



**INTERNATIONAL PERSONNEL EXCHANGE
PROGRAM (PEP)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFAAO, 1080 Air Force Pentagon (5B284), Washington DC 20330-1080

AFI 16-107, 10 August 1994, is supplemented as follows: (This supplement does not apply to Air National Guard and US Air Force Reserve units.)

2.2. Send new foreign exchange proposals through the Numbered Air Force (NAF) to HQ AMC/INF.

2.3.1. HQ AMC/INF (Foreign Disclosure Office (FDO) coordinates the proposal with AMC headquarters staff, i.e., DP and functional area, and sends to the Air Force Attache Affairs Office (AFAAO) and SAF/IAD (Disclosure Division) for final approval.

3.2.3.2. The exchange officer's supervisor sends a request for tour length adjustment to HQ AMC/INF. HQ AMC/INF approves adjustments up to 36 months (including training) providing AFPC/DPAJC and parent service concur. HQ AMC/INF will send requests for over 36 months (including training) to AFAAO for final decision.

3.6.1. When an exchange officer's unit of assignment changes, the supervisor notifies HQ AMC/INF in writing, with an information copy to SAF/IAD, AFAAO, and AFPC/DPAJC.

3.6.2.1. (Added) Changes to the DCMIS are sent to HQ AMC/INF. Indicate if the disclosure is on a one-time basis or an amendment to the current DCMIS. Include justification for each document and/or equipment item added.

3.6.2.2. (Added) Review the DLL to ensure the additional requirement does not conflict with established limitations.

3.6.3. When the duty description significantly changes, but the location remains the same, the supervisor sends a revised PD and DCMIS according to paragraph 2.2.(supplemented). When the duty location changes, the supervisor notifies HQ AMC/INF in writing, with an information copy to HQ AFPC/DPAJC, SAF/IAD, and AFAAO.

4.1. HQ AMC/INF will notify the exchange officer's unit of assignment when the assigned position requires revalidation. If there are no changes to the PD and DCMIS, the supervisor will send a letter stating the PD and DCMIS are current and do not require change. If there are significant changes, send an updated PD and DCMIS to HQ AMC/INF.

4.1.3.2. HQ AMC/INF sends the approved package with disclosure guidance to the foreign exchange officer's supervisor; information copy to AFMPC/DPAJC. If the exchange officer is assigned to an aircrew position, a copy of the approved package is sent to the supporting intelligence unit.

4.3.1.1. Send a request to delete an exchange position through the NAF to HQ AMC/INF. HQ AMC/INF will coordinate with HQ AMC staff prior to sending to AFAAO.

4.5. Access to classified and sensitive information is strictly controlled by the DCMIS. The list consists of publications, reports, equipment items, exercise participation, and formal training. If it is not listed on the DCMIS, it is not authorized for disclosure. Refer to paragraph 3.6.2.1. (Added) to change disclosure requirements.

5.4.1. Prior to deploying a foreign exchange officer, the supervisor sends a request to HQ AMC/INF who asks for parent government concurrence through AFAAO. The exchange officer's supervisor will submit a request to HQ AMC/INF to obtain parent government concurrence. Verbal approval from the exchange officer's embassy is not sufficient.

9.5.1. Send four copies of the report through channels to HQ AMC/INF for final review and submission to SAF/IAD for release to the parent service

9.5.2. The supervisor will include the following statement in the letter of transmittal: "I certify this report does not contain classified information and is accurate and factual."

10.6. HQ AMC/INF is the command FDO and program manager responsible for foreign officers assigned to AMC.

10.9.3. AMC units will include HQ AMC/INF as addressee on all correspondence regarding AMC foreign exchange officers.

THOMAS A. STEVENSON, Colonel, USAF
Director of Intelligence