

**BY ORDER OF THE
SUPERINTENDENT**

**HQ UNITED STATES AIR FORCE
ACADEMY INSTRUCTION 16-1**

18 MAY 2022

Operations Support



**USAFA CREDENTIALLED RECURRING
ACCESS (CRA) FOR INTERNATIONAL
MILITARY STUDENTS (IMS) AND
ACCOMPANYING FAMILY MEMBERS
(AFM)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 16-1, *Security Cooperation*. This publication establishes the Credentialed Recurring Access (CRA) for International Military Students (IMS) and Accompanying Family Members (AFM) process for the United States Air Force Academy (USAFA). This publication applies to all Air Force, Space Force, civilian, and contractor personnel. This publication does not apply to Air Force Reserve Command (AFRC) units or the Air National Guard (ANG). This publication may not be supplemented or further implemented/extended. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Department of Air Force (DAF) Form 847, *Recommendation for Change of Publication*. The authorities to waive requirements in this publication are identified with a Tier 2 (T-2) number following the compliance statement. See, DAFMAN 90-161, *Publishing Processes and Procedures*, 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. The waiver authority for non-tiered requirements in this publication is the USAFA Superintendent (HQ USAFA/CC). Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System.

This Instruction may require the collection or maintenance of information protected by the *Privacy Act of 1974* authorized by *Title 50 U.S.C. 797*. The applicable SORN(s) F036 USAFA A, *Cadet Personnel Management System*; F036 USAFA B, *Master Cadet Personnel Record (Active/Historical)*; and F036 USAFA I, *Cadet History Database*, are available at: <http://dpclo.defense.gov/Privacy/SORNs.aspx>.

1. Overview. The Continuous Review (CR) process was established to review current IMS and AFM during their time in the United States to monitor for potential derogatory information. This information is collected via Defense Counterintelligence and Security Agency's (DCSA) Expedited Screening Center (ESC), or the Department of the Air Force Counter-Insider Threat Hub (DAF C-InT Hub). In the event derogatory information is discovered on students during the CR process, the information is reviewed and given an assessment of low risk, moderate risk, or high risk by DCSA. USAFA has been delegated authority to assess IMS and AFM for their ongoing fitness for CRA to DAF installations during their stay in the United States.¹

2. Scope. USAFA is responsible for adjudicating derogatory information returned by DCSA as part of CRA procedures on IMS or AFM *following arrival* in the United States for training; and for making a determination on continued fitness for CRA.²

3. Roles and Responsibilities.

3.1. **DCSA:** Conducts initial and recurring Expedited Screening Process (ESP) on IMS and AFM prior to travel and after arrival in the United States and provides risk assessments and derogatory information to the Military Departments (MILDEPs) through component insider threat hubs for fitness determinations. Closes out Expedited Screening Information Report (ESIR) following MILDEP fitness determination.

3.2. **DAF C-InT Hub:** Receives risk assessments from ESC related to derogatory information on IMS on USAF installations; and initiates the fitness assessment process with the affected MAJCOM and local OSI detachment. Provides information to ESC when MILDEP CR activities produce derogatory information that is related to one of the DCSA assessment criteria in paragraph 8 of this document. Provides final MAJCOM fitness determination decisions to DCSA for reporting to the Department of State (DOS) and the National Vetting Center; and a classified summary of the meeting to DCSA via the ESIR. Ensures proper hand-off of information related to CR to gaining MILDEP insider threat agencies for IMS who are scheduled for training at more than one MILDEP installation, if applicable.

3.3. **USAFA:** Make fitness determinations on IMS and AFM who have already arrived and are training in the United States; provide fitness determination decisions to the DAF C-InT Hub for entry into the Security Cooperation-Training Management System (SC-TMS); and Dean of Faculty Office of International Programs (DFIP) function will notify the Secretary of the Air Force International Affairs, Regional Affairs Division (SAF/IAR) Country Director

¹ SecAF Memorandum; *Delegation of Authority to Make Determinations of Fitness for Credentialed Recurring Access for IMS and Accompanying Family Members*; 16 February 2021.

² SAF/IA is responsible for the assessment of derogatory information for IMS *prior to travel* to the U.S through the Air Force IMS Assessment Panel (AF-IMSAP) and the Tri-MILDEP Assessment Panel (TMAP).

and Air Force Security Assistance Training Squadron (AFSAT) Country Program Manager in instances where fitness is being revoked.

3.4. **AFSAT Country Program Manager**: Notifies the Security Cooperation Offices (SCO) when fitness for CRA is being revoked to begin proper political-military notifications.

3.5. **DSCA**: Receives fitness determination decisions from the MILDEPs. Reports any determination that an IMS or AFM is unfit for CRA to DOS and the National Vetting Center.

3.6. **SCO**: Communicate fitness determinations to affected Partner Nations (PN) through established political-military engagements.

4. Inputs. DCSA repeats the ESP on IMS and AFM on a periodic basis, no less than every 90 days, for continuous biographic vetting as long as the IMS or AFM continues to have CRA. In the event derogatory information is discovered on an IMS or AFM by ESC, the information is sent to the DAF C-InT Hub in the form of an ESIR. The DAF C-InT Hub initiates notification to the affected MAJCOM and local OSI detachment.

5. Membership. At a minimum, the USAFA fitness assessment panel will consist of the chair identified in paragraph 7 and principal members as identified in [paragraph 6](#).

6. Principal Members. The USAFA assessment panel consists of the supporting members from the following agencies:

- 6.1. Director, Force Protection Division (HQ USAFA/A4S).
- 6.2. DAF C-InT Hub Representative.
- 6.3. Dean of Faculty Office of International Programs (USAFA/DFIP).
- 6.4. Vice Commander of Cadets (USAFA CW/CV).
- 6.5. Admissions Directorate (USAFA/RR).
- 6.6. Foreign Disclosure Officer, Information Protection (USAFA/IPE).
- 6.7. Staff Judge Advocate (HQ USAFA/JA).
- 6.8. Department of the Air Force, Office of Special Investigation (OSI) Det 439.
- 6.9. Commander, 10th Air Base Wing, or representative (10 ABW/CC/CV/DS).
- 6.10. Defense Force Commander, 10th Security Forces Squadron (10 SFS/CC).
- 6.11. Mission Assurance, 10th Security Forces Squadron (10 SFS/ATO).

7. Decision Authority (Chair). Decision authority for adjudication of CR is delegated to the USAFA Vice Superintendent (HQ USAFA/CV).

8. Process. The USAFA assessment panel should convene as soon as possible based on the immediacy of the threat, but not later than four duty days of notification of derogatory information by ESC; or by the DAF C-InT Hub, if applicable. The panel will review and assess derogatory information returned as part of CR on IMS and AFM during training.

8.1. The Chair leads a discussion on the information contained in the ESIR to arrive at a determination on continued fitness, or removal of fitness for CRA. The discussion should focus on the following factors outlined by USD(I&S):³

- 8.1.1. Risks inherit in approval, including: direct or indirect associations with known or suspected terrorists or terrorist activities.
- 8.1.2. Undeclared direct or indirect associations with a known or suspected Foreign Intelligence Entity (FIE).
- 8.1.3. Criminal conduct or activities; war crimes or, outside the context of armed conflict.
- 8.1.4. Gross violations of human rights.
- 8.1.5. Threats to Critical Program Information (CPI) and technologies.
- 8.1.6. Anti-U.S. sentiment.

8.2. In the event the HQ USAFA/CV is unable to reach a decision on fitness for CRA, the issue will be elevated to the HQ USAFA/CC for final fitness determination.

9. Outputs. Once a final fitness determination is made by USAFA, the DAF C-InT Hub communicates the fitness determination to relevant agencies IAW **paragraph 3** of this document.

RICHARD M. CLARK, Lt Gen, USAF
Superintendent

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 33-322, *Records Management and Information Governance Program*, 27 July 2021
 AAFP 16-1, *Security Cooperation*, 5 February 2021
 DAFMAN 90-161, *Publishing Processes and Procedures*, 14 April 2022
 SecAF Memorandum; *Delegation of Authority to Make Determinations of Fitness for Credentialed Recurring Access for IMS and Accompanying Family Members*; 16 February 2021
 USD(I&S) Memo; *Fitness Determinations for Credentialed Recurring Access for International Military Students and Their Accompanying Family Members*; 8 December 2020

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

10 ABW/CC—Commander, 10th Air Base Wing
10 SFS/ATO—Mission Assurance, 10th Security Forces Squadron
10 SFS/CC—Defense Force Commander, 10th Security Forces Squadron
AF—Air Force
AF-IMSAP—Air Force IMS Assessment Panel
AFM—Accompanying Family Members
AFMAN—Air Force Manual
OSI—Office of Special Investigations

³ USD(I&S) Memo; *Fitness Determinations for Credentialed Recurring Access for International Military Students and Their Accompanying Family Members*; 8 December 2020.

AFPD—Air Force Policy Directive
AFRC—Air Force Reserve Command
AFRIMS—Air Force Records Information Management System
AFSAT—Air Force Security Assistance Training Squadron
ANG—Air National Guard
CPI—Critical Program Information
CR—Continuous Review
CRA—Credentialed Recurring Access
DAF C-InT Hub—Department of the Air Force Counter-Insider Threat Hub
DCSA—Defense Counterintelligence and Security Agency's
DOS—Department of State
ESC—Expedited Screening Center
ESP—Expedited Screening Process
ESIR—Expedited Screening Information Report
HQ USAFA/A4S—Director, Force Protection Division
HQ USAFA/CC—USAFA Superintendent
HQ USAFA/CV—USAFA Vice Superintendent
HQ USAFA/JA—Staff Judge Advocate
IMS—International Military Students
MILDEPs—Military Departments
OPR—Office of Primary Responsibility
PN—Partner Nations
RDS—Records Disposition Schedule
SAF/IAR—Secretary of the Air Force International Affairs, Regional Affairs Division
SC-TMS—Security Cooperation-Training Management System
SCO—Security Cooperation Offices
TMAP—Tri-MILDEP Assessment Panel
USAFA—United States Air Force Academy
USAFA CW/CV—Vice Commander of Cadets
USAFA/DFIP—Dean of Faculty Office of International Programs
USAFA/IPE—Foreign Disclosure Officer, Information Protection
USAFA/RR—Admissions Directorate

Terms

Accompanying Family Members (AFM)—Adult family members of IMS that are 18 years or older that are authorized to travel to the US and annotated on the IMS ITO.

Credentialed Reoccurring Access (CRA)—MILDEP decision to grant IMS access to U.S. installations.

Continuous Review (CR)—Ongoing evaluation of IMS activities and derogatory information while in the U.S., conducted by either MILDEP or DCSA.

Expedited Screening Center—DCSA cell that conducts review of IMS pre- and post-travel to the United States.

Expedited Screening Process—Review of IMS, similar to U.S. clearance process, to be used by MILDEP fitness assessments for CRA.

Expedited Screening Information Report—Form that transmits ESP information, to be used by MILDEPs for fitness assessments and used to transmit decisions to DCSA.

Fitness Assessment—MILDEP decision on whether an IMS is granted CRA.

International Military Student (IMS)—Representatives of Partner Nations undergoing training in the United States.

Risk Assessment—ESC evaluation of derogatory information, at low, medium, or high risk.

Security Cooperation Training Management System—Web based application to track IMS training pipeline.