

**BY ORDER OF THE  
SECRETARY OF THE AIR FORCE**

**AIR FORCE INSTRUCTION 36-2631**

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**Personnel**

**MILITARY RESERVE EXCHANGE  
PROGRAM**

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This publication implements Air Force Policy Directive (AFPD) 36-26, *Total Force Development and Management*. It establishes the Military Reserve Exchange Program, formerly known as the *Reserve Officer Foreign Exchange Program* (hereafter referred to as “the program”), under which certain officers and enlisted personnel are temporarily exchanged between the United States Air Force Reserve Component forces and military forces of other nations. In collaboration with the Deputy Chief of Staff for Manpower, Personnel, and Services, the Chief of Air Force Reserve, and the Director of the Air National Guard develop personnel policy for conducting the Military Reserve Exchange Program. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See Air Force Instruction 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the requestor’s commander for non-tiered compliance items. Refer recommended changes and questions about this publication to the Office of Primary Responsibility using Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. This instruction may be supplemented at any level, but all supplements must be routed to the publication OPR for coordination prior to certification and approval. This Instruction applies to all civilian employees and uniformed members of the Regular Air Force, the Air Force Reserve and the Air National Guard.

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## ***SUMMARY OF CHANGES***

This publication must be completely reviewed. This revision changes the name of the *Reserve Officer Foreign Exchange Program* to the *Military Reserve Exchange Program*. The revision includes both enlisted personnel and officer qualifications for the program. The revision also changes financial responsibilities for the Parent and Host services. Lastly, the revision changes responsibilities for policy development, approvals, and management of the program.

### **1. Program concept.**

1.1. 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 participants and military reserve participants of other nations. Only U.S. Air Force Reserve Component members of the Air National Guard and Air Force Reserve are eligible to participate in the Program. This instruction does not apply to any personnel foreign exchange programs between Active Component organizations of the U.S. Air Force and other nations.

1.2. The Program is a reciprocal exchange of Guard and Reserve officers, warrant officers and enlisted personnel with military participants 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, build cooperation, strengthen alliances and enhance strategic partnerships.

1.3. Each Guard or Reserve member exchanged will be assigned to a counterpart position in the host nation's Air Force and a foreign reserve member will be assigned to a counterpart position in the Guard or Reserve. When a Guard or Reserve member 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 member), an exchange of *comparable* participants may be considered. If no comparable participants are available, a non-reciprocal ("one-way") exchange may be considered.

1.4. Assignment of Guard and Reserve participants to a position in a host nation's ground or sea-service, or assignment of foreign ground or sea-service participants to 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.**

2.1. All categories of foreign personnel exchange between active components of the United States Air Force and foreign nations are excluded under this instruction. The following

categories of Guard and Reserve participants are also ineligible if, at the time of the exchange, the member (T-1):

- 2.1.1. Is serving on a voluntary limited period of active duty tour (T-1).
- 2.1.2. Is in the participating inactive ready reserve or in the inactive ready reserve (T-1).
- 2.1.3. Does not have at least 12 months retainability in the Selective Reserve (T-1).

### **3. Roles and responsibilities.**

3.1. The Assistant Secretary of Defense for Manpower & Reserve Affairs (ASD(M&RA)) has overall responsibility for the program with duties listed in DoDI 1215.15. ASD(M&RA) designates the Military Reserve Exchange Program Coordinator, who exercises oversight responsibility within the DoD for execution of the exchanges under the program.

3.2. The Secretary of the Air Force authorizes the Assistant Secretary of the Air Force Manpower and Reserve Affairs (SAF/MR) to appoint a Military Reserve Exchange Program Administrator to exercise control over the program within the Department. SAF/MR delegates this authority to the Chief of Air Force Reserve and Director, Air National Guard.

3.3. The Chief, Air Force Reserve, and the Director, Air National Guard, will designate a Military Reserve Exchange Program Administrator for their respective component with the following responsibilities (T-1):

- 3.3.1. Perform duties of the Military Reserve Exchange Program Administrator described in Department of Defense Instruction 1215.15, Enclosure 2 (Secretaries of the Military Departments and Military Reserve Exchange Program Administrator) which are hereby delegated by this Air Force Instruction.
- 3.3.2. On behalf of the Secretary of the Air Force, perform those duties assigned to the Secretaries of the Military Departments.
- 3.3.3. In accordance with the program concept, identify those units or organizations with counterpart positions suitable for exchange with military services of other nations.
- 3.3.4. Widely disseminate information about the program within the Guard or Reserve community to ensure maximum participation by qualified participants.
- 3.3.5. Develop and route any proposed changes to memorandums of understanding, as required, to ASD(M&RA).
- 3.3.6. During all periods of exchange, monitor foreign exchange participants hosted by the Guard or Reserve, and Guard or Reserve participants hosted by foreign services. Provide guidance or assistance as required.
- 3.3.7. Attend planning and after-action review symposiums with U.S. and foreign counterparts.

Obtain end-of-tour reports from all participating exchange participants.

**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 U.S. Air Force, positive, diplomatic and professional in appearance (T-1). Fluency in a language of the host nation is desirable and may be required under terms of some Memoranda of

Understanding. Candidates will be screened and selected using all requirements in Department of Defense Instruction 1215.15, *Military Reserve Exchange Program* (T-0).

**5. Criteria for establishing a military reserve exchange.** Program Administrators will consider the following criteria in evaluation requests to 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 participants within the Guard and Reserve and the foreign military service.

5.3. Foreign disclosure limitations, Air Force Instruction 16-201, *Air Force Foreign Disclosure and Technology Transfer Program* (T-1).

5.4. Financial costs in selecting participants for exchange duty, preparing foreign participants for duty with the Guard or Reserve (cost of orientation, training, transportation, etc.), and manpower costs for program administration.

**6. Reserve exchange member command and supervisory responsibility.** Subject to any limitations in the Status of Force Agreement, the Memorandum of Agreement or the Memorandum of Understanding, the host or parent nation's laws, Reserve Exchange participants exercise supervisory responsibilities similar to those exercised by military members of the host service employed in a similar position (T-1). They receive the same rights and privileges afforded host Air Force participants of equivalent grade and rank, to the extent authorized by the host nation's laws (T-1). Reserve Exchange participants will not serve in unit command positions, exercise disciplinary powers over the host Air Force personnel, or administer discipline to host nation civilian employees unless mutually agreed to by ASD(M&RA) and the appropriate ministry of defense (T-1). Reserve Exchange participants will be afforded only controlled access, in accordance with proper security clearances and need-to-know access to host military correspondence or documentation, see [paragraph 9](#) (T-1). They are not authorized pecuniary or other responsibilities that host nation laws or directives would prevent host nation participants from assuming (T-1).

**7. Status of reserve exchange participants:** The legal status of Reserve Exchange participants is defined by the applicable Status of Forces Agreement. The Memorandum of Understanding providing for Reserve Exchange participants should include provisions confirming the application of the Status of Forces Agreement (T-1). In the absence of a Status of Forces Agreement, the legal status of Reserve Exchange participants shall be governed by a Memorandum of Understanding (T-1).

**8. Use of reserve exchange participants during hostilities:** Reserve Exchange participants will not participate in, or directly or indirectly support, combat operations of the host government (T-1). In event of involvement of the host service's parent government in hostilities, or preparation for imminent hostilities, Reserve Exchange participants will terminate their duties until further instructions are received from their parent government (T-1). In no case will the host government allow a Reserve Exchange participant to be assigned duty in areas of hostilities, imminent hostilities, or any other situation where the participant presence could jeopardize the interest of either government (T-1). Reserve Exchange participants will also not perform any type of armed alert or guard duty (T-1).

## **9. DISCLOSING U.S. CLASSIFIED MILITARY INFORMATION:**

9.1. Host units and Reserve Exchange participants must comply with Department of Defense Manual 5200.01-V3, *DOD Information Security Program: Protection on Classified Information* and Air Force Instruction 16-1404, *Air Force Information Security Program* for requirements in safeguarding United States classified military information (T-1). Only designated foreign disclosure officers may approve the disclosure of classified and controlled unclassified information to foreign representatives (T-1). Access to classified information will be kept to the minimum required to accomplish the job. If access to United States classified military information is required, U.S. Air Force disclosure policy is stipulated in Air Force Instruction 16-201, *Air Force Foreign Disclosure and Technology Transfer Program* (T-1). United States security clearances are not granted to foreign Reserve Exchange participants, however, temporary access may be granted upon advance presentation by the parent government of an appropriate individual security clearance (T-1). Access to no foreign dissemination-type caveated material is prohibited. Material is releasable to the foreign officer if it is properly marked as releasable to the foreign officer's nation (T-1). Address any security-related questions to installation foreign disclosure officers.

9.2. The Program Administrator will inform the Reserve participant of any security requirements with the host service, and if required, ensure that the participant's individual security clearance is received by the host government without delay (T-1). The Reserve Exchange participant at all times will comply with the security laws, publications and procedures of the host government and military service (T-1).

## **10. Quarters, rations, commissary, exchange, medical and dental services:**

10.1. The host government will provide quarters and rations to Reserve Exchange participants on the same basis and to the same extent as provided for its own service participants (T-1). The participants are responsible for paying charges for quarters, rations, and other services or as stipulated in the applicable Memorandum of Understanding (T-1).

10.2. The host service will grant Reserve Exchange participants access to military medical and dental service to the same extent they provide such services to their own service participants, subject to any limits required by relevant Status of Forces Agreement, Memorandum of Understanding, parent nation/military, law or regulation (T-1).

## **11. Financial responsibilities:**

11.1. Financial responsibilities will be addressed in the Status of Forces Agreement, Memorandum of Understanding, or relevant international agreement as applicable (T-1). Generally, the governing agreement or arrangement will provide that, 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 Reserve Exchange participant.

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

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

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

11.1.5. Cost of medical or dental services provided to the Reserve Exchange participant to the extent host government laws and regulations require payment from the participant.

**12. Claims.** Incidents of property damage, personal injury, or wrongful death allegedly caused by a Reserve Exchange Participant shall be immediately reported to an Air Force installation legal office closest to where the incident occurred (T-1). Any claim presented because of an already reported or not-yet reported incident shall likewise be immediately provided to the Air Force installation legal office closest to where the incident occurred (T-1).

**13. Disciplining reserve exchange participants.** The applicable Status of Forces Agreement or applicable Memorandum of Understanding defines the legal status of Reserve Exchange participants. Reserve Exchange participants will comply with the host service regulations, orders, instructions, and customs as far as they apply and are consistent with the parent government's laws, service regulations, and any prevailing Status of Forces Agreement or Memorandum of Understanding (T-1). The host service must not take disciplinary action against Reserve Exchange personnel unless otherwise provided in an applicable Status of Forces Agreement or Memorandum of Understanding (T-1). Any participant alleged to have committed an offense against the laws or regulations of either the parent or the host government may be withdrawn from the Reserve Exchange Program.

**14. Wear of the uniform.** The Reserve Exchange participant must comply with the parent service uniform regulations (T-1). 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 Reserve Exchange participants instruction that they cannot comply with due to difference in dress regulations (T-1). To help ensure that the Reserve participant is properly uniformed during exchange periods, the Program Administrator will inform the participant 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. U.S. exchange participants will comply with Air Force Instruction 36-2903, *Dress and Personal Appearance of Air Force Personnel*, standards throughout the period of the exchange (T-1). For security or political reasons, the Program Administrator or designated authority may authorize temporary wear of civilian clothes. Civilian clothing allowance is not authorized during such periods except as otherwise permitted by parent service regulations (T-1).

**15. Dependent travel.** Dependent travel is not authorized. Dependents will not accompany Reserve Exchange participants during periods of exchange. Exchange participants are not authorized to bring their dependents even if participants are willing to pay for their dependents' travel and lodging. (T-1)

**16. Duty hours, leave and passes, scheduling of exchanges.** Reserve Exchange participants will work the duty hours of the host service and will not be granted leave during exchange periods (T-1). Passes may be granted according to host nation regulations, customs, and parent service regulations. To maximize interaction time with host personnel, periods of exchange should not include more than one host service holiday if holidays result in lost on-duty time for the exchange participant. If the exchange period does include either a host service holiday or a parent service holiday, the Reserve Exchange participant will observe host service holiday

schedules (T-1), 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, Reserve personnel 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 (T-1). Rated, current, foreign Reserve Exchange participants assigned to a counterpart flying job in a Continental United States-based Reserve unit will be on flying status if meeting applicable Air Force requirements for flight (e.g., flight physicals) and permitted use of all available flying facilities allowed by U.S. Air Force, Air National Guard, and Air Force Reserve Instructions (T-1).

SHON J. MANASCO  
Assistant Secretary of the Air Force  
(Manpower and Reserve Affairs)

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

**DoDM 5200.01-V3**, *DOD Information Security Program: Protection of Classified Information*, 24, February 2012 incorporating change 2, 19 March 2013

**DoDI 1215.15**, *Military Reserve Exchange Program (MREP)*, 1 July 2014 incorporating change 1, effective 13 October 2016

**AFPD 36-26**, *Total Force Development and Management*, 18 March 2019

**AFI 16-201**, *Air Force Foreign Disclosure and Technology Transfer Program*, 2 June 2015

**AFI 16-1404**, *Air Force Information Security Program*, 29 May 2015

**AFI 33-360**, *Publications and Forms Management*, 1 December 2015

**AFI 36-2903**, *Dress and Personal Appearance of Air Force Personnel*, 18 July 2011

**AFMAN 33-363**, *Management of Records*, 1 March 2008

***Prescribed Form***

*N/A*

***Adopted Form***

AF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**AFR**—Air Force Reserve

**ANG**—Air National Guard

**ASD(M&RA)**—Assistant Secretary of Defense for Manpower & Reserve Affairs

**DoD**—Department of Defense

**MOU**—Memorandum of Understanding

**OPR**—Office of Primary Responsibility

**SAF/MR**—Assistant Secretary of the Air Force (Manpower & Reserve Affairs)

**USAF**—United States Air Force

***Terms***

**Host Government**—The government responsible for hosting a Reserve Exchange participant.

**Host Reserve Component**—The Guard or Reserve organization hosting a Reserve Exchange participant.

**Host Service**—The military service hosting a Reserve Exchange participant.



**Memorandum of Agreement**—An agreement between the DoD and the ministry of defense of a foreign nation establishing an exchange program for individual Reserve Component members. ASD(M&RA) negotiates and concludes such international agreements.

**Memorandum of Understanding**—A document written between parties to cooperate on an agreed upon project or meet an agreed objective. The purpose of an MOU is to have a written understanding of the agreement between parties

**Parent Government**—The government to which a Reserve Exchange participant military service belongs.

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

**Parent Reserve Component**—The Reserve Component (Guard or Reserve) to which the Reserve Exchange participant belongs.

**Reserve Exchange Participant**—A U.S. Air Force Reservist or Guardsman, officer or enlisted, temporarily attached to a foreign military service, or a foreign reserve officer temporarily attached to a continental United States-based Air Force Reserve or Air National Guard unit or headquarters under this program.

**Reserve Exchange Program Coordinator**—A designated officer within the Office of the ASD(M&RA), who determines program policy, coordinates and administers the program, and serves as program office of responsibility or action officer.

**Reserve Exchange Program Administrators**—Two officers—one designated by the Director, Air National Guard, and one designated by the Chief, Air Force Reserve—who administer the Program within their respective U.S. Air Force Reserve Components

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