direct Reporting Units.

**2.9. Servicing Military Personnel Flights (MPFs) and Finance Offices.** The following organizations provide personnel and finance support for MPEP personnel assigned within their region. 435<sup>th</sup> MSSQ, Ramstein AB, Germany (Europe, Middle East, and Africa); 15<sup>th</sup> MSSQ, Hickam AFB, Hawaii (Asia/Pacific); 355<sup>th</sup> MSSQ, Davis-Monthan AFB, Arizona (Latin America); and 11<sup>th</sup> MSSQ, Bolling AFB, District of Columbia (Canada).

**2.10. HQ AFPC.** The Academic and Special Utilization Assignments Branch (AFPC/DPASF) is responsible for MPEP officer assignment actions and the Airman Assignments Branch (AFPC/DPAAS4) is responsible for enlisted MPEP assignment actions. Branches within the Operations Officer Assignments Division (AFPC/DPAO) coordinate with the gaining command to allocate applicable training quotas for inbound foreign exchange personnel.

**2.11. Air Force District of Washington (AFDW).** The AFDW provides administrative support to the Regional Program Management offices and the Office of Primary Responsibility (OPR) for some US personnel actions. AFDW/A1 manages the Manpower Programming and Execution System (MPES) and manages all USAF exchange Personnel Accounting Symbol (PAS) Codes.

**2.12. The Staff Judge Advocate.** The Staff Judge Advocate is responsible for briefing all foreign exchange officers located at their respective station in matters of United States and local law.

**2.13. USAF Unit with Assigned Foreign Exchange Personnel.** USAF units hosting exchange personnel will:

**2.13. (EGLINAFB)**The Director, Information Protection, 96 TW/IP, is responsible for the Foreign Disclosure Program (FDP) and MPEP for AFTC/AFLCMC/ACC organizations on Eglin

AFB. 96 TW/IP will designate an Eglin FDO to be the installation MPEP manager. 96 TG/SP is the FDO for the 96 TG at Holloman AFB, NM.

2.13.1. Develop and maintain copies of current Position Description and Requisition Reports (PDRRs), Delegation of Disclosure Authority Letters (DDLs), and Security Plans (SPs) as outlined in **Chapter 3** of this instruction.

2.13.1. **(EGLINAFB)** Supervisors maintain copies of Position Description Requisition Requests (PDRR) and Security Plans (SP) in the unit exchange officer folder. Delegation of Disclosure Authority Letters (DDL) will be stored in a unit secured storage container.

2.13.2. Request approval as outlined in **Chapter 6** of this instruction when directing foreign exchange personnel to deploy or perform TDY outside the United States.

2.13.2. **(EGLINAFB)** Submit requests for approval to the Eglin MPEP manager.

2.13.3. Ensure the applicable CONUS Program Management Office receives exchange personnel requests for tour adjustment or other administrative actions.

2.13.4. Initiate revalidation of the PDRR, DDL, and SP as directed by their CONUS Program Management Office.

2.13.4. **(EGLINAFB)** Supervisors will work with their exchange personnel to revalidate PDRRs and update SPs as directed by the Eglin MPEP manager. Provide a copy to the Eglin MPEP manager.

2.13.5. Ensure applicable CONUS Program Management Office has current information on supervisors of foreign exchange personnel.

2.13.6. Assign a sponsor for incoming exchange personnel.

2.13.7. Submit waiver requests for requirements contained in this instruction to the applicable CONUS Program Management Office.

2.13.7. **(EGLINAFB)** Submit waiver requests to AFLCMC/WFJ through the Eglin MPEP manager.

2.13.8. Ensure exchange officers sign the Certificate of Conditions and Responsibilities (reference **Attachment 12**)."

2.13.8. **(EGLINAFB)** Host units maintain the signed certificate in the unit exchange officer folder. Provide a copy to the Eglin MPEP manager.

**2.14. Supervisor of Foreign Exchange Personnel.** Supervisors of exchange personnel must:

2.14.1. Be thoroughly familiar with the requirements contained in this instruction, as well as those contained in DoD Directive 5230.20, AFI 16-201, *Air Force Foreign Disclosure and Technology Transfer Program*, and AFI 33-202 Volume 1, *Network and Computer Security*.

2.14.1. **(EGLINAFB)** The Eglin MPEP manager will provide an initial briefing to supervisors of exchange officers within 30 days of assuming supervisory responsibilities. The briefing will be focused on the requirements outlined in paragraphs 2.14.1. through 2.14.5. in the basic instruction. In addition, the Eglin MPEP manager will brief supervisors annually about their responsibilities in the exchange officer program. This briefing will be documented in writing with supervisors acknowledging their understanding.

2.14.2. Ensure exchange personnel understand positional duties, as well as their obligations, rights, and responsibilities regarding disclosure, security requirements, and access to systems and information.

2.14.3. Comply with disclosure requirements and inform co-workers of foreign exchange personnel access limitations.

2.14.3. **(EGLINAFB)** Document all briefings to co-workers on exchange officer access limitations.

2.14.4. Brief foreign exchange personnel on policies, rules, and other pertinent information (reference **Attachment 10**).

2.14.4. **(EGLINAFB)** Supervisors will document the briefing in writing and file it in the unit exchange officer folder. Supervisors are responsible for ensuring exchange officers comply.

2.14.5. Ensure Interim and End of Tour Reports are coordinated with their appropriate program management office and submitted IAW **Chapter 9**.

2.14.5. **(EGLINAFB)** Supervisors will send a copy of the report to the Eglin MPEP manager for coordination prior to going final on the report. The MPEP manager will, in turn, forward it to AFLCMC/WFNJ.

2.14.6. **(Added-EGLINAFB)** Coordinate with the Eglin MPEP manager to have new exchange officers issued foreign visitor exchange officer badges. Exchange personnel must wear their badges at all times while in all work areas / facilities.

2.14.7. **(Added-EGLINAFB)** Ensure a DD Form 2875, *System Authorization Access Request (SAAR)*, is processed in order to grant exchange officers access to authorized information systems. Supervisors must coordinate this form with the Eglin MPEP manager before submitting it to the 96th Communications Group Base Information Assurance Office (96 CG/SCXSI) for action.

**2.15. Exchange Personnel.** Exchange personnel perform the duties of the assigned position in the host service. They must be thoroughly familiar with the contents of this instruction and will comply with all applicable requirements and restrictions contained therein.

**2.15. (EGLINAFB)**The Eglin MPEP manager will provide newly assigned exchange personnel an initial position orientation briefing within 30 days of their arrival, placing emphasis on position boundaries, limitations and restrictions. The briefing will be recorded in the unit exchange officer folder.

## Chapter 3

### PROGRAM MANAGEMENT

**3.1. Program Foundation.** Military Personnel Exchange Programs between the USAF and the air forces of a foreign nation are established under a formal international agreement. The agreement sets general conditions for the exchange program and, among other things, provides for the establishment, modification, and cancellation of individual exchange positions within the exchange program.

3.1.1. DUSD(ISP) conducts Department of State consultation under Case Act (1 USC 112b(c)) in accordance with DoD Directive 5530.3, *International Agreements*, June 11, 1987, with Change 1.

3.1.2. USAF negotiations for exchange agreements will comply with DoDD 5230.20, its implementing instruction, and DoDD 5530.3, with Change 1. SAF/IAPA drafts all USAF MPEP agreements and coordinates them with the CONUS and Regional Program Management Offices, affected MAJCOMs, AF/XO, AF/DP, AF/SG, SAF/GCI, SAF/IA Country Directors, SAF/XC, DUSD(ISP), and the National Guard Bureau as applicable.

**3.2. General Requirements.** The MPEP operates with a one-for-one reciprocal exchange of US and foreign personnel. Each exchange places substantially equivalent, qualified personnel into similar positions so both services benefit. Foreign exchange personnel fill existing USAF Unit Manpower Document (UMD) positions. Since the MPEP utilizes existing positions on USAF Unit Manpower Documents, the MPEP does not increase Air Force end strength.

**3.3. New Exchange Programs.** The SECAF has re-delegated authority to develop, oversee, and execute international programs and activities affiliated with the Department of the Air Force to SAF/IA. As part of these general responsibilities, SAF/IA has direct responsibility for the MPEP.

3.3.1. **Requests for New Exchange Program.** USAF units requesting the establishment of a new exchange program and or positions must submit their proposal to the appropriate CONUS Program Management Office. The CONUS Program Management Office will forward the proposal to SAF/IAPA for coordination and final approval or disapproval. Any foreign unit requesting a new exchange program must submit their proposal through their Air Chief. The Air Chief either sends the request to the CSAF, or submits it to SAF/IAPA, through their air attaché in Washington, DC, for coordination and final approval or disapproval. Include the following documents and information with the proposal:

3.3.1. **(EGLINAFB)** Submit requests for new exchange officer positions through the Eglin MPEP manager.

3.3.1.1. **Position Description and Requisition Report (PDRR).** PDRRs outline the position's essential elements. They must fully and clearly describe the duties, qualifications, minimum number and type of accrued flight hours, mandatory certifications, training course requirements, required grade, security clearance, and experiences needed by the candidate in full detail, so the USAF and foreign air force can identify the best-qualified candidate for the exchange position, and schedule required training. PDRRs not submitted as outlined in [Attachment 2](#) will be returned.

3.3.1.2. **Justification for the Exchange.** The justification must describe in detail why the exchange is being requested. It should include, but is not limited to, the political-military benefits the exchange will bring to both air forces, how the exchange will enhance the air force-to-air force relationship, and the desired duration of the exchange.

3.3.1.3. **Suggested Reciprocal Position.** Regardless of who requests establishment of the exchange, a suggested reciprocal position is required. For example, Country X wants to enter into an exchange of F-16 pilots but does not maintain F-16s in their inventory. Country X would suggest a similar airframe with similar capabilities.

3.3.1.4. **Delegation of Disclosure Authority Letter (DDL):** New or modified exchange position packages must include a DDL. Governed by AFI 16-201, *Air Force Foreign Disclosure and Technology Transfer Program*, the DDL identifies information, information systems, and networks to which the exchange officer requires access in order to perform the duties outlined in the PDRR. The DDL is submitted at the time of the proposal. Failure to submit a DDL could result in significant delays in approving the proposal. The host unit, in coordination with the applicable MAJCOM Foreign Disclosure Office (FDO), will develop the DDL. The MAJCOM FDO will forward the DDL to SAF/IAPA and SAF/IAPD via appropriate communication channels to determine feasibility of disclosure. The foreign air force is not required to provide a DDL.

3.3.1.5. **Security Plan (SP).** New or modified exchange position packages must include a Security Plan (reference [Attachment 8](#) for a recommended format). The SP provides written documentation that appropriate access to USAF communication and computer systems, information systems, networks, enclaves, and work areas, as outlined in the proposed PDRR and DDL, have been approved by the USAF supervisor, the local Information Assurance Office, the Foreign Disclosure Office, and the CONUS Program Management Office, and that all applicable requirements listed in AFI 16-201 and AFI 33-202, Volume 1, *Network and Computer Security* have been met before the proposal is forwarded to the appropriate approval authority. In short, the SP identifies how the exchange personnel will gain access to work areas and information listed in the DDL. The foreign air force is not required to submit an SP. The SP will:

3.3.1.5.1. Identify the exchange position number, Unit Manpower Document (UMD) position number, and organization of assignment.

3.3.1.5.2. Identify the physical location of the individual's work area and any other local organizations the exchange officer will be required to visit during their tour.

3.3.1.5.3. Identify the name, organizational address, and telephone number of the USAF supervising official.

3.3.1.5.4. Identify computers, communication systems, and other equipment the exchange officer is authorized to use along with any applicable conditions, user licensing requirements, restrictions, and or safeguards.

3.3.1.5.5. Identify physical access requirements (e.g., escorted or unescorted access to the work area or any other areas, badge requirements, etc.)

- 3.3.1.5.6. State that the exchange personnel will be instructed to identify himself as a member of his parent service in all written, electronic and telephonic communications as referenced in AFI 33-202, Volume 1 and AFI 33-119, *Air Force Messaging*.
- 3.3.1.5.7. List the actions US personnel will be responsible for taking to ensure that classified and controlled unclassified military information in their work areas or common work areas will be controlled during the exchange tour.
- 3.3.1.5.8. Identify how visitors will be informed about the existence of the exchange personnel and the applicable disclosure and security requirements.
- 3.3.1.5.9. If applicable, state that contract employees tasked to provide training for exchange personnel have an approved and documented Technical Assistance Agreement (TAA).
- 3.3.1.5.10. Identify the points of contact and applicable actions to be taken should security plan violations occur.
- 3.3.1.6. **Site Surveys.** Site surveys are essential to determining whether to approve the establishment of a position within the exchange program. They are required prior to approving new positions and should include unit sponsor information; identify whether the exchange officer will be subject to unit deployment; describe availability of housing, dependent schools, and medical facilities; outline force protection issues; and identify driver license and vehicle registration requirements (reference [Attachment 9](#)). If a site survey was previously accomplished at that location, a new site survey is not required, but the information must be validated. This information should be listed in the Notes History section of the PDRR.
- 3.3.1.6.1. **Site Surveys for Exchange Positions Hosted by USAF Units.** The USAF host unit conducts site surveys in concert with the MAJCOM. Site Surveys must ensure security access (OPSEC, COMSEC, physical, etc.) is finalized and meets the requirements established in the PDRR and DDL.
- 3.3.1.6.2. **Site Surveys for Exchange Positions Hosted by Foreign Units.** The Regional Program Management Office will conduct a site survey and may request assistance from the local Air Force Office of Special Investigations Detachment or the U.S. Embassy's Regional Security Officer.

**3.4. Revalidating, Submitting Requisitions, and Selecting Personnel for Exchange Positions Hosted by Foreign Air Force Units.** SAF/IAPA will transmit a revalidation requirement notification to the Regional Program Management Office based on the cumulative duration of a position's language and pre-employment training as it relates to the USAF assignment cycle timeline.

- 3.4.1. **Revalidation.** Prior to requesting a replacement, the Regional Program Management Office will contact the foreign air force to revalidate the PDRR (reference paragraph [3.3.1.1](#) for requirements). Revalidation is required for all positions even if there are no changes to the current PDRR. Because many nominees have not undergone language training prior to selection, they will be required to take the Defense Language Aptitude Battery (DLAB). Therefore, the PDRR must include the position's required DLAB and Defense Language Proficiency Test (DLPT) scores. (Reference [Attachment 11](#).) If the position includes flying

duties, the Regional Program Management Office will request assistance from the servicing MAJCOM to assess flight safety. Revalidation will be documented with all appropriate signatures on the PDRR and submitted to SAF/IAPA for approval as outlined in [Attachment 2](#).

3.4.2. **Requisitions.** Upon approval of the PDRR and in compliance with the AFPC assignment cycle timeline, the regional program management office will submit the PDRR to AFPC/DPASF (Officer) or AFPC/DPAAS4 (Enlisted), and courtesy copy SAF/IAPA.

3.4.3. **Selecting USAF Exchange Personnel.** US Air Force personnel selected for exchange duty must be able to successfully carry out their professional responsibilities and manage their personal affairs in a highly visible and potentially stressful environment. Based on the requirements listed in the PDRR, AFPC will forward nominations to the Regional Program Management Office, with courtesy copy to SAF/IAPA. The Regional Program Management Office will review the nomination package and forward to the host unit for approval. The Regional Program Management Office will notify SAF/IAPA and AFPC or ANG/DP in writing of approval or disapproval, to include the name and position of the host-country approving authority. If approved AFPC will load the assignment attaching USAF exchange personnel to the host unit and the member's servicing Military Personnel Flight will publish Permanent Change of Station orders. If the nomination is disapproved, the host unit will provide specific rationale and justification for the disapproval, and AFPC will forward a more qualified nomination.

**3.5. Revalidating, Submitting Requisitions, and Selecting Personnel for Exchange Positions Hosted by USAF Units.** SAF/IAPA will transmit a revalidation requirement notification based on the cumulative duration of a position's language and pre-employment training as it relates to the USAF assignment cycle timeline.

3.5.1. **Revalidation.** CONUS Program Management Offices will request USAF host units revalidate existing foreign exchange positions by updating the PDRR before personnel are replaced (reference paragraph [3.3.1.1](#) for requirements). Revalidation is required for all positions even if there are no changes to the current PDRR. Revalidation will be documented with all appropriate signatures on the PDRR (see [Attachment 2](#)). The MAJCOM or Agency FDO, in coordination with the CONUS Program Management Office, will update the DDL (if required) and forward it along with the revalidated PDRR and SP to SAF/IAPA and SAF/IAPD via appropriate communication channels for review and approval. SAF/IAPD, SAF/IAPA, and HQ USAF organizations with an interest in the position review the documentation to ensure the position is current, and disclosure policy is consistent with the duties as described in the PDRR. SAF/IAPA will send approved documentation to the CONUS Program Management Office who will forward the documentation to the host unit commander/supervisor.

3.5.2. **Requisitions.** Upon approval, SAF/IAPA will forward the revalidated PDRR to the parent service and notify them of replacement requirements.

3.5.3. **Selecting Foreign Exchange Personnel.** Based on the requirements listed in the PDRR, the parent air force will forward nominations to SAF/IAPA, through their air attaché in Washington, DC. Nominations should include a career brief/Curriculum Vitae (CV) that outlines the officer's name, rank, service history, English language capabilities, level of security clearance, date the security clearance was granted, and date the security clearance

will expire. For flying positions, the nomination package should also include the individual's flying hours, altitude chamber and centrifuge certifications, and other special qualifications as applicable. SAF/IAPA will review and forward replacement nomination packages to the applicable CONUS Program Management Office. The CONUS Program Management Office will review the nomination package and forward to the host unit for approval. The CONUS Program Management Office will notify SAF/IAPA in writing of approval or disapproval. If approved, SAF/IAPA will request that AFPC publish orders attaching foreign exchange personnel to the host unit. Should the nomination be disapproved, the unit will provide specific rationale and justification for the disapproval.

**3.5.4. Assigning Foreign Exchange Personnel.** When the nomination package is approved, the parent government will submit an Extended Visit Authorization Request and security assurances through the parent government's embassy in Washington, D.C. in accordance with DoDD 5230.20. Upon SAF/IAPA request, AFPC/DPASF will publish special orders. These orders will identify the exchange officer by name; their service number (if applicable); parent service; exchange post number and location; dates of assignment; dates and details of pre-employment training (if applicable and available); security clearance information, to include date granted and date of expiry; and privileges granted. AFPC/DPASF will forward copies to the applicable CONUS Program Management Office, SAF/IAPA, parent government embassy, unit of assignment, and individual concerned. These orders, in conjunction with the Extended Visit Authorization Request, authenticate exchange personnel security clearances and are the sole authority for travel of foreign exchange personnel to the United States for the purpose of the exchange assignment. Foreign exchange personnel will not initiate travel prior to receipt of these orders. (This does not apply to non-MPEP travel such as International Military Education and Training, Professional Military Education exchanges, or other travel conducted under Invitational Travel Orders or the Extended Visit System.)

**3.6. Familiarization, Qualification, and Other Pre-employment Training.** Exchange officers must possess the grade, skill, training, and academic qualifications described in the applicable PDRR. The parent service will schedule and conduct training needed by the exchange officer to meet the listed mandatory qualifications. The host service will schedule and conduct familiarization, orientation, and other pre-employment training listed in the PDRR as required training.

3.6.1. When assigning USAF personnel to exchange positions, the applicable branch within the AFPC Assignments Division (AFPC/DPA) will assess the outbound individual's qualifications and, if required, schedule appropriate training to ensure currency.

3.6.2. If inbound foreign exchange personnel require operational transition or Mission Qualification Training, the host unit and applicable training office of the gaining MAJCOM will assess the inbound individual's qualifications, flying history, altitude chamber and centrifuge certifications (reference AFI 11-403, *Aerospace Physiological Training Program*, para 2.1.5.5. and AFI 11-404, *Centrifuge Training for High-G Aircrew*, para 1.2.), and English language skills in relation to the applicable PDRR, develop an appropriate training plan, and coordinate with the applicable branch in AFPC/DPA to obtain any required training quotas.

**3.7. Language Requirements.** Personnel selected for exchange duty must speak the host language fluently, or receive enough language training to speak with a minimum level of professional proficiency as identified in the PDRR.

**3.7.1. Language Training for Foreign Exchange Personnel.** Unless English is the parent country's primary language (e.g., Australia, Canada, and the United Kingdom), nomination packages must include the nominee's English Comprehension Level (ECL) and Oral Proficiency Interview (OPI) test scores.

**3.7.1.1. ECL.** The ECL test is a four-option, multiple-choice test of listening and reading comprehension which is used to assess the English language proficiency of international military students being considered for assignment or training in the United States. The emphasis is on informal American English, the kind of language that might be used in a military training environment. ECL scores are valid for 105 calendar days.

**3.7.1.2. OPI.** An OPI is a test of a candidate's English language listening comprehension and speaking ability, conducted under controlled conditions by two certified OPI raters. Candidates are rated on an 11-point scale, ranging from "0" (no functional proficiency) to "5" (educated native-speaker proficiency), with plus levels (0+, 1+, 2+, 3+, 4+) assigned to candidates who demonstrate inconsistent proficiency at the next higher base level. The appraisal factors considered at each level (though not equally weighted) are vocabulary, grammar, pronunciation, fluency, linguistic tasks, and socio-linguistic/cultural awareness. OPI ratings are valid for six months.

**3.7.1.3. Required Scores.** Foreign personnel filling exchange positions as pilots, instructors, doctors, and lawyers must score at least 85 out of 100 on the ECL and at least 2+/2+ on the OPI. Nominees who have not achieved the required test scores but are otherwise qualified for the exchange position will be scheduled to attend the 16-week Advanced English Language Program. In addition, unless English is the parent country's primary language, all pilot nominees are required to attend the nine-week Specialized English Training Course (SET) regardless of ECL/OPI scores. The SET course focuses on building language skills and terminology associated with technical training. Foreign personnel filling all other exchange positions must score at least 80 out of 100 on the ECL and at least 2/2 on the OPI. Nominees who have not achieved the required test scores but are otherwise qualified for the exchange position will be scheduled to attend the 12-week Language Proficiency Skills course. If, upon completion of language training, the nominee still hasn't achieved the required test scores, the Defense Language Institute English Language Center will notify SAF/IAPA of the circumstances surrounding the individual's performance. SAF/IAPA will notify the host unit, through the CONUS Program Management Office, and if circumstances warrant, query if they are willing to accept the nominee's test scores. If the host unit agrees, SAF/IAPA may grant a test score waiver.

**3.7.2. Language Training for USAF Exchange Personnel.** Unless English is the host country's primary language (e.g., Australia, Canada, and the United Kingdom), nomination packages must include the nominee's Defense Language Proficiency Test (DLPT) and or Defense Language Aptitude Battery (DLAB) scores. Neither AFPC nor the Regional Program Management Office should forward nominations without a valid DLPT or DLAB score. If the individual does not meet the language proficiency (DLPT) requirements

outlined in the PDRR, but achieves the required language aptitude (DLAB) score, they will be scheduled for foreign language training. Reference [Attachment 11](#) for required DLAB scores, DLPT scores, and language training course length.

**3.7.2.1. Language Training for Spouses of USAF Exchange Personnel.** Spouses may also receive MPEP-funded language training. If the sponsor is scheduled for foreign language training at the Defense Language Institute, the spouse may audit the course on a space available basis. If space is not available, or other constraints apply, the spouse may attend a publicly available certified language course or obtain a professional tutor, subject to authorization by the applicable Regional Program Management Office.

**3.8. Tour Length.** Unless otherwise specified in the MPEP Memorandum of Agreement/Understanding (MOA/U), exchange tours are two years, plus travel and training time.

**3.8.1. Tour adjustment of USAF exchange personnel.** Regional Program Management Offices will request approval for minor adjustments to tour length (e.g., to coincide with a PCS port call) from HQ AFPC/DPASF or ANG/DP as appropriate, with an info copy to SAF/IAPA. HQ AFPC/DPASF will provide approval or disapproval to the regional program management office with info copy to SAF/IAPA. For longer extensions, the Regional Program Management Office must also gain host country and SAF/IAPA approval. Extension of tours beyond one year will not be considered, and requests for tours beyond 36 months will not normally be approved. The Regional Program Management Office must complete the tour adjustment request before submitting a replacement requisition.

**3.8.2. Adjusting tours of foreign exchange personnel.** Foreign exchange personnel who desire tour adjustments must have the approval of their parent service. Host unit commanders of foreign exchange personnel will send a written request with justification for tour adjustment to the CONUS Program Management Office. The CONUS Program Management Office will endorse the request for adjustment and forward it to SAF/IAPA. SAF/IAPA will coordinate the request with the air attach of the parent service and advise the CONUS Program Management Office of approval or disapproval. If the parent nation approves the adjustment, SAF/IAPA will request HQ AFPC/DPASF publish amendments to orders. Once the amendments are published, SAF/IAPA will provide copies to all interested parties.

**3.9. Modifying and Adding Positions.** Modifying and adding positions to a pre-existing international agreement will be conducted in the same manner as outlined in paragraph [3.3.1](#).

**3.10. Deleting Positions.** In accordance with the existing international agreement, either party can request that a position be deleted when it is determined that the position no longer serves the purpose for which it was established. USAF units hosting an exchange position will submit formal requests for deletion to the appropriate CONUS Program Management Office. The CONUS Program Management Office will forward requests to SAF/IAPA. Foreign units hosting an exchange position will notify their Air Staff of a decision or desire to delete an existing position. The foreign air staff will submit a proposal of deletion to SAF/IA, through their air attach in Washington, DC. SAF/IA will forward the request to SAF/IAPA. Upon receipt, SAF/IAPA will staff the request through the appropriate USAF agencies that have a vested interest in that particular exchange. If the decision is made to delete the position, exchange personnel currently serving in the affected billets should be permitted to fulfill their tours unless otherwise agreed by the host and the parent nation.

**3.10. (EGLINAFB)** Submit requests to delete exchange officer positions through the Egin MPEP manager.

## Chapter 4

### ADMINISTRATIVE AND LEGAL RESTRICTIONS

**4.1. Duty Positions of Exchange Personnel.** Host services identify duty positions for foreign exchange personnel, and exchange personnel normally fill positions with responsibilities equal to their grade and qualifications. Exchange personnel perform their duties:

- 4.1.1. Under the parent government's administrative control.
- 4.1.2. Under the host government's operational control.

**4.2. Legal Restrictions.** The following restrictions apply to exchange personnel:

4.2.1. USAF and foreign exchange officers shall not act in the dual capacity as an MPEP participant and as a representative of their parent government (e.g., a Foreign Liaison Officer). Foreign and U.S. exchange personnel perform the duties of the assigned position in the host service, not the duties of the parent service in the host country. They may not perform duties on behalf of the parent government during their tour. If operational requirements dictate that the parent government must utilize their exchange personnel to perform parent country tasks, they must first gain host government approval to temporarily remove and reassign the affected personnel from their exchange tour. If approved, exchange personnel will normally be required to extend their tour to fulfill their assignment obligations unless otherwise agreed by the host and the parent nation.

4.2.1.1. U.S. organizations wishing to utilize USAF exchange personnel to perform parent country tasks will submit formal requests to the appropriate Regional Program Management Office outlining the purpose, duration, and rationale for reassigning the affected personnel from their exchange tour. The Regional Program Management Office will forward requests to SAF/IAPA. SAF/IAPA will coordinate the request with the foreign air attach in Washington, DC.

4.2.1.2. Foreign organizations wishing to utilize their exchange personnel to perform parent country tasks will submit formal requests to SAF/IAPA, through their air attach in Washington, DC. Upon receipt, SAF/IAPA will coordinate the request through the appropriate USAF agencies that have a vested interest in that particular exchange.

4.2.2. USAF and foreign exchange officers shall not serve as conduits between the Department of Defense and their government for requests and transmissions of classified military information (CMI) or controlled unclassified military information (CUMI).

4.2.3. Foreign exchange officers shall not be assigned to command or other positions that would require them to exercise responsibilities that are reserved by law or regulation to an officer or employee of the U.S. Government. They shall not, for example, be given UCMJ disciplinary authority over USAF personnel, perform responsibilities of a contracting officer's technical representative (COTR), classified document custodian or security officer, or escort for foreign nationals.

4.2.4. Foreign exchange officers shall not be permitted to commence duty in positions that could result in their access to CMI or CUMI that has not been authorized for release to their government.

4.2.5. Foreign exchange officers shall not be assigned to DoD contractor facilities.

4.2.6. Foreign exchange officers shall not have personal custody of CMI or CUMI. They may have access to the information during normal duty hours at the place of assignment when access is necessary to perform the functions in their position descriptions, if the information is authorized for disclosure pursuant to the DDL or other disclosure guidance. They may not have unsupervised access to classified libraries or operations centers, or to document catalogues unless the information therein is releasable to the public.

**4.3. Security Instructions.** Foreign and U.S. exchange personnel will:

4.3.1. Sign Annex A to the MPEP MOA/U, entitled Certificate of Conditions and Responsibilities (reference [Attachment 12](#)).

4.3.1. **(EGLINAFB)** Maintain the signed certificate in the unit exchange officer folder.

4.3.2. Follow the host government's security instructions and guidance at all times.

4.3.3. Obtain access to classified information only as authorized by the host government, and only to the extent necessary to perform their duties.

4.3.4. Recognize and respect host government policies that deny them access to certain information.

**4.4. Safeguarding U.S. Classified Material.** All disclosures and releases of military information and materiel to foreign nationals resulting from international affairs and security assistance activities must be authorized in accordance with AFD 16-2, *Operations Support, Disclosure of Military Information to Foreign Governments and International Organizations* and AFI 16-201. To avoid creating false impressions of U.S. intent or potentially disclosing classified or controlled unclassified information, USAF exchange officers will not use or provide any US government information without prior approval from their servicing Foreign Disclosure Office.

4.4.1. USAF personnel will disclose CMI or CUMI to foreign exchange officers only when they possess the appropriate security clearance and have a need-to-know based on their positional duties. USAF special orders assigning foreign exchange personnel to USAF units identifies the security clearance granted by the officer's parent government and formally recognizes the technical eligibility of foreign exchange personnel to access U.S. CMI and CUMI as specified in the DDL. Commanders or supervisors of foreign exchange personnel permit access to CMI and CUMI in accordance with the DDL and only to the extent necessary for exchange personnel to perform their duties.

4.4.2. Commanders, supervisors, and co-workers of foreign exchange personnel must be thoroughly familiar with the DDL.

4.4.3. Exceptions to approved DDLs are processed through MAJCOM/Agency FDOs in accordance with existing disclosure procedures, and require SAF/IAPD approval.

4.4.3. **(EGLINAFB)** Submit requests for exceptions to approved DDLs to the Eglin MPEP manager.

4.4.4. Foreign exchange personnel may be granted access to and use of appropriate information systems (consistent with the requirements of AFI 33-202 Volume 1, *Network*

and Computer Security) as listed in the DDL, but not access to information listed below without prior SAF/IAPD approval:

4.4.4. **(EGLINAFB)** Access to information systems must be coordinated with the Eglin MPEP manager. See Paragraph 2.14.7.

4.4.4.1. Restricted or Formerly Restricted Data.

4.4.4.2. Information likely to harm, deride, or cause bias against any U.S. government official, agency, department or their operations, or U.S. relations with another government or air force.

4.4.4.3. Any project, program, document, or information of critical sensitivity to U.S. national security, or identified by caveats or marking limiting access, such as, Special Access Required, or Limited Distribution.

4.4.4.4. Information about cryptographic devices, communications security, or communications intelligence.

4.4.4.5. Classified portions of the *DoD Foreign Clearance Guide*.

4.4.4.6. General war plans or armed alert operations.

4.4.4.7. Information that could help build an independent, strategic, national nuclear capability with nuclear devices and weapons, or strategic weapons launch or delivery vehicles.

**4.5. Foreign Exchange Personnel Visits.** The U.S. installation commander or organization must approve visits of foreign exchange personnel.

4.5.1. U.S. supervisors of foreign exchange personnel must obtain U.S. installation commander or organization approval if an exchange of military information is expected during a visit (e.g., when foreign exchange personnel attend meetings, briefings, planning conferences, etc.). Supervisors must advise the installation or activity commander, or contractor facility director of the foreign disclosure limitations before the visit. If a visit to a U.S. installation is not expected to result in an exchange of military information (e.g., cross-country flights, competitive sporting events, open house activities, etc.), then disclosure limitations need not be forwarded. In all cases, however, the unit to be visited must be informed that the individual is a foreign exchange person. Foreign exchange personnel will perform the visit on official TDY orders and not on Invitational Travel Orders.

4.5.1. **(EGLINAFB)** Supervisors must give the Eglin MPEP manager at least 10 working days' notice when their exchange officers are going on temporary duty (TDY). Supervisors will provide a copy of travel orders to the Eglin MPEP manager prior to travel. The MPEP manager will provide disclosure guidance to organizations to be visited.

4.5.2. Foreign exchange personnel may not perform TDY in a third country without approval of the parent service and prior clearance. Supervisors consult the *DoD Foreign Clearance Guide* to determine specific travel clearance requirements.

**4.6. U.S. Exchange Personnel Visits.** U.S. exchange personnel visits to third countries will be conducted in accordance with the laws and regulations of the host country and the country or countries to be visited and requires United States approval.

**4.7. Ground and or Airborne Alert Duty.** Participating in armed ground or airborne alert duty could place U.S. and foreign exchange officers in situations involving active or imminent hostilities or may jeopardize the interests of either the parent or host government. Therefore, unless both the parent and host governments provide prior approval, U.S. and foreign exchange personnel may perform armed alert duty only in units under the operational control of a combined command [e.g., North American Aerospace Defense Command (NORAD), or the North Atlantic Treaty Organization (NATO)] to which the both the parent and host governments belong. In the case of NORAD, the NORAD Commander, with the concurrence of the parent service, must approve alert duty.

**4.8. Dress and Appearance.** USAF exchange personnel will comply with guidance contained in AFI 36-2903, *Dress and Appearance of Air Force Personnel*. Consistent with the intent of U.S. laws, the Laws of Armed Conflict, and the Geneva Conventions, exchange personnel must, at all times, retain their identity and status as members of their parent military service. As such, exchange personnel are not authorized to wear host nation uniforms for the purposes of force protection or unit cohesion. USAF exchange personnel may not wear foreign military clothing or insignia except the following:

4.8.1. Flight Suit Patches. USAF exchange personnel may wear the host unit squadron patch on the right sleeve of flight suits. If available, personnel may wear the host group or wing patch on the left sleeve. If none exists, USAF exchange personnel will wear the American flag emblem or, if a graduate from the appropriate school, the USAF Weapons School or USAF Test Pilot School patch (instructor or graduate) on the left sleeve. The USAF Wing and Star patch will be worn on the right breast.

4.8.2. Battle Dress Uniform (BDU) Patches. USAF exchange personnel may wear a subdued host unit squadron patch on the BDU shirt above the individual's nametape. If available, personnel may wear a subdued host group or wing patch on the left breast pocket. If host unit patches are worn, the subdued USAF Wing and Star patch will be worn on the right pocket.

4.8.3. Survival Equipment. USAF exchange personnel may wear host-nation survival equipment if appropriate USAF equipment is not available.

4.8.4. Flight Clothing and Equipment. USAF exchange personnel may wear host-nation flight clothing and equipment when required for compatibility with host-nation aircraft life-support systems or Nuclear, Chemical, Biological (NBC) protection systems.

**4.9. Military Discipline.** Exchange personnel are expected to follow the orders, instructions, and customs of the host service when applicable and consistent with those of the parent service and the MPEP MOA/U.

4.9.1. Consistent with the above guidance, U.S. and foreign exchange personnel follow the legal orders of host service personnel senior in rank when related to their exchange duties.

4.9.2. Exchange personnel may not discipline host service personnel.

4.9.3. The host service may not take administrative or disciplinary action against exchange personnel who break military laws or ignore parent or host service instructions. They may, however, document violations and notify the parent service.

4.9.4. The parent service may withdraw, with notification to the host service, their exchange personnel from the program and take administrative or disciplinary action.

4.9.5. If the parent service conducts an investigation or takes administrative or disciplinary action against one of its own exchange personnel, the host service cooperates when asked, to the extent permitted by law.

**4.10. Status of Exchange Personnel and Eligible Family Members.** Where they exist, Status of Forces Agreements (SOFAs) determine the legal status of U.S. armed forces personnel and their dependents stationed in foreign countries. SOFAs set forth rights and responsibilities between the United States and the host government on such matters as criminal and civil jurisdiction, the wearing of the uniform, the carrying of arms, tax and customs relief, entry and exit of personnel and property, and resolving damage claims. The applicable SOFA will determine to what extent exchange personnel and their families are subject to the civil or criminal jurisdiction of the host government. In the absence of a SOFA, exchange personnel and their families are subject to host-nation jurisdiction in all respects.

**4.11. Claims.** An existing Status of Forces Agreement (SOFA) with a host country will govern claims procedures arising from the assignment of U.S. exchange personnel in that country. The exchange agreement will address the handling of claims, citing any applicable SOFA provisions.

**4.12. Firearm Possession and Purchase.** Firearm possession and purchase must be in compliance with host nation laws and regulations, and possession may only be for personal use. Exchange officers may not purchase or transfer firearms for a third party.

## Chapter 5

### SUPERVISION AND RATING OF USAF EXCHANGE PERSONNEL

**5.1. Supervisory Responsibilities.** Exchange personnel may exercise supervisory responsibilities similar to those of host service personnel in similar positions. However, U.S. and foreign exchange personnel may not serve in unit command positions, administer discipline to host government civilian employees, or exercise responsibilities that are reserved by law or regulation to an officer or employee of the host government.

**5.2. Evaluating USAF Exchange Personnel.** The chief of the regional program management office or rater:

5.2.1. Discusses U.S. exchange personnel performance with host supervisor.

5.2.2. Provides details on the Officer Evaluation System (OES) and Enlisted Evaluation System (EES) to foreign raters and exchange personnel.

5.2.3. Requests that the host service supervisors provide a performance assessment letter on the U.S. exchange officer or NCO.

5.2.4. Uses the assessment letter for performance feedback, to prepare the individual's performance report, and to recommend promotions.

5.2.5. Ensures the servicing Military Personnel Flight (MPF) receives additional reports, such as training reports, as required by the OES/EES.

**5.3. Rating Officials.**

5.3.1. Canada. The Canadian supervisor is the rater. The Deputy Commander, Canadian NORAD Region (CANR/CD) is the additional rater, and reviewer. HQ NORAD is the management organization.

5.3.2. Europe, Middle East, Africa. The Commander, AFELM PEP is the rater for O-4s through O-6s and the additional rater for O-4s and below. HQ USAFE/CV is the additional rater for the AFELM PEP/CC, and for O-5s and O-6s. U.S. Air Forces, Europe (USAFE) is the management organization.

5.3.3. Pacific Region. HQ PACAF/XPZE (Regional Program Manager) serves as the rater for O-4s and below. HQ PACAF/XPZ serves as the rater for O-5s. HQ PACAF/XP is the additional rater and reviewer as applicable. Pacific Air Forces (PACAF) is the management organization.

5.3.4. South and Central America. 474 OG/CC is the rater. 12 AF/CC is the additional rater. Air Combat Command (ACC) is the management organization.

**5.4. General Court Martial Convening Authority.** Unless otherwise specified by regional agreement, the AFDW/CC maintains General Court Martial Convening Authority over USAF active duty exchange personnel. For ANG members, authority shall reside with the Commander, Air National Guard Readiness Center. The General Court Martial Convening authority may determine, consistent with the Constitution of the United States, the Uniform Code of Military Justice, AFI 51-201, AFI 51-202, UCMJ Article 15, and other applicable laws and regulations, disposition of discipline and offenses.

## Chapter 6

### OPERATIONS, DEPLOYMENT, AND TEMPORARY DUTY

**6.1. Flying Status and Use of Flying Facilities.** Exchange personnel on active flying status will safely and effectively use host-country flying facilities and resources to maintain proficiency and earn operational flying credit. USAF flight records will be maintained IAW AFI 11-401, *Aviation Management*. The HARM office nearest to where the member's finance records are maintained will manage the flight records folder.

**6.2. General Flight Rules.** USAF exchange personnel flying with foreign air forces will comply with the following general guidance:

6.2.1. USAF exchange personnel flying with foreign air forces may not perform duties in host-nation aircraft unless specifically authorized, physically qualified (i.e., member cannot be in DNIF status), and current in physiological training (if applicable). Members may not credit flying activity while on leave or permissive TDY. See AFI 11-401 for additional guidance on crediting flight time.

6.2.2. Comply with host-nation flight directives, unless otherwise agreed to in the MPEP MOA/U. USAF exchange personnel are expected to use their best judgment to ensure the safe conduct of the flight. If flight safety is in doubt, it is the individual's responsibility to inform their supervisor and suggest corrective action.

6.2.3. Comply with host-nation crew rest directives, unless otherwise agreed to in the MPEP MOA/U. Each aircrew member is responsible for ensuring that they receive the proper rest during crew rest periods and that they do not engage in activities that would prevent them from doing so. If crew rest is violated or an individual does not feel adequately rested to perform a flight safely, it is the individual's responsibility to inform their supervisor and request removal from the flight schedule.

6.2.4. If USAF exchange personnel are unable to resolve flying issues (to include safety of flight or crew rest concerns) through their supervisor, they will request assistance from their Regional Program Management Office. The Regional Program Management Office will notify SAF/IAPA. If required, SAF/IAPA will coordinate resolution with AF/XOOT, the Air Force Flight Standards Agency, and other appropriate organizations.

**6.3. Hostilities and UN Operations.** U.S. and foreign exchange personnel will not be placed on duty in areas with active hostilities, imminent hostilities, or any situation where their presence might jeopardize the interests of either the parent or host government, including UN Peacekeeping Missions, without first obtaining approval as outlined below.

6.3.1. In an armed conflict involving both nations against a common enemy, exchange personnel will stay with their units but will not carry out any combat duties until authorized by the parent and host governments.

6.3.2. In cases of armed conflict not involving both nations, U.S. and foreign exchange personnel must await orders from their parent government before performing any further military duties.

**6.4. Deployment and Temporary Duty Travel of USAF Exchange Personnel.** Deployment of USAF exchange personnel to areas of hostilities, imminent hostilities, or any situation where their presence may jeopardize the interests of the United States, including UN Peacekeeping Missions and NATO activities, requires a deployment order approved by the Secretary of Defense and signed by the Chairman of the Joint Chiefs of Staff. In addition, the Under Secretary of Defense for Policy and the Department of State must approve routine Temporary Duty Travel (TDY) to countries designated as Special Areas in the DoD Foreign Clearance Guide. SAF/IAPA, in conjunction with AF/XOS-PI, will approve all other types of TDY travel and deployment outside the host country. USAF exchange personnel will request approval for deployment or TDY by submitting a Travel Request Message ([Attachment 4](#)) to the Regional Program Management Office. Be as specific as possible when completing the form, clearly outlining dates, locations, purpose, and duties. The Regional Program Management Office will forward the request to AF/XOS-PI and SAF/IAPA, with courtesy copy to AFPC/DPASF, AFPC/DPAAS4, and AFPC/DPFC, NLT 30 days prior to scheduled departure for coordination and approval. For recurring travel, the Regional Program Management Office may request blanket clearance and blanket approval. If blanket clearance and approval is granted, further approval is not required but the Regional Program Management Office, AF/XOS-PI, and SAF/IAPA must still be notified when the exchange officer conducts the approved travel.

**6.5. Deployment and Temporary Duty Travel of Foreign Exchange Personnel.** Foreign exchange personnel will not be deployed or sent on TDY outside of the United States without parent government approval. USAF units hosting foreign exchange personnel will request approval by submitting a Travel Request Message ([Attachment 4](#)) to their CONUS Program Management Office. Be as specific as possible when completing the form, clearly outlining dates, locations, purpose, and duties. The CONUS Program Management Office will forward requests to SAF/IAPA, with courtesy copy to AFPC/DPASF, AFPC/DPAAS4, and AFPC/DPFC NLT 30 days prior to scheduled departure for coordination and approval. SAF/IAPA will then coordinate approval or disapproval with the parent government Embassy and notify the CONUS Program Management Office of results. The CONUS Program Management Office will relay the results to the host unit.

**6.5. (EGLINAFB)**Submit requests for deployment or TDY outside of the United States to the Eglin MPEP manager.

## Chapter 7

### FINANCE AND COST ACCOUNTING

**7.1. Military Personnel Exchange Program Budget.** The MPEP budget includes program support funding, transportation costs of USAF directed TDYs and associated per diem when applicable.

7.1.1. Budget Responsibilities. SAF/IAPA, Program Element Manager (PEM) for the USAF MPEP, submits the Program Objective Memorandum (POM) to HAF/RMX. HAF/RMB writes the budget and funds PEP Operations and Maintenance (O&M) and language training requirements.

7.1.2. Program Elements. The MPEP budget falls under Program Element Codes (PEC) 84731, Language Training; 84752, Spouse Language Training; 91212, O&M; and 91295, Communications, as listed under Air Force program elements.

**7.2. Operations and Maintenance/Language Training Budget Allocation.** Once SAF/IAPA receives the initial allocation of funds from HAF/RMB, SAF/IAPA will release the initial allocation as depicted in [Attachment 5](#).

**7.3. Quarterly Obligation Reports.** One week prior to the end of each fiscal quarter, the Regional Program Management Offices will submit an obligation report certifying funds obligated and expended year-to-date as depicted in [Attachment 6](#). Each Regional Program Management Offices should ensure they meet the obligation percentage for each quarter: 25% at the end of the first quarter, 50% at the end of the second quarter, 85% at the end of the third quarter and 100% at the end of the fourth quarter. If these percentages cannot be met, then the affected Regional Program Management Offices will submit full justification with their obligation report why the percentage could not be met for that particular quarter.

**7.4. Regional Projections.** Regional Program Management Offices submit budget projections, including International Cooperative Administrative Support Services (ICASS) agreements to SAF/IAPA. SAF/IAPA compiles the data and submits it to SAF/IAPC.

**7.5. Parent Service Financial Responsibilities.** To the extent authorized by law, the parent service is responsible for the following exchange personnel financial requirements:

7.5.1. Basic pay and allowances.

7.5.2. Permanent change of station costs, including per diem and other travel allowances.

7.5.3. Per diem and transportation costs for parent service directed TDYs.

7.5.4. Compensation for loss or damage to uniforms or other personal property.

7.5.5. Costs for moving eligible family members and their household effects.

7.5.6. Costs for shipping remains and funeral expenses in the event of the death of an exchange person or eligible family member.

7.5.7. Expenditures for any special duty performed on behalf of the parent service.

7.5.8. Expenses of eligible family members permitted to accompany or join exchange personnel.

7.5.9. Costs of medical and dental services provided to exchange personnel and eligible family members:

7.5.9.1. To the extent that host government laws and instructions require.

7.5.9.2. If the exchange person has not made such payments as required.

7.5.10. Language and other training costs not related to familiarizing, orienting, or certifying exchange personnel regarding the unique aspects of the assignment.

**7.6. Host Service Financial Responsibilities.** Unless otherwise specified in the MPEP MOA/U, the host service is responsible for funding:

7.6.1. Costs for transportation and per diem when the host service directs the TDY.

7.6.2. Costs for mid-tour, host service directed PCS moves. These moves should not take place prior to formal agreement of the two services. Personnel affected by host service directed moves should consider obtaining personal insurance to cover potential claims for household goods damage, loss, or theft.

7.6.3. Costs for training to familiarize, orient, or certify exchange personnel in unique aspects of the assignment. This includes the cost of any required certifications if the host air force does not recognize or accept the parent air force's certifications (e.g., centrifuge, altitude chamber, etc.).

**7.7. TDY Orders.** When foreign exchange personnel are directed on TDY by their host unit, TDY orders are published in the same manner as for host unit personnel and TDY costs are charged to the same fund cite used to pay for accompanying USAF personnel.

**7.7. (EGLINAFB)**Host units must provide a copy of TDY orders to the Eglin MPEP manager.

## Chapter 8

### HEALTH AND WELFARE SERVICES

**8.1. Using Facilities.** Per the MPEP MOA/U, foreign exchange personnel and their eligible family members are afforded access to military commissaries, exchanges, theaters, and clubs in the same manner as their USAF counterparts, and will be issued appropriate identification cards to support this level of access.

**8.1. (EGLINAFB)**Host units are responsible for arranging for appropriate identification cards to be issued to exchange personnel and their eligible family members.

**8.2. Leave and Passes.** The host service grants leave and passes to exchange personnel in accordance with parent service guidelines and the MPEP MOA/U. Exchange personnel may observe the holiday schedule of the host service and the parent service if mutually agreed upon by the host and parent services.

**8.3. Quarters and Messing.** Consistent with the MPEP MOA/U, the host service provides on-base quarters and messing, when available, for exchange personnel on the same basis and priority as provided for its own personnel of similar rank.

8.3.1. Exchange personnel pay the host government's charges for quarters, food, and other services.

8.3.2. USAF exchange personnel will receive Basic Allowance for Housing (BAH) and Overseas Housing Allowance (OHA), when required, to reimburse the host government for housing costs.

**8.4. Medical and Dental Services.** Host services provide military medical and dental services to exchange personnel and eligible family members on the same basis and priority as provided for its own personnel and eligible family members, subject to limitations and reimbursement requirements contained in the MPEP MOA/U, any bilateral Reciprocal Health Care Agreements, any applicable host country laws, and AFH 41-114, *Military Health Services System (MHSS) Matrix*. To ensure receipt of eligible medical and dental services, foreign exchange personnel and eligible family members must be registered in the Defense Enrollment Eligibility Reporting System (DEERS). Failure to register, or update DEERS records when eligibility information changes, may cause problems in obtaining medical and dental benefits.

**8.5. Casualty Notification.** Casualty notification will be accomplished in accordance with AFI 36-3002, *Casualty Services*. If the foreign casualty is assigned as part of the Military Personnel Exchange Program, the reporting installation will include SAF/IAPA as an action addressee. SAF/IAPA will coordinate follow-on actions with the appropriate foreign embassy.

## Chapter 9

### INTERIM AND END-OF-TOUR REPORTS

**9.1. Interim Tour Reports (ITR).** Exchange personnel are required to submit an ITR 12 to 18 months prior to completion of tour (reference [Attachment 7](#)).

**9.2. End-of-Tour Reports (ETR).** Exchange personnel must submit ETR recommendations NLT 4 months prior to tour completion (reference [Attachment 7](#)). Include, or address position descriptions; the main differences between the USAF and foreign air force specialties and requirements; differences in doctrine, operating practices, and concepts; and benefits of the tour. Additional comments as desired may include quality of life, culture shock, effectiveness of, or need for language training. Do not submit Classified information unless absolutely essential and with host service approval.

**9.3. Coordination of USAF ITRs/EOTs.** USAF exchange officers will submit reports through host service channels. The immediate host service commander reviews the submission and forwards it to the USAF Regional Program Management Office. The Regional Program Management Office provides comments as desired and forwards the report to SAF/IAPA. SAF/IAPA will coordinate with appropriate SAF/IA regional divisions, MAJCOMs, and HQ AFPC.

**9.4. Coordination of Foreign Exchange ETR.** Foreign exchange personnel submit reports in English and according to parent service instructions. USAF supervisors review the submission with the foreign exchange person to check accuracy and ensure it contains no CMI or CUMI that may reveal unit operational capabilities or other information that must not be disclosed. USAF supervisors may not unduly influence the exchange personnel remarks, but should comment on accuracy and information disclosure by endorsement or via under separate cover. USAF supervisors will forward reports through the applicable MAJCOM or Agency FDO to SAF/IAPA for final review and release to the parent service.

**9.4. (EGLINAFB)**Supervisors will send a copy of the report to the Eglin MPEP manager for coordination prior to going final on the report. The MPEP manager will forward it to AFLCMC/WFJ.

9.4.1. **(Added-EGLINAFB)** Supervisors will ensure 96 CG/SCXSI is notified when their exchange officer departs the base so their LAN account can be disabled and their name removed from the global address book.

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

**(EGLINAFB)**

DAVID A. HARRIS, Brig Gen, USAF  
Commander

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

10 USC 168 (Section 1082 of Public Law 104-201, *Agreements for Exchange of Defense Personnel Between the United States and Foreign Countries*, 23 September 1996)

10 USC 8013, *Secretary of the Air Force*

10 USC 8014, *Office of the Secretary of the Air Force*

DoD Directive 5230.20, *Visits and Assignments of Foreign Nationals*

DoD Directive 5530.3, *International Agreements*

DoD 4500.54-G, *Foreign Clearance Guide*

**(Added-EGLINAFB)** AFMAN 33-363, *Management of Records*, 1 Mar 2008

AFPD 16-1, *International Affairs*

AFH 41-114, *Military Health Services System (MHSS) Matrix*

AFI 11-401, *Aviation Management*

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

AFI 16-109, *Foreign Area Officer Program*

AFI 31-401, *Information Security Program Management*

AFI 32-6001, *Family Housing Management*

AFI 33-202 Volume 1, *Network and Computer Security*

AFI 36-2110, *Assignments*

AFI 36-2406, *Officer and Enlisted Evaluation Systems*

AFI 36-2605, *Air Force Military Personnel Testing System*

AFI 36-2903, *Dress and Appearance of Air Force Personnel*

AFI 33-324, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections*

AFI 33-328, *Administrative Orders (PA)*

*Air Force Records Disposition Schedule* (<https://afirms.amc.af.mil/rds/index.cfm>)

***Adopted Forms (EGLINAFB)***

(EGLINAFB) AF Form 847, *Recommendation for Change of Publication*, 22 Sep 2009

(EGLINAFB) DD Form 2875, *System Authorization Access Request (SAAR)*

***Abbreviations and Acronyms***

**AFDW**—Air Force District of Washington

**AFELM**—Air Force Element

**AFMAN**—Air Force Manual

**AFPC**—Air Force Personnel Center

**AFPC/DPA**—Air Force Personnel Center, Director of Assignments

**AFPC/DPAAS4**—Air Force Personnel Center, Airman Assignments Branch

**AFPC/DPASF**—Air Force Personnel Center, Special Utilization Assignments Branch

**AFPC/DPFCS**—Air Force Personnel Center, Air Force Casualty Operations

**AFSC**—Air Force Specialty Code

**CMI**—Classified Military Information

**CUMI**—Controlled Unclassified Military Information

**CONUS**—Continental United States

**DEROS**—Date Eligible for Return from Overseas

**DDL**—Delegation of Disclosure Authority Letter

**DoD**—Department of Defense

**DUSD (ISP)**—The Deputy Under Secretary of Defense (International Security Policy)

**EES**—Enlisted Evaluation System

**ETR**—End of Tour Report

**FDO**—Foreign Disclosure Office

**HQ USAF**—Headquarters, United States Air Force

**HQ USAF/DP**—Deputy Chief of Staff, Personnel

**HQ USAF/XO**—Deputy Chief of Staff, Air and Space Operations

**HQ USAF/XOO**—Directorate of Operations and Training

**ICASS**—International Cooperative Administrative Support Services

**ITR**—Interim Tour Report

**MAJCOM**—Major Command

**MOA**—Memorandum of Agreement

**MOU**—Memorandum of Understanding

**MPEP**—Military Personnel Exchange Program

**NATO**—North Atlantic Treaty Organization

**MPF**—Military Personnel Flight

**OES**—Officer Evaluation System

**OHA**—Overseas Housing Allowance

**OPR**—Office of Primary Responsibility, or Officer Performance Report

**PDRR**—Position Description and Requisition Report

**PEC**—Program Element Code

**POM**—Program Objective Memorandum

**RNLTD**—Report Not Later Than Date

**SAF/GCI**—Assistant General Counsel of the Air Force, International Affairs

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

**SAF/IAPD**—Deputy Under Secretary of the Air Force - Foreign Disclosure and Technology Transfer Division

**SAF/IAR**—Deputy Under Secretary of the Air Force - Directorate of Regional Affairs

**SAF/IARE**—Deputy Under Secretary of the Air Force - European/NATO Division

**SAF/IARG**—Deputy Under Secretary of the Air Force - Gulf Division

**SAF/IARL**—Deputy Under Secretary of the Air Force - Americas Division

**SAF/IARM**—Deputy Under Secretary of the Air Force - Middle East/Africa Division

**SAF/IARP**—Deputy Under Secretary of the Air Force - Pacific Division

**SOFA**—Status of Forces Agreement

**TDY**—Temporary Duty

**UN**—United Nations

**USAF**—United States Air Force

**11 WG**—11th Wing, Bolling AFB, DC

### *Terms*

**Defense Personnel Exchange Program (DPEP)**—A program under which military and civilian personnel of the Department of Defense and military and civilian personnel of the defense ministries and/or military services of foreign governments, pursuant to the terms of an international agreement, occupy positions with and perform functions for a host organization to promote greater understanding, standardization, and interoperability.

**Delegation of Disclosure Authority Letter (DDL)**—A letter issued by the appropriate Designated Disclosure Authority describing classification levels, categories, scope, and limitations related to information under a DoD Component's disclosure jurisdiction that may be disclosed to specific foreign governments or their nationals for a specified purpose.

**Designated Disclosure Authority**—An official, designated by the Head of a DoD Component or by that DoD Component's Principal Disclosure Authority, who has been delegated disclosure authority in accordance with DoD Directive 5230.11 (reference (j)), to control disclosures by subordinate commands or staff elements of classified military information to foreign governments and their nationals and to international organizations. SAF/IAPD is the Designated Disclosure Authority for the PEP.

**Exchange Personnel**—Military or civilian officials of a foreign defense establishment (i.e., a DoD equivalent) who are assigned to a DoD Component in accordance with the terms of an exchange agreement and who occupy positions with and perform functions for a host organization to promote greater understanding, standardization, and interoperability.

**Foreign Liaison Officer (FLO)**—A foreign government military member or civilian employee who is authorized by his or her government, and is certified by a DoD Component, to act as an official representative of that government in its dealings with a DoD Component in connection with programs, projects or agreements of interest to the governments. There are three types of FLOs:

**Security Assistance FLO**—A foreign government representative who is assigned to a DoD Component or contractor facility pursuant to a requirement that is described in a Foreign Military Sales Letter of Offer and Acceptance.

**Operational FLO**—A foreign government representative who is assigned to a DoD Component pursuant to a documented requirement to coordinate operational matters, such as combined planning or training and education.

**National Representative FLO**—A foreign government representative who is assigned to his or her national embassy or legation in Washington, DC (e.g., an attach), to conduct liaison activities with the Department of Defense and the DoD Components.

**Host Government or Host Service**—The country or air force hosting exchange personnel.

**Memorandum of Agreement/Understanding**—International agreements that establish exchange programs between USAF and a foreign air force.

**Military Personnel Exchange Program (MPEP)**—Assignment of military personnel to authorized positions with the Military Departments.

**Personnel Requisition**—Document with which regional program offices request AFPC to fill a valid USAF exchange position.

**Parent Government or Parent Service**—The country or air force to which exchange personnel belong.

**Position Description and Requisition Report (PDRR)**—Document that outlines the locations, duties, responsibilities, qualifications, etc. required to successfully perform in a specific exchange position.

**U.S. Air Force (USAF)**—As used in this instruction, USAF includes the active duty and Air Reserve Components (Air Force Reserve and Air National Guard).

## Attachment 2

## POSITION DESCRIPTION AND REQUISITION REPORT

USAF/(enter foreign country name) Air Force Position Number X

<b>AFPC ID#:</b>	<b>POSITION#:</b> <i>enter Unit Manning Document number</i>	<b>DATE SUBMITTED:</b> <i>enter date submitted</i>	<b>STATUS:</b>
<b>DUTY AFSC:</b> <i>enter duty AFSC</i>	<b>SHIPPING AFSC:</b> <i>enter shipping AFSC</i>	<b>RANK:</b> <i>enter required rank</i>	<b>CATEGORY:</b>
<b>PASCODE:</b> <i>enter Personnel Accounting System Code</i>	<b>RNLTD:</b> <i>enter report no later than date</i>	<b>LEVEL:</b>	<b>AAD:</b>
<b>UNIT:</b> <i>enter host unit</i>	<b>MAJCOM:</b> <i>enter host MAJCOM</i>	<b>RPI:</b>	
<b>LOCATION:</b> <i>enter host unit address</i>	<b>TOUR TYPE:</b> <i>Long</i>	<b>RTDM:</b>	
<b>ACTUAL DUTY TITLE:</b> <i>enter actual position duty title</i>			<b>JC_JD:</b>
<b>PW/PRD DUTY TITLE:</b> <i>enter Exchange Officer</i>			<b>JDAMIS#:</b>
<b>DESCRIPTION:</b>			
<p><b>A. EXCHANGE POST #:</b> <i>enter exchange post number (e.g., UK5A).</i></p> <p><b>B. DUTY DESCRIPTION:</b> <i>enter detailed duty description.</i></p> <p><b>C. TYPE AIRCRAFT:</b> <i>enter type of aircraft exchange officer will fly or enter non-flying position</i></p> <p><b>D. TOUR LENGTH:</b> <i>enter tour length (either 2 years plus training or 3 years including training as appropriate).</i></p>			
<b>QUALIFICATIONS:</b>			
<p><b>A. MANDATORY:</b> <i>clearly specify mandatory duty qualifications to include duty experience, minimum number and type of accrued flight hours, type aircraft, education, and physiological certifications (nominees must possess this skill set when nominated).</i></p> <p><b>B. DESIRED:</b> <i>enter detailed desired duty qualifications.</i></p> <p><b>C. LANGUAGE REQUIREMENTS:</b> <i>enter language requirements (to include DLAB, DLPT, OPI, and or ECL scores).</i></p> <p><b>D. SECURITY CLEARANCE REQUIRED:</b> <i>enter required security clearance and the statement Nomination should include nominee's security clearance level, as well as the date granted and date of expiry.</i></p> <p><b>E. REQUIRED PRE-DEPARTURE TRAINING:</b> <i>enter the name and length of any required pre-departure training. For example, Nominee will complete 65 weeks Arabic language training at the Defense Language Institute, Monterey, CA; and the one-week Middle East Orientation Course (MEOC) at the USAF Special Operations School, Hurlburt Field, FL.</i></p>			

<b>F. HOST NATION-PROVIDED TRAINING:</b> <i>enter required familiarization, mission qualification, ground training, and other pre-employment training courses to be completed as part of the exchange assignment at host unit expense. Include physiology and centrifuge training if required (reference AFI 11-403, Aerospace Physiological Training Program, para 2.1.5.5).</i>
<b>PRD REMARKS:</b> <i>enter remarks you want visible to prospective volunteers in the Personnel Requirements Display of the USAF Assignment Management System (not required for USAF-hosted positions).</i>
<b>INCUMBENT / STATUS:</b> <i>enter incumbent name and status or N/A; new position.</i>
<b>AFPC POC:</b> <i>enter name and contact information of AFPC Special Utilization Assignments representative</i>
<b>MAJCOM POC:</b> <i>enter name and contact information of Regional or CONUS Program Manager</i>
<b>COMMANDER:</b> <i>enter name and contact information of host unit commander</i>

**NOTES HISTORY:**

**A. NEAREST CITY/PROXIMITY TO LARGE CITIES:** *enter information on the local area.*

**B. CLIMATE:***enter climate and weather information for the local area and or region.*

**C. HOUSING (TYPE AVAILABLE, FURNISHINGS, NUMBER OF ROOMS, COST, ETC.):** *enter information on the type, availability, and cost of housing, to include both on-base (government) and off-base (rental) housing. Include contact information for the local housing office.*

**D. AVAILABLE FACILITIES (SCHOOLS, COMMISSARY/EXCHANGE, MEDICAL/DENTAL, ETC.):***enter information on*

- *availability of local schools (pre-school, K-12, special needs, university, etc.), as well as enrollment and immunization requirements*

- *availability of commissary, exchange and shopping facilities*

- *availability of medical and dental facilities*

**E. WHAT TO BRING AND NOT TO BRING (APPLIANCES, AUTOMOBILE, CLOTHING, FURNISHINGS):***enter recommendations of what items (automobile, clothing, household goods, etc.) to bring or not bring.*

**F. BANKING AND MAIL SERVICES:** *enter type and availability of banking and mail services, to include a general delivery address for incoming personnel.*

**G. COMMUNITY RELATIONS:** *enter information on local community relations and recreational activities.*

**H. RELIGIOUS SERVICE AVAILABILITY:** *enter information on the type and availability of religious services.*

**I. ADDITIONAL COMMENTS:** *enter any other information that may be helpful to inbound exchange personnel.*

POSITION DESCRIPTION REVALIDATION: THE UNDERSIGNED AGREE THAT THIS POSITION DESCRIPTION IS AN ACCURATE REFLECTION OF DUTIES TO BE FULFILLED BY THE NEXT EXCHANGE OFFICER AND THE CORRESPONDING QUALIFICATIONS NEEDED TO SUCCESSFULLY CARRY OUT THOSE DUTIES.

*(the host unit supervisor will sign and date here)*

*(the incumbent exchange officer will sign and date here)*

\_\_\_\_\_  
Name/Signature/Date, Host Unit Supervisor

\_\_\_\_\_  
Name/Signature/Date, Exchange Officer

*(the program manager will certify by signing here)*

*(SAF/IAPA will approve by signing here)*

\_\_\_\_\_  
Name/Signature/Date, Regional/CONUS Program Manager

\_\_\_\_\_  
Name/Signature/Date, SAF/IAPA

**Attachment 3****SAMPLE DELEGATION OF DISCLOSURE AUTHORITY LETTER (DDL)  
[CLASSIFICATION]**

1. Participating Countries: List countries that have this type of exchange with the United States.
2. Classification: Identify the highest level of classification of information to be disclosed.
3. Disclosure Methods: List methods, i.e., oral, visual, documentary. If documentary access is permitted, control procedures must be described.
4. Categories: Specify National Disclosure Policy categories to be disclosed.
5. Scope: Specify who is authorized to release material or information, and to whom disclosure is authorized.
6. Disclosure Criteria and Procedures: Ensure any proposal to disclose information granted by this DDL meets proper requirements.
7. Authorized for Release and /or Disclosure: Describe material, information, information systems, and documents to which access may be permitted. This paragraph shall clearly state that the individual may have access only to that information and information systems in the stated categories that are authorized for release to the parent government.
8. Not Authorized for Release and/or Disclosure: Describe material, information, information systems, and documents, or portions thereof, to which access is not permitted.
9. Contact Officer: Identify primary and alternate contact officers, including position and telephone and telefax numbers, and their duties and responsibilities
10. Exceptions to the DDL: Requests for exceptions to/and justification for exceptions to the DDL must be submitted to through FDO channels to SAF/IAPD.
11. Re-delegation: Specify the extent of re-delegation of authority (if any) permitted to subordinate activities.

**NOTE:**

1. Include OPRs address, phone number, file number, and date.
2. Insure DDL is marked to the highest classification.
3. Commanders, supervisors, and co-workers of exchange personnel must be fully familiar with the DDL.
4. The DDL is not releasable to the exchange personnel in question.

**[CLASSIFICATION]****Delegation No. Title:**

## Attachment 4

**MILITARY PERSONNEL EXCHANGE PROGRAM (MPEP) TRAVEL REQUEST MESSAGE**

Date Submitted: \_\_\_\_\_

Mark which type of MPEP Request:

One-Time: \_\_\_\_\_ Blanket: \_\_\_\_\_ Notification: \_\_\_\_\_

1. Name: \_\_\_\_\_ Grade/Rank: \_\_\_\_\_

2. Country and Unit Assigned: \_\_\_\_\_

3. Specifics of Assignment (include duty, aircraft type and position):  
\_\_\_\_\_  
\_\_\_\_\_4. Purpose of Travel (include operation/exercise, i.e. OEF/OIF, Joint Guardian, etc, traveling or expecting to travel in support of.)  
\_\_\_\_\_  
\_\_\_\_\_5. Proposed Itinerary (Countries and Dates, if known. For aircrew, include overflight countries and time on ground for countries visited):  
\_\_\_\_\_  
\_\_\_\_\_

6. Will the USAF Exchange Officer meet with foreign nationals (besides nationals of country to which assigned)? \_\_\_\_\_

7. Logistical Support Required: (If none, so state.) \_\_\_\_\_

8. Indicate that Level I Antiterrorism/Force Protection Training Complete and date of training:  
\_\_\_\_\_

9. Are there any Force Protection Issues? \_\_\_\_\_

10. State if you have had smallpox or anthrax vaccination shots and how many:  
\_\_\_\_\_

11. Point of contact for travel inquiries: (Name, rank, commercial telephone number and e-mail address): \_\_\_\_\_

## Attachment 5

## O&amp;M BUDGET ALLOCATION MEMO


 DEPARTMENT OF THE AIR FORCE  
 WASHINGTON DC

## OFFICE OF THE UNDER SECRETARY

## MEMORANDUM FOR REGIONAL MANAGERS

FROM: SAF/IAPA

1080 Air Force Pentagon

Washington DC

20330-1080

 SUBJECT: FY \_\_\_ OPERATIONS AND MAINTENANCE BUDGET  
 ALLOCATIONS

The annual Financial Plan and Obligation Target authorized for your office is indicated below.

PEC	CATEGORY	AMOUNT REQUESTED	AMOUNT ALLOCATED
84733F	Japanese Language Training	\$XXX,XXX.00	\$XXX,XXX.00
84752F	Spouse Language Training	\$XXX,XXX.00	\$XXX,XXX.00
91212F	MPEP O&M	\$XXX,XXX.00	\$XXX,XXX.00
91295F	Communications	\$XXX,XXX.00	\$XXX,XXX.00

KENNETH R. FRANK, JR.

Chief, Personnel Exchange Program

International Airmen Division

Policy Directorate

International Affairs

Attachment 6  
MONTHLY OBLIGATION REPORT



MEMORANDUM FOR SAF/IAPA

FROM: REGIONAL MANAGERS

SUBJECT: OBLIGATION REPORT - MONTH ENDING \_\_\_\_\_

PEC/EEIC	AMOUNT ALLOCATED	AMOUNT OBLIGATED
84753/553	\$XXX,XXX.00	\$XXX,XXX.00
91212/409	\$XXX,XXX.00	\$XXX,XXX.00

**Attachment 7****END OF TOUR REPORT****INTERIM TOUR REPORT (IOT) / END OF TOUR REPORT (EOT)**

JOHN P. DOE, Captain, USAF

Exchange Officer

Operations and Support Flight Commander

47/LXX Engineering Squadron

Somewhere, Overseas

**INTRODUCTION**

This Interim/End of Tour report is submitted in accordance with AFI 16-107, Military Personnel Exchange Program. This report includes the time period from DD MON YY to DD MON YY. Comments and opinions contained within this report are those of the author and do not represent the official views of the United States Air Force or the host government.

**POSITION DESCRIPTION AND UNIT MISSION**

*(Provide duty title, unit mission description, and description of duties. Also include a comparison of host unit duties with those in the USAF.)*

**OVERVIEW OF TOUR**

*(Provide an overview of exchange tour activities, to include trips and deployments; contacts made with VIPs; community relations activities; activities that garnered publicity; unusual occurrences; flying time and activities.)*

**BENEFITS OF EXCHANGE TOUR AND PERSONAL ACCOMPLISHMENTS**

*(Outline personal and professional benefits of the exchange tour. Include accomplishments made during tour.)*

**AREAS FOR IMPROVEMENT**

*(Identify problem and program improvement areas, along with recommended solutions.)*

**OTHER REMARKS**

*(Include any other remarks or comments.)*

JOHN P. DOE, Captain, USAF

Exchange Officer

Operations and Support Flight Commander

47/LXX Engineering Squadron

Somewhere, Overseas

**Attachment 8****USAF MILITARY PERSONNEL EXCHANGE PROGRAM (MPEP) SECURITY PLAN**

1. **POSITION.** This security plan applies to: *identify the exchange position number, Unit Manpower Document (UMD) number (if available), and organization of assignment.*
2. **PHYSICAL WORK LOCATION.** *Identify the physical location of the individual's work area and any other local organizations the exchange officer will be required to visit during their tour.*
3. **SUPERVISOR.** *Identify the name, organizational address and telephone number of the USAF supervising official.*
4. **EQUIPMENT.** *Identify computers, communication systems, and other equipment the exchange officer is authorized to use along with any applicable conditions, user licensing requirements, restrictions, and or safeguards. Include the statement Access to U.S. Air Force information systems by foreign nationals is governed by AFI 33-202 Volume 1, para 5.2. Exchange personnel will receive Information Assurance Awareness Training according to AFI 33-204, Information Assurance Awareness Program.*
5. **PHYSICAL ACCESS REQUIREMENTS.** *Identify physical access requirements (e.g., escorted or unescorted access to the work area or any other areas, badge requirements, etc.)*
6. **FOREIGN NATIONAL IDENTIFICATION.** *Include the statement The exchange officer will be instructed to identify his or herself as a member of their parent service in all written, electronic and telephonic communications. U.S. E-mail accounts of foreign nationals will clearly identify in the E-mail address that the E-mail has originated from a foreign national (For example: Doe, John, Wing Commander, United Kingdom Exchange Officer, AF/JAO).*
7. **INFORMATION SECURITY.** *Identify the actions US personnel will be responsible for taking to ensure that classified and controlled unclassified military information in their work areas or common work areas will be controlled during the placement of the exchange personnel. Also identify how visitors will be informed about the existence of the exchange personnel and the applicable disclosure and security requirements. Finally, include the statement Exchange personnel will sign Annex A of the international Memorandum of Agreement/Understanding, entitled Certificate of Conditions and Responsibilities.*
8. **TECHNICAL ASSISTANCE AGREEMENT.** *If applicable, identify that contract employees tasked to provide training for exchange personnel have an approved and documented Technical Assistance Agreement (TAA).*
9. **SECURITY VIOLATION PROCEDURES.** *Identify the points of contact and applicable actions to be taken should security plan violations occur.*

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USAF Supervisor Name/Signature/Date

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Information Assurance Officer Name/Signature/Date

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Foreign Disclosure Officer Name/Signature/Date

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CONUS Program Management Office Name/Signature/Date

**Attachment 9**  
**SITE SURVEY CHECKLIST**

STEP	ACTION	STATUS
1	Assistance with country clearance, translation, and other site survey services - Contact local OSI Detachment and or U.S. Embassy for assistance	___Requested
2	Medical and dental services - Evaluate quality, cost, and availability of service	___Evaluated
3	Veterinary services - Determine shipment and quarantine rules/regulations - Evaluate quality, cost, and availability of service	___Evaluated
4	Emergency (police and fire) services - Determine emergency contact information - Evaluate quality, cost, and availability of service	___Evaluated
5	Force Protection - Assess: -- Type and level of lighting -- Safety of neighborhood -- Reinforced windows (bars or other devices) -- Door and window locks re-keyed -- Alarm system -- Access to multiple ingress/egress/travel routes -- Availability of neighborhood watch program -- Proximity to police station and local military base -- Availability and security of public transportation	___Evaluated

STEP	ACTION	STATUS
6	Housing and Cost of Living <ul style="list-style-type: none"> <li>- Evaluate availability of housing</li> <li>- Evaluate utility costs and availability of service</li> <li>- Evaluate housing rental costs and security deposit requirements</li> <li>- Evaluate availability of appliances</li> <li>- Evaluate insurance costs</li> <li>- Assess availability of garages and basements</li> <li>- Assess local housing laws</li> <li>- Assess realtor fees</li> <li>- Assess reliability and conduct of landlord</li> <li>- Assess availability of housing assistance from U.S. Embassy</li> <li>- Identify method, costs, and limitations for household goods delivery and pickup</li> <li>- Evaluate cost, availability, and security of household goods storage</li> <li>- Evaluate fuel (auto) costs</li> </ul>	____ Evaluated
7	Banking and Finance <ul style="list-style-type: none"> <li>- Evaluate quality, cost, and availability of banking services</li> <li>- Identify taxation requirements:</li> </ul>	____ Evaluated
8	Education <ul style="list-style-type: none"> <li>- Evaluate quality, cost, availability, and language requirements of education services:               <ul style="list-style-type: none"> <li>-- K-8</li> <li>-- High School</li> <li>-- Special needs</li> <li>-- University</li> <li>-- Vocational</li> <li>-- Spouse language training</li> </ul> </li> </ul>	____ Evaluated
9	Child and Youth Services <ul style="list-style-type: none"> <li>- Evaluate quality, cost, and availability of services:               <ul style="list-style-type: none"> <li>-- Day Care</li> <li>-- Kindergarten</li> <li>-- Babysitting</li> </ul> </li> </ul>	____ Evaluated
10	Community Events and Recreational Activities <ul style="list-style-type: none"> <li>- Identify type and availability of activities</li> </ul>	____ Evaluated
11	Religious Services <ul style="list-style-type: none"> <li>- Identify availability of denominational services</li> </ul>	____ Evaluated
12	Communications <ul style="list-style-type: none"> <li>- Evaluate quality, cost, and availability of services:               <ul style="list-style-type: none"> <li>-- Telephone</li> <li>-- Internet</li> <li>-- Postal</li> <li>-- Television</li> </ul> </li> </ul>	____ Evaluated

STEP	ACTION	STATUS
13	Shopping - quality, cost, and availability of: -- Groceries -- Restaurants -- Clothing -- Household items -- Auto parts	_Evaluated

**Attachment 10****GUIDE FOR SUPERVISORS OF FOREIGN EXCHANGE PERSONNEL*****TRAVEL***

- Passport and Visa
  - Exchange Personnel and accompanying dependents must have passports and visas for the United States valid during the entire tour. It is exchange personnel's responsibility to ensure passport and visa requirements are met.
- Special Orders
  - Exchange Personnel must have a copy of the Secretary of the Air Force Special Order placing them on exchange duty. A copy must be available at all times.
- Travel within/without United States
  - Travel within the United States is very liberal. For travel outside the US, exchange personnel and dependents may need multi-entry visas.
- Clothing/Uniform
  - Civilian clothing according to climate. Wear of uniform IAW the exchange agreement.

***FINANCES***

- Money
  - Rate of Exchange
- Banks
  - Establishing accounts; use of ATMs; credit cards, etc.

***PERSONAL AFFAIRS***

- Vehicles
  - Must comply with installation and State regulations for registration and operation of vehicles.
  - Must purchase liability and property damage insurance as required by law.
  - Must have legal operators license.
- Social Security Number

- To receive a U.S. Social Security Account Number (SSAN), the foreign exchange officer must include a copy of the US Citizenship and Immigration Services (USCIS) Form I-94, *Arrival-Departure Record*, with the SSAN application
  - The USCIS Form I-94 should have been provided by an USCIS inspector upon arrival in the United States at a land border port-of-entry or from an airline or ship representative when arriving at an air or sea port-of-entry, and stapled into the individual's passport

### **MILITARY**

- Standards of Conduct
  - IAW the exchange agreement.
  - Standards of conduct include duty hours, off-limit establishments, military courtesy, financial responsibilities, and military bearing.
  - Sexual harassment.
- Military Status (reference AFI 16-107, **Chapter 4**)
  - Will be treated in the same manner as USAF counterparts of equivalent rank.
  - Although not subject to US military law, they do remain under the criminal and civil jurisdiction of US Federal, state, and local laws.
  - They are under the jurisdiction of the military authorities from their country.
- Disciplinary Action (reference AFI 16-107, para **4.9**)
  - Exchange personnel are not under the UCMJ but a violation may be reason for dismissal from the exchange program.
- Grooming Standards
  - Exchange personnel will meet USAF grooming standards.
- US Military ID Cards
  - ID cards will be issued to exchange personnel and authorized, accompanying dependents IAW AFI 36-3036.
  - These cards will be surrendered upon rotation.
- Leave and Holidays (reference AFI 16-107, paragraph **8.2**)
  - Leave and holidays may be taken IAW the exchange agreement.
- Security Instructions (reference AFI 16-107, **Chapter 4**)
  - Refer to the exchange agreement and to the security plan.
  - Exchange personnel must sign Annex A of the exchange agreement Certificate of Conditions and Responsibilities.

- Temporary Duty and Deployments (reference AFI 16-107, **Chapter 6** and **Chapter 7**)
  - Refer to the exchange agreement
  - Must have Parent Party permission for TDYs or deployments outside of the United States
- Physical Training
  - Must meet physical training as required by USAF counterparts.

### ***DEPENDENTS AND SUPPORT***

- Responsibility
  - Parent Party or the Exchange personnel is fully responsible for dependents.
  - Privileges IAW the exchange agreement.
- Housing (reference AFI 16-107, paragraph **8.3**)
  - Base housing, if available, and reimbursement as required.
- Military, Social, and Athletic Privileges (reference AFI 16-107, paragraph **8.1**)
  - NCO/Officer Club dues and events and are not supported by DoD funds.
  - May participant in other events, i.e. golf, softball, tennis, bowling, etc.
- Commissary and Exchange Privileges (reference AFI 16-107, paragraph **8.1**)
  - IAW the exchange agreement. FEP and dependents will have access.
- Off Duty Employment
  - Is permitted for dependents.
  - Must comply with the laws and regulations of the Immigration and Naturalization Service (INS).
- Mail
  - Will have to use international mail for mailing to home country.

### ***LEGAL ISSUES***

- Jurisdiction (reference AFI 16-107, paragraph **4.9** and **4.10**)
  - Exchange personnel and dependents are subject to the jurisdiction of the US courts. If NATO or PfP country, refer to NATO/PfP SOFA.
- Purchase and Possession of Firearms
  - Must comply with local and State laws
  - Must be for individual's use.

- Advise Exchange personnel that his or her government may have restrictions on importing firearms and they should contact their government (Embassy in Washington, DC)
- Duty Free Items
  - Certain articles may enter the US duty free if for use by Exchange personnel or their dependents.
  - Consult local judge advocate if more information is needed.
- Taxes
  - Pay and other income from Parent Government is exempt from income taxes.
  - Sales taxes normally are not exempt.
  - Need to consult local judge advocate if in question.

## Attachment 11

**FOREIGN LANGUAGE TRAINING REQUIREMENTS**

Unless otherwise agreed to by the host country, personnel filling exchange positions as pilots, instructors, doctors, and lawyers must score at least 2+/2+ (PDS Code F) on the DLPT. Personnel filling all other exchange positions must score at least 2/2 (PDS Code E) on the DLPT. Nominees who have not achieved the required DLPT scores but are otherwise qualified for the exchange position will be scheduled to attend language training.

CATEGORY	MINIMUM DLAB SCORE	LANGUAGE	COURSE LENGTH
1	95	French (FR)	25 weeks
		Italian (IT)	
		Spanish (QB)	
		Portuguese - Brazilian (PQ) - European (PT)	
		Dutch (DU) - Flemish (FL)	
		Norwegian (NR)	
		Danish (DA)	
2	100	Romanian (RQ)	34 weeks
		German (GM)	
		Malay (ML)	
3	105	Polish (PL)	47 weeks
		Czech (CX)	
		Russian (RU)	
		Turkish (TU)	
		Tagalog (TA)	
		Thai (TH)	
4	110	Japanese (JA)	63 weeks
		Korean (KP)	
		Arabic - Jordanian (AK) - Tunisian (BW)	

## Attachment 12

## CERTIFICATE OF CONDITIONS AND RESPONSIBILITIES

I understand and acknowledge that I have been accepted for assignment to (*insert Name and location of organization to which assigned*) pursuant to an agreement between the Air Force of the United States of America and the (*insert applicable foreign military organization*) of (*Country Name*). In connection with this assignment, I further understand, acknowledge, and certify that I shall comply with the following conditions and responsibilities:

1. The purpose of the assignment is to gain knowledge of the organization and management of Host Party (*cite applicable area for MPEP assignment*) defense activities. There shall be no access to information, information systems, or networks, except as required to perform the duties described in the position description of the position to which I am assigned, as determined by my designated supervisor.
2. I shall perform only functions, which are properly assigned to me as described in the position description (PD) of my assignment and shall not act in any capacity on behalf of my government or my Parent Party or Parent Organization.
3. All information to which I may have access during this assignment shall be treated as information provided to my government in confidence and shall not be further released or disclosed by me to any other person, firm, organization or government without the prior written authorization of the Host Party.
4. When dealing with individuals outside my immediate office of assignment on official matters, I shall inform such individuals that I am a foreign exchange person.
5. I have been briefed on, understand, and shall comply with all applicable security regulations of the Host Party and the Host Organization.
6. I will immediately report to my designated supervisor all attempts to obtain, without proper authorization, classified, restricted, proprietary or controlled unclassified information to which I may have access as a result of this assignment.

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(Signature)

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(Typed Name)

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(Rank/Title)