

Administrative Changes to AFTACI 16-201, *Disclosure of Information to Foreign Governments and Foreign Visits*

OPR: AFTAC/CCB

References throughout to “Ms. Deborah L. Ward” hereby changed to “Mr. Robert McLaughlin”.
28 February 2024

References throughout to “AFTAC/XP” are hereby changed to “AFTAC/CCB”. 28 February 2024

References throughout to “XPI” are hereby changed to “CCB”. 28 February 2024

Reference throughout to “Air Force Manual (AFMAN) 33-363, *Management of Records*” are hereby change to “AFI 33-322, *Records Management and Information Governance Program*”.
28 February 2024

Reference throughout to “10989 South Patrick Dr” are hereby changed to “1020 South Patrick Dr. Bldg. 10989”. 28 February 2024

Reference throughout to “Patrick AFB” are hereby changed to “Patrick SFB”. 28 February 2024

2 April 2024

**BY ORDER OF THE COMMANDER
AIR FORCE TECHNICAL
APPLICATIONS CENTER (AETC)**

**AIR FORCE TECHNICAL
APPLICATIONS CENTER
INSTRUCTION 16-201**



30 MARCH 2017

Certified Current on, 27 February 2024

Operations Support

**DISCLOSURE OF INFORMATION TO
FOREIGN GOVERNMENTS AND
FOREIGN VISITS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: This publication is available digitally on the e-Publishing web site at www.e-Publishing.af.mil for downloading or ordering

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: AFTAC/XPI

Certified by: AFTAC/XP
(Ms. Deborah L. Ward)

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Pages: 5

This Air Force Application Technical Center Instruction (AFTACI) identifies the procedures and guidelines for the disclosure of information, both classified and unclassified, to foreign governments and the approval of visits by foreign nationals to center facilities and other facilities when related to Air Force Technical Applications Center (AFTAC) programs. It applies to all personnel assigned to AFTAC, its detachments, and operation locations. This publication does not apply to Air Force Reserve Command (AFRC), and other individual reservists administered by Headquarters AFRC. It does not apply to the Air National Guard. Refer recommended changes and questions about this publication to AFTAC/XPI using the Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Form 847 from your directorate through Publications and Forms Manager, CYCS/SCXK. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. Additionally, if the publication generates a report(s), alert readers in a statement and cite all applicable Reports Control Numbers in accordance with AFI 33-324, *The Information Collections and Reports Management Program: Controlling Internal, Public, and Interagency Air Force Information Collections*.

SUMMARY OF CHANGES

This center instruction reflects modification to existing guidance on foreign disclosure and adds additional guidance relating to the visits of foreign nationals.

1. Foreign Disclosure.

1. 1. When any headquarters staff element or field unit receives a request for classified or unclassified information from an official representative of a foreign government or international organization, or wishes to initiate the disclosure of any information to a foreign government or international organization, they will provide the International Affairs Division of the Plans and Programs Directorate (XPI) with the following information:

1.1.1. The name of the requesting activity or intended recipient of the information.

1.1.2. A description of the data that has been requested or proposed for disclosure and copies of any documents or briefings, to include briefer's notes.

1.1.3. Any pertinent background information to include the rationale for the request and a recommendation for approval/disapproval.

1.2. XPI will use the unit's Delegation of Disclosure Authority Letter (DDL) and Product Area Manager recommendations as a guide for making decisions on disclosure of AFTAC information.

1.3. If disclosure of the requested information is considered to be in the best interest of the U.S. Government, and the DDL does not grant AFTAC disclosure authority, XPI will seek authority through appropriate channels.

1.4. Any recommended revision to AFTAC's existing disclosure authority will be forwarded to XPI. XPI will obtain staff coordination and provide a recommendation for approval/disapproval to the commander. If the commander concurs with the revision, the change will be forwarded to the appropriate organization for their approval/disapproval. If approved, a revision to the DDL will be issued.

1.5. When the approved release involves classified documents, offices of primary responsibility (OPR) will use AF IMT 349, *Receipt for Documents Released to Accredited Representatives of Foreign Nations*, to transmit the documents.

1.6. All requests for public release of AFTAC information must be in accordance with AFI 35-101, *Public Affairs Policies and Procedures*, and be routed through AFTAC/PA.

2. Foreign Visits.

2.1. When any headquarters staff elements or field units receive a visit request from a foreign national or international organization, or initiate such a request, they will provide the following information to XPI:

2.1.1. The name(s) of the individual(s), the country/organization they represent, the date and purpose of the visit, and a detailed explanation of information proposed for disclosure, to include copies of any briefings.

2.1.2. XPI will obtain the requisite visit approval and verify individual security clearances, if appropriate, through the DoD Foreign Visit System. XPI will also gain

approval for the disclosure of information not documented in the unit DDL from appropriate organizations.

2.1.3. XPI will then notify the staff OPR that the visit has been approved/disapproved. No formal invitation should be initiated/offered prior to receipt of visit approval through the Foreign Visit System or from the Deputy Under Secretary of the Air Force (International Affairs), Foreign Disclosure and Technology Transfer Division (SAF/IAPD).

2.1.4. XPI will notify the 45th Space Wing and obtain base access approval for all foreign visitors to AFTAC. In cases where the AFTAC Commander is the approval authority, XPI will notify the 45th Space Wing of the visit.

2.1.5. Personal or unofficial visits to any 45th Space Wing installation or facility, including base housing, require compliance with 45th Space Wing instructions regarding foreign visits.

3. Information Collections, Records, and Forms

3.1. Information Collections. No information collections are created by this publication.

3.2. Prescribed Forms. All Air Force Forms prescribed or adopted by this publication are available through the Air Force Publications Distribution system. Any other agency forms identified or required for use are available from AFTAC/XP. The form adopted by this publication is:

3.2.1. AF IMT 349, *Receipt for Documents Released to Accredited Representative of Foreign Nations*.

Table 1. Addresses.

AFTAC/XPI 10989 South Patrick Dr. Patrick AFB FL 32925-3002

STEVEN M. GORSKI, Colonel, USAF
Commander

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

AFI 35-101, *Publication Affairs Policies and Procedures*

Abbreviations and Acronyms

AFRC—Air Force Reserve Command

AFTAC—Air Force Technical Applications Center

ANG—Air National Guard

AFTACI—Air Force Technical Application Center Instruction

CSA—Customer Support Administrator

DDL—Delegation of Disclosure Authority Letter

ICR—Information Collection Reports

OPR—Offices of Primary Responsibility

SAF/IAPD—Deputy Under Secretary of the Air Force (International Affairs), Foreign Disclosure and Technology Transfer Division

XPI—International Affairs Office of the Plans and Programs Directorate

Attachment 2
SAMPLE OF AF IMT 349

Figure A2.1. Sample of AF IMT 349

RECEIPT FOR DOCUMENTS RELEASED TO ACCREDITED REPRESENTATIVES OF FOREIGN NATIONS <i>(Sign, date, and return to addressee immediately upon receipt.)</i>			CONTROL NUMBER AFTAC - 05 - 001
			DATE 20051128
TO: US Embassy Canberra 9999 Wallaby Rd Canberra, Australia	FROM: AFTAC / XPI 1030 S. Hwy A1A Patrick AFB, FL 32925-3002 USA		
DOCUMENTS			
SHORT TITLE	DATE OF LTR	SECURITY CLASSIFICATION	NUMBER OF INCLOSURES
USAEDS Briefing	20051105	SECRET//REL USA, AUS//	-0-
CERTIFICATION			
<p>I, as an authorized and accredited representative of the government or nation listed below, certify receipt this date of the information listed above, and in consideration and as a condition of receipt thereof promise personally, on behalf of myself and my government, that all persons having access to the information furnished herewith will observe and carry out the following responsibilities with respect to the care, use and disposition of such information:</p> <ul style="list-style-type: none"> a. The information or acknowledgment of its possession will not be revealed to a third party, except with the prior consent of the United States. b. The information will be afforded substantially the same degree of security protection given to it by the United States. c. The information will be used for military or other specified purposes only including production for military use when so authorized. d. The recipient will report promptly and fully to the US authorities any known or suspected compromise of United States classified military information released to them. e. The specified original recipients of US classified military information have received appropriate security clearance from their governments for access to information of the security classification involved. 			
GOVERNMENT OR NATION Australia			DATE 20051205
TYPED NAME, GRADE AND TITLE James L. Aussie		SIGNATURE	