

21 July 1994



Services

**AIR FORCE RELATIONSHIP WITH
SERVICES-RELATED NATIONAL AGENCIES
AND PROFESSIONAL ORGANIZATIONS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the SAF/AAD WWW site at: <http://afpubs.hq.af.mil>. If you lack access, contact your Publishing Distribution Office (PDO).

OPR: HQ AFSVA/SVPAR
Ms Linda R. Edwards

Certified by: HQ USAF/SV (Mr Arthur J. Myers)

Supersedes AFR 215-26, 14 March 1991.

Pages: 5
Distribution: F

This instruction implements AFR 34-1, *Air Force Services Program and Patron Eligibility*, and gives requirements and procedures for Air Force relationships with national agencies and professional organizations. It specifies guidance on relationships with the Armed Services Young Men's Christian Association (ASYMCA) and the United Service Organizations, Incorporated (USO). It implements Department of Defense (DoD) Directive 1330.12, *United Service Organizations, Inc.*, 9 November 1987. It is only applicable to the Air National Guard upon mobilization.

SUMMARY OF REVISIONS

This is the first publication of AFI 34-106. It concentrates on the two most widely applicable national agency military affiliations, rather than the broad coverage of the agencies mentioned in the original regulation.

1. General Guidance:

1.1. Program Guidance. Air Force personnel should associate with professional organizations that contribute to the Air Force Services mission. These organizations can provide professional development and training to enhance programs and service capabilities.

1.1.1. Provide aid to Services-related agency and professional organization-sponsored events when such events produce morale, readiness, or mission related benefits to Air Force personnel. This aid may include:

- Hosting workshops, clinics, conferences, and luncheons based on availability of resources.
- Paying the cost of travel and per diem of Air Force personnel to attend congresses, conferences, clinics, workshops, and meetings.

- Developing papers, surveys, research projects, and talks of an official nature. Time involved should not detract from other services responsibilities.
- Recommending awards that recognize accomplishments of services professionals.

1.2. Overseas USO Entertainment Program. The USO is the principal civilian agency for procuring celebrity entertainment for the US. Armed Services overseas.

1.2.1. The USO maintains a staff to procure and coordinate celebrity entertainment and to ensure rapid expansion as required, in the event of war or national emergency.

1.2.2. Overseas installation commanders may procure additional entertainment from other appropriate sources.

1.3. Commercial Sponsorship Guidelines. The USO may solicit commercial sponsorship of entertainment shows for DoD contingents with approval of the Assistant Secretary of Defense (Public Affairs), ASD(PA), and coordination from ASD(FM&P).

1.3.1. The USO and DoD will consider the following in reviewing commercial sponsorship show requests:

- Accepting a tour creates a real, if temporary, association between the sponsor and DoD.
- A sponsor may name its products and services in event programs and similar publications, but not in media announcements about the event.
- Similar programs must be equally available to other DoD personnel, military and civilians.
- Minimize appearance of endorsement and risk of violating DoD standards of conduct. Follow the gratuity prohibition provisions of Joint Ethics Regulation (JER) DoDD 5500.7.
- Coordinate schedule with each host-command to avoid inadvertent embarrassment to DoD, the Air Force, one or more sponsors, or the entertainers.

1.3.2. MAJCOMs should monitor and report any discrepancies to the criteria to AFSVA/CC.

1.4. Establishing or Closing ASYMCA or USO Facilities. In general, the ASYMCA and USO may serve the US Armed Services by establishing facilities and other activities.

1.4.1. In each of the 50 states, the Territory of Guam, the Commonwealth of Puerto Rico, and the Virgin Islands, the ASYMCA and the USO may operate facilities they determine necessary. The ASYMCA and the USO will consult with DoD when considering establishing, or closing facilities. However, the ASYMCA or the USO will make the final decision as appropriate.

1.4.2. Military leave centers operated by the ASYMCA or the USO are mutually agreed upon by DoD and the ASYMCA or the USO.

1.4.3. The ASYMCA or USO, at DoD request, may establish operations when the need exists.

1.4.4. Unified and Specified Commanders may negotiate directly for establishing a temporary center or facility. These commanders will advise the Secretary of Defense through HQ USAF/SV, SAF/MI, and ASD(FM&P) of such service provided in excess of 90 days.

1.4.5. Installation commanders process requests for establishing or disestablishing permanent facilities through Unified or Specified Commanders, HQ USAF/SV, and SAF/MI to ASD(FM&P) with full justification for the action.

1.4.6. Send new requests for facilities initiated by ASYMCA or the USO to ASD(FM&P), accompanied by full justification and expected logistical support.

1.4.7. Local area commanders, in initiating or commenting on requests for new facilities, will state logistical support expected or afforded under appropriate directives and local capabilities.

1.5. Logistical Support in Overseas Areas. Logistical support is available to ASYMCA and USO personnel when within the capability of the overseas commander. Support must not deter from the military mission. Status of forces agreements, other country-to-country agreements, and military mission requirements preclude providing some authorized services. Support provided is limited to the following:

1.5.1. Military transportation for executive and professional staff when the travel provides direct service to the US Armed Services and is at the invitation of the overseas commander. The ASYMCA and the USO will ask for appropriate theater or area clearance of the appropriate commands before travel.

1.5.2. Commissary and exchange privileges to purchase subsistence supplies for use or resale in the center snack bars. Privileges may also be extended to ASYMCA and USO executive and professional staff who are US citizens on invitational travel orders and assigned duties (permanent and temporary) overseas.

1.5.3. Military Postal Services:

1.5.4. Hospital, medical, and dental care provided on a space available basis, charged the subsistence rate, while their dependents are charged the dependent rate.

1.5.5. Recreation Facilities:

1.5.6. Dependents' schools on a space available, tuition-paying basis.

1.5.7. Utilities and common support services without reimbursement.

1.5.8. Military banking facility operated under Air Force contracts.

1.5.9. Air Force quarters (permanent or temporary) for executive and professional staff on a reimbursable basis, equal to the housing allowance or rate charged to equivalent grade civil service employee.

1.5.10. Purchase of supplies and equipment on a reimbursable basis through DoD supply channels for use in ASYMCA and USO facilities (not for personal use).

1.5.11. Transportation to overseas locations through DoD channels on a non reimbursable basis.

2. What People Do:

2.1. Assistant Secretary of Defense (Force Management and Personnel) serves as the liaison between DoD and the ASYMCA and USO.

2.2. Assistant Secretary of the Air Force for Manpower Reserve Affairs, Installations and Environment is the liaison for the Air Force.

2.3. Director of Services, HQ USAF/SV monitors Air Force relations with the ASYMCA and the USO.

2.4. MAJCOM/CCs review facilities, programs, and services operated by the ASYMCA or the USO and its affiliates within their commands, including adequacy of programs and facilities. Air Force, ASYMCA, and USO officials maintain a close liaison to prevent competing or duplicate services, particularly in revenue producing activities. Advise ASYMCA or the USO 90 days in advance of initiating any service that impacts preexisting ASYMCA or USO facilities.

2.5. Other Military Responsibilities:

2.5.1. Use AFPD 31-5, *Investigations, Clearances, and Program Requirements*, and AFI 31-501, *Personnel Security Management*, for policy and procedures for security of ASYMCA and USO personnel for assignment to duty with US Armed Services overseas.

2.5.2. Coordinate matters relating to ASYMCA and USO activities that receive DoD or Air Force support and are conducted in the public domain with the Assistant Secretary of Defense (Public Affairs) through local public affairs offices. Forward requests for coordination through MAJCOM/SV and AFSVA/CC.

2.5.3. The Army, Navy, and Air Force may issue invitational travel orders and transportation authorizations for ASYMCA and USO personnel (other than entertainment) for specific areas. The Air Force is responsible for travel orders and authorization coordination within Alaska. Headquarters Pacific Air Forces ASYMCA/USO liaison is authorized direct communications with the ASYMCA and the USO for this purpose.

2.6. Responsibilities of the ASYMCA and USO:

2.6.1. Provide programs relating to the religious, spiritual, social, welfare, educational, and entertainment needs of military personnel.

2.6.2. Correlate and coordinate work of affiliates in any program for military personnel they fund.

2.6.3. Provide a channel for the public to help in programs and community services for the armed services.

2.6.4. May compete and bid for DoD service contracts according to applicable federal guidelines.

NORMAND G. LEZY, Brig General, USAF
Director of Services

Attachment 1

GLOSSARY OF ABBREVIATIONS AND ACRONYMS

Abbreviations and Acronyms

AFI—Air Force Instruction

ASYMCA—Armed Services Young Men’s Christian Association

DoD—Department of Defense

MAJCOM—Major command

NAF—Nonappropriated fund

USO—United Service Organizations, Inc.

AFSVA/CC—Commander, Air Force Services Agency

ASD(PA)—Assistant Secretary of Defense (Public Affairs)

ASD(FM&P)—Assistant Secretary of Defense (Force Management and Personnel)

HQ USAF/SV—Director of Services

MAJCOM/CC—Major command commander

SAF/MI—Assistant Secretary of the Air Force for Manpower Reserve