



Personnel

RESERVE OFFICER FOREIGN EXCHANGE  
PROGRAM

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OPR: HQ USAF/REPP (Capt Shoenhard)

Certified by: HQ USAF/RE  
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Pages: 9

Distribution: F

This instruction implements Department of Defense (DoD) Directive 1215.15, *Reserve Officers Foreign Exchange Program*, December 29, 1986, with Change 1. It establishes the *United States Air Force (USAF) Reserve Officer Foreign Exchange Program* (hereafter referred to as "the Program") under which certain officers are temporarily exchanged between the US Air Force Reserve Component forces and military forces of other nations. Only US Air Force Reserve Component officers of the Air National Guard and Air Force Reserve (hereafter referred to as "the Guard" and/or "the Reserve"), not serving on extended active duty, are eligible to participate as exchange officers under the Program. This instruction does not apply to any personnel foreign exchange programs between Active Component organizations of the US Air Force and other nations. The United States and certain foreign nations have pledged military cooperation, to include cooperation by Reserve Component forces. Selected Guard and Reserve officers must therefore familiarize themselves with the structure, organization, equipment, and operational doctrine of the military services of other nations, and gain practical experience in cooperation with foreign military personnel. The Program achieves these goals through short-term reciprocal exchanges of selected Guard and Reserve officers and military reserve officers of other nations.

Send comments and suggested improvements on AF Form 847, **Recommendation for Change of Publication**, through channels, to HQ USAF/RE, 1150 Air Force Pentagon, Washington DC 20330-1150.

This document applies to the Air National Guard.

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**1. Program Concept:**

1.1. The Program is a reciprocal exchange of non-extended active duty Guard and Reserve officers and military reserve officers of selected foreign nations, as agreed to by parent services and governments. The period of exchange will be 2-to-4 weeks in length and exchanges need not run on a concurrent basis. The primary objective of the exchange will be to enhance the participants’ abilities to perform assigned mobilization duties.

1.2. A Guard or Reserve officer exchanged will be assigned to a counterpart position in the host nation's Air Force and a foreign reserve officer will be assigned to a counterpart position in the continental United States- (CONUS) based Guard or Reserve. When a Guard or Reserve officer to be exchanged has no qualified and available counterpart in the host nation's Air Force (or none exists in the Guard or Reserve for a foreign officer), an exchange of *comparable* officers may be considered. Comparable officers are similar in rank and skills, if not in duties. If no comparable officers are available, a nonreciprocal ("one-way") exchange may be considered.

1.3. Assignment of Guard and Reserve officers to a position in a host nation's ground or sea-service, or assignment of foreign ground or sea-service officers to CONUS-based Guard or Reserve units will be considered if no Air Force counterpart positions are available, and if the purpose of the exchange is to enhance mutual understanding of combined operations.

**2. Exclusions.** All categories of foreign personnel exchange between active components of the US Air Force and foreign nations are excluded under this instruction. The following categories of Guard and Reserve officers are also ineligible if, at the time of the exchange, the officer:

2.1. Will be serving on extended active duty under Title 10 or Title 32, United States Code.

2.2. Is not assigned to a training Category A unit or B Individual Mobilization Augmentee (IMA) position, having completed at least 12 months of satisfactory participation in this position.

2.3. Does not have at least 12 months retainability in a training Category A unit or Category B IMA position.

### 3. Responsibility and Control:

3.1. No commitment to exchange Guard and Reserve officers will be made without full and final approval of an applicable memorandum of understanding (MOU) by ASD/RA. Program Coordinators will submit proposed MOUs, or amendments to existing MOUs, to SAF/MIR. SAF/MIR will coordinate all MOU issues with ASD/RA. SAF/MIR, as Program Administrator, will monitor the overall program, screen, and make final selection of Guard and Reserve officers proposed for exchange.

3.2. The Director, Air National Guard, and the Chief, Air Force Reserve, will each designate a program coordinator with the following responsibilities:

3.2.1. In accordance with the Program Concept, identify those units or organizations with counterpart positions suitable for exchange with military services of other nations.

3.2.2. Widely disseminate information about the Program within each Reserve Component to ensure maximum participation by qualified officers.

3.2.3. Identify officers most likely to benefit; select best qualified applicants as candidates for exchange.

3.2.4. Develop any proposed changes to MOUs as required. Submit all proposed changes on MOUs to SAF/MIR for service approval.

3.2.5. During all periods of exchange, monitor foreign Exchange Reserve Officers hosted by the Guard and Reserve, and Guard or Reserve officers hosted by foreign services. Provide guidance or assistance, as required. Report to SAF/MIR immediately any serious irregularity concerning an exchange reserve officer.

3.2.6. Obtain performance feedback from supervisors of Exchange Reserve Officers and end-of-tour reports from all participating exchange officers (both Guard and Reserve and foreign) for purpose of fine-tuning the Program. Consolidate and forward end-of-tour reports to SAF/MIR forward performance feedback reporting on Guard and Reserve officers through their immediate chain of command. Forward performance feedback on foreign officers to their parent service upon request.

3.2.7. Prepare and submit a final report on the *Exchange Reserve Officer Program* to SAF/MIR no later than 1 November each year. The report will be a wrapup of operations for the previous fiscal year, to include cost data to operate the program and any recommendations for the program improvement.

**4. Criteria for Selection.** Guard and Reserve candidates for exchange will be highly competent in their military specialty, well-informed on both the Active and Reserve Components of the US Air Force, positive, diplomatic and professional in appearance. Fluency in a language of the host nation is desirable and may be required under terms of some MOUs.

**5. Criteria for Establishing a Reserve Officer Exchange.** Program Coordinators will consider the following criteria in evaluating requests to establish or revalidate exchange positions:

- 5.1. Possible politico-military advantages to other nations and national security interests of the United States.
- 5.2. Potential usefulness of exchange officers within the Guard or Reserve and the foreign military service.
- 5.3. Foreign disclosure limitations, AFI 16-201, *Disclosure of Military Information to Foreign Governments and International Organizations*.
- 5.4. Financial costs in selecting officers for exchange duty, preparing foreign officers for duty with the Guard or Reserve (costs of orientation, training, transportation, etc.), and manpower costs for program administration.

**6. Exchange Reserve Officer Command and Supervisory Responsibility .** Subject to any limitation in the host or parent nation's laws, Exchange Reserve Officers exercise supervisory responsibilities similar to those exercised by an officer of the host service employed in a similar position. They receive the same rights and privileges afforded host air force officers of equivalent grade and rank, to the extent authorized by the host nation's laws. Exchange Reserve Officers will not serve in unit command positions, exercise disciplinary powers over host air force personnel, or administer discipline to host nation civilian employees unless mutually agreed to. Exchange Reserve Officers will not serve in positions affording uncontrolled access to military correspondence or documentation. They are not authorized pecuniary or other responsibilities that host nation laws or directives would prevent host nation officers from assuming.

**7. Status of Exchange Reserve Officers.** The legal status of an Exchange Reserve Officer from a North Atlantic Treaty Organization (NATO) member country that is a party to the NATO Status of Forces Agreement (SOFA) is governed by that agreement. In such cases, the MOU should include provision confirming application of the NATO SOFA. The legal status of Exchange Reserve Officers in the United States from nations not party to the NATO SOFA should be covered in the MOU by providing reciprocal privileges for Exchange Reserve Officer to the extent authorized by host nation law (e.g. exemption from host nation customs duties and income taxes).

**8. Use of Exchange Reserve Officers During Hostilities.** Exchange Reserve Officers will not participate in, nor directly or indirectly support, combat operations of the host government. In event of involvement of the host service's parent government in hostilities, or preparation for imminent hostilities, Exchange Reserve Officers will terminate their duties until further instructions are received from their parent government. In no case will the host government allow an Exchange Reserve Officer to be assigned to duty in areas of hostilities, imminent hostilities, or any other situation where the officer's presence could jeopardize the interests of either government. Exchange Reserve Officers will also not perform any type of armed alert or guard duty.

**9. Disclosing US Classified Military Information:**

- 9.1. The host service commander or supervisor of the Exchange Reserve Officer will determine the level of security access required by the officer, if any. Access to classified information will be kept to the minimum required to accomplish the job. If access to US classified military information is

required, US Air Force disclosure policy is stipulated in AFI 16-201, certain directive and instructions issued by headquarters US Air Force, and appropriate disclosure delegations to major commands. Commanders and supervisors contemplating disclosure of classified information to an Exchange Reserve Officer must be thoroughly familiar with all applicable security requirements.

9.2. US security clearances are not granted to foreign Exchange Reserve Officers, however temporary access may be granted upon advance presentation by the parent government of an appropriate individual security clearance. Access to NOFORN (No foreign dissemination-type caveated material) is prohibited unless the material is specifically marked as releasable to the foreign officer's nation. Exchange Reserve Officers must comply with DoD Regulation 5200.1-R/AFI 31-401, *Managing the Information Security Program*, for requirements in safeguarding US classified military information. Address any security-related questions to SAF/MIR.

9.3. The Program Coordinator will inform the Guard or Reserve officer of any security requirements -with the host service, and if required, ensure that the officer's individual security clearance is received by the host government without delay. The Exchange Reserve Officer at all times will comply with the security laws, publications and procedures of the host government and military service.

## **10. Quarters, Rations, Commissary, Exchange, Medical and Dental Services:**

10.1. The host government will provide quarters and rations to Exchange Reserve Officers on the same basis and to the same extent as provided for its own officers. The officer is responsible for paying charges the host government makes for quarters, rations and other services. Guard and Reserve exchange officers will be reimbursed to the extent permitted by law and policy for the cost of host country quarters provided on a rental basis.

10.2. The host service will grant Exchange Reserve Officers access to military medical and dental service to the same extent they provide such services to their own officers, subject to any limits required by law or regulation.

10.3. Host services will grant Exchange Reserve Officers access to government-operated commissaries, exchanges, clubs and recreational facilities to the same extent they provide such services to their own officers, subject to any limits required by law or regulations.

## **11. Financial Responsibilities:**

11.1. To the extent authorized by law, the parent service is responsible during periods of exchange for the following:

11.1.1. Basic pay and cash allowances; per diem and round-trip travel costs between point-of-origin and location of assignment of the Exchange Reserve Officer.

11.1.2. Appropriate compensation for loss of, or damages to, the uniform or other personal equipment of the Exchange Reserve Officer.

11.1.3. Cost of shipping remains and/or funeral expenses in event of death of the Exchange Reserve Officer.

11.1.4. Expenditures in connection with any special duty performed on the parent government's or service's behalf.

11.1.5. Cost of medical or dental services provided to the Exchange Reserve Officer to the extent host government laws and regulations require payment the officer has not made.

11.2. To the extent authorized by its laws, the host service is responsible during the period of exchange for providing transportation or the cost of the transportation when temporary duty (TDY) travel is directed by the host service. The host government may amend or supersede policy concerning this provision as agreed to in the MOU.

**12. Claims Settlement.** The host service will not present a claim for damage to government property of the host service or government against the Exchange Reserve Officer or the parent service or government. Other claims (other than contractual claims) arising out of acts or omissions of an Exchange Reserve Officer, within or outside the performance of official duty, may be submitted to the parent service for settlement according to the laws and regulations of the parent nation. Nothing in this instruction, however, will affect any right a claimant may have under host nation law to file a claim in the host nation's courts or administrative bodies.

**13. Disciplining Exchange Reserve Officers.** Exchange Reserve Officers will comply with the host service regulations, orders, instructions, and customs insofar as they apply and are consistent with the parent government's laws and service regulations. An officer who commits an offense against the laws or regulations of either the parent or host government may be withdrawn from the *Reserve Officer Exchange Program* with a view toward further administrative or disciplinary action by the parent service. The host service must not take disciplinary action against exchange personnel, unless otherwise provided in an applicable SOFA or similar agreement. However, Exchange Reserve Officers are subject to the criminal laws of the host nation and may be prosecuted by the civil authorities of the host nation for any violation of such laws. Consistent with their respective laws and regulations, the host services should cooperate with the parent service in carrying out of administrative or disciplinary action against the offender.

**14. Wear of the Uniform.** The Exchange Reserve Officer must comply with the parent service uniform regulations. The uniform for any occasion is that which most nearly conforms to the order of dress of the host service unit in which the officer is serving. Local commanding officers will not issue to Exchange Reserve Officers instructions that they cannot comply with by reason of difference in dress regulations. To help ensure that the Guard or Reserve Officer is properly uniformed during exchange periods, the Program Coordinator will inform the officer if special uniform requirements apply (mess dress, utility, flight suit, etc.) or if duty is likely to occur under extreme weather conditions of heat, cold, wet, etc. Guard and Reserve officers will comply with AFI 36-2903, *Dress and Personal Appearance of Personnel* standards throughout the period of exchange. For security or political reasons, the program Coordinator or designated authority may authorize Exchange Reserve Officers temporary wear of civilian clothes. Civilian clothing allowance is not authorized during such periods.

**15. Dependent Travel.** Dependents are not authorized to accompany Exchange Reserve Officers during periods of exchange. Any dependents electing to accompany the officer do so at their own expense and risk.

**16. Duty Hours, Leave and Passes, Scheduling of Exchanges.** Exchange Reserve Officers will work the duty hours of the host service and will not be granted leave during exchange periods. Passes may be granted according to legal entitlements and parent service regulations or instructions. To maximize interaction time with host personnel, periods of exchange should not include more than one host service holi-

day if holidays result in lost on-duty time for the exchange officer. If the exchange period does include either a host service holiday or a parent service holiday, the Exchange Reserve Officer will observe host service holiday schedules, and may also observe parent service holiday schedules if agreed to by the host service supervisor.

**17. Flying Status and Flying Facilities.** When flying duty is required during exchange periods, Guard and Reserve officers who possess current aeronautical ratings, and are qualified to perform in their rated specialty, will perform flying duty according to the host service's or government's directives. Rated, current, foreign Exchange Reserve Officers assigned to a counterpart flying job in the CONUS-based Guard or Reserve unit, will be on flying status and permitted use of all available flying facilities allowed by US Air Force, Air National Guard, and or Air Force Reserve instructions.

JOHN A. BRADLEY, Brig General, USAF  
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## Attachment 1

## GLOSSARY OF REFERENCES, ABBREVIATIONS, ACRONYMS, AND TERMS

*References*

Title 10, United States Code

Title 32, United States Code

DoD Directive 1215.15, *Reserve Officer Foreign Exchange Program*, with Change 1

DoD Regulation 5200.1-R/AFI 31-401, *Managing the Information Security Program*

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

*Abbreviations and Acronyms*

**AFR**—Air Force Reserve

**ANG**—Air National Guard

**ASD/RA**—The Assistant Secretary of Defense for Reserve Affairs

**CONUS**—Continental United States

**DoD**—Department of Defense

**IMA**—Individual Mobilization Augmentee

**MOU**—Memorandum of Understanding

**NATO**—North Atlantic Treaty Organization

**NOFORN**—No Foreign Dissemination

**OPR**—Office of Primary Responsibility

**POC**—Point of Contact

**SAF/MIR**—The Deputy Assistant Secretary of the Air Force (Reserve Affairs)

**SOFA**—Status of Forces Agreement

**TDY**—Temporary Duty

**USAF**—United States Air Force

*Terms*

**Exchange Reserve Officer**—A Guard or Reserve officer temporarily attached to a foreign military service, or a foreign reserve officer temporarily attached to a continental United States-based Guard or Reserve unit or headquarters under this Program.

**Host Government**—The government responsible for hosting an Exchange Reserve Officer.

**Host Reserve Component**—The Guard or Reserve organization hosting an Exchange Reserve Officer.

**Host Service**—The military service hosting an Exchange Reserve Officer.



**Memorandum of Understanding (MOU)**—An agreement between the United States Department of Defense and the ministry of defense of a foreign state establishing an exchange program for individual reserve officers. The Assistant Secretary of Defense for Reserve Affairs (ASD/RA) is responsible for generating all MOUs relating to the program.

**Parent Government**—The government to which an Exchange Reserve Officer's military service belongs.

**Parent Service**—The military service to which the Exchange Reserve Officer belongs.

**Parent Reserve Component**—The US Air Force Reserve Component (Guard or Reserve) to which the Exchange Reserve Officer belongs.

**Reserve Officer Foreign Exchange Program Coordinators**—(*hereafter referred to as the "Coordinator(s)"*)--Two officers--one designated by the Director, Air National Guard, and one designated by the Chief, Air Force Reserve --- who coordinate the Program within their respective US Air Force Reserve Components.

**Reserve Officer Foreign Exchange Program Administrator** (*hereafter re—ferred to as the "Administrator"*)--A designated officer within the Office of the Deputy Assistant Secretary of the Air Force (Reserve Affairs)(SAF/MIR), who determines program policy, administers the program, and serves as program office of responsibility or action officer.

**US Air Force Reserve Components**—The Air National Guard (ANG) and the Air Force Reserve (AFR).