

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

**AIR FORCE INSTRUCTION 16-111**

**10 JULY 2018**



**Operations Support**

**THE USAF ACADEMY CADET  
SEMESTER EXCHANGE ABROAD  
PROGRAM (C-SEAP)**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This AFI implements Section 347(b) (1) of Title 10 of the U.S. Code "International Engagement Authorities for Service Academies" and Air Force Policy Directive 16-1, "International Affairs." It defines the program, assigns responsibilities and provides guidance for managing and administering the USAF Academy C-SEAP. This instruction does not apply to the Air Force Reserves or Air National Guard. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through Major Command (MAJCOM) publications/forms managers. Ensure that all records created as a result 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 Air Force Records Disposition Schedule in the Air Force Records Management Information System.

### **SUMMARY OF CHANGES**

This publication has been revised to update authorities and processes and clarify organization responsibilities.

## 1. Overview.

1.1. **Abbreviations,** Acronyms, and terms. See [Attachment 1](#).

1.2. **Purpose.** Provide requirements to execute the international participation in the USAF Air Force Academy Cadet Semester Exchange Abroad Program (C-SEAP).

1.3. **Scope.** This AFI provides guidance on the execution of the USAFA Cadet Semester Exchange Abroad Program. The USAFA C-SEAP is designed to respond to Air Force requirements for foreign language proficient and cross-culturally competent officer personnel in furtherance of U.S. global interests. In-country language and cultural immersion programs are the most successful approaches to achieving language fluency. Such programs, conducted at foreign military academies, have the added benefit of educating USAFA cadets on the armed forces of friendly nations. At the same time, the program affords international cadets from foreign military academies the opportunity to study at USAFA for one semester, which contributes to the increased engagement and close cooperation between air forces and provides rich, mutually beneficial educational experiences for USAFA and participating foreign military academies.

1.3.1. The C-SEAP consists of a reciprocal, semester-long, cadet exchange between USAFA and a foreign military academy during the same academic year. During the exchange, visiting cadets are fully integrated into the academic, military, athletic, and culture of the host academy and nation. The academic curriculum of the host military service academies must be comparable to the cadets' curriculum at their parent academy to ensure participating cadets receive academic credit for attendance at the host military academy. Cadet exchanges will be conducted pursuant to an appropriate exchange agreement or arrangement between the participating military services.

1.4. **Waivers.** The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the publication manager for non-tiered compliance items.

## 2. Roles and Responsibilities.

### 2.1. Secretary of the Air Force, International Affairs, Security Assistance Policy and Education and Training Division (SAF/IAPX):

2.1.1. Will provide guidance and administrative oversight of the C-SEAP and will serve as the overall focal point for C-SEAP matters.

2.1.2. Coordinate proposed exchanges with foreign military academies foreign military academies with Secretary of the Air Force, International Affairs, Regional Affairs Division (SAF/IAR) and the United States Air Attaché or Defense Attaché in-country to determine feasibility of conducting a semester exchange with a foreign military service.

2.1.2.1. Following successful coordination, provide USAFA direction to conduct a feasibility assessment including, but not limited to, a review of academic programs, security, and logistical support.

- 2.1.2.2. Concurrent with a feasibility assessment, coordinate with the Deputy General Counsel, Intelligence, International and Military Affairs (SAF/GCI), in the Office of the Air Force General Counsel, to determine the appropriate type of exchange agreement or arrangement.
- 2.1.3. Assist USAFA in preparation of C-SEAP exchange agreement/arrangement.
- 2.1.3.1. Coordinate the proposed exchange agreement or arrangement with SAF/IAR, SAF/GCI, and OSD (SC) and DoD OGC in accordance with AFI 51-701, *Negotiating, Concluding, Reporting and Maintaining International Agreements*, for the authority to negotiate.
- 2.1.3.2. Once authority is granted, forward the draft agreement or arrangement to the participating foreign military service for negotiation.
- 2.1.3.3. In coordination with USAFA and SAF/GCI, negotiate the exchange agreement/arrangement with the foreign military service.
- 2.1.3.4. Upon successful completion of the negotiation, coordinate the exchange agreement or arrangement with SAF/IAR, SAF/GCI, and OSD (SC) and DoD OGC in accordance with AFI-51-701, *Negotiating, Concluding, Reporting and Maintaining International Agreements*, for the authority to conclude and sign.
- 2.1.4. Staff the exchange agreement or arrangement for SAF/IAP signature.
- 2.1.5. Send signed exchange agreement to USAFA.
- 2.1.6. For exchange agreements that have been negotiated and concluded as legally binding agreements, notification must be provided to the State Department as required by the Case-Zablocki Act (1 U.S.C. 112b(a)). The Act requires the Secretary of State to report all international agreements, other than treaties, to the Congress within 60 calendar days after entry into force. Accordingly, SAF/IAPX forwards two reproducible copies of each signed exchange agreement to the Director, Operations and International Law Directorate (AF/JAO), Office of The Judge Advocate General of the Air Force, the DoD General Counsel, and to the DoS Assistant Legal Adviser for Treaty Affairs within 20 days after entry into force. A background statement meeting the requirements of DoDD 5530.3 *International Agreements*, must accompany the transmitted text of the exchange agreement.
- 2.1.7. If the exchange agreement is transmitted more than 20 days after its entry into force, the transmittal document must state the reason for late submission. Unless one of the copies is the signed original, each copy will be certified as a true copy of the original (Refer to procedures in DoDD 5530.3, *International Agreements*, and AFI 51-701, *Negotiating, Concluding, Reporting, and Maintaining International Agreements*).
- 2.1.8. Provide timely guidance on renewal, revision or termination of all exchange agreement/arrangement to USAFA.
- 2.2. Secretary of the Air Force, General Counsel Intelligence, International and Military Affairs (SAF/GCI) will:
- 2.2.1. Provide legal determination on the appropriate type of exchange agreement or arrangement, for each foreign military service.

2.2.2. Provide legal coordination, review and negotiation support for all C-SEAP exchange agreement or arrangements.

2.2.3. Conduct annual reviews of program execution, in coordination with USAFA and SAF/IAPX, to ensure legal and policy compliance.

**2.3. Office of The Judge Advocate General of the Air Force, Operations and International Law Directorate (AF/JAO)** will receive copies of agreements.

**2.4. United States Air Force Academy Office of International Programs (USAFA/DFIP):**

2.4.1. Propose any C-SEAP engagements to SAF/IAPX to promote effective integration of C-SEAP with USAF global engagement strategies and objectives.

2.4.2. Upon direction of SAF/IAPX, engage with a foreign military academy to conduct a feasibility assessment including, but not limited to, a review of academic programs, security, and logistical support. Inform SAF/IAPX of the status of the proposed C-SEAP feasibility study.

2.4.3. Provide assistance to SAF/IAPX in the preparation and negotiation of all C-SEAP exchange agreement or arrangements.

2.4.4. Upon receipt of signed exchange agreement or arrangements, coordinate with relevant USAFA Mission Element staff and leaders, including the USAFA Staff Judge Advocate, and obtain signature on relevant implementation documents.

2.4.5. Develop USAFA supplement for execution of daily operations of C-SEAP Program.

2.4.6. Forward to SAF/IAPX requests to renew, revise, or terminate existing C-SEAP exchange agreement or arrangements, as needed.

### **3. C-SEAP Agreement Development Process**

3.1. Agreements will be developed in accordance with all legal requirements and coordinating processes, as outlined in this Instruction.

3.2. Execution of the exchange of cadets shall remain at the discretion of USAFA, per supplemental instruction and at the approval of SAF/IAPX.

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

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

AFPD 16-1, Security Cooperation, 12 Nov 2015

AFI-51-701, Negotiating, Concluding, Reporting and Maintaining International Agreements, 16 August 11

AF Manual 33-363, Management of Records

DoDD 5530.3, International Agreements, 21 Nov 2003

Section 112b(a) of Title 1 of the U.S. Code, “United State International Agreements; transmission to Congress”.

Section 347(b)(1) of Title 10 of the U.S. Code, “International Engagement Authorities for Service Academies”.

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms******AFI—Air Force Instruction***

**C-SEAP**—Cadet Semester Exchange Abroad Program

**GCI**— Deputy General Counsel for Intelligence, International and Military Affairs, Office of the Air Force General Counsel

**IA**—International Affairs

**OGC**—Office of the General Counsel of the Department of Defense

**OSD**—Office of the Secretary of Defense

**SAF**—Secretary of the Air Force

**USAF**—United States Air Force

**USAFA**—United States Air Force Academy