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Operations Support

INTERNATIONAL ENGAGEMENTS

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This instruction implements AFMAN 16-101, *Security Cooperation (SC) and Security Assistance (SA) Management*, DAFMAN 16-201, *Department of the Air Force Foreign Disclosure and Technology Transfer Program*, AFI 16-107, *Military Personnel Exchange Program (MPEP)*, and AFI 16-105, *Joint Security Cooperation Education and Training*. It provides Air University (AU) and tenant organization personnel with necessary program guidance on responsibilities and procedures in dealing with international programs, including international military students and their dependents, foreign national visits, regional military contact programs, lecturers, conferences, symposia, instructor exchanges, the personnel exchange program, and with the disclosure of military information to foreign nationals or their representatives. This instruction pertains to all AU Schools and Centers. Subordinate units may not issue implementing publications to this instruction. Discuss requests for waivers to guidance in this instruction with the OPR to determine if such requests should be elevated to higher headquarters. Direct waivers to this publication are not authorized. Refer recommended changes and/or corrections to this publication to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*, through your chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFI 33-322, *Records Management and Information Governance Program*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

SUMMARY OF CHANGES

This revision updates office symbols, program name changes and makes various administrative corrections. It also addresses redefined functionality pursuant to the Air University (AU) organization to include roles and responsibilities of the AU Directorate of International Affairs (AU/IA).

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Chapter 1

OVERVIEW

1.1. General Information. Air University (AU) supports U.S. national security goals by conducting international activities that assist combatant commanders, allied and coalition warfighting capability, enhance regional stability, and foster building international partnerships as well as partnership capacity. HQ AU/IA oversees these activities, provides assistance to AU organizations (including Air Force Institute of Technology (AFIT)), international military students (IMS) and their dependents and international visitors to AU. Air University is uniquely postured to conduct other international engagement activities that further allied and coalition warfighting capabilities, enhance regional stability and foster international cooperation. These activities include outreach within Combatant Command Area of Responsibilities through academic symposia, visits to partner nations to increase partner capacity, support to regional centers, and outreach activities that can be conducted concurrent with faculty development. HQ AU/IA leverages existing programs and, where appropriate, identifies additional resource requirements for a robust international engagements and outreach program that supports SAF/IA priorities and objectives. Further, HQ AU/IA provides a central point of contact for, and acts in the capacity as, advisor on international matters to aid AU/CC in accomplishing the AU mission.

Chapter 2

ROLES AND RESPONSIBILITIES

2.1. Director, Air University International Affairs (HQ AU/IA). HQ AU/IA is responsible for oversight, coordination, and advocacy of all AU international engagement programs and policies including, but not limited to, international military students attending AU Professional Military Education (PME)/Professional Continuing Education (PCE) under USAF Security Cooperation Education & Training Programs (SCETP), international military personnel exchanges at AU, foreign visits, foreign disclosure, international outreach activities, and all other AU programs involving contact with foreign militaries, foreign governments, international organizations or their representatives. Additionally, AU/IA serves as the appointing authority for the Maxwell-Gunter International Military Student Officer (IMSO). HQ AU/IA provides assistance to AU organizations (including AFIT), Combatant Commanders, Combatant Command Regional Centers, and international visitors to AU. Further, HQ AU/IA provides a central point of contact for international matters to aid the AU/CC in accomplishing the AU mission. HQ AU/IA is dual-hatted as the Commandant, International Officer School (IOS/CC).

2.1.1. HQ AU/IA:

2.1.1.1. Develops, disseminates, and implements policy guidance for the direction, integration, and supervision of AU international programs and activities.

2.1.1.2. Coordinates and tracks all visits to AU by international military and civilian personnel to include orientation tours, regional military contact programs, and special events. Ensures visits directly support DOD and USAF security cooperation objectives.

2.1.1.3. Represents AU to outside agencies conducting international programs.

2.1.1.4. Reviews trend indicators, procedures, and surveys for international programs.

2.1.1.5. Oversees the AU Military Personnel Exchange Program (MPEP).

2.1.1.5.1. Appoints in writing an MPEP officer responsible for all AU MPEP issues and confirms AFIT's MPEP responsible officer appointment.

2.1.1.6. Oversees AU Foreign Disclosure Program.

2.1.1.6.1. Appoints in writing a Foreign Disclosure Officer for AU.

2.1.1.7. Oversees the CSAF & CMSAF International Honor Roll (IHR) Program.

2.1.1.8. Coordinates with HQ AU Public Affairs Directorate (AU/PA) on any potential negative issues or events which may impact AU International Programs and that may result in adverse local, regional, national, or international media attention. Coordinates with HQ AU/PA for potential positive stories that can further promote AU International Programs in local, regional, national, or international media.

2.1.1.9. Oversees all International PME Preparatory Courses.

2.1.1.10. Appoints, in writing, an International Military Student Officer (IMSO) for Maxwell-Gunter AFB and confirms the AFIT Commandant's appointment of an AFIT IMSO with 88 ABW/CC concurrence.

2.1.1.11. Provides guidance and oversight of the AU International Sponsorship Program.

2.1.1.12. Provides guidance and oversight of the AU Department of Defense Field Studies Program (DOD FSP).

2.1.1.13. Provides guidance and oversight for the AU International Family Orientation Program (IFOP) and the AU International Dependents English Course (IDEC).

2.2. International Engagements Branch Chief (HQ AU/IAX). HQ AU/IAX is the focal point for all AU international engagement activities including, but not limited to, foreign disclosure, foreign visits, military personnel exchange program, International Honor Roll and alumni engagement and outreach. HQ AU/IAX reports directly to HQ AU/IA.

2.2.1. AFIT FDO and IMSO are the focal point for all AFIT international engagement activities in support of AU and AETC guidance. They support HQ AU/IAX initiatives and activities in areas of disclosure visits, exchanges, technology exports, and related international engagements.

Chapter 3

SECURITY COOPERATION EDUCATION AND TRAINING

3.1. Overview. IAW AFI 16-105, *Joint Security Cooperation Education and Training*, this chapter identifies Air University's role in implementing the Security Cooperation Education and Training Program (SCETP). AU supports SCETP specifically by:

- 3.1.1. Assisting partner nations in developing expertise needed for effective management and operation of its defense establishment.
- 3.1.2. Fostering partner nation development of its own professional training capability.
- 3.1.3. Promoting U.S. military rapport with the armed forces of partner nations to operate in peacekeeping missions and in coalition environments.
- 3.1.4. Promoting better understanding of the United States, its people, political system, institutions, democratic values, and way of life.
- 3.1.5. Increasing the international military student (IMS) awareness of the U.S. commitment to the basic principles of internationally recognized human rights.

3.2. International Military Student Officer (IMSO). IMSOs are responsible for the administration, support and management of all international students assigned to AU schools, colleges, and academies IAW DOD 5105.38M, *Security Assistance Management Manual* (SAMM), and AFI 16-105, *Joint Security Cooperation Education and Training* (JSCET). IMSOs must be appointed in writing by commanders or delegated authority at each installation engaged in education or training of IMS on Invitational Travel Orders (ITO). IMSOs must be appointed for Maxwell-Gunter AFB, AFIT, and any other geographically separated training activities such as Non-Commissioned Officer (NCO) academies where IMS attend courses. The IMSO is authorized to communicate directly with the Air Force Security Assistance Training (AFSAT) Squadron and the Air Force functional manager, the Under Secretary of the Air Force for International Affairs (SAF/IA) desk officers, and Country Team Security Cooperation Offices on routine administrative matters for IMS enrolled in or programmed to attend AU courses. The IMSO at Maxwell AFB is dual-hatted as the Dean of Students for the International Officer School (IOS) when IMS are enrolled in IOS courses.

3.2.1. The IMSO:

- 3.2.1.1. Develops and implements local processes and procedures to comply with IMSO responsibilities outlined in the SAMM and JSCET.
- 3.2.1.2. Provides subject matter expertise and assistance and advise the AU staff and faculty on administration of international military students and authorized dependents.
- 3.2.1.3. Is the focal point to maintain official personnel and training records, and direct administrative actions, for international military students (IMS) on issues such as Travel & Living Allowances, ITO amendments, U.S. ID cards, and any other reports or correspondence affecting student performance and attendance.
- 3.2.1.4. Coordinates support that has IMS unique considerations from other base agencies such as military personnel flight, billeting, transportation, post office, base visitor center, and medical treatment facility.

3.2.1.5. Reviews, plans, and implements an appropriate DOD Field Studies Program (DOD FSP) as outlined in the JSCET (AFI 16-105).

3.2.1.6. Regularly communicates and coordinates with school International Liaison Officers (ILOs) regarding student issues/matters.

3.2.1.7. Conducts orientation/training with AU ILOs to familiarize them with statutory/regulatory requirements for administration of IMS and authorized dependents attending AU under security cooperation education and training programs. Clearly defines the roles and responsibilities of IMSOs and ILOs to ensure seamless support.

3.2.1.8. Develops and maintains base and community awareness regarding IMS programs.

3.2.1.9. Plans and implements an IMS Sponsorship Program.

3.2.1.10. Conducts an International Family Orientation Program (IFOP), annually.

3.3. International Liaison Offices of Primary Responsibility (OPR). AU colleges, schools, academies, and other organizations that have resident courses approved for international student attendance must designate an international liaison office of primary responsibility to represent their organization's interests and concerns with IMSs to the IMSO. These international liaison OPRs interface directly with both IMSs and the IMSO to ensure AU international program goals are met.

3.3.1. The International Liaison OPR:

3.3.1.1. Is designated to HQ AU/IA, AFIT/IMSO, or other applicable authority by the school commandant, commander, director, or dean and serves as the single contact point with the school for international student affairs.

3.3.1.2. Is comparable in rank or grade to the IMSs and works with the IMSO to resolve international military student issues.

3.3.1.3. Obtains necessary orientation from their designated IMSO.

3.3.1.4. Refers requests by IMSs, visiting foreign nationals, or other non-US entities for release of classified or unclassified military information to HQ AU/IAX.

3.3.1.5. Refers special student administration or welfare problems to the IMSO.

3.3.1.6. Forwards DD Form 2496, *International Student Academic Report*, AF Form 475, *Education/Training Report*, or other required training records, on each IMS to the IMSO not later than 60 working days after graduation date.

3.3.1.7. In conjunction with IMSO, develops local process and procedures to ensure IMS comply with DOD guidelines regarding notification/sign out for any domestic or international travel away from education or training installation.

3.4. Student Award of AU Badge and Certificate (AU Form 404, *Air University Badge*). The AU Badge and a certificate, signed by the AU Commander, are awarded to international students upon completion of an in-residence Professional Military Education (PME) course at Air University, or upon completion of a graduate degree program at AFIT. Only one badge and certificate will be awarded per student regardless of the number of courses attended per tour. Students can earn an additional badge and certificate for completion of a subsequent in-residence course. AU will not be responsible for replacing lost or damaged badges of former students. Individuals will be advised where they may purchase additional and or replacement badges.

Students who do not complete the academic requirements for a diploma will not receive the AU Badge or Certificate. These students will have their training report annotated to reflect they 'attended but did not graduate'. Rationale for not meeting graduation requirements will also be addressed in the training report. (See AUI 36-2602, *Air University Operations* [will become AUI 36-2602, *Command, Governance and Administration*].)

3.4.1. AU IMSO and AFIT IMSO are responsible for ordering unit funded AU Badges for international military students.

3.4.2. AU IMSO is responsible for printing and distributing certificates (AU Form 404). Submit requests for certificates to AU IMSO at least 60 days in advance of need.

Chapter 4

INTERNATIONAL MILITARY STUDENT SPONSORSHIP & DEPENDENT PROGRAMS

4.1. Overview. Military and civilian sponsorship programs are crucial to ensuring a positive PME experience for the IMS and their family. AU implements IMS sponsorship programs IAW AFI 16-105, *Joint Security Cooperation Education and Training*, through two mechanisms: military sponsors (wingmen) within the IMS respective PME school, and civilian sponsors in the local Montgomery community (Alabama Goodwill Ambassadors). Additionally, HQ AU/IA supports IMS family members through dependent programs.

4.2. International Military Student Sponsorship.

4.2.1. Military wingmen should be U.S. classmates of the IMS who volunteer to assist their international classmate in understanding unfamiliar terms, navigating AU policies and procedures, and providing overall support.

4.2.2. The Spouse Buddy program is designed to help international spouses stay informed and engaged with Air Command and Staff College (ACSC) and Air War College (AWC) spouse events and social activities to further grow their social network. The program is led by ACSC and AWC Spouse Buddy representatives.

4.2.3. The International Officer School manages the Alabama Goodwill Ambassador (AGA) Sponsorship program which consists of both civilians and military sponsors. The role of AGAs is to engage in social activities with the IMS and their family so they can learn about American culture and life in the U.S. Participation by the IMS is voluntary.

4.3. Dependent Programs. The International Officer School manages various dependent programs in support of the IMS and their family members. Dependent programs are designed to inform, educate, and assist the IMS family members during their stay in the U.S. The IMS Dependent programs include an orientation course, beginner's language course, and social activities groups.

4.3.1. The orientation course is designed to provide adult IMS dependents with information about the base and local area to assist in their transition to living in the local community.

4.3.2. The language course is focused on those dependents with minimal English language skills. It is designed to provide basic ability to communicate in order to enrich their experience while living in the U.S. and reduce social isolation due to language barriers.

4.3.3. Social activities are volunteer organized and led. Events are designed to enrich dependent experience and are tailored around common interests/hobbies between volunteers and dependents.

4.3.4. Issuing AU Form 197, *International Officer School Certificate*, and AU Form 857, *Certificate of Appreciation*.

4.3.4.1. Upon completion of dependent program courses and events, international participants will be issued a certificate of completion on AU Form 197.

4.3.4.2. Upon completion of dependent program courses and events, volunteer participants will be issued a Certificate of Appreciation on AU Form 857.

Chapter 5

MILITARY PERSONNEL EXCHANGE PROGRAM

5.1. Overview. The Military Personnel Exchange Program (MPEP) is a high impact, low cost military-to-military engagement tool. Its goals are to promote mutual understanding and trust; further coalition war fighting capability; strengthen air force-to-air force ties; and develop long-term personal and professional relationships in support of national and defense security cooperation strategies.

5.2. Policy. The Military Personnel Exchange Program supports the National Defense Strategy along with the USAF Security Cooperation Flight Plan, Combatant Command and Air Component Campaign Plans while providing political and military benefits to both air forces. HQ AU/IA is responsible for all Military Personnel Exchange Program activities specified in AFI 16-107, *Military Personnel Exchange Program (MPEP)*. The AU program pertains only to foreign officer/enlisted personnel filling exchange positions in AU schools, colleges, and academies.

5.3. Roles and Responsibilities.

5.3.1. Director of International Affairs (HQ AU/IA):

5.3.1.1. Appoints in writing a MPEP program manager responsible for compliance with the requirements of AFI 16-107.

5.3.1.2. Confirms AFIT Commander's appointment of a MPEP program manager responsible for compliance with the requirements of AFI 16-107.

5.3.2. MPEP Program Manager (HQ AU/IA):

5.3.2.1. Provides program oversight and administration support to host units, supervisors, and international exchange personnel and their families.

5.3.2.2. Coordinates development, validation or deletion of Position Descriptions and Requisition Reports, Delegation Disclosure Authority Letters (DDL), and Security Plans.

5.3.2.3. Submits requests for international exchange personnel's status adjustments, such as tour lengths, temporary duty, etc. to AETC/International Affairs Division (IAD) for approval.

5.3.2.4. Processes exchange program requests from HHQs.

5.3.2.5. Ensures exchange personnel and their supervisor understands positional duties, as well as their obligations, rights, and responsibilities regarding disclosure, security requirements, and access to systems, and information

5.3.2.6. Coordinates End of Tour Reports with the MPEP Supervisor and ensures they are submitted.

5.3.3. International Engagements Branch (HQ AU/IAX):

5.3.3.1. Briefs international exchange personnel and their USAF supervisor on security and disclosure requirements.

5.3.4. Staff Judge Advocate (HQ AU/JA):

5.3.4.1. Provides briefings to all foreign exchange personnel located at their respective locations on matters of United States and local law.

5.3.5. Air University Commandants, Commanders, and Directors:

5.3.5.1. Appoint a supervisor for assigned exchange personnel. Supervisors must be of equal or greater rank than the exchange personnel.

5.3.5.2. Ensure coordination with HQ AU/IA in the event there is an update to position descriptions, requests for new position or to eliminate an existing position.

5.3.6. Supervisor of Foreign Exchange Personnel:

5.3.6.1. Understand the requirements contained in this instruction and AFI 16-107.

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

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

5.3.6.4. Brief foreign exchange personnel on policies, rules, and other pertinent information.

5.3.6.5. Ensure End of Tour Reports are coordinated with the assigned MPEP program manager and HQ AU/IA and submitted in accordance with AFI 16-107 requirements.

Chapter 6

FOREIGN DISCLOSURE

6.1. Introduction. Foreign Disclosure is the process by which classified military information (CMI) and controlled unclassified information (CUI) is made available through approved channels to an authorized representative of a foreign government or international organization. Only designated disclosure authorities, specifically appointed in writing by individuals already having written foreign disclosure authority, have the authority to approve disclosure or release of information to foreign governments or international organizations.

6.2. Policy.

6.2.1. It is the policy of the United States Government (USG) to treat CMI and CUI as a national security asset, which must be conserved and protected, and which may be shared with foreign governments and international organizations only when there is a clearly defined advantage to the United States.

6.2.2. It is United States policy to avoid creating a false impression of U.S. willingness or readiness to make available or otherwise disclose/release military material, technology, or information.

6.2.3. Air Force Disclosure Authority for CMI. *National Policy and Procedures for the Disclosure of Classified military Information to Foreign Governments and International Organizations (Short Title: National Disclosure Policy (NDP-1))* provides national policy and procedures U.S. Executive Branch departments and agencies for the disclosure of CMI to foreign representatives. It also delegates general release authority for CMI to the head of the department or agency originating CMI. The Secretary of the Air Force designates the Deputy Under Secretary of the Air Force (International Affairs) (SAF/IA) as the Air Force Principal Disclosure Authority. SAF/IA designates the Foreign Disclosure and Technology Transfer Division (SAF/IAPD) as the Air Force Designated Disclosure Authority.

6.2.4. Air Force Disclosure Authority for CUI. The Arms Export Control Act (AECA) and Export Administration Act (EAA), as amended, legislate the policies and procedures for the export of defense articles, services, and technical data having a military or space application or being dual-use interest, respectively. The Secretary of the Air Force designates SAF/IAPT as the Air Force OPR for exports of technology, defense articles, technical data, and services under both the AECA and EAA. SAF/IAPT formulates and recommends to the Defense Technology Security Administration (DTSA) Air Force positions regarding exports of defense articles, services, and technical data.

6.2.5. Disclosure authority is delegated to Air Force MAJCOMs by means of a Delegation of Disclosure Authority Letter through SAF/IAPT. HQ AETC has re-delegated disclosure authority for AU to HQ AU/IA who oversees all foreign disclosure matters for AU.

6.3. Responsibilities.

6.3.1. Director, International Affairs (HQ AU/IA):

6.3.1.1. Oversees all Air University Foreign Disclosure Matters.

6.3.1.2. Designates in writing one or more individuals as Air University Foreign Disclosure Officers.

6.3.2. Air University Commandants, Commanders, and Directors:

6.3.2.1. Designate in writing one or more individuals as Foreign Disclosure Representatives (FDR) to represent their organizations interests and be the point of contact between their organization and International Engagements (AU/IAX). An example appointment memo is in [Attachment 2](#).

6.3.2.2. Ensure selected Foreign Disclosure Representatives attend training within the first 90 days of appointment.

6.3.2.3. Establish controls that generate foreign disclosure review requests when a change occurs to programs attended by IMS. At a minimum, all programs with an approved Military Articles and Services List (MASL) will be reviewed every five years if unclassified and every two years if classified, even if no changes occur.

6.3.2.4. Establish controls that ensure any information to be provided to a foreign representative is reviewed by a foreign disclosure officer prior to release.

6.3.3. Chief, International Engagements Branch (HQ AU/IAX):

6.3.3.1. Develops Air University foreign disclosure policies and guidance. Determines requirements for foreign disclosure execution and coordinates implementation as appropriate.

6.3.3.2. Reviews policies and delegated disclosure authorities annually and provides updates to HQ AETC/IAD.

6.3.3.3. Establishes training program for assigned foreign disclosure officers.

6.3.3.4. Provides HQ AETC/IAD all foreign disclosure officer appointment letters and ensures completion of the HQ AETC/IAD foreign disclosure course prior to appointment.

6.3.3.5. Establishes and provides training for appointed foreign disclosure representatives within Air University.

6.3.3.6. Establishes and provides foreign disclosure education to organizations by request.

6.3.3.7. Establishes processes to share information with foreign disclosure representatives.

6.3.4. Air University Foreign Disclosure Officers (FDO):

6.3.4.1. Execute day-to-day foreign disclosure operations.

6.3.4.2. Authorize disclosure of classified military information and controlled unclassified information according to National Disclosure Policy, established Air Force Procedures, and delegation of disclosure authority letters.

6.3.4.3. Coordinate disclosure proposals with offices having a functional interest in the information to be disclosed.

6.3.4.4. Forward requests through disclosure channels when disclosure authority is exceeded.

6.3.4.5. Provide foreign disclosure approvals and denials in writing to requestors.

6.3.4.6. Document and file all foreign disclosure decisions.

6.3.4.7. Maintain proficiency to execute Air University Foreign Disclosure Program, by following HQ AU/IAX development and training program for foreign disclosure officers.

6.3.4.8. Abide by the “clean desk” policy when processing classified documents.

6.3.5. Air University Foreign Disclosure Representatives (FDR):

6.3.5.1. Serve as the single point of contact for their organization on foreign disclosure issues.

6.3.5.2. Ensure their organization understands their role as a liaison with HQ AU/IAX on matters related to foreign disclosure and foreign visits.

6.3.5.3. Attend initial foreign disclosure training conducted by HQ AU/IAX within 90 days of appointment, and any follow-up/refreshers training as required.

6.3.5.4. Document all external foreign disclosure decisions for guest lecturers and provide to HQ AU/IAX by the fifth of every month. An example of the approval template is located in [Attachment 3](#).

6.3.5.5. Notify HQ AU/IAX of all changes to curriculum to ensure a foreign disclosure review is conducted of the new material.

6.3.6. Air University Staff:

6.3.6.1. Shall abide by the foreign disclosure procedures identified in this instruction.

6.3.6.2. Requests foreign disclosure support from their foreign disclosure representatives or foreign disclosure officer when disclosure of information to any foreign national is contemplated or necessary to accomplish an assigned function.

6.3.6.3. Reports unauthorized disclosures to foreign nationals to HQ AU/IAX as soon as possible.

6.4. Procedures.

6.4.1. Foreign disclosure processes are tightly controlled throughout the Department of Defense to ensure such actions complement, are subordinate to, and do not interfere with or contradict U.S. Foreign Policy. Prior to any disclosure or release to foreign nationals, foreign governments, or foreign organizations, a foreign disclosure officer must review any classified, controlled unclassified products, and in some instances unclassified information. The goal is to provide timely and concise recommendations for the disclosure or release of U.S. military information to foreign entities in support of Air University’s mission.

6.4.2. AU organizations hosting guest lecturers shall notify if foreign students are present in lectures. The lecturer is responsible to ensure material presented has been reviewed by a cognizant foreign disclosure officer and the approval in writing is provided to HQ AU/IAX.

6.4.3. Requests for disclosure to foreign nationals are submitted in writing to HQ AU/IAX and will contain at a minimum:

6.4.3.1. Agency that produced the source document, if not easily noticeable.

6.4.3.2. Identity of the intended foreign recipient/country.

6.4.3.3. Justification or benefit to the U.S. by providing this information.

6.4.3.4. Complete identity or transcript of the information to be disclosed complete with classification, restrictive markings (if any), and the source of the information.

6.4.4. Foreign disclosure review is not required for information previously reviewed and approved by Public Affairs for release in the public domain, nor information previously released under the Freedom of Information Act (FOIA).

6.4.5. Inadvertent disclosure or compromise of classified information or controlled unclassified information can present a threat to national security. Any person who becomes aware of the possible compromise of classified information or controlled unclassified information shall immediately report it to the activity security manager.

Chapter 7

FOREIGN VISITS

7.1. Introduction. Each year Air University (AU) hosts numerous international visits that offer strategic opportunities to promote the building, sustaining, and expanding of vital global relationships supporting Combatant Command Commanders' (COCOM), Deputy Undersecretary of the Air Force for International Affairs (SAF/IA), and Country Team objectives. This chapter provides guidance on AU's International Visits Program (IVP).

7.2. Policies and Guidance.

7.2.1. Foreign governments submit requests to SAF/IA under the International Visits Program for visits to AU. Foreign Visit Requests (FVR) must be submitted by the foreign government via the online foreign visit system at least 30 working days prior to the requested start date of the visit. SAF/IA will not process visit requests submitted less than 14 calendar days prior to the requested start date.

7.2.2. The FVR generates a visit assignment tasking to AETC/IA who tasks the visit to AU/IA. AU/IA reviews the FVR and conducts necessary coordination to process the request.

7.2.3. Types of Visits to Maxwell AFB.

7.2.3.1. Distinguished Visitor Orientation Tours (DVOTs). DVOTs, though a part of the IVP, are tasked and executed through the National Defense University (NDU). These visitors are issued invitational travel orders (ITOs) rather than appearing on approved foreign visit requests.

7.2.3.2. Self-Invited Visits. This is the most common type of visit to AU. Country representatives request visits for individuals or teams for a variety of purposes related to AU's academic mission.

7.2.3.3. Unit-Invited Visits. AU schools often invite high-ranking international guest speakers, whose embassies submit foreign visit requests in the FVS.

7.2.3.4. Mission Specific Visits. These visits involve international contractors or visiting scholars dealing with tenant units.

7.2.3.5. Researcher/Academician Visits. Civilian researchers or academicians, or foreign military members, whose sole purpose in being at Maxwell AFB is to access primary resource material at the AF Historical Research Agency or the Muir S. Fairchild Research Information Center.

7.2.3.6. Wargaming Visits. Foreign nationals who annually participate in various Wargaming exercises.

7.2.4. Office of Primary Responsibility (OPR) for International Visits. Determining OPR assignment for an international visit depends on the visit category. International visits fall into one of three categories:

7.2.4.1. Category 1. If the head of a visiting party is a flag officer or equivalent, AU Protocol will assign a project officer and will conduct the visit to meet the purpose identified in the request.

7.2.4.2. Category 2. If a visiting party head is a colonel (or equivalent) or below, visiting multiple AU units, then AU/IA is involved from the outset in all coordination and execution for the duration of the visit. AU/IA involvement includes coordinating a visit itinerary with each organization's point of contact, arranging transportation, booking lodging, meeting arriving flights, locating lost luggage, notifying supporting agencies, escorting from one venue to another until the visiting party is returned to the airport or departs via rental vehicle.

7.2.4.3. Category 3. If the visiting party head is a colonel (or equivalent) or below and a single school is the only unit identified in the visit request, that school will identify a project officer to handle all arrangements, including itinerary, lodging, arrival greeting party, as well as ground transport, from arrival to final departure. Billeting, HQ AU Protocol, Security Forces, Public Affairs, Foreign Disclosure, and a host of base agencies may be involved.

7.3. Responsibilities and Procedures.

7.3.1. Director, International Affairs (HQ AU/IA):

7.3.1.1. Responsible for oversight, coordination, and advocacy of the AU international visits program and policies.

7.3.1.2. Develops, disseminates, and implements policy guidance for direction, integration, and supervision of AU international visits program activities.

7.3.1.3. Provides oversight of requests for all international visits to AU to include foreign embassies, foreign military service members, international government agencies, or their representatives.

7.3.1.4. Coordinates and tracks all visits of international military personnel and other official parties involving international visitors to include orientation tours, regional military contact programs, and special events. Ensure visits directly support security cooperation strategy.

7.3.1.5. Hosts or escorts distinguished visitors when appropriate based on visit type.

7.3.1.6. Coordinates with HQ AU Public Affairs on any potential negative issues or events, which may impact the AU Engagement Program and may see adverse local, regional, national, or international media attention. Coordinates with HQ AU/PA for potential positive stories, which can further promote engagement at AU in local, regional, national, or international media.

7.3.2. International Engagements Branch (HQ AU/IAX):

7.3.2.1. Reviews and staffs visit requests received through the AETC Foreign Disclosure Office. Ensures AU/CCP is notified of all visits to AU.

7.3.2.2. Reviews DOD Security Cooperation Guidance (SCG), SAF/IA guidance, and U.S. Embassy guidance to determine engagement objectives for international visits.

7.3.2.3. Provides appropriate AU senior leaders and the designated OPR current SAF/IA country background information, engagement objectives, and biographies of international visitors.

7.3.2.4. Assists in matching the visit purpose with faculty or centers whose expertise can help further the engagement process.

7.3.2.5. Reviews classified military information (CMI) or controlled unclassified information (CUI), identified for release to visitors.

7.3.2.6. Provides OPR various resources applicable to the visit to include:

7.3.2.6.1. Support Requirements List for International Visits.

7.3.2.6.2. AU Engagement and Outreach Resources.

7.3.2.6.3. International Honor Roll Inductees from the visiting country.

7.3.2.6.4. Identification of any members of the visiting party that are AU graduates, including course or courses attended, academic degrees, honors, or distinction conferred.

7.3.2.6.5. Identification of any students from the visiting country currently attending in-residence PME and the name of the school attending.

7.3.3. Public Affairs (HQ AU/PA): As the “public face” of Air University, AU/PA serves as both advisor and spokesperson regarding international visits. As the circumstances warrant, AU/PA may suggest media venues to highlight a particular visit’s importance.

7.3.4. Protocol (HQ AU CCP): Assigns project officer and leads visit planning, coordination and preparation for all Category 1 visits. As the AU commander’s executive host for official functions, the Protocol Office provides a crucial source of advice, contacts and precedents for all visit categories. AU/CCP will be notified of all international visits, especially those by flag officers or other visitors of equivalent stature. AU Protocol represents the commander as the “first responder” for high visibility parties such as Distinguished Visitor Orientation Tours (DVOTs), Chief-to-Chief counterpart visits, or other international visitors that SECAF or SAF/IA may invite.

7.3.5. Air University Commandants, Commanders, and Directors:

7.3.5.1. Inform HQ AU/IA of any visit requests, including direct requests to the individual organizations and invitations by AU units or agencies. AFIT/FDO is responsible for managing AFIT assigned foreign visits.

7.3.5.2. Assign a project officer to lead visit planning, coordination, and preparation for Category 3 visits.

7.3.6. Project Officers:

7.3.6.1. Coordinate with HQ AU/IAX for engagement guidance and resources.

7.3.6.2. Prepare a visit package that includes itinerary and applicable visit information.

7.3.6.3. Lead all support requirements for International Visits to include, but not limited to, planning, coordination, and preparation.

Chapter 8

OTHER INTERNATIONAL ENGAGEMENT & OUTREACH PROGRAMS

8.1. Overview. The Department of the Air Force builds mutually beneficial partnerships utilizing a wide range of activities to include training and education, exercises, equipping, technology development, personnel exchanges, agreements, intelligence cooperation, and defense and military contacts. Air University is uniquely postured to conduct other international engagement and outreach activities that further allied and coalition warfighting capabilities, enhance regional stability, and foster international cooperation. These activities include outreach within Combatant Command AORs through academic symposia, visits to priority partner nations to foster increased partner capacity, support to regional centers, and outreach activities that can be conducted concurrent with faculty development. HQ AU/IA leverages existing programs and, where necessary, identifies additional resource requirements for a robust outreach program that supports SAF/IA priorities and objectives.

8.2. Roles and Responsibilities.

8.2.1. Director, International Affairs (HQ AU/IA):

8.2.1.1. Serves as the functional integrator and synchronizer of the Air University enterprise concerning international activities and engagements.

8.2.1.2. Advises Air University Commander and President on all international programs.

8.2.1.3. Provides quarterly updates on all AU international programs.

8.2.2. International Engagements Branch (HQ AU/IAX):

8.2.2.1. Provides support and guidance to all AU organizations for activities involving international partners.

8.2.2.2. Serves as lead office for International Honor Roll.

8.2.2.3. Provides project officers information and guidance to support international visits.

8.2.3. Air University Commandants, Commanders, and Directors:

8.2.3.1. Coordinate with HQ AU/IA on all activities and engagements with international partners.

8.3. Other Engagement Programs.

8.3.1. The International Honor Roll (IHR) program. This program recognizes international graduates of USAF resident PME who have attained a prominent position in their country. Officer Nominees must reach Commander of the Air Force (or higher) equivalent in either a military or civilian capacity. Enlisted nominees must reach Chief Master Sergeant of the Air Force (or higher) equivalent. The IHR program facilitates senior-leader engagement with international partners and creates an environment of prestige for graduates of AU programs.

8.3.1.1. Selection of inductees is based on input from U.S. senior defense officials and security cooperation organizations; candidates are vetted through SAF/IA.

8.3.1.2. Nominees must be a graduate of Squadron Officer School (SOS), Air Command and Staff College (ACSC), Air War College (AWC), the School of Advanced Air and Space Studies (SAASS), or Senior Non-Commissioned Officer Academy (SNCOA).

8.3.1.3. SAF/IA has the final authority on nomination acceptance; CSAF and CMSAF have final approval.

8.3.2. International Alumni Engagement. Several AU colleges & schools conduct engagement with their international alumni as a component of their programs. These engagements are highly beneficial, particularly when aligned with current Security Cooperation objectives. Contact HQ AU/IAX prior to conducting these type engagements to align them with current guidance.

8.3.2.1. International Military Education and Training (IMET) Alumni Engagement Program. The Department of State (State) Bureau of Political-Military Affairs (PM), seeks proposals for IMET funded alumni engagements annually. State's intent is to leverage relationships developed during the PME experience to advance long-term security goals. Ultimately, State wants to demonstrate there is value in continuing engagement with IMET alumni that reinforce bonds initially created at each schoolhouse. In addition, State hopes to update current duty assignment and contact information. For more information and instructions on how to participate contact HQ AU/IAX.

8.3.3. Outreach Programs. Outreach programs provide our international partners with Air University resources not normally available within their home country. The Air University Press produces products that can be used to enhance relations through outreach. Bilateral arrangements to share scholarly articles for publication in both AU and partner journals or periodicals is another example of outreach activities that HQ AU/IAX can and does support. AU organizations that have an interest in outreach activities should contact HQ AU/IAX for assistance.

JAMES B. HECKER, Lieutenant General, USAF
Commander and President

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

Defense Security Cooperation Agency-DOD Field Studies Program Handbook

AFPD 16-1, *International Affairs*, 13 November 2015

AFPD 16-2, *Disclosure of Military Information to Foreign Governments and International Organizations*, 17 October 2019

AFI 16-105, *Joint Security Cooperation Education and Training*, 3 January 2011

AFI 16-107, *Military Personnel Exchange Program (MPEP)*, 29 August 2018

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

AUI 36-2602, *Air University Operations*, 10 September 2018 (will become AUI 36-2602, *Command, Governance and Administration*)

Prescribed Forms

AU Form 197, *International Officer School Certificate*

AU Form 404, *Air University Badge*

AU Form 857, *Certificate of Appreciation*

Adopted Forms

AF Form 475, *Education/Training Report*

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

ACSC—Air Command and Staff College

AETC—Air Education and Training Command

AETC/IAD—Air Education and Training Command International Affairs Division

AFI—Air Force Instruction

AFIT—Air Force Institute of Technology

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

AFSAT—Air Force Security Assistance Training

ANG—Air National Guard

AU—Air University

AWC—Air War College

CAP—Civil Air Patrol
DDL—Delegation of Disclosure Authority Letter
DOD—Department of Defense
DSCA—Defense Security Cooperation Agency
FDO—Foreign Disclosure Officer
FDR—Foreign Disclosure Representative
FOIA—Freedom of Information Act
FSP—Field Studies Program
HQ—Headquarters
IDEC—International Dependents English Course
IFOP—International Family Orientation Program
IHR—International Honor Roll
IL OPR—International Liaison Office of Primary Responsibility
IMS—International Military Student
IMSO—International Military Student Officer
ITO—Invitational Travel Orders
IO—International Officer
IOS—International Officer School
JSCET—Joint Security Cooperation Education and Training
MAJCOM—Major Command
OPR—Office of Primary Responsibility
MPEP—Military Personnel Exchange Program
NCO—Non-Commissioned Officer
PCE—Professional Continuing Education
PME—Professional Military Education
POC—Point of Contact
SAF/IA—Under Secretary of the Air Force for International Affairs
USAF—United States Air Force

Terms

AU International Dependents English Course (IDEC)—Program designed to assist international dependents improve their conversational English skills.

AU International Family Orientation Program (IFOP)—Program to assist the families of IMSs to become familiar with the local area and its customs, as well as the social and day-to-day requirements while living in the US.

AU International Honor Roll (IHR)—Program whereby former graduates of a formal in-residence AU officer professional military education course, specifically AWC, ACSC, SOS, or SAASS, are recognized for attaining the equivalent position of Air Force Chief of Staff or a higher military or government civilian position.

Department of Defense Field Studies Program (DOD FSP)—This program affords an opportunity for IMSs to become familiar with the United States, its social, cultural, military, economic, and political institutions, and its people and their way of life.

Foreign Disclosure—Release of US military information or materials to foreign governments, international organizations, or their duly authorized representatives.

International Military Student (IMS)—A national of a foreign government with either military or civilian status with that government receiving education or training on invitational travel orders (ITO) under the sponsorship of a security assistance program.

International Military Student Officer (IMSO)—The individual appointed to provide administrative support and assistance to IMSs.

International Liaison Office of Primary Responsibility (IL OPR)—The US individual within a school/college/academy with the responsibility to assist the IMSs assigned to that specific school/college/academy.

Military Personnel Exchange Program (MPEP)—The assignment of foreign military personnel to faculty and advisory positions with United States Air Force schools and organizations. These typically are matched by a United States Air Force military member being assigned to a similar position in the service of another country's Air Force. The governing document for this program is AFI 16-107, *Military Personnel Exchange Program (MPEP)*.

Foreign Disclosure Officer (FDO)—A U.S. government official designated in writing whose primary responsibilities are to authorize disclosure of CMI or CUI and manage and implement a disclosure program for their command or organization. Only FDO's appointed in writing and trained by SAF/IAPD or headquarters MAJCOM Command FDOs Training Course (certified by SAF/IAPD) may authorize disclosures of CMI and CUI.

Foreign Disclosure Representative (FDR)—An individual appointed in writing who assists the AU FDO on all disclosure matters in FDR's respective school or center. FDRs are not authorized to release or disclose data to Foreign Nations/Governments. FDRs may perform administrative functions, such as coordination of disclosure initiatives and recordkeeping related to disclosure activities.

Attachment 2

FOREIGN DISCLOSURE REPRESENTATIVE APPOINTMENT MEMO (TEMPLATE)

Figure A2.1. FOREIGN DISCLOSURE REPRESENTATIVE APPOINTMENT MEMO (TEMPLATE)

(Your Organizational Letterhead)	Date
MEMORANDUM FOR HQ AU/IA	
FROM: Your Organization	
SUBJECT: Foreign Disclosure Representative (FDR) Appointment Memorandum	
1. In accordance with AUI 16-102, the following individual(s) is/are appointed as a FDR(s) for <insert organization>:	
<ul style="list-style-type: none">- Individual(s) full name and grade.- Functional address symbol.- Commercial and DSN phone numbers for voice and fax.- Classified and Unclassified electronic mail addresses.	
2. The above named individual(s) will perform all assigned duties and responsibilities as outlined in AUI 16-102.	
3. My point of contact is (name, office symbol, phone number).	
Commanders Signature Block	

Attachment 3

FOREIGN DISCLOSURE DECISION MEMO TEMPLATE (GUEST LECTURES)

Figure A3.1. FOREIGN DISCLOSURE DECISION MEMO TEMPLATE (GUEST LECTURES)

(Your Organizational Letterhead)	Date
MEMORANDUM FOR <Organization where the brief is taking place>	
COPY FOR Air University Directorate of International Affairs, AU/IAD Workflow Org Mailbox Air Education and Training Command International Affairs AETC/IAD Inbox	
FROM: (Identify Servicing FDO Authorizing Disclosure)	
SUBJECT: (Subject of Disclosure Request)	
<p>(Office/individual authorized to disclose the specific item of information) is authorized to disclose a(n) (classification of the item of information for disclosure) (<i>identify document media, i.e., briefing, report, videotape, etc.</i>) titled (<i>identify the specific item of information to be disclosed</i>) on a(n) (<i>oral, visual or documentary basis</i>) to representatives of the (<i>Government(s) of the intended recipient country or international organization</i>). The information is to be disclosed pursuant to (<i>identify specific purpose for disclosure</i>) and subject to the following conditions.</p>	
<p>a. The front page of the (<i>identify document and/or electronic media, i.e., briefing, report, videotape, etc.</i>) will contain the following statement:</p> <p>“This information is furnished on condition that it will not be released to another nation without specific authorization of the Department of the Air Force of the United States, that it will be used for military purposes only, that the individual or corporate rights originating in the information, whether patented or not, will be respected, that the recipient will report promptly to the United States any known or suspected compromise, and that the information will be provided substantially the same degree of security afforded it by the Department of Defense of the United States. Also, regardless of any other markings on the document, it will not be downgraded or declassified without the written approval of the originating U.S. agency.” (para. 4.4.2.2.)</p>	
<p>b. The beginning statement for electronic media containing CMI or CUI is as follows:</p> <p>“This information is furnished on the condition that it will be given substantially the same degree of security protection given to it by the United States and will not be released to another nation without United States Air Force Authorization.” (Para. 4.4.2.3.)</p>	
<p>c. Transfer of classified information and material will be accomplished only through official government-to-government channels. U.S Government responsibilities are included in the following statement.</p>	

The U.S. Government sponsor is responsible to ensure that U.S. participants (government or contractor) involved in technical discussions of U.S. export-controlled or classified information during briefings, meetings, conferences, or events are provided advanced notification of the approved scope and limitations of this disclosure decision.” (Para. 4.4.3.1.)

d. Discussions and documentary release beyond the scope of the foreign disclosure release are covered in the following statement.

“Discussions and documentary release beyond the contents of this release authorization will require a separate disclosure review.” (Para. 4.4.3.4)

e. “FDO presentations must conform to DoDM 5200.1, Vols 1-4.” (Para 4.4.3.5.)

f. (Identify any other conditions that must be met prior to disclosure).

g. A signed AIR FORCE Form 349, *Receipt for Documents Released to Accredited Representatives of Foreign Nations*, must be completed, signed by the recipient and returned to (Identify the FDO who authorized the disclosure).

Questions regarding this disclosure authorization should be directed to (identify the POC who can answer questions regarding the approval.)

(Signature Block of Authorizing FDO)