

# NATIONAL GUARD BUREAU-PUBLIC AFFAIRS

## Summary of OASD (PA) and Service Civic Engagement Guidance and Exception to Policy Procedure

(As of 26 April 2013)

**\*\* Exceptions to policy (ETPs) will only be granted by OASD (PA) if the event is of NATIONAL significance and DoD's interests are clearly served. \*\***

**Any event which will garner NATIONAL media interest MUST be considered through the ETP process, even if it otherwise could have been approved at the state level.**

**Please note that Title 32 funds are federal funds, and therefore NOT exempt from these restrictions. However, this policy does not apply to personnel in State Active Duty status. Equipment, although dual-use, is federal property and is NOT exempt from these restrictions.**

1) ETPs will be requested by the unit that wishes to support. Use the waiver approval package format. The package MUST include: letter from your TAG providing justification for the exception; assessment of public perception; description of the impact to DoD if approval or concurrence is denied; SJA review.

2) Send ETPs to NGB-PA-Civic Engagement at least SIX weeks prior to the event, using the following address: [NGB.Civic.Engagement@mail.mil](mailto:NGB.Civic.Engagement@mail.mil)

3) Once NGB- PA receives the ETP packet, it will be reviewed by the Director, NGB-PA, who will reject or forward to OASD (PA) for final approval and copy the respective service component PA for situational awareness.

### REIMBURSEMENT AND IN-KIND GIFTS

**\*\* No Authority Exists for reimbursement of military units by non-federal entities. \*\***

1) Gift Acceptance Authorities - specifically related to ceremonial units, bands, equipment, display, and civic events - BLUF - cannot accept gifts for this purpose from any non-federal entities.

2) Travel Expenses for Military and Ceremonial Band Performances - BLUF - not permitted to accept in-kind gifts or reimbursements from non-federal entities.

3) Equipment displays, civic events, fleet/service weeks, military open houses - BLUF - not permitted to accept in-kind gifts or reimbursements from non-federal entities.

4) In-kind gifts and reimbursements may only be accepted for DoD personnel in their official capacity attending meetings, conferences, seminars, symposia and other similar functions. DoD may accept in-kind payments or reimbursements for travel related expenses from non-federal sources in accordance with 31 U.S.C. 1353. However, under sequestration guidance, ALL EXPENSES, must be covered including travel, per diem, lodging, meals, transportation, etc. Payment can be a combination of in-kind and cash reimbursements, as long as all costs are covered. DoD personnel must be on funded travel orders, in a

travel status, in order to participate. The non-federal source must work directly with the DoD official and their home station Installation Command to make arrangements. The DoD approving authority must make certain determinations under the Joint Ethics Regulation (DoD 5500.07-R) before accepting travel payments. DoD employees may not solicit such payments, but may inform non-federal entities of the authority to accept payments under this authority.

### DEFINITION OF LOCAL AREA

In accordance with 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.

Use of government ground transportation within the local area is authorized.

### FLYOVERS, AERIAL DEMONSTRATIONS

<b>Mission type/asset</b>	<b>Status</b>	<b>ETP Approval</b>	<b>ETP Time required</b>
Military Funeral Flyover – Air	SPECIAL CONSIDERATION	OASD (PA) through NGB-PA	6 weeks
Military Funeral Flyover – Army	CONTINUE	Operational channels	State Discretion
Flyover and aerial demonstrations – Air and Army	SUSPENDED (rare exceptions)	OASD (PA) through NGB-PA	6 weeks –National Events Only

### STATIC DISPLAYS

<b>Mission type/asset</b>	<b>Status</b>	<b>ETP Approval</b>	<b>ETP Time required</b>
Aviation Static Display – Air and Army	SUSPENDED (rare exceptions)	OASD (PA) through NGB-PA	6 weeks –National Events Only
Non-aviation Static Display (Local) – Air and Army	RESTRICTED – TAG may approve support from local assets at no cost to the government  Towing equipment into place, may be permissible	OASD (PA) through NGB-PA	6 weeks –National Events Only
Non-aviation Static Display (Non-local) – Air and Army	SUSPENDED (rare exceptions)	OASD (PA) through NGB-PA	6 weeks –National Events Only

## CIVIC LEADER, ORIENTATION FLIGHTS, MEDIA FLIGHTS, CODEL TRAVEL SUPPORT

<b>Mission type/asset</b>	<b>Status</b>	<b>ETP Approval</b>	<b>ETP Time required</b>
Civic leader travel in state	SUSPENDED (rare exceptions)	OASD (PA) through NGB-PA	6 weeks –National Events Only
Civic leader out of state	SUSPENDED (rare exceptions)	OASD (PA) through NGB-PA	6 weeks – National Events Only
News Media travel in state – Army	CONTINUE	TAG	State Discretion
News Media travel in state – Air	RESTRICTED	SAF/PA through NGB-PA-Media Branch	14 Days
News Media travel out of state – Army	CONTINUE	NGB-PA-Media Branch	14 Days
News Media travel out of state – Air	RESTRICTED	SAF/PA through NGB-PA-Media Branch	14 Days
Orientation flight in state and out of state – civic leader – Air and Army	SUSPENDED (rare exceptions)	OASD (PA) through NGB-PA	6 weeks –National Events Only
Orientation flight in state and out of state – news media – Air and Army	SUSPENDED (rare exceptions)	OASD (PA) through NGB-PA	6 weeks –National Events Only
Congressional Travel support – Air and Army (CONUS)	SUSPENDED – if commercial travel is reasonably available reference DoD Directive 4515.12	OASD (PA) through NGB-LL	6 weeks
Congressional Travel support – Air and Army (OCONUS)	SUSPENDED– Theater only unless commercial air not available or unsafe reference DoD Directive 4515.12	OASD (PA) through NGB-LL	6 weeks

## OTHER OUTREACH ACTIVITIES

<b>Mission type/asset</b>	<b>Status</b>	<b>ETP Approval</b>	<b>ETP Time required</b>
Open House – Army and Air	RESTRICTED - TAGs may approve the use of organic installation assets as static displays only with no cost to the government. No military aircraft or jump teams may perform, and no appropriated funds may	OASD (PA) through NGB-PA	6 weeks –National Events Only

	be used		
Cannon Salutes – Army	SUSPENDED – firing ammunition is prohibited	OASD (PA) through NGB-PA	6 weeks –National Events Only
Color/Honor Guard (Local) – Army and Air	CONTINUE	TAG	State Discretion
Color/Honor Guard (Non-local) – Army and Air, excluding military funeral honors	SUSPENDED (rare exceptions)	OASD (PA) through NGB-PA	6 weeks –National Events Only
Military Funeral Honors (Local or Non-local) including Color/Honor Guard or other Military Details	CONTINUE	TAG	State Discretion
Presidential Wreath Laying Ceremony Details	CONTINUE	TAG	State Discretion
Band (Local) – Army and Air	CONTINUE	TAG	State Discretion
Band (Non-local) – Army and Air	SUSPENDED (rare exceptions)	OASD (PA) through NGB-PA	6 weeks –National Events Only
Speakers (Local) – Army and Air	CONTINUE//HIGHLY ENCOURAGED	TAG	State Discretion
Speakers (Non-local) – Army and Air	Not authorized unless activity deemed MISSION CRITICAL by TAG	TAG	State 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)

**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

**ESGR:** POC is the state ESGR representative

**Recruiting Events:** Approval is through operational channels

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