

Guidelines to Request Army Support Fort Stewart and Hunter Army Airfield

OVERVIEW	
Purpose	To provide guidance to event coordinators on how to request Army support for community events.
Background	3rd Infantry Division outreach efforts provide a wide range of programs to better connect Coastal Georgia and the surrounding area with Soldiers of the U.S. Army. Wherever the American people are, your Army is there too. Georgia's Division – especially the dynamic Soldiers stationed at Fort Stewart and Hunter Army Airfield – engages in many community activities that support Coastal Georgia and the Low Country. To accomplish our goal of connecting with local communities, the 3rd Infantry Division, Fort Stewart, and Hunter Army Airfield (FS/HAAF) has built an extensive network of local, regional and even national outreach assets. To support that outreach, we request the assistance of our community partners in order to allow our staff adequate time to process those requests and assign assets to avoid interference with planned missions. The Commanding General of the 3rd Infantry Division (FS/HAAF) retains approval decision authority over all community relations support with the exception of aviation fly-over or aviation static display requests.
FREQUENTLY REQUESTED SUPPORT	
Group Tours	Groups can request to visit sites such as Warriors Walk and the museum, to have lunch with Soldiers, or visit other venues or locations on post in line with their specific interests.
Subject Matter Expert Speakers	This support enables the supported organization the opportunity to gain further knowledge or insight into the current affairs of FS/HAAF and the Army.
Static Displays for Non-Fundraiser Events or Military Appreciation Venues	This support is normally part of a bigger event (i.e. a veterans appreciation tent at a golf tournament), but can also be the only additional support to an organization's event (i.e. a two vehicle static display as part of a Salute to the Military night at a cultural center).
Support to Veteran's Appreciation Events	These events are normally focused on honoring our veterans and including today's Soldiers in that show of appreciation.
Aerial Flyover, Static Displays of Army Aviation Assets and Ground Equipment	While FS/HAAF continues to support these events, they require specific conditions to ensure approval. Additionally, due to the high operations tempo of Army aviation, participation by aviation assets requires approval at the Department of the Army level.
Color Guard or Ceremonial Flag Support	Color Guards can participate either as part of a larger support contingent (i.e. in a parade with marching Soldiers) or as the sole military portion of a ceremony or event (i.e. opening ceremony or similar).
Museum Tours	The museum curator provides escorted tours to organized groups during normal business hours.
Warriors Walk Tours	Groups can visit and learn more about the moving Warriors Walk memorial to those who have sacrificed all during combat operations. The trees normally bloom in mid March through early April with a peak in late March.

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FREQUENTLY REQUESTED SUPPORT (continued)	
Support to Elementary, Middle and High School Educational Career Days	These events can be both on and off post and often include multiple speakers.
Army Recruiting Command Educational Exhibits	FS/HAAF supports local recruiting efforts by providing resources not otherwise available within Recruiting Command.
Support to Community Holiday Parades	This support often includes elements of the band, color guards, parade grand marshal, or other participatory elements.
Support to Community Covenant/FMWR Co-Sponsored Events	While these events are often on post, they can also include major off post venues such as military appreciation days at sporting events.
Adopt A School Program	Schools partnered with units in the FS/HAAF community can request support for certain events.
PRACTICAL CONSIDERATIONS	
Practical considerations that impact requests for support include, but are not limited to, those listed below. Event coordinators must understand that while we strive to support our local communities, these considerations or other circumstances may prevent the FS/HAAF community from supporting certain events or may significantly limit the support provided.	
Assigned Mission	Please realize that all units in the FS/HAAF community have specific assigned missions and training requirements. Participation in public programs can only be authorized when that support does not interfere with the performance of official duties and would in no way detract from our readiness. Additionally, support provided to community events must not interfere with unit mission or training programs. In all cases, operational commitments must take priority and can even cause previously scheduled appearances to be cancelled on relatively short notice. We reserve the right to offer support that differs from the original request when it is deemed the support can be provided in a more efficient manner.
Support to Recruiting and Band Support	Armed Forces musical units are organized for ceremonial and traditional purposes and to support recruiting activities. However, they may be authorized to provide certain specified presentations, such as patriotic ceremonies for public programs. Armed Forces musical organizations are not permitted to provide entertainment, background, dinner, dance or other social music at public or private events in competition with the customary or regular employment of local civilian musicians. Limited resources permit only one band and/or choir to perform at an event, and the Army reserves the right to cancel support to sponsors who have scheduled more than one military unit.
Fundraising Events	Military assets are prohibited from supporting events whose main focus is raising funds, or any event that uses the military's presence as a means to draw additional attendance.

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REQUEST PROCEDURES	
All support requests require a formal request to be submitted on a Department of Defense form (DD Form).	
Aviation Support Requests	Requests for Army Aviation assets, whether as a fly-over or as an off-post static display, require Department of the Army approval and should be submitted at least 90 days before the date support is required. Complete DD Form 2535 in accordance with the listed instructions and submit the completed form to the proper agency as listed on page four. Additionally, we recommend the event organizer provide an information copy of the completed form to the Division Public Affairs points of contact listed below. While event support cannot be approved locally, sharing a copy of the request when first submitted to the appropriate service-specific point of contact will enable the Division to properly plan the requested support in anticipation of a formal approval. DD Form 2535 is available at: http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd2535.pdf .
Support Request Guidance (Non-Aviation)	Requests for Army assets should be submitted at least 90 days before the date support is required. Complete DD Form 2536 in accordance with the listed instructions and submit the completed form to the appropriate Division Public Affairs Office points of contact listed below. Please include a specific request in Section I, Block 1. "100 Soldiers to march in a Thanksgiving Parade" contains sufficient information, while "Parade participation" does not sufficiently indicate the event organizer's desires. DD Form 2536 is available at: http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd2536.pdf .
OTHER COMMON SUPPORT REQUEST SUBMISSION POINTS OF CONTACT	
Fort Stewart Public Affairs Office	For all issues and concerns, please send an email to the following address: USARMY.STEWART.3-ID.LIST.COMREL@MAIL.MIL
Hunter Army Airfield Public Affairs Office	