



# Department of Defense INSTRUCTION

NUMBER 1215.15

July 1, 2014

*Incorporating Change 1, Effective October 13, 2016*

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USD(P&R)

SUBJECT: Military Reserve Exchange Program (MREP)

References: See Enclosure 1

1. PURPOSE. This instruction reissues DoD Directive (DoDD) 1215.15 (Reference (a)) as a DoD instruction in accordance with authority in DoDD 5124.02 (Reference (b)) and the guidance in DoDD 5530.3 (Reference (c)) to:

a. Establish policy and assign responsibilities for management and administration of an MREP between the DoD and foreign ministries of defense.

b. Change the MREP from a formerly Reserve officer-exclusive program, known as the Reserve Officers Foreign Exchange Program, to an all-inclusive program for Reserve Component officers, warrant officers, and enlisted Service members.

## 2. APPLICABILITY

a. This instruction applies to the OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD (referred to collectively in this instruction as the "DoD Components").

b. Does not apply to personnel foreign exchange programs between Active Components of the U.S. Armed Forces and foreign military services.

3. POLICY. It is DoD policy that:

a. The DoD has an MREP for the exchange of U.S. Reservists of the Military Departments and Reservists of allied governments whenever such 2- to 4-week training periods will enhance the participants' ability to perform assigned mobilization duties.

b. The Reserve Components of the Military Departments participate in specific exchanges with allied governments when mobilization requirements allow for the availability of personnel to participate.

c. MREP representatives are qualified, experienced, and trained in their military specialties as determined by the respective Military Departments.

4. RESPONSIBILITIES. See Enclosure 2.

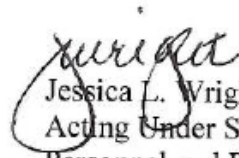
5. PROCEDURES. See Enclosure 3.

6. RELEASABILITY. **Cleared for public release.** This instruction is available on the Internet from the DoD Issuances Website at <http://www.dtic.mil/whs/directives>.

7. EFFECTIVE DATE. This instruction: *is effective July 1, 2014.*

~~a. Is effective July 1, 2014.~~

~~b. Will expire effective July 1, 2024 if it hasn't been reissued or cancelled before this date in accordance with DoD Instruction 5025.01 (Reference (d)).~~

  
Jessica L. Wright  
Acting Under Secretary of Defense for  
Personnel and Readiness

Enclosures

1. References
2. Responsibilities
3. Procedures

Glossary

ENCLOSURE 1

REFERENCES

- (a) DoD Directive 1215.15, "Reserve Officers Foreign Exchange Program," January 29, 2004 (hereby cancelled)
- (b) DoD Directive 5124.02, "Under Secretary of Defense for Personnel and Readiness (USD(P&R)), June 23, 2008
- (c) DoD Directive 5530.3, "International Agreements," June 11, 1987, as amended
- ~~(d) DoD Instruction 5025.01, "DoD Issuances Program" June 6, 2014~~
- ~~(e)(d)~~ Section 168 (note) of Title 10, United States Code
- ~~(e)(e)~~ DoD Directive 4500.54E, "DoD Foreign Clearance Program (FCP)," December 28, 2009
- ~~(g)(f)~~ Memorandum of Understanding between the Federal Minister of Defense of the Federal Republic of Germany and the Secretary of Defense of the United States of America concerning the Exchange of Reserve Officers, August 2, 1985
- ~~(h)(g)~~ Memorandum of Understanding between the Ministry of Defence of the United Kingdom of Great Britain and Northern Ireland and the Department of Defense of the United States of America concerning the Exchange of Reserve Officers, September 11, 1989
- ~~(i)(h)~~ Memorandum of Agreement between the Department of Defense of the United States of America and the Ministry of Defence of the Kingdom of Denmark Regarding the Military Reserve Exchange Program, December 11, 2012
- ~~(i)(i)~~ Memorandum of Understanding between the Department of Defense of the United States of America and the Department of National Defence of Canada regarding the Reserve Foreign Training Program, February 4, 2010
- ~~(j)(j)~~ Section 112b of Title 1, United States Code

ENCLOSURE 2

RESPONSIBILITIES

1. ASSISTANT SECRETARY OF DEFENSE FOR *MANPOWER AND RESERVE AFFAIRS* (ASD(*M&RA*)). Under the authority, direction, and control of the Under Secretary of Defense for Personnel and Readiness, the ASD(*M&RA*):

a. Generates all international memorandums of understanding (MOUs) and memorandums of agreement (MOAs) relating to an MREP between the DoD and foreign ministries of defense for the assignment of Reserve exchange personnel pursuant to section 168 (note) of Title 10, United States Code (Reference ~~(e)~~(d)). This includes all aspects of coordination with appropriate DoD offices (particularly with the Office of the Assistant Secretary of Defense for International Security Affairs; ~~the Office of the Director, Defense Technology Security Administration International Security Directorate~~ *the Director, International Security Programs, Defense Technology Security Administration; the Deputy Assistant Secretary of Defense for Security Cooperation*; and the Office of the General Counsel of the Department of Defense) and all aspects of negotiating and concluding MOA and MOUs with foreign ministries of defense as outlined in Reference (c).

b. Negotiates with foreign ministries of defense regarding the specific positions and the number, qualifications, and grade of Reserve Component members to participate in each exchange.

c. Conducts any further coordination with foreign ministries of defense necessary to ensure the overall success of each exchange.

d. Exercises coordination and oversight responsibility within the DoD for execution of the exchanges under the MREP.

e. Designates the MREP Coordinator.

f. Ensures that exchanges under the MREP are implemented in agreement with applicable international treaties.

2. SECRETARIES OF THE MILITARY DEPARTMENTS. The Secretaries of the Military Departments:

a. Provide advice to the ASD(*M&RA*) on the management, administration, and effectiveness of the MREP.

b. Establish specific criteria by which Reserve Component members are to be considered for exchanges under the MREP in response to requirements designated by the ASD(*M&RA*).

c. Screen and select qualified Reserve Component members *using DD Form 3006, "Military Reserve Exchange Program Officer/Non-Commissioned Officer Application,"* to fill specific exchange positions desired by the Military Department concerned, and submit the names of those Reserve Component members selected and the corresponding position desired to the ASD(M&RA) for final coordination.

d. Implement the MREP in accordance with this instruction and consistent with:

(1) DoDD 4500.54E (Reference ~~(e)~~(e)).

(2) The MOU between the Federal Minister of Defense of the Federal Republic of Germany and the Secretary of Defense of the United States of America concerning the Exchange of Reserve Officers (Reference ~~(g)~~(f)).

(3) MOU between the Ministry of Defence of the United Kingdom of Great Britain and Northern Ireland and the DoD of the United States of America concerning the Exchange of Reserve Officers (Reference ~~(h)~~(g)).

(4) The MOA between the DoD of the United States of America and the Ministry of Defence of the Kingdom of Denmark Regarding the Military Reserve Exchange Program (Reference ~~(i)~~(h)).

(5) The MOU between the Department of Defense of the United States of America and the Department of National Defence of Canada regarding the Reserve Foreign Training Program (Reference ~~(j)~~(i)).

e. Program and budget for all administrative and operational requirements for implementation of each MOA and MOU within their respective Military Departments.

f. Designate a Service member or civilian employee to serve as the MREP Administrator.

ENCLOSURE 3

PROCEDURES

1. ASD(M&RA)

- a. Receives requests from foreign countries stating their desire to participate in the MREP.
- b. Provides a response to the requesting nation accepting or declining participation.

(1) If accepting participation, the MREP Coordinator submits a request for authority to negotiate and conclude an MOA or MOU to the ~~Office of the Under Secretary of Defense for Policy, Defense Technology Security Administration, International Security Directorate for approval~~ *Director, International Security Programs, Defense Technology Security Administration for coordination. After coordination, approval will be granted in accordance with Reference (c).*

(2) On receiving approval to negotiate and conclude an MOA or MOU, the MOA or MOU is coordinated with the requesting foreign ministry of defense in coordination with the Office of the Under Secretary of Defense for Policy, ~~Defense Technology Security Administration, International Security Directorate~~ *the Director, International Security Programs, Defense Technology Security Administration*, and the Office of the General Counsel of the Department of Defense.

- c. Designates a representative from the DoD to conclude the MOA or MOU with the designated representative from a foreign ministry of defense.
- d. Pursuant to section 112b of Title 1, United States Code (also known as “the Case Act,” Reference ~~(k)(j)~~), ensures that MOAs and MOUs that have been concluded are provided to the Office of the General Counsel of the Department of Defense and ensures that any MOA that has entered into force is transmitted to the U.S. Department of State within 20 days of signature.
- e. Coordinates the level of participation by the Reserve Components of the Military Departments with Service MREP Administrators.
- f. Ensures that the MREP Coordinator exercises oversight responsibility within the DoD for execution of the exchanges under the MREP.
- g. Ensures that exchanges under the MREP are implemented in accordance with applicable international agreements and arrangements.

2. SECRETARIES OF THE MILITARY DEPARTMENTS. The Secretaries of the Military Departments appoint an MREP Administrator to exercise administrative control over the program within that Department. They identify names and contact information of Department MREP Administrators to the Office of the ASD(M&RA) MREP Coordinator.

3. MILITARY DEPARTMENT MREP ADMINISTRATOR. The Military Department MREP Administrator is to:

- a. Coordinate with the Office of the ASD(*M&RA*) MREP Coordinator on the availability and number of personnel to participate in the program.
- b. Coordinate with the respective Service Component command to support the execution of the exchanges.
- c. Fund and provide program exchange requirements to support participation in the MREP.
- d. Execute the MREP as outlined in the appropriate MOA or MOU and in agreement with applicable international agreements or arrangements.
- e. Participate in after-action reviews and provides feedback to the MREP Coordinator regarding the execution of the MREP.

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

ASD( <i>M&amp;RA</i> )	Assistant Secretary of Defense for <i>Manpower and</i> Reserve Affairs
DoDD	DoD directive
MOA	memorandum of agreement
MOU	memorandum of understanding
MREP	Military Reserve Exchange Program

PART II. DEFINITIONS

Unless otherwise noted, these terms and their definitions are for purpose of this instruction.

MOA. An agreement between the DoD and the ministry of defense of a foreign nation establishing an exchange program for individual Reserve Component members. Reference (c) establishes DoD policy and procedures regarding negotiation and conclusion of such international agreements.

MOU. 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.

MREP Administrator. A Service member designated by each Military Department to exercise administrative control over the program within that Department.

MREP Coordinator. A designated Service member within the Office of the ASD(*M&RA*) who coordinates policy issues relating to the program and serves as a point of contact for the MREP Administrators.