



# Department of Defense INSTRUCTION

NUMBER 3025.17

December 16, 2002

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ASD(RA)

SUBJECT: Civil-Military Assistance for Certain Youth and Charitable Organizations

- References:
- (a) Section 508 of title 32, United States Code
  - (b) [DoD Directive 5125.1](#), "Assistant Secretary of Defense for Reserve Affairs," March 2, 1994
  - (c) Department of Defense Joint Publication 1-02, "Dictionary of Military and Associated Terms," April 12, 2001
  - (d) [DoD Directive 1100.20](#), "Support and Services for Eligible Organizations and Activities Outside the Department of Defense," January 30, 1997

## 1. PURPOSE

This Instruction implements policy, assigns responsibilities and prescribes procedures under references (a) and (b) for designating any other youth or charitable organization not specifically named in reference (a).

## 2. APPLICABILITY

2.1. This Instruction applies to the Office of the Secretary of Defense, the Military Departments, the Chairman of the Joint Chiefs of Staff, the Combatant Commands, 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 Department of Defense (hereinafter referred to collectively as "the DoD Components").

2.2. This Instruction is in addition to and separate from support of DoDD 1100.20, Innovative Readiness Training, but provides management and policy of the National Guard civil-military assistance programs to Certain Youth and Charitable Organizations as defined or as authorized under reference (a).

### 3. DEFINITIONS

3.1. Unless otherwise specified, terms used in this Instruction are defined in Enclosure 1.

3.2. Unless otherwise specified, Dictionary of Military and Associated Terms (reference (c)) shall define military terms.

### 4. POLICY

It is DoD policy that:

4.1. National Guard members and units may assist certain youth and charitable organizations in addressing community and civic needs in the states when such assistance is incidental to military training or is otherwise authorized by law.

4.2. The authorized support and services to be provided for certain youth and charitable organizations is limited and listed in 32 U.S.C. 508 (reference (a)).

4.3. Authorized support and services may be provided only to organizations listed in reference (a) or any other youth or charitable organization the Assistant Secretary of Defense for Reserve Affairs, (ASD (RA)) designates, on a case-by-case basis.

### 5. RESPONSIBILITIES

5.1. The Assistant Secretary of Defense for Reserve Affairs, under the Under Secretary of Defense for Personnel and Readiness, shall:

5.1.1. Oversee and monitor compliance with this Instruction.

5.1.2. Develop, coordinate, and oversee implementing DoD policy for activities conducted under reference (a).

5.1.3. Serve as the Office of the Secretary of Defense point of contact for all activities conducted under reference (a).

5.1.4. Monitor activities the National Guard conducts under reference (a) to ensure compliance with guidance and policy requirements this Instruction states.

5.1.5. Coordinate with the Office of General Counsel, Department of Defense about complying with statutory and other legal requirements applicable to activities conducted under reference (a).

5.1.6. Coordinate with the Office of the Under Secretary of Defense (Comptroller) on budgetary and fiscal matters about activities conducted under 32 U.S.C. 508 (reference (a)).

5.1.7. Review and approve/disapprove all requests for support or services the National Guard Bureau submits from any organization or activity outside the Department of Defense and not listed in reference (a) as an eligible organization.

5.2. The Chief, National Guard Bureau shall:

5.2.1. Implement this Instruction's requirements.

5.2.2. Ensure the commanders of units or personnel participating in activities conducted under reference (a) determine that the type, manner, and means of assistance provided is consistent with valid unit training requirements, or related to the specific military occupational specialty of participating personnel.

5.2.3. Ensure, in the case of emergency medical assistance and services, that activities comply with all applicable local, State, Federal, and military requirements governing participating military healthcare providers qualifications and regulating the healthcare delivery in the particular locale, State, or region where medical activity is to be conducted. The most stringent requirements shall control when a conflict exists.

5.2.4. Develop and prescribe timely after-action reporting requirements to be implemented by units and personnel under the jurisdiction of the National Guard Bureau who conduct activities under reference (a). After-action reporting shall assess the degree to which completed activities have contributed to individual and unit mission readiness and training, and whether the activity addressed the intended community or civic need(s). Copies of after-action reports shall be forwarded no later than sixty days from completed activities through the Service Component to ASD(RA).

5.2.5. Forward to the ASD (RA), under the procedures established in paragraph 6, to review and approve/disapprove, all requests for support or services the National Guard Bureau receives from any organization or activity outside the Department of Defense that is not listed in reference (a) as an eligible organization.

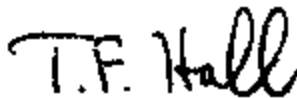
5.2.6. Ensure that National Guard units neither commit to nor commence such support or services prior to the ASD (RA)'s decision.

6. PROCEDURES

A request to provide support to entities not included in reference (a) shall include a request from a responsible official of the organization; Articles of Incorporation; Bylaws; Tax Status; the unit's recommendation and validation of training, a letter from the National Guard Bureau supporting the project and certifying compliance with paragraphs 5.2.2 and 5.2.3 as appropriate, and an explanation of the specific services to be provided. Requests shall be sent through the Service Component headquarters to the ASD (RA).

7. EFFECTIVE DATE

This Instruction is effective immediately.



**T. F. Hall**  
**Assistant Secretary of Defense**  
**for Reserve Affairs**

Enclosures - 1

E1. Definitions

## E1. ENCLOSURE 1

### DEFINITIONS

#### E1.1.1. Eligible Organizations and Activities

E1.1.1.1. Youth and charitable organizations specified in 32 U.S.C. 508.

E1.1.1.2. Any other entity as may be approved, on a case-by-case basis, by ASD (RA), after coordination with the Department of Defense Designated Agency Ethics Official.

E1.1.2. Military Training. Instructing personnel to enhance their capacity to perform specific military functions and tasks; exercising one or more military units to enhance their combat readiness; and instruct and applying exercises for acquiring and retaining skills, knowledge, and attitudes required to accomplish military tasks. Military training is accomplished as collective training, individual training, or unit training.

E1.1.2.1. Collective Training. Instructing and applying exercises that prepare an organization team (such as a squad, aircrew, battalion, or multi-Service task (force) to accomplish required military tasks as a unit).

E1.1.2.2. Individual Training. Instruction provided to an individual military member, either in a centralized training organization or in an operational unit, which prepares the member to perform specified military tasks.

E1.1.2.3. On-the-Job Training. Individual training in designated job skills provided to individual members when serving in job positions in operational units.

E1.1.2.4. Unit Training. Individual or collective training an operational unit conducts.

E1.1.3. State. Includes any state of the United States, The District of Columbia, The Commonwealth of Puerto Rico, The Virgins Islands, and Guam.

E1.1.4. Responsible Official. Any officer, director, or other official authorized to represent and conduct official business on behalf of the organization or activity.