



DEPARTMENT OF THE ARMY
UNITED STATES ARMY EUROPE
UNIT 29351
APO AE 09014-9351

AEPA

1 August 2019

MEMORANDUM FOR HQ USAREUR Staff Principals, Commanders of USAREUR Major Subordinate Commands, and Commanders of Commands under USAREUR Operational Control

SUBJECT: Media on Military Aircraft (AE Cmd Memo 2019-010)

1. References:

- a. DOD Instruction 5122.08, Use of DOD Transportation Assets for Public Affairs Purposes.
- b. ECI 5401.01, Public Affairs.
- c. AR 360-1, The Army Public Affairs Program.
- d. Memorandum, HQDA, SAPA-ZA, 18 April 2019, subject: 2019 Army Outreach Guidance.
- e. Memorandum, USAREUR, AEOP-AVN, 13 May 2019, subject: Delegation of Authority to Approve Requests Involving Foreign Nationals Flying on U.S. Rotary-Wing Aircraft.

2. Effective immediately, public affairs offices within the USAREUR area of operations that are seeking approval to carry media representatives aboard a scheduled existing military flight will use the following procedure:

- a. The public affairs office facilitating the flight will draft the PAO Memo for Media on Flights ([encl 1](#)) and an event outline.
- b. The reporter will complete the Waiver of Liability ([encl 2](#)).
- c. The public affairs office facilitating the flight will request a legal review of the PAO Memo for Media on Flights and the Waiver of Liability from its servicing legal office.
- d. The responsible public affairs office will provide the USAREUR Public Affairs Office (Media Desk) with the drafted PAO Memo for Media on Flights, the event outline, the completed and signed Waiver of Liability, and the legal review.

AEPA

SUBJECT: Media on Military Aircraft

e. The USAREUR Public Affairs Office will provide the responsible public affairs office with the PAO Memo for Media on Flights signed by the USAREUR Director of Public Affairs.

f. The responsible public affairs office will provide the entire package to their unit commander for approval.

g. Approval for public affairs officers or journalists that are non-U.S. citizens must further be approved by the commanders of 7th Army Training Command or Mission Command Element.

3. Flights will not be generated specifically to carry members of the media. Media representatives will only fly on flights already scheduled as part of an existing mission.

4. Procedures for providing media transportation on military aircraft or providing military aircraft for outreach purposes are separate topics and not affected by this memorandum.

5. This policy will be incorporated in a new AE Regulation.

6. The POC is the Chief, Media Division, USAREUR PAO, at military 537-0024.

FOR THE COMMANDER:



HARTMUT H. RENK
Brigadier General, GS
Chief of Staff

2 Encls



DEPARTMENT OF THE ARMY
UNITED STATES ARMY EUROPE
UNIT 29351
APO AE 09014-9351

AEPA

D Mmmmm 20YY

MEMORANDUM FOR [*commander, unit name, APO AE address*]

SUBJECT: Approval for Media Aboard Military Aircraft [*insert date*]

1. This memorandum serves as authorization for U.S. civilian media personnel to fly aboard military rotary wing aircraft of [*insert unit name*] for media operations in support of [*insert exercise or operation*] from [*insert date*] to [*insert date*].

2. The USAREUR Public Affairs Office will support the Commanding General's communication objectives by providing media access to training areas via rotary wing assets to inform key audiences of U.S. and joint enabled combined operations in support of [*insert exercise or operation*].

3. The purpose of these flights is to provide media representatives an opportunity to see the training and cooperation between the U.S. military and Allies and partners [*insert location*].

4. The USAREUR Public Affairs Office requests that the following media representatives be provided flights on military aircraft for the [*insert date*] training events with [*insert unit name*] during a combined training [*insert event*].

5. The following journalists are traveling:

a. NAME:

- (1) NATIONALITY:
- (2) DATE OF BIRTH:
- (3) PASSPORT NUMBER:
- (4) EMPLOYER:

b. NAME:

- (1) NATIONALITY:
- (2) DATE OF BIRTH:
- (3) PASSPORT NUMBER:
- (4) EMPLOYER:

6. All passengers will wear appropriate civilian attire and protective equipment, to include helmet, vest, and hearing and eye protection. They will have personal identification and the last four of their SSN or national ID documented and maintained with USAREUR G3-Aviation staff.

AEPA

SUBJECT: Approval for Media Aboard Military Aircraft [*insert date*]

7. Authorization is valid for flights conducted on [*insert date*].
8. This request meets the guidelines in AR 360-1, The Army Public Affairs Program, Chapter 10-2, Local media travel procedures and approvals; and ECI 5401.01, Public Affairs.
9. Before boarding military aircraft, non-DOD personnel will be required to sign a liability release in accordance with AR 360-1, Chapter10-1.
10. The POC is Ms. Lukasik, USAREUR Public Affairs Office, civilian 0049-(0)611-143-537-0031, cell 0049-(0)172-678-5321, or email: *elisia.v.lukasik.civ@mail.mil*.

JOSEPH SCROCCA
Colonel, U.S. Army
Director of Public Affairs

[*Name*]

[*Title*]

Aviation Brigade Commander

_____ Concur

_____ Non-concur

WAIVER OF LIABILITY

1. Waiver of Liability / "Hold Harmless" Agreement:

Whereby I, [name], am about to travel with the [unit], and whereas I am doing so entirely upon my own initiative, risk, and responsibility. Now therefore in consideration of the permission extended to me, I do hereby for myself, my heirs, executors and administrators, remiss, release, and forever discharge the United States Government and its member officers, agents and employees acting officially and otherwise, from any and all claims, demands, actions or causes of actions, on account of my death or on account of injury to me or my property which may occur during my stay, travel as well as all ground, flight or sea operations incidents thereto. I specifically waive all rights I enjoy under the Military Claims Act, 10 U.S. Code 2733, the Foreign Claims Act, 10 U.S. Code 2734 and the Nonscope Claims Act, 10 U.S. Code 2737. I understand in transporting me, the U.S. Government is not acting as a common carrier for hire and does not bear the liabilities attached to this status.

2. Security Statement: I also agree to withhold any classified information that may be accidentally disclosed to me and to respect embargo restrictions that may be imposed on information which, if disclosed, may jeopardize operational security. During my stay with the [unit] and subordinate units, I will not interfere with operations. I understand that failure to comply with these security restrictions will result in the loss of authorization to accompany U.S. Armed Forces and may result in cancellation of my media accreditation.

3. Imagery Use Agreement: I also grant the unit Public Affairs Office permission to use any still or video imagery compiled during my stay, travel as well as all ground, flight or sea operations incidents thereto.

Signature

Printed Name

Nationality

Passport number

Address

Phone number

Media Agency

Date

Witness Signature

Witness Name

Next-of-kin notification information:

Name

Relation

Address

Phone number