

**BY ORDER OF THE
SECRETARIES OF THE AIR FORCE
THE ARMY, THE NAVY,
AND THE MARINE CORPS**



**AIR FORCE INSTRUCTION 34-126(I)
ARMY REGULATION 215-6
OPNAVINST INSTRUCTION 1710.4B
MARINE CORPS ORDER 1710.23C**

28 FEBRUARY 2005

Services

**ARMED FORCES
ENTERTAINMENT PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at:
<http://www.e-publishing.af.mil>

OPR: HQ USAF/ILVE (Colonel Janice G. Long) Certified by: HQ USAF/ILV (Arthur J. Myers)

Supersedes AFIJI 34-126
Army Regulation 215-6
OPNAVINST 1710.4B
Marine Corps Order, 1710.23B,
6 Jan 95

Pages: 34
Distribution: F

This instruction implements Department of Defense (DOD) Instruction 1330.13, *Armed Forces Entertainment Program*, 23 March 2004 and Air Force Policy Directive (AFPD) 34-1, *Services Combat Support Programs*. This publication applies to all DOD agencies and organizations. Unified Combatant commands may supplement this instruction. All supplements must be sent to the Headquarters United States Air Force, Directorate of Services, Armed Forces Entertainment (HQ USAF/ILVE), 1775 Air Force Pentagon, Washington DC 20330-1775, for approval. If approved, Unified Combatant commands are responsible for sending information copies of their supplement to HQ USAF/ILVE. Supplements must also be posted on the Air Force Publications Web page. The Paperwork Reduction Act of 1974, as amended in 1996, affects this publication. Ensure that all records created by this AFI are maintained and disposed of IAW AFMAN 37-139, *Records Disposition Schedule*. This publication directs collecting and maintaining information protected by the Privacy Act of 1974 authorized by 10 USC 8013. System of records notice F036 AF PC N, Unit Assigned Personnel Information applies.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

This revision adds and refines responsibilities for the Armed Forces Entertainment (AFE) office, Regional Coordinators, Country Coordinators, Site Coordinators, Production/Tour Managers, Tour Escorts, and entertainment groups. It outlines Coordinating, Supporting and other Commander involvement with and support of the AFE program and explains the United Service Organizations (USO)/AFE relationship. It also describes the processes involved in planning, organizing, and evaluating celebrity and

non-celebrity tours along with outlining specific transportation and tour requirements. Finally, it sets forth authorized and unauthorized tour expenses and report requirements.

- 1. ARMED FORCES ENTERTAINMENT 3
- Figure 1. AFE Circuits. 6
- Figure 2. Applicable Publications for Providing Immunizations and Medical Care to Entertainers. 11
- 2. MANAGING THE ARMED FORCES ENTERTAINMENT (AFE) PROGRAM .. 11
- Table 1. Fiscal Year Entertainment Tour Request Process 13
- Table 2. The USO Celebrity Tour Offer Process 14
- Table 3. The Non-Celebrity Entertainment Audition Process 15
- Table 4. Site Coordinator Tour Hosting Process 17
- Table 5. Site Evaluation Submission Process. 18
- 3. TRANSPORTATION AND TOUR REQUIREMENTS. 18
- Table 6. The No-Fee Passport Application Process 20
- 4. FUNDING AND REIMBURSEMENT 22
- Figure 3. Authorized Tour Expenses AFE Pays Directly 22
- Figure 4. Authorized Tour Expenses AFE Reimburses Via Contract(Receipts are required for all reimbursable expenses) 23
- Figure 5. Tour Expenses That Are Not Reimbursed 25
- Figure 6. Final Pay Package Items. 26
- 5. RECOGNITION PROGRAM 26
- Table 7. AFE Eagle Award Nomination Process 27
- Attachment 1— GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION 29**
- Attachment 2— SAMPLE HOSTING SITE TOUR EVALUATION 32**
- Attachment 3— SAMPLE ENTERTAINMENT GROUP EVALUATION 33**
- Attachment 4— SAMPLE AFTER ACTION FUNDING SUPPORT TO USO TOURS SPREADSHEET 34**

1. ARMED FORCES ENTERTAINMENT

1.1. Overview. The purpose of the Armed Forces Entertainment (AFE) program is to provide free, quality, live, 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. The goal of the program is to lift the spirits and morale of troops and maintain their readiness and effectiveness while serving in defense of our country. While raising the morale of troops stationed overseas, the AFE program provides entertainers with an appreciation of the hardships troops endure and helps them serve as a vital link between those at home and those protecting our national security.

1.1.1. Authority. The Secretary of the Air Force, as the Executive Agent for coordinating overseas entertainment within the Department of Defense, administers the AFE program within the Directorate of Services (HQ USAF/ILV) under the Deputy Chief of Staff for Installations and Logistics as the AFE office. IAW DODI 1330.13, *Armed Forces Entertainment Program*, March 23, 2004, AFE is authorized direct communication with the United Service Organizations (USO) concerning the entertainment of US Armed Forces overseas.

1.1.2. Program Policy.

1.1.2.1. Priority for AFE goes to personnel in contingency operations, serving on ships at sea and stationed in remote or isolated locations overseas.

1.1.2.2. Commercial sponsorship of AFE tours is authorized IAW DODI 1015.10, *Programs for Military Morale, Welfare, and Recreation (MWR)*, and DODI 1330.13, *Armed Forces Entertainment Program*. Commercial sponsorship for AFE will be solicited, accepted, and executed in accordance with AFI 34-407, *Air Force Commercial Sponsorship Program*, and AFMAN 34-416, *Air Force Commercial Sponsorship and Sale of NAFI Advertising Procedures*. HQ AFSVA/SVPCM (DSN 487-4945) is the OPR for all AFE commercial sponsorship issues, actions, and negotiations. All offers of AFE sponsorship and agreements will be coordinated with AFE. All agreements will be reviewed by AFSVA/SVL and AFSVA/CC will approve all commercial sponsorships below \$100,000. All other commercial sponsorship will be approved in accordance with AFI 34-407.

1.1.2.2.1. Retail Sales of Commercial Items. Commercially sponsored DOD celebrity tours, local military exchanges or other resale activities may not sell souvenir merchandise such as T-shirts, hats, records, 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.

1.1.2.2.2. Unauthorized Commercial Sponsorship. Sponsorship will not be accepted for any AFE entertainment from manufacturers or distributors of tobacco or alcoholic beverage products if the products are to be identified in connection with their sponsorship.

1.1.2.3. AFE offers all entertainers 18 years and older equal opportunity for tour selection. All applications are reviewed and judged based on originality, demonstrated ability, and AFE requirements.

1.1.2.4. To ensure a maximum amount of entertainment groups are afforded the opportunity to tour for AFE, each group or agent will be limited to a maximum of 45 tour days within a fiscal year. The Chief, AFE may approve exceptions when a command makes a by-name request or

an alternative entertainment group is not available to satisfy the type of entertainment requested.

1.1.2.5. Tours may be cancelled or curtailed at any time if there is anything that will compromise the interest of the US or local government as determined by the Chief, AFE.

1.1.2.6. Shows will be presented free of charge and will be open to all military personnel regardless of grade or service unless an audience exception is granted by AFE. When AFE authorizes a performance before a restricted audience, the following conditions will be met:

1.1.2.6.1. An open performance has already been given for all authorized personnel.

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

1.1.2.7. AFE hosts an annual conference in the March/April timeframe attended by Regional Entertainment Coordinators, invited Country and Site Coordinators and representatives of key agencies and commands involved with the AFE program. A primary purpose of this conference is to develop the upcoming Fiscal Year (FY) Entertainment Plan based on input from the Combatant Commands and military Services.

1.1.2.8. A training workshop for overseas coordinators is conducted at least once every two years.

1.1.3. Mission Focus. Taking quality entertainment to our troops overseas.

1.2. Roles and Responsibilities.

1.2.1. HQ USAF/ILV Responsibilities.

1.2.1.1. Establishes Services doctrine and policy.

1.2.1.2. Oversees the Armed Forces Entertainment (AFE) program.

1.2.1.3. Approves requests for upgrade of commercial air accommodations in accordance with the Joint Travel Regulations (JTR).

1.2.2. Armed Forces Entertainment (AFE) Office (HQ USAF/ILVE) Responsibilities.

1.2.2.1. Chief, AFE Responsibilities.

1.2.2.1.1. Manages overall operation of the AFE program and office.

1.2.2.1.2. Reviews and validates all entertainment requests/offers IAW command priorities and funding constraints.

1.2.2.1.3. Creates the FY Entertainment Plan IAW **Table 1.** of this instruction.

1.2.2.1.4. Primary Liaison to United Service Organizations (USO) for entertainment to the U.S. Armed Forces overseas.

1.2.2.1.4.1. Reviews USO celebrity tour entertainment offers based on the FY Entertainment Plan and unprogrammed USO celebrity offers as they become available. Either accepts, indicates further interest or declines offers based on command interest, budgetary concerns and the FY Entertainment Plan.

1.2.2.1.4.2. Approves all substantial tour changes to include adding or changing countries, locations, tour members, or tour length.

- 1.2.2.1.4.3. Meets monthly with USO representatives to review on-going tours and planning efforts, and to discuss any other pertinent issues related to providing celebrity entertainment overseas.
- 1.2.2.1.5. Approves all lodging or other unique expenses that may impose a hardship on entertainment groups as outlined in **Figure 3**. of this instruction.
- 1.2.2.1.6. Approves agent fees for non-celebrity tours IAW **Figure 3**.
- 1.2.2.1.7. Approves all exceptions to 45-day maximum tour days per FY requirement.
- 1.2.2.1.8. Approves all contract modifications.
- 1.2.2.1.9. Approves request for any use of dedicated military airlift for transoceanic travel.
- 1.2.2.1.10. Signs requests for commercial travel upgrades IAW the JTR and submits to HQ USAF/ILV for approval. Ensures requests submitted for approval are complete and include all rationale for travel upgrades.
- 1.2.2.1.11. Approves any requests for itinerary changes that exceed \$5,000.00.
- 1.2.2.1.12. Signs all invitational travel orders (ITOs) for entertainment groups.
- 1.2.2.1.13. Approves all tour cancellation/curtailment requests.
- 1.2.2.1.14. Approves all requests to remove an individual from tour.
- 1.2.2.1.15. Randomly audits final pay packages to ensure expenses and reimbursements are in compliance with established guidance. Ensures random audits are documented.
- 1.2.2.1.16. Signs all letters of acceptance/non-acceptance for non-celebrity entertainment groups making application to participate in the AFE program. Entertainment groups are selected IAW the process outlined in **Table 3**.
- 1.2.2.1.17. Approves, along with Deputy and/or circuit managers, any direct contact with the contract travel office (CTO) to book or change travel arrangements.
- 1.2.2.2. Deputy Chief AFE Responsibilities.
 - 1.2.2.2.1. As the primary financial manager for AFE:
 - 1.2.2.2.1.1. Submits budget requirements.
 - 1.2.2.2.1.2. Processes purchase requests and entertainment contracting actions with appropriate agencies.
 - 1.2.2.2.1.3. Monitors and executes all aspects of the AFE budget.
 - 1.2.2.2.1.4. Reviews and validates accounting citations on ITOs.
 - 1.2.2.2.1.5. Validates contingency operation fund cites and Emergency and Special Program (ESP) codes on ITOs.
 - 1.2.2.2.1.6. Conducts final review and approves all final pay packages.
 - 1.2.2.2.1.7. Reviews /verifies final payments by Defense Finance and Accounting Service (DFAS).

1.2.2.2.2. Randomly audits final pay packages to ensure expenses and reimbursements are in compliance with established guidance. Ensures random audits are documented.

1.2.2.2.3. Assumes responsibilities as Acting Chief during the Chief's absence.

1.2.2.3. Circuit Manager Responsibilities. There are six circuits defined by geographic area each managed by a Circuit Manager (see **Figure 1**). Some Circuit Managers oversee more than one circuit. Circuit Managers are responsible for the overall operations within their circuits including:

Figure 1. AFE Circuits.

Circuit	Countries
Circuit 2, Europe	Greenland, Iceland, United Kingdom, Norway, Germany, Belgium, and the Netherlands
Circuit 3, Caribbean	Ecuador, Honduras, Cuba, Bahamas and Puerto Rico
Circuit 4, Mediterranean	Italy, Malta, Greece, Spain, Turkey, France, Portugal/Azores, Egypt/Sinai, Jordan and Israel
Circuit 5, Pacific	Alaska, Korea, Japan, Okinawa, Guam, Hawaii, Kwajalein, Singapore and Diego Garcia
Circuit 6, Southwest and Central Asia	Saudi Arabia, Afghanistan, United Arab Emirates, Bahrain, Kuwait, Iraq, Qatar, Pakistan, Oman, Uzbekistan, Kyrgyzstan, and Djibouti
Circuit 7, Balkans	Bosnia/Herzegovina and Kosovo within Serbia-Montenegro

1.2.2.3.1. Reviews the FY Entertainment Plan and requests and organizes entertainment tours based on approved plan.

1.2.2.3.2. Administers entertainment tours according to ILVOI 34-126, 18 Aug 2004.

1.2.2.3.3. Provides weekly entertainment tour updates to the Chief, AFE.

1.2.2.3.4. Ensures Regional, Country, and Site Coordinators are trained, informed, and able to fulfill their responsibilities.

1.2.2.3.5. Reviews all final pay packages, in conjunction with the Entertainment Support Technician, submitted by entertainment groups touring in their assigned circuits to ensure claimed reimbursements comply with provisions and allowances in the contract and actual contract performance.

1.2.2.3.6. For USO tours, ensures procedures outlined in **Table 2**, *The Celebrity Tour Offer Process*, are followed.

1.2.2.3.7. May recruit Celebrity Entertainers through unsolicited contacts, referrals or AFE-initiated invitation.

1.2.2.3.8. Ensures all travel documents (paragraph **3.6**.) are complete and any special tour requirements (i.e., immunizations, carnets, posters, and tour photos) are accomplished IAW para **3.7**.

1.2.2.3.9. Ensures Tour Evaluations are completed IAW para 2.7 and **Table 5**, *Site Evaluations Submission Process*.

1.2.2.4. Information Management Superintendent Responsibilities.

1.2.2.4.1. Coordinates all information management requests including e-mail and secure accounts.

1.2.2.4.2. Processes passports, visas, and carnet requests.

1.2.2.4.3. Distributes country clearance requests.

1.2.2.4.4. Manages the office shared O: drive.

1.2.2.4.5. Orders/maintains supplies and reconciles smart card account bills.

1.2.2.4.6. Tracks AFE automated data processing equipment (ADPE) requirements and assets.

1.2.2.4.7. Performs other administrative functions as needed.

1.2.2.5. Entertainment Support Technician Responsibilities.

1.2.2.5.1. Distributes information packets to interested entertainers.

1.2.2.5.2. Logs promotional package applications and prepares letters notifying applicants of their selection/non-selection.

1.2.2.5.3. Processes all invitational travel orders (ITOs) and government Geneva Convention ID cards for entertainment groups.

1.2.2.5.4. In conjunction with the contract travel office (CTO), prints and distributes airline tickets and excess baggage coupons known as Miscellaneous Charge Orders (MCOs). Maintains accountability for unused and voided ticket stock.

1.2.2.5.5. Prepares Tour Packages; establishes and maintains office files; creates a Tour Folder for each entertainment tour.

1.2.2.5.6. Reviews final pay packages in conjunction with Circuit Managers; reconciles centrally billed accounts and identifies contingency-related costs for appropriate ESP coding.

1.2.2.5.7. Performs other administrative functions as needed.

1.2.2.6. Resource Advisor Responsibilities.

1.2.2.6.1. Assists the Deputy Chief, AFE, with contracting and financial obligations including final pay package reconciliation for entertainment tours; generating and tracking the DD Form 250 Receiving Report, and de-obligating unused contracted funds.

1.2.2.6.2. Acts as a Circuit Manager as needed.

1.2.2.7. Regional Entertainment Coordinator Responsibilities. Regional Entertainment Coordinators are AFE staff stationed at Air Force sites within their geographic areas of responsibility. They are the link between AFE and the supported commands. As the primary conduit for requesting, planning, and managing entertainment tours in their region, Regional Entertain-

ment Coordinators must facilitate information flow between the Country/Site Coordinators and the Circuit Manager. They must also:

1.2.2.7.1. Review FY entertainment requirements to ensure priority is being given to remote and isolated locations and all Services are treated equitably.

1.2.2.7.2. Consolidate entertainment requirements, listing entertainment shows at all or several geographically grouped locations, by month and type of entertainment, and submit to AFE for inclusion in the FY Entertainment Plan.

1.2.2.7.3. When an entertainment tour has been selected for the region, the Regional Coordinator works with Country and Site Coordinators to:

1.2.2.7.3.1. Consolidate draft and final tour itineraries provided by Country Coordinators to develop complete tour itinerary.

1.2.2.7.3.2. Disseminate tour information to applicable locations.

1.2.2.7.3.3. Track and coordinate logistics support arrangements made by Country and Site Coordinators.

1.2.2.7.3.4. Coordinate military airlift, if necessary.

1.2.2.7.3.5. Request country clearance authorizations, as required.

1.2.2.7.3.6. Secure entrance/exit visas, unless delegated to the Country Coordinator to accomplish.

1.2.2.7.3.7. Ensure marketing/advertising efforts of Country Coordinators' are sufficient.

1.2.2.7.4. Following completed entertainment tours, the Regional Coordinator:

1.2.2.7.4.1. Collects, reviews and submits Site Coordinator Tour Evaluations and photos to the Circuit Managers no later than 15 days following tour completion date.

1.2.2.7.4.2. Advises Circuit Manager of any specific tour concerns/issues.

1.2.2.7.4.3. For USO tours, collects the After Action Funding Support spreadsheet (sample is at [Attachment 4](#)) from each participating site and forwards to AFE.

1.2.2.7.4.4. Forwards photos submitted by Country Coordinators to the Circuit Manager.

1.2.3. Commander Responsibilities. Since entertainers participating in the AFE program perform without compensation, commanders at all levels are encouraged to provide maximum support allowed by law and extend every courtesy in return for the substantial contribution, which the entertainers make to the morale and welfare of Armed Forces personnel and their families overseas. This instruction does not preclude overseas commanders from accepting or planning other entertainment for their commands. Such entertainment will be coordinated with the applicable AFE Regional Entertainment Coordinator to avoid duplication and scheduling conflicts. Commanders submit requests to AFE for specific entertainment to meet the needs of their forces during the annual call for fiscal year entertainment requirements.

1.2.3.1. Combatant Commander Responsibilities. Combatant Commanders consolidate and forward entertainment requirements submitted by Component and Subordinate Commanders

within their areas of responsibility as outlined in **Table 1**, *The Fiscal Year Entertainment Tour Request Process*. Additionally, Combatant Commanders ensure resources are provided to ensure success of the AFE program and appoint Country Coordinators who are responsible to:

- 1.2.3.1.1. Request, plan, and manage entertainment tours in their country and facilitate information flow between Site Coordinators and the Regional Coordinator.
- 1.2.3.1.2. Collect and consolidate site itineraries to develop in-country draft and final tour itineraries.
- 1.2.3.1.3. Disseminate tour information to applicable locations.
- 1.2.3.1.4. Track and coordinate logistics support between performance sites.
- 1.2.3.1.5. Coordinate local military airlift, if necessary.
- 1.2.3.1.6. Request country clearance authorizations, as requested by the Regional Coordinator.
- 1.2.3.1.7. Secure entrance/exit visas, as requested by the Regional Coordinator.
- 1.2.3.1.8. Ensure Site Coordinators' marketing/advertising efforts are sufficient.
- 1.2.3.1.9. Collect, review and submit Site Coordinator Tour Evaluations and photos to the Regional Coordinator no later than 10 days following tour completion date.
- 1.2.3.1.10. Advise Regional Coordinator of any specific tour concerns/issues.

1.2.3.2. Component and Subordinate Commander Responsibilities. Component and Subordinate Commanders collect, consolidate and forward entertainment requirements submitted by their installation/site commanders as outlined in **Table 1**, *The Fiscal Year Entertainment Tour Request Process*.

1.2.3.3. Installation/Site Commander Responsibilities. Installation/Site Commanders submit annual entertainment requirements through their parent commands IAW **Table 1**, *The Fiscal Year Entertainment Tour Request Process*. They are responsible for providing local transportation at and between performance sites for entertainment groups. They also appoint Site Coordinators and ensure they have all the personnel and resources required to ensure tour success (see **Table 4**, *Site Coordinator Entertainment Tour Procedures*). For USO tours only, ensures the Site Coordinator completes and submits within 30 days, the installation support after-action spreadsheet to record the amount of appropriated and nonappropriated funds expended and the value of all in-kind support provided to support the entertainment tour (sample in **Attachment 4**). Site Coordinators are responsible to:

- 1.2.3.3.1. Coordinate information flow between Country Coordinators and entertainers.
- 1.2.3.3.2. Prepare site itineraries for entertainment tours and submit to Country Coordinator.
- 1.2.3.3.3. Coordinate local logistics support.
- 1.2.3.3.4. Ensure proper marketing and advertising at the site.
- 1.2.3.3.5. Arrange for and submit quality photos/media articles to the Country Coordinator with the tour evaluation no later than 5 days after tour completion.

1.2.3.3.6. Complete and submit tour evaluations to Country Coordinators no later than 5 days after tour completion.

1.2.3.3.7. For USO tours only, complete the installation After-Action Funding Support spreadsheet to record the amount of appropriated and nonappropriated funds expended and the value of all in-kind support provided to support the entertainment tour (sample in [Attachment 4](#)). Submit to Regional Coordinator within 30 days of tour completion.

1.2.3.3.8. Host entertainment groups and provide support as outlined in [Table 4](#).

1.2.4. The United Service Organizations (USO) World Headquarters. The USO is generally the source for celebrity entertainers for AFE tours. The USO Entertainment Division recruits entertainers and manages and produces tours. The USO Budget and Finance Division administers contracts and invoicing. The USO representative is expected to:

1.2.4.1. Coordinate with the Chief/Deputy Chief AFE any overseas celebrity entertainment being provided to the military Services IAW the Celebrity Tour Offer Process outlined in [Table 2](#).

1.2.4.2. Meet with AFE monthly to review on-going tours and planning efforts and to discuss pertinent issues related to celebrity entertainment overseas.

1.2.4.3. Offer AFE additional entertainment proposals (not outlined in the FY Entertainment Plan) no later than 45 days prior to tour start date.

1.2.4.4. Provide AFE a copy of all direct correspondence between the USO and the military when the AFE Chief, Deputy Chief, or Circuit Manager has approved direct communication with the military regarding entertainment tours.

1.2.4.5. Submit final pay package (invoice) to AFE within 45 days of tour completion IAW para [4.4](#).

1.2.5. Tour Escort Responsibilities. AFE requires military or civilian escorts for tours going to locations considered “forward” or “down-range” and are primarily supported by military airlift. Tour escorts may be AFE or USO staff members, or individuals provided by the host command. Tour escorts are also used with USO/AFE tours and are responsible, with the USO Tour and Production Manager, to ensure logistical requirements for the tour are identified and executed as planned, and to help resolve issues that arise during the tour. Any changes or new requirements for logistics, during the tour, must be coordinated with the AFE Circuit Manager or designated representative.

1.2.6. Entertainment Group Responsibilities. As a condition of touring and performing, entertainers and entertainment groups must abide by the requirements laid out in this paragraph and its subparagraphs. Entertainers are responsible for conducting themselves as “ambassadors” while on tour, abiding by all local (country) customs/courtesies as briefed by the Country and 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. Entertainment groups will ensure material is not offensive to anyone with regard to race, religion, national origin, sex, military rank, military Service, or disability. Entertainers may not sell any type of merchandise or souvenir items while on tour.

1.2.6.1. Entertainers may receive required immunizations for travel at the nearest Military Treatment Facility (MTF). If no MTF is within 50 miles, immunizations may be obtained from a private physician/clinic or the local County Health Department. AFE will reimburse the cost of immunizations, but not the “office visit” cost.

1.2.6.2. Illegal drug use or possession is strictly prohibited. Entertainers will not joke about drug use, possession or purchase. Entertainers will not consume alcohol on stage or during performance.

1.2.6.3. Entertainers may not carry or possess weapons or ammunition of any kind while on tour.

1.2.6.4. Entertainers must complete a tour evaluation for each country/installation visited and submit it with their final pay package no later than 30 days after tour completion IAW para 2.6.1. The requirement for an entertainer tour evaluation does not apply to USO/AFE partnership tours.

1.2.6.5. The entertainment group will submit a final pay package to AFE within 30 days of tour completion IAW para 4.4. For USO/AFE partnership tours, the USO will submit an invoice and receipts to AFE within 45 days of tour completion IAW para 4.4.

1.2.7. Contract Travel Office (CTO). The CTO issues commercial airline tickets and MCOs for entertainment groups traveling under the AFE program. The CTO coordinates only with AFE to book or change travel arrangements. Under certain limited circumstances, the Circuit Manager or Deputy Chief or Chief, AFE may approve, in advance, direct contact with the CTO by entertainment group managers or USO staff.

1.2.8. DOD Component Medical Services Responsibilities. The DOD Component Medical Services provide immunizations and emergency medical and dental care to entertainers IAW applicable Service publications as outlined in Figure 2.

Figure 2. Applicable Publications for Providing Immunizations and Medical Care to Entertainers.

Military Service	Applicable Publications
US Army	AR 40-400, <i>Patient Administration</i> , 12 Mar 01 AR 40-562, <i>Immunizations and Chemoprophylaxis</i> , 12 May 04
US Navy	NAVMEDCOMINST 6320.3B, <i>Medical and Dental Care for Eligible Persons at Navy Medical Department Facilities</i> , 14 May 87 BUMEDINST 6230.15, <i>Immunizations and Chemoprophylaxis</i> , 12 May 04
US Air Force	AFI 41-114, <i>Military Health Services System Matrix</i> , 1 Mar 97 AFJI 48-110, <i>Immunizations and Chemoprophylaxis</i> , 12 May 04

2. MANAGING THE ARMED FORCES ENTERTAINMENT (AFE) PROGRAM

2.1. Overview. Management of the AFE program requires constant ongoing coordination between AFE, the USO, Regional Coordinators, Country and Site Coordinators, and entertainers. This chapter outlines the processes required to manage the AFE program including the Fiscal Year Tour Request

Process (**Table 1.**), the Celebrity Tour Offer Process (**Table 2.**), The Non-Celebrity Entertainment Audition Process (**Table 3.**), Site Coordinator Tour Hosting Process (**Table 4.**) and Site Evaluation Submission Process (**Table 5.**). Procedures AFE staff follows for organizing and processing USO and AFE tours are contained in ILVOI 34-126.

2.2. The Entertainment Tour Request Process. To maximize the return on investment of AFE budget and meet the needs of commanders within the six circuits, the AFE office prepares a FY Entertainment Plan as outlined in **Table 1.**

Table 1. Fiscal Year Entertainment Tour Request Process

Step	OPR	WHEN	ACTION
1	AFE	January	Solicits fiscal year entertainment tour requirements from Combatant Commands via message.
2	Combatant Commands	February	Task Component and Subordinate commands to submit entertainment requirements.
3	Component and Subordinate Commands	February	Task Installation/Site Commanders to submit entertainment requirements.
4	Installation and Site Commanders	February	Identify requirements for celebrity and non-celebrity entertainment including “special event” requirements for submission to parent command.
5	Component and Subordinate Commands	February	Consolidate submissions from Installation/Site Commanders for submission to Country Coordinator.
6	Country Coordinators	NLT 15 March	Consolidate submissions and forward to Regional Entertainment Coordinator.
7	Regional Entertainment Coordinators	March/ April	Review and consolidate requests to ensure entertainment tours are equitable for all services with a priority to remote and isolated locations.
8	Regional Entertainment Coordinators	March/ April	Submit to AFE a list of entertainment tours (e.g., shows at all or several geographically grouped locations within the region) by month and type of entertainment only. Retains specific installation/site location information for future scheduling (accomplished at annual AFE conference).
9	AFE	March/ April	Reviews and validates all requests against command priorities and funding constraints.
10	AFE	April/ May	Finalizes annual entertainment plan.
11	AFE	NLT 30 May	Provides finalized FY Entertainment Plan to Combatant and Component commands and Regional Entertainment Coordinators for information and planning.
12	AFE	June	Begins process of selecting entertainers and coordinating with USO for celebrity tours for the coming FY.

2.3. **Celebrity Entertainers.** Circuit Managers may recruit Celebrity Entertainers through unsolicited contacts, referrals or AFE-initiated invitation. When celebrities are matched to a requirement in the FY Entertainment Plan, the Circuit Manager organizes and processes the tour IAW ILVOI 34-126. Celebrity tours, for which USO recruits the entertainer, are coordinated between AFE and the USO Entertainment Director according to the following process.

Table 2. The USO Celebrity Tour Offer Process

Step	OPR	WHEN	ACTION
1	USO Entertainment Director	Bi-Weekly	Sends Chief and Deputy Chief, AFE a recruiting report listing current celebrity tour offers with as much detail as is available including (1) Name (2) Dates available, (3) Locations available to visit, (4) Size of group, etc.
2	Chief or Deputy Chief, AFE	Upon Receipt	Logs each offer into the Tour Offer Tracking Sheet and queries the Circuit Managers for interest.
3	Circuit Manager	Within 3 Duty Days	Responds to Chief or Deputy Chief, AFE with interest or non-interest IAW the FY Entertainment Plan, current budget limitations and feedback from the field.
4	Chief or Deputy Chief, AFE	Within 5 Duty Days	Responds via e-mail to USO Entertainment Director either accepting, indicating interest for further recruiting, or declining offer. If accepting, identifies specific locations, inclusive dates, and tour group size.
5	Circuit Manager	Only After Offer Accepted	Begins discussion of details with USO Tour/Production Managers. NOTE: If there are substantial changes to the tour such as adding or changing countries/locations or adding additional touring members or extending days of tour, Chief or Deputy Chief AFE approval is required prior to continuing with planning.
6	USO	NLT 30 Business Days prior to Tour Departure	Submits offer letter and proposal in hard copy (generally via fax) to the Chief or Deputy Chief, AFE.
7	Chief or Deputy Chief, AFE	Upon Receipt	Logs receipt of offer letter and proposal into the Tour Offer Tracking Sheet, affixes an offer routing slip, reviews proposed tour participants/costs, annotates on the routing slip any discrepancies the Circuit Manager needs to resolve and provides final approval before passing to the Circuit Manager. NOTE: Only the Chief or Deputy Chief, AFE, are authorized to accept or decline USO offers.
8	Circuit Manager	Upon Receipt	Coordinates with USO Tour/Production Managers to finalize tour contract according to procedures in ILVOI 34-126.

2.4. Non-Celebrity Entertainers. The AFE office provides non-celebrity entertainers a unique opportunity to support our troops overseas. To ensure a fair and equitable audition process, non-celebrity entertainers are selected according to the procedures in [Table 3](#). When a Circuit Manager matches a non-celebrity entertainment group accepted into the AFE program to a requirement in the FY Entertainment Plan, the tour is processed IAW ILVOI 34-126.

Table 3. The Non-Celebrity Entertainment Audition Process

Step	OPR	ACTION
1	Entertainment Group	Visits AFE website at www.armedforcesentertainment.com for application information or call 1-800-458-0868 to have an application packet mailed to them
2	Entertainment Group	<p>Completes a Promotional Package as required on the website/in application packet</p> <p>Promotional Package should include:</p> <ul style="list-style-type: none"> - Name of group/individual - Manager/Agent if applicable - Group size - Type of entertainment offered - Entertainer/Group Biography - Song list - Sound Requirements - News clippings/Reviews of past performances - Tape or CD with a sample performance
3	Entertainment Support Tech	Logs promotional packages into Entertainment Log Book as received
4	AFE Staff	<p>Convenes approximately every 2 weeks to review packets for acceptance or non-acceptance. Considers FY Entertainment Plan and the quality of the entertainment presented.</p> <p>In general, whatever type of entertainment is offered, it should contain to some degree, the following elements: amusement, diversion, engaging the attention pleasurably, some degree of refinement and elegance.</p> <p>Performances will not be offensive to anyone with regard to race, religion, national origin, sex, military rank, military service or disability. Jokes or anecdotes about drug use, possession, or purchase are not appropriate.</p> <p>Additional considerations are:</p> <ul style="list-style-type: none"> - Bands. 75-80% of music performed must be cover songs. If a video, CD or DVD is part of the audition; it must be of good quality, clear, and sharp. Lyrics will not be offensive to anyone with regard to race, religion, national origin, sex, military rank, military service or disability. - Other entertainment. (comedy, magic, sports, etc.). Must appeal to the particular audience targeted.
5	AFE Staff	Records results in the Entertainment Log Book

Step	OPR	ACTION
6	Entertainment Support Tech	Prepares letter of acceptance or non-acceptance for signature by Chief, AFE within a week after review of package. Reasons for non-acceptance may include but are not limited to: <ul style="list-style-type: none"> - Incomplete information - Incomplete material (i.e. no CD) - Poor quality recording - Vulgar or offensive material - Outdated or inappropriate for target population
7	Entertainment Group	If non-acceptance letter received, may reapply not earlier than 60 days from date of letter. If acceptance letter received: <ul style="list-style-type: none"> - Await contact by AFE as needs arise - May update packets at any time
8	Entertainment Support Tech	Files accepted Promotional Packages.
9	Circuit Manager	As planning begins for a tour requirement, reviews accepted Promotional Packages talent pool to prepare Tour Packages.
10	Entertainment Support Tech	Annually reviews Promotional Packages and purges those not used by AFE or updated by the entertainment group in over a year.

2.5. Site Coordinator Tour Hosting Process. Once a celebrity or non-celebrity tour has been organized and scheduled by the Circuit Manager in conjunction with the Regional and Country Coordinator, the Site Coordinator uses **Table 4.** to ensure local requirements for hosting entertainment tours are complete.

Table 4. Site Coordinator Tour Hosting Process

WHEN	ACTION
Prior to Group Arrival	<ol style="list-style-type: none"> 1. Arrival site personnel (Services / MWR or Protocol / Joint Visitors Bureau) are assigned to: <ul style="list-style-type: none"> - Meet the entertainment group at the international airport - Transport them and their personal bags to lodging - Transport their excess equipment to a secure area 2. Make lodging arrangements for the entertainment group. 3. Prepare a detailed itinerary for the entertainment group that includes a courtesy visit with installation/site leadership, visits to various duty sections during the day and the actual performance(s). 4. Publicize and advertise the upcoming performance by the entertainment group. <p>NOTE: Site Coordinator doesn't need to spend every moment with the group, but should be available to assist where needed and to answer group members' questions.</p>
Upon Arrival and During Performance	<ol style="list-style-type: none"> 1. Greet entertainment group and provide them with a security briefing and site orientation. 2. Assist with excess baggage/customs clearance 3. Assist with lodging check-in/out 4. Address any problems (lost baggage, damaged equipment, etc). 5. Assist in load/unload equipment, setup/tear-down the entertainment area 6. Advise the tour group leader of the location of their equipment 7. Provide site and tour itinerary brief 8. Coordinate off day activities 9. Arrange for photographs of the entertainment group during interaction with the troops and the show. <p>NOTE: Throughout the tour, the Site Coordinator should serve as another set of eyes to ensure the group's specific needs are taken care of.</p>
Upon Show Completion	<ol style="list-style-type: none"> 1. Assist with group departure 2. Make sure site personnel are available to properly pack (palletize) equipment. 3. Ensure equipment is stored in a secure location prior to ongoing travel. 4. Ensure group is advised of ongoing travel arrangements for their tour bags, and equipment. 5. Have the tour group ready and in designated area for ongoing travel. 6. Prepare tour evaluation and reports as required.

2.6. Tour Evaluations. To continually improve the AFE program, tour evaluations are required from each hosting site coordinator and the entertainment group after the completion of each tour.

2.6.1. Site Evaluation. Site Coordinators prepare an evaluation that, at a minimum, addresses the information in the sample at [Attachment 2](#). Entertainment groups receiving less than favorable

comments will be prohibited from future tours. The following table outlines the site evaluation submission process:

Table 5. Site Evaluation Submission Process.

OPR	When	Action
Site Coordinator	NLT 5 days after tour	Prepares an evaluation (see sample at Attachment 2) and submits to the Country Coordinator.
Country Coordinator	NLT 10 days after country tour	Collects evaluations from all site coordinators, reviews and forwards to Regional Entertainment Coordinator.
Regional Entertainment Coordinator	NLT 15 days after region tour	Collects evaluations from all Country Coordinators, reviews and forwards to the Circuit Manager.
Circuit Manager	When received from Regional Entertainment Coordinator	Reviews, takes action as appropriate and files the evaluations in the group's tour folder.

2.6.2. Entertainment Group Evaluation. The entertainment group leader completes an Entertainment Group Evaluation for each country/installation visited (see sample at [Attachment 3](#)). The evaluation seeks feedback from the entertainer's perspective. The evaluations are submitted with the final pay package sent to AFE after tour completion.

3. TRANSPORTATION AND TOUR REQUIREMENTS.

3.1. General. AFE will fund all inter- and intra-country travel to and within the overseas area. Entertainers may travel by military airlift or commercial air. Local travel within the country between performance sites is the responsibility of the hosting installation commanders.

3.2. Military Air Travel. The use of military airlift to transport entertainers is governed by DOD 4500.9-R. Travel by military airlift outside CONUS is directed when available and will be performed under Priority 2c IAW DOD 4500.9-R, Appendix E. The individual Circuit Managers, directly with US TRANSCOM, Air Mobility Command (AMC) and/or through JMC airlift requests, will make military airlift arrangements. AMC billings are sent electronically each month to AFE. The AMC 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 AFE. AMC will bill against two distinct cost centers to distinguish between AFE/USO partnership tours and AFE tours. Use of dedicated military airlift for transoceanic travel requires pre-approval by the Chief or Deputy Chief, AFE.

3.3. Commercial Air Travel. All passenger travel will be coach class unless approved for upgrade in accordance with the Joint Travel Regulation (JTR).

3.3.1. Premium Class Travel Other Than First Class. Premium class travel is authorized for entertainers under certain circumstances according to the JTR. All requests for upgrade are processed according to current guidelines outlined in the JTR and ILVOI 34-126.

3.3.2. Contract Travel Office (CTO). The Circuit Managers will make all entertainer commercial travel arrangements for tickets and excess baggage through the CTO. Entertainment groups, man-

agers, and USO staff are not authorized to book or change travel arrangements (e.g., rescheduling, reissue of tickets and/or excess baggage coupons (MCOs)) directly with the CTO unless specifically approved in advance by the applicable Circuit Manager or Deputy Chief or Chief, AFE. Circuit Managers will verify personal information for entertainers and associated support staff with passports or copies of passports prior to making airline reservations. CTO will not issue tickets until approved travel orders have been received.

3.4. Invitational Travel Orders (ITOs). ITOs are issued to entertainers and members traveling in direct support of the entertainment tour. ITOs provide for the travel and logistical support of an individual from the business place or home to the place the individual's services are required and return to point of origin. The ITO identifies the "Grade Equivalent" of each individual on the orders; as established in DODI 1000.1, *Identity Cards required by the Geneva Conventions*, 30 Jan 74. Authorization of transportation modes, routing and accommodations will be consistent with chapter 2 of the JTR. If applicable, individuals approved for upgrade of air accommodations to business class IAW the JTR will be specified in the ITOs.

3.4.1. Medical and dental support. Medical and dental support is provided IAW AFH 41-114, *Military Health Services System Matrix*, 1 Mar 97, AR 40-400, *Patient Administration*, 12 Mar 01, and NAVMEDCOMINST 6320.3B (para G-11b (4)(b-c)), *Medical and Dental Care for Eligible Persons on Navy Medical Department Facilities*, 14 May 87. Although many installations will provide free medical outpatient emergency treatment, some do not. Individuals traveling under ITOs will be billed for inpatient costs including room charges, meals, etc. No-cost treatment is not available for existing medical conditions or injuries from negligent actions.

3.4.2. Delays en route. Delays en route may be granted for the convenience of DOD, the Department of State, or the convenience of touring members. 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 will be included in the ITOs provided the following conditions have been met:

3.4.2.1. The delay is requested and approved by AFE before the entertainer departs on tour.

3.4.2.2. 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.

3.4.2.3. Delays for the convenience of touring members will be at no cost to the Government.

3.4.2.4. Entertainment groups or individual entertainers desiring to remain in overseas areas longer than authorized must end their relationship with DOD and return to CONUS at their own expense.

3.5. Miscellaneous Charge Orders (MCO). MCOs are used to pay for excess baggage (equipment) on commercial airlines. AFE will cover the cost for 20 pieces of excess baggage. Excess baggage does not include personal luggage and/or carry on luggage. MCOs are actual tickets to be presented to the airline when checking equipment/excess baggage. Costs for the MCO is calculated IAW ILVOI 34-126 and specified on the ITO. If it is determined the amount of the original MCO is insufficient, AFE will notify the CTO immediately to increase or supplement the current MCO. If the group experiences any out-of-pocket expense due to the increase, a modification to the contract may be autho-

rized for reimbursement. Any and all changes to tickets or MCOs must be coordinated with both the Circuit Manager and CTO. No unauthorized costs for MCOs or travel will be reimbursed without prior coordination and approval.

3.6. Travel Documents. Each AFE Circuit has countries with unique document requirements for travel. These may include Passports, Visas, Theater/Country Clearance, and Geneva Convention Identity Cards (DD Form 489). Following award of a Contract, the Circuit Manager ensures these items are complete and included in the Tour Package.

3.6.1. Passports. Most entertainers have their own tourist passport that may be used for AFE tours. Occasionally, entertainers will require a no-fee passport. The Circuit Manager coordinates the application for a no-fee passport IAW **Table 6**. Entertainers will return no-fee passports to AFE upon completion of the tour. AFE maintains no-fee passports on file until their expiration date (issued for 5 years) so they may be re-used should the entertainer be selected for a subsequent tour.

Table 6. The No-Fee Passport Application Process

Step	OPR	
1	Circuit Manager	Sends entertainment group passport application form to entertainment group.
2	Entertainer	- Completes Passport Application Form - Obtains Birth Certificate with seal - Obtains 2 2"x2" passport photos
3	Entertainer	Hand-carries these items with proof of identification to a local post office with passport processing capability to have it "executed," meaning the birth certificate, passport application form and proof of identification are verified. NOTE: If a fee is associated with "execution" it is reimbursable by AFE.
4	Postal Clerk	Signs and seals the envelope and sends directly to the AFE Information Management Superintendent
5	AFE Information Management Superintendent	Delivers, either hand carry or by courier, to Washington Passport Agency, for processing. NOTE: Normal processing time is 5-7 business days.
6	Washington Passport Agency	Completes processing and notifies AFE.
7	AFE Information Management Superintendent	Picks up passport from Washington Passport Agency - Updates passport database (NCO Admin folder on the O: drive) - Passes passport to applicable Circuit Manager
8	Circuit Manager	Places passport in Tour Package provided to entertainment group

3.6.2. Visas. Some countries require visas prior to entering. The embassies for these countries require 5 to 7 days to process each visa. When visas are required, the Circuit Manager ensures

entertainment groups complete the necessary forms, passports and photos with sufficient time to process through the applicable embassy.

3.6.3. Country Clearance. Theater/Country Clearance is requested via message at least 30 days prior to departure. All information required to complete the clearance message must be received by AFE in sufficient time to meet the 30-day window. The Circuit Manager obtains the appropriate information from the entertainment group and provides it to the Information Management Superintendent for processing.

3.6.4. Geneva Convention Identity Card (DD Form 489). Under the AFE program, civilian non-combatant personnel who have been authorized to accompany US military forces in areas of conflict, combat, and contingency operations and who are liable to capture and detention by the enemy as prisoners of war are issued a Geneva Convention identity Card. The Entertainment Support Technician prepares and issues these cards IAW AFI 36-3026(I). A 1" x 1" color photo is required. In lieu of a Geneva Convention Identity Card, the verbiage contained on the DD Form 489, may be included on the ITO. Entertainers must return the DD Form 489 to AFE upon completion of their tour since the identity cards are government property. AFE maintains DD Form 489s on file should the entertainer participate in a subsequent tour.

3.7. Other Miscellaneous Tour Requirements.

3.7.1. Immunizations. Under the AFE program, immunizations are provided free of charge at CONUS Military Treatment Facilities IAW AFJI 48-110/AR 40-562/BUMEDINST 6230.15/CG COMDTINST M6230.4E, *Immunizations and Chemoprophylaxis*, 12 May 04 and AFH 41-114, *Military Health Services System (MHSS) Matrix*, 1 Mar 97. Entertainers are considered sponsored personnel, therefore, SECTION C; paragraph 24 of AFJI 48-110 applies. When a military installation is outside of a 50-mile radius, AFE will reimburse the direct cost of an immunization provided by a civilian physician. AFE does not reimburse the cost of an "office visit" when using a private physician. AFE 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. Circuit Managers provide entertainment groups a letter, signed by the Chief or Deputy Chief, AFE, authorizing immunizations recommended for entry into foreign countries. All entertainers must sign and return the immunizations letter.

3.7.2. Carnets. Entertainers use carnets to carry professional equipment into various countries without having to pay duties and taxes before entering and additional penalties after departing. The carnet serves as proof of exportation and re-importation back in the United States and those countries visited. Carnets are processed through Admission Temporary Admission Carnets (USCIB) on-line at <http://www.uscib.org>. A deposit is required in addition to the price of the carnet, which is paid by AFE. The deposit is refunded after the carnet has been returned to USCIB and verification has been obtained that there are no claims being filed against the United States. Final payment to the entertainment groups can be delayed if carnets are not returned to AFE.

3.7.3. Posters. AFE contracted entertainers must develop a poster for marketing/advertising purposes. Posters are developed by entertainment groups as requested by the Circuit Manager. The Circuit Manager reviews the posters and after approval, sends them electronically to the Regional/Country Coordinators for distribution to Site Coordinators who reproduce and distribute copies as needed. When an entertainment tour has commercial sponsorship, the promotional posters, ban-

ners, or other items will be submitted to HQ AFSVA/SVPCM for review and approval. Posters for USO/AFE partnership tours are created by the USO and coordinated with the Circuit Manager.

3.7.4. Tour Photos. Photos from current entertainment tours are required for briefings, articles, brochures, the AFE website and other marketing needs. Therefore, Site Coordinators will provide a minimum of three quality photos of AFE and AFE/USO tours at their locations. The goal is quality photos, not quantity. To assure quality, the Site Coordinator should ask on-site visual information or public affairs personnel to take professional-quality digital photos. The types of shots needed are: a photo that captures the entertainer performing, the entertainer performing with enough of the audience visible to reflect it is a military crowd, the entertainer signing autographs, the entertainer interacting with troops. Each photo file will be named by using the entertainer's name, date of the shot and location. Site Coordinators forward the photos through their Regional Entertainment Coordinators via e-mail to their Circuit Manager.

4. FUNDING AND REIMBURSEMENT

4.1. Overview. The FY Entertainment Plan is the baseline for tour planning. AFE staff continually monitors the plan and circuits to maximize entertainment at the least cost. This chapter outlines what Entertainment Tour Expenses are paid directly or reimbursed, what expenses are not reimbursed and how payment is made through processing of a Final Pay Package.

4.2. Authorized Tour Expenses.

Figure 3. Authorized Tour Expenses AFE Pays Directly

TYPE OF EXPENSE	NOTES
Commercial Airfare	Coach class airfare and MCOs, charged to the AFE centrally billed account (CBA). If any airline tickets or MCOs are lost and traveler has to purchase/replace, this cost is not reimbursable until AFE is refunded/credited by the airlines. The traveler must file a lost/stolen ticket claim at the airport. It is the travelers' responsibility to safeguard these documents.
Military Airlift	Always
Visas	Always
Carnets	IAW paragraph 3.7.2. of this instruction.
Lodging, bus or charter transportation costs	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.

**Figure 4. Authorized Tour Expenses AFE Reimburses Via Contract
(Receipts are required for all reimbursable expenses)**

TYPE OF EXPENSE	NOTES
Honoraria for Celebrity Entertainer	Always
Honoraria 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.
Agent Fee for Non-Celebrity Entertainers	Approved by Chief or Deputy Chief AFE under restricted conditions when: - A Production/Tour Manager is not used - Using an Agent is the only way to obtain specialty entertainment.
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.
Promotional Materials	Includes preparation of posters, film, or development costs to produce poster of promotional materials.
Travel Costs	For other than originally issued tickets and MCOs; and 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.

TYPE OF EXPENSE	NOTES
Lodging Costs for Non-Celebrity Tours	<p>The honorarium is intended to cover lodging costs, which are the responsibility of non-celebrity entertainers. However, reimbursement, not to exceed maximum rate in the JTR, is authorized in the following situations where the cost is greater than \$100 per night per person:</p> <ul style="list-style-type: none"> - Commercial lodging is required at location of departure from CONUS - Commercial lodging is required between overseas venues - Commercial lodging is in a high-cost area
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 - Local travel costs - Toll fees - Baggage Tips (within reason) - Official telephone calls directly related to producing the tour. For telephone call reimbursement provide itemization detailing: <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

4.3. Tour Expenses That Are Not Reimbursed. The following table outlines entertainment tour expenses that are not reimbursed:

Figure 5. Tour Expenses That Are Not Reimbursed

TYPE OF EXPENSE	NOTES
Meals	Never. This is a personal expense of the entertainer covered by the honorarium.
Alcohol	Never
First.Class Commercial Airfare	Never
Business.Class Commercial Airfare	Except as allowed under very limited circumstances by the JTR. Must be approved according to JTR and ILVOI 34-126.
Phone Cards	Never.
Mobile phone rental	Never.
Immunization Costs	AFE reimburses actual cost of immunizations: Does not reimburse: - Cost of office visits when using a private physician to obtain immunizations - Mileage to obtain immunizations from a military installation or from a private physician
Lost, stolen, or damaged equipment costs	Entertainer must file equipment claims resulting from neglect of commercial airlines with the airline at the first available opportunity (within 24 hours). 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.

4.4. The Final Pay Package. After tour completion, the entertainment group within **30 days** or the USO within **45 days**, submits a Final Pay Package to AFE that includes the items listed in **Figure 6**. Submission of a complete Package i.e., all paid receipts and required documentation) will assure timely processing within AFE. Packages returned due to incomplete information will delay final payment. If modifications to the primary contract are required, the primary contract can be processed for payment prior to receipt of the modification from Contracting. However, any monetary amount associated with the modification will not be issued until the contract modification has been completed. Final Pay Packages are processed by AFE according to the procedures outlined in ILVOI 34-126.

Figure 6. Final Pay Package Items.

Documents	Explanation
Entertainment Group Evaluation	See sample at Attachment 3
DOD No-Fee passports	If applicable
Geneva Convention ID Card	If applicable
Unused Commercial Airline Tickets	If applicable
Unused or adjusted MCO	Any MCOs for excess baggage must be returned
Invoice and all receipts	Only expenses for which reimbursement is authorized.
Carnet	If applicable

5. RECOGNITION PROGRAM

5.1. General. Entertainers participating in the AFE program generously donate their time and talent and country and site coordinators generally serve as an additional duty or volunteers. Therefore, it is important to recognize these individuals for their efforts and dedication to assuring the success of the AFE program.

5.2. Recognition of Entertainers and Sponsors. To recognize and thank entertainers and their sponsors for their generous support of the AFE program, Circuit Managers will prepare letters of appreciation for each participating member upon completion of a successful entertainment tour. The Chief, AFE will sign the letters. In exceptional circumstances to recognize a significant effort or multiple tours, the letters of appreciation will be prepared for signature by the Air Force Director of Services.

5.3. Armed Forces Entertainment Eagle Award. The Armed Forces Entertainment (AFE) Eagle award is presented to an individual(s) who demonstrates selfless dedication and commitment to the AFE mission. More than one AFE Eagle Award may be awarded each year. Nominations should arrive at AFE not later than 1 Feb.

5.3.1. Presentation of Award. The Chief, AFE, presents the AFE Eagle award at the AFE annual conference held in the March timeframe. If the recipient is unable to attend the conference, AFE will forward the award through appropriate command channels for presentation.

5.3.2. Who is eligible?

5.3.2.1. Country and Site Coordinators.

5.3.2.2. Military, civilian or contract personnel at any level that have been instrumental in planning, coordinating, scheduling, supporting and/or hosting AFE entertainment tours.

5.3.2.3. Previous recipients of the AFE Eagle Award may be nominated again; however, the accomplishments used to earn a previous award may not be used for subsequent nominations.

5.3.2.4. AFE staff, including Regional Coordinators, are not eligible for this award.

5.3.3. Award Criteria. Criteria are designed to assist organizations in their assessments and selection of candidates for nomination for the AFE Eagle Award. These guidelines will serve as a tool

to help focus on those areas that add to the success of the AFE program. Topics listed below are suggested areas for focus when preparing nominations.

5.3.3.1. Leadership.

5.3.3.2. Efforts at creating value and satisfaction (build trust, confidence and loyalty).

5.3.3.3. Strategic planning; response to rapid, changing and emerging circumstances.

5.3.3.4. Ability to demonstrate creative, adaptive and flexible approaches in meeting requirements.

5.3.4. Nomination Procedures. Nominations may be submitted from any level of command by a supervisor or leader in a position to know of the nominee's accomplishments according to the process outlined in [Table 7](#). Timely submission will assure all nominees receive consideration and permit ample planning for presentation at the annual AFE conference held in the March/April timeframe.

Table 7. AFE Eagle Award Nomination Process

Step	OPR	WHEN	ACTION
1	Person submitting nomination	As warranted but NLT January	Prepare in narrative format, not to exceed 250 words, on plain bond paper. Include the nominee's full name, grade, unit of assignment, specific accomplishments focusing on the award criteria and the time period in which the accomplishments cited occurred. While this award is presented annually, the accomplishments can be for a period of time greater than one year to recognize sustained superior performance and dedication. Send nominations directly to the appropriate Regional Coordinator.
2	Regional Entertainment Coordinator	NLT 1 February	Endorse the nomination with concur or nonconcur; a nonconcur requires explanation. Forward the nomination to respective Circuit Manager.
3	Circuit Manager	February	Endorse the nomination with concur or non-concur (a non-concur requires explanation) and forward to the Deputy Chief, AFE.
4	Deputy Chief and Chief, AFE	February	Review and evaluate all nominations against award criteria and select recipients. Arrange for presentation to recipients at annual AFE conference.

5.3.5. Award element. Recipients receive the AFE Eagle Award certificate signed by the Chief, AFE and the Air Force Director of Services and recognition at the annual AFE conference.

5.4. **Forms Adopted.** DD Form 25, **Receiving Report**; DD Form 489, **Geneva Convention Identity Card**; SS Form 95, **Claim for Damage, Injury or Death**; DD Form 1884, **List of Property and Claims Analysis**.

DONALD J. WETEKAM, Lieutenant General, USAF
DCS/Installations & Logistics

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

DOD Instruction 1330.13, *Armed Forces Entertainment Program*, 23 Mar 04

DOD Directive 1330.12, *United Service Organizations, Inc. (USO)*, 1 Nov 00

DOD Instruction 1000.1, *Identity Cards Required by the Geneva Conventions*, 30 Jan 74

DOD Instruction 1015.10, *Programs for Military Morale, Welfare, and Recreation (MWR)*, 3 Nov 95

DOD 4500.9R, *Defense Transportation Regulation (Part I Passenger Movement)*, Sep 01

Joint Travel Regulation

AFPD 34-1, *Air Force Services Combat Support Programs*, 1 Nov 97

AFI 34-407, *Air Force Commercial Sponsorship Program*, 17 Feb 99

AFMAN 34-416, *Air Force Commercial Sponsorship and Sale of NAFI Advertising Procedures*, 1 May 01

AFI 36-3026(I), *Identification Cards for Members of the Uniformed Services, Their Eligible Family Members, and Other Eligible Personnel*, 20 Dec 02

AFH 41-114, *Military Health Services System (MHSS) Matrix*, 1 Mar 97

AR 40-400, *Patient Administration*, 12 Mar 01

AR 40-562, *Immunizations and Chemoprophylaxis*, 12 May 04

AFJI 48-110, *Immunizations and Chemoprophylaxis*, 12 May 04

NAVMEDCOMINST 6320.3B, *Medical and Dental Care for Eligible Persons at Navy Medical Department Facilities*, 14 May 87

BUMEDINST 6230.15, *Immunizations and Chemoprophylaxis*, 12 May 04

AFI 65-106, *Appropriated Fund Support of Morale, Welfare, and Recreation and Nonappropriated Fund Instrumentalities*, 1 Oct 02

Air Force Services Operating Instruction (ILVOI) 34-126, *Armed Forces Entertainment*, 17 Aug 04

Abbreviations and Acronyms

ADPE—automated data processing equipment

AFE—Armed Forces Entertainment

AFPD—Air Force Policy Directive

AMC—Air Mobility Command

CBA—centrally billed account

CONUS—continental United States

CTO—contract travel office

DFAS—Defense Finance and Accounting Service

DOD—Department of Defense

DODD—Department of Defense Directive

DODI—Department of Defense Instruction

ESP—emergency and special program

FY—fiscal year

HQ USAF/ILV—Headquarters United States Air Force Directorate of Services

HQ USAF/ILVE—Headquarters United States Air Force Directorate of Services, Armed Forces Entertainment Division

IAW—in accordance with

ITO—invitational travel orders

ILVOI—Air Force Directorate of Services Operating Instruction

JTR—Joint Travel Regulation

MCO—miscellaneous charge order

MTF—military treatment facility

POC—point of contact

ROE—rules of engagement

USO—United Service Organizations

Terms

Application Packet—A packet submitted by a non-celebrity entertainment group in order to be considered for acceptance into the AFE program.

Carnet—Entertainers use carnets to carry professional equipment into various countries without having to pay duties and taxes before entering and additional penalties after departing. The carnet serves as proof of exportation and re-importation back in the United States and those countries visited.

Celebrity Entertainer—Famous person or group to include but not limited to recognition via top 100 billboard, gold record, platinum record, nationally recognized label; actor in movie, TV show, sitcom; Paris runway model; or articles in popular magazines.

Commercial Sponsorship—The act of providing assistance, funding, goods, equipment (including fixed assets), or services to an MWR 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.

Continental United States (CONUS)—The 48 contiguous United States and the District of Columbia.

Entertainer(s)—Any single entertainer to include, but not limited to singer, musician, comedian, dance group member, actor, sports figure, famous person, author, motivational speaker or magician.

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

Non-celebrity Entertainer—An entertainer that does not meet the criteria to be considered a celebrity. For bands, these are generally up and coming bands receiving national play. Non-celebrity entertainers are usually professionally managed by an agent.

Tour Folder—Record maintained in the AFE office containing all documents associated with an entertainment tour.

Tour Package—A package assembled by the AFE staff and containing items the entertainment group needs for travel.

Attachment 2**SAMPLE HOSTING SITE TOUR EVALUATION**

(NOTE: Address the items listed here as a minimum)

1. Submitted by: (Name of installation or site/address/phone number)

2. Entertainment Group Name:

3. Total in Attendance:

4. Entertainment group is rated: (select a rating from the list below and explain)

Outstanding (Top professional act of the highest quality)

Good (Very enjoyable performance with good production value)

Average (Competent performance, neither remarkable nor bad)

Fair (Not one of the better groups, but okay)

Unsatisfactory (Poor performance group)

5. Remarks (explain anything not addressed above, words of praise, any problems or issues that arose, other recommendations or comments)

Signature

Signature block of submitter

Attachment 3

SAMPLE ENTERTAINMENT GROUP EVALUATION

(NOTE: Address the items listed here as a minimum and evaluate each country visited separately)

1. Entertainment Group Name:

2. Tour Dates (Mo/Yr):

3. Country:

Use the following scale to rate items listed below:

1=Exceptional 2=Above Average 3=Met Expectations 4=Needs Improvement
 5=Unacceptable

4.

Name of Base/Site (fill in across)						
Greeting upon arrival						
Transportation						
In-brief (Explanation of threat conditions, cultural rules)						
Venue set-up						
Publicity and advertising						
Communication (Informed of itinerary changes, etc.)						
Crowd size						
Overall						

5. Using scale above, overall rating of coordination with Armed Forces Entertainment office:

6. Additional comments:

Attachment 4

SAMPLE AFTER ACTION FUNDING SUPPORT TO USO TOURS SPREADSHEET

(NOTE: To estimate the value of volunteer labor, use the GS-9 hourly pay rate)

Support Provided USO Celebrity shows by the hosting site/installation			
Site:			
Name of entertainment tour:			
Date of performance:			
	APF	NAF	Estimated dollar value of in-kind support
Lodging			
Transportation			
Food			
Production (equipment, stage, etc)			
Miscellaneous			
Totals:	\$0.00	\$0.00	\$0.00
Grand Total of All Support			\$0.00