



DOD 5120.20-R

# **Management and Operation of Armed Forces Radio and Television Service**



**November 1998**

**The Office of the  
Assistant Secretary of Defense  
(Public Affairs)**



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**FOREWORD**

This DoD Regulation is reissued under the authority of DoD Directive 5120.20, "Armed Forces Radio and Television Service (AFRTS)," December 17, 1991. It prescribes and establishes procedures for the administration and operation of all AFRTS outlets and functions.

This Regulation supersedes DoD 5120.20-R, February 1988, and all previous Appendixes. Appendix D, "AFRTS Program Materials," and Appendix E, "AFRTS Mini-TV Handbook," are now separate publications issued by Armed Forces Radio and Television Service-Broadcast Center (AFRTS-BC). All references to Appendix F, "AFRTS Telecommunications Circuit Management," which was not published, have been deleted.

This Regulation applies to the Office of the Secretary of Defense (OSD), the Military Departments, the Chairman of the Joint Chiefs of Staff, the Combatant Commands, the Defense Agencies, and activities administratively supported by OSD (hereafter referred to collectively as "DoD Components").

This Regulation is effective immediately and is mandatory for use by all DoD Components. The Broadcast Services of the Military Departments and Heads of the DoD Components may issue supplementary instructions only when necessary to provide for internal administration of this Regulation within their respective organizations. Any supplementary instructions will be forwarded to Director, AFRTS. Send recommended changes to this Regulation through channels to:

Director, AFRTS  
601 N. Fairfax St., Suite 360  
Alexandria, VA 22314-2007

The DoD Components may obtain copies of this Regulation through their own publications channels. Approved for public release; distribution unlimited. Authorized registered users may obtain copies of this Regulation from the Defense Technical Information Center, 8725 John J. Kingman Road, Suite 0944, Fort Belvoir, VA 22060-6218. Other Federal agencies and the public may obtain copies from the U.S. Department of Commerce, National Technical Information Service, 5285 Port Royal Road, Springfield, VA 22161.

A handwritten signature in black ink that reads "Douglas B. Wilson".

Douglas B. Wilson  
Principal Deputy Assistant  
Secretary of Defense for Public Affairs

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## REFERENCES

- (a) [DoD Directive 5120.20](#), "Armed Forces Radio and Television Service, AFRTS" December 17, 1991
- (b) [DoD Directive 5035.1](#), "Fund-Raising Within the Department of Defense," August 28, 1990
- (c) [DoD Directive 5535.7](#), "License Agreements with Foreign Performing Rights Societies," November 1, 1985
- (d) [DoD Instruction 4000.19](#), "Interservice and Intragovernmental Support," August 9, 1995
- (e) DoD 5122.10-STD-1 (Joint Work-Force Standards) "Armed Forces Radio and Television Broadcast Operations," December 1989, authorized by DoD Directive 5122.10, "American Forces Information Service," February 14, 1995
- (f) DoD 5122.10-STD-2 (Joint Work-Force Standards) "Armed Forces Radio and Television Broadcast Engineering and Maintenance," March 1990, authorized by DoD Directive 5122.10, "American Forces Information Service," February 14, 1995
- (g) DoD 5122.10-STD-3 (Joint Work-Force Standards) "Armed Forces Radio and Television Broadcast Station Management," April 1989, authorized by DoD Directive 5122.10, "American Forces Information Service," February 14, 1995
- (h) [DoD Directive 2000.12](#), "DoD Combatting Terrorism Program," September 15, 1996
- (i) DoD 0-2000.12-H, "Protection of DoD Personnel and Activities Against Acts of Terrorism and Political Turbulence," February 1993, authorized by DoD Directive 2000.12, September 15, 1996
- (j) DoD Instruction 2000.16, "DoD Combatting Terrorism Program Standards," July 21, 1997
- (k) DoD 4000.25-1-M, "Military Standard Requisitioning and Issue Procedures," May 1987, authorized by [DoD Directive 4140.1](#), "Material Management Policy", January 4, 1993
- (l) [DoD Directive 5200.28](#), "Security Requirements for Automated Information Systems (AISs)," March 21, 1988
- (m) DoD Directive 5400.11, "Department of Defense Privacy Program," June 9, 1982
- (n) MIL-STD-498, "Software Development and Documentation," December 5, 1994
- (o) [DoD Directive 5122.10](#), "American Forces Information Service," February 14, 1995
- (p) DoD Directive 4100.15, "Commercial Activities Program," March 10, 1989
- (q) DoD Instruction 4100.33, "Commercial Activities Program Procedures," September 9, 1985

Appendix C

Joint Publication 31-22.03, "Joint Operation Planning and Execution System,  
Volume 2 (Planning and Execution Formats and Guidance)," June 1, 1996

## DL1. DEFINITIONS

DL1.1.1. Affiliate. Any AFRTS manned outlet authorized by the Director, AFRTS, to disseminate radio or television programming associated with a network operation.

DL1.1.2. AFRTS Broadcast Center (AFRTS-BC). A field activity of AFRTS located at March Air Reserve Base, CA, that provides radio and television programming to AFRTS outlets.

DL1.1.3. AFRTS Mini-TV. A self-contained videotape playback system used in remote or isolated areas not accessible to an AFRTS television signal.

DL1.1.4. AFRTS Network. Two or more AFRTS outlets, authorized by the Director, AFRTS, to disseminate programming through interconnecting broadcast quality transmission circuits. A network's outlets ordinarily "feed" a wide geographic area through transmitters, repeaters, cable, audio distribution or carrier current systems.

DL1.1.5. AFRTS Outlets. Any facility authorized by the Director, AFRTS, to disseminate radio and/or television programming. An outlet includes AFRTS radio and television stations and networks, relay sites, transmitters, translators, Navy ships using AFRTS program materials, Mini-TV sites, and other AFRTS broadcasting facilities providing services to remote and isolated locations where normal over-the-air service is unavailable.

DL1.1.6. AFRTS Satellite Network (SATNET). The worldwide satellite distribution system that provides multiple channels of radio and television news, sports, information and entertainment programming to AFRTS outlets overseas.

DL1.1.7. Air Force Broadcasting Service (AFBS). Provides the centralized management element within the Air Force for the operation and maintenance of AFRTS affiliates under the control and jurisdiction of the Air Force. AFBS operates under the Air Force News Agency

DL1.1.8. Air Force News Agency (AFNEWS). The source of leadership communications in the Air Force. AFNEWS gathers, packages, markets, and disseminates electronic and printed news and information products to keep internal audiences informed of the policies and events which affect their lives. AFNEWS is the DoD executive agency for AFRTS deliberate wartime planning and joint

manpower, and operates under the Secretary of the Air Force, Office of Public Affairs (SAF/PA).

DL1.1.9. American Forces Information Service (AFIS). As a field activity of Office of the Assistant Secretary of Defense for Public Affairs (OASD(PA)), AFIS contributes to the operational readiness and combat effectiveness of the DoD through development of policies, guidelines, standards, training, and central management of DoD internal information programs, including AFRTS, print, media, and audiovisual and visual information activities. AFIS communicates DoD issues and guidance to internal audiences worldwide, using public affairs, broadcast, print, and visual information personnel qualified in joint and Service-specific military occupational specialties; design, engineer, and provide acquisition support of visual and audiovisual equipment; and ensure still and motion media records depicting the DoD, its heritage, and its activities are stored, preserved, and made available for use by the DoD Components, other Federal Agencies and commercial customers as appropriate.

DL1.1.10. Armed Forces Radio and Television Service (AFRTS). A worldwide radio and television broadcasting organization that consists of: a headquarters element within the AFIS; the AFRTS centralized management elements within the Military Departments; the AFRTS outlets and activities around the world; and the AFRTS-BC.

DL1.1.11. Armed Forces Satellite-Transmitted Radio Service (AFSTRS). A 24-hour-a-day news, sports, and information radio service transmitted via International Maritime Satellite (INMARSAT) to U.S. military personnel serving at remote locations and aboard ships at sea.

DL1.1.12. Army Broadcasting Service (ABS). ABS is a field operating agency of the Office of the Secretary of the Army, Chief of Public Affairs. ABS is responsible for management and control of manpower, fiscal, equipment, maintenance and engineering resources necessary to sustain Army AFRTS broadcast operations.

DL1.1.13. Cable TV. A distribution service used to distribute AFRTS and other programming to military installations and Government-owned and leased housing. Cable systems for overseas installations require DoD approval. Installation, maintenance, replacement, and upgrade costs are the responsibility of the host command.

DL1.1.14. Censorship. The intentional withholding or editing of news, information, and entertainment programming, when such action is not supported by

legitimate host-country sensitivities or by broadcast restrictions imposed by program owners.

DL1.1.15. Country Team. A council usually comprised of the senior members of the Embassy staff and other U.S. Government Agencies in a particular country. Actual makeup of the country team is determined by the Ambassador or senior Foreign Service officer in that country.

DL1.1.16. Entertainment Programming. Radio and television programming that affords pleasure, diversion, or amusement, such as comedy, drama, variety, play-by-play sports or musical recordings.

DL1.1.17. Host-Country Sensitivity. Topics that are restricted from broadcast on an AFRTS outlet when determined by the U.S. Embassy or U.S. Country Team to be sensitive to the host-country concerned.

DL1.1.18. Information Programming. Radio and television programming that communicates knowledge, which includes international, national, domestic, OSD, Chairman of the Joint Chiefs of Staff, Military Departments, Combatant Command, component commands, local, community, and host-nation news, issue analysis and commentary, public affairs programming, and spot announcements (also referred to as spots) with an internal information theme.

DL1.1.19. Manipulation. The intentional adapting, changing, modifying, tampering or editing of news, information, and entertainment programming, when such action is not supported by legitimate host-country sensitivities or by broadcast restrictions imposed by program owners.

DL1.1.20. Naval Media Center (NMC). The source of leadership communications in the Navy. NMC gathers, packages, markets, and disseminates electronic and printed news and information products to keep internal audiences informed of the policies and events which affect their lives. NMC operates under the Navy's Chief of Information (CHINFO).

DL1.1.21. NMC Broadcasting Department. Provides the centralized management element within the Navy for the operation and maintenance of AFRTS outlets under the control and jurisdiction of the Navy. NMC is the DoD executive agent for AFRTS short notice crisis response operations.

DL1.1.22. Public Affairs. DoD public affairs provides a free flow of general and military information, without censorship or propaganda, to the men and women of the Armed Forces and their family members.

DL1.1.23. Television-Audio Support Activity (T-ASA). The AFIS field activity designated to engineer, procure, issue, and logistically support commercially available radio and television equipment and broadcast systems for use by AFRTS activities.

## C1. CHAPTER 1

### GENERAL INFORMATION AND BACKGROUND

C1.1.1. Armed Forces Radio and Television Service (AFRTS) is an activity of the American Forces Information Service (AFIS) under the direction of the Assistant Secretary of Defense Public Affairs (ASD(PA)).

#### C1.2. MISSION

The mission of AFRTS is twofold:

C1.2.1. To provide U.S. military commanders overseas and at sea with a broadcast media resource to effectively communicate DoD, Service-unique, theater, and local command information to personnel under their commands, and

C1.2.2. To provide U.S. military members, DoD civilians, and their families stationed outside the Continental United States and at sea with the same type and quality of American radio and television news, information, sports, and entertainment that would be available to them if they were in the CONUS.

#### C1.3. POLICY GUIDANCE

General overall policy guidance concerning AFRTS is contained in DoD Directive 5120.20 (reference (a)). Policy guidance is developed and issued by OASD(PA)/AFIS, and operationally carried out by the Broadcasting Services of the Military Departments (Army, Navy, Air Force), and AFRTS-BC.

#### C1.4. ORGANIZATIONAL RELATIONSHIPS AND RESPONSIBILITIES

C1.4.1. ASD(PA) provides policy and operational direction for the management and operation of AFIS.

C1.4.2. AFIS develops standard procedures and policies for the management and operation of AFRTS. It ensures that a free flow of news, information, and entertainment programming is provided to military personnel, DoD civilians, and their family members outside CONUS and at sea without censorship, propagandizing, or manipulation. It establishes standards for the training and use of personnel involved in AFRTS operations and maintenance, and issues overall policy direction.

C1.4.3. AFRTS-BC negotiates with the U.S. commercial broadcast industry and other sources of radio and television programs to be used by AFRTS outlets, and then provides this programming to the outlets by satellite or mail. A field activity of AFRTS, AFRTS-BC, is the only source authorized to procure commercial and non-commercial programming for distribution to AFRTS outlets.

C1.4.4. T-ASA is the field activity of AFIS designated to evaluate, procure and issue commercial radio and television broadcast equipment systems to AFRTS-BC and AFRTS outlets. T-ASA issues technical guidance on the use and maintenance of AFRTS broadcast equipment and provides on-site engineering support and equipment installation assistance when requested and funded to do so by the requiring activity. T-ASA acts as the commodity manager for AFRTS equipment systems, including end items, repairables, and consumables. T-ASA also negotiates and awards contracts for programming, performing rights, and services and other AFRTS mission-related support requirements.

C1.4.5. DEFENSE INFORMATION SCHOOL (DINFOS) is a field activity of AFIS and is responsible for training all AFRTS broadcast journalists, operators and maintainers.

C1.4.6. AFIS/AFRTS NewsCenter is the Washington-based news bureau for AFRTS, serving the command information needs of the DoD senior leadership including OSD and DoD Components. AFIS/AFRTS NewsCenter gathers and produces news of interest to the entire DoD audience. AFIS/AFRTS NewsCenter products are distributed in AFRTS radio and television satellite services.

C1.4.7. Secretaries of the Military Departments shall provide, through their AFRTS centralized management elements (the Broadcasting Services), all personnel, administrative, financial, engineering, maintenance, logistic, and professional broadcasting expertise and resources required to establish, manage, control, operate, and maintain AFRTS outlets under the cognizance of their Department. This includes budgeting and planning for the outyears. In accordance with DoD Directive 5035.1 (reference (b)), they shall also negotiate Interservice Support Agreements (ISSAs) wherever an AFRTS outlet under the operational control of one Military Department is located on an installation owned by another Military Department. The Secretaries are also responsible for ensuring that nothing inhibits the free flow of radio and television news, information, and entertainment programming and Service-unique information to overseas and shipboard military personnel, DoD civilians, and their family members.

C1.4.8. Broadcasting Services. The Army Broadcasting Service (ABS), the Naval Media Center (NMC), and the Air Force Broadcasting Service (AFBS) are the centralized management elements within their respective Military Departments and provide for the operation and maintenance of AFRTS outlets under the control and jurisdiction of their Military Department. The Broadcasting Services are responsible for all AFRTS assets (personnel, equipment, financial resources) within their Military Departments.

C1.4.9. Commanders of Combatant Commands shall annually provide AFIS a list of any subjects considered sensitive to the governments of the host countries in their area of responsibility (AOR) and in which AFRTS outlets are operating. Commanders of Combatant Commands shall ensure that nothing inhibits the free flow of news, information, and entertainment programming to the AFRTS audience. They shall adhere to AFIS broadcast policy that prohibits censorship, propagandizing, or manipulation and that mandates that overseas and shipboard DoD personnel and their family members are entitled to the same type of news, information, and entertainment programming as their fellow citizens in the United States. They will also maintain close contact and coordination with U.S. Embassy and/or Country Teams, as required, to negotiate agreements or memorandums with host countries for establishing and/or operating AFRTS outlets. Upon request, the Director, AFRTS, shall conduct any other negotiations with host governments required for the successful continued operation of AFRTS outlets. AFRTS representatives shall handle negotiations with host governments for local reception and broadcast of satellite programming with assistance from Combatant Commanders. In accordance with reference (a) and this Regulation, Combatant Commanders plan and request AFRTS service for wartime or operations other than war, and with notification to AFIS, take operational control of AFRTS assets in theater that are supporting the wartime or operations other than war of the Combatant Command.

## C2. CHAPTER 2

### NEW OR ALTERED AFRTS SERVICE

#### C2.1. MANNED SHORE-BASED AFRTS OUTLETS

C2.1.1. Description of Service. Manned AFRTS outlets produce local programming and internal information products (such as spot announcements and news) and insert them into radio and television programming received from AFRTS-BC.

#### C2.1.2. Criteria for Service

C2.1.2.1. Shore-Based AFRTS Outlets. A shore-based AFRTS outlet (radio and TV) may be proposed anywhere outside the CONUS where U.S. military personnel are stationed on permanent duty if a valid requirement for such service can be demonstrated and concurrence of the host-command and host-government can be obtained. In considering any request for a new outlet, the following criteria shall apply:

C2.1.2.1.1. CONUS Exception Criteria. An outlet normally shall not operate in the United States. Exceptions will be based on the physical location of the installation and activity requesting service and the availability of existing commercial English language radio and television service. These exceptions will be considered on a case-by-case basis if the appropriate Military Department Broadcasting Service determines that a valid requirement exists.

C2.1.2.1.2. Foreign Country Treaties and Federal Communication Commission (FCC) Rules Compliance. An outlet in a foreign country shall abide by all existing treaties, agreements, or regulations. Outlets located where rules of the FCC apply shall abide by all applicable FCC rules and regulations.

C2.1.2.1.3. English Language Availability. An outlet shall not be established when English language commercial, public, or government radio and/or television programs are adequate. As a general rule, "adequate" is defined as programming that is comparable to that seen or heard on U.S. network affiliates. The Director, AFRTS, will make the final determination of adequacy based upon recommendations from the requesting command and the Military Department Broadcasting Service involved.

C2.1.2.2. Funding Process for Proposed Outlets. In the event the command requesting an outlet desires AFRTS service before funding and personnel can be obtained through the Program, Planning, Budgeting System process by the Military Department Broadcast Service with Geographic Area Manager (GAM) responsibility, the requesting command is responsible for providing such resources, including those for all personnel authorizations (military and civilian).

C2.1.3. Requesting Service. Commanders shall work with the AFRTS GAM and the Combatant Command for their region to prepare a Request for Service (see Appendix AP2. for requirements). The request shall be forwarded through the chain-of-command (MAJCOM, Component, Task Force) to the appropriate Broadcasting Service headquarters, with an information copy of the entire package sent to AFIS/AFRTS. The Broadcasting Service headquarters shall determine whether funds, personnel, equipment, and administrative and logistics support can be made available before recommending approval or disapproval to AFIS/AFRTS.

C2.1.4. Requesting Program Materials. For new outlets requiring AFRTS program materials (video tapes, audio tapes, compact disks), the Military Department Broadcasting Services shall furnish the Director, AFRTS, as well as AFRTS-BC and the appropriate Combatant Command, an advisory at least 90 days before the planned "on-air" date, and an updated advisory 30 days before the firm "on-air" date.

C2.1.5. Outlet Registration Forms. A completed Form DD-2137, AFRTS Registration Form, must be provided to the appropriate Broadcasting Service before service going on the air. This information must be updated regularly including when an outlet is disestablished, using the AFRTS Registration Database.

## C2.2. U.S. NAVY AND MILITARY SEALIFT COMMAND (MSC) SHIPS

C2.2.1. Since no host-government's approval or frequencies are involved, every U.S. Navy ship (including submarines) automatically becomes an AFRTS outlet as soon as a Shipboard Information, Training and Entertainment (SITE) closed circuit radio and television system is installed on board the ship. AFIS/AFRTS must be an information addressee on the initial "on-air" message for each newly installed shipboard system. This message becomes the source document for determining affiliation and "start-up" of AFRTS services. The Naval Media Center (NMC) supervises SITE installations, programming start-up, and program circuiting for Navy ships.

C2.2.2. Military Sealift Command (MSC) Ships as AFRTS Outlets. MSC ships with U.S. military personnel assigned to their crews are eligible to become AFRTS outlets. MSC requests for service, playback equipment and program material are processed and managed by the NMC. AFRTS must be an information addressee on the initial "on-air" message for each ship. This message becomes the source document for determining affiliation and "start-up" of AFRTS services.

### C2.3. UNMANNED "RECEIVE-ONLY" AFRTS OUTLETS

C2.3.1. Description of Service. An unmanned AFRTS service consists of a receive-only satellite dish and provides TV and radio news, information, and entertainment programming direct from AFRTS. The signal normally may not be rebroadcast; however, exceptions to this policy can be requested from AFIS/AFRTS through the Broadcasting Services. It may be used in a common viewing or listening area or on an in-house cable distribution system designed to serve an authorized DoD audience. This service requires no additional manpower, and provides no local internal information.

C2.3.2. Criteria for Service. Eligibility for unmanned AFRTS service is the same as in paragraphs C2.1.2.1.1. and C2.1.2.1.2., above. Additionally:

C2.3.2.1. Placing or building an earth station and downlink at the required location and receipt of the AFRTS signal must be in concert with all applicable local, national, and international agreements.

C2.3.2.2. The funding for the downlink, associated installation, and maintenance for circuit distribution is provided by the activity requesting the service.

C2.3.2.3. The downlink site shall be recognized as an unmanned affiliate AFRTS location.

C2.3.2.4. The site must be registered with AFRTS using Form DD 2137.

C2.3.3. Requesting Service. The requesting Commander shall work with the AFRTS GAM (See Appendix AP1.) and the Combatant Commander to prepare a request for service (See Appendix AP2.). The request shall be forwarded through the chain-of-command (MAJCOM, Combatant Command and applicable Broadcasting Service) to AFIS/AFRTS for approval or consideration. (See Appendix AP2. for format and requirements.)

## C2.4. AFRTS MINI-TV OUTLETS.

(See AFRTS Mini-TV Handbook (Appendix AP5.) for specific instruction and procedures.)

### C2.4.1. Description of Service

C2.4.1.1. Mini-TV Service. Mini-TV service provides weekly videotape shipments of information, entertainment, and sports to those locations where the AFRTS satellite signal is not available, due to remote locations with technological limitations, host-nation sensitivities or other restrictions. Each Mini-TV location is defined either as a primary outlet or a shared site. Either one may submit a formal request to AFIS/AFRTS asking to be designated as a dispersed viewing location. Descriptions of primary outlets, shared sites, and criteria for supplemental designation as a dispersed viewing locations are explained as follows:

C2.4.1.1.1. Primary Outlet. Primary outlets are usually the senior or largest DoD organizations within a local overseas area, such as a Military Advisory Group, Defense Attaché Office, or U.S. Marine Security Guard Detachment at an American embassy or consulate. AFRTS shall provide primary outlets with two videocassette playback machines VCRs and two TV set, (if requested). The first VCR and TV set should be used and the second VCR and TV set should be kept as a back-up set. This is essential in the event the primary equipment malfunctions. Primary outlets' responsibilities include designating a custodian who:

C2.4.1.1.1.1. Forwards the weekly videotape package to the next primary outlet on the circuit distribution schedule.

C2.4.1.1.1.2. Submits weekly status reports.

C2.4.1.1.1.3. Maintains videotape players and TV sets and returns inoperable equipment for replacement.

C2.4.1.1.1.4. Maintains a single common viewing area such as a dayroom, wardroom, service club.

C2.4.1.1.2. Shared Sites. Shared sites are DoD organizations located within reasonable commuting distance to the primary outlet and are approved to share AFRTS videotape programming within the same weekly schedule as the primary

outlet. Shared sites are locations that would otherwise satisfy all requirements for a primary outlet, with the exception that they are co-located with an existing primary outlet. AFRTS will provide shared sites with one video playback machine and one TV sets (if requested). In the event the shared site equipment malfunctions they should have access to the primary outlet's back up equipment. Shared sites responsibilities include:

C2.4.1.1.2.1. Maintaining a single common viewing area such as a dayroom, wardroom, service club.

C2.4.1.1.2.2. Returning videotape programming to primary outlet custodian who forwards the weekly videotape package to the next primary outlet in the distribution circuit.

C2.4.1.1.3. Dispersed Viewing Approval. Dispersed viewing can be approved only for locations without a common viewing area or where, because of security reasons, gathering the audience in a common viewing area would be undesirable. Under this concept, the outlet or site can be operated like a video tape club where viewing takes place in multiple locations with the program tapes checked in and out from a single point. Additional playback equipment required for dispersed viewing must be funded, purchased, repaired, and maintained by the primary outlet or shared site. Additional playback machines beyond what AFRTS provides can be procured at the General Services Administration (GSA) price from T-ASA after AFRTS approval. AFRTS approval for dispersed viewing shall be on a case-by-case basis and must adhere to the following guidelines:

C2.4.1.1.3.1. A responsible custodian must be identified to check tapes in and out to authorized viewers. The name, title, address, and telephone number of the custodian must be included in the request for approval. Additionally, each successive custodian must be identified to AFRTS and to the appropriate circuit manager in the same manner.

C2.4.1.1.3.2. The custodian must return tapes to the primary outlet within the week of viewing.

C2.4.1.1.3.3. The mini-TV program package must not be delayed as a result of dispersed viewing.

#### C2.4.2. Criteria for Service

C2.4.2.1. Mini-TV is designed for those remote and isolated areas unable to

receive satellite service where a low-cost, self-contained, non-radiating system would meet the requirements of a small authorized audience. For Embassy locations, there is no objection to sharing any AFRTS service with collocated State Department personnel.

C2.4.2.2. No additional personnel are assigned for Mini-TV. Host activity personnel handle all scheduling and maintenance. AFRTS-provided equipment can be returned to a central maintenance facility in accordance with the instructions from AFRTS-BC. Standard programming and operating procedures are delineated in the AFRTS Mini-TV Handbook.

C2.4.3. Requesting Mini-TV Service. Mini-TV is managed directly by AFRTS-BC. TV equipment is maintained and managed by the Naval Media Center Detachment. Requests for Mini-TV service are forwarded through the chain-of-command to: AFRTS-BC, ATTN: Mini-TV, 1363 Z Street, Building 2730 March ARB, CA 92518-2717; message address: CDR, AFRTS-BC MARCH ARB CA//DOPAD//; and AFRTS, 601 N. Fairfax St., Suite 360, Alexandria, VA 22314-2007. Message address is: AMFINFOS WASHINGTON DC//AFRTS//. All correspondence should include an information copy to: NMC Det. Sacramento, 4839 Parker Avenue, Building 783S, McClellan AFB, CA 95652-1636. Message address: NAVMEDIACEN DET SACRAMENTO CA.

## C2.5. MODIFICATIONS OF EXISTING AFRTS OUTLETS

C2.5.1. Except for designated AFRTS mobile or portable broadcasting stations operating in emergency military contingencies or in actual combat zones during times of war, and ships at sea, the geographic location of AFRTS outlets shall not be changed without prior approval of the Director, AFRTS. The Broadcasting Service concerned shall request AFRTS approval with full supportive data 90 days in advance of any proposed geographical changes, and the appropriate Combatant Command shall be kept informed. The Director, AFRTS, shall be notified when the location of a land-based mobile broadcasting station is changed.

C2.5.2. Any proposed changes or modifications to equipment that shall materially alter the type of broadcast, the broadcast coverage area, or will result in a condition contrary to any host-country agreements, shall be made only with prior approval of the Broadcasting Service concerned in coordination with the appropriate Combatant Command. The Director, AFRTS, shall be advised in advance of such proposed changes.

C2.5.3. Frequency assignment parameters (frequency, emission, power, or time restrictions) shall not be changed or exceeded without the approval of the appropriate broadcast frequency assignment authority, the Broadcasting Service concerned, and the Director, AFRTS.

## C2.6. DISESTABLISHING AN AFRTS OUTLET

C2.6.1. At least 120 days before the date an AFRTS outlet is no longer needed, or whenever a host-country will no longer grant permission for the outlet to operate, the AFRTS outlet shall forward a request for disestablishment to the responsible Broadcasting Service, with an information copy to the Combatant Command. The Broadcasting Service shall coordinate with the appropriate Combatant Command, explaining in writing the reasons that require disestablishing the outlet and requesting concurrence of the Director, AFRTS.

C2.6.2. Upon receipt of AFRTS concurrence, the responsible Broadcasting Service shall:

C2.6.2.1. Notify the appropriate U.S. Embassy or U.S. Country Team of the disestablishment and shall forward a copy of the notification to the Director, AFRTS, and to the Combatant Command.

C2.6.2.2. Request program material disposition instructions from AFRTS-BC at least 60 days before disestablishment.

C2.6.2.3. Determine equipment disposition. Furnish equipment disposition instructions to the outlet at least 60 days before the final on-air day.

C2.6.2.4. Notify the appropriate broadcast frequency assignment authority of the disestablishment.

C2.6.2.5. In coordination with Military Department personnel detailers, plan as far in advance as possible for the transfer and/or further assignment of all outlet personnel.

C2.6.2.6. Make appropriate changes in the AFRTS Registration Database.

C2.6.3. The Outlet/Station Manager shall:

C2.6.3.1. Have the network or station commander or manager prepare an "after-action" report on the disestablishment, to include disposition of all classified materials, program materials and equipment, disposition of records in accordance with DoD requirements, transfer and/or disposition of all personnel, and lessons learned to include recommendations. An original report shall be provided to the appropriate Broadcasting Service, with copy to Director, AFRTS, and the Combatant Command.

C2.6.3.2. If available, provide a copy on videotape, and/or audiotape, as appropriate, of the closing day special programming relating to the closure to AFRTS-BC.

C3. CHAPTER 3  
ADMINISTRATION

C3.1. DIRECT COMMUNICATION

C3.1.1. Direct communication is authorized between:

C3.1.1.1. AFRTS manned outlets, the appropriate Broadcasting Service, Combatant Commands, and the AFRTS-BC on routine program matters (other than spot announcements) such as new programming, program complaints, satellite transmissions, program restrictions, and advisories on program sensitivities. Mini-TV outlets and ships with AFRTS outlets shall forward all communications concerning programming through the AFRTS-BC with information copies to NMC.

C3.1.1.2. AFRTS manned outlets, the appropriate Broadcasting Service, and AFIS/AFRTS concerning immediate or emergency operational and policy matters.

C3.1.1.3. AFRTS manned outlets, the appropriate Broadcasting Service, and T-ASA concerning routine supply matters, procurement actions, maintenance data, new equipment training, technical engineering advice, and site engineering assistance visits.

C3.1.1.4. AFRTS manned outlets and host-country commercial or government broadcasters, coordinated with the appropriate Broadcasting Service, and with the approval of the Director, AFRTS. This direct communication is routinely authorized for such local matters as lifting area programming restrictions and the use of satellite broadcasts.

C3.1.1.5. AFRTS manned outlets and the AFRTS NewsCenter for the purpose of submitting radio and/or television reports for inclusion in NewsCenter programs. This authorization shall not relieve outlets from the customary requirement to keep their higher headquarters informed.

C3.1.1.6. The Broadcasting Services, the Military Department Chiefs and/or Directors of Information (Public Affairs), Combatant Commands, AFRTS-BC, and AFIS/AFRTS on any AFRTS matter, and between the above and T-ASA and DINFOS, as appropriate.

C3.1.2. All AFRTS outlets shall forward communications concerning such

matters as broadcast policy, proposed changes in existing program services, outlet staffing, equipment procurement, standard operational procedures, host-command problems, manpower standards, and administrative procedure problems, to their appropriate Broadcasting Service, with an information copy to the Combatant Command, when appropriate.

C3.1.3. Outlets are not permitted to contact program material suppliers without AFRTS-BC authorization.

C3.1.4. Outlets and/or networks receiving any comments or complaints about the content or scheduling of AFIS/AFRTS produced spot announcements are to relay those comments or complaints to the Radio-TV Production Office (RTPO) at AFRTS, with an information copy to the appropriate Broadcasting Service and AFRTS-BC.

### C3.2. TELECOMMUNICATIONS

C3.2.1. AFRTS outlets and activities are authorized to lease commercial communications circuits and equipment due to the real time requirements of the broadcast mission. Any such leases shall be coordinated with the Defense Information Technology Contracting Organization (DITCO) and the appropriate Broadcast Service.

C3.2.2. AFRTS activities must comply with military standards for long haul (strategic) communications when the use of Defense Communications System facilities is anticipated. This is necessary to provide appropriate interface and compatibility.

C3.2.3. Requests for establishing AFRTS facilities that broadcast within the United States and possessions shall be submitted through command channels to the appropriate Military Department office. The Military Department will coordinate frequency approval with the FCC. Frequency approval for AFRTS facilities overseas is obtained through the Combatant Command J-6 who coordinates the approval with the host-government's regulatory authority (an equivalent to the FCC in the United States).

### C3.3. AFRTS AUDIENCE SURVEYS.

Manned outlets are authorized and encouraged to conduct formal and informal audience surveys to ascertain audience needs and reaction to AFRTS radio and television services. Formal audience surveys shall be developed and conducted on a

scientific basis. Such local surveys are supplementary to worldwide surveys that shall be conducted periodically by AFIS/AFRTS. A copy of the results of network/local surveys shall be provided to the appropriate Broadcasting Service, AFIS/AFRTS, and AFRTS-BC.

#### C3.4. PAYMENT OF LICENSE FEES TO FOREIGN PERFORMING RIGHTS SOCIETIES

C3.4.1. International performing rights agreements to which the United States is a signatory may require payment of these fees subject to approval by the contracting officer designated for negotiating such an agreement. See DoD Directive 5535.7 (reference(c)).

C3.4.2. Performing Rights Fee agreements and contracts are funded by AFIS and executed by the T-ASA. Copies of agreements/contracts and invoices shall be provided to the Director, AFRTS.

#### C3.5. INTERSERVICE FUNDING.

Budgeting and funding functions shall be performed by the responsible Broadcasting Services and Military Department. Where host-tenant support is provided by a Military Department other than the one assigned control over the AFRTS outlet concerned, the requirement for reimbursement shall be determined in accordance with DoD Instruction 4000.19 (reference (d)).

## C4. CHAPTER 4

### PROGRAMMING AND PROGRAM MATERIALS

#### C4.1. PROGRAM MATERIAL POLICIES AND PROCEDURES

AFRTS-BC issues publications that establish procedures for handling and controlling program materials. These publications are ordered directly from the Commander, AFRTS-BC, and should be maintained for use in individual work centers. Recommendations for improving or updating program material policies and procedures may be submitted through Broadcast Service channels to the Director, AFRTS.

C4.1.1. AFRTS Program Materials Guide. The "AFRTS Program Materials Guide" (Appendix AP4.) contains all the information needed by AFRTS outlet personnel for handling AFRTS radio and television program materials. It explains the different types of program materials and the procedures for handling each type. All AFRTS outlets, except for Mini-TV outlets, should have at least two copies of the current guide on hand.

C4.1.2. AFRTS Mini-TV Handbook. The "AFRTS Mini-TV Handbook" (Appendix AP5.) contains all the information needed by AFRTS Mini-TV outlet controllers for handling and circuiting of Mini-TV program materials. All Mini-TV outlets and circuit managers should have at least two copies of the current handbook.

#### C4.2. AUTHORIZATION AND OWNERSHIP

C4.2.1. Restricted Use of Program Materials. All AFRTS program materials are under the custodianship of the Department of Defense at all times and are restricted for AFRTS outlet use only. All program materials distributed by AFRTS-BC are official U.S. Government property. All personnel involved in AFRTS shall take every precaution possible to guard against damage, loss, theft, unauthorized use, or piracy of these materials. The Director, AFRTS, in whole or in part, for any purpose other than official AFRTS outlet programming prohibits the use or reproduction of any AFRTS program material, without specific authorization, with the following exceptions:

C4.2.1.1. Excerpts for Promotional Use. Short excerpts may be electronically edited (dubbed) out of radio and television shows or feature films for the sole purpose of informing viewers of upcoming programs. The use of these

"promotional" excerpts shall meet specific criteria delineated by the "AFRTS Program Materials Guide."

C4.2.1.2. Copying or Holding Tapes Unauthorized. Outlets may tape and hold programs, or provide tapes to other outlets, only with prior authorization obtained from AFRTS-BC. Navy duplication facility operations and limited time shifting for local needs, approved through the respective Broadcasting Service, are authorized. The same security measures apply to copies as to the original program. All copies shall be erased as soon as operational requirements are met.

### C4.3. RESTRICTIONS

C4.3.1. AFRTS program materials shall not be used:

C4.3.1.1. On foreign or domestic commercial, private, or Government-owned broadcasting stations or cable systems without specific authorization from the Director, AFRTS.

C4.3.1.2. In a program originating from a military installation and broadcast or cablecast by a commercial station.

C4.3.1.3. In any manner that constitutes competition with, or is detrimental to, commercial artists, copyright owners, or other private interests.

C4.3.1.4. For direct projection exhibitions on a military installation or facility where a specific fee is collected for entrance or viewing of the AFRTS material.

C4.3.1.5. Aboard Navy, Military Sealift Command, or Coast Guard ships, while the ships are in port and within range of U.S. commercial stations broadcasting or telecasting U.S. programs, except for official military information and for training purposes.

C4.3.2. Program materials (news, sports, etc.) produced by manned AFRTS outlets shall not be made available to commercial, private, or Government-owned radio or television stations or networks, or their representatives, without prior approval by the Director, AFRTS.

C4.3.3. Except for those programs supplied authorized by the AFRTS-BC and those specified in subsections C4.4.6. and C4.4.7., no AFRTS outlet may broadcast or

rebroadcast any program material program produced by private or commercial interests or foreign governments without the approval of the Director, AFRTS.

#### C4.4. USE OF PROGRAM MATERIALS

C4.4.1. Editing AFRTS Programming Materials. AFRTS program materials shall be broadcast as received from AFRTS-BC. Editing, for any purpose, is prohibited without prior approval of AFRTS-BC, except as prescribed in paragraph C4.2.1.1. of this chapter, above.

C4.4.2. Musical Recordings. Manned outlets may excerpt individual musical recordings from AFRTS radio programs including satellite music channels for continuing local use.

C4.4.3. Radiothons and Telethons. Outlets shall not conduct fund-raising radiothons or telethons in support of the overseas Combined Federal Campaign (CFC).

C4.4.4. Fund-Raising Programs Support. Manned outlets may conduct fund-raising programs in support of command relief, welfare, and organizational activities within the limits of DoD Directive 5035.1 (reference (b)).

C4.4.5. Deleting, Editing, and Covering of AFRTS Spot Announcements. AFRTS spot announcements and other internal information materials, such as AFRTS NewsCenter products, shall not be deleted or edited. AFRTS spots may be covered only during times designated as "local" or "theater" availability. Spots shall not be edited, or spot footage extracted, for any use. Requests for exceptions to this policy must be forwarded through the appropriate Broadcasting Service to AFRTS, ATTN: RTPO.

C4.4.6. U.S. Military-Produced Programming Other than AFRTS. Programs of appropriate content and adequate technical quality produced by official U.S. Military sources (e.g., the internal information activities of the Military Departments) are authorized for use by AFRTS outlets.

C4.4.7. Foreign Programming of Cultural or Informational Value. In certain instances, programs, events, or ceremonies broadcast by a foreign government or agency may be considered of sufficient cultural or informational value to warrant broadcast by AFRTS outlets. No broadcast of this nature shall be made without the expressed permission of the originating or controlling foreign government or agency. Concurrence of the host-country team is also required before such programs shall be

used. Additionally, the appropriate Broadcasting Service headquarters shall be consulted and the Director, AFRTS, shall be notified before airing such program.

C4.4.8. Local Outlet Programming. The Broadcasting Services shall authorize and encourage AFRTS outlets under their command to produce as much local programming as their assets and resources will allow, including live broadcasts (command information, news, sports, weather, interviews, base information, local community information, upcoming events) and spot announcements.

C4.4.9. NMC SITE Systems. NMC shipboard SITE systems are authorized to be used to playback training and educational materials and for Navy Motion Picture Service products.

#### C4.5. REMOTE LOCATION BROADCASTS

Manned outlets may use program materials (e.g., picnics and sport fields, etc.) furnished by AFRTS-BC for broadcasts originating from remote locations providing the following criteria are met:

C4.5.1. Adequate justification exists to show that broadcast of the program materials from the local AFRTS studios is not possible.

C4.5.2. The primary purpose of the remote broadcast is not to provide entertainment to the audience at the remote location.

C4.5.3. The majority of the audience at the remote location is not comprised of foreign nationals. Remote broadcasts at command-sponsored community relations events are exceptions to this restriction.

C4.5.4. Upon termination of the remote broadcast service, AFRTS program materials shall not continue to be used at the remote location.

#### C4.6. FOREIGN LANGUAGE BROADCASTS

Broadcasts in other than the English language may not be made without obtaining approval from the Director, AFRTS, except as outlined below:

C4.6.1. Programs or announcements are permitted in the language of the host-country, where there is adequate English translation, and the program or announcement is addressed specifically to DoD personnel to increase their knowledge

of the language and appreciation of the host-country, its customs, background, and people.

C4.6.2. Official requests are received by the host-government to alert its civilian population of emergency conditions, such as storms, floods, and earthquakes. Such announcements must be confirmed and approved for broadcast by the U.S. Country Team or senior host-command. The appropriate Combatant Command, Broadcasting Service, and the Director, AFRTS, shall be advised of the circumstances and actions taken.

#### C4.7. NEWS PROGRAMS

C4.7.1. Ensuring Integrity of Commercial News Programs. The Department of Defense assures the U.S. commercial and public networks that it will protect the integrity of all news programs and materials. No changes shall be made in the editorial content of any news programs and materials that are broadcast.

C4.7.1.1. Radio news actualities and correspondents' reports may be excerpted from network newscasts, but must be excerpted in their entirety. Radio actualities presented within correspondents' reports may not be excerpted.

C4.7.1.2. Television news programming may not be excerpted in any manner unless specifically authorized by AFRTS-BC.

C4.7.1.3. If television news programming is produced or procured locally by an outlet, as authorized in subsection C4.7.3., the provisions of the contract with the source of such programming shall apply.

C4.7.2. Principle of Fairness. AFRTS-BC and AFRTS outlets' news policy shall be guided by the principle of fairness. This principle applies to issues rather than persons and does not require "equal opportunities." It does require outlets to provide "reasonable opportunities" for the presentation of conflicting views on important controversial public issues. All AFRTS news programming shall be characterized by its fairness.

C4.7.3. Contracting for Commercial News Service. To ensure complete and balanced news programming, AFRTS outlets have authority to contract for commercial news services, such as Reuters. Any such services shall be coordinated with the applicable Broadcasting Service and are subject to normal budgeting and contracting procedures.

## C4.8. POLITICAL PROGRAMMING

C4.8.1. Political Broadcasting Policy. AFRTS political broadcasting policy is based on the FCC policy on Political Broadcasting and Cablecasting, which does require "equal opportunities" for political candidates. For example, a U.S. broadcast station may grant "equal opportunities" to a candidate to compensate for a speech or other appearance by a rival candidate. Accordingly, if AFRTS-BC carries an original speech (or appearance), it is required to broadcast the answering response. Outlets airing the original speech are required to also carry the response. It is noted that the requirement for "equal opportunities" does not apply to four kinds of news programs: newscasts, news interviews, news documentaries, and spot coverage of news events. All AFRTS political programming shall be characterized by its fairness and balance.

C4.8.2. Free Flow of Political Programming. AFRTS-BC shall provide a free flow of political programming from U.S. commercial and public networks. AFRTS-BC and AFRTS outlets shall maintain the same "equal opportunities" balance offered by these sources. Outlets should make extensive use of such programming, especially during presidential election years, and should provide their audience with the political analyses, commentaries, and public affairs programs provided by AFRTS-BC.

## C4.9. HOST-NATION SENSITIVITIES

AFRTS annually publishes a list of host-nation sensitivities supplied by the Combatant Commands. Host-nation sensitivities are topics that shall be avoided in any programming originating at an over-the-air AFRTS outlet in the host nation.

## C4.10. UNAUTHORIZED PROGRAMS and PROGRAM MATERIAL

C4.10.1. Pornographic Materials. The airing, reproduction, or mere existence of audio and/or video pornographic materials within the premises of any AFRTS facility is prohibited. The airing, reproduction, or exhibition of any such materials within an AFRTS facility shall also be punishable under provisions of the Uniform Code of Military Justice (UCMJ).

C4.10.2. Demeaning Audio or Video Materials. The airing or reproduction of any unauthorized audio or video program materials within an AFRTS facility shall also

constitute a violation of this Regulation. Examples of such materials are: racist propaganda; audio/video materials whose sole purpose is to demean any race, gender, nationality, or religion; materials promoting the use of drugs or alcohol, or promoting deviant or socially unacceptable behavior; material promoting religious cults; material promoting the overthrow of governments.

C4.10.3. Lyrics Alert Labeling. Outlets shall not air any song that is labeled with a "Lyrics Alert," "Very Explicit Lyrics" or similar notice. These music industry alerts are used to label songs that contain lyrics that may violate existing U.S. broadcast law and/or relevant community standards of good taste. Outlets shall report songs without alerts that include offensive swear words, racially demeaning language, lyrics that encourage drug use, sexual abuse or harassment, to AFRTS-BC.

#### C4.11. CENSORSHIP

Outlets shall disseminate DoD, Service, command, local community, and host-country news that may be of interest to major segments of their military and DoD civilian personnel audience and family members. Manipulation or censorship of any news content is expressly forbidden. Commanders or members of their staffs shall not edit or delete portions of the contents of any international, national, or local news program. A negative story regarding the military or community is not grounds for editing, manipulation, or censorship.

## C5. CHAPTER 5

### INTERNAL INFORMATION

#### C5.1. USE OF AFRTS OUTLETS TO DISSEMINATE INTERNAL INFORMATION

C5.1.1. Keeping Military Audiences Informed. Although the normal perception of the AFRTS mission by military personnel in overseas locations is to provide entertainment programming, the primary purpose and most important product and service that can and should be delivered by AFRTS is "internal information." The purpose of AFRTS outlets is to keep their audiences informed and aware of whatever is happening anywhere that may have an effect on their lives and/or careers.

C5.1.2. Internal Information as a Term. Internal information as used in this Regulation is meant to be an all-encompassing term including any and all the following: news information from any of the civilian news sources of any nation or news opinion and commentary that is used on any major United States electronic medium (national or international information); information originating from the United States military installation commander, any of the subordinate and tenant commands, Combatant Commands, component commands, or allied commands (command information); military information originating from the DoD or the Military Departments (Service information); local military installation news, local civilian community news, local special events on the installation or in the local civilian community, or "news-features" on individual personnel (local information); and any information for dissemination to military personnel, DoD civilians, and their family members as directed by DoD and/or the Military Departments (command information).

C5.1.3. AFRTS Outlet Staff Responsibilities. Personnel at any AFRTS outlet may find themselves actively associated with the information programs of all branches of the Armed Services. Basic internal information policy and guidelines are set by the Services, Combatant Commands, and Component and/or base command, but outlet personnel are responsible for executing the dissemination of this internal information in electronic media format.

C5.1.4. Use of Non-AFRTS Materials. Combatant Commanders, component commanders, military base and/or activity commanders and commanding officers ashore and afloat shall not use AFRTS outlets for the programming of any materials except internal information and materials received from AFRTS-BC, as specified in this Regulation, without expressed prior authorization from the Director, AFRTS.

## C5.2. PURPOSE OF THE AFRTS INTERNAL INFORMATION PROGRAM

The AFRTS Internal Information Program has several distinct purposes:

C5.2.1. Increase Awareness. To increase knowledge, professionalism, readiness, and pride in military service and to stimulate awareness of the military as a rewarding and productive career.

C5.2.2. Ensure Free Flow of Information. To establish the methodology and provide the access needed throughout the Department of Defense to ensure a free flow of all types of internal information to military personnel, no matter where they may be.

C5.2.3. Disseminate Morale and Welfare Information. To provide information necessary for the "morale and welfare" of DoD personnel and their family members.

C5.2.4. Increase Knowledge of U.S. National Heritage. To assist individuals in uniform, in appreciating the freedom they are called upon to defend, realizing their responsibilities under those freedoms, comprehending the values of our Government and national heritage, and understanding the threats to our nation's security.

## C5.3. SPOT ANNOUNCEMENTS

C5.3.1. Informational Spot Announcements Replace Commercials. AFIS provides commanders with policy guidance and completed information "spots" for the dissemination of information to military personnel. These spots, which are generally 30 or 60 seconds in length, for both radio and television, replace the commercial availability within normal information or entertainment programs on AFRTS.

C5.3.2. AFRTS Non-Commercial Status. AFRTS is an entity of the Department of Defense and, as such, is a non-commercial broadcast organization. Except as stated in subsection C5.3.7., below, no commercial products or profit-making organizations may be mentioned in AFRTS spot announcements.

C5.3.3. CFC and Other DoD-Sanctioned Fund Drives. Spots will not be used to solicit funds directly or indirectly unless specifically approved by the Director, AFRTS. Exceptions are spot announcements produced for the annual Overseas Combined Federal Campaign if they are general in nature and do not highlight a single agency. AFRTS outlets may also produce spot announcements that support fund

drives sanctioned by the Military Departments and their major commands, such as Army Emergency Relief, Navy Relief Society, Air Force Aid Society, and similar campaigns.

C5.3.4. Command-Sponsored Publicity. Spot announcements shall not publicize gambling or games of chance, unless such activities are organized within the U.S. military communities and authorized by local commanders for purposes of charity or morale and welfare. In the case of command-authorized lotteries, names of winners may be mentioned in local news stories. Spot announcements shall be restricted to mentioning where tickets are available but will not encourage participation in the lottery.

C5.3.5. Membership Drive Publicity. Spot announcements shall not promote membership drives for organizations requiring dues or a monetary fee for joining.

C5.3.6. Approval to Use Non-AFRTS Spots. With the exception of Network, Outlet, Regional NewsCenter, Command Information Bureau spot productions, and spots produced by the Military Services as part of their Command or Internal Information mission, all spot announcements will be produced or acquired, reviewed and approved for AFRTS to be used solely by the AFRTS/RTPO. Occasionally, sources will provide spot material directly to AFRTS locations. In such cases, the material should not be used. It should be forwarded to the AFRTS/RTPO for review and possible release to AFRTS outlets.

C5.3.7. Use of Brand Names in Spots. Spot announcements shall not mention the brand name of any product. To do so may be considered a DoD endorsement and provide unfair competition with other products. This includes those products that carry the Army and Air Force Exchange Service (AAFES) brand name, and Navy and Marine Corps Exchange products. Brand names may be mentioned in news stories if they are an integral part of the news story.

C5.3.7.1. Brand Name Use in "Swap Shop" Ads. Local "Swap Shop" or "Trading Post" programs may use brand names and prices when advertising personal items for sale or exchange by authorized members of the audience.

C5.3.7.2. Naming Sponsors as Part of Newscasts. Outlets may mention the name of a commercial sponsor, along with other pertinent facts, in news stories and local announcements concerning DoD, USO-sponsored shows and programs.

C5.3.7.3. Naming Commercial Brands as Command-Sponsored Prizes.

AFRTS outlets may mention the names of commercial products or companies to identify specific prizes in contests sponsored by military command activities.

C5.3.8. Spot Compliance and Consistency to DoD Policy. Any spot announcement aired on AFRTS, regardless of where or by whom produced, must comply with DoD policies and be in concert with other spots released by RTPO. For example, spots promoting the sale of alcoholic beverages at the Class VI or similar store would not be approved, since DoD continually attempts to reduce the use of alcohol.

C5.3.9. Spot Use Adheres to Guidelines. Spot announcements released by RTPO and distributed by information cassette or disc or by program insertion are considered under the same guidelines and policies as any other program material released by AFRTS-BC. Consideration for use will follow the same host-country sensitivity guidelines as all other programs.

#### C5.4. EMERGENCY ANNOUNCEMENTS

C5.4.1. Command's Written Policy Required. Appropriate Combatant and component or local commands shall provide written policy regarding the airing of emergency announcements. The degree of emergency and the possible effects any AFRTS emergency announcements might have upon the host country "shadow audience" must be carefully considered in formulating such policy. In the event the policy authorizes the airing of emergency announcements, AFRTS outlets shall broadcast such announcements only upon explicit clearance from the commander authorized to release the information and the AFRTS outlet commander and/or manager who is responsible for verifying the emergency requirement. Based on command policy, emergency announcements on local stations may be pre-approved by the DoD Components in advance of an expected emergency such as evacuation of family members, natural disasters, etc.

C5.4.2. Broadcasting of Exercise and Training Announcements. "Exercise" announcements for recall, alert, or maneuver training may be broadcast by an AFRTS station if it is determined by the DoD Components that these announcements shall not have an adverse impact on host-nation sensitivities or sensibilities.

C5.4.3. Noncombatant Evacuation Operations (NEO) Announcements. Provisions for using the services of AFRTS outlets during a NEO shall be provided for in the applicable Combatant Command operations plan (OPLAN).

## C5.5. RELIGIOUS PROGRAM MATERIALS

C5.5.1. Locally Produced Religious Services/Events Announcements. Local stations may produce spot announcements that inform the audience of dates and times of authorized local military religious services and events. Such announcements will not promote participation or membership in one religious group over another, nor will local spot announcements espouse the doctrine of any specific religion.

C5.5.2. Approval Process for Religious Spots from Other Sources. Religious spot announcements not produced locally must be received from AFRTS-BC only. These announcements shall have been reviewed and approved by the Armed Forces Chaplains Board (AFCB) religious programming coordinator at AFRTS-BC. Spots received from other sources may be forwarded to AFRTS-BC or AFCB for a determination on their use.

C5.5.3. AFCB Review and Approval Required. With the exception of subsection C5.5.1., no religious material may be used without prior AFCB review and approval.

## C5.6. LOCAL NEWS PRODUCTION

C5.6.1. Factual, Accurate, and Unbiased News Reporting. The content, format, and presentation of local news programs shall be factual, fair, unbiased, and in compliance with all the applicable provisions of this Regulation.

C5.6.2. News Source Attribution. Locally produced newscasts shall contain appropriate news source attribution. Outlets shall not delete source attribution in news programs and materials provided by AFRTS-BC.

C5.6.3. Coordination with Local Public Affairs on Local News Programs. AFRTS outlets will not conduct "investigative reporting." Outlets are encouraged to produce local news programs on subjects of interest and/or concern within the communities and commands served. Local news reports shall be fully attributed as to source and be fully coordinated, if appropriate, with the installation public affairs offices to ensure accuracy and balanced reporting. AFRTS outlets shall not function as news gathering or news support bureaus for civilian news organizations.

C5.6.4. Meeting Local Audience and Command Needs. AFRTS outlets shall, on a regular basis, coordinate with all local commands, public affairs offices, and command-sponsored organizations to ensure that all segments of their authorized audience are given an opportunity to provide news and information items on local AFRTS programs.

## C5.7. AFRTS NEWSCENTER

C5.7.1. Editing AFRTS NewsCenter Productions and Their Use for B-Roll Footage. AFRTS NewsCenter-produced products are approved at the OSD-level as produced and may not be edited. However, B-Roll footage may be extracted for use in local internal information products. Requests for exceptions to this policy must be forwarded through the Broadcasting Service to AFIS, ATTN: AFRTS NewsCenter.

C5.7.2. Deleting AFRTS NewsCenter Productions. Outlets shall ensure maximum exposure of AFRTS NewsCenter products and other broadcast internal information material produced by the Services. AFRTS NewsCenter products inserted in programming by AFRTS-BC shall not be covered or deleted unless previously authorized by the Director, AFRTS.

C5.7.3. Assistance in Footage Acquisition. Within operational priorities, the NewsCenter responds to requests from overseas outlets for assistance in coverage of events in the National Capital Region and suggestions for program topics. Precedence will be given to subjects that are of the widest interest to Service members and their families stationed overseas and those that can be used in programs produced by the NewsCenter. Outlets should pass requests for such assistance through the appropriate Broadcasting Service. Likewise, requests from the NewsCenter for assistance from outlets in acquiring overseas footage and audio will be forwarded through the appropriate Broadcasting Service.

## C5.8. STATION IDENTIFICATION.

AFRTS outlets shall identify themselves in accordance with host-country agreements and requirements. Call letters, an identifying phrase, or a television on-air logo may be used. All station identifications will be coordinated with the appropriate Broadcasting Service.

C6. CHAPTER 6  
AFRTS MANPOWER

C6.1. JOINT AFRTS MANNING

C6.1.1. Joint Staffing Standards. AFRTS joint work force staffing standards, DoD 5122.10-STD-1, DoD 5122.10-STD-2, and DoD 5122.10-STD-3 (references (e) (f) and (g)) are based upon DoD staffing studies conducted by the U.S. Air Force work force analysts, acting as the DoD executive agent. They establish standard operational requirements and manning levels for networks and outlets. These documents are to be used as the primary guide for staffing AFRTS outlets and for manpower and budgeting considerations in the DoD Planning, Programming, and Budgeting Systems (PPBS).

C6.1.2. AFRTS Manning Requirements, Authorizations and Staffing. AFIS is responsible for the publication and maintenance of the Joint AFRTS Manning Document (JAMD). The JAMD will be maintained current by AFIS executive agent for joint staffing standards, HQ AFNEWS and CB. The JAMD provides the worldwide work force requirements, authorizations, and staffing level of each Military Department Broadcasting Service and is the source document in the PPBS cycle to obtain required work force at the Service level. Each Service shall provide any changes in the work force structure contained within the most recent JAMD issue. Staffing levels at joint facilities will be coordinated between the Services before to submission to AFIS for publishing in the JAMD. The JAMD constitutes an ISSSA for staffing the AFRTS Joint work force.

C6.1.3. Proportionate Share of AFRTS Staff. The proportionate share mix of the authorized and required staff shall be based upon the size of the authorized audience of each Service within the geographic area, as reported by the Combatant Command Population Statistics Report. For purposes of personnel authorizations, audience includes military personnel, DoD civilians, and command-sponsored family members.

C6.1.4. Services Staffing Responsibilities. Each Service is responsible for ensuring its work force posture is as close to 100 percent of the authorized and/or funded requirement as possible. Changes to the work force within a geographic area that affects another Service shall be coordinated with that Service before implementation. Where U.S. civilian personnel spaces are required, the proportionate share of these spaces and associated funds shall be transferred to the operating Service from the other Services at the time of outlet establishment or transfer. The Director,

AFRTS, shall adjudicate conflicts concerning personnel authorizations that cannot be resolved at Broadcasting Service headquarters-level.

C6.2. TRAINING.

It is the responsibility of each station manager to have a strong training program in place. The Broadcasting Services have input in the DINFOS training curriculum to assist the school in providing quality training needed to keep the men and women serving in AFRTS thoroughly prepared to deliver the best services to the audience served by AFRTS.

## C7. CHAPTER 7

### PHYSICAL SECURITY OF PERSONNEL AND EQUIPMENT

#### C7.1. PHYSICAL SECURITY POLICY

AFRTS outlets are located in areas of the world that could be subject to hostile actions between opposing forces and by terrorist threats or actions. In accordance with DoD Directive 2000.12 (reference (h)), AFRTS policy is to protect at all times, to the maximum extent possible, all personnel, equipment, and facilities.

#### C7.2. RESPONSIBILITIES

##### C7.2.1. Broadcasting Services shall:

C7.2.1.1. Ensure plans and procedures for protecting stations against hostile threats and actions are addressed in Memorandums of Understanding or Support Agreements and are guided by DoD Handbook 0-2000.12-H (reference (i)).

C7.2.1.2. Maintain a file copy of the physical security plans and procedures for each outlet under their control.

C7.2.1.3. Ensure each outlet under their control meets the minimum physical security requirements outlined in subsection C7.3.1., below and those contained in DoD Instruction 0-2000.16 (reference (j)).

##### C7.2.2. Host Command shall:

C7.2.2.1. Delineate the support required of the AFRTS outlet in base security plans.

C7.2.2.2. Incorporate protection of the AFRTS outlet into base security plans.

C7.2.2.3. Include the AFRTS outlet in routine security patrols.

C7.2.2.4. Support the AFRTS outlet in meeting minimum physical security requirements outlined in subsection C7.3.1., below.

C7.2.2.5. Address plans and procedures in support agreements for protecting the AFRTS outlet against hostile threats and actions.

C7.2.3. AFRTS Outlet Managers shall:

C7.2.3.1. Have a valid security plan that realistically reflects local conditions and possible local threat environment.

C7.2.3.2. Ensure that the outlet security plan is incorporated into host-command security plans and/or procedures. Coordinate with the host command and Broadcasting Service to ensure plans and procedures for protecting against hostile threats and actions are addressed in support agreements.

C7.2.3.3. Review the station physical security plan annually and have it evaluated by a physical security professional staff; e.g., military police/provost marshal, or military intelligence unit.

C7.2.3.4. Ensure that host command security police adequately check station security during routine patrols and provide them with any special instructions.

C7.2.3.5. Provide a copy of security plan, and any changes, to appropriate Broadcasting Service headquarters.

C7.2.3.6. Provide the base hostage negotiation team appropriate information on capabilities, and access to the outlet to support the team's activities. In any abnormal situation, make every effort to support host command base actions, consistent with DoD Directive 5120.20 (reference (a)).

C7.3. PROCEDURES

C7.3.1. Minimum Physical Security Requirements. Each AFRTS outlet shall be provided, by the host command, the following minimum protection:

C7.3.1.1. A duress alarm system at manned studio and transmitter locations. An intrusion alarm system at all AFRTS studio facilities and transmitter locations not manned 24 hours;

C7.3.1.2. Outdoor security lighting;

C7.3.1.3. Security bars on all windows (or equivalent);

C7.3.1.4. Cipher locks on outside access doors and adequate locking devices on all interior doors.

C7.3.2. Physical Security Plans and Procedures. Physical security plans and/or procedures must acknowledge that the outlet may be required to continue operations for as long as possible during a threat situation. Station security plans and procedures must address at least the following areas:

C7.3.2.1. Station Access Procedures. Access to AFRTS outlets must be securely controlled at all times, even when there is no threat. In times of threat, use of access lists, 100 percent ID card checks, and increased use of security personnel may be appropriate. Measures that would deny unauthorized persons access to the station after an evacuation are also required.

C7.3.2.2. Protection of Assigned Personnel. Personnel should be evacuated before the station is under a direct threat. In the early stages of a threat condition, station operations should be reduced to allow for the early evacuation of as many personnel as possible. Avoid actions that involve unnecessary risk to station personnel. Each station must have a pre-designated safe-haven where evacuated personnel can gather as an established procedure of accounting for assigned personnel. These procedures should specifically include steps or actions to be taken upon receipt of a bomb threat.

C7.3.2.3. Protection, Removal, Disablement or Destruction of all Broadcast Equipment and AFRTS Program Materials. The security plan must address proper procedures for removing broadcast equipment and AFRTS program materials to a safe location before the takeover of a station becomes imminent. Station disablement or destruction should be undertaken only when component military authority has determined that enemy and/or terrorist takeover of the station is imminent (there is no time to remove the equipment or program materials). All station personnel shall be fully briefed on station procedures must reflect safety considerations, require minimum technical knowledge, and be flexible enough for varying circumstances. The outlet commander or manager shall be responsible for determining the proper mix of actions to guarantee the safety of his personnel and the security of the station.

C7.3.2.4. Chain-of-Command Notification Procedures. The security plan must contain procedures for notifying the operational chain-of-command when the enemy and/or anti-terrorism plan is activated. Broadcasting services and network commanders must assume that they may not be able to alert their affiliate stations through normal communication channels.

## C8. CHAPTER 8

### AFRTS IN WAR AND OPERATIONS OTHER THAN WAR

#### C8.1. PURPOSE

AFRTS will provide radio and television news, information, and entertainment to DoD personnel involved in war and operations other than war. AFRTS support to Combatant Commands is detailed in Appendix AP3., DoD Directive 2000.12 (reference (h)), DoD Instruction 2000.16 (reference (j)), and guided by DoD Handbook 2000.12-H (reference (i)).

#### C8.2. RESPONSIBILITIES

C8.2.1. Purchase and Maintenance of AFRTS Equipment. AFIS/AFRTS is responsible for purchasing and maintaining a ready stock of contingency radio and television production, broadcast, and distribution equipment for use in war and operations other than war. The amount and type of equipment ultimately deployed will be determined in coordination with Combatant Command AFRTS Planners and be sufficient to fulfill the normal requirements of Combatant Command operation plans.

C8.2.2. Executive Agent for Wartime Planning. AFNEWS Plans and Strategies Division (AFNEWS/CBX) is the executive agent for AFRTS deliberate wartime planning.

C8.2.3. Executive Agent for Short-Notice Crisis Response. The NMC is the executive agent for AFRTS short-notice crisis response, and is the executive agent for management and maintenance of AFRTS rapid deployment broadcast and broadcast support equipment. During the first 179 days of a military deployment, NMC provides the Combatant Commands with manned radio and television service in locations of the Combatant Command Area of Operations where manned AFRTS service does not currently exist or where adequate AFRTS manning and/or equipment does not exist in theater.

C8.2.3.1. ABS and AFBS Deployment Responsibilities. Use of NMC personnel and resources as the initial source for AFRTS deployments does not eliminate ABS and AFBS mobility requirements. Army and Air Force broadcast personnel and resources must be prepared to initially augment Navy personnel and resources and to deploy as follow-on AFRTS support to Combatant Commands.

C8.2.3.2. AFRTS Rapid Deployment Equipment. The NMC and AFRTS contingency equipment Detachment One initiates procurement for, receives, stores, maintains, refurbishes and deploys AFRTS rapid deployment broadcast and broadcast support equipment.

C8.2.4. The AFRTS Planning Committee (APC) oversees all AFRTS deliberate planning for war and operations other than war. The APC reviews current planning efforts based on world conditions, considers new AFRTS equipment requirements, and reviews AFRTS planning policy issues. The committee meets annually and is chaired by the AFRTS Director. The committee consists of planners from AFIS/AFRTS, the Broadcast Services, AFRTS-BC, T-ASA, DINFOS, UCAP, and AFNEWS/CBX.

C8.2.5. The AFRTS Crisis Response Cell (CRC) provides advice, assistance, and support to Theater AFRTS CRC on personnel, equipment, and support requirements for short notice crisis scenario planning. The CRC is chaired by and convened at the discretion of the AFRTS Director. The CRC includes representatives from AFIS/AFRTS, AFRTS-BC, T-ASA, AFNEWS/CBX and the military broadcasting services.

C8.2.6. Theater AFRTS Crisis Response Cells (TACRC) assist Combatant Commands in determining AFRTS requirements for short notice crisis scenarios. A TACRC consists of representatives from all AFRTS organizations in the area of operation and becomes a part of the Combatant Command public affairs planning staff. The Combatant Command AFRTS planner serves as the TACRC when there are no AFRTS organizations assigned to the area of operation.

C8.2.7. The Combatant Command AFRTS Planner (UCAP) is the single point of contact for planning all AFRTS activities in a Combatant Command AOR. The UCAP, in conjunction with AFIS/AFRTS and the Combatant Command public affairs office planner, is responsible for planning AFRTS support to all DoD audiences in the Combatant Command AOR. The UCAP develops an AFRTS support package to meet the specific requirements of an operation plan and obtains the necessary support from the Combatant Command to implement the support package. The UCAP with their designated Combatant Command are shown below:

C8.2.7.1. AFNEWS/CBX - USSOCOM, USSPACECOM, USSTRATCOM and USTRANSCOM

C8.2.7.2. ABS - USEUCOM and USSOUTHCOM

#### C8.2.7.3. AFBS - USCENTCOM and USPACOM

#### C8.2.7.4. NMC-USACOM

C8.2.8. The GAM is the Broadcast Service may assist the UCAP with the planning process. For example, AFBS is the UCAP for US Pacific Command; however, for the Korea operation plan AFBS can request that ABS, as the GAM for Korea, assist in preparing the plan.

C8.2.9. The Military Broadcasting Services will provide manpower, equipment, maintenance, administrative and funding support as tasked by AFIS/AFRTS.

C8.2.10. The NMC is responsible for all ship-based and fleet support AFRTS operations.

### C8.3. LEVELS OF SERVICE.

AFRTS Flexible Response Options (FRO) are general operational capabilities the UCAP uses to build an AFRTS response to a specific situation. The UCAP uses the capabilities outlined in the FRO to develop a level of service that is tailored to the needs of a specific operation. AFRTS deployable equipment systems include a specific list of equipment and manpower required to support each FRO. Again, when the specific level of service is developed by the UCAP this information is tailored to develop specific equipment and manpower requirements to implement the level of AFRTS service for the operation. AFIS/AFRTS will annually review the AFRTS deployable equipment systems designed to support each FRO. Due to innovations in technology, the most current description of each FRO will be published in the most current Appendix AP3. or be available through the UCAP. A basic description of each FRO follows:

C8.3.1. FRO One - AFRTS Satellite Systems. AFRTS satellite systems are unmanned AFRTS satellite services that provide international and national news, sports, information and U.S. network entertainment to a military operation other than war (MOOTW) or for a wartime situation anywhere on the globe. Service is delivered through either small or large satellite dishes. As a minimum, it provides two VHS-quality AFRTS TV channels, two AFRTS stereo music services, the AFRTS news voice line from AFRTS-BC and a data channel provides selected internal information printed material. Larger systems provide additional channels of AFRTS

television and radio service. Distribution is to individual television receiver(s) or small cable distribution systems (five or fewer drops) in close proximity.

C8.3.2. FRO Two - Radio and Television Signal Distribution Systems. These deployable systems include radio and television transmission, wireless cable, and cable systems that provide a capability to distribute AFRTS radio and television signals to an expanded autonomous geographic area such as a large U.S. military installation in an AOR.

C8.3.3. FRO Three - AFRTS Manned Radio Service. These deployable systems provide a capability for local live command information and radio news. Various types and sizes of local radio systems exist that can be used to establish a range of services from simple local breakaway from a FRO One satellite source to a full service operation with local production capability.

C8.2.4. FRO Four - Management, Local TV and/or Live Radio. These deployable systems support the development of either an AFRTS management function to oversee large or dispersed AFRTS operations, add AFRTS local television, and/or an AFRTS live radio capability. These three separate functions can be tasked either individually or in combinations and tailored to meet operational requirements. The AFRTS management team can include maintenance, production, administrative support, logistics, engineering and operations. This capability establishes an enhanced capability to support operations in an AO comprised of a large peacetime engagement of medium to long duration where the operational commander requires a near real time command information capability. It also provides the Combatant Command director of public affairs with AFRTS management expertise not normally available on the public affairs staff.

## C9. CHAPTER 9

### LOGISTICS

#### C9.1. RESPONSIBILITIES

C9.1.1. TASA, in accordance with established DoD guidelines and Procurement Administrative Lead Time (PALT), shall:

C9.1.1.1. Provide logistics, technical and acquisition support for the AFRTS and Military Department Broadcasting Services, life-cycle management for all broadcast end-items and, commercial broadcast equipment systems to include applicable technical literature, and any item not otherwise stocked, stored, and issued by national supply activities and/or respective Military Department inventory control activities.

C9.1.1.2. Procure and issue, temporarily hold, commercial-off-the-shelf non-standard supplies and equipment required by AFRTS.

C9.1.1.3. Procure end-items, major components, and repairable items as directed by the Director, AFRTS, or requested by Broadcasting Service activities. Individual purchases under \$2,500 shall be obtained using the activity International Merchant Purchase Authorization Card (IMPAC) purchase card to the maximum extent. TASA will however, provide acquisition support under the \$2,500 threshold if required supplies are not available in the local area.

C9.1.1.4. Review and provide disposition instructions on all equipment reported as potential excess.

C9.1.1.5. Make arrangements for training on new equipment purchased; provide engineering support for new and existing AFRTS facilities and or systems; and engineering expertise for site surveys, project and/or system designs, procurement, issue, and installation of radio and television equipment and systems when no in-house Broadcasting Service expertise or resources are available.

C9.1.1.6. Develop, in coordination with AFRTS and the Broadcasting Services, specifications, standard nomenclature and standards for professional broadcast equipment for AFRTS facilities.

C9.1.1.7. Provide engineering expertise on the selection of major end-item

equipment and/or systems for new requirements and replacement of existing equipment and/or systems to ensure compatibility and maximum standardization.

C9.1.1.8. Provide on-site logistics and maintenance advisory and technical assistance visits and appropriate training when funded by the requesting activity.

C9.1.1.9. Provide, at least annually, a list of T-ASA-managed direct exchange equipment available to AFRTS activities.

C9.1.1.10. Review jointly with AFRTS, and the respective Broadcasting Services, on an annual basis, all investment funded AFRTS equipment requirements, to include the out-year requirements and the budget and/or execution year for all the Broadcasting Services.

C9.1.1.11. Establish guidelines and provide notification to each customer pertaining to the timely submission of equipment procurement requests (OP/Capital Investment) acquisitions. Provide local procurement authority or alternative methods (contractor support) for those requests not submitted within established AFIS and T-ASA guidelines.

C9.1.1.12. Provide electronic capability for AFIS/AFRTS and the Broadcasting Services to review project status information such as fund obligations, procurement status, shipping information and the opportunity to participate in evaluation of solicitation specifications, technical evaluation of bids, and acceptance testing of equipment.

C9.1.2. The NMC Fleet Support Detachment will provide support SITE systems. Because SITE systems are an integral part of overall shipboard configurations, NMC is authorized to seek system development and procurement through usual Naval procurement activities.

## C9.2. PROCEDURES

### C9.2.1. Use and Disposal of AFRTS Assets

C9.2.1.1. Potential Excess AFRTS Facilities and Systems. AFRTS outlets and networks shall report all potential excess broadcasting facilities, systems, and equipment to the appropriate Broadcasting Service for disposition instructions before turn-in to the local support activity.

C9.2.1.2. Potential Excess Broadcasting Services Material. The Broadcasting Services shall review potential excess material to determine retention or utilization using the following guidelines:

C9.2.1.2.1. Retain assets within the Broadcasting Service when required for use by their other AFRTS outlets and/or networks.

C9.2.1.2.2. Report all serviceable assets and which are no longer required by the Broadcasting Service to T-ASA, with information copy to AFRTS.

C9.2.1.2.3. T-ASA shall issue disposition instructions to the appropriate Broadcasting Service for:

C9.2.1.2.3.1. Redistribution within the AFRTS system;

C9.2.1.2.3.2. Redistribution within visual information activities;

C9.2.1.2.3.3. Reporting as excess to local support activity under Military Department regulations.

#### C9.2.2. DoD AFRTS Project Code

C9.2.2.1. Use of Tri-Service "3AR" Project Code. Under the provisions of DoD 4000.25-1-M (reference (k)) Project Code "3AR" is assigned by the Department of Defense for use by all Services and Agencies to identify AFRTS tri-Service requirements and facilitate logistics support of AFRTS outlets worldwide.

C9.2.2.2. Requisition Process. The Defense Automatic Addressing System (DAAS) uses Project Code "3AR" to edit all mechanical requisitioning documents and forwards them to T-ASA for initial receipt and control over AFRTS-initiated requisitions regardless of the recorded Source of Supply (SOS).

C9.2.2.3. Ordering Common Tools, Materials or Parts. Requisitions for common National Supply System material and parts, such as screwdrivers, wrenches, nuts, etc., available through GSA activities, shall not be honored by T-ASA unless the requisitioner specifically states in exception data that no other source of supply exists or is available. Requisitions in this category without exception data shall be passed immediately to the official SOS.

C9.2.2.4. Mandatory Use of "3AR Code for AFRTS-Related Material. Use

of Project Code "3AR" is mandatory on all manual and automated requisitioning documents for AFRTS-related material. Requisitions without "3AR" shall be processed as ordinary low priority audio-visual requirements.

C9.2.2.5. Restricted Use of Project Code "3AR" Designation. Project Code "3AR" is for AFRTS use only. Report any known misuse by activities other than AFRTS to AFIS/AFRTS.

## C10. CHAPTER 10

### PROVIDING CABLE, WIRELESS CABLE AND SATELLITE SERVICE OVERSEAS

#### C10.1. OVERVIEW

C10.1.1. AFRTS Service. AFRTS, through AFRTS-BC, is the only source authorized to negotiate for, procure, and distribute commercial and Public Broadcasting Service programming to U.S. Forces overseas.

C10.1.2. Non-AFRTS Service. Requests to bring additional radio and television service to U.S. Forces overseas via non-AFRTS satellite receive stations and/or cable and wireless cable distribution systems must be approved by AFRTS.

#### C10.2. HOST-NATION IMPLICATIONS

Introduction of additional broadcast services into U.S. installations and/or housing areas overseas may impact many U.S. local command, DoD, and international agreements and regulations. Examples include, but are not limited to:

C10.2.1. Status of Forces Agreements;

C10.2.2. Host-nation sensitivity issues;

C10.2.3. International performing rights and copyright laws;

C10.2.4. Host-country rules concerning the ownership of satellite receive dishes, cable ownership and installation, authority to downlink international and other satellite programming;

C10.2.5. Directives pertaining to DoD and/or Military Department Internal Information Programs.

#### C10.3. CONTRACTING FOR COMMERCIAL RADIO AND TELEVISION SERVICE

C10.3.1. Overseas Considerations. Commanders may propose introduction of satellite receive stations and cable and wireless cable distribution systems into overseas

military installations and housing areas. Overseas commanders should review the following limiting factors and should investigate the service being offered by any vendor to determine its acceptability, before forwarding recommendation through Service channels to AFIS/AFRTS for final approval. Factors to consider include:

C10.3.1.1. English Language Programming Availability. In most overseas locations, English language and/or U.S. style programming is not available or limited.

C10.3.1.2. Encryption Restrictions. Some English language and/or U.S. style television service (e.g., pay services such as Home Box Office (HBO) and ESPN may be encrypted).

C10.3.1.3. Commercial Franchise Agreements and Fees. Franchise agreements and/or payment of fees may be required to receive these services.

C10.3.2. Ensuring Vendor's Compliance with U.S. Laws and Regulations. U.S. Forces overseas must ensure that all agreements for service are not in contravention with U.S. copyright laws as well as local, international regulations and agreements.

C10.3.3. Commercial Cable Routing and Approval Process. Commanders are authorized to pursue providing this type of service on their installations. Inquiries concerning satellite receive stations, wireless cable and cabling should be routed through the overseas component and Combatant Command Public Affairs Officers to DoD (AFIS/AFRTS). In case of Navy activities, the NMC has been given responsibility by the Chief of Naval Operations for review of all proposals for cable and wireless cable at Naval installations both in CONUS and overseas. Naval inquiries and proposals shall be routed from the Combatant Command through the NMC to AFIS/AFRTS.

C10.3.4. Combatant commanders shall ensure that the following detailed guidance is followed:

C10.3.4.1. AFRTS Programming on Commercial Systems and Rental Fees. If AFRTS programming is included on a commercial or military-installed cable or wireless cable system, that service must be available only to authorized viewers. The preferred arrangement is for all AFRTS services, both video and audio, be offered to DoD personnel on cable free of any charges. This arrangement is not always practical because of the expense of operating a cable distribution system. Every effort should be made to offer as many AFRTS services as possible at little or no cost to the audience. This Regulation does permit charging a nominal fee to offset the expense of

a cable box and maintenance of the distribution system. On multi-tiered cable systems, there may be conditions in which the primary entertainment channel (for example, AFN Pacific) and NewSports are offered on a no-cost or maintenance-only-cost tier, and Spectrum and other entertainment channel (for example, AFN Atlantic) are offered on the lowest-priced basic tier along with a variety of other commercial channels. This arrangement, while not preferred, is permissible assuming that the DoD member is not charged any additional fee beyond the normal cost of the tier to receive the additional AFRTS channels. Because cable capabilities and configurations are different depending on locale, requests for policy guidance should be addressed to AFRTS.

C10.3.4.2. AFRTS Restriction to Authorized Audiences. The AFRTS signal must be strictly limited to the authorized audience (members of the DoD and their families). Failure to comply with this restriction could jeopardize programming being provided worldwide.

C10.3.4.3. AFRTS Funding Prohibited for Commercial Systems Installation and Upkeep. AFRTS funding shall not be provided for costs of installing, operating, and maintaining this type of cable or wireless cable system.

C10.3.4.4. Individual Contracts with Commercial Systems. Members of the Department of Defense may contract for additional program services offered by the contractor on an individual basis in accordance with base/installation policies and procedures. However, these additional services can in no way be tied to the reception of AFRTS.

C10.3.4.5. Proof of Distribution Rights. Cable and wireless cable contractors must provide the Component commander and AFRTS detailed proof that they have the distribution rights to the programming being offered for the specific manner and location in which they will be delivered. The responsibility to obtain and document copyright clearance rests with the individual cable or wireless cable contractor, but must still be submitted with requests for approval. The detailed approval must be in writing and signed by the programming source (e.g., MTV, STARTV, SKY-TV, etc.).

#### C10.4. REQUESTING PROCEDURES

C10.4.1. Coordination Process. Local commanders desiring to provide additional radio and television services shall submit their request through their

overseas component and Unified Command Public Affairs Officer to AFIS/AFRTS. An information copy of each request shall be provided by the Component Public Affairs Officer to the Military Department Broadcasting Service that has geographic area management responsibility. (See Appendix AP1.) Requests shall include the specific documentation identified.

C10.4.2. Programming Services Offered and Costs. Additionally, requests shall include a specific break-out of the programming services being offered and their cost to the Service member (e.g., services included on each "tier," individual premium channels, and "pay-per-view" offerings).

C10.4.3. Recommendation Forwarded by Unified Commands. Unified Commands shall forward these requests with their recommendation to the Department of Defense, American Forces Information Service, ATTN: AFRTS, 601 North Fairfax Street, Room 360, Alexandria, VA 22314-2007. (Message address: AMFINFOS WASHINGTON DC//AFRTS//.)

C10.4.4. NMC Coordination. NMC has established an office for screening and supporting requests for cable or wireless cable from Navy instructions. All Navy requests shall be forwarded through channels to NAVMEDIACEN, ATTN: Code MC 44, for review and submission to AFIS.

C11. CHAPTER 11  
MANAGEMENT INFORMATION SYSTEMS

C11.1. GENERAL INFORMATION

C11.1.1. This chapter establishes policies, procedures, and responsibilities for the management of information resources within AFRTS. It applies to all AFRTS activities using general purpose automatic data processing equipment (ADPE).

C11.1.2. Embedded computers and software exclusively dedicated to the production and broadcasting of AFRTS radio and television programs are considered part of visual information (equipment class 58) and are not managed as general purpose ADPE (equipment class 70).

C11.2. RESPONSIBILITIES

C11.2.1. The AFRTS Information Resource Manager (IRM) responsibilities include:

C11.2.1.1. Planning, coordinating, developing, and managing policy and procedures for the AFRTS IRM program.

C11.2.1.2. Providing guidance to the Broadcast Services' IRMs on planning for and using information technology.

C11.2.2. The Director of each Military Department Broadcasting Service shall:

C11.2.2.1. Ensure that the Director, AFRTS, is kept fully informed regarding IRM activities and requirements.

C11.2.2.2. Coordinate IRM hardware and software requirements with the other Services and with AFIS to ensure interoperability throughout AFRTS.

C11.2.2.3. Designate a Broadcasting Service IRM to coordinate IRM requirements with other Services and AFRTS.

C11.2.2.4. Ensure all IRM equipment and software is accredited and protected in accordance with applicable Service security regulations. Refer to DoD Directive 5200.28 (reference (l)) and DoD Directive 5400.11 (reference (m)).

C11.2.2.5. Ensure that centrally managed AFRTS information systems (e.g., AFRTS Registration Database) are properly used and data is kept up-to-date.

### C11.3. EQUIPMENT AND SOFTWARE ACQUISITION

C11.3.1. AFRTS uses commercial-off-the-shelf software (COTS) or standard DoD systems wherever feasible to satisfy automated information management requirements.

C11.3.2. In-house software will be developed on an exceptional basis. Exceptions may exist where COTS or standard systems are unavailable or where in-house development is deemed economically or operationally necessary to accomplish the mission. All in-house development will be submitted through a Service IRM to the Director, AFRTS, for approval prior to starting work. Military Standard 498 (reference (n)) should be consulted when developing, modifying and documenting software.

C11.3.3. In accordance with subsection C11.3.2., outlet personnel may develop unique applications using authorized COTS to satisfy local, specific requirements provided:

C11.3.3.1. The development time does not adversely affect normal duties.

C11.3.3.2. The development does not require additional funding.

C11.3.3.3. The application is limited and does not require a change in policy or procedures outside the immediate outlet.

C11.3.3.4. The application does not affect the installation, configuration, operation, management, or maintenance of existing AFRTS software.

### C11.4. DISPOSITION OF EXCESS ADPE

Excess equipment will be reused where it is economically and operationally feasible.

C11.4.1. The priority for re-using ADPE is:

C11.4.1.1. To satisfy validated requirements within the Broadcasting

Service. The Broadcasting Service Commander or Director will determine the distribution.

C11.4.1.2. To satisfy validated requirements within AFRTS or another Broadcasting Service.

C11.4.1.3. To satisfy requirements of other Defense Agencies.

C11.4.2. Procedures for re-using ADPE equipment are:

C11.4.2.1. Broadcasting Services will determine the need for and will redistribute excess ADPE within the Service as required.

C11.4.2.2. ADPE excess to the Broadcast Service's needs will be disposed of using the procedure specified by the Defense Information Systems Agency and Service procedures.

#### C11.5. COPYRIGHT AND SOFTWARE LICENSES

All AFRTS activities and locations will follow the copyright owner's licensing terms for all COTS acquired for AFRTS. Unauthorized duplication and use of COTS is prohibited.

#### C11.6. USE OF AFRTS ADPE

Except for the provisions of section C11.4. above, ADPE resources assigned to AFRTS activities and locations are not to be diverted to other, non-AFRTS use.

## AP1. APPENDIX 1

### AFRTS GEOGRAPHIC AREAS OF RESPONSIBILITY

AP1.1.1. In accordance with DoD Directive 5122.10 (reference (o)), AFRTS Geographic Areas of Responsibility (GAR) are assigned to the commanders or directors of the respective Military Department Broadcasting Services by the Director, AFRTS.

AP1.1.2. The terms Geographic Area of Responsibility (GAR), and Geographic Area Manager (GAM), are, for the most part, interchangeable. GAMs are assigned to provide for a single point of contact for AFRTS matters within specified geographic areas. Where possible, GAMs should correspond to Broadcasting Service responsibility as Combatant Command AFRTS wartime and other than wartime operations planners (UCAP) for that country and region. Requests for new or altered AFRTS services within a country or region shall be submitted through the responsible GAM and coordinated with each affected Military Department's Broadcasting Service headquarters before being forwarded to AFIS/AFRTS for approval.

AP1.1.3. GAMs are responsible for maintaining an accurate, comprehensive list of contacts within U.S. Embassy Country Teams and Host-Nation governments, PTTs, and associated government or commercial radio and television agencies or companies. The GAM, in conjunction with the appropriate Combatant Command, is responsible for being knowledgeable of host-nation sensitivities and broadcast policies. The GAM is the AFIS/AFRTS representative for AFRTS matters in its GAR, and as such shall serve all AFRTS outlets in its GAR with equal consideration. The GAM is the initial voice of authority for all matters related to AFRTS policies and programming and must be prepared to explain these to U.S. military commands and Host-Nation and Country Team contacts.

AP1.1.4. Each Military Department is responsible for initiating PPBS action to support routine, non-wartime and non-other than wartime engagement AFRTS service in support of their deployed forces, as required. Wartime and other than wartime operations PPBS is a Combatant Command responsibility in conjunction with their UCAP and the GAM.

AP1.1.5. If only one Military Department deploys personnel into an area where another Military Department is designated as GAM and no AFRTS service is available in that area, the deploying Military Department may, if desired, request GAM responsibility for that area.

AP1.1.6. The following denotes GAM responsibility for AFRTS operations (alphabetic order):

AP1.1.6.1. ARMY

AP1.1.6.1.1. Alaska

AP1.1.6.1.2. European Command (EUCOM) Area of Operation in Europe (except Portugal; Spain; Crete; Turkey, and the United Kingdom)

AP1.1.6.1.3. EUCOM Area of Operation in Africa and the Middle East

AP1.1.6.1.4. Johnston Island

AP1.1.6.1.5. Korea

AP1.1.6.1.6. Marshall Islands (Kwajalein Island)

AP1.1.6.1.7. SOUTHCOM Area of Operation

AP1.1.6.2. NAVY

AP1.1.6.2.1. Atlantic Command (ACOM) Area of Operation (except the Azores)

AP1.1.6.2.2. Bahrain

AP1.1.6.2.3. Canada

AP1.1.6.2.4. Crete (Greece)

AP1.1.6.2.5. Diego Garcia (BIOT)

AP1.1.6.2.6. New Zealand

AP1.1.6.2.7. Portugal (except the Azores)

AP1.1.6.2.8. Ships: Navy; Military Sealift Command; and, Coast Guard

AP1.1.6.2.9. Spain (except Torrejon and Moron)

AP1.1.6.3. AIR FORCE

AP1.1.6.3.1. Azores

AP1.1.6.3.2. Central Command (CENTCOM) Area of Operation (except Bahrain)

AP1.1.6.3.3. Greece (except Crete)

AP1.1.6.3.4. Pacific Command (PACOM) Area of Operation (except Diego Garcia; Korea; Marshall; Kwajalein; Johnston Islands; and New Zealand)

AP1.1.6.3.5. Torrejon and Moron, Spain

AP1.1.6.3.6. Turkey

AP1.1.6.3.7. United Kingdom

AP2. APPENDIX 2

REQUEST FOR AFRTS SERVICE AND APPLICATION INSTRUCTIONS

1. LOCATION AND ORGANIZATION REQUESTING SERVICE:

2. AUDIENCE SIZE AND CONFIGURATION:

RADIO	Military	Family	DoD Civ.	DoD Civ. Fmly.	Total
Army	( , , , )	( , , , )	( , , , )	( , , , )	( , , , , )
Navy/CG	( , , , )	( , , , )	( , , , )	( , , , )	( , , , , )
USAF	( , , , )	( , , , )	( , , , )	( , , , )	( , , , , )
USMC	( , , , )	( , , , )	( , , , )	( , , , )	( , , , , )
Totals:	( , , , )	( , , , )	( , , , )	( , , , )	( , , , , )

TV	Military	Family	DOD Civ.	DOD Civ. Fmly.	Total
Army	( , , , )	( , , , )	( , , , )	( , , , )	( , , , , )
Navy/CG	( , , , )	( , , , )	( , , , )	( , , , )	( , , , , )
USAF	( , , , )	( , , , )	( , , , )	( , , , )	( , , , , )
USMC	( , , , )	( , , , )	( , , , )	( , , , )	( , , , , )
Totals:	( , , , )	( , , , )	( , , , )	( , , , )	( , , , , )

3. AMOUNT AND TYPE OF ENGLISH LANGUAGE PROGRAMS CURRENTLY AVAILABLE:

4. IF AVAILABLE, HOW IS ENGLISH LANGUAGE PROGRAMMING DELIVERED?

Radio: AM FM Cable or Wireless Cable  
 Television: VHF UHF Cable or Wireless Cable Direct Satellite

5. SERVICE CAPABILITY AND LOCATION OF OUTLET:

- a. Manned Unmanned
- b. Radio: Cable: Radiate: Proposed power: Pattern:
- c. Television: Cable: Radiate: Proposed power: Pattern:
- d. Coordinates of Location:  
 Longitude (Deg) E/W (Min) (Sec) Latitude (Deg) N/S (Min) (Sec)
- e. Proposed building: Square feet:

6. DESIRED "ON-AIR" DATE:

7. OUTLET STAFFING AND FINANCIAL PLAN STATEMENT:

a. The requesting command understands that it is responsible for providing funding and personnel authorizations (military and civilian). This is in the event the geographical manager cannot receive funding and personnel before it can be obtained through the Program, Planning, Budgeting System.

8. REQUESTING COMMANDER'S SIGNATURE, TITLE, DATE:

9. MAJOR COMMAND APPROVAL: Message date and time group:

10. COMPONENT COMMAND APPROVAL: Message date and time group:

11. TASK FORCE COMMANDER APPROVAL: Message date and time group:

12. COMBATANT COMMAND APPROVAL: Message date and time group:

13. UCAP SIGNATURE, DATE:

14. THIS APPLICATION MUST HAVE THE FOLLOWING AS ATTACHMENTS:

a. Copy of frequency allocation authorization or other suitable documentation, if radiating a signal is desired.

b. Copy of agreement with host government. NOTE: If a formal written agreement has not yet been negotiated a Memorandum of Understanding (MOU) or Record from the U.S. Embassy or U.S. Country Team will suffice.

c. Appropriate documentation in compliance with DoD Directive 4100.15, and DoD Instruction 4100.33 (references (p) and (q)), when applicable.

APPENDIX 2 - Continued

REQUEST FOR AFRTS SERVICE APPLICATION INSTRUCTIONS

1. LOCATION AND ORGANIZATION REQUESTING SERVICE: -- Enter your unit's location and name here, i.e., Athens, Greece; 706th Aerial Port Squadron.

2. AUDIENCE SIZE AND CONFIGURATION: -- Enter the number of military personnel (by branch of service), family members, DoD civilians and family members who will benefit by receiving AFRTS programming.

3. AMOUNT AND TYPE OF ENGLISH LANGUAGE PROGRAMS CURRENTLY AVAILABLE: -- List any such programming as hours per day, type; e.g., sitcoms, movies, news, etc. Also state whether viewers or listeners must subscribe.

4. IF AVAILABLE, HOW IS ENGLISH LANGUAGE PROGRAMMING DELIVERED? Indicate by selections listed.

5. SERVICE CAPABILITY AND LOCATION OF OUTLET:

- a. Is manned or unmanned AFRTS service desired or feasible?
- b. Select listed radio service(s) desired.
- c. Select listed television service(s) desired.
- d. List geographic coordinates of facility or satellite dish.
- e. Provide proposed building location, type and square footage.

6. DESIRED "ON-AIR" DATE: -- Date you want AFRTS on the air providing programming to your area.

7. OUTLET STAFFING AND FINANCIAL PLAN STATEMENT: -- Self-explanatory. Questions, see your UCAP (Combatant Command AFRTS Planner).

8. REQUESTING COMMANDER'S SIGNATURE, TITLE, DATE: -- Self-explanatory.

9. MAJOR COMMAND APPROVAL: -- Enter message date and time group of approving message.

10. COMBATANT COMMAND APPROVAL: -- Enter message date and time group of approving message.

11. TASK FORCE COMMANDER APPROVAL: -- Enter date and time group of approving message. NOTE: This block to be filled only when Task Force is active.

12. COMBATANT COMMAND APPROVAL: -- Enter date and time group of approving message

13. UCAP SIGNATURE, DATE: -- Self-explanatory. NOTE: UCAP signs and dates upon receipt of messages and concurrence for items 8 through 12. Copies of above messages will be provided as attachments to this application.

14. THIS APPLICATION MUST HAVE THE FOLLOWING AS ATTACHMENTS:

a. Copy of frequency allocation authorization or other suitable documentation, if radiating a signal is desired.

b. Copy of agreement with host government. NOTE: If a formal written agreement has not yet been negotiated, a Memorandum of Understanding (MOU) or Record from the U.S. Embassy or U.S. Country Team will suffice.

c. Appropriate documentation in compliance with DoD Directive 4100.15, and DoD Instruction 4100.33 (references (p) and (q)), when applicable.

AP3. APPENDIX 3

AFRTS PLANNING AND EXECUTION FORMATS AND GUIDANCE FOR WAR  
AND OPERATIONS OTHER THAN WAR

AP3.1.1. (Published separately) <sup>1</sup>

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<sup>1</sup> Available from Headquarters, Armed Forces Radio and Television, 601 N. Fairfax Street, Suite 360, Alexandria, VA 22314

AP4. APPENDIX 4

AFRTS PROGRAM MATERIALS

AP4.1.1. (Published separately) <sup>2</sup>

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<sup>2</sup> Available from Headquarters, Armed Forces Radio and Television, 601 N. Fairfax Street, Suite 360, Alexandria, VA 22314

AP5. APPENDIX 5  
AFRTS MINI-TV HANDBOOK

AP5.1.1. (Published separately) <sup>3</sup>

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<sup>3</sup>Available from Headquarters, Armed Forces Radio and Television, 601 N. Fairfax Street, Suite 360, Alexandria, VA 22314

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