

PROCEDURES FOR
ADMINISTERING THE EXCHANGE
OF DEFENCE PROFESSIONAL PERSONNEL

A.1 This Annex to the Memorandum of Understanding (MOU) between the Department of Defense of the United States of America and the Department of National Defence of Canada concerning the exchange of Defence Professional Personnel provides the procedures for nominating and assigning exchanged Defence Professional Personnel from one country to defence facilities in the other country.

A.2 Each Executive Agent will obtain from its defense components and submit to the other Executive Agent applications of individuals for consideration as exchange personnel. The personnel application will include a resume in the format of enclosure 1. The selection and placement of five or more individuals in one country during a calendar year period will be administered and coordinated on a group basis to facilitate administrative processing.

A.3 Candidate applications will be submitted by the nominating Participant to its Embassy for forwarding to the Executive Agent of the host Participant. The submission of the applications will occur at least twelve months prior to the desired assignment start date.

A.4 The host Participant Executive Agent will distribute the candidate resumes it receives to its defense components for review and placement selection.

A.5 After review and coordination of the resumes and identification of applicable assignments, the host Participant Executive Agent will submit to the nominating Participant through prescribed channels proposed Position Descriptions in the format of Enclosure 2 at least six months prior to the expected assignment date.

A.6 Upon acceptance of the Position Description, the nominating Participant will submit appropriate documentation, to include security assurances, through its embassy channels to the host Participant at least 60 days in advance of the proposed date of assignment.

A.7 Upon receipt of the information specified in A.6 above, the host Participant Executive Agent will notify the host defense component of the individual's arrival date(s). The host defense component will, in turn, notify the exchange personnel's host supervisor and encourage personal contact between them prior to arrival. A sponsor, usually the supervisor, will be assigned to meet the individual on arrival and help make the necessary living arrangements for the individual and family.

A.8 The Executive Agent will arrange for an in-briefing for all new exchange personnel, normally to be held at the exchange personnel's Embassy. The Embassy and sponsor or supervisor will, as a minimum, brief the exchange personnel on the items contained in Enclosure 3. The Executive Agent and security manager of the host defense component will provide the overall welcome to the program and emphasize security system requirements. The sponsor or supervisor will familiarize exchange personnel with the sponsoring organization's mission, as well as the specific assignment location and duties.

A.9 The Executive Agent, along with the Embassy point of contact, will be the interface with all supervisors and/or exchange personnel in administering the program.

A.10 The Executive Agent will arrange for proper end-of-assignment ceremony and out-briefing. It is suggested that a prominent individual from the host Participant address the exchange personnel when there is a group departing. A Certificate of Completion may be presented to exchange personnel. The Executive Agent will provide a security debrief and allow the individual a final opportunity to comment on his or her experience with the exchange program.

A.11 The Order of Dress for the military will be that which most closely conforms to the Order of Dress of the host Participant. Receiving unit commanding officers will not issue instructions to exchange personnel on the wearing of individual clothing and equipment that cannot be complied with by reason of differences in dress regulations of the Participants. Under special circumstances, if the Forces of the sending Participant cannot provide special clothing and equipment required for the execution of a mission, exchange personnel may be permitted, to the extent deemed appropriate, to wear

the special operational equipment and clothing of the Forces of the host Participant. In such cases, the special operational equipment and clothing may be issued to exchange personnel on the same conditions as to members of the Forces of the host Participant; however, any rank or other insignia worn will, to the extent possible, conform to sending Participant's Service standards. Military exchange personnel will comply with the customs of the host Participant's Service with respect to the wearing of civilian clothing.

A.12 Defence Professional Personnel annual appraisal reports will be in the format required by the sending Participant.

A.13 In the event of a crisis with, or war against, a nation that has been determined to be a common enemy, exchange personnel will remain with their host organization and continue to carry out their assigned duties pending further orders from the sending Participant. In the event of a crisis or war affecting the host country only, exchange personnel will be withdrawn from duty, by their host supervisors, while awaiting orders from the sending Participant before performing any further duties with the host Participant. If a decision is made by either country to evacuate dependants, the sending Participant in coordination with the host Participant will assume full responsibility for the evacuation.

ENCLOSURE 1

PROFESSIONAL BACKGROUND
AND AREA OF INTEREST

I.. Personal Data:

Name:

Rank or Title:

Scientific or Technical Specialty:

Passport No:

Marital Status: (if children, how many,
ages and sex)

Address:

Office:

Telephone:

Home:

Telephone:

II. Education:

Name of college/university
Degree received/subject

III. Professional Employment:

(List military and civilian employment)

IV. Name of Present Organization:

ENCLOSURE 1 - CONTINUED

PROFESSIONAL BACKGROUND
AND AREA OF INTEREST

- V. Language Proficiency:
 - a. Recent aptitude/proficiency scores, if applicable
 - b. Academic Language Training or Language Experience
 - c. Spouse's Proficiency

- VI. Career Areas of Interest:
 - a. Primary
 - 1.
 - 2.
 - 3.
 - b. Secondary
 - 1.
 - 2.
 - 3.

ENCLOSURE 2

POSITION DESCRIPTION

1. Title of Position:
2. Position Location:
3. Qualifications/Skills Required for Position:
4. Description of Specific Duties:
5. General Categories of Information to Which Access Will be Required:
6. Supervisor:

Name:

Title/Grade:

Address:

ENCLOSURE 3

SUGGESTED TOPICS TO BE COVERED DURING IN-BRIEF OF
DEFENCE PROFESSIONAL PERSONNEL

- Peculiarities of status during stay in host country
- Import and registration of private vehicle
- Driver's license and automobile insurance
- Treatment of Customs in bringing in goods for personal use (e.g., suitcases, household goods, etc.)
- Taxes
- Employee inventions
- Receipt of paychecks
- Opening a private bank account
- Necessary correspondence relative to personal affairs
- Passports and visas
- Holidays, annual leave, sick and emergency leave and home vacation privileges
- Authorizations for business travel (TDY)
- Visit requests (to visit installations other than place assigned)
- Procedures to book flights for TDY
- Returning to home country
- Regulations and allowances relative to moving costs (household goods, per diem, weight allowances, etc.)
- Instructions for obtaining assistance (financial, credit, verification of employment, etc.)
- Overseas employment compensation
- Housing rental allowance
- Procedure for settling travel vouchers
- School assistance
- End of assignment and periodic written reports
- Suggested books and literature about the host country for background information
- Provide list of important organizations, persons, addresses, telephone numbers (e.g., Embassy, Armed Forces Administrative Office, etc.)
- Medical care entitlements
- Security procedures and contacts

CERTIFICATION OF CONDITIONS
AND RESPONSIBILITIES

I understand and acknowledge that I have been accepted for assignment to (name and location of organization to which assigned) pursuant to the Memorandum of Understanding between the Department of Defense of the United States of America and the Department of National Defence of Canada concerning the Exchange of Defence Professional Personnel. In connection with this assignment, I further understand, acknowledge, and certify that I will comply with the following conditions and responsibilities:

1. There will be no access to technical data or other information except for that which is required to perform the duties of the position to which I am assigned.
2. I will perform only functions as described in the Position Description for my work assignment, and will not act in any other capacity on behalf of my government.
3. Access to information shall be limited to that information determined by my designated supervisor to be necessary to fulfill the functions described in the Position Description for my work assignment.
4. All information to which I may have access in the course of this assignment shall be treated as information provided to my government in confidence and will not be further released or disclosed by me to any other person, firm, organization or government without the prior written authorization of the host government.
5. I have been briefed on, understand, and will comply with all applicable security regulations of the host government.

(Signature)

(Typed Name)

(Grade/Title)

(Date)