



DEPARTMENT OF THE AIR FORCE
WASHINGTON DC 20330-1000

Office Of The Under Secretary

9 August 2000

MEMORANDUM FOR SEE DISTRIBUTION

FROM: SAF/IAD

SUBJECT: Foreign Disclosure Advisory 42 - Visit Approval Process for Windows on Science Program

The purpose of this advisory is to establish the USAF visit approval process for the Windows on Science (WOS) program and release guidelines to support approved visits. This policy will be incorporated in the upcoming revision to AFI 16-201.

The European Office of Aerospace Research and Development (EOARD) located in London, UK and the Asian Office of Aerospace Research and Development (AOARD) located in Tokyo, Japan manage WOS events for countries in their geographic area on behalf of the Air Force Office of Scientific Research (AFOSR). These organizations provide technical interchange opportunities by funding visits of outstanding foreign scientists and engineers to Air Force laboratories and research and development organizations. Foreign visitors often wish to combine visits to Air Force R&D organizations with visits to Army, Navy or university or industrial laboratories. EOARD and AOARD encourage such crossfeed and assist in coordinating such visits with counterpart R&D liaison offices. AFOSR has recently established a WOS program for those geographical areas not covered by EOARD and AOARD. This new program "Window on Science for the Americas" is administered and funded through AFOSR/NI.

AFOSR interest in basic research conducted by non-military organizations can be traced to the mid 1970's with the publication of the Chapman Report in 1974. The report recommended, among other things, that the Air Force would be best served if all basic research were under a single manager who would shift research program emphasis from predominantly in-house to non-military sources. At that time, Senator Barry Goldwater believed that investments in defense basic research had been productive and that most of the scientific achievements of the time had come out of university and industry research labs. The Secretary of the Air Force agreed and assured that every effort would be made to increase Air Force involvement with the contract research community.

USAF advancements in basic research depend in part upon continued access to non-military researchers and their ideas. The sole purpose of the WOS Program is to gain insight and obtain knowledge on the advances of leading scientist and engineers from foreign countries. In order to facilitate USAF access to these individuals, it is important that a standard approval process for WOS visits exists. Therefore, the following approval process has been established.

a. EOARD or AOARD notifies USAF organizations of WOS visits via an unclassified e-mail. The e-mail is sent to the disclosure office supporting the activity to be visited for coordination. Copies of the e-mail are sent to SAF/IAD, HQ AFOSI and AFOSR for information or action as necessary. Copies of Former Soviet Union WOS visits are also sent to the Defense Threat Reduction Agency.

b. The notification e-mail includes information such as: U.S. visit POC, specific address of visits, proposed dates of visit, purpose of visit, visitor's name, date and place of birth, passport number, home address and employer.

c. Disclosure officers and U.S. POCs review notifications to ensure the purpose of visit is consistent with the intent of the WOS program as described above and determine whether the visit dates can be supported. Immediately inform SAF/IAD of any WOS request that appears to be outside the scope of the WOS program.

d. Coordination of the visit should be consistent with local policies and practices. As a minimum however, inform the local AFOSI office and base security forces of all WOS visits.

e. Advise the requester whether or not the visit is approved.

f. Assist the U.S. POC prepare for the visit. The WOS visitor delivers a seminar and engages in basic research discussions with Air Force laboratory scientists. These discussions are authorized only at the public domain level. The focus of basic research is to leverage the knowledge of non-military research establishments; therefore, WOS visitors are not foreign military or civilian government employees. Do not authorize the release of Air Force classified or controlled unclassified military information since the visitors are not official representatives of their governments. Guided tours of Air Force laboratories and research facilities are not authorized. Non Air Force information may only be released with the consent of the originator. AFOSR has the option to arrange off-base facilities if the protection of classified or controlled unclassified military information or operations cannot be assured in military facilities.

Questions regarding the WOS visit program may be addressed to Mr James Wicecarver at DSN 425-8801.



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