

# Chapter 11

## Department of Defense Informational Program and Representational Activities

### Section 1

#### General

#### 11-1. DOD Informational Program policy

*a.* Each IMS attending military training in the United States, or participating in an orientation tour arranged under SATP sponsorship, will be given the opportunity to participate in the DOD IP according to DODD 5410.17. Participation in IP activities, other than those that are an integral part of the course program of instruction, is voluntary but will be encouraged.

*b.* The goal of the Informational Program is to ensure that international students return to their homeland with an understanding of the responsibilities of governments, militaries, and citizens to protect, preserve, and respect the rights of every individual. The IP will be developed and implemented with the specific objective of providing students with an awareness and functional understanding of internationally recognized human rights and the American democratic way of life. Installation Commanders are responsible for ensuring IPs are developed to meet these objectives.

*c.* The IP will support the following four areas of emphasis:

(1) Internationally recognized human rights as outlined in the Universal Declaration of Human Rights.

(2) The democratic ideals of an elected government and effective civil-military relations that reinforce that elected government.

(3) The roles and interrelationships of a culturally, ethnically, economically, and socially diverse population in a democratic society.

(4) The U.S. free enterprise system and its role in a democratic society.

*d.* To meet the overall IP goal and areas of emphasis stated above, IPs will include events and activities related to the following topic areas that must support the above stated areas of emphasis:

(1) Constitution and Bill of Rights

(2) Local, State, and Federal Government institutions.

(3) Civilian and military judicial systems.

(4) Political processes.

(5) Media.

(6) American family and community life.

(7) Ethnic and other minorities.

(8) Industry/Environmental protection/Agriculture.

(9) Economy.

(10) Labor and labor-management relations.

(11) Education.

(12) Public and social welfare.

*e.* When planning any IP event every effort should be made to identify corresponding human rights aspects of the event for the IMS prior to the tour/event. While the words "human rights" do not have to be used with the IMS, the "right" itself, such as the right to freedom of peaceful assembly and association, will be identified prior to observing an opposition political rally.

*f.* In arranging IP activities, maximum use will be made of local civic groups, organizations, agencies, facilities, and historical attractions. Of particular interest is the development of an IMS sponsorship program to include both U.S. military and civilian participants. A warm reception in the United States and home hospitality for IMSs are essential elements of a successful IP. Emphasis should also be placed on activities in the local civilian community as a means of providing the best possible exposure to the civilian aspects of the program.

*g.* Trips, with the exception of the Washington, DC, tour, will be limited to 500 miles round trip. Exceptions beyond the 500 mile limit will be planned on a very limited basis only after all local IP possibilities have been exhausted.

*h.* Each IMS will be encouraged to participate in the IP. While IMS participation in the IP will be in addition to training or orientation in the United States, it is considered an integral part of the total training program and of importance second only to the military objectives for which the IMS is in training.

*i.* The provisions of this chapter apply to all IMSs undergoing training in the United States or participating in orientation tours in the United States programmed as part of the SATP.

*j.* The provisions of this chapter also apply to IMSs undergoing training at U.S. training installations overseas as appropriate to the surrounding environment.

*k.* The provisions of this chapter do not apply to foreign personnel visiting at the personal invitation of the Chief of

Staff, U.S. Army; Chief of Naval Operations; Chief of Staff, U.S. Air Force; Commandant of the Marine Corps; self-invited visits; or other non-Security Assistance Programs.

## **11-2. Program Development**

*a.* The IP begins with the in-country departure briefing of IMSs by SAOs and continues throughout the training period.

*b.* Each command will ensure that its program is interesting and attractive to earn the full and active support of an IMSs.

*c.* The entertainment and social aspects of activities will not be a predominant element of the IP. Social functions in connection with program activities will be arranged in good taste. Activities that could be interpreted as being lavish are to be avoided.

*d.* The following guidance will assist in presenting IP topics:

(1) Lectures, round table discussions, and film showings will be based on the topics outlined in 11d(1) through (12) above and on guidance from the Military Services.

(2) Visits must clearly support the areas of emphasis in paragraph 11-1c.

*e.* The success of the program depends largely on the imagination used and the diversity of activities planned to interest the IMS in the IP objective. The Joint Service IP Handbook should provide sufficient information to successfully implement the program. The IP will be devised to carry out the provisions of this chapter, considering activities previously conducted to avoid repetition. Special attention will be given to the following actions:

(1) Revising the content of formal military courses, when appropriate, to incorporate material described in the IP objective.

(2) Providing materials to IMSs for individual reading and study that further the IP objective.

(3) Developing a community participation program for the IMSs with local civic organizations.

(4) Developing a military and a civilian sponsorship program for individual IMSs.

(5) Providing special lectures by visiting speakers prominent in their fields.

(6) Taking trips to community points of interest, regional centers, and, for those courses of instruction approved by the Military Services, tours to Washington, DC.

*f.* The following considerations, while not specifically within the objective of the IP, are necessary to its success:

(1) Prompt attention to the personal needs of the IMS (for example, clothing, billeting, and pay).

(2) Courteous reception and appropriate administrative briefing to welcome the IMS to the installation and the United States, to include an explanation of the IP objective, areas of emphasis, and planned IP activities.

*g.* Optimum use should be made of time that becomes available when the IMS is excused from classified portions of the courses. When possible, those portions of a course from which the IMS will be excused should be consolidated to permit time for special IP activities.

## **11-3. Tour to Washington, DC**

Subject to the availability of time and funds, officer IMSs training in selected senior, career, post graduate, and other significant courses as designated by the Military Service will be invited to tour Washington, DC, during their stay in the United States. A maximum of 4 days for this tour is authorized, plus travel time.

*a.* The purpose of this tour is to give IMSs a deeper understanding and appreciation of the United States and to acquaint them with some of the functions of our National Government to which they have been exposed through IP topics. It is important that, before arrival in Washington, DC, IMSs be adequately briefed concerning the USG system and the salient aspects of governmental activities that exist in Washington, DC. A previous trip to a State capital may be beneficial in this respect.

*b.* The Washington, DC, tour is for IMSs who have not previously toured the nation's capital during the current sequence of training under the official sponsorship of the SATP. For exceptions to this policy, MILDEP approval is required.

*c.* Training installations are responsible for arranging roundtrip transportation to comply with the tour schedule.

*d.* U.S. personnel designated as escorts will familiarize themselves with the objective of the IP. They will be prepared to make maximum use of the Washington, DC, tour to attain those objectives. Knowledge of the Washington, DC, area as the seat of National Government is a must. Escorts will brief IMSs on each day's itinerary describing the significance of the places to be visited. It will be emphasized that the full planned itinerary must be followed and exceptions will be made only in the cases of illness or inclement weather.

## **Section II**

### **IP Execution**

#### **11-4. General**

For better understanding of the United States and its people, IMSs should be acquainted directly or indirectly with the

specific topics or themes in paragraph 11-5. Each topic bears on a significant facet of life in the United States and contributes to an understanding of the IP areas of emphasis.

a. In developing the IP at installation level, each commander responsible for IMSs is expected to supplement or modify the topics when necessary to fit the character and background of the IMSs involved and the training time and local resources available for such purposes.

b. Exposure of the IMS to the non-military aspects of life in the United States is important to the SATP, second only to the strictly military training of that program.

c. In a program of this nature, it is necessary to present pertinent facts and historical information. IP topics are not ends in themselves but are vehicles for achieving the policy goal and objective stated in DOD Directive 5410.17 and paragraph 11-1b of this publication.

d. In general, the “learning by seeing and experiencing” process should be followed in presenting the concepts of this program. In this regard, local trips or events at which acknowledged military and civilian experts receive IMSs and make presentations in their particular area are means by which these topics can be effectively covered.

(1) For full response, training installations must—

(a) Plan IP events carefully.

(b) Require that the IMSO or escort brief IMSs on the learning objective of the IP activity before engaging in the IP function. At the conclusion of the event, the IMSO or escort will summarize the event with the IMS.

(c) Select knowledgeable and well informed escorts for IP trips.

(d) Ensure that persons who address IMSs are made aware of the overall program objective, the specific purpose of the visit, and the English language comprehension level of the IMSs.

(2) The program is to be viewed as an exposure to U.S. institutions, ideals, and society to create understanding. The briefing material should be carefully studied by IMSOs in preparing for IP activities, keeping in mind that this material may not always be suitable for direct use by the IMS.

(3) Installations whose training programs are primarily academic in nature may find it appropriate to include lectures and seminars of IP topics in their course of study. This method is endorsed provided it does not convey the impression of forced feeding or indoctrination. In all instances where seminars, lectures, or film showings are scheduled, the atmosphere should be informal. Questions and open discussion periods should be encouraged.

e. Following each topic in paragraph 11-5 are typical activities that may appropriately be scheduled to acquaint IMSs further with the various aspects of life in the United States. Local commanders are not limited to the activities listed below, but will use this list as a guide, programming actual events after taking into account their own staff capabilities, local conditions, and other assets available to meet the program objective.

## 11-5. Program topics

a. *Constitution and the Bill of Rights.* There are many opportunities to incorporate human rights training in conjunction with this area. Guest speakers and local tours focusing on specific articles of the bill of rights can be used in concert with nationally designated holidays for emphasis. For example, during Martin Luther King day or the Fourth of July the appropriate articles can be stressed. Briefing and trips to jails, courthouses, police stations, newspapers and political action groups should include clear association to the rights of the individual as stated in the Bill of Rights of the Constitution.

b. *Local, State, and Federal Government institutions.* Topics should include governmental systems at the local, State, and Federal level and the relationships among them. Also included should be the principle of checks and balances and the effect upon executive initiative.

(1) *Local Government.* Commanders should bring IMSs in contact with agencies and principal personnel of the local government at the city, township, or county level at the earliest opportunity. This may best be accomplished when IMSs are formally presented to local officials. One purpose of an introduction is to point out that local government officials are locally elected and responsible to local people rather than to the central authorities.

(2) *State government.* At some time during their stay in the United States, as many IMS as possible should be taken to the State capitol to be presented to the Governor, or other high State officials, and to have an opportunity to observe selected operations of the State government. One purpose of this visit, like those outlined in (1) above, is to stress the autonomy of State governments and the independence of Governors and State legislatures. When possible, the State Supreme Court should also be included in such visits.

(3) *Federal Government.* Generally available to only those schools in the vicinity of Washington, DC or for authorized school tours to Washington, DC.

c. *Civilian and military judicial systems.* Topics should include the Federal and State judicial systems and the doctrine of judicial review and the constitutional and legal status of the U.S. Armed Forces with emphasis on their nonpolitical character. Judicial systems and governmental institutions are interrelated and can generally be combined on the same trips. Arrangements may be made for visits to jails, correctional facilities, detention centers, and municipal,

State, and Federal courts. Meetings may be arranged with officials of these facilities who can describe the functions and responsibilities of these institutions and the rights of prisoners and defendants under the jurisprudence system.

*d. Political processes.* This area includes an understanding of American political parties and electoral procedures, and the roles of opposition parties.

(1) *Political party system.* An understanding of the “grass roots” character of American party organization is best gained by bringing IMS in touch with representatives of the political parties to give them an idea of the —

- (a) Political party organizations.
- (b) Means by which candidates are chosen.
- (c) Use of publicity and other means to gain support.
- (d) Relationships between local, State, and national party organizations.

(2) *The opposition.* Arrangements should also be made for IMSs to meet and talk with leaders of opposition parties, preferably office holders rather than party workers. Such a visit should be designed to show IMSs the nature of the U.S. “loyal opposition,” that its leaders perform official duties and have official status, and that the parties in power and opposition are, in fact, more united than divided on most of the basic problems facing American society.

*e. Media.* Emphasis should be placed on the role of the free press and other communications media. Since a free press is one of the American institutions some foreign visitors find most difficult to grasp, visits to media offices should be arranged. The objective of such visits is to underline how the media works and the way in which editors and publishers define their responsibility to the public. Although tours of radio and TV stations and the printing plants of newspapers are interesting from a technical point of view, they do not make the point of a free media quite as firmly as open discussions with media management and news gathering personnel.

*f. American Family and Community Life.* IMSs should be acquainted with the geographic, racial, ethnic, religious, and social diversity of American life; they should learn the effects of recent technological changes and urbanization processes.

(1) *Sponsorship programs.* Every effort should be made to expose international students to American home and community life through friendship with American families. Sponsor families, both civilian and military, must be volunteers interested in the students and willing to include them in family and community activities. Local international organizations, often part of city governments, can provide aid in the recruitment of civilian sponsors. These relationships often continue the education and cultural awareness process long after the individual returns home.

(2) *Historical sites and national or State parks.* Such trips should include local, State, and national parks and national monuments to underline the care taken to preserve and commemorate American history and our dedication to clean air, clear water, and a natural environment.

(3) *Cultural events.* Art museums, traditional music/dance festivals and performances, theater performances, State fairs American folk ballet, gospel performances or classical concerts at local churches, ethnic festivals, Chinatown, Little Italy, and Indian reservations.

(4) *Religious institutions.* IMSs should be given a balanced picture of religion in America, including the vast array of religious institutions, which exist openly freely and without Government support under our freedom of religion. IMSs should have an opportunity, as appropriate, to visit the houses of worship of the various religious denominations.

*g. Ethnic and other minorities.* The variety of minority groups in the United States should be explained to IMSs. Emphasis should be placed on continuing progress in applying American ideals to all groups and the current steps underway to improve the opportunities of minority groups. IMSs who also show a special interest in the affairs of specific American minority groups should be put in touch with responsible leaders of those minorities to give them a first-hand idea of the goals and programs of those groups.

*h. Industry/Environmental Protection/Agriculture.*

(1) *Industry.* Visits to industrial sites should be designed to give IMSs an idea of the range of different kinds of industrial enterprise in the American economy. This includes USG-operated dams and hydroelectric institutions, local affiliates of large national corporations, and smaller locally owned industries. Among other matters that company officials should be encouraged to discuss are—

- (a) Relations between ownership and management of the company.
- (b) Management-union relationships.
- (c) Decision making procedures in the field of product research and development.
- (d) Production scheduling.
- (e) Marketing; quality and cost controls.
- (f) Character and effect of governmental controls over operations.

(h) *Transportation.* Visits to large transportation centers for rail, air, water, truck, or pipeline will give IMSs an opportunity to discuss the problems of management, maintenance, scheduling, and interconnection with transport officials.

(2) *Environmental Protection.* Visits to recycling centers, guest speakers from environmental protection groups and

tours of local waste water treatment plants may be used to emphasize this area. Other tours to local industries should incorporate voluntary and legally required environmental protection measures.

(3) *Agriculture.* Topics should include the factors underlying agricultural productiveness and the changing life and the role of the farmer today.

(a) *Farms.* Trips arranged to farms should show IMSs the character of American agriculture. On such trips it may be advisable to match the interest and regional background of IMSs with certain specialized types of farming operations in the vicinity. Especially worth emphasizing in such visits are—

1. Marketing procedures.

2. Farmer credit facilities.

3. Kinds of aid farmers receive from Federal, State, and other agricultural services in combating pests and disease, controlling breeding stock, and introducing improved varieties of crops.

(b) *Agricultural experiment stations.* Such trips will permit IMS to view development of new and hybrid plants, animal and fish stock, and experiments in controlling local soil conditions, pests, and disease. The financing of the station and the means it uses to make information available to farmers is worthy of emphasis.

i. *Economy.* IMSs should be introduced to the national economy, with its diversity of industrial and business enterprises. Also of significance are the role of the USG and the role of private and commercial credit. The following kinds of trip are designed to suggest the scope and diversity of American business enterprise:

(1) *Credit.* Visits to banks, credit unions, savings and loan association, Federal Housing Administration offices, and agricultural cooperative credit facilities will underline the range of credit available to the average American.

(2) *Financial investments.* Visits to local brokerage houses and discussions with brokers will emphasize the principles on which American financial investment is based and the procedures through which it is undertaken.

j. *Labor and labor-management relations.* This area should stress the independent roles of labor and management in negotiating pay, working hours and conditions, and other benefits associated with employment. In addition to putting interested IMSs in touch with local union officials, where appropriate, tours to regional and national union headquarters will service to emphasize the scope of such organizations, the objectives of their leadership, and their political and financial independence. Also, IMSs should be introduced to union officials during visits to industrial plants.

k. *Education.* IMSs should be exposed to the purpose and range of American educational institutions and the relationship between education and a responsible citizenry. Visits to nearby schools, colleges, and universities should be undertaken to show IMSs the general range of education, laboratories, and research facilities, extension course programs, agricultural experiment stations, and cultural activities. Area study programs, where they exist, will be of special interest to the IMSs. Visits to high schools also may be useful. These visits should underline the role of schools and universities to—

(1) Teach and learn, not to function as political instruments.

(2) Show the diversity of American educational institutions including privately endowed colleges, State or City College, land grant universities, and church affiliated institutions.

(3) Familiarize IMSs with the role of organizations, such as school boards, parent, teacher, student associations, in the American education system.

l. *Public and social welfare.* Emphasis should be placed on the care of the indigent, sick, and aged; public assistance; unemployment benefits; and the Social Security System.

(1) *Housing.* Visits to model homes, apartments, and publicly supported housing developments designed for low and middle-income groups will be of particular interest to IMSs.

(2) *Public and private agencies.* Visits to public health agencies, clinics, welfare agencies, national and State employment services, local social security offices, the Red Cross, and other charitable organizations will give the IMS an overall picture of the assistance available in this country.

## **Section III**

### **IP Funding**

#### **11-6. Source of funding**

Funds for IP are derived from course tuition costs.

#### **11-7. Funding IP activities**

The following are general guidelines for IP activities:

a. IMSs participating in IP tours are considered to be in a duty status. Therefore, appropriate personnel orders will be published for IP activities that are in excess of 10 hours.

b. IMET IMSs authorized living allowances will continue to receive the same rate for the duration of an IP activity.

c. IP funds generally are used for tours, admission, and other off-installation activities that accomplish one or more

DOD IP topics. However, they can also be used to support certain activities on the training installation which are clearly related to the IP.

*d.* IP overnight trips must be approved by the appropriate military service.

*e.* IP tours, including the tour to Washington, DC, normally will be conducted on an all-expense-paid basis. However, IMS may be required to pay certain admission fees and meal costs depending on the type of IP activity.

(1) An escort may be appointed as a class A agent/cashier to permit advanced withdrawal of IP funds to defray tour costs.

(2) Authorized expenses include transportation, quarters, meals, admission and tour fees, and brochures, pamphlets, and maps used as handouts. Personal expenses of the IMS, such as laundry, phone calls, and room service, will be the responsibility of the IMS.

*f.* Funding of participation by individuals, who are guests at IP functions on military installations such as luncheons, dinners, and receptions, is authorized. However, discretion must be used to maintain a proper ratio between IMSs and U.S. guests. The ratio is flexible, based on the purpose of the IP activity.

*g.* Excess baggage is not authorized on IP trips.

*h.* IMSOs are authorized to arrange for transportation and other support required for the IP through installation support activities. The lowest transportation rates should be utilized. If the installation activity does not quote the lowest rates, IMSOs should contact their funding activity/command for assistance, if needed.

### **11-8. Constraints**

*a.* IP funds will not be obligated or expended to pay for alcoholic beverages.

*b.* IP funds will not be obligated or expended to pay for food outside the military installation unless associated with an IP trip where students do not stay at or have the opportunity to dine upon a military installation.

*c.* IP funds will not be obligated or expended to pay for entertainment expenses for activities that are substantially of a recreational character, including entrance fees at sporting events and amusement parks.

*d.* IP funds will not be used to support purely academic objectives such as field study trips that are an integral part of the training course curriculum. In such cases, expenses will be included as part of the tuition cost rather than being drawn from IP funds.

*e.* IP funds will not be used to defray transportation expenses to and from field study assignments when such assignments are for academic purposes and not specifically intended to further the goals of the IP. IP funds will be used only for the incremental cost related to IP events which on such assignments. The 500 mile round trip limitation will be calculated from the site of the field study assignment in this situation.

### **11-9. Use of IP funds**

Funds are authorized by Military Services for implementation of the IP. Control of expenditures under this category will be the responsibility of the Military Services and is addressed in the MILDEP sections.

*a.* IMSOs may be authorized to be reimbursed for legitimate out-of-pocket expenses incurred as a direct result of IP activities. Reimbursement will be made from IP funds available to the training installation based on itemized expenditures as approved by the installation commander.

(1) Examples of legitimate out-of-pocket expenses are privately owned vehicle (POV) mileage to and from transportation centers to transport IMSs when official vehicles are not available, associated tolls, and parking fees.

(2) IMSOs will itemize out-of-pocket expenses directly related to official IP duties. The itemized list supports the SF 1164 (Claim for Reimbursement for Expenditures on Official Business) and will show the proper fund citation. This document will be submitted through the IMSO's commander to the appropriate finance and accounting office for reimbursement. Reimbursement will be made from IP funds available to the training installation.

*b.* Advance of funds for IP activities may be authorized.

(1) When an advance of funds is required, the training installation authorized to incur obligations for IP purposes will perform the following actions:

*(a)* Designate and authorize an individual to incur and pay for expenses.

*(b)* Indicate the number of officer, enlisted, and civilian and international students and the maximum amount to be expended.

*(c)* Authorize the appropriate finance officer to advance the required amount of funds.

(2) When billing is made directly by an agency, club, or organization in connection with the IP, such bills will be rendered on the supplier's regular letterhead. The appropriate accounting data will be vouchered on SF 1034 and processed by the appropriate finance officer.

*c.* The designated class A agent/cashier will arrange payment of expenses. The class A agent/cashier should brief the IMSs prior to the tour to ensure a clear understanding of the expenses that will be paid, or reimbursed by, the escort. This will not include personal expenditures for such things as souvenirs, phone calls, and laundry. Escorts are

cautioned to remain within authorized fund limitations for the tour. Emergency expenditures must be accounted for with full justification.

*d.* Single room accommodations are authorized only for flag and general officer IMSs. All other IMSs will be assigned double room accommodations. IMSs below flag and general officer rank who want a single-room accommodation will pay the difference in cost.

*e.* IP funds may be used to defray the cost of group activities for such items as tickets to cultural events and admission to historical sites, special luncheons, dinners, receptions on military installations and other activities. These funds will not be given to the IMS but will be used by the escort to meet expenses connected with the IP.

*f.* Alcoholic beverages, if served at IP events, must be at no cost to the Informational Program.

*g.* Escort expenses should be included in the estimated cost of an IP tour. Escorts will be considered as members of the tour group for participation in all activities and all expenses will be paid from IP funds.

#### **11-10. Travel and transportation**

USG transportation will be used to the fullest extent possible in an effort to broaden the program and effect economy.

*a.* Commercial transportation is authorized as required.

*b.* To provide the IMS a close look at the U.S. countryside, installations are encouraged to use surface transportation for short trips.

*c.* IP trips will be limited to 500 miles round trip according to paragraph 11-1g.

#### **11-11. Extraordinary expenses**

*a.* Extraordinary expenses (EEs) are those expenses incident to representational activities for IMSs. Representational activities include, and EE funds help defray the costs of, commanding officer's receptions, civilian-or military-sponsored banquets, faculty-student luncheons, graduations, and other similar activities on a military installation that bridge cultural differences and enhance the relationship between the training installation and the local community.

*b.* Requests for funds for EE activities will be submitted to the MILDEP under established procedures.

*c.* Budget Project N60 funds are included in the IMET non-regional program to help defray the anticipated cost of EEs for IMET IMSs with the exception of alcoholic beverages. The expenditure of N60 funds for IMSs not sponsored under the IMETP is not authorized. However, joint activities are cost-effective and will be conducted with FMS-funded IMSs. In that case, N60 funds and IP funds will be prorated on the basis of the respective number of IMET and FMS IMSs. In determining the amount of N60 funds to be used for representational activities, the following guidelines pertain:

(1) The basic allowance is \$1.00 for each officer and \$.50 for each enlisted IMS per course week.

(2) N60 funds may also be used to finance the cost of certain contingency expenditures when they are within the legislative constraints contained in the FAA. Disbursement of funds under these circumstances is authorized only after approval of DSAA.

(3) N60 requirements will be included in the annual IP funding requirements determined by the MILDEPs. Expenditure of these funds will be authorized by an allotment issued by the MILDEPs.

*d.* EE activities for FMS IMSs are funded from IP funds.

*e.* Foreign ships, aircraft squadrons, and similar units making operational visits to the United States are not under either the FAA or AECA; hence, they do not qualify for EE funds.

### **Section IV**

#### **Other IP Considerations**

#### **11-12. Orientation**

In conjunction with the commencement of training, an orientation program should be arranged for IMSs. This orientation is particularly important for IMSs who have just arrived in the United States.

*a.* Orientation programs may include the following—

(1) Administrative processing.

(2) Tours of the installation and neighboring community.

(3) A preview of course content.

(4) Language training enhancement in technical terminology.

(5) A briefing on the available facilities at the training installation.

*b.* Also, the presentation of specific IP topics should commence during this period.

### **11-13. Escorts**

The recommended ratio of U.S. escorts for visits, trips, and tours is as follows:

- a.* One to 10 participants-one escort.
- b.* Eleven to 20 participants-two escorts.
- c.* Twenty-one to 50 participants-three escorts.
- d.* More than 50 participants-four escorts.

### **11-14. Dependents in the IP**

*a.* When considered appropriate, dependents may accompany their sponsors on local trips on a space-available basis and at no cost to the USG. An exception is for minor costs, when individual collection from dependents for their share is impracticable; for example, parking fees or tolls.

*b.* Dependents are not authorized generally to accompany IMSs on the Washington, DC tour. If dependents do accompany IMSs, it will be at no additional cost to the USG.

### **11-15. IP orientation for U.S. personnel**

*a.* To assure a general understanding of the IP and its relationship to the SATP, training installations should schedule periodic briefings to ensure that U.S. personnel are familiar with program objectives and functions.

*b.* Support of all installation activities is essential to the fulfillment of Military Services responsibilities for the IP. IMSOs are the focal points for IP activities. IMSOs require the cooperation and assistance of finance, transportation, public affairs, and other installation representatives to carry out an effective program.

*c.* Every effort should be made to ensure that IMSs are properly received within the military and civilian communities. A successful method for accomplishing this objective is through the use of sponsors.

(1) Military sponsor. To extend appropriate assistance and hospitality to the IMS, a military sponsor (student or faculty member) of appropriate rank should be provided.

(2) Civilian sponsor. To give the IMS a perspective of American family life within the civilian community environment, a civilian sponsorship program should be established through active liaison with the local community.

### **11-16. Role of the local community**

*a.* Community participation in the IP is essential. Chambers of Commerce and other civic groups make a worthwhile contribution in the introduction for IMSs to civilian communities. Members of these civic groups should be briefed thoroughly on the goal and areas of emphasis of the IP.

*b.* Civilian organizations established for welcoming foreign visitors to the United States exist within a 250-mile radius of most training installations. These organizations should be used as much as possible.

### **11-17. Public affairs**

Public affairs will be conducted according to paragraph 10-32 of this regulation. In addition, the installation public affairs office will be solicited for assistance as required to promote and support the IP by—

*a.* Furnishing advice and counsel concerning the various aspects of community relations, with special emphasis on determining the feasibility of projects and procedures for implementation.

*b.* Becoming familiar with the IP and the responsibilities of the IMSO.

*c.* Devoting command information time to the SATP.

### **11-18. Follow-up on graduates**

Training installation commanders are encouraged to maintain contact with graduates of career and similar top-level courses after the IMSs return to their home country. Programs may include the following—

*a.* Sending letters from the commander, along with the annual school newsletter or similar school publications, encouraging—

(1) IMSs to request enrollment in U.S. military nonresident extension courses.

(2) Informal correspondence between classmates.

*b.* Providing professional publications for IMSs enrolled in CONUS staff and career courses. Each subscription must be appropriate to the course taken by the IMS and will be initiated before the IMS leaves the United States. The subscription will be for a maximum of 1 year and will be funded under the IP.

### **11-19. Mementos, plaques, school emblems, and other commemorative items**

The presentation of mementos, plaques, school emblems and other commemorative items is authorized under the following conditions:

- a.* Each item should be of a permanent nature, with the exception of photographs. Ball caps and T-shirts are not considered to be of a permanent nature.
- b.* Presentation is limited to one item per IMS at each training installation at a cost not to exceed \$20. Exceptions must be approved by the appropriate military service.

### **11-20. Reporting requirements**

- a.* Training installations will maintain a record of completed IP activities so they can respond readily to requests for information.
- b.* Specific IP reporting requirements are set forth in the MILDEP sections.

## **Section V**

### **Department of the Army**

#### **11-21. Responsibilities for the IP**

- a.* The Director, SATFA—
  - (1) Is responsible for administration of the IP.
  - (2) Will review and approve CONUS installation plans to ensure compliance with the stated objectives of the IP.
- b.* Installation commanders responsible for training IMSs will prepare a standard operating procedure for implementing the IP.

#### **11-22. Conferences and training of U.S. personnel**

- a.* Conferences of U.S. persons charged with the training, administration, and orientation of IMSs will be conducted by SATFA every 18 months or as required.
- b.* Attendance at conferences of U.S. personnel charged with the training, administration, and orientation of IMSs may be charged to the IP funds.

#### **11-24. Liaison visit of IMSOs**

Full advantage should be taken of techniques that provide effective installation-sponsored IP activities and solutions to problems that may be common to several installations. IMSOs are encouraged to occasionally visit SATFA and other training activities, as funds will allow to exchange ideas and information.

#### **11-25. Visits to military installations**

Visits to military installations should not normally be the primary objective of an IP trip or activity. However, such a visit might be a secondary objective. For example, IMSOs in the vicinity of Norfolk, Virginia could properly include the Norfolk Naval Base as part of the IP trip. The provisions of AR 380-10 apply for visits to military installations.

#### **11-26. Responsibilities for tours to Washington, DC**

- a.* HQDA (SAUS-IA-DSA) is responsible for overall policy and guidance for Washington, DC tours.
- b.* HQDA (SAUS-IA-FL) is responsible for—
  - (1) Preparing a detailed schedule for Washington area activities, including DA activities within the Pentagon and coordinating with Director, SATFA.
  - (2) Tasking proponent Army Staff agencies for appropriate briefings and tours within the Pentagon.
  - (3) Arranging for hotel accommodations, travel, meals, and other tour requirements and assisting participants in contacting embassies.
  - (4) Preparing and issuing TDY orders for the designated tour director; briefing the tour director on the conduct of

the tour; and coordinating with HQDA (SAUS-IA-IPR) concerning any requirements to brief the tour director and escort officers on politico-military aspects of the tour.

- (5) Conducting official receptions in Washington, DC.
- (6) Designating the host and preparing a guest list for official receptions in Washington, DC.
- (7) Receiving all bills for expenses incurred in lodging, meals, and transportation within the Washington area and preparing necessary reimbursement vouchers.
- (8) Ensuring that the after-action report by the tour director is prepared and copies furnished to HQDA (SAUS-IA-DSA) and SATFA (ATFA-R).

*c.* SATFA is responsible for—

- (1) Conducting Washington, DC, tours to support the IP.
- (2) Designating schools and classes to participate in each tour.
- (3) Coordinating with HQDA (SAUS-IA-FL) on the tour schedule.
- (4) Designating school escort officers.
- (5) Tasking MACOMs for a qualified tour director.
- (6) Ensuring that HQDA (SAUS-IA-FL) is provided, on a timely basis, the appropriate tour information (for example, arrival and departure date, participant list, school escort designation, and hotel room assignments).
- (7) Ensuring that appropriate funds (N6A and N7B) are programmed and available in the IMETP for IMET tour members and providing such data on a timely basis to HQDA (SAUS-IA-FL).
- (8) Receiving reimbursement vouchers from HQDA (SAUS-IA-FL) and reimbursing vendors from appropriate funds for tour services rendered in the Washington, DC area.
- (9) Providing a fund-cite, to the installation IMSM for the travel costs of tour participants and escort officers.
- (10) Providing a fund cite to the selected tour director for his or her TDY expenses.
- (11) Providing guidance to installations for individual school activities, including visits with members of Congress.
- (12) Conducting, in coordination with SAUS-IA-DSA and SAUS-IA-FL, an annual review of the Washington, DC Schools Tour.

*d.* The IMSO at the training installation is responsible for—

- (1) Providing HQDA (SAUS-IA-FL) with biographical data on tour participants.
- (2) Providing travel cost requirements to SATFA for tour participants and escort officers.
- (3) Arranging the schedule for installation students on the day designated by SATFA and SAUS-IA-FL, including a visit to the Office of the member of Congress who represents the area in which the installation is located.

#### **11-27. Funding of tours to Washington, DC**

*a.* Expenses for IP tours to Washington, DC, include round-trip transportation from the school and local expenses in the Washington area (hotel accommodations, guide service, and official receptions, luncheons, and dinners, as scheduled).

*b.* Tour participants' and escort officers' travel is charged to IP funds managed by SATFA.

*c.* The tour director's travel and per diem will be paid from IMET funds (generic code N7B) allocated to SATFA. Orders for tour directors will be prepared by HQDA (SAUS-IA-FL) with the fund cite furnished by SATFA. The tour director will defray his or her expenses using the fund cite in the TDY orders.

*d.* SATFA and HQDA (SAUS-IA-FL) will determine the appropriate method for payment of tour expenses in the Washington, DC, area using available IMET N60 and IP funds.

*e.* The amount to be budgeted for that portion of the IP segment of applicable course costs relating to Washington, DC, tours will be updated on a yearly basis by SATFA. Due consideration will be given to inflationary and other factors. SATFA will establish procedures for obtaining funds from TRADOC schools for payment of these expenses. SATFA and major CONUS commands will coordinate methods for obtaining and transferring these funds for SATFA use.

*f.* Training installations are not authorized to contract for Washington, DC schools tours.

#### **11-28. IMSO out-of-pocket expenses**

The amount of reimbursement will not exceed \$300 per FY and will be subject to the availability of funds.

#### **11-29. Source of funding**

IP funds are generated into the local Operation and Maintenance, Army (OMA) account by reimbursement of course costs to include OJT and OBT. These funds are earned when the IMS enters the course. The local fund-cite should be used for expenditure. At the end of each FY, funds earned and not used should be obligated by use of the miscellaneous obligating document (MOD). These funds can then be used during the next FY for the IP for carryover IMSs.

### **11-30. Constraints**

SATFA will carefully review and weigh plans for school-conducted trips that involve extensive travel and costs against the IP objectives to be achieved. Trips will normally be limited to 500 miles. Requests for exceptions to the 500-mile limit must be submitted to HQDA (SAUS-IA-DSA) with an information copy to SATFA (ATFA-R). Requests must include complete justification, IP objectives to be supported by the proposed tour, evaluation of closer alternate activities, and the impact if an exception is not granted.

### **11-31. Use of IP funds**

IMSOs or escort officers for IP tours and visits will be appointed as class A agents/cashiers according to AR 37-103. The class A agent/cashier will receive an advance of IP funds to cover the estimated cost of the IP activity. Upon completion of the IP activity, the class A agent/cashier will report to the finance and accounting office for settlement. Funds established by the MOD will be used by the class A agent/cashier for the IP in the FY in which the activity is accomplished.

### **11-32. Extraordinary expenses**

*a. General.* EEs may be used for all IMSs: officer, enlisted, and civilian. These IMSs may be in both CONUS and OCONUS training programs.

*b. EEs under IMET.*

(1) Budget project N60 funds are programmed into the IMET non-regional program by SATFA. They cover anticipated costs of EEs for IMET IMSs and other requirements. These requirements are based on an annual solicitation to major Army commands.

(2) Before beginning each FY, SATFA will solicit from each using command its anticipated annual N60 requirements for IMS training. SATFA will determine requirements for orientation tours and Washington, DC, tours. This consolidated amount will be forwarded to DSAA to be included in the non-regional program.

(3) When funded by DSAA, TRADOC will allocate N60 funds to Army agencies in prescribed amounts approved by SATFA.

*c. EEs under FMS.*

(1) EE funds for FMS IMSs are included in the IP part of FMS course costs. Such funds should be used for FMS IMSs in the same proportion as for IMET IMSs.

(2) EE funds for FMS IMSs are generated into the local OMA account in the same way as IP funds (para 11-29). The local fund-cite should be used for expenditure for FMS IMSs.

### **11-33. Dependents in the IP**

Spouses who accompany IMSs on the Washington, DC, tour will not be authorized to take part in official scheduled events on the tour itinerary, with one exception. Spouses may attend the one official evening reception hosted by the U.S. Army at no additional cost to the IMS.

### **11-34. Role of the local community**

*a.* The local community offers a wealth of resources to use in formulating a successful IP. Local government officials, business people, school personnel, media people, and ordinary citizens are interested in meeting and talking with IMS about the way of life in the United States. IMSOs should contact a variety of local people, who can set up tours, act as guest speakers, et cetera.

*b.* Every IMS should be afforded the opportunity to meet ordinary Americans outside their classes on an informal, one-to-one basis. IMSOs should ensure such opportunities by setting up a civilian sponsor program. This involves identifying people who are interested in inviting IMSs into their homes and including them in family and community activities, matching them with IMSs, giving them information and or training on the SATP and working with people from other cultures, and recognizing them for their contributions. A successful sponsor program is the most important component of a good IP.

*c.* Civilian aides, who are appointed by and represent the Secretary of the Army in various States or designated areas, may be of assistance in the IP. IMSOs should brief civilian aides on the IP, invite them to selected events, and enlist their help in sponsoring local events and arranging tours.

### **11-35. USARSA**

Guest instructors at USARSA are encouraged and authorized to participate in the DOD IP, to include tours to Washington and IP-related seminars and symposiums, on the same basis as IMSs. All appropriate expenses will be paid by USARSA.

## **Section VI**

### **Department of the Navy**

#### **11-36. Responsibilities for the IP**

*a.* All Navy and Marine Corps commands directly concerned with IMSs will devise comprehensive and integrated IPs based upon the general guidance set forth in paragraphs 11-1 through 11-21 and this section. Commanding Officers will ensure maximum effectiveness of the IP within their command or activity.

*b.* The Navy IPO, Code IPO-04B will supervise, administer, and authorize the expenditure of IP funds within the DON. U.S. Navy major claimants will implement and manage IPs for their respective commands and activities. CG MCCDC will centrally supervise and manage IP's for Marine Corps command and activities.

*c.* Commandant, Coast Guard (G-CI) will fund, implement and manage IP for IMSs attending Coast Guard training. Specific direction for conduct of the Coast Guard IP is provided by letter.

#### **11-37. Designation of IMSOs**

Each command directly concerned with IMSs will designate at least one officer to serve as IMSO. The IMSO will act as the commanding officer's principal advisor for the IP.

#### **11-38. Source of funding**

IP funds are obtained from a weekly course cost assessment set each year. The DON has selected the course/percentage method as the approach best suited to its purpose. This methodology does not apply to on-the-job training (OJT). Although OJT courses do not generate IP funds, IMSs involved in OJT courses are eligible to use activity IP funds. Activities providing OJT, such as Navy Industrial Fund (NIF) activities, may obtain appropriate funds through the major claimant's annual budget submission. When a major claimant is in doubt about IP funding for specific informal/OJT courses, Navy IPO, Code (IPO-04B) should be consulted.

#### **11-39. Submission of annual requirements**

*a.* During the fourth quarter of each fiscal year, activities must provide Navy IPO (IPO-04B), via the appropriate chain of command, a written budget estimate of their current IP efforts and an estimate of IP/EE funds required during the next fiscal year. Training activities must carefully review and weigh plans for IP trips that involve extensive travel and costs against the IP objectives to be achieved. The IP budget submission will include the following information:

(1) Future plans for implementing the IP. These plans should contain sufficient detail to permit an accurate assessment of activity efforts towards fulfillment of DOD IP goals.

(2) An estimate of the number of IMSs to be trained during the next reporting period. This projection may be based on past attendance data.

(3) An estimate of the total number of IMS weeks of training during the next training cycle.

(4) Quarterly breakout of the next fiscal-year IP/EE funding requirements.

*b.* Marine Corps commands and activities will submit their annual requirements to CG MCCDC for consolidation and forwarding to Navy IPO (IPO-04B). Submissions will include the information outlined in a above.

#### **11-40. Funding IP events**

*a.* Advance of funds for IP activities is authorized by DOD 7000.14-R, Vol 5, paragraph 030402.

(1) Funds authorization for all IP events must be obtained from Navy IPO (IPO-04B). Activities participating in IP will request funds on an as-required basis. Navy IPO will review each request and provide accounting information for each IP event.

(2) Detailed justification for IP trips that exceed the mileage limitations outlined in paragraph 11-1 of this instruction must be submitted with each IP funds request. Waiver requests are to be submitted at least 30 days prior to IP event and must include—

*(a)* Number of IMSs (include country of origin and rank for each IMS) participating in event.

*(b)* Total round trip distance.

*(c)* The specific IP objectives that the trip will accomplish.

*(d)* A statement on why DOD IP objectives cannot be accomplished by local area trips must be included with the waiver request.

*b.* Payments for meals for IMSs while participating in an IP event should not exceed published per diem meal costs as specified by the JTR. In no case, should the cost of meals exceed \$33 per day for each IMS.

*c.* The cost of special awards, plaques, and school emblems may be chargeable to IP funds.

*d.* Marine Corps commands and activities will obtain funding for IP events from the CG MCCDC. Funds available for Marine Corps IP will be based on an allocation from Navy IPO (IPO-04B). Activities participating in IP will request funds on an as-required basis. The CG MCCDC will review each request and provide accounting information for each IP event. Detailed justification for IP trips that exceed the mileage limitations in paragraph 1-11 of this

regulation must be submitted with each IP funds request. Waivers will be requested from Navy IPO (IPO-O4B). Sub-paragraphs b and c above are applicable to Marine Corps Commands.

*e.* IP tours, funds permitting, are normally conducted on an all-expense paid basis. IMSO's, may decide, however, to require participants to pay for some meals if limited funding would otherwise preclude the conduct of the tour.

#### **11-41. Disbursing funds**

Disbursement of funds, authorized by Navy IPO for IP activities, will be made by a designated Class A agent/cashier, according to DOD 7000.14-R. IMSO program managers at local commands may be authorized to draw advance funds by the commanding officer according to DOD 7000.14-R, Vol 5, paragraph 030402.

*a.* The designated individual will submit a claim using SF 1164 to the authorizing officer for approval according to DOD 7000.14-R, Vol 5, paragraph 030402. Each claim will be supported by accounting instructions specified in the Navy IPO letter or message authorizing the expenditure of these funds.

*b.* A copy of the liquidated SF 1164, indicating final cost of IP event must be forwarded to Navy IPO, Washington, DC 20350-5000. Marine Corps Commands and activities will submit liquidation documents to the CG MCCDC.

#### **11-42. Representation funds**

Representation Funds are available to flag-level officers who have command responsibilities to host official events (luncheons, receptions, etc.) for high-level international visitors. These funds can also occasionally be used to host international personnel under the Security Assistance Program, and can be requested through the major claimant.

#### **11-43. Coordination**

*a.* To implement this program effectively within the DON, major claimants are designated coordinators of the program.

*b.* Major claimants will designate an IP officer who will be the principal contact for the IP or EEs at major claimant headquarters for subordinate commands training IMSs.

*c.* Major claimants will review the IPs of the activities under their cognizance before the submission of their annual requirements.

### **Section VII**

#### **Department of the Air Force**

#### **11-44. Management of the IP**

*a.* SAF/IAX is responsible for IP policies and procedures. AFSAT implements and manages the program.

*b.* The MAJCOMs have overall management to ensure maximum effectiveness of the program at bases within the command. Each commander will designate an office of primary responsibility (OPR) to control and manage the IP within the command. Staff visits and communication among bases, OPRs, AFSAT, are encouraged to realize the greatest benefit of the IP.

*c.* CONUS base commanders will implement the IP at each base where IMS are trained. Base commanders overseas will carry out the IP at bases where IMS are trained to the extent that local conditions permit. Commanders are encouraged to make maximum use of one-on-one interchange and associations between IMS and members of the staff, local military, and U.S. citizens to promote dialogues on the IP objectives, especially where organized U.S. sponsored activities are limited.

#### **11-45. Funding IP activities**

Funds for conducting the IP for IMET students are approved by the U.S. Congress and are paid as part of the tuition rate for IMS.

*a.* Requests for IP funds will be submitted to AFSAT/SDI on AF Form 1099 (Entertainment/Informational Program Fund Request). If approved, the form will be returned with the applicable fund citation, which will constitute obligation authority. AFSAT is responsible for processing IP funds requests and serves as administrator for USAF IP funds.

*b.* When requesting funds to support IP activities, the category (FMS or IMET), country, and number of participants (for example, FMS/GY-5, IMET/PI-2) must be provided. This helps in charging the proper funds account.

*c.* Requests for legitimate out-of-pocket expenses, as outlined in paragraph 11-10a, must be submitted quarterly to AFSAT not to exceed \$50 per quarter. Expenses may then be processed against the obligation authority for out-of-pocket expenses.

#### **11-46. IP participation**

*a.* An IP may be conducted for FMS students attending contractor training implemented by AFSAT as line manager provided—

- (1) The training is being conducted within the general area of an USAF base with an IMSO.
  - (2) The IP does not adversely impact the student's training.
  - (3) The current factor for the IP is included in the estimated training cost and reimbursed under the FMS case.
- b.* If the above conditions can be met, the contractor should provide for the release of the students for the IP.

#### **11-47. Implementing Washington, DC, tours**

*a.* IMS attending Professional Military Education, language training, and officers with CONUS course duration's, totaling 20 weeks or more will be afforded the opportunity to participate in the Washington IP tour. At least 90 days' notice is required by Air Force Office of Attaché Affairs (AFOAA) to plan the Washington, DC tour. Bases must coordinate with AFOAA for approval of the proposed tour dates and for an estimate of the cost for the group while in Washington, DC. After arrival in Washington, DC, group itineraries will not be changed without the approval of AFSAT.

*b.* After coordination with AFOAA, an AF Form 1099 (Entertainment/Informational Program Fund Request) describing the tour and the estimated costs for conducting the tour will be forwarded to AFSAT/SDI as stated below.

- (1) Proposed dates of the tour, which have previously been coordinated with AFSAT, and the itinerary.
- (2) Number of IMSs by country.
- (3) Estimated commercial transportation costs and hotel accommodations, meals, and incidentals as provided by AFOAA at the time of approval of the proposed tour.
- (4) Number of USAF escorts.

*c.* AFSAT/SDI will forward fund approval at least 20 days before the tour date, with an information copy to AFOAA, 1080 Air Force Pentagon, Washington, DC 20330-1080.

*d.* Direct contact between the base and AFOAA is authorized after tour approval for planning and programming activities to help achieve the IP objectives and for the logistics support necessary.

*e.* Upon completion of the tour, the escort officer will submit a report of the tour through the installation commander to AFSAT/SDI, 2021 1st Drive West, Randolph AFB, TX 78150-4302, with an information copy to AFOAA, 1080 Air Force Pentagon, Washington, DC 20330-1080 and SAF/IAXM, 1080 Air Force Pentagon, Washington, DC 20330-1080. The report will reflect appraisal of the tour value, IMS reaction, and recommendations for improving future tours.

#### **11-48. Paying agent**

*a.* The senior escort officer will be appointed paying agent as provided in the AFI 65-101 when the itinerary and expense estimates are firm. AF Form 1099 authorizing the expenditure of funds will be provided to the local finance office. The paying agent will draw funds against this amount to cover the cost of the tour.

*b.* IMS meal allowance is \$25 a day. The only exception is \$30 a day for the Washington, DC, trips. These amounts are based on the following estimates (guidelines only):

- (1) Breakfast-\$4 to \$5.
- (2) Lunch-\$6 to \$7.
- (3) Dinner-\$15 to \$18. Total is fixed; allocation to specific meals is dictated by circumstances.

#### **11-49. Accountability**

The IMSO disposes of receipts for expenditure of funds according to Air Force instructions. Copies of SF 1034 approval for expenditures, total expenditure reports, and individual receipts will be filed together with a monthly folder.

*a.* Military and civilian agencies providing services for IP activities must be requested to indicate the appropriate breakout of costs such as room rates, meal charges, and other individual services. However, receipts for individual services are neither required nor desired (when payment is made directly to the IMS in lieu of payment by the escort officer). Escort officers or IMSOs will complete SF 1034 and include copies of all receipts for finance agencies to account for expenses. An administrative certificate or statement on the SF 1034 that the services were performed in connection with the authorized activity will be prepared.

*b.* The IMSO will advise AFSAT/SDI of the total amount of funds expended within 15 workdays after completing the tour.

*c.* Support of all base activities is essential to the fulfillment of U.S. Air Force responsibilities for the IP. Although the base IMSO is the focal point for IP activities, he or she will require the cooperation and assistance of finance, transportation, information, and other base functions to carry out an effective program.

*d.* Base IMSOs are encouraged to contact other IMSOs within the same area so they are aware of other activities of interest to IMSs at their location.

#### **11-50. Data card**

AF Form 1217 (Informational Program (IP) Data Card) will be used to record IMS participation in IP activities. AF Form 1217 may be temporarily stored in a card file to permit easy access by the IMSO while the IMS is in training. However, AF Form 1217 must be transferred to the IMS's training records before they are forwarded to the next training installation or to the country SAO.

#### **11-51. Plaques and mementos**

The cost of special awards, plaques, and mementos in connection with IP activities may be chargeable to IP funds. The exchange of school emblems should not be promoted by U.S. Air Force activities, however, when requested by the IMS, school emblems may be provided at IP expense in conjunction with IP activities.

#### **11-52. AF Form 2642 (Informational Program Activities Plan (RCS SAF/IAX (Q)7103))**

*a.* As a means of coordinating the overall coverage of IP activities being planned for IMSs and using desirable activities from one area for IMSs of other areas, each installation programmed to receive IMSs will prepare an IP activities plan. Plans (original and two copies) will cover a 90-day period and be submitted quarterly through each MAJCOM headquarters to arrive at AFSAT/SDI, 2021 1st Drive West, Randolph AFB, TX 78150-4302, with an information copy to SAF/IAX, 1080 Air Force Pentagon, Washington, DC 20330-1080 and SAF/FMBIS, 1130 Air Force Pentagon, Washington, DC 20330-1130, 60 days before the start of each fiscal quarter. This report is designated emergency status code C-2. Continue reporting during emergency conditions, normal.

*b.* In addition to local activities, the plan should include special activities and extended trips (Washington, DC, tours or visits to large metropolitan areas) that are planned when specific objectives cannot be accomplished in the local area.

#### **11-53. Quarterly Report of Informational Program Activities (RCS SAF/IAX (Q) 7104)**

*a.* The IMSO will have participating IMS evaluate each IP event just prior to completion. Four groups of 25 IMS or less, each IMS will complete an evaluation. For larger groups, a sampling may be taken. The IMSO will also assess each IP event. Use the formats provided in the DOD Informational Program Handbook. A sampling of IMS evaluations and the IMSO assessment for each activity will be forwarded to AFSAT/SDI, 2021 1st Drive West, Randolph AFB, TX, 78150-4302, along with the final AF Form 1099 for the event.

*b.* IMSOs will submit a recap of all IP events, provided at cost or no cost, and N60-funded activities NLT 15 days following the end of the fiscal quarter. The recap will include the following information for each event conducted during the fiscal quarter: DOD topics met; date and description of the event; number of IMS attending; percent of total IMS; countries represented; and actual cost to the IP or N60 funds. This report is designated emergency status code D. Discontinue during emergency conditions.

*c.* IP activities in which the IMS participates will be recorded and filed with the IMS training records.

*d.* IMSs will maintain a current IP resources file, which will serve as a ready reference of available activities and will provide an evaluation and continuity for each activity. AF Form 2643 (Information Program Resources File) provides an easy-to-maintain cross-reference that accumulates valuable data on the IP.

#### **11-54. Use of IP funds**

Requests for the use of IP funds for activities not submitted under the SAF-IAX (Q) 7103, or for items and activities that do not clearly relate to the IP objectives, must be forwarded for a case-by-case decision to SAF/IAXM through AFSAT. The request must contain sufficient details and justification on which to make a decision.

#### **11-55. Semi-Annual Informational Program Funds Report (RCS: SAF-FMB (SA)8801)**

AFSAT will submit a semi-annual report to SAF/FMBIS on the status of IP funds according to figure 11-1. Reports will be submitted not later than 30 Apr and 30 Nov each year. An information copy will be provided to SAF/IAXM.

#### **11-56. IMSO workshop**

AFSAT will budget for and host an IMSO workshop. Air Force IMSO workshops will be conducted approximately every 18 months. Proposed agenda items will be forwarded to SAF/IAXM for review prior to publication.

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Informational Program Fund Report Schedule

1. Funds Flow Actual		
a. 30 April Report		
(1) 1 Oct Beginning Balance (includes obligations)		\$
(2) Revenue for the Period (1 Oct - 31 Mar)		\$
(3) Expenditures for the 6 month period		\$
(4) 31 Mar Ending Balance (includes obligations)		\$
b. 30 November Report		
(1) 1 Apr Beginning Balance (includes obligations)		\$
(2) Revenue for the Period (1 Apr - 30 Sep)		\$
(3) Expenditures for the 6 month period		\$
(4) 30 Sep Ending Balance (includes obligations)		\$
2. Funds Flow Projection		
a. 30 April Report		
(1) Projected Revenue (1 Apr - 30 Sep)		\$
(2) Projected Expenditures (1 Apr - 30 Sep)		\$
b. 30 November Report		
(1) Projected Revenue (1 Oct - 31 Mar)		\$
(2) Projected Expenditures (1 Oct - 31 Mar)		\$

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Figure 11-1. Semi-Annual Informational Program Funds Report

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