

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

**AIR FORCE INSTRUCTION 16-107**

**29 AUGUST 2018**

**Operations Support**



**MILITARY PERSONNEL EXCHANGE  
PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

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

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

---

OPR: SAF/IAPA

Certified by: SAF/IAPA  
(Colonel Paul E. Szostak)

Supersedes: AFI 16-107, 2 February 2006

Pages: 42

---

This instruction implements 10 USC 311, *Exchange of Defense Personnel between the United States and Friendly Foreign Countries: Authority* and Air Force Policy Directive (AFPD) 16-1, *Security Cooperation*. It prescribes the principles that govern the USAF Military Personnel Exchange Program, the procedures for establishing the exchange of military personnel between the USAF and air forces of other nations, and program execution. This instruction applies to the Regular Air Force, Air Force Reserve and Air National Guard if they are assigned to the Military Personnel Exchange Program. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, and or T-3”) number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit request for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the requestors commander for non-tiered compliance items. This publication may be supplemented at any level, but all Supplements should be routed to the OPR of this publication for coordination prior to certification and approval. This instruction does not apply to programs covered by AFI 16-105, *Joint Security Cooperation Education and Training*, which addresses education and training of international military students. Furthermore, this instruction does not apply to the other Defense Personnel Exchange Program activities covered under DoDD 5230.20.

Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form (AF) 847, *Recommendation for Change of Publication*; route AF 847 from the field through appropriate functional chain of command. Ensure all records created because of processes prescribed in this publication are maintained in accordance with Air Force Manual 33-363, *Management of Records*, and disposed of in accordance with the Air

Force Records Disposition Schedule located in the Air Force Records Information Management System.

### ***SUMMARY OF CHANGES***

This document has been substantially revised and needs to be completely reviewed. Major changes include but are not limited to: implementing authorities, assignment processes, MPEP Control Board procedures, introduction of non-reciprocal exchanges and U.S. Military Personnel Exchange Program Contingency Deployment Guidance.

<b>Chapter 1— OVERVIEW</b>	<b>5</b>
1.1. The Military Personnel Exchange Program is .....	5
1.2. The USAF governs and implements exchanges, U.S and or Foreign.....	5
<b>Chapter 2— ROLES AND RESPONSIBILITIES.</b>	<b>6</b>
2.1. Deputy Under Secretary of the Air Force, International Affairs (SAF/IA). .....	6
2.2. Deputy Under Secretary of the Air Force, International Affairs, International Airmen Division (SAF/IAPA). .....	6
2.3. Disclosure, Weapons, and Technology Transfer Division (SAF/IAPT). .....	6
2.4. Military Personnel Exchange Program Regional Air Force Elements (AFELMs). .....	6
2.5. MAJCOM Program Management Office. ....	7
2.6. U.S. Embassies, Defense Attaché Offices, and Security Assistance Offices. ....	7
2.7. Regional Air Component Commands. ....	7
2.8. HQ Air Force Personnel Center (AFPC). ....	7
2.9. Air Force District of Washington (AFDW). ....	7
2.10. General Counsel (SAF/GC). ....	7
2.11. Installation Staff Judge Advocate (SJA). ....	7
2.12. Supervisor of Foreign Exchange Personnel. ....	8
2.13. Exchange Personnel. ....	8
<b>Chapter 3— PROGRAM MANAGEMENT</b>	<b>9</b>
3.1. Establishing Military Personnel Exchange Program Exchange Positions. ....	9
3.3. Qualification. ....	9
3.4. Selecting and Assigning USAF Exchange Personnel. ....	10

- 3.5. Selecting and Assigning International Exchange Personnel..... 10
- 3.6. Tour Length. .... 11
- 3.7. Modifying and Adding Positions. .... 11
- 3.8. Deleting Positions. .... 11
- Chapter 4— ADMINISTRATIVE AND LEGAL RESTRICTIONS 12**
- 4.1. Duty Positions of Exchange Personnel. .... 12
- 4.2. Legal Restrictions. .... 12
- 4.3. Security Instructions. .... 13
- 4.4. Safeguarding U.S. Classified Material. .... 13
- 4.5. International Exchange Personnel Visits. .... 14
- 4.6. Armed Ground and/or Airborne Alert Duty. .... 14
- 4.7. Dress and Appearance. .... 15
- 4.8. Military Discipline. .... 15
- 4.9. Status of Exchange Personnel and Eligible Family Members. .... 16
- 4.10. Claims. .... 16
- 4.11. Firearm Possession and Purchase. .... 16
- Chapter 5— SUPERVISION AND RATING OF USAF EXCHANGE PERSONNEL 17**
- 5.1. Supervisory Responsibilities. .... 17
- 5.2. Evaluating USAF Exchange Personnel. .... 17
- 5.3. General Court Martial Convening Authority. .... 17
- Chapter 6— OPERATIONS, DEPLOYMENT, TEMPORARY DUTY, AND MISHAP REPORTING 18**
- 6.1. Flying Status and Use of Flying Facilities ..... 18
- 6.2. General Flight Rules ..... 18
- 6.3. Hostilities and UN Operations. .... 18
- 6.4. Deployment and Temporary Duty Travel of USAF Exchange Personnel ..... 18
- 6.5. USAF Exchange Personnel Foreign Travel. .... 19
- 6.6. Deployment and Temporary Duty Travel of International Exchange Personnel. .. 19
- 6.7. Mishap Reporting Procedures. .... 19

<b>Chapter 7— FINANCIAL RESPONSIBILITIES</b>	<b>20</b>
7.1.    Parent Service Financial Responsibilities.....	20
7.2.    Host Service Financial Responsibilities.....	20
7.3.    International Exchange Personnel TDY Orders.....	20
<b>Chapter 8— END-OF-TOUR REPORTS</b>	<b>22</b>
8.1.    End-of-Tour Report. ....	22
<b>Attachment 1— GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION</b>	<b>23</b>
<b>Attachment 2— POSITION DESCRIPTION AND REQUISITION REPORT</b>	<b>27</b>
<b>Attachment 3— SAMPLE DELEGATION OF DISCLOSURE AUTHORITY LETTER                   [CLASSIFICATION]</b>	<b>31</b>
<b>Attachment 4— SECURITY PLAN</b>	<b>33</b>
<b>Attachment 5— CERTIFICATE OF CONDITIONS AND RESPONSIBILITIES</b>	<b>35</b>
<b>Attachment 6— GUIDE FOR SUPERVISORS OF INTERNATIONAL EXCHANGE                   PERSONNEL</b>	<b>36</b>
<b>Attachment 7— END OF TOUR REPORT</b>	<b>39</b>
<b>Attachment 8— MILITARY PERSONNEL EXCHANGE PROGRAM REQUEST FOR                   TRAVEL</b>	<b>40</b>
<b>Attachment 9— UNITED STATES MILITARY PERSONNEL EXCHANGE PROGRAM                   CONTINGENCY DEPLOYMENT GUIDANCE</b>	<b>41</b>

## Chapter 1

### OVERVIEW

**1.1. The Military Personnel Exchange Program** 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. The Military Personnel Exchange Program should support 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.

**1.2. The USAF governs and implements exchanges, U.S and or Foreign** , under the authority of 10 USC 311, 22 CFR 181 and in compliance with the terms and conditions set forth by the bilateral international agreements. Furthermore, exchanges should not contradict or compete with other military arrangements.

## Chapter 2

### ROLES AND RESPONSIBILITIES.

**2.1. Deputy Under Secretary of the Air Force, International Affairs (SAF/IA).** Outlined in Headquarters Air Force Mission Directive (HAFMD) 1-16, *Deputy Under Secretary of the Air Force, International Affairs*, and AFD 16-1, *Security Cooperation*, SAF/IA manages the Military Personnel Exchange Program on behalf of the Secretary of the Air Force.

**2.2. Deputy Under Secretary of the Air Force, International Affairs, International Airmen Division (SAF/IAPA).** SAF/IAPA serves as the Office of Primary Responsibility for the Military Personnel Exchange Program. Specifically SAF/IAPA will (T-0):

2.2.1. Provide overall policy guidance for the Military Personnel Exchange Program participation and related activities.

2.2.2. Draft, coordinate, negotiate, and conclude reciprocal and non-reciprocal agreements for the Military Personnel Exchange Program consistent with 22 CFR 181, *Coordinating, Reporting and Publication of International Agreements*, as delegated by the Department of State through the Circular 175 authority contained and provided for by the Foreign Affairs and Manual, Volume 11, Chapter 700.

2.2.3. Conduct Military Personnel Exchange Program Control Boards, in conjunction with Air Components, to periodically review and coordinate existing exchanges and proposals for new exchanges. Furthermore, the Military Personnel Exchange Program Control Boards ensure all exchanges meet the Lines of Effort laid out in the National Defense Strategy and the Theater Campaign Plans.

2.2.4. Coordinate personnel requisition requirements for exchange assignments with Air Force Personnel Center or the Colonel Management Office (AF/DPO).

2.2.5. Maintains budgetary oversight for all Military Personnel Exchange Program related activities.

**2.3. Disclosure, Weapons, and Technology Transfer Division (SAF/IAPT).** SAF/IAPT determines disclosure feasibility and approves disclosure guidance for the Military Personnel Exchange Program. SAF/IAPT supports Major Command Foreign Disclosure Officers with all foreign disclosure issues regarding Military Personnel Exchange Program. SAF/IAPA coordinates on all Military Personnel Exchange Program international agreements. Furthermore, SAF/IAPT provides a written disclosure statement in lieu of release of the Delegation of Disclosure Letters to SAF/IAPA and DTSA/OUSDP) as outlined in DoDD 5530.3. SAF/IAPT provides concurrence or non-concurrence to SAF/IAPA for establishment of new exchanges, position realignments or training requirements.

**2.4. Military Personnel Exchange Program Regional Air Force Elements (AFELMs).** Provides USAF command structure for USAF exchange personnel and oversee the welfare of exchange personnel and their families assigned within their geographic region. The three AFELMs are: AFELM Military Personnel Exchange Program Americas stationed at Joint Base Andrews, MD; AFELM Military Personnel Exchange Program Europe, Middle East, Africa stationed at Ramstein AB, Germany; and AFELM Military Personnel Exchange Program Indo-

Pacific stationed at Joint Base Pearl Harbor Hickam, Hawaii. Regional AFELMs report directly to SAF/IAPA.

**2.5. MAJCOM Program Management Office.** Serves as the OPR for Major Commands (MAJCOMs) or other USAF organizations to liaise between SAF/IA and USAF host units. Program Management Offices facilitate international exchange personnel experiences and provide Major Command-level oversight, disclosure, assignment, and administrative support to host units in the management of international exchange personnel and their families under their span of control. When a Program Management Office does not exist, SAF/IAPA serves this role.

2.5.1. Develop, validate and maintain copies of Position Descriptions and Requisition Reports, Delegation Disclosure and Authority Letters, and Security Plans as outlined in [Chapter 3](#).

2.5.2. Submit requests for international exchange personnel's status adjustments, such as, tour lengths, deployments, temporary duty (TDY), etc. to SAF/IAPA for approval.

**2.6. U.S. Embassies, Defense Attaché Offices, and Security Assistance Offices.** U.S. Embassies, Defense Attaché Offices, and Security Assistance Offices do not administer the MPEP, nor do they control or supervise exchange personnel. In certain locations however, they may provide ancillary in-country administrative support services to USAF exchange personnel and regional AFELMs. Additionally, they may coordinate English language testing of foreign air force personnel nominated for MPEP positions in the United States.

**2.7. Regional Air Component Commands.** Coordinates Military Personnel Exchange Program engagement priorities and issues with SAF/IAPA. Air Components participate in SAF/IAPA-led Military Personnel Exchange Program Control Boards to periodically review and coordinate existing exchanges and proposals for new exchanges. In doing so, the Control Boards ensures exchanges support the National Defense Strategy and Theater Campaign Plans.

**2.8. HQ Air Force Personnel Center (AFPC).** Executes assignment actions for USAF personnel selected for exchange positions and allocates applicable training quotas for inbound foreign exchange personnel.

**2.9. Air Force District of Washington (AFDW).** The Air Force District of Washington provides administrative support to the Regional AFELMs, and manages the Manpower Programming and Execution System and Personnel Account Symbol codes.

**2.10. General Counsel (SAF/GC).** In accordance with Headquarters Air Force Mission Directive (HAFMD) 1-14, *General Counsel and The Judge Advocate General*, SAF/GC provides guidance, and legal direction for the Military Personnel Exchange Program. SAF/GC will provide a written legal memorandum reciting the constitutional, statutory, or other legal authority available to carry out each obligation proposed to be assumed by the United States in the agreement as outlined in DoDD 5530.3. **(T-0)**

**2.11. Installation Staff Judge Advocate (SJA).** SJAs will provide briefings to all foreign exchange personnel located at the host units in matters of United States and local law as well as advising commanders on matters relating to foreign exchange officers on the installation. **(T-1)**

**2.12. Supervisor of Foreign Exchange Personnel.** Supervisors of exchange personnel will:

2.12.1. Be thoroughly familiar with the requirements contained in this instruction, as well as those contained in DoD Directive 5230.20, *Visits and Assignments of Foreign Nationals*, AFI 16-210, *Air Force Foreign Disclosure and Technology Transfer Program*, and AFI 33-202, Volume 1, *Network and Computer Security (T-1)*.

2.12.2. Ensure exchange personnel understand positional duties, as well as their obligations, rights, and responsibilities regarding disclosure, security requirements, and access to systems, and information **(T-1)**.

2.12.3. Comply with disclosure requirements and inform co-workers of foreign exchange personnel limitations **(T-1)**.

2.12.4. Brief foreign exchange personnel on policies, rules, and other pertinent information (reference **Attachment 6**) **(T-1)**.

2.12.5. Ensure End of Tour Reports are coordinated with the appropriate program management office and submitted IAW **Chapter 8 (T-1)**.

**2.13. Exchange Personnel.** Exchange personnel perform the duties of the assigned position in the host service. They should be thoroughly familiar with the contents of this instruction and should comply with all applicable requirements and restrictions contained herein.



## Chapter 3

### PROGRAM MANAGEMENT

#### 3.1. Establishing Military Personnel Exchange Program Exchange Positions.

3.1.1. Requests to create new exchanges should be vetted through the appropriate regional Military Personnel Exchange Program Control Board. To be considered, an exchange request should include:

3.2.1.1. A letter or memo to SAF/IA, signed at the General Officer/Flag Officer or Senior Executive Service-level of the requesting organization, providing the details of the proposed exchange and justification linked to the National Defense Strategy and Theater Campaign Plans. Requests from international partners should be vetted through SAF/IAR for General Officer-level endorsement before being considered by the Control Board.

3.2.1.2. The Control Board process should examine any National Disclosure Policy issues and coordinate with the Major Commands to determine if there is sufficient capacity to host the international exchange in an USAF unit.

3.2.1.3. Once the exchange is validated for execution by the Control Board, SAF/IAPA should begin the process to establish or update the required international agreement; work with the international partner to obtain the host nation position requirements; and work with the appropriate Major Command/Agency Program Management Office to create the:

3.2.1.3.1. Position Description and Requisition Report; see [Attachment 2](#).

3.2.1.3.2. Delegation of Disclosure Authority Letter; see [Attachment 3](#).

3.2.1.3.3. Security Plan; see [Attachment 4](#).

3.2.1.3.4. SAF/IAPA should establish a timeline with milestones for the exchange to be in place and provide the date to the Regional Air Components Commands, Security Cooperation Offices, and host nation air forces.

**3.3. Qualification.** Exchange personnel should possess the grade, skill, training, and qualifications described in the applicable Position Description and Requisition Report. The parent service schedules and conducts training needed by the exchange personnel to meet the listed mandatory qualifications. The host service schedules and conducts familiarization, orientation, and other pre-employment training listed in the Position Description and Requisition Report.

3.3.1. General. Personnel selected for exchange duty should meet any foreign language proficiency requirement as specified in the Position Description and Requisition Report.

3.3.2. Language Training for USAF Exchange Personnel. Nomination packages should include either the nominee's Defense Language Proficiency Test and Oral Proficiency Test or Defense Language Aptitude Battery scores unless English is the host service's primary language (e.g., Australia, Canada, United Kingdom, etc.).

3.3.3. Language Training for International Exchange Personnel. Unless English is the parent service's primary language, nomination packages should state that the nominee achieved a North Atlantic Treaty Organization Standardization Agreement 6001 score of the Standardized Language Profile of 333 or English Comprehension Level of 80 and Oral Proficiency Interview of 2/2. English comprehension level of 85 and oral proficiency interview of 2+/2+ are required for aircrew, academic instructors, lawyers, and doctors.

### **3.4. Selecting and Assigning USAF Exchange Personnel.**

3.4.1. SAF/IAPA, in concert with the Regional AFELMs, reviews all exchange positions scheduled to be filled during the next assignment cycle with the host nation air force to validate the requirements listed within the position description. Once reviewed and validated, SAF/IAPA submits the requisition to Air Force Personnel Center for the next assignment cycle. NOTE: Military Personnel Exchange Program assignment cycle projection should factor in appropriate lead-time to allow for required foreign language, flight, or other training required by the program.

3.4.2. In accordance with the international agreement and consistent with the reciprocal nature of Military Personnel Exchange Program exchanges, Air Force Personnel Center should ensure appropriate priority is given to assign well-qualified USAF personnel to fill all reciprocal exchange positions. Non-reciprocal exchanges may be considered on a case-by-case basis when the exchange meets National Defense Strategy objectives for the region. As exchange personnel are highly visible representatives of the USAF to partner air forces, it is critical that these personnel are competitively selected.

3.4.3. Once SAF/IAPA receives the Air Force Personnel Center-selected USAF nomination and confirms the nomination meets the position requirements, the nomination is routed through the appropriate regional AFELM to the host nation for approval.

### **3.5. Selecting and Assigning International Exchange Personnel.**

3.5.1. SAF/IAPA, in concert with the Program Management Offices, reviews and validates requirements for positions filled by international exchange personnel. The Position Description and Requisition Report should be updated as necessary and provided to the partner air force prior to the required date for the nomination.

3.5.2. The international air force submits their nominee to SAF/IAPA through their respective Embassy in Washington, D.C. SAF/IAPA validates the nomination ensuring the nominee's qualifications meet position requirements and authenticates the nominee's security clearance. SAF/IAPA submits the nomination to the Program Management Office for review and seeks host unit's approval. The Program Management Office notifies SAF/IAPA of host nation approval. Upon notification, SAF/IAPA publishes the special order and notifies the international air force.

3.5.3. When the nomination package is approved and the special orders are published, the parent government submits an Extended Visit Authorization Request for the duration of the assignment along with the security assurances through the parent government's embassy in Washington, D.C. SAF/IAPA forwards copies to the applicable Program Management Office, Air Force Personnel Center, and international air force. The special orders, in conjunction with the Extended Visit Authorization Request, provides the sole authority for travel of international exchange personnel to the United States for the purpose of the

exchange assignment. International exchange personnel should not initiate travel prior to receipt of the Special orders.

**3.6. Tour Length.** Military Personnel Exchange Program exchange tours are typically three years (host nation training inclusive) regardless of dependent status, unless otherwise specified in the international agreement. This tour length does not include language training needed to meet the position's minimum language requirements.

3.6.1. Tour adjustment of USAF exchange personnel. Tour adjustments (extensions and curtailments) should be rare occurrences and should be considered on a case-by-case basis with justification. USAF exchange personnel should submit any tour adjustment request through the appropriate regional Commander to SAF/IAPA for approval and coordination with the Air Force Personnel Center. The Air Force Personnel Center should make the final decision as to whether to approve or disapprove tour adjustments.

3.6.2. Tour adjustment of international exchange personnel. International exchange personnel who desire tour adjustments should have the approval of their parent air force. Host unit commanders of international exchange personnel should send a written request with justification for tour adjustment to the Program Management Office, who endorses the request and forwards it to SAF/IAPA. SAF/IAPA coordinates the request with the Air Staff Office, partner air forces, and advise the Program Management Office of a decision.

**3.7. Modifying and Adding Positions.** Modifying and adding positions to a pre-existing international agreement are conducted in the same manner as outlined in paragraph [2.1](#).

**3.8. Deleting Positions.** In accordance with the existing international agreement, either party can request a position be deleted when it is determined the position no longer required. Exchange personnel currently serving in the affected billets fulfill their tour of duty unless otherwise agreed to by both parties.

## Chapter 4

### ADMINISTRATIVE AND LEGAL RESTRICTIONS

#### 4.1. Duty Positions of Exchange Personnel. Exchange personnel perform their duties:

4.1.1. Under the parent service's administrative control.

4.1.2. Under the host service's operational control.

#### 4.2. Legal Restrictions. The following restrictions apply to exchange personnel:

4.2.1. USAF exchange personnel and international exchange personnel will not act in the dual capacity as a Military Personnel Exchange Program participant and as a representative of their parent government (e.g., a Foreign Liaison Officer). **(T-1)**. USAF exchange personnel and international exchange personnel perform the duties of the assigned position in the host service, not the duties of the parent service. Exchange personnel will not perform duties on behalf of the parent government during their Military Personnel Exchange Program tour. **(T-1)**. The parent government gains host service approval to temporarily remove and reassign the exchange personnel from their Military Personnel Exchange Program tour if the exchange personnel need to be utilized to perform parent government tasks. **(T-1)**. If approved, exchange personnel are normally required to extend their tour to fulfill their assignment obligations unless otherwise agreed by the parent and host services **(T-1)**.

4.2.2. USAF exchange personnel and international exchange personnel will not serve as conduits between the U.S. Government and a foreign host or parent government for requests and transmissions of Classified Military Information or Controlled Unclassified Military Information **(T-1)**.

4.2.3. International exchange personnel will not be assigned to command or other positions requiring international exchange personnel to exercise responsibilities that are reserved by law or regulation to an officer or employee of the U.S. Government. International exchange personnel should not have Uniform Code of Military Justice disciplinary authority over USAF personnel, or perform responsibilities of a contracting officer's technical representative. **(T-1)**. International exchange personnel should not be classified document custodians or security officers, or escort foreign nationals. **(T-1)**.

4.2.4. International exchange personnel will not be permitted to commence duty in positions that could result in access to Classified Military Information or Controlled Unclassified Military Information that has not been authorized for release to the international exchange's government. **(T-1)**. Access to Classified Information and facilities in which Classified Information is dictated by the scope of the relevant Delegation and Disclosure Letter, Position Description and Requisition Report, and international agreement. **(T-1)**.

4.2.5. International exchange personnel will not be assigned to Department of Defense contractor facilities, which requires them to perform duties within the facility. **(T-1)**.

4.2.6. International exchange personnel will not have personal custody of Classified Military Information or Controlled Unclassified Military Information unless approved by the USAF and as authorized by their parent service. **(T-1)**. They are permitted access to the information only when necessary to perform work for their exchange position and pursuant to the

Delegation and Disclosure Letter or other disclosure guidance. (T-1). Any such access should be during normal duty hours at the place of assignment. Unclassified For Official Use Only Electronic Flight Bags may be issued to international exchange personnel if consistent with unit/Major Command standard operating procedures. They should not have unsupervised access to classified libraries or operations centers, or to document catalogues unless the information therein is releasable to the public (T-1).

4.2.7. International exchange personnel will not be involved in the use, transfer, acquisition, or storage of cluster munitions. International exchange personnel should not participate in missions involving cluster munitions and or landmines. (T-1).

#### **4.3. Security Instructions.** USAF and International exchange personnel will.

4.3.1. Sign Annex A to the Military Personnel Exchange Program international agreement, titled Certificate of Conditions and Responsibilities (**Attachment 5**), as prescribed in AFI 16-201, *Air Force Foreign Disclosure and Technology Transfer Program*. (T-1). The AFELMs and Program Management Offices should maintain a copy of the Certificate of Conditions and Responsibilities until the end of the exchange tour.

4.3.2. Comply with the security and export control laws, regulations, and procedures of the host government at all times. (T-1).

4.3.3. Obtain access to classified information only as authorized by the host service and only to the extent necessary to perform their duties. (T-1).

4.3.4. Comply with host service's policies that deny them access to certain information. (T-1).

**4.4. Safeguarding U.S. Classified Material.** Designated Major Command, Center, or Agency Military Personnel Exchange Program Managers and/or base/unit Foreign Disclosure are responsible for approving or denying the disclosure of U.S. Classified Military Information or Controlled Unclassified Information. The procedures for disclosure of Classified Military Information or Controlled Unclassified Information disclosed to international exchange personnel tour are prescribed in AFI 16-201, *Air Force Foreign Disclosure and Technology Transfer Program* and AFI 16-1404, *Air Force Information Security Program*. USAF exchange personnel will not use or provide any U.S. government information without prior approval from their servicing Foreign Disclosure Office thus avoiding false impressions of U.S. intent or potentially disclosing Classified Military Information or Controlled Unclassified Information. (T-1).

4.4.1. Commanders or supervisors of international exchange personnel permit access to Classified Military Information or Controlled Unclassified Information in accordance with the Delegation of Disclosure Letter and only to the extent necessary for exchange personnel to perform their duties. (T-1). USAF special orders assigning international exchange personnel to USAF units identify the security clearance granted by the exchange personnel's parent service. (T-1). The special order formally recognizes the technical eligibility of international exchange personnel to access U.S. Classified Military Information or Controlled Unclassified Information as specified in the Delegation of Disclosure Letter (T-1).

4.4.2. Commanders, supervisors, and co-workers of international exchange personnel will be thoroughly familiar with the Delegation of Disclosure Letter. (T-1).

4.4.3. Exceptions to approved Delegation of Disclosure Letters are processed through Major Command, Center, or Agency Foreign Disclosure Offices in accordance with existing disclosure procedures, and requires SAF/IAPT approval. **(T-1)**.

4.4.4. International exchange personnel may be granted access to use of the appropriate information systems as listed in the Delegation of Disclosure Letter; however, they will not be granted access the information listed below without prior SAF/IAPT approval:

4.4.4.1. Restricted or Formerly Restricted Data. **(T-1)**.

4.4.4.2. Information likely to harm, deride, or cause bias against any U.S. government official, agency, department or their operations, or U.S. relations with another government or air force. **(T-1)**.

4.4.4.3. Any project, program, document, or information of critical sensitivity to U.S. national security, or identified by caveats or marking limiting access, such as, Special Access Required, or Limited Distribution. **(T-1)**.

4.4.4.4. Information about cryptographic devices, communications security, or communications intelligence. **(T-1)**.

4.4.4.5. Classified portions of the DoD Foreign Clearance Guide, IAW DoDD 4500.54E, DoD Foreign Clearance Program (FCP). **(T-1)**.

4.4.4.6. General war plans or armed alert operations. **(T-1)**.

4.4.4.7. Information that could help build an independent, strategic, national nuclear capability with nuclear devices and weapons, or strategic weapons launch or delivery vehicles. **(T-1)**.

**4.5. International Exchange Personnel Visits.** The U.S. installation commander or organization will approve visits of international exchange personnel. **(T-1)**.

4.5.1. U.S. supervisors of international exchange personnel will obtain prior approval, as required, for such personnel to visit locations outside their appointed place(s) of duty. **(T-1)**. Supervisors will advise the installation or activity commander, or contractor facility director of the foreign disclosure limitations before the visit. **(T-1)**. If a visit to a U.S. installation is not expected to result in an exchange of military information (e.g., cross-country flights, competitive sporting events, open house activities, etc.), then disclosure limitations need not be forwarded. In all cases, however, the unit to be visited will be informed that the individual is an international exchange person. **(T-1)**. International exchange personnel should perform the visit on official Temporary Duty orders and not on Invitational Travel Orders. **(T-1)**.

**4.6. Armed Ground and/or Airborne Alert Duty.** Participating in armed ground or airborne alert duty could place USAF and international exchange personnel in situations involving active or imminent hostilities or may jeopardize the interests of either the parent or host government. Therefore, unless both the parent and host services provide prior approval, USAF and international exchange personnel may perform armed alert duty only in units under the operational control of a combined command (e.g., North American Aerospace Defense Command or the North Atlantic Treaty Organization) to which the both the parent and host services belong.

**4.7. Dress and Appearance.** USAF exchange personnel will comply with guidance contained in AFI 36-2903, *Dress and Appearance of Air Force Personnel*. (T-1). Consistent with the intent of U.S. laws, the Law of Armed Conflict, and the Geneva Conventions, exchange personnel will retain their identity and status as members of their parent service. (T-1). International exchange personnel are not authorized to wear USAF uniforms and USAF exchange personnel are not authorized to wear foreign military clothing or insignia except as follows:

4.7.1. Flight Suit Patches. USAF exchange personnel may wear the host unit squadron patch on the right sleeve of flight suits. If available, personnel may wear the host group or wing patch on the left sleeve. USAF exchange personnel should wear the American flag emblem or USAF Weapons School (if a graduate) or USAF Test Pilot School patch (if a graduate) on the left sleeve if no host unit squadron, group or wing patch exists. The USAF Wing and Star patch should be worn on the right breast.

4.7.2. Airman Battle Uniform Patches. USAF exchange personnel may wear a subdued host unit squadron patch on the Airman Battle Uniform shirt above the individual's nametape. If available, personnel may wear a subdued host group or wing patch on the left breast pocket. The subdued USAF Wing and Star patch should be worn on the right pocket if host unit patches are worn.

4.7.3. Army Combat Uniform-Operational Combat Pattern. USAF exchange personnel are authorized to wear the Army Combat Uniform-Operational Combat Pattern when required.

4.7.4. Survival Equipment. USAF exchange personnel may wear host service survival equipment if appropriate USAF equipment is not available.

4.7.5. Flight Clothing and Equipment. USAF exchange personnel may wear host service flight clothing and equipment when required for compatibility with host service aircraft life-support systems or Nuclear, Biological, Chemical protection systems.

4.7.6. Cold Weather Outer Garments, Headgear and Accessories. USAF exchange personnel may wear host-nation cold weather outer garments, headgear and accessories when required by host-nation regulation. USAF exchange personnel should wear the cold weather outer garments, headgear and accessories in accordance with host-nation uniform guidance and regulations. U.S. insignia should be used if nationality insignia is required on the host-nation cold weather outer garments.

**4.8. Military Discipline.** Exchange personnel are expected to follow the orders, instructions, and customs of the host service when applicable and consistent with those of the parent service and the Military Personnel Exchange Program Memorandum of Agreement/Understanding.

4.8.1. Consistent with the above guidance, USAF and international exchange personnel follow the legal orders of host service personnel senior in rank when related to their exchange duties.

4.8.2. Exchange personnel are not authorized to discipline host service personnel.

4.8.3. The host service may not take administrative or disciplinary action against exchange personnel who break military laws or ignore parent or host service instructions. They may, however, document violations and notify the parent service.

4.8.4. The parent service may withdraw their exchange personnel from the program and take administrative or disciplinary action. The parent service should notify the host service if the decision has been made to withdraw their exchange personnel.

4.8.5. The host service should cooperate to the extent permitted by law, if the parent service conducts an investigation or takes administrative or disciplinary action against one of its own exchange personnel.

**4.9. Status of Exchange Personnel and Eligible Family Members.** Where they exist, Status of Forces Agreements determine the legal status of U.S. armed forces personnel and their dependents stationed in international countries. The Status of Forces Agreements set forth rights and responsibilities between the U.S. and the host government on such matters as criminal and civil jurisdiction, the wearing of the uniform, the carrying of arms, tax and customs relief, entry and exit of personnel and property, and resolving damage claims. Exchange personnel and their families are subject to host government jurisdiction in all respects in the absence of a Status of Forces Agreement.

**4.10. Claims.** An existing Status of Forces Agreement with a host government should govern claims procedures arising from the assignment of USAF exchange personnel in that country. The exchange agreement should address the handling of claims, citing any applicable Status of Forces Agreement provisions.

**4.11. Firearm Possession and Purchase.** Firearm possession and purchase should comply with host government laws and regulations. Firearm possession is only permitted for personal use. Exchange personnel should not purchase or transfer firearms for a third party.



## Chapter 5

### SUPERVISION AND RATING OF USAF EXCHANGE PERSONNEL

**5.1. Supervisory Responsibilities.** Exchange personnel may exercise supervisory responsibilities similar to those of host service personnel in similar positions. However, USAF and international exchange personnel may not serve in unit command positions, administer discipline to host government civilian employees, or exercise responsibilities that are reserved by law or regulation to an officer or employee of the host government. Refer to [Attachment 6](#).

**5.2. Evaluating USAF Exchange Personnel.** The Commander, Air Force Element Military Personnel Exchange Program:

5.2.1. Discusses USAF exchange personnel performance with host unit supervisor. **(T-1)**.

5.2.2. Provides details on the Officer Performance Report and Enlisted Performance Report to international supervisors and exchange personnel as appropriate. **(T-1)**.

5.2.3. Requests that the host unit supervisors provide a performance assessment letter on the USAF exchange personnel. **(T-1)**.

5.2.4. Uses the assessment letter for performance feedback to prepare the individual's performance report and to recommend promotions. **(T-1)**.

5.2.5. Ensures the servicing Military Personnel Section (MPS) receives additional reports, such as Training Reports, as required by AFI 36-2406, *Officer and Enlisted Evaluation Systems*. **(T-1)**.

**5.3. General Court Martial Convening Authority.** Unless otherwise specified by regional agreement, the Commander, Air Force District of Washington maintains General Court Martial Convening Authority over USAF active duty exchange personnel. The General Court Martial Convening authority may determine, consistent with the Constitution of the United States, AFI 51-201, *Administration of Military Justice*, AFI 51-202, *Non-Judicial Punishment*, and other applicable laws and regulations, disposition of discipline and offenses.

## Chapter 6

### OPERATIONS, DEPLOYMENT, TEMPORARY DUTY, AND MISHAP REPORTING

**6.1. Flying Status and Use of Flying Facilities** . Exchange personnel on active flying status should safely and effectively use host services flying facilities and resources to maintain proficiency and earn operational flying credit. USAF flight records should be maintained IAW AFI 11-401, *Aviation Management*. The Host Aviation Resource Management office nearest to where the USAF exchange member's finance records are maintained should manage the flight records folder.

**6.2. General Flight Rules** . USAF exchange personnel flying with international air forces should comply with the following general guidance:

6.2.1. Should not perform duties in host service aircraft unless specifically authorized, qualified, and current in training. Members may not credit flying activity while on leave or permissive Temporary Duty. See AFI 11-401 for additional guidance on crediting flight time.

6.2.2. Comply with host service flight directives, unless otherwise agreed upon in the international agreement. USAF exchange personnel are expected to use their best judgment to ensure the safe conduct of flight operations. It is the individual's responsibility to inform their supervisor and suggest corrective action if flight safety is in doubt.

6.2.3. Comply with host service crew rest directives, unless otherwise agreed to in the international agreement. Each aircrew member is responsible for ensuring that they receive the proper rest during crew rest periods and that they do not engage in activities that prevent them from doing so. It is the individual's responsibility to inform the host nation supervisor and request removal from the flight schedule if crew rest is violated or an individual does not feel adequately rested to perform a flight safely.

6.2.4. USAF exchange personnel should request assistance from their Air Force Activity Military Personnel Exchange Program if they are unable to resolve flying issues (to include safety of flight or crew rest concerns) through their supervisor. The Air Force Activity Military Personnel Exchange Program should notify SAF/IAPA. As needed, SAF/IAPA should coordinate resolution with the Director of Training and Readiness, AF/A3, the Air Force Flight Standards Agency, and other appropriate organizations.

**6.3. Hostilities and UN Operations.** USAF and international exchange personnel should not be placed on duty in areas with active hostilities, imminent hostilities, or any situation where their presence might jeopardize the interests of either the parent or host government, including United Nations Peacekeeping Missions, without first obtaining approval from the parent service.

**6.4. Deployment and Temporary Duty Travel of USAF Exchange Personnel** . Deployment of USAF exchange personnel to areas of hostilities, imminent hostilities, or any situation where their presence may jeopardize the interests of the U.S. (including United Nations Peacekeeping Missions and North Atlantic Treaty Organization activities) will be done so IAW U.S. Military Personnel Exchange Program Contingency Deployment Guidance ([Attachment 9](#)). (T-1).

6.4.1. The regional AFELM forwards the deployment request ([Attachment 4](#)) to SAF/IAPA NLT 30 days prior to scheduled departure for coordination and approval. (T-1). If Secretary of Defense approval is required, the request should be forwarded NLT 60 days prior to

scheduled departure. For recurring deployments, the AFELMs may request a blanket clearance. If blanket clearance is granted, further approval is not required, the AFELM should be notified prior to the deployment

6.4.2. International exchange personnel will not perform TDY in a third country (i.e., any countries other than the parent or host government countries) without approval of the parent service and prior clearance from the third country and SAF/IAPA. **(T-1)**. Supervisors consult the DoD Foreign Clearance Guide (DoDD 4500.54E) to determine specific travel clearance requirements. **(T-1)**.

**6.5. USAF Exchange Personnel Foreign Travel.** USAF exchange personnel visits to third countries will be conducted in accordance with the laws and regulations of the host government and the country or countries to be visited and require SAF/IAPA approval (through the regional AFELM). **(T-1)**. Requests for such international travel shall adhere to Department of Defense Foreign Clearance Guide. **(T-1)**.

**6.6. Deployment and Temporary Duty Travel of International Exchange Personnel.** International exchange personnel should not be deployed or sent on Temporary Duty outside of the U.S. without parent service approval (refer to paragraph 3.5). The Program Management Office forwards requests to SAF/IAPA NLT 30 calendar days prior to scheduled departure for coordination and approval. SAF/IAPA then coordinates approval or disapproval with the parent air force and notifies the Program Management Office to relay the results to the host unit. If approved, USAF host units should arrange travel consistent with the procedures defined in the Defense Travel System.

**6.7. Mishap Reporting Procedures.** During the performance of exchange duties, the potential exists for a mishap to occur. A mishap is defined as an unplanned occurrence, or series of occurrences, that results in damage to Department of Defense (DoD) property; occupational illness to DoD personnel; injury to on-or-off duty DoD military personnel; injury to on-duty DoD civilian personnel; or damage to public or private property, or injury or illness to non-DoD personnel caused by DoD activities. International exchange personnel assigned to USAF facilities are considered DoD personnel. Notification should be made to the member's parent government in the event a mishap occurs to the exchange personnel. Accident investigation, if required, should occur in accordance with applicable MOA/U. Please adhere to the guidance set forth in AFI 91-204, *Safety Investigation and Hazard Reporting*.

6.7.1. The host service should notify the U.S. Regional AFELM, U.S. Embassy Senior Defense Official, or Air Attaché if a mishap involves USAF exchange personnel. Once notified, the agency receiving notification forwards a mishap report to SAF/IA. It is the responsibility of the USAF to notify next of kin in the event of injury or death as a result of the mishap.

6.7.2. The host unit should notify the applicable Program Management Office if the mishap involves international exchange personnel. The Program Management Office sends a mishap report to SAF/IA who in turn notifies the parent air force.

## Chapter 7

### FINANCIAL RESPONSIBILITIES

**7.1. Parent Service Financial Responsibilities.** The parent service is responsible for, but not limited to, the following exchange personnel financial requirements:

7.1.1. All pay and allowances.

7.1.2. All change of station travel by the exchange personnel and those dependents included on the Special orders and identified on the Extended Visit Request. Travel costs include but are not limited to transportation, per diem, household effects and other travel allowances when traveling to and from the parent service's country and host service's country (when reporting for duty and at the conclusion of the assignment).

7.1.3. All temporary duty costs expenses when directed by the parent air force.

7.1.4. Preparation and shipment of remains and funeral expenses in the event of the death of exchange personnel or their dependents during the time of the exchange and or related travel.

7.1.5. The costs of quarters, rations, medical and dental services for the exchange personnel and their dependents, unless specifically stated otherwise in an applicable international agreement.

7.1.6. Compensation for loss of, or damage to, the personal property of the exchange personnel or their dependents either during the transportation of the personal property from or to the parent nation to or from the host nation. This includes any loss of, or damage to, the personal property of the exchange personnel or their dependents during their exchange tour of duty.

7.1.7. All expenses in connection with the return of an exchange personnel and their dependents to the parent service's country, including, but not limited to, transportation, per diem, and other travel allowances when the assignment is terminated prior to the normal completion date.

7.1.8. Cost of language training or other training required for the exchange, except as indicated in 6.4.2.

**7.2. Host Service Financial Responsibilities.** Unless otherwise specified in the international agreement, the host service is responsible for the following expenses.

7.2.1. All temporary duty expenses when directed by the host service.

7.2.2. Costs for training conducted to familiarize, orient, or certify exchange personnel regarding unique aspects of the assignments, excluding any language training.

7.2.3. Such office facilities, equipment, supplies, and services as may be necessary for the exchange personnel to fulfill the purposes of the Military Personnel Exchange Program Memorandum of Agreement/Understanding.

**7.3. International Exchange Personnel TDY Orders.** Temporary Duty orders are published in the same manner as for host unit personnel and Temporary Duty costs are charged to the same fund cite used to pay for accompanying USAF personnel when international exchange personnel are directed on Temporary Duty by their host unit. However, SAF/IA provides the funding line

of accounting for Temporary Duty expenses in connection with USAF-directed pre-employment training.

## Chapter 8

### END-OF-TOUR REPORTS

**8.1. End-of-Tour Report.** Exchange personnel will submit end-of-tour report not-later-than 30 days prior to exchange completion date. **(T-1)**. See **attachment 7** for report format and required information. The report should include a recommendation to help improve the exchange program. Include, or address position descriptions; the main differences between the USAF and foreign air force specialties and requirements; differences in doctrine, operating practices, and concepts; and benefits of the tour. Additional comments, as desired, may include quality of life, culture shock, effectiveness of, or need for language training. Do not submit classified information unless essential and with host service approval.

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

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

- 10 USC 311, *Exchange of defense personnel between United States and friendly foreign countries: authority*; 23 Dec 2016
- 22 CFR 181, *Coordinating, Reporting and Publication of International Agreements*, 8 Sept 2006
- DODD 5230.11, *Disclosure of Classified Military Information to Foreign Governments and International Organizations*, 16 Jun 1992
- DODD 5230.20, *Visits and Assignments of Foreign Nationals*, 22 Jun 2005
- DODD 5530.3, *International Agreements*, 11 Jun 1987
- DODD 4500.54E, *DoD Foreign Clearance Program (FCP)*, 28 Dec 2009
- Foreign Affairs and Manual, Volume 11, *Legal and Political Affairs*, Chapter 700, Oct 14, 2014
- AFI 11-401, *Aviation Management*, 10 Dec 2010
- AFI 11-403, *Aerospace Physiological Training Program*, 30 Nov 2012
- AFI 11-404, *Fighter Aircrew Acceleration Training Program*, 9 Jun 2017
- AFI 16-105, *Joint Security Cooperation Education and Training*, 03 Jan 2011
- AFI 16-201, *Air Force Foreign Disclosure and Technology Transfer Program*, 02 Jun 2015
- AFI 32-6001, *Family Housing Management*, 21 Aug 2006
- AFI 33-360, *Publications and Forms Management*, 01 Dec 2015
- AFI 36-2110, *Assignments*, 22 Sept 2009
- AFI 36-2406, *Officer and Enlisted Evaluation Systems*, 08 Nov 2016
- AFI 36-2803, *The Air Force Military Awards and Decoration Program*, 18 Dec 2013
- AFI 36-2805, *Special Trophies and Awards*, 21 Jun 2018
- AFI 36-2903, *Dress and Appearance of Air Force Personnel*, 18 Jul 2011
- AFI 36-3002, *Casualty Services*, 20 Jun 2017
- AFI 36-3026V1\_IP, *Identification Cards for Members of the Uniformed Services, Their Eligible Family Members, and Other Eligible Personnel*, 04 Aug 2017
- AFI 51-201, *Administration of Military Justice*, 08 Dec 2017
- AFI 51-202, *NonJudicial Punishment*, 31 Mar 2015
- AFI 91-204, *Safety Investigation and Hazard Reporting*, 27 Apr 2018
- AFMAN 33-322, *Records Management Program*, 04 Jun 2012
- AFPD 16-1, *Security Cooperation*, 12 Nov 2015
- HAFMD 1-14, *General Counsel and For The Judge Advocate General*, 29 Dec 2016

### *Adopted Forms*

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

### *Abbreviations and Acronyms*

**AFELM**—Air Force Element

**AFSC**—Air Force Specialty Code

**APACS**—Aircraft and Personnel Automated Clearance System

**DDL**—Delegation of Disclosure Authority Letter

**DLAB**—Defense Language Aptitude Battery

**DLPT**—Defense Language Proficiency Test

**DoDD**—Department of Defense Directive

**ECL**—English Comprehension Level

**MAJCOM**—Major Command

**OPI**—Oral Proficiency Indicator

**PDRR**—Position Description and Requisition Report

**POC**—Point of Contact

**RNLTD**—Report No Later Than Date

**SO**—Special Order

**SP**—Security Plan

**USAF**—United States Air Force

### *Terms*

**Defense Personnel Exchange Program**—A program authorized by 10 USC 311 where military and civilian personnel of the Department of Defense and the defense ministries/departments and/or armed services of foreign governments occupy positions with and perform functions for a host organization to promote current and future international programs, greater mutual understanding, and interoperability with allies and coalition partners. DPEP is composed of the MPEP, the APEP, the ESEP and the DIPEP.

**Delegation of Disclosure Authority Letter**—A letter issued by the appropriate Designated Disclosure Authority describing classification levels, categories, scope, and limitations related to information under a Department of Defense Component's disclosure jurisdiction that may be disclosed to specific foreign governments or their nationals for a specified purpose.

**Designated Disclosure Authority**—An official, designated by the Head of a Department of Defense Component or by that Department of Defense Component's Principal Disclosure Authority, who has been delegated disclosure authority in accordance with Department of Defense Directive 5230.11, *Disclosure of Classified Military Information to Foreign Governments and International Organizations*, to control disclosures by subordinate commands or staff elements of classified military information to foreign governments and their nationals



and to international organizations. SAF/IAPT is the Designated Disclosure Authority for the Military Personnel Exchange Program.

**Exchange Personnel**—Military or civilian officials of a foreign defense establishment (i.e., a Department of Defense equivalent) who are assigned to a Department of Defense Component in accordance with the terms of an exchange agreement and who occupy positions with and perform functions for a host organization to promote greater understanding, standardization, and interoperability.

**Foreign Liaison Officer**—Military or civilian officials of a foreign defense establishment who are authorized by their government or an international organization, and certified by a DoD Component, to act as an official representative of that government or organization in dealing with the DoD Components.

**Geneva Conventions** —comprises four treaties, and three additional protocols, that establishes the standards of international law for humanitarian treatment in war.

**Host Government or Host Service**—The country or service hosting exchange personnel.

**Laws of Armed Conflict** —Arises from a desire among civilized nation to prevent unnecessary suffering and destruction while not impeding the effective waging of war. A part of public international law, the Laws of Armed Conflict regulates the conduct of armed hostilities. It aims to protect civilians, prisoners of war, the wounded, sick and shipwrecked. The laws applies to international armed conflicts and in the conduct of military operations and related activities in armed conflict, however such conflicts are characterized.

**Memorandum of Agreement/Understanding**—International agreements that establish exchange programs between USAF and a foreign air force.

**Military Personnel Exchange Program**—A program authorized by DoDD 5230.20 where military of the Department of Defense and the defense ministries/departments and/or armed services of a foreign government occupy positions with and perform functions for a host organization to promote current or future international programs, greater mutual understanding, and interoperability with allies and coalition partners.

**National Defense Strategy** —issued by the Secretary of Defense.

**Personnel Requisition**—Document with which the Air Force Activity Military Personnel Exchange Program requests the Air Force Personnel Center to fill a valid USAF exchange position.

**Parent Government or Parent Service**—The country or air force to which exchange personnel belong.

**Position Description and Requisition Report**—Document that outlines the locations, duties, responsibilities, qualifications, etc. required to successfully perform in a specific exchange position.

**U.S. Air Force (USAF)**—United States Air Force includes the active duty and Air Reserve Components (Air Force Reserve and Air National Guard)

**U.S. Military Personnel Exchange Program Contingency Deployment Guidance** – Provides authorities for submitting, coordinating and approval for USAF exchange personnel to deploy or perform temporary duty with host nation air forces.

## Attachment 2

## POSITION DESCRIPTION AND REQUISITION REPORT

Figure A2.1. Position Description and Requisition Report.

USAF- (Enter International Country Name) Air Force Position Number X		
<b>RNLTD:</b> <i>enter report no later than date</i>	<b>RANK:</b> <i>enter required rank</i>	<b>DATE SUBMITTED:</b> <i>enter date submitted</i>
<b>DUTY AFSC:</b> <i>enter duty AFSC</i>	<b>SHIPPING AFSC:</b> <i>enter shipping AFSC</i>	<b>PASCODE:</b> <i>enter Personnel Accounting System Code</i>
<b>UNIT:</b> <i>enter host unit</i>		<b>POSITION#:</b> <i>enter Unit Manning Document number</i>
<b>LOCATION:</b> <i>enter host unit address</i>		<b>MAJCOM:</b> <i>enter host MAJCOM</i>
<b>POSITION TITLE:</b> <i>enter actual position duty title</i>		
<b>DESCRIPTION:</b>		
A. <b>EXCHANGE POST #:</b> <i>enter exchange post number</i>		
B. <b>INTERNATIONAL AIR FORCE PARTNER:</b> <i>enter the international air force</i>		
C. <b>DUTY DESCRIPTION:</b> <i>enter detailed duty description</i>		
D. <b>TYPE AIRCRAFT:</b> <i>enter type of aircraft exchange officer will fly or enter non-flying position</i>		
E. <b>TOUR LENGTH:</b> <i>enter tour length (either 2 years plus training or 3 years including training as appropriate)</i>		
<b>QUALIFICATIONS:</b>		
A. <b>MANDATORY:</b> <i>clearly specify mandatory duty qualifications to include duty experience, minimum number and type of accrued flight hours, type aircraft, education, and physiological certifications (nominees should possess this skill set when nominated).</i>		
B. <b>DESIRED:</b> <i>enter detailed desired duty qualifications.</i>		
C. <b>LANGUAGE REQUIREMENTS:</b> <i>enter language requirements (to include DLAB, DLPT, OPI, and or ECL scores).</i>		

**D. SECURITY CLEARANCE REQUIRED:** *enter required security clearance and the statement Nomination should include nominee's security clearance level, as well as the date granted and date of expiry. Note: PDRR Security Clearance should match Maximum authorized security classification level in DDL, SP and SO.*

**E. REQUIRED PRE-DEPARTURE TRAINING:** *enter the name and length of any required pre-departure training. For example, nominee should complete 65 weeks Arabic language training at the Defense Language Institute, Monterey, CA; and the one-week Middle East Orientation Course (MEOC) at the USAF Special Operations School, Hurlburt Field, FL.*

**F. HOST SERVICE PROVIDED TRAINING:** *enter required familiarization, mission qualification, ground training, and other pre-employment training courses to be completed as part of the exchange assignment at host unit expense. Include physiology and centrifuge training if required (reference AFI 11-403, Aerospace Physiological Training Program).*

**G. TRAINING SCHEDULE:** *enter training schedule, include dates for all confirmed courses*

**H. ESTIMATED TOUR COMPLETION:** *enter the End of Tour date*

**PRD REMARKS:** *enter remarks deemed important to prospective volunteers in the Personnel Requirements Display of the USAF Assignment Management System (not required for USAF-hosted positions).*

**INCUMBENT / STATUS:** *enter incumbent name and status or N/A; new position.*

**SAF/IA POC:** *enter name and contact information of SAF/IA*

**MAJCOM POC:** *enter name and contact information of MILITARY PERSONNEL EXCHANGE PROGRAM AFELM or Program Management Office*

**COMMANDER:** *enter name and contact information of host unit commander*

**NOTES HISTORY:**

**A. NEAREST CITY/PROXIMITY TO LARGE CITIES:** *enter information on the local area*

**B. CLIMATE:** *enter climate and weather information for the local area and or region*

**C. HOUSING (TYPE AVAILABLE, FURNISHINGS, NUMBER OF ROOMS, COST, ETC.):** *enter information on the type, availability, and cost of housing, to include both on-base (government) and off-base (rental) housing. Include contact information for the local housing office.*

**D. AVAILABLE FACILITIES (SCHOOLS, COMMISSARY/EXCHANGE, MEDICAL/DENTAL, ETC.):** *enter information on*

- *availability of local schools (pre-school, K-12, special needs, university, etc.), as well as enrollment and immunization requirements*

- *availability of commissary, exchange and shopping facilities*

- *availability of medical and dental facilities*

**E. WHAT TO BRING AND NOT TO BRING (APPLIANCES, AUTOMOBILE, CLOTHING, FURNISHINGS):** *enter recommendations of what items (automobile, clothing, household goods, etc.) to bring or not bring.*

**F. BANKING AND MAIL SERVICES:** *enter type and availability of banking and mail services, to include a general delivery address for incoming personnel.*

**G. COMMUNITY RELATIONS:** *enter information on local community relations and recreational activities*

**H. RELIGIOUS SERVICE AVAILABILITY:** *enter information on the type and availability of religious services*

**I. ADDITIONAL COMMENTS:** *enter any other information that may be helpful to inbound exchange personnel*

**POSITION DESCRIPTION VALIDATION: THE UNDERSIGNED AGREE THAT THIS POSITION DESCRIPTION IS AN ACCURATE REFLECTION OF DUTIES TO BE FULFILLED BY THE NEXT EXCHANGE OFFICER AND THE CORRESPONDING QUALIFICATIONS NEEDED TO SUCCESSFULLY CARRY OUT THOSE DUTIES.**

*(the host unit supervisor should sign and date here)*

Name/Signature/Date, Host Unit Supervisor

*(the incumbent exchange personnel should sign and date here)*

Name/Signature/Date, Exchange Personnel

*(the program manager should certify by signing here)*

Name/Signature/Date, MILITARY PERSONNEL EXCHANGE PROGRAM AFELM/Program Manager

*(ONLY for flying positions that require USAF formal flight training. HAF/A3T should certify by signing here)*

Name/Signature/Date, HAF/A3TF

*(SAF/IAPA should approve by signing here)*

Name/Signature/Date, SAF/IAPA

*(Note: The attached Adobe shows a PDRR completed prior to being sent to SAF/IAPA for final review and signatures. If members wish to show that the document was physically signed, attach it as a separate file in the email or "Paste" it into the Word document as seen above.)*

## Attachment 3

SAMPLE DELEGATION OF DISCLOSURE AUTHORITY LETTER  
[CLASSIFICATION]

Figure A3.1. Sample Delegation of Disclosure Authority Letter [Classification].

MEMORANDUM FOR SAF/IAPA

FROM: ORG/SYMBOL

Organization

Street address

City, State, Zip Code

SUBJECT: Delegation of Disclosure Authority Letter

References: AFI 16-201, 2 June 2015, *Air Force Foreign Disclosure and Technology Transfer Program*

1. Participating Countries: *List countries that have this type of exchange with the U.S.*
2. Classification: *The maximum security classification in the Delegation of Disclosure Letter should match maximum authorized security classification in Position Description and Requisition Report, Special Order, and Security Plan.*
3. Disclosure Methods: *List methods, i.e., oral, visual, documentary. If documentary access is permitted, control procedures should be described.*
4. Categories: *Specify National Disclosure Policy categories to be disclosed.*
5. Scope: *Specify who is authorized to release material or information, and to whom disclosure is authorized.*
6. Disclosure Criteria and Procedures: *Ensure any proposal to disclose information granted by this Delegation of Disclosure Letter meets proper requirements.*
7. Authorized for Release and /or Disclosure: *Describe material, information, information systems, and documents to which access may be permitted. This paragraph should clearly state that the individual may have access only to that information and information systems in the stated categories that are authorized for release to the parent government.*
8. Not Authorized for Release and/or Disclosure: *Describe material, information, information systems, and documents, or portions thereof, to which access is not permitted.*
9. Contact Officer: *Identify primary and alternate contact officers, including position and telephone and telefax numbers, and their duties and responsibilities*

10. Exceptions to the Delegation of Disclosure Letter: *Requests for exceptions to/and justification for exceptions to the Delegation of Disclosure Letter should be submitted to through Foreign Disclosure Office channels to SAF/IAPT.*

11. Re-delegation: *Specify the extent of re-delegation of authority (if any) permitted to subordinate activities.*

*FIRST M. LAST, Rank, USAF*  
*Duty Title*

**NOTES:**

1. Include Office of Primary Responsibility's address, phone number, file number, and date.
2. Insure Delegation of Disclosure Letter is marked to the highest classification.
3. Commanders and supervisors of exchange personnel should be fully familiar with the Delegation of Disclosure Letter.
4. The Delegation of Disclosure Letter is not releasable to the exchange personnel in question.

[CLASSIFICATION]

Delegation No. Title:



**Attachment 4**  
**SECURITY PLAN**

**Figure A4.1. Security Plan.**

Air Force Military Personnel Exchange Program Position Number: *(enter two letter country code and Military Personnel Exchange Program #; e.g., UK01A)*

1. POSITION. *This security plan applies to identify the exchange position number, Unit Manpower Document (UMD) number (if available), and organization of assignment.*

2. PHYSICAL WORK LOCATION. *Identify the physical location of the individual's work area and any other local organizations the exchange personnel should be required to visit during their tour.*

3. SUPERVISOR. *Identify the name, organizational address and telephone number of the USAF supervising official.*

4. EQUIPMENT. *Identify computers, communication systems, and other equipment the exchange personnel is authorized to use along with any applicable conditions, user licensing requirements, restrictions, and or safeguards. Include the statement "Access to U.S. Air Force information systems by foreign nationals is governed by AFI 17-130, Cybersecurity Program Management. Exchange personnel should receive Information Assurance Awareness Training according to AFI 16-1404, Air Force Information Security Program."*

5. PHYSICAL ACCESS REQUIREMENTS. *Identify physical access requirements (e.g., escorted or unescorted access to the work area or any other areas, badge requirements, etc.)*

6. FOREIGN NATIONAL IDENTIFICATION. *Include the statement "The exchange partner should be instructed to identify him or herself as a member of their parent service in all written, electronic and telephonic communications. U.S. E-mail accounts of foreign nationals should clearly identify in the E-mail address that the E-mail has originated from a foreign national (For example: Doe, John, Wing Commander, UK Exchange Personnel, AF/JAO)."*

7. INFORMATION SECURITY. *Identify the actions U.S. personnel should be responsible for taking to ensure that classified and controlled unclassified information in their work areas or common work areas should be controlled during the placement of the exchange personnel. Also identify how visitors should be informed about the existence of the exchange personnel and the applicable disclosure and security requirements. The maximum security classification in the SP should match the maximum authorized security classification in the Position Description and Requisition Report, Delegation and Disclosure Letter and Special Order. Finally, include the statement "Exchange partners should sign Annex A of the International Memorandum of Agreement/Understanding, entitled Certificate of Conditions and Responsibilities."*

8. TECHNICAL ASSISTANCE AGREEMENT. *If applicable, identify that contract employees tasked to provide training for exchange personnel have an approved and documented Technical Assistance Agreement.*

9. SECURITY VIOLATION PROCEDURES. *Identify the points of contact and applicable actions to be taken should security plan violations occur.*

*(the host unit supervisor should sign and date here)*

*(the foreign disclosure officer should sign and date here)*

\_\_\_\_\_  
Name/Signature/Date, Host Unit Supervisor

\_\_\_\_\_  
Name/Signature/Date, Foreign Disclosure Officer

*(the information assurance officer should sign and date here)*

*(the program manager should certify by signing here)*

\_\_\_\_\_  
Name/Signature/Date, Chief, Information Security

\_\_\_\_\_  
Name/Signature/Date, Regional/CONUS Program Manager

## Attachment 5

## CERTIFICATE OF CONDITIONS AND RESPONSIBILITIES

Figure A5.1. Certificate of Conditions and Responsibilities.

I understand and acknowledge that I have been accepted for assignment to (*insert Name and location of organization to which assigned*) pursuant to a Memorandum of Understanding between the Department of the Air Force of the United States of America and (*insert applicable international military organization*) of (*Country Name*). In connection with this assignment, I further understand, acknowledge, and certify that I should comply with the following conditions and responsibilities:

1. The purpose of the assignment is to gain knowledge of the organization and management of Host Service (*cite applicable area for Military Personnel Exchange Program assignment*) defense activities. There should be no access to information except as required to perform the duties described in the position description of the position to which I am assigned, as determined by my designated supervisor.
2. I should perform only functions which are properly assigned to me as described in the position description (PD) for my assignment and should not act in any capacity on behalf of my government or my Parent Service.
3. All information to which I may have access during this assignment should be treated as information provided to my government in confidence and should not be further released or disclosed by me to any other person, firm, organization or government without the prior written authorization of the Host Service.
4. When dealing with individuals outside my immediate office of assignment on official matters, I should inform such individuals that I am an international exchange person.
5. I have been briefed on, understand, and should respect all applicable security regulations of the Host Service and the Host Government.
6. I should immediately report to my Contact Officer all attempts to obtain, without proper authorization, classified, restricted, proprietary, or controlled unclassified information to which I may have access as a result of this assignment.

---

 (Signature)

---

 (Typed Name)

---

 (Rank/Title)

---

 (Date)

**Attachment 6****GUIDE FOR SUPERVISORS OF INTERNATIONAL EXCHANGE PERSONNEL****Figure A6.1. Guide for Supervisors of International Exchange Personnel.****TRAVEL**

1. Passport and Visa
  - Exchange Personnel and accompanying dependents should have passports and visas for the U.S. valid during the entire tour. It is exchange personnel's responsibility to ensure passport and visa requirements are met.
2. Special orders
  - Exchange Personnel should have a copy of the Secretary of the Air Force Special Order placing them on exchange duty. A copy should be available at all times.
3. Travel within/without U.S.
  - Travel within the U.S. is very liberal. For travel outside the U.S., exchange personnel and dependents may need multi-entry visas.
4. Clothing/Uniform
  - Civilian clothing according to climate. Wear of uniform IAW the exchange agreement.

**FINANCES**

1. Money
  - Rate of Exchange
2. Banks
  - Establishing accounts; use of ATMs; credit cards, etc.

**PERSONAL AFFAIRS**

1. Vehicles
  - Should comply with installation and State regulations for registration and operation of vehicles.
  - Should purchase liability and property damage insurance as required by law.
  - Should have legal operator's license.
2. Social Security Number
  - To receive a U.S. Social Security Account Number (SSAN), the international exchange personnel should include a copy of the U.S. Citizenship and Immigration Services (USCIS) Form I-94, *Arrival-Departure Record*, with the SSAN application
    - The USCIS Form I-94 should have been provided by an USCIS inspector upon arrival in the U.S. at a land border port-of-entry or from an airline or ship representative when arriving at an air or sea port-of-entry, and stapled into the individual's passport

**MILITARY**

1. Standards of Conduct
  - IAW the exchange agreement.
  - Standards of conduct include duty hours, off-limit establishments, military courtesy, financial responsibilities, and military bearing.
  - Sexual harassment.
2. Military Status (reference AFI 16-107, Chapter 3)
  - Should be treated in the same manner as USAF counterparts of equivalent rank.
  - Although not subject to U.S. military law, they do remain under the criminal and civil jurisdiction of U.S. Federal, state, and local laws.
  - They are under the jurisdiction of the military authorities from their country.
3. Disciplinary Action (reference AFI 16-107, para 3.9.)
  - Exchange personnel are not under the UCMJ but a violation may be reason for dismissal from the exchange program.
4. Grooming Standards
  - Exchange personnel should meet USAF grooming standards.
5. U.S. Military ID Cards
  - ID cards should be issued to exchange personnel and authorized, accompanying dependents IAW AFI 36-3036.
  - These cards should be surrendered upon rotation.
6. Leave and Holidays (reference AFI 16-107, para 7.2.)
  - Leave and holidays may be taken IAW the exchange agreement.
7. Security Instructions (reference AFI 16-107, Chapter 3)
  - Refer to the exchange agreement and to the security plan; outline maximum classification of information authorized by this exchange.
  - Exchange personnel should sign Annex A of the exchange agreement Certificate of Conditions and Responsibilities.
8. Temporary Duty and Deployments (reference AFI 16-107, Chapter 5)
  - Refer to the exchange agreement
  - Should have Parent Service permission for TDYs or deployments outside of the U.S.
9. Physical Training
  - Should meet physical training as required by USAF counterparts.

**DEPENDENTS AND SUPPORT**

1. Responsibility
  - Parent Service or the Exchange personnel is fully responsible for dependents.
  - Privileges IAW the exchange agreement.
2. Housing (reference AFI 16-107, para 8.3.)
  - Base housing, if available, and reimbursement as required.
3. Military, Social, and Athletic Privileges (reference AFI 16-107, para 7.1.)
  - NCO/Officer Club dues and events and are not supported by DoD funds.
  - May participant in other events, i.e. golf, softball, tennis, bowling, etc.
4. Commissary and Exchange Privileges (reference AFI 16-107, para 7.1.)
  - IAW the exchange agreement. FEP and dependents should have access.
5. Off Duty Employment
  - Is permitted for dependents.
  - Should comply with the laws and regulations of the Immigration and Naturalization Service (INS).
6. Mail
  - Should have to use international mail for mailing to home country.

**LEGAL ISSUES**

1. Jurisdiction (reference AFI 16-107, para 3.9. and 3.10.)
  - Exchange personnel and dependents are subject to the jurisdiction of the U.S. courts. If NATO or PfP country, refer to NATO/PfP SOFA.
2. Purchase and Possession of Firearms
  - Should comply with local and State laws
  - Should be for an individual's personal use.
  - Advise Exchange personnel that his or her government may have restrictions on importing firearms and they should contact their government (Embassy in Washington, DC)
3. Duty Free Items
  - Certain articles may enter the U.S. duty free if for use by Exchange personnel or their dependents.
  - Consult local judge advocate if more information is needed.
4. Taxes
  - Pay and other income from Parent Government is exempt from income taxes.
  - Sales taxes normally are not exempt.
  - Need to consult local judge advocate if in question.

**Attachment 7**  
**END OF TOUR REPORT**

**Figure A7.1. End of Tour Report.**

JOHN P. DOE, Captain, USAF  
Exchange Personnel  
Operations and Support Flight Commander  
47/LXX Engineering Squadron  
Somewhere, Overseas

**INTRODUCTION**

This EOT report is submitted in accordance with AFI 16-107, Military Personnel Exchange Program. This report includes the time period from DD MON YY to DD MON YY. Comments and opinions contained within this report are those of the author and do not represent the official views of the USAF or the host government.

**POSITION DESCRIPTION AND UNIT MISSION**

(Provide duty title, unit mission description, and description of duties. Also include a comparison of host unit duties with those in the USAF.)

**OVERVIEW OF TOUR**

(Provide an overview of exchange tour activities, to include trips and deployments; contacts made with VIPs; community relations activities; activities that garnered publicity; unusual occurrences; flying time and activities.)

**BENEFITS OF EXCHANGE TOUR AND PERSONAL ACCOMPLISHMENTS**

(Outline personal and professional benefits of the exchange tour. Include accomplishments made during tour.)

**AREAS FOR IMPROVEMENT**

(Identify problem and program improvement areas, along with recommended solutions.)

**OTHER REMARKS**

(Include any other remarks or comments.)

## Attachment 8

**MILITARY PERSONNEL EXCHANGE PROGRAM REQUEST FOR TRAVEL****Figure A8.1. Military Personnel Exchange Program Request for Travel.**

<b><u>MILITARY PERSONNEL EXCHANGE PROGRAM REQUEST FOR TRAVEL</u></b>	
Date Submitted:	_____
Mark which type of Military Personnel Exchange Program Request:	
One-Time:	_____
Blanket:	_____
Notification:	_____
1. Name:	_____
Grade/Rank:	_____
2. Country and Unit Assigned	_____
3. Current MILITARY PERSONNEL EXCHANGE PROGRAM Assignment (include duty title, aircraft type and crew position)	_____
4. Purpose of Travel (include specific duties to be performed, operation/exercise, i.e. OEF/OIF, Joint Guardian, etc, traveling or expecting to travel in support of):	_____
5. Proposed Itinerary (Countries and Dates, if known. For aircrew, include overflight countries and time on ground for countries visited, if known):	_____
6. APACS Request ID (N/A for CONUS or travel within assigned country. Visit online Foreign Clearance Guide for requirements):	_____
7. Should the USAF Exchange Personnel meet with foreign nationals (besides nationals of country to which assigned. If yes, state with whom and purpose)?	_____
8. Logistical Support Required: (If none, so state.)	_____
9. Indicate that "Level I Antiterrorism/Force Protection Training Complete" and date of training:	_____
10. Are there any Force Protection Issues? If so, state measures to be taken to mitigate:	_____
11. Point of contact for travel inquiries: (Name, rank, commercial telephone number and E-mail address. Include POC for both home station and TDY location):	_____



## Attachment 9

**UNITED STATES MILITARY PERSONNEL EXCHANGE PROGRAM  
CONTINGENCY DEPLOYMENT GUIDANCE****Figure A9.1. United States Military Personnel Exchange Program Contingency Deployment Guidance.****UNITED STATES MILITARY PERSONNEL EXCHANGE PROGRAM  
CONTINGENCY DEPLOYMENT GUIDANCE**

United States Military Personnel Exchange Program personnel deploying with their host nation forces in support of United States, United Nations, or North Atlantic Treaty Organization contingency operations has become a common practice during the last decade. Through these deployments, exchange personnel are able to share best combat practices and develop important international military relationships. The intent of this guidance is to streamline the approval process and enable the deployment of exchange personnel in support of contingency operations. This guidance supersedes the 2007 contingency deployment guidance for United States exchange personnel.

Under the new guidance, the Secretary of Defense is the sole approval authority for deployments of United States Military Personnel Exchange Program personnel with Host Nation forces in contingency operations except as delegated based on the following conditions:

- Approval authority is delegated to the Secretaries of the Military Departments for deployments of United States Military Personnel Exchange Program personnel deploying with Host Nation forces in a contingency when:

-- Deployment is with Host Nation forces supporting a United States, United Nations, or North Atlantic Treaty Organization operation where the United States is participating or contributing forces;

-- The Under Secretary of Defense for Policy, the Department of Defense Office of the General Counsel, the Joint Staff/J5, and the relevant Combatant Command concur;

-- The Host Nation provides a written confirmation prior to deployment stating that the United States Military Personnel Exchange Program personnel should operate as a fully integrated member of the Host Nation forces for the duration of the deployment and should retain the right of individual self-defense consistent with United States standing rules of engagement; and

-- Deployments should adhere to all current Secretary of Defense deployments and dwell guidance as prescribed by the Office of the Under Secretary of Defense for Personnel and Readiness.

- Subject to the above conditions and coordination requirements, the Secretaries of the Military Departments may approve multiple deployments in support of the same operation/region and similar missions not exceeding 60 days per deployment in one approval request for the duration of an individual Military Personnel Exchange Program tour. Any single duration over 60 days should require separate approval.

- This authority is further delegable in writing.

- Military Departments should track United States Military Personnel Exchange Program personnel deployments.

-- Military Departments should provide a weekly United States Military Personnel Exchange Program personnel deployment update to the Joint Staff/J1. Joint Staff/J1 should ensure the update is accessible to the Under Secretary of Defense for Policy each week.

-- The Joint Staff/J1 should provide a consolidated United States Military Personnel Exchange Program personnel deployment briefing to the Secretary of Defense upon request.

- This United States Military Personnel Exchange Program contingency deployment guidance supersedes all previous contingency deployment guidance for United States Military Personnel Exchange Program personnel.