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Operations Support



**INTERNATIONAL PERSONNEL EXCHANGE
PROGRAM (PEP)**

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This instruction implements AFR 16-1, *International Affairs*, by providing guidance for exchange programs between United States Air Force (US Air Force) and foreign air forces. The Deputy Under Secretary of the Air Force for International Affairs (SAF/IA) directs policy. Department of Defense (DoD) Directive 5230.20, *Visits and Assignments of Foreign Representatives*, April 24, 1992, sets DoD policy for international exchange personnel programs. This instruction does *not* cover interservice, cadet, or short-term exchanges of less than 12 months; civilian personnel exchanges; foreign trainees in International Military Education and Training; Foreign Military Sales Program; and personnel assigned to combined commands.

SUMMARY OF REVISIONS

This is the initial publication of AFI 16-107, substantially revising AFR 36-41, August 23, 1991. It:

- Delegates authority for adjusting foreign exchange personnel tours.
- Reassigns program policy direction from HQ USAF/XOXX to the Air Force Office of Attaché Affairs (AFOAA).
- Changes the approving authority for new exchange positions from the Chief of Staff of the Air Force (CSAF) to SAF/IA.
- Adds United Nation (UN) and North Atlantic Treaty Organization (NATO) peacekeeping guidance.
- Changes temporary duty (TDY) cost accounting for host and parent services; eliminates restrictions on writing officer performance reports.
- Provides for noncommissioned officer (NCO) exchanges
- Adds a glossary of references, abbreviations, acronyms, and terms at **Attachment 1**

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Chapter 1

PROGRAM OUTLINE

1.1. Criteria. Before you create a PEP position:

- Consider likely political and military advantages.
- Determine how you can use foreign exchange personnel in your organization, considering national security interests and disclosure limitations.
- Investigate necessary military arrangements with the country and the results of those arrangements.
- Determine the financial costs to the US Air Force.
- Examine reciprocity, particularly the ability of the US Air Force to assign exchange personnel within the air force of the other country in a similar capacity.

1.2. Goals:

- Promote mutual understanding and trust.
- Foster understanding of both air forces' doctrine, tactics, and procedures.
- Strengthen air force-to-air force ties.
- Develop long-term professional and personal relationships.

Chapter 2

SETTING UP NEW EXCHANGE PROGRAMS AND POSITIONS

2.1. Program Foundation. Personnel exchange programs must be based upon formal international agreements between the US Air Force and the air force of a friendly foreign nation. Such agreements already exist with a number of foreign air forces.

2.2. New Exchange Programs. Send new program proposals through the appropriate major command (MAJCOM), if applicable, to AFOAA for coordination. Send an informational copy to HQ AFMPC/DPMRJS. Include in your request:

- Proposed position description (PD). (See **Attachment 2**)
- Justification for the exchange.
- Suggested US Air Force offsetting position.
- Disclosure requirements for the position.

2.2.1. Exchange Agreements. USD(P) conducts Department of State consultation under *Case Act* (Title 1, United States Code, Chapter. 112b(c)) according to DoD Directive 5530.3, *International Agreements*, June 11, 1987, With Change 1.

- CSAF begins an exchange program with a foreign air force. The CSAF and the foreign air force chief sign the memorandum of understanding
- HQs USAF/XOXX and XOOT coordinate operational positions.

2.3. New Positions. SAF/IA approves these positions. AFOAA coordinates proposals with appropriate HQ USAF/XO directorates, country directors, SAF/IADV, the appropriate regional program office, and the affected MAJCOM.

2.3.1. The new exchange position package includes the PD, Disclosure Classified Military Information Statement (DCMIS), and Disclosure Limitation List (DLL). MAJCOM/FDO/DP formulates and coordinates this package for foreign positions to SAF/IADV.

2.3.2. SAF/IADV determines disclosure feasibility and forwards the decision to AFOAA and an informational copy to HQ AFMPC/DPMRJS.

Chapter 3

POSITION REQUIREMENTS

3.1. General Requirements. DoD Directive 5230.20 requires the program to operate with a one-for-one reciprocal exchange of US and foreign personnel. Each exchange places substantially equivalent, qualified personnel into like positions so both services benefit. Unless AFOAA authorizes otherwise, foreign exchange personnel normally fill Unit Manpower Document (UMD) positions.

3.2. Tour Length. Tours of US Air Force and foreign exchange personnel, exclusive of travel time, last 24 months.

3.2.1. Exceptions:

3.2.1.1. US and foreign exchange personnel attending a foreign professional school, technical school, or flying training course serve 24 months after they finish training.

3.2.1.2. US and foreign exchange officers in scientific and development engineering positions usually serve 36 months.

3.2.2. Adjusting Tours of Air Force Exchange Personnel:

3.2.2.1. The Regional Program Office. This office processes tour adjustments for US Air Force exchange personnel and recommends extensions or cancellations to HQ AFMPC/DPMRJS. The regional program office completes the tour adjustment request before submitting a replacement requisition.

3.2.2.2. Review. AFOAA must review requests to extend tours beyond 36 months.

3.2.3. Adjusting Tours of Foreign Exchange Personnel:

3.2.3.1. Foreign exchange personnel who want tour adjustments must have the approval of their country's service.

3.2.3.2. The foreign exchange officer or NCO and his or her commander sends a written request with justification for tour adjustment to the appropriate MAJCOM/DP.

3.2.3.3. The foreign exchange officer's US commander sends a copy of the request to the parent service's administrative agency in the United States.

3.2.3.4. The MAJCOM coordinates the request with HQ AFMPC/DPMRJS with an informational copy to AFOAA. MAJCOMs (with HQ AFMPC concurrence) approve extensions up to 36 months.

3.2.3.5. SAF/IA country directors handle requests for extensions of more than 36 months. They coordinate with AFOAA.

3.3. Selecting US Air Force Exchange Personnel:

3.3.1. HQ AFMPC reviews applications of US Air Force exchange volunteers and forwards those of qualified nominees to the Chief of the regional program office for final approval.

3.3.2. Positions filled depend on requisitions (**Attachment 3**) generated by the host air force (and staffed through the regional program office). The regional program office prepares station reports (**Attachment 4**) and sends these documents to HQ AFMPC:

- Twelve months before the reporting date for positions that do not requiring language training.
- Eighteen months before for positions that do require it.

3.3.3. Qualifying For PEP. US Air Force exchange personnel selected for exchange duty must be able to successfully carry out their professional responsibilities and manage their personal affairs in a highly visible and potentially stressful environment. Their selection for exchange duty depends on their demonstrated potential for assuming greater responsibility and for representing the US government and US Air Force positively.

3.4. Language Training. Selected US exchange personnel and their spouses must speak fluently, the host country's native language or receive enough training from the Defense Language Institute or another training facility to speak with a minimum level of professional proficiency. For spouses, this training will be provided on a space required basis, but at no cost to the government, unless the location of assignment is an area threatened by terrorism or political unrest.

3.5. Progression. The host service outlines duty progression requirements in the PD and the exchange personnel requisition.

3.6. Changing Foreign PDs. When these changes occur, a foreign exchange officer's or NCO's supervisor takes action:

3.6.1. Change of Unit Only. No change to the PD or disclosure requirements. The supervisor sends a message to the governing MAJCOM and an informational copy to HQ AFMPC/DPMR.

3.6.2. Change of Disclosure Requirements. The supervisor follows the procedures in paragraph 2.3.

3.6.3. Significant Change of Duty Description and Unit Change. The supervisor prepares a new proposed PD (**Attachment 2**) and a DCMIS (attachments 5 and 6) and sends to the applicable MAJCOM for processing according to paragraph 2.3.

3.7. Changing US Air Force PDs. The foreign air force originates changes to the exchange PD. These changes will be staffed through the regional program office and forwarded to AFOAA for HQ USAF staffing. SAF/IA decides the validity of the proposed changes. AFOAA forwards the results to the regional program office.

3.8. Flying Status and Use of Flying Facilities. All exchange personnel on flying status use host flying facilities to maintain their proficiency and flight pay.

Chapter 4

POSITION REVALIDATION AND DISCLOSURE REQUIREMENTS

Section 4A—Revalidating and Eliminating Positions

4.1. Revalidating Foreign Positions. Revalidate existing foreign exchange positions before you replace personnel. HQ AFMPC advises the MAJCOM that a foreign exchange officer or NCO tour is ending and asks the MAJCOM or governing HQ USAF organization to revalidate the position at least 14 months before the foreign officer's tour completion date. To continue to staff these positions, send these documents to MAJCOM/FDO:

- Revalidated PD. (See **Attachment 2**)
- DCMIS. (See **Attachment 5** and **Attachment 6**)

4.1.1. DLL. The MAJCOM/FDO reviews and approves the DCMIS, prepares a DLL, and forwards these documents to SAF/IADV with the PDs for agreement. (See **Attachment 7**)

4.1.2. Review. SAF/IADV, AFOAA, and HQ USAF organizations with an interest in the position, review the documents to make sure the positions are current and the disclosure policy is consistent.

4.1.3. Approved PDs:

4.1.3.1. SAF/IADV sends approved documentation to the MAJCOM and HQ AFMPC/DPMRJS.

4.1.3.2. The MAJCOM gives disclosure requirements to the foreign exchange officer's or NCO's supervisor.

4.1.3.3. HQ AFMPC/DPMRJS sends approved PDs to the parent service.

4.1.4. Travel Orders. Foreign exchange officers must not leave for the US Air Force assignment until they receive HQ AFMPC invitational travel orders.

4.2. Revalidating US Air Force Positions. The appropriate regional program office begins the process of revalidating US exchange positions with the foreign air force. The regional program office sends a replacement requisition (**Attachment 3**) and station report (**Attachment 4**) to HQ AFMPC. If the nature of the exchange position changes substantially, the regional program office attaches recommendations and justification to the package submitted to AFOAA and sends an informational copy to HQ AFMPC.

4.3. Eliminating Positions:

4.3.1. To eliminate an exchange position:

4.3.1.1. The MAJCOM sends a request with justification to AFOAA and an informational copy to HQ AFMPC.

4.3.1.2. AFOAA makes sure each request is valid and consistent with overall program objectives and tells concerned activities the final decision.

Section 4B—Security Instructions, Safeguarding Classified Material, and Visits

4.4. Security Instructions. US and foreign exchange personnel:

- Follow the host government's security instructions at all times.
- Access classified information as authorized by the host government, to the extent necessary to perform their duties.
- Recognize and respect the host government's policies that deny them access to certain classified information.

4.5. Safeguarding Classified Material:

4.5.1. Foreign exchange personnel do not have US security clearances.

4.5.2. The Air Force special orders that assign foreign exchange personnel to US Air Force duty formally recognize the foreign exchange officer's or NCO's technical eligibility to access US classified military information as the DCMIS and DLL specify.

4.5.3. Exchange personnel must not access information classified Not Releasable to Foreign Nationals (NOFORN) unless the originator specifically approves.

4.5.4. Commanders and supervisors of foreign exchange personnel must know the DCMIS and DLL thoroughly.

4.5.5. Exceptions to approved DCMIS and DLL are processed according to disclosure procedures and require SAF/IADV approval.

4.5.6. Air Force personnel may not disclose any classified material unless SAF/IADV specifically approves.

4.5.7. Foreign exchange personnel must not access this information without SAF/IADV authorization:

- Restricted or formerly restricted data.
- Information likely to harm, deride, or cause bias against any US Government official, agency, or department or their operations, or US relations with another government or air force.
- A project, program, document, or information of critical sensitivity to US national security or identified by caveats or markings limiting access, such as No Foreign Dissemination, Special Access Required, or Limited Distribution.
- Information about cryptographic devices, communications security, and communications intelligence.
- TOP SECRET information.
- Classified portions of the *US Air Force Foreign Clearance Guide*.
- General war plans and armed alert operations.
- Information that could help build a strategic, independent, national nuclear capability with nuclear devices and weapons or strategic weapons launch and delivery vehicles.

4.6. Foreign Exchange Personnel Visits. The US installation commander or organization must approve visits. When visitors need military information, the foreign exchange officer's or NCO's supervisor tells the visited organization about the visitor's disclosure limitations.

4.6.1. US supervisors of foreign exchange personnel on duty with other services or agencies must seek US installation commander or organizational approval. Supervisors must tell the US Air Force

installation or contractor facility about the visitor's disclosure limitations before the visit. Foreign exchange personnel may not perform TDY in a third country without prior clearance. Supervisors request country clearance according to the *US Air Force Foreign Clearance Guide* .

4.7. US Exchange Personnel Visits. US exchange personnel visits to third countries will be conducted in accordance with the laws and regulations of the host country and the country or countries to be visited.

Chapter 5

ADMINISTRATIVE AND LEGAL CONTROLS

5.1. Using US and Foreign Exchange Personnel. Host services identify duty positions for US and foreign exchange personnel. US exchange personnel normally fill positions with responsibilities equal to their grade and qualifications. US and foreign exchange personnel are under both:

- The parent government's administrative control.
- Under the host government's operational control.

5.2. Liaison Restrictions. US and foreign exchange personnel may not serve as liaisons for the parent service. US and foreign exchange personnel perform duties of the assigned position in the host service, not the duties of parent service activities in the host country.

5.3. US and Foreign Exchange Personnel Restrictions. These personnel may not:

- Act as a representative of the parent governments.
- Act as an official DoD representative with other agencies, governments, or contractors.
- Serve as a go-between for the US Air Force and parent government for requests for and transmission of CLASSIFIED and controlled unclassified information.

5.3.1. Foreign Exchange Personnel. These personnel may not:

- Be given Uniform Code of Military Justice disciplinary authority over US Air Force personnel.
- Be given security responsibilities (for example: escort responsibility, document custodian, or security check).
- Have custody of CLASSIFIED or controlled unclassified information.

5.3.2. US Exchange Personnel. May not represent the parent service or host service in any actions concerning the parent government or other foreign government while on exchange duty.

5.4. Hostilities and UN Operations. US and foreign exchange personnel will not be placed on duty in areas of hostilities, imminent hostilities, or any situation where their presence might jeopardize the interests of either the parent or host government, including UN peacekeeping operations.

5.4.1. Exceptions:

5.4.1.1. In an armed conflict involving both nations against a common enemy, exchange personnel stay with their units but carry out no combat duties until the parent and host governments authorize those duties.

5.4.1.2. In cases not involving an armed conflict by both nations against a common enemy, US and foreign exchange personnel must await orders from their parent nations before they perform any further military duties.

5.4.1.3. Deployment of US exchange personnel must be coordinated through The Joint Staff (Msg Address: JOINT STAFF WASHINGTON DC//J3/JOD//, info AFOAA WASHINGTON

DC// & HQ AFMPC RANDOLPH AFB TX//DPMRJS//) and approved by the Secretary of Defense before deployment. Address requests for policy clarification to AFOAA.

5.5. Alert Duty. US and foreign exchange personnel may perform armed alert duty only in units under operational control of a combined command (i.e., North American Air Defense Command or NATO) to which the parent and host governments belong.

5.6. Military Discipline. US and foreign exchange personnel follow the orders, instructions, and customs of the host service when they are applicable and consistent with the parent government's.

5.6.1. The host service may not take administrative or disciplinary action against exchange personnel who break military laws or ignore the parent's or host service's instructions.

5.6.2. The parent service may withdraw these personnel from the program and take administrative or disciplinary action.

5.6.3. US and foreign exchange personnel may not discipline host service personnel.

5.6.4. Consistent with the guidance above, US and foreign exchange personnel follow the legal orders of host service personnel senior in rank to them, when the orders relate to their exchange duties.

5.6.5. When authorities of the parent service ask and the law permits, the host service cooperates in any administrative disciplinary action the parent service takes against US and foreign exchange personnel.

5.7. Claims:

5.7.1. Provisions. These provisions govern claims involving US and foreign exchange personnel:

5.7.1.1. The host and parent governments waive all claims against the other government for damage to or loss of property they own and which is used by its land, sea or air armed forces, if a member or employee of the other government in the execution of official duties caused the loss or damage. The host and parent governments also waive claims arising from the use of any vehicle, vessel, or aircraft the other government owns while being used by its armed services, provided the vehicle, vessel or aircraft is being used in connection with official duties, or the damage or loss is to property being so used.

5.7.1.2. Each government waives all its claims against the other government for injury or death of any member of its armed forces while performing official duties.

5.7.1.3. US and foreign exchange personnel shall not be subject to any proceedings enforcing any judgment against them in the host country in matters arising from the performance of official duties.

5.7.1.4. When the parent government is legally responsible for claims for damage, injury, or death arising out of acts or omissions of US or foreign exchange personnel not covered by the waivers in paragraphs 5.7.1.1., .2 and .3, the host government:

- Prepares a report on the case, to include the conduct of the injured persons and extent of damages.

- Gives the report to the parent government to consider under its applicable laws and regulations.

5.7.2. Individual Rights. This instruction does not affect an individual's right to file a claim with the appropriate administrative agencies, or to file a lawsuit in the courts, of either the parent or host government..

5.7.3. Auto Insurance. US and foreign exchange personnel and those accompanying them must obtain automobile liability insurance in the amounts required by and in accordance with the law and regulations of the host government, or the subdivision of the host government, where they are located.

Chapter 6

SUPERVISION AND RATING OF EXCHANGE PERSONNEL

6.1. Supervisory Responsibilities. US Exchange personnel may exercise supervisory responsibilities similar to those of host service personnel in similar positions. However, US and foreign exchange personnel do not serve in unit command positions or administer discipline to host government civilian employees. US personnel supervising foreign exchange personnel adhere to the Defense Personnel Exchange Program (DPEP) guidance in DoD Directive 5230.20, paragraph B14.

6.2. Evaluating Officers and Enlisted Personnel. Supervisors of US exchange personnel conduct feedback sessions face-to-face. Conduct telephone sessions only in unusual circumstances, such as geographic separation or when traveling to a face-to-face session is impractical.

6.2.1. Rating Responsibilities. The chief of the regional program office or rater:

- Discusses US officer and enlisted performance.
- Provides details on the Officers Evaluation System (OES) or the Enlisted Evaluation System (EES) to foreign raters and exchange personnel.
- Asks the host service supervisor for a performance assessment letter on the US exchange officer or NCO.

6.2.2. Assessment Letter. The rating official uses the assessment letter for discussions, to prepare the individual's performance report, and to recommend promotions.

6.2.3. Military Personnel Flight (MPF). The chief of the regional program office makes sure the servicing MPF gets any additional reports, such as training reports, the OES/EES requires.

6.3. Rating Officials:

6.3.1. Canada. US Space Command is the management organization. Deputy Commander, Canadian NORAD Region (CANR/CV) is the senior rater; the chief, Air Force Element (AFELM) Ottawa, is the additional rater; and the Canadian supervisor is the rater.

6.3.2. Europe, Middle East, and Africa. US Air Forces in Europe (USAFE) is the management organization. HQ USAFE/CV is the senior rater for the chief, AFELM/PEP London, and for Lieutenant Colonels and Colonels. The chief, AFELM/PEP, is the rater for Lieutenants through Colonels and the senior rater for Lieutenants through Majors.

6.3.3. Pacific Region. Pacific Air Forces (PACAF) is the management organization. PACAF/XP is the senior rater with PACAF/XPA as the rater.

6.3.4. South and Central America. Air Combat Command is the management organization. USSOUTHAF/CC is the senior rater and USSOUTHAF/LA is the rater. Security Assistance Officer's (SAO) are encouraged to submit assessment letters to the rater as part of the OES process.

6.4. General Court Martial Authority. The 11 SUW/CC is the general court martial authority for US exchange personnel.

Chapter 7

FINANCE AND COST ACCOUNTING

7.1. The 11 SUW Financial Actions. The budget includes expenses such as items unique to the US Air Force, transportation costs of US Air Force directed TDY, and costs of US and foreign exchange personnel.

7.1.1. Budget Responsibilities. The 11 SUW/FMAA writes the budget for and funds PEP Operations and Maintenance (O&M) requirements.

7.1.1.1. The PEP budget falls under PE 91212 (O&M) listed under Air Force elements.

7.1.1.2. As the Program Element Manager (PEM) for PE 91212, 11 SUW/XPP submits the Program Objective Memorandum.

7.1.2. Regional Projections. Regional program offices submit budget projections and send an informational copy to AFOAA.

7.2. Parent Service Financial Responsibilities. To the extent the law authorizes, the parent service is responsible during exchange periods for US and foreign exchange personnel:

- Basic pay and allowances.
- Permanent change-of-station costs, including per diem and other travel allowances.
- Per diem and transportation costs for TDY travel when the parent service directs it.
- Compensation for loss of or damage to exchange personnel uniforms or other personal property.
- Moving costs for family members and household effects.
- Costs of shipping remains and funerals in the event of death of exchange personnel or their family members.
- Expenditures for any special duty performed on the parent service's behalf.
- Expenses of family members permitted to go with or join US and foreign exchange personnel.
- Costs of medical and dental services provided to US and foreign exchange personnel and their family members both:
 - To the extent host government laws and instructions require.
 - If the US or foreign exchange personnel have not made such payment.

7.3. Host Service Financial Responsibilities. To the extent authorized by host government laws, the host service during the exchange period provides transportation or the cost of transportation and per diem when the service directs TDY travel.

7.3.1. Host Service Directed Moves. Mid-tour moves of exchange personnel directed by the host service should not be made unless payment for the move has been formally agreed upon. Normally the service directing the move pays for the move. Personnel affected should ensure that they have personal household goods insurance to cover any possible loss, theft or damage of goods in a host service directed move.

7.3.2. TDY Orders. When a foreign exchange officer or NCO is given a TDY assignment by the US Air Force, TDY orders are published as invitational travel orders. The cost of transportation is charged to the same funds used for paying a US Air Force Officer's or NCO's TDY travel.

Chapter 8

HEALTH AND WELFARE SERVICES

8.1. Using Facilities. Foreign exchange personnel can attend and shop at military commissaries, exchanges, theaters, and clubs just like equivalent US Air Force personnel.

8.2. Leave and Passes:

8.2.1. The host service grants leaves and passes to US or foreign exchange personnel according to the instructions of the parent service.

8.2.2. US or foreign exchange personnel may observe the holiday schedules of the host and parent service if the host and parent services mutually agree.

8.3. Housing and Eating. The host service provides onbase housing and eating when available for US and foreign exchange personnel and their family members on the same basis and priority as for its own personnel.

8.3.1. US and foreign exchange personnel pay the host government's charges for quarters, food, and other services.

8.3.2. US Air Force exchange personnel receive basic allowances for quarters and rent-plus, when required, in order to reimburse the host government.

8.4. Medical and Dental Services:

8.4.1. Host services give US and foreign exchange personnel and their family members military medical and dental service just as they provide these services to their personnel and family members, subject to reimbursement, when host government law, instructions, memorandums of agreement (MOA), or memorandums of understanding (MOU) require it.

8.4.2. NATO family members are the only foreign exchange personnel who may use Civilian Health and Medical Program for Uniformed Services (CHAMPUS), and only for outpatient care.

8.4.3. Foreign family members may not use the Dental Insurance Program.

Chapter 9

INTERIM AND END OF TOUR (EOT) REQUIREMENTS

9.1. Interim Tour Reports. US exchange personnel submit interim tour reports 12 months before completing their tours (14 months for exchanges requiring a foreign language). Include :

- Updates to the PD.
- Other information helpful to their replacement, such as environmental factors, and location or rank requirements.

9.1.1. US exchange personnel send interim tour reports to AFOAA and HQ AFMPC/DPMRJS coordinated through the regional program office. These reports are designed to validate requirements for the exchange officer's or NCO's replacement.

9.2. US Air Force Exchange EOT Reports. Submit EOT reports 4 months before tour completion. Include the following:

- Resume of job assignment.
- Main differences between US Air Force specialty and host service requirements.
- Differences in doctrines, operating practices, and concepts.
- Benefits of tour.
- Other appropriate comments, including comments on language requirements and quality of language training.
- CLASSIFIED information only if essential and the host country approves.

9.3. Coordinating US Air Force EOT Reports:

9.3.1. Send reports through host service channels.

9.3.2. Make sure the immediate host commander reviews the report and sends it to the applicable chief of US Air Force regional program office.

9.3.3. Make sure the applicable chief comments on the report and classifies and distributes it to:

- Air University (AU)/XPFA for PME faculty exchange positions.
- AFOAA.
- SAF/IA regional division (IAE - Europe, IAL - Latin America, IAM - Saudi/Middle East/Africa, and IAP - Pacific).
- HQ AFMPC/DPMRJS.
- MAJCOMs with primary interest in the kinds of duties the exchange personnel perform.

9.4. Foreign EOT Reports:

9.4.1. Foreign exchange personnel may submit reports in English, according to the parent service's instructions.

9.4.2. US Air Force supervisors review the reports accuracy with foreign exchange personnel and make sure the report has:

- No CLASSIFIED material.
- Unclassified data that might reveal unit operational capabilities or that must not be disclosed for other reasons.

9.5. Coordinating Foreign EOT Reports:

9.5.1. Send the report through the applicable MAJCOM/FDO to SAF/IADV for final review and release it to the parent service.

9.5.2. Make sure the exchange officer's or NCO's supervisor comments on accuracy and information disclosure.

Chapter 10

WHAT PEOPLE DO

10.1. AFOAA. Executive agent for the Air Force International PEP. Oversees program and policy execution, including creating, terminating, and aligning positions; granting waivers; determining scope; and administering the program.

10.2. The 11 SUW. The *administrative MAJCOM* for the regional program offices. Office of primary responsibility for some US personnel actions and all financial matters. The 1100 National Capitol Region Support Group (NCR SPTG)/XPMR runs the command manpower data system. The 11 SUW/FMA provides budgetary and financial planning services.

10.2.1. All US exchange Personnel Accounting Symbol (PAS) codes are managed by 11 SUW/DP.

10.3. SAF/IA Country Directors. Coordinate with their country's point of contact and others as necessary on issues related to assignment of foreign exchange personnel to the United States.

10.4. Regional Program Offices:

10.4.1. These offices act as the focal point for matters related to administering, controlling, and supervising US Air Force personnel in a geographical area.

10.4.2. Following are the regional program office addresses:

- Air Force Element (AFELM) London - Europe, Middle East, and Africa. Address: AFELM/PEP, Unit 1215, APO AE 09449-1215.
- AFELM Canada - Ottawa, CN. Address: USAF/CF Personnel Exchange Program, c/o US Embassy, P.O. Box 5000, Ogdensburg NY 13669.
- HQ PACAF/XPPX - Pacific region. Address: HQ PACAF/XPPX, 25E St F207, Hickam AFB HI 96853-5417.
- USSOUTHAF/LA - Latin America. Address: USSOUTHAF/LA, 5340 E. Gafford Way, Suite 211, Davis-Monthan AFB AZ 85707-4250.

10.5. SAF/IADV. Determines disclosure feasibility and approves disclosure guidance on foreign exchange personnel actions.

10.6. MAJCOM OPRS. Each foreign exchange position has a MAJCOM OPR.

10.6.1. HQ AFMPC coordinates exchange staffing through the appropriate MAJCOM.

10.6.2. Following are the MAJCOM primary contacts:

- Air Education and Training Command - AETC/XOTM
- Air Mobility Command - AMC/DPRO
- Air Combat Command - ACC/DOTS
- Air Force Materiel Command - AFMC/DPRO
- Air Force Space Command - AFSPC/XPIF

- Air Force Safety - AF/SEP
- Air Force Academy - USAFA/XPOE

10.7. HQ AFMPC/DPMRJS. Special duty personnel assignments branch responsible for actions of exchange positions.

10.8. HQ USAF/XO. Coordinates exchange special actions involving operational positions or issues.

10.9. US Air Force Units Assigned Foreign Exchange Personnel:

10.9.1. Keep copies of current PDs, DCMISs, and DLLs.

10.9.2. Follow the *US Air Force Foreign Clearance Guide* for foreign exchange personnel TDYs outside the United States.

10.9.3. Make sure governing MAJCOMs and HQ AFMPC/DPMRJS receive exchange personnel requests for tour adjustment or other administrative action.

10.10. Supervisor of Foreign Exchange Personnel:

10.10.1. Makes sure that exchange personnel understand the duties of the position.

10.10.2. Follows disclosure limitations, informs coworkers of access limitations and their duties working with exchange personnel.

10.10.3. Informs foreign exchange personnel of their obligations, rights, and responsibilities.

ROBERT D. BAUERLEIN, Deputy Under Secretary of the Air Force
International Affairs

Attachment 1

REFERENCES, ABBREVIATIONS, ACRONYMS, AND TERMS

References

AFPD 16-1, *International Affairs*. Governs SAF/AI actions.

AFPD 31-4, *Information Security Program*. Supplements DoD Directive 5200.1, DoD *Information Security Program (C³I)*. Concerns safeguarding US classified information and the limits of foreign exchange personnel access.

AFI 16-201, *Disclosure of Military Information to Foreign Governments and International Organizations*. Implements national disclosure policy. Governs the DLL outline.

AFI 32-6001, *Family Housing Management*. Governs the housing of foreign exchange personnel in public quarters.

AFI 36-2110, *Assignments*. Outlines qualifications and application procedures for US Air Force exchange personnel assignment.

AFI 36-2402, *Instruction for Officer Evaluation System*. Provides useful information on evaluating personnel and writing Officer Performance Reports (OPR).

AFI 36-2403, *Instruction for the Enlisted Evaluation System*. Provides useful information on personnel evaluation and writing Enlisted Performance Reports (EPR).

AFI 37-124, *Management and Control of Information Reports Requirements*. Exempts End of Tour reports and OPRs from licensing requirements.

AFI 37-128, *Administrative Orders (PA)*. Concerns invitational travel orders. Supplements the *Joint Federal Travel Regulation, Volume 1*.

AFI 51-701, *Negotiating, Concluding, Reporting, and Maintaining International Agreements*. Provides guidelines for concluding MOAs and MOUs.

Abbreviations and Acronyms

AFELM—Air Force Element

AFMPC—Air Force Military Personnel Center

AFMPC Office Symbols:

DPMR—Director of Assignments

DPMRJS—Career Broadening Assignments

AFOAA—Air Force Office of Attaché Affairs

DCMIS—Disclosable Classified Military Information Statement

DEROS—Date Eligible for Return from Overseas

DDL—Designated Disclosure Authority Letter

DLL—Disclosure Limitation List

DoD—Department of Defense

ECL—English Language Proficiency

EES—Enlisted Evaluation System

EOT—End of Tour

FDO—Foreign Disclosure Office

HQ USAF Office Symbols:

DP—Deputy Chief of Staff for Personnel

JAI—International and Operations Law Division, Office of the Judge Advocate General

XO—Deputy Chief of Staff for Plans and Operations

XOXX—Deputy Director for Regional Plans and Policy

MAJCOM—Major Command

MOA—Memorandum of Agreement

MOU—Memorandum of Understanding

MPF—Military Personnel Flight

NATO—North Atlantic Treaty Organization

NOFORN—Not Releasable to Foreign Nationals

OES—Officer Evaluation System

OPR—Office of Primary Responsibility *or* Officer Performance Report

PACAF—Pacific Air Forces

PAS—Personnel Accounting Symbol

PD—Position Description

PEM—Program Element Manager

PEP—Personnel Exchange Program

SAO—Security Assistance Officer

Secretary of the Air Force Office Symbols:

SAF/GCI—Office of the Assistant General Counsel of the Air Force, International Matters and Civil Aviation

SAF/IA—Deputy Under Secretary of the Air Force, International Affairs

SAF/IAC—Central Europe/Eurasia

SAF/IAD—Disclosure Division

SAF/IADP—Disclosure Policy Division

SAF/IADV—Visits and Special Projects

SAF/IAE—Europe/NATO Division

SAF/IAL—Americas Division
SAF/IAM—Saudi/Mideast/Africa Division
SAF/IAP—Pacific Division
11 SUW—11 Support Wing
DPJ—Personnel
FMAA—Financial Management Services
XPP—Programs Division
UN—United Nations
USAFE—United States Air Forces in Europe

Terms

Defense Personnel Exchange Program (DPEP)—Includes officer and enlisted personnel of all Department of Defense components.

Disclosable Classified Military Information Statement (DCMIS)—Outlines access requirements for classified, sensitive, or unclassified documents and equipment by foreign exchange personnel.

Disclosure Limitation List (DLL)—Restricts foreign exchange personnel's access to classified documents and equipment. DLL is a classified document.

Host Government or Host Service—The country or air force hosting exchange personnel.

Interim Report—Allows HQ AFMPC to update exchange position advertisements for the electronic bulletin board so that current requirements for the next recipient are identified.

Memorandum of Understanding (MOU)—International agreement that creates an exchange program between the US Air Force and the air force of a foreign nation.

Personnel Requisition—Document in which the regional program office requests HQ AFMPC to begin searching for a person to fill a US Air Force exchange position.

Parent Government or Parent Service—The country or air force that sends exchange personnel.

Position Description (PD)—Outlines exchange personnel's duties, responsibilities, Air Force specialty code, etc.

Station Report—Outlines the demographics, climate, facilities, services, etc., for a specific US Air Force exchange officer or noncommissioned officer location. Prepared by the regional program office and normally attached to the personnel requisition.

Attachment 2

SAMPLE POSITION DESCRIPTION

(RAF and US Air Force Exchange Position Number 35)

1. Position Location: 27 Fighter Wing (FW) (ACC), Cannon AFB, NM 88101-5000.
2. USAF Unit of Attachment: 524 Fighter Training Squadron, 27FW, Cannon AFB, NM 88101-5000.
3. Tour Length: 24 months-normal tour plus 7 months training. (See paragraph 9.)
4. Grade Desired: Major or Captain.
5. Duty Title: Tactical fighter pilot or instructor pilot (F-111).
6. Air Force Specialty: Pilot, tactical fighter, 11F3K (1115G) .
7. Duty Description: Teaches and supervises student pilots learning to operate F-111 aircraft. Briefs, conducts, and critiques training flights including transition, formation, tactics, and conventional weapons delivery. Assists in administrating student folders and records, and preparing flight schedules. Evaluates student performance and prepares comprehensive reports at the end of each flight training phase and the course. Participates in ground training programs, including normal and emergency procedures and flying safety program. (See notes 1 through 5.) Participates in various exercises, but does not go to hostile areas or foreign countries except if the parent government expressly authorizes deployment and both the parent and host country embassies give entry clearance. During the exchange tour, normal progression may involve supervisory duties and routine additional duties at squadron level. (See note 5.)
8. Type of Aircraft Officer Will Fly F-111D.
9. Type of Training Course Officer Will Attend F-111D transition and IP upgrade training (F-111DBOOAC and F-111DIOOAC). Class 94AXC (October 2 to December 20, 1994) for transition and class 95-DIC (January 5 to February 4, 1994) for IP upgrade. Total training length is 6 to 7 months.
10. Qualifications and Experience Desired
 - a. Rated pilot currently on flying status with at least 1,000 hours total flying time.
 - b. 700 hours of operational experience as a first pilot tactical fighter and proficient in piloting jet fighter aircraft.
 - c. English language proficiency level (ECL) 85 (when the exchange officer comes from a non-English speaking country).
11. Remarks:
 - a. Recommended reporting date: September 15, 1994.
 - b. Include information on the base and economy housing.
 - c. MAJCOMs require unescorted entry to priority A or B restricted areas (as appropriate) and detailed nature of access required.

NOTES:

1. Note that the foreign air force uses the PD to select an officer. Therefore, it should include all the position's essential elements. Describe the duties, qualifications, and experience needed in full detail. Include additional duties the officer will perform. You need not limit the information about the position to what this sample format presents.
2. When describing other than combat crew or operational type positions, include a remark about whether a rated officer with flying status is required.

3. Avoid using abbreviations in the PD.
4. Send two copies of the PD.
5. Required for all flying positions.

Attachment 3

SAMPLE PERSONNEL REQUISITION FOR THE UNITED STATES AIR FORCE (USAF) AND ROYAL AIR FORCE (RAF) EXCHANGE PROGRAM

1. **Incumbent Information:**

- a. Name, grade, and Social Security Account Number: Jones, John J., Captain, 123-45-6789.
- b. Date eligible for return from overseas (DEROS): October 1996.

2. **Replacement Information:**

- a. **Report No Later Than Date.** Fill in date.
- b. **Position Title.** Fill in position title.
- c. **Position Location.** Give duty location.
- d. **Tour Length.** 24 months plus 6 months of operational conversion training for a total of 30 months.
- e. **Unit Mission.** Provide postgraduate training courses for selected pilots requiring further training as weapons instructors.
- f. **Duty Description.** Provide ground and airborne weapon instruction in the Tornado Weapons System. Preemployment training includes a short Tornado course and a pilot attack instructor course. The officer can expect approximately 45 TDY days per year.
- g. **Grade Requirement.** A captain not eligible for promotion to major from the primary zone during the tour's first 18 months.
- h. **Shipping AFSC Required.** 11F3G/B/H (1115B/N/Q). (List in order of preference.)
- i. **Qualifications and Experience:**
 - (1) **Mandatory:**
 - (a) Top Secret security clearance (or appropriate security clearance level needed).
 - (b) No less than 1,000 first pilot hours in fighter aircraft.
 - (2) **Desired:**
 - (a) Graduate of the US Air Force Fighter Weapons School.
 - (b) Under 35 years of age because of the age of students with whom officer will work.
 - (c) Because American schools are not available, the selected officer should have no school-age children older than 9 years as of the arrival date at duty station. (See **Attachment 4.**)
- j. **Type Of Aircraft.** The officer will fly Tornado GR-1.
- k. **Passport Requirements.** The officer and family should obtain official no-fee passports before leaving the present duty station. We recommend they get tourist passports for off-duty leisure travel.
- l. **Instructions on Shipping Household Goods.** Ship to member at RAF Chivenor, Barnstaple, England. *Note: In the "consignee" block on the US government bill of lading mark Transportation Officer, 7500 Air Base Squadron, RAF West Ruslip, Middlesex, England, APO AE 09125-5270.*

- m. **Concurrent Travel Information.** The family members may travel to the foreign station when the officer does.
- n. **Personal Mailing Address.** Grade, name, US Air Force/RAF Exchange Personnel, APO AE 19125-0007.
- o. **Reporting Instructions:**
 - (1) **Program Chief.** They should arrive in the United Kingdom (UK) on February 28, 1994. At 0930 of the first day after arriving in the UK, the officer reports in civilian clothes to the Chief, Regional Program Office, London, England, for indoctrination and processing. PCS orders authorize 3 days TDY in London for this purpose.
 - (2) **Report To Duty Station.** The officer should report to RAF Chivenor on March 7, 1994. Officer begins Tornado training on March 12, 1994.
- p. **Special Instructions.** Program chief adds any special comments about the exchange position. *Note: Send two copies.*

Attachment 4

INSTRUCTIONS FOR PREPARING A STATION REPORT

Attach a station report to each requisition you submit. The station report includes the following items:

1. Location of station.
2. Nearest city.
3. Climate, high and low mean temperatures.
4. Proximity to large cities.
5. Facilities:
 - a. Housing - include general information on the type of housing available (government and economy), furnishings, size (number of bedrooms), cost, and so on.
 - b. Dependent schools.
 - c. Commissary.
 - d. Base exchange.
 - e. Public markets and stores.
 - f. Recreation.
 - g. Mess facilities.
 - h. Public transportation.
 - i. Medical and dental.
6. What to bring and not to bring:
 - a. Appliances.
 - b. Car.
 - c. Clothes and footwear.
 - d. Furnishings.
7. Banking and mail.
8. Community relations.
9. Churches or synagogues.
10. General comments.

NOTE:

Send two copies

Attachment 5

INSTRUCTIONS FOR PREPARING A DISCLOSURE CLASSIFIED MILITARY INFORMATION STATEMENT (DCMIS)

A5.1. According to AFI 16-201, *Disclosure of Military Information to Foreign Governments and International Organizations* (formerly AFRs 200-9, 400-10, and 400-43) prepare a detailed list of classified and unclassified controlled items that international exchange personnel would need to access to perform exchange duties.

A5.2. Make sure the list includes (but is not limited to) classified publications, programs, projects, plans, weapons systems, subsystems, and so on. When possible, include specific project nicknames, publication titles and dates, and so forth. Broad, general statements do not provide enough information for determining disclosure limitations. Do not give international exchange personnel access to classified data with a restricted data or formerly restricted data caveat. For more information about disclosing classified military information to foreign exchange personnel, consult AFI 16-107 (this instruction) and AFI 16-201, **Chapter 4**.

A5.3. Make sure the exchange officer's or NCO's immediate supervisor signs the DCMIS and the MAJ-COM foreign disclosure officer must review it.

A5.4. Make sure the DCMIS contains all the applicable items specified in DoD Directive 5230.20, paragraph 5.1., under the DPEP section. The US Air Force DCMIS and DLL combined are equivalent to the DoD Designated Disclosure Authority Letter (DDL).

Attachment 6

SAMPLE DISCLOSURE CLASSIFIED MILITARY INFORMATION STATEMENT (DCMIS) (RAF/USAF EXCHANGE POSITION NUMBER 35)

(date prepared)

1. The exchange officer assigned to exchange position number 35 needs to access to these classified materials or equipment to perform position duties.

a. Technical Order 1F-111a-34-1-1-1, *Supplement to Non-Nuclear Munitions Delivery Manual* , 15 September 1993 (C).

Justification: Conventional weapons delivery is an integral part of the training the exchange officer receives before assuming pilot instructor duties. Additionally, the incumbent's duties will include instructing in conventional weapons delivery.

b. Technical Order 1F-111D-1-3, *Supplemental Flight Manual* , 22 June 1991 (S).

Justification: The incumbent needs access to become proficient in operating F-111D penetration aids and electronic defense countermeasures equipment.

c. Technical Order 1F-111D-2-20, *Organizational Maintenance Penetration Aids and Electronic Countermeasures* , 28 January 1991 (C).

Justification: Same as b above.

d. AN/ALR 62 *Radar Warning Receiver* (S) .

Justification: The incumbent needs access as part of instructor upgrade training program. In addition, the incumbent will teach US Air Force personnel to operate this equipment.

e. Video Cassette VC-3TS-1459 (Parts I and II), Countermeasures Receiver System with briefing scrip, 15 September 1989 (S).

Justification: Supportive documentation for e above. This cassette gives the incumbent a working knowledge of the equipment and enables the exchange officer to perform the instructional duties as the position description stipulates.

f. Air Combat Command Programming Plan XXX-XX, Participation in Local Training Exercises, April 26, 93 (S). Access to Annex C (Operations), March 10, 1993, classified Confidential, only.

Justification: The incumbent needs to know unit operational tasking to take part in local training exercises.

2. As the immediate supervisor of RAF/US Air Force exchange position 35, I certify that:

- a. All items requested for disclosure and their dates, titles, and classifications current and accurate.
- b. The incumbent needs oral and visual access to the documents and equipment to effectively perform assigned duties in the position description.

(signature)

(name, grade), US Air Force

title, organization

duty phone:

Attachment 7

**SAMPLE REVALIDATION OF FOREIGN EXCHANGE PERSONNEL POSITION
MEMORANDUM**

MEMORANDUM FOR SAF/IADV

FROM: MAJCOM/FDO (Foreign Disclosure Office)

1994 Randolph Ave Suite 13

Langley AFB, VA 22109

SUBJECT: Revalidation of Foreign Exchange Officer or NCO Position

RAF/USAF #35

I am forwarding the attached position description and related documents to you for review and action. I ask that each agency take action according to AFI 16-107, *International Personnel Exchange Program*, **Chapter 4**chapter 4, and that you show your approval or disapproval by signing this letter.

FOR THE COMMANDER

(signature)

(name, grade), USAF

title

(list attachments)

cc:

HQ AFMPC/DPMRJS w/Position Description

MAJCOM/DP w/o Position Description