

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**

AIR FORCE INSTRUCTION 35-103

26 JANUARY 2010

Incorporating Change 1, 25 AUGUST 2010

Public Affairs

PUBLIC AFFAIRS TRAVEL



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available for downloading or ordering on the e-Publishing web site at www.e-publishing.af.mil.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: SAF/PAY

Certified by: SAF/PAY
(Ms Wendy Varhegyi)

Pages: 16

This instruction implements Air Force Policy Directive (AFPD) 35-1, *Public Affairs Management*. It provides guidance for Public Affairs civilian/community leader and media travel or transportation. It also implements Department of Defense (DOD) 4515.13-R, *Air Transportation Eligibility (November 1994)*; DOD Instruction (DODI) 5435.2, *Delegation of Authority to Approve Travel In and Use Military Carriers for Public Affairs Purposes (April 1975)*, DODI 5410.15, *DOD Public Affairs Assistance to Non-Government, Non-Entertainment-Oriented Print and Electronic Media (March 1989)*, and DOD Directive (DODD) 5122.8, *Use of Military Carriers for Public Affairs Purposes (December 1963)*. Read this instruction with Joint Publication 3-61, *Public Affairs Operations*; Air Force Instruction (AFI) 11-401, *Aviation Management*; and AFI 24-101, *Passenger Movement*. This Instruction requires the collection and maintenance of personal information including the following systems notices: F035 AF SAFPA B (Hometown News Release Background Data File), F035 AF SAFPA C (Official Biographies), and F035 SAFPA A Mobilization Augmentee Training Folders. Records Disposition. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at https://afrims.amc.af.mil/rds_series.cfm. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*, and route AF Form 847s from the field through the appropriate functional chain of command. This instruction applies to the Air Force Reserve Command (AFRC), Air National Guard (ANG), and Civil Air Patrol (CAP) while performing Air Force assigned missions, unless otherwise noted.

SUMMARY OF CHANGES

SUMMARY OF CHANGES

This interim change implements additional guidance for public affairs travel for news media representatives and significantly changes the information provided in this Air Force Instruction. New information includes definitions of key terms and their use in PA travel; participation and operational approval authorities for travel of News Media Representatives; and guidelines, responsibilities, and request procedures for overseas PA travel for NMRs and civilian non-media travel representatives.

1.	Purpose of Public Affairs (PA) Travel.	2
2.	Eligibility.	3
3.	Terms Defined.	3
4.	Public Affairs Travel General Approval Authority.	4
5.	Civilian Public Affairs Travel.	4
Table 1.	Specific Approval Authority for Civilian Non-Media Travel	4
6.	Media Public Affairs Travel.	8
Table 2.	Specific Approval Authority for Media Travel	8
7.	Orientation Flights, Non-PA Travel.	13
8.	Information Collection, Records, and Forms.	13
8.3.1.	Adopted Forms.	13
8.3.2.	Prescribed Forms.	13
Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION		14

1. Purpose of Public Affairs (PA) Travel. In accordance with (IAW) DOD 4515.13-R, *Air Transportation Eligibility*, Chapter 3, and DODI 5435.02, *Delegation of Authority to Approve Travel In and Use of Military Carriers for Public Affairs Purpose*, PA travel is defined as any travel or transportation of individuals, groups, or materiel undertaken as a result of a request to or an invitation from, and authorized by, an approving authority in the interest of adding to the public understanding of Department of Defense activities. It includes travel or transportation involving individuals or things, military or civilian, government or non-government, U.S. or foreign requests. Military carriers may be used to support travel of bona fide representatives of the media individually or in groups in connection with assignments to cover military events, press tours, visits to military installations, military exercises, or military operations; invitational or other authorized travel or transportation in support of approved PA programs, including community relations (COMREL) programs, tours, or conferences in which a DOD component is either a sponsor or a participant; and tours or other PA programs arranged jointly with another Federal department or agency or with a foreign government. Travel authorized for PA purposes must reflect the following considerations:

1.1. It shall not compete with U.S. flag commercial sea, land, or air transportation when that capability exists, is adequate, and when PA objectives may be achieved through use of commercial transportation.

1.2. Travel or transportation for PA purposes must be determined to be primarily in the interest of the DOD.

1.3. Travel designed solely to improve relations, increase goodwill, or serve humanitarian purposes does not meet the criteria for PA travel.

1.4. Public affairs travel, civilian and media, is required to have a qualified PA escort.

2. Eligibility.

2.1. Individuals traveling on invitational or authorized travel in support of approved PA activities, including guests of the Secretary of Defense participating in the Joint Civilian Orientation Conference (JCOC), Air Force tours, or tours and activities arranged jointly with other Federal government departments or agencies or with a foreign government.

2.2. Individuals who, because of their position and contacts with various public organizations, can make positive contributions to public understanding of the roles and missions of the DOD.

2.3. Bona Fide Representatives of News Media. Individually, or in groups for assignments to cover military exercises or military operations. United States citizens or foreign nationals.

3. Terms Defined.

3.1. Operational Approval Authority (OAA). Official representative authorized to approve operational use of a military carrier. The operational approval authority is designated based on operational control (OPCON) of the air asset in use. If the OAA is the MAJCOM/CC, it applies to the MAJCOM having OPCON of the air asset. See Table 1 for specific guidelines.

3.2. PA Participation Approval Authority (PAA). Official representative authorized to confirm eligibility of passengers participating in PA travel.

3.3. Local Travel. Travel is local with respect to each MAJCOM and Air Force base concerned when it is within the scope of interest in the public affairs program involved. Local travel may include interim stops within CONUS as long as the travel concludes at point of origin and lasts only one day. Local travel may be defined differently in an OCONUS area of responsibility. (Consult theater PA for guidance.)

3.4. Non-Local Travel. Travel conducted in support of a public affairs program that affects more than one military department; OCONUS geographic regions/area of responsibility; MAJCOM, or combatant commands; the scope of interest being of primary concern to a higher headquarters than the military headquarters and/or installation requesting the travel. Non-local travel typically concludes at a location other than the point of origin and lasts more than one day.

3.5. Intertheater airlift. Travel conducted between one or more theaters of operation.

3.6. Intratheater airlift. Airlift conducted within a theater of operations.

3.7. News Media Representative (NMR). Representatives of bona fide press, radio, television, magazines, authors, and bona fide freelancers and media bloggers. International NMRs are classified as media representatives and not as foreign citizens as referenced in AFI 11-401, *Aviation Management*, Table 1.

3.8. Media Embed. Media embed is defined as media representatives remaining with a military unit on an extended basis—perhaps a period of weeks or even months—during contingency or exercise operations. Media embed members are attached to the unit and travel, eat, and sleep with the unit.

3.9. Public Affairs Travel. Any travel that is part of an approved Public Affairs program and is authorized by a competent authority in the DOD in the interest of adding to the public understanding of DOD activities. It includes travel involving military or civilian, Government or non-Government, U.S. or foreign requests. It can be local or non-local.

4. Public Affairs Travel General Approval Authority.

4.1. OSD/PA is the principal staff assistant to the Secretary of Defense for approving the use of military carriers for PA purposes with such delegations of authority as may be announced.

4.2. Commanders at all echelons are authorized to grant participation approval for local travel or transportation for PA purposes wholly within the scope of the mission and responsibilities of their respective command subject to the following conditions:

4.2.1. The subject matter is not properly the responsibility of a higher command.

4.2.2. The public interest in the PA purpose involved is confined primarily to the mission and vicinity of that command.

4.2.3. The travel is provided for the benefit of local media or individuals other than local media who are a part of an approved local PA activity, including community relations programs that meet a military PA objective.

5. Civilian Public Affairs Travel.

5.1. **Objectives.** The purpose of civilian PA travel is to further public understanding of Air Force missions, people, and weapons systems and to develop Air Force advocates who will carry the Air Force story to non-traditional as well as traditional audiences. Authority for Public Affairs travel is contained in DOD 4515.13R, *Air Transportation Eligibility*, Chapter 3, and DODI 5435.02, *Delegation of Authority to Approve Travel In and Use of Military Carriers for Public Affairs Purposes*. PA travel on a flight during a record attempt, a first flight of an aircraft just accepted into the inventory, a first flight over an isolated geographical area, or any other flight of a similar or special nature where abnormal conditions may exist is not authorized. Air National Guard units should note that OCONUS Civic Leader Travel and OCONUS Employer Support to the Guard and Reserve (ESGR) “bosslifts” are prohibited, according to existing ANG travel regulations.

5.2. Specific Approval Authority for Civilian PA Travel. See [Table 1](#) below.

Table 1. Specific Approval Authority for Civilian Non-Media Travel

Event	Participants	Approval Level
-------	--------------	----------------

		Participation	Operational
Public Affairs Flights ^(2,4)	Individuals, who because of position and contacts with various publics, can have a positive impact on public understanding of the roles and missions of the DOD and Air Force. This includes National/Regional Civic Leaders, Celebrities and National Sports Figures. ^(1,2,4)	MAJCOM/PA*	MAJCOM/CC*
Local Travel – With stops	Group of individuals participating in approved PA activities (e.g. Air Force Tour Program, community relations tours) ^(4,7)	MAJCOM/PA	MAJCOM/CC
	Individuals traveling on invitational travel orders (e.g. official special events, etc.) ⁽⁴⁾	MAJCOM/PA	MAJCOM/CC
Non-Local Travel	Group of individuals participating in approved PA activities (e.g. Air Force Tour Program) ^(6,7)	MAJCOM/PA	MAJCOM/CC
Local and Non-Local Travel for OCONUS Installations	Invitational and other authorized PA travel for U.S. Citizens ^(3, 4,5)	MAJCOM/PA*	MAJCOM/CC*
All Travel for Foreign Nationals (Non-Media)	Foreign civilians participating in approved PA activities (e.g. civic leaders, applies to any foreign civilians including those residing CONUS or OCONUS) ^(2,4,7)	AF/CV	MAJCOM/CC

* *May be delegated to wing-level*

Notes:

1. May be delegated to wing commander.
2. MAJCOM/PA will inform higher headquarters as appropriate.
3. May be delegated to theater air component public affairs offices (e.g. USAFE, AFCENT, PACAF)
4. May include an intermediate stop at a locally owned and operated but geographically separated training area, but must be accomplished in the same day. Flight must be accomplished within allocated flying hour funding (e.g. training flights authorized).
5. Rulesets for OCONUS non-media travel and public affairs flights are the same as those set forth for CONUS. Consideration should be given to passport requirements if traveling from one country to another.
6. Individuals must travel on invitational travel orders/authorizations.
7. Must be flown as a funded special airlift assignment mission (SAAM) in accordance with AFI 24-101, *Passenger Movement*.

5.3. Civilian Travel Procedures and Guidelines.

5.3.1. Selecting invitees.

5.3.1.1. Participants should be selected and invited as part of an overall PA strategy to increase public understanding and support of the roles and missions of the DOD, Department of the Air Force, or a local installation.

5.3.1.2. Installation PAs are responsible for providing a comprehensive list of proposed invitees and submitting it to the wing commander for final approval prior to sending invitations.

5.3.2. Invitational Travel Orders and Passenger Manifests.

5.3.2.1. When traveling on a local flight, there is no requirement for invitational travel orders; however, installation PAs are responsible for providing required information for the manifest.

5.3.2.2. When the travel is non-local, civilian participants must travel on invitational travel orders but at no cost to the government (no Line of Authorization required on the orders), unless it is a CLT-funded SAAM. (Please reference AFI 35-105, *Community Relations*.)

5.3.3. Reporting Requirements. Submit an after-action report to owning MAJCOM/PA to include date, type of aircraft, itinerary, and names of participants.

5.4. Air Force Tour Program General Guidelines. The Air Force Tour Program increases community leaders' awareness and understanding of the Air Force's role in national security by inviting groups of civilian opinion leaders to witness the Air Force mission by visiting Air

Force installations. Air Force units carefully select candidates who are capable of disseminating information to various publics about the Air Force's programs. Participants may travel on Air Force aircraft to view the Air Force in action in accordance with information provided in DOD Regulation 4515.13-R, DODI 5435.2, and DODI 5410.19, *Public Affairs Community Relations Policy Implementation*.

5.4.1. Funding. In accordance with AFI 24-101, *Passenger Movement*, PA travel is supported as a special assignment airlift mission (SAAM). MAJCOM and other authorized sponsors are responsible for budgeting and funding Air Force Tour program airlift support. (Please reference AFI 35-105, *Community Relations*.)

5.4.2. Fiscal year funds should be requested through the appropriate MAJCOM budgeting process. MAJCOM/PA will staff as appropriate within their command. Air National Guard units will process tour requests IAW National Guard Bureau Public Affairs Manual (PAM) 360-5.

5.4.3. SAF/PA will request and monitor funds through the headquarters of Air Mobility Command (HQ AMC) PA for DoD, Air Staff, Secretariat, and Air Force District of Washington (AFDW)-sponsored tours. AMC will budget funds for SAF/PA Air Force Tour Programs via the Program Objective Memorandum (POM) process.

5.4.4. DELETED.

5.4.5. DELETED.

5.5. Airlift Requirements.

5.5.1. MAJCOM validators must submit requests to U.S. Transportation Command (USTRANSCOM) no later than 60 days prior to the event, 30 days if request includes contact information for a unit willing to volunteer to support, including owning wing support.

5.5.2. Requests must identify any special requirements such as airline style seating, comfort pallets, etc. Note: Not all aircraft can accommodate comfort pallets, and not all units can provide sufficient airline-style seating for all passengers.

5.5.3. Although sponsors may request passenger-configured aircraft, the participants will experience a more meaningful view of Air Force crewmember travel if they fly on cargo-configured aircraft.

5.5.4. Sponsors are encouraged to request a refueling mission on one leg of the trip. Air refueling is a unique Air Force operation demonstrating the capabilities of our systems and the professionalism of our people.

5.6. Special Considerations for Civilian, Non-Media Travel.

5.6.1. Tactical Waiver. A tactical waiver is required for non-aircrew members on Air Mobility Command flights that involve airdrop or any situation where doors will open in-flight IAW AFI 11-401, paragraph 1.9 and Table 1.1. Tactical waivers must be requested and routed through the requesting unit's base operations, specifically standardization and evaluation, in accordance with MAJCOM-specific operational supplements and military weapon system-specific AFI guidance. Tactical waivers typically require a 12-14 day lead time. Public affairs should ask base operations to route requests with sufficient lead

time and check the status of the request daily to ensure a waiver is granted prior to the date of the flight.

6. Media Public Affairs Travel.

6.1. Media Travel Objectives. Media travel is one of the Air Force's most credible PA tools. Properly planned and coordinated, media travel can dramatically expand a media representative's understanding of the Air Force's mission, equipment, and people. Most media travel requests will be for air transportation. This section will only address policies and procedures related to air transportation. DOD 4515.13-R, *Air Transportation Eligibility*, authorizes media travel aboard DOD-owned aircraft. Do not commit Air Force transportation prior to obtaining approval from proper authorities.

6.2. Specific Approval Authority for Media Travel. See Table 2.

Table 2. Specific Approval Authority for Media Travel

Event	Participants	Participation Approval	Operational Approval
Local Travel – Local/Regional-level participants ⁽⁶⁾ (CONUS)	News Media	MAJCOM/PA ⁽¹⁾⁽²⁾	MAJCOM/CC ⁽¹⁾
Local Travel – National / International level participants ⁽⁶⁾ (CONUS)	News Media	MAJCOM/PA Inform: SAF/PA ⁽²⁾	MAJCOM/CC ⁽¹⁾
Local Travel – Foreign Nationals (CONUS)	News Media	Consult SAF/PA for current procedures. ⁽⁷⁾	MAJCOM/CC ⁽¹⁾
Non-Local Travel – Local/Regional-level participants (CONUS)	News Media	MAJCOM/PA ⁽²⁾	MAJCOM/CC
Non-Local Travel – National / International-level	News Media	MAJCOM/PA ⁽²⁾	MAJCOM/CC

participants (CONUS)		Inform: SAF/PA	
Non-Local Travel – Foreign Nationals (CONUS)	News Media	Consult SAF/PA for current procedures. ⁽⁷⁾	MAJCOM/CC
Intertheater Travel – (CONUS to OCONUS)	News Media	OSD/PA ⁽³⁾ , Affected Theater Air Component PAs ⁽⁴⁾ (e.g. AFCENT/PA)	The CC with air asset OPCON, Contact theater PA and AMC/PA for guidance.
Intertheater Travel (OCONUS to OCONUS)	News Media	OSD/PA ⁽⁵⁾ , Affected Theater Air Component PAs ⁽⁴⁾ (e.g. USAFE/PA, AFCENT/PA)	The CC with air asset OPCON, most likely AMC/CC. Contact theater PA and AMC/PA for guidance.
Intratheater Travel – (OCONUS)	News Media	Theater Air Component PA (e.g. CENTCOM/PA or AFCENT/PA)	The CC with air asset OPCON, (e.g.C/ JFACC for tactical airlifters, AMC/CC for strategic airlifters, C/JSOACC for special operations aircraft). Contact theater PA and AMC/PA for guidance.

Notes:

1. May be delegated to wing commander.
2. MAJCOM/PA will inform higher headquarters.
3. OSD/PA approval portion may be delegated to Service public affairs (e.g. SAF/PA). Approval must still be obtained from air component public affairs in affected theaters of operation.
4. Theater Air Component approval is obtained through the theater/country clearance

process initiated during the APACS process. See section 6.4 for more information.

5. May be delegated to theater air component public affairs offices (e.g. USAFE, AFCENT, PACAF)

6. May include an intermediate stop at a locally owned and operated but geographically separated training area. Flight must be accomplished within allocated flying hour funding (e.g. training flights authorized).

7. For media requests involving foreign nationals, participants are treated as news media first and foreign nationals second. Established approval levels still apply, but hosting units should contact SAF/PA (via chain of command) to seek additional information on participants. SAF/PA will contact the U.S. State Department, Washington Foreign Press Center, DOD Press Liaison for any relevant information on the news media representative.

6.3. Special Considerations for Media Travel.

6.3.1. Emergencies, Natural Disasters. News coverage of an emergency nature where the coverage would be impaired or delayed to the serious detriment of the Air Force unless transportation by DOD-owned or controlled aircraft is provided. SAF/PA is the approval authority, unless otherwise noted (See DOD 4515.13-R, C3.4.5.2 for more information).

6.3.2. Aeromedical Evacuation Flights. Media requests to travel aboard aeromedical evacuation flights will be considered on a case-by-case basis. Because these flights involve injured service members from all branches of the DOD, requests must be coordinated with the surgeon general PA for each branch represented. Because AMC normally has OPCON of AE missions, AMC/PA is the point of contact for all services' SG/PA coordination. Contact AMC/PA, Operations Division, to route requests. AMC requires a minimum 30 days notice for required AE coverage approvals. A qualified PA escort is required for all media travel aboard AE flights. Patients are not to be photographed or interviewed without informed signed patient consent. Informed signed consent is also required for medical staff to release information about patients. Current consent forms may be obtained from AMC/PA prior to departure.

6.3.3. Deployments and major exercises. Instead of processing numerous individual requests for overseas travel for media covering deployments and major exercises, sponsoring MAJCOMs may request one-time "blanket" participation approval from OSD/PA (unless delegated) through SAF/PA for media travel supporting coverage of the exercise or deployment. All media travel in conjunction with a deployment must receive operational approval from the MAJCOM/CC with operational control of the air assets and be coordinated with the gaining combatant command. Media must have appropriate identification, diplomatic clearances (passport, visas) and equipment.

6.3.4. Media Travel Approval Authorities between CONUS and OCONUS.

6.3.4.1. Breakdown of Command Structure. It is important to distinguish travel between and within theaters. Once public affairs travel leaves the CONUS, it becomes subject to the warfighting structure of command, no longer governed solely

by the Air Force chain of command or its policies and procedures. For example, the distinction between "local" and "non-local" airlift may be meaningless under the command of an external Unified/Combatant Commander. Outside the CONUS, command extends across the services, defined either by function (as with USTRANSCOM) or by geographic area of responsibility (as with EUCOM, PACOM or CENTCOM). Below the theater level, forces are broken down again by function. For example, under the warfighting command structure, all Air Forces -- regardless of service origination -- fall under the Joint or Combined Forces Air Component Commander (J/CFACC), with few exceptions. Therefore, Public Affairs travel is governed by a different set of guidelines depending upon which commanders have operational control (OPCON) of the assets in use or the geographic theater of operations.

6.3.4.2. Understanding the Effects on Intertheater Travel. It is necessary to receive participation approval from any affected commander when intertheater media travel is proposed. This is achieved as part of the theater clearance process. See para 6.4.2.1 for additional guidance.

6.3.4.3. Understanding the Effects on Intratheater Travel. Guidelines for intratheater travel may differ greatly from HAF guidelines for CONUS local and non-local travel, becoming either more or less restrictive. In such cases, it is necessary to communicate with the appropriate theater-specific public affairs staff to obtain current guidance. In most cases, the theater commander's public affairs staff will coordinate approvals and airlift requirements within the commander's purview.

6.3.4.4. Understanding the Effects of Operational Control (OPCON) over Air Assets by Function. Although the J/CFACC will set guidelines for media airlift within the specified theater of operations, he or she may not have OPCON of all air assets transiting the theater. Strategic airlift assets, such as C-5s and C-17s, generally remain under the OPCON of AMC/CC and not the J/CFACC. Therefore, prior to offering media airlift on strategic assets, it is necessary to obtain operational approval from AMC/CC, coordinating with AMC/PA. This happens primarily when news media request airlift to cover a story only after arriving in the theater of operations via commercial airline. If media arrived via strategic airlift as part of an already approved, Air Force-sponsored media trip, this coordination has already occurred and does not need to be reaccomplished. Tactical airlift assets, such as C-130s, generally fall under the OPCON of the J/CFACC and must only meet those approval requirements set within the theater of operations.

6.3.5. Tactical Waivers. See para. 5.6.1.

6.4. Submission Guidelines for Hosting Intertheater Media Travel.

6.4.1. General. In accordance with DOD 4500.54-G, *Foreign Clearance Guide*, <https://www.fcg.pentagon.mil/fcg.cfm>, country/theater clearance is required from the host nation and the U.S. Embassy as appropriate for personnel travel to that country and is granted by the host nation and the U.S. Embassy of the country to be visited. Theater clearance is required for visits to overseas military activities on matters pertaining to the mission of the regional/geographic combatant command and is granted by the regional/geographic combatant command. It generally requires at least 30+ days notice,

and travel to some countries may require more time due to host nation process requirements. Many organizations associated with the embassy and combatant command have a vested interest in media travel and will provide clearance input based on real world events and activities.

6.4.2. Responsibilities.

6.4.2.1. Country/theater clearance requirements are defined in the Foreign Clearance Guide (FCG): <https://fcg.pentagon.mil/fcg.cfm/>. Prior to requesting clearances the requester should check the FCG for the latest requirements, procedures and travel restrictions in effect for the location to be visited as well as those for transiting locations. Requesting organization will submit a formal request for country/theater clearance through its MAJCOM/PA via the Aircraft and Personnel Automated Clearance System (APACS) at <https://apacs.dtic.mil>. APACS is mandatory for processing DOD-sponsored official foreign travel in all overseas Combatant Commands.

6.4.2.2. Once final operational and participation approval is received, the organization with operational approval authority will provide invitational travel orders/authorization for media members.

6.4.2.3. The requesting organization should obtain current guidance on media ground rules from the destination theater public affairs.

6.4.2.4. The requesting organization will ensure travelers obtain passports and visas and sign ground rules (see the AF PA CoP for samples) and a hold harmless agreement prior to departure. Media members must travel with the protective equipment required for the destination theater of operations. Protective equipment will NOT be provided to NMRs by the deployed unit once they arrive in theater. Media members are responsible for carrying their own personal, professional and protective equipment.

6.4.2.5. Failure to have the required documentation or any violation of the ground rules may be a basis for terminating a media representative's travel status.

6.4.2.6. The unit requesting travel will need to arrange for and fund the PA escort, unless otherwise funded by contingency funds such as those for Overseas Contingency Operations. Once assigned, the escort serves as the primary liaison between the NMRs and the Air Force for purposes of the travel. Contact theater PA staff for guidance on escort requirements and any training needed before travel. Escorts are normally required on all intertheater media flights by AMC aircraft. The destination theater may require that escorts follow certain theater reporting procedures, and can advise escorts on the minimum protective gear required for both the escort and NMRs.

6.4.3. Request Procedures.

6.4.3.1. The requesting organization should gather the following information required for the travel request: reason for media travel; names, media affiliations, social security number (SSN), and passport number of each media representative; SSN, PAS Code and security clearance level of PA escort; and a proposed itinerary

for coverage theater of operations. Ensure that all Personal Identification Information is protected IAW AFI 33-332, *Privacy Act Program*.

6.4.3.2. The requesting organization forwards this required information to MAJCOM/PA.

6.4.3.3. The MAJCOM/PA of the requesting/hosting unit reviews and submits the country/theater clearance request through APACS in accordance with DOD 4500.54-G, *Foreign Clearance Guide*, http://.

6.4.3.4. The MAJCOM/PA of the requesting/hosting unit submits the participation approval request to OSD/PA (unless delegated) with an information copy to SAF/PA.

6.4.3.5. The MAJCOM/PA of the requesting/hosting unit submits the operational approval request to the MAJCOM with OPCON of air assets. A copy of OSD/PA participation approval is required to accompany all AMC operational approval requests for non-local media travel.

6.4.3.6. The requester (generally the person on the MAJCOM/PA staff and APACS accountholder who entered the request) monitors the country/theater clearance status in APACS until approved.

7. Orientation Flights, Non-PA Travel. Although orientation flights as outlined in DoD 4515.13-R, Chapter 4, are not directly related to the public affairs mission, PA offices are often asked to coordinate such flights. Installation PAs should be familiar with categories of eligible passengers as well as specific requirements (see AFI 11-401, Aviation Management, Table 1.1 for orientation flights), and should direct requests to appropriate agencies.

8. Information Collection, Records, and Forms.

8.1. Information Collections. No information collections are created by this publication.

8.2. Records. The program records created as a result of the processes prescribed in this publication are maintained in accordance with AFMAN 33-363 and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at https://afrims.amc.af.mil/rds_series.cfm.

8.3. Forms (Adopted and Prescribed).

8.3.1. Adopted Forms.

AF Form 847, *Recommendation for Change of Publication*.

8.3.2. Prescribed Forms.

No forms are prescribed by this publication.

LES A. KODLICK, Colonel, USAF
Director of Public Affairs

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

DOD 4500.54-G, *DOD Foreign Clearance Guide*, 21 Nov 2003

DOD 4515.13-R, *Air Transportation Eligibility*, 9 Apr 1998

DODD 5122.8, *Use of Military Carriers for Public Affairs Purposes*, 13 Dec 1963

DODI 5410.15, *DOD Public Affairs Assistance to Non-Government, Non-Entertainment-Oriented Print and Electronic Media*, 28 Mar 1989

DODI 5410.19, *Public Affairs Community Relations Policy Implementation*, 13 Nov 2001

DODI 5435.2, *Delegation of Authority to Approve Travel In and Use of Military Carriers for Public Affairs Purposes*, 25 Apr 1975

Joint Publication 1-02, *Department of Defense Dictionary of Military and Associated Terms*, 12 Apr 2001, as amended through 17 Oct 2008

Joint Publication 3-61, *Public Affairs Operations*, 14 May 1997

AFDD 1-2, *Air Force Glossary*, 11 Jan 2007

AFPD 35-1, *Public Affairs Management*, 17 Sep 1999

AFI 11-401, *Aviation Management*, 7 Mar 2007

AFI 24-101, *Passenger Movement*, 27 Oct 2004

AFI 33-332, *Privacy Act Program*, 29 Jan 2004

AFI 35-104, *Media Operations*, 22 Jan 2010

AFMAN 33-363, *Management of Records*, 1 Mar 2008

AMCI 11-208, *Tanker/Airlift Operations*, 1 Jun 2000

NGB PAM 360-5, *National Guard Public Affairs Guidelines*, 6 Jun 2008

Abbreviations and Acronyms

AF—Air Force

AFCENT—United States Air Forces Central

AFD—Air Force District of Washington

AFI—Air Force instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFR—Air Force Reserve

AFRC—Air Force Reserve Command

AMC—Air Mobility Command

ANG—Air National Guard

AOR—area of responsibility

APACS—Aircraft and Personnel Automated Clearance System

CAP—Civil Air Patrol

CC—Commander

CENTCOM—United States Central Command

CLT—civic leader travel

COMREL—Community Relations

CONUS—continental United States

CoP—Community of Practice

CV—Vice Commander

DOD—Department of Defense

DODD—Department of Defense directive

DODI—Department of Defense instruction

DSN—Defense Switched Network

ESGR—Employer Support to the Guard and Reserve

EUCOM—United States European Command

FCG—Foreign Clearance Guide

HQ—Headquarters

IAW—in accordance with

JCOC—Joint Civilian Orientation Conference

J/CFACC—Joint or Combined Forces Air Component Commander

MAJCOM—major command

NAF—numbered air force

NMR—news media representative

OAA—operational approval authority

OSD/PA—Office of the Assistant Secretary of Defense for Public Affairs

OCONUS—outside of the continental United States

OPCON—operational control

PA—Public Affairs

PAA—participation approval authority

PACAF—United States Pacific Air Forces

PACOM—United States Pacific Command

POM—program objective memorandum

SAAM—special assignment airlift mission

SAF—Office of the Secretary of the Air Force

SAF/PA—Secretary of the Air Force Office of Public Affairs

SG/PA—Surgeon General, Public Affairs

USAFE—United States Air Forces Europe

USTRANSCOM—United States Transportation Command