



# Department of Defense INSTRUCTION

NUMBER 5410.19

November 13, 2001

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ASD(PA)

SUBJECT: Public Affairs Community Relations Policy Implementation

- References:
- (a) DoD Instruction 5410.19, "Armed Forces Community Relations," July 19, 1979 (hereby canceled)
  - (b) [DoD Directive 5122.5](#), "Assistant Secretary of Defense for Public Affairs (ASD(PA))," September 27, 2000
  - (c) [DoD Directive 5410.18](#), "Public Affairs Community Relations Policy," November 20, 2001
  - (d) DoD 5500.7-R, "Joint Ethics Regulation (JER)," August 1993
  - (e) through (ab), see enclosure 1

## 1. REISSUANCE AND PURPOSE

This Instruction:

- 1.1. Cancels reference (a), and implements references (b) and (c).
- 1.2. Implements policy, delineates command relationships for community relations activities and procedures, and prescribes procedures under reference (c) on the conduct of public affairs community relations (hereafter referred to as "community relations") activities and programs throughout the Department of Defense.

## 2. APPLICABILITY AND SCOPE

This Instruction:

- 2.1. Applies to the Office of the Secretary of Defense, the Military Departments, the Chairman of the Joint Chiefs of Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, and the Defense Agencies, the DoD

Field Activities, and all other organizational entities within the Department of Defense (hereafter referred to collectively as "the DoD Components").

2.2. Encompasses all DoD community relations activities regardless of name, activity, or sponsorship.

2.3. Provides implementation guidance on aircraft flyovers, including the missing man formation, at memorial or funeral services in honor of rated and/or designated active duty aviation personnel and dignitaries of the Armed Forces or the Federal Government, as delegated to the Military Services by the Assistant Secretary of Defense for Public Affairs (ASD(PA)). See subparagraph 4.3.6.7. of DoD Directive 5410.18 (reference (c)) for specific policy guidance.

2.4. Does not apply to voluntary participation in community and civic activities by DoD personnel when they participate in a personal capacity in an off-duty status. See DoD 5500.7-R (reference (d)) for additional guidance regarding off-duty or personal capacity activities.

2.5. Does not apply to aerial demonstrations or air shows designed to promote the sale of weapons systems or other defense articles. See subparagraphs 4.14.15. and 4.14.16. of reference (c), for specific guidance.

2.5.1. Leases and demonstrations of military aircraft and equipment to promote the sale of DoD articles are not considered community relations activities. (See DoD Directive 7230.8, reference (e).)

2.5.2. Direct DoD participation in foreign air shows and any trade exhibitions that are held to promote the sale of DoD articles is governed by Section 113 of 10 U.S.C., note, "Limitation on Support for United States Contractors Selling Arms Overseas," (reference (e)).<sup>1</sup> Section 113, note, of reference (e) requires the Secretary of Defense to make a determination that DoD participation in such an event is in the national interest. Reference (e) also requires a report to Congress at least 45 days before the opening of any foreign air show or any trade exhibition that is held to promote the sale of DoD articles.

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<sup>1</sup> National Defense Authorization Act of 1993, 1082, Section 113 of 10 U.S.C.A., note (West Supplement 1998) ("Limitation of Support for United States Contractors Selling Arms Overseas," page 52).

### 3. DEFINITIONS

Terms used in this Instruction are defined in enclosure 2.

### 4. POLICY

It is DoD policy under DoD Directives 5122.5 and 5410.18 (references (b) and (c)) that community relations programs be established and that command relationships be delineated throughout the Department of Defense for conducting community relations activities and programs. That policy established that fostering and furthering good relations with communities at home and abroad is in the best interest of the Department of Defense. The Department of Defense and the Military Services are public institutions. They belong to the American people and exist to serve them. DoD facilities and personnel are located in every State and numerous countries overseas. American communities are the source of most DoD personnel recruitment and materiel procurement. Well-planned community relations programs help earn public support and understanding of operations, missions, and requirements of the Military Services. No charges or fees resulting in an increase in military funding above that allocated by Congress shall be imposed by the military installation or its agents for admission, parking, or viewing community relations activities. A principal goal of all community relations activity is to increase understanding of U.S. defense posture and capabilities by increasing public exposure to, and understanding of, military personnel, facilities, equipment, and programs. See paragraph 6.7., below, for policy implementation guidelines.

### 5. RESPONSIBILITIES

5.1. The Assistant Secretary of Defense for Public Affairs, pursuant to DoD Directive 5122.5 (reference (b)), shall:

5.1.1. Act for the Secretary of Defense in implementing DoD Directive 5410.18 (reference (c)).

5.1.2. Act for the Secretary of Defense as the designated authority for granting exceptions to the policies in reference (c), and to the procedures in this Instruction.

5.1.3. Act for the Secretary of Defense as the designated "DoD point of contact" at the seat of Government with the other Federal Government organizations in community relations matters.

5.1.4. Establish policy implementation and approve all requests for Military Services community relations participation, except as delegated, in support of or involving the following:

5.1.4.1. National or international events in the United States and U.S. territories, including Presidential Inaugurations, the International Olympics, Special and Paralympics, sports events such as post-season bowl games and the World Series, and nationally broadcast programs.

5.1.4.2. Events or programs outside the 50 United States and the U.S. territories likely to draw interest from or affect an area beyond a Combatant Command area of responsibility, or which require assistance from outside the command area.

5.1.4.3. More than one DoD Component (e.g., two Commanders of Combatant Commands; two Military Services; the Commander of a Combatant Command, and one Military Service), except in the case of routine local coordination of activities between local commands, which may be approved locally.

5.1.4.4. Other Federal Government Agencies, including requests in support of events sponsored by the Members of Congress. The Combatant Commands with specific geographic responsibilities may approve inter-Agency cooperation in their areas of operation.

5.1.4.5. Public events in the National Capital Region (NCR), except speaking engagements under guidelines in enclosure 4.

5.1.4.5.1. The Military District of Washington acts for the Assistant Secretary of Defense for Public Affairs (ASD(PA)) as the DoD coordinator for approval of musical and ceremonial support within the NCR except for requests from the Members of Congress and requests for exceptions to policy implementation that are approved by the ASD(PA).

5.1.4.5.2. The ASD(PA) shall be the final authority in all policy implementation matters on DoD involvement in community relations activities in the NCR.

5.1.4.6. Other special or one-time events, as determined by the ASD(PA).

5.1.5. Act as the principal point of contact in the Department of Defense for liaison between the Department of Defense and the national headquarters and Washington, DC, chapter offices of national organizations, associations, and other national non-Governmental organizations, except for the following:

5.1.5.1. The Military Services shall be principal points of contact with respective single-Military Service-affiliated organizations. (See subparagraph 5.4.2., below.)

5.1.5.2. The DoD Components may respond directly to requests for Component-unique information or speakers by national organizations.

5.1.5.3. Local commanders may deal directly with local and regional chapters of national organizations.

5.1.6. Provide information to national organizations, including business, veterans, and industry groups, and coordinate requests from those groups for participation by DoD personnel in conferences and seminars, and the commercial use of DoD materiel, uniforms, and insignia, in accordance with DoD 5500.7-R and DoD Instruction 5410.20 (references (d) and (g)), and based on statutory limitations as specified in 10 U.S.C. 771-772, 18 U.S.C. 702, and 32 CFR 53 (references (f), (h), and (i)).

5.1.7. Coordinate with the other Assistant Secretaries of Defense who have responsibility for programs with significant impact in the civilian domain (e.g., recruiting, base closures, equal opportunity, and Military Services participation in sports events).

5.1.8. Designate a DoD coordinator or a DoD Executive Agent to promote community relations events or activities, such as Presidential Inaugurations, in which more than one Military Service is involved or as other circumstances warrant or require.

5.1.9. Establish regional sites and issue specific guidance to promote Armed Forces Day and Veterans Day. (See enclosure 7.)

5.1.10. Act as sole approving authority for the movement of bands, exhibits, or other resources to be used for community relations purposes from the United States to overseas areas.

5.1.11. Plan and conduct the Joint Civilian Orientation Conference (JCOC) of the Secretary of Defense, as described in enclosure 6.

5.1.12. Conduct programs at the Pentagon, such as tours and briefings, that help explain to various international and national communities the missions, operations, and requirements of the Department of Defense and the DoD Components.

5.1.13. Oversee the implementation of 10 U.S.C. 2548 (reference (f)), which authorizes the Secretaries of the Military Departments to provide certain support to the annual convention or conference of a national military association. (See enclosure 10.)

5.1.14. Oversee the implementation of Sections 3634, 6223, and 8634 of reference (f), which authorize the Military Services' bands, designated "special bands" (concert bands) by their parent Military Services, to produce recordings for commercial sale.

5.2. The Commanders of the Combatant Commands assigned responsibility for specific overseas operational theaters (e.g., the Commander in Chief, United States European Command, or the Commander in Chief, United States Pacific Command) shall:

5.2.1. Carry out community relations activities, in accordance with DoD Directive 5410.18 (reference (c)) and this Instruction, in overseas areas for which they have command responsibility. Plans for community relations activities in foreign countries shall be coordinated with the applicable U.S. Embassies, in accordance with pertinent country team plans. (See paragraph E2.1.42., "Overseas Area," in enclosure 2.)

5.2.2. Act for the Secretary of Defense in implementing reference (c) and this Instruction in their geographic areas of responsibility.

5.2.3. Provide policy implementation direction and guidance for community relations activities in their respective overseas areas for which they have command responsibility, consistent with the policy implementation guidance in reference (c) and in this Instruction.

5.2.4. Provide for the inclusion of necessary programing, budget estimates, and financing programs in the plans of the applicable Military Department.

5.3. The Commanders of the Combatant Commands not assigned responsibility for specific overseas operational theaters, consistent with reference (c) and this Instruction, shall execute community relations activities in their areas of responsibility not otherwise reserved or assigned in paragraphs 5.1., 5.2., and 5.4. of reference (c) and this Instruction.

5.4. The Secretaries of the Military Departments, in their respective areas of responsibility and consistent with reference (c) and this Instruction, shall:

5.4.1. Execute community relations activities and approve participation of the Military Services in public events in areas of responsibility not otherwise reserved or assigned in paragraphs 5.1. and 5.2., of reference (c) and above (that authority may be further delegated).

5.4.2. Conduct direct liaison with private organizations representing specific interests of their respective Military Services, such as the Association of the U.S. Army, the Navy League of the United States, the Marine Corps League, and the Air Force Association of the United States, in accordance with DoD 5500.7-R, DoD Directive 5500.7, and DoD Instruction 5410.20 (references (d), (j), and (g)).

5.4.3. Approve authorized aerial support including demonstrations, flyovers, and static displays (see enclosure 2) by aircraft of their Military Service, including the DoD aerial demonstration teams. (See enclosure 3.)

5.4.4. Authorize local cross-border community relations activities by military installations adjacent to the U.S.-Canadian or U.S.-Mexican borders, after proper coordination with applicable U.S. Embassies or consulates, and with the ASD(PA).

5.4.5. Approve the public use of the official insignia of their Military Departments, except when such use is prohibited by law.

5.5. The Directors of the Defense Agencies, in their respective areas of responsibility, and consistent with DoD Directive 5410.18 (reference (c)) and this Instruction, shall execute community relations activities not otherwise reserved or assigned in paragraphs 5.1., 5.2., or 5.4., of reference (c), and above.

5.6. The Heads of the DoD Components shall coordinate their community relations activities and actions involving the responsibilities of another Component in communities where commands or facilities of two or more of the DoD Components are located when it is apparent that more than one of them may be involved and a "DoD coordinator" has not been designated.

## 6. PROCEDURES

6.1. In undertaking a community relations effort, the commanders at all levels initially shall consider the general policies in paragraph 4.1. of reference (c) and policy implementation in this Instruction.

6.2. When, in the opinion of the Head of a DoD Component command or organization, a proposed community relations activity is worthy of support, but exceeds local support capability or authority, the request for support shall be referred through command channels to the applicable higher level. Proposals and requests shall contain, at a minimum, the following:

6.2.1. A description of the program, activity, or support.

6.2.2. A list of support requirements.

6.2.3. A description of the anticipated scope of the activity.

6.2.4. Comments on expected positive community reactions.

6.2.5. Comments on expected impact on local community relations program if the requested support is not provided.

6.2.6. Applicable recommendations.

6.3. Exceptions to DoD Policy. Requests for exceptions to policy established by DoD Directive 5410.18 (reference (c)) and implemented by this Instruction shall be forwarded, through all applicable command channels, to the Office of the Assistant Secretary of Defense for Public Affairs (OASD(PA)), Attn: Directorate for Community Relations and Public Liaison (DCR&PL). Requests shall contain, as a minimum, an identification of the policy in question as well as specific responses to the items listed in subparagraphs 6.2.1 through 6.2.6., above.

6.4. The DoD Components shall use current DoD support request forms, such as DD Form 2535, "Request for Military Aerial Support," and DD Form 2536, "Request for Armed Forces Participation in Public Events (Non-aviation)," in evaluating and processing requests from event sponsors for support by the Military Services in community relations activities. The information entered into those forms by the sponsors of an event must provide sufficient information for evaluating the level of DoD support applicable for the event and overall compliance with the requirements of this Instruction.

6.5. Requests from local event sponsors for community relations support by the Military Services shall be addressed to the nearest military installation and forwarded, if required, with applicable recommendations, to the applicable approval level through normal chain of command procedures.

6.6. Additional Policy Implementation Guidelines

6.6.1. Additional policy implementation guidelines on use of military aircraft and aerial demonstrations for community relations purposes are in enclosure 3.

6.6.2. Additional policy implementation guidelines on speaking engagements and monthly reporting requirements are in enclosure 4.

6.6.3. Additional policy implementation guidelines on Presidential wreath-laying ceremonies are in enclosure 5.

6.6.4. Additional policy implementation guidelines on the JCOC program requirements are in enclosure 6.

6.6.5. Additional policy implementation guidelines on Armed Forces Day and Veterans Day activities and procedures are in enclosure 7.

6.6.6. Additional policy implementation guidelines governing the use of bands and troops in community relations are in enclosure 8.

6.6.7. Additional policy implementation guidelines on funding and programing of public affairs activities are in enclosure 9.

6.6.8. Additional policy implementation guidelines on DoD assistance to annual conferences of national military associations are in enclosure 10.

6.6.9. Additional policy implementation guidelines on military installation open houses or similar activities are in enclosure 11.

6.6.10. Additional policy implementation guidelines on DoD support of the inaugural ceremonies and parades for State Governors are in enclosure 12.

6.6.11. A community relations activity evaluation checklist is in enclosure 13. That checklist will help ensure compliance with applicable policies in DoD Directive 5410.18 (reference (c)) and procedures in this Instruction.

6.6.12. DoD policy on DoD participation in activities of private associations, organizations, and businesses, including the use of DoD materiel, uniforms, and insignia, is in DoD Directive 5500.7 (reference (j)), and procedure is in DoD Instruction 5410.20 and DoD 5500.7-R (references (g) and (d)).

6.6.13. DoD policy on the use of military transportation involving visits, tours, and other community relations activities (e.g., airlift) is in DoD Directive 5122.8 (reference (k)), and procedure is in DoD 4515.13-R and DoD Instruction 5435.2 (references (l) and (m)).

6.6.14. DoD policy on the release of information to the public and security review of speeches and articles for publication is in DoD Directive 5230.9, reference (n).

6.6.15. Military support to a Presidential Inauguration is provided by a designated "DoD Executive Agent." Final approval for applicable DoD support is reserved to the ASD(PA).

6.6.16. DoD policy implementation on military assistance to non-Government, non-entertainment-oriented print and electronic media is in DoD Instruction 5410.15 (reference (o)).

6.6.17. DoD policy implementation on the participation of military personnel in commercially sponsored radio and television broadcasts not of a public service nature is in DoD Instruction 5430.1 (reference (p)).

6.6.18. DoD policy on use of military resources during peacetime civil emergencies in the United States and its territories and possessions is in DoD Directive 3025.1 (reference (q)).

6.6.19. DoD policy on foreign disaster relief is in DoD Directive 5100.46 (reference (r)).

6.6.20. DoD policy on the wearing of military uniforms is in DoD Directive 1334.1 (reference (s)).

6.6.21. DoD policy on the order of precedence of members of the Armed Forces of the United States in formation is in DoD Directive 1005.8 (reference (t)).

6.6.22. Veterans associations may receive loaned or donated excess military property under DoD 4160.21-M (reference (u)). The Secretary of Defense has

assigned to the Defense Logistics Agency responsibility for administering the Defense Materiel Disposition Program. The Military Services manage the program and determine the eligibility of veterans associations to participate in the program through the use of criteria specified in reference (u).

6.6.23. Applicable DoD support may be provided to local veterans associations by military installation commanders for events, as noted in paragraph 4.11. of DoD Directive 5410.18 (reference (c)). Military support to the annual national convention of national veterans associations is authorized as specified in enclosure 10. At national conventions where multi-Service support is requested, a DoD Coordinator shall be assigned by the ASD(PA). Examples of support available for local or national veterans association conventions include bands, color guards, choral groups, speakers, and static displays.

#### 6.7. Community Relations Activities Policy Implementation Requirements

6.7.1. Endorsement. DoD personnel shall not officially endorse, or appear to endorse, any non-Federal entity event, product, service, or enterprise, including membership drives or fund-raising activities. See exceptions in paragraph 3-210 of DoD 5500.7-R, reference (d). The loan or other employment of DoD facilities, equipment, or other logistical support for any community relations activity shall not be approved for use in a manner that endorses, promotes, or sponsors any private individual, group, or venture, or that gives the appearance of doing so.

6.7.2. Selective Benefit and Preferential Treatment. Community relations activities shall not support, or appear to support, any event that provides a selective benefit to any individual, group, or organization, including any religious or sectarian organization, ideological movement, political campaign or organization, or commercial enterprise, to include a shopping mall or motion picture promotion. When DoD support is provided to one non-Federal entity, the DoD Component commands or organizations providing such support must be able and willing to provide similar support to comparable events sponsored by similar non-Federal entities.

6.7.3. Support to Partisan Political Activities. Community relations activities shall not be associated with partisan political activities. (See paragraph 4.2.11. of reference (c).)

6.7.4. Restricted Admission. Community relations support of, or participation in, events at which admission, seating, or other accommodations are restricted based on race, creed, color, national origin, or gender, is not authorized. See DoD Directives 5500.11 and 1350.2 (references (v) and (w)) and subparagraph 4.2.13. of reference (c)) for additional guidance.

6.7.5. Restricted Membership. Community relations support of, or participation in, events sponsored by organizations restricting membership by race, creed, color, national origin or gender is not authorized. See subparagraph 4.2.14. of DoD Directive 5410.18 (reference (c)) for application of an exception when the chief beneficiary of the event is the community as a whole, when there is no other community organization with a non-restrictive membership policy with which DoD organizations could as effectively interact, and when the likelihood of public disturbances is minimal.

6.7.6. Restricted Access to Organizational Data. Community relations support or participation is not authorized for events sponsored by organizations whose constitution, bylaws, membership qualifications, or ritual are withheld from the general public. (See subparagraph 4.2.15. of reference (c).)

## 7. INFORMATION REQUIREMENTS

7.1. Although this Instruction implements no policy regarding recurring reports, reference (c) requires that records of community relations activities and programs be maintained by commanders at all levels, as determined by the DoD Components.

7.2. Sufficiently annotated records, specified in reference (c), that will allow reconstruction of community relations activities include the following:

7.2.1. Support request forms or letters.

7.2.2. Disposition of requests.

7.2.3. Description of events and activities undertaken.

7.2.4. Type and extent of the participation by the Military Services.

7.2.5. Indications of effectiveness (e.g., crowd size and media coverage).

8. EFFECTIVE DATE AND IMPLEMENTATION

This Instruction is effective immediately. No implementing instructions are required.



**Victoria Clarke**  
**Assistant Secretary of Defense**  
**for Public Affairs**

Enclosures - 13

- E1. References, continued
- E2. Definitions
- E3. Armed Forces Aerial Demonstrations
- E4. Speaking Engagements
- E5. Presidential Wreath Laying Ceremonies
- E6. JCOC
- E7. Armed Forces Day and Veterans Day
- E8. Armed Forces Bands, Troops, and Units in Support of Public Programs
- E9. Funding and Programing
- E10. DoD Assistance to Annual Conferences of National Military Associations
- E11. Military Installation Open Houses
- E12. DoD Support to Inaugural Activities of the State Governors
- E13. Evaluation Checklist

E1. ENCLOSURE 1

REFERENCES, continued

- (e) [DoD Directive 7230.8](#), "Leases and Demonstrations of DoD Equipment," February 16, 1995
- (f) Title 10, United States Code
- (g) [DoD Instruction 5410.20](#), "Public Affairs Relations with Business and Non-governmental Organizations Representing Business," January 16, 1974
- (h) Title 18, United States Code
- (i) Title 32, Code of Federal Regulations, Part 53, "Wearing of the Uniform," current edition
- (j) [DoD Directive 5500.7](#), "Standards of Conduct," August 30, 1993
- (k) [DoD Directive 5122.8](#), "Use of Military Carriers for Public Affairs Purposes," December 13, 1963
- (l) [DoD 4515.13-R](#), "Air Transportation Eligibility," November 1994
- (m) [DoD Instruction 5435.2](#), "Delegation of Authority to Approve Travel In and Use of Military Carriers for Public Affairs Purposes," April 25, 1975
- (n) [DoD Directive 5230.9](#), "Clearance of DoD Information for Public Release," April 9, 1996
- (o) [DoD Instruction 5410.15](#), "DoD Public Affairs Assistance to Non-Government, Non-Entertainment-Oriented Print and Electronic Media," March 28, 1989
- (p) [DoD Instruction 5430.1](#), "Participation of Military Personnel in Commercially Sponsored Radio-Television Broadcasts not of a Public Service Nature," January 22, 1957
- (q) [DoD Directive 3025.1](#), "Military Support to Civil Authorities," January 15, 1993
- (r) [DoD Directive 5100.46](#), "Foreign Disaster Relief," December 4, 1975
- (s) [DoD Directive 1334.1](#), "Wearing of the Uniform," August 11, 1969
- (t) [DoD Directive 1005.8](#), "Order of Precedence of Members of Armed Forces of the United States When in Formations," October 31, 1977
- (u) [DoD 4160.21-M](#), "Defense Reutilization and Marketing Manual," August 1997
- (v) [DoD Directive 5500.11](#), "Nondiscrimination in Federally Assisted Programs," May 27, 1971
- (w) [DoD Directive 1350.2](#), "Department of Defense Military Equal Opportunity (MEO) Program," August 18, 1995
- (x) [DoD Directive 1344.10](#), "Political Activities by Members of the Armed Forces on Active Duty," June 15, 1990
- (y) Joint Federal Travel Regulations, Volume 1, "Uniformed Service Members," current edition

- (z) [DoD Directive 1015.1](#), "Establishment, Management, and Control of Non-appropriated Fund Instrumentalities," August 19, 1981
- (aa) [DoD Directive 4105.67](#), "Nonappropriated Fund Procurement Policy," February 22, 2001
- (ab) [DoD Directive 7250.13](#), "Official Representation Funds," February 23, 1989

## E2. ENCLOSURE 2

### DEFINITIONS

E2.1.1. Additional Cost to the Government. Costs incurred solely because of participation in or support of an unprogramed activity or event. Examples considered "additional costs to the Government" include unprogramed travel and transportation for personnel; meals, and lodging for military personnel away from Government messes; and civilian per diem, and overtime pay. Costs such as pay and allowances of personnel (excluding overtime) are generally not considered "additional costs to the Government." (See enclosure 9.)

E2.1.2. Aerial Demonstrations. The use or display of DoD military aircraft in an event, including the following:

E2.1.2.1. DoD Jet Demonstration Team Performance. An exhibition of precision aerial maneuvers and techniques flown by the officially designated Military Service jet demonstration teams; i.e., the U.S. Air Force Thunderbirds and the U.S. Navy Blue Angels.

E2.1.2.2. DoD Parachute Demonstration Team Performance. A demonstration of free-fall and precision-landing techniques by the U.S. Army Parachute Team, "The Golden Knights."

E2.1.2.3. Flyover. A straight and level flight, usually limited to one pass, by no more than four military aircraft of the same type from the same Military Service over a predetermined point on the ground at a specific time and not involving aerobatics or demonstrations.

E2.1.2.4. Missing Man Formation. A flyover involving four aircraft in which one aircraft breaks formation while overflying a scheduled event. Missing man formations normally shall only be approved, at the determination of the Military Services, for funeral services in honor of the death of active-duty rated and/or designated aviation personnel and dignitaries of the Armed Forces or the Federal Government. Additional occasions authorized for missing man formations, and approval requirements for their use, are addressed in subparagraph 4.3.6.7. of DoD Directive 5410.18 (reference (c)).

E2.1.2.5. Aerial Review. A flyover of more than four aircraft, or of multiple types of aircraft, or of aircraft representing more than one Military Service, with

elements in trail formation and not involving precision maneuvers or demonstrations. A single element involving less than four aircraft of multiple types from the same Military Service is not considered an aerial review, but should be undertaken only with applicable consideration given to safety, compatible flying characteristics, and overall theme of the event that is being supported.

E2.1.2.6. Static Display. A ground display of military aircraft and their related equipment not involving taxiing or starting of engines while spectators are in the display area.

E2.1.2.7. Aerial Activities. All other aerial demonstrations, not listed in subparagraphs E2.1.2.1. through E2.1.2.6., 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, air rescue demonstrations, and aircraft rappelling demonstrations.

E2.1.2.8. Trade Shows. A trade show for the purpose of the Instruction is a foreign air show or any trade exhibition for the promotion or sale of DoD-related articles. Those events normally are not community relations activities. For guidance concerning DoD participation in trade shows, see subparagraph 2.5.2. of this Instruction. Air shows and similar military exhibitions on overseas U.S. military bases or civilian installations for promoting better community relations among U.S. military personnel, their dependents, and host-nation citizens do not fall under that restriction.

E2.1.3. Air Transportation Costs. The use of opportune military airlift (e.g., routine training flights) or military aircraft for the travel or transport of individuals or things, military or civilian, is not considered an additional cost to the Government if requested and approved, in accordance with DoD Instruction 5435.2 (reference (m)).

E2.1.4. Area of Responsibility for Community Relations Activities. A defined geographic area in which responsibility is specifically assigned to a commander for the development and maintenance of installations, control of movement, conduct of tactical operations involving military personnel under the commander's control, and official interactions representing the Department of Defense with civic, business, and governmental organizations within that area. The geographic area of responsibility (AOR) of a specific military band, for instance, generally would be the AOR of the immediate command to which the band is assigned. This is generally true for bands based within the continental United States (CONUS) that support a localized installation-oriented community relations program. The touring bands of the Military

Services (The Army Field Band (Fort Meade, MD); The Navy Band (Washington, DC, Navy Yard); The United States Marine Band (Washington, DC, Marine Barracks); and The Air Force Band (Washington, DC, Bolling AFB)) generally are assigned a national concert tour mission in addition to a local community relations support mission. Bands based outside of the continental United States (OCONUS), in addition to their function of supporting a localized community relations program, also must respond to community relations requirements tasked by Commanders of the Combatant Commands assigned responsibility for the specific overseas operational theater to which the band is assigned.

E2.1.5. Armed Forces. The Army, the Navy, the Air Force, the Marine Corps, and the Coast Guard, including their Reserve components.

E2.1.6. Armed Forces Exhibits. Any display for public affairs purposes of Armed Forces materiel such as equipment, models, devices, information, and/or orientation graphics. Excluded are operable aircraft. (Exhibits designed and used for direct recruitment of personnel, by a Military Service recruiting command, are not subject to this Instruction.)

E2.1.7. Armed Forces Musical and Ceremonial Units. Units such as official bands, color guards, drill teams, marching units, and personnel formations organized to represent their command, Military Service, or the Department of Defense at an official or public event.

E2.1.8. Ceremonial Support. Musical, marching, and other personnel units that participate in parades, patriotic celebrations, and other events, both in the public domain and on military installations, that honor the Nation, Commander in Chief, or military members. Ceremonial musical units usually are marching bands, band detachments, and buglers. Ceremonial personnel units generally consist of color guards, marching units, casket teams, firing details, and salute batteries. Examples of events that typically are eligible for ceremonial support include patriotic observances, civic parades, military funerals, wreath-layings, and military unit change of command ceremonies. Social events such as concerts, dinners, and other entertainment performances sponsored by non-Federal entities do not meet the criteria for ceremonial support.

E2.1.9. Commercial Activities and/or Organizations. Activities and/or organizations involving or involved with the conduct of business to make a profit.

E2.1.10. Community. A group of people having common interests. Normally refers to a geographic location, such as a town, city, or nation, or to a representative interest group, such as an organization or an association.

E2.1.11. Community Relations. The interactions between the Department of Defense and civilian communities at home and abroad at all levels.

E2.1.12. Community Relations Activity. Any officially planned program, sequence or series of events, or individual action by a DoD Component, unit, or person designed to achieve and maintain good relations with an element of the civilian community or the community at large. Community relations activities are conducted at all levels of command, both in the United States and overseas, on or off military installations. Community relations activities include, but are not limited to, such activities as the following:

E2.1.12.1. International, national, regional, State, and local public events.

E2.1.12.2. Installation open houses, tours, and embarkations on naval vessels and military aircraft.

E2.1.12.3. Cooperation with Federal, State, and local government and community leaders.

E2.1.12.4. Aerial demonstrations before the public.

E2.1.12.5. Armed Forces musical and ceremonial unit appearances before the public.

E2.1.12.6. Liaison and cooperation with national, regional, and local organizations representing elements of the society at large.

E2.1.12.7. Authorized speeches and briefings by DoD military and civilian personnel on matters of interest to the public.

E2.1.12.8. Any of the activities in subparagraphs E2.1.12.1. through E2.1.12.7., above, undertaken in support of recruiting or personnel procurement goals, whether initiated or sponsored by recruiters, other elements of the Department of Defense, or by elements of the community. Direct recruiting activities are not community relations activities.

E2.1.12.9. Providing of information requested by the public through mailings, briefings, electronic distribution, or other methods.

E2.1.13. Community Relations Support. The use of DoD military and civilian personnel, individually or collectively, or the use of DoD resources, facilities or

materiel in support of community relations activities (see paragraph E2.1.59., "Support (Incidental)," below).

E2.1.14. Coordinator and/or Coordinating Authority. See paragraph E2.1.16., "DoD Coordinator," below.

E2.1.15. Country Team Plan. A plan developed under the auspices of the U.S. Ambassador to coordinate the activities of all U.S. Government Agencies and offices in a country with which the United States has official relations.

E2.1.16. DoD Coordinator. An officer, normally nominated by a Military Service at the request of the Department of Defense, assigned to coordinate military community relations support for a particular program when such support is furnished by more than one Military Service and the magnitude of the support warrants it. The coordinator may require consultation, but does not have authority to compel agreement. Disagreements are referred to the ASD(PA).

E2.1.17. DoD Executive Agent. A DoD Component or command to which responsibility and authority that shall otherwise be executed by the Department of Defense is delegated by the Secretary of Defense. A Military Service cannot become a DoD Executive Agent for a particular program, event, or other activity with simply the agreement of the other Military Services. A DoD Executive Agent usually is assigned for complex community relations or public affairs projects, activities, or efforts, normally temporary or transitory in nature, which do not warrant assignment of an additional permanent function. Designation as the "DoD Executive Agent" confers no authority. The exact nature and scope of the authority delegated must be stated in the document designating the "DoD Executive Agent." A DoD Executive Agent may be limited to providing only administration support or coordinating common functions, or it may be delegated authority, direction, and control over specified resources for specified purposes.

E2.1.18. DoD Insignia. Includes all military medals; decorations; badges; cap devices; ribbons; buttons; rosettes; emblems; patches; flags; seals; coats of arms; shoulder, lapel, and sleeve insignia and marks; and any devices used to indicate grade, rank, rating, branch, Military Service, or duty assignment.

E2.1.19. DoD Speaker. See paragraph E2.1.47., "Public Speaker," below.

E2.1.20. DoD Support. See paragraph E2.1.13., "Community Relations Support," above.

E2.1.21. Exhibits. See paragraph E2.1.6., "Armed Forces Exhibits," above.

E2.1.22. Events. Any community relations function using DoD manpower, equipment, funding, or similar resources. Those functions include the following ceremonial and commemorative activities:

E2.1.22.1. International Event. An event in which the audience and/or participation is drawn from the United States and at least one other nation, or is otherwise of international interest.

E2.1.22.2. National Event. An event in which the audience and/or participation is drawn from the United States as a whole, or is of national interest.

E2.1.22.3. Regional Event. An event in which the audience and/or participation is from two or more States of the United States, or is of regional interest.

E2.1.22.4. State Event. An event in which the audience and/or participation is drawn from that State as a whole, and is of State-wide interest.

E2.1.22.5. Local Event. An event of primary interest to a single community.

E2.1.22.6. Official Civic (Civil) Event (Function). A public event sponsored and conducted by Federal, State, county, or municipal government, using appropriated funds, including corresponding authorities of a host nation in overseas areas. Events include inaugurations, dedications of public buildings and projects, ceremonies for officially invited governmental visitors, and the convening of legislative bodies. (Community or civic celebrations, such as banquets, dinners, receptions, carnivals, festivals, opening of sports seasons, and anniversaries are not considered official civic events or ceremonies even though sponsored or attended by civic or governmental dignitaries.)

E2.1.22.7. Official DoD Event (Function). An event sponsored by the Department of Defense, a DoD Component, or a command, using appropriated funds, conducted in support of an assigned mission, including purposes of esprit de corps, primarily for active duty personnel (including Federalized National Guard members) and civil service personnel, dependents, and guests.

E2.1.22.8. Official Federal Government Event (Function). An event sponsored solely by an element of the Federal Government and paid for solely with appropriated funds, in which officials of any branch of the Federal Government are involved in the performance of their official duties. (See subparagraph 4.8.15. of DoD Directive 5410.18. (reference (c)).)

E2.1.22.9. Public Event. An event, to include ceremonies, exhibitions, expositions, athletic contests, fairs, air shows, conventions, meetings, symposia, or similar programs, not connected with the military functioning of the Department of Defense and intended primarily for non-military audiences. (Exercises, movements, maneuvers, or operations, even though incidentally observed by the general public, are not considered public events.)

E2.1.23. Executive Agent. See paragraph E2.1.17., "DoD Executive Agent," above.

E2.1.24. Flight Demonstration Team. See paragraph E2.1.2., "Aerial Demonstrations," above.

E2.1.25. Flyover. See paragraph E2.1.2., "Aerial Demonstrations," above.

E2.1.26. Fund-raising Event. An event or activity with the purpose of soliciting money or materiel for charitable, civic, or educational organizations, organizational operations, or similar purposes, by any means, beyond that necessary to cover the reasonable costs of the event. "Fund-raising events" are distinct from "Commercial Activities," defined in paragraph E2.1.9., of this enclosure, that involve the conduct of business to make a profit.

E2.1.27. Government Agency. A Branch, Department, or Office of the U.S. Federal Government (e.g., the Congress or the Department of State (DOS)).

E2.1.28. Holidays

E2.28.1. National holidays are those, as follows, prescribed by Federal law:

E2.1.28.1.1. New Year's Day (January 1).

E2.1.28.1.2. Martin Luther King, Jr., Day (third Monday in January).

E2.1.28.1.3. President's Day (third Monday in February).

E2.1.28.1.4. Memorial Day (last Monday in May).

E2.1.28.1.5. Independence Day (July 4).

E2.1.28.1.6. Labor Day (first Monday in September).

E2.1.28.1.7. Columbus Day (second Monday in October).

E2.1.28.1.8. Veterans Day (November 11).

E2.1.28.1.9. Thanksgiving (fourth Thursday in November).

E2.1.28.1.10. Christmas (December 25).

E2.1.28.2. Armed Forces Day (third Saturday in May) and Prisoner of War and Missing in Action (POW/MIA) Recognition Day (third Friday in September) shall be treated as national holidays for the Instruction.

E2.1.28.3. State holidays are those officially proclaimed by a State for observance in the State.

E2.1.28.4. A corresponding classification of "host-nation" holidays may be made in overseas areas by Commanders of the Combatant Commands.

E2.1.29. Incremental Costs. Additional costs that would not have been incurred by the Department of Defense had the activity not been carried out or supported. For example, incremental costs do not include basic pay and allowances of military or civilian personnel, but do include travel and per diem costs or overtime costs of civilian personnel. (See enclosure 9.)

E2.1.30. International Events. See paragraph E2.1.22., "Events," above.

E2.1.31. Joint Civilian Orientation Conference (JCOC). A 1-week long, multi-Service orientation on Armed Forces missions and programs for civilian public opinion leaders who have limited knowledge of national defense issues.

E2.1.32. Local Event. See paragraph E2.1.22., "Events," above.

E2.1.33. Military Service Aid Societies. The Army Emergency Relief, the Navy-Marine Corps Relief Society, and the Air Force Assistance Fund along with its component organizations. (See paragraph 3-210 of DoD 5500.7-R (reference (d)) for itemized list.)

E2.1.34. Musical and Ceremonial Units. See paragraph E2.1.7., "Armed Forces Musical and Ceremonial Units," above.

E2.1.35. National Capital Region (NCR). The geographic area located within the boundaries of:

E2.1.35.1. The District of Columbia;

E2.1.35.2. Montgomery and Prince George's Counties in the State of Maryland;

E2.1.35.3. Arlington, Fairfax, Loudoun, and Prince William Counties and the City of Alexandria in the Commonwealth of Virginia; and

E2.1.35.4. All cities and other units of Government within the geographic areas of such District, Counties, and City.

E2.1.36. National Event. See paragraph E2.1.22., "Events," above.

E2.1.37. National Military Associations. Associations that are directly oriented to the U.S. military; national in scope; and focus their efforts on active duty, National Guard, and/or Reserve activities. Associations oriented primarily toward military veterans (whether veterans in general or of a specific Military Service), or any associations primarily oriented toward specific military units, branches of a Military Service, skills, campaigns, gender, ethnic group, religion, or region, do not meet this definition. (See enclosure 10 for additional guidance.)

E2.1.38. National Organization. Any organization or association representing a national membership of individuals or chapters. National organizations interested in DoD and Military Service activities include, but are not limited to, organizations representing veterans, Military Service interests, civic affairs, national security affairs, business and industry, youth, women, and minorities.

E2.1.39. Official Civic Event. See paragraph E2.1.22., "Events," above.

E2.1.40. Official DoD Event. See paragraph E2.1.22., "Events," above.

E2.1.41. Official Federal Government Event. See paragraph E2.1.22., "Events," above.

E2.1.42. Overseas Area. Any area outside the 50 States comprising the United States of America. Hawaii and Alaska are not considered "overseas areas," and authority for community relations activities in those States does not fall within the broad authority of a Combatant Command. That does not restrict the USCINCPAC, in his or her capacity as "the senior commander in Hawaii," from conducting his or her own community relations activities, or from coordinating support of public events involving joint-Military Service participation. (That also applies to the Commander, United States Alaskan Command.)

E2.1.43. Parachute Demonstration Team. See paragraph E2.1.2., "Aerial Demonstrations," above.

E2.1.44. Patriotic Opener. A short ceremony involving a color guard and/or musical unit that honors the Nation, is approximately 15 to 20 minutes in duration, and is designed to establish a patriotic mood or tone that initiates the formal portion of a civic, military, or governmental event. The musical program shall include the national anthem unless the ceremony includes the "Pledge of Allegiance." The color guard shall include representatives from as many Military Services as possible and be conducted in accordance with DoD Directive 1005.8 (reference (t)). Musical units may provide a program, prior to the formal presentation of the American flag and the flags of the Military Services, that shall be approximately 15 to 20 minutes and shall be limited to military and patriotic selections. Patriotic or military music is defined as music focusing on the themes of national pride or recognition of service to the nation, and music such as marches or other military-related themes having a traditional musical connection with the military.

E2.1.45. Public Affairs Coordinator. See paragraph E2.1.16., "DoD Coordinator," above.

E2.1.46. Public Events. See paragraph E2.1.22., "Events," above.

E2.1.47. Public Speaker. Any DoD civilian or military member acting in an official capacity who speaks to an organization or group that requests a presentation, whether the subject pertains to military or personal experiences related to official duties or DoD policies.

E2.1.48. Public Speaking. Addresses by any DoD civilian or military member scheduled in response to requests from non-Federal community civic or professional groups seeking information about the Department of Defense, the Military Services, or commands. Such public speaking is considered mission-related and may be charged to

normal mission travel and per diem accounts without constituting an additional cost to the Government.

E2.1.49. Public Speaking Engagements. A scheduled speaking appearance by a civilian or military member of the Department of Defense or its Components, in which the speaker addresses a subject in his or her official cognizance. Impromptu remarks by an individual delivered incidentally, and simply as a part of his or her attendance at an event, do not constitute a speaking event within the meaning of the Instruction.

E2.1.50. Recruiting Activity. An activity in which persons qualified and authorized to do so are directly engaged in recruitment of personnel and using recruiting materiel, equipment, and exhibits.

E2.1.51. Regional Event. See paragraph E2.1.22., "Events," above.

E2.1.52. Selective Benefit. Support or assistance that benefits an individual or organization that is not normally available or could not be made available to other individuals or organizations of a similar category.

E2.1.53. Service Aid Societies. See paragraph E2.1.33., "Military Service Aid Societies," above.

E2.1.54. Speaking Engagement. See paragraph E2.1.49., "Public Speaking Engagements," above.

E2.1.55. Sponsor (Sponsoring Organization). The person, organization, or institution having primary responsibility for the performance and/or financial support for a public event.

E2.1.56. State Event. See paragraph E2.1.22., "Events," above.

E2.1.57. Static Aircraft Display. See paragraph E2.1.2., "Aerial Demonstrations," above.

E2.1.58. Support (General). The providing of DoD military and civilian personnel, individually or collectively, or the providing of DoD resources, facilities or materiel in support of community relations activities. (See paragraph E2.1.13., "Community Relations Support," above.)

E2.1.59. Support (Incidental). The providing of DoD military and civilian personnel, individually or collectively, or the providing of DoD resources, facilities or materiel in support of community relations activities when that support has a negligible

or minimal impact on the planning, scheduling, functioning, or audience draw of a public event. Examples of incidental support would include the providing of a joint-Service Color Guard as a ceremonial opening to a conference or annual awards banquet, or the providing of three DoD speakers at a business association 3-day conference featuring dozens of non-DoD speakers. In effect, DoD incidental support adds minimal if any programmatic value or improvement to the perceived quality, audience draw, or other aspect of the event or activity.

E2.1.60. Support (Logistical). The providing of DoD facilities and/or equipment (and the services of DoD personnel necessary to ensure proper use of the equipment) to enhance a non-Federal entity community relations activity when specific criteria are met. (See subparagraphs 4.2.4. through 4.2.5., and 4.2.7. through 4.2.9. of DoD Directive 5410.18 (reference (c)).)

E2.1.61. Veterans Association. Any organization or association recognized by State or Federal governments representing a national membership of individuals or chapters oriented toward veterans of military service in general, veterans of specific Military Services or campaigns, or veterans organized or identified by gender, ethnic group, religion, or region. (Also see paragraph E2.1.38., "National Organization," above.)

### E3. ENCLOSURE 3

#### ARMED FORCES AERIAL DEMONSTRATIONS

##### E3.1. PURPOSE

This enclosure provides policy implementation guidance unique to aerial demonstrations performed by the Military Services in support of community relations activities.

##### E3.2. ARMED FORCES AERIAL DEMONSTRATIONS POLICY IMPLEMENTATION

E3.2.1. Aerial demonstrations include performances by the DoD demonstration teams; i.e., the U.S. Air Force Thunderbirds, the U.S. Navy Blue Angels, and the U.S. Army Golden Knights Parachute Team; flyovers; tactical demonstrations; aerial reviews; static displays; and other aerial activities, as defined in paragraph E2.1.2. of enclosure 2.

E3.2.2. Safety is the primary consideration: all pertinent safety regulations of the Department of Defense and the Federal Aviation Administration (FAA) shall be strictly enforced.

E3.2.3. Aerial demonstrations (excluding those by the DoD demonstration teams) at public events, including those held OCONUS, shall be provided at no additional cost to the U.S. Government. (See enclosure 2.)

E3.2.4. Aerial demonstrations may be performed at air shows sponsored by either non-profit or for-profit civilian organizations. Participation is not authorized under DoD Directive 5410.18 (reference (c)) when such air shows are held to promote the sale of weapons systems or other defense articles. (See paragraph 2.5. of this Instruction.) Air shows for which participation is authorized under reference (c) must meet the criteria in subparagraphs 4.2.4.1.1. through 4.2.4.1.7. of reference (c). Aerial demonstrations may also be performed at broadly based fund-raising air shows (or air shows sponsored by broadly based charities and non-profit groups) that focus on the community as a whole when DoD support is incidental to the overall event, or for-profit organizations that donate at least half of any excess event revenues (revenue beyond what will cover the reasonable costs of sponsoring the event) to local broadly based community organizations, such as the local Combined Federal Campaign. Those air shows must meet criteria one through six of section 3-211 in DoD 5500.7-R (reference (d)).

E3.2.5. Guidance pertaining to aerial performances by the DoD demonstration teams is, as follows:

E3.2.5.1. Appearances on a military installation, including joint-use airfields, shall be approved only in support of an official open house program or other similar event open to the public. All events sponsored by a military organization must be held on a military installation unless an exception is granted by the cognizant Secretary of a Military Department.

E3.2.5.2. The DoD jet demonstration team performances are limited to aviation-related events at airports, over open bodies of water, or over suitable open areas of land where crowd control and safety may be ensured. An FAA demonstration site feasibility study is required to determine the suitability of a site for a demonstration team performance.

E3.2.5.3. All activities undertaken by the DoD demonstration teams that are likely to result in national media exposure (e.g., videos, orientation flights, and television appearances) shall be reported to the Military Service public affairs and/or media relations office.

E3.2.5.4. DoD demonstration team cost analyses shall be conducted at the conclusion of the demonstration season each year and forwarded to the Secretary of the applicable Military Department through the Military Service chain of command.

E3.2.6. The following guidance pertains to aerial demonstrations performed by any DoD aircraft other than the DoD demonstration teams:

E3.2.6.1. DoD participation in any aerial demonstration shall be dependent on the availability of Military Service aerial resources to support the event.

E3.2.6.2. Activities such as mass parachute jumps (those involving more than one aircraft), aerial delivery (airdrop) of equipment, aircraft assault demonstrations, and tactical helicopter troop landings (those involving more than four aircraft, or involving more than one Military Service) under simulated tactical conditions shall not be performed at CONUS public events without prior approval by the public affairs headquarters of the Military Service.

E3.2.6.3. When aircraft are on static display, qualified military personnel must be available at the aircraft to answer questions on aircraft performance and missions. In addition, placards placed near the aircraft describing aircraft specifications and missions are encouraged.

E3.2.6.4. When flight demonstrations involving several maneuvers or capabilities are scheduled at military or civilian air shows, a narrator or narration shall be provided by the applicable unit describing the maneuvers performed.

E3.2.6.5. To limit interference with the operations and training of aviation units, and to set reasonable limits for their use, approval is required from the Secretaries of the Military Departments for flyovers at the following events (delegation of approval authority for flyovers is delineated in section E3.3., below):

E3.2.6.5.1. Civilian-sponsored formal observances, open to the public, of Armed Forces Day (third Saturday in May), Memorial Day (last Monday in May), Independence Day (July 4), POW/MIA Recognition Day (third Friday in September), and Veterans Day (November 11) when held in 7 days of the holiday date.

E3.2.6.5.2. Aviation-related events in which the primary objective is to demonstrate or encourage the advancement of aviation, such as air shows, airport dedications and anniversaries, and aviation expositions.

E3.2.6.5.3. Ceremonies honoring foreign dignitaries except when directed by Executive Order (E.O.) or the Secretary of Defense.

E3.2.6.5.4. Events held on a military installation.

E3.2.6.5.5. Official Reserve Officer Training Corps (ROTC) or Military Service Academy graduation ceremonies.

E3.2.6.5.6. Inaugural ceremonies of State Governors when flown by State National Guard resources with a previously scheduled training mission and at no additional cost to the Government.

E3.2.6.6. Exceptions to the guidance in paragraph E3.2.6., above, requested by the Military Services or the Combatant Commands, shall be considered by the ASD(PA) on a case-by-case basis. Requests, forwarded through the chain of command channels of the Military Services and Combatant Commands, must include information on the following:

E3.2.6.6.1. Character and significance of event.

E3.2.6.6.2. Recruiting benefits and involvement.

E3.2.6.6.3. Expected media attendance and coverage.

E3.2.6.6.4. Other military participation planned (e.g., bands and/or color guards).

E3.2.6.6.5. Unit to conduct flyover, if approved.

E3.2.6.6.6. Impact if flyover is not approved.

E3.2.6.6.7. Specific benefits that cannot be achieved through the involvement of any other form of military participation.

(Flyovers, including the missing man formation, at memorial or funeral services in honor of rated and/or designated active duty aviation personnel and dignitaries of the Armed Forces or the Federal Government, as determined by the Military Services, are not community relations activities. In those cases, applicability of a flyover shall be determined by the Military Services.)

E3.2.6.7. The missing man formation is authorized for use at ceremonies commemorating Memorial Day, POW/MIA Recognition Day, Veterans Day, and at other suitable events when the theme is solemn and commemorative in nature and when the event is not held with another event (e.g., sporting events or air shows). The missing man formation, except for funeral services, shall not be performed at CONUS public events without prior approval by the Secretary of the applicable Military Department.

E3.2.6.8. In the interest of safety, maximum visual awareness, and compliance with flight regulations, flyovers performed under this Instruction shall not be flown lower than FAA regulated altitudes, and in no case flown less than 500 feet above ground level. Flyovers must comply with all applicable FAA regulations unless a waiver has been obtained from the FAA.

E3.2.6.9. Attempts to break flight performance and/or speed records are restricted to aircraft that have been assigned to an operational unit for at least 6 months. Such record attempts may be conducted periodically to keep the public apprised of U.S. technology and capabilities in the development of altitude, speed, or endurance performance. They must not be conducted as any form of competition or in a manner implying competition between Military Services. Requests for record attempts shall be forwarded to the public affairs headquarters of the Military Service at least 1 month before the event for approval. Requests shall include specific details of the event including associated costs.

E3.2.6.10. Participation in air shows conducted in overseas theaters shall use resources under the operational control of the theater commander or, with concurrence of the parent command, those on temporary duty in the theater.

E3.2.6.11. When scheduling single aircraft tactical demonstrations (e.g., Harrier, F-15, or F-14), priority shall be given to aviation events that have not been scheduled for one of the DoD jet demonstration teams. Additionally, consecutive performances and multiple demonstrations at the same event shall be avoided if other events are held on the same date(s).

E3.2.6.12. Participation is limited to a maximum of 3 days at any one aerial event.

E3.2.6.13. Individual Military Services that decide to participate in an event eligible for aviation support are responsible for notifying event sponsors of support before the event date(s).

E3.2.7. Flyovers for the events listed in subparagraph E3.2.6.5., above, are limited to a maximum of four aircraft from the same Military Service of the same general type (e.g., tactical, transport, and rotary wing) making one pass. A flyover of more than four aircraft, or of multiple types of aircraft, or of aircraft representing more than one Military Service, constitutes an aerial review. Aerial reviews are reserved only for the most meaningful occasions and shall not be performed at CONUS public events without prior approval by the ASD(PA).

E3.2.8. Armed Forces teams may not compete for prize money.

E3.2.9. Charges for admission to DoD aircraft or other DoD equipment are specifically prohibited. The sale of photos of attendees seated in DoD aircraft or other DoD equipment also is prohibited.

### E3.3. RESPONSIBILITIES

E3.3.1. As delegated by the ASD(PA) at subparagraph 5.4.3. of DoD Directive 5410.18, reference (c), the respective Secretaries of the Military Departments are the approval authority for all demonstrations by DoD demonstration teams (the U.S. Air Force Thunderbirds, the U.S. Navy Blue Angels, and the U.S. Army Golden Knights Parachute Team) as defined in paragraph E2.1.2., above.

E3.3.2. The respective public affairs headquarters of the Military Services are the approval coordinating offices for the following activities:

E3.3.2.1. Flyovers or aerial demonstrations held outside military installations, except for the following:

E3.3.2.1.1. Those in the assigned areas of responsibility of the overseas Commanders of the Combatant Commands.

E3.3.2.1.2. As provided in paragraph E3.3.3., below.

E3.3.2.2. Aerial demonstrations held outside the United States that are not in a Combatant Command area of responsibility.

E3.3.2.3. Aerial demonstrations held in the NCR, as defined in paragraph E2.1.35. of enclosure 2.

E3.3.2.4. Attempts to establish aircraft performance and/or speed records. (See paragraph E3.4.4., below.)

E3.3.2.5. The Secretaries of the Military Departments may retain approval authority for certain aerial demonstrations considered to be of national interest or that attract major public interest that otherwise may be delegated.

E3.3.3. Except as indicated in paragraph E3.3.1., above, the overseas Commanders of the Combatant Commands shall have the same approval authority for aerial demonstrations by command resources in their areas that are otherwise reserved to the Secretaries of the Military Departments.

E3.3.4. Except as indicated in paragraph E3.3.1., above, the Secretaries of the Military Departments and the Commandant of the Marine Corps are authorized to approve or delegate approval of the following aerial demonstrations in support of eligible community relations events by aircraft of their respective Military Services:

E3.3.4.1. Aerial demonstrations, including flyovers, for events on military installations.

E3.3.4.2. Flyovers for civilian-sponsored formal observances, open to the public, of Armed Forces Day (third Saturday in May), Memorial Day (last Monday in May), Independence Day (July 4), POW/MIA Recognition Day (third Friday in September), and Veterans Day (November 11) when held within 7 days of the traditional holiday date.

E3.3.4.3. Static display of aircraft on or outside military installations when the site meets the operational parameters and safety criteria.

E3.3.4.4. Single aircraft demonstrations conducted at aviation-related events outside military installations.

E3.3.4.5. Air rescue demonstrations; team or single parachute demonstrations (other than the Golden Knights U.S. Army Parachute Team); hot air balloon team demonstrations; Navy Sea, Air, and Land Team demonstrations; and rappelling demonstrations.

#### E3.4. PROCEDURES

E3.4.1. Requests for an appearance by a DoD demonstration team on or outside a military installation, and requests for any form of aerial demonstration in the public domain must be made using DD Form 2535. FAA waivers, when required, should be obtained by the sponsoring organization at least 30 days before the event.

E3.4.2. The following applies to requests for performances by the DoD demonstration teams.

E3.4.2.1 The schedules for the jet demonstration teams shall be approved by the respective Secretary of a Military Department and released in early December. The parachute demonstration team schedule shall be approved by the Secretary of the Army and released in mid-January. Specific scheduling policy implementation requirements are, as follow:

E3.4.2.1.1. During initial planning of annual performance schedules, each team shall develop a tentative performance schedule. Each team shall review the tentative schedules and eliminate scheduling conflicts. The final draft performance schedule for each team shall be forwarded to the Secretary of the applicable Military Department for final approval.

E3.4.2.1.2. All military and civilian requests for jet demonstration teams must be received by respective Military Service no later than August 1 of the year preceding the calendar year in which the event will occur.

E3.4.2.1.3. The majority of scheduled events shall be selected from the top half of the recruiting priority list.

E3.4.2.1.4. Of the total events scheduled, at least 30 percent should be civilian-sponsored events and 30 percent military-sponsored events. The Golden Knights, due to funding constraints, will attempt to schedule 40 percent civilian-sponsored events and 20 percent military-sponsored events.

E3.4.2.1.5. Although a maximum of 3 official show days is permitted, performing 3 official show days at a single event is discouraged. Teams may not perform at an event longer than 3 days unless an exception to DoD policy is granted by the Secretary of a Military Department.

E3.4.2.1.6. The jet team schedules shall not include more than one event for each city and/or metropolitan area. For scheduling considerations, summaries of all eligible requests shall be forwarded by the Military Services to their recruiting commands and the demonstration teams as soon as the schedules are consolidated.

E3.4.2.1.7. Any tentative performance dates shall be coordinated or reconfirmed with the event sponsor before the scheduling conference.

E3.4.2.1.8. There shall be no public comment on the schedule until the approval process is complete and the schedule officially released.

E3.4.2.1.9. Requests to change the announced schedules, though strongly discouraged, must be forwarded with full justification through command channels and approved by the respective Secretary of a Military Department. Endorsements by the respective Military Service recruiting commands and the respective public affairs directors of the Military Services must accompany all such requests.

E3.4.2.1.10. Each demonstration team is encouraged to schedule at least one demonstration in Canada each year. Canadian performances are beneficial in view of reciprocal appearances by the Canadian Snowbirds in the United States and the value of such appearances toward enhancing international goodwill. The Air Combat Command shall submit a prioritized list of Canadian show sites to the Military Services.

E3.4.2.1.11. Jet demonstration teams shall not appear at the same event nor perform nearer than 150 nautical miles of each other on the same show day. Teams shall attempt to avoid scheduling demonstrations nearer than 100 nautical miles of competing air shows.

E3.4.2.1.12. No more than 15 percent of the weekend events shall be repeated from the previous year. Requests for exceptions to that rule shall be reviewed by the Secretary of the Military Department for a determination of the impact on Military Service recruiting and community relations priorities. A show shall not be considered a repeat if it was canceled because of weather the previous year. Each team equally shall consider all events. Sponsors of events that, for any reason, do not qualify for a team, shall be notified in writing by the applicable team.

E3.4.2.1.13. Annual air shows that never have been scheduled for an aerial demonstration team, and those air shows in areas not supported by a local military installation, should receive special consideration during the scheduling process.

E3.4.2.2. Flyovers by the flight demonstration teams are not authorized without specific approval of the respective Secretaries of the Military Departments.

E3.4.3. Requests from civilian organization sponsors for aerial demonstrations other than appearances by the DoD demonstration teams must be submitted for approval at least 30 days in advance of the event date.

E3.4.4. The DoD Components shall forward requests for attempts to establish aircraft performance records and related information to the respective public affairs headquarters of the Military Services at least 30 days before the date of the proposed attempt. Submissions shall include a description of the specific aircraft to be used and full justification for the proposed record attempt, including supporting flight and information plans. Proposals shall be coordinated with applicable Government Departments or Agencies and the National Aeronautic Association of the United States.

### E3.5. ELIGIBILITY CRITERIA EVALUATION

The following eligibility criteria for aerial demonstrations at civilian-sponsored events are provided besides those in the Instruction:

E3.5.1. Program Criteria. Acceptable programs must allow all Military Services to participate at their discretion. Examples include the following:

E3.5.1.1. Public events, such as dedications of airports and similar facilities, air shows, aviation expositions, and other events with a primary theme of aviation or the advancement of aviation.

E3.5.1.2. Recruiting opportunities where military recruiters, at no charge, are situated in prime space for recruiting activities.

E3.5.2. Support Criteria. All event sponsors, military and civilian, are responsible for the following:

E3.5.2.1. Obtaining the flight waiver from the FAA monitor before the event for each activity requiring a waiver (plan a 60-day lead time).

E3.5.2.2. Providing aerial photograph, airfield diagram, and suitable chart of the event site on request.

E3.5.2.3. Providing telephone facilities for official communications at the site of the event.

E3.5.2.4. Providing mobile fire-fighting, crash, and ground-to-air communications equipment at the show site for flight and parachute demonstrations and static display aircraft.

E3.5.2.5. Providing security for aircraft at event site during entire stay.

E3.5.2.6. Providing ambulance and doctor on-site during flight and parachute demonstrations.

E3.5.3. Funding Criteria

E3.5.3.1. All sponsors, military and civilian, must provide or reimburse for meals and lodging (except for the jet demonstration teams), as prescribed by applicable travel rules and provide adequate ground transportation between quarters and the site of the event and other necessary locations, as determined by the participating Component.

E3.5.3.2. All sponsors must provide suitable aircraft fuel at standard military prices. Fuel obtained under DoD contract from civilian sources is an acceptable alternative to fuel obtained from military installations. If fuel at the standard military price or DoD-contracted fuel is not available, the sponsor must pay all costs, including handling and transportation, above the standard military price.

E3.5.3.3. All sponsors must pay the DoD demonstration team expenses, as delineated on DD Form 2535. Payment checks are made payable in accordance with instructions contained in current guidance established by the respective teams.

E4. ENCLOSURE 4  
SPEAKING ENGAGEMENTS

E4.1. PURPOSE

This enclosure contains definitions, policy implementation, procedural, and funding guidance on public speaking engagements when performed by DoD personnel in their official capacity.

E4.2. POLICY IMPLEMENTATION

E4.2.1. Public Information. The Department of Defense encourages qualified military or civilian personnel at all levels to engage in public speaking in an official capacity at events of common public interest and benefit as a means of keeping the public informed on DoD programs, policies, and missions, and national security issues.

E4.2.2. Mission-Related Program. Such public speaking is considered mission-related, and costs incurred in conducting a public speaking program may be charged to normal mission travel and per diem accounts without constituting an additional cost to the Government.

E4.3. PROCEDURES

E4.3.1. General Considerations. Before accepting an official speaking invitation, DoD speakers should consider the following:

E4.3.1.1. Participation in an event must not interfere with assigned duties.

E4.3.1.2. Speeches or remarks must address a subject in the official cognizance of a DoD speaker. Policy implementation guidance does not prevent military or civilian members of the Department of Defense from speaking on matters other than those in their official cognizance when such activities are consistent with other laws and regulations and do not conflict with official duties or imply Government endorsement.

E4.3.1.3. Views expressed during an official speaking engagement, whether the event is sponsored by a Federal or non-Federal entity, must reflect U.S. Government policy under paragraph 4.4. of DoD Directives 5410.18 (reference (c)) and 5230.9 (reference (n)).

E4.3.1.4. Participation in an event must not appear to endorse the statements of others where such statements may be contrary to U.S. Government policy under paragraph 4.4. of reference (c).

E4.3.1.5. The Head of the DoD Component command or organization, in accordance with DoD 5500.7-R, reference (d), may approve the providing of DoD personnel in their official capacities to express DoD policies as speakers, panel members, or other participants as support to non-fund-raising events sponsored by non-Federal entities when all of the following criteria are met:

E4.3.1.5.1. The participation does not interfere with the performance of official duties and does not impair operational, training, or other readiness requirements.

E4.3.1.5.2. DoD community relations with the immediate community and/or other legitimate DoD public affairs or military training interests are served by the support.

E4.3.1.5.3. The association of the Department of Defense, including the concerned Military Departments, with the event is in the best interest of the Department of Defense.

E4.3.1.5.4. The event is of interest and benefit to the local civilian community as a whole, the DoD Component command or organization providing the support, or any other part of the Department of Defense.

E4.3.1.5.5. The DoD Component command or organization is able and willing to provide similar support to comparable events that meet the criteria of subparagraphs E4.3.1.5.1. through E4.3.1.5.4., above, and subparagraphs E4.3.1.5.6. and E4.3.1.5.7., below, sponsored by similar non-Federal entities.

E4.3.1.5.6. DoD participation is not restricted by other statutes or regulations (see 10 U.S.C. 2012 (reference (f))), which limit support that is not based on customary community relations or public affairs activities.

E4.3.1.5.7. No admission fee (beyond what will cover the reasonable costs of sponsoring the event) is charged for the event; or no admission fee (beyond

what will cover the reasonable costs of sponsoring the event) is charged for the portion of the event supported by the Department of Defense; or DoD support is incidental to the entire event.

E4.3.1.6. Policy guidance for the involvement of DoD personnel as speakers in fund-raising activities hosted or sponsored by non-Federal entities is governed by DoD 5500.7-R (reference (d)), which takes precedence over fund-raising guidance in the Instruction when policy conflicts occur.

E4.3.1.7. Speech text and subject matter identified in DoD Directive 5230.9 (reference (n)) may require review and clearance for security and policy by proper authority.

E4.3.1.8. In accordance with subparagraph 4.2.12. of DoD Directive 5410.18 (reference (c)), the Department of Defense shall not provide community relations support to events or programs where the real or apparent purpose is to stage controversy and/or confrontation. That does not prevent DoD participation when the event is for the fair and equitable exchange of diverse opinion. DoD participation shall not be provided when the apparent purpose of the event is to increase public or media visibility of a group through direct public confrontation rather than through open and constructive discussion. The ASD(PA) shall be consulted before committing speakers for such events.

E4.3.1.9. DoD speakers shall adhere to the following criteria:

E4.3.1.9.1. DoD speakers shall not officially endorse, or appear to endorse, any non-Federal entity event, product, service, or enterprise, including membership drives or fund-raising activities, unless specifically identified in subparagraph E4.3.1.7., above. DoD speakers must ensure that neither their appearance at an event nor the content of their remarks, in any way, may be interpreted as endorsing or appearing to endorse a non-Federal entity, its programs, membership drives, or fund-raising activities. Official titles, positions, or organizational affiliations of DoD personnel shall not be used to suggest official endorsement or preferential treatment of non-Federal entities. (See subparagraph 4.2.7. of DoD Directive 5410.18 (reference (c)).)

E4.3.1.9.2. DoD community relations public speaking activities shall not support any event that provides a selective benefit to, or involves or gives the appearance of involving the promotion, endorsement, or sponsorship of, any individual, group, or organization, including any religious or sectarian organization, ideological movement, political campaign or organization, or commercial enterprise, to include a

shopping mall or motion picture promotion. When DoD support is provided to one non-Federal entity, the DoD Component commands or organizations providing such support must be able and willing to provide similar support to comparable events sponsored by similar non-Federal entities.

E4.3.1.9.3. DoD community relations public speaking activities shall not be associated with partisan political activities. (See subparagraph 4.2.11. of reference (c).)

E4.3.1.9.4. DoD community relations public speaking support of, or participation in, events at which admission, seating, or other accommodations are restricted based on race, creed, color, national origin, or gender is not authorized. (See DoD Directives 5500.11 and 1350.2 (references (v) and (w)) and subparagraph 4.2.13. of reference (c) for additional guidance.)

E4.3.1.9.5. DoD community relations public speaking support of, or participation in, events sponsored by organizations restricting membership based on race, creed, color, national origin, or gender is not authorized. (See subparagraph 4.2.14. of reference (c) for application of an exception when the chief beneficiary of the event is the community as a whole, when there is no other community organization with a non-restrictive membership policy with which DoD organizations could as effectively interact, and when the likelihood of public disturbances is minimal.)

E4.3.1.9.6. DoD community relations public speaking support or participation is not authorized for events sponsored by organizations whose constitution, bylaws, membership qualifications, or ritual are withheld from the general public. (See subparagraph 4.2.15. of reference (c).)

E4.3.1.10. The DoD Components may fill requests for speakers for certain events in which other forms of DoD support would not be applicable, such as events held at religious facilities when not part of a religious service, fraternal gatherings, or events such as conferences or seminars sponsored by broadly-based business or professional organizations. (See subparagraphs 4.2.3. through 4.2.8., and 4.2.14. of reference (c).)

E4.3.1.11. DoD personnel presenting official speeches are encouraged to accept media interviews, subject to the Instruction and DoD community relations policy, under DoD Directive 5410.18, reference (c). DoD speakers are urged to consult the applicable DoD public affairs office for guidance before participating in media interviews.

E4.3.1.12. Advance distribution of copies of cleared speech texts (embargoed when necessary) may be arranged and is encouraged to gain the widest possible public dissemination of DoD information. Distribution of speech texts may be made in cooperation with the host organization.

E4.3.1.13. Speaking in an official capacity at a partisan political gathering is severely restricted. Military personnel should review DoD Directive 1344.10 (reference (x)), for applicability. DoD civilian personnel should contact their local legal office for additional guidance.

E4.3.2. Submitting Invitations. Organizations or groups that want to request a DoD speaker should be encouraged to correspond directly with the public affairs officer of the nearest installation likely to have someone who is cognizant of the subject matter to be discussed.

E4.3.3. 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" is required. The minimum acceptable grade, in that circumstance, is a General or Flag officer unless there are overriding practical considerations preventing General or Flag officer attendance.

## E5. ENCLOSURE 5

### PRESIDENTIAL WREATH-LAYING CEREMONIES

#### E5.1. PURPOSE

This enclosure details DoD involvement in Presidential wreath-laying ceremonies.

#### E5.2. GENERAL

E5.2.1. The Deputy Assistant to the President for Scheduling and Advance, and the Director, White House Military Office, coordinate the annual placement of Presidential wreaths at the tombs, burial sites, and/or monuments of all former Presidents.

E5.2.2. The repeated placement of those wreaths through the years led to the development of the "Approved Wreath List for Presidents" (see attachment 1 to this enclosure).

#### E5.3. RESPONSIBILITIES

E5.3.1. The ASD(PA) is responsible for overall coordination of DoD support for the Presidential wreath-laying program. The OASD(PA(DCR&PL)) shall coordinate semi-annually with the public affairs offices of the Military Services to review attachment 1 to this enclosure for applicable Military Service responsibility for Presidential wreath-laying ceremonies and to resolve any assignment or ceremonial concerns identified.

E5.3.2. The Secretaries of the Military Departments shall designate applicable Presidential representatives, in accordance with attachment 1 to this enclosure, to place wreaths in honor of the former Presidents.

E5.3.2.1. The minimum acceptable military grade for those representatives is general or flag grade unless overriding considerations prevent the attendance of a General or Flag officer.

E5.3.2.2. Each Military Service shall forward the name, grade, title, address, and telephone number of each designated Presidential representative, through OASD(PA(DCR&PL)), to the Deputy Assistant to the President for Scheduling and Advance, and the Director, White House Military Office, at least 60 days in advance of the month of wreath placement.

E5.3.3. The Deputy Assistant to the President for Scheduling and Advance, and the Director, White House Military Office, shall make necessary arrangements to provide each wreath and shall coordinate final details of each ceremony.

Attachments - 1

E5.A1. Approved Wreath List for Presidents

E5.A1. ATTACHMENT 1 TO ENCLOSURE 5APPROVED WREATH LIST FOR PRESIDENTS

<u>Birth Date</u>	<u>Former President</u>	<u>Location</u>	<u>Tasked Service</u>
Jan 7	Millard Fillmore	Buffalo, NY	Air Force
Jan 9	Richard M. Nixon	Yorba Linda, CA	Navy
Jan 29	William McKinley	Canton, OH	Army
Jan 30	Franklin D. Roosevelt	Hyde Park, NY	Army
Feb 9	William H. Harrison	North Bend, OH	Army
Feb 12	Abraham Lincoln	1. Lincoln Memorial 2. Springfield, IL	Army NGB
Feb 2 <sup>2</sup>	George Washington	Mount Vernon, VA	Army
Mar 15	Andrew Jackson	Nashville, TN	NGB
Mar 16	James Madison	Montpelier, VA	Marine Corps
Mar 18	Grover Cleveland	Princeton, NH	Army
Mar 29	John Tyler	Richmond, VA	Army
Apr 13	Thomas Jefferson	Jefferson Memorial, DC	Army
Apr 23	James Buchanan	Lancaster, PA	NGB
Apr 27	Ulysses S. Grant	New York, NY	Army

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<sup>2</sup> 3rd Monday (Official Holiday)

<u>Birth Date</u>	<u>Former President</u>	<u>Location</u>	<u>Tasked Service</u>
Apr 28	James Monroe	Richmond, VA	Army
May 8	Harry S. Truman	Independence, MO	Army
May 29	John F. Kennedy	Arlington Cemetery, VA	Army
Jul 4	Calvin Coolidge	Plymouth, VT	NGB
Jul 11	John Quincy Adams	Quincy, MA	Navy
Aug 10	Herbert C. Hoover	West Branch, IA	NGB
Aug 20	Benjamin Harrison	Indianapolis, IN	Army
Aug 27	Lyndon B. Johnson	LBJ Ranch, TX	Air Force
Sep 15	William H. Taft	Arlington Cemetery, VA	Army
Oct 4	Rutherford B. Hayes	Fremont, OH	Army
Oct 5	Chester A. Arthur	Albany, NY	NGB
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	NGB

<u>Birth Date</u>	<u>Former President</u>	<u>Location</u>	<u>Tasked Service</u>
Nov 19	James A. Garfield	Cleveland, OH	Army
Nov 23	Franklin Pierce	Concord, NH	NGB
Nov 24	Zachary Taylor	Louisville, KY	Army
Dec 5	Martin Van Buren	Kinderhook, NY	NGB
Dec 28	Woodrow Wilson	Washington Cathedral, DC	Army
Dec 29	Andrew Johnson	Greenville, TN	NGB

## E6. ENCLOSURE 6

### JCOC

#### E6.1. PURPOSE

This enclosure describes the JCOC and the guidelines governing it.

#### E6.2. GENERAL

The JCOC is a 1-week long, multi-Service orientation to Armed Forces missions and programs for approximately 60 civilian guests of the Secretary of Defense. Participants are selected because they have limited knowledge of national defense issues and because their professional and community involvement indicates a strong probability that they will share their experience with many others. JCOC participants attend briefings in the Pentagon presented by the highest levels of DoD leadership and spend time in the field with all of the Military Services observing exercises, and participating in training. The JCOC, begun in 1948, is the only civilian orientation program the Secretary of Defense sponsors. A smaller version, or mini-JCOC, of the standard JCOC program is an approximately 3-day multi-Service orientation to the missions and programs of the Armed Forces for 30 civilian guests of the Secretary of Defense. The mini-JCOC process and procedures are similar to the standard JCOC program.

#### E6.3. OBJECTIVES

The overall purpose of the JCOC is to increase public understanding of national defense. Specific objectives are to accomplish the following:

E6.3.1. Acquaint participants with the strength and readiness of the U.S. Armed Forces through personal observation of Army, Navy, Air Force, and Marine Corps training activities.

E6.3.2. Facilitate the candid exchange of information on defense matters among the Secretary of Defense and other senior civilian and military defense officials and JCOC participants.

E6.3.3. Provide the American public opportunities to obtain a better understanding of national defense policies and programs from opinion leaders who will share the firsthand observations and knowledge they gained during the JCOC.

#### E6.4. PROGRAM

The JCOC has two phases, as follows:

E6.4.1. Pentagon Phase. JCOC participants meet with senior defense officials in Washington to discuss national defense matters from a strategic perspective. The Department of Defense participants normally include the Secretary of Defense, the Secretaries of the Military Departments, the Chiefs of Staff of the Military Services, the Chairman and Vice Chairman of the Joint Chiefs of Staff, and the Commandant, U.S. Coast Guard.

E6.4.2. Field Phase. JCOC participants visit military installations located in the United States to observe activities and operations of each Service. The installations are determined each year by each Military Service and best represent the capabilities, training, mission performance, joint operations, and technology utilization of each Service.

#### E6.5. ELIGIBILITY

Nominees are influential leaders in their professions as well as leaders in their communities. U.S. citizenship is required. Prior participants, persons either currently in active Federal service or retired from Federal service, and employees of Government contractors whose primary job responsibilities are military related are not eligible. Specific nomination criteria shall be provided in an annual Secretary of Defense message to all DoD activities.

#### E6.6. NOMINATIONS

E6.6.1. The following guidelines apply to the identification of eligible nominees:

E6.6.1.1. Nominees must neither possess extensive knowledge of the Department of Defense nor have existing strong relationships with senior members of the military. Further, nominees must have strong ties to established professional and/or regional or national forums in which to share their JCOC experience on the conclusion

of that conference. Successful nominees are those whose background indicates that their participation will enhance the public understanding of national security issues and the Department of Defense.

E6.6.1.2. JCOC nominees routinely include presidents and chief executive officers of corporations, presidents and professors of universities and colleges, publishers and editors of newspapers, published authors and/or syndicated columnists, and owners of private enterprises with regional or national reach.

E6.6.1.3. Nominations of qualified women and minorities who traditionally have not been nominated for the JCOC in significant numbers are sought.

E6.6.2. The following procedures shall apply when processing nominations:

E6.6.2.1. Nominations for the JCOC shall be accepted from the Secretaries of the Military Departments; the Chairman and Vice Chairman of the Joint Chiefs of Staff; the Commandant, U.S. Marine Corps; the Assistants to the Secretary of Defense and the Deputy Secretary of Defense; the Under and Assistant Secretaries of Defense; the Commanders of the Combatant Commands; the Directors of the Defense Agencies and the Field Activities; the President of the National Defense University; the Chief, National Guard Bureau; the Commandant, U.S. Coast Guard, due to its wartime mission with the Department of Defense; and the JCOC alumni.

E6.6.2.2. Nominations for the JCOC shall be submitted through the chain of command.

E6.6.2.3. Each nominee shall be contacted by his or her nominator before the nomination to ensure that if selected, he or she shall accept the nomination, barring an emergency, and shall fund all applicable costs involved with the JCOC. Each nominee also is clearly informed at that time that a nomination is not a guarantee of selection.

## E6.7. SELECTION

E6.7.1. Several hundred nominations are submitted each year, and the selection process is extremely competitive.

E6.7.2. Nominations are carefully reviewed by a Joint Service Selection Panel to choose those participants who best reflect the specified criteria. The Joint Service Selection Panel is composed of representatives from each Military Service to include the Coast Guard, the Chairman of the Joint Chiefs of Staff Office and the Secretary of the Defense Office. A Deputy ASD(PA) chairs the Selection Panel. The Secretary of

Defense issues invitations based on panel recommendations and the goal of selecting qualified men and women with diverse occupations, home States, and ethnicities.

E6.7.3. The results of the Joint Service Selection Panel shall be provided to the nominators so that they may notify their nominees.

## E6.8. MANAGEMENT

E6.8.1. The ASD(PA) is the DoD proponent for the JCOC. In that office, the DCR&PL is responsible for the planning and execution of the JCOC.

E6.8.2. The JCOC staff is composed of a director and deputy director from the OASD(PA); one project officer from each of the Military Services; a treasurer provided by Washington Headquarters Services; and photographer and videographer provided, as needed, on a rotating basis by the Military Services.

E6.8.3. The JCOC Director is responsible for managing the entire conference, including dissemination of nomination materials, organization of the selection process, development of the itinerary, and supervision of staff. The project officers work closely with the director to reinforce nomination criteria, select host installations, propose a comprehensive itinerary, and act as escort officers during that conference. The treasurer, in coordination with the JCOC Director, maintains the financial records of the JCOC Fund, cosigns each check drawn on the JCOC account, and prepares a final report reconciling all program expenditures. A photographer and videographer document the entire trip with photographs and videotape, which are assembled in a CD and videotape and presented to JCOC participants.

## E6.9. FUNDING

E6.9.1. JCOC expenses are handled much like other conference expenses in many respects. Thus, expenses incurred in connection with the planning, management, and conduct of a JCOC, including all travel and per diem expenses incurred by the JCOC Director and staff, are funded by OASD(PA).

E6.9.2. JCOC participants are responsible for all personal expenses incurred in connection with a JCOC, including all hotel or other lodging expenses, and the cost of all meals, refreshments, entertainment, and mementos. Each participant is also responsible for transportation and travel costs for travel from his or her home or other point of origin to Washington, DC, and at the conclusion of JCOC, any transportation and travel cost to return to his or her home or other point.

E6.9.3. Military air or ground transportation will normally be utilized for travel to and from military installations visited during a JCOC, consistent with applicable DoD regulations and policy.

E6.9.4. As a general rule, the expenses to the JCOC Director and staff of lodging, per diem, and representational expenses incurred in connection with a JCOC, are paid for with mission funds. However, in those instances where the JTR would prohibit payment to the JCOC Director and/or staff (because of the location of the employee's permanent duty station or residence), such expenses may be funded with Official Representation Funds in accordance with DoD Directive 7250.13 (reference (ab)).

E6.9.5. Funds collected from JCOC participants to cover their personal expenses shall be handled and accounted for in accordance with instructions issued by the Director, Administration and Management. JCOC financial accounts are maintained by the JCOC treasurer, and are subject to a DoD IG audit annually. The JCOC Director and treasurer cosign all checks. The JCOC maintains an account balance to cover start-up costs for the succeeding JCOC.

E6.9.6. JCOC participants are guests of the Secretary of Defense and, as such, travel in DoD-owned or -controlled aircraft during the JCOC, as authorized in DoD 4515.13-R (reference (1)).

E6.9.7. JCOC participants, as guests of the Secretary of Defense, are accorded the rank of O-8 for protocol purposes.

## E7. ENCLOSURE 7

### ARMED FORCES DAY AND VETERANS DAY

#### E7.1. PURPOSE

This enclosure contains guidelines about the annual observances of Armed Forces Day and/or Week and Veterans Day.

#### E7.2. POLICY IMPLEMENTATION

E7.2.1. Armed Forces Day is celebrated on the third Saturday of May each year. Armed Forces Week includes Armed Forces Day plus the preceding 6 days. Veterans Day is celebrated on November 11 each year.

E7.2.2. Armed Forces Day and Veterans Day are celebrated to pay special tribute to past and present members of the Armed Forces. Special planning and coordination are required to ensure that military participation is effective and reflects the spirit of the traditions and accomplishments of the Military Services. The U.S. Coast Guard is included in the observances of Armed Forces Day and Veterans Day.

E7.2.3. Military ceremonial support, under DoD Directive 5410.18 (reference (c)), is authorized for the following:

E7.2.3.1. Armed Forces Day and Veterans Day observances at communities designated as the "official DoD regional sites" by the Department of Defense and the Veterans Day National Committee, respectively.

E7.2.3.2. Smaller local observances held in communities not designated as "official DoD regional sites," as resources permit.

E7.2.4. Armed Forces Day and Veterans Day are among the holidays for which authority to approve military flyovers has been delegated to the Military Services when the event occurs within 7 calendar days of the official holiday date.

#### E7.3. RESPONSIBILITIES AND PROCEDURES

##### E7.3.1. Armed Forces Day and/or Week

E7.3.1.1. The ASD(PA) is responsible for the following:

E7.3.1.1.1. Selecting an Armed Forces Day theme and Armed Forces Day DoD Regional Sites.

E7.3.1.1.2. Assigning Military Service responsibility for each site and ensuring that the responsible Military Service designates a "DoD Regional Site Coordinator" and that the other Military Services designate "Project Officers" to provide support and Military Service representation at each site.

E7.3.1.1.3. Issuing DoD guidance to DoD Regional Site Coordinators.

E7.3.1.1.4. Producing and distributing an Armed Forces Day poster.

E7.3.1.1.5. Issuing annual guidance for the conduct of observance each year.

E7.3.1.1.6. Making the best use of available resources and resolving conflicts among events.

E7.3.1.2. Observances may be scheduled up to 6 days before Armed Forces Day, which is designated "Armed Forces Week."

E7.3.1.3. DoD Regional Site Coordinators shall carry out responsibilities assigned, in accordance with this enclosure, and commands are encouraged to extend hospitality to the general public by hosting open houses and similar activities.

E7.3.1.4. Armed Forces Day and/or Week shall be observed in overseas areas in the manner determined most suitable by the Commander of the Combatant Command concerned.

#### E7.3.2. Veterans Day

E7.3.2.1. The Secretary of Veterans Affairs is normally designated as "the Chair, Veterans Day National Committee," which includes representatives from major organizations for veterans. Each year that committee designates certain communities as "regional sites" for the observance of that national holiday.

E7.3.2.2. The ASD(PA) is responsible for the following:

E7.3.2.2.1. Assigning Military Service responsibility for each site and ensuring that the responsible Military Service designates a "DoD Regional Site Coordinator" and that the other Military Services designate "Project Officers" to provide support and Military Service representation at each site.

E7.3.2.2.2. Issuing DoD guidance to DoD Regional Site Coordinators.

E7.3.2.2.3. Making the best use of available resources and resolving conflicts among events.

## E8. ENCLOSURE 8

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

#### E8.1. PURPOSE

This enclosure is intended as guidance on the participation of Armed Forces bands, troops, and units in official Federal Government, military, or civic functions and all other community relations programs conducted in the public domain. It governs all uniformed Armed Forces commands, organizations, units, and personnel appearing in public, including bands, color guards, marching units, exhibits or displays, and the loan or use of Armed Forces facilities and materiel in support of community relations programs.

#### E8.2. GENERAL

E8.2.1. The use of military personnel as ushers, baggage handlers, guards, escorts (to include escorts or other forms of support for beauty pageants, modeling, or similar events), messengers, parking lot attendants, runners, crowd control, or in other menial capacities in support of public programs conducted off military installations is prohibited. (See paragraph 4.8. of DoD Directive 5410.18 (reference (c)).)

E8.2.2. Armed Forces (including the Reserve components and the ROTC) resources, such as bands, troops, drill teams, color guards, installations facilities, and materiel may be used to support community relations programs in accordance with paragraph 4.8. of reference (c).

#### E8.3. MUSICAL UNITS

E8.3.1. The ASD(PA) establishes policy under reference (c) for the conduct of all DoD musical support in the public domain. Musical support includes, but is not limited to, parades, concerts, choral presentations, patriotic openers or presentations, and other events where a band or band detachment or component performs.

E8.3.2. The Armed Forces (including the Reserve components and the ROTC) musical units may be used to support community relations programs, in accordance with paragraph 4.2. of reference (c). Such units shall be used to maximize the number of community relations events that may be supported. Accordingly, no event shall receive

the support of more than one band and/or choral group without prior approval of the ASD(PA). The Commands receiving requests for such support shall ensure that other DoD musical units are not scheduled to support the same event.

E8.3.3. Background, dinner, dance, or other social music is not authorized for programs sponsored by non-Federal entities for events, whether they are held either on a military installation or away from a military installation. Such use of military musical units in public events places military musical units in direct competition with commercial musicians. Authorized programs are limited to public concerts, parade participation, and short (approximately 15 to 20 minutes in duration) patriotic presentations. Background, dinner, dance, or other social music programs may be authorized for events held away from a military installation when the performance is in support of an official DoD event or function, as defined in paragraph E2.1.22. of enclosure 2. When official DoD events are held away from a military installation, the applicable commander must certify that suitable facility criteria, such as having authorized occupancy limits to meet an expected attendance size or being able to meet protocol considerations involving distinguished guests, are not available on a military installation. Musical selections normally consist of a medley of military or patriotic music focusing on the themes of national pride or recognition of service to the nation, and music to accompany the presentation of the American Flag by a color guard. Musical units shall only support memorial services if the deceased is authorized a State funeral or customary military honors, or if approved by the ASD(PA). (See paragraph 4.2.17. of DoD Directive 5410.18 (reference (c)).)

E8.3.4. Armed Forces musical units must not place military musicians in competition with employment of local civilian musicians, as prevented by statute. (See subparagraph 4.2.17.1. of reference (c).)

E8.3.5. Musical units shall not perform back-up support for other non-DoD entertainers at public programs unless the military musical unit performs as a featured participant and is not performing in competition with commercial bands.

E8.3.6. Support to U.S. Embassies. Military units may provide to U.S. embassies musical and ceremonial support that is consistent with statutes, DoD Directives and Instructions, and does not conflict with assigned missions. (See subparagraph 4.2.4.3. of reference (c).) Requesting embassies are responsible for all additional costs associated with DoD support. Those costs include, but are not limited to, meals, lodging, translators, and all transportation. DoD units shall attempt to minimize costs, especially transportation to and from the country in which the embassy is located, but funding remains an embassy responsibility.

E8.3.7. Embassies shall not coordinate directly with U.S. military units located in the United States and its territories. The Military Services and the subordinate commands located in the United States and its territories shall refer all requests for overseas musical and ceremonial support to the applicable Combatant Command, or to the OASD(PA) if an embassy is not in a geographic area of responsibility of a Combatant Command. Those units require ASD(PA) approval to support embassy requests. ASD(PA) approval is contingent on Combatant Command endorsement, if applicable, and the lack of available in-theater resources. Funding requirements cited in paragraph E8.3.6., above, also apply. The following procedures shall be followed by embassies requesting DoD musical and ceremonial support:

E8.3.7.1. Embassies may request support directly from locally stationed U.S. military units.

E8.3.7.2. Embassies in nations that comprised the former Soviet Union, and those embassies in the geographic area of responsibility of the United States European Command, may coordinate directly with any of the bands assigned to that Command.

E8.3.7.3. Embassies in nations located in the geographic area of responsibility of a Combatant Command must submit all requests for musical and ceremonial support not addressed in subparagraphs E8.3.7.1. and E8.3.7.2., above, to the public affairs office of the Combatant Command.

E8.3.7.4. Embassies in nations not located in the geographic area of responsibility of a Combatant Command must submit all support requests not addressed in subparagraphs E8.3.7.1. and E8.3.7.2., above, to the OASD(PA(DCR&PL)).

E8.3.8. Approval procedures for the overseas band program of the National Guard Bureau differ from paragraph E8.3.6., above, only in that the Combatant Commands submit their requests for band support to National Guard public affairs. National Guard public affairs evaluates the requests and then submits its recommended annual program of six to eight band trips to the ASD(PA) for approval.

E8.3.9. If approved by the ASD(PA) (see paragraph E8.3.11., below), overseas deployments by U.S.-based musical units normally shall not exceed 15 days. Approved deployments to single locations normally shall not exceed 7 days. Deployments should consist of a minimum of two daily performances, particularly in public venues, except on travel days. Additionally, embassies must maximize the value to the Department of Defense and the Department of State of those deployments by arranging radio and/or television appearances as well as performances at U.S. military installations.

E8.3.10. Military bands generally shall not perform foreign national anthems. The playing of foreign national anthems and the carrying of foreign nation flags by U.S. military bands are ceremonial and protocol honors between and among governments and rendered only on select occasions. Such activities are not entertainment. Within CONUS, foreign national anthems are authorized for performance by U.S. military bands, without obtaining an exception to policy from OASD(PA(DCR&PL)), only at official civil ceremonies, defined as a public event funded, sponsored, and conducted by the U.S. Federal Government or a State, county, or municipal government that honor both the United States and one or more foreign nations. Senior government officials of those foreign nations must actively participate in the ceremony and must hold a government title or position that entitles them to receive official U.S. Government honors. U.S. military bands also may play foreign national anthems of countries participating in international sporting events, such as the Pan American Games or the International Olympics, in which the United States is a participant if the military band plays the anthems of all countries represented in the sporting event. Otherwise, only the U.S. national anthem shall be played by U.S. military bands. Requests for exceptions to policy shall be forwarded, through command channels, to the OASD(PA(DCR&PL)) for approval. For OCONUS events, Combatant Commanders may approve playing the national anthems of countries within their geographic areas of responsibility if the U.S. ambassador concurs.

E8.3.11. CONUS-based DoD musical units also may perform OCONUS (less Hawaii and Alaska) at events not officially sponsored by a U.S. embassy or the host nation. The Commanders of the Combatant Commands, and subordinate units, shall provide musical support, if available, for community relations programs in their areas of responsibility with in-theater resources. CONUS-based DoD musical units may perform OCONUS (less Hawaii and Alaska) only with prior approval of the ASD(PA), the applicable Combatant Commander, and the host nation. (See paragraph E8.3.9., above, for duration limitations.) The Military Services and commands shall refer all requests for OCONUS musical support to the applicable Commander of the Combatant Command, or to the ASD(PA), if the nation to be visited is not in the area of responsibility of a Commander of a Combatant Command. Requests for OCONUS musical support shall be reviewed, as follows:

E8.3.11.1. Requests for support, with confirmation that all travel funding, as cited in subparagraphs 4.8.18. and 4.8.19. of DoD Directive 5410.18 (reference (c)), shall be provided by the military or civilian requestor, shall be sent to the Commander of the Combatant Command or the ASD(PA), as applicable.

E8.3.11.2. The Combatant Command shall evaluate the request and, if musical support is in the best interest of the Department of Defense, task in-theater resources. If no in-theater resources are available and the event is sufficiently important to warrant CONUS resources, the Commander of the Combatant Command shall forward the request with justification and recommendation to the ASD(PA) for evaluation.

E8.3.11.3. The ASD(PA) shall evaluate the request and, if approved, forward it to the applicable Military Service for action.

E8.3.12. When evaluating requests for military musical and ceremonial support to events sponsored by organizations other than the Department of Defense, or for requests for performances beyond a unit's local area of responsibility (AOR), the Military Services and their subordinate commands shall ensure the following prior to accepting requests:

E8.3.12.1. A completed DD Form 2536, "Request for Armed Forces Participation in Public Events (Non-Aviation)," shall accompany each request for musical or ceremonial support.

E8.3.12.2. Participation shall be in the best interest of the Department of Defense. Public attendance shall be free or at a cost that meets the restrictions addressed in subparagraph 4.2.4.1. of reference (c). Events shall be open to the public, and shall not be part of any unauthorized fund-raising effort.

E8.3.12.3. DoD participation shall be at no additional cost to the Government. The requesting organization shall agree to fund all expenses for the trip. Such expenses include all travel from the home station of the military musical or ceremonial unit and return, per diem expenses for the requested unit, accommodations, and all local travel.

E8.3.12.4. The Military Service shall confirm that no similar military resource more local to the event is available to meet the request, and that the type of military musical or ceremonial unit and the number of military personnel requested is appropriate to the event.

E8.3.12.5. The Military Service shall confirm that no other military band resources are participating in the event (one band and/or choral group per event). That information is in block 9 of DD Form 2536. If that data has not been entered, the Military Services must ask the event sponsor whether participation by other military musical resources has been requested. Requests for DoD support in excess of one military musical and/or ceremonial group shall be forwarded, through applicable

Military Service channels, to the OASD(PA(DCR&PL)), with justification and recommendation, for an exception to policy prior to making any commitment to the sponsor.

E8.3.12.6. The Military Service shall ensure all opportunities for local area public concerts have been met prior to a band or chorus accepting performance requests outside its local area of responsibility. Rather than relying on invitations from local organizations, military musical and ceremonial units shall make every effort, especially during holiday periods, to initiate free public concerts within their AOR as part of their community relations mission.

E8.3.12.7. The Military Service shall confirm that no invitations from possible audiences or invitations around the home station of the musical or ceremonial unit are being declined or cancelled to allow the requested unit to accept an invitation that is away from the home station of the unit, especially during U.S. holiday periods.

E8.3.12.8. Each Military Service shall confirm that its musical and ceremonial resources are being scheduled to the greatest extent possible. All effort must go into ensuring that the American public receives the greatest number of opportunities to hear community relations performances by DoD musical and ceremonial resources when those resources are not supporting internal military ceremonial, morale and esprit de corps, and military recruiting activities. Whenever possible, there must be multiple public performances each day. A full schedule during any given year is defined as an average of at least two daily performances, particularly in public venues, except on travel days. Each Military Service musical and ceremonial unit shall give special attention to scheduling free concerts in its local AOR during national U.S. holidays and other broadly based civic and patriotic observances.

E8.3.13. When evaluating requests for military musical and ceremonial support to OCONUS events, the Military Services and their subordinate commands also shall ensure the following prior to accepting:

E8.3.13.1. The requesting organization, to include military commands and U.S. Embassies, shall agree to fund all expenses for the trip, to include travel from the home installation of the DoD unit in the United States and return. DoD funds shall not be used to fund activities or programs of another Federal Agency.

E8.3.13.2. When required, the host nation must provide a letter of support forwarded through the applicable Combatant Commander to the OASD(PA(DCR&PL)) (Host-Nation Clearance). If such a clearance is not required because of Status Of Forces Agreements or other bilateral agreements, the forwarding memo from the Combatant Commander shall so state.

E8.3.13.3. The Combatant Commander shall provide supporting justification for the request, shall confirm agreement of the U.S. ambassador (U.S. Embassy clearance), shall confirm that no in-theater band resources are available to meet that request, and shall confirm that the requirement is applicable to the event.

E8.3.13.4. Military Services shall ensure that requests for overseas tours normally do not exceed 15 days. Tours to single locations normally shall not exceed 7 days.

#### E8.4. BAND RECORDINGS

E8.4.1. The ASD(PA) oversees the implementation of 10 U.S.C. 3634, 6223, and 8634 (reference (f)), which authorizes the concert bands ("special bands"), so designated by their parent Military Services, to produce their recordings for commercial sale. Recording proposals must receive ASD(PA) approval before the "special bands" contract for production. Proposals shall specify the proposed contractors for production and sale of the recording, music to be recorded, marketing plan, per-unit price for production and distribution of the initial and follow-on issuances, per-unit price to the consumer of the final product, source of production funds, and plans for the disposition of profits. If a unique situation arises where a production contract is funded with appropriated funds, the procurement shall be awarded in accordance with the Competition in Contracting Act, as amended, under 10 U.S.C. 2301 et seq. (reference (f)).

E8.4.2. Bands are not permitted to produce or participate in recordings with civilian musicians for commercial sale without ASD(PA) approval.

#### E8.5. COLOR GUARDS

E8.5.1. In public programs for which DoD support has been authorized and at which the display of the U.S. flag and the flags of the Military Services is applicable, a Joint Armed Forces Color Guard shall be employed, when available, using the following composition:

E8.5.1.1. Two Army bearers with the U.S. flag and Army flag.

E8.5.1.2. One each Marine Corps, Navy, Air Force, and Coast Guard bearer with individual Military Service flags.

E8.5.1.3. One Army and one Marine Corps rifleman, as escorts.

E8.5.2. When a Joint Armed Forces Color Guard, as specified in paragraph E8.5.1., above, cannot be formed, the senior member of the senior Military Service in the color guard shall carry the U.S. flag. The DoD Components shall be guided by DoD Directive 1005.8 (reference (t)).

E8.5.3. U.S. military personnel may carry the official national flag of foreign nations participating in official civil ceremonies, defined as a "public event," that are funded, sponsored, and conducted by the U.S. Federal Government or a State, county, or municipal government, when an official of the nation concerned is present in an official capacity to receive such honors, and the official is one for whom honors normally are rendered. In all other public programs or ceremonies, U.S. military personnel in uniform and in an official capacity are not authorized to carry flags of foreign nations, veterans groups, or other non-military organizations.

#### E8.6. DoD SUPPORT TO CONGRESS OR OTHER FEDERAL AGENCY ACTIVITIES

E8.6.1. The Department of Defense may provide speakers, color guards, bands, specialty combos, choral groups, and patriotic openers to Congressional or other Federal Agency Official Federal Government Events held on or off military installations. (See paragraph 4.3. of DoD Directive 5410.18 (reference (c)).) While such support shall comply with reference (c) and this Instruction, certain additional criteria apply, as follows:

E8.6.2. An "Official Federal Government Event," as defined in subparagraph E2.1.22.8. of enclosure 2, is eligible to receive DoD support only when sponsored solely by an element of the Executive, Legislative, or Judicial Branches of the Federal Government, when paid for solely with appropriated funds of the requesting entity, and when the event involves Federal officials performing their duties in an official capacity. Congressional Events must be sponsored solely by a Member of Congress, the Secretary of the U.S. Senate, or the Secretary of the U.S. House of Representatives, acting in their official capacities. Executive and Judicial Branch events must be sponsored by similar senior officials of those Branches, acting in their official capacities, and be paid for solely with appropriated funds. Musical support for such

"Official Federal Government Events" need not be restricted only to a patriotic opener and/or a choral group. DoD support for such an "Official Federal Government Event" also may be authorized for background, dinner, dance or other social music programs on or off military installations, but requests for those types of musical support shall be submitted to the OASD(PA) for approval. Additional support may include specialty combos, such as a jazz ensemble, and/or social music. Such official events do not qualify for military escorts, ushers, attendants, or similar personnel support. All requests for DoD support of Executive, Legislative, or Judicial Branch "Official Federal Government Events" shall comply with the operational and funding provisions of paragraph 4.3. of reference (c).

E8.6.3. The Military District of Washington has the responsibility for coordinating support requests for all Congressional or other "Official Federal Government Event" within the NCR. The Military Services and the other DoD Agencies shall forward all such requests to: Director of Ceremonies and Special Events, Building 30, Room 206, Military District of Washington, 103 Third Avenue, Washington, DC 20319-5050. The Military District of Washington shall coordinate all such requests through the OASD(PA(DCR&PL)) for approval.

E8.6.4. When Congressional or other "Official Federal Government Event" support requests are for non-DoD events outside the NCR, the Military Services and the other DoD Agencies shall forward the requests, with applicable recommendations, to OASD(PA), Attn: Directorate for Community Relations and Public Liaison, 1400 Defense Pentagon, Washington, DC 20301-1400, for approval. Also see paragraph E8.6.2., above.

E9. ENCLOSURE 9  
FUNDING AND PROGRAMING

E9.1. PURPOSE

This enclosure describes how community relations activities are funded.

E9.2. POLICY IMPLEMENTATION

Funding programed and expended for public affairs activities, to include community relations, is an integral part of the O&M account of the DoD Component command or organization.

E9.2.1. Programing funds for community relations programs shall be the responsibility of each DoD Component and its subordinate commands and shall be kept to the minimum necessary to accomplish the DoD objectives.

E9.2.2. Public affairs activities must be planned and budgeted to the greatest extent possible. The DoD Components shall absorb all unprogramed costs of supporting those community relations programs that may be specifically authorized by statute, E.O., or the Secretary of Defense, and the following types of programs when they are in the primary interest of the Department of Defense:

E9.2.2.1. Official Federal Government Events.

E9.2.2.2. DoD or civic-sponsored observances of U.S. or host-country national holidays.

E9.2.2.3. Official civil ceremonies and functions.

E9.2.2.4. Speaking engagements as addressed in enclosure 4 of this Instruction.

E9.2.2.5. Events considered to be in the national interest or in the professional, scientific, or technical interest of a DoD Component or element, when approved by the ASD(PA) or the Commander of an overseas Combatant Command, as applicable.

E9.2.3. The DoD Components also shall absorb all unprogramed costs of direct support to recruiting and personnel procurement activities. All such costs shall be

charged against recruiting or personnel procurement program funds of the DoD Components.

E9.2.4. Volume 1, Part W, section U7900, of the JFTR (reference (y)), authorizes the expenditure of O&M funds by military personnel for incidental travel costs associated with unprogramed community relations activities when the event sponsor agrees to reimburse the Government for such expenses.

## E10. ENCLOSURE 10

### DoD ASSISTANCE TO ANNUAL CONFERENCES OF NATIONAL MILITARY ASSOCIATIONS

#### E10.1. PURPOSE

This enclosure contains policy implementation instructions for DoD assistance to annual conferences of national military associations.

#### E10.2. GENERAL

Section 2548 of 10 U.S.C. (reference (f)) authorizes the Department of Defense to provide designated national military associations logistical and administrative support for their annual national convention or conference. That support, which is not available to other non-Federal entities, includes communications support, medical assistance, administrative support, security support, and limited air and ground transportation. Regional and local chapters of such associations are ineligible to receive those additional services.

#### E10.3. POLICY IMPLEMENTATION

E10.3.1. Designation Responsibility. The ASD(PA) has responsibility for designating "National Military Associations." See paragraph E10.3.5., below, for eligibility requirements.

E10.3.2. Approval Authority. In accordance with Section 2548 of reference (f), the Secretaries of the Military Departments are delegated approval authority to provide military support to designated "National Military Associations." That authority may be further delegated, in writing, to the National Guard Bureau by the Secretaries of the Army or the Air Force, as they deem applicable. The specified national military associations eligible for military support must be designated and approved in advance by the ASD(PA). All support shall be approved in advance by the Secretary of the Military Department concerned, provided in conjunction with training in applicable skills, and provided at no additional cost to the Government. (See subparagraph 4.10.4. of DoD Directive 5410.18 (reference (c)).)

### E10.3.3. List of Approved National Military Associations

E10.3.3.1. The ASD(PA) retains the authority to modify the list of national military associations granted approval for DoD support. Groups desiring designation as a "national military association" must submit written requests through applicable Military Service channels to the OASD(PA), Attn: Directorate for Community Relations and Public Liaison, 1400 Defense Pentagon, Washington, DC 20301-1400, at least 60 days before the annual convention or conference. Requests must include the following:

E10.3.3.1.1. A copy of the statute (Federal or State) granting charter or official recognition.

E10.3.3.1.2. A statement outlining the purpose of the association and justification for its proposed designation as a national military association.

E10.3.3.1.3. A list of national officers, total membership, and the locations of regional and/or local chapters.

E10.3.3.1.4. A copy of the association's constitution or charter and by-laws.

E10.3.3.2. Associations approved for such support generally shall be added to the DoD-designated association list.

E10.3.4. Limits on Annual Support. DoD support to national military associations under Section 2548 of 10 U.S.C. (reference (f)) is limited to one annual conference or convention of each designated association for each calendar year. (See subparagraph 4.10.1. of DoD Directive 5410.18 (reference (c)).) Except for administrative support, addressed in subparagraph E10.3.6.4., below, the duration of military support is restricted to a period beginning 1 day prior to the opening of the annual conference or convention and ending 1 day after its closing.

E10.3.5. Eligibility Requirements. Military associations must be non-commercial in nature, must be national in scope, and must focus their efforts on an entire Military Service or a significant segment of all Military Services, active duty, National Guard and/or Reserve activities. Associations oriented primarily toward military veterans (whether veterans in general or of a specific Military Service), or associations primarily oriented toward specific Military units, branches of a Military Service, occupational fields or skills, campaigns, gender, ethnic group, religion, or region, do not meet the eligibility criteria.

E10.3.6. Authorized Support. While on duty status, Military Service members are restricted to performing duties that relate directly to their designated military specialties. Additionally, the use of personnel and equipment must be at no additional cost to the Government, and all logistical support must be incorporated into legitimate and scheduled training missions.

E10.3.6.1. Limited air and ground transportation.

E10.3.6.1.1. Air. Conference attendees may travel to and from conferences aboard military aircraft under the following conditions:

E10.3.6.1.1.1. Travel is restricted to military members traveling on official orders or traveling "space available" without orders.

E10.3.6.1.1.2. No civilian spouses other than those designated by the Military Services are eligible for military air transportation.

E10.3.6.1.1.3. All military flights must be legitimate scheduled training missions and must be approved in advance by the Secretary of the applicable Military Department, or designated authority, to ensure propriety and cost-effectiveness.

E10.3.6.1.2. Ground. With the exception of travel to and from personal residences, official conference attendees may travel to and from conferences, and official conference functions, by Government-owned or Government-contracted ground transportation. VIP sedan transportation is restricted to General or Flag grade officers and/or distinguished civilians of equivalent grade and their spouses. The expenditure of appropriated funds for ground transportation to events not directly related to the substantive issues being considered by the conference, such as events intended to entertain spouses and family members of the delegates, is not authorized. Spouse functions do not qualify for DoD transportation. All plans involving the use of Government-provided ground transportation must be approved in advance by the Secretary of the applicable Military Department, or designated authority, to ensure propriety and cost-effectiveness.

E10.3.6.2. Limited communications support such as use of portable radio and cellular phones, communication systems management, message distribution, and automation services may be provided to the approved associations listed in attachment 1 of this enclosure.

E10.3.6.3. Medical support may be provided only to support emergency and lifesaving functions.

E10.3.6.4. Administrative support may be provided for such functions as typing, filing, photocopying, distribution processing, telephone answering, and accounting duties. All support must be related directly to official conference events and should be of a reasonable duration, generally no more than 2 weeks before and 1 week after the officially announced dates of the conference or convention.

E10.3.6.5. Security support may be provided if local civilian resources are not sufficient as evidenced by official requests for assistance from local civilian law-enforcement agencies.

#### E10.4. ADDITIONAL COMMENTS

Those guidelines shall not be interpreted to affect support, authorized by DoD Directive 5410.18 (reference (c)) and implemented by this Instruction, traditionally available to non-Federal organizations, such as veterans associations and business or civic organizations, at the DoD level or through any of the Military Services. Such traditional community relations support, identified in the various enclosures to this Instruction, may include designating DoD coordinators, providing bands and Color Guards for patriotic openers, and providing DoD speakers at technical meetings and seminars.

Attachments - 1

E10.A1. Support for National Military Associations

**E10.A1. ATTACHMENT 1 TO ENCLOSURE 10**

**SUPPORT FOR NATIONAL MILITARY ASSOCIATIONS**

In accordance with 10 U.S.C. 2548 (reference (f)), the Department of Defense may provide the following designated national military associations authorized logistical and administrative support as specified in paragraph E10.3.3. of enclosure 10, above, for their annual national convention or conference:

E10.A1.1.1. The Adjutant General Association of the United States.

E10.A1.1.2. The Air Force Association.

E10.A1.1.3. The Association of the United States Army.

E10.A1.1.4. The Enlisted Association of the National Guard.

E10.A1.1.5. The Marine Corps League.

E10.A1.1.6. The National Guard Association of the United States.

E10.A1.1.7. The Navy League.

E10.A1.1.8. The Non-Commissioned Officers Association of the United States of America.

E10.A1.1.9. The Reserve Officers Association of the United States.

E11. ENCLOSURE 11  
MILITARY INSTALLATION OPEN HOUSES

E11.1. PURPOSE

This enclosure provides policy implementation guidance for military installation open houses and/or similar activities.

E11.2. DEFINITION AND FUNCTION

E11.2.1. A military installation open house is a program sponsored by the military, conducted on an installation or other military facility, to which the general public is invited.

E11.2.2. A military installation open house is designed to show military missions, equipment, facilities, and personnel to a local or regional civilian community to satisfy its interest in the defense establishment and national security affairs.

E11.3. USE OF THE TERM

E11.3.1. The term "open house" identifies a traditional activity held on military installations. It connotes a similar activity held in civilian communities.

E11.3.2. The use of the term "open house" is not intended to specify or dictate any predetermined level of access to military installations.

E11.3.3. Alternate terms, such as "public visitation" or "public visitation opportunity" may be substituted for "open house."

E11.4. POLICY IMPLEMENTATION

E11.4.1. Military installations are encouraged to hold at least one open house-type event each year.

E11.4.2. Open house displays, events and attractions generally must come from the resources of the host installation or local community with the exception of military equipment or people who may be invited from other installations to demonstrate equipment or capabilities not found at the host installation.

E11.4.3. Military open house programs are primarily public affairs activities. They are not intended as Morale, Welfare, and Recreation (MWR) fund-raising events. That does not prevent MWR involvement in those events as long as fund-raising does not become the primary objective of the event. Open houses shall not take on the character of commercial events, carnivals, or fairs or create an impression of a commercial, carnival, or fund-raising environment.

E11.4.4. Any commercial sponsorship with or of activities taking place at open houses shall follow guidelines used for MWR events (DoD Directive 1015.1 (reference (z))), as promulgated by the Office of the Under Secretary of Defense for Personnel and Readiness and guidelines issued by individual Military Services for MWR programs. Commercial sponsors shall not restrict public viewing of aerial activities.

E11.4.5. In keeping with the spirit of military open houses, civilian demonstrations, if engaged, must be an adjunct to military activities. That includes civilian aircraft and/or flying demonstrations. Commercial sponsorship of civilian demonstrations may be solicited under the same conditions as other commercial sponsorship.

E11.4.6. Contracts to be funded with appropriated funds on military installations must be awarded in accordance with 10 U.S.C. 2301 *et seq.* (reference (f)). In addition, contracts to be funded with non-appropriated funds must, to the maximum extent practicable, also be awarded in accordance with DoD Directive 4105.67, reference (aa).

E11.4.7. Owners and/or operators of aircraft not owned by the Federal Government, such as vintage (warbird) aircraft, shall not be permitted to impose a mandatory admission charge to view or enter their aircraft. Donations for tours of the aircraft or donations to the sponsoring organization may be requested.

E11.4.8. No charges or fees shall be imposed by the military installation or its agents for admission, parking, or viewing any activities. Installations may provide special seating for distinguished visitors at no charge. Charges for admission to military aircraft or other equipment are specifically prohibited, as well as sales of photos of attendees at open houses donning military equipment or clothing or seated in military aircraft or equipment. (See paragraph E3.2.9. in enclosure 3.) Installations may not impose unreasonable restrictions on visitors to encourage purchase of services. For example, coolers may not be prohibited for stimulating soft drink sales; lawn chairs may not be prohibited for stimulating bleacher seat sales.

## E12. ENCLOSURE 12

### DoD SUPPORT TO INAUGURAL ACTIVITIES OF STATE GOVERNORS

#### E12.1. PURPOSE

This enclosure contains policy implementation guidance for official support by the Department of Defense of inaugural ceremonies and parades for State governors.

#### E12.2. POLICY IMPLEMENTATION

E12.2.1. DoD support to inaugural ceremonies and parades for State governors is authorized, subject to the availability of resources.

E12.2.2. To the greatest extent practicable, the military support must include representation from each of the Military Services with resources located in the State.

E12.2.3. In those cases where Military Service support is desired for an inaugural program, but no military personnel or military equipment are stationed within that State, the circumstances must be reported to the ASD(PA) for resolution.

E12.2.4. Bands, troop units, and equipment from outside the local area may be provided only if no additional cost to the Federal Government is incurred, unless approved by the ASD(PA).

E12.2.5. Support must be limited in size and scope, bearing in mind the potential demands that may be generated from State to State.

E12.2.6. When Federal funds are not made available to support inaugural activities of State governors, the State National Guard may be ordered to State duty by appropriate State authority.

E12.2.7. The duties performed by Army and Air National Guard personnel in Federal status or involving Federal resources shall conform to the policies in DoD Directive 5410.18 (reference (c)) and the procedures in this Instruction.

E12.2.8. Military aviation flyovers of inaugural ceremonies by State National Guard resources are authorized when flown as part of a previously scheduled training mission and at no additional expense to the Government.

E13. ENCLOSURE 13  
EVALUATION CHECKLIST

E13.1. PURPOSE

Policy for determining when a community relations activity or community relations support is applicable is in DoD Directive 5410.18 (reference (c)). This enclosure contains a checklist that provides a summary of those guidelines in a format that is useful in evaluating requests and programs. The checklist is not intended to provide all-inclusive guidance. The policies in reference (c), and the implementing procedures in this Instruction, shall be the final determinant.

E13.2. GENERAL

Community relations support, to include DoD personnel, equipment, transportation, or other resources or services, generally shall not be provided to non-Federal entities when the support reasonably could be provided by resources and services commercially available. The Head of the DoD Component command or organization shall consider that all uses of DoD resources for public events should benefit a broad segment of the community as a whole, not only the financial interest of an event sponsor. Many resources may be available from the Department of Defense for use by a non-Federal entity at no cost or at a cost significantly below the fair market value. That availability does not necessarily make it in the best interest of the Department of Defense to provide the requested support. Any potential for community relations value received by a DoD Component command or organization through providing DoD support to one local non-Federal entity at no cost or at a cost significantly below the fair market value must be weighed against the negative community relations value of depriving another non-Federal entity, such as a local commercial vendor, of an opportunity to conduct business. (See subparagraph 4.2.17. of reference (c).)

E13.3. CHECKLIST

Community relations activities and support may be approved only for events that meet minimum criteria in EACH of the following four categories of activity; sponsor; site; and program.

E13.3.1. Activity Criteria. An activity receiving community relations support must meet at least ONE of the criteria in subparagraph E13.3.1.1., below. If ANY of the

conditions in subparagraph E13.3.1.2., below, is met, the event is ineligible for community relations support.

E13.3.1.1. Authorized Community Relations Activities

E13.3.1.1.1. An event or occasion of general interest or benefit to a local, State, regional, national, or broadly representative community. (See subparagraph 4.2.3. of reference (c).)

E13.3.1.1.2. Endorsement of an activity that supports the CFC; emergency and disaster relief appeals approved by the OPM; assistance to Military Service aid societies; and other organizations composed of DoD personnel or their dependents when fund-raising is among their own members and solely benefits the welfare funds of those members. (See subparagraph 4.2.8. of DoD Directive 5410.18 (reference (c)).)

E13.3.1.1.3. A local fund-raising event ONLY IF approved for support by a local commander, in accordance with subparagraph 4.2.5. of reference (c). (See DoD 5500.7-R, reference (d).)

E13.3.1.1.4. Aerial demonstration support at an air show in which criteria specified in subparagraph 4.3.4. of reference (c) are met.

E13.3.1.1.5. An event specifically authorized for DoD support by statute or E.O. (See subparagraph 4.2.3. of reference (c).)

E13.3.1.2. Unauthorized Community Relations Activities

E13.3.1.2.1. A commercial activity or a commercially oriented program, such as a motion picture premiere, fashion show, beauty pageant or similar event, or a program where support primarily will serve to increase sales or business traffic. (See subparagraph 4.2.9. of reference (c).)

E13.3.1.2.2. A testimonial to an individual or private organization. (See subparagraph 4.2.3.4. of reference (c).)

E13.3.1.2.3. A fund-raising event not described in subparagraph E13.3.1.1.2., above. (See subparagraph 4.2.5. of reference (c).) (Also see chapter 3 of reference (d).)

E13.3.1.2.4. An event in which public confrontation is planned or likely, or where the real or apparent purpose is to stage controversy. (See subparagraph 4.2.12. of reference (c).)

E13.3.1.2.5. An event restricted to any part of the public, based on race, religion, color, national origin, or gender. (See subparagraph 4.2.13. of reference (c); and subparagraph E13.3.2.2.1., below.)

E13.3.1.2.6. An event that involves the solicitation or the appearance of solicitation of votes in a political campaign. (See subparagraph 4.2.11. of reference (c).)

E13.3.1.2.7. Activities that involve or give the appearance of involving the promotion, endorsement, or sponsorship of any individual commercial enterprises, religious or sectarian organizations, ideological movements, and political campaigns and organizations. (See subparagraph 4.2.9. of reference (c).)

E13.3.2. Sponsor Criteria. Sponsorship of an activity eligible to receive community relations support must meet at least ONE of the conditions in subparagraph E13.3.2.1., below. If ANY of the conditions in subparagraph E13.3.2.2., below, is met, the event is ineligible for community relations support.

E13.3.2.1. Authorized Sponsorship Conditions

E13.3.2.1.1. The event is sponsored by local, State, or Federal government. (See subparagraph 4.2.4.3. of DoD Directive 5410.18 (reference (c)).)

E13.3.2.1.2. The event is sponsored by veterans, Military Service-related, civic, patriotic, or historical organizations. (See subparagraph 4.2.3. of reference (c).)

E13.3.2.1.3. The event is sponsored by an organization whose interests are primarily service to the community, including associations representing a cross section of an industry or interest. (See subparagraph 4.2.3. of reference (c).)

E13.3.2.1.4. The event is sponsored by a public, private, or parochial school or college and is primarily educational or patriotic in nature or benefits recruiting. (See subparagraph 4.2.3. of reference (c).)

E13.3.2.1.5. The event is sponsored by a commercial, private, or sectarian organization, and is primarily intended to serve the community and not the sponsoring organization. (See subparagraph 4.2.3. of reference (c).)

E13.3.2.2. Unauthorized Sponsorship Conditions

E13.3.2.2.1. The event is sponsored by an organization that specifically excludes any person from its membership for reasons of race, creed, color, national origin, or gender. (Support is authorized to organizations whose membership is based on gender or national origin when the event is of community-wide interest and benefit, rather than for the primary benefit of the organization.) (See subparagraph 4.2.14. of reference (c).)

E13.3.2.2.2. The event is sponsored by a commercial enterprise or an organization engaged in commercial activity and is intended to benefit the sponsor. (See subparagraph E13.3.2.1.5., above, and subparagraph 4.2.3. of reference (c).)

E13.3.2.2.3. The event is sponsored by an organization representing a religious, ideological, or partisan political viewpoint. (See subparagraphs E13.3.2.1.5., above, E13.3.3.1.4., below, and subparagraph 4.2.11. of reference (c).)

E13.3.2.2.4. The event is sponsored by an organization whose constitution, bylaws, membership qualifications, or ritual are not public (e.g., secret societies). (See subparagraph 4.2.15. of reference (c).)

E13.3.3. Site Criteria. An eligible site for a community relations activity must be one of those listed in subparagraph E13.3.3.1., below. If ANY of the conditions in subparagraph E13.3.3.2., below, are met, the event is ineligible for community relations support.

E13.3.3.1. Authorized Sites for Community Relations Activities

E13.3.3.1.1. A military installation. (See subparagraph 4.2.3. of DoD Directive 5410.18 (reference (c)).)

E13.3.3.1.2. Municipal, State, or Federal property. (See subparagraph 4.2.3. of reference (c).)

E13.3.3.1.3. A private or commercial property when the program is of community-wide interest or is patriotic in nature, and does not benefit or contribute to the profits of the property owner. (See subparagraph 4.2.3. of reference (c).)

E13.3.3.1.4. A religious facility or building when the program is of community-wide interest, non-sectarian, and broadly promoted, or involves a program at a parochial school or college, as discussed in subparagraph E13.3.2.1.4., above. (See subparagraph 4.2.3. of reference (c).)

E13.3.3.2. Unauthorized Sites for Community Relations Activities

E13.3.3.2.1. A site at which admission, seating, or access is restricted based on race, creed, color, national origin, or gender. (See subparagraph 4.2.13. of reference (c).)

E13.3.3.2.2. A private, commercial, or religious facility, except as permitted in subparagraphs E13.3.3.1.3. and E13.3.3.1.4., above. (See subparagraph 4.2.3. of reference (c).)

E13.3.4. Program Criteria. The program eligible to receive community relations support must meet at least ONE of the conditions in subparagraph E13.3.4.1., below. If ANY of the conditions in subparagraph E13.3.4.2., below, are met, the event is ineligible for community relations support.

E13.3.4.1. Authorized Community Relations Programs

E13.3.4.1.1. Those specifically authorized by and funded by the Congress. (See subparagraph 4.2.1. of reference (c).)

E13.3.4.1.2. Those that are executed at no additional cost to the Government. (See subparagraph 4.2.1. of reference (c).)

E13.3.4.2. Unauthorized Community Relations Programs

E13.3.4.2.1. Those that endorse or favor any individual or organization, or appear to do so. (See subparagraphs 4.2.7., 4.2.8., and 4.2.9. of DoD Directive 5410.18 (reference (c)).)

E13.3.4.2.2. Those that could be considered to be the primary or major attraction for which admission is charged. (Military Service academy sporting events are exempt from that restriction.) (See subparagraph 4.2.5. of reference (c).)

E13.3.4.2.3. Those that would interfere with military needs or operational requirements (See subparagraph 4.2.2. of reference (c).)

E13.3.4.2.4. Those that would interfere with the customary or regular employment of civilians in their art, trade, or profession. (See subparagraph 4.2.17. of reference (c).)

E13.3.4.2.5. Those that involve the use of military personnel, including members of the Reserve Components and the ROTC personnel, off military installations, as ushers, baggage handlers, guards, escorts (to include escorts or other forms of support for beauty pageants, modeling, or similar events), messengers, parking lot attendants, runners, for crowd control, or in similar capacities. (See subparagraph 4.2.16. of reference (c).)

E13.3.4.2.6. Those that selectively benefit an event sponsor in that the same support would not or could not normally be provided to all similar groups or organizations that request it. (See subparagraphs 4.2.7., 4.2.8., and 4.2.9. of reference (c).)

E13.3.4.2.7. Those that entail illegal remuneration of DoD personnel or organizations. (See subparagraph 4.2.18. of reference (c).)