

1977


UA37/39 Memo re: Gemini 77 USO Caribbean Tour

David Livingston

Russell Bice

United Service Organizations

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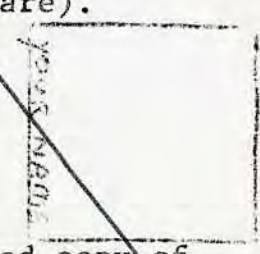
National Executive

Michael E. Menster

Dear Dr. Livingston:

The enclosed items are required for your forthcoming USO SHOWS tour of the CARIBBEAN Command; scheduled to commence on or about 19 July 1977.

1. INSTANT ACCESS SHEET:
Each unit member should print or type all information and attach a passport photo where noted. Return these forms to this office.
2. "NO-FEE" PASSPORT APPLICATION AND AUTHORIZATION LETTER:
(for Europe, Pacific and Mediterranean only)
Each unit member must apply immediately before any clerk of a federal or state court or passport agent, with the enclosed application and attached Department of Army authorization letter and the following:
 - a. two current passport photos (2½ to 3 inches square).
Sign the front of each photo along the left hand side with full legal name.
 - b. original or certified copy of birth certificate with an official raised (impression) seal -OR- a previous U.S. tourist passport. (A naturalized citizen shall present his naturalization certificate.)



c. adequate identification (driver's license, etc.)

Each unit member is responsible for the cost of the passport and photos. All the above items will be kept by the passport clerk, and the no-fee passports will be mailed to the unit manager from Washington (AFEO) prior to departure. Birth certificates will also be returned.

These no-fee passports are the property of the State Department and must be surrendered to USO SHOWS at conclusion of tour.

When all unit members have applied, the manager is to call the American Forces Entertainment Office (AFEO) collect, (202/693-8230) and report the date and location each member applied.

NOTE: Pacific units must mail 4 additional, signed passport photos of each unit member to AFEO (see address below) before applying for no-fee passport.

3. NATIONAL AGENCY CHECK REQUEST FORMS (DD 1584):
Read the attached instruction sheet carefully before completing the form. Mail completed forms immediately to the following address:

American Forces Entertainment Office (AFEO)
P.O. Box 8000
Washington, D.C. 20024

4. IMMUNIZATION AUTHORIZATION LETTER AND YELLOW INTERNATIONAL CERTIFICATE OF VACCINATION (PH 5731):
Immunizations are given to regular military personnel traveling to the area you will be touring, and must also be obtained by each unit member prior to departure. However, travel need not be delayed except for the first immunizing dose. The unit manager is authorized to contact the nearest military facility or U.S. Public Health Service to arrange a date and time for immunizations. Each unit member must have the authorization letter and Yellow International Certificate of Vaccination with him when reporting for shots. The yellow booklet should be appropriately annotated by the medical clinic and retained by unit member for the duration of the tour. If any unit member has previously traveled

overseas and possesses this certificate, it should be presented when reporting for current shots.

The following insurance and other forms are to be completed by each member of your USO SHOWS unit and returned to this office:

1. YELLOW USO LIFE INSURANCE ENROLLMENT CARDS: Complete only the following--Line 2: Name, date of birth and social security number
Line 4: Sex, marital status, spouse's birthdate
Line 5: Name of beneficiary, date of birth, and relationship to individual
SIGN AND DATE ON THE BOTTOM
Each unit member is being provided, free of cost, with \$10,000.00 USO life insurance coverage for the duration of the tour.
2. WHITE USO DESIGNATION OF BENEFICIARY ACCIDENT INSURANCE FORMS: Each unit member is to write in his beneficiary's name and address and sign on the bottom. This free policy provides:
 - a. \$10,000.00 coverage in the event of accidental death
 - b. payment of medical expenses resulting from an accident to the extent of \$1,000.00SPECIAL NOTE: Should an injury occur, a written report must be submitted immediately to USO SHOWS with all details as to time, place, how it occurred, medical attention provided by military, etc.
3. YELLOW USO RECORD OF EMERGENCY DATA FORMS: Upper and lower portions of this form are to be completed identically. Area codes and zip codes must be listed.
4. PINK MILITARY AGREEMENT & CERTIFICATE OF BRIEFING FORMS: To be read, signed, and dated by each unit member.
5. MULTIPLE TRAVEL PAYMENTS LIST: Have each unit member sign his/her legal name, first name first, in the small space provided above the typed name. Use ball point pen and return all copies in tact.
6. GREEN U.S. DEPARTMENT OF LABOR BROCHURE AND CARD: (Each unit member is to keep these items.) During the period of tour, performers are classified as temporary employees of the Federal Government. In the event of illness or injury which is sustained beyond the completion of tour, the

provisions of the Federal Employees' Compensation Act (FECA) will apply. If needed, follow instructions on the subject card and direct the application for compensation to the nearest U.S. Department of Labor Office -- Not to USO or AFEO.

NOTE: In order to qualify for Federal Employee's Compensation, you must keep one copy of your travel orders. This copy will document the fact that you were a temporary employee of the Federal Government.

The following items are to be completed and returned immediately by the Unit Manager:

1. GOLD USO ITINERARY CERTIFICATE FORMS (5): SIGNATURE ONLY on all 5 copies: nothing else is to be filled in.
2. EXCESS BAGGAGE LETTER: Date and sign both copies.
3. BLUE USO "INSURANCE DISCLAIMER" FORM: Regrettably USO is unable to assist in providing insurance for luggage, show equipment and personal property because of recurring abuses in the past by other units. Unit Manager is to sign and date this form.
4. RETURN PROCEDURES: Complete and return to USO SHOWS with all items listed.

*Daily Living Allowance payments for your unit will be as follows:

1. USO - Approximately one week prior to departure, USO SHOWS will forward to the unit manager one-half of the total USO Guest Artist Allowance of \$15/day per man. (example: 6 week tour - 42 days X $\frac{1}{2}$ = 21 days X \$15/day = \$315 per man) This money is advanced in the form of USO checks payable to each individual performer - and should be transferred immediately to travelers cheques for use on tour. The remaining USO allowance is paid in the same form at the conclusion of tour upon receipt of the proper materials **(see below).
2. DoD - The Department of Defense Daily Living Allowance of \$20/day per man is paid weekly in cash while on tour at local military finance offices starting the eighth day of tour. The final week's allowance is paid approximately 4 to 6 weeks after USO receives the following items at the conclusion of tour:

** - no-fee passports

- used and unused airline ticket coupons (commercial)

*NOTE: COLLEGE UNITS SEE ATTACHED SHEET

- and military)
- used and unused excess baggage (GEBAT) coupons
- all copies of travel vouchers for payments overseas
- any reimbursable travel receipts

This final payment is in the form of United States Treasury checks made out to each individual performer. They are mailed from Washington, D.C. directly to the unit manager for disbursement.

Should there be questions on any of the above, give us a call. Thank you for your prompt attention to these matters.

Sincerely,

Russell Bice

Russell Bice, Director
USO SHOWS
United Service Organization, Inc.

P.S. The address for all mail during your tour will be:

Commander 193rd Infantry
Brigade (cz)
Attn: AFZUPA-RS-MT
APO New York 09834

Make sure that your name, the name of the unit, and the unit number are included on this address, and advise your correspondents to use it. Any mail received subsequent to the completion of your tour will be forwarded to your permanent address.