

**NATIONAL GUARD BUREAU-PUBLIC AFFAIRS**  
**Summary of OASD(PA) FY14 Community Relations Plan**

(As of 28 FEB 14)

Equipment use in the performance of **State Active Duty (SAD)** does NOT require an ETP.

Personnel pay and benefit costs alone do NOT require an ETP. Please note that **per Chief of Staff of the Army's guidance issued by the Department of the Army, Soldiers will wear the Army Service Uniform (ASU) when participating in community outreach events unless operating equipment.**

The Assistant Secretary of Defense for Public Affairs (OASD(PA)) will only consider Exceptions to policy (ETPs) for events of national significance where DoD's interests are clearly served.

**3-STEP ETP PROCESS**

**\*\*ONLY SUBMIT ETPs FOR FY14\*\***

**6-WEEK PROCESSING TIME**

1) ETPs will be requested through the State PAO. Use the waiver approval action memo format **provided at the end of this summary**. Please do not alter From/To/Through lines on the memo. The package MUST include: letter from your TAG providing justification for the exception; assessment of public perception; indication that the event is of national significance and DoD and Service interests are clearly served; description of the impact to DoD if approval or concurrence is denied; SJA review and concurrence required. Please also include the DD 2535 and/or DD 2536 from the community requestor. If requesting to support multiple events for a single patriotic holiday, please submit one blanket ETP package with a spreadsheet that details the date, location, reach, number and type of assets requested, the cost to the DoD and anticipated local/regional/national news media coverage for each event.

2) Send ETP as a single PDF to NGB-PA-Civic Engagement at least four weeks before the event: NGB.Civic.Engagement@mail.mil

3) Once NGB- PA-CE receives the ETP packet, it will be reviewed by the Director, NGB-PA, the Director of the appropriate Service PA or Combatant Command PA and the Deputy Assistant Secretary of Defense for Public Affairs, Community and Public Outreach at OASD(PA) if the Service PA/Combatant Command concurs.

**DEFINITION OF LOCAL AREA**

IAW the Joint Federal Travel Regulation, Part L, B., "local area" must not be an arbitrary distance radius. It must be established via written directive by the installation/base/senior commander for all DoD personnel based at that installation, even if the personnel are from more

than one command, unit, installation, or component. The Adjutant General, therefore, has the authority to designate the “local area” for Joint Force Headquarters personnel.

### **SPONSOR SUPPORT TO MILITARY BAND AND CEREMONIAL UNIT PERFORMANCES**

While the 2014 National Defense Authorization Act (NDAA) authorizes the Service Secretaries to accept funding in support of performances, no implementing authority to accept those funds has been issued. Under current DoD guidance, organizations may not accept any monetary or in-kind travel expense support for musical appearances. They can, however, accept performance space and associated performance support services such as power, house ushers, cleaning support, printed programs, and marketing and ticketing services. Per NGB/JA, the State Judge Advocate is required to provide a legal review of such community requests to determine whether the event is IAW relevant law, including the Joint Ethics Regulation. State PAOs are required to review the event to determine if it is IAW DoD Community Relations Policy.

### **AERIAL EVENTS**

<b>Mission type/asset</b>	<b>Status</b>	<b>Approval</b>	<b>Lead Time</b>
Aerial Events including Public Flyovers – Air and Army (Local and non-local)	SUSPENDED	OASD(PA) through NGB-PA	6 weeks – Only national events considered
Jump Platforms for Military Service Jump Teams (Local and non-local)	CONTINUE Volunteer via the USAF aerial events website	SAF-PA	6 weeks – Only SAF/PA approved events considered

### **STATIC DISPLAYS**

<b>Mission type/asset</b>	<b>Status</b>	<b>Approval</b>	<b>Lead Time</b>
Aviation Static Display – Air (Local and non-local)	SUSPENDED  ETP NOT required if:  1) aircraft can be towed into place OR 2) unit volunteering to support approved Air Force open house/air show listed on USAF aerial events website	OASD(PA) through NGB-PA	6 weeks – Only national/military service events considered
Aviation Static Display – Army (Local and non-local)	SUSPENDED  ETP NOT required if aircraft can be towed into place and there is	OASD(PA) through NGB-PA	6 weeks – Only national/military service events considered

	no cost to DoD. <b><u>If there is a cost to DoD:</u></b> Please contact NGB-PA for guidance on detail required for ETP requests		
Non-aviation Static Display– Air (Local and non-local)	CONTINUE	TAG	State/Territory Discretion
Non-aviation Static Display– Army (Local)	CONTINUE	TAG	State/Territory Discretion
Non-aviation Static Display– Army (non-local)	SUSPENDED	OASD(PA) through NGB-PA	6 weeks – Only national events considered

### **CIVIC LEADER\*\* FLIGHTS, MEDIA FLIGHTS**

**\*\*NOTE 1: State Representatives are considered civic leaders.**

**\*\*NOTE 2: ESGR flights and Orientation flights are NOT civic leader flights and must be coordinated through operational and ESGR channels.**

<b>Mission type/asset</b>	<b>Status</b>	<b>Approval</b>	<b>Lead Time</b>
Civic Leader in state/territory – Air	CONTINUE if accomplished within allocated flying hour funding departing from and landing at the same location with no stops in between	TAG	State/Territory Discretion
Civic Leader out of state/territory – Air	SUSPENDED ETP must include passenger list/itinerary/date/purpose/aircraft	OASD(PA) through NGB-PA	6 weeks
Civic Leader in state/territory – Army	CONTINUE if accomplished within allocated flying hour funding departing from and landing at the same location with no stops in between	TAG	State/Territory Discretion
Civic Leader out of state/territory – Army	SUSPENDED ETP must include passenger list/itinerary/date/purpose/aircraft	OASD(PA) through NGB-PA	6 weeks
News Media in state/territory – Air and Army	CONTINUE	TAG	State/Territory Discretion
News Media out of state/territory – Air and Army	REVIEW REQUIRED Please forward media representative/itinerary/date/aircraft to: <a href="mailto:ngb.civic.engagement@mail.mil">ngb.civic.engagement@mail.mil</a>	NGB-PA-Media Branch	2 weeks

## OTHER OUTREACH ACTIVITIES

<b>Mission type/asset</b>	<b>Status</b>	<b>Approval</b>	<b>Lead Time</b>
Major Sporting Events – Air non-aviation assets (Local and non-local)	REVIEW REQUIRED Please email 5Ws to: ngb.civic.engagement@mail.mil	TAG	State/Territory Discretion
Major Sporting Events – Army non-aviation assets (Local)	REVIEW REQUIRED Please email 5Ws to: ngb.civic.engagement@mail.mil	TAG	State/Territory Discretion
Major Sporting Events – Army non-aviation assets (non-local)	SUSPENDED	OASD(PA) through NGB-PA	6 weeks – Only national events considered
Major Sporting Events – Air and Army aviation assets (Local and non-local)	SUSPENDED	OASD(PA) through NGB-PA	6 weeks – Only national events considered
Parades – Air (Local and non-local)	CONTINUE	TAG	State/Territory Discretion
Parades – Army (Local)	CONTINUE if ground transportation from unit or installation resources is used (rolling stock only; armored vehicles require an ETP)	TAG if ground transportation used	State/Territory Discretion if ground transportation used
Parades – Army (non-local)	SUSPENDED	OASD(PA) through NGB-PA	6 weeks – Only national events considered
Open Houses – Air	CONTINUE if operations are merely observed by the public at a safe distance on the installation at no cost to DoD <b><u>If there is a cost to DoD:</u></b> Please contact NGB-PA	TAG if no cost to DoD	State/Territory Discretion if no cost to DoD
Open Houses – Army	CONTINUE if public observing operations at a safe distance on the installation at no cost to DoD <b><u>If there is a cost to DoD:</u></b> Please contact NGB-PA	TAG if no cost to DoD	State/Territory Discretion if no cost to DoD
Cannon Salutes – Army (Local and non-local)	SUSPENDED Please contact NGB-PA for guidance on detail required for ETP requests	OASD(PA) through NGB-PA	6 weeks – Only national events considered
Color/Honor Guard in state – Air and Army	CONTINUE	TAG	State/Territory Discretion

Military Funeral Honors in state including Color/Honor Guard or other Military Details	CONTINUE	TAG	State/Territory Discretion
Presidential Wreath Laying Ceremony Details in state	CONTINUE	TAG	State/Territory Discretion
Band (state(s)/territory AOR) – Air and Army	CONTINUE within Service budget allocation	TAG	State/Territory Discretion
Band (Outside state(s)/territory AOR) – Air and Army	SUSPENDED	OASD(PA) through NGB-PA	6 weeks – Only national events considered
Speakers – Air and Army (Local)	CONTINUE/HIGHLY ENCOURAGED	TAG	State/Territory Discretion
Speakers – Air and Army (Non-local)	Authorized if activity deemed MISSION CRITICAL by TAG	TAG	State/Territory Discretion

### **OTHER TYPES OF AVIATION REQUESTS**

**Federal Legislators / Staff Members:** ALL federal legislators and their staffers must be processed through the Legislative Liaison office. Federal legislator flights do not qualify as a PA activity and should not be done in conjunction with PA orientation or travel, especially during election years.

POC is MAJ Chris Chon - [chun.s.chon2.mil@mail.mil](mailto:chun.s.chon2.mil@mail.mil), 571-256-7821

Please copy all LL requests to [ngb.civic.engagement@mail.mil](mailto:ngb.civic.engagement@mail.mil)

**Governors and their spouses:** Approval is through operational channels IAW DODD 4515.13R Air Transportation Eligibility C2.2.16.5.

**Foreign Military / Dignitary / SPP:**

POC is Mrs Felichia Grayer-Ward - [Felichia.a.grayerward.civ@mail.mil](mailto:Felichia.a.grayerward.civ@mail.mil), 703-607-1639

**Medal of Honor Recipients:** Approval is through operational channels

**ESGR:** POC is the state ESGR representative; approval is through operational/ESGR channels

**ROTC Training:** Approval is through operational channels

**Civil Air Patrol Cadets:** Approval is through operational channels

**State Employees:** Approval is through operational channels IAW DODD 4515.13R Air Transportation Eligibility C2.2.16.6.

ACTION MEMO

Month DD, YYYY

FOR: ASSISTANT TO THE SECRETARY OF DEFENSE (PUBLIC AFFAIRS)

THROUGH: DIRECTOR, ADMINISTRATION & MANAGEMENT

THROUGH: DEPUTY ASSISTANT SECRETARY OF DEFENSE FOR COMMUNITY  
AND PUBLIC OUTREACH

THROUGH: DIRECTOR, COMMUNITY AND PUBLIC OUTREACH

FROM: DIRECTOR, PUBLIC AFFAIRS

SUBJECT: Request for ATSD(PA) Approval for [Participation in or Support of] [name/date of event]

DISCUSSION:

- Per SD 30 Sep 13 “DoD FY14 Outreach Activities” memorandum, we are seeking ATSD(PA) approval of [5 “Ws” of requested activity]. Additional event details are TAB A.
- The total cost to DoD to support this event is [\$XXX.XX]. An explanation of all costs for [support of/participation in] the event is detailed at TAB B.
- Explanation of how this request impacts the approved FY14 Outreach Plan and justification supporting ATSD(PA) approval is at TAB C.
- A legal review and opinion supporting DoD [participation/support] is at TAB D.
- Participation in/support of this event has been approved by [TAG] at TAB E.

RECOMMENDATION: ATSD(PA) initial above to signify approval of requested DoD [participation/support] as a modification to the FY14 DoD Outreach Plan.

ATTACHMENTS: As stated

Prepared by [Action Officer Name, Office, Phone]