



Department of Defense MANUAL

NUMBER 5120.20

June 3, 2014

ATSD(PA)

SUBJECT: Management of American Forces Radio and Television Service (AFRTS)

References: See Enclosure 1

1. PURPOSE. This manual reissues DoD 5120.20-R (Reference (a)) as a DoD manual in accordance with the authority in DoD Directive (DoDD) 5122.05, DoDD 5105.74, and DoD Instruction (DoDI) 5120.20 (References (b), (c), and (d)), to implement policy, assign responsibilities, and prescribe procedures for the administration and operation of all AFRTS outlets and functions.
2. APPLICABILITY. This manual applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint 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 DoD (referred to collectively in this manual as the “DoD Components”).
3. POLICY. Reference (c) provides the overarching policy for this manual.
4. RESPONSIBILITIES
 - a. Assistant to the Secretary of Defense for Public Affairs (ATSD(PA)). The ATSD(PA) develops broad DoD policy guidelines and objectives for DoD internal information programs.
 - b. Director, Defense Media Activity (DMA). Under the authority, direction, and control of the ATSD(PA), the Director, DMA, ensures the Director, AFRTS:
 - (1) Operationally carries out and implements the policy in Reference (c).
 - (2) Develops internal policies and procedures for the management and operation of DoD AFRTS activities, oversees their implementation, and evaluates and directs corrective action to ensure that AFRTS is properly structured, staffed, and managed.

(3) Ensures a free flow of information and entertainment programming, without censorship, propagandizing, or manipulation, to DoD personnel.

c. Combatant Commanders. Through the Chairman of the Joint Chiefs of Staff, the Combatant Commanders ensure that nothing inhibits the free flow of radio and television (TV) information and entertainment programming to DoD personnel.

5. PROCEDURES. See Enclosure 2.

6. RELEASABILITY. **Unlimited**. This manual is approved for public release and is available on the Internet from the DoD Issuances Website at <http://www.dtic.mil/whs/directives>.

7. EFFECTIVE DATE. This manual:

a. Is effective June 3, 2014.

b. Must be reissued, cancelled, or certified current within 5 years of its publication to be considered current in accordance with DoDI 5025.01 (Reference (e)).

c. Will expire effective June 3, 2024 and be removed from the DoD Issuances Website if it hasn't been reissued or cancelled in accordance with Reference (e).



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ENCLOSURE 1

REFERENCES

- (a) DoD 5120.20-R, "Management and Operation of Armed Forces Radio and Television Service (AFRTS)," November 1998 (hereby cancelled)
- (b) DoD Directive 5122.05, "Assistant Secretary of Defense for Public Affairs (ASD(PA))," September 5, 2008
- (c) DoD Directive 5105.74, "Defense Media Activity," December 18, 2007
- (d) DoD Instruction 5120.20, "American Forces Radio and Television Service (AFRTS)," October 18, 2010
- (e) DoD Instruction 5025.01, "DoD Directives Program," September 26, 2012, as amended
- (f) DoD Instruction 5035.01, "Combined Federal Campaign (CFC) Fund-Raising Within the Department of Defense," January 31, 2008

ENCLOSURE 2

PROCEDURES

1. AFRTS SERVICE (NEW AND/OR ALTERED)

a. American Forces Network (AFN) Outlets. Manned AFN outlets (affiliates) produce local internal information products (such as spot announcements, news, and live radio shows) and insert them into radio and TV streams received from American Forces Network-Broadcast Center (AFN-BC).

b. Criteria for Service. An AFN outlet (radio and TV) may be proposed anywhere outside the continental United States (CONUS) where U.S. Military personnel are stationed on permanent duty if a valid requirement for such service can be demonstrated and concurrence of the host-command and host-government can be obtained. In considering any request for a new outlet, the following criteria apply:

(1) CONUS Exception Criteria. An outlet normally will not operate within the United States. Exceptions will be based on the physical location of the installation and activity requesting service and the availability of existing commercial English-language radio and TV service. These exceptions will be considered on a case-by-case basis if the Director, AFRTS, determines that a valid requirement exists.

(2) Foreign Country Treaties and Federal Communications Commission (FCC) Rules Compliance. An outlet in a foreign country will abide by all existing treaties and international agreements to which the United States is a party, and relevant regulations. Outlets located where rules of the FCC apply will abide by all applicable FCC rules and regulations.

(3) English-Language Availability. An AFN broadcast outlet will not be established in U.S. territorial possessions and AFN service will not be permitted when English-language TV programs are adequate. As a general rule, "adequate" is defined as programming that is comparable to that seen or heard on U.S. networks. The Director, AFRTS, makes the final determination of adequacy based upon recommendations from the requesting command and the appropriate DMA regional command involved.

c. Funding Process for Proposed Outlets. In the event the command requesting an outlet desires AFN service before funding and personnel can be obtained, the requesting command is responsible for providing such resources, including those for all personnel authorizations (military and civilian).

d. Requesting Service. Commanders will work with the DMA regional command and the Combatant Command for their region to prepare a request for service. The request will be forwarded through the chain-of-command (major command, component, task force) to Headquarters (HQ) AFRTS. AFRTS component will determine whether funds, personnel,

equipment, administrative, and logistics support can be made available before recommending approval or disapproval to the Director, AFRTS.

e. Requesting Program Materials. For new outlets requiring AFRTS program materials (satellite delivery services or portable media), the appropriate DMA regional commands will furnish HQ AFRTS, AFN-BC and the appropriate Combatant Command, an advisory at least 90 days before the planned activation date, and an updated advisory 30 days before the firm activation date.

f. U.S. Navy and Military Sealift Command (MSC) Ships

(1) U.S. Navy. Since no host-government's approval or frequencies are involved, every U.S. Navy ship (including submarines) automatically becomes an AFN outlet as soon as a Shipboard Information, Training, and Entertainment (SITE) closed circuit radio and TV system is installed onboard the ship. HQ AFRTS must be included on the initial activation message for each newly installed shipboard system. This message becomes the source document for determining affiliation and start-up of AFRTS services. The U.S. Navy Chief of Information (CHINFO) supervises SITE installations, programming start-up, and program circuiting for Navy ships.

(2) MSC Ships as AFRTS Outlets. MSC ships with U.S. Military personnel assigned to their crews are eligible to become AFN outlets. MSC requests for service, playback equipment, and program media are processed and managed by CHINFO. HQ AFRTS must be included on the initial on-air message for each ship. This message becomes the source document for determining affiliation and start-up of AFRTS services.

g. Direct-to-Home (DTH) AFN Service for Units

(1) Description of Service. Similar to commercial satellite services in the United States, DTH is an unmanned service consisting of a receive-only satellite dish and decoder (which must be activated from the AFN-BC) directly connected to one or more TVs or an in-house cable system. It provides multiple channels of TV and radio news and entertainment programming direct from AFN-BC and includes global, regional, and local internal information. The signal may not be rebroadcast. It may be used in a common viewing or listening area or on an in-house cable distribution system designed to serve an authorized DoD audience. Another service called Direct-to-Sailor carries three channels of AFN and is available to units worldwide and ships at sea.

(2) Criteria for Service. Eligibility for unmanned AFRTS service is determined by desired use and is generally limited to serve units' common viewing areas or in-house cable systems.

(a) Placing or building an earth station and downlink at the required location and receipt of the AFN signal must be in concert with all applicable local, national, and international agreements.

(b) The funding for the downlink, associated installation, and maintenance for circuit distribution is provided by the activity requesting the service.

(c) The downlink site will be recognized as an unmanned affiliate AFRTS location.

(3) Requesting Service. The requesting commander will work with the appropriate DMA regional command to prepare a request for service. The request will be forwarded to HQ AFRTS for approval or consideration. Ships should forward requests for direct-to-sailor (DTS) directly to CHINFO Afloat Media Systems.

h. DTH AFRTS Service for Individuals

(1) Description of Service. This is the same service described in paragraph 1.g. of this enclosure, but is limited to individual use.

(2) Criteria for Service. Eligibility for this service is limited to DoD personnel, military retirees, and selected personnel of the Department of State and other Department of State-affiliated U.S. Government agencies.

(3) Requesting Service. There are various ways to acquire service. At some installations the housing office issues the system. If it is not issued, the individual must purchase or lease the system from Army and Air Force Exchange Service (AAFES), another authorized user, or through AFRTS. Full instructions for requests for service of all types, including the forms, can be found on the AFN website, www.myafn.net.

i. Modifications of Existing AFRTS Outlets

(1) Except for ships at sea, the geographic location of an AFN outlet will not be changed without prior approval of the Director, AFRTS. Changes to shipboard systems are not authorized without prior approval of CHINFO Afloat Media Systems and the Naval Sea Systems Command.

(2) Any proposed changes or modifications to equipment that may materially alter the type of broadcast, the broadcast coverage area, or will result in a condition contrary to any host-country agreements, will be made only with prior approval of the Director, AFRTS, through the DMA regional command and in coordination with the appropriate Combatant Command. The Director, AFRTS, will be advised in advance of such proposed changes.

(3) Frequency assignment parameters (frequency, emission, power, or time restrictions) will not be changed or exceeded without the approval of the appropriate broadcast frequency assignment authority and the Director, AFRTS.

j. Disestablishing an AFRTS Outlet

(1) At least 120 days before the date an AFN outlet is no longer needed, or whenever a host-country will no longer grant permission for the outlet to operate, the served installation

commander will forward a request for disestablishment to the responsible DMA regional command. The DMA regional commander will coordinate with the appropriate component(s) and Combatant Command(s), explaining in writing the reasons that require disestablishing the outlet and requesting their concurrence and the concurrence of the Director, AFRTS.

(2) Upon receipt of AFRTS concurrence, the responsible DMA regional commander:

(a) Notifies the appropriate U.S. Embassy or U.S. Consulate of the disestablishment and will forward a copy of the notification to the Director, AFRTS, and to the Combatant Command.

(b) Requests program material disposition instructions from AFN-BC at least 60 days before disestablishment.

(c) Determines equipment disposition. Furnishes equipment disposition instructions to the outlet at least 60 days before the final on-air day.

(d) Notifies the appropriate broadcast frequency assignment authority of the disestablishment.

(3) The Station Manager:

(a) Prepares an after-action report on the disestablishment, to include disposition of all classified materials, program materials and equipment, disposition of records in accordance with DoD requirements, transfer and/or disposition of all personnel, and lessons learned to include recommendations. An original report will be provided to the appropriate DMA regional command with a copy to the Director, AFRTS, and the Combatant Command.

(b) If available, provides a copy on portable media, as appropriate, of the closing day special programming relating to the closure to AFN-BC.

(4) AFRTS will coordinate with the Military Department personnel detailers for the transfer and/or further assignment of all AFN outlet personnel.

2. USE OF PROGRAM MATERIALS

a. Editing AFN Programming Materials. AFN program materials will be broadcast as received from AFN-BC. Editing, for any purpose, is prohibited without prior approval of AFN-BC.

b. Musical Recordings. Manned AFN outlets may excerpt individual musical recordings from AFN radio programs including satellite music channels for continuing local use. AFN music is for overseas broadcast only and AFRTS cannot extend its licenses for music to non-AFN organizations or for non-AFN use such as public information products shared with non-DoD audiences.

c. Radiothons and Telethons. AFN outlets will not conduct fund-raising radiothons or telethons in support of the overseas Combined Federal Campaign (CFC).

d. Fund-Raising Programs Support. Manned AFN outlets may conduct fund-raising programs in support of command relief, welfare, and organizational activities within the limits of DoDI 5035.01 (Reference (f)).

e. Deleting, Editing, and Covering of Worldwide AFRTS Spot Announcements. AFN spot announcements broadcast worldwide via satellite will not be deleted or edited. AFN spots may be covered only during times designated as “affiliate” availability. Spots will not be edited nor will footage be extracted for any use. Requests for exceptions must be forwarded through the appropriate regional command to AFRTS, affiliate relations, and Radio and Television Production Office (RTPO) for final approval.

f. U.S. Military-Produced Programming Other Than AFN. Programs of appropriate content and adequate technical quality produced by official U.S. Military sources (e.g., the internal information activities of the Military Departments) are authorized for use by AFN affiliates with approval by the appropriate DMA regional command or CHINFO (for ships), and AFN-BC.

g. Foreign Programming of Cultural or Informational Value. In certain instances, programs, events, or ceremonies broadcast by a foreign government or agency may be considered of sufficient cultural or informational value to warrant broadcast by AFN affiliates. No broadcast of this nature will be made without the expressed permission of the originating or controlling foreign government or agency. Written concurrence of the host-country team is also required before such programs will be used. Additionally, the appropriate DMA regional command will be consulted and the Director, AFRTS, and AFN-BC affiliate relations will be notified before airing such program.

h. Local AFRTS Outlet Programming. AFRTS will authorize and encourage regional commands and the AFN affiliates under their command to produce as much regional and local products as their assets and resources will allow.

i. Navy SITE Systems. Shipboard SITE systems are the only authorized systems to be used to playback information, training, and educational materials and for Navy Motion Picture Service products.

3. RESTRICTIONS. AFN program materials will not be used:

a. For non-AFN broadcast purposes, including private parties, functions, and events.

b. On foreign or domestic commercial, private, or government-owned broadcasting affiliates or cable systems without specific authorization from the Director, AFRTS.

- c. In a program produced by, or originating from, a non-AFN military organization and broadcast by a commercial station.
- d. In any manner that constitutes competition with or infringement of the work of commercial artists, copyright holders, U.S. content providers, or other private interests.
- e. For direct projection exhibitions on a military installation or facility where a specific fee is collected for entrance or viewing of the AFN material.
- f. Aboard Navy, MSC, or Coast Guard ships, while the ships are in port and/or within range of U.S. commercial affiliates broadcasting U.S. programs, except for official military information and for training purposes.
- g. Program materials (e.g., news or sports broadcasts) produced by manned AFN outlets will not be made available to commercial, private, or government-owned radio or TV affiliates or networks, or their representatives, without prior approval by the Director, AFRTS.
- h. No AFN outlet may broadcast or rebroadcast any program material produced by private or commercial interests, or foreign governments, except as stated in paragraph 2g of this enclosure.

4. REMOTE LOCATION BROADCASTS. AFN affiliates may use program materials furnished by AFN-BC for broadcasts originating from remote locations (e.g., picnics and sport fields) providing the following criteria are met:

- a. Pre-emption of AFN TV programming is coordinated in advance with AFRTS and AFN-BC.
- b. The primary purpose of the remote broadcast is not to provide entertainment to the audience at the remote location and when the remote broadcast terminates, so does the AFRTS music.
- c. The majority of the audience at the remote location is not comprised of foreign nationals.

5. FOREIGN LANGUAGE BROADCASTS. Affiliate broadcasts in other than the English language may not be made without obtaining approval from the Director, AFRTS, except:

- a. Programs or announcements are permitted in the language of the host-country, where there is adequate English translation, and the program or announcement is addressed specifically to DoD personnel to increase their knowledge of the language and appreciation of the host-country, its customs, background, and people.
- b. Official requests are received by the host-government to alert its civilian population of emergency conditions, such as storms, floods, and earthquakes. Such announcements must be confirmed and approved for broadcast by the U.S. Country Team or senior host-command. The

appropriate Combatant Command, DMA regional command, and Director, AFRTS, will be advised of the circumstances and actions taken.

6. NEWS PROGRAMS

a. Ensuring Integrity of Commercial News Programs. DoD assures the U.S. commercial and public networks that it will protect the integrity of all news programs and materials. No changes will be made in the editorial content of any news programs and materials that are broadcast.

b. Principle of Fairness. AFN-BC and AFN outlets' news will be guided by the principle of fairness. This principle recognizes the right of AFRTS audiences to enjoy access to diverse topics and contrasting perspectives. AFN-BC and AFN outlets will provide reasonable opportunities for such access.

7. POLITICAL PROGRAMMING

a. AFN outlets will not originate any political programming. The FCC requires equal opportunities for political candidates, except in newscasts, news interviews, news documentaries, and spot coverage of news events. Since AFN will not accept nor originate programs from political candidates and only carries FCC-exempted programming, equal opportunity is not an issue.

b. AFN-BC will provide a free flow of political programming from U.S. commercial and public networks. AFN-BC, DMA regional commands, and their AFN affiliates will maintain the same equal opportunities balance offered by these sources. AFN affiliates should make extensive use of such programming, especially during Presidential election years, and should provide their audience with the political analyses, commentaries, and public affairs programs provided by AFN-BC. AFN will neither produce nor accept programming from political candidates.

8. SPOT ANNOUNCEMENTS

a. Informational Spot Announcements Replace Commercials. AFN provides commanders with guidance and completed information spots for the dissemination of information to military personnel. These spots, for both radio and TV, replace the commercial advertisements within information and entertainment programs otherwise seen on commercial programming.

b. AFRTS Non-Commercial Status. AFRTS is an entity of DoD and, as such, is a non-commercial broadcast organization. Except as stated, no commercial products or profit-making organizations (except sanctioned morale, welfare, and recreation activities) may be mentioned in AFRTS spot announcements. In addition, AFN will only air education spots for non-DoD colleges and universities that are under contract with the DoD, and then only by using the base

education office as the focal point for all contact. No AFN spots will uniquely highlight any particular college or university.

c. CFC and Other DoD-Sanctioned Fund Drives. Spots will not be used to solicit funds directly or indirectly unless specifically approved by RTPO. Exceptions are spot announcements produced for the annual overseas CFC if they are general in nature and do not highlight a single agency. AFN affiliates may also produce generic spot announcements that support fund drives sanctioned by the Military Departments and their major commands, such as Army Emergency Relief, Navy Relief Society, Air Force Aid Society, and similar campaigns.

d. Command-Sponsored Publicity. Spot announcements will not publicize gambling or games of chance, unless such activities are organized within the U.S. Military communities and authorized by local commanders for purposes of charity or morale and welfare. In the case of command-authorized lotteries, names of winners may be mentioned in local news stories. Spot announcements will be restricted to mentioning where tickets are available but will not encourage participation in the lottery.

e. Membership Drive Publicity. AFN will not air spots that promote membership based organizations or that promote non-DoD websites that solicit donations.

f. Approval to Use Non-AFRTS Spots. Non-AFRTS produced spots will not be aired unless approved in advance by RTPO.

g. Use of Brand Names and Prices in Spots. Spot announcements will not mention the brand name of any product. To do so may be considered a DoD endorsement and provide unfair competition with other products. This includes those products that carry the AAFES brand name, and Navy and Marine Corps Exchange products. Brand names may be mentioned in news stories if they are an integral part of the news story. However there are some exceptions:

(1) Local Swap Shop or Trading Post Programs. Brand names may be used in local swap shop or trading post programs when advertising personal items for sale or exchange by authorized members of the audience.

(2) Naming Sponsors as Part of Newscasts. Affiliates may mention the name of a commercial sponsor, along with other pertinent facts, in news stories and local announcements concerning DoD, USO-sponsored shows and programs.

(3) Naming Commercial Brands as Command-Sponsored Prizes. AFN affiliates may mention the names of commercial products or companies to identify specific prizes in contests sponsored by military command activities.

(4) Use of Prices in Spots. Prices will not be mentioned for products except for local swap shop programs and/or to advise the audience of specific upcoming local events and services. There must be no editorializing of the price.

h. Spot Compliance and Consistency to DoD Policy. Any spot announcement aired on AFN, regardless of where or by whom it was produced, must comply with DoD objectives.

i. Spot Use Adheres to Guidelines. Spot announcements released by RTPO must comply with the same guidelines and policies as any other program material released by AFN-BC.

9. EMERGENCY ANNOUNCEMENTS

a. Command Written Policy Required. Regional commands will determine emergency announcement policies. Policies will include what constitutes an emergency announcement, how it will be aired, and the process for emergency announcement verification and approval. The degree of emergency and the possible effects any AFN emergency announcements might have upon the host country and all U.S. citizens in the host country must be carefully considered in formulating such policy.

(1) In the event the policy authorizes the airing of emergency announcements, AFN affiliates will broadcast such announcements only upon explicit clearance from the competent authority authorized to release the information and the AFN affiliate manager who is responsible for verifying the emergency requirement.

(2) Based on command policy, emergency announcements on local AFN affiliates may be pre-approved by the DoD Components in advance of an expected emergency such as evacuation of family members, natural disasters.

b. Broadcasting of Exercise and Training Announcements. Local exercise announcements will be coordinated with appropriate public affairs offices and DMA regional commanders prior to airing. For large scale, such as regional exercises, coordination will be between the DMA regional command and DoD Component level.

c. Noncombatant Evacuation Operations (NEO) Announcements. Regional commanders will be responsible for ensuring provisions for using AFN services during a NEO are in the applicable operations plan.

10. RELIGIOUS PROGRAM MATERIALS

a. Religious Programming. The Armed Forces Chaplains Board (AFCB) liaison, the Director of Religious Programming at the AFN-BC, approves all religious programming, to include programs and spots, before it is scheduled on AFN TV and AFN Radio. No religious programming may be used without prior AFCB review and approval. No religious programming will be produced locally. Religious programming received from other sources may be forwarded to the AFCB liaison for a determination on their use.

b. Religious Spots. All radio and TV religious spots are reviewed and approved by the AFCB liaison and by RTPO. No religious spots may be used without prior AFCB review and

approval. All religious spots must meet the AFCB guidelines. Spots received from other sources may be forwarded to the AFCB liaison for a determination on their use. Religious TV spots are normally inserted into AFN-BC broadcasts during airing of religious programming only.

c. Local Religious Spots. Affiliates may produce command information spots that only inform the audience of times, dates, and places of authorized local military religious services and events. Such announcements will not promote participation or membership in one religious group over another, nor will local spot announcements espouse the doctrine of any specific religion. Since they are command information spots they can be scheduled in any programming.

11. LOCAL NEWS PRODUCTION

a. Factual, Accurate, and Unbiased News Reporting. The content, format, and presentation of local news products will be factual, fair, and unbiased. AFN affiliates will not conduct investigative reporting. AFN affiliates will not function as news gathering or news support bureaus for commercial news organizations.

b. Coordination with Local Public Affairs on Local News Products. AFN regions and affiliates will produce news products on subjects of interest and/or concern within the communities and commands served. Local news reports will be fully attributed as to source. News products will be coordinated, when appropriate, with public affairs offices.

12. PRODUCTION OF NON-AFRTS MATERIAL. AFN personnel (with the exception of U.S. Navy Mass Communication Specialists serving aboard U.S. Navy and MSC Ships) or AFN equipment (including SITE systems) will not be used to produce non-AFRTS briefings, image products (e.g., hooah videos) or distinctly external media products.

13. MANPOWER. AFRTS utilizes a joint work force that must be staffed and supported by the Military Departments.

a. AFRTS Manning Requirements, Authorizations, and Staffing. DMA publishes and maintains the DMA Master Manning Document. This document provides the worldwide DMA work force requirements, authorizations, staffing level, and Military Department composition of all DMA locations and is the source document to obtain required work force from the Military Departments. DMA regional commands will review their manning document annually. Change recommendations are forwarded to HQ AFRTS for further staffing and coordination.

b. Proportionate Share of AFRTS Staff. The proportionate share mix of the authorized and required staff will be based upon the size of the authorized audience of each Military Department within the geographic area, as reported by the Combatant Command Population Statistics Report. For purposes of personnel authorizations, audience includes military personnel, DoD civilians, and command-sponsored family members.

c. Military Department Staffing Responsibilities. Each Military Department is responsible for ensuring its work force posture is as close to 100 percent of the authorized and/or funded requirement as possible. Changes to the work force will be coordinated with the supporting Military Department by DMA before implementation.

d. Manpower Change Request. No changes may be made to manning documents without proper authorization from the Director, AFRTS, through the published DMA manpower change request process.

14. PHYSICAL SECURITY OF PERSONNEL AND EQUIPMENT

a. General Security. AFN stations are located in areas of the world that could be subject to hostile actions between opposing forces and by terrorist threats or actions. Therefore it is imperative to protect at all times, to the maximum extent possible, all personnel, equipment, and facilities.

b. Command Support. Host commands must:

(1) Ensure plans and procedures for protecting stations against hostile threats and actions are addressed in memorandums of understanding or support agreements.

(2) Maintain a file copy of the station's physical security plans and procedures.

(3) Ensure each station meets all installation physical security requirements for this type of operational capability.

(4) Delineate the support required of the AFN station in base security plans.

(5) Incorporate protection of the AFN station into base security plans.

(6) Include the station in routine security patrols.

15. AFRTS CONTINGENCY AND WARTIME OPERATIONS

a. General. AFRTS is prepared to provide several options to support contingency operations.

b. AFRTS Wartime Planning. AFRTS is responsible for deliberate wartime planning and contingency operations. HQ AFRTS oversees all AFRTS deliberate planning for war and contingency operations other than war, reviews current planning efforts based on world conditions and AFRTS policies, and considers new AFRTS equipment requirements.

c. Contingency Operations. For all AFRTS contingency activities, AFRTS plans, manages, and provides operational guidance and support. DMA technical services (DMA/TS) provides technical and logistical support.

(1) Activating Service. Upon notification of a deployment support requirement, AFRTS works closely with the deployed public affairs office planner in coordination with the Combatant Command public affairs office in planning AFRTS support to an actual contingency and/or combat zone. HQ AFRTS, in conjunction with DMA/TS, develops AFRTS support packages to meet the specific requirements of an operation plan as identified by the deployed public affairs office and the Combatant Command and obtains the necessary support from the supported command(s) to implement the support package.

(2) Operational Control (OPCON) and Administrative Control (ADCON). Deployed AFRTS assets are OPCON and ADCON to the deployed command with operational policy guidance and support provided by HQ AFRTS and technical support provided by DMA/TS.

16. PROVIDING CABLE AND SATELLITE SERVICE OVERSEAS

a. Overview

(1) AFRTS Service. AFN-BC is the only source authorized to negotiate for, procure, and distribute AFRTS programming to U.S. forces overseas.

(2) Non-AFRTS Service. Requests to add commercial, non-AFRTS radio and TV service to U.S. Government overseas cable or wireless cable distribution systems that also carry AFRTS programming must be coordinated and approved through AFRTS.

b. Host-Nation Implications. Introduction of non-AFRTS broadcast services into U.S. installations and/or housing areas overseas may have effects on U.S. local command, DoD, and international agreements and regulations. Examples include, but are not limited to, status of forces agreements, host-nation sensitivity issues, international performing rights and copyright laws, host-country rules concerning the ownership of satellite receive dishes, cable ownership and installation, authority to downlink international and other satellite programming, directives pertaining to DoD and/or Military Department Internal Information Programs.

c. Contracting for Commercial Radio and TV Services

(1) Considerations. Commanders may propose introduction of commercial services to cable and wireless cable distribution systems at overseas military installations and housing areas. Overseas commanders should review the limiting factors and should investigate the services being offered by any vendor to determine its acceptability before forwarding the recommendation through their DMA regional command to AFRTS for final review and approval. Factors to consider include:

(a) English Language Programming Availability. In most overseas locations, English language and/or U.S. style programming is not available or limited.

(b) Commercial Franchise Agreements and Fees. Franchise agreements and/or payment of fees may be required to receive these services.

(2) Ensuring Vendor's Compliance with U.S. Laws and Regulations. U.S. forces overseas must ensure that all agreements for service comply with U.S. copyright laws as well as local laws and international agreements and treaties to which the United States is a party.

(3) Commercial Cable Routing and Approval Process. Commanders are authorized to pursue providing this type of service on their installations. Inquiries concerning satellite-receive stations, wireless cable, and cabling should be routed through the DMA regional command and Combatant Command public affairs officers to AFRTS Plans and Policy. In case of naval activities, DMA has been given responsibility by the Chief of Naval Operations for review of all proposals for cable and wireless cable at naval installations both in CONUS and overseas. Naval inquiries and proposals will be routed from the Combatant Command through the DMA regional command to AFRTS Plans and Policy.

(4) Detailed Guidance. Combatant commanders will ensure that the following detailed guidance is followed:

(a) AFN Programming on Commercial Systems and Rental Fees

1. If AFN programming is included on a commercial or military-installed cable or wireless cable system, that service must be available only to authorized viewers. The preferred arrangement is for all AFN services, both video and audio, be offered to DoD personnel on cable, free of any charges. This arrangement is not always practical because of the expense of operating a cable distribution system. Every effort should be made to offer as many AFN services as possible at little or no cost to the audience. Charging a nominal fee to offset the expense of a cable box and maintenance of the distribution system is authorized.

2. On multi-tiered cable systems, there may be conditions in which the primary entertainment channel (e.g., AFN Prime Pacific in the Asia region) and AFN News and AFN Sports are offered on a no-cost or maintenance-only-cost tier, and AFN Spectrum and the other region's entertainment channel (e.g., AFN Prime Atlantic) are offered on the lowest-priced basic tier along with a variety of other commercial channels. This arrangement, while not preferred, is permissible assuming that the DoD personnel is not charged any additional fee beyond the normal cost of the tier to receive the additional AFN channels. Because cable capabilities and configurations are different depending on locale, requests for policy guidance should be addressed to HQ AFRTS.

(b) AFRTS Restriction to Authorized Audiences. The AFN signal must be strictly limited to the authorized audience as defined in this manual. Failure to comply with this restriction could jeopardize programming being provided worldwide.

(c) AFRTS Funding Prohibited for Commercial Systems Installation and Upkeep. AFRTS funding will not be provided for costs of installing, operating, and maintaining this type of cable or wireless cable system.

(d) Individual Contracts with Commercial Systems. DoD personnel may contract for additional program services offered by the contractor on an individual basis in accordance with installation policies and procedures. However, these additional services can in no way be tied to the reception of AFN.

(e) Proof of Distribution Rights. Contractors and/or individual units (if such is the case) must provide the component commander and AFRTS detailed proof that they have the distribution rights to the programming being offered for the specific manner and location in which they will be delivered. The responsibility to obtain and document copyright clearances rests with the individual cable contractor or unit, but must still be submitted with requests for approval. The detailed approval must be in writing and signed by the programming source and the content provider (e.g., MTV, TNT, A&E, SKY-TV). AFN service will not be allowed on any system that does not provide proof of distribution for the additional commercial services.

(5) Requesting Procedures

(a) Coordination Process. Local commanders desiring to provide commercial radio and TV services will submit their request through their overseas component and Combatant Command public affairs officer to AFRTS through the DMA regional command. Requests will include documentation that supports the items in paragraphs 4a, b, d, and e of this enclosure.

(b) Programming Services Offered and Costs. Additionally, requests will include a specific break-out of the programming services being offered and their cost to the Service member (e.g., services included on each tier, individual premium channels, and pay-per-view offerings).

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

AAFES	Army and Air Force Exchange Service
ADCON	administrative control
AFCB	Armed Forces Chaplains Board
AFN	American Forces Network
AFN-BC	American Forces Network-Broadcast Center
AFRTS	American Forces Radio and Television Service
ATSD(PA)	Assistant to the Secretary of Defense for Public Affairs
CFC	Combined Federal Campaign
CHINFO	U.S. Navy Chief of Information
CONUS	continental United States
DMA	Defense Media Activity
DMA/TS	DMA technical services
DoDD	DoD Directive
DoDI	DoD Instruction
DTH	direct-to-home
DTS	direct-to-sailor
FCC	Federal Communications Commission
HQ	headquarters
MSC	Military Sealift Command
NEO	noncombatant evacuation operations
OPCON	operational control
RTPO	Radio and Television Production Office
SITE	Shipboard Information, Training, and Entertainment

TV television

PART II. DEFINITIONS

Unless otherwise noted, these terms and their definitions are for the purposes of this manual.

AFCB. The AFCB makes recommendations to the Secretary of Defense and the Under Secretary of Defense for Personnel and Readiness on religious, ethical, and moral matters for the Military Services.

AFN. Provides multi-channel radio, TV, web, and mobile application services to DoD overseas communities and to military expeditionary forces as assigned. AFN operates regionally in the Pacific and Europe areas of operation.

AFN-BC. Provides centralized commercial radio and TV program acquisition, global broadcast transmission, and associated services and support for AFN to meet DoD internal media requirements in peacetime, wartime, and contingency environments.

AFRTS. A worldwide radio and TV broadcasting organization that consists of a HQs element within DMA. The AFRTS portion of DMA includes the AFN-BC and DMA component organizations, to include AFRTS networks and outlets and activities worldwide.

authorized audience. DoD audiences overseas only comprised of DoD personnel, military retirees, and selected personnel of the Department of State and other Department of State-affiliated U.S. Government agencies.

Combatant Command. A unified or specified command with a broad continuing mission under a single commander established and so designated by the President, through the Secretary of Defense and with the advice and assistance of the Chairman of the Joint Chiefs of Staff. Combatant Commands typically have geographic or functional responsibilities.

Country Team. A council usually composed of the senior members of the U.S. Embassy staff and other U.S. Government agencies in a particular country. Actual makeup of the Country Team is determined by the ambassador or the senior foreign service officer in that country.

DMA. A field activity under the authority, direction, and control of the ATSD(PA) that contributes to DoD operational readiness and combat effectiveness through development of policies, guidelines, standards, training, and central management of DoD internal information programs including AFRTS, the Pentagon Channel, print publications, news media, internet operations, the Defense Information School, and audiovisual and visual information activities.

DMA/TS. Plans, manages, and implements all broadcast media and production infrastructure and systems including satellite and telecommunications networks.

DoD personnel. Active duty military and civilian members of DoD, including their family members, and DoD contractors.

DTH. The worldwide satellite distribution systems that provide multiple channels of radio and TV news, sports, and entertainment programming directly to U.S. viewers living off military installations overseas.

DTS. The worldwide satellite distribution system that provides multiple Navy-themed channels of TV news, sports and entertainment programming for ships and other authorized overseas audiences.

MSC. A U.S. Navy organization that controls most of the replenishment and military transport ships of the Navy.

RTPO. Acquires, produces, and approves radio and TV spot announcements for supported clients distributed via AFRTS and the Pentagon Channel.

regional command. Manages and directs AFN outlets in their theater.

State Department employees. An authorized State Department employee is a State Department direct hire, full-time U.S. Government employee who is a U.S. citizen occupying a position at an embassy or consulate, or who is attached to an embassy on official State Department orders for a State Department sanctioned mission.