



# Department of Defense **INSTRUCTION**

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Incorporating Change 1, Effective November 17, 2017

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ATSD(PA)

**SUBJECT:** Use of DoD Transportation Assets for Public Affairs Purposes

**References:** See Enclosure 1

1. **PURPOSE.** In accordance with the authority in DoD Directive (DoDD) 5122.05 (Reference (a)), this instruction:

a. Reissues DoDD 5122.8 (Reference (b)) as a DoD instruction (DoDI), pursuant to DoDI 5025.01 (Reference (c)), to establish policy, assign responsibilities, and prescribe procedures for the use of DoD transportation assets for public affairs purposes.

b. Incorporates and cancels DoDI 5435.2 (Reference (d)).

2. **APPLICABILITY.** This instruction applies:

a. To OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff (CJCS), the Combatant Commands (CCMDs), the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD (referred to collectively in this instruction as the "DoD Components").

b. When DoD Components conduct public affairs (PA) activities with other federal departments or agencies and with foreign governments.

3. **POLICY.** It is DoD policy that:

a. Use of DoD transportation assets for PA purposes may be provided when all of the following criteria are met:

(1) Travel is determined to be primarily in the interest of the DoD.

(2) Commercial transportation is not available or is otherwise inadequate to fulfill mission objectives, or the individual is in immediate danger of loss of life, limb, or sight.

(3) Travel on DoD transportation assets is on a space-available, non-interference basis on previously scheduled flights to the maximum extent that is possible.

b. Unless specifically authorized to travel on a non-reimbursable basis pursuant to paragraph 3.c, media and individuals other than media involved in approved PA activities (referred to in this instruction as “non-government personnel”) will be required to reimburse the DoD for travel at the prevailing commercial rate (i.e. full coach fare) available to the general public between the day the travel was planned and the day the travel occurred. The DoD Components will require agreement for reimbursement from passengers prior to providing transportation. Procedures for reimbursement are included in Enclosure 4 of DoDD 4500.09E (Reference (e)), and DoD 7000.14-R, Volumes 11A and 11B (Reference (f)).

(1) The requirement for reimbursement is determined by the approving authority (see Enclosure 2).

(2) Chapter 3 of DoDI 4515.13 (Reference (g)) establishes primary guidance for determining PA air travel eligibility. DoD Components should review eligibility criteria found in Chapter 3 of Reference (g) to assist in course of action development.

c. Non-reimbursable travel may be authorized for media and non-government personnel when:

(1) All of the following conditions are met:

(a) Travel is determined to be primarily in the interest of the DoD;

(b) Commercial transportation is not available or is otherwise inadequate to fulfill mission objectives, or the individual is in immediate danger of loss of life, limb, or sight; and

(c) Travel on DoD transportation assets is on a space-available, non-interference basis on previously scheduled flights to the maximum extent that is possible; OR

(2) The transportation mission or asset is an integral part of the media coverage or is needed to accomplish a PA objective; OR

(3) The safety and security of DoD-accredited news media movement would be unduly compromised when travelling without DoD assistance.

#### 4. RESPONSIBILITIES

a. Assistant to the Secretary of Defense for Public Affairs (ATSD(PA)). The ATSD(PA):

(1) Coordinates, approves, and establishes policy and provides guidance regarding travel by media in DoD transportation assets when necessary to fulfill PA mission objectives.

(2) Reviews and approves requests for:

(a) Travel requested for PA purposes by other government agencies or foreign governments.

(b) Intertheater media travel.

b. CJCS and Combatant Commanders (CCDRs). The CJCS and CCDRs approve requests within their areas of responsibility for the use of DoD transportation assets for PA purposes as designated in Enclosure 2 of this instruction.

5. PROCEDURES. See Enclosure 2.

6. RELEASABILITY. **Cleared for public release**. This instruction is available on the Directives Division Website at <http://www.esd.whs.mil/DD/>

7. SUMMARY OF CHANGE 1. The changes to this issuance are administrative and update organizational titles and references for accuracy.

8. EFFECTIVE DATE. This instruction is effective December 17, 2014.



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ENCLOSURE 1

REFERENCES

- (a) DoD Directive 5122.05, “Assistant Secretary of Defense for Public Affairs (ASD(PA)),” September 5, 2008
- (b) DoD Directive 5122.8, “Use of Military Carriers for Public Affairs Purposes,” December 13, 1963 (hereby cancelled)
- (c) DoD Instruction 5025.01, “DoD Issuances Program,” August 1, 2016, as amended
- (d) DoD Instruction 5435.2, “Delegation of Authority to Approve Travel In and Use of Military Carriers for Public Affairs Purposes,” April 25, 1975 (hereby cancelled)
- (e) DoD Directive 4500.09E, “Transportation and Traffic Management,” September 11, 2007, as amended
- (f) DoD 7000.14-R, “Department of Defense Financial Management Regulations (FMRs),” Volume 11A and 11B, current edition
- (g) DoD Instruction 4515.13, “Air Transportation Eligibility,” January 22, 2016, as amended
- (h) DoD Directive 5158.04, “United States Transportation Command (USTRANSCOM),” July 27, 2007, as amended
- (i) Joint Travel Regulations, Volume 2, “Department of Defense Civilian Personnel,” current edition
- (j) Office of the Chairman of the Joint Chiefs of Staff, “DoD Dictionary of Military and Associated Terms,” current edition

ENCLOSURE 2

PROCEDURES

1. GENERAL. Use of DoD transportation assets includes:

a. Public affairs travel in connection with coverage of military operations and exercises, military sponsored events, and military installation visits or other PA objectives that add to the public understanding of DoD activities.

b. Transportation of non-government personnel involved strictly in approved PA activities that are of primary interest to the DoD, including community relations and outreach programs, tours, or other events in which a DoD Component is either a sponsor or a participant, or when the transportation is filmed as part of a DoD-sponsored entertainment media production. Although orientation visits are considered PA activities for non-government personnel, Reference (g) should also be consulted, as needed, for further guidance.

c. Transportation of individuals in support of approved PA activities arranged by any DoD Component jointly with or at the request of another federal department, agency, or foreign government.

2. APPROVAL AUTHORITY

a. Other Government Agencies or Foreign Governments. Transportation by DoD assets for PA purposes arranged by any DoD Component with, or at the request of, another federal department, agency, or foreign government is authorized only by the ATSD(PA), unless delegated.

b. Local Travel. Except as otherwise specified in this instruction, commanders at all levels are authorized to grant transportation approval for local travel for PA purposes if that travel is within the scope of the mission and responsibilities of their command, and:

(1) The PA activity is not the responsibility of a higher authority;

(2) The public interest in the PA activity is confined primarily to the mission and vicinity of that command; and

(3) Transportation is provided for local media or non-government personnel who are a part of an approved local PA activity that is in the primary interest of the DoD.

c. Ship Visits. Visits to ships at sea by media and non-government personnel for PA purposes to and from shore and ship is considered "local" for the purposes of this instruction. Commanders and PA staffs should also adhere to any Service-specific guidance about embark and visit programs.

d. Non-local Travel. The ATSD(PA), CJCS, and Secretaries of the Military Departments have the authority to approve the use of DoD transportation assets for PA purposes. CCDRs also have the authority to approve the use of DoD transportation assets for non-local travel to their AORs for PA programs. The non-local travel must be pertinent to their command responsibility and travel and must occur solely to and from the geographic AOR of the approving commander.

(1) CJCS may delegate approval authority to the Director, Joint Staff.

(2) CCDRs cannot delegate approval authority below their Service component heads.

(3) Travel involving more than one geographic CCMD will be approved by the ATSD(PA) except as otherwise specified in this instruction.

e. Intratheater Travel. CCDRs or their designees are authorized to approve and provide dedicated airlift or blocked seats for non-government personnel and accredited media aboard already scheduled flights. The travel must be judged to be primarily in the interest of the DoD and enable coverage of operations or PA activities supporting current operations subject to the following conditions:

(1) Transportation is only provided aboard assets contracted or organic to U.S. forces in the approving commander's AOR. Commercial assets are not requested to provide media transportation.

(2) Dedicated military transportation is only provided when the CCDR or his or her designee determines, on a case-by-case basis, that other means of transportation are not reasonably available or adequate to allow timely media coverage of an operation or PA activity.

f. Intertheater Travel

(1) Only the ATSD(PA) approves intertheater travel. United States Transportation Command, in accordance with DoDD 5158.04 (Reference (h)), coordinates for intertheater travel for accredited media and non-government personnel to enable coverage of operations or PA activities supporting current operations, provided that:

(a) The supported CCDR or designee agrees;

(b) Media has a PA escort; and

(c) Other conditions and requirements such as country clearances are met.

(2) The ATSD(PA) must approve intertheater travel between geographic CCMDs with the exception that geographic CCDRs may authorize travel from the nation where their headquarters is located to their AOR, if their headquarters is located outside their AOR. For example, United States Africa Command may authorize travel from Germany to Africa; United

States Southern Command and United States Central Command may authorize travel from the United States to their respective AORs.

### 3. PROCEDURES FOR AUTHORIZING TRAVEL

a. No DoD Component commits government transportation for PA purposes until the request is coordinated and approved by the appropriate authority, in accordance with section 2 of this enclosure.

b. All transportation requests for PA purposes are submitted to the appropriate approval authority, as defined in section 2 of this enclosure, through the appropriate command channels. In instances requiring ATSD(PA) approval, the requests are submitted by the most expeditious means. Justification is required to establish both the PA purpose to be served and the necessity of the use of DoD transportation assets within the policies of this instruction.

c. Travel authorization paperwork, including, if applicable, Invitational Travel Authorizations in accordance with the Joint Travel Regulations, Volume 2, Appendix E (Reference (i)), are issued by the sponsoring organization.

d. When the approval authority, as delineated in this instruction, determines passengers must provide reimbursement for travel, the approval authority will also ensure passengers file required paperwork and make timely payment. Procedures for reimbursement are included in Reference (i).



## GLOSSARY

### PART I. ABBREVIATIONS AND ACRONYMS

AOR	area of responsibility
ATSD(PA)	Assistant to the Secretary of Defense for Public Affairs
CCDR	Combatant Commander
CCMD	Combatant Command
CJCS	Chairman of the Joint Chiefs of Staff
DoDD	DoD Directive
DoDI	DoD Instruction
PA	public affairs

### PART II. DEFINITIONS

Unless otherwise noted, these terms and their definitions are for the purpose of this instruction.

AOR. Defined in the DoD Dictionary of Military and Associated Terms (Reference (j)).

CCMD. Defined in Reference (j).

DoD transportation assets. Any form or type of transportation (land, sea, or air) that a DoD Component provides.

federal department. Any of the U.S. Government organizations and agencies, including the Departments of Homeland Security, State, and Transportation, the Federal Bureau of Investigation, Central Intelligence Agency, etc.

intertheater. Defined in Reference (j).

intertheater travel. Transportation linking theaters to the continental United States, as well as the airlift between CCMDs. The majority of transportation usually involves United States Transportation Command-assigned heavy, long-range assets.

intratheater travel. Transportation conducted within a single theater, where transportation assets are usually assigned to a geographic CCDR or attached to a subordinate joint force commander, usually to provide delivery of personnel and equipment directly into mission areas to meet specific theater objectives and requirements.

local travel. Transportation that can be considered local with respect to distance from the DoD Component or installation concerned, and to the scope of interest in the PA activity involved.

media or news media. An individual employed by a civilian radio or television station, newspaper, newsmagazine, periodical, or news agency to gather and report on a newsworthy event. Media include internal and U.S. or foreign accredited journalists, broadcasters, producers, screenwriters, playwrights, authors, photographers, videographers, and documentarians as well as PA authenticated freelancers and web log media bloggers. Their support staff, (e.g., lighting technician, audio technician, grip, researcher), may be considered “media” for the purpose of support under this instruction.

non-government personnel. Representatives other than media who are strictly involved in approved PA activities, including community relations, outreach programs, and tours. This does not include members and employees of Congress or other officials (or cargo) of U.S. Government agencies.

non-local travel. All transportation that is not considered local, including travel:

Covering large geographic distances within the United States;

From one country to another;

Conducted in support of a PA activity that affects more than one DoD Component; or

Travel outside the geographic area of responsibility of the command originating the travel request.

PA. Defined in Reference (j).