



**AIR FORCE OFFICE OF SCIENTIFIC RESEARCH
AFRL International Office (AFOSR/IO)**

INTERNATIONAL WINDOW PROGRAMS

**Window on Europe
Window on Asia
Window on the Americas**



February 2006

AFOSR INTERNATIONAL WINDOW PROGRAMS

Window on Europe, Window on Asia, and Window on the Americas

1. WINDOW PROGRAMS BASICS

a. Introduction: The Air Force identified a need to increase the participation of top quality Air Force scientists and engineers in global foreign research communities. With this in mind, the Air Force Office of Scientific Research (AFOSR) initiated the Window programs. These programs provide outstanding Air Force scientists and engineers the opportunity to work on specific research projects in leading (non-government) foreign laboratories, or to perform assessments of foreign technology efforts. Both of these enterprises take place while on temporary duty (TDY). The European Office of Aerospace Research and Development (EOARD), London, UK or the Asian Office of Aerospace Research and Development (AOARD), Tokyo, Japan can provide the base of operations for technology assessments. AFOSR funds the researcher for up to 179 days TDY. Following completion of the TDY, the researcher or technology assessor prepares a detailed technical report and/or a seminar for presentation to the Air Force S&T community. Window programs are designed to complement, not replace, EOARD's, AOARD's, and AFOSR/IO's current programs. EOARD's area of responsibility encompasses Europe, including all of the nations of the former Soviet Union, Africa, and the Middle East. AOARD's area of responsibilities includes Asia, Australia, and the Indian subcontinent. AFOSR/IO manages Window Programs for Canada, Central, and South American countries.

b. Program Goals:

- (1) Maintain technological excellence in scientific areas relevant to Air Force needs
- (2) Prevent technological surprise to our nation
- (3) Maintain a strong research infrastructure composed of the Air Force Research Laboratory, industry, and universities
- (4) Complement the national research effort

c. Program Highlights:

- (1) Highly qualified personnel currently active in research for TDY (21-179 days) are selected.
- (2) The traveler performs full-time research at a (non-government) foreign host laboratory or full-time science and technology assessment activities while based at EOARD, AOARD, or a US Embassy Defense Attaché Office (DAO) in the case of Canada, Central, or South America.
- (3) The host foreign laboratory provides a letter of invitation offering access to facilities and resources for research projects.
- (4) AFOSR provides the TDY funds.
- (5) The traveler provides a final written report.

d. Researcher Qualifications: The program is designed to place highly qualified U.S. Air Force researchers in foreign research communities. Typically, the researcher would be a scientist or engineer at least at the GS-13 level or its military equivalent. The researcher must be active in his or her field of expertise, recognized as an expert, and have a strong publication record. Some knowledge of the language used by the researchers at the host institution is desirable; however, indication from the host institution that English interpreters are readily available is also acceptable.

e. Research: The proposed research or science and technology assessment activities must address Air Force research and development needs. To be considered for participation in the program, the research applicant must write a research proposal (not to exceed 10 pages) of sufficient depth and scope for evaluation by AFOSR technical directors and the scientists at the participating organizations. The scope and depth of the proposed research must be formulated with the TDY constraints in mind. Proposals that focus tightly on specific research problems or specific science and technology assessment topics will merit greater consideration than those which are of a general survey nature. The chief scientist at the applicant's Air Force Research Laboratory technical directorate must endorse the proposal, forward, and recommend approval by AFOSR.

f. Host Laboratory: The foreign host laboratory and its research personnel play a key role in Window programs. The host and its sponsoring researcher must be recognized leaders in the proposed area of research. Window programs provide no money for the purchase of supplies, equipment, or computer time; therefore, the host laboratory must support the resource requirements identified in the research proposal. The host laboratory confirms the research arrangements by issuing a letter of invitation to the researcher, or his organization. Participation in science and technology assessment activities is contingent upon a letter of invitation from EOARD, AOARD, or AFOSR/IO.

g. Patents and Rights in Technical Data: Rights associated with discoveries worthy of a patent, made by any Government employee while participating in Window Programs, shall be determined in accordance with Executive Order 10096, 23 January 1950, 15 Fed Reg 398, as amended by Executive Order 10930, 28 March 1961, 26 Fed Reg 2583, and Air Force Reg 110-8. Participants may not waive, release, or alter the respective rights set forth in these references. Forward any requests from a hosting institution for an agreement concerning patent or data rights to AFOSR/IO for AFOSR/JA review. No Window program participant shall sign such an agreement prior to written AFOSR/JA approval.

h. Restrictions On Disclosure of Technical Data: Prior to departure for Window program assignments, researchers/assessors should consult with their Foreign Disclosure Office. The Foreign Disclosure Officer will outbrief the researcher to ensure that release of government information in connection with the proposed research and TDY complies with national security and other restrictions including the Arms Export Control Act and nuclear/ballistic non-proliferation agreements.

i. TDY Costs: AFOSR will fund the TDY costs in accordance with the Joint Travel Regulations.

j. Final Report: The traveler will submit a written report detailing his or her research effort and findings within 90 days of completion of the TDY. In addition to any requirements levied by the traveler's laboratory, the traveler will provide coIOs of the report to EOARD, AOARD, AFOSR/IO, and the traveler's chief scientist. In the case of assessment-type TDYs, the final report may be published as an EOARD or AOARD report and as an abstract in EOARD's *EUROGRAM*, AOARD's *Asia Science Letter*, or AFOSR's *Research Highlights*. AFOSR encourages open literature publications. The traveler may be asked to give a seminar-style presentation at the laboratory and/or at AFOSR (at AFOSR's expense) and provide feedback for program evaluation purposes.

2. WINDOW PROGRAMS MANAGEMENT AND PROCEDURES

a. The applicant must discuss participation in the Window Programs with his or her immediate supervisor, and then, depending on the location of the proposed research, contact EOARD, AOARD, or AFOSR/IO as appropriate. Coordination with the laboratory's chief scientist prior to contacting EOARD, AOARD or the potential host laboratory is highly recommended.

b. As appropriate, and at the applicant's request, EOARD, AOARD, or AFOSR/IO can advise the applicant of research opportunities or foreign-based science and technology assessment opportunities.

c. The applicant prepares a formal proposal with sufficient detail for evaluation on the basis of technical merit. Append the proposal to the Window proposal cover sheet (Atch 1). Additional application requirements include:

- (1) A detailed, projected, TDY expense budget;
- (2) A travel itinerary; and
- (3) A *curriculum vitae*, including publications.
- (4) Letter of invitation from the host organization
- (5) Endorsement of the directorate chief scientist.

Careful planning ensures development of realistic TDY expenses and travel itineraries. Both are essential to accomplish the research in a timely and cost-effective manner, and within budget. Guidance relating to TDY expenses and travel itineraries is available from EOARD, AOARD, the Joint Travel Regulations, and from previous Window programs participants. The names and telephone numbers of previous participants are available from AFOSR/IO.

d. The applicant submits the above package to AFOSR/IO through the appropriate AFRL technical directorate chief scientist for review and endorsement.

e. The applicant forwards the application package (including the Chief Scientist's endorsement letter) to AFOSR/IO for approval and sends a copy to EOARD or AOARD, as appropriate, for information.

f. The appropriate AFOSR technical directorate reviews the endorsed package to ensure quality of the researcher and proposed research. If approved, AFOSR/IO notifies the AFRL Research Council, and EOARD or AOARD.

h. If the applicant proposes to focus on assessment activities of specific science and technology topics through an EOARD, AOARD, or DAO-based TDY, EOARD or AOARD reviews the application package, writes an endorsement letter, and forwards it to AFOSR/IO.

i. Upon approval, AFOSR/IO sends a funding document (AF Form 616, Fund Cite Authorization), to the applicant's research site. The AF Form 616 will not exceed the amount in the TDY cost budget.

j. Upon receipt of approval, the applicant coordinates with his or her site travel personnel and EOARD, AOARD, or AFOSR/IO (as appropriate) to work out travel-related details of the TDY. The applicant's organization initiates a country clearance message and prepares the travel orders. As appropriate, the applicant's organization arranges to have the traveler briefed regarding foreign disclosure prior to the TDY and debriefed upon return..

Note: Submit the application package at least four months before the expected start of the TDY. A typical sequence of events follows:

WEEK	ACTION
0	Proposal submitted to Technical Directorate Chief Scientist
2	Technical Directorate Chief Scientist's decision, appropriate packages forwarded to AFOSR/IO
7	AFOSR's review and decision
8	AFOSR/IO notifies applicant
10	AFOSR/IO processes funding document (Form 616)
10	Research Site processes country clearance message
11-14	Research Site processes travel documents
15	Research Site completes travel orders
16	Travel begins

3. TERMINATION OF TDY

a. The host laboratory, EOARD, AOARD, or AFOSR/IO retains the right to terminate the applicant's participation in Window programs.

b. The Air Force may terminate the applicant's participation when considered in the best interest of the participating organizations.

c. In cases of serious illness, undue hardship, or early completion of the researcher's objectives as defined in the proposal, the traveler may request early termination of the TDY.

d. In all cases of early termination, Joint Travel Regulations apply.

4. CONTACTS

a. EOARD/CI

Phone: 011-44-207-514-4505

Overseas DSN 314-235-4505

Fax 011-44-207-514-4960

E-Mail: eoard@eoard.af.mil

Home Page: <http://www.london.af.mil>

Mailing Address from the US:

EOARD
PSC 821, Box 14
FPO AE 09421-0014

from Abroad:

EOARD
223/231 Old Marylebone Road
London, NW1 5TH, UK

b. AOARD/CC

Phone: 011-81-3-5410-4409

Overseas DSN 315-229-3212

Fax 011-81-3-5410-4407

E-Mail: aoard@aoard.af.mil

Home Page: <http://www.tokyo.aoard.a.fmil>

Mailing Address from the US:

AOARD

from Abroad:

AOARD

Unit 45002
APO AP 96337-5002

7-23-17 Roppongi, Minato-Ku
Tokyo, 106, Japan

c. Air Force Research Laboratory: Technical Directorate Chief Scientist or designee

d. AFOSR/IO: Phil Gibber, (703) 696-7323
Dr. Mark Maurice, (703) 558-1772 DSN 425-1772
Fax: (703) 696-7320 or DSN 426-7320
E-Mail: philip.gibber@afosr.af.mil
mark.maurice@afosr.af.mil

Mailing Address:

AFOSR/IO-- WOAm
875 North Randolph Street
Suite 325, Room 3-112
Arlington, VA 22203-17684

Attachment:

Window Programs Proposal Cover Sheet

WINDOW PROGRAMS
PROPOSAL COVER SHEET

Proposal Date: _____ Projected TDY Start Date: _____

Proposal Title: _____

TDY Duration in Days: _____ Estimated TDY Cost: _____

Name of Applicant (Last, First, MI): _____

Grade/Rank: _____ Position Series/Title: _____

Air Force Research Laboratory : _____
(Address)

Applicant's Duty Phone(DSN/Com): _____ / _____
(email) and fax

Proposed Host Laboratory & Address: _____

Name of Contact at Host Laboratory: _____

Telephone Number of Host Laboratory Contact: _____
(fax and email)

**WINDOW ON EUROPE/WINDOW ON ASIA
SECURITY CLEARANCE INFORMATION**

REMARKS/COUNTRY TO BE VISITED: _____

NAME: _____

RANK: _____

SSAN: _____

PASSPORT NUMBER: _____

SECURITY CLEARANCE: _____

POSITION/DUTY TITLE: _____

DATE/PLACE OF BIRTH: _____

AGENCY SPONSORING VISIT: _____

PROPOSED ITINERARY: _____

PURPOSE OF VISIT: _____
