



Department of Defense

# INSTRUCTION

**NUMBER 1330.13**  
March 23, 2004

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PDUSD(P&R)

**SUBJECT:** Armed Forces Entertainment Program

- References: (a) DoD Instruction 1330.13, "Armed Forces Professional Entertainment Program Overseas," September 8, 1985 (hereby canceled)
- (b) DoD Directive 1330.12, "United Service Organizations, Inc. (USO)," November 1, 2000
  - (c) DoD Directive 5101.1, "DoD Executive Agent," September 3, 2002
  - (d) DoD Instruction 1000.1, "Identity Cards Required by the Geneva Conventions," January 30, 1974
  - (e) DoD Directive 4500.54, "Official Temporary Duty Travel Abroad," May 1, 1991
  - (f) through (l), see enclosure 1

## 1. REISSUANCE AND PURPOSE

This Instruction:

1.1. Reissues reference (a) to update procedures and responsibilities for providing an effective program of live, professional entertainment for U.S. Armed Forces personnel and their family members stationed overseas.

1.2. Updates Executive Agent responsibilities for the Armed Forces Entertainment (AFE) program to conform to reference (b) and pursuant to reference (c).

1.3. Changes the name of the Armed Forces Professional Entertainment Office to the AFE.

## 2. APPLICABILITY

This Instruction applies to the Office of the Secretary of Defense, the Military Departments, the Chairman of the Joint Chiefs of 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 in the Department of Defense (hereafter referred to collectively as "the DoD Components"). The term "Military Services," as used herein, refers to the Army, the Navy, the Air Force, and the Marine Corps.

### 3. POLICY

It is DoD policy to:

3.1. Provide free, quality, live, professional entertainment to U.S. Armed Forces personnel and their family members stationed overseas, with priority going to those personnel in contingency operations and remote and isolated locations.

3.2. Authorize direct communication concerning the entertainment of U.S. Armed Forces overseas between the United Service Organizations (USO) and the AFE office.

3.3. Not accept entertainment sponsored by manufacturers or distributors of tobacco or alcoholic products if these products are identified in connection with their sponsorship of entertainment groups participating in the AFE program.

### 4. RESPONSIBILITIES

4.1. The Principal Deputy Under Secretary of Defense (Personnel and Readiness) (PDUSD(P&R)), under the Under Secretary of Defense (P&R), shall be responsible for policy and oversight of the AFE program.

4.2. The Secretary of the Air Force, as the Executive Agent for coordinating entertainment within the Department of Defense, under reference (b) and consistent with reference (c), shall administer the AFE program, designating and staffing an appropriate organizational element within the Department of the Air Force as the AFE office and shall:

4.2.1. Annually determine with the other DoD Components and the PDUSD(P&R) the scope of the program.

4.2.2. Coordinate USO entertainment for U.S. Armed Forces personnel and their family members stationed overseas in accordance with reference (b).

4.2.3. Enter into contracts with entertainment providers to help deliver free, quality, live professional entertainment to U.S. Armed Forces personnel and their families overseas.

4.2.4. Budget, fund, and maintain accountability for approved Appropriated Fund (APF) expenses including travel, lodging, production, and incidentals for entertainers touring DoD installations, as well as commercial and military air transportation for entertainment groups, and civilian salaries and Temporary Duty costs for all AFE personnel.

4.2.5. Develop and implement supplemental guidance to identify allowable expenses and reimbursements and appropriate documentation required for travel-related expenses, honoraria, services, and equipment provided in support of entertainment tours.

4.2.6. Arrange with the DoD Components for medical facilities to provide required free immunizations to participants.

4.2.7. Assign coordinating responsibilities to the concerned DoD Components.

4.2.8. Provide centralized services for selecting, declining, scheduling, and processing entertainment groups for overseas tours that support the DoD Components (DoD Instruction 1000.1; DoD Directives 4500.54 and 1000.21 (references (d), (e), and (f))). Administrative support includes processing the documents and correspondence necessary to obtain:

4.2.8.1. No fee passports.

4.2.8.2. Geneva Conventions Identity Cards (DD Form 489).

4.2.8.3. DoD invitational travel orders.

4.2.8.4. Transportation, escorts, and theater clearance from the Combatant Commander.

4.2.8.5. Country clearance from the respective U.S. Embassy for selected entertainment groups before departing from the continental United States.

4.2.9. Establish grade equivalent designations for appropriate personnel, commensurate with their touring status as invited guests of the Department of Defense (reference (c)).

4.2.10. Recognize deserving entertainers, groups, or sponsors whose performance or support meets the AFE standards with a certificate or letter of appreciation.

4.2.11. Arrange for periodic audits of AFE financial, operational, and management controls, including support provided to the USO.

4.2.12. Ensure contracts with the USO include the contractual requirement that the USO obtain and submit an annual audit in accordance with reference (h) (Chapter 75 of title 31, U.S.C.) and reference (i) (Office of Management and Budget Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations," June 24, 1997).

4.2.13. Ensure the AFE office follows the procedures in section 5 in the operation of the AFE program.

4.3. The Secretary of the Army shall assign at least one full-time active duty military officer and the Secretary of the Navy shall assign at least two full-time active duty military officers, one each from the Navy and the Marine Corps, to staff the AFE office.

4.4. Commanders with coordinating responsibility under subparagraph 4.2.7. shall:

4.4.1. Designate liaison to administer the program within the command's area of responsibility and forward to the AFE office, at least annually, a request that justifies the required types and sizes of entertainment desired. Remote and isolated bases shall receive priority.

4.4.2. Coordinate Service sponsored/funded entertainment with the AFE staff to avoid duplication and scheduling conflicts.

4.4.3. Provide military transportation for entertainment groups without jeopardizing military missions according to DoD 4515.13-R (reference (j)).

4.4.4. Provide transient quarters to touring entertainment groups and their support personnel whenever possible and grant them access to Morale, Welfare, and Recreation (MWR) exchanges and other facilities (except commissary stores), for the duration of the tour.

4.4.5. Provide medical treatment that a physician believes shall not be delayed on a case-by-case basis. Outpatient care is provided free of charge, except when the DoD Component's regulations specify otherwise. For inpatient care entertainers shall pay only the subsistence rate except when the DoD Component's regulations specify otherwise.

4.4.6. Complete and submit to the AFE staff after-action reports identifying all APF, Nonappropriated Fund (NAF), in-kind goods or services support provided to USO entertainment tours.

## 5. PROCEDURES

5.1. The Armed Forces Entertainment (AFE) office:

5.1.1. Obtains permission to film or tape part or all performances at overseas installations for later release to the motion picture or television industry according to policies in DoD Instruction 5410.16 (reference (k)).

5.1.2. Ensures all entertainment press releases comply with procedures authorized by DoD Directive 5122.5 (reference (l)).

5.1.3. Does not consider press representatives and publicity agents as "entertainers."

5.1.4. Does not send more than the maximum type, size, and number of entertainment groups to an overseas area that the Combatant Commander or designee requests.

5.1.5. Rejects entertainment groups offering to perform for free when the U.S. Armed Forces obviously would receive less value than the entertainers would receive.

5.1.6. Grants delays enroute to entertainers at Government expense only for the convenience of the Department of Defense or the Department of State. The AFE staff may grant prearranged delays enroute for entertainers at the entertainers' expense if the delays do not disrupt or delay scheduled transportation. The entertainers also must agree to forfeit benefits in subparagraphs 4.4.3., 4.4.4., and 4.4.5., above, during this delay.

5.1.7. Does not book paid performances at military MWR facilities for entertainment groups overseas while guests of the Department of Defense.

5.1.8. Books performances on the local economy only if the performances are gratuitous, the Department of Defense or a designee specifically authorizes the performance, and the Department of State concurs.

5.1.9. Records all APF, NAF, in-kind goods or services provided to USO entertainment tours, as reported by coordinating Commanders.

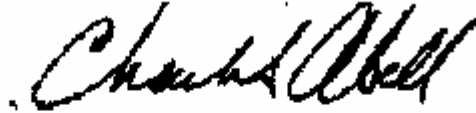
5.2. Types of entertainment groups consist of:

5.2.1. Free entertainment groups comprising unsalaried entertainers.

5.2.2. Commercially sponsored entertainers compensated by civilian agencies in return for limited advertising privileges.

6. EFFECTIVE DATE

This Instruction is effective immediately.

A handwritten signature in black ink, appearing to read "Charles S. Abell". The signature is written in a cursive style with a large initial "C" and "A".

**Charles S. Abell**  
**Principal Deputy Under Secretary of Defense**  
**for Personnel and Readiness**

Enclosures - 1

E1. References, continued

E1. ENCLOSURE 1

REFERENCES, continued

- (f) DoD Directive 1000.21, " DoD Passport and Passport Agent Services," July 9, 1992
- (g) DoD 1000.21-R, "DoD Passport and Passport Agent Services Regulation,"  
April 1999
- (h) Chapter 75 of title 31, United States Code, "Requirements for Single Audits"
- (i) Office of Management and Budget Circular No. A-133, "Audits of States, Local  
Governments, and Non-Profit Organizations," June 24, 1997
- (j) DoD 4515.13-R, "Air Transportation Eligibility," November 1994
- (k) DoD Instruction 5410.16, "DoD Assistance to Non-government, Entertainment-  
Oriented Motion Picture, Television, and Video Productions," January 26, 1988
- (l) DoD Directive 5122.5, "Assistant Secretary of Defense (Public Affairs),"  
September 27, 2000