

## APPENDIX 6A: STANDARDIZED DECISION WORKSHEET FOR MILITARY SUPPORT REQUESTS

When determining eligibility for community outreach support, use the standardized decision worksheet provided in Figure 1.

Figure 1. Standardized Decision Worksheet

<p><b><u>PART I: SPONSOR CRITERIA</u></b></p> <p><b>Has a DD Form 2535 (aviation) or DD Form 2536 (bands, color guards, and other support) been completed?</b></p> <ul style="list-style-type: none"><li>➤ If no, <b>stop</b> and have requester complete the appropriate form.</li><li>➤ If yes, proceed to next question.</li></ul> <p><b>Is the requesting organization a U.S. Federal agency or official entity of a State or local government?</b></p> <ul style="list-style-type: none"><li>➤ If yes, continue to Part I of Section 1.</li><li>➤ If no, continue to Part I of Section 2.</li></ul> <p><b><u>Part I, Section 1: Location of Federal, State, or Local Government Event</u></b></p> <p><b>Is the Federal, State, or local government event within the NCR?</b></p> <ul style="list-style-type: none"><li>➤ If yes, continue to Part I of Section 1a.</li><li>➤ If no, continue to Part I of Section 1b.</li></ul> <p><b><u>Part I, Section 1a: Federal/State/Local Government Events in the NCR</u></b></p> <p><b>Note:</b> Requests for military participation in official Federal/State/local government events in the NCR are submitted to the U.S. Army Military District of Washington (MDW) Ceremonial and Special Events Office via fax at 202-685-3379 for coordination.</p> <p><b>Was the request received by MDW at least 10 working days before the event?</b></p> <ul style="list-style-type: none"><li>➤ If no, <b>stop</b>. Generally, such a request is not supportable according to MDW processing timelines.</li><li>➤ If yes, obtain a copy of the event agenda to confirm details of Federal/State/local government sponsorship and eligibility for support as an official Federal/State/local government event. Continue to next question.</li></ul>
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**Figure 1. Standardized Decision Worksheet, Continued**

**Is this an official Federal, State, or local government event?** (Must answer yes to questions 1-4 below to receive consideration for support as an official Federal/State/local government event.)

1. Is it sponsored in whole or predominately by an element of Federal/State/local government?
  2. Is the event paid in whole or in part with U.S. Government funds?
  3. Are official(s) of the Federal/State/local government involved in the event as part of their official duties?
  4. Is this event at no additional cost to the DoD?
- If no to any of the above questions, the event is generally not supportable as a Federal, State, or local government event. However, proceed to Part I of Section 2 for further consideration.
  - If yes to all questions above, then continue to the next question.

**Would military support interfere with the performance of official DoD missions, programs, or duties?**

- If yes, **stop**. The event is not supportable.
- If no, continue to next question.

**Would support detract from DoD operational, training, or other readiness requirements?**

- If yes, **stop**. The event is not supportable.
- If no, continue to next question.

**Is the event open to the public (e.g., concert sponsored by the National Park Service)?**

- If no (e.g., event is internal for employees or invited guests only) this event may typically be supported. Proceed to Part V.
- If yes, this event may typically be supported; however, the reviewer should proceed to Part II to ensure the program complies with other DoD community outreach policy restrictions.

**Part I, Section 1b: Federal/State/Local Government Events Outside the NCR**

**Note:** Military support for official Federal, State, and local government events taking place outside the NCR are handled in accordance with Military Service guidance.

**Figure 1. Standardized Decision Worksheet, Continued**

**Was the request received at least 30 days before the event (or whatever the local installation's request policy states)?**

- If no, further review is not required, and the event does not have to be considered. However, further review is subject to Military Department's standard operating procedures.
- If yes, obtain a copy of the event agenda to confirm Federal/State/local government event details and eligibility for support as an official Federal/State/local government event. Continue to next question.

**Is this an official federal, State or local government event?** (Must answer yes to questions 1-4 below to receive consideration for support as an official Federal/State/local government event.)

1. Is it sponsored in whole or predominately by an element of the Federal/State/local government?
  2. Is the event paid in whole or in part with U.S. Government funds?
  3. Are official(s) of the Federal/State/local government involved in the event as part of their official duties?
  4. Is this event at no additional cost to the DoD?
- If no to any of the above questions, the event is generally not supportable as a Federal, State, or local government event. However, proceed to Part I of Section 2 for further consideration.
  - If yes to all questions above, then continue to the next question.

**Would military support interfere with the performance of official DoD missions, programs, or duties?**

- If yes, **stop**. The event is not supportable.
- If no, continue to next question.

**Would support detract from DoD operational, training, or other readiness requirements?**

- If yes, **stop**. The event is not supportable.
- If no, continue to next question.

**Is the event open to the public (e.g., concert sponsored by the National Park Service)?**

**Figure 1. Standardized Decision Worksheet, Continued**

- If no (e.g., event is internal for employees or invited guests only) this event may typically be supported. Proceed to Part IV.
- If yes, this event may typically be supported; however, reviewer should proceed to Part II to ensure program complies with other DoD community outreach policy restrictions.

**PART I, Section 2: Non-Federal/State/Local Government Agency Requests**

**Is this request for a DoD aerial demonstration?**

- If yes,
  - **Was the request received at least 30 days before the event?**
    - If no, this event is not supportable due to insufficient time to properly process the request. **Stop.**
    - If yes, proceed to the next question about the sponsoring organization.
- If no, proceed to next question.

**Is this request for a band, color guard, or other ceremonial unit?**

- If yes,
  - **Was the request received at least 30 days before the event?**
    - If no, further review is not required due to the lack of coordination time. The event does not have to be considered. However further review is subject to Military Department's standard operating procedures; requester's expectations must be managed if support is considered.
    - If yes, proceed to the next question.
- If no, proceed to the next question.

**Does the requesting/sponsoring organization fit into any of the categories below?**

1. An organization that specifically excludes any person from its membership for reasons based on race, color, national origin, religion, age, disability, sex, gender identity, or sexual orientation.

**Exception:** Support might be permitted for organizations with membership restrictions in limited circumstances when the event is of community-wide

**Figure 1. Standardized Decision Worksheet, Continued**

interest and benefit, rather than for the primary benefit of the organization. See Paragraph 4.2. for more information.

2. A commercial enterprise or organization.

**Exception:** Support for a commercial enterprise or organization might be permitted if the event is of general benefit to the community and not a commercial or promotional activity intended primarily to benefit the sponsor

**Exception:** Support for professional sporting events may be considered pursuant to Paragraphs 2.1.d.(1) and 3.2.a. in this volume. However, Paragraph 6.1.d.(3) in Volume 4 of this instruction provides specific prohibitions with respect to aerial demonstrations.

3. An organization that advocates adherence to or support of a religious, ideological, sociopolitical, or partisan viewpoint.

**Exception:** Support might be allowed for events sponsored by a religious organization that are open to the public, including events held at religious facilities, when the event is not part of a religious service, fraternal gathering, or other circumstance where religious viewpoints are expressed.

4. An organization whose constitution, bylaws, membership qualifications, or ritual are not public (e.g., secret societies).

➤ If yes,

- **Does the event meet one of the four exceptions in 1 through 4 above?**

- Yes, proceed to the next question about musical support, if applicable. Otherwise, proceed to Part II.
- No, **stop**. The event is not eligible for support.

➤ If no, proceed to next question.

**Does the requesting/sponsoring organization fit any of the categories below?**

1. A Congressionally recognized veteran service organization.
2. Civic, patriotic, or historical organizations.
3. An organization whose interests are primarily service to the community, including associations representing a cross section of an industry or interest.
4. A public, private, or parochial school or college that is primarily educational or patriotic in nature or that benefits recruiting.
5. A commercial, private, or sectarian organization that is primarily intended to serve the community and not the sponsoring organization.

**Figure 1. Standardized Decision Worksheet, Continued**

- If no, **stop**. The event is not eligible for support.
- If yes, continue to next question.

**Would a musical unit supporting this event place them in competition with civilian musicians as described in Section 974 of Title 10, U.S.C. and Volume 4 of this instruction?**

- If yes, **stop**. Military musical support is not allowed.
- If no, continue to Part II.

**PART II: ACTIVITY CRITERIA**

**Will support be at no additional cost to the government?**

**Note:** A command may use programmed community outreach funds to support requests for participation in public events within its AOR for community outreach. Such support would not be considered additional cost to the government.

- If no, **stop**. The event is not eligible for support.
- If yes, proceed to the next question.

**Does the event fit into any of the categories below?**

1. A commercial activity or a commercially oriented program (e.g., 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.
2. An event that benefits a particular business or company.
3. A testimonial to an individual, group, or private organization.
4. An event at which public confrontation or controversy is planned or is reasonably likely to occur.
5. An event that involves the solicitation or the appearance of solicitation of votes in a political campaign for an individual candidate or issue.
6. An event for a narrow segment of the populace (e.g., a family reunion or wedding).
7. A religious service. (**Note:** State, official or special military funerals are excluded. Proceed to the next question.)
8. An event that would be detrimental to the interests or values of any DoD Component.

**Figure 1. Standardized Decision Worksheet, Continued**

<p>9. An event at which admission, seating, or other accommodations are restricted on the basis of race, color, national origin, religion, age, disability, sex, gender identity, or sexual orientation.</p> <p>10. An event with a theme or purpose intended to promote ideological movements, sociopolitical change, religious beliefs (including non-belief), and specific interpretations of morality or legislative or statutory change.</p> <p>11. An event whose sponsor's intent is to use the military to further a politically charged, contentious, or unresolved policy matter.</p> <p>12. An annual or one-time event that has no apparent military or patriotic connection or benefit from military participation <b>and</b> the anticipated decorum of participants or nature of exhibits could detract from the professional appearance of military participants.</p> <p>➤ If yes, <b>stop</b>. The event is not eligible for support.</p> <p>➤ If no, proceed to next question.</p> <p><b>Is this event a parade, fair, festival, or similar public celebration?</b></p> <p>➤ If yes,</p> <ul style="list-style-type: none"><li>○ <b>Does the event fit any of the categories below?</b> (Note: Categories 2 through 5 must also have a distinct patriotic or military-related component.)<ol style="list-style-type: none"><li>1. Has a primarily patriotic or military-related theme.</li><li>2. Is a commemoration of a nationally significant or historical event.</li><li>3. Is in support of an officially recognized national holiday or patriotic observance, as defined in Volume 3 of this instruction.</li><li>4. Is in support of DoD diversity in the workplace observances. The 11 published DoD Diversity and Defense Equal Opportunity observances include: Martin Luther King's Birthday (January); African American/Black History Month (February); Women's History Month (March); Transgender Day of Visibility (March); Holocaust Remembrance Day/Days of Remembrance (April); Asian Pacific American Heritage Month (May); Lesbian, Gay, Bisexual, and Transgender Pride Month (June); Women's Equality Day (August); Hispanic Heritage Month (September-October); National Disability Employment Awareness Month (October); and National American Indian Heritage Month (November).</li><li>5. Is endorsed by the local government as a city, town, or county-wide celebration of civic pride, as defined in the Glossary.</li></ol></li></ul>
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**Figure 1. Standardized Decision Worksheet, Continued**

- If no, **stop**. The event is not eligible for support.
- If yes, proceed to next question.
- If no, proceed to next question.

**Is the event or occasion of general interest or benefit to a local, State, regional, national, or broadly representative community?**

- If yes, proceed to next question.
- If no, **stop**. The event is not eligible for support.

**Is the event open to the public?**

- If no (e.g., admission is by invitation only),
  - **Are the invited guests broadly representational of the community?**
    - If no, **stop**. The event is not eligible for support.
    - If yes, in most cases, allowable support would be limited to incidental participation (such as a patriotic opener). Proceed to the next question.
- If yes, proceed to next question.

**Is there an admission charge or cost to view the military participants?** (Note: This does not include general admission fees to venues such as commercial theme parks where a military performance is requested, as long as there is no additional fee to view the military performance.)

- If yes,
  - Are **all** of these statements true?
    1. Ticket/attendance fee proceeds are reasonable and intended primarily to cover the cost of producing the event.
    2. Admission fees do not appear intended to generate excess revenue.
    3. Excess revenues, if generated, are donated to a general charity fund where numerous broad-based charitable organizations have an equal opportunity to benefit from the proceeds. (Note: Any money raised from commercial or similar paid sponsors **independent** of the ticket/admission fee to see a military performance is not considered as



**Figure 1. Standardized Decision Worksheet, Continued**

excess revenue for the purpose of this instruction or for determining whether an event is eligible for military support.)

- If no, **stop**. The event is not eligible for support.
  - If yes, proceed to the next question. (Note: In all cases, where admission charges are levied, military participation must be incidental to the event, and military participation may not be promoted as a significant audience draw or to generate ticket sales.)
- If no (e.g., event is free to the public), proceed to the next question.

**Is this a fundraising event?**

- If no, proceed to Part III.
- If yes, **stop**, answer, and analyze the next set of questions.
  1. Does the event adhere to Subpart 2635.808 of Title 5, CFR, and other applicable laws? PAOs should consult with legal counsel.
  2. DoD participation in fundraising events sponsored by businesses or business-related organizations, including nonprofit NFEs and sports organizations, is not necessarily prohibited. Fundraisers may be eligible for support **only** if **all** criteria below are met:
    - a. Military presence at the event must be in the best interest of the DoD.
    - b. Access to all military support (e.g., Military Service exhibits) must be free and open to the public. Exception might apply for events that charge admission (See c and d below.)
    - c. Total U.S. military support must be incidental to the event. In other words, the event could proceed without military participation.
    - d. **Specifically for international military tattoos only:** Total U.S. military unit(s) participation must be no more than 20 percent of the total talent and may not perform more than 25 percent of the total show duration.
    - e. DoD may not perform an active or visible role in a fundraising event, including the opening ceremony. (For example, a color guard and band performing a patriotic opening, along with a general officer speaking in an official capacity, is not considered active and visible participation. However, the combined participation of an official general officer speaker, band, color guard, and a military flyover or parachute

**Figure 1. Standardized Decision Worksheet, Continued**

demonstration team would likely be considered active and visible.) **All** of the combined support at a fundraising event **is prohibited**. See Subpart 2635.808 of Title 5, CFR and consult with legal counsel for further guidance regarding active and visible participation.

- f. Military flyovers and parachute demonstration teams are considered visible participation and therefore are prohibited at nonprofit NFE fundraising events. This includes fundraising events sponsored by military aid societies. Air shows that distribute funds to a diverse selection of the community or that use funds to cover operational expenses are exempt from this prohibition.
  - g. Admission charge must be used principally to cover the operational costs of the event.
  - h. Proceeds in excess of the event's operational expenses must be donated to one or several charitable organizations that further distribute monies to other nonprofit organizations. This policy reflects the practical limitations on the ability of the DoD to extend support equally to every local, regional, and international charity and is not a direct or indirect expression of the relative merits of any charitable organization.
  - i. Military support must be at no additional cost to the government.
  - j. Military support may not be used in the sponsor's promotional material for an event with the intent of providing a significant draw for the audience.
  - k. Preference should be given to events that provide a free day for students to observe military performances. This criterion may assist Military Department recruiting.
3. Events are allowed to receive the support of a color guard and no more than one other ceremonial unit. Exceptions require OATSD(PA) approval before commitments are made.
4. A Military Department desiring to support large regional, national, or international events (e.g., international commemorations or military tattoo) that charge admission, must be approved by the OATSD(PA) before commitment, with the exception of air shows and open houses. Requests for approval to participate in these events should be forwarded through Military Department PA channels to OATSD(PA).

Figure 1. Standardized Decision Worksheet, Continued

**Proceed to Part III.**

**PART III: SITE CRITERIA**

**Is the event taking place at a site or venue where admission, seating, or access is restricted based on the basis of race, color, national origin, religion, age, disability, sex, gender identity, or sexual orientation?**

- If yes, **stop**. The event is not eligible for support.
- If no, proceed to the next question.

**Is the event taking place at a site or venue that fits one of these categories?**

1. A military installation.
  2. Municipal, State, or Federal property.
  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.
  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.
- If no, **stop**. The event is not eligible for support.
  - If yes, proceed to Part IV.

**Part IV: INTERNATIONAL REQUESTS FOR CONUS ASSETS**

**Is the event taking place overseas (outside the 50 United States)?**

- If no, proceed to Part V.
- If yes, then follow these procedures for processing the request:
  1. The international requester sends requests (including requests for CONUS-based assets) to the appropriate geographic CCDR or U.S. embassy.
  2. The geographic CCDR reviews and strives to support the request with in-theater assets.
  3. If in-theater assets are not available and the geographic CCDR determines the event worthy of international presence, the CCDR will provide recommendation for a Washington, D.C.-based or appropriate CONUS-based unit and forward the request to the U.S. embassy for visibility and concurrence.

**Figure 1. Standardized Decision Worksheet, Continued**

**Note:** If the geographic CCDR is able to support with in-theater resources, there is no need to approach the U.S. embassy. USNORTHCOM may be an exception for Canadian and Mexican outreach activities.

- a. Every effort should be made by the CCMD to fulfill OCONUS requests with in-theater resources.
  - b. The CCMD must identify the bill payer before requesting CONUS resources.
  - c. In coordination with the CCMD, the supporting unit should make every effort to plan at least one or two additional events per day while in-theater to maximize outreach opportunities.
  - d. Requests for CONUS-based resources should be reserved for those events that would clearly enhance relationships between the United States and other nations, such as State Department initiatives or U.S. ambassador-sponsored events that are open to the public.
  - e. Requests for CONUS-based units should not go directly to a unit and generally should not be limited to one specific Service resource. Should a request that is not part of the current DoD Public Affairs Community Engagement Plan originate at the unit level, the unit must complete an ETP package and promptly forward it, without commitment, to the community outreach offices of the appropriate Military Department and CCMD for further analysis.
4. The applicable U.S. embassy must review and endorse or reject the request.
  5. The CCDR concerned reviews the request, provides an assessment, and forwards the full request packet to OATSD(PA) Community and Public Outreach Directorate via [osd.pentagon.pa.mbx.outreach-review@mail.mil](mailto:osd.pentagon.pa.mbx.outreach-review@mail.mil) for review if the CCDR determines support is appropriate but in-theater resources are not available.
  6. OATSD(PA) will review, render a decision, and notify both the CCMD and Military Department Community Outreach offices.

**Proceed to Part V.**

**PART V: REQUIRED OATSD(PA) APPROVALS AND ETP**

**Figure 1. Standardized Decision Worksheet, Continued**

**Could this event receive national or international media attention?**

- If yes, forward request through appropriate Military Department PA channels to OATSD(PA) for approval. Proceed to Part VI.
- If no, proceed to next question.

**Would support of this event require OATSD(PA) to grant an ETP (e.g., multiple Military Department musical assets requested)?**

- If yes, forward request through appropriate military channels to OATSD(PA) for approval. Proceed to Part VI.
- If no, the event is likely eligible for support. The Military Department or unit public affairs reviewer should consult this instruction and the appropriate Military Department community outreach guidance as the authoritative references when making determinations on whether events are eligible for military support.

**PART VI: TIMEFRAME CRITERIA FOR OATSD(PA) REQUESTS FOR APPROVAL/ETP**

**Did OATSD(PA) receive the request least 90 days before the event?**

- If yes, it will be reviewed.
- If no, OATSD(PA) will consider the request on a case-by-case basis.