

Morale, Welfare and Recreation

**Armed Forces Professional Entertainment Program Overseas**

**Summary.** This regulation updates responsibilities and procedures governing the operation of the Armed Forces Professional Entertainment Program Overseas, which provides live, quality entertainment at no cost to Armed Forces personnel stationed overseas. It also implements Department of Defense (DOD) Instruction 1330.13, September 8, 1985. Data elements and codes registered in DOD Manual 5000.12-M will be used for the reporting requirements specified by this regulation.

**Applicability.** This regulation applies to all DOD agencies and activities except the Army National Guard (ARNG) and U.S. Army Reserve (USAR).

**Impact on New Manning System.** This regulation does not affect the New Manning System.

**Internal control system.** This regulation is not subject to the requirements of AF 11-2. It does not contain internal control provisions.

**Supplementation.** Supplementation of this regulation is prohibited without prior approval from HQDA (DACF-IS-PE), ALEX VA 22331-0522.

**Interim changes.** For Army--interim changes to this regulation are not official unless they are authenticated by The Adjutant General. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

**Suggested improvements.** The proponent agency of this regulation is the Deputy Chief of Staff for Personnel. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) or by letter directly to HQDA (DACF-IS-PE), ALEX VA 22331-0522.

	Paragraph	Page		Paragraph	Page
Purpose . . . . .	1	1	Commercial advertising and related activities	9	4
References . . . . .	2	1	Entertainment requests . . . . .	10	4
Explanation of abbreviations . . . . .	3	1	Transportation . . . . .	11	4
Responsibilities . . . . .	4	2	Daily living allowance . . . . .	12	5
Procedures . . . . .	5	3	Utilization of units . . . . .	13	5
Funding . . . . .	6	3	Delays en route . . . . .	14	5
Entertainment circuits . . . . .	7	3	DOD Certificate of Esteem . . . . .	15	5
Source of entertainment and types of units	8	3			

**1. Purpose**

This regulation sets forth responsibilities and procedures for administering the Armed Forces Professional Entertainment Program Overseas.

**2. References**

a. Required publications.

(1) DOD 1330.13 (Armed Forces Professional Entertainment Program Overseas) cited in the summary paragraph.

(2) DOD 4515.13-R (Transportation Eligibility) cited in paragraph 11c.

(3) DOD 5000.12-M (DOD Manual for Standard Data Elements) cited in the summary paragraph.

(4) AR 40-3 (Medical, Dental, and Veterinary Care) cited in paragraph 5n.

(5) AFR 168-6 (Persons Authorized Medical Care) cited in paragraph 5n.

(6) BUMEDINST 6320.31A (Medical and Dental Care for Eligible Persons at Navy Medical Department facilities) cited in paragraph 5n.

(7) NAVMED P-5020 (Resource Management Handbook) cited in paragraph 5n.

(8) AR 335-15 (Management Information Control System) cited in paragraph 10a.

b. Required forms.

(1) DD Form 1789 (Armed Forces Professional Entertainment Evaluation) (cited in paragraph 4d(11)).

(2) DD Form 489 (Geneva Conventions Identity Card for Civilians Who Accompany the Armed Forces) cited in paragraph 4d(12),5k.

**3. Explanation of abbreviations**

- a. AFPEO . . . . .Armed Forces Professional Entertainment Office
- b. CONUS . . . . .Continental United States
- c. DOD . . . . .Department of Defense
- d. ITO . . . . .Invitational Travel Orders
- e. MAC . . . . .Military Airlift Command

\*This regulation supersedes AR 28-25/OPNAVINST 17.104A/AFR 215-10/MCO 1710.23A, 1 MAY 1980.

f. USACFSC . . . . .U.S. Army  
Community and Family Support Center

g. USO . . . . .  
.United Service Organization

#### 4. Responsibilities

a. The Secretary of Defense has designated the Secretary of the Army as executive agent to administer the Armed Forces Professional Entertainment Program Overseas.

b. Commander, U.S. Army Community and Family Support Center (USACFSC) has operational responsibility for administering the program through the Armed Forces Professional Entertainment Office (AFPEO).

c. The AFPEO will--

(1) Determine the extent and scope of the annual program in conjunction with the military Departments and the Office of the Assistant Secretary of Defense (Force Management and Personnel (ASD (FM&P))).

(2) Assign coordination responsibilities for a geographic area to an overseas command with the concurrence of the appropriate military Department.

(3) Provide CONUS services relating to selection, scheduling, and processing of entertainment units for Armed Forces Personnel Overseas.

(4) Provide each selected entertainment unit, prior to departing CONUS, with detailed information concerning conditions on tour, expected behavior and administrative matters.

(5) Arrange with Armed Services medical facilities to provide required immunizations to participants with-out charge.

(6) Arrange for entertainment unit transportation as follows:

(a) Commercial within CONUS.

(b) Military air from the CONUS airport of departure to the overseas command and return. Commercial air will be used if Military air is not available or will not meet the required time schedule.

(7) Establish grade equivalent designation for touring members commensurate with their status as invited guests of DOD.

(8) In coordination with USO World Headquarters, develop and maintain policies and procedures for administering the USO Celebrity Entertainment Program.

(9) Provide a member to the USO Celebrity Entertainment Committee.

(10) Conduct a training workshop for overseas coordinators once every two years.

d. Coordinating commanders will--

(1) Assign program operational responsibility to an appropriate staff element. This element should be supervised by a commissioned officer or an equivalent grade civilian.

(2) Submit consolidated entertainment request for their geographical areas of responsibility in accordance with paragraph 10.

(3) Provide entertainment units to all military services located within their area of responsibility and set program policies and procedures. This will include publicity and promotion, briefings, assignment of escort officers, processing, presentation and management of touring units.

(4) In coordination with appropriate commands, determine unit itineraries, provide transportation within the touring circuit, arrange for return transportation to CONUS in accordance with paragraph 11 and arrange other logistical support necessary to ensure that units are effectively used.

(5) Maintain communications with local USO directors, where available, to enhance cooperative efforts in administering local responsibilities for DOD/USO tours.

(6) Provide or arrange for transient-type officer billets. If not available, arrange for other appropriate billeting. Grant access to open messes, exchanges, dining facilities, snack bars, and other installation facilities except commissaries for the duration of the tour.

(7) Provide emergency hospitalization and medical treatment at military facilities.

(8) Monitor the entertainment presented to ensure that performances are conducted in a professional manner.

(9) Advise Commander, USACFSC, message address: CDRUSACFSC ALEX VA//DACF-IS-PE//, by electronic means--

(a) Of any incident affecting the ability or acceptability of a unit to continue on tour.

(b) Of any injury, illness, hospitalization or death of a unit member.

(c) Of any incident which could result in adverse publicity.

(10) Assist unit members in filing claims when personal property or equipment is lost or damaged while on tour.

(11) Prepare and forward and Armed Forces Professional Entertainment Evaluation (DD Form 1789) (RCS AG 824) on each touring unit. DD Form 1789 will be submitted to HQDA (DACF-IS-PE), ALEX VA 22331-0522 to arrive not later than 45 days following the unit's tour completion date. A single copy of each performance site input report should be included.

(12) Issue noncombatants DD Form 489 (Geneva Conventions Identity Card for Civilians who accompany the Armed Forces) as required by paragraph 5k.

(13) Recommend units and sponsors to whom the DOD certificate of esteem authorized by DOD Instruction 1330.13 should be presented. Recommendations for this and other awards should be submitted as a part of the evaluation required by paragraph 4d(11).

## 5. Procedures.

a. Entertainment units provided under this program will be allotted on a priority basis to overseas areas with a high ratio of remote and isolated installations.

b. Units will not be accepted for tour when the value of the attraction offered to the Armed Forces is obviously less than that accruing to the entertainer or entertainment unit.

c. Entertainment units provided will not exceed the overseas commands annual requirements as submitted to AFPEO without the concurrence from the overseas command.

d. Certification of press and publicity agents as entertainers is prohibited.

e. This regulation does not preclude overseas commanders from accepting other entertainment for their commands.

f. Tour units are prohibited from performing--

(1) On the local economy or in military clubs, messes or other facilities for pay.

(2) On the local economy for foreign nationals free of charge--unless approved by the AFPEO with concurrence of the Department of State.

(3) See paragraph 13e and 13f for additional prohibitions.

g. The release of official information on professional entertainment for publication through external information media is governed by appropriate service public affairs regulations.

h. The filming or taping of all or part of these performances for release to the motion picture or television industry for commercial use must have prior approval of the Office of the Assistant Secretary of Defense (Public Affairs).

i. Entertainment units scheduled to one of the entertainment circuits identified in table 1 may not be scheduled to perform outside the circuit without specific approval of the AFPEO.

j. Individuals taking part in this program will be authorized to tour based on Department of the Army Invitational Travel Orders (ITO). These orders will contain guidance governing the conditions under which the individual or group is touring.

k. Touring entertainers are classified as noncombatants authorized to accompany military forces of the United States in overseas areas. They will be issued two copies of DD Form 489 when their itinerary includes areas where they might be captured or detained as prisoners of war. They will keep both cards on them. If captured, they will give one copy to the capturing authorities. The second card will be kept as an identity card.

l. Each individual will be authorized and issued a "no fee" passport prior to departure from CONUS. These normally will expire within 30 days after the tour and will be returned to the AFPEO by the entertainer. Travel may be performed with tourist passports when authorized by AFPEO.

m. Since DOD Touring Show personnel perform without compensation, commanders at all levels are encouraged to provide maximum support and extend every courtesy in return for the substantial contribution which they make to the morale and welfare of DOD personnel overseas.

n. Normally, there will be no charges for emergency out-patient treatment provided to entertainers. Charges for in-patient treatment will normally be at the subsistence rate or in accordance with the regulations of the DOD component providing the care. (See AR 40-3, AFR 168-6 or BUMEDINST 6320.31A and NAVMED P-5020.)

o. Generally, for personal property or equipment claims to be payable, the loss or damage must have been caused by a negligent or wrongful act of a servicemember or government civilian employee while acting within the scope of his or her assigned duties. Claims caused by theft, mysterious disappearance or by a third party such as commercial airlines would not normally be payable. Additional information may be obtained from the local Staff Judge Advocate Office. Claims should be filed with such office either on the installation where the loss or damage occurred or at the next installation on the tour.

## 6. Funding

The AFPEO develops annual funding requirements based on the entertainment requests from overseas coordinating commands and submits a budget through Army channels. Included in these funds are actual travel and living allowances of entertainers, salaries of AFPEO civilian personnel, and TDY cost for AFPEO action officers.

## 7. Entertainment circuits

a. There are six standard overseas entertainment circuits. The circuits, responsible coordinating commands, and geographical areas (including ships in adjacent waters) are shown in table 1.

b. Circuits will be set up or adjusted by AFPEO as required to meet specific needs of overseas commanders.

c. Military personnel located in countries not listed in table 1 may be provided entertainment by the coordinating commander responsible for the general geographic area.

## 8. Source of entertainment and type of units

a. The USO and AFPEO are authorized agencies for the supply of professional entertainment to tour under this program. The USO makes initial contact with celebrity entertainers and if they agree to tour, they are offered to AFPEO. The AFPEO's decision to accept or reject celebrity offers will be based on current needs,

logistical support required, the quality of the unit, and the acceptance of the unit by the overseas command. The AFPEO may accept celebrity entertainment offered directly to DOD, but will normally refer celebrity offers to USO.

b. The AFPEO will audition and select all professional non-celebrity entertainment touring under this program.

c. Types of units offered are as follows:

(1) Gratuitous units, made up of entertainers who serve without salaries. These include college units obtained by AFPEO.

(2) USO solicited celebrity entertainment units who are partially funded by USO.

(3) Commercially sponsored units.

d. Before commercial sponsored units are accepted, Commander, USACFSC will obtain approval from the Directorate for Community Relations, OASD (PA). OASD (PA) will decide if the benefits to be received outweigh the commercial aspects enough to justify DOD sponsorship. When accepted, such units may be supported by DOD in the same manner as other units touring under this program, to include payment of transportation costs to and from the overseas area and payment of daily living allowances.

## 9. Commercial advertising and related activities

a. A commercial sponsor is entitled to limited advertising privileges subject to the guidelines in DOD Directives and appropriate service regulations. Current DOD policy prohibits DOD components' participation with manufacturers or distributors of alcohol or tobacco products in promotional programs, activities or contests aimed primarily at DOD personnel. Normally a commercial sponsor is authorized the following advertising privileges:

(1) Sponsor Credit. All publicity, program and promotional material can prominently credit the sponsor as donor of the entertainment. Example: "Reader's Digest Presents..."

(2) Show Title. The show title can identify the sponsor or product. Example: "Pepsi Cola presents Miss America and her court,"

(3) Individual Acts. Individuals acts in the show can identify the sponsor or the product. Example: "Sky Chef presents College Capers."

(4) Show Programs. The sponsor can provide printed programs for distribution at performances. These programs may feature sponsor and cast credits and the running order of the show. However, this printed program must contain the following statement on the front cover: "The acceptance of this Entertainment, generously furnished by (name of sponsor) for the benefit of the personnel of the Armed Forces, does not constitute an endorsement of sponsor or products of the sponsor by the Department of Defense."

(5) *Announcement in Armed Forces Newspapers.* Announcements of the show, cast credits, time, place and other newsworthy aspects of performances can be carried in Armed Forces newspapers. The policies on commercial interest in Armed Forces newspapers are specified in appropriate service regulations.

(6) *Poster Displays.* Posters featuring sponsor and cast credits, dates, time, and place of performances can be displayed in advance. The AFPEO must approve copy for these posters before release. Posters also must contain the statement in paragraph 9a(4).

(7) *Sponsor's banner on stage.* A banner of reasonable size, showing the sponsor's name and products may be displayed during performances.

(8) *Giveaway samples of products.* Samples of the sponsor's products may be given to members of the audience during performances. However, a sample of the giveaway must have been approved in advance by the AFPEO.

(9) *Detailed copy.* All detailed copy for display in posters, programs or newspapers must have AFPEO approval before use in the overseas area.

b. Entertainers may not sell any type of merchandise or souvenir items while on tour.

c. 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 USO World Headquarters. Food and beverage concessions are permitted at the discretion of the local commander while the audience is assembling for, during or immediately after the performance.

## 10. Entertainment requests

a. Each coordinating commander will consolidate annual entertainment requests and submit them to HQDA (DACF-IS-PE), ALEX, VA 22331-0522 (exempt report, AR 335-15, paragraph 7-2c).

b. Requests will be submitted to arrive AFPEO not later than 15 March each year and will project requirements for the forthcoming 3 fiscal years.

c. The annual request will include the number and types of units, maximum size, minimum and maximum tour lengths in days, frequency of tours, and any remarks or special considerations.

d. On receipt of all requests, AFPEO will develop an annual worldwide program. This scheduled program will be provided to all coordinating commands and military departments by 1 June of each year.

## 11. Transportation

a. Units touring under this program are authorized transportation from their point of origin to the overseas command and return. Travel between CONUS and overseas area will normally be by military airlift command

(MAC) aircraft or MAC charter aircraft. The passenger suffix 2CT will be included in the air movement designator.

b. Travel within the overseas area is a responsibility of the overseas commanders. AFPEO will fund all intercountry moves within the overseas areas. The overseas commanders are responsible for the intracountry moves.

c. The use of military airlift to transport entertainers is governed by DOD Regulation 4515.13-R.

d. Personnel traveling under this program are available to DOD for a limited amount of time and must be moved on schedule to meet performance requirements.

12. Daily living allowance

a. Each entertainer is authorized a daily living allowance while on tour to offset billeting and messing costs. Non-celebrity entertainers receive this allowance from AFPEO, while celebrity entertainers are normally paid this allowance by USO.

b. Except for the final week, daily living allowances are normally paid every 7 days while on tour in the overseas area. Final payment is made by AFPEO on completion of tour and includes the final week's living allowance due each member and any authorized expenses incurred during the tour. All payments will be made in U.S. dollars.

13. Utilization of units

a. The utilization of units is subject to certain prohibitions and restrictions. These factors are based on agreements with the sponsoring organization, unit capabilities and contract requirements.

b. Scheduling policies for non-celebrity units--

(1) Performances may be scheduled on any 6 out of 7 consecutive days or on any 12 out of 14 consecutive days. One day out of 7 or 2 days out of 14 will be scheduled as days of rest.

(2) A performance will not be scheduled on a day when a unit is required to travel more than 8 hours from billet to billet. Travel days may not be considered as days of rest. Units should not be scheduled to perform for at least 12 hours after traveling more than 8 hours. This prohibition does not apply when a unit is provided pullman or comparable sleeping accommodations during travel.

(3) On any performing day, units may be scheduled for--

(a) Two performances, about 75 minutes each.

(b) One performance, about 75 minutes, and three hospital ward performances, or hand shake visits, about 25 minutes each.

(c) Six hospital performances, about 25 minutes each.

c. Scheduling policies for celebrity units will be established in coordination with AFPEO, USO World Headquarters, and the respective command coordinator.

d. Above scheduling limitations do not preclude entertainers from voluntarily presenting additional performances.

e. Shows will be presented free of charge and will be open to all military personnel regardless of grade or service. When AFPEO authorizes a performance before a restricted audience, the following conditions will be met:

(1) An open performance has already been given for all authorized personnel.

(2) Such performance does not interfere with other scheduled performances.

(3) Provisions of paragraph 13f are observed in the performance area.

\* f. Alcohol beverages may be sold or served during DOD sponsored overseas shows only if all of the conditions in (1) through (3) below are met. This guidance does not apply to United Service Organizations (USO) celebrity performances. (See para 13g.) (1) The venue is a club, open mess, outdoor concert, or community fest where alcohol normally, or already, is served. (2) It is a predominately adult audience. (3) The entertainment is not a group such as a church affiliated university, spiritual entertainment, entertainment geared for children, or a group that represents an organization with strong anti-alcohol policies.

\* g. No alcohol beverages are to be sold or served during USO celebrity performance without consent of USO World Headquarters. Submit all requests for exceptions for USO celebrity performances, in writing, to Chief, Armed Forces Professional Entertainment Office.

14. Delays en route

a. Delays enroute may be granted for the convenience of DOD, the Department of State, or the convenience of touring members.

b. The delay must be requested and approved before the unit departs from CONUS. Approved delays will be included in Army ITOs.

c. Delays en route normally will not be approved for areas where the unit is not scheduled to perform.

d. A delay en route is not authorized when it interferes with the main purpose of the tour, disrupts or delays scheduled transportation, or is not authorized in the overseas area.

e. Units or members desiring to remain in overseas commands longer than authorized must end their relationship with DOD and return to CONUS at their own expense.

f. Any authorized delays for the convenience of touring members will be at no cost to the Government.

15. DOD Certificate of Esteem

a. DOD Instruction 1330.13 states that all personnel touring the Armed Force Professional Entertainment Program and their sponsors are eligible to receive this award if they--

(1) Gave high quality performances for military personnel at sea or in overseas commands, and

(2) Are recommended for the award by the overseas coordinating commander.

b. Commander, USACFSC will--

(1) Submit recommendations to ASD (FM&P) for approval.

(2) Transmit approved awards to the recipient.

(3) Maintain records of final action on all awards.

**Table 1**  
**Standard circuits**

Circuits	Coordinating command	Geographical area
Alaskan	Alaskan Air Command	Alaska
Caribbean	Cdr, 193d Inf Bde	Bahamas, Bermuda, Panama (PAN) Guantanamo Naval Base, Puerto Rico, West Indies, Honduras
Mediterranean	HQ, 16th Air Force	Bahrain, Crete, Greece, Sardina, Sicily, Southern Italy, Spain, Turkey, Ships of 6th Fleet
European Kingdom	U.S. Army Europe	Azores, Belgium, Sinai, Republic of Germany, Iceland, Netherlands, Northern Italy, Norway, West Berlin, United
Northeast	Headquarters Space	Greenland, Newfoundland Command
Pacific	Pacific Air Force	Australia, Diego Garcia, Guam, Hawaii, Indonesia, Japan, Johnston Atoll, Korea, Okinawa, Philippines, Ships of 7th Fleet

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