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(AFRL)**

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**INTERNATIONAL PROGRAM**



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This instruction implements Department of Defense Directive (DoDD) 5230.20, *Visits and Assignments of Foreign Nationals*, Air Force Instruction (AFI) 16-110, *USAF Participation in International Armaments Cooperation (IAC) Programs*, Air Force Materiel Command Instruction (AFMCI) 16-101, *Security Cooperation (SC)*, *Security Assistance (SA)*, and *Foreign Military Sales (FMS) Management*, and Air Force Manual (AFMAN) 16-114, *Participation in International Armaments Cooperation (IAC) Programs*. This instruction establishes responsibilities for the AFRL International Program, including developing international strategies, IAC agreements, international contracts and grants, and support to global research and development (R&D) forums. This publication applies to all AFRL organizations, including personnel assigned to the United States Air Force (USAF) or the United States Space Force (USSF). Ensure all records generated as a result of processes prescribed in this publication adhere to AFI 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 the Department 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 direct supplements must be routed to the Office of Primary Responsibility (OPR) of this publication before certification and approval. Submit requests for waivers through the chain of command to the publication OPR. Submit requests for waivers through the chain of command

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## ***SUMMARY OF CHANGES***

This document has been substantially revised and should be thoroughly reviewed. Changes to this publication reflect the most current results to streamline and document the planning and execution of AFRL international partnering operations and update the process changes on how the international agreements flow through AFRL. This revision also contains organizational office symbol updates and administrative changes.

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## Chapter 1

### INTERNATIONAL COOPERATION PROGRAMS

**1.1. Purpose and Objectives.** The AFRL International Program comprises various IAC activities. It is an integral part of the Department of the Air Force's strategy to address international relationships effectively and efficiently and avoid technological surprises. This instruction establishes AFRL's responsibilities for international activities. These responsibilities allow AFRL to institutionalize a structured and integrated approach that will enhance the accomplishment of its mission and strategic goals. Additionally, they will allow participation in air, space, and cyberspace activities to build partnership and capacity of a strategic and mutually beneficial nature. International engagements allow AFRL to quickly provide critical technologies to its customers while increasing effectiveness, reducing duplication, and enhancing systems compatibility and performance. International programs offer the most efficient use of DAF R&D funding, contributing to partner nations' capabilities to promote interoperability and improve political-military relationships.

**1.2. Background.** This instruction provides a rigorous, corporate, and business-oriented approach to leveraging international technology and recognizing international cooperation as a political-military instrument.

**1.3. International Categories.** The following briefly describes various international programs available for use by AFRL personnel.

**1.3.1. International Cooperation in Acquisition and Sustainment.** This pertains to any IAC activity concluded with one or more foreign governments or international agencies. Cooperation is based on mutual and equitable sharing of effort, cost, and risk and equally sharing the resulting information, equipment, or other benefits. They require a master agreement such as a Research, Development, Test, and Evaluation (RDT&E) Memorandum of Understanding (MOU) or Memorandum of Agreement (MOA). Based on this and in conjunction with the Deputy Undersecretary of the Air Force for International Affairs (SAF/IA), AFRL may develop Project Agreements / Arrangements (PAs) and Loan Agreements (LAs).

**1.3.2. Information Exchange Program.** Information Exchange Annexes (IEAs), also known formerly as Data Exchange Annexes, are developed for the exchange of RDT&E information on a reciprocal, balanced basis. These annexes deal with specific technologies in a generic, non-system-specific manner and involve the exchange of reports, technical documents, and related information. They require a master agreement such as a Master Information Exchange Agreement (MIEA).

**1.3.3. International Testing Program.**

**1.3.3.1. The Test and Evaluation (T&E) Program** is DoD-managed and enables the DAF and select partner nations or international organizations access to each other's test facilities at a favorable expense. It requires a master agreement such as a Test and Evaluation Program (TEP) MOU/MOA establishing broad terms and conditions for reciprocal and cooperative T&E activities.

1.3.3.1.1. **Reciprocal Use of Test Facilities (RUTF) PA.** RUTF PAs describe a fee-for-service relationship in which testing services are provided at preferred (less than total cost of recovery) rates. Testing under a RUTF PA may be conducted for developmental, operational, or live-fire T&E.

1.3.3.1.2. **Cooperative T&E (CTE) PA.** CTE PAs allow for the conduct of T&E projects under the terms of an applicable TEP MOU/MOA.

1.3.3.1.3. **Project Equipment Transfer (PET) or Equipment and Material Testing (E&MT) PAs.** PET or E&MT PAs are used in several bilateral MOU/MOAs under the RDT&E program. When processed as a stand-alone agreement, they are essentially LAs and are processed as such. Loans of government equipment must comply with this instruction and any requirements from AFRLI 61-101, *AFRL Equipment and Other Laboratory Asset Management*.

1.3.3.2. **The Foreign Comparative Testing (FCT) Program** tests and evaluates foreign Non-Developmental Items (NDI), or items of at least Technology Readiness Level (TRL) 6, of military or dual-use equipment that demonstrates the potential to satisfy U.S. military requirements.

1.3.4. **The Defense Exchange Program (DEP).** As managed by AFRL, DEP enables the exchange of military or civilian personnel to applicable positions in a foreign defense establishment. AFRL does not control the Military Personnel Exchange Program.

1.3.4.1. **The Engineer and Scientist Exchange Program (ESEP).** ESEP enables the exchange of civilian or military engineers and scientists in RDT&E positions to receive a temporary assignment to a foreign defense laboratory. SAF/IA serves as the OPR for the ESEP program, but AFRL is the functional manager.

1.3.4.2. **The Administrative and Professional Exchange Program (APEP).** APEP enables the exchange of civilian or military personnel who specialize in administrative, finance, health, legal, logistics, planning, and other support functions to foreign facilities. SAF/IA serves as the OPR for the APEP program, but AFRL is the functional manager.

1.3.4.3. **Cooperative Program Personnel (CPP).** CPP is similar to other DEP programs, allowing U.S. and foreign military or civilian specialist personnel to perform duties in the partner's facilities. It differs in that, whereas ESEP personnel may not perform tasks associated with existing PAs, CPP may only perform tasks related to PAs. CPP must be noted in the PA.

1.3.5. **International Cooperative Research and Development (ICR&D) Program.** The SAF/IA-managed ICR&D Program, also known as the Nunn Program, seeks to enhance the conventional defense capabilities of the U.S. and its allies by providing funding in support of cooperative projects with other foreign governmental entities (usually military) until program funding is available through the normal budget process.

1.3.6. **Coalition Warfare Program (CWP).** The CWP, managed by the Office of the Undersecretary of Defense for Acquisition and Support / International Cooperation, promotes interoperability in support of coalition warfare by identifying operational issues that can be overcome with innovative solutions such as architectures, requirements, and systems acquisitions.

**1.3.7. International Cooperative Research and Development Agreements (ICRADAs).** ICRADAs enable various AFRL components to cooperate with foreign non-governmental entities. The AFRL/ Strategic Partnering Directorate, Technology Transfer and Transition Division (AFRL/SPT) manages this program.

**1.3.8. North Atlantic Treaty Organization (NATO) and Other IAC Forums.** AFRL participates in various international forums and activities that promote IAC. The NATO Science and Technology Organization (STO) and The Technical Cooperation Program (TTCP) are two such forums. These forums typically review existing programs, provide executive-level oversight, and highlight opportunities that may result in future IAC projects. Additionally, AFRL holds regular meetings with selected partner nations to capitalize on opportunities for science and technology (S&T) IAC collaborations. These meetings, characterized as Air Senior National Representative or Technology Working Group sessions, are held at senior levels.

**1.3.9. Air Force Office of Scientific Research (AFOSR) International Programs.** Through its various international offices, AFOSR manages several different programs.

**1.3.9.1. Basic Research Grants.** AFOSR International Program Officers seek out topics under investigation at foreign research institutes and provide grants for basic research. AFORSR foreign grants may not be utilized as part of international cooperation programs.

**1.3.9.2. Windows on Science (WOS).** The WOS program sponsors foreign scientists and engineers, in accordance with (IAW) the Joint Travel Regulations for international travel, for short-term (typically one to three days in addition to travel) visits to USAF and USSF facilities to present and advise on their fundamental research.

**1.3.9.3. Windows on the World (WOW).** The WOW program provides opportunities for outstanding USAF and USSF scientists and engineers to spend up to six months conducting full-time basic research at a foreign non-governmental institution.

**1.4. Disclosure Requirements.** Personnel engaging in international activities must first obtain foreign disclosure authorization to release information beyond Public Domain Information (Distro A) from their servicing Foreign Disclosure Officer (FDO).

**1.5. Guidelines.** AFRL engages in IAC and other international activities when evaluation indicates that it will benefit the Laboratory, the DAF, and the DoD without causing undue risk to U.S. security. Significant factors in this evaluation include, but are not limited to:

1.5.1. A substantial opportunity that the activity will build international relationships and capacity and enhance interoperability.

1.5.2. A commitment by both AFRL and the prospective foreign partner(s) to the project and international cooperation.

1.5.3. Harmonized requirements, in both performance specification and the project schedule, among all potential participants.

1.5.4. The prospective project supports meeting DAF requirements as indicated in the Program Objective Memorandum (POM) and supporting the Office of the Secretary of Defense (OSD) Critical Technology Areas and/or the DAF Operational Imperatives.

## Chapter 2

### ROLES AND RESPONSIBILITIES

**2.1. Roles and Responsibilities.** International engagement occurs at all levels of AFRL, from the AFRL Front Office to the personnel working in the Mission Organizations (MOs). The term Mission Organization or MO will be used to refer to Functional Directorates (FDs), Technology Directorates (TDs), and 711 Human Performance Wing (HPW) unless otherwise limited. To assist in understanding where responsibility for individual tasks lay, the following responsibilities are assigned:

**2.2. AFRL Commander (AFRL/CC).** Provides strategic direction and periodically reviews the status of AFRL international activities at the corporate level. AFRL/CC assigns senior-level representation to the appropriate international R&D forums, country visits, and meetings.

**2.3. AFRL Executive Director (AFRL/CA).** Provides strategic direction and periodically reviews the status of AFRL international activities at the corporate level. At the direction of the AFRL/CC, the AFRL/CA shall provide senior-level representation to the appropriate international R&D forums, country visits, and meetings.

**2.4. AFRL Commander's Action Group.** Processes requests for Official Representation Funds (ORF) and provides protocol support, as required.

**2.5. AFRL Financial Management Directorate.** Oversees AFRL funding committed under IAC agreements, including ICR&D, CWP, FCT, Grants, and ORF expenditures.

**2.6. AFRL Personnel Directorate.** Processes the required organization and manpower change request for the APEP and ESEP programs. This includes activating Personnel Accounting Symbol (PAS) codes at the appropriate duty location and completing the Unit Manpower Document position moves necessary to support the actions.

**2.7. AFRL Plans and Programs Directorate.** Provides input to the AFRL strategic planning process and intelligence support.

**2.8. AFRL Strategic Partnering Directorate (AFRL/SP).** Serves as the OPR for the AFRL International Program and incorporates considerations in AFRL strategic discussions. AFRL/SP is responsible for integrating all partnership activities into a holistic capability.

**2.8.1. AFRL Agreements Division (AFRL/SPG).** Is responsible for integrating domestic and international investment planning and providing day-to-day corporate management of international activities through the AFRL International Partnering Branch (AFRL/SPGI).

**2.8.1.1. AFRL Domestic Partnering Branch (AFRL/SPGD).** Maintains procedures for processing ICRADAs and reporting the status to AFRL/SPI.

**2.8.1.2. AFRL International Partnering Branch (AFRL/SPGI).** Is the integrating office for international investment planning and provides corporate management of AFRL international activities. AFRL/SPGI must:

**2.8.1.2.1.** Facilitate development and implementation of the AFRL International Strategy through Country Desk Offices and broad Functional Area coordination.

2.8.1.2.2. Form and chair a monthly AFRL International Technology Group (ITG) meeting to review AFRL international activities.

2.8.1.2.2.1. Ensure appropriate attendance at the ITG. This entails the AFRL/SPGI Branch Chief, team leads, and TD Senior International Focal Points (SIFPs). AFRL/SPGI desk officers are included as deemed appropriate.

2.8.1.2.2.2. Review outside agency and corporate strategies for international S&T alignment.

2.8.1.2.2.3. Perform capability reviews for leveraging the capabilities of other alliances.

2.8.1.2.2.4. Review, advise, and critique various IAC proposals for cross-TD awareness.

2.8.1.2.2.5. Discuss the state of international collaboration and where issues are occurring.

2.8.1.2.2.6. Plan for upcoming international meetings.

2.8.1.2.3. Coordinate with SAF/IA to obtain political-military analysis support, as required.

2.8.1.2.4. As appropriate, host workshops with SIFPs and the AFOSR International Offices for training, networking, and sharing lessons learned and best practices.

2.8.1.2.5. Maintain currency of AFRL international agreements (IAs), trip reports, and international database.

2.8.1.2.6. Develop training material for AFRL personnel engaging in international cooperation.

2.8.1.2.7. Maintain awareness of the international activities of other DoD entities to leverage existing agreements and promote inter-service cooperation.

2.8.1.2.8. Publish monthly International Notes to maintain awareness of international activities within the AFRL community.

2.8.1.2.9. Maintain awareness of AFRL participation in the NATO STO, TTCP, and other multi-national forums. Report personnel participating in NATO STO or TTCP panels to SAF/AQ.

2.8.1.2.10. Charter Area Teams to develop strategy, tactics, techniques, and procedures for international engagement across a broad cultural area. These teams must:

2.8.1.2.10.1. Develop and maintain a Desk Officer Handbook outlining standard internal processes and procedures for country-focused engagement.

2.8.1.2.10.2. Assist prospective Technical Project Officers (TPOs) in developing IAs.

2.8.1.2.10.3. In coordination with SAF/IA and the cognizant FDO, assemble an International Cooperative Agreements Team (ICAT) to develop IAs and associated documentation and provide AFRL approval on proposed agreements.

- 2.8.1.2.10.4. Plan and execute major international forums with select global partners.
- 2.8.1.2.10.5. Maintain an international battle rhythm to schedule forums and senior leader international activities.
- 2.8.1.2.10.6. Coordinating with the TDs, plan and support international meetings and distinguished international visits to AFRL.
- 2.8.1.2.10.7. Receive and archive project technical reports from TPOs upon completion of a PA and ensure they are uploaded to the Defense Technical Information Center (DTIC).
- 2.8.1.2.11. Assign a Pertinent Oversight Authority (POA) to maintain surveillance of the AFRL International Enterprise and ensure compliance with appropriate directives. The POA must:
  - 2.8.1.2.11.1. Request and ensure training of one or more Inspector General (IG) Integrated Functional Leads to assist with IG inspections, Staff Assistance Visits (SAVs), and Unit Compliance Inspections (UCIs).
  - 2.8.1.2.11.2. Conduct mandatory continuous monitoring as directed by AFRL/IG.
  - 2.8.1.2.11.3. Provide semi-annual updates to the AFRL Command Inspection Management Board.
  - 2.8.1.2.11.4. Investigate reports on non-compliance with requirements of IAs and advise on any necessary corrective actions. Report uncorrected non-compliance to AFRL/IG and SAF/IAPC.
- 2.8.1.2.12. Charter an Auxiliary Team to oversee and implement international programs not directly aligned with the Country Desk Officers. This team must:
  - 2.8.1.2.12.1. Ensure the AFRL S&T International Strategy is consistent with the Defense Security Cooperation Guidance, Air Force Security Cooperation Strategy, OUSD International S&T Engagement Strategy, and other strategy documents as applicable.
  - 2.8.1.2.12.2. Coordinate and present an annual report on the AFRL International Portfolio to AFRL leadership.
  - 2.8.1.2.12.3. Develop and maintain an Auxiliary Programs Handbook outlining internal processes and procedures for ESEP, APEP, CWP, ICR&D, FCT, and other activities not otherwise addressed in the Desk Officer Handbook.
  - 2.8.1.2.12.4. Manage AFRL participation in the APEP, CWP, ESEP, FCT, and ICR&D programs.
    - 2.8.1.2.12.4.1. Ensure proposals meet minimum program requirements.
    - 2.8.1.2.12.4.2. Assess proposals based on selection criteria and provide insight to the applicable selection board.
    - 2.8.1.2.12.4.3. Ensure TPOs provide appropriate information on time. This includes Quarterly Management Reports and a final report.

2.8.1.2.12.5. Coordinate with AFRL TDs to acquire or develop a system to manage and report on AFRL international efforts.

2.8.1.2.12.6. Manage AFRL usage of SAF/IA travel funds.

2.8.1.2.12.7. Review TD international strategy addendums and provide constructive feedback.

2.8.1.2.12.8. As necessary, assist TDs with pattern analysis and horizon scans.

## **2.9. AFRL TDs must:**

2.9.1. Identify and assess international technology opportunities for strategic fit and importance to the directorate, AFRL, and DAF.

2.9.2. Develop and maintain a Directorate International Strategy Addendum to focus international engagement; ensure new topics for exploration and cooperation are consistent with the directorate's strategy, AFRL's strategy, and available resources.

2.9.3. Provide the International Strategy Addendum and other required information to AFRL/SPGI for the annual International Portfolio report.

2.9.4. Evaluate opportunities for cross-service, cross-agency, and cross-directorate participation.

2.9.5. Oversee all international programs and activities within the TD.

2.9.6. Validate the TPO-prepared documentation for proposed IAC agreements.

2.9.7. Participate in ICATs on proposed IAC agreements.

2.9.8. Support AFRL/SPI in the preparation and execution of international bilateral forums and international visits.

2.9.9. Report personnel participating in NATO STO or TTCP panels to AFRL/SPGI via the SIFP.

2.9.10. Report on strategic alignment and status of proposed and active agreements.

2.9.11. Provide approval of TTCP and STO participation, TPO appointments, foreign travel, and acceptance of foreign ESEP / APEP within the TD.

2.9.12. Appoint a SIFP. TDs may appoint an International Point of Contact (IPOC) on a full, part-time, permanent, or temporary basis to assist the SIFP at their discretion. The SIFP must:

2.9.12.1. Oversee international activities.

2.9.12.2. Coordinate international efforts with TD planners and financial managers to ensure projects align with POM requirements and tie to funded internal or external programs.

2.9.12.3. Serve as a senior-level interface between the TD and AFRL/SPGI.

2.9.12.4. Serve as a member of the ITG and participate in the monthly ITG video teleconferences (VTCs).

2.9.12.5. Participate in AFRL/SPGI-hosted international workshops.

- 2.9.12.6. Lead and advise TD on execution of paragraphs **2.9.1 through 2.9.11** as required.
- 2.9.12.7. Ensure TPOs coordinate with the FDO and, if necessary, AFRL/SPT to ensure proper authorization to release technical information or equipment.
- 2.9.12.8. Regularly update TD leadership on international activities within the directorate.
- 2.9.12.9. Lead and advise TD on international technology exploration efforts for the purpose of investigation of technologies, horizon scans, exploratory visits to foreign government, academic, and business facilities, identification of technology that aligns to TD mission.
- 2.9.12.10. Serve as the principal contact for the TPOs and others in the organization to obtain answers on procedural and administrative practices for international activities and to expedite the progress of IAs and other approvals as necessary.
- 2.9.12.11. Assist AFRL/SPGI personnel when conducting SAVs and UCIs.
- 2.9.12.12. Coordinate the TD responses to AFRL/SPGI for the auxiliary programs.
- 2.9.12.13. Coordinate and organize meetings and tours with international/distinguished visitors to ensure protocol, security, and escort arrangements are in place before the visit.

## **2.10. AFOSR must:**

- 2.10.1. Manage the various Offices of Aerospace Research and Development (XOARDs) efforts in promoting basic research.
- 2.10.2. Manage grant awards to foreign research entities.
- 2.10.3. Manage the WOS and WOW programs.
- 2.10.4. Conduct regular coordination with AFRL/SPGI.
- 2.10.5. Attend the monthly ITG VTCs.
- 2.10.6. Attend and, when required, brief the annual International Portfolio Management Review.

**2.11. ITG.** The ITG comprises the AFRL/SPGI Branch Chief and the TD SIFPs. The AFRL/SPGI desk officers attend as appropriate. The ITG serves to:

- 2.11.1. Facilitate and report on global awareness.
- 2.11.2. Review outside agency and corporate strategies for international S&T.
- 2.11.3. Perform reviews for leveraging capabilities of other alliances.
- 2.11.4. Review international activities.
- 2.11.5. Review, advise, and critique various IAC proposals for cross-TD awareness.
- 2.11.6. Discuss the state of international collaboration and where problems are occurring.
- 2.11.7. Plan for upcoming international meetings.

**2.12. TPO.** The TPO is the individual responsible for executing an IAC agreement. An Associate TPO (ATPO) may be appointed to manage certain facets of an IAC agreement. TPOs must:

- 2.12.1. Conduct the technical assessment for a potential IAC Agreement.
- 2.12.2. Develop required documentation to obtain TD Director approval of proposed international collaboration.
- 2.12.3. Develop the core documents required for international collaborations as part of the ICAT and, where necessary, in coordination with the partner nation(s). These include, but are not limited to, the Technical Planning Document (TPD) and the following U.S. Only documents: Summary Statement of Intent (SSOI), DRAFT Delegation of Disclosure Authority Letter (DDL), DRAFT PA, Quid-Pro-Quo (QPQ) Document, and DRAFT IEA.
- 2.12.4. Develop, as required, necessary implementing documentation.
- 2.12.5. Perform day-to-day management of the cooperative program outlined in the agreement, including maintenance of the IA case files.
- 2.12.6. Provide periodic reports on the agreement's progress to TD leadership, AFRL/SPI, and SAF/IA. Reports will include assessing the activity level and any support issues, including recommendations to continue, amend, replace, or terminate the agreement and if the DDL needs revision.
- 2.12.7. Coordinate with the FDO to create and submit a DRAFT DDL and any issues related to releasing technical information.
- 2.12.8. Ensure no false impressions, including financial, legal, technical, or administrative actions, are promised to foreign personnel or governments in the conduct of IAs or contracted activities.
- 2.12.9. Provide IAC-related trip reports to SIFP and the appropriate AFRL/SPGI desk officer.
- 2.12.10. Maintain an active dialogue and exchange of information with foreign TPOs.
- 2.12.11. Ensure project final reports are uploaded to DTIC and sent to the appropriate AFRL/SPGI desk officer.
- 2.12.12. Provide required documentation for auxiliary-funded projects, including quarterly management reviews and auxiliary final reports.

## Chapter 3

### DEVELOPING AND IMPLEMENTING IAC AGREEMENTS

**3.1. Purpose and Objectives.** This chapter contains guidelines and procedures for initiating, developing, coordinating, and implementing IAC agreements such as PAs and LAs. These agreements are sometimes referred to generically as international agreements (IAs).

**3.2. IA Background.** The U.S. Government (USG) considers IAs legally binding documents; however, some potential partners have different views on how they can be bound under IAs. Whenever possible, the IAC document should be described as an “Agreement,” such as a “Project Agreement.” In an IA, the USG and the partner nation(s) governments can negotiate the appropriate wording to meet the needs of all concerned concerning binding obligations.

3.2.1. PAs. PAs are implementing arrangements, not stand-alone agreements; they are always associated with an umbrella MOA or MOU. PAs detail collaboration provisions on specific projects between two or more parties. The details include the project objectives, scope of work, sharing of tasks, management structure, financial arrangements, contractual arrangements, security classification, duration, and any additional specific provisions. PAs are a means for AFRL to initiate cooperative activities in basic research, applied research, demonstration, and validation (6.1. through 6.4.). AFRL/SPGI sends completed agreement packets to SAF/IAPC for official staffing. PAs must be tied to funded U.S. projects, as called out in the POM.

3.2.1.1. CPP. The CPP concept allows for placing U.S. and foreign military or civilian specialist personnel in a cooperative program or project office to support specific project responsibilities under a PA. Ensure the placement and use of CPP in the PA is written in accordance with the country MOU. CPP may serve in management, administration, finance, planning, RDT&E, and logistics and may be assigned in any location appropriate for a project in the U.S. or abroad. The project office is typically required to prepare a position description for each CPP assignment approved by the IA's management structure. CPPs may NOT be assigned to any position requiring them to exercise responsibilities reserved by law or regulation to an officer or employee of the host organization. Also, CPP generally cannot serve in a dual capacity, that is, as both an official or employee of the project office and as a representative for the parent organization. CPP should only be assigned to project office facilities that include IT equipment, project documentation, etc., required for performing their duties and IAW the laws and regulations of the government of the host organization. CPP does not have to be based on a one-for-one exchange of personnel, and does not need to be reciprocal at all.

3.2.1.2. LAs. LAs provide a means for AFRL to loan or borrow defense equipment or material for RDT&E purposes. The DAF (AFRL) may enter into bilateral LAs with a country that is a NATO member or major non-NATO ally, as designated under Section 517 of the Foreign Assistance Act (22 USC 2321k), to loan or accept as a loan or gift, material, equipment, and supplies without charge for cooperative RDT&E purposes. AFRL cannot expend any funds in support of such a loan. The sharing of test results or exchange of technical information generated from using the loaned equipment may be part of a PA or take the form of an Equipment and Material Transfer Arrangement. AFRL sends completed packets to SAF/IAPC for official staffing.

**3.3. IA Documentation Requirements.** Following exploratory discussions, the TPO, with the assistance of an ICAT, will prepare the following DRAFT documentation required for SAF/IAPC to obtain authority to enter the IA into official staffing.

3.3.1. TPD. The TPD is a sharable document used by AFRL to aid in discussing the technical plans for a proposed IA. It is NOT a negotiation instrument. When completing the TPD with the foreign partner, the TPO / ICAT MUST ensure neither to state nor to imply any promises to the foreign delegation. TPOs should contact the appropriate AFRL country desk officer for the current TPD format.

3.3.2. SSOI. The SSOI is restricted to the U.S. Government only and may not be shared with the partner. It describes the scope and content of the proposed PA. SAF/IA uses the SSOI to Request Authority to Develop an IA. The SSOI facilitates the drafting of the IA and ensures rough equivalency between U.S. and partner assets/funding used for the agreement. TPOs should contact the appropriate AFRL country desk officer for the SSOI format.

3.3.3. IA. The ICAT, specifically AFRL/SPI, will assist in turning the TPD into a draft IA. This draft should not be shared with the foreign partner, as it becomes a negotiation document for SAF/IAPC's use. The format for PAs and IEAs is generally found as an annex to the umbrella MOU/MOA.

3.3.4. DDL. The DDL is restricted to the U.S. Government only and guides the releasability of all elements of the information or technology involved in an IA. A DDL is required if the project involves releasing information beyond Public Release. A TPO must coordinate with their local FDO to create the draft DDL. This document will be forwarded through the FDO chain to SAF/IAPD. An IA cannot be negotiated until the draft DDL is received in Washington. The approved DDL provides continuous disclosure authority over the life of the IA and may be updated as required.

3.3.5. TD Support Memorandum. The final document required for the staffing packet is approval from the TD Director or their designee. This memo informs SAF/IAPC that the TD agrees to commit the funds and other resources necessary for completion of the IA. TPOs should contact their SIFP / IPOC or the appropriate AFRL country desk officer for the current format.

**3.4. IA Process.** AFRL participates in the IA process following OSD and SAF/IA guidance and pertinent documents such as DoDD 5530.3, *International Agreements* and AFMAN 16-114, *Participation in International Armaments Cooperation (IAC) Programs*.

**3.5. Reporting Requirements.** All IAs require submission of a final report from their U.S. TPOs to DTIC and through AFRL/SPGI to SAF/IAPC. Additionally, some IAs contain provisions specifying additional reporting requirements. U.S. TPOs must comply with all reporting obligations.

**3.6. Implementing, Amending, Withdrawing From, and Terminating IAs.**

3.6.1. Implementation. For IAs that require the transfer of funds between partners, a Financial Management Procedures Document (FMPD) is required. The FMPD covers the procedures for executing the financial aspects of the IA, such as the details of the banking system, payment schedules, etc. A Program Security Instruction (PSI) is usually required when transferring classified information. The PSI contains all the security arrangements and procedures that

form the program's security Standard Operating Procedures. This should be drafted as a team effort with the other parties of the IA early in the development process. Other implementing documents included in some IAs are a project plan and position descriptions for CPP. AFRL TDs are responsible for developing and staffing all implementing documents through AFRL/SPGI to SAF/IAPC for coordination.

3.6.2. Amendments. Amendments to an IA are approved via the same procedures used to develop the original IA. This includes the provisions that, by themselves, might form the basis of a separate agreement, such as a new phase or task, or that propose a new or altered obligation not previously contemplated by the parties to the IA (i.e., changes to scope, tasks, contributions, classification, or duration). The required documentation is the same as the original IA, except an abbreviated SSOI containing only pertinent, revised information for the proposed amendment to accompany the original SSOI will be submitted. AFRL/SPGI will notify SAF/IAPC of a potential amendment as soon as possible.

3.6.3. Withdrawal and Termination. If an AFRL TD is considering unilateral withdrawal from an existing IA, the TD will consult with AFRL/SPGI as soon as possible but no later than 105 days before the planned announcement. AFRL/SPGI must consult with SAF/IAPC at least 90 days before the anticipated announcement. Under the terms of most agreements, withdrawing parties retain certain obligations even after withdrawal. Generally, the AFRL TD is responsible for the financial costs incurred up to the withdrawal date and continued compliance with security, intellectual property rights, and other continuing provisions following withdrawal. AFRL/SPGI will ensure that U.S. obligations are fully discharged and report non-compliance to AFRL leadership and SAF/IAPC.

## Chapter 4

### THE INFORMATION EXCHANGE PROGRAM (IEP)

**4.1. Purpose and Objectives.** The exchange of RDT&E information provides a foundation for the promotion of IAC. AFRL is encouraged to exchange information with foreign partners to meet the DAF's and AFRL's needs within the limits of U.S. disclosure allowances. Information exchange has the following additional objectives:

- 4.1.1. Explore opportunities to promote future technology cooperation to enhance standardization and interoperability.
- 4.1.2. Establish and nurture relationships between AFRL and the technology communities of partner nations.
- 4.1.3. Remain abreast of defense-related technology development outside the U.S.
- 4.1.4. Reduce costs by avoiding unnecessary duplication of RDT&E efforts.

**4.2. IEP Background.** The IEP allows for the exchange of RDT&E information on a reciprocal, balanced basis such that the RDT&E information exchanged between parties will be of approximately equivalent value, qualitatively and quantitatively. The IEP is used to exchange generic, non-system-specific technology. The scope of the IEP should be broad enough to provide sufficient flexibility over the life of the IEP to allow for changes in RDT&E information and evolving military requirements. Industry participation must comply with the terms and conditions of the MIEA, the IEA, DoD industrial security and export regulations, and the U.S. National Disclosure Policy. Industry or university participation is limited to entities contracted to DoD or foreign counterparts. Foreign industry participation is authorized only for countries with an industrial security agreement with the DoD. RDT&E information exchange may be allowed under an umbrella RDT&E MOU/MOA to enable participants to determine which IAs to develop.

4.2.1. IEAs. Annexes to MIEAs govern the type and range of information permissible for an exchange. There is no limit to the number of IEAs AFRL may have with a specific country (provided an MIEA is in place); however, IEAs are constrained by provisions negotiated within their master agreement. The typical term for new IEAs is five years, with an option for a five-year extension; however, the governing MIEA may have different timeframes.

4.2.1.1. IEAs exclude transfer of materials or equipment; technical data packages; production or manufacturing information and data packages; price and availability information on U.S. production or operational systems; and training. Any data provided will be safeguarded and transmitted only with prior written approval from SAF/IAPC. An IEA may not be used to exchange personnel, provide technical services, be cited as authority to place contracts, or for a cooperative RDT&E project which formally commits the participants to fund specific RDT&E shared work. Expenditure of funds is limited to administrative and travel costs to support the proper management of the IEA.

### 4.3. Documentation Requirements for an IEA.

4.3.1. Either AFRL or a foreign partner may propose an IEA. An ICAT may or may not be used to establish an IEA. At a minimum, the TPO and AFRL/SPGI will coordinate the three documents necessary to staff a proposed IEA to SAF/IAPC.

4.3.1.1. Proposed IEA. This document should follow the format in the governing MIEA. The IEA should include a definition of the technical scope; a listing of Authorities, TPOs, ATPOs, LOs, and Establishments; security classification of information to be exchanged; and other special provisions as required.

4.3.1.2. QPQ Analysis. The QPQ Analysis is restricted to the U.S. Government and explains the benefits AFRL, the DAF, and the partner country(s) expect to realize from the proposed IEA. The U.S. TPO will develop the QPQ Analysis with input from appropriate sources. TPOs should contact the proper AFRL country desk officer for the current format.

4.3.1.3. Draft DDL. See [para 3.3.4](#).

#### 4.4. IEA Development.

4.4.1. IEA Initiation. The initiation stage aims to define the project, develop appropriate staffing documentation, and verify TD(s) support. If a TPO or TD receives a proposed IEA (as opposed to a proposed *idea* for an IEA) directly from a foreign partner, consult with AFRL/SPGI and SAF/IAPC as soon as practicable.

4.4.1.1. Technical Assessment. To develop the documents in [para 4.3](#), the designated U.S. TPO must accomplish a technical assessment for proposed IEAs. The evaluation may include exploratory visits to foreign research organizations. AFRL/SPGI and various in-country U.S. offices, such as the Offices of Defense Cooperation or XOARDs, can help provide appropriate contact points. The technical assessment is also a good entry for a potential PA that did not originate from an IEA or grant. At a minimum, the following points should be identified during the technical assessment:

4.4.1.1.1. Tangible technical benefit to a U.S. program / OSD Critical Tech Area / DAF Operational Imperative / or AFRL TD core competency;

4.4.1.1.2. Specific possibilities for U.S. / DAF application of the foreign technology;

4.4.1.1.3. Unique advantages of the foreign research programs, facilities, and/or personnel;

4.4.1.1.4. Impact on the U.S. / DAF / AFRL without the foreign technology;

4.4.1.1.5. Sensitivity or military criticality of proposed U.S. technology to be exchanged;

4.4.1.1.6. Potential application of U.S. technology by a foreign country;

4.4.1.1.7. Technology availability from other foreign sources;

4.4.1.1.8. Ensure the equitable exchange of information, consistent with national security policy and

4.4.1.1.9. Potential of damage to the U.S. from disclosure of U.S. technology to a non-participant of the IEA.

4.4.2. Participation in IEAs concluded by other DAF or DoD entities. AFRL TD(s) are encouraged to review opportunities to join proposed or active IEAs established by other DAF or DoD entities. Joining an active IEA can effectively exchange desired information while saving time and effort to start a new IEA. In this case, the AFRL proponent should seek to become an establishment to the exchange. Following the applicable elements in [para 4.3](#), the AFRL proponent should draft a QPQ Analysis and DDL specifying disclosure guidance for releasing DAF-specific technical information. AFRL/SPGI will then coordinate with SAF/IAPC for staffing and approval of the documentation.

#### 4.4.3. Implementing, Amending, Withdrawing From, and Terminating an IEA.

4.4.3.1. Implementation. AFRL TPOs should identify information exchange objectives as needed within the QPQ to clarify expectations during the life of the established IEA. Regular visits and/or communication between the U.S. and foreign TPOs are encouraged to discuss progress made against the objectives and to maintain awareness of technological advances and activities of the other party.

4.4.3.2. Amendments. An IEA must be amended when the TPOs intend to change the scope, security classification level, duration, or other significant aspect of the IEA.

4.4.3.2.1. The AFRL TPO will evaluate proposed changes using the same criteria as establishing a new IEA and contact the AFRL/SPGI country desk officer for assistance in developing the amended IEA, an updated QPQ Analysis, and DDL. The updated QPQ Analysis should describe the benefits already gained from the IEA and those likely to accrue from the amendment. The DDL should be reviewed for currency and changed, if applicable, or reissued if still valid.

4.4.3.2.2. Administrative changes to an IEA. TPOs can propose administrative changes to existing IEAs, including updating the listed establishments and authorities. AFRL/SPGI will forward the proposal to SAF/IAPC for approval.

4.4.3.3. Terminating an Annex. Either country may terminate an IEA using the MIEA and appropriate IEA procedures. A TPO will make the termination request through AFRL/SPGI to SAF/IAPC.

## Chapter 5

### THE TEST AND EVALUATION (T&E) PROGRAM

**5.1. Purpose and Objectives.** This program allows AFRL to secure access to test facilities of a partner nation or international governmental organization and vice versa. It also provides for cooperative activities on a reciprocal basis through T&E-related projects, information exchange, working group formation, project transfers, and familiarization visits.

**5.2. T&E Background.** The T&E program is implemented through a bilateral TEP MOU/MO establishing the broad terms and conditions for reciprocal and/or cooperative T&E activities. T&E activities are typically carried out using two types of subordinate IA mechanisms.

5.2.1. RUTF Agreements. RUTF agreements describe a fee-for-service relationship in which testing services are provided at preferred (less than total cost of recovery) rates. Testing under a RUTF agreement may be conducted for developmental, operational, or live-fire T&E.

5.2.2. CTE Agreements. CTE agreements allow for the conduct of T&E projects under the terms of the applicable bilateral TEP MOU/MOA.

5.2.3. PET or E&MT agreements. PET or E&MT are acronyms in many bilateral MOU/MOAs under the RDT&E Program. When processed as a stand-alone agreement, they are essentially loan agreements and are processed as such.

**5.3. T&E Documentation Requirements.** A PA, SSOI, and DDL are required for T&E agreements, as described in [Chapter 3](#). Before developing this documentation, the TPO must develop a one-page project proposal for consideration by the Office of the Undersecretary of Defense for Research and Engineering / Director of Operational Test and Evaluation (OUSD(R&E)/DOT&E).

5.3.1. One-Page Project Proposal. For E&MT PAs under a TEP MOU/MOA, the TPO is responsible for drafting a short proposal summary to develop the agreement. AFRL/SPGI will staff the proposal through SAF/IAPC to OUSD(R&E)/DOT&E. Once DOT&E issues an Approval in Principle letter granting the request, work can commence developing/staffing the E&MT PA as per [Chapter 3](#).

## Chapter 6

### THE FOREIGN COMPARATIVE TESTING (FCT) PROGRAM

**6.1. Purpose and Objectives.** The FCT Program provides funding for T&E of foreign NDI and evaluates the NDIs developed by partner nations to determine if they satisfy military requirements or correct mission area shortcomings. The program aims to improve the U.S. warfighter's capabilities through rapidly fielding quality military equipment 12 – 18 months after the start of funding for the project. The program also aims to reduce duplication in R&D, enhance standardization and interoperability, improve cooperative support, and promote competition and international technology exchange.

**6.2. FCT Program Background.** The FCT Program focuses on identifying and testing items and technologies of our allies and other friendly nations with a high Technology Readiness Level (TRL) to satisfy valid defense requirements more quickly and economically. It supports DoD and DAF policies encouraging international cooperation and helps reduce overall acquisition costs.

6.2.1. Contracting Guidance. FCT policy is for TPOs to structure their acquisition and contracting strategies so that there is a single contract to obtain the test articles with options for production articles through Low-Rate Initial Production (LRIP). This is commonly set up as an “indefinite delivery, indefinite quantity” contract. AFRL contracting officers may purchase test articles and associated test support equipment IAW the requirements of the Federal Acquisition Regulation (FAR) and the Defense Supplement to the FAR; however, FCT program-specific acquisition authorities also provide for bypassing the Buy American Act and the Berry Amendment for up to five years and/or acquisition of LRIP articles (10 USC 2350a(g)(3); DoDI 5000.02, Enclosure 13, Para 4a(3)(b)2a; DoDD 5000.01, Enclosure 1, Para E1.1.18 and following; DFARS Subpart 225.7002-2(a); and DFARS Subpart 206.302-1(b)). The use of FCT authorities is sufficient justification for single-source acquisition. Alternatively, test articles may be obtained via loan through an IA using the TEP.

6.2.2. Federal Business Opportunities. As the FCT program requires, the intention to initiate an FCT project must be publicized in Beta.SAM.gov to promote full and open competition for test materials unless exceptions or other set-asides apply.

6.2.3. Foreign T&E Data. Pertinent T&E data obtained from foreign governments and manufacturers may be useful in reducing duplication of T&E efforts and costs. TPOs can use existing MOU/MOAs and IEAs to facilitate the exchange of FCT data.

6.2.4. The program uses OSD RDT&E funds available for obligation during two fiscal years within certain limitations.

6.2.5. FCT funds cannot be used to procure equipment or services from any U.S. entity. AFRL funding must be equal to or greater than the funding requested from the FCT program. An FCT project may not be solely supported by FCT funds in any single year.

### 6.3. Documentation Requirements.

6.3.1. The FCT Proposals. There are two FCT proposal requirements: the Initial Proposal and the Final Proposal submitted to AFRL/SPGI for quality review and staffing through SAF/IAPC. Following initial submission, TPOs may update proposals directly to the Decision Lens portal.

6.3.1.1. The Initial Proposal is the first step in the process. This is a simple quad chart describing the goals, potential return on investment, funding profile, and a self-explanatory graphic for the project.

6.3.1.2. Proposals should pertain to items no lower than TRL 6, focusing on transitioning to the warfighter. As such, endorsement from a System Program Office or other transition manager is a must.

6.3.1.3. If selected for continuation, the TPO will continue with the submission of the Final Proposal. This requires more detail and is considered a finished product when submitted. AFRL / DAF / and OSD FCT representatives will work directly with the TPOs.

**6.4. FCT Program Process.** TPOs should design FCT projects to evaluate whether test items satisfy validated DAF requirements and provide the best value. The DAF acquisition strategy should reflect these factors and support a procurement decision if the project meets both factors. An FCT project proposal must clearly describe the candidate item and the purpose of the evaluation.

6.4.1. FCT Project Criteria. The selection or rejection of a candidate depends on the extent to which a proposal satisfies the following criteria:

6.4.1.1. Provides a solution to a valid DoD or DAF requirement for which there is no existing U.S. system or

6.4.1.2. Is an alternative to a U.S. system under development, and the foreign item appears to offer a significant cost, schedule, or performance advantage; or

6.4.1.3. Has the potential to correct an operational deficiency or shortcoming or

6.4.1.4. Presents an alternative for military equipment, munitions, or a related technology or manufacturing process.

6.4.2. Proposal Considerations. The TPO submits a written summary documenting a thorough market investigation through a Beta.SAM.gov Sources Sought or Request for Information to determine similar equipment availability and identify potential U.S. and partner country vendors.

6.4.2.1. If a U.S. contender is identified through the solicitation or is planned, the U.S. contender must be evaluated using AFRL funds, or the proposal must be withdrawn from consideration. No FCT funds may be used to assess U.S. contenders.

6.4.2.2. An intent for procurement following successful T&E must be indicated by having an endorsement from a General Officer or Senior Executive Service civilian from an associated command to identify procurement and support funds in the Future Years Defense Program.

6.4.2.3. The project offers, where possible, the potential for establishing a U.S. source to produce, under license, foreign-designed equipment or technologies.

6.4.2.4. The TD is willing to share test costs, and the proposal addresses the willingness of the foreign government or industry to absorb all or part of the costs associated with providing the test articles.

6.4.2.5. The proposal addresses allied interoperability and support considerations (e.g., is the system/item in or about to enter service with one or more allied or friendly nations).

6.4.2.6. The proposal indicates the level of interest from other DoD components in the test.

6.4.2.7. The proposal identifies security and disclosure plans required to test the proposed equipment.

6.4.2.8. The proposal does not fund a U.S. candidate.

6.4.2.9. The proposal does not contain/is not an R&D effort.

6.4.2.10. The test article(s) must be at least TRL 6.

6.4.3. Reports. TPOs must submit monthly financial reports and Quarterly Progress Reports. Both reports are typically one to two pages long and should be consistent with the format provided by SAF/IAPC. After the project, the TPO must submit a final test and close-out report. TPOs are encouraged to conduct tests in phases to allow for cancellation should a phase show that the foreign equipment did not meet the desired objectives.

## Chapter 7

### THE DEFENSE PERSONNEL EXCHANGE PROGRAM (DPEP)

**7.1. Purpose and Objectives.** This chapter describes the processes and procedures for the ESEP and APEP programs, part of the DPEP.

7.1.1. ESEP. The ESEP program enhances the political and scientific needs of the U.S. by assigning civilian and military engineers and scientists to foreign governmental facilities to perform RDT&E work.

7.1.2. APEP. The APEP program assigns civilian or military personnel who are specialists in administrative, finance, health, legal, logistics, planning, and other support functions to foreign governmental facilities. APEP provides on-site working assignments for foreign personnel in U.S. governmental establishments and U.S. personnel in foreign defense establishments.

**7.2. Background.** Defense personnel exchange and assignment programs are authorized in 10 USC 311.

7.2.1. The DAF pursues these programs with allied and friendly nations as part of a comprehensive IAC portfolio. The programs serve the purpose of 1) advancing U.S. political and military objectives through scientific and professional exchange, 2) enhancing the technology base of the U.S. via international engagement, and 3) building and maintaining cooperative relationships with our international partners. A vital element of the programs is the requirement that placements meet the technological and political goals of the U.S. AFRL does not determine the placements; however, AFRL/SPGI screens the nominations for completeness before submission to SAF/IAPC.

7.2.2. Placements ensure the mutual benefit of all the nations involved, but not necessarily the individual's wishes. Assignment in these programs provides full-time, on-site work for U.S. and foreign military and civilian personnel as an integral part of the government establishment of the other nation. These assignments also build organizational and personal ties that provide a foundation for future international cooperative efforts.

**7.3. Program Requirements.**

7.3.1. Funding. For AFRL personnel selected to participate in an exchange program overseas and within budgetary conditions, SAF/IAPC will fund Permanent Change of Station (PCS) moves, Temporary Duty (TDY) for language training, and administrative overhead. AFRL will continue to pay the salary for civilian exchange personnel.

7.3.2. Leave. AFRL personnel in foreign organizations and foreign personnel in AFRL under an exchange assignment may observe the holiday schedule of either the U.S. or host nation, as mutually agreed. Annual and sick leave will be granted according to the entitlements of the parent organization, subject to the approval of the appropriate authorities of the host organization.

7.3.3. Position Description. A Position Description (PD) describing the work the exchange participant will perform will be developed for foreign personnel participating in the program (AFRL personnel will receive a PD from the foreign organization). Participants in an exchange program remain employed by their parent organizations during their assignments.

#### 7.3.4. Length of Assignment.

7.3.4.1. Participating AFRL personnel will typically be assigned in a host country for a defined period between 12 to 24 months on a PCS basis. Assigning personnel on a shorter TDY basis (179 days or less) may be possible.

7.3.4.2. Requests for an extension for AFRL-hosted foreign nationals will be made through the applicable AFRL TD through AFRL/SPGI to SAF/IAPC, with information copies provided to the local servicing FDO.

7.3.4.3. Requests for extension of AFRL participants will be made through the host organization back to SAF/IAPC for coordination with AFRL.

#### 7.3.5. Limitations.

7.3.5.1. Exchange personnel will not be used for training or combined with Foreign Liaison Officer activities supporting FMS. The only training that may be conducted under an exchange is to familiarize, orient, or certify assigned personnel regarding unique aspects of their exchange positions.

7.3.5.2. Exchange personnel will not be used to augment staff positions or to obtain personnel resources beyond authorized manning levels.

7.3.5.3. Exchange personnel will not be used as a conduit for exchanging technical data or controlled information between governments.

7.3.5.4. Exchange personnel will not act as representatives of their government.

7.3.6. Applications. Calls for applications will be sent out by SAF/IAPC annually. AFRL applications will be reviewed by AFRL/SPGI for completeness before submission to SAF/IAPC.

7.3.7. Right of Return. Civilian personnel accepting an exchange position have a right of return. Both the returning employee and the owning AFRL TD must comply with the requirements in DoDI 1400.25 (DoD Civilian Personnel Management System: Employment in Foreign Areas and Employee Return Rights-V1230

7.3.7.1. Should the appointing TD not be able to fulfill the requirement of [para 7.3.7](#), they must create a temporary position, at most 90 days, to allow the returning employee to seek a new position.

7.3.7.2. Should the returning employee waive their right to return, they are responsible for seeking new employment like any other person.

## Chapter 8

### THE INTERNATIONAL COOPERATIVE RESEARCH AND DEVELOPMENT (ICR&D) PROGRAM

**8.1. Purpose and Objectives.** The ICR&D Program, sometimes referred to as either the Nunn or Air Force ICR&D Program, promotes IAC activities with NATO member states, NATO organizations, major non-NATO allies, and Friendly Foreign Countries – those non-NATO countries specified as friendly foreign countries in the report required by 10 USC 2350a(f)(2) - by providing RDT&E funding to selected technology development and demonstration/validation projects that improve commonality, standardization, and interoperability.

**8.2. Background.** The ICR&D Program was developed and funded to improve what Congress perceived as inadequate cooperation between the U.S. and NATO nations in R&D. The program has since been expanded.

8.2.1. The program uses DAF RDT&E funds available for obligation during two fiscal years, within certain limitations, to capitalize on cooperative opportunities. ICR&D candidate projects must also satisfy the following requirements:

8.2.1.1. SECDEF, via USD (A&S), must have determined that the project will improve conventional defense capabilities by applying emerging technology.

8.2.1.2. ICR&D projects must be conducted via a formal IA, as per [Chapter 3](#).

8.2.1.3. ICR&D funds cannot be used to procure equipment or services from any foreign entity.

8.2.1.4. When determining equitability with the foreign partner, the project must not include U.S. military or economic grants, loans, or other assistance.

**8.3. ICR&D Guidelines for Managing Program Funds.** The AFRL TD must commit funds (not including non-financial contributions) from its own RDT&E Program Elements equal or greater to the amount of funding requested from the ICR&D program. ICR&D funding is considered matching funding. However, this requirement for matching funding is for the total project, not by fiscal year. Regardless, a project may not be solely supported by ICR&D funds in any single year.

**8.4. Reporting Requirements.** The ICR&D Program maintains reporting requirements to accommodate program management and ensure continued viability.

8.4.1. Monthly Reports. For the project's duration, AFRL TPOs executing projects utilizing ICR&D funding must prepare and submit monthly financial reports to SAF/IAPC. Reports are only required once funds are released but are encouraged before this.

8.4.2. Quarterly Reports. For the project's duration, AFRL TPOs executing projects utilizing ICR&D funding must prepare and submit quarterly reports to SAF/IAPC, with a copy furnished to the AFRL/SPGI auxiliary programs team and the appropriate AFRL/SPGI desk officer.

8.4.3. Final Reports. TPOs utilizing ICR&D funds must submit three copies of each final report to SAF/IAPC upon project conclusion.

## Chapter 9

### THE COALITION WARFARE PROGRAM (CWP)

**9.1. Purpose and Objectives.** The CWP is a defense-wide effort to assist Combatant Commands (CCMDs), Military Departments, and DoD organizations in integrating coalition-enabling solutions into existing and planned U.S. programs. The program focuses on short-term interoperability-enhancing solutions and identifying coalition solutions to long-term interoperability issues.

**9.2. Background.** The CWP program aims to increase capability through advanced capabilities, improved interoperability, and strengthened partnerships.

9.2.1. The program uses OSD RDT&E funds available for obligation during two fiscal years within certain limitations.

9.2.1.1. Project Management. Projects must have achievable goals, reasonable funding requests, and executable transition plans.

9.2.1.2. Foreign Partnership. CWP requires a collaborative effort with a foreign partner(s) defense organization. This partner must have a demonstrable engagement in the RDT&E work, including funding and other resources, to provide an achievable engagement.

9.2.1.3. CWP projects must be conducted via a formal IA, as per [Chapter 3](#).

9.2.1.4. CWP funds cannot be used to procure equipment or services from any foreign entity.

9.2.1.5. When determining equitability with the foreign partner, the project must not include U.S. military or economic grants, loans, or other assistance.

9.2.1.6. RDT&E Content. The program mandates that funding be used to execute RDT&E projects. Projects can include development across the RDT&E spectrum but are generally limited to TRL 3 or higher. Projects should reference at least one of the DoD Critical Technology Areas.

9.2.1.7. Warfighter Emphasis. Projects must have the support of at least one CCMD and should provide them with the capabilities and coalition enablers required to be successful in their operations. Projects may support the full range of DoD operations.

9.2.1.8. Resource Planning. CWP funding should be matched or exceeded by AFRL and other U.S. DoD funds. Partner equity must match the total U.S. contribution. Projects requesting the maximum CWP funding of \$1 million per year for one or two years must demonstrate responsiveness to critical DoD needs.

9.2.1.9. Outcomes. Projects must result in tangible deliverables. Successful projects develop solutions that reach warfighters in three years or less.

9.2.1.10. Transition. Nominations must have an identified transition plan with written support from a transition manager showing commitment to mature the technology to the next development phase, testing, or final fielding upon project completion.

**9.3. Reporting Requirements.** TPOs executing projects utilizing CWP funds submit monthly financial reports and quarterly program reports to OSD, with a copy furnished to SAF/IAPC, the AFRL/SPI auxiliary programs team, and the appropriate AFRL/SPGI desk officer.

JASON E. BARTOLOMEI  
Brigadier General, USAF  
Commander

## Attachment 1

### GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

#### *References*

Department of Defense Directive (DoDD) 5230.20, *Visits and Assignments of Foreign Nationals*, 22 June 2005

Air Force Instruction (AFI) 16-110, *USAF Participation in International Armaments Cooperation (IAC) Programs*, 18 September 2018

Air Force Manual (AFMAN) 16-114, *Participation in International Armaments Cooperation (IAC) Programs*, 23 October 2018

Air Force Material Command Instruction (AFMCI) 16-101, *Security Cooperation (SC), Security Assistance (SA), and Foreign Military Sales (FMS) Management*, 23 December 2019

AFRL Supplement to AFI 33-322, *AFRL Records Management and Information Governance Program*, 12 June 2023

#### *Prescribed Forms*

None

#### *Adopted Forms*

DAF Form 847, *Recommendation for Change of Publication*

DAF Form 679, *Department of the Air Force Publication Compliance Item Waiver Request/Approval*

#### *Abbreviations And Acronyms*

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFMCI**—Air Force Material Command Instruction

**AFOSR**—Air Force Office of Scientific Research

**AFRL**—Air Force Research Laboratory

**AFRL/CA**—Executive Director, Air Force Research Laboratory

**AFRL/CC**—Commander, Air Force Research Laboratory

**AFRLI**—Air Force Research Laboratory Instruction

**AFRL/SP**—Air Force Research Laboratory Strategic Partnering Directorate

**AFRL/SPGI**—Air Force Research Laboratory Strategic Partnering Directorate, International Branch

**AFRL/SPT**—Air Force Research Laboratory Strategic Partnering Directorate, Technology Transfer and Transition Division

**ATPO**—Associate Technical Project Officer

**APEP**—Administrative and Professional Exchange Program  
**CCMD**—Combatant Command  
**CPP**—Cooperative Program Personnel  
**CTE**—Cooperative Test and Evaluation  
**CWP**—Coalition Warfare Program  
**DAF**—Department of the Air Force  
**DDL**—Delegation of Disclosure Authority Letter  
**DoDD**—Department of Defense Directive  
**DPEP**—Defense Exchange Program  
**DTIC**—Defense Technical Information Center  
**E&MT**—Equipment and Material Testing  
**ESEP**—Engineer and Scientist Exchange Program  
**FAR**—Federal Acquisition Regulation  
**FCT**—Foreign Comparative Testing  
**FD**—Functional Directorate  
**FDO**—Foreign Disclosure Office / Officer  
**FMPD**—Financial Management Procedures Document  
**FMS**—Foreign Military Sales  
**HPW**—Human Performance Wing  
**IA**—International Agreement  
**IAC**—International Armaments Cooperation  
**IAW**—In Accordance With  
**ICAT**—International Cooperative Agreements Team  
**ICR&D**—International Cooperative Research and Development  
**ICRADA**—International Cooperative Research and Development Agreement  
**IEA**—Information Exchange Annex  
**IG**—Inspector General  
**IPOC**—International Point of Contact  
**ITG**—International Technology Group  
**LA**—Loan Agreement  
**LRIP**—Low-Rate Initial Production  
**MIEA**—Master Information Exchange Agreement

**MO**—Mission Organization  
**MOA**—Memorandum of Agreement  
**MOU**—Memorandum of Understanding  
**NATO**—North Atlantic Treaty Organization  
**NDI**—Non-Developmental Items  
**OPR**—Office of Primary Responsibility  
**ORF**—Official Representation Funds  
**OSD**—Office of the Secretary of Defense  
**OUSD(R&E)/DOT&E**—Office of the Undersecretary of Defense for Research and Engineering, Director of Operational Test and Evaluation  
**PA**—Project Agreement / Project Arrangement (depends on country)  
**PAS**—Personnel Accounting System  
**PCS**—Permanent Change of Station  
**PD**—Position Description  
**PET**—Project Equipment Transfer  
**POA**—Pertinent Oversight Authority  
**POM**—Program Objective Memorandum  
**PSI**—Program Security Instruction  
**QPQ**—Quid-Pro-Quo Analysis  
**R&D**—Research and Development  
**RDT&E**—Research, Development, Test, and Evaluation  
**RUTF**—Reciprocal Use of Test Facilities  
**S&T**—Science and Technology  
**SA**—Security Assistance  
**SAF/AQ**—Deputy Undersecretary of the Air Force for Acquisition  
**SAF/IA**—Deputy Undersecretary of the Air Force for International Affairs  
**SAV**—Staff Assistance Visit  
**SC**—Security Cooperation  
**SIFP**—Senior International Focal Point  
**SSOI**—Summary Statement of Intent  
**STO**—(NATO) Science and Technology Organization  
**T&E**—Test and Evaluation  
**TD**—Technology Directorate

**TDY**—Temporary Duty

**TEP**—Test and Evaluation Program

**TPD**—Technical Planning Document

**TPO**—Technical Project Officer

**TRL**—Technology Readiness Level

**TTCP**—The Technical Cooperation Program

**UCI**—Unit Compliance Inspection

**U.S.**—United States

**USAF**—United States Air Force

**USC**—United States Code

**USG**—United States Government

**USSF**—United States Space Force

**VTC**—Video Teleconference

**WOS**—Windows on Science

**WOW**—Windows on the World

**XOARD**—Generic term for the Offices of Aerospace Research and Development