

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

**AIR FORCE INSTRUCTION 16-118**



**5 AUGUST 2015**  
Certified Current, 23 December 2015  
*Operations Support*

**CONDUCT OF USAF CONTACTS WITH THE  
PEOPLE'S REPUBLIC OF CHINA (PRC)  
AND THE GOVERNMENT OF THE HONG  
KONG, SPECIAL ADMINISTRATIVE  
REGION (HKSAR) OF THE PRC**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**ACCESSIBILITY:** Publications and forms are available on the e-Publishing website at [www.e-Publishing.af.mil](http://www.e-Publishing.af.mil) for downloading or ordering

**RELEASABILITY:** There are no releasability restrictions on this publication

---

OPR: SAF/IARP

Certified by: SAF/IAR  
(Brig Gen David S. Nahom)

Pages: 5

Supersedes: AFI16-118, 16 May 2011

---

This AFI implements Air Force Policy Directive (AFPD) 16-1, *International Affairs*, Department of Defense Instruction (DoDI) C-2000.23, *Conduct of DoD Contacts with the People's Republic of China (PRC)*, and DoDI S-2000.24, *Conduct of DoD Contacts with the Government of Hong Kong, Special Administrative Region (HKSAR) of the PRC (U)*. It identifies the responsibilities of United States Air Force (USAF) personnel coming into contact with personnel from the PRC and the HKSAR of the PRC.

This instruction applies to Air Force personnel, civilian or military at all levels, including the Regular component, Air Force Reserve and Air National Guard, except where noted otherwise, who have contacts of any kind with personnel of the Peoples Republic of China (PRC). Refer recommended changes and questions about this publication to the Deputy Under Secretary of the Air Force, International Affairs, Regional Affairs Directorate, Pacific Division (SAF/IARP) using Air Force Form 847, *Recommendation for Change of Publication*; route AF Form 847 from the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>.

This publication may be supplemented at any level, but all direct supplements must be routed to the OPR of this publication for coordination prior to certification and approval.

***SUMMARY OF CHANGES***

This rewrite incorporates changes resulting from the Headquarters Air Force mandated compliance statement review and identifies Tiered waiver authorities for unit level compliance items.

## Chapter 1

### OVERVIEW

**1.1. Overview.** With the rise of PRC influence in the international community and the increasing capabilities of the Chinese military, Air Force military-to-military relationship with the People's Liberation Army (PLA), the People's Liberation Army Navy (PLAN), and the People's Liberation Army Air Force (PLAAF) is becoming more crucial than before. AFPD 16-1 establishes the Deputy Under Secretary of the Air Force, International Affairs, (SAF/IA) is responsible for oversight and advocacy of Air Force international programs and policies, to include visits of foreign officials to Air Force installations. AFPD 16-1 also establishes SAF/IA as the Air Force international affairs focal point for Department of Defense (DoD), Joint Staff, and other Military Departments. Accordingly, this Instruction provides guidance for all Air Force personnel hosting and supporting visits by PRC personnel, as well as for all Air Force personnel visiting the PRC or otherwise coming in contact with PRC personnel. The coordination of Air Force effort ensures appropriate support is provided to the person coming in contact with PRC personnel, and ensures that all USAF conduct is based upon the principles as laid out by the official DoD policy on the PRC. The success of these visits, whether US or PRC-led, directly affects relationships between the US and the PRC, as well as our relationships with our allies and partners, and is thereby important in support of national and regional politico-military objectives.

1.1.1. This Instruction also covers contact by USAF personnel with personnel of the HKSAR of the PRC.

1.1.2. This Instruction implements DoDI C-2000.23 and DoDI S-2000.24, which provide DoD guidance on contact by all DoD personnel with the PRC and HKSAR, respectively.

## Chapter 2

### RESPONSIBILITIES

**2.1. USAF Personnel.** All USAF personnel coming into contact with PRC or HKSAR personnel either via traveling or hosting must contact SAF/IARP, for guidance no later than 60 days before contact with PRC or HKSAR personnel as per the Foreign Clearance Guide. **(T-O)**

**2.2. Deputy Under Secretary of the Air Force, International Affairs.** SAF/IA (or the designee SAF/IARP) oversees support to all USAF personnel coming into contact with PRC or HKSAR personnel (unless otherwise provided by competent authority) and ensures that all USAF contact with PRC or HKSAR personnel will be in accordance to the policy, principles, and objectives as laid out by the DoD. Specifically, SAF/IA will:

2.2.1. Determine if the USAF personnel's contact is in accordance with USAF policy for contacts with the PRC and does not include prohibited contacts which may involve: force projection operations, nuclear operations, advanced combined-arms and joint combat operations, advanced logistical operations, chemical and biological defense and other capabilities related to weapons of mass destruction, surveillance and reconnaissance operations, joint war-fighting experiments and other activities related to a transformation in warfare, military space operations, other advanced capabilities of the armed forces, arms sales or military-related technology transfers, release of classified or restricted information, and access to a DoD laboratory.

2.2.1.1. Determine if USAF personnel's contact requires a Defense Contact Proposal (DCP) to be submitted to the Assistant Secretary of Defense for Asian and Pacific Security Affairs (ASD(APSA)).

2.2.1.2. In the case a DCP is deemed necessary, provide the specific PRC/HKSAR DCP to the USAF personnel for completion.

2.2.1.3. Assist in the review/editing process of the DCP, and submit to ASD(APSA) through OSD(Policy) and Joint Staff no later than 45 days before contact with PRC or HKSAR personnel.

2.2.1.4. Provide updates on the status of the DCP as necessary to USAF personnel.

2.2.1.5. Ensure USAF personnel develop an After-Action Report (AAR) following completion of contact, for submission to ASD(APSA).

2.2.2. Coordinate with USAF MAJCOMs to develop an Annual Mil-to-Mil Contact Plan for submission to OSD in the month of September, which better facilitates the OSD approval process for the next calendar year.

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

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

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

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

DoDI S-2000.24, *Conduct of DoD Contacts with the Government of Hong Kong, Special Administration Region (HKSAR) of the People's Republic of China (PRC)* (U), February 15, 2010

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

***Adopted Forms***

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

***Abbreviations and Acronyms***

**AFPD**—Air Force Policy Directive

**ASD(APSA)**—Assistant Secretary of Defense for Asian and Pacific Security Affairs

**DCP**—Defense Contact Proposal

**DoD**—Department of Defense

**OSD**—Office of the Secretary of Defense

**PACOM**—United States Pacific Command

**PLA**—People's Liberation Army (China)

**PLAAF**—People's Liberation Army Air Force (China)

**PRC**—People's Republic of China

**HKSAR**—Hong Kong Special Administrative Region, PRC

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

**SAF/IARP**—SAF/IA Pacific Division

**USAF**—United States Air Force