

Office of the Secretary of Defense

§ 238.19

(4) Provide representation for the Department of Defense on related Government committees.

(5) Coordinate and maintain liaison with national sports governing bodies in matters of mutual interest to the Military Departments.

(6) Secure Department of State approval for military participation in international sports competition, and monitor military sports programs to ensure compliance with the provisions of part 237 of this title.

(7) Serve as a contact point for the entire Defense establishment on questions pertaining to sports.

§ 238.18 DoD coordinators.

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

(b) *Procedures.* (1) When military support of a program sponsored by a civilian organization is furnished by more than one Military Service, and the magnitude of the support warrants DoD coordination, one Military Department will be requested by OASD(PA) to nominate an officer located in the area of the program to serve as the coordinator of DoD support.

(2) After being nominated, the officer will be designated as the DoD Coordinator by OASD(PA). The DoD Coordinator will be responsible for coordinating all military support, including support by National Guard/Reserve components, within the limitations set forth in part 237 of this title, this part, and other specific guidelines prepared by OASD(PA) and provided to him/her upon designation as DoD Coordinator. The DoD Coordinator is authorized direct liaison with OASD(PA).

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

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

§ 238.19 Miscellaneous public affairs-related activities.

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

(a) *Employment of military resources in natural disaster emergencies within the U.S., its territories and possessions.* (1) DoD Directive 3025.1,¹ "Employment of Military Resources in Natural Disaster Emergencies Within the United States, Its Territories and Possessions," August 30, 1971, governs.

(2) The Secretary of the Army is designated as the DoD Executive Agent for military support in disasters.

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

(b) *Foreign disaster relief operations.* (1) DoD Directive 5100.46,¹ "Foreign Disaster Relief," December 4, 1975, governs.

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

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

(c) *Use of DoD facilities or resources for other than public affairs purposes.* (1) The use of any DoD facility or resource to accomplish a community relations objective (see part 237 of this title) is considered use for a public affairs purpose. Any other use of a DoD facility or resource is not a public affairs matter.

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

(d) *Transportation.* (1) Policy governing the use of military carriers for

¹ See footnote 1 to § 238.4(d).

public affairs purposes is contained in DoD Instruction 5435.2.

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

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

(e) *Organizational relationships.* Direct liaison channels exist between certain organizations and OSD agencies other than OASD(PA) in cases specifically provided for under public law or DoD Directive. Examples are:

(1) *United Service Organization—ASD(MRA&L)—DoD Directive 1330.12,*¹“United Service Organizations, Inc.” April 4, 1979.

(2) *American National Red Cross—ASD(MRA&L)—DoD Directive 1330.5,*¹“American National Red Cross,” August 16, 1969.

(3) *Boy Scouts of America and Girl Scouts of America.* (i) Nonappropriated fund activities—ASD(MRA&L).

(ii) Where authorized, priorities for travel on military carriers—ASD(MRA&L)—DoD Regulation 4515.13-R,¹“Air Transportation Eligibility,” February 1975.

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

(4) *United Seamen’s Service—ASD(MRA&L)—DoD Directive 1330.16,*¹“United Seamen’s Service (USS),” July 10, 1971.

(5) *Veterans Organizations* (i) Service Discharge matters—ASD(MRA&L); Military Departments.

(ii) Donation of Surplus Equipment—ASD(MRA&L) DoD Manual 4160.21-M,¹ “Defense Disposal Manual,” June 1973.

¹See footnote 1 to §238.4(d).

ENCLOSURE 1—FORMAT REQUEST FOR AERIAL DEMONSTRATION

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

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

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

Section A: General

1. Title of event: _____
2. Town or city: _____ State: _____
3. Place (airport, fairgrounds, etc.): _____
4. Inclusive dates of event: _____
5. Sponsoring organization: _____
6. This request is for: (please circle the appropriate event):
 - a. U.S. Navy Blue Angels
Performance Dates _____
OR
U.S. Air Force Thunderbirds
(or) _____
(The standard Military Services allowance for quarters and meals for either team will cost \$2,100.00 for each day a team is scheduled at your event.)
 - (or) Alternate Dates _____
 - b. U.S. Army Golden Knights
Performance Dates _____
(or) _____
(The cost will vary dependent upon travel time to and from the demonstration site, and

the number of participants. See note at bottom of this page for detailed explanation of how costs are computed.)

(or) Alternate Dates _____

c. Aircraft Flyovers _____

Performance Dates _____

(No cost to sponsor)

d. Static Display _____

Performance Dates _____

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

e. Other: _____

Performance Dates _____

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

Section B: Program

1. Purpose of this event: _____

2. Expected attendance: _____

Previous year's attendance: _____

3. Admission charge: \$_____

Charge for parking: \$_____

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

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

b. Source of prize monies: _____

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

d. Disposition of profits which may accrue: _____

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

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

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

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

a. Which team? _____

b. Year of last performance: _____

Section C: Site

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

a. Specific location of event: _____

b. Length of active runway: _____

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

a. What type of crowd control is planned? _____

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

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

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

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

Section D: Support

Indicate that the sponsor understands and will provide the following:

1. Team costs as outlined in section A: _____

2. The standard Military Services allowance for quarters and meals for Armed Forces participants (if not included in team costs): _____

3. If required, transportation, meals, and hotel accommodation cost for representatives of the requested unit to visit the site prior to the event: _____

4. If required, transportation costs from home station to the event and return for all participants: _____

5. Transportation costs for all participants between site of the event and hotel: _____

6. Telephone facilities for necessary official communications at the site of the event: _____

7. Security for aircraft that land and are parked at the site during their entire stay: _____

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

9. Suitable aircraft fuel at military contract prices. (Sponsor must pay all costs, including transportation and handling, if necessary, over military contract prices if fuel is not available at such prices):

10. An ambulance and doctor on the site during flight and parachute demonstrations and during certain other types of aerial activities as determined in advance by the Military Services or OASD(PA):

Section E: Sponsor

- 1. Sponsor (is) (is not) a civic organization.
2. The sponsoring organization (does) (does not) specifically exclude any person from its membership based on race, creed, color, or national origin.
3. Sponsor's Representative: (Authorized to complete arrangements for Armed Forces aerial demonstrations and responsible for reimbursing the U.S. Government for accrued expenses when required)
Name:
Address:
City: State: Zip:
Position with sponsoring organization:

Telephone: Office: ()
Home: ()

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

Certification

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

Signature:
(Sponsor's representative)
Date of Request:

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

ENCLOSURE 2-REQUEST FORMAT- ARMED FORCES PARTICIPATION IN PUBLIC EVENTS

This format is used to request all Armed Forces Band, Troop, and Exhibit participation in public events. The information is required to evaluate the event for appropriate-

ness and compliance with DoD policies and for coordination with the units involved. Complete section A and only those other sections that apply to your event.

Section A: General

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

2. Sponsor:

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

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

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

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

6. Purpose of this event (explain fully):

7. Expected attendance:

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

9. Admission charge:

Charge for seating:

10. Disposition of profits which may accrue:

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

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

13. Will transportation at sponsor's expense be provided for Armed Forces participants between the site of the event and hotel?

If required, will transportation be provided from home station to the event and return?

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

15. It may be necessary for representatives of the requested unit to visit the site prior to the event. Will transportation, meals, and

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hotel accommodations be provided by the sponsor?

whom you have discussed possible participation:

Section B: Bands and Troops

- 1. This request is for (check appropriate line(s)): Music: Troops: Other:
2. If you desire a certain musical unit, troop unit, or type of equipment, please specify:

NOTE: Standard Military Service allowances for quarters and meals—\$35.00 per day per person. Bands will have approximately 50 members as a minimum.

3. If a musical unit is requested and an outdoor concert is planned, will there be a bandshell or bandstand?

4. Type of electric current available: 110V 220V Amps

Section C: Exhibits

1. Specify type of exhibit(s) desired:

2. If the event is indoors: Area available for exhibit is feet long and feet wide; Ceiling height: Type of floor (wood, concrete) Floor loading capacity: Electric current 110V 220V Amps Size of doorway through which exhibit can be brought into building: feet high; feet wide. Size and load limits of freight elevators if event is on other than ground floor: feet wide; feet high; feet deep; load limit:

3. If the event is outdoors: Area available for exhibit is feet long and feet wide; Type of surface (sod, paved, gravel) Type of electric current available: 110V 220V Amps Obstructions to hinder unloading (high curbs, wires, trees):

4. Can forklift, C-2 wrecker or crane be made available for handling exhibits at no additional cost to the Government?

5. Will electric power, necessary services for connections, and other required utilities be provided by the sponsor?

6. Will police escorts through congested areas be required?

7. Will guards be provided for equipment and displays?

8. Is parking space available for tractors and trailers?

9. Name and address of any Armed Forces representative or Government official with

Certification

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

Signature: (Sponsor's Representative)

Date of Request:

Return this request to:

ENCLOSURE 3—FACT SHEET

(Speaking Engagements by DoD Personnel.)

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

2. DoD personnel may accept speaking invitations provided they adhere to the following guidelines:

- a. Participation must not interfere with assigned duties.
b. Speakers must address their remarks to subjects within their official cognizance.
c. Views expressed reflect national policy.

NOTE: This requirement exists so that Government employees, when discussing Government business, may accurately explain official policy.

d. Speakers may not participate in partisan political gatherings.

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

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

g. Situations where the real or apparent purpose is to stage controversy will be avoided.

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

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

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

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

4. Inquiries may also be addressed to Director for Community Relations, Office of the Assistant Secretary of Defense (Public Affairs), The Pentagon, Washington, D.C. 20301.

ENCLOSURE 4—SPEAKER REQUEST
FORMAT

I. Sponsoring Organization(s)

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

II. Meeting

Time: _____
Date _____
Meeting will begin at _____
Meeting will end at _____

Place: _____
City _____
Hall or Auditorium _____

III. Speech

Subject of speech _____
Time to be allowed _____
Will there be a question & answer period following speech? _____
Time to be allowed for speech _____

IV. Details of the Program

Other Speakers (Please list in order of appearance) _____
Speaker _____
Subject _____
Length of Speech _____

V. Audience

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

VI. Publicity

Will the meeting be open to the press? _____
Will the speech be broadcast? Will it be taped, filmed, or otherwise recorded? _____

VII. Miscellaneous

Would acceptance of this invitation place the DoD speaker in violation of any of the guidelines contained in paragraphs 2.a. through i. of the accompanying Fact Sheet?

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

Signed _____

ENCLOSURE 5—PRESIDENT'S APPROVED WREATH LIST

Birth date	Former President	Location	Responsible Military Dept.
Jan. 7	Millard Fillmore	Buffalo, NY	Air Force.
Jan. 29	William McKinley	Canton, OH	Army.
Jan. 30	Franklin D. Roosevelt	Hyde Park, NY	Army.
Feb. 9	William H. Harrison	North Bend, OH	Air Force.
Feb. 12	Abraham Lincoln	Lincoln Memorial	Army.
		Springfield, IL	Army.
3d Monday in February (Official Holiday).	George Washington	Mt. Vernon, VA	Army.
Mar. 15	Andrew Jackson	Nashville, TN	Army.
Mar. 16	James Madison	Montpelier, VA	Navy (U.S. Marine Corps).
Mar. 18	Grover Cleveland	Princeton, NJ	Army.
Mar. 29	John Tyler	Richmond, VA	Army.
Apr. 13	Thomas Jefferson	Jefferson Memorial	Army.
Apr. 23	James Buchanan	Lancaster, PA	Army.
Apr. 27	Ulysses S. Grant	New York, NY	Army.
Apr. 28	James Monroe	Richmond, VA	Army.
May 8	Harry S. Truman	Independence, MO	Army.
May 29	John F. Kennedy	Arlington Cemetery	Army.
July 4	Calvin Coolidge	Plymouth, VT	Army.
July 11	John Quincy Adams	Quincy, MA	Navy.
Aug. 10	Herbert C. Hoover	West Branch, IA	Army.
Aug. 20	Benjamin Harrison	Indianapolis, IN	Army.
Aug. 27	Lyndon B. Johnson	LBJ Ranch, TX	Air Force
Sept. 15	William H. Taft	Arlington Cemetery	Army.
Oct. 4	Rutherford B. Hayes	Freemont, OH	Army.
Oct. 5	Chester A. Arthur	Albany, NY	Air Force.

Birth date	Former President	Location	Responsible Military Dept.
Oct. 14	Dwight D. Eisenhower	Abilene, KS	Army.
Oct. 27	Theodore Roosevelt	Oyster Bay, NY	Navy.
Oct. 30	John Adams	Quincy, MA	Navy
Nov. 2	James K. Polk	Nashville, TN	Army.
Nov. 2	Warren G. Harding	Marion, OH	Army.
Nov. 19	James A. Garfield	Cleveland, OH	Army.
Nov. 23	Franklin Pierce	Concord, NH	Army.
Nov. 24	Zachary Taylor	Louisville, KY	Army.
Dec. 5	Martin Van Buren	Kinderhook, NY	Army.
Dec. 28	Woodrow Wilson	Washington Cathedral	Army.
Dec. 29	Andrew Johnson	Greeneville, TN	Army.

PART 239—HOMEOWNERS ASSISTANCE PROGRAM—APPLICATION PROCESSING

Sec.

239.1 Purpose.

239.2 Applicability and scope.

239.3 Objective and policy.

239.4 Procedures.

239.5 List of homeowners assistance field offices.

APPENDIX A TO PART 239—AGREEMENT, HOMEOWNERS ASSISTANCE PROGRAM AGREEMENT BETWEEN THE DEPARTMENT OF DEFENSE AND THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

AUTHORITY: Sec. 1013(f), 80 Stat. 1255, 1292; 42 U.S.C. 3301, 3302, 12 U.S.C. 1715n.

SOURCE: 33 FR 2565, Feb. 3, 1968, unless otherwise noted.

§ 239.1 Purpose.

This part establishes policy and procedures for (a) providing information on eligibility requirements and on benefits available under the Homeowners Assistance Program authorized by Pub. L. 89-754, Demonstration Cities and Metropolitan Development Act of 1966 (80 Stat. 1255, 1290) and (b) initial processing of applications for assistance under the Program.

§ 239.2 Applicability and scope.

The provisions of this part apply to all Department of Defense components. The programs encompasses DoD military and civilian personnel as well as affected personnel of other Federal agencies.

§ 239.3 Objective and policy.

(a) It is the objective of the DoD to assure that all applications for assistance under the program are given full consideration and that benefits under

the program are extended to all homeowners who are determined to be entitled to assistance in accordance with applicable policies and procedures.

(b) Information on the program will be disseminated on the broadest possible basis by making full use of military and public news media and by distributing a fact sheet,¹ with an application form (DD Form 1607)¹ through military installations and offices and through other Government agencies where practicable.

(c) All possible assistance will be given to prospective applicants by explaining the program as described in the fact sheet, verifying employment or military service records, and advising in the preparation of the application form.

§ 239.4 Procedures.

(a) Pursuant to the provisions of DoD Directive 5100.54, "Homeowners Assistance Program," December 29, 1967¹ the Department of the Army will establish a central office to administer, manage, and execute the program under policies and procedures prescribed by the Assistant Secretaries of Defense (Installations and Logistics) or (Comptroller). In implementing the program that office or field components thereof will take all appropriate actions, including but not limited to:

(1) Determination that a specific installation meets the requirements of Pub. L. 89-754, Demonstration Cities and Metropolitan Development Act of 1966 (80 Stat. 1255, 1290);

(2) Determination as to the eligibility of each applicant;

¹Filed as part of original document.