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This instruction implements Air Force Policy Directive (AFPD) 35-1, *Public Affairs Management*, and procedures for planning and executing community relations and civic outreach programs. It also implements Department of Defense Directive (DODD) 5410.18, *Public Affairs Community Relations Policy*; DOD Instruction (DODI) 5410.19, *Public Affairs Community Relations Policy Implementation*. Read this instruction with Joint Publication 3-61, *Doctrine for Public Affairs in Joint Operations*; Air Force Instruction (AFI) 11-209, *Aerial Event Policy and Procedures*; and AFI 34-407, *Air Force Commercial Sponsorship Program*. 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://www.my.af.mil/gcss-af61a/afirms/afirms/>. 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) and the Air National Guard (ANG) unless otherwise noted.

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Section A—Purpose and Objectives

1. Purpose of Community Relations. Commanders will run active community relations programs to enhance morale, public trust, and support and to demonstrate that the Air Force is a community partner and a responsible steward of National resources.

2. Objectives of the Community Relations Program.

2.1. Increase public awareness and understanding of the armed forces and the mission, policies, and programs of the Air Force.

2.2. Support Air Force recruiting by inspiring patriotism and encouraging young men and women to serve in the military.

2.3. Maintain a reputation as a good neighbor as well as a respected, professional organization charged with part of the responsibility for national security.

Section B—Program Approval and Participation

3. Approval for Programs. Except as noted in this instruction, Major Commands (MAJCOMs) and the Air National Guard have the authority to approve the use of community relations resources (speakers, bands, honor guard, etc). They may grant approval authority to subordinate commanders. Proposals for community relations programs exceeding local support capability or the scope of local Public Affairs responsibility must be referred through channels to the MAJCOM or next level higher headquarters with a description of the anticipated scope of the program, comments concerning expected civilian reaction, recommendations, and predicted benefits.

3.1. SAF/PA and/or OASD/PA approve:

3.1.1. National Capital Region (NCR). All Air Force support of community relations programs in the NCR, except speaking engagements to non-foreign groups. The NCR includes the District of Columbia; Montgomery and Prince George's counties in Maryland; Arlington, Fairfax, Loudoun, and Prince William counties in Virginia; and the cities of Alexandria, Fairfax, and Falls Church in Virginia.

3.1.2. National and international programs, including conventions and meetings, except those in overseas areas under combatant or specified commanders.

3.1.3. Programs requiring liaison between DOD and Washington, D.C., offices of national non-government organizations and groups, except Air Force special interest groups such as the Air Force Association (AFA) and the Air Force Sergeants Association (AFSA).

3.1.4. Programs providing information or other support to national organizations, including business and industry groups.

3.1.5. Programs outside the United States not within a combatant command's area of responsibility.

3.1.6. OASD/PA will approve aerial reviews and requests involving more than one service.

3.1.7. Sports. Preseason, post-season, or known programmed national sports and professional athletic events within the United States. SAF/PA approves with notification to OASD/PA as required.

3.1.8. Events of professional, technical, or scientific interest to the Air Force when participation will result in additional cost to the government. The request must include an estimate of the expense.

3.1.9. Programs or events requiring exceptions to DOD policy, which must be specifically justified.

3.2. SAF/PA approves:

3.2.1. National Civic Outreach Tour. A completed tour plan template to include justification must be forwarded to SAF/PA's Engagements Division (SAF/PAY) for review. See the Air Force Public Affairs Community of Practice (CoP) for guidance on preparing tour plans.

3.2.2. Proper level of support for aircraft, related equipment, and support personnel requests for participation in all public events.

3.2.3. Invitations from a foreign host in the Washington, D.C. area.

3.2.4. Public Affairs airlift involving foreign nationals to CONUS, in conjunction with Secretary of the Air Force International Affairs Directorate (SAF/IA).

3.3. Local unit commanders are authorized to participate routinely in local events jointly planned and conducted by border communities of the United States, Mexico, and Canada. Favorable consideration for participation should be based on the significance of the event and defense interest. Consultation and approval is required from U.S. consular officials in the Mexican and Canadian communities involved.

3.4. Within the United States, MAJCOMs coordinate community relations programs and public events with combatant and specified commands significantly affected. DOD requires combatant and specified commands to coordinate with HQ USAF and MAJCOMs on programs requiring Air Force support.

3.5. Per the Secretary of Defense, combatant commanders are responsible for approving and participating in overseas public events. This authority may be delegated. While Air Force MAJCOMs overseas operate their programs to conform to this regulation, policy direction and guidance provided by combatant command headquarters takes precedence. Air Force MAJCOMs overseas must also advise SAF/PA when taking part in any public event that will significantly affect operations or require major administrative, financial, or logistical support.

4. Participation in Public Events. Air Force and DOD assets belong to the American people and participation by Air Force people and display of Air Force equipment in public events furthers public understanding of the Air Force mission. Within legal and policy limitations, commanders at all levels who plan or conduct a community relations program must consider the interests of the Air Force and the community as a whole. Since limitations of time and money make it impossible to grant all requests, public affairs will take all appropriate requests into equal consideration and recommend approval based on common factors that are in the best interests of the Air Force and taxpayer.

5. Participation Guidelines.

5.1. Noninterference basis. Ensure there is minimal interference with normal training or operational activities, determine if it is economically feasible, and make sure appropriate resources are available.

5.2. Facilities. Providing government facilities such as housing and messing at government expense to non-DOD civilians is a prohibited type of selective benefit or favor. However, these services may be granted for base visits if participants reimburse costs.

5.3. Transportation. For base visits, transportation may be provided without reimbursement, except airlift, if it makes the visit easier to handle and is in the best interest of the Air Force. Reference AFI 24-101, *Passenger Movement*, paragraph 3.38.

5.4. Endorsement of Groups. Allowing groups to provide entertainment on-base to military people, civilian employees, or family members does not constitute an endorsement. Promotion of the group's objectives through handouts, speeches, program content, or other forms of promotion connected with the entertainment (including the period before and after the entertainment) is prohibited. Commanders must ensure participation is in good taste, appropriate in scope and type, and in keeping with the dignity of the Air Force. Participation should be coordinated with other military services and Air Force units if they are to be involved. **Note:** This prohibition does not apply to the publicity required to inform people of the event.

5.5. Wear of Uniform. Air Force members may appear in uniform at local community-wide, civic-sponsored events only when the approving commander believes participation is appropriate and in good taste; the individuals volunteer for the assignment; there is no interference with military duties or operations; participation involves no additional cost to the government; and the event meets the basic participation criteria below. This applies to active-duty, reserve component, and retired military. Reference DODD 1334.1, *Wearing of the Uniform*. For questions on the wear of uniforms for public appearances, check with your local legal office or contact SAF/PAY at (703) 695-9664 (DSN 225-9664). For questions about appearing on a game show, see AFI 35-104, *Media Operations*, and contact SAF/PA's Los Angeles field office at (310) 235-7511.

6. Participation Criteria. To ensure every planned event complies with public law and DOD policy, at least one condition in each of the following participation criteria categories must be met: Program, Sponsor, Support, and Site.

6.1. Participation Criteria--Program.

6.1.1. Approved:

6.1.1.1. Directed by Public Law, executive order, or the Secretary of Defense.

6.1.1.2. Official federal government or civil ceremonies or functions.

6.1.1.3. Events or occasions of general interest or benefit to a local, regional, or national community that are open to the general public.

6.1.1.4. In direct support of Air Force recruiting programs.

6.1.1.5. In support of fundraising campaigns for U.S. teams or USAF teams competing in the Pan American or Olympic games.

6.1.1.6. Patriotic in nature for the celebration of an official local, state, regional, or national holiday.

6.1.1.7. Supporting DOD-approved united, federated, or joint fundraising campaign (such as the Combined Federal Campaign).

6.1.1.8. Fundraising Events. In general the Air Force does not provide support to fundraising events. Limited logistical Air Force support of local fundraising programs may be provided when the program is local in nature and of community-wide interest and benefit. Support must be incidental in nature. Care must be given to ensure support does not give preferential treatment to a single event or cause.

6.1.1.8.1. This logistical support must meet all of the following criteria:

6.1.1.8.1.1. The event will not interfere with the performance of official duties or detract from readiness.

6.1.1.8.1.2. Community relations with the local community and other PA/military training interests are served by the support.

6.1.1.8.1.3. The association of the AF and DoD with the event is in our best interest.

6.1.1.8.1.4. The event is of interest and benefit to the local community as a whole, the base, command or organization providing the support.

6.1.1.8.1.5. The organization providing logistical support is able and willing to provide similar support to similar non-federal entity events that meet the criteria (what you do for one you must be willing to do for all).

6.1.1.8.1.6. No admission fee will be charged for the portion of the event supported by the AF beyond what will cover the actual costs of sponsoring the event.

6.1.1.8.1.7. A military band or choral group, or portion of a group, flyover or static display is not logistical support and is generally not available to support non-federal entity fundraising events. For more information, see the Air Force PA CoP or contact the base legal office.

6.1.2. Disapproved.

6.1.2.1. Intended to, or which appears to endorse, selectively benefit, or favor any private individual, special interest group, business, religious, ideological movement, commercial venture, political candidate, or organization.

6.1.2.2. For the purpose of soliciting votes in a political election or events that provide a platform for a political message.

6.1.2.3. Commercially sponsored and intended to increase sales and business traffic (such as a business/mall grand opening, motion picture promotion, or beauty pageant).

6.1.2.4. For approved fundraising events, see paragraph 6.1.1.8.

- 6.1.2.5. In a situation where the real or apparent purpose is to stage controversy or public confrontation.
- 6.2. Participation Criteria--Sponsor.
- 6.2.1. Approved.
- 6.2.1.1. Local, state, or federal governments.
- 6.2.1.2. Veterans, military-service related, patriotic, or historical organizations, or their auxiliaries.
- 6.2.1.3. Civic, service, youth, professional, educational, trade, or labor organizations interested in supporting the Air Force (but not by fundraising).
- 6.2.1.4. Organizations whose membership is not based on sex or national origin, if the program is for the entire community and not to promote the organization's objectives.
- 6.2.1.5. A commercial enterprise when Air Force support is patriotic in nature, is incidental to the primary program, and does not selectively benefit the commercial activity of the sponsor. The sponsor's role must be clearly civic in nature and not commercial.
- 6.2.1.6. A public school, college, or university or nonpublic school, college, or university where the program is of community-wide interest and benefit. The program must be free, open to all, and broadly promoted. It must be clearly an educational, patriotic, or recruiting program. (Flyovers are not automatically approved; see Section C for guidance.)
- 6.2.1.7. A religious group, if programs are of community-wide interest, nonsectarian, and broadly promoted.
- 6.2.1.8. Air Force bands, performers, and other units may perform on television and radio programs. The programs must be on public service broadcasts, and participation must not benefit or endorse any commercial enterprise. Bands, performers, and other Air Force units may appear on national or regional commercial programs only with approval of OASD/PA through SAF/PA. Requests must be made through PA channels at least 60 days in advance. See AFI 35-110, *Air Force Bands*, for more information.
- 6.2.2. Disapproved.
- 6.2.2.1. Any organization that excludes anyone from its membership because of race, religion, color, national origin, or sex, unless the organization is based on sex or national origin and the program is for the entire community and not to promote the organization's objectives.
- 6.2.2.2. A commercial enterprise, unless Air Force support is patriotic, incidental to the primary program, and does not selectively benefit the commercial activity, whose role must be clearly civic in nature.

- 6.2.2.3. Any organization whose constitution, by-laws, membership qualifications, or ritual is not available to the general public. Examples are secret societies and many fraternal organizations.
 - 6.2.2.4. A sect, partisan political organization, or ideological movement.
- 6.3. Participation Criteria--Support.
- 6.3.1. Approved.
 - 6.3.1.1. Authorized by Public Law, executive order, and the Secretary of Defense.
 - 6.3.1.2. That can be reasonably expected to bring credit to the individuals involved and to the Air Force and at no additional cost to the government.
 - 6.3.1.3. Where admission is charged, if the support is incidental to the primary event such as sporting events or air shows, including Service Academy sports events, and military aerial demonstration team performances approved in accordance with DOD policy.
 - 6.3.2. Disapproved.
 - 6.3.2.1. When support might interfere with customary or regular employment of civilians in their art, trade, or profession.
 - 6.3.2.2. Is, or could be considered, the primary or major attraction for which admission is charged unless support includes Service Academy sports events, military aerial demo team performances approved in accordance with DOD policy.
 - 6.3.2.3. Use of Air Force resources, services, or facilities which are reasonably available from commercial sources and where such use would be in fact, or perceived as, unfair competition.
 - 6.3.2.4. Involves the use of active-duty, Air National Guard, Air Force Reserve, Reserve Officer Training Corps (ROTC) personnel or USAF Academy cadets in uniform outside military bases as guards, parking lot attendants, runners, messengers, escorts, baggage handlers, for crowd control, or in any other unlawful or inappropriate capacity.
 - 6.3.2.5. Would interfere with military needs or operational requirements.
- 6.4. Participation Criteria--Site.
- 6.4.1. Approved.
 - 6.4.1.1. Open and free of charge to the public with admission, seating, and other facilities available to all without regard to race, creed, color, national origin, or gender.
 - 6.4.1.2. On a military base.
 - 6.4.1.3. At a local, state, or federal property, facility, or building.
 - 6.4.1.4. Bona fide community centers.

6.4.1.5. At a private commercial building when the program is of community-wide interest and open to the public, patriotic, or when participation is incidental to the primary program and does not appear to selectively benefit any commercial business.

6.4.1.6. In a building or facility used for religious purpose, when programs are of community-wide interest, nonsectarian, and broadly promoted.

6.4.1.7. In a shopping mall or center only when programs are directly related to recruiting or patriotic activities and do not appear to selectively benefit any commercial business.

6.4.2. Disapproved.

6.4.2.1. Not open to the general public and admission, seating, or other accommodations are barred to any person because of race, creed, color, national origin, or gender.

6.4.2.2. If the site is a private commercial or religious building, shopping mall, or non-public school, college, or university, except as specified in paragraph 6.4.1.5.

7. Funding Requirements. Air Force policy is to keep costs to a minimum. Participation requiring additional cost to the government should be avoided unless considered in the best interest of the Air Force. Payment for these costs is based on two event categories: *Primary Interest*--all costs borne by the Air Force unit or units involved and *Mutual Interest*--costs are shared by the Air Force and the sponsor. Scheduled training or troop movements that are viewed by the public are considered incidental to training and not a Public Affairs function. The following guidelines apply:

7.1. Primary Interest. Primary interest events can include those requiring SAF/PA and OASD/PA approval and those that may be approved by the local unit commander. In either case, the participating unit incurs all costs.

7.1.1. Events for which the participating unit is authorized to bear all costs might include DOD requirements, Air Force or civic-sponsored public observances of the United States or a host country, other official ceremonies or functions, or speaking engagements.

7.2. Mutual Interest. Events identified as Mutual Interest are carried out with the civilian sponsor.

7.2.1. The participating unit is responsible for Air Force costs of participation unless advised otherwise by higher authority. Units must budget for these costs in annual financial plans. The unit's costs are those continuing costs that exist even if the Air Force did not participate. These include pay, allowances, and incidental expenses.

7.2.2. The cost of opportune airlift or routine flights in military aircraft for transportation of people and exhibit materials is also an Air Force share of costs. This only applies to the support of other military services whose participation in an event has been authorized.

7.2.2.1. Civilian sponsor must reimburse the Air Force for additional costs, including but not limited to the following: travel cost of military personnel and equipment; per diem payable under federal joint travel regulations; cost of shipping exhibit materials when commercial means are used; any rental space, utilities, or custodial services;

and cost of shipping aviation fuel if it is not available at a military contract price at the required location.

7.2.3. Also included are any additional services determined necessary by the participating units and agreed on by the civilian sponsor. MAJCOMs may waive the per diem cost payment requirement and accept locally furnished meals and quarters but only if they meet military standards. This waiver authority may not be delegated to a lower authority even if such items are accepted without prior approval.

7.2.4. Sponsors must also provide local area ground transportation, exhibits, space, utilities, custodial services, or any other required services.

Section C—Use of Military Aircraft for Events

8. General Guidance. The Air Force takes part in events at military and civilian locations to keep the public and military informed of U.S. preparedness, to demonstrate modern weapons systems, to promote good community and international relations, to support Air Force recruiting and retention efforts, and to render military honors. Flyovers of public events in support of community relation activities must be flown as an addition to an approved training mission. Air Force participation in any public event shall be in keeping with DODD 5410.18, *Public Affairs Community Relations Policy*, and DODI 5410.19, *Public Affairs Community Relations Policy Implementation*. Authority to approve most requests from organizations requesting off-base aviation support has been delegated by the OASD/PA to the military services. Per delegation from the Secretary of the Air Force memorandum “Exception to Policy Flyover Approval Request”, dated 10 Aug 1998, the approval authority for Air Force participation in such events is SAF/PA in coordination with AF/A3/5. Safety is the primary consideration. All pertinent safety regulations of the Department of Defense, Department of the Air Force, and the Federal Aviation Administration shall be strictly enforced. Air Force participation at events requires approval for eligibility and level of support (SAF/PAY) and participation approval (AF/A3O). While the public affairs community approves the appropriateness of an event for Air Force participation, the operations community concurs on the operational issues impacting the feasibility and cost of the participation.

8.1. SAF/PAY is the approval authority for all Air Force aviation public event requests including those in support of patriotic holidays. SAF/PAY determines eligibility, IAW DOD and AF policy, for all aviation-related events and non-aviation-related events.

8.2. Use of any aircraft or equipment undergoing testing in a research and development (R&D) program must be approved by AF/A3/5 and SAF/AQ. Submit these requests, through channels, to AF/A3O (Info: AF/A3O-AO) at least 60 days before the event date.

8.3. All events scheduled for or that may attract national or international media coverage must be coordinated with SAF/PA and OASD/PA. Send requests, through PA channels, to SAF/PAY at least 45 days before the event date or as soon as the event is known.

9. On-Base Public Events. Military units sponsoring one or more aerial events on a military installation when the event is open to the public will submit requests via the DD Form 2535.

10. Use of Military Aircraft for Off-Base Public Events. Requests for off-base flyovers will be considered by SAF/PAY only for aviation-oriented events (i.e., air shows, airport anniversaries or dedications) or for patriotic observances held in conjunction with formal

observances, open to the public, on Armed Forces Day (third Saturday in May), Memorial Day (last Monday in May), Independence Day (4 July), Prisoner Of War/Missing in Action (POW/MIA) Recognition Day (third Friday in September), and Veterans Day (11 November) when held within seven days of the holiday date. Exceptions-to-policy for events other than those listed above shall be considered by SAF/PAY on a case-by-case basis after determining appropriateness and benefit of Air Force participation. **Note:** Sporting events require SAF/PAY exception-to-policy approval regardless of the date. For example, a professional or local baseball game on July 4th must be approved by SAF/PAY.

10.1. All requests received for use of military aircraft at a location in North America must be completed via the DD Form 2535. If necessary, assist the sponsor in filling out the request, ensuring a hard copy of the request is printed, required signatures are obtained, and it is forwarded to SAF/PAY within required time constraints. Be cautious not to give the impression of approval before event is officially approved by higher headquarters. **Note:** Requests are not processed until all required signatures including event site certifier and Federal Aviation Administration coordination are received by SAF/PAY.

10.2. Overseas Requests. For overseas units, authority for aircraft participation at civilian locations is delegated to the appropriate combatant commander. If applicable, concurrence of MAJCOM with operational control of assets requested is required. Overseas requests for CONUS-based assets to specifically deploy in support of an air show or other public event (i.e., Paris Air Show or Farnborough Air Show) should be addressed to SAF/PAY and AF/A3O-AO at least 60 days before the event.

10.3. Non-Aviation-Related Events. Requests for non-aviation-related event exceptions-to-policy flyovers and single ship tactical demonstrations should reach SAF/PAY at least 45 days before the event. Requests received within 14 days of the event will not be considered. Non-aviation-related events taking place on the five patriotic holidays still require an exception-to-policy if the events are previously scheduled (i.e. sporting events that would take place in spite of the holiday).

10.4. Aerial Events Message. An aerial events message will be distributed annually to specify the types of exception-to-policy events that will and will not be eligible for support by the Air Force, and pre-determine the proper level of support.

Section D—Use of Aerial Demonstration Teams and Parachute Teams

11. Thunderbirds. Demonstrations by the Thunderbirds are flown only over airports, large bodies of water, or unpopulated areas. Requests for performances must reach SAF/PAY no later than 1 August to be considered for the following calendar year's schedule.

11.1. Performances on Air Force Bases. Aerial demonstrations at Air Force bases are requested by Public Affairs through the MAJCOM to SAF/PAY by 1 August. Priority will be given to bases that request two-day shows. Requests for the Navy's Blue Angels and the Army's Golden Knights are submitted to the U.S. Navy and U.S. Army Public Affairs offices indicated on page 4 of DD Form 2535. Requests for the Canadian Snowbirds are submitted to the 431st Air Demonstration Squadron, PO Box 5000, Moose Jaw, SK S6H 7Z8. For more information and a copy of the request form, visit the team's website: <http://www.snowbirds.dnd.ca>.

11.2. Performances on Other-Than-Air-Force Military Installations. Requests for Air Force aircraft must be submitted to SAF/PAY for review and submission to the Thunderbirds by 1 August of the previous year. The individual or agency sponsoring the event must send the completed DD Form 2535 directly to SAF/PAY. Air Force Public Affairs offices may assist sponsors with the DD Form 2535 but will not submit the request for the sponsor to avoid any perception that the Air Force will approve the request. The Secretary of the Air Force is the approval authority for the Thunderbirds aerial demonstration team schedule.

11.3. Cancellations. If a PA office is notified of a cancellation of an off-base performance, encourage the sponsor to notify the Thunderbirds immediately if they have not already done so. A unit canceling a performance by the Thunderbirds at its base must immediately send an e-mail message listing the date the performance was scheduled, place, reason for cancellation, and person canceling the performance (with phone number and affiliation, if possible, for a civilian site), through PA channels to its headquarters with the following as information or action addressees: SAF/PAY, AF/A3O, and ACC/PA/A3.

11.4. All activities undertaken by the Thunderbirds that are likely to result in national media exposure (i.e. videos, orientation flights, and television appearances) must be reported to SAF/PAY.

11.5. All events eligible for Thunderbirds support will be posted for internal use to the Air Force Aerial Events website: www.airshows.pa.hq.af.mil.

12. Foreign Demonstration Teams. Performances by government-sponsored foreign demonstration teams at Air Force installations can enhance international goodwill. Questions regarding performances by foreign teams in the United States may be telephonically addressed to SAF/PAY or AF/A3O-AO.

13. Parachute Demonstrations. Parachute demonstrations are restricted to appropriate events over airports, open bodies of water, or areas of land where adequate crowd control can be assured.

13.1. Requests for off-base parachute demonstrations at locations other than those specified must receive approval as an exception-to-policy. Participation is usually limited to three days for any one event.

13.2. Only one parachute team or club from each military service may take part in the same public event.

13.3. Participation by official parachute teams, parachute sports clubs, or qualified individuals in competitive parachute meets sanctioned by the United States Parachute Association (USPA) may be authorized provided such competitions are not with a public event such as a fair, exposition, or similar event. Under the above criteria, an insurance bond is not required for participants in USPA events.

Section E—Types of Aviation Support and Approval Levels.

14. Static Displays.

14.1. On-Base Public Event.

14.1.1. Small Public Events. The owning commander has approval authority for static displays for events like base tours as long as the aircraft is not a new weapon system and is in the inventory.

14.1.2. Large Public Events. MAJCOMs may approve on-base static displays for assigned operational resources not in conjunction with a retirement or change of command ceremony.

14.1.3. Civilian Aircraft. MAJCOMs may approve static display of civilian aircraft on their command's bases. Civilian participation should be at no additional cost to the U.S. Government. See AFI 34-407, *Air Force Commercial Sponsorship Program*, and AFI 34-262, *Services Programs and Use Eligibility*, for guidance.

14.1.4. Static displays do not require FAA approval.

14.1.5. Static displays should have at least one qualified crewmember available to answer questions from spectators and to ensure security.

14.1.6. Static displays used in conjunction with retirement or change of command ceremonies will consist only of aircraft assigned to the base where the ceremony is occurring. For complete guidance on retirements and changes of command, refer to AFI 11-209, *Air Force Aerial Events*.

14.2. Off-Base Public Events.

14.2.1. Authorized only at airfields, heliports, and landing sites meeting the qualifications prescribed in AFI 13-218, *Air Traffic System Evaluation Program*, as supplemented by MAJCOMs.

14.2.2. Static displays should have at least one qualified crewmember available to answer questions from spectators and to ensure security.

14.2.3. Static displays do not require FAA approval.

15. Flyovers. A flyover, whether on-base or off-base, is a straight and level flight, limited to one pass by no more than four military aircraft of the same general type (e.g., tactical, transport, rotary wing) from the same military service over a predetermined point on the ground at a specific time and not involving aerobatics or demonstrations. A flyover of more than four aircraft, of multiple types of aircraft, or of aircraft representing more than one military service or nation, regardless of horizontal/timing separation of flying elements, constitutes an aerial review. Flyovers at memorial or funeral services in honor of rated and/or designated active-duty aviation personnel are not community relations activities. In those cases, Mortuary Affairs and AF/A3O shall determine applicability of a flyover.

15.1. General Approval Process. SAF/PAY is responsible for and tasked with ensuring that air shows, flyovers, Air Force parachute team (AFPT) demonstrations, static displays, and non-aviation events that desire Air Force aviation participation are appropriate events for Air Force support. Unified combatant commanders, the Under Secretary of Defense for Policy, and OSD officials also have roles in specific cases to deem an event eligible or ineligible for military participation. Event sponsors are required to accomplish a DD Form 2535. Once the completed DD Form 2535 is reviewed by SAF/PAY and the event is determined eligible for Air Force participation, the event is published on the Public Affairs aviation web site (www.airshows.pa.hq.af.mil) for Air Force flying units and PA offices to review and

volunteer to support specific events. Complete request procedures, additional information and internal policies and regulations can be obtained from the Air Force Aviation Support web site (www.airshows.pa.hq.af.mil).

15.2. Units wishing to volunteer to support an event must indicate their intent on the website. Support must then be approved by MAJCOM/A3. Sponsors of events may contact a unit to solicit participation in their particular event. Units should not rely on the sponsor to notify SAF/PAY.

15.3. National Guard Training Academy. The Air National Guard (ANG) Academy of Military Science, McGhee Tyson ANGB, Tennessee, is considered an on-base location for the purpose of graduation flyovers and other approved events.

15.4. U.S. Air Force Academy (USAFA). All definitions and policies regarding flyovers and aerial reviews apply to the USAFA. Examples of approved Academy events include graduation ceremonies, football games, parades, and other events with a patriotic/military theme. The commandant requests appropriate Air Force participation, which is limited to flyovers, parachute demonstrations, and glider demonstrations. MAJCOM commanders may approve these flyovers, either as proffered support or in response to requests from USAFA.

15.4.1. USAFA officials may need to notify each participating MAJCOM when flyovers are scheduled by more than one MAJCOM on the same day. When more than one flyover event is scheduled within any three-hour time frame, this notification to MAJCOMs will include as a minimum: flyover timing, number of aircraft in each flight, direction of flight, altitude, USAFA point of contact, and other information deemed necessary for safety of flight. When separate flyovers are more than three hours apart, other MAJCOM notification is encouraged.

15.4.2. For each event, the flyover will consist of not more than four aircraft of the same type making one pass.

15.4.3. USAFA officials will notify AF/A3O-AO and SAF/PAY 10 days before the event date of any flyover that may have national media coverage.

15.5. Off-Base Public Event. Event-eligibility determination is provided by SAF/PAY. Air Force evaluation of aviation support for off-base events is based on the theme and purpose of the event, the sponsoring organization, anticipated audience, assets requested, and the benefits of participation to the Air Force.

15.5.1. Single flyovers. Authorized flyovers include no more than four aircraft of the same type, making one pass only, in support of aviation-related events, or Armed Forces Day (3rd Saturday in May), Memorial Day (last Monday in May), Independence Day (July 4), POW/MIA Recognition Day (3rd Friday in September), and Veterans Day (November 11). Flyovers must occur within seven days before or after the national day of observance and must directly support the holiday commemoration. All patriotic holiday events, including sporting events that fall within the seven day window, require SAF/PAY approval.

15.5.2. Multiple passes. Multiple passes by the same formation at any off-base event are not authorized. Send request for waiver to AF/A3O-AO. Submit these requests, through

MAJCOM leadership, to AF/A3O-AO (send information to SAF/PAY) at least 15 days before the event date.

15.5.3. SAF/PAY coordinates all eligible events with AF/A3O to determine the extent of operational participation authorized, which is outlined in the Annual Aerial Events Message.

15.6. Requests for missing-man formation. The missing-man formation is authorized for use at ceremonies commemorating Memorial Day, POW/MIA Recognition Day, Veterans Day, and at other suitable events when the theme is solemn in nature and when the event is not held in conjunction with another event (e.g. sporting events or air shows). The missing-man formation shall not be flown at CONUS public events without the approval of AF/A3O in coordination with SAF/PAY.

15.6.1. For OCONUS commands, U.S. military support for Memorial Day events at U.S. military cemeteries overseas is a key community relations activity. All wings are encouraged to support these requests to the maximum extent possible.

15.6.1.1. While determination of event eligibility rests with the unified or combatant commander, approval for missing-man flyovers at Memorial Day events at U.S. cemeteries overseas is delegated to the supporting MAJCOM.

16. Aerial Review. A flyover of more than four aircraft, of multiple types of aircraft, or of aircraft representing more than one military service or nation, regardless of horizontal/timing separation of flying elements, constitutes an aerial review. A single element involving four or less aircraft of different airframes but of the same general type (e.g. two F-16s and two F-15s) is not considered an aerial review. However, this formation should be undertaken only with applicable consideration given to safety, compatible flying characteristics, and the overall theme of the event that is being supported. Air show flights are exempt.

16.1. Aerial reviews are reserved only for the most meaningful occasions and shall not be scheduled or performed at CONUS events without initial review and approval by SAF/PAY and AF/A3O (with Combatant Command initial review and approval for OCONUS events), and with final approval granted by OASD/PA. Submit these requests, through MAJCOM leadership, to SAF/PAY (information to AF/A3O-AO) 45 days before the event date.

16.2. Multi-Service or multi-nation aerial reviews on or off base may require additional approval. Refer to AFI 11-209 for specific guidance. Submit these requests, through MAJCOM leadership, to SAF/PAY (also send information to AF/A3O-AO) at least 45 days before the event date.

16.3. The unit making the initial request will submit these requests, through PA channels, to SAF/PAY (also send information to AF/A3O-AO) at least 45 days before the event date.

16.4. As distinctly diverse assets, the combination of a parachute jump and flyover or a flyover and aircraft demonstration (not to exceed a total of four elements) will not be performed at public events without approval by SAF/PAY and AF/A3O. Use of such aviation assets will be reviewed on a case-by-case basis. Approval will be based on the supportive justification as to the significance of the event and the ability to provide such resources at no additional costs to the government.

17. Aircraft Demonstrations. Aerial demonstration is a generic phrase that includes virtually every type of aerial participation in public or military events (except for aerial review and

flyover) to include aerobatics, aircraft capabilities demonstrations, assault landing/takeoffs, aircraft weapons or tactics demonstrations, MAJCOM Vintage Aircraft Programs, airdrop demonstrations of personnel or equipment, and Combat Search and Rescue (CSAR) demonstrations. It is used interchangeably with the phrase aircraft demonstration. MAJCOMs may approve demonstrations by their assigned operational assets on their command bases. MAJCOM-to-MAJCOM requests for these aerial events are approved by the MAJCOM owning the requested assets. For notification requirements, refer to paragraph 15.2.

17.1. . Activities such as mass parachute jumps (those involving more than one aircraft), aerial delivery (airdrop) of equipment, aircraft assault demonstrations, and tactical helicopter troop landings (those involving more than four aircraft or involving more than one military service) under simulated tactical conditions shall not be performed at CONUS public events without initial review and approval by SAF/PAY and AF/A3O. Submit these requests, through MAJCOM PA, to SAF/PAY (also send information to AF/A3O-AO) 45 days before the event date.

18. Jump Platform.

18.1. On-Base.

18.1.1. MAJCOM/A3 may approve use of their assigned operational assets on their command bases. For notification requirements, refer to paragraph 15.2.

18.1.2. MAJCOM-to-MAJCOM requests for a jump platform are approved by the MAJCOM owning the requested assets.

18.1.3. If the request is for an Air Mobility Command (AMC) asset, submit requirements to HQ AMC/A3OO at least 45 days before the event date for consideration at the monthly Joint Airborne and Air Transportability Training (JA/ATT) planning conference.

18.2. Off-Base.

18.2.1. When a military unit is making the initial request, submit these requests, through PA channels, to SAF/PAY (also send information to AF/A3O) at least 45 days before the event date. SAF/PAY coordinates all approved events with AF/A3O to determine extent of operational participation authorized.

18.2.2. If the request is for an AMC asset, submit requirements to HQ AMC/A3OO at least 60 days before event date for approval or disapproval at the monthly JA/ATT planning conference.

19. Memorial or Funeral Ceremony--Aerial Event. All requirements must be validated with Mortuary Affairs. Refer to AFI 34-242, *Mortuary Affairs Program*, and AFI 11-209 for guidance.

20. Retirement and Change of Command Ceremonies--Aerial Event.

20.1. On Base.

20.1.1. These military events are approved for only the following personnel: Chief of Staff of the Air Force (CSAF), Vice Chief of Staff of the Air Force (VCSAF), Combatant Commander (COCOM), MAJCOM commander or vice commander, NAF commander, Center commander, or State Adjutant Generals. Any other aerial events for the sole purpose of recognizing individuals who are retiring or for change-of-command

ceremonies are prohibited without the consent of the Air Force Vice Chief of Staff. AF/CV will approve on a case-by-case basis. Submit these requests, through command channels, to HQ USAF/A3 and HQ USAF/A300 at least 45 days before the event date.

20.2. Off-Base. Aerial events for retirement or change of command ceremonies are not authorized at any off-base locations.

20.3. Refer to AFI 11-209 for complete guidance.

21. Performance Record Attempts--On Base or Off Base.

21.1. The Air Force may compete, where appropriate, for official world and "world class" records and participate, on a selective basis, in flights of a spectacular nature. Record attempts are restricted to aircraft that have been assigned to operational units for at least six months and should not imply competition among the services. Aircraft altitude, speed, endurance, and individual performance record attempts must be concerned with keeping the public apprised of U.S. engineering technology capabilities. MAJCOMs are encouraged to evaluate resources on a recurring basis to determine their capability to establish a new record or to reclaim existing ones.

21.2. A MAJCOM desiring to perform a record flight or flight of a spectacular nature will first determine that the flight would not be of excessive cost or detract from operational posture. After these determinations are made, submit the request to HQ USAF/A30 (also send information to SAF/PAY), including the type of flight to be flown, record to be established or reclaimed, and the total cost of the attempt, at least 45 days before the event date.

21.3. Requests to establish or reclaim an aeronautical record must be approved at a minimum by CSAF, HQ USAF/A3 and SAF/PAY before requesting OASD/PA approval. Additionally, SAF/AQ must also approve the use of any aircraft or equipment in an R&D program.

22. Civilian Aerial Demonstrations On Base. Air Force policy on civilian aerial demonstrations and performances for on-base events sets awareness of aviation heritage as a primary objective. While it is the intent of HQ USAF that DOD aerial demonstration teams normally will perform aerobatics at or over Air Force installations, qualified civilian performers may be permitted to provide aerial demonstrations, flyovers, and static displays to supplement or augment DOD teams. Commanders must select civilian organizations whose aircraft are of historic military significance and whose performances clearly reinforce and promote a better understanding of the Air Force. The clear majority of performances must be military related.

23. Supporting Special Events. Requests for non-aviation-related military support of public programs should be addressed to the nearest military installation, using the DD Form 2536, *Request for Armed Forces Participation in Public Events (Non-Aviation)*. Decision criteria should include the nature of the program, sponsor, site, and support. Commanders may authorize local program support without further authorization. The DD Form 2536 is designed to aid civilian sponsors and provide required information for approval authority. When possible, PA should provide the sponsor with the form and assist the sponsor in filling out the form completely. PA should also contact the local recruiter if appropriate. Additional consideration should be given to integrating military assets into key civilian events and ensuring proper Air Force message placement in all public events.

23.1. All requests for Air Force support within the National Capital Region must be sent to SAF/PAY using DD Form 2536. Requests must be sent to SAF/PAY at least 60 days before the event date or as soon as the event is known and will be coordinated with OASD/PA as appropriate.

23.2. When OSD, the Secretariat, or HQ USAF receives direct requests from civilian sponsors, SAF/PAY will ask the MAJCOMs with the base closest to the requester to appoint a project officer to coordinate all Air Force participation at that approved event (i.e. Armed Forces Day, Veterans Day). The project officer should establish initial contact with the sponsor as soon as possible and maintain close liaison to assure the sponsor that the Air Force will provide assistance and participation as appropriate. Project officers are authorized direct communication with participating commands and military services. Provide SAF/PAY a report of all planned participation at least 15 days before the event and a brief after-action report within 30 days after the event.

23.3. All events scheduled for or that may attract national or international media coverage must be sent to SAF/PAY at least 45 days before the event date or as soon as the event is known.

23.4. Exceptions to policy will be kept to a minimum. Any requests for exceptions must be approved by the unit commander and concurred with by the MAJCOM Director of Operations and PA as appropriate before submission to SAF/PAY.

Section F—Interagency Programs

24. Air Force Participation in Interagency Programs. Occasionally, the Air Force takes part in and supports interagency exhibits and programs such as the Paris Air Show, Royal International Air Tattoo (RIAT), or the Farnborough Air Show. Each Air Force component of a combatant or specified command is guided by the policy on interagency programs issued by that command. However, the policy stated below on programming, preparing budget estimates, and financing Air Force participation in interagency programs applies to all Air Force activities.

24.1. Coordination. The Air Force must work through, and obtain approval from, OASD/PA on all interagency programs. In supporting such programs, the Air Force objectives are to strengthen its community relations program and provide Public Affairs support to all Air Force activities worldwide. Therefore, when the objectives of the event are social, cultural, or economic, orient Air Force participation toward community relations.

24.2. Coordination Between OASD/PA and SAF/PAY. The Air Force point of contact with OASD/PA is SAF/PAY. When an Air Force component receives a request to take part in or to support an interagency action, it must send that request through PA channels to SAF/PAY for determination and processing through OASD/PA.

24.3. Presidential Authorization for Programs. When the President feels U.S. participation in an international fair or other public or private demonstration of U.S. economic and cultural progress will strengthen international relations, the President authorizes such participation.

24.4. Loan of Property. The Air Force may provide property (including foreign excess property) on a loan basis to the manager of a U.S. national exhibition or commercial exhibition under conditions approved by SAF/PA. This property may include, for example, electric generators, office equipment, or expendable items. When the purpose of the loan has

been fulfilled, the property must be returned. Costs, including loss, any necessary repairs, reconditioning after use, and transportation must be borne by the requesting agency.

Section G—Speeches and Public Appearances

25. Acceptance Criteria. Official public appearances and speeches by Air Force people, military or civilian, constitute essential parts of the Air Force program to keep the public informed. Individual members of the Air Force at all levels, but particularly general officers and other key personnel, should make every effort to fill requests unless overriding or previous official commitment precludes acceptance. Apply the following criteria:

25.1. Participation does not interfere with assigned duties.

25.2. Remarks are confined to discussion of subjects within the Air Force and speaker's purview.

25.3. Views expressed are nonpartisan, consistent with AFI 51-902, *Political Activities by Members of the U.S. Air Force*.

25.4. Participation does not imply Air Force sponsorship or agreement with the statements of others that may be partisan in nature or contrary to national policy.

25.5. Participation does not violate DOD 5500.7-R, *Joint Ethics Regulation*.

26. Security and Policy Review. Speakers must have their speeches reviewed for security and policy issues at the appropriate level. See AFI 35-102, *Security and Policy Review*, for complete information.

27. Payment and Honoraria. Payment or honoraria cannot be accepted for making an official on- or off-duty public appearance or speech done as part of official duties. However, payment and honoraria can be accepted for public appearances or speeches that are done off duty and are unrelated to official duties. Consult the installation Staff Judge Advocate (SJA) for more information. Refer to DOD 5500.7-R.

27.1. Travel Expenses. Funded TDY is authorized to support approved events; however, in some cases, official travel expenses can be paid by the organization requesting a speaker. Coordinate with the SJA.

27.2. Federal government employees shall not accept any gift of value given to them because of their government position or by a "prohibited source." Gifts valued under \$20 may be accepted under the "de minimus" rule, one of many gift exceptions for DOD personnel. If the gift is valued at more than \$20 or results in gifts totaling more than \$50 received from the same source in a calendar year, do not reject it outright. Contact your local SJA office to determine if the gift can be accepted.

28. U.S. Air Force Representation at Events in the National Capital Region.

28.1. Personal Responsibilities.

28.1.1. Invitations for Air Force military or civilians who are invited to speak or appear at public events in the National Capital Region (NCR) must be reported to SAF/PAY (NCRinvites@pentagon.af.mil) immediately upon receipt.

28.1.2. Indicate whether the invitation will be accepted, declined, and request guidance from SAF/PA.

28.2. Unit Responsibilities.

28.2.1. Units that are responsible for local community relations programs in the NCR/Washington Metropolitan Area do not need to coordinate events that have only local impact unless senior Air Force leaders are involved.

28.2.2. Exceptions are events sponsored by or in honor of foreign nationals. Invitations in honor of foreign dignitaries should be reported to SAF/IA, DSN 225-7262 or (703) 695-7262, according to AFI 65-603, *Official Representation Funds—Guidance and Procedures*.

28.2.3. Air Force Protocol, DSN 227-8341 or (703) 697-8341, provides advice on state and official functions.

28.3. SAF/PA Responsibilities. SAF/PAY has an established process to vet, advise, and approve engagements and speaking opportunities in the NCR. SAF/PAY advises whether or not attendance is desirable, optional, or inadvisable and assists in making sure legal requirements are met. If you receive a request to have a speaker or attendee participate in an event in the NCR, you must e-mail SAF/PAY at NCRinvites@pentagon.af.mil. Further guidance will be provided and senior leadership will be informed.

29. Congratulatory Messages. Anniversary messages from the Secretary of the Air Force and Chief of Staff must be requested; they are not issued automatically. MAJCOM anniversaries may be recognized at five-year intervals and bases on their 50th anniversaries. Other requests for messages should be carefully considered before being submitted.

29.1. Requests from MAJCOMs, bases, public groups, or individuals are handled by SAF/PAY.

29.2. Requests from foreign units and governments should be referred to SAF/IA.

29.3. All requests must be received at least 45 days in advance of the anniversary date and should include the following information: recommended text; full name, title, grade, and organization of the person to whom the message is to be addressed; brief outline of the event, to include date, time, place, and other information; how message will be used; date the message should be received by the requester; other material useful as background information about the event or to support the recommended message.

29.4. To request congratulatory messages from higher-ranking government officials, although rarely done, use above guidelines.

30. Inviting Distinguished Visitors. Air Force units may invite distinguished visitors to attend appropriate functions.

30.1. Government Officials. SAF/PAY should be notified if invitations are sent to the following distinguished individuals: members of the Supreme Court, Cabinet Secretaries, and Principal Deputies to Cabinet Secretaries.

30.1.1. Commands must favorably endorse invitations for them to receive approval at HQ Air Force level.

30.1.2. Air University and USAFA. Correspond directly with Cabinet Officers and Principal Deputies to Cabinet Officers to speak or appear at academic functions. On acceptance of any such invitation, notify SAF/PAY immediately.

30.1.3. President, Vice President and Members of Congress. Invitations to the President of the United States, Vice President, and members of the Congress should be processed according to AFI 90-401, *Air Force Relations with Congress*.

30.2. Military Officials. Invitations may be made directly by or through commanders of MAJCOMs or FOAs to senior officials up to and including the Chairman, Joint Chiefs of Staff; the Secretary or Chief of Staff of the Army; the Secretary of the Navy or the Chief of Naval Operations; the Secretary or Chief of Staff of the Air Force; or the Commandant, U.S. Marine Corps. When an invitation from an Air Force unit is accepted by any of the officials listed above, notify SAF/PAY immediately.

30.3. Foreign Nationals. Invitations from CONUS commanders to foreign nationals to visit U.S. Air Force facilities or to take part in U.S. Air Force-sponsored functions must be approved by SAF/IA.

30.4. Invitations to other distinguished visitors are procedural matters for commands. However, advise SAF/PAY immediately when the appearance of a distinguished visitor at an Air Force function is considered likely to attract national attention. **Note:** Invitations for citizens of national prominence to take part in or attend memorial and dedication programs are processed according to AFI 36-3108, *Memorialization Program and Ceremonies*.

30.5. Congressional Visits. Information concerning visits by members of Congress is found in AFI 90-401, *Air Force Relations with Congress*.

30.6. Joint Civilian Orientation Conference (JCOC). This is a twice annual conference arranged by OASD/PA and includes interested civilian opinion leaders who are personally invited by the Secretary of Defense and briefed on military affairs and taken on tours of Department of Defense installations within different Combatant Commands. These tours should be given the highest priority since they are SECDEF sponsored with assistance from OASD/PA and SAF/PAY. SAF/PA sends a message to Air Force units annually requesting nominations. The message outlines nominee criteria and instructions for submission. The JCOC web site is located at <http://jcoc.DOD.mil/>.

Section H—Air Force Tour Program

31. General Guidelines. The Air Force Tour Program increases opinion and 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 military transportation, including aircraft, to view the Air Force in action in accordance with DOD 4515.13-R, Air Transportation Eligibility, and AFI 11-401, Aviation Management.

31.1. All Air Force tours are conducted under the same basic guidelines, and there are different types of tours--National Civic Outreach, Community Relations, and base tours.

31.1.1. Prior to planning or scheduling any Air Force National Civic Outreach or Community Relations tour other than a routine base tour, a tour plan template (available on the AF PA CoP) must be completed and forwarded to the MAJCOM Public Affairs office for concurrence and appropriate command-level approval. MAJCOMs sponsoring tours must submit the completed tour plan template to SAF/PAY for review. The template serves as a valuable planning tool and a means to ensure a tour is the appropriate tool to reach the communication objective(s) and to bring more focus, efficiency, and integrity to the overall Air Force Tour Program.

31.2. Tours will adhere to OASD/PA guidance that civilian visitors are not permitted to operate any item of military equipment when such operation could cause, or reasonably be perceived as causing, an increased safety risk. This policy is designed to ensure visits are conducted as safely as possible. This policy specifically includes any aspect of the actual operation of military vessels, aircraft, vehicles, and crew-served weapons systems. Small arms weapons firing may be allowed with local commander approval.

31.2.1. Tours are not intended to produce media coverage; however, media queries concerning the program or a specific tour must be answered factually, completely, and in a timely manner. Tour participants must be advised prior to the event that names, business affiliations, and any other information releasable under FOIA will be released if queried by the media.

31.2.2. Working members of the press and members of the U.S. Congress and their staff will not be included in community relations tours since there are programs in place for these groups. Members of local and state government, however, may be included.

31.2.3. In areas where major units are collocated, the tour host will coordinate tour plans and guest lists with other Air Force Public Affairs offices in the area before extending invitations.

31.2.4. Local Air Force recruiting squadron commander and/or recruiters, AFROTC detachments, ANG and AF Reserve sources as well as area bases should be contacted for suggested tour invitees.

31.2.5. Commands are responsible for adhering to the provisions of this instruction, including requests for any required higher headquarters approval.

31.2.6. The Air Force Tour Program must withstand scrutiny at all times. Activities perceived as extravagant jeopardize the viability of this program.

32. National Civic Outreach Tours.

32.1. Nationally Sponsored.

32.2. SAF/PAY manages the overall annual Air Force Tour Program, overseeing tours which are national in scope. SAF/PAY and MAJCOMs will coordinate to assign execution responsibility for individual tours. Additional themes for national civic outreach tours may be proposed at lower echelons and submitted through MAJCOMs along with the tour plan template (on the AF PA CoP) to SAF/PAY for approval.

32.3. Issues, focus, or themes must have more than local or regional impact.

32.4. The target audience is composed of stakeholders generally associated with a major strategic issue or persons who are force multipliers in communicating Air Force messages.

32.5. Limit National Civic Outreach Tours to two days.

32.6. SAF/PAY will identify a senior Air Force leader and PA escort(s) to accompany tour.

32.7. MAJCOMs and wings may be asked to nominate invitees.

32.8. MAJCOMs may be asked to provide assistance.

32.9. SAF/PAY will request and monitor funds through HQ AMC/PA for all National Civic Outreach tours, Air Staff, Secretariat, SAF/PA field offices, and 11th Wing-sponsored tours.

32.10. In accordance with AFI 24-101, AMC will, in coordination with SAF/PAY, budget funds for all SAF/PA-managed tours via the Program Objective Memorandum (POM) process.

33. Community Relations Tours.

33.1. The target audience is stakeholders connected to a local issue or where general civic education can be justified.

33.2. MAJCOMs and other authorized sponsors are responsible for determining the method to budget and fund for airlift support. Fiscal year funds should be requested through the appropriate MAJCOM budgeting process.

33.3. Tours are limited to one day. MAJCOM/PA is the approval authority for exception to the policy, authorizing a two-day tour.

33.4. There is no limit on the number of Community Relations tours that may be performed as long as justification is provided via the tour plan template and upon MAJCOM concurrence.

33.5. Not all Community Relations tours require airlift. Commanders should consider all alternatives in an effort to meet the communication objective(s).

33.5.1. If airlift is used, MAJCOM is approval authority.

33.5.2. Airlift will be flown as a funded special assignment airlift mission (SAAM).

33.6. Tour should be local or regional issue driven and focused.

33.6.1. Itinerary must be developed to meet specific objective(s) with measurable result(s).

34. General Tour Guidance.

34.1. Any tour that is three or more days in duration requires a waiver approved by SAF/PAY. Submit requests for waiver prior to invitations being sent out to SAF/PAY and include an itinerary and a letter of justification. Due to the longer flying times for PACAF and USAFE unit tours, PACAF is allowed four-day tours and USAFE three-day tours, if approved by MAJCOM. Tour durations which exceed any of these limits require a waiver approved by SAF/PAY. Air National Guard tours will be conducted in accordance with National Guard Bureau (NGB) Public Affairs Manual 360-5.

- 34.2. A waiver by AF/CV is required when foreign nationals are flying on-board Air Force aircraft as part of an approved Public Affairs tour program. See AFI 35-103, *Public Affairs Travel*, for additional guidance.
- 34.3. Sponsors must indicate special aircraft configuration, including seating, comfort pallets, etc., with the appropriate supporting airlift unit scheduler when arranging airlift support.
- 34.4. Sponsors must coordinate group accommodations through base lodging in order to avoid potential personal liability for unused rooms.
- 34.5. CONUS units must conduct tours within the CONUS.
- 34.6. Group must be comprised of no more than 40 participants and should number no less than 25, including escorts.
- 34.7. For all tours, specific communication objectives must be developed and forwarded for approval via the tour plan template, available on the AF PA CoP. Consider theme-based tours, such as environmental, small business, personnel, education, warrior care and others.
- 34.8. Sponsoring organizations are encouraged to present a balanced view of conditions and issues, including areas for improvement as well as successes.
- 34.9. Local PA offices are responsible for ensuring that all briefings, demonstrations, and orientations are cleared for presentation to the general public. Schedule orientations, demonstrations, and briefings during normal duty hours.
- 34.10. Limit time spent in briefings and increase contact with people and operations.
- 34.11. Include a senior Air Force representative and a public affairs officer (PAO) at the point of origin as military escorts on flight. Air Force escorts, including the host, should not exceed 20 percent of the total.
- 34.12. Retain emergency information on each participant until the end of the tour.
- 34.13. Tours must not be composed of members from predominantly one organization.
- 34.14. Include participants from a cross-section of community or business leadership (consider age, gender, race, ethnic, and occupational backgrounds). Opinion leaders who can influence public opinion for the theme/objective selected for the tour or inform and educate their communities and peers should be considered.
- 34.15. Issue invitations only on a by-name, by-tour basis. Fill last-minute cancellations in the same manner. Do not send tour invitations prior to MAJCOM and SAF/PA approval.
- 34.16. Provide biographies of tour senior hosts/escorts, fact sheets, and other materials on units to be visited, pertinent weapons systems, force modernization programs, Air Force Core Values and Competencies, and current Air Force themes and messages.
- 34.17. Photography on board the aircraft is allowed if cleared by the aircraft commander.
- 34.18. Do not schedule tours to the Pentagon or the National Capital Region.
- 34.19. Tours must not include peripheral activities (such as sight-seeing, golfing, or other athletic events).

34.20. Do not provide alcoholic beverages to guests aboard aircraft and buses or during any business briefings.

34.21. Do not include spouses or retired military members unless they qualify as bona fide opinion leaders in their own right.

34.22. Evening activities should be an integral part of the education process, not purely a social event. Use the time for appropriate speakers and interaction with leadership. If available, include a performance by an element of an Air Force Band.

35. Participant Requirements.

35.1. Must confirm they are in good health and physical condition.

35.2. Must assume full financial responsibility for their own lodging, meals, and other expenses during the tour.

35.3. Must furnish the name, address, and telephone number of an emergency contact.

35.4. Must disclose any special dietary requirements or other restrictions.

36. Money Management. Because participants in the Air Force Tour Program are required to pay their own expenses, the hosting unit must decide the best way to pay for meals, lodging, and other included expenses. Priority should be given to making bill payment the least cumbersome on everyone -- the escorts, the guests, and the payees.

36.1. All group lodging reservations must be made through the base lodging office. Under no circumstances may government credit cards, personal credit cards, or personal checking accounts be used to hold group reservations. If only off-base non-contract lodging is available, recommend using the fund established for collectively managing guest's expenses be used for any lodging deposit normally associated with commercial hotels.

Section I—Base Tours and Open Houses

37. Base Tour General Guidelines. Tours tell a portion of the Air Force story to visitors and should be tailored to coincide with the interests of different age groups. An Operational Risk Management assessment should be done before all interactions with members of the public on base to ensure safety.

37.1. Classified Information. Protecting classified information must be a matter of prime concern in any tour program.

37.2. Coordination. Public Affairs must have written procedures, coordinated with base security forces, on how to handle all types of occurrences.

37.3. Foreign Nationals. They may be given the standard community relations base tours provided to U.S. citizens. All such requests, at a minimum, should be coordinated through the MAJCOM foreign disclosure office. The request should include the name of each visitor, country of origin, and proposed tour agenda. In no case should a commitment be made or implied until approval is received.

37.4. Non-PA sponsored tours. Unit commanders may sponsor visitors into their organization and onto installations IAW local access procedures. In approving such tours, commanders assume responsibility for the safety and security of visitors to include providing

escort/supervision of guests, performing risk assessment on activities, properly coordinating activities that fall outside the commanders' immediate span of control (i.e., anything outside his organization), and adhering to the local installation tour procedures..

38. Base Open House General Guidelines. Open houses provide an opportunity for citizens to gain an understanding of Air Force missions and military capabilities as well as the skills and professionalism of its people. Commanders are encouraged to execute an open house with prudent oversight that balances the issues of force protection and operations tempo with the expected benefits of opening the base to the public. Additional guidance and a public affairs open house checklist may be found on the AF PA CoP.

38.1. Open Houses should not be (or convey the image of) a fair, carnival, circus, civilian air show, or display commercial products and should inspire patriotism and aid in military recruiting.

38.2. Open Houses should highlight the base mission and Air Force life and do not always have to be an air show. Commanders may consider opening dining facilities, dormitories, maintenance shops, classrooms, flight simulators, and other unclassified facilities during a non-aviation-related Open House.

38.3. Commanders should hold Open Houses when considered in the best interest of their overall community relations programs.

38.4. A base Open House can be a major activity. Project officers should be senior in rank and familiar with flight and maintenance activities to ensure the success of the event.

38.5. Due to extensive PA involvement, the Public Affairs officer should not be appointed overall Open House project officer. The PA office must work closely with the project officer to ensure public awareness and attendance at the Open House.

38.6. Refer to AFI 34-262, *Services Programs and Use Eligibility*, for restrictions on commercial sponsorship and the use of non-appropriated funds in support of Open Houses.

Section J—Request for Information (Non-media)

39. General Guidelines. Responding promptly, accurately, and completely to requests for information or complaints is an important part of Public Affairs. People often develop lasting impressions of the Air Force and the professionalism of its members based on the quality and timeliness of replies they receive. Many times correspondence is the only direct contact a person or organization has with the Air Force.

39.1. Responses should be written in a clear, concise style. Avoid Air Force jargon, technical language, and acronyms.

39.2. Whenever possible, current, previously cleared information should be used in responding. However, when requests require more detail or involve sensitive subjects, proper coordination is essential.

39.3. When appropriate, refer requesters to AF Link or the installation home page.

39.4. The SAF/PAY outreach website (www.afoutreach.af.mil) and the AFPC Contact Center (<http://ask.afpc.randolph.af.mil/contact/>) have extensive FAQ sections.

39.5. SAF/PAY provides congratulatory letters and certificates signed by the SECAF and CSAF to Boy Scout Eagle Award and Girl Scout Gold Award recipients. Requestors need to submit information through the online submission form at: <https://secure.airforce.com/scouts/index.php>.

40. Public Inquiries.

40.1. A positive attitude toward the Air Force should be developed or reinforced in the minds of young people who request information. Send any letters indicating the writer is interested in joining the Air Force to U.S. Air Force Recruiting Service, Randolph AFB, TX 78150-5421.

40.2. Public Affairs is not expected to invest excessive time and resources to research and develop materials for student research papers. Provide materials you have readily available, politely advise requesters their request goes beyond your research capability and refer them for further information to other appropriate sources of information, such as specific magazines, books, public or university libraries, industry, or other Air Force units.

41. Congressional Requests and Inquiries. Handle according to AFI 90-401, *Air Force Relations with Congress*.

42. Regional, State, and Local Government Officials and Special Interest Group Requests. Special care must be taken to get a fully coordinated staff response and concurrence by the commander, and higher headquarters when appropriate, before answering these requests.

43. Foreign Nationals. Public Affairs must respond directly to all routine foreign national requests for unclassified information approved for public release. All other requests should be sent to the local Office of Special Investigations (OSI) detachment and to the MAJCOM foreign disclosure offices for release determination. If release determination cannot be made at MAJCOM level, the request will be sent to SAF/IA.

Section K—Community Participation

44. Guidelines. Air Force policy is to maintain close working relationships with its civilian neighbors. Such a partnership should include every area of Air Force and civilian community life. The base and its appropriate officers, senior non-commissioned officers (NCOs), and civilian employee leadership are encouraged and expected to take part in community programs and organizations.

45. Commander and Public Affairs Responsibilities.

45.1. Civic Leaders, Community Partners, Honorary Commanders and Advisory Groups. Personal contact must be established with local civic leaders to increase public awareness and understanding of the armed forces and the mission, policies and programs of the Air Force, and to build relationships with members of the local community and encourage them to share the Air Force story.

45.1.1. Units must ensure the privacy of personal data maintained on individuals for the purpose of interacting with the public and its representatives selected for routine contact. Units will ensure access to such personal data is not disclosed beyond the original intent of its collection without the individual's permission.

45.2. Local Organizations. Base personnel should be encouraged to join local organizations compatible with their interests.

45.2.1. Public Affairs should maintain an organizational reference file to include titles and addresses, official missions and structure, places and scheduled meetings, and conventions.

45.2.2. The commander or a designated representative should be ex-officio members who regularly attend meetings of key civic organizations representing a broad cross section of the community, such as the Chamber of Commerce.

45.2.3. Key civic leaders or groups should be invited for a base tour and briefing to be hosted by the commander and staff. However, no preferential treatment including base decals, club membership, or identification cards that imply or confer authority on their position will be provided to the groups. They will not be entitled to unsponsored base access.

45.2.4. No appropriated funds, non-appropriated funds, or O&M funds will be used to fund honorary commanders programs. Base events such as luncheons should be pay as you go or once yearly official representation funds (ORF) funds can be considered. Consult the installation legal office before making plans.

45.2.5. Guidelines for event participation and gifts apply to honorary commander and advisory group programs. Event participation cannot violate DOD 5500.7-R, *Joint Ethics Regulation*. Avoid anything that could be perceived as fraud, waste, and abuse.

45.2.6. Choosing honorary commanders.

45.2.6.1. The intent of an honorary commanders program is to educate those with limited knowledge about the Air Force and the installation. Civilian participants will be selected among elected officials, mayors, chamber of commerce members, principals of local schools, Military Affairs Committee members and others who, because of their position or influence in the community, have a positive impact on the public support for the base. Recommendations for Honorary Commanders from individuals outside the wing should be collected and maintained by public affairs, and nominees will be selected by wing leadership.

45.2.6.1.1. Nominees should not be an immediate relative (spouse, child, parent, sibling) of a current or former Honorary Commander.

45.2.6.1.2. Nominees should not be military retirees because the program aims at orienting community members with limited knowledge of today's military.

45.2.6.1.3. No more than one nominee from any individual organization should serve as an Honorary Commander in any given year with the exception of the various Chambers of Commerce or Military Affairs Committees. Examples of organizations that should only have one representative to the program include individual schools or businesses.

45.2.6.1.4. Nominees can work in a media-related field, but cannot be a newspaper, TV, or radio reporter due to the conflict of interest allowing reporters unescorted access to the base and base leadership.

45.2.6.1.5. Nominees will not be members of Congress or their staff.

45.2.6.1.6. Nominees will not be major contractors, nor anyone else who may give the perception of conflict of interest.

45.2.6.1.7. Nominees will not include any federally elected or appointed officials. Nominees should not include anyone whose membership would cast a negative light on the U.S. Air Force.

45.2.6.1.8. Term limits should be no more than two years to enhance the program's reach and effectiveness, avoid program stagnation, and avoid the perception of cronyism. If requested, a current honorary commander may terminate their term early. Should an honorary commander not fulfill their responsibilities, the installation commander may terminate their term early.

45.2.6.1.9. The responsible PA organization will develop an operating instruction (OI) in accordance with AFI 33-360 to implement the honorary commanders program within resources available at the installation. The OI should outline responsibilities of various organizations on base (protocol, security forces, services, etc.) and supplement this AFI.

45.3. National Organizations. Except for the NCR, local commanders may deal directly with local and regional chapters of national organizations. Send questions about liaison and cooperation with local organizations through PA channels to SAF/PAY. OASD/PA serves as the principal DOD point of contact for all national organizations (including their local and regional chapters in the NCR) on all matters except:

45.3.1. Requests for information from an organization that bears directly on the Air Force.

45.3.2. Requests for Air Force speakers.

45.3.3. Those matters involving contractual or consulting relationships.

45.3.4. Matters pertaining to scientific and technical information. Scientific and technical services are administered by the Defense Logistics Agency.

46. Joint Councils. When there is more than one military installation in an area, community relations efforts or programs should be coordinated when appropriate. Consideration should be given to either forming a joint community council or providing for representation on the separate councils.

47. Inter-Service Support for Events. Some community relations programs involve support from more than one military service. When more than one military service supports a program sponsored by a civilian organization and the magnitude of the support warrants DOD coordination, OASD/PA requests one military department to nominate an officer located in the area of the program to serve as the coordinator of DOD support.

47.1. When the Air Force is requested to nominate a DOD coordinator, SAF/PA requests the command with the installation closest to the event to nominate an officer. OASD/PA then designates the officer as the DOD coordinator. The DOD coordinator is responsible for coordinating all military support, including support by Air National Guard and Air Force Reserve. DOD coordinators are authorized direct liaison with OASD/PA.

47.2. When the Air Force provides support for a particular program, SAF/PA requests appointment of a project officer, usually located within the area of the event, to represent the Air Force and assist the DOD coordinator.

47.3. The DOD coordinator prepares an after-action report and sends it to OASD/PA within 30 days following the program. Air Force project officers assist the DOD coordinator in preparing the after-action report by supplying the Air Force information. A copy of the report must be sent to SAF/PAY.

48. Presidential Wreath Laying Ceremonies.

48.1. The Office of the Military Assistant to the President provides the Presidential wreaths and arranges for their annual placement at the tombs, burial sites, and monuments of all former presidents. The Air Force, through the MAJCOM or FOA indicated, provides Presidential representatives at wreath laying ceremonies for the following Presidents: Millard Fillmore (ANG), 7 January, at Buffalo, New York, and Lyndon B. Johnson (ANG), 27 August, at LBJ Ranch, Texas.

48.2. The minimum military grade for wreath laying ceremonies is a Colonel from the installation closest to the site, unless overriding considerations preclude the availability of a senior officer. The name, grade, title, address, and telephone number of each designated representative must be sent to SAF/PAY at least 65 days in advance of the month of wreath placement.

48.3. SAF/PAY must give the names of Presidential representatives to the Special Assistant to the Secretary of Defense for forwarding to the Military Assistant to the President, who arranges final details of the ceremony.

49. Observances.

49.1. Armed Forces Day. By Presidential Proclamation, Armed Forces Day is observed on the third Saturday of May. On Armed Forces Day, in keeping with the spirit of unification in the National Security Act of 1947, as amended, Air Force units must not observe an anniversary (or any other day of significance to the Air Force and its subordinate elements) at any location away from an Air Force base without specific authorization of OASD/PA.

49.1.1. OASD/PA coordinates Armed Forces Programs at the national level. SAF/PA will pass OASD/PA guidelines to the field for each year's observance.

49.1.2. Air Force activities will participate by extending hospitality to the public through open houses or similar events and by cooperating with community and organizational observances of Armed Forces Day as appropriate. In locations and situations where two or more military services are represented, joint participation in community-sponsored programs is encouraged.

49.2. Veterans Day Observances. The Administrator of Veterans Affairs is usually designated by Presidential Proclamation as the Chairperson of the Veterans Day National Committee. The objective of this committee, comprised of representatives from major veteran's organizations, is to stimulate and perpetuate national public interest in honoring all veterans of all wars on Veterans Day. Each year, this Committee designates certain communities as regional sites for observing this national holiday. DOD supports these observances by appointing a coordinator and approving military support. Regional sites are

designated to make sure proper priority and an appropriate level of support are available for these major observances. DOD policy is to provide military support for Veterans Day observances in communities designated as regional sites as well as for smaller local observances held in communities not so designated.

50. Record Keeping. MAJCOMs and FOAs keep SAF/PA advised of significant community relations programs, problems, and needs. Public Affairs will maintain records of community relations programs and activities.

50.1. Records include, as a minimum, date, place, and nature of the event; sponsoring organization; names and titles of sponsoring officials; names and titles of principal military participants; speakers, marching units, bands, exhibits, demonstrations, and equipment; administrative support provided; estimated size of civilian audience; and total additional cost to the government, if incurred.

50.2. Records must be in sufficient detail to provide a basis for evaluating program effectiveness, answering inquiries from the Congress, the media, and the general public, providing recognition of outstanding command or individual accomplishments, and ensuring proper national level planning and coordination of programs involving other activities of the U.S. Government and foreign governments.

51. Information Collection, Records, and Forms.

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

51.2. 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 AFRIMS RDS located at https://afirms.amc.af.mil/rds_series.cfm.

51.3. Forms (Adopted and Prescribed).

51.3.1. Adopted Forms.

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

51.3.1.2. DD Form 2535, *Request for Military Aerial Support*

51.3.1.3. DD Form 2536, *Request for Armed Forces Participation in Public Events (Non-Aviation)*

51.3.2. 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 4515.13-R, *Air Transportation Eligibility*, 9 Apr 1998

DOD 5500.7-R, *Joint Ethics Regulation*, 23 Mar 2006

DODD 1334.01, *Wearing of the Uniform*, 26 Oct 2005

DODD 5410.18, *Public Affairs Community Relations Policy*, 30 May 2007

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Joint Publication 3-61, *Public Affairs Operations*, 9 May 2005

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

AFI 11-209, *Aerial Event Policy and Procedures*, 4 May 2006

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

AFI 13-218, *Air Traffic System Evaluation Program*, 10 Oct 2003

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

AFI 34-242, *Mortuary Affairs Program*, 2 Apr 2008

AFI 34-262, *Services Programs and Use Eligibility*, 27 Jun 2002

AFI 34-407, *Air Force Commercial Sponsorship Program*, 19 Jul 2005

AFI 35-102, *Security and Policy Review*, 20 Oct 2009

AFI 35-103, *Public Affairs Travel*, 26 Jan 2010

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

AFI 35-110, *Air Force Band Program*, 22 Jan 2010

AFI 36-3108, *Memorialization Program and Ceremonies*, 1 Feb 1999

AFI 51-902, *Political Activities by Members of the U.S. Air Force*, 1 Jan 1996

AFI 65-603, *Official Representation Funds-Guidance and Procedures*, 17 Feb 2004

AFI 90-401, *Air Force Relations with Congress*, 1 Jul 1998

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

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

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

SECAF Memorandum, "Exceptions to Policy Flyover Approval Request", 10 Aug 1998

Abbreviations and Acronyms

AFA—Air Force Association

AF/CV— Air Force Vice Chief of Staff

AFI—Air Force instruction

AFPC— Air Force Personnel Center

AFPD—Air Force policy directive

AFPT—Air Force parachute team

AFRC—Air Force Reserve Command

AFSA—Air Force Sergeants Association

AMC—Air Mobility Command

ANG—Air National Guard

ANGB— Air National Guard Base

CFC—Combined Federal Campaign

COCOM—Combatant Commander

CONUS—continental United States

CoP— Community of Practice

CR&PL— Office of the Secretary of Defense Public Affairs Community Relations and Public Liaison

CSAF—Chief of Staff of the Air Force

CSAR—Combat Search and Rescue

DOD—Department of Defense

DODD—Department of Defense directive

DODI—Department of Defense instruction

FAA—Federal Aviation Administration

FAQ— frequently asked questions

FOA—field operating agency

FOIA—Freedom of Information Act

HQ— Headquarters

IAW— in accordance with

JA/ATT—Joint Airborne and Air Transportability Training

JCOC—Joint Civilian Orientation Conference

MAJCOM—major command

MIA—missing in action

NAF— Numbered Air Force
NCO—noncommissioned officer
NCR—National Capital Region
O&M— operation and maintenance
OASD/PA—Office of the Assistant Secretary of Defense for Public Affairs
OCONUS—outside of the continental United States
OI— operating instruction
ORF— Official Representation Funds
OSD— Office of the Secretary of Defense
OSI— Office of Special Investigations
PA—Public Affairs
PACAF—Pacific Air Forces
PAO—Public Affairs office, Public Affairs officer
POM—program objective memorandum
POW—prisoner of war
R&D— research and development
RIAT—Royal International Air Tattoo
ROTC—Reserve Officer Training Corps
SAAM—special assignment airlift mission
SAF—Secretary of the Air Force
SAF/AQ— Secretary of the Air Force Acquisition
SAF/IA— Secretary of the Air Force International Affairs
SAF/PA— Secretary of the Air Force Office of Public Affairs
SAF/PAY— Secretary of the Air Force Office of Public Affair Outreach Division
SECAF— Secretary of the Air Force
SECDEF— Secretary of Defense
SJA—Staff Judge Advocate
TDY— temporary duty
USAF— United States Air Force
USAFE—United States Air Forces in Europe
USAFA—U.S. Air Force Academy
USMC— United States Marine Corps

USPA—United States Parachute Association

VCSAF—Vice Chief of Staff of the Air Force