

3 SEPTEMBER 2004



Operations Support

INTERNATIONAL PROGRAMS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the Maxwell AFB Electronic Publications web page at: <http://www.maxwell.af.mil/msd/pubs/index.htm>. If you lack access, contact the Publications Management Office.

OPR: HQ AU/IAP
(Mr. George F. McCarthy, Jr.)
Supersedes AUI 16-102, 25 February 2004

Certified by: HQ AU/IA
(Lt Col John H. Ide)
Pages: 11
Distribution: F

This instruction provides Air University (AU) and tenant organization personnel with necessary program guidance on responsibilities and procedures in dealing with international programs including military students and their dependents, foreign national visits, regional military contact programs, lecturers, conferences, symposia, instructor exchanges, the personnel exchange program, and with the disclosure of military information to foreign nationals or their representatives. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) (available at <https://webrims.amc.af.mil>).

★ SUMMARY OF REVISIONS

This interim change: incorporates IC 2004-2 (Attachment 3); incorporates the IDEC program into this instruction (3.1.2.11.); prescribes AU Form 857, **Certificate of Appreciation**, (3.1.2.12.); and clarifies recipients of the AU IMT 197, **Certificate of Completion** (3.2.1.8.). A star (★) indicates a revision from the previous edition.

1. Policy. HQ AU/IA is responsible for oversight of all AU international programs including, but not limited to, international Professional Military Education (PME) students, international exchanges, visits, foreign disclosure, and other programs involving contact with foreign militaries, foreign governments, international organizations or their representatives.

2. General Information. Air University supports US national security goals by conducting international activities that further coalition warfighting capability, enhance collective security and regional stability, and foster international cooperation. HQ AU/IA oversees these activities, providing assistance to AU organizations (including Air Force Institute of Technology (AFIT)) and international officers (IO) and their families, and visitors to AU. Further, HQ AU/IA

provides a central point of contact for international matters to aid AU/CC in accomplishing the AU mission.

3. Responsibilities and Procedures.

3.1. Director, International Affairs (HQ AU/IA):

3.1.1. HQ AU/IA is responsible for oversight and advocacy of AU international programs and policies. HQ AU/IAD holds redelegated disclosure authority through SAF/IAPD from the HQ AETC Foreign Disclosure Office for United States Air Force military information under AU cognizance. AFIT/IA holds redelegated disclosure authority from the HQ AETC Foreign Disclosure Office for United States Air Force military information under AFIT cognizance.

3.1.2. HQ AU/IA:

- 3.1.2.1. Develops, disseminates, and implements policy guidance for direction, integration, and supervision of AU international programs and activities.
- 3.1.2.2. Appoints an International Military Student Officer (IMSO) for Maxwell AFB and confirms the AFIT Commandant's nominee for an AFIT IMSO.
- 3.1.2.3. Provides guidance, review, and approval of an International Family Orientation Program (IFOP) and a sponsorship program.
- 3.1.2.4. Provides guidance and oversight of the Department of Defense Informational Program (DOD IP) for AU and AFIT.
- 3.1.2.5. Coordinates and tracks all visits of international military personnel and other official parties involving international visitors to include orientation tours, regional military contact programs, and special events.
- 3.1.2.6. Represents AU to outside agencies conducting international programs.
- 3.1.2.7. Reviews trend indicators, procedures, and surveys for international programs.
- 3.1.2.8. Oversees the Personnel Exchange Program (PEP) in AU.
- 3.1.2.9. Oversees foreign disclosure matters for AU and AFIT.
- 3.1.2.10. Oversees International Officer School's (IOS) responsibility for conducting IFOP each year.
- ★3.1.2.11. Oversees International Officers School's responsibility for conducting International Dependents English Course (IDEC) each year. This program is formalized by the IOS Instruction Division Chief.

- ★3.1.2.12. Upon completion of the IDEC program international participants will be issued a certificate of completion on AU IMT 197, **International Officer School Certificate**, and IDEC program volunteer participants will be issued a certificate of appreciation on AU Form 857, **Certificate of Appreciation**.

3.2. International Military Student Officer (IMSO). The IMSO is responsible for management and oversight of all international students assigned to AU schools. In performing these responsibilities, an IMSO is authorized to communicate directly with the Air Force Security Assistance Training (AFSAT) and United States Air Force functional manager. IMSOs are required on station at both AU and AFIT.

3.2.1. The IMSO:

- 3.2.1.1. Maintains official personnel records and directs administrative actions for international military students (IMS) and exchange personnel such as pay, mail, transportation, billeting, reports, and country requests.
- 3.2.1.2. Reviews, approves, and implements an appropriate DOD Informational Program (DOD IP) as outlined in the Joint Security Assistance Training (JSAT) manual and Defense Security Cooperation Agency (DSCA)-DOD Information Program (IP) Handbook.
- 3.2.1.3. Conducts International Liaison Officer (ILO) orientation on an as needed basis.
- 3.2.1.4. Formalizes, implements, and maintains a base and community awareness program for IMSs, and where possible, a local sponsor program.
- 3.2.1.5. Provides AU staff assistance on international student, visitor, and faculty affairs.
- 3.2.1.6. Escorts international students on AU-sponsored or approved activities or trips (or assigns staff members for escort duties).
- 3.2.1.7. Formalizes an International Family Orientation Program (IFOP).
- ★3.2.1.8. Upon completion of the IFOP program, **international participants** will be issued a certificate of completion on AU IMT 197, **International Officer School Certificate**, and IFOP program volunteer participants will be issued a Certificate of Appreciation on AU Form 857, **Certificate of Appreciation**.

3.3. International Liaison Officers (ILO). ILOs represent individual school's interests and concerns with IMSs to the IMSO to meet AU international program goals. ILOs directly interface with IMSs and coordinates between their school and the IMSO.

3.3.1. The ILO:

- 3.3.1.1. Is designated to HQ AU/IA or AFIT/IA by the school commandant, commander, director, or AFIT dean and serves as the single contact point with the school for international and international student affairs.
 - 3.3.1.2. Is comparable in rank or grade to students, works with the IMSO to develop the individual DOD IP school schedule, and serves as escort officer or pay agent as needed.
 - 3.3.1.3. Obtains necessary orientation from their designated IMSO.
 - 3.3.1.4. Refers requests by IMSs, visiting foreign nationals, or other non-US entities for release of classified or unclassified military information to HQ AU/IAD or AFIT/IA.
 - 3.3.1.5. Refers special student administration or welfare problems to the appropriate IMSO.
 - 3.3.1.6. Forwards AF Form 475, **Education/Training Record**, or required training records, on each IMS to the appropriate IMSO not later than three working days after graduation date.
- 3.4. Foreign Disclosure Branch (HQ AU/IAD). HQ AU/IAD is responsible for information disclosure in accordance with AFD 16-2, Disclosure of Military Information to Foreign Governments and International Organizations. The interfacing publication, AFI 16-201, Disclosure of Military Information to Foreign Governments and International Organizations (C), provides specific guidance. AFIT/IA is responsible for AFIT foreign disclosure issues and receives further policy guidance from HQ AU/IAD. AFIT deans conduct a first-level screening of materials requested for release. Upon completing their review, they forward a written recommendation of release or non-release with requested materials to AFIT/IA for final determination.
- 3.5. International Policy and Programs Branch (HQ AU/IAP). HQ AU/IAP is responsible for policy guidance and program execution of AU international programs, including but not limited to, the personnel exchange program (PEP), travel and lecture teams, and regional contact programs, consulting, instructing, symposia, and conferences. AFIT/IA is responsible for AFIT programs and receives additional policy guidance as required from HQ AU/IAP.

4. Foreign National Visits. The Director, International Affairs, has staff supervision of all AU international visitor programs. Official visits by foreign nationals to AU normally are pre-approved by the Under Secretary of the Air Force for International Affairs, Disclosure Division (SAF/IAPD) in accordance with AFI 16-201.

- 4.1. HQ AU/IA is informed of all foreign visit requests, including direct requests to individual organizations and invitations by AU units or agencies. HQ AU/IAD is responsible to clear visits with SAF/IAPD through AETC Foreign Disclosure channels.

4.2. AFIT/IA is informed of all AFIT foreign visit requests, including direct requests to individual organizations and invitations by AFIT units or agencies. AFIT/IA is responsible to clear visits with SAF/IAPD through AETC Foreign Disclosure channels.

4.3. Responsibilities for hosting international visits fall into one of three categories:

4.3.1. International visits that include general officers or civilians of equivalent rank. AU or AFIT Protocol, respectively, is OPR for visit; HQ AU/IAD or the AFIT IMSO identifies the POC to SAF/IAPD through AETC Foreign Disclosure channels.

4.3.2. International visits of colonels and below or civilians of equivalent rank visiting multiple organizations. HQ AU/IAD or AFIT/IA, as appropriate, provides visit purpose, background, US policy goals and other information to aid organizations in visit preparations. Each organization visited supplies a POC and HQ AU/IAD or AFIT/IA coordinates on the visit through AETC Foreign Disclosure channels.

4.3.3. International visits of colonels and below or civilians of equivalent rank visiting a single organization. The hosting organization designates a project or escort officer; AU/IAD or AFIT/IA identifies the POC to SAF/IAPD through AETC Foreign Disclosure channels.

4.4. Project officers coordinate with HQ AU/IAD and HQ AU/IAP on details of the visit itinerary, disclosure and visit clearance.

5. Regional Military Contact Programs. These programs are established to enhance US security objectives by promoting a democratic orientation of regional military forces and increasing US access and influence in a particular region. AU supports these programs by providing teams for exchanges and by hosting visiting groups.

5.1. HQ AU/IAP is the lead agency for all regional military contact events and coordinates requirements and scheduling with other AU organizations. AFIT/IA provides support for AFIT involvement by coordinating directly with HQ AETC on such events.

5.1.1. HQ AU/IAP designates a POC for all regional military contact events. This POC is responsible for initial coordination of the event, support for the AU team members, consolidating and submitting the after action report to HQ AU/IAP within 10 days.

5.1.2. HQ AU/IAP provides a checklist, travel orders, and helps secure country and theater clearances to assist AU team members participating in regional contact programs.

5.1.3. Requests for AU participation in regional military contact programs, including lectures, symposia and conferences, are coordinated with HQ AU/IAP or AFIT/IA.

5.2. Participants in regional military contact programs are responsible for:

5.2.1. Obtaining passports, visas, and immunizations.

5.2.2. Ensuring HQ AU/IAD or AFIT/IA has cleared all materials to be presented for foreign disclosure.

5.2.3. Assisting with reciprocal events hosted by an AU organization if they were AU travel team participants who visited that country.

6. Personnel Exchange Program. HQ AU/IAP is OPR for all exchange program requests and coordinates with AU organizations participating in the program to update position descriptions, request new positions, or eliminate an existing position.

7. Foreign Disclosure. It is US Government policy to treat classified and unclassified military information as a national security asset to be shared with foreign governments and international organizations only where there is a clearly defined advantage to the United States. It is also US policy to avoid creating a false impression of its readiness to make available military material, technology, or information. SAF/IA holds Air Force disclosure authority. Disclosure authority is delegated to Air Force MAJCOMs by means of a delegation of disclosure authority letter (DDL). AETC has redelegated disclosure authority for AU to HQ AU/IAD and for AFIT materials to AFIT/IA.

7.1. Requests for documents containing United States Air Force military information must be submitted in writing to HQ AU/IAD or AFIT/IA. Ideally, requests should be from an appropriately authorized foreign government agent or agency, for example, the country's accredited military attaché.

7.2. Foreign disclosure review does not apply to information previously reviewed by Public Affairs for security and policy and subsequently cleared for release into the public domain, nor does it apply to information previously released under the Freedom of Information Act.

7.3. All AU school course materials issued to foreign students are reviewed for releasability by HQ AU/IAD or the AFIT/IA, respectively. Once materials are cleared for disclosure, foreign students require no further authorization to obtain course materials.

7.4. Guest lecturers are notified by the respective visited organization if foreign students are present in lectures. The lecturer is responsible to ensure that the material presented meets disclosure criteria.

7.5. HQ AU/IAD coordinates on PEP position descriptions and maintains all requisite classified delegation disclosure authority letters (DDL) covering those positions through AETC MAJCOM Foreign Disclosure Office.

8. Student Award of AU Badge and Certificate (AU Form 404, Air University Badge). The AU Badge and a certificate, signed by the AU Commander, is awarded to international students upon completion of a Professional Military Education (PME) or Professional Continuing Education (PCE) course at Air University. Only one badge and certificate will be awarded per student regardless of the number of courses attended per tour. Students can earn an additional badge and certificate for completion of a subsequent in-residence course. AU will not be responsible for replacing lost or damaged badges of former students. Individuals will be advised where they may purchase additional and or replacement badges.

8.1. Ordering AU Badges is the individual responsibility of AU/IA and AFIT/IA. Badges are ordered directly from the manufacturer, The Supply Room, in Anniston Alabama. AU/IA is responsible for the printing and distribution of certificates (AU Form 404). Requests for certificates are submitted to HQ AU/IA at least sixty days in advance of need.

★8.2. Prescribed Forms/IMTs. AU IMT 197, International Officer School Certificate; AU Form 404, Air University Badge; AU Form 857, Certificate of Appreciation. Adopted forms: AF IMT 475, Education/Training Record

JOHN H. IDE, Lt Col, USAF
Director, International Affairs

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

AFPD 16-2, *Disclosure of Military Information to Foreign Governments and International Organizations*

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

Abbreviations and Acronyms

AETC—Air Education and Training Command

AFI—Air Force Instruction

AFIT—Air Force Institute of Technology

AFPD—Air Force Policy Directive

AFSAT—Air Force Security Assistance Training

AU—Air University

DDL—Delegation of Disclosure Authority Letter

DOD—Department of Defense

DSCA—Defense Security Cooperation Agency

HQ—Headquarters

★**IDEC**—International Dependents English Course

IFOP—International Family Orientation Program

ILO—International Liaison Officer

IMS—International Military Student

IMSO—International Military Student Officer

IP—Information Program

ITO—Invitational Travel Orders

IO—International Officer

IOS—International Officer School

JSAT—Joint Security Assistance Training

MAJCOM—Major Command

OPR—Office of Primary Responsibility

PEP—Personnel Exchange Program

PCE—Professional Continuing Education

PME—Professional Military Education

POC—Point of Contact

USAF—United States Air Force

Terms

Department of Defense Informational Program (DOD IP). This program affords an opportunity for IMSs to become familiar with the United States, its social, cultural, military, economic, and political institutions, and its people and their way of life.

International Military Student (IMS). A national of a foreign government with either military or civilian status with that government receiving education or training on invitational travel orders (ITO) under the sponsorship of a security assistance program.

International Military Student Officer (IMSO). The individual appointed to provide administrative support and assistance to IMSs.

International Liaison Officer (ILO). The individual within a school appointed to assist the IMSs assigned to that specific school.

★**International Dependents English Course (IDEC).** Program designed to assist international dependents improve their conversational English skills.

International Family Orientation Program (IFOP). Program to assist the families of IMSs to become familiar with the local area and its customs, as well as the social and day-to-day requirements while living in the US.

Foreign Disclosure. Release of US military information or materials to foreign governments, international organizations, and their duly authorized representatives.

Personnel Exchange Program (PEP). The assignment of foreign military personnel to faculty and advisory positions with United States Air Force schools and organizations. These typically are matched by a United States Air Force military member's being assigned to a similar position in the service of another country's Air Force.

Attachment 2**IC 2004-1, AIR UNIVERSITY INSTRUCTION 16-102, *INTERNATIONAL PROGRAMS***

25 February 2004

★ *SUMMARY OF REVISIONS*

This change incorporates IC 2004-1 (Attachment 2), updates the certifying official and approval authority, formally prescribes AU IMT 197, **International Officer School Certificate/Diploma**, into subject document in order to be compliant with AETC directives (paragraphs 3.2.1.8), and updates paragraph 8.2. A (★) indicates a revision from the previous edition.

★ Add paragraph 3.2.1.8. Upon completing the IFOP program, individuals will be issued a certificate of completion on AU IMT 197, **International Officer School Certificate/Diploma**.

★ Change paragraph 8.2 to read, “Prescribed Forms/IMTs: AU IMT 197, 20040201 V1, (Blank) **International Officer School Certificate/Diploma**; AU Form 404, **Air University Badge**. Adopted forms: AF Form 475, **Education/Training Record**.”

Attachment 3

IC 2004-1, AIR UNIVERSITY INSTRUCTION 16-102, *INTERNATIONAL PROGRAMS*

3 September 2004

★*SUMMARY OF REVISIONS*

This interim change: incorporates IC 2004-2 (Attachment 3); incorporates the IDEC program into this instruction (3.1.2.11.); prescribes AU Form 857, **Certificate of Appreciation**, (3.1.2.12.); and clarifies recipients of the AU IMT 197, **Certificate of Completion** (3.2.1.8.). A star (★) indicates a revision from the previous edition.

★3.1.2.11. Oversees International Officers School's responsibility for conducting International Dependents English Course (IDEC) each year. This program is formalized by the IOS Instruction Division Chief.

★3.1.2.12. Upon completion of the IDEC program international participants will be issued a certificate of completion on AU IMT 197, **International Officer School Certificate**, and IDEC program volunteer participants will be issued a certificate of appreciation on AU Form 857, **Certificate of Appreciation**.

★3.2.1.8. Upon completion of the IFOP program, **international participants** will be issued a certificate of completion on AU IMT 197, **International Officer School Certificate**, and IFOP program volunteer participants will be issued a Certificate of Appreciation on AU Form 857, **Certificate of Appreciation**.

★8.2. Prescribed Forms/IMTs. AU IMT 197, **International Officer School Certificate**; AU Form 404, **Air University Badge**; AU Form 857, **Certificate of Appreciation**. Adopted forms: AF IMT 475, **Education/Training Record**

★Add to Atch 1, *Abbreviations and Acronyms*: **IDEC**—International Dependents English Course

★Add to Atch 1 *Terms*: **International Dependents English Course (IDEC)**. Program designed to assist international dependents improve their conversational English skills.