

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

**AIR FORCE INSTRUCTION 36-2631**

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**Personnel**

**MILITARY RESERVE EXCHANGE  
PROGRAM**

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This publication implements Department of the Air Force Policy Directive (DAFPD) 36-26, *Total Force Development and Management*. It establishes the Military Reserve Exchange Program under which certain officers, warrant officers, and enlisted personnel are temporarily exchanged between the United States Air Reserve Component forces and military forces of other nations. In collaboration with the Deputy Chief of Staff for Manpower, Personnel, and Services, the Chief of Air Force Reserve, and the Director of the Air National Guard develop personnel policy for conducting the Military Reserve Exchange Program. This publication applies to uniformed members of the Air Force Reserve and the Air National Guard. This publication does not apply to the Regular Air Force or the United States Space Force. This instruction requires the collection and or maintenance of information protected by 5 USC § 552a, *Records maintained on individuals* (Privacy Act of 1974) authorized by Department of Defense Instruction (DoDI) 5400.11, *Department of Defense (DoD) Privacy and Civil Liberties Programs*. The applicable System of Record Notice (SORN) DoD-0020, *Military Human Resource Records*, is available at: <https://dpcl.d.defense.gov/Privacy/SORNs/>. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using Department of the Air Force (DAF) Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate functional chain of command. This publication may be supplemented at any level, but all supplements that directly implement this publication must be routed to the OPR for coordination, and all MAJCOM-level supplements must be approved by the Human Resource Management Strategic Board (HSB)

prior to certification and approval. The authorities to waive wing/unit level requirements in this publication are identified with a tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. Submit requests for waivers through the chain of command to the appropriate tier waiver approval authority, or alternately, to the requestor’s commander for non-tiered compliance items. See DAF Manual (DAFMAN) 90-161, *Publishing Processes and Procedures*, for a description of the authorities associated with the tier numbers.

## **SUMMARY OF CHANGES**

This publication must be completely reviewed. This revision updates the instructions in paragraphs 1 to 17 and publication information in [Attachment 1](#) for currency.

### **1. Program concept.**

**1.1. The United States and certain foreign nations have pledged military cooperation, to include cooperation by Reserve Component forces.** Selected Guard and Reserve officers, warrant officers, and enlisted personnel must therefore familiarize themselves with the structure, organization, equipment, and operational doctrine of the military services of other nations and gain practical experience in cooperation with foreign military personnel. The program achieves these goals through short-term reciprocal exchanges of selected Guard and Reserve participants and military reserve participants of other nations. Only United States (U.S.) Air Reserve Component members of the Air National Guard and Air Force Reserve are eligible to participate in the program. This instruction does not apply to any personnel foreign exchange programs between Active Component organizations of the U.S. Air Force and other nations.

**1.2. The program is a reciprocal exchange of Guard and Reserve officers, warrant officers and enlisted personnel with military participants of selected foreign nations, as agreed to by parent services and governments.** The period of exchange will be two to four weeks in length and exchanges need not run on a concurrent basis. The primary objective of the exchange will be to enhance the participants’ abilities to perform assigned mobilization duties, build cooperation, strengthen alliances and enhance strategic partnerships.

**1.3. Each Guard or Reserve member exchanged will be assigned to a counterpart position in the host nation’s Air Force and a foreign reserve member will be assigned to a counterpart position in the Guard or Reserve.** When a Guard or Reserve member to be exchanged has no qualified and available counterpart in the host nation’s Air Force (or none exists in the Guard or Reserve for a foreign member), an exchange of *comparable* participants may be considered. If no comparable participants are available, a non-reciprocal (“one-way”) exchange may be considered.

**1.4. Assignment of Guard and Reserve participants to a position in a host nation’s ground or sea-service, or assignment of foreign ground or sea-service participants to Guard or Reserve units will be considered.** This may occur if no Air Force counterpart positions are available, and if the purpose of the exchange is to enhance mutual understanding of combined operations.

## 2. Exclusions.

2.1. **All categories of foreign personnel exchange between active components of the United States Air Force and foreign nations are excluded under this instruction.** The following categories of Guard and Reserve participants are also ineligible if, at the time of the exchange, the member:

- 2.1.1. Is serving on a voluntary limited period of active duty tour.
- 2.1.2. Is in the participating inactive ready reserve or in the inactive ready reserve.
- 2.1.3. Does not have at least 12 months retainability in the Selected Reserve.

## 3. Roles and responsibilities.

3.1. **The Assistant Secretary of Defense for Manpower & Reserve Affairs (ASD(M&RA)) has overall responsibility for the program with duties listed in DoDI 1215.15, *Military Reserve Exchange Program*.** ASD(M&RA) designates the Military Reserve Exchange Program Coordinator, who exercises oversight responsibility within the DoD for execution of the exchanges under the program.

3.2. **The Secretary of the Air Force authorizes the Assistant Secretary of the Air Force Manpower and Reserve Affairs (SAF/MR) to appoint a Military Reserve Exchange Program Administrator to exercise control over the program within the Department.** SAF/MR delegates this authority to the Chief of Air Force Reserve and Director, Air National Guard.

3.3. **The Chief, Air Force Reserve, and the Director, Air National Guard, will designate a Military Reserve Exchange Program Administrator for their respective component with the following responsibilities:**

- 3.3.1. Perform duties of the Military Reserve Exchange Program Administrator described in Department of Defense Instruction 1215.15, Enclosure 3 (Secretaries of the Military Departments and Military Reserve Exchange Program Administrator).
- 3.3.2. On behalf of the Secretary of the Air Force, perform those duties assigned to the secretaries of the military departments.
- 3.3.3. In accordance with the program concept, identify those units or organizations with counterpart positions suitable for exchange with military services of other nations.
- 3.3.4. Widely disseminate information about the program within the Guard or Reserve community to ensure maximum participation by qualified participants.
- 3.3.5. Develop and route any proposed changes to memorandums of understanding, as required, to ASD(M&RA).
- 3.3.6. During all periods of exchange, monitor foreign exchange participants hosted by the Guard or Reserve, and Guard or Reserve participants hosted by foreign services. Provide guidance or assistance as required.
- 3.3.7. Attend planning and after-action review symposiums with U.S. and foreign counterparts.
- 3.3.8. Obtain end-of-tour reports from all participating exchange participants.

**4. Criteria for selection:** Guard and Reserve candidates for exchange will be highly competent in their military specialty, well-informed on both the Active and Reserve Components of the U.S. Air Force, positive, diplomatic and professional in appearance. Fluency in a language of the host nation is desirable and may be required under terms of some Memoranda of Understanding. Candidates will be screened and selected using all requirements in Department of Defense Instruction 1215.15, *Military Reserve Exchange Program*.

**5. Criteria for establishing a military reserve exchange.** Program Administrators will consider the following criteria in evaluation requests to revalidate exchange positions:

5.1. **Possible politico-military advantages** ; to other nations and national security interests of the United States.

5.2. **Potential usefulness of exchange participants** ; within the Guard and Reserve and the foreign military service.

5.3. **Foreign disclosure limitations (T-1)** ; DAFMAN 16-201, *Department of the Air Force Foreign Disclosure and Technology Transfer Program*.

5.4. **Financial costs** ; in selecting participants for exchange duty, preparing foreign participants for duty with the Guard or Reserve (cost of orientation, training, transportation, etc.), and manpower costs for program administration.

**6. Reserve exchange member command and supervisory responsibility.** Subject to any limitations in applicable Status of Forces Agreements, Memorandum of Agreement, Memorandum of Understanding, and host or parent nation's laws, Reserve Exchange participants exercise supervisory responsibilities similar to those exercised by military members of the host service employed in a similar position. They receive the same rights and privileges afforded host Air Force participants of equivalent grade and rank, to the extent authorized by the host nation's laws. Reserve Exchange participants will not serve in unit command positions, exercise disciplinary powers over the host Air Force personnel, or administer discipline to host nation civilian employees unless mutually agreed to by ASD(M&RA) and the appropriate ministry of defense. **(T-1)** Reserve Exchange participants will be afforded only controlled access, in accordance with proper security clearances and need-to-know access to host military correspondence or documentation, see [paragraph 9](#). They are not authorized pecuniary or other responsibilities that host nation laws or directives would prevent host nation participants from assuming. **(T-0)**

**7. Status of reserve exchange participants:** The legal status of Reserve Exchange participants is defined by the applicable Status of Forces Agreement. The Memorandum of Agreement or Memorandum of Understanding providing for Reserve Exchange participants should include provisions confirming the application of the Status of Forces Agreement. In the absence of a Status of Forces Agreement, the legal status of Reserve Exchange participants shall be governed by a Memorandum of Agreement, Memorandum of Understanding, or other form of international agreement.

**8. Use of reserve exchange participants during hostilities:** Reserve Exchange participants will not participate in, or directly or indirectly support, combat operations of the host government. **(T-1)** In event of involvement of the host service's parent government in hostilities, or preparation for imminent hostilities, Reserve Exchange participants will terminate their duties until further instructions are received from their parent government. **(T-1)** In no case will the Memorandum of Agreement or Memorandum of Understanding allow a Reserve Exchange participant to be

assigned duty in areas of hostilities, imminent hostilities, or any other situation where the participant presence could jeopardize the interest of either government. Reserve Exchange participants will also not perform any type of armed alert or guard duty. (T-1)

## **9. DISCLOSING U.S. CLASSIFIED MILITARY INFORMATION:**

**9.1. Host units and Reserve Exchange participants must comply with Department of Defense Manual 5200.01-V3, *DOD Information Security Program: Protection on Classified Information* and Department of Defense Manual 5200.01V1\_Air Force Manual 16-1404V1, *Information Security Program: Overview, Classification, and Declassification* for requirements in safeguarding United States classified military information. (T-0)** Only designated foreign disclosure officers may approve the disclosure of classified and controlled unclassified information to foreign representatives. Access to classified information will be kept to the minimum required to accomplish the job. If access to United States classified military information is required, U.S. Air Force disclosure policy is stipulated in Department of the Air Force Manual 16-201, *Department of the Air Force Foreign Disclosure and Technology Transfer Program*. United States security clearances are not granted to foreign Reserve Exchange participants, however, temporary access may be granted upon advance presentation by the parent government of an appropriate individual security clearance. Access to no foreign dissemination-type caveated material is prohibited. Material is releasable to the foreign officer if it is properly marked as releasable to the foreign officer's nation. Address any security-related questions to installation foreign disclosure officers.

**9.2.** The Program Administrator will inform the Reserve participant of any security requirements with the host service, and if required, ensure that the participant's individual security clearance is received by the host government without delay. (T-1) The Reserve Exchange participant at all times will comply with the security laws, publications and procedures of the host government and military service. (T-0)

## **10. Quarters, rations, commissary, exchange, medical and dental services:**

**10.1. The host government will provide quarters and rations to Reserve Exchange participants on the same basis and to the same extent as provided for its own service participants; subject to any limits required by any applicable Status of Forces Agreement, the relevant Memorandum of Agreement or Memorandum of Understanding, or parent nation/military, law or regulation.** The participants are responsible for paying charges for quarters, rations, and other services as stipulated in the relevant Memorandum of Agreement or Memorandum of Understanding.

**10.2. The host service will grant Reserve Exchange participants access to military medical and dental service to the same extent they provide such services to their own service participants; subject to any limits required by any applicable relevant Status of Forces Agreement, the relevant Memorandum of Agreement or Memorandum of Understanding, or parent nation/military, law or regulation.**

## **11. Financial responsibilities:**

**11.1. Financial responsibilities will be addressed in the relevant Status of Forces Agreement, Memorandum of Agreement, Memorandum of Understanding, support agreement, or other relevant international agreement as applicable.**

**11.2. Generally, the governing Memorandum of Agreement or Memorandum of Understanding will provide that, to the extent authorized by law, the parent service is responsible during periods of exchange for the following:**

11.2.1. Basic pay and cash allowances; per diem and round-trip travel costs between point-of-origin and location of assignment of the Reserve Exchange participant.

11.2.2. Appropriate compensation for loss of, or damage to, the uniform or other personal equipment of the Reserve Exchange participant.

11.2.3. Cost of shipping remains and/or funeral expenses in event of death of the Reserve Exchange participant.

11.2.4. Expenditures in connection with any special duty performed on the parent government service's behalf.

11.2.5. Cost of medical or dental services provided to the Reserve Exchange participant to the extent host government laws and regulations require payment from the participant.

**12. Claims.** Incidents of property damage, personal injury, or wrongful death allegedly caused by a Reserve Exchange participant shall be immediately reported to an Air Force installation legal office closest to where the incident occurred. Any claim presented because of an already reported or not-yet reported incident shall likewise be immediately provided to the Air Force installation legal office closest to where the incident occurred.

**13. Disciplining reserve exchange participants.** Any applicable Status of Forces Agreement and the relevant Memorandum of Agreement or Memorandum of Understanding should define the legal status of Reserve Exchange participants. The relevant Memorandum of Agreement or Memorandum of Understanding should state that Reserve Exchange participants will comply with the host service regulations, orders, instructions, and customs as far as they apply and are consistent with the parent government's laws, service regulations, and any prevailing Status of Forces Agreement or other applicable international agreement. The relevant Memorandum of Agreement or Memorandum of Understanding should also state that the host service must not take disciplinary action against Reserve Exchange personnel unless otherwise provided in an applicable Status of Forces Agreement and the relevant Memorandum of Agreement or Memorandum of Understanding. Any participant alleged to have committed an offense against the laws or regulations of either the parent or the host government may be withdrawn from the Reserve Exchange program.

**14. Wear of the uniform.** The Reserve Exchange participant must comply with the parent service uniform regulations. **(T-1)** The uniform for any occasion is that which most nearly conforms to the order of dress of the host service unit in which the officer is serving. Local commanding officers will not issue to Reserve Exchange participants instruction that they cannot comply with due to difference in dress regulations. **(T-1)** To help ensure that the Reserve participant is properly uniformed during exchange periods, the Program Administrator will inform the participant if special uniform requirements apply (mess dress, utility, flight suit, etc.) or if duty is likely to occur under extreme weather conditions of heat, cold, wet, etc. U.S. exchange participants will comply with Department of the Air Force Instruction 36-2903, *Dress and Personal Appearance of Department of the Air Force Personnel*, standards throughout the period of the exchange. **(T-1)** For security or political reasons, the Program Administrator or designated

authority may authorize temporary wear of civilian clothes. Civilian clothing allowance is not authorized during such periods except as otherwise permitted by parent service regulations.

**15. Dependent travel.** Dependent travel is not authorized. Dependents will not accompany Reserve Exchange participants during periods of exchange. Exchange participants are not authorized to bring their dependents even if participants are willing to pay for their dependents' travel and lodging.

**16. Duty hours, leave and passes, scheduling of exchanges.** Reserve Exchange participants will work the duty hours of the host service and will not be granted leave during exchange periods. **(T-1)** Passes may be granted according to host nation regulations, customs, and parent service regulations. To maximize interaction time with host personnel, periods of exchange should not include more than one host service holiday if holidays result in lost on-duty time for the exchange participant. If the exchange period does include either a host service holiday or a parent service holiday, the Reserve Exchange participant will observe host service holiday schedules and may also observe parent service holiday schedules if agreed to by the host service supervisor.

**17. Flying status and flying facilities.** When flying duty is required during exchange periods, Reserve personnel who possess current aeronautical ratings and are qualified to perform in their rated specialty, will perform flying duty according to the host service's or government's directives. Rated, current, foreign Reserve Exchange participants assigned to a counterpart flying job in a continental United States-based Reserve unit will be on flying status if meeting applicable Air Force requirements for flight (e.g., flight physicals) and permitted use of all available flying facilities allowed by U.S. Air Force, Air National Guard, and Air Force Reserve instructions.

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Principal Deputy Assistant Secretary of the Air  
Force  
(Manpower and Reserve Affairs)

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

5 USC § 552a, *Records maintained on individuals* (Privacy Act of 1974)

DoDI 1215.15, *Military Reserve Exchange Program (MREP)*, 1 July 2014

DoDI 5400.11, *DoD Privacy and Civil Liberties Programs*, 8 December 2020

DoDI 5530.3, *International Agreements*, 11 June 1987

DoDM 5200.01-V3, *DOD Information Security Program: Protection of Classified Information*, 24, February 2012 incorporating change 3, 28 July 2020

DoDM 5200.01V1\_AFMAN16-1404V1 V1, *Information Security Program: Overview, Classification, and Declassification*, 6 April 2022

SORN DOD-0020, *Military Human Resource Records*, 14 May 2024

DAFPD 36-26, *Total Force Development and Management*, 18 January 2024

DAFI 36-2903, *Dress and Personal Appearance of Department of the Air Force Personnel*, 29 February 2024

DAFI 90-160, *Publications and Forms Management*, 14 April 2022

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

DAFMAN 16-201, *Department of the Air Force Foreign Disclosure and Technology Transfer Program*, 19 January 2021

DAFMAN 90-161, *Publishing Processes and Procedures*, 18 October 2023

***Prescribed Forms***

None

***Adopted Forms***

DAF 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**DAF**—Department of the Air Force

**DAFI**—Department of the Air Force Instruction

**DAFMAN**—Department of the Air Force Manual

**DAFPD**—Department of the Air Force Policy Directive

**DoD**—Department of Defense

**DoDD**—Department of Defense Directive

**DoDI**—Department of Defense Instruction



**DoDM**—Department of Defense Manual

**HSB**—Human Resource Management Strategic Board

**MREP**—Military Reserve Exchange Program

**OPR**—Office of Primary Responsibility

**SORN**—System of Record Notice

**U.S.**—United States

### ***Office Symbols***

**AF/ REPZ**—Air Force Reserve Force Development Integration

**ASD (M&RA)**—Assistant Secretary of Defense for Manpower & Reserve Affairs

**SAF/MR**—Assistant Secretary of the Air Force (Manpower & Reserve Affairs)

### ***Terms***

**Air Force Reserve**—who administer the Program within their respective U.S. Air Force Reserve Components.

**Host Government**—The government responsible for hosting a Reserve Exchange participant.

**Host Reserve Component**—The Guard or Reserve organization hosting a Reserve Exchange participant.

**Host Service**—The military service hosting a Reserve Exchange participant.

**Memorandum of Agreement**—An agreement between the DoD and the ministry of defense of a foreign nation establishing an exchange program for individual Reserve Component members. DoDI 1215.15, Military Reserve Exchange Program (MREP), DoDI 5530.03, International Agreements, and AFI 51-403, International Agreements, establishes DoD and DAF policy and procedures regarding negotiation and conclusion of such international agreements.

**Memorandum of Understanding**—A document written between parties to cooperate on an agreed upon project or meet an agreed objective. The purpose of a Memorandum of Understanding is to have a written understanding of the agreement between parties.

**Parent Government**—The government to which a Reserve Exchange participant military service belongs.

**Parent Service**—The military service to which the Reserve Exchange participant belongs.

**Parent Reserve Component**—The Reserve Component (Guard or Reserve) to which the Reserve Exchange participant belongs.

**Reserve Exchange Participant**—A U.S. Air Force Reservist or Guardsman, officer, warrant officer or enlisted, temporarily attached to a foreign military service, or a foreign reserve officer temporarily attached to a continental United States-based Air Force Reserve or Air National Guard unit or headquarters under this program.

**Reserve Exchange Program Administrators**—Two military personnel of any rank, with one person designated by the Director, Air National Guard, and one person designated by the Chief,

**Reserve Exchange Program Coordinator**—A designated officer within the Office of the ASD(M&RA), who determines program policy, coordinates and administers the program, and serves as program office of responsibility or action officer.

**U.S. Air Reserve Component**—The Air National Guard and the Air Force Reserve.