



# Department of Defense INSTRUCTION

NUMBER 5435.2

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ASD(PA)

SUBJECT: Delegation of Authority to Approve Travel In and Use of Military Carriers  
for Public Affairs Purposes

References: (a) DoD Directive 5122.8, "Use of Military Carrier for Public Affairs  
Purposes," December 13, 1963  
(b) DoD Instruction 5435.2, "Delegation of Authority to Approve Travel  
In and Use of Military Carriers for Public Affairs Purposes,"  
December 13, 1963 (hereby canceled)

## 1. REISSUANCE AND PURPOSE

This Instruction implements reference (a) and reissues reference (b) to establish appropriate levels of authority for the approval of various types of public affairs travel in military carriers. Reference (b) is hereby superseded and canceled.

## 2. APPLICABILITY AND SCOPE

The provisions of this Instruction apply to the Military Departments, the Organization of the Joint Chiefs of Staff, the Unified and Specified Commands, and the Office of the Secretary of Defense (hereinafter referred to as "DoD Components"); and to the following types of public affairs travel involving the use of military carriers:

2.1. Travel of bona fide representatives of information media individually or in groups in connection with assignments to cover military events, press tours, visits to military installations, military exercises, or military operations.

2.2. Invitational or other authorized travel or transportation in support of approved public affairs programs, including community relations programs, tours, or conferences in which a DoD Component is either a sponsor or a participant.

2.3. Tours or other public affairs programs arranged jointly with another Federal Department or Agency or with a foreign government.

### 3. DEFINITIONS

3.1. Travel or transportation for public affairs purposes is defined as any travel or transportation of individuals, groups, or materiel, undertaken as a result of a request to or an invitation from, and authorized by, competent authority in the Department of Defense in the interest of adding to the public understanding of Department of Defense activities. It includes travel or transportation involving individuals or things, military or civilian, Government or non-Government, United States or foreign. It may be reimbursable.

3.2. Local travel is defined as that travel which can be considered local both as to distance from the military headquarters or installation concerned and as to the scope of interest in the public affairs programs involved.

3.3. Nonlocal travel is defined as travel conducted in support of a public affairs program which affects more than one Military Department, geographic area, or major command, the scope of interest of such being of primary concern to a higher headquarters than the military headquarters or installation desiring the travel.

3.4. Representatives of news media means representatives of press, radio, television, magazines, and authors.

3.5. Military carriers means any form or type of transportation provided by a Military Department or by the Military Sealift command or Military Airlift Command, whether land, sea, or air.

### 4. DELEGATIONS OF AUTHORITY

4.1. Other Government Agencies or Foreign Governments. Travel or transportation in military carriers in connection with any public affairs program arranged by any agency or command of the Department of Defense jointly with or at the request of another Federal Department or Agency or foreign government, on a reimbursable or nonreimbursable basis, will be authorized only by the Assistant Secretary of Defense (Public Affairs), unless appropriate delegation is so designated hereunder.

4.2. Local Travel. It is impractical for all requests for public affairs travel or transportation to be submitted to the Office of the Secretary of Defense for approval. Therefore, except as otherwise specified by these Instructions, commanders at all echelons are authorized to grant approval for local travel or transportation for public affairs purposes wholly within the scope of the mission and responsibilities of their commands subject to the following conditions:

4.2.1. The public affairs subject matter is not properly the responsibility of a higher command.

4.2.2. The public interest in the public affairs purpose involved is confined primarily to the mission and vicinity of that command.

4.2.3. The travel is being provided for the benefit of local media or individuals other than local media who are a part of an approved local public affairs program, including community relations programs, that meets a military public affairs objective.

4.3. Nonlocal Travel. Authority to approve the use of military carriers for nonlocal travel, as previously defined, for those other than news media representatives may be exercised by:

4.3.1. The Chairman, Joint Chiefs of Staff.

4.3.2. The Commanders of Unified and Specified Commands for public affairs programs pertinent to their command responsibility. These commanders will not redelegate this authority below their Component Commanders.

4.3.3. The Secretaries of the Military Departments for public affairs programs other than those of Unified or Specified Commands. Redlegation of this authority, if deemed appropriate by the Secretaries, will be no lower than Commanders of Army Areas, Naval Districts, and major Air Commands. When units or areas of the Joint Command structure are involved, coordination will be effected with the appropriate commander in chief and the Assistant Secretary of Defense (Public Affairs). It is recognized that some public affairs programs generated under this delegation will involve both nonnews media representatives and news media representatives. In these cases, the provisions of subsection 4.4., below, will apply as it concerns representatives of news media.

4.4. News Media Representatives. The Secretaries of the Military Departments

and the Commanders of the Unified and Specified Commands will obtain the approval of the Assistant Secretary of Defense (Public Affairs) before authorizing nonlocal travel, as defined herein, involving news media representatives. Such travel will be on a reimbursable basis when DoD industrially funded resources are utilized. When other than industrially funded resources are utilized the approving authority will determine whether the travel is to be on reimbursable or non-reimbursable basis. The Assistant Secretary of Defense (Public Affairs) will determine the Military Department or civilian agency which will provide reimbursement, when appropriate.

All such travel requested by a Military Department involving an area of interest to a Unified or Specified Command will be coordinated with the command concerned by the Assistant Secretary of Defense (Public Affairs) prior to approval.

## 5. PUBLIC AFFAIRS TRAVEL POLICY

5.1. Travel or transportation authorized by any element of the Department of Defense for public affairs purposes will reflect the following considerations:

5.1.1. The Armed Forces shall not compete with commercial sea, air, or land transportation when that transportation exists, is adequate, and public affairs objectives of the travel may be accomplished through its use.

5.1.2. In order to effect maximum utilization of travel or transportation requested for public affairs purposes, the approving authority will coordinate each request with any other Department, Command or Agency which may have a valid interest in the proposed public affairs activity concerned.

5.1.3. Prior to approval, travel or transportation for public affairs purposes must be determined to be primarily in the interest of the Department of Defense.

5.2. Travel will be approved by the Assistant Secretary of Defense (Public Affairs) for bona fide news media representatives only when one or more of the following considerations apply:

5.2.1. The military travel portion itself is an integral part of the story or stories to be covered by news media representatives, as in air evacuation, maneuvers, or the movement of troops. In such cases, the transportation will be limited to the extent and duration of the assignment requiring military travel and will not be used solely for point-to-point transportation.

5.2.2. The proposed news coverage is of a major emergency nature and coverage will be impaired or delayed, to the serious detriment of the interests of the Department of Defense if military transportation is not provided.

5.2.3. The travel is a matter of special interest to the Military Department or Command involved and is a part of an approved public affairs project.

## 6. PROCEDURES FOR AUTHORIZING TRAVEL OR NEWS MEDIA REPRESENTATIVES

6.1. No agency of the Department of Defense will commit Government transportation for public affairs purposes until the request has been coordinated and approved as provided by these Instructions.

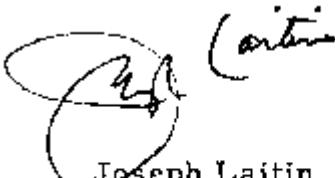
6.2. If a Military Department or a Unified or Specified Command, acting under the provisions of this Instruction, disapproves a request for travel or transportation for nonlocal public affairs purposes, including travel of news media representatives, it will notify the Assistant Secretary of Defense (Public Affairs) by the most expeditious means.

6.3. All requests for travel or transportation for public affairs purposes will be submitted to the appropriate approving authority, as defined herein, through the appropriate command channels. In cases justified under the provisions of paragraph 6.2. above, involving nonlocal travel of news media representatives, the requests will be submitted by the most expeditious means, including telephone, to the Assistant Secretary of Defense (Public Affairs). Every effort will be made to expedite these requests. Justification will establish both the public affairs purpose to be served and the necessity of the use of military carriers within the policies of this Instruction.

6.4. Orders covering transportation approved as indicated above will be issued by the Military Department or other Agency having primary interest. Copies of such orders for each person involved will be furnished the Office of the Assistant Secretary of Defense (Public Affairs).

7. EFFECTIVE DATE AND IMPLEMENTATION

This Instruction is effective immediately. Two copies of each implementing document shall be forwarded to the ASD(PA) within 60 days.



Joseph Laitin  
Assistant Secretary of Defense  
(Public Affairs)