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Operations Support



**INTERNATIONAL PERSONNEL EXCHANGE
PROGRAM (PEP)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD 16-1, *International Affairs*, by providing policy guidance for military personnel exchange programs between the United States Air Force and foreign forces. This instruction applies to all USAF active, reserve, and guard members. The Deputy Under Secretary of the Air Force for International Affairs (SAF/IA) directs policy. DoD Directive 5230.20, *Visits, Assignments, and Exchanges of Foreign Nationals*, dated 12 August 1998, sets DoD policy for international exchange personnel programs. This instruction does *not* cover Inter-service, cadet, or short-term exchange of 12 months or less; Civilian Personnel Exchanges under other exchange programs; foreign trainees in International Military Education and Training (IMET); Foreign Military Sales (FMS) programs; personnel assigned to combined commands; Foreign Liaison Officers (FLO); Professional Military Education (PME) exchanges; or Flight Training Exchanges (FTE).

Records Management: Maintain and dispose of all records created by prescribed processes in accordance with AFMAN 37-123, Management of Records and AFMAN 37-139, Records Disposition Schedule.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

Changes deployment process for USAF exchange personnel (paragraph **5.6.**); updates office symbols and addresses (**attachment 1**); eliminates use of Disclosure of Classified Military Information Statement (DCMIS) and Disclosure Limitation List (DLL); adds utilization of Delegation of Disclosure Authority Letter (DDL) (paragraph **2.2.5.**); assigns AFAAO as the negotiator for Military PEP (MPEP) agreements; assigns AFAAO responsibility for adjusting foreign exchange personnel tours (paragraph **3.2.**); prohibits assigning exchange personnel to command positions (paragraph **5.3.**); prohibits assigning foreign exchange personnel to DoD contractor facilities (paragraph **5.4.4.**); adds reference to Status of Forces Agreement (SOFA) for claims (paragraphs **5.9.** and **5.10.**); clarifies Program Objective Memorandum (POM) processing (paragraph **7.1.**); adds information on TRICARE benefits; clarifies temporary duty (TDY) cost accounting for host and parent services (**chapter 7**); and provides for tour length adjustments.

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Chapter 1

PROGRAM DESCRIPTION

1.1. **Criteria.** Before creating a PEP position:

- 1.1.1. Consider likely political and military advantages to be gained.
- 1.1.2. Determine ability to use foreign exchange personnel in your organization, considering national security interests, disclosure requirements, and limitations.
- 1.1.3. Investigate necessary military arrangements with the country and the results of those arrangements.
- 1.1.4. Determine the financial costs to the US Air Force.
- 1.1.5. 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.** The Air Force PEP is intended to:

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

1.3. Integration of PEP Experience Into USAF Careers. USAF PEP officers perform primary career duties while assigned to foreign air forces. Since USAF PEP officers also gain in-depth international experience by serving in host party's country, they are particularly strong candidates for future assignments to military-diplomatic or staff positions as a Foreign Area Officer (FAO). The AF FAO Program provides for effective utilization, management, and development of the AF officer's language proficiency and regional area expertise. AFI 16-109, *Foreign Area Officer Program*, describes the FAO program.

Chapter 2

ESTABLISHING NEW EXCHANGE PROGRAMS AND POSITIONS

2.1. Program Foundation. Exchange programs between the US Air Force and the forces of a foreign nation will be established under a formal international agreement. The agreement will set general conditions for the exchange program and, among other things, provide for the establishment, modification, and cancellation of individual exchange positions within the exchange program.

2.1.1. USAF negotiations for exchange agreements will be based on the DoD model texts for PEP agreements.

2.1.2. The Under Secretary of Defense for Policy (USD(P)) conducts Department of State consultation under Case Act (1 USC 112b(c)) in accordance with DoD Directive 5530.3, *International Agreements*, June 11, 1987, with Change 1. Contents of the agreements will be as described in DoD Directive 5230.20, *Visits, Assignments, and Exchanges of Foreign Nationals*, August 12, 1998, Enclosure 5.

2.2. New Exchange Programs and Positions. CSAF authorizes and approves the establishment of exchange programs with foreign forces. SAF/IA approves position additions, modifications, or cancellations within existing exchange programs. Forward new program and position proposals through the appropriate MAJCOM (if applicable) to AFAAO for coordination and final approval/disapproval. Provide an information copy to HQ AFPC/DPASF. Include the following with the proposal:

2.2.1. Proposed Position Description (PD). (See [attachment 4](#)).

2.2.2. Justification for the exchange.

2.2.3. Suggested offsetting position.

2.2.4. Disclosure requirements for the position.

2.2.5. New or modified exchange position packages must include a PD and Delegation of Disclosure Authority Letter (DDL). MAJCOM Foreign Disclosure Office (FDO) will develop the package for foreign positions in coordination with the applicable local FDO and provide recommendations to AFAAO. AFAAO will forward to SAF/IAD to determine disclosure feasibility with an informational copy to AFPC/DPASF.

Chapter 3

POSITION REQUIREMENTS

3.1. General Requirements. DoD Directive 5230.20, *Visits, Assignments, and Exchanges of Foreign Nationals*, 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. Foreign exchange personnel normally shall fill Unit Manpower Document (UMD) positions unless AFAAO authorizes otherwise.

3.2. Tour Length. Normal tours of US Air Force and foreign exchange personnel, exclusive of travel and training time, are 24 months.

3.2.1. Exceptions: Some participants in scientific and development engineering positions and some staff positions are designated as 36-month tours.

3.2.2. Tour adjustment of USAF exchange personnel: The Regional Program Office (Para 10.4.) processes tour adjustments for USAF exchange personnel and recommends extensions or curtailments to HQ AFPC/DPASF with an informational copy to AFAAO. If approved, HQ AFPC/DPASF provides approval information to Regional Program Office with an informational copy to AFAAO. Requests for tours beyond 36 months must be forwarded to AFAAO for coordination and approval. Tour adjustments should be requested at least 12 months prior to DEROS. The Regional Program Office completes the tour adjustment request before submitting a replacement requisition.

3.2.3. Adjusting tours of foreign exchange personnel: Foreign exchange personnel who want tour adjustments must have the approval of their parent service. Commanders of foreign exchange personnel will send a written request with justification for tour adjustment to the MAJCOM/Agency. The MAJCOM/Agency forwards the request to AFAAO for approval with an information copy to HQ AFPC/DPASF (Officer) or AFPC/DPAAD (Enlisted).

3.3. Selecting USAF Exchange Personnel. 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. Selection for exchange duty will be based on demonstrated potential for assuming greater responsibility and for representing the US government and US Air Force positively.

3.4. Requisition Submission. The regional office submits requisitions ([attachment 2](#)) and station information ([attachment 3](#)). This information is due to AFPC/DPASF (Officer) or APFC/DPAAD (Enlisted):

3.4.1. Twelve months before the reporting date for positions that do not require language training.

3.4.2. Eighteen months before the reporting date for positions that require language training.

3.5. Language Training for USAF Exchange Personnel. Selected US exchange personnel must speak the host country's native language fluently, or receive enough language training to speak with a minimum level of professional proficiency, defined as a score of L2/R2 on the appropriate Defense Language Proficiency Test (DLPT). Spouses may be provided language training.

3.6. Progression. The Host Service outlines duty progression requirements in the Position Description (PD) and the exchange personnel requisition.

3.7. Changing Foreign Positions. When changes occur, the supervisor takes action to change the PD and/or DDL as follows:

3.7.1. Change of Unit Only. For a change in unit that does not require a change in the PD or disclosure requirements, the supervisor sends a message to the governing MAJCOM and an informational copy to AFAAO and AFPC/DPASF.

3.7.2. Change of Disclosure Requirements. The supervisor coordinates with the local FDO and MAJCOM FDO, who will follow the procedures outlined in paragraph 2.2.

3.7.3. Significant Changes. The supervisor and local FDO prepare a new proposed PD ([attachment 4](#)) and a DDL ([attachment 5](#)) and forwards them to the applicable MAJCOM for processing according to paragraph 2.2.

3.8. Changing USAF Positions. The foreign air force originates changes to the exchange PD. These proposed changes will be forwarded through the regional program office to AFAAO for Air Staff review and SAF/IA approval. AFAAO forwards the results to the regional program office.

3.9. Flying Status and Use of Flying Facilities. Exchange personnel on flying status use host flying facilities to maintain proficiency and earn gate credit.

Chapter 4

POSITION REVALIDATION AND DISCLOSURE REQUIREMENTS

4.1. Revalidating Foreign Positions. MAJCOMs/Agencies must revalidate existing foreign exchange positions before personnel are replaced. HQ AFPC will advise the MAJCOM/Agency NLT 14 months prior to end of tour for foreign exchange personnel. If no changes to the PD and/or DDL are required, the MAJCOM/Agency notifies AFAAO with an informational copy to SAF/IAD. If there are changes, the MAJCOM/Agency forwards updates to AFAAO. ([attachment 6](#)).

4.1.1. The MAJCOM/FDO or Agency/FDO updates the Delegation of Disclosure Authority Letter (DDL) and forwards it along with the PDs to AFAAO for review and approval ([attachment 5](#)).

4.1.2. SAF/IAD, AFAAO, and HQ USAF organizations with an interest in the position review the documentation to ensure the position is current, and disclosure policy is consistent.

4.1.3. AFAAO sends approved documentation to the MAJCOM or Agency and AFPC/DPASF.

4.1.4. The MAJCOM/Agency provides disclosure guidance to the supervisor of foreign exchange personnel.

4.1.5. AFAAO sends approved PDs to the parent service.

4.1.6. Travel Orders. AFPC/DPASF prepares special orders for foreign exchange personnel and forwards copies to the applicable MAJCOM, AFAAO, parent government embassy, unit of assignment, and individual concerned. These orders are the sole authority for travel of foreign exchange personnel. Foreign exchange personnel must not initiate travel prior to receipt of these orders.

4.2. Revalidating USAF Positions. The regional program office will revalidate USAF personnel exchange positions with the foreign air force prior to requesting a replacement. Should the position include flying duties, assurance of flight safety will be part of the revalidation process. Revalidation should allow for sufficient time to requisition a suitable replacement. The regional program office sends the requisition ([attachment 2](#)) and station information ([attachment 3](#)) to AFPC/DPASF. If revalidation reveals a significant change to the nature of the exchange position, the regional program office will submit the requisition with recommendations and justification to AFAAO for approval, and an informational copy to AFPC/DPASF.

4.3. Eliminating Positions. The MAJCOM/Agency sends a request with justification to AFAAO, and an informational copy to AFPC/DPASF.

4.3.1. AFAAO will ensure that requests for position elimination are consistent with overall program objectives and advise concerned parties of the final decision.

4.4. Security Instructions. US and foreign exchange personnel will:

4.4.1. Follow the host government's security instructions and guidance at all times.

4.4.2. Obtain access to classified information only as authorized by the host government, and only to the extent necessary to perform their duties.

4.4.3. Recognize and respect host government policies that deny them access to certain information.

4.5. Safeguarding US Classified Material.

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

4.5.2. USAF special orders assigning foreign exchange personnel to USAF duty formally recognize the technical eligibility of foreign exchange personnel to access US classified military information as specified in the DDL. Commanders or supervisors of foreign exchange personnel grant access in accordance with the DDL only to the extent necessary for foreign exchange personnel to perform their duties.

4.5.3. Commanders and supervisors of foreign exchange personnel are required to be thoroughly familiar with the DDL. USAF personnel may not disclose classified material to foreign exchange personnel unless approved by AFAAO and SAF/IAD.

4.5.4. Exceptions to approved DDLs are processed through MAJCOM/Agency FDOs in accordance with existing disclosure procedures, and require AFAAO and SAF/IAD approval.

4.5.5. Foreign exchange personnel may be granted access and use of appropriate information systems as listed in the DDL, but not access to information listed below without prior SAF/IAD approval:

4.5.5.1. Restricted or Formerly Restricted Data.

4.5.5.2. 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.

4.5.5.3. Any project, program, document, or information of critical sensitivity to US national security, or identified by caveats or marking limiting access, such as, Special Access Required, or Limited Distribution.

4.5.5.4. Information about cryptographic devices, communications security, or communications intelligence.

4.5.5.5. TOP SECRET information.

4.5.5.6. Classified portions of the *DoD Foreign Clearance Guide*.

4.5.5.7. General war plans or armed alert operations.

4.5.5.8. Information that could help build an independent, strategic, national nuclear capability with nuclear devices and weapons, or strategic weapons launch or delivery vehicles.

4.6. Foreign Exchange Personnel Visits. The US installation commander or organization must approve visits of foreign exchange personnel.

4.6.1. US supervisors of foreign exchange personnel must obtain US installation commander or organization approval if an exchange of military information is expected during a visit, e.g., when foreign exchange personnel attend meetings, briefings, planning conferences, etc. Supervisors must advise the installation or activity commander, or contractor facility director of the disclosure limitations of the foreign exchange personnel before the visit. If a visit to a US 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 are not required to be forwarded. However, in all cases, the unit to be visited must be informed that the individual is a foreign exchange person.

4.6.2. Foreign exchange personnel may not perform TDY in a third country without approval of the parent service and prior clearance. Supervisors consult the *DoD Foreign Clearance Guide* to determine specific country clearance requirements.

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. Duty Positions of Exchange Personnel. Host services identify duty positions for US and foreign exchange personnel. Exchange personnel normally fill positions with responsibilities equal to their grade and qualifications. Exchange personnel perform their duties:

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

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

5.3. Restrictions on Exchange Personnel. US and foreign exchange personnel may not:

- 5.3.1. Act as a representative of the parent government.
- 5.3.2. Act as an official host service representative with other agencies, government, organizations, or contractors.
- 5.3.3. Serve as a go-between for the host service and parent government for requests for and transmission of Classified or Controlled, Unclassified information.
- 5.3.4. Be assigned to a command position. Command position is defined as having disciplinary authority over others. This restriction does not apply to the position of Aircraft Commander.
- 5.3.5. Represent the parent service or host service in any actions concerning the parent government or other foreign government.

5.4. Additional Restrictions on Foreign Exchange Personnel. Foreign exchange personnel may not:

- 5.4.1. Be given UCMJ disciplinary authority over any USAF personnel.
- 5.4.2. Be given security responsibilities. Examples; document custodian, security check duties.
- 5.4.3. Have personal custody of Classified or Controlled Unclassified information.
- 5.4.4. Be assigned to DoD contractor facilities.

5.5. Hostilities and UN Operations. US and foreign exchange personnel will 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 UN peacekeeping missions.

5.5.1. Exceptions:

- 5.5.1.1. In an armed conflict involving both nations against a common enemy, exchange personnel will stay with their units but will not carry out any combat duties until authorized by the parent and host governments.
- 5.5.1.2. In cases of armed conflict not involving both nations, US and foreign exchange personnel must await orders from their parent government before performing any further military duties.

5.6. Deployment of USAF Exchange Personnel. Deployment of USAF exchange personnel in areas of hostilities, imminent hostilities, or any situation where their presence may jeopardize the interests of the United States, including UN Peacekeeping Missions, and NATO activities must be approved by the Secretary of Defense. Send requests through the Joint Staff for coordination and approval:

JOINT STAFF WASHINGTON DC//J3/JOD//

INFO HQ USAF WASHINGTON DC//XONP//

AFAAO WASHINGTON DC

HQ AFPC RANDOLPH AFB TX//DPASF//

Address requests for policy clarification to AFAAO.

5.6.1. Routine deployments to countries designated as "Special Areas" by Department of State will be requested via message to:

HQ USAF WASHINGTON DC//XONP//

INFO AFAAO WASHINGTON DC

HQ AFPC RANDOLPH AFB TX//DPASF//

5.6.2. Foreign exchange personnel will not be deployed outside of the United States without parent service approval. Requests to deploy foreign exchange personnel will be forwarded to AFAAO.

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

5.8. Military Discipline. US and foreign exchange personnel are expected to follow the orders, instructions, and customs of the host service when they are applicable and consistent with those of the parent service.

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

5.8.2. The parent service may withdraw their exchange personnel from the program and take administrative or disciplinary action.

5.8.3. Exchange personnel may not discipline host service personnel.

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

5.8.5. If the parent service conducts an investigation or takes administrative or disciplinary action against one of its exchange personnel, the host service cooperates when asked and to the extent permitted by law.

5.9. Status of Exchange Personnel and Eligible Family Members. Where they exist, Status of Forces Agreements (SOFA) between the parent and host government set forth the status of visiting foreign forces in the host country. The SOFA determines to what extent exchange personnel and their families are subject to the civil or criminal jurisdiction of the host government. In the absence of a SOFA, exchange personnel and their eligible family members have no immunity from the civil or criminal jurisdiction of the host government courts. Except for nationals of NATO countries and most Partnership for Peace countries, foreign exchange personnel have no immunity from civil or criminal jurisdiction in US courts.

5.10. Claims. Procedures regarding claims arising from the assignment of US exchange personnel in a host country are governed by any existing Status of Forces Agreement (SOFA) with that country. The NATO SOFA is reciprocal in that its provisions apply to members of the forces of other NATO countries (and most Partnership for Peace countries) while in the United States. Most SOFAs, however, do not afford reciprocity to personnel of other countries while in the United States. The exchange agreement will address the handling of claims, citing applicable SOFA provisions, if any.

Chapter 6

SUPERVISION AND RATING OF USAF 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. USAF personnel supervising foreign exchange personnel adhere to DPEP guidance in DOD Directive 5230.20, paragraph E5.2.14.

6.2. Evaluating Exchange Personnel. The chief of the regional program office or rater:

6.2.1. Discusses US exchange personnel performance with host supervisor.

6.2.2. Provides details on the Officer Evaluation System (OES) and Enlisted Evaluation System (EES) to foreign raters and exchange personnel.

6.2.3. Requests that the host service supervisors provide a performance assessment letter on the US exchange officer or NCO.

6.2.4. Uses the assessment letter for discussions, to prepare the individual's performance report, and to recommend promotions.

6.2.5. Ensures the servicing Military Personnel Flight (MPF) receives additional reports, such as training reports, as required by the OES/EES.

6.3. Rating Officials.

6.3.1. Canada. US Space Command is the management organization. The Deputy Commander, Canadian NORAD Region (CANR/CV) is the additional rater, senior rater and reviewer. The Canadian supervisor is the rater.

6.3.2. Europe, Middle East, Africa. US Air Forces, Europe (USAFE) is the management organization. HQ USAFE/CV is the senior rater for the Commander, AFELM/PEP Ramstein, and for O5s and O6s. The Commander, AFELM/PEP is the senior rater for O4s and below, and the rater for O4s - O6s.

6.3.3. Pacific Region. Pacific Air Forces (PACAF) is the management organization. PACAF/XP is the additional rater, senior rater and reviewer as applicable. Designated USAF in-country managers serve as raters.

6.3.4. South and Central America. Air Combat Command (ACC) is the management organization. 12th AF/CC is the senior rater and 12th AF/A5 is the rater. In-country Security Assistance Organizations are encouraged to submit supplemental assessment letters to the rater as part of the OES/EES process.

6.4. General Court Martial Authority. Unless otherwise specified by regional agreement, 11WG/CC has General Court Martial Authority for US exchange personnel.

Chapter 7

FINANCE AND COST ACCOUNTING

7.1. Exchange Program Budget. The budget includes program support funding, transportation costs of USAF directed TDYs and associated per diem when applicable.

7.1.1. Budget Responsibilities. 11WG/FMAP writes the budget and funds PEP Operations and Maintenance (O&M) requirements.

7.1.1.1. The PEP budget falls under Program Element Codes (PEC) 84731, Language Training; 91212, O&M; and 91295, Communications, as listed under Air Force program elements.

7.1.1.2. 11WG/XPP, Program Element Manager (PEM) for these PECs submits the Program Objective Memorandum (POM).

7.1.2. Regional Projections. Regional Program Offices submit budget projections, including International Cooperative Administrative Support Services (ICASS) agreements to AFAAO. AFAAO compiles the data and submits it 11WG/XPP.

7.2. Parent Service Financial Responsibilities. To the extent authorized by law, the parent service is responsible for its exchange personnel financial requirements:

7.2.1. Basic pay and allowances.

7.2.2. Permanent change of station costs, including per diem and other travel allowances.

7.2.3. Per diem and transportation costs for parent service directed TDYs.

7.2.4. Compensation for loss or damage to uniforms or other personal property.

7.2.5. Costs for moving eligible family members and their household effects.

7.2.6. Costs for shipping remains and funeral expenses in the event of the death of an exchange person or eligible family member.

7.2.7. Expenditures for any special duty performed on behalf of the parent service.

7.2.8. Expenses of eligible family members permitted to accompany or join exchange personnel.

7.2.9. Costs of medical and dental services provided to exchange personnel and eligible family members:

7.2.9.1. To the extent that host government laws and instructions require.

7.2.9.2. If the exchange person has not made such payments as required.

7.2.10. Language and other training costs not related to familiarizing, orienting, or certifying exchange personnel regarding the unique aspects of the assignment.

7.3. Host Service Financial Responsibilities. The host service is responsible for assigned exchange personnel:

7.3.1. Costs for transportation and per diem when the host service directs the TDY.

7.3.2. Costs for mid-tour, service directed PCS moves. These moves should not take place prior to formal agreement of the two services. Personnel affected by host service directed moves should obtain personal insurance to cover potential claims for household goods damage, loss, or theft.

7.3.3. Costs for training to familiarize, orient, or certify exchange personnel regarding the unique aspects of the assignment.

7.4. TDY Orders. When foreign exchange personnel are directed on TDY by their host unit, TDY orders are published as invitational travel orders. TDY costs are charged to the same funds used to pay for accompanying USAF personnel.

Chapter 8

HEALTH AND WELFARE SERVICES

8.1. Using Facilities. Foreign exchange personnel and their eligible family members are afforded access to military commissaries, exchanges, theaters, and clubs in the same manner as their USAF counterparts.

8.2. Leave and Passes.

8.2.1. The host service grants leave and passes to exchange personnel in accordance with parent service guidelines.

8.2.2. Exchange personnel may observe the holiday schedule of the parent service and the host service if mutually agreed upon by the services.

8.3. Quarters and Messing. The host service provides on-base quarters and messing, when available, for exchange personnel on the same basis and priority as provided for its own personnel of similar rank.

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

8.3.2. USAF exchange personnel will receive Basic Allowance for Housing (BAH) and Overseas Housing Allowance (OHA), when required, to reimburse the host government for housing costs.

8.4. Medical and Dental Services.

8.4.1. Host services give exchange personnel and eligible family members military medical and dental service on the same basis and priority as provided for its own personnel and eligible family members. Such services are subject to reimbursement to the extent required by host country law, instructions, or international agreements. In cases where bi-lateral reciprocal health care agreements exist, these agreements take precedence over exchange agreements.

8.4.2. Eligible family members of exchange personnel from NATO countries are authorized to use TRICARE Standard for out patient care only.

8.4.3. Family members of foreign exchange personnel are not authorized to use the Dental Insurance Program.

Chapter 9

INTERIM AND END-OF-TOUR (EOT) REQUIREMENTS

9.1. Interim Tour. US exchange personnel should submit information that may be useful in updating the PD, or in selecting their replacement 12 months prior to completion of tour (14 months for positions that require language training). Forward recommendations through the regional program office to AFAAO and AFPC/DPASF.

9.2. End-of-Tour (EOT). USAF exchange personnel must submit EOT recommendations NLT 4 months prior to tour completion. Include, or address a resume of the job; the main differences between the USAF specialty and host service 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 absolutely essential and with host service approval.

9.3. Coordination of EOTs.

9.3.1. Send through host service channels.

9.3.2. The immediate host service commander reviews the submission and forwards it to the USAF regional program office.

9.3.3. The regional program office provides comments as desired and distributes as follows:

9.3.3.1. HQ Air University/IAP for PME faculty exchange positions.

9.3.3.2. AFAAO.

9.3.3.3. Appropriate SAF/IA regional division. (Europe - SAF/IAE, Latin America - SAF/IAL, Middle East/Africa - SAF/IAM, Pacific - SAF/IAP, and Saudi Arabia - SAF/IAS).

9.3.3.4. HQ AFPC/DPASF (Officer) or HQ AFPC/DPAAD (Enlisted).

9.3.3.5. MAJCOM(s) with interest in the duties of the exchange position.

9.4. Foreign Exchange Personnel.

9.4.1. Foreign exchange personnel submit EOT information in English and according to parent service instructions.

9.4.2. USAF supervisors review the submission with the foreign exchange person to check accuracy and ensure it contains no Classified information or Controlled Unclassified information that may reveal unit operational capabilities or other information that must not be disclosed.

9.5. Coordination of Foreign Exchange EOTs.

9.5.1. USAF supervisors should comment on accuracy and information disclosure.

9.5.2. USAF supervisors forward through the applicable MAJCOM or Agency FDO to AFAAO for final review and release to the parent service.

Chapter 10

RESPONSIBILITIES

10.1. AFAAO. AFAAO is the executive agent for the USAF International Personnel Exchange Program. Oversees program and policy execution, including creation, termination, and modification of positions; granting waivers; determining scope; administering the program; coordinating with 11th Wing/XP for creation and changes to PAS Codes.

10.2. 11th Wing. The 11th Wing is the administrative MAJCOM for the regional program offices and the Office of Primary Responsibility (OPR) for some US personnel actions and all financial matters. 11WG/XPM manages the command manpower data system, PAS Code creation, deletion and changes. 11WG/FMA provides budgetary and financial planning services. 11WG/DP manages all USAF exchange Personnel Accounting Symbol (PAS) codes.

10.3. SAF/IA Country Directors. Coordinate with the foreign country POC and others as necessary on issues related to assignment in country, and foreign exchange personnel activities in the US. If practical, monitor activities and well being of USAF exchange personnel assigned to foreign countries.

10.4. Regional Program Offices.

10.4.1. Act as focal point for matters related to administration, control and supervision of USAF exchange personnel in their geographic region.

10.4.2. The regional program offices are:

AFELM/PEP Canada

USAF/CF Personnel Exchange Program

US Embassy

P.O. Box 5000 MS 83

Ogdensburg NY 13669

AFELM/PEP Europe, Middle East, Africa

AFELM/PEP

Unit 5195

APO AE 09094-5195

HQ PACAF/XPXE - Pacific Region

HQ PACAF/XPXE

25 E Street, Suite F207

Hickam AFB HI 96853-5417

USSOUTHAF/A5 - South/Central America and the Caribbean

USSOUTHAF/A5-PR

2912 So. 12th AF Drive, Suite 161

Davis-Monthan AFB AZ 85707-4100

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

10.6. MAJCOM/Agency OPRs. Each foreign exchange position has a MAJCOM/Agency OPR that provides MAJCOM level oversight and support for foreign exchange personnel. The MAJCOM/Agency OPRs are as follows:

Air Education and Training Command - AFSAT/CCD

Air Mobility Command - AMC/INX

Air Combat Command - ACC/DOTS

Air Force Materiel Command - AFSAC/IPD

Air Force Space Command - AFSPC/XPIF

Air Force Safety - AF/SEP

US Air Force Academy - USAFA/DFIP

Air National Guard - HQ ANG/XP

10.7. HQ AFPC. The Career Broadening Assignments Branch (DPASF) is responsible for PEP officer assignment actions and the Airman Assignments Branch (DPAAD) is responsible for enlisted PEP assignment actions.

10.8. HQ USAF/XO. Coordinates special actions with regard to exchange operational issues, and facilitates fulfillment of language training requirements.

10.9. USAF Unit with Assigned Foreign Exchange Personnel.

10.9.1. Maintains copies of current PDs, DDLs, and revalidation packages.

10.9.2. Complies with *DOD Foreign Clearance Guide* requirements when foreign exchange personnel are directed to perform TDY outside the United States.

10.9.3. Ensures the applicable MAJCOM, AFAAO, and AFPC/DPASF receive exchange personnel requests for tour adjustment or other administrative actions.

10.9.4. Initiates revalidation of PD/DDL 14 months prior to projected arrival of replacement exchange personnel.

10.9.5. Ensures applicable MAJCOM/Agency has current information on supervisors of foreign exchange personnel.

10.10. Supervisor of Foreign Exchange Personnel.

- 10.10.1. Assigns sponsor.
- 10.10.2. Ensures exchange personnel understand duties of their position.
- 10.10.3. Complies with disclosure limitations. Informs co-workers of foreign exchange personnel access limitations and their requirements when working with foreign exchange personnel.
- 10.10.4. Informs foreign exchange personnel of their obligations, rights, and responsibilities.
- 10.10.5. Uses the guide provided for supervisors of foreign exchange personnel.

WILLARD H. MITCHELL,
The Deputy Under Secretary of the Air Force,
International Affairs

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

AFI 16-201, (C) *Disclosure of Military Information to Foreign Governments and International Organizations.*

AFI 16-109, *Foreign Area Officer Program*

AFPD 31-4, *Information Security*

AFI 32-6001, *Family Housing Management*

AFI 33-202, *Computer Security*

AFI 36-2110, *Assignments*

AFI 36-2402, *Officer Evaluation System*

AFI 36-2403, *the Enlisted Evaluation System*

AFI 37-124, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections*

AFI 33-328, *Administrative Orders (PA)*

AFI 51-701, *Negotiating, Concluding, Reporting, and Maintaining International Agreements*

Abbreviations and Acronyms

AFAAO—Deputy Under Secretary of the Air Force - Air Force Attaché Affairs Office

AFELM—Air Force Element

AFMAN—Air Force Manual

AFPC—Air Force Personnel Center

AFPC/DPA—Air Force Personnel Center, Director of Assignments

AFPC/DPAAD—Air Force Personnel Center, Airman Assignments Branch

AFPC/DPASF—Air Force Personnel Center, Career Broadening Branch

AFSC—Air Force Specialty Code

DEROS—Date Eligible for Return from Overseas

DDL—Delegation of Disclosure Authority Letter

DoD—Department of Defense

EES—Enlisted Evaluation System

EOT—End of Tour

FAO—Foreign Area Officer

FDO—Foreign Disclosure Office

HQ USAF—Headquarters, United States Air Force

HQ USAF/DP—Deputy Chief of Staff, Personnel

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

HQ USAF/XO—Deputy Chief of Staff, Air and Space Operations

HQ USAF/XOO—Directorate of Operations and Training

HQ USAF/XOP—Directorate of Expeditionary Aerospace Force Implementation

HQ USAF/XOR—Directorate of Requirements

MAJCOM—Major Command

MOA—Memorandum of Agreement

MOU—Memorandum of Understanding

NATO—North Atlantic Treaty Organization

MPF—Military Personnel Flight

OES—Officer Evaluation System

OPR—Office of Primary Responsibility, or Officer Performance Report

PD—Position Description

PEP—Personnel Exchange Program

RNLTD—Report Not Later Than Date

SAF/GCI—Assistant General Counsel of the Air Force, International Affairs

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

SAF/IAD—Deputy Under Secretary of the Air Force - Disclosure Division

SAF/IAE—Deputy Under Secretary of the Air Force - European/NATO Division

SAF/IAL—Deputy Under Secretary of the Air Force - Americas Division

SAF/IAM—Deputy Under Secretary of the Air Force - Middle East/Africa Division

SAF/IAP—Deputy Under Secretary of the Air Force - Pacific Division

SAF/IAS—Deputy Under Secretary of the Air Force - Saudi Division

SOFA—Status of Forces Agreement

11WG—11th Wing, Bolling AFB, DC

11WG/DP—Director of Personnel

11WG/FMA—Financial Management Analysis

11WG/XPP—Programs Division

UN—United Nations

Terms

Defense Personnel Exchange Program (DPEP)—Includes commissioned officers, enlisted personnel, and civilian personnel of all DoD components.

Delegation of Disclosure Authority Letter (DDL)—Letter issued by the appropriate Designated Disclosure Authority describing classification levels, categories, scope, and limitations related to information that may be disclosed to specific foreign governments, their nationals or representatives, for a specified purpose. The DDL shall not be provided to foreign nationals.

Designated Disclosure Authority—An official designated by the head of a DoD Component or by that Component's Principle Disclosure Authority, who has been delegated disclosure authority in accordance with DoD Directive 5230.11, to control disclosures of classified military information at subordinate commands or staff elements. SAF/IAD is the Designated Disclosure Authority for the PEP.

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

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

Personnel Requisition—Document with which regional program offices request AFPC to fill a valid USAF exchange position.

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

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

Station Information—Outlines the demographics, climate, facilities, services, etc., for a specific exchange position location. Prepared by the regional program office and attached with each personnel requisition.

Attachment 2**SAMPLE PERSONNEL REQUISITION (USAF/RAF)****1. INCUMBENT:**

- a. NAME, RANK, SSAN: Jones, John J., Captain, 123-45-6789
- b. DEROS: 15 October 1998

2. REPLACEMENT REQUIREMENTS:

- a. RNLTD: 1 March 98 for training
- b. POSITION TITLE: Tornado Instructor Pilot
- c. POSITION LOCATION: RAF Chivenor
- d. TOUR LENGTH: 24 months. Plus 6 months required operational conversion training for a total tour length 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 weapons instruction in the Tornado. Pre-employment training includes a short Tornado conversion course and the pilot attack instructor course. The officer can expect approximately 45 TDY days per year.
- g. GRADE REQUIREMENTS: Captain. Must not be eligible for promotion in the primary zone during the first 18 months of the tour.
- h. SHIPPING AFSC: 11F3G/B/H or 1115B/N/Q (List in order of preference)
- i. QUALIFICATIONS/EXPERIENCE:
 - (1) Mandatory:
 - a. TOP SECRET security clearance
 - b. Minimum of 1,000 hours in fighter aircraft
 - (2) Desired:
 - a. Graduate of USAF Fighter Weapons School
 - b. Under 35 years of age in order to relate more closely to age of students.
- j. TYPE OF AIRCRAFT: The officer will fly Tornado GR-1.
- k. PASSPORT REQUIREMENTS: Member and accompanying eligible family members should obtain official no-fee passports prior to departure. Tourist passports are recommended for off-duty, leisure travel.
- l. HOUSEHOLD GOODS: Ship to member at RAF Chivenor, Barnstaple, England. In the "consignee" block of the US government bill of lading mark, Transportation Officer, 7500 Air Base Squadron, RAF West Ruislip, Middlesex, England, APO AE 09125-5270.

m. **CONCURRENT TRAVEL:** Concurrent travel of accompanying eligible family members is authorized.

n. **PERSONAL MAILING ADDRESS:**

Captain John J. Jones

USAF/RAF Exchange Personnel

APO AE 09125-0007

o. **REPORTING INSTRUCTIONS:**

(1). Report to Program Chief. Three days TDY en route to Ramstein AB, Germany is authorized 26 - 28 Feb 98 for the purposes of orientation and in-processing. Member will report in civilian clothes to the Chief, Personnel Exchange Program, at 0930, 26 Feb 98.

(2) Report to Duty Station. Member will report to RAF Chivenor,

1 March 98 for training to commence 7 March 98.

p. **SPECIAL INSTRUCTIONS:** (Program Chief adds any special comments regarding the position. Provide guidance with regard to special equipment that should be carried or shipped, i.e. flight suits, individual flight gear, etc.)

NOTE: Provide two copies.

Attachment 3**INSTRUCTIONS FOR STATION INFORMATION PREPARATION**

Attach two copies to each requisition submitted. Address quality of life issues to enable prospective exchange personnel to better prepare for the assignment and include as a minimum:

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, number of bedrooms, cost, etc.
 - b. Dependent Schools - Availability, grades, uniform requirements, special educational capabilities, etc.
 - c. Commissary
 - d. Base Exchange
 - e. Public markets and stores
 - f. Recreation
 - g. Messing Facilities
 - h. Public Transportation
 - i. Medical and Dental
6. What to bring and what not to bring:
 - a. Appliances
 - b. Car
 - c. Clothing and Footwear
 - d. Furnishings
7. Banking and Mail Services
8. Community Relations
9. Religious Service Availability
10. Additional Comments

Attachment 4**POSITION DESCRIPTION FORMAT**

USAF/_____ Air Force Position Number _____

- | | |
|------------------------------------|--|
| 1. Position Location: | (Base or City) |
| 2. Unit: | (Unit of Assignment/Mailing Address) |
| 3. Tour Length: | (Provide standard tour length and required training time) |
| 4. Grade: | (As mutually agreed to by both air forces, include grade restrictions, if any) |
| 5. Duty Title: | (Self-Explanatory/Be Specific) |
| 6. AFSC: | (Numerical Designation and word description) |
| 7. Duty Description: | (Essential duties of the position, described in detail, including additional duties) |
| 8. Type Aircraft: | (If none, so state) |
| 9. Required Training: | (Course Number(s), Title, Duration. If none, so state) |
| 10. Qualifications and Experience: | (List requirements, both mandatory and desired) |
| 11. Remarks: | (Report date, assignment information, special equipment requirements, etc.) |

NOTES:

1. The foreign air force will use this position description to select a candidate for the position. It should include all the position's essential elements. Describe the duties, qualifications, and experience needed in full detail. Include additional duties the individual will perform. You need not limit your description to the simple format presented. Feel free to add additional information you feel is applicable, and will be helpful in selecting a suitable candidate.
2. When describing non-operational positions, state whether a rated officer with flying status is required.
3. Avoid using abbreviations. Remember, this document is for the use of the foreign air force when selecting a candidate.
4. Duty title should be specific, i.e., F-16 Instructor Pilot, versus Pilot.
5. Send two copies of the position description.
6. A current position description is required for all exchange positions.

Attachment 5

SAMPLE DELEGATION OF DISCLOSURE AUTHORITY LETTER (DDL)
[CLASSIFICATION]

Delegation No.**Title:**

1. Participating Countries: List countries that have this type of exchange with the United States.
2. Classification: Identify the highest level of classification of information to be disclosed.
3. Disclosure Methods: List methods, i.e., oral, visual, documentary. If documentary access is permitted, control procedures must 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: Insure any proposal to disclose information granted by this DDL 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 shall 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. Exceptions to the DDL: Requests for exceptions to/and justification for exceptions to the DDL must be submitted to AFAAO.
10. Re-delegation: Specify the extent of re-delegation of authority (if any) permitted to subordinate activities.

NOTES:

1. Include OPRs address, phone number, file number, and date.
2. Insure DDL is marked to the highest classification.
3. Commanders and supervisors of exchange personnel must be fully familiar with the DDL.
4. The DDL is not releasable to the exchange personnel in question.

[CLASSIFICATION]

Attachment 6

SAMPLE POSITION REVALIDATION MEMORANDUM

MEMORANDUM FOR AFAAO

FROM: MAJCOM/FDO (Foreign Disclosure Office)

Address

City, State, Zip

SUBJECT: Revalidation of Foreign Exchange Personnel Position (Position Number)

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

FOR THE COMMANDER

(Signature)

(Name, Rank, USAF)

(Title)

(List Attachments)

cc: AFPC/DPASF w/Position Description

AFAAO w/Position Description