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Services

**ARMED FORCES
ENTERTAINMENT PROGRAM**



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SUMMARY OF CHANGES

This document has been revised in its entirety and must be completely reviewed. Major changes include the stand up of Air Force Installation and Mission Support Center (AFIMSC) and Air Force Services Activity (AFSVA), with applicable office symbols, Points of Contact, and roles and responsibilities changes.

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Chapter 1

GENERAL GUIDANCE

1.1. Purpose of the Program. This program provides free, quality, live, professional entertainment to U.S. Armed Forces personnel and their family members stationed overseas. Priority is given to remote and isolated locations, ships at sea, and contingency operations overseas. The goal of the program is to promote retaining resilient, ready Service Members and their families by offering entertainment programming to overseas locations where U.S. Service Members are stationed or deployed. The Armed Forces Entertainment (AFE) program augments existing installation organic entertainment programming and should not be viewed as the sole source of entertainment capabilities. While providing these capabilities, the Armed Forces Entertainment program provides entertainers with an appreciation of the hardships Service Members endure and helps them serve as a vital link between those at home and those protecting our national security.

Chapter 2

ROLES AND RESPONSIBILITIES

2.1. Director, Air Force Services (AF/A1S). Establishes and monitors program policy.

2.2. Chief, Armed Forces Entertainment (AF/A1SOT).

2.2.1. Is responsible for the overall operation of the program and supervises the Armed Forces Entertainment staff.

2.2.2. Reviews and validates entertainment requests/offers in accordance with priorities and funding constraints.

2.2.3. Creates and executes the Calendar Year Entertainment Plan.

2.2.4. Is primary military liaison to the United Service Organizations (USO) for entertainment to the U.S. Armed Forces overseas.

2.2.5. Approves substantial tour changes.

2.2.6. Approves lodging or other unique expenses that may impose a hardship on entertainment groups.

2.2.7. Reviews and concurs on all contract costs and modifications, if applicable.

2.2.8. Approves requests for any use of dedicated military airlift for transoceanic travel.

2.2.9. Signs invitational travel orders for entertainment groups, to include invitational travel orders required for United Service Organizations tours.

2.2.10. Approves delays en route/return requests.

2.2.11. Approves tour cancellation/curtailment requests.

2.2.12. Approves requests to remove an individual from tour.

2.2.13. Approves age restriction waivers for entertainers less than 18 years of age. (Written parental consent must be obtained prior to the Chief's consideration of approval.)

2.2.14. Reviews final pay packages to ensure expenses and reimbursements are in compliance with established guidance.

2.2.15. In the event of an extended absence, the Chief must delegate the above duties to the authorized Marketing Business Specialist and/or the Financial Manager. Such delegation must be documented for audit purposes. (T-2).

2.2.16. Oversees Regional/Circuit managers duties to include the planning, contracting, executing, and close out of AFE tours.

2.3. Air Force Nonappropriated Funds Purchasing Office (AFNAFPO). Provides oversight of the Armed Forces Entertainment Contracting Officer's warrant.

2.4. Installation/Site Commander. If sites accept an entertainment offer from Armed Forces Entertainment, Commanders at all levels are required to provide maximum support allowed by law and extend appropriate courtesy to the entertainers. (T-3). This instruction does not preclude overseas commanders from accepting or planning other entertainment for their commands.

2.5. Site Coordinators. It is the Site Coordinator's responsibility to:

- 2.5.1. Liaise with the applicable Armed Forces Entertainment Regional Manager for tours. (T-2).
- 2.5.2. Prepare site itineraries for entertainment tours and submit to applicable Armed Forces Entertainment Regional Manager. (T-2).
- 2.5.3. Coordinate local logistics support. (T-3).
- 2.5.4. Ensure proper marketing promotion and advertising at the site and other nearby military locations occurs in a timely manner. (T-3).
- 2.5.5. Reference Armed Forces Entertainment Installation Hosting Requirements Guide for other required support. (T-3).

2.6. Entertainment Group. Entertainers are responsible for conducting themselves as "ambassadors" while on tour, abiding by all local (country) customs/courtesies as briefed by the Site Coordinators and following guidelines established by AFE in the Rules of Engagement (RoE) letter provided to each group member upon acceptance of the tour, as well as the guidelines provided in AFE's contracts.

Chapter 3

PROGRAM POLICY

3.1. Program Policy.

3.1.1. Retail Sales of Merchandise. Local military exchanges or other resale activities may not sell souvenir merchandise such as T-shirts, hats, etc., which bear the likeness, name or any copyrighted logo of the entertainers unless all royalties and fees have been paid or unless express permission has been granted by the entertainers. While contracted with Armed Forces Entertainment, entertainers may not sell merchandise related to the tour or any merchandise in the tour locations. (T-3)

3.1.2. Retail Sales of Military-Branded Merchandise. Souvenir merchandise which bears military logos, to include merchandise co-branded with the event name or entertainer, must comply with branding style guides and generally be purchased from those manufacturers authorized by the military branches' Branding and Trademark Licensing offices to create and distribute military-branded merchandise - (T3). Style guides and a list of approved manufactures can be provided by contacting the respective Branding and Trademark Licensing office using the contact information at <https://www.defense.gov/Resources/Trademarks>

3.1.3. Advertising and/or commercial sponsorship must not promote products, use of products, or behavior which has an adverse effect on successful Air Force mission performance and preservation of loyalty, morale, and discipline. Advertising of alcohol and tobacco products is strictly prohibited. Advertising will not contain anything illegal or contrary to Department of Defense or Air Force instructions (e.g., discrimination, soliciting membership in private groups, endorsement of political positions, or games of chance). Advertising will not be accepted from any establishments that have been designated "off-limits" by installation commanders. (T-3)

3.1.4. Armed Forces Entertainment offers all entertainers, 18 years and older, equal opportunity for tour selection. Age restriction can be waived with both parental consent and approval by the Chief, Armed Forces Entertainment. Minors without an integral role on the tour are prohibited from touring with the entertainment group (such as a child of an entertainer who isn't in the show). (T-2)

3.1.5. Once a tour is accepted by a site commander, it is their responsibility to appoint Site Coordinators and ensures they have all the personnel and resources required to ensure a tours' success.

3.1.6. Tours may be cancelled or curtailed at any time if the Chief, Armed Forces Entertainment, determines that cancellation is necessary due to something that may compromise the interest of the U.S. or local government."

3.1.7. Unless an audience exception is granted by the Chief, Armed Force Entertainment, shows are free of charge to all personnel able to access the installation, regardless of grade or service. When a performance is authorized before a restricted audience, the following conditions apply:

3.1.7.1. An open performance is scheduled or has already been presented for all authorized.

3.1.7.2. Such performance does not interfere with other scheduled performances.

3.1.7.3. The audience for restricted performances may not be selected on the basis of rank or official position. (T-2) For example, restricting an audience to the in-patient population of a Military Treatment Facility, would be acceptable.

3.1.7.4. Entertainment performances in support of unit specific Changes of Command and personal ceremonies such as retirements and promotions are prohibited. A patriotic presentation such as the National Anthem presented by an AFE performer at such events is authorized, when agreed to by the entertainer; while touring with AFE, an entertainer may not be compensated for private ceremonies.

Chapter 4

PROGAM ELEMENTS

4.1. Armed Forces Entertainment Areas of Responsibility (Circuits)

Table 4.1. Armed Forces Entertainment Areas of Responsibility (Circuits).

Circuit Name	Locations (not all inclusive)
Europe	Belgium, Bulgaria, Germany, Hungary, Kosovo, Netherlands, Norway, Romania, Turkey, United Kingdom
Western Hemisphere	Bahamas, Cuba, Curacao, El Salvador, Honduras, Greenland
Mediterranean	Italy, Greece, Portugal/Azores, Spain, West Cyprus
Pacific	Alaska, Australia, Diego Garcia, Guam, Hawaii, Japan, Kwajalein, Okinawa, Republic of Korea, Singapore
Southwest Asia/ Africa	Afghanistan, Bahrain, Iraq, Jordan, Kuwait, Qatar, United Arab Emirates, Djibouti, Egypt/Sinai, Niger

4.2. Transportation and Tour Requirements.

4.2.1. General. Armed Forces Entertainment coordinates and funds all inter- and intra-country travel to and within the overseas area in accordance with applicable travel publications and utilization of the Commercial Travel Office. Travel arrangements will be included in the entertainment contract. Travel arrangements will include entertainers and support contractors Armed Forces Entertainment requires to accomplish the mission. Travel by military airlift is directed when available and will be performed under Priority 2c. Armed Forces Entertainment will make military airlift arrangements, if required. Billings are sent electronically each month to Armed Forces Entertainment. The Air Mobility Command bill includes the name and cost for each leg of military airlift provided to entertainers. Bills will be reconciled to ensure no unauthorized charges are billed to Armed Forces Entertainment. Use of dedicated military airlift for transoceanic travel requires pre-approval by the Chief, Armed Forces Entertainment. (T-2)

4.2.2. Invitational Travel Orders. Invitational travel orders are issued to entertainers and members traveling in direct support of the entertainment tour in accordance with Joint Travel Regulation. Invitational travel orders provide for the travel and logistical support of an individual from point of origin to the tour locations and return to point of origin, as well as authorized support on the installation.

4.2.3. Medical and dental support. Medical and dental support is dependent upon the Branch of Service regulation authority governing medical and dental support to contractors. No-cost treatment is not available for existing medical conditions or injuries from contributory actions on the part of the entertainer. Medical treatment for injuries and illnesses incurred in the course of contract duties will be determined by the servicing medical treatment facility. (T-2).

4.2.4. Immunizations. Armed Forces provides entertainment groups a letter authorizing immunizations recommended for entry into foreign countries. All entertainers must sign and return the immunizations letter. Under the Armed Forces Entertainment Program, immunizations are provided free of charge at Military Treatment Facilities in the United States (US). When a military installation is outside of a 50-mile radius, Armed Forces Entertainment reimburses the direct cost of an immunization provided by a civilian physician. Armed Forces Entertainment does not reimburse the cost of an “office visit” when using a private physician. Armed Forces Entertainment also does not reimburse mileage costs to obtain immunizations at a military installation or from a private physician. The nearest military installation may be located using the TRICARE website at www.tricare.osd.mil.

4.2.5. Delays en route. Delays en route may be granted. Delays en route require approval as discussed below. The use of contract fares is limited to official travel only; contract fares cannot be used for the portion of the trip that is personal. The traveler is responsible for any additional costs when, for personal convenience, a circuitous route is used or the traveler interrupts a direct travel route. Costs are limited to the transportation costs by a usually traveled route on an uninterrupted basis. Approved delays en route are included in the Invitational Travel Orders, provided the following conditions have been met:

4.2.5.1. The delay is requested and approved by the Chief, Armed Forces Entertainment, before the entertainer(s) departs on tour.

4.2.5.2. The delay does not interfere with the main purpose of the tour, disrupt or delay scheduled transportation and is authorized in the overseas area requested.

4.2.5.3. Delays for the convenience of touring members will be at no cost to the Government, therefore those dates will not be included in the entertainment contract.

4.2.5.4. The traveler(s) is responsible for required countries clearances, visas, etc, if applicable, during the delay.

4.2.6. Passports. All entertainers are required to have their own tourist passport to be considered to tour with Armed Forces Entertainment.(T-3)

4.2.7. Visas. When Visas are required, Armed Forces Entertainment makes arrangements if prior issuance is required, otherwise entertainers are required to obtain Visas upon entering the applicable country. Entertainers will be reimbursed for the purchase of required travel visas. (T-3)

4.2.8. Country Clearance. Armed Forces Entertainment makes arrangements for all required Theater/Country Clearances when prior issuance is required. Otherwise, entertainers follow regulations upon entering the applicable county.

4.3. Armed Forces Entertainment Financial Manager

4.3.1. Maintains the authorized reimbursable expenses list for tours. Receipts are required for any claimed reimbursable expense. (see [tables 4.2](#) and [4.3](#)) (T-3)

4.3.2. Maintains the unauthorized reimbursable expenses list for tours.

4.3.3. Prepares the final pay package.

Table 4.2. Authorized reimbursable expenses paid directly by AFE (receipts required).

TYPE OF EXPENSE	NOTES
Commercial Airfare	<p>Coach class airfare charged to the AFE centrally billed account (CBA). If any airline tickets are lost and traveler has to purchase/replace, this cost is not reimbursable until AFE is refunded/credited by the airlines.</p> <p>The traveler must file a lost/stolen ticket claim at the airport. (T-3)</p> <p>It is the travelers' responsibility to safeguard these documents. Commercial Airfare may also be paid by AFE, if included as part of AFEs performance contract.</p>
Military Airlift	Always
Visas	Always
Lodging, bus or charter transportation costs	<p>AFE <u>may</u> use appropriate CBA for payment arrangement when groups encounter changes (extensions or delays) or cancellations in their itinerary and/or travel arrangements that impose a hardship or when they are unprepared to cover the unexpected costs. Only the Chief or Deputy Chief can approve.</p>

Table 4.3. Authorized reimbursable expenses paid by contract (receipts required).

TYPE OF EXPENSE	NOTES
High Performing contract	Always
Honorarium for Non-Celebrity Entertainers	Always
Honorarium for Production/Tour Managers	Production/Tour Managers that travel with the group because they are dual-hatted as entertainers receive the daily honorarium specified by contract for the number of days the group tours plus one day before and one day after the tour. Production/Tour Managers contracted by the USO (excludes full-time USO employees) for celebrity tours receive either Type 1 or Type 2 honorarium as specified in the contract.
Production Costs	May include instrument/equipment rental, sound and/or lighting systems, and labor to set up equipment. May also include minor repairs to instruments/equipment when the cost of such repairs is more economical than renting and necessary to continue shows without interruption.
Travel Costs	For other than originally issued tickets; bus, truck or car rental to/from departure airport or between overseas venue IAW JTR.
Lodging Costs for Celebrity Tours	Reimbursement will not exceed maximum rate in JTR.
Lodging Costs for Non-Celebrity Tours	If not provided by the site, lodging costs are to be provided by AFE and reconciled with full receipts/invoice post tour as part of the tour reconciliation process

Miscellaneous Costs	<p>Miscellaneous costs include the following:</p> <ul style="list-style-type: none"> - Shipping - Visa/custom/departure fees - Passport photo and execution fees - Official telephone calls directly related to producing the tour. <p>For telephone call reimbursement provide itemization detailing:</p> <ol style="list-style-type: none"> 1. Date and time of call 2. Purpose of call 3. Who was called 4. Length of call 5. Cost of call <ul style="list-style-type: none"> - Local travel costs - Toll fees - Baggage Tips (within reason)
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Table 4.4. Unauthorized expenses (non-reimbursable).

TYPE OF EXPENSE	NOTES
Meals	Never
Alcohol	Never
First Class Commercial Airfare	Never
Business Class Commercial Airfare	Except as allowed under very limited circumstances by the JTR
Phone Cards	Never
Mobile phone rental	Exceptions in cases of emergency.
Immunization Costs	AFE reimburses actual cost of immunizations. Does not reimburse - Cost when using a private physician to obtain immunizations or mileage to obtain immunizations
Lost, Stolen, or Damaged Equipment	<p>Entertainer must file equipment claims resulting from neglect of equipment costs commercial airlines with the airline at the first available opportunity (within 24 hours).</p> <p>Loss or damage caused by a negligent or wrongful act of a service member or government civilian employee while acting within the scope of his or her assigned duties may be submitted to the Installation claims office where the damage/loss occurred using SF Form 95, Claim for Damage, Injury or Death and DD Form 1884, List of Property and Claims Analysis.</p>

4.3.4. Entertainers are not to be considered as authorized Official Representation Fund recipients unless otherwise as determined by SAF/PA. (T-3)

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Reserve Affairs)

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

DoDI 1330.13, Armed Forces Entertainment Program, 23 March 2004

AFPD 34-1, Air Force Services, 2 November 2012

AFMAN 64-302, Nonappropriated Fund (NAF) Contracting Procedures, 8 November 2016

AFI 33-360, Publications and Forms Management, 25 September 2013

AFMAN 33-363, Management of Records, 1 March 2008

Joint Travel Regulation

Privacy Act of 1974

10 U.S.C. 8013, Secretary of the Air Force

Adopted Form

AF Form 847, Recommendation for Change of Publication

Abbreviations and Acronyms

AFE—Armed Forces Entertainment

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

DODI—Department of Defense Instruction

OPR—Office of Primary Responsibility

RoE—Rules of Engagement (RoE)

SORN—Privacy Act/System of Records Notice

U.S.—United States

USO—United Service Organizations

Terms

Commercial Sponsorship—The act of providing assistance, funding, goods, equipment (including fixed assets), or services to a Morale, Welfare, and Recreation program(s) or event(s) by an individual, agency, association, company or corporation, or other entity (sponsor) for a specific (limited) period of time in return for public recognition or advertising promotions.

Entertainer(s)—a person, such as a singer, dancer, or comedian, whose job is to entertain others. On AFE tours, these typically include current or past musical celebrities, up and coming musical artists, illusionists, magicians, comedic acts, professional or collegiate sports figures, actors, extreme sports artists, performance artists, Olympians, astronauts, inspirational figures, and/or eSports/eGaming professionals.

Entertainment Group—A group of entertainers that comprise an act or members needed to conduct a performance.

Priority 2c—"Required use" travel or compelling operational considerations making commercial transportation unacceptable (within 24 hours). Mission cannot be satisfied by any other mode of travel. Requester should provide a 2-hour window for departure and arrival times to allow consolidation of missions per DoD Directive 4500.43.