

§ 238.13

discussed. The Fact Sheet (enclosure 3) and Speaker Request Formats (enclosure 4) may be utilized when replying to queries concerning speakers. DoD Components shall channel speaking invitations to appropriate officials nearest the site of the event.

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

(e) *Funding.* (1) Speaking engagements normally will be at Government expense.

(2) Acceptance of a gratuity as defined in part 40 of this title, a fee, or an honorarium is prohibited. Reimbursement for necessary travel and living costs may be accepted from the sponsoring organization in lieu of reimbursement by the Government, in accordance with Joint Travel Regulations (Volumes 1 and 2). Consult the local finance or disbursing officer for specifics.

(f) *Reports.* (1) The Office of the Assistant Secretary of Defense (Public Affairs) requires a monthly speakers' report covering a projected 60-day period for all accepted speaking engagements of senior civilian and military representatives of the DoD Components down through Deputy Assistant Secretary and three-star rank. This report is due no later than the 24th day of each month, attention Directorate for Community Relations. The report will include the following information:

- (i) Name, rank, and title of speakers
- (ii) Date of speaking engagement
- (iii) Place of speaking engagement
- (iv) Host organization

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

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

32 CFR Ch. I (7-1-99 Edition)

§ 238.13 National organizations.

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

(b) *Procedures.* (1) OASD(PA) serves as the principal Department of Defense point of contact for all national organizations (to include their local and regional chapters in the National Capital area) on all matters except:

(i) Requests for information emanating from an organization and bearing directly on an individual DoD Component.

(ii) Requests for speakers.

(iii) Those matters involving contractual or consulting relationships.

(iv) Matters pertaining to scientific and technical information. Scientific and technical information services are administered by the Defense Logistics Agency.

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

(3) Authority for direct communication and liaison with organizations directly associated with specific interests of a single DoD Component is delegated (see § 238.8(d)(2) of this part) to that Component. Individual Components which maintain liaison with such organizations are required to carry on their activities in accordance with the letter and the spirit of policies set forth in parts 237, 91, and 40 of this title, respectively).

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

(5) Policies regarding liaison and communication with the support for organizations representing business or commercial interests are outlined in part 237a of this title which also covers relationships with businesses, industries, and other commercial enterprises.

§ 238.14 Armed Forces Day.

(a) *Purposes.* This enclosure contains guidelines concerning the annual observance of Armed Forces Day. (See part 237 of this title.)

(b) *Policy.* (1) By Presidential proclamation, Armed Forces Day is observed on the third Saturday of each May. It provides a special occasion to satisfy public interest in the Defense establishment and to demonstrate the unity and common purpose of the Armed Forces in the fulfillment of our national security requirements.

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

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

(c) *Procedures.* (1) The Assistant Secretary of Defense (Public Affairs) is re-

sponsible for coordinating Armed Forces Day programs at the national level and for issuing annual guidance for the conduct of each year's observance.

(2) Cooperation with communities and organizations planning observances of Armed Forces Day is encouraged.

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

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

(5) Armed Forces Day will be treated as a national holiday for purposes of determining support authorized by part 237 of this title and this part.

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

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

§ 238.15 Veterans Day observances and national conventions of national veterans organizations.

(a) *Policy.* It is DoD policy to provide military support for:

(1) Veterans Day observances at communities designated as regional sites by the Veterans Day National Committee of the U.S. Veterans Administration;

(2) Smaller local observances held in communities not so designated; and

(3) National conventions of national veterans organizations.

(b) *Procedures*—(1) *Veterans Day observances.* (i) The Administrator of Veterans Affairs is normally designated by Presidential proclamation as the