



Services

**AIR FORCE ENTERTAINMENT PROGRAM
OPERATIONS**

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This manual implements AFI 34-201, *Services Programs and Use Eligibility*. This manual describes the Air Force Entertainment Program, including all Air Force and commercial theatrical, musical, and touring shows, conducted on Air Force bases or sponsored by an Air Force activity and the responsibilities for operating the program. All programs are conducted free from discrimination and provide equal opportunity to all Air Force personnel and their families for participation, regardless of race, color, religion, sex, age, or national origin. This manual applies to all Air Force personnel. Proposed major command (MAJCOM) supplements or related directives must be sent to Headquarters Air Force Services Agency, Entertainment Branch (HQ AFSVA/SVPCE), 10100 Reunion Place, Suite 403, San Antonio TX 78216-4138, for prior approval.

SUMMARY OF REVISIONS

This revision changes all “Community Activities Center” references to “Community Center;” changes all “TOPS IN BLUE Cast” references to “TOPS IN BLUE Team;” changes all references to “Regional Talent Contests” to the “Air Force Worldwide Talent Contest;” reassigns responsibility of the entertainment program to the Family Member Support Flight at medium and large bases and to the Community Support Flight at small bases (paragraph 1.3.); provides information necessary to submit nominations to the Air Force Worldwide Talent Contest (paragraph 2.4.); indicates how winners of the Worldwide Talent Contest and the TOPS IN BLUE Team are announced (paragraph 2.5.4.); and changes reference for permissive TDY orders to AFI 36-3003, *Military Leave Program* (paragraph 2.8.). A | indicates revisions from the previous edition.

Chapter 1

AIR FORCE ENTERTAINMENT PROGRAM

1.1. Purpose of the Program. The Air Force Entertainment Program provides quality entertainment to the military community through music, theater, commercial entertainment, and touring shows. Directing, musical arranging, staging, etc., are integral parts of this program.

1.2. Program Objectives:

- Developing individual talents and skills through professional instruction, direction, and opportunities to perform.
- Stimulating spectator interest by promoting high production standards.
- Promoting maximum participation through a variety of programs.
- Assisting with community relations.

1.3. Program Responsibilities. Personnel assigned to the Family Member Support Flight at medium and large bases and the Community Support Flight at small bases normally conduct this program, although other Services flights provide support and assistance. Other military and civilian agencies and organizations also assist. AFJI 34-126, *Armed Forces Professional Entertainment Program Overseas*, covers all responsibilities for coordinating and presenting entertainment in overseas locations sponsored under the auspices of the Armed Forces Professional Entertainment Overseas Program.

1.4. Extent of Program. The Air Force Entertainment program serves all eligible personnel as described in AFI 34-201. Activities include but are not limited to: performing arts, commercial entertainment, films and video in Services facilities, and Air Force talent programs. Each activity is interrelated and equally important to the total entertainment program.

1.5. Facilities. The Community Center, base theater, outdoor areas, mobile units, or other adaptable areas or facilities are used to support this program.

1.6. Financial Guidance. The Air Force Entertainment Program is authorized appropriated funds (APF) and nonappropriated funds (NAF) according to AFI 65-106, *Appropriated Fund Support of Morale, Welfare, and Recreation and Nonappropriated Fund Instrumentalities*, and AFI 34-401, *Use of Nonappropriated Funds* (NAFs).

1.7. Equipment. Table of Allowances (TA) 410 lists the equipment for this program.

1.8. Military Airlift Transportation:

1.8.1. Civilian entertainers and celebrities, military member entertainers, and civilian contractor support personnel of entertainer units may travel on Defense Business Operating Fund (DBOF-T) or non-industrial funded (non-DBOF-T) flights according to DOD 4515.13-R, *Air Transportation Eligibility*, Nov 94. This includes nonscheduled military aircraft, scheduled training flights within allocated flying hours, Team Travel aircraft, and Tanker Airlift Control Center (TACC) flights.

1.8.2. Travel by DBOF-T or non-DBOF-T flights is funded with APFs whenever possible.

1.9. Military Ground Transportation. Official ground transportation is authorized. The installation commander may authorize commercial or interagency transportation in lieu of military-owned motor vehicles.

1.10. Shipment of Property. Equipment and supplies used for this program are authorized official military transport in accordance with AFI 65-106.

1.11. Air Force Bands. Air Force bands, (including instrumental combos and individual musicians) are authorized for contests, concerts, dances, and other functions in support of the entertainment program.

1.12. Admissions. The installation commander may authorize admission charges for entertainment programs except TOPS IN BLUE performances, any level of the Air Force Talent Contest, or United Services Organizations, (USO)/DoD Showcases.

1.13. Awards. Awards are authorized for contestants competing in entertainment program activities in accordance with AFI 34-401.

1.14. Material and Manner of Presentation:

1.14.1. Material used in support of a base entertainment program must meet the standards as established in AFI 34-201.

1.14.2. An author has the right to have his or her work presented as written. Therefore, censorship of any musical or dramatic work is not permitted once a royalty clearance is received. If portions of the work are found unsuitable, the work should not be presented. The Services squadron commander or division chief approves selected materials during program planning to avoid last minute cancellations.

1.14.3. Hypnosis or any type of act resulting in participants temporarily losing control of any part of their mental faculties is not allowed.

1.15. Off-Base Performances and Employment. Installation commanders may authorize presentation of entertainment programs in the local civilian community or at nearby military installations if the performances are in the interest of the Air Force.

1.15.1. The off-duty employment or use of enlisted personnel for off-base entertainment, with or without remuneration, is governed by DOD 5500.7-R, *Joint Ethics Regulation (JER)*, 30 Aug 93.

1.15.2. Participation in any public event for entertainment purposes is authorized only if admission, seating, and other accommodations and facilities connected with the event or activity are available to all without regard to race, religion, color, sex, age, or national origin. Participation is not authorized if it would benefit or favor a commercial venture or support commercial advertising, publicity, promotional activities, or events.

1.16. Clearances, Royalties, and Copyrights. Almost all theatrical stage presentations, music, sound recordings, films or videos have copyright protection under the law in regard to use, duplication, or presentation of the material.

1.16.1. NAFIs may obtain performance releases or licenses as necessary for presentation of literary (musical or non-musical) by an amateur theater, dinner theater or community theater project. No

other performance releases or licenses will be requested or obtained from copyright holders without prior approval of HQ AFSVA/SVPCE and HQ AFSVA/SVL (forward requests to HQ AFSVA/SVPCE). NAFIs may not make any contract or commitment on behalf of a private organization. Final agreements must be coordinated with the servicing legal office prior to signature. Only NAFs may be used to pay for licenses for NAFIs.

1.16.2. A sponsoring activity must verify that performance licenses exist when professional entertainment groups are contracted for performances on base. Attach the performance license certification to the contract.

1.16.3. The Armed Forces Professional Entertainment Office ensures the royalty clearances for DoD/USO Showcase units touring overseas.

1.16.4. Charging admission for locally produced musical or dramatic performances is authorized.

Chapter 2

AIR FORCE TALENT CONTEST

2.1. Contest Objectives. Specific objectives include:

- Identifying outstanding Air Force talent.
- Providing teams for TOPS IN BLUE productions.

2.2. Rules For All Levels of Competition. Specifics on conducting all levels of competition within the Air Force Talent Contest are released annually by letter based on type of event to be conducted.

2.2.1. Contestants will not use the competition as a means of expressing their beliefs or promoting a cause dealing with political, ecological, religious, racial, or ethnic subjects. A contestant can be disqualified by violating any contest rule or using unacceptable material, as determined by the judges.

2.3. Base Level Talent Contests. Base level competitions are recommended for identifying competitors for the Air Force Worldwide Talent Contest. Base contests will be open to all Air Force Services' eligible users. However, only active duty personnel may be nominated for a higher level of competition.

2.4. Submitting Nominations to Compete. Nominations for competing in the Air Force Worldwide Talent Contest may be submitted to the following address by an individual applicant or by the base Services Squadron. The base Services Squadron will provide instructions and specific forms required in the nomination. HQ AFSVA/SVPCE, 10100 Reunion Place, Suite 403, San Antonio TX 78216-4138 Commercial (210) 652-6566 or DSN 487-6566.

2.5. Air Force Worldwide Talent Contest.

2.5.1. HQ AFSVA annually selects the location of the Air Force Worldwide Talent Contest and the number of contestants to participate in the competition.

2.5.2. Contestants advancing to the Air Force Worldwide Talent Contest must be personally available and receptive to selection for any TOPS IN BLUE team announced during the competition.

2.5.3. All individuals compete based on the following criteria:

- Individual talent.
- Versatility to perform other talents.
- Attitude.

2.5.4. Winners will be announced at the conclusion of the competition. The members of the TOPS IN BLUE team will be announced through their MAJCOM and installation commanders.

2.6. Responsibilities:

2.6.1. HQ AFSVA:

2.6.1.1. Establishes procedures, provides guidance, determines schedules, and selects officials, judges, and contestants for entry into and conducting the Air Force Worldwide Talent Contest.

2.6.1.2. Funds the worldwide level of competition.

2.6.1.3. Makes transportation arrangements for all personnel to and from the competition.

2.6.1.4. Determines the location of the annual Air Force Worldwide Talent Contest.

2.6.1.5. Approves and coordinates all media requests to televise or broadcast all or part of the worldwide competition.

2.6.2. Base project officers:

2.6.2.1. Announce the Air Force Talent Competition schedule.

2.6.2.2. Assist contestants in preparing materials necessary for selection to the Air Force Worldwide Talent Contest.

2.6.2.3. Submit a video tape of the base-level talent contest with judges' scores, contestant resumes, and letters of commitment for all military participants to HQ AFSVA/SVPCE, 10100 Reunion Place, Suite 403, San Antonio TX 78216-4138.

2.7. Fiscal Support. The Air Force Talent Contest is an official Air Force program and is authorized support according to AFI 65-106 and AFI 34-401.

2.8. Travel Orders. Bases place all worldwide level contestants on permissive temporary duty orders according to AFI 36-3003. Personnel assigned to the Air Force Worldwide Talent Contest host base and competing in the contest are detailed by a letter signed by their unit commander to the host base project officer for the period of the competition.

2.9. Competition Transportation. Air Mobility Command travel for entertainers participating in contests sponsored by the Air Force is authorized in accordance with the Department of Defense Air Transportation eligibility directive, DoD 4515.13-R. TDY orders must state, "This TDY is sanctioned by HQ AFSVA and TACC travel is authorized." Bases may request reimbursement of NAF transportation costs for contestants to and from regional competitions when approved in advance by HQ AFSVA/SVPCE.

Chapter 3

TOPS IN BLUE

3.1. Purpose of the Program. The purpose of TOPS IN BLUE is to entertain Air Force military personnel and their families stationed throughout the world.

3.2. Program Objectives.

- Provide a source for quality entertainment at Air Force installations with priority given to remote and isolated locations.
- Provide opportunities for Air Force personnel to develop and exhibit their talents as entertainers and technicians.
- Motivate individuals to participate in base entertainment activities on a continuing basis.
- Enhance community relations and recruiting opportunities through performances open to the civilian community.

3.3. Selection of Personnel. The TOPS IN BLUE team is selected by HQ AFSVA/SVPCE and a panel of entertainment specialists. Selected personnel will be placed on permissive TDY during the time period covered by the tour.

3.4. Logistical Support. Specific requirements for hosting each TOPS IN BLUE show are provided in the annual TOPS IN BLUE operations plan.

3.5. Arrival of Unit. Approximate arrival times will be provided in the transportation and show schedule located in the TOPS IN BLUE operations plan.

3.6. Lodging of Touring Unit. The quality of lodging facilities provided the team directly affects the success of the tour and quality of base performances. The unit will be block booked as a group by the TOPS IN BLUE tour coordinator through the base project officer.

3.7. Performance Times. All performance times will be as indicated on the transportation and performance schedule in the TOPS IN BLUE operations plan unless a request to change the time is approved by HQ AFSVA/SVPCE.

3.8. Electrical Requirements. Project officers ensure specific electrical requirements outlined in the TOPS IN BLUE operations plan are provided.

3.9. Audiences. AFI 34-201 is used for determining attendance at these events. Tickets will not be used without approval of HQ AFSVA/SVPCE.

3.10. Funding. TOPS IN BLUE is an official Air Force program and is authorized funding support according to AFI 65-106 and AFI 34-401.

3.11. Insurance. Purchase of liability insurance for off-base performances will be coordinated through HQ AFSVA/SVPCE.

3.12. Performance Locations. Facilities with tiered seating and a raised stage are preferred for TOPS IN BLUE performances. In order to accommodate the largest military audience possible, hangars, gymnasiums, outdoors, and off-base sites are encouraged. A standby indoor facility must be available as backup if outdoor performances are scheduled. Performances in clubs or Community Centers require approval from HQ AFSVA/SVPCE.

3.13. Responsibilities:

3.13.1. HQ AFSVA:

- 3.13.1.1. Conducts the annual Air Force Talent competitions as the source for team members.
- 3.13.1.2. Selects team members and provides professional direction in forming a contemporary showcase.
- 3.13.1.3. Determines the extent and scope of the annual program in conjunction with performance requests from MAJCOMs and available funding.
- 3.13.1.4. Recommends the necessary funding required for operating the program and coordinating and monitoring all matters related to the tour and team.
- 3.13.1.5. Establishes an itinerary to ensure maximum performances within the time available.
- 3.13.1.6. Establishes production and logistic support requirements to be provided by host bases.
- 3.13.1.7. Establishes guidelines relative to the presentation of all TOPS IN BLUE performances, including performance locations and starting times.
- 3.13.1.8. Provides necessary press kits, publicity materials, and information to host bases.
- 3.13.1.9. Arranges for all transportation within CONUS and for military air transportation from CONUS to overseas commands and return.

3.13.2. MAJCOM/SV:

- 3.13.2.1. Assigns a project officer to resolve any matters pertaining to the TOPS IN BLUE program at respective locations within the command.
- 3.13.2.2. Submits priority requests for performances at locations within the command.
- 3.13.2.3. Arranges for all intratheater transportation support when touring overseas.

3.13.3. Services Squadron Commander or Division Chief:

- 3.13.3.1. Publicizes the TOPS IN BLUE program and encourages personnel to participate in all talent competitions leading to selection of TOPS IN BLUE team members.
- 3.13.3.2. Assigns a project officer to coordinate all matters pertaining to the TOPS IN BLUE performance at his or her location.
- 3.13.3.3. Establishes a base project committee consisting of representatives from all appropriate agencies to assist the project officer in coordinating support requirements.
- 3.13.3.4. Ensures compliance with all host base production and logistical requirements as listed in the TOPS IN BLUE operations plan.

3.13.4. Host Base Project Officer:

3.13.4.1. Coordinates all actions required to provide host support requirements as listed in the TOPS IN BLUE operations plan.

3.13.4.2. Contacts HQ AFSVA/SVPCE regarding staging requirements if performances are scheduled at a performance site without a raised stage.

3.13.4.3. Obtains telephonic approval from HQ AFSVA/SVPCE when performances are scheduled in the local community. The request must indicate:

- The lack of a suitable on-base facility to accommodate the large audience anticipated.
- Military personnel have unrestricted admission to the local community facility.
- The facility is in close proximity to the base.
- First priority and reserved seating for military personnel and their families is arranged.
- Special transportation is available for on-base personnel.

3.13.4.4. Acquires approval from HQ AFSVA/SVPCE for scheduling performances in conjunction with any income-producing function or any activity which has a restricted attendance.

WILLIAM P. HALLIN, Lt General, USAF
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Attachment 1

GLOSSARY OF REFERENCES, ABBREVIATIONS, ACRONYMS, AND TERMS

References

DoD 4515.13-R, *Air Transportation Eligibility*, Nov 94

DoD 5500.7-R, *Joint Ethics Regulation (JER)*, Aug 93

AFJI 34-126, *Armed Forces Professional Entertainment Program Overseas*

AFI 34-201, *Services Programs and Use Eligibility*

AFI 34-401, *Use of Nonappropriated Funds (NAFs)*

AFI 36-3003, *Military Leave Program*

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

Abbreviations and Acronyms

AFI—Air Force Instruction

AFJI—Armed Forces Joint Instruction

APF—Appropriated Fund

ASIF—Airlift Service Industrial Fund

non-ASIF—Nonindustrial Airlift Service Funded

CONUS—Continental United States

DoD—Department of Defense

HQ AFSVA—Headquarters Air Force Services Agency

HQ AFSVA/SVPCE—Headquarters Air Force Services Agency, Entertainment Branch

MAJCOM—Major Command

MAJCOM/SV—Major Command Director of Services

NAF—Nonappropriated Fund

TA—Table of Allowances

TACC—Tanker Airlift Control Center

TDY—Temporary Duty

USO—United Services Organizations, Inc.