



COMMANDER IN CHIEF, U.S. PACIFIC COMMAND

(USCINCPAC)

CAMP H.M. SMITH, HAWAII 96861-5025

USCINCPACINST 1700.1J

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11 August 1988

USCINCPAC INSTRUCTION 1700.1J

Subj: UNITED STATES PACIFIC COMMAND (USPACOM) PROFESSIONAL ENTERTAINMENT PROGRAM

Ref: (a) DODINST 1330.13

(b) AR 215-6/OPNAVINST 1710.4B/AFR 215-10/MCO 1710.23B

1. Purpose. To delineate responsibilities and procedures within the United States Pacific Command (USPACOM) governing operation of the Armed Forces Professional Entertainment Program as defined in references (a) and (b). No major or substantive changes were incorporated into this revision, other than reformatting to comply with USCINCPAC correspondence procedures.

2. Cancellation. USCINCPACINST 1700.1H.

3. Background. Reference (a) assigns responsibility for execution of the Armed Forces Professional Entertainment Program Overseas to the Secretary of the Army. The program is administered through the Armed Forces Professional Entertainment Office (AFPEO), an activity of the U. S. Army Community and Family Support Center. AFPEO is the only agency authorized to provide services relative to selection, acceptance, rejection, scheduling, and processing of appropriated fund entertainment units for presentation to Armed Forces personnel overseas. Strict compliance with this provision is necessary to avoid possible embarrassment to DOD. Reference (b) assigns responsibility for operation of the program in the Pacific to the Commander in Chief, United States Pacific Command (USCINCPAC).

4. Scope

a. The policies and procedures described herein are applicable, as appropriate, to all USPACOM Component Commands, Subordinate Unified Commands, USCINCPAC Representatives and other separate commands within USPACOM.

b. The provisions of this instruction do not apply to the administration of commercial entertainers who perform for nonappropriated fund remuneration on military installations.

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CHAPTER 1

RESPONSIBILITIES

1-1. HQ USCINCPAC. HQ USCINCPAC, as the designated responsible Command, will retain policy control over the USPACOM Professional Entertainment Program. Operational authority for the program is hereby delegated to Commander in Chief, Pacific Air Forces (CINCPACAF).

1-2. USPACOM Entertainment Advisory Council. Assistance in coordination of the program will be provided by an Advisory Council, composed of one member appointed by USCINCPAC and one by each USPACOM Service Commander. In the event there is no USPACOM Commander for a particular Service, the appropriate Military Department will be requested to provide or designate a representative. The USCINCPAC member will be chairman. The Council will meet on call of the chairman to review and advise on matters pertaining to plans, policies, budgeting, etc. Matters of disagreement or major policy recommendations will be resolved or acted upon by HQ USCINCPAC.

1-3. USPACOM Component Commanders. Each USPACOM Service Commander will provide proportionate shares of nonappropriated funds required to support the USPACOM Entertainment Coordinator's Office. In the event there is no USPACOM Commander for a particular Service, the appropriate Military Department will be requested to provide the funds or otherwise resolve the issue. The share to be provided by each Service will be developed annually by the USPACOM Entertainment Coordinator, and approved by the Commands. The shares will be determined by percentages derived from the number of performances furnished to each Service during the preceding calendar year.

1-4. USPACOM Entertainment Coordinator. Headquarters, Pacific Air Forces (HQ PACAF) is responsible for maintaining and supervising an adequately staffed coordinating office designated as the USPACOM Entertainment Coordinator's Office (PECO). As a minimum, the staff of the PECO will include a USPACOM Entertainment Coordinator and assistant, in accordance with paragraph 3 above, adequate administrative clerical personnel to accomplish the PECO mission. Definitions applied by the PECO for the program are found in Appendix A. Responsibilities of the PECO include the following:

- a. Compiling touring entertainment requirements in USPACOM by quantity and types of entertainment desired in accordance with reference (b), paragraph 10.
- b. Coordinating with the AFPEO and Area Coordinators within the USPACOM on all matters pertaining to DOD sponsored touring entertainment, to include but not limited to items covered by this paragraph.
- c. Scheduling of entertainment units within USPACOM.
- d. Recommending to AFPEO that a unit be terminated for cause.
- e. Reporting to the AFPEO and USCINCPAC as directed.
- f. Billing Area Coordinators for reimbursable expenses such as royalties and rental charges as specified in paragraph 2-1.

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- g. Preparing annual appropriated and nonappropriated fund budgets.
 - h. Rejecting any undesirable entertainment unit that might be offered.
 - i. Conducting staff visits to assist Area Coordinators in executing the provisions of this instruction and as otherwise required.
 - j. Conducting Area Coordinator conferences at least every two years to maintain program efficiency.
 - k. Disseminating publicity when available.
1. Performing or delegating the following, as appropriate.
- (1) Briefing entertainment units upon arrival in USPACOM.
 - (2) Viewing an early performance of each show unit and recommending changes in presentation when necessary. Such changes will be recommended only when essential to the success or acceptability of the show unit.
 - (3) Amending orders for DOD sponsored shows as directed or approved by AFPEO.
 - (4) Distributing or forwarding mail or other personal communications to entertainers by the most expeditious military or other means available.

1-5. Coordinating Commanders. Commanders named in Column B, (Appendix B), this instruction, are responsible for:

- a. Assigning and supervising qualified civilian or military personnel to carry out operational duties in their respective areas. The senior person charged with these responsibilities will be titled Area Entertainment Coordinator. Direct communication among Area Coordinators and between Area Coordinators and the USPACOM Coordinator is authorized.
- b. Publishing implementing instructions as appropriate. Two copies of each instruction concerning the USPACOM Professional Entertainment Program will be furnished to the USPACOM Coordinator.

1-6. Area Coordinators. The Area Coordinator is responsible for:

- a. Compiling, in coordination with all Services in their areas, annual entertainment requirements for submission to the USPACOM Coordinator.
 - (1) Requests will be submitted to arrive at HQ PACAF not later than 1 February each year and will be projected for the forthcoming three fiscal years.
 - (2) The annual submission will include for the next fiscal year, the number and types of units, maximum size, minimum and maximum tour lengths in days,

frequency of tours, and any remarks or special considerations. In determining tour lengths, include performance and in-country travel days only. The USPACOM Coordinator will add days of rest and arrival/departure days.

(3) Projections for the second and third fiscal years are necessary for budget planning only and need include only total number of units and tour lengths in days.

b. Preparing annual appropriated and nonappropriated fund budget and personnel requirements. Nonappropriated fund requirements will be coordinated with the responsible commander named (Appendix B).

c. Accepting entertainment units from the USPACOM Coordinator and equitable interservice scheduling within his/her area in accordance with paragraph 3-2, this instruction.

d. Reimbursing the PECO per paragraph 2-1, this instruction.

e. Expediting delivery of mail to entertainers and returning receipts therefore to the PECO or to the Area Coordinator specified by the PECO.

f. Scheduling of days of rest as specified by the PECO. When the PECO specifies an "on or about" (o/a) date, the day of rest may be two days earlier or later, but must be in the area specified.

g. Arranging for living allowance payments for entertainers when, and only when, directed to do so by the AFPEO or the PECO. When such payments are required, the Area Coordinator will:

(1) Advise the appropriate Finance Officer as far in advance as possible and make an appointment for this service.

(2) Insure that entertainers are paid the amount specified by the AFPEO or the PECO, and within two workdays of the date specified. Entertainers who decline a payment may not receive that payment until after the conclusion of their tour. The AFPEO and PECO must be notified if an entertainer declines payment.

(3) Forward copies of paid vouchers to the AFPEO, with a letter of transmittal indicating the name of the show unit plus date, place and amount of payment. An information copy of the cover letter will be forwarded to the PECO.

h. Arranging for intra-area transportation and maintaining close liaison with ATCOs, flight operations, and motor transportation officers. Such personnel must be made to understand the cost in funds and lost performances caused by late or misdirected transportation.

i. Blocking space, at the earliest possible time, for onward transportation as directed by the PECO. Performances lost for any reason will not justify postponement of onward travel. The gaining command will be notified as soon as

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possible of the unit flight number and estimated time of arrival (ETA), and any changes thereto. Any deviation from prescribed scheduling will be reported electrically to the gaining command and to the USPACOM Coordinator.

j. Notifying, when show unit is returning to Continental United States (CONUS) via Travis AFB, the Officer in Charge, Military Air Traffic Coordinating Office, Travis AFB, California/ MTWSUUP of the flight number, ETA, and equivalent General Schedule (GS) rating of the Unit. Request billeting, surface transportation, and commercial flight reservations, as appropriate, with information copies to AFPEO and PECO. If the unit will arrive CONUS via a commercial airport, assist unit in obtaining onward reservations, Government Transportation Requests, and tickets for travel within CONUS to points of origin.

k. Reporting to AFPEO and PECO as directed.

l. Insuring that entertainment units are:

(1) Properly greeted and fully and accurately briefed on area conditions, modes of travel, rest days, hazardous or unhealthy conditions and precautions necessary, and other details as appropriate.

(2) Provided written itineraries, unless information is classified, with appropriate telephone numbers. An information copy of this itinerary will be submitted informally to the PECO.

(3) Escorted when on official business.

(4) Properly billeted and have access to adequate dining facilities. Transportation to dining facilities will be provided when reasonably necessary.

(5) Extended courtesies as appropriate. Amenities, dinners and other tokens of appreciation are encouraged for all units when local fund resources permit.

(6) Accorded support as specified in (Chapters 2 and 3) of this instruction.

(7) Provided with local orders if necessary and amendments to Department of the Army orders if directed.

(8) Provided with identification documents required in the area.

m. Insuring that all baggage and equipment, including authorized excess, travels with the unit. Area Coordinators may modify this rule only if safe and timely arrivals can be guaranteed.

n. Notifying the PECO as specified (see paragraph 3-8f) if billeting fees are not paid or other financial difficulties are experienced by entertainers.

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o. In the event of loss or damage to entertainers' property:

- (1) Insuring that suspected theft of entertainers' property is reported immediately to local Armed Forces Police, and forwarding detailed police reports to the PECO.
- (2) Arranging an appointment with a Judge Advocate or other military claims authority at the installation where the loss or damage occurred if possible.
- (3) If immediate submission of claim is precluded by transportation schedules, the Coordinator will obtain claim forms for the entertainer and assist in obtaining pertinent facts, names of witnesses, and any other information that will assist in later settlement.
- (4) Advising entertainers that, while anyone may file a claim, Government negligence must be proven in order to obtain a favorable judgment. Coordinators should not offer an opinion on the merits of a claim, but should only insure that entertainers are granted their right to submit a claim.
- (5) Preparing a memorandum for record and complying with paragraph 3-8f.

p. If unit commences its USPACOM tour in his area:

- (1) Giving the unit its initial briefing on conditions of tour in USPACOM, in addition to the briefing mentioned in (paragraph 1(1) above). The local area briefing should be logically interwoven into the PACOM briefing, rather than subjecting the entertainers to two separate briefings. Passports, visas, and immunization records should be checked at this time.
- (2) Notifying the PECO and each Area Coordinator on unit's itinerary of entertainers' home addresses for mail forwarding purposes, total weight of baggage and equipment, individual weights and dimensions of overweight/oversize pieces, and any other facts or problems discovered that could have a bearing on the unit's tour.

1-7. Installation Project Officers. The Installation Project Officer is responsible for making all arrangements to receive and present the show on their installation. Installation Project Officers will:

- a. Arrange suitable billeting, if required.
- b. Arrange for odd hour dining, if required. Many entertainers, especially dancers and acrobatic performers, cannot eat a main meal prior to performance.
- c. Insure that installation officials, especially in exchanges, billeting, and open messes are aware that unit members are authorized privileges outlined in Chapter 2 of this instruction.
- d. Schedule the show in the best facility available in accordance with paragraph 3-2, this instruction. Insure that the performance facility for units requiring standard staging has:

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- (1) A performance area of adequate size, preferably with a raised stage.
- (2) An UNWAXED floor. A waxed floor presents a serious hazard to dancers and acrobatic performers. Unit managers are authorized to cancel an act or an entire performance due to hazardous conditions.
- (3) As a minimum, enough light to illuminate a performer evenly at any point in the performance area. The more theatrical stage lighting that can be obtained, the better the show will be. Follow spots are highly desirable.
- (4) When possible, a public address system with at least six microphones with stands. Microphones that can be removed easily from stands are highly desirable. Many units carry their own systems, but availability of a backup system can prevent performance cancellations. (Area Coordinators may assume this responsibility when feasible.)
- (5) When specified in the offer message, a piano, tuned to the standard pitch of A-440 cycles per second (cps).
- (6) Separate dressing rooms for male and female personnel, equipped with mirrors, accessories for hanging clothing, tables and chairs, ash trays, and waste baskets. Dressing rooms must be heated in cold weather. Drinking water, and soap, water and towels for washing must be convenient to backstage area. If dressing rooms are not immediately adjacent to the performance area, a screen or other device should be adjacent for fast costume changes. An ironing board and iron should also be available.
- (7) Adequate transformers if current is other than 100-120 volts alternating current (AC).
 - e. Provide personnel to assist in handling show baggage at planeside, billets, and performance site.
 - f. Provide personnel, when necessary, for:
 - (1) Security and privacy of billets and dressing rooms.
 - (2) Cleaning stage, chairs, and other areas and equipment as necessary; to operate curtains, sound and lighting equipment; and to move motion picture equipment.
 - g. Provide transportation as appropriate, including transportation to dining facility when deemed reasonably necessary.
 - h. Act as liaison between the Escort/Unit Manager and military authorities throughout the unit's stay on the installation.
 - i. Disseminate publicity provided by the Area Coordinator, including but not limited to placing posters in conspicuous places, and providing releases, through the Information Officer when appropriate, to military broadcast facilities, newspapers, daily bulletins, unit formations, and the like.

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j. Extend courtesies and amenities as appropriate. Amenities, dinners and other tokens of appreciation are encouraged for all units when local fund resources permit.

k. Submit reports to the Area Coordinators per paragraph 3-8.

l. Insure that units depart as scheduled and notify next installation of mode of travel and estimated time of arrival.

m. Insure that group social engagements:

(1) Are scheduled only with concurrence of the Unit Manager.

(2) Do not interfere with travel or performance schedules.

(3) Include all members of the unit, including the assigned escort.

n. Provide insect netting or repellent at billets and dressing rooms where required.

o. Comply with additional requirements such as special stage properties.

p. Insure that no direct or indirect charge is made for attendance at performances. If paid motion picture service is scheduled in the same building on the same day, the theater will be cleared between performances of the show and showing of the film.

q. Whenever possible, forward to the PECO, through the Area Coordinator, photographs of performances that would be useful to AFPEO and United Services Organization (USO) in publicizing the program. Useful pictures are those that show positive troop reaction, preferably with background features indicating that the entertainment is being presented in an isolated area where entertainment is needed. Captions identifying as a minimum, the unit, the performers, and the installation should be forwarded with the photographs. Stamps or other legends affixed to photographs that restrict their free use greatly reduce their usefulness.

r. Insure that billeting fees are paid prior to show unit's departure and immediately notify the Area Coordinator in event of nonpayment or similar problems.

s. Notify the Area Coordinator immediately in the event of loss or damage to entertainers' property.

t. Notify the Area Coordinator if any conditions of this paragraph cannot be met.

CHAPTER 2

LOGISTICS

2-1. Funds

a. DOD Funding Support. Appropriated funds in support of AFPEO, including travel and living allowances for entertainers, are budgeted by the Department of the Army from DOD appropriated funds.

b. Nonappropriated Fund Support. Nonappropriated fund support of the PECO will be provided per paragraph 1-3. Responsibility for funding in support of each Area Coordinator will be determined by the responsible commander (Appendix B)

in coordination with Service Commanders in his area of responsibility. Funding at all levels should be from appropriated funds. Nonappropriated funds may be used to supplement appropriated funding support.

c. Funding Status of Entertainment Units. Since non DOD sponsored entertainers, with the exception of military touring shows, are paid a salary by the United States Government, they are all gratuitous to USPACOM.

d. Daily Living Allowance. Entertainers in this program receive a modest living allowance from AFPEO. They do not receive a per diem allowance as contemplated by the Joint Travel Regulations (JTR). Military dining and billeting facilities should therefore be used whenever practicable.

e. Transportation Funding

(1) Inter-Area Military Airlift Command (MAC) transportation is funded by AFPEO. (See Appendix B, "Geographical Area.")

(2) Intra-Area transportation, including MAC and commercial transportation, is the responsibility of the using command unless specified otherwise by the AFPEO.

f. Billets and Meals. DOD-sponsored entertainers may be charged for meals and quarters at not more than the same rates as U.S. civilian employees of military departments in a temporary duty status. Neither DOD nor its agencies, including Area Coordinators, nor USO will accept responsibility for billeting, dining, or service charges left unpaid by entertainers or for money advanced or loaned to Unit Managers or individuals. Destitute entertainers will be reported immediately to the PECO per paragraph 3-8f, this instruction.

g. Royalties and Rental Fees. Some entertainment units, usually drama units, are made available with the provision that royalty payments and rental of musical scores will be paid from locally available funds. This is stipulated in the initial offer.

h. Publicity. Publicity is basically the responsibility of the Area Coordinator and the Installation Project Officer, although AFPEO, USO and the PECO assist when possible.

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2-2. Transportation

- a. General. Unless otherwise specified, arrangements for onward transportation are the responsibility of the losing command.
- b. Air Transportation. The passenger suffix 2CT will be included in the air movement designator for show units travelling under this instruction. Personnel travelling under this program are available for a limited amount of time. To insure maximum use, these units will be moved on the schedule developed by the PEKO to meet performance requirements.
 - (1) Although show units travel on Department of the Army Invitational Travel Orders, their mission is in support of all military services. Departments of the Air Force and Navy have therefore directed that assistance be rendered by Aerial Port personnel to accomplish movement of entertainment units on the required dates of travel. Transportation Offices of any Service should block space and prepare documentation when requested by the Area Entertainment Coordinator.
 - (2) Maximum use of organizational airlift, including helicopters, should be used to expedite the show unit's mission. The considerable expense of this program in appropriated, nonappropriated, and donated funds can be justified only if each show troupe is used with maximum efficiency and within the travel time performance ratios hereinafter prescribed.
 - (3) Since entertainers' travel orders direct air travel, entertainers will not be required to sign any waiver of Government responsibility for such official travel on MAC or organizational airlift.
 - (4) Entertainment groups are authorized a maximum of 20 pieces excess baggage not to exceed 1400 pounds. This restriction is contained in a written agreement with the groups who are therefore responsible for excess baggage costs which exceed this maximum limitation. Exceptions, if required, must be addressed to chief AFPEO with information copy to the office of the USPACOM area coordinator, HQ PACAF/DPSO.
 - (5) No military airlift will be provided for civilian entertainers between CONUS and overseas areas without specific authority and orders provided by the AFPEO. This prohibition is for CONUS-Overseas-CONUS airlift only, and does not preclude military airlift of locally available gratuitous entertainment within oversea areas.

c. Surface Transportation

- (1) Surface transportation is the responsibility of local commanders, normally the losing organization. When a round trip is involved, transportation should be provided by the installation where the show is billeted.
- (2) Surface travel, when necessary, will be by the most comfortable means reasonably available. In winter climates, adequate heaters are essential. Air conditioned vehicles should be used in hot climates whenever possible.

(3) If a truck is used for baggage and equipment, it must be covered or equipped with a tarpaulin.

(4) All official transportation will be as a unit unless the Area Coordinator makes an exception due to unusual or compelling circumstances.

2-3. Billeting

a. DOD/USPACOM-sponsored civilian entertainers will be billeted in transient officers' quarters or the equivalent.

b. Unless otherwise notified, military billets are preferable to commercial hotels.

c. When commercial hotels must be used, they should be clean and in line with the entertainers' modest living allowances. Commanders are encouraged to partially defray hotel expenses.

d. A secure, convenient area for overnight equipment storage should be provided. If equipment must be stored in billets, billets must be on the ground floor if no elevator is available.

2-4. Privileges. Entertainers will be granted privileges for use of installation facilities, including but not limited to Armed Forces exchanges, postal facilities, recreation facilities, open messes, beverage (package) stores and the like. Entertainers are not authorized commissary privileges.

2-5. Medical. Entertainers covered by this instruction are authorized emergency outpatient treatment at no charge. Charges for inpatient medical care and reimbursement to the medical facility will be made in accordance with AR 40-3, AFR 168-6, or BUMEDINST 6320.31. Medical care is not authorized during delays en route except when such delays are for the convenience of DOD or the Department of State.

CHAPTER 3

OPERATIONS

3-1. Policy Toward Entertainers

a. Commercial Employment. DOD-sponsored entertainers will not perform for additional remuneration in any military facility nor on the civil economy, unless specifically authorized by the AFPEO.

b. Unit Manager. One individual in each entertainment unit is designated Unit Manager by AFPEO. All official activities of the unit will be coordinated between the responsible military authorities and the Unit Manager.

c. Status of Entertainers

(1) Entertainers are classified as noncombatants. They will not bear nor handle arms. They are not authorized access to any classified information. DD Form 489, Noncombatants Certificate of Identity, will be issued in accordance with paragraph 5k, reference (b), when itineraries include areas where entertainers might be subject to capture by hostile forces.

(2) The status of entertainers will conform to United States agreements with countries concerned; if such agreements should preclude the entertainers' being considered members of the U.S. Forces, the wisdom of accepting such show units should be carefully considered.

(3) Entertainers will not be required to conform to military standards of grooming. Since the primary objective of this program is to entertain young, unaccompanied military personnel, participating entertainers may and should reflect styles of popular entertainers in CONUS. Entertainers touring under this program will not be denied privileges because of long hair, beards and the like. They are required to be neat and clean, regardless of their style of grooming. In open messes, they may be required to conform to dress, but not to grooming requirements.

(4) The requirements for transportation, billeting, amenities, staging facilities, and other support for entertainers herein described will be considered minimum requirements. The relationship of any U.S. Forces entity to DOD or USPACOM-sponsored entertainment units is that of host to guests.

3-2. Scheduling

a. Show units are subject to certain prohibitions and restrictions on how and where they may be used. These factors are based on agreements with the sponsoring organization, unit capabilities, and contract requirements.

b. The objective of this program is to reach certain categories of personnel rather than large numbers of personnel. The following guide will be used for establishing priorities in scheduling:

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(1) Combat area personnel to include those wounded in action, if applicable.

(2) Isolated/remote installations and ships.

(3) Other installations if time permits.

c. Liaison must be maintained with other Recreation/Special/Personnel Services activities as well as open mess managers, chaplains, and public affairs officers to preclude unnecessary conflict of off-duty activities.

d. Conflict with military maneuvers or other field activity that would preclude troop attendance must also be considered. The show unit should follow the troops into the field when possible.

e. Performances may be scheduled on any six out of seven consecutive days or on any twelve out of fourteen consecutive days.

f. Performances will not be scheduled on a day when a unit is required to travel more than eight hours from billets to billets. Travel days may not be considered as days of rest. If a show unit travels at night and arrives after midnight, it may not be required to perform until twelve hours after arrival at billets. This provision does not apply if mode of travel includes sleeping accommodations. Time spent in performing, or for entertainers' personal business or recreation will not be included in the eight hour travel limitation.

(1) When compelling reasons, such as aircraft schedule or availability, justify an exception to travel or performance rules, such exception will be recompensed by an extra day of rest when warranted. Performance days lost thereby will be at the expense of that Area Coordinator's total performance time.

(2) When unavoidable delays, such as vehicle breakdown or weather, cause travel in excess of prescribed limits, entertainers may be requested, but not required, to perform.

g. On any performing day, units may be scheduled for:

(1) Two standard performances of approximately 75 minutes each.

(2) One standard performance and three handshake visits or hospital ward performances of approximately 25 minutes each.

(3) Six handshake visits or hospital ward performances.

(4) These schedules do not preclude extended or additional performances voluntarily presented for military audiences.

h. Setup, strike and meal times must be considered in developing schedules, especially when performances are scheduled in two facilities on the same day or in conjunction with motion picture showings.

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i. When more than one adequate performance facility exists, location and audience potential are the most important considerations.

j. Outdoor performances are encouraged where weather conditions permit. A standby indoor facility should be prepared when outdoor performances are planned.

k. Gratuitous performances on the local economy for foreign (non-U.S.) nationals are prohibited unless specifically approved by the AFPEO. Requests for such performances will be submitted well in advance through the PECO.

l. Shows will be presented free of charge and will be open to all military personnel regardless of grade or service. Performances will not be presented in any performance area where use of the facility is restricted by private membership, or where intoxicating beverages are served, unless the installation commander determines that such facility is the best suited for performance, either because of stage facilities or because of the probability of reaching the target young military audience. In the event an open mess is used under such conditions, the installation commander will retain responsibility for audience decorum and will insure that:

(1) Attendance is open to personnel of all ranks and so publicized, and is not contingent upon membership status.

(2) Sale and consumption of alcoholic beverages in the room/area where the performance takes place ceases during the entire performance.

(3) The Master at Arms or other appropriate authority removes disorderly personnel.

m. Unless prior approval is obtained from the PECO, DOD or USPACOM-sponsored show units may not be used at revenue-producing functions, whether charitable or otherwise. Such activities include dances, carnivals, parties, and banquets.

3-3. Attendance

a. Civilian members of the U.S. military community are welcome at performances if no military members are thereby deprived of seats. Performances will not be scheduled primarily for civilian personnel.

b. Attendance by dependents under age seventeen is discouraged. Such dependents must be accompanied by and seated with an adult.

c. Any member of the audience will be ejected for behavior that detracts from audience appreciation of the show.

d. Local nationals are authorized at any U.S. military performance if no U.S. military personnel are thereby deprived of a seat, and no law or agreement between the host country and the United States is thereby abrogated.

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e. For clarification, military personnel need not outnumber other categories of personnel, so long as the military personnel are the primary reason for scheduling the performance. When there is a probability of military personnel being denied seats, unaccompanied military should be admitted first, followed by military with guests, followed by all other categories.

3-4. Mail

a. Mail for entertainers will be addressed as follows:

Name
Show Unit Number and Name
HQ PACAF/DPSORE
Hickam AFB HI 96853-5001

b. The PECO and Area Coordinators will assign the highest priority to the delivery of entertainers' mail and other personal communications. Should mail arrive after the show unit's departure, mail should not be returned to the PECO. It should be sent to the appropriate Area Coordinator, or if time precludes reaching the entertainer prior to his departure for CONUS, to his home address as provided by the PECO.

c. Area Coordinators will acknowledge receipt of mail as requested by the PECO.

3-5. Quality of Performances

a. Area Coordinators, recreation/special/personnel services officers, and escort and project officers will insure that material presented by entertainers adheres to current standards of common decency and good taste, with particular emphasis on the following:

(1) An acknowledged deity will not be referred to in a manner that would offend a follower of any faith.

(2) Military, racial, religious, or national groups will not be defamed and physical deformities will not be ridiculed.

(3) Profanity, vulgarity, or obscene connotations will not be used.

(4) Hypnosis or any type of act which results in military participants temporarily losing control of any part of their mental faculties will not be used.

(5) Objectionable material includes spoken or sung presentations as well as use of gestures, body postures, or movements which contain or imply obscene or distasteful meanings and which violate current standards of common decency.

b. "Common decency" and "good taste" are subject to wide interpretation. When in doubt, the criterion will be whether or not the entertainment in question could be presented on American prime time network television, except in the case of (a)(4) above), which is strictly prohibited.

3-6. Delay En Route. Delay en route may be granted to DOD-sponsored entertainers under the following conditions.

- a. The delay en route must be accomplished at no expense to the Government.
- b. Prior approval must be granted by AFPEO and contained in orders. Such approval will specify the area and number of days of delay. Exceptions may be requested by Area Coordinators under extenuating circumstances.
- c. The dates of delay will be determined by the Area Coordinator unless specified in advance by the AFPEO or PECO.
- d. Commercial bookings or other paid employment during the delay en route are expressly forbidden unless specifically authorized by the AFPEO.
- e. If the delay is authorized in an area not on the entertainer's itinerary, other than Hawaii, roundtrip transportation to and from, and visas for that area will be the entertainer's responsibility and expense.
- f. Emergency medical treatment and other logistic support is authorized when delay is for the convenience of the Government. During other delays en route, reimbursable logistic support may be granted if available and not contrary to existing Status of Forces Agreements.
- g. Specific limitations on areas in or to and from which delays may be granted will be determined by the AFPEO in coordination with the PECO.

3-7. Communications

- a. The following channels are authorized for correspondence:
 - (1) USPACOM-wide policy matters. PECO, Area Coordinator, and installation or reverse order, with information to USCINCPAC and other interested headquarters as appropriate. (USCINCPAC will act on major policy matters.)
 - (2) Intra-area policy. Direct between parties concerned with information copy to PECO plus other interested headquarters as appropriate.
 - (3) Routine daily operations, inter or intra-area. Direct between parties concerned, with action and information copies to appropriate ATCOs, PRCs, and to PECO.
 - (4) Correspondence intended for Department of the Army: Submit through channels described in (1) above, unless time will not permit. In such cases, furnish information copies to USCINCPAC and PECO.
 - (5) Direct official correspondence with USO and other nongovernmental organizations from whom AFPEO obtains units is not authorized. If official correspondence must be forwarded to USO or such other organizations, it will be routed through PECO to AFPEO, with information copy to USCINCPAC.

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b. Information concerning movement of show units will be electrically transmitted.

3-8. Reports. All report forms mentioned in this paragraph will be locally reproduced.

a. Installation Project Officers will submit USCINCPAC Form 1710/1 (Installation Report) (USCINCPAC RCS 1700-01) (Appendix C (C-1)), in four copies to the Area Coordinator within one work day after performance of a DOD or USPACOM-sponsored show unit. Reports will be typed or legibly printed. In the event the Installation Project Officer is unable to view the performance, the highest ranking individual in the personnel/special/recreation services channel who actually viewed the performance will complete and sign the report.

b. Area Coordinators will attach one copy of each Installation Project Officer's Report to USCINCPAC Form 1710/2 (Area Coordinator Report) (USCINCPAC RCS 1700-02) (Appendix C (C-2-1)), and submit in three copies to the PECO within 15 workdays of each show unit's departure.

c. The PECO will submit DD Form 1789 (American Forces Touring Entertainment Evaluation) in two copies to AFPEO within two workdays of receipt of reports from all Area Coordinators concerned. One copy of each Installation Project Officer and Area Coordinator's report will be attached to each DD Form 1789.

d. Unit Managers will be requested to prepare USCINCPAC Form 1710/3 (Unit Manager's Daily Report) (USCINCPAC RCS 1700-03) (Appendix C (C-3)) for each performance in longhand and forward to the PECO.

e. The PECO will prepare USCINCPAC Form 1710/4 (Unit Manager's Report Transmittal) (USCINCPAC RCS 1700-04) (Appendix C (C-4)), and forward to Area Coordinators with Unit Manager's reports attached.

f. Occurrences such as illness or serious injury to entertainers, including admission to a hospital for any reason; loss, theft, or serious damage to their personal or show property; serious disputes or misconduct; unpaid bills or bad checks; or noticeably poor or distasteful material; breakdown in transportation arrangements; or any other matter that could delay, prevent or have an unfavorable effect on any portion of their tour will be reported without delay to the PECO by telephone or by electrical message. The PECO will give advice for further action as appropriate, and will forward information to the AFPEO as appropriate. Information that would cause embarrassment to the entertainer, USO, or any agency of the DOD will be encrypted for transmission only and marked FOR OFFICIAL USE ONLY (FOUO). FOUO markings will be removed after one year unless determined otherwise by AFPEO, USCINCPAC, or the headquarters exercising operational control.

g. Reports will not be shown, provided, or otherwise released to managers or other entertainers. Entertainers may submit requests for such information to the HQDA (Dacf-ZR-P), Alexandria, VA 22331-0510.

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GLOSSARY OF TERMS

1. United Service Organizations, Inc. (USO). An organization that is supported by publicly donated funds and that has been recognized by DOD as the primary source outside the DOD for gratuitous celebrity entertainment for American Armed Forces overseas.
2. DOD Sponsored Show. Any show unit provided by the AFPEO, including USO shows.
3. DOD Showcase Unit. A DOD sponsored show unit that is provided by the AFPEO without participation of USO or similar organizations.
4. DOD/USO Show. A show provided by USO, through AFPEO, and so designated when offered for tour by the USPACOM Coordinator. No other show will be described, advertised, or otherwise referred to as a USO show.
5. Gratuitous Show. Any DOD sponsored show unit.
6. Commercially Sponsored Unit. A DOD sponsored show unit which is authorized limited advertising privileges in return for gratuitous performances, under provisions of (paragraphs 8b(3) and 9, reference (b)). Benefits accruing to the U.S. Government and its Armed Forces must exceed those accruing to the sponsor of such projects.
7. Handshake Unit. A unit consisting of celebrities from the entertainment, sports, or other prominent field. These units usually do not perform, but provide direct contact by meeting and talking with troops.
8. Project Officer. An individual, usually the Recreation/Special/Personnel Services Officer or Entertainment Coordinator, who is appointed to handle all matters pertaining to touring show units at command, area, and installation level. Project officers will be assigned at all levels of command.
9. Escort Officer. An officer or civilian of comparable grade who escorts a show during a portion of its tour, in temporary additional duty/temporary duty (TAD/TDY) status, usually throughout a Coordinating Commander's area, who acts as liaison between the Unit Manager and military authorities, and insures compliance with this instruction. Escort Officers are assigned in areas where circumstances warrant.
10. Local Escort. Individual of any grade/status who accompanies unit during official local travel in connection with individual performances, and is familiar with local routes, procedures, regulations, and operating hours of dining and other facilities. Assignment of local escorts is mandatory and does not require TDY.
11. Unit Manager. Member of a show unit who is so designated in the offer message, and who is in effect the "commander" of the entertainment unit.

Appendix A

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12. Responsible Command and Coordinating Command. See Appendix B.

13. Area Entertainment Coordinator. (Short title: Area Coordinator) An individual assigned by the responsible or coordinating commander to carry out the duties described in paragraph 1-6.

14. Fair Share. A term relating to support requirements for entertainment units. Installations that have the greatest need for entertainment are usually those with the least support capability. Conversely, commands/areas/installations with the greatest support capability are usually those with the lowest need for outside entertainment. Therefore, commanders with support capabilities are expected to provide more than their "fair share" of support for this program.

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USPACOM

ENTERTAINMENT COORDINATORS

<u>Responsible Command</u>	<u>Current Coordinating Command</u>	<u>Geographical Area</u>
USCINCPAC	Pacific Air Forces	USPACOM plus Australia and Indian Ocean
COMUSKOREA	Eighth US Army	Korea
COMUSJAPAN	Fifth Air Force	Japan (less Ryukyu Islands)
COMUSJAPAN	Marine Corps Base, Camp Butler	Ryukyu Islands
USCINCPAC REP PHIL	Thirteenth Air Force	Philippines, Diego Garcia, Jakarta and Indian Ocean
USCINCPAC REP GUAM/FSM/CNMI/	Naval Forces Marianas	Guam and FSM/ CNMI
CDRWESTCOM	US Army Support Command	Hawaii, Johnston Island, Midway, Kwajalein, Enewetak
USCINCPAC REP AUSTRALIA	Naval Communications Station Harold E. Holt	Australia

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Area Coordinator Report.	Page C-2-1
Unit Manager's Daily Report.	Page C-3-1
Unit Manager's Report Transmittal.	Page C-4-1