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SECRETARY OF THE AIR FORCE**

**DEPARTMENT OF THE AIR FORCE  
INSTRUCTION 34-126**



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**Services**

**ARMED FORCES ENTERTAINMENT  
PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This publication implements Air Force Policy Directive (AFPD) 34-1, *Air Force Services* and is consistent with processes in Department of Defense (DoD) Instruction (DoDI) 1330.13, *Armed Forces Entertainment Program*. This publication provides directive guidance on the Armed Forces Entertainment Program. It has been developed in collaboration between the Deputy Chief of Staff for Manpower, Personnel and Services (AF/A1), the Chief of the Air Force Reserve (AF/RE), the Director of the Air National Guard (NGB/CF), and the Deputy Chief of Space Operations for Personnel (SF/S1). This publication applies to all civilian employees and uniformed members of the Regular Air Force (RegAF), the United States Space Force (USSF), as well as the Air Force Reserve, and the Air National Guard. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction 33-322, *Records management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using the Department of the Air Force (DAF) Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate functional chain of command. This publication may be supplemented at any level, but all supplements that directly implement this publication must be routed to the OPR for coordination, and all Major Command level supplements must be approved by the Human Resource Management Strategic Board prior to certification and approval.

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### ***SUMMARY OF CHANGES***

This publication has been revised and should be completely reviewed. Changes included adding virtual programming to the Armed Forces Entertainment program purpose and updating Tables [4.1](#), [4.2](#) and [4.3](#).

## Chapter 1

### GENERAL GUIDANCE

**1.1. Purpose of the Program.** This program provides free, quality, live and virtual, professional entertainment to US 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 attractive entertainment programming to overseas locations where US 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. Exercises Tier 1 exception-to-policy authority for mandatory provisions in this instruction.

**2.2. Chief, Services Operations Division (AF/A1SO).** Monitors the program execution and supervises the Armed Forces Entertainment Chief. Exercises Tier 2 exception-to-policy authority for mandatory provisions in this instruction.

**2.3. Chief, Armed Forces Entertainment (AF/A1SOT).**

2.3.1. Is responsible for the overall operation of the program and supervises the Armed Forces Entertainment staff. Exercises Tier 3 exception-to-policy authority for mandatory provisions in this instruction.

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

2.3.3. Creates and executes the calendar year entertainment plan.

2.3.4. Is primary military liaison to the United Service Organizations for entertainment to the US Armed Forces overseas in accordance with DoDI 1000.15, *Procedures and Support for Non-Federal Entities Authorized to Operate on DoD Installations*.

2.3.5. Approves substantial tour changes.

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

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

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

2.3.9. Signs invitational travel orders for entertainment groups, to include invitational travel orders required for United Service Organizations tours in accordance with DoDI 1000.15.

2.3.10. Approves delays en route/return requests.

2.3.11. Approves tour cancellation/curtailment requests.

2.3.12. Approves requests to remove an individual from tour.

2.3.13. Approves age restriction waivers for entertainers less than 18 years of age. **Note:** Armed Forces Entertainment Circuit Managers must obtain written parental consent prior to submitting for the Chief, Armed Forces Entertainment's consideration of approval. **(T-2)**

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

2.3.15. In the event of an extended absence, the Chief, Armed Forces Entertainment 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)**

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

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

**2.5. Armed Forces Entertainment Circuit/Regional Managers.** It is the Circuit/Regional Manager's responsibilities to:

2.5.1. Serve as conduit for events' information and coordination between Armed Forces Entertainment and installation/site coordinators.

2.5.2. Survey installations annually for entertainment requirements identification.

2.5.3. Select the appropriate talent to fulfill the installation requirements.

2.5.4. Coordinate, in collaboration with site coordinators, tour's logistical support and marketing requirements.

**2.6. Installation/Site Commander.** If sites accept an entertainment offer from Armed Forces Entertainment, commanders at all levels are expected to provide maximum logistical support (e.g., lodging, messing, government transportation) permitted by law and regulation and extend appropriate courtesies to the entertainers. This instruction does not preclude overseas commanders from accepting or planning other entertainment for their commands.

**2.7. Site Coordinators.** It is the site coordinator's responsibility to:

2.7.1. Liaise with the applicable Armed Forces Entertainment Regional Manager for tours.

2.7.2. Prepare site itineraries for entertainment tours and submit to applicable Armed Forces Entertainment Regional Manager.

2.7.3. Coordinate local logistics support.

2.7.4. Ensure proper marketing promotion and advertising at the site and other nearby military locations occurs in a timely manner.

2.7.5. Reference Armed Forces Entertainment Installation Hosting Requirements Guide for other required support.

**2.8. Entertainment Group.** Entertainers are responsible for conducting themselves as worthwhile "ambassadors" of the United States 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 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 are not allowed to 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 and express permission has been granted by the entertainers. Site coordinators must ensure entertainers do not sell merchandise related to the tour or any merchandise in the tour locations while the entertainer is contracted with Armed Forces Entertainment. **(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, should 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. 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. Distribution of Emblematic and Souvenir Items. Airmen and Guardians may accept emblematic items and event souvenir items distributed by performers in accordance with applicable provisions of the Title 5, Code of Federal Regulations, **Part 2635**, *Standards of Ethical Conduct for Employees of the Executive Branch*, current edition.

3.1.3.1. For events that are free of charge to attendees and all attendees have equal opportunity to receive such items (e.g., t-shirts tossed into a crowd), then items of any value may be received pursuant to 5 CFR 2635.203(b)(4). For limited attendance events and other circumstances where all military personal in the local area do not have equal opportunity to receive the items, then the limit on the value of such items that can be accepted is \$20 (per 5 CFR 2635.204(a)).

3.1.3.2. If all mementos and souvenirs are unable to be distributed by a particular performer during a tour or appearance, the performer may, in lieu of discarding or retaining the items, request that the Chief, Armed Forces Entertainment, retain and use such items as program promotional give-aways in the future. Such items are deemed to have no value and this turnover of unused bulk items is not considered a gift to the DAF pursuant to AFI 51-506, *Gifts to the Department of the Air Force from Domestic and Foreign Sources*. No documentation of this receipt or expenditure of promotional items is required.

3.1.4. Advertising and/or commercial sponsorship agreements executed, pursuant to AFI 34-108, *Commercial Sponsorship and Sale of Advertising*, in support of Armed Forces Entertainment events, may 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, tobacco and cannabis products is strictly prohibited. Advertising will not contain anything illegal or contrary to Department of Defense or Department of the Air Force instructions (e.g., discrimination, soliciting membership in private groups, endorsement of political positions, or games of chance). Do not accept advertising from any establishments that have been designated "off-limits" by installation

commanders or local Armed Forces Disciplinary Control Board, in accordance with Army Regulation (AR) 190-24/AFI(I) 31-213, *Armed Forces Disciplinary Control Boards and Off-Installation Liaison and Operations*. **(T-0)**

3.1.5. 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 the minor child of an entertainer who is not themselves a performer). **(T-3)**

3.1.6. Once a tour is accepted by a site commander, it is the site commander's responsibility to appoint site coordinators and ensure the site coordinators have all the personnel and resources required to ensure a tour's success.

3.1.7. Tours may be cancelled or curtailed at any time if the Chief, Armed Forces Entertainment, determines that cancellation is necessary to safeguard the interests of the US and/or host nation.

3.1.8. 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:

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

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

3.1.8.3. The audience for restricted performances must not be selected on the basis of grade or official position. **(T-1)** For example, restricting an audience to the in-patient population of a Military Treatment Facility, would be acceptable.

3.1.8.4. 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; however 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 Circuits.**

<b>Circuit Name</b>	<b>Locations</b> ( <i>not all inclusive</i> )
Europe	Belgium, Bulgaria, Georgia, Germany, Hungary, Kosovo, Latvia, Lithuania, Netherlands, Norway, Poland, Romania, Ukraine, United Kingdom
Western Hemisphere	Bahamas, Cuba, Curacao, El Salvador, Honduras, Greenland, Puerto Rico
Mediterranean	Italy, Greece, Portugal/Azores, Spain, Turkey, West Cyprus
Pacific	Alaska, Australia, Diego Garcia, Guam, Hawaii, Japan, Kwajalein, Okinawa, Republic of Korea, Singapore
Southwest Asia/ Africa	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. The Contracting Officer will assure travel arrangements are included in the entertainment contract. **(T-3)** Travel arrangements include names of entertainers and support contractors Armed Forces Entertainment requires to accomplish the mission. Travel by military airlift is directed when available and is performed under Priority 2, in accordance with DoDI 4500.43, *Operational Support Airlift*, Section 3, paragraph 3.3 and DoDI 4515.13, *Air Transportation Eligibility*, Section 3, **paragraph 3.6m.**(4). Armed Forces Entertainment Circuit Managers will make military airlift arrangements, if required. **(T-3)** 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 are reconciled monthly to ensure no unauthorized charges are billed to Armed Forces Entertainment.

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 (JTR), *Uniformed Service Members and DoD Civilian Employees*, Section 0305 *Invitation to Travel*, paragraph 030501.D.6 and AP-CTR-01, “*Travel for Government Contractor or Contractor Employee*”. 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 is determined by the servicing medical treatment facility.



4.2.4. Immunizations. Armed Forces provides entertainment groups a letter authorizing immunizations recommended for entry into foreign countries. All entertainers should 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.mil](http://www.tricare.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 are at no cost to the Government, therefore those dates are not 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.

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 are reimbursed for the purchase of required travel visas.

4.2.8. Country Clearance. Armed Forces Entertainment makes arrangements for all required theater/country clearances when prior issuance is required, in accordance with the Electronic Foreign Clearance Guide (<https://www.fcg.pentagon.mil/fcg.cfm>). 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](#)).

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).**

<b>TYPE OF EXPENSE</b>	<b>NOTES</b>
Commercial airfare	<p>Coach class airfare charged to the AFE centrally billed account. 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. <b>(T-3)</b></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.
Lodging, bus or charter transportation costs	AFE may use appropriate centrally billed account 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, Armed Forces Entertainment or designee can approve.

**Table 4.3. Authorized Reimbursable Expenses Paid by Contract (Receipts Required).**

<b>TYPE OF EXPENSE</b>	<b>NOTES</b>
Performance fee contract	Always – Fee based on negotiated price.
AFE per diem standard allowance for non-celebrity entertainers	Always – AFE Per Diem Standard allowance for incidental expenses in the amount of \$175.00 per day. Allowance amount periodically adjusted upwards.
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 in accordance with JTR.

Visas	Always.
Lodging costs for 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. Reimbursement are not to 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. Reimbursement are not to exceed maximum rate in JTR.
Defense Base Act insurance premiums	Always.
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.
Miscellaneous costs	Miscellaneous costs include the following: <ul style="list-style-type: none"> <li>- Shipping</li> <li>- Visa/custom/departure fees</li> <li>- Passport photo and execution fees</li> <li>- Official telephone calls directly related to producing the tour</li> <li>- Local travel costs</li> <li>- Toll fees</li> <li>- Baggage Tips (within reason)</li> </ul>

**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, Chapter 2, paragraph 020206.J, "Class of Service Used in Transportation.
Phone cards	Never.

Mobile phone rental	Exceptions in cases of mission requirement, i.e., US cellphone carrier not working in Host Nation. Never
Lost, stolen, or damaged equipment and luggage	Entertainer must file equipment and luggage claims resulting from neglect of commercial airlines with the airline at the first available opportunity (within 24 hours). <b>(T-3)</b> 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 Standard Form SF Form 95, <i>Claim for Damage, Injury or Death</i> and DD Form 1884, <i>List of Property and Claims Analysis</i> .

4.3.4. Entertainers are not to be considered as authorized Official Representation Fund eligible guests unless otherwise as determined by SAF/PA in accordance with AFI 65-603, *Emergency and Extraordinary Expense Authority*.

JOHN A. FEDRIGO  
Principal Deputy Assistant Secretary  
(Manpower and Reserve Affairs)

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

5 CFR Part 2635, *Standards of Ethical Conduct for Employees of the Executive Branch*

DoDI 1000.15, *Procedures and Support for Non-Federal Entities Authorized to Operate on DoD Installations*, 24 October 2008

DoDI 1330.13, *Armed Forces Entertainment Program*, 23 March 2004

DoDI 4500.43, *Operational Support Airlift*, 30 July 2021

DoDI 4515.13, *Air Transportation Eligibility*, 22 January 2016

DoDI 5400.11, *DoD Privacy and Civil Liberties Programs*, 29 January 2019

AFPD 34-1, *Air Force Services*, 11 October 2018

AR 190-24/AFI(I) 31-213, *Armed Forces Disciplinary Control Boards and Off-Installation Liaison and Operations*, 27 July 2006

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

AFI 34-108, *Commercial Sponsorship and Sale of Advertising*, 21 August 2018

AFI 51-506, *Gift to the Department of the Air Force from Domestic and Foreign Sources*, 16 April 2019

AFI 65-603, *Emergency and Extraordinary Expense Authority*, 29 April 2020

DAFMAN 90-161, *Publishing Processes and Procedures*, 15 April 2022

Joint Travel Regulation

AP-CTR-01, *Travel for Government Contractor or Contractor Employee*, 1 January 2018

Privacy Act of 1974

***Adopted Form***

DAF Form 847, *Recommendation for Change of Publication*

DD Form 1844, *List of Property and Claims Analysis Chart*

SF 95, *Claim for Damage, Injury or Death*

***Abbreviations and Acronyms***

**AFE**—Armed Forces Entertainment

**AFMAN**—Air Force Manual

**AFPD**—Air Force Policy Directive

**AR**—Army Regulation

**CFR**—Code of Federal Regulations

**DAFMAN**—Department of the Air Force Manual

**DODI**—Department of Defense Instruction

**JTR**—Joint Travel Regulation

**OPR**—Office of Primary Responsibility

**SORN**—System of Records Notice

**US**—United States

### *Office Symbols*

**AF/A1**—Air Force Deputy Chief of Staff, Manpower and Personnel

**AF/A1S**—Headquarters Air Force Services

**AF/A1SO**—Air Force Services Operations Division

**AF/A1SOT**—Armed Forces Entertainment

**AF/RE**—Chief of Air Force Reserve

**AFNAFPO**—Air Force Non Appropriated Funds Procurement Office

**NGB/CF**—Director of the Air National Guard

**SAF/PA**—Air Force Public Affairs

**SF/S1**—Space Force Deputy Chief of Space Operations for Personnel

### *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. See AFI 34-108.

**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 2**—"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 DoDI 4500.43.