

## HOST COMMAND INFORMATION

**Listed below are information and advice concerning the host unit's responsibility for the exchange officer. We hope this provides useful information in planning the officer's visit.**

- Provide an assigned sponsor of the same rank and preferably same MOS who will be available to and responsible for hosting the exchange officer for the duration of the visit.
- Ideally, if rank and expertise warrant, assign the exchange officer to a duty position within your organization and permit him/her to participate as part of the organization. The MOU Agreements with Germany and the United Kingdom grant these officers the authority to issue orders within the scope of their responsibilities conferred upon them by the Host Service.
- Prepare an information packet for the Reserve officer. This packet should include:
  1. Welcome letter.
  2. Name, address, phone number, fax numbers and email addresses for the sponsor and for a unit point of contact who is coordinating the exchange. Use Commercial, Not only DSN.
  3. Anticipated duty position if you can assign him/her to a leadership position within your unit.
  4. Unit training schedule/program for the period of the exchange.
  5. Schedule for the individual officer.
  6. Unit history, organizational chart, and roster of key personnel by duty position.
  7. Orientation materials on the local area to include maps and travel brochures.
  8. Clothing and equipment list (gear list for). Remember, you are obligated to provide him/her with organizational equipment such as field gear. Minimize the need for additional uniforms, but if your unit is planning a formal affair during the exchange, ensure you advise the exchange officer of the proper uniform.
  9. Anticipated costs and requirements for- BOQ, Mess Hall, Food, Misc items.
- Contact the exchange officer early and frequently to coordinate the schedule and program. Share expectations and desires on both parties. Your Component Exchange Coordinator should have provided you with addresses and telephone numbers for the exchange officer. We encourage the sponsor to phone the officer. Remember, there is a five-hour difference to the UK and six to Germany from the East Coast.
- Make arrangements for lodging and messing for the officer. Billet the exchange officer in the same facilities or type of facilities as an officer of his rank assigned to your unit. If your officers are staying in tents during AT, the exchange officer should stay in tents. Lodging in a BOQ/VOQ is preferred over civilian lodging. These officers are eligible for government billets and military rates. Inform the exchange officer of the expected money requirements for these arrangements (BOQ rates, messing amounts per meal, etc.)
- Meet the exchange officer at the local airport or pick them up from Washington DC on the date required. Your Component Exchange Coordinator is responsible for coordinating air

transportation for the exchange officer from Washington to your unit or its location for annual training and return.

- Expose the Exchange Officer to as much of your Service and your component as possible. You have great flexibility in this area.
- Schedule in-calls and a command brief to help him understand your mission, structure, and relationships with your Service, state (if National Guard), and Component structure. Your exchange officer can also give briefings on his reserve program and assignment. Scheduling members of your unit and sister units to attend this briefing is a good idea and excellent professional development. It is highly recommended that you inform your guest that you would like this briefing and discuss with him/her the available technology for a brief (powerpoint, overhead slides) in advance and put time on your schedule for it to be given.
- If the exchange officer is a pilot or other air crew member, ensure you have coordinated with the appropriate authorities for the officer to participate in flights. The exchange officers should have NATO travel orders. These will facilitate entry into other NATO nations. Coordinate carefully travel to non-NATO nations. To validate credentials, ask the exchange officer to provide required information directly to you prior to his/her arrival. Likewise, if your unit requires special qualifications such as parachutist, scuba diving, EOD, or the like, contact the exchange officer to ensure he/she provides you certified copies of his qualifications so he/she may participate fully in your training and operations. Generally, we assigned exchange officers to these special units based upon the officer's qualifications with his military. Gain appropriate clearance from higher headquarters, if required, to allow his participation in these activities.
- Advise your local Security Office about the foreign officer's assignment. Most officers will have a minimum NATO Secret clearance. If the exchange officer requires a top secret clearance, notify the Component Reserve Officer Exchange Coordinator and the foreign officer in a timely manner to allow transmittal of the necessary clearance information. Ensure that the officer can gain access to the necessary facilities. Past visitors experienced difficulties entering military installations (especially on weekends) because security personnel did not recognize the orders.
- Time permitting, try to schedule and/or provide your exchange officer the ability to visit local historical and cultural places.
- Exchange mementos, as desired. Your exchange officer will probably have plaques and/or gifts to present. He will not expect to receive anything in return, but you may present plaques and/or gifts also. Consider plaques in the shape of your state (National Guard) or a unit insignia. There is no official policy on giving mementos. Try to take advantage of public affairs photo opportunities. Copies of those are good mementos.
- Contact your local Public Affairs Offices. You should write an article highlighting your visit for printing in local and Service and Reserve component publications.

- Submit an After Action Report through your Component Reserve Officer Exchange Coordinator to the  
Director of International Programs  
Office of the Assistant Secretary of Defense for Reserve Affairs,  
1500 Defense Pentagon Room 2D191  
Washington, DC 20301-1500  
with copies to the appropriate commands. Include both positive and negative comments on all aspects of the program. This report is due within 30 days of the completion of the visit.