



Department of Defense INSTRUCTION

NUMBER 5410.19

July 19, 1979

ASD(PA)

SUBJECT: Armed Forces Community Relations

References: (a) DoD Instruction 5410.19, "Armed Forces Participation in Public Events Supporting Community Relations Programs," November 26, 1968 (hereby canceled)
(b) DoD Directive 5410.18, "Community Relations," July 3, 1974
(c) through (u), see enclosure 1

1. REISSUANCE AND PURPOSE

This Instruction reissues reference (a) to supplement reference (b) and to provide procedural guidance for the planning and conduct of community relations activities of the Armed Forces.

2. APPLICABILITY AND SCOPE

2.1. The provisions of this Instruction apply to the Office of the Secretary of Defense, the Military Departments (including their National Guard and Reserve Components), the Organization of the Joint Chiefs of Staff, the Unified and Specified Commands, and the Defense Agencies (hereafter referred to as "DoD Components"). (As used in this Instruction, the term "Military Services" refers to the Army, Navy, Air Force, and Marine Corps.)

2.2. Its provisions encompass all DoD community relations programs regardless of name, program, or sponsorship.

3. DEFINITIONS

3.1. As used herein the following definitions apply:

3.1.1. Military Installation. Any installation owned or operated by the Department of Defense or by a DoD Component such as a base, station, post, reservation, camp, depot, fort, terminal, facility, ship, school, and college.

3.1.2. Elsewhere. Any location, other than a military installation, at or on which a community relations program may be conducted.

3.1.3. Official Federal Government Functions. Those activities in which officials of the Federal Government are involved in the performance of their official duties.

3.1.4. Official DoD Functions. Those activities (including Defense Committees, Joint Civilian Orientation Conference (JCOC), and activities held on military installations, or elsewhere when the appropriate commander certifies that suitable facilities are not available on a military installation) which are sponsored by a Military Service, have as their principal purpose the promotion of esprit de corps, and are conducted primarily for active duty personnel, dependents, and guests.

3.1.5. Official Civic Functions. Those activities in which officials of State, county, or municipal governments are involved in the performance of their official duties (for example, inaugurations, dedications of public buildings and projects, the convening of legislative bodies, and ceremonies for officially invited Government visitors).

3.2. Other terms used in this Instruction are defined in enclosure 1, DoD Directive 5410.18 (reference (b)), and enclosures 2 and 4 of this Instruction.

4. POLICY

4.1. The policy of the Secretary of Defense governing Armed Forces Community Relations programs is based on public law and executive orders and is set forth in DoD Directive 5410.18, reference (b). Amplification of basic policy and supplemental guidelines for the planning and conduct of specific categories and types of community relations programs are contained in this Instruction and its enclosures.

4.2. The Assistant Secretary of Defense (Public Affairs) (ASD(PA)) been designated as the principal staff assistant to act for and in behalf of the Secretary of

Defense in granting any exceptions to basic public affairs policy.

4.2.1. Requests for exceptions to this policy shall be submitted to the ASD(PA) via command channels.

4.2.2. Such requests shall contain, as a minimum, (1) a description of the community relations program contemplated, (2) a justification for approval of the exception, and (3) appropriate recommendations.

4.2.3. Exceptions shall be granted on a case-by-case basis.

4.3. Policy guidance concerning public affairs relations with business and non-Government organizations representing business is contained in DoD Instruction 5410.20 (reference (c)).

4.4. Policy governing the use of military carriers for public affairs purposes is contained in DoD Instruction 5435.2 (reference (d)).

5. PROCEDURES

5.1. Within basic legal and policy limitations, commanders at all levels who plan or conduct a community relations program shall consider initially:

5.1.1. The interests of the Department of Defense and the community as a whole.

5.1.2. Pertinent operational requirements.

5.1.3. The availability of adequate and appropriate resources.

5.2. When a proposed community relations program exceeds local support capability or the scope of local public affairs responsibility, it shall be referred, via command channels, to the appropriate higher echelon. The proposal shall contain, as a minimum:

5.2.1. A description of the program;

5.2.2. A list of support requirements;

5.2.3. A description of the anticipated scope of the program;

5.2.4. Comments concerning expected community reactions; and

5.2.5. Appropriate recommendations.

5.3. All DoD Components shall use approved DoD request formats, appended as attachments to various enclosures to this Instruction, in processing requests by civilian sponsors for Armed Forces support of community relations programs. These formats, which may be reproduced locally, provide sufficient information to permit the approving authority to (a) evaluate the appropriate degree of Armed Forces support, and (b) determine compliance with the requirements of this Instruction.

5.4. To ensure that a proposed community relations program conforms to the limitations imposed by public law and by policy contained in DoD Directive 5410.18 (reference (b)), the following aspects of the program shall be evaluated (using the criteria set forth in section 6.):

5.4.1. The objectives and purposes of the program ("program criteria").

5.4.2. The interests and objectives of the sponsor or sponsoring group ("sponsor criteria").

5.4.3. The nature or character of the location of the program ("site criteria").

5.4.4. The full particulars of DoD support ("support criteria").

6. GUIDELINES

6.1. The Department of Defense authorizes and encourages support of community relations programs when at least one of the conditions listed in each of the following criteria categories (program, sponsor, site, and support) is met:

6.1.1. Program Criteria. When the program is:

6.1.1.1. Specifically authorized or directed by public law, executive order, or the Secretary of Defense.

6.1.1.2. An official Federal Government, military, or civil ceremony or function.

6.1.1.3. An event or occasion of general interest or benefit to a local,

State, regional, or national community, and is available to the community.

6.1.1.4. In support of authorized recruiting or personnel procurement programs.

6.1.1.5. In support of (a) united, federated or joint fund-raising campaigns authorized by DoD Directive 5035.1 (reference (e)); (b) such fund-raising appeals as the President or the Director of the Office of Personnel Management may authorize; or (c) the Military Service Aid societies. DoD support for local fund-raising programs, other than those described above, is authorized only when the fund-raising program is local in nature, is of community-wide interest and benefit, and has the support or endorsement of the local united, federated, or joint campaign officials; or when, in the judgment of the local commander, support of a purely local charitable drive is part of the responsible role of the military installation in the local community. Volunteer fire department, rescue unit, or youth activity fund drives are examples of such local programs.

6.1.1.6. In support of fund-raising campaigns solely for the benefit of U.S. teams competing in the Pan American Games or the Olympic Games (see DoD Directive 1330.4 (reference (f))).

6.1.1.7. Of a patriotic nature; or, with the addition of military support, designed to include a patriotic acknowledgement; or the celebration of a Government-recognized local, State, regional, or national holiday.

6.1.2. Sponsor Criteria. The sponsor or sponsoring organization does not specifically exclude any person from its membership for reasons of race, creed, color, or national origin. DoD support is authorized for programs sponsored by organizations whose qualification for membership is based on sex or national origin only when the primary benefit and interest are to the community rather than to the organization. DoD support is authorized when the sponsor is:

6.1.2.1. A local, State, or Federal Government.

6.1.2.2. A veteran's, Military Service-related, patriotic, or historical organization or auxiliary.

6.1.2.3. An organization (civic, service, youth, professional, educational, business, trade, or labor) whose interests are in support of the community.

6.1.2.4. A commercial enterprise ONLY when (a) DoD support is

patriotic in nature, is incidental to the program, and does not benefit selectively nor appear to benefit selectively the commercial activity of the sponsor; (b) the sponsor's role is clearly civic in nature; and (c) the commercial interest is subordinate to the community interest, and benefit in the program.

6.1.2.5. A public school, public college, or public university. Support is authorized for programs sponsored by nonpublic schools, colleges, or universities only when the program is (a) of a community-wide nature of common interest and benefit, is open to all, and is broadly publicized; or (b) when the program is clearly patriotic or educational in nature or is in support of recruiting programs.

6.1.3. Site Criteria. Admission, seating, and all other accommodations and site facilities connected with any public programs are available to all without regard to race, creed, color, national origin, or sex, and the location of the program is:

6.1.3.1. A military installation.

6.1.3.2. A local, State, or Federal Government property, facility or building.

6.1.3.3. A bona fide community center.

6.1.3.4. A private or commercial building ONLY when DoD support is patriotic in nature, is incidental to the program, and does not benefit selectively nor appear to benefit selectively the owner of the building or the agent.

6.1.3.5. A religious building or facility ONLY when the program is of a community-wide, nonsectarian nature of common interest and benefit and is broadly publicized.

6.1.3.6. A shopping mall or center ONLY when the program is a recruiting program, and:

6.1.3.6.1. The support is directly related to the recruiting activities taking place, and the type and amount of support are commensurate with the scope and nature of the recruiting activity.

6.1.3.6.2. Community relations support is not advertised, promoted, or presented as an attraction for the center or mall (or for special business activities such as promotional sales).

6.1.3.6.3. The support activities are in no way related, nor do they appear to be related, to a particular business or particular group of business establishments within the mall or center. Because of the commercial nature of shopping malls and centers, special care must be exercised to avoid the selective benefit of specific business interests. Where two or more such centers or malls are part of a community, support of recruiting activities must be administered in an even-handed manner, with fairness and extreme care.

6.1.4. Support Criteria. The Department of Defense authorizes support which (1) can be reasonably expected to bring credit to the individuals involved and to the Armed Forces and is at no additional cost to the Government; or (2) is specifically authorized to be at Government expense by this Instruction (section 7.), by public law, by executive order, or by the Secretary of Defense.

6.2. The Department of Defense does NOT authorize support of community relations programs when any one of the conditions listed in one of the following criteria categories exists.

6.2.1. Program Criteria. When the program is:

6.2.1.1. Intended or appears to endorse, benefit selectively, or favor any private individual, group corporation, religion, sect, ideological movement, political organization candidate, or commercial venture.

6.2.1.2. For the purpose of solicitation of votes in a political election.

6.2.1.3. A commercially oriented program, such as a Christmas parade, a motion picture premiere, a fashion show, a beauty pageant, or any other event or activity conducted to stimulate sales or increase the flow of business traffic.

6.2.1.4. For the purpose of raising funds for causes other than those specified in 6.1.1.5.

6.2.1.5. One in which public confrontation is planned or likely or where the real or apparent purpose is to stage controversy.

6.2.2. Sponsor Criteria. The sponsor or sponsoring organization specifically excludes any person from its membership for reasons of race, creed, color, or national origin.

6.2.2.1. A commercial enterprise (except as specified in 6.1.2.4.).

6.2.2.2. A religious group (except for a school, as specified in 6.1.2.5.), sect, or partisan political organization, or ideological movement.

6.2.2.3. An organization whose constitution, bylaws, membership qualification, or ritual is privately held and not available to the general public (e.g., many fraternal organizations).

6.2.3. Site Criteria. When:

6.2.3.1. Admission, seating, and any other accommodation or facility connected with a public program are barred to any person because of race, creed, color, national origin, or sex.

6.2.3.2. The location of the program is a private, commercial, or religious facility, a shopping mall or center, or a nonpublic school, college, or university (except as specified in 6.1.3.).

6.2.4. Support Criteria. When DoD support:

6.2.4.1. Has been determined, by a finding of fact, to interfere with the customary or regular employment of non-DoD persons in their art, trade, or profession.

6.2.4.2. Is or could be considered to be the primary or major attraction for which admission is charged, except for:

6.2.4.2.1. Athletic events of the Military Service academies;

6.2.4.2.2. Performances by aerial demonstration teams;

6.2.4.2.3. Concerts by the U.S. Army Band, the U.S. Army Field Band, the U.S. Navy Band, the U.S. Marine Band and the U.S. Air Force Band while on authorized tours.

6.2.4.3. Consists wholly or in part of resources, facilities, or services which are otherwise reasonably available from commercial sources.

6.2.4.4. Involves the use of military personnel (including members of Guard/Reserve components and ROTC in uniform) outside military reservations as ushers, guards, parking lot attendants, runners, messengers, baggage handlers, for

crowd control, or in any other inappropriate capacity.

6.2.4.5. Interferes with military needs or operational requirements.

7. FUNDING

7.1. The cost of DoD support of community relations programs authorized in 7.2., below, shall be the responsibility of the DoD Component(s) involved. Funding requirements for these purposes shall be kept to the minimum necessary to accomplish DoD objectives.

7.2. DoD Components shall absorb the costs of supporting those community relations programs that are specifically authorized by public law, executive order, or the Secretary of Defense, and the following types of programs when they are in the primary interest of the Department of Defense:

7.2.1. Official Federal Government functions.

7.2.2. DoD or civic-sponsored observances of United States or host country national holidays.

7.2.3. Official civil ceremonies and functions.

7.2.4. Speaking engagements.

7.2.5. Events considered to be in the national interest or in the professional, scientific, or technical interests of a DoD Component or element, when approved by the Assistant Secretary of Defense (Public Affairs) or the Commander of an overseas Unified or Specified Command, as appropriate.

7.2.6. Direct support of recruiting and personnel procurement activity, when the cost of such support is charged to recruiting or personnel procurement programs funds.

7.3. DoD support of community relations programs that are not authorized in 7.2., above, shall be at no additional cost to the Government.

7.4. To adhere to congressional funding limitations, due care must be exercised in the identification of costs of community relations programs. Programming, budgeting, and financing policies are set forth in DoD Directive 5410.18 (reference (b)). In

general, for purposes of the limitations, the incremental cost of any resource incurred solely for community relations purposes must be identified as a public affairs cost; and costs incurred by a DoD Component in connection with its support of a community relations program, which would not be incurred but for their public affairs aspects, must be identified as public affairs costs. Effective management of a community relations program may require full costing (total direct and indirect costs) of the use of resources when their use benefits or is caused by the program. This information shall be provided to management officials and the OASD(PA) on an "as required" basis.

7.5. When routine training flights are used as opportune airlift to transport military personnel, no reimbursement to the providing Component is required. When Military Airlift Command industrially funded transportation facilities are used, the industrial fund must be reimbursed, in accordance with DoD Directive 7410.4 (reference (g)).

8. RESPONSIBILITIES AND AUTHORITIES

8.1. Requests for DoD support of community relations programs shall, except as otherwise specified in this Instruction, be evaluated and approved or disapproved at the lowest practicable echelon or command (see 5.1.2.).

8.2. The Assistant Secretary of Defense (Public Affairs) is the sole authority for granting any exception to the policy contained in DoD Directive 5410.18 (reference (b)) and in this Instruction.

8.2.1. The ASD(PA) is the sole authority for approving all DoD support of community relations programs in the National Capital area (see enclosures 3 and 5), except speaking engagements (see enclosure 4), and for DoD support of the following programs outside that area:

8.2.2. National and international programs, including national conventions and meetings (except those programs taking place in overseas areas which are solely of internal concern to a Unified or Specified Commander); see enclosures 3, 5, 6, 7, 8, and 10.

8.2.3. Programs outside the 50 United States which are not within a Unified or Specified Command's area of responsibility.

8.2.4. Programs where the officially designated flight and parachute demonstration teams (GOLDEN KNIGHTS, BLUE ANGELS, THUNDERBIRDS)

perform, in accordance with enclosure 2.

8.2.5. Programs held on a military installation involving an aerial review of more than one Military Service, and programs involving any aerial review, flyover, or aircraft demonstration held elsewhere within the United States or as outlined in 8.2.2. (except for flyovers for civic-sponsored observances of and official ceremonies for Armed Forces Day, Memorial Day, Independence Day and Veterans Day, authorized by the Secretaries of the Military Departments), in accordance with enclosure 2.

8.2.6. Programs that require acting as the sole point of official contact within the Department of Defense for liaison between the Department of Defense and the headquarters and Washington offices of national organizations and other national non-Government groups, except for those organizations representing a specific interest of a single Military Service, e.g., Association of the U.S. Army, Air Force Association, Navy League, Marine Corps League, etc. (see 8.4.).

8.2.7. Programs that provide information to national organizations, including business and industry groups, and call for approving support of the activities of such organizations and groups, in accordance with enclosure 5 (See DoD Instruction 5410.20, reference (c)).

8.3. The Unified and Specified Commanders, except as specified in 8.2., have been and are designated to act for and in behalf of the Secretary of Defense in implementing the provisions of DoD Directive 5410.18 (reference (b)) and this Instruction in their overseas area of responsibility (excluding the States of Hawaii and Alaska).

8.4. The Secretaries of the Military Departments, except as specified in 8.2., are authorized to approve requests for DoD support of community relations programs, and to:

8.4.1. Approve the unofficial use of the official insignia of their Departments, except where such use is prohibited by law.

8.4.2. Conduct direct communication and liaison with organizations representing specific interests of their respective Military Departments. Military Departments which maintain liaison with such organizations are required to carry on their activities in accordance with the letter and the spirit of policies set forth in DoD Directives 5410.18, 5500.2, and 5500.7 (references (b), (h), and (i), respectively). ASD(PA) shall be responsible for monitoring the liaison activities between Military

Departments and these organizations.

8.4.3. Delegate to local major unit commanders authority to support local programs jointly planned and conducted by border communities in California, Arizona, New Mexico, and Texas, with their counterparts in Mexico.

8.4.3.1. Local programs are defined as those which center on and are of primary interest in a U.S. or Mexican border community.

8.4.3.2. Favorable determinations shall be based on the significance of the program, defense interest, advance consultation, and approval of appropriate U.S. consular officials, coordination with other Federal Agencies, as required, and the concurrence of municipal authorities involved.

8.5. The Head of the Interservice Sports Committee shall act for the ASD(PA) in all matters pertaining to interservice competition and joint military Service participation in national and international sports. See enclosure 9.

8.6. The Assistant Secretary of Defense (International Security Affairs) (ASD(ISA)) shall coordinate DoD support of foreign disaster relief operations, in accordance with enclosure 11.

8.7. The Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics) shall be responsible for certain miscellaneous public affairs-related activities, as specified in enclosure 11.

9. INFORMATION REQUIREMENTS

9.1. Records will be maintained and required reports furnished in accordance with section VIII., DoD Directive 5410.18 (reference (b)).

9.2. The additional reporting requirement specified in enclosure 3 has been assigned Report Control Symbol DDPA(M) 979.

10. EFFECTIVE DATE AND IMPLEMENTATION

This Instruction is effective immediately. Forward one copy of each implementing document to the Assistant Secretary of Defense (Public Affairs) within 120 days.



THOMAS B. ROSS
Assistant Secretary of Defense
(Public Affairs)

Enclosures - 11

1. References, continued
2. Armed Forces Aerial Demonstrations
3. Armed Forces Bands, Troops, and Units in Support of Public Programs
4. Speaking Engagements
5. National Organizations
6. Armed Forces Day
7. Veterans Day Observances and National Conventions of National Veterans Organizations
8. Presidential Wreath-Laying Ceremonies
9. Sports Activities
10. DoD Coordinators
11. Miscellaneous Public Affairs-Related Activities

E1. ENCLOSURE 1

References, continued

- (c) [DoD Instruction 5410.20](#), "Public Affairs Relations with Business and Nongovernmental Organizations Representing Business," January 16, 1974
- (d) [DoD Instruction 5435.2](#), "Delegation of Authority to Approve Travel In and Use of Military Carriers for Public Affairs Purposes," April 25, 1975
- (e) [DoD Directive 5035.1](#), "Fund-Raising Within the Department of Defense," April 7, 1978
- (f) DoD Directive 1330.4, "Participation in Interservice National and International Sports Activities," November 14, 1968
- (g) DoD Directive 7410.4, "Regulations Governing Industrial Fund Operations," September 25, 1972
- (h) DoD Directive 5500.2, "Policies Governing Participation of Department of Defense Components and Personnel in Activities of Private Associations," August 4, 1972
- (i) [DoD Directive 5500.7](#), "Standards of Conduct," January 15, 1977
- (j) Joint Travel Regulations, Vols 1 and 2
- (k) [DoD Directive 1005.8](#), "Order of Precedence of Members of Armed Forces of the United States When in Formations," October 31, 1977
- (l) DoD Instruction 5230.13, "Principles of Public Information," October 23, 1973
- (m) DoD Directive 1344.10, "Political Activities by Members of the Armed Forces," September 23, 1969
- (n) [DoD Directive 5230.9](#), "Clearance of DoD Public Information," December 24, 1966
- (o) DoD Directive 3025.1, "Employment of Military Resources in Natural Disaster Emergencies Within the United States, Its Territories and Possessions," August 30, 1971
- (p) [DoD Directive 5100.46](#), "Foreign Disaster Relief," December 4, 1975
- (q) DoD Directive 1330.12, "United Service Organizations, Inc." April 4, 1979
- (r) DoD Directive 1330.5, "American National Red Cross," August 16, 1969
- (s) DoD 4515.13-R, "Air Transportation Eligibility," February 1975, authorized by DoD Directive 4515.13, June 26, 1979
- (t) [DoD Directive 1330.16](#), "United Seamen's Service (USS)," July 10, 1971
- (u) DoD 4160.21-M, "Defense Disposal Manual," June 1973, authorized by DoD Directive 4160.21, February 23, 1972

E2. ENCLOSURE 2

ARMED FORCES AERIAL DEMONSTRATIONS

E2.1. PURPOSE

E2.1.1. This enclosure relates to Armed Forces aerial demonstrations in support of community relations programs, including flight team demonstrations, parachute team demonstrations, flyovers, aerial reviews, static displays and other aerial activities.

E2.1.2. Attached to this enclosure is the approved DoD "Request for Aerial Demonstration" format.

E2.2. DEFINITIONS

As used herein, the following definitions apply:

E2.2.1. Aerial Event. Any occasion such as an air show, festival, official Federal Government function, or official military and civic functions held on a military installation or elsewhere where an Armed Forces aerial demonstration is either a primary or incidental attraction.

E2.2.2. Aerial Demonstration. The use or display of DoD military aircraft or personnel in any aerial event, including the following:

E2.2.2.1. Flight Team Demonstration. An exhibition of precision aerial maneuvers and techniques flown by an officially designated Service flight demonstration team, such as the U.S. Air Force THUNDERBIRDS and the U.S. Navy BLUE ANGELS.

E2.2.2.2. Parachute Team Demonstration. A demonstration of free-fall and precision-landing techniques by the officially designated unit, the U.S. Army GOLDEN KNIGHTS. Other military parachute teams, including individuals or groups, may be specifically authorized for such demonstrations when representing the Department of Defense.

E2.2.2.3. Flyover. A straight and level flight by no more than four military aircraft from a Military Service over a predetermined point on the ground at a specific time and not involving aerobatics or demonstrations.

E2.2.2.4. Aerial Review. A flyover of multiple types of aircraft or aircraft representing more than one Military Service with elements in trail formation and not involving precision maneuvers or demonstrations.

E2.2.2.5. Static Display. A ground display of aircraft and its related equipment not involving taxiing or starting of engines while spectators are in the display area.

E2.2.2.6. Aerial Activities. All other aerial demonstrations, not listed in E2.2.2.1. through E2.2.2.5., above, designed to portray performance techniques by a single aircraft or group of aircraft or personnel. Such demonstrations include but are not limited to air-to-air refueling, helicopter flight techniques, maximum performance takeoff, performance record demonstrations, mass parachute jumps, air delivery of equipment, assault aircraft demonstrations, tactical helicopter troop landings under simulated tactical conditions, air-rescue demonstrations, and rappelling demonstrations.

E2.3. POLICY

E2.3.1. Armed Forces aerial demonstrations may be authorized at appropriate public programs, on a military installation, or elsewhere which meet basic criteria set forth in this Instruction. Support may include officially designated military flight or parachute demonstration teams, flyovers, aerial reviews, the static displays of aircraft, and other aerial activities.

E2.3.2. Any aerial demonstration will be entirely dependent upon the Military Services' capability to provide such resources at the time of an event.

E2.3.3. All pertinent safety regulations of the Department of Defense and the Department of Transportation (Federal Aviation Agency) will be rigidly observed, and will take precedence over any or all conditions or circumstances.

E2.3.4. Maximum advantage of Armed Forces recruiting will be taken at public events where Armed Forces aerial demonstrations have also been authorized.

E2.3.5. During the hours aircraft are actually on display or providing demonstrations before the public, qualified Armed Forces personnel will be available to explain the missions performed and answer spectators' questions.

E2.3.6. Armed Forces teams may not compete for prize monies. (See DoD

Directive 5410.18 (reference (b)).

E2.3.7. Armed Forces aerial demonstrations are usually limited to 2 days in any one aerial event. However, parachute demonstrations may extend over a 3-day period. This provision may be waived when:

E2.3.7.1. Other requests for the time frame have not been authorized.

E2.3.7.2. Extended participation does not compromise another event because of travel time.

E2.3.7.3. It is determined that the audience will change each day.

E2.3.7.4. The event is of national or international nature and participation would be in the best interests of the Department of Defense.

E2.3.8. No two aerial demonstration teams of the same type will be approved for a single event. Flyovers may be authorized at an event where a flight or parachute demonstration team will perform, provided they are scheduled on days other than those authorized for the demonstration teams' performance. Static displays and other aerial activities may be authorized in conjunction with any other aerial participation.

E2.3.9. Aircraft performance record demonstrations are restricted to aircraft which have been assigned to an operational unit of a Military Service for at least 6 months in demonstrations which imply no competition among the Military Services. They may be conducted periodically in the interest of keeping the public apprised of U.S. engineering-technical capabilities in the development of aircraft altitude, speed, endurance, and individual performance or record demonstrations.

E2.4. PROCEDURES

E2.4.1. All nonmilitary sponsors desiring Armed Forces aerial demonstrations should be requested to complete the approved DoD request format (attachment E2.A1.). This format may be reproduced and distributed by the Military Services.

E2.4.2. The Department of Defense (OASD(PA)) will host a scheduling conference in mid-December each year to prepare the official flight and parachute demonstration team's performance schedules for the following year.

E2.4.2.1. Nonmilitary sponsors desiring flight and/or parachute

demonstration teams must submit an approved DoD request format (attachment E2.A1.) to ASD(PA) no later than September 30 to be considered for inclusion in the approved schedule for the following calendar year.

E2.4.2.2. Military Departments desiring flight or parachute demonstration team performances will consolidate their requests and forward them to ASD(PA) no later than November 15 to be considered for inclusion in the approved schedule for the following calendar year.

E2.4.2.3. Following the scheduling conference, a tentative schedule will be prepared by OASD(PA) and submitted to the Military Departments for review and concurrence prior to final approval by the ASD(PA). Precautions will be taken to ensure that sponsors are not provided any information concerning the status of their request until final approval and release of the schedule by ASD(PA). Exceptions to this policy may be made only with advance approval of the OASD(PA).

E2.4.3. Nonmilitary sponsors desiring aerial demonstrations other than flight and parachute team demonstrations should be requested to submit an approved DoD request format (attachment E2.A1.) to OASD(PA) no later than 30 days, and preferably 60 days, prior to the scheduled event.

E2.4.4. DoD Components desiring to conduct aerial reviews involving more than one Military Service on a military installation, or aerial reviews, flyovers, and other aerial activities elsewhere (except as provided in 8.2.4. basic Instruction), will forward requests to ASD(PA) as soon as practicable and will include, as a minimum, those criteria contained in 5.1.2., basic Instruction.

E2.4.5. The Military Departments will forward requests for attempts to establish aircraft performance records and to release information relative thereto to the ASD(PA) at least 45 days prior to the date of the proposed attempt. Submissions will include a description of the specific aircraft to be used and full justification for the proposed record attempt, including supporting flight and information plans. ASD(PA) will coordinate the request within the Department of Defense and with other appropriate Government Departments or Agencies and the National Aeronautic Association of the United States of America.

E2.5. EVALUATION

Approvals or disapprovals of requests for aerial demonstrations will be based on the following:

E2.5.1. Program Criteria

E2.5.1.1. Public events which are appropriate for Armed Forces aerial demonstrations include such activities as dedications of airports and facilities, aviation shows, expositions and fairs, and civic events which contribute to the public knowledge of Armed Forces aviation equipment and capabilities.

E2.5.1.2. Aerial demonstrations may be authorized for military installations, including those leased by Reserve Components, in accordance with the guidance and direction provided by the ASD(PA) and the Secretaries of the Military Departments. Appearances by the flight and parachute demonstration teams on a military installation will only be approved in support of an official "Open House" program.

E2.5.1.3. To minimize interference with operations and training of Armed Forces aviation units, flyovers will be approved only for the following occasions.

E2.5.1.3.1. Those events outlined in E2.5.1.1. and E2.5.1.2., above.

E2.5.1.3.2. Civic-sponsored public observances of and official ceremonies for Armed Forces Day, Memorial Day, Independence Day, and Veterans Day.

E2.5.1.3.3. Memorial or funeral services for dignitaries of the Armed Forces and the Federal Government, and for rated/designated aviation personnel of the Armed Forces as determined by appropriate Military Department regulations.

E2.5.1.3.4. Ceremonies honoring foreign dignitaries, when directed by executive order or the Secretary of Defense.

E2.5.1.3.5. Occasions primarily designed to encourage the advancement of aviation.

E2.5.2. Sponsor Criteria. See 6.1.2. and 6.2.2., basic Instruction.

E2.5.3. Site Criteria

E2.5.3.1. Sponsors are required to obtain a Federal Aviation Agency waiver for any public demonstration by military aircraft or parachutists. The final authorization for such aerial demonstrations hinges upon the sponsor securing this waiver far enough in advance to permit adequate planning (normally no later than 60

days prior to the event).

E2.5.3.2. Flight or parachute team demonstrations are restricted to appropriate events at airports, over open bodies of water, or over suitable open areas of land where crowd control can be ensured.

E2.5.3.3. Flight demonstration team aircraft must operate from suitable airfields or the site of the event must be within a reasonable distance of a staging base. In the latter case, performances are seldom authorized since the recruiting potential is significantly reduced.

E2.5.3.4. For any military aircraft to operate from an airport show site, all operational requirements concerning minimum usable runway lengths and load-bearing capacity must be met.

E2.5.3.5. Mass parachute jumps, aerial delivery of equipment, assault aircraft demonstrations, or tactical helicopter troop landings under simulated tactical conditions will be limited to military installations. These activities, except those scheduled as part of regular training programs, are not authorized for public events.

E2.5.4. Support Criteria

E2.5.4.1. While the Department of Defense does not require the sponsor to provide the Department with a public liability and property damage insurance policy, this should not deter the sponsor from obtaining the insurance he/she feels is necessary for protection.

E2.5.4.2. Civilian sponsors will be responsible for providing the following:

E2.5.4.2.1. The standard Military Services allowance for quarters and meals for Armed Forces participants, except for flyovers and other aerial activities not involving landing.

E2.5.4.2.2. If necessary, transportation, meals, and hotel accommodations for representatives of the requested unit to visit the site prior to the event.

E2.5.4.2.3. Transportation for Armed Forces participants between the site of the event and hotel and return. Additionally, if required, transportation from home station to the event and return.

E2.5.4.2.4. Telephone facilities for necessary official communications regarding the event.

E2.5.4.2.5. A recent aerial photograph, taken vertically from an altitude of 5,000 feet or higher, to the team giving the demonstration.

E2.5.4.2.6. Availability of suitable aircraft fuel at military contract prices. If fuel is not available at military contract prices, the sponsor must pay any costs over military contract prices, including transportation and handling.

E2.5.4.2.7. An ambulance and a doctor on the site during flight and parachute team demonstrations and certain other aerial activities, as determined in advance by the Military Services or the OASD(PA).

E2.5.4.2.8. Mobile firefighting, crash, and ground-to-air communications equipment at the demonstration site.

E2.5.4.2.9. Security for aircraft that land and are parked at the site during their entire stay.

E2.5.4.2.10. If necessary, aircraft for use as a jump platform by a parachute team at the location of the event.

E2.6. FUNDING

E2.6.1. Aerial demonstrations at public events, except for flyovers, aerial reviews, and other aerial activities not involving landing, will be provided at no additional cost to the Government.

E2.6.1.1. The sponsor is required to pay the standard per diem for quarters and meals, as prescribed in the Joint Travel Regulations (reference (j)) and to provide adequate ground transportation between hotels and the site of the event and other necessary services, as determined by the participating Component and agreed to by the sponsor.

E2.6.1.2. The sponsor should make the check for the required amount payable to the DoD organization which incurred reimbursable expenses. Usually, this will be the DoD organization to which the demonstration team is assigned. The Defense representative who makes the arrangements for the demonstration will provide

the sponsor with the name or other identity of the organization to be cited as payee on the check. The sponsor will present the check to the appropriate demonstration team or aircraft commander upon arrival at the scheduled event. The commander, in turn, will transmit the check, expeditiously, to the accounting and finance office that supports the payee's operations.

E2.6.2. All costs are binding after a team or crew personnel have arrived at a show site, even though weather conditions or other unforeseen circumstances force the event to be canceled.

E2.7. RESPONSIBILITY AND AUTHORITY

E2.7.1. The Assistant Secretary of Defense (Public Affairs) shall approve Armed Forces aerial demonstrations in support of community relations programs, as follows:

E2.7.1.1. All official flight team and parachute team demonstrations held on a military installation or elsewhere.

E2.7.1.2. Flyovers held off a military installation (except as provided in E2.7.2.2., this enclosure).

E2.7.1.3. Aerial reviews involving more than one Military Service held on a military installation and all aerial reviews held elsewhere.

E2.7.1.4. Aerial demonstrations held outside the United States which are not within a Unified or Specified Command area of responsibility.

E2.7.1.5. Other activities held off a military installation (except as provided in E2.7.2.5., this enclosure).

E2.7.2. The Secretaries of the Military Departments are authorized to approve aerial demonstrations in support of community relations programs by aircraft of their respective Services, as follows:

E2.7.2.1. Flyovers for events on military installations.

E2.7.2.2. Flyovers at events off military installations for civic-sponsored observances of Armed Forces Day, Memorial Day, Independence Day and Veterans Day (except in the National Capital area).

E2.7.2.3. Flyovers provided for military funerals for rated/designated aviation personnel of the Armed Forces.

E2.7.2.4. Static display of aircraft held on military installations or elsewhere.

E2.7.2.5. Other aerial activities, as follows:

E2.7.2.5.1. Those held on military installations.

E2.7.2.5.2. Air-rescue demonstrations, team, or single parachute demonstrations (other than the U.S. Army GOLDEN KNIGHTS), Navy SEAL TEAM demonstrations, rappelling demonstrations, and air-to-air refueling demonstrations.

Attachments - 1

1. Format, Request for Aerial Demonstration

E2.A1. ATTACHMENT 1 TO ENCLOSURE 2

FORMAT
REQUEST FOR AERIAL DEMONSTRATION

This format is used to request Armed Forces aerial demonstrations at public events. The information is required to evaluate the event for appropriateness and compliance with DoD policies and for coordination with units involved. Please complete all sections.

Each year, in December, the Department of Defense hosts a flight and parachute demonstration team scheduling conference to prepare the annual schedule for the following calendar year for the U.S. Navy BLUE ANGELS, the U.S. Air Force THUNDERBIRDS, and the U.S. Army GOLDEN KNIGHTS. All requests for these demonstration teams must arrive at the Office of the Assistant Secretary of Defense, Public Affairs (OASD/PA), no later than September 30, to be considered at the scheduling conference. Requests for other aerial demonstrations (flyovers, static displays, etc.) must arrive at OASD(PA) a minimum of 30 days in advance of the event and preferably 60 days.

DoD policies require that aerial demonstrations at public events will be provided at no additional cost to the Government. The sponsor is required to pay the standard Military Services allowance for quarters and meals for Armed Forces participants and for certain other services determined in advance by the Military Services and agreed to by the sponsor. All costs are binding after a team or crew personnel have arrived at a show site, even though weather conditions or other unforeseen circumstances force the event to be canceled.

SECTION A: GENERAL

1. Title of event: _____
2. Town or city: _____ State: _____
3. Place (airport, fairgrounds, etc.): _____
4. Inclusive dates of event: _____
5. Sponsoring organization: _____
6. This request is for: (please circle the appropriate event):

a. U.S. Navy BLUE ANGELS OR U.S. Air Force THUNDERBIRDS

Performance Dates

(or) _____

(or) _____

Alternate Dates

(The standard Military Services allowance for quarters and meals for either team will cost \$2,100.00 for each day a team is scheduled at your event.)

b. U.S. Army GOLDEN KNIGHTS

Performance Dates

(or) _____

(or) _____

Alternate Dates

(The cost will vary dependent upon travel time to and from the demonstration site, and the number of participants. See note at bottom of this page for detailed explanation of how Alternate Dates costs are computed.)

c. Aircraft Flyover

Performance Dates

(No cost to sponsor)

d. Static Display

Performance Dates

(The standard Military Services allowance for quarters and meals is \$35.00 per day per crewmember.)

e. Other: _____

NOTE: U.S. Army GOLDEN KNIGHTS: Under normal conditions, the team is composed of nine jumpers, three aircraft crewmen, a ground controller, a narrator and information specialist. They are reimbursed by the Government at an average cost of \$30.00 per individual per 24-hour day, for each performance day required to support your event (average team cost per performance day: 15 personnel x \$30 = \$450.00). Travel day reimbursement required to support your event is normally an average of \$15.00 per individual per day, for each day of travel to and from Fort Bragg, North Carolina (average team cost per travel day: 15 personnel x \$15 = \$225.00). The sponsor will be advised by the Golden Knights, in advance, of the exact cost which the Government must be reimbursed.

SECTION B: PROGRAM

1. Purpose of this event: _____

2. Expected attendance: _____ Previous year's attendance _____

3. Admission charge: \$_____ Charge for parking: \$_____

Charge for seating (if not included in admission charge): \$_____

a. Will prize monies be given for any purpose at this event? _____

b. Source of prize monies: _____

c. Is this event used to promote funds for any purpose? _____

d. Disposition of profits which may accrue: _____

4. Will admission, seating and all other accommodations and facilities connected with

this event be available to all persons without regard to race, creed, color, sex, or national origin? _____

5. Will sponsor consult with local Military Service recruiters and support, at no charge, military recruiting activities at the site of the event? _____

6. This event (is)(is not) a civic occasion and (does)(does not) have the official backing of the Mayor.

7. Has a demonstration team ever performed at your event before? _____

a. Which team? _____

b. Year of last performance: _____

SECTION C: SITE

1. Flight or parachute team demonstrations are restricted to appropriate events at airports, over open bodies of water, or over suitable open areas of land.

a. Specific location of event: _____

b. Length of active runway: _____

2. Flight and parachute team demonstrations must adhere to FAA regulations which specify that spectators are not to be permitted within 1,500 feet of an area over which flight demonstrations take place, or within 250 feet of a jump area over which parachutists are performing.

a. What type of crowd control is planned? _____

3. Flyovers and flight and parachute team demonstrations require that sponsors secure FAA clearance or waiver.

a. Does the FAA representative in your area agree that your aviation event is feasible for the type of Armed Forces aerial demonstrations requested? _____

b. Will sponsor secure FAA clearance or waiver at least 60 days prior to

event? _____

4. Sponsor agrees to provide to the demonstration flight or parachute team commander, upon request a recent aerial photograph, taken vertically from an altitude of at least 5,000 feet.

SECTION D: SUPPORT

Indicate that the sponsor understands and will provide the following:

1. Team costs as outlined in section A: _____
2. The standard Military Services allowance for quarters and meals for Armed Forces participants (if not included in team costs): _____
3. If required, transportation, meals, and hotel accommodation cost for representatives of the requested unit to visit the site prior to the event:

4. If required, transportation costs from home station to the event and return for all participants: _____
5. Transportation costs for all participants between site of the event and hotel:

6. Telephone facilities for necessary official communications at the site of the event: _____
7. Security for aircraft that land and are parked at the site during their entire stay:

8. Mobile firefighting, crash, and ground-to-air communications equipment at the demonstration site for flight and parachute demonstrations and static display aircraft:

9. Suitable aircraft fuel at military contract prices. (Sponsor must pay all costs, including transportation and handling, if necessary, over military contract prices if fuel is not available at such prices): _____
10. An ambulance and doctor on the site during flight and parachute demonstrations and during certain other types of aerial activities as determined in

advance by the Military Services or OASD(PA): _____

SECTION E: SPONSOR

1. Sponsor (is) (is not) a civic organization.
2. The sponsoring organization (does) (does not) specifically exclude any person from its membership based on race, creed, color, or national origin.

3. Sponsor's Representative: (Authorized to complete arrangements for Armed Forces aerial demonstrations and responsible for reimbursing the U.S. Government for accrued expenses when required)

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Position with sponsoring organization: _____

Telephone: Office: (____) _____ Home: (____) _____

4. Name and address of any Armed Forces representative or Government official with whom you have discussed possible participation:

CERTIFICATION

I certify that the information provided in sections A. through E. is complete and correct to the best of my knowledge and belief. I understand that representatives of the Military Services will contact me to discuss arrangements and costs involved prior to final commitments.

Signature: _____
(Sponsor' s representative)

Date of Request: _____

Mail to:

Directorate for Community Relations
OASD (PA)
Room 1E 776, The Pentagon
Washington, DC 20301

E3. ENCLOSURE 3

ARMED FORCES BANDS, TROOPS, AND UNITS IN SUPPORT OF PUBLIC PROGRAMS

E3.1. PURPOSE AND SCOPE

This enclosure is intended for use when determining the appropriateness or extent of Armed Forces participation in official Federal Government, military, or civic functions and all other community relation programs conducted in public. It governs all uninformed Armed Forces commands, organizations, units, and personnel appearing in public, including bands, musical groups, individuals, color guards, drill teams, marching units, exhibits or displays, and the loan or use of Armed Forces facilities and material in support of community relations programs.

E3.2. DEFINITIONS

See definitions in DoD Directive 5410.18 (reference (b) and section 3., basic Instruction).

E3.3. POLICY

Armed Forces support of public programs has been developed by the Department of Defense to ensure compliance with public law, to ensure equitable distribution of resources to as many appropriate events as possible, and to avoid excessive disruption of training and operational missions of the Military Services. DoD support of public programs is authorized and encouraged when such support is in the best interest of the Department of Defense and the Armed Services. The Defense Establishment and the Armed Forces belong to the American people and thus the Department should not do for one segment of the society what it cannot do for all.

E3.4. PROCEDURES

E3.4.1. General. Requests for Armed Forces support of public programs shall be addressed to the nearest military installation, giving full details on the approved DoD request format (attachment E3.A1.), so that a decision, based on program criteria, sponsor criteria, site criteria and support criteria can be made.

E3.4.2. National/International Programs. Requests for Armed Forces support for programs which, by their nature or because of news media coverage, could be of national or international interest will be forwarded through established command channels to the ASD(PA) for approval. Approval will be based upon program, sponsor, site, and support criteria listed above, or any recommendation or request for exception to policy by the appropriate commander.

E3.4.3. Events in the National Capital Area. All requests for Armed Forces support of public programs within the National Capital area will be sent to the ASD(PA) for approval. Requests for Military Service bands, musical units, drill teams, color guards, etc., stationed in the Washington, DC area, may be made by submitting the attached approved DoD request format through appropriate command channels.

E3.4.4. Local Events. Local military commanders may authorize support of purely local programs without further authorization from the Department of Defense. The program must be consistent with at least one condition of each of the established criteria groups in section 6.1., basic Instruction, and be consistent with resource capability, operational commitments and applicable regulations.

E3.5. EVALUATION

E3.5.1. When evaluating requests for Armed Forces support of public programs, the interests of the Department of Defense, the public at large, operational requirements of the Military Services, and availability of appropriate resources are prime considerations. (See 6.1. and 6.2., basic Instruction.) Commitment of resources to specific programs must be balanced with the governing factors and guidelines of the basic Instruction and with requests for similar participation received from other sources. DoD support, directly or indirectly, must not (a) endorse or benefit selectively or favor any private individual, group, corporation (whether for profit or nonprofit), sect, quasi-religious or ideological movement, political organization, or commercial venture; or (b) be associated with the solicitation of votes in a political election. (See 6.1. and 6.2., basic Instruction.) Such sites as commercial theaters, department stores, churches, or fraternal halls are, generally, inappropriate sites for Armed Forces support. Testimonials to individuals or sectarian religious services are inappropriate programs for Armed Forces support.

E3.5.2. Support by the Armed Forces of any program may be authorized only if

admission, seating, and all other accommodations and facilities are available to all without regard to race, creed, color, national origin, or sex.

E3.5.2.1. Support of programs sponsored by certain organizations may be authorized when the program is oriented towards the community interests as opposed to the sectarian, fraternal, or national origin aspects or objectives of the organization.

E3.5.2.2. Participation in nonpublic school events is authorized when the program is clearly patriotic or educational in nature or is in support of recruiting programs.

E3.5.2.3. No admission charge may be levied on the public solely to see an Armed Forces demonstration, unit, or exhibit. When admission is charged, the Armed Forces activity must not be the sole or primary attraction. (Excludes Navy and Marine Corps Band Tours.)

E3.5.3. The term "fund-raising" identifies the avowed or announced purpose of a program which, by any means, seeks to acquire money or material in excess of actual costs for charitable, civic, or other purpose. Support by the Armed Forces in an official capacity in fund-raising programs is restricted to fund-raising activities in support of recognized united, federated, joint, or other authorized campaigns (see 6.1.1.5., basic Instruction). A required condition of such support will be that the sponsor of an event certifies that all profits accrued will be donated to a united, federated, or joint campaign. In view of the national interest, the Armed Forces may support sports or other public programs held for the sole purpose of raising funds for the U.S. teams competing in the Pan-American and Olympic Games. DoD policies concerning Armed Forces support of fund-raising programs are detailed in DoD Directive 5410.18 (reference (b)). Additional information may be found in DoD Directive 5035.1 (reference (e)).

E3.5.4. When Armed Forces support of a public program is in the mutual interest of the Department of Defense and the sponsor, participation will be authorized at no additional cost to the Government. Additional costs to the Government -- travel and transportation of military personnel, meals and quarters or the standard per diem allowance -- must be borne by the sponsor.

E3.5.5. The duration of support by military units in any single program is limited in the interests of proper utilization and equitable distribution of Armed Forces manpower and resources. While an exhibit may be scheduled for the duration of a program, participation of a unit such as a military band is limited to 3 days.

E3.5.6. Armed Forces support of professional sports programs and all postseason bowl games will be authorized at no additional cost to the Government, will emphasize joint Service activity where practicable, and must support recruiting programs. Support of commercially oriented events, such as beauty pageants, Christmas parades, and motion picture premieres is not authorized.

E3.5.7. Armed Forces musical units may be authorized to provide certain specified musical presentations for public programs. The performance must not place military musicians in competition with the customary or regular employment of local nonmilitary musicians. Background, dinner, dance, or other social music is not authorized for public programs held away from a military installation. Programs which may be authorized usually include a short (15-20 minute) patriotic presentation. Musical selections consist of a medley of military or patriotic songs, appropriate honors, and music to accompany the presentation of the colors by a color guard.

E3.6. EXHIBITS

E3.6.1. Exhibits are both indoor and outdoor types. The Military Services maintain Armed Forces exhibits which are used in their individual public affairs programs. These exhibits are maintained by the Military Departments and are provided to sponsors of events at no additional cost to the Government.

E3.6.2. Most exhibits are displayed during programmed tours which are scheduled 6 to 8 months in advance. Requests for these exhibits should be initiated well in advance of the event.

E3.6.3. Requests for Armed Forces exhibits in support of public programs should be forwarded to one of the following addressees, using an approved DoD request format:

U.S. Army
Chief of Public Affairs
Department of the Army
Washington, DC 20310

U.S. Navy
Chief of Information

Department of the Navy
Washington, DC 20350

U.S. Air Force
Commander
USAF Orientation Group
Wright-Patterson AFB, Ohio 45433

E3.6.4. The exhibits used in support of personnel procurement and recruiting are governed by policy established by the Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics).

E3.7. ARMED FORCES PERSONNEL, FACILITIES, AND MATERIEL

E3.7.1. General

E3.7.1.1. Armed Forces (including Guard/Reserve and ROTC) resources, such as bands, troops, drill teams, color guards, installations facilities, and materiel may be effectively used to support community relations programs.

E3.7.1.2. The use of military personnel as ushers, guards, parking lot attendants, runners, messengers, baggage handlers, crowd control, or other inappropriate capacities in support of public programs conducted off military installations is not authorized.

E3.7.2. Flags

E3.7.2.1. The loan of official flags of DoD Components will not be authorized without the approval of the Secretaries of the Military Departments or Heads of the other Components concerned.

E3.7.2.2. In public programs for which DoD support has been authorized and at which the display of colors is appropriate, a Joint Armed Forces Color Guard will be employed, when available, using the following composition: Two Army bearers with National and Army colors; one each Marine Corps, Navy, Air Force, and Coast Guard¹ bearer with individual Service colors; and one Army and one Marine Corps rifleman as escorts.

¹ Pursuant to agreement with the Secretary of Transportation

E3.7.2.3. When a Joint Armed Forces Color Guard, as specified above, cannot be formed, the senior member of the senior Service in the Color Guard will carry the national colors. DoD Components will be guided by the Table of precedence prescribed in DoD Directive 1005.8 (reference (k)).

E3.7.2.4. United States military personnel may carry flags of foreign nations in official civil ceremonies when an official of the nation concerned is present in an official capacity and the official is one for whom honors normally would be rendered. In all other public programs or ceremonies, United States military personnel in uniform and in an official capacity are not authorized to carry flags of foreign nations, veterans groups, or other nonmilitary organizations.

E3.7.3. Loan of Materiel and Facilities

E3.7.3.1. Materiel. Equipment which formerly was available only from the military is now readily available from commercial sources. In considering requests for loan of military materiel, commanders must determine that similar materiel or facilities are not reasonably available from commercial sources before providing the support requested. This is particularly applicable to such items as communications, office, food-handling, and lighting equipment. Also included are construction, earth-moving, or other transportation and field equipment support. Other criteria to be considered are:

E3.7.3.1.1. The equipment must be locally available in the command, and its use for public affairs purposes must not be permitted to interfere with the military mission of the command.

E3.7.3.1.2. The public affairs program for which loan support is requested must be one in which the command is actively participating and one within the scope of its community responsibilities.

E3.7.3.2. Facilities. Requests which do not fall within the discussion in this section shall be referred, with the DoD Component's recommendations, to the ASD(PA) for consideration. Further guidance is provided in enclosure 11.

E3.8. STATE GOVERNORS' INAUGURAL CEREMONIES AND PARADES

E3.8.1. General. Support by DoD Components is appropriate in public parades and in inaugural ceremonies subject to the availability of resources. To the greatest

extent practicable, Armed Forces support should be joint in nature. In those cases where a Military Service desires to support an inaugural program but has no troops or resources stationed within that State, the circumstances should be reported to the ASD(PA). Bands, troop units, and equipment from outside the local area may be provided only if no additional cost to the Federal Government will be incurred.

E3.8.2. Support Considerations

E3.8.2.1. Support should be limited in size and scope, bearing in mind the potential demands that may be generated from State to State. Marching units with a combined strength of no more than one platoon from each Military Service and no more than one military band are recommended guidelines. The display of equipment and vehicles in parades is encouraged.

E3.8.2.2. It is recognized that the State National Guard may be ordered to State duty by appropriate State authority, although Federal funds are not made available. Such service and expenses involved are paid for by other than Federal funds. The governor of a State has the authority to utilize, at no expense to the Federal Government, national guard troop units as required in support of the inaugural parade and ceremonies.

E3.8.2.3. The duties to be performed by national guardsmen in uniform shall conform to the policies of the Secretary of Defense as set forth in DoD Directive 5410.18 (reference (b)) and this Instruction. Use of military personnel as escorts, ushers, doormen, or drivers for non-military guests or local dignitaries is not authorized.

Attachments - 1

1. Request Format, Armed Forces Participation in Public Events

E3.A1. ATTACHMENT 1 TO ENCLOSURE 3

REQUEST FORMAT
ARMED FORCES PARTICIPATION IN PUBLIC EVENTS

This format is used to request all Armed Forces Band, Troop, and Exhibit participation in public events. The information is required to evaluate the event for appropriateness and compliance with DoD policies and for coordination with the units involved. Complete section A and only those other sections that apply to your event.

SECTION A: GENERAL

1. Title of event: _____
Town or City: _____ State: _____
Date: _____ Time--from: _____ to: _____
Place: (Auditorium, convention hall, etc.) _____

2. Sponsor: _____

3. The sponsor (is) (is not) a civic organization and the event (has) (does not have) the official backing of the mayor.

4. The sponsoring organization (does) (does not) exclude any person from its membership or practice any form of discrimination in its functions based on race, creed, color, or national origin.

5. Sponsor's representative authorized to complete arrangements for Armed Forces participation:

Name: _____
Address: _____
City, State: _____ Zip: _____
Telephone: (Office) _____ (Home) _____
(AC) (AC)

6. Purpose of this event (explain fully): _____

7. Expected attendance: _____

8. Is this event being used to raise funds for any purpose? _____

9. Admission charge: _____ Charge for seating: _____

10. Disposition of profits which may accrue: _____

11. Will admission, seating, and all other accommodations and facilities connected with the event be available to all persons without regard to race, creed, color, sex, or national origin? _____

12. Will the standard Military Services allowance for quarters and meals be provided by the sponsor for Armed Forces participants? _____

13. Will transportation at sponsor's expense be provided for Armed Forces participants between the site of the event and hotel? _____ If required, will transportation be provided from home station to the event and return? _____

14. Will telephone facilities, at sponsor's expense, be made available for necessary official communications regarding the event? _____

15. It may be necessary for representatives of the requested unit to visit the site prior to the event. Will transportation, meals, and hotel accommodations be provided by the sponsor? _____

SECTION B: BANDS AND TROOPS

1. This request is for (check appropriate line(s)):

Music: _____

Troops: _____

Other: _____

2. If you desire a certain musical unit, troop unit, or type of equipment, please specify:

NOTE: Standard Military Service allowances for quarters and meals - \$35.00 per day

per person. Bands will have approximately 50 members as a minimum.

3. If a musical unit is requested and an outdoor concert is planned, will there be a bandshell or bandstand? _____
4. Type of electric current available: 110V_____ 220V_____ Amps_____

SECTION C: EXHIBITS

1. Specify type of exhibit(s) desired: _____
2. If the event is indoors:
Area available for exhibit is _____ feet long and _____ feet wide; Ceiling height: _____; Type of floor (wood, concrete) _____; Floor loading capacity: _____; Electric current 110V_____ 220V_____ Amps_____; Size of doorway through which exhibit can be brought into building: _____ feet high; _____ feet wide. Size and load limits of freight elevators if event is on other than ground floor: _____ feet wide; _____ feet high; _____ feet deep; load limit: _____.
3. If the event is outdoors:
Area available for exhibit is _____ feet long and _____ feet wide; Type of surface (sod, paved, gravel) _____; Type of electric current available: 110V_____ 220V_____ Amps_____; Obstructions to hinder unloading (high curbs, wires, trees): _____.
4. Can forklift, C-2 wrecker or crane be made available for handling exhibits at no additional cost to the Government? _____
5. Will electric power, necessary services for connections, and other required utilities be provided by the sponsor? _____
6. Will police escorts through congested areas be required? _____
7. Will guards be provided for equipment and displays? _____
8. Is parking space available for tractors and trailers? _____

9. Name and address of any Armed Forces representative or Government official with whom you have discussed possible participation:

CERTIFICATION

I certify that the information I have provided here is complete and correct to the best of my knowledge and belief. I understand that representatives of the Military Services will contact me to discuss arrangements and costs involved prior to final commitments.

Signature: _____

(Sponsor's representative)

Date of Request: _____

Return this request to:

E4. ENCLOSURE 4
SPEAKING ENGAGEMENTS

E4.1. PURPOSE

This enclosure, which includes a reiteration of pertinent policy statements from DoD Directive 5410.18 (reference (b)), contains definitions, policy, procedural, and funding guidance concerning public speaking engagements by DoD personnel.

E4.2. DEFINITIONS

E4.2.1. Speaking Engagement. A prearranged official Federal, State, or Municipal government; organizational; or public event at which a military or civilian member of a DoD Component speaks about a DoD subject within his or her official cognizance. Impromptu remarks by an individual delivered incidentally and simply as a part of his/her attendance at an event does not constitute a speaking engagement within the meaning of this Instruction.

E4.2.2. DoD Speaker. Any civilian or military member of the Department of Defense at any level and of any rank who speaks in public about a DoD subject within his/her official cognizance.

E4.3. POLICY

The Department of Defense encourages qualified civilian and military officials at all levels to accept speaking invitations as an effective means of informing the public about Defense matters. DoD Instruction 5230.3 (reference (I)) contains the Secretary of Defense's personal guidance in this area.

E4.4. PROCEDURES

E4.4.1. General Considerations. The following points should be considered by members of the Department of Defense prior to acceptance of a speaking invitation:

E4.4.1.1. Participation must not interfere with assigned duties.

E4.4.1.2. Speakers must address their remarks to subjects within their official

cognizance.

E4.4.1.3. Views expressed must not conflict with national policy.

E4.4.1.4. Speakers may not be provided for partisan political gatherings (see DoD Directive 1344.10, reference (m)), or fund-raising events which do not meet basic DoD criteria (see DoD Directives 5410.18 and 5035.1 (references (b) and (e) respectively).

E4.4.1.5. A speaker's participation must not lend an air of sponsorship to the statements of others which may be partisan in nature or contrary to national policy.

E4.4.1.6. Subject matter and text may require review and clearance (see DoD Directive 5230.9, reference (n)).

E4.4.1.7. Situations where the real or apparent purpose is to stage controversy will be avoided. The ASD(PA) will be consulted before speakers are provided for events in which public confrontation or debate of national policy matters is planned or likely.

E4.4.1.8. Department of Defense support is not authorized if the sponsor or sponsoring organization specifically excludes any person from its membership for reasons of race, creed, color, or national origin. However, DoD support is authorized for programs sponsored by organizations whose qualifications for membership is based on national origin or sex, but only when the program so supported is oriented to the community rather than to the national origin or objective of the organization itself, and admission, seating, and all other accommodations and facilities connected with the program are available to all without regard to race, creed, color, national origin, or sex.

E4.4.1.9. Acceptance of press, radio, and television interviews in conjunction with speaking engagements is encouraged, subject to the provisions of this Instruction and other pertinent public affairs Directives.

E4.4.1.10. Advance distribution of copies of speech texts (embargoed when necessary) may be used to gain wider dissemination of DoD information beyond an intended local audience when media coverage is anticipated. Distribution of speech texts should be made in cooperation with the host organization.

E4.4.2. Level of Acceptance. Organizations or groups wishing to extend a speaking invitation should be encouraged to correspond directly with the Public Affairs Officer of the nearest installation likely to have someone assigned who is cognizant of

the subject matter to be discussed. The attached Fact Sheet and Speaker Request formats (attachments E4.A1. and E4.A2.) may be utilized when replying to queries concerning speakers. DoD Components shall channel speaking invitations to appropriate officials nearest the site of the event.

E4.4.3. Presidential Representatives. The Department of Defense is sometimes required to furnish a military officer to represent the President of the United States at occasions where "remarks" or "an address" are required. The minimum appropriate grade, in this circumstance, is a general or flag officer unless there are overriding practical considerations precluding general or flag officer availability.

E4.5. FUNDING

E4.5.1. Speaking engagements normally will be at Government expense.

E4.5.2. Acceptance of a gratuity as defined in DoD Directive 5500.7 (reference (i)), a fee, or an honorarium is prohibited. Reimbursement for necessary travel and living costs may be accepted from the sponsoring organization in lieu of reimbursement by the Government, in accordance with Joint Travel Regulations (reference (j)). Consult the local finance or disbursing officer for specifics.

E4.6. REPORTS

E4.6.1. The Office of the Assistant Secretary of Defense (Public Affairs) requires a monthly speakers' report covering a projected 60-day period for all accepted speaking engagements of senior civilian and military representatives of the DoD Components down through Deputy Assistant Secretary and three-star rank. This report is due no later than the 24th day of each month, attention Directorate for Community Relations. The report will include the following information:

E4.6.1.1. Name, rank, and title of speakers

E4.6.1.2. Date of speaking engagement

E4.6.1.3. Place of speaking engagement

E4.6.1.4. Host organization

E4.6.2. This reporting requirement has been assigned Report Control Symbol DD-PA(M)979.

E4.6.3. From the above information, the Directorate for Community Relations, Office of the Assistant Secretary of Defense (Public Affairs), will publish a monthly speakers' schedule.

Attachments - 2

1. Fact Sheet
2. Speaker Request Format

E4.A1. ATTACHMENT 1 TO ENCLOSURE 4

FACT SHEET

(Speaking Engagements by DoD Personnel)

E4.A1.1.1. The Department of Defense encourages qualified civilian and military officials at all levels to accept speaking invitations as an effective means of informing the public about Defense matters by developing understanding and stimulating patriotic spirit.

E4.A1.1.2. DoD personnel may accept speaking invitations provided they adhere to the following guidelines:

E4.A1.1.2.1. Participation must not interfere with assigned duties.

E4.A1.1.2.2. Speakers must address their remarks to subjects within their official cognizance.

E4.A1.1.2.3. Views expressed reflect national policy. This requirement exists so that Government employees, when discussing Government business, may accurately explain official policy.

E4.A1.1.2.4. Speakers may not participate in partisan political gatherings.

E4.A1.1.2.5. DoD speaker participation in fund-raising efforts will be limited to the programs of the Combined Federal Campaign, to such appeals as the President may authorize, and to the Military Service aid societies. Support for local fund-raising programs other than those described above is authorized only when the fund-raising program, is, in fact, local in nature and is of community-wide interest and benefit.

E4.A1.1.2.6. Their participation must not lend an air of sponsorship to the statements of others which may be partisan in nature and/or contrary to national policy.

E4.A1.1.2.7. Situations where the real or apparent purpose is to stage controversy will be avoided.

E4.A1.1.2.8. Speakers may not accept invitations when the sponsor or sponsoring organization specifically excludes any person from its membership for reasons of race, creed, color, or national origin. However, DoD support is authorized

for programs sponsored by organizations whose qualifications for membership is based on national origin or sex when the program so supported is oriented to the community rather than to the national origin or sex-oriented aspects or objectives of the organization itself; and when admission, seating, and all other accommodations and facilities connected with the program are available to all without regard to race, creed, color, national origin, or sex.

E4.A1.1.2.9. Speakers may not accept gratuities, fees, or honoraria. Reimbursement for necessary travel and living costs may be accepted in lieu of reimbursement by the Government.

E4.A1.1.3. Speaking invitations should be directed to the Public Affairs Officer of the nearest military installation. The Public Affairs Officer would appreciate information of the type outlined on the enclosed speaker request form.

E4.A1.1.4. Inquiries may also be addressed to Director for Community Relations, Office of the Assistant Secretary of Defense (Public Affairs), The Pentagon, Washington, DC 20301.

E4.A2. ATTACHMENT 2 TO ENCLOSURE 4
SPEAKER REQUEST FORMAT

I. Sponsoring Organization(s)

Name(s)

Person to contact relative to this request
(Name, address & telephone number)

II. Meeting

Time

Date

Meeting will begin at

Meeting will end at

Place

City

Hall or Auditorium

III. Speech

Subject of speech

Time to be allowed

Will there be a question & answer
period following speech?

Time to be allowed for speech

IV. Details of the Program

Other Speakers (Please list in order of appearance)

Speaker

Subject

Length of Speech

V. Audience

Anticipated Size

Composition of audience (teachers,
businessmen, etc., or general public)

VI. Publicity

Will the meeting be open to
the press?

Will the speech be broadcast?
Will it be taped, filmed, or
otherwise recorded?

VII. Miscellaneous

Would acceptance of this invitation place the DoD speaker in violation of any of the guidelines contained in paragraphs E4.A1.1.2.1. through E4.A1.1.2.9. of the accompanying FACT SHEET?

Give any other significant information which may be helpful in the selection of an appropriate speaker. If more space is needed use continuation sheets.

Signed

E5. ENCLOSURE 5
NATIONAL ORGANIZATIONS

E5.1. POLICY

OASD(PA) serves as the primary point of contact within the Department of Defense for all types of national organizations. In addition, on matters relating to the provision of information of DoD policies, programs, budgets, plans, and activities, OASD(PA) is the principal point of contact with business and industry. Establishment of this focal point is designed to avoid duplication and ensure that a coordinated DoD view is expressed when responding to the nontechnical needs of these organizations and the business/industrial community.

E5.2. PROCEDURES

E5.2.1. OASD(PA) serves as the principal Department of Defense point of contact for all national organizations (to include their local and regional chapters in the National Capital area) on all matters except:

E5.2.1.1. Requests for information emanating from an organization and bearing directly on an individual DoD Component.

E5.2.1.2. Requests for speakers.

E5.2.1.3. Those matters involving contractual or consulting relationships.

E5.2.1.4. Matters pertaining to scientific and technical information. Scientific and technical information services are administered by the Defense Logistics Agency.

E5.2.2. Except in the National Capital area, local and regional chapters of national organizations may deal directly with local commanders as delegated by appropriate authority. In the National Capital area, local and regional chapters shall be referred to OASD(PA) when they request support from the Department of Defense or any of its elements. When appropriate, OASD(PA) will refer the matter to whatever DoD Component can best fulfill the organization's request.

E5.2.3. Authority for direct communication and liaison with organizations

directly associated with specific interests of a single DoD Component is delegated (see 8.4.2., basic Instruction) to that Component. Individual Components which maintain liaison with such organizations are required to carry on their activities in accordance with the letter and the spirit of policies set forth in DoD Directives 5410.18, 5500.2, and 5500.7 (references (b), (h), and (i), respectively).

E5.2.4. OASD(PA) periodically provides to national organizations information concerning policies, programs, budgets, and other activities of the Department of Defense. DoD Components are encouraged to provide informative material to OASD(PA) for inclusion in these periodic mailings. Examples of Component-related material which would be proper for distribution to organizations through OASD(PA) include posture statements, significant congressional testimony, internal publications outlining important programs which will have a wide-ranging impact, and other major policy pronouncements such as speeches.

E5.2.5. Policies regarding liaison and communication with and support for organizations representing business or commercial interests are outlined in DoD Instruction 5410.20 (reference (c)), which also covers relationships with businesses, industries, and other commercial enterprises.

E6. ENCLOSURE 6
ARMED FORCES DAY

E6.1. PURPOSES

This enclosure contains guidelines concerning the annual observance of Armed Forces Day. (See DoD Directive 5410.18 (reference (b)).)

E6.2. POLICY

E6.2.1. By Presidential proclamation, Armed Forces Day is observed on the third Saturday of each May. It provides a special occasion to satisfy public interest in the Defense establishment and to demonstrate the unity and common purpose of the Armed Forces in the fulfillment of our national security requirements.

E6.2.2. In keeping with the spirit of unification as set forth in the National Security Act of 1947, as amended, participation by military units in the observance of the birthdays of individual DoD Components or any other day or days of significance to a single Component, its subordinate elements, or auxiliaries will not be undertaken away from military installations without the specific authorization of the Assistant Secretary of Defense (Public Affairs).

E6.2.3. The United States Coast Guard is included, where feasible, in observances of Armed Forces Day, pursuant to agreement with the Secretary of Transportation.

E6.3. PROCEDURES

E6.3.1. The Assistant Secretary of Defense (Public Affairs) is responsible for coordinating Armed Forces Day programs at the national level and for issuing annual guidance for the conduct of each year's observance.

E6.3.2. Cooperation with communities and organizations planning observances of Armed Forces Day is encouraged.

E6.3.3. DoD Components shall extend hospitality to the general public by hosting "Open House" or similar activities on military installations and ships.

E6.3.4. In localities and situations where two or more Military Services are represented, joint participation in community sponsored programs is encouraged.

E6.3.5. Armed Forces Day will be treated as a national holiday for purposes of determining support authorized by DoD Directive 5410.18 (reference (b)) and this Instruction.

E6.3.6. Armed Forces Day will be observed in overseas areas in the manner determined most suitable by the Commander-in-Chief of the Unified or Specified Command concerned. The observance may be held on military installations for U.S. personnel and dependents and may be open to the general public or conducted elsewhere in the host nation. These observances will not be combined with other U.S. or foreign holidays or observances.

E6.4. FUNDING

DoD Components shall, within their available funds, defray the expenses necessary for the observance of Armed Forces Day within their respective areas of responsibility.

E7. ENCLOSURE 7
VETERANS DAY OBSERVANCES
AND
NATIONAL CONVENTIONS OF NATIONAL VETERANS ORGANIZATIONS

E7.1. POLICY

It is DoD policy to provide military support for:

E7.1.1. Veterans Day observances at communities designated as regional sites by the Veterans Day National Committee of the U.S. Veterans Administration;

E7.1.2. Smaller local observances held in communities not so designated; and

E7.1.3. National conventions of national veterans organizations.

E7.2. PROCEDURES

E7.2.1. Veterans Day Observances

E7.2.1.1. The Administrator of Veterans Affairs is normally designated by Presidential proclamation as the Chairman, Veterans Day National Committee. The objective of this committee, comprised of representatives from major veterans organizations, is to stimulate and perpetuate national public interest in honoring all veterans of all wars on Veterans Day. Each year, this committee designates certain communities as regional sites for the observances of this national holiday. Department of Defense supports these observances by appointing a DoD Coordinator and approving military support.

E7.2.1.2. Regional sites are designated to ensure that proper priority and an appropriate level of support are available for these major observances.

E7.2.2. National Veterans Organizations Conventions. Each year the national veterans organizations request military support for their national conventions. The support requested varies with each organization. At conventions with multi-Service support, a DoD Coordinator will be assigned by OASD/PA; while at smaller conventions, one Service project officer may coordinate appropriate Armed Forces support.

E8. ENCLOSURE 8

PRESIDENTIAL WREATH-LAYING CEREMONIES

E8.1. GENERAL

Over the course of years the Office of The Military Assistant to the President has coordinated the annual placement of Presidential Wreaths at the tombs, burial sites, and/or monuments of all former Presidents. The repeated placement of these wreaths through the years led to the development of the "President's Approved Wreath List" (attachment E8.A1.).

E8.2. PROCEDURES

E8.2.1. Attachment E8.A1. to this enclosure contains the President's Approved Wreath List, including name, place, and date for wreath-laying ceremonies for each former President.

E8.2.2. Attachment E8.A1. also contains a list of Military Departments responsible for providing a representative of the President to place each wreath.

E8.2.3. The minimum appropriate military grade for this program is general or flag rank, unless overriding considerations preclude the availability of a general or flag officer.

E8.3. RESPONSIBILITIES

E8.3.1. The ASD(PA) is responsible for overall coordination of DoD support for this program.

E8.3.2. Secretaries of the Military Departments will designate appropriate Presidential representatives, in accordance with the listing contained in attachment E8.A1., to place wreaths in honor of former Presidents. The name, rank, title, address, and telephone number of each designated representative will be forwarded to the ASD(PA) at least 60 days in advance of the month of wreath placement.

E8.3.3. The Military Assistant to the President will make necessary arrangements to provide each wreath.

E8.3.4. Names of designated Presidential representatives will be forwarded, via the Special Assistant to the Secretary of Defense, to the Military Assistant to the President, who will coordinate final details of each ceremony.

E8.4. REPORTS

The report required in E8.3.2., this enclosure, is assigned Report Control Symbol DD)-PA(AR)1348.

Attachments - 1

1. President's Approved Wreath List

E8.A1. ATTACHMENT 1 TO ENCLOSURE 8PRESIDENT'S APPROVED WREATH LIST

| <u>Birth Date</u> | <u>Former President</u> | <u>Location</u> | <u>Responsible Military Dept.</u> |
|--------------------------------------|-------------------------|----------------------------------|-----------------------------------|
| Jan 7 | Millard Fillmore | Buffalo, NY | Air Force |
| Jan 29 | William McKinley | Canton, OH | Army |
| Jan 30 | Franklin D. Roosevelt | Hyde Park, NY | Army |
| Feb 9 | William H. Harrison | North Bend, OH | Air Force |
| Feb 12 | Abraham Lincoln | Lincoln Memorial Springfield, IL | Army |
| 3rd Mon in Feb (Official Holiday) | George Washington | Mt. Vernon, VA | Army |
| Mar 15 | Andrew Jackson | Nashville, TN | Army |
| Mar 16 | James Madison | Montpelier, VA | Navy (U.S. Marine Corps) |
| Mar 18 | Grover Cleveland | Princeton, NJ | Army |
| Mar 29 | John Tyler | Richmond, VA | Army |
| Apr 13 | Thomas Jefferson | Jefferson Memorial | Army |
| Apr 23 | James Buchanan | Lancaster, PA | Army |
| Apr 27 | Ulysses S. Grant | New York, NY | Army |
| Apr 28 | James Monroe | Richmond, VA | Army |
| May 8 | Harry S. Truman | Independence, MO | Army |
| May 29 | John F. Kennedy | Arlington Cemetery | Army |
| Jul 4 | Calvin Coolidge | Plymouth, VT | Army |
| Jul 11 | John Quincy Adams | Quincy, MA | Navy |
| Aug 10 | Herbert C. Hoover | West Branch, IA | Army |
| Aug 20 | Benjamin Harrison | Indianapolis, IN | Army |
| Aug 27 | Lyndon B. Johnson | LBJ Ranch, TX | Air Force |
| Sept 15 | William H. Taft | Arlington Cemetery | Army |
| Oct 4 | Rutherford B. Hayes | Freemont, OH | Army |
| Oct 5 | Chester A. Arthur | Albany, NY | Air Force |
| Oct 14 | Dwight D. Eisenhower | Abilene, KS | Army |
| Oct 27 | Theodore Roosevelt | Oyster Bay, NY | Navy |
| Oct 30 | John Adams | Quincy, MA | Navy |
| Nov 2 | James K. Polk | Nashville, TN | Army |
| Nov 2 | Warren G. Harding | Marion, OH | Army |
| Nov 19 | James A. Garfield | Cleveland, OH | Army |
| Nov 23 | Franklin Pierce | Concord, NH | Army |
| Nov 24 | Zachary Taylor | Louisville, KY | Army |
| Dec 5 | Martin Van Buren | Kinderhook, NY | Army |
| Dec 28 | Woodrow Wilson | Washington Cathedral | Army |
| Dec 29 | Andrew Johnson | Greeneville, TN | Army |

E9. ENCLOSURE 9
SPORTS ACTIVITIES

E9.1. POLICY

E9.1.1. DoD Directive 1330.4 (reference (f)) establishes the Interservice Sports Committee (ISC) which acts for the ASD(PA) in all matters pertaining to interservice competition and joint Military Service participation in national and international sports. Each Military Service is represented on the committee.

E9.1.2. Athletic activities of the Military Service academies that are conducted away from military installations shall be governed by the general policy contained in DoD Directive 5410.18 (reference (b)) and this Instruction.

E9.2. RESPONSIBILITIES

Among other functions, the ISC as Executive Agent, for the DoD shall:

E9.2.1. Act for the Department of Defense on matters pertaining to sports involving more than one Military Service.

E9.2.2. Plan and conduct all interservice sports championships, and establish and monitor all joint Military Service efforts in support of national and international sports activities.

E9.2.3. Coordinate with Department of State, as required by DoD Directive 5410.18 (reference (b)), and other Government Agencies and national sports organizations on sports tours and clinics in foreign countries which propose to utilize U.S. military personnel.

E9.2.4. Provide representation for the Department of Defense on related Government committees.

E9.2.5. Coordinate and maintain liaison with national sports governing bodies in matters of mutual interest to the Military Departments.

E9.2.6. Secure Department of State approval for military participation in international sports competition, and monitor military sports programs to ensure

compliance with the provisions of DoD Directive 5410.18 (reference (b)).

E9.2.7. Serve as a contact point for the entire Defense establishment on questions pertaining to sports.

E10. ENCLOSURE 10
DoD COORDINATORS

E10.1. PURPOSE

Some community relations programs involve support by more than one Military Service. Events of this nature include major national veterans conventions, regional Veterans Day observances, major air shows, large civic festivals, inaugurals, etc. The purpose of this enclosure is to provide guidelines for the coordination of such programs.

E10.2. PROCEDURES

E10.2.1. When military support of a program sponsored by a civilian organization is furnished by more than one Military Service, and the magnitude of the support warrants DoD coordination, one Military Department will be requested by OASD(PA) to nominate an officer located in the area of the program to serve as the coordinator of DoD support.

E10.2.2. After being nominated, the officer will be designated as the DoD Coordinator by OASD(PA). The DoD Coordinator will be responsible for coordinating all military support, including support by National Guards Reserve components, within the limitations set forth in DoD Directive 5410.18 (reference (b)), this Instruction, and other specific guidelines prepared by OASD(PA) and provided to him/her upon designation as DoD Coordinator. The DoD Coordinator is authorized direct liaison with OASD(PA).

E10.2.3. Also, OASD(PA) will request appointment of project officers, normally located within the area of the event, from the Military Departments providing support for the program. These Service project officers will assist the DoD Coordinator.

E10.3. REPORTS

The DoD Coordinator will prepare an after-action report and forward it to OASD(PA) within 30 days following the program. Report Control Symbol DD-PA(AR)1348 applies.

E11. ENCLOSURE 11

MISCELLANEOUS PUBLIC AFFAIRS-RELATED ACTIVITIES

This enclosure contains a list of Public Affairs-related activities conducted by certain DoD Components under authority other than that delegated to the ASD(PA).

E11.1. EMPLOYMENT OF MILITARY RESOURCES IN NATURAL DISASTER EMERGENCIES WITHIN THE U.S., ITS TERRITORIES AND POSSESSIONS

E11.1.1. DoD Directive 3025.1 (reference (o)) governs.

E11.1.2. The Secretary of the Army is designated as the DoD Executive Agent for military support in disasters.

E11.1.3. The ASD(PA) is responsible for associated public affairs activities.

E11.2. FOREIGN DISASTER RELIEF OPERATIONS

E11.2.1. DoD Directive 5100.46 (reference (p)) governs.

E11.2.2. The ASD(ISA) is responsible for overall coordination of DoD support.

E11.2.3. The ASD(PA) is responsible for public affairs plans and activities. He is the single point of contact with the Department of State/AID or the International Communications Agency (ICA) on associated public affairs matters.

E11.3. USE OF DoD FACILITIES OR RESOURCES FOR OTHER THAN PUBLIC AFFAIRS PURPOSES

E11.3.1. The use of any DoD facility or resource to accomplish a community relations objective (see DoD Directive 5410.18, reference (b)) is considered use for a public affairs purpose. Any other use of a DoD facility or resource is not a public affairs matter.

E11.3.2. Policies and procedures governing the use of DoD facilities or resources for other than public affairs purposes are the responsibility of the ASD(MRA&L), the Secretaries of the Military Departments, or the

Directors/Commanders of other DoD Components.

E11.4. TRANSPORTATION

E11.4.1. Policy governing the use of military carriers for public affairs purposes is contained in DoD Instruction 5435.2 (reference (d)).

E11.4.2. Travel or transportation for public affairs purposes is defined as any travel or transportation of individuals, groups, or materiel undertaken as a result of a request to or an invitation from and authorized by competent authority in the Department of Defense in the interest of adding to the public understanding of DoD activities. It includes travel or transportation involving individuals or things, military or civilian, Government or non-Government, U.S. or foreign requests. It may be reimbursable.

E11.4.2. Travel or transportation for public affairs purposes is defined as any travel or transportation of individuals, groups, or materiel undertaken as a result of a request to or an invitation from and authorized by competent authority in the Department of Defense in the interest of adding to the public understanding of DoD activities. It included travel or transportation involving individuals or things, military or civilian, Government or non-Government, U.S. or foreign requests. It may be reimbursable.

E11.4.3. All other uses of military carriers are governed by policies promulgated by the ASD(MRA&L).

E11.5. ORGANIZATIONAL RELATIONSHIPS. Direct liaison channels exist between certain organizations and OSD agencies other than OASD(PA) in cases specifically provided for under public law or DoD Directive. Examples are:

E11.5.1. United Service Organization - ASD(MRA&L) - DoD Directive 1330.12 (reference (q)).

E11.5.2. American National Red Cross - ASD(MRA&L) - DoD Directive 1330.5 (reference (r)).

E11.5.3. Boy Scouts of America and Girl Scouts of America:

E11.5.3.1. Nonappropriated fund activities - ASD(MRA&L).

E11.5.3.2. Where authorized, priorities for travel on military carriers -

ASD(MRA&L) - DoD Regulation 4515.13-R (reference (s)).

E11.5.3.3. Use of military transportation and facilities to include support for International and National Jamborees - ASD(MRA&L).

E11.5.4. United Seamen's Service - ASD(MRA&L) - DoD Directive 1330.16 (reference (t)).

E11.5.5. Veterans Organizations

E11.5.5.1. Service Discharge matters - ASD(MRA&L); Military Departments.

E11.5.5.2. Donation of Surplus Equipment - ASD(MRA&L)-DoD Manual 4160.21-M (reference (u)).