

STATE OF CALIFORNIA
OFFICE OF THE COMMANDING GENERAL
STATE MILITARY FORCES - MILITARY DEPARTMENT
2829 Watt Avenue - P.O. Box 214405
Sacramento, California 95821

Change
No. 1

2 December 1981

Army Information
Information
COMMUNITY RELATIONS

1. CAL ARNGR 360-3/CA ANGR 190-3, 1 May 1981, is changed as follows:

a. Paragraph 3-5b(1) is superseded as follows:

(1) Nominations for this award will be submitted using the form in Appendix B (Figure B-3). Clarity is very important. Type or print legibly all information required on the form and avoid abbreviating unusual company position titles.

MW b. Remove page B-5/B-6 and insert new page B-5/B-6.

2. File this change in front of the publication for reference purposes.

(CAIA-PA)

BY ORDER OF THE GOVERNOR:

OFFICIAL:

FRANK J. SCHOBBER, JR.
Major General
Commanding

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RICHARD BEARDSLEY
MAJ, ARMOR, CAL ARNG
Administrative Officer

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LUND G. BROWN, JR.
Governor

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CAIA-PA

26 October 1981

SUBJECT: Interim Change to CAL ARNG 360-3 and CA ANGR 190-3

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1. Pending receipt of a change to Figure B-3, the Golden Seal Award Nomination Form, the following information will be included on the nomination form before submission for approval:

- a. Nominee's first name, middle initial, last name, and title (Mr., Mrs., Ms., Dr., etc.).
- b. The firm or organization's business address: number, street, city, state, and ZIP Code.
- c. The firm or organization's phone number, including area code and extension, if any, of both the nominator and nominee.
- d. The first name, middle initial, last name, and title of the highest appropriate official within the firm or organization who could present the award to the nominee. Appropriate officials would be company presidents or owners, corporate heads, or divisional or plant managers.
- e. The address of the appropriate official, above, when that official is not the nominee.
- f. The first name, middle initial, last name, and rank of the nominator.
- g. The nominator's unit of assignment.
- h. The nominator's home phone number and area code.
- i. The specific reason for the nomination. Unsupported phrases such as "great supporter" are not sufficient. The reason should include examples of support, such as rearrangement of nominator's work schedules in order to help him meet his Guard obligation, etc.

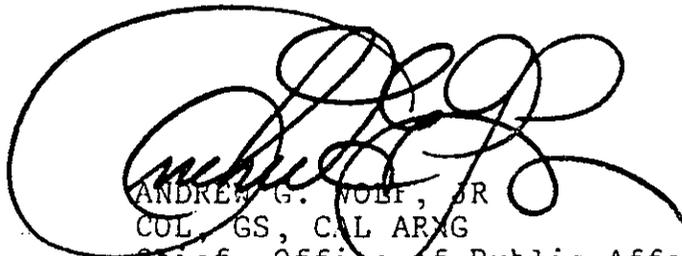
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SUBJECT: Interim Change to CAL ARNG 360-3 and CA ANGR 190-3

2. Clarity is very important. Please type or print legibly all information and avoid abbreviating unusual company position titles.

FOR THE COMMANDER



ANDREW G. WOLF, JR
COL, GS, CAL ARNG
Chief, Office of Public Affairs

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CAL ARNG Regulation
No. 360-3
CA ANGR Regulation
No. 190-3

1 May 1981

Army Information
Information
COMMUNITY RELATIONS

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Chapter 1

GENERAL

1-1. **PURPOSE.** This regulation establishes guidance for the California Army and Air National Guard Community Relations Program; establishes objectives, principles and responsibilities; prescribes policies for planning and conducting community relations programs and outlines procedures for evaluating requests for National Guard participation in public events.

1-2. **APPLICABILITY.** This regulation applies to:

a. All components of the California Army and Air National Guard.

b. All community relations activities which have impact on the California Army or Air National Guard, whether conducted as training or in support of personnel procurement.

1-3. **DEFINITIONS.** a. **Community Relations (CR)** is a continuous relationship which bonds the California National Guard unit to its local community and vice versa. An effective CR program enables each unit to identify and utilize numerous opportunities in building citizen understanding of and support for the unit's missions and objectives.

b. **Community Support** involves the unit in mission oriented activities which provide a needed service to the community which otherwise would not be provided.

c. **Domestic Action** is a specific type of community relations aimed at benefiting the disadvantaged civilian community. For the purposes of this regulation, Domestic Actions and Community Relations will be synonymous.

d. **Other Definitions.** The definitions of other terms, words and phrases in Paragraph 1-3, AR 360-61 apply to the California Army National Guard and those in AFR 190-2, Paragraph 2, apply to the California Air National Guard except where the terms, words and phrases are specifically defined in the subparagraphs immediately above.

1-4. **COMMAND EMPHASIS.** Commanders of the Army and Air National Guard units face an overwhelming array of responsibilities and, therefore, must have an imaginative and enthusiastic approach in mounting unit and staff support to carry out an effective Community Relations Program. Community Relations Tasks should be identified early and incorporated into the unit's yearly training program. To assist the Commander with this responsibility are unit members who are voluntarily involved in community activities in either their civilian or military status and the Unit's Public Affairs Representative (UPAR). However, the sustaining momentum in community relations must come from the unit commander.

1-5. **OBJECTIVES.** California National Guard (CNG) community relations programs develop public understanding of the Army and Air National Guard and appreciation of the Guard's contributions to the State and the Nation. Programs are designed to:

a. Increase public awareness of the California National Guard's missions, policies and programs in both its state and federal roles.

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b. Inspire patriotism.

c. Maintain the California National Guard's reputation as a respected professional organization responsible for state and national security.

d. Support the California National Guard's recruiting missions.

1-6. **PRINCIPLES.** a. Public opinion about the California National Guard is influenced by the actions of each local command. An effective community relations program begins with the unit commander and continues through the chain of command to the Commanding General.

b. Because of time and resource limitations, the California National Guard cannot respond positively to all equally valid requests for support. Commanders, therefore, should avoid doing for one sponsor what he cannot consider doing for all.

c. Effective community relations requires:

(1) Command supervision at all levels.

(2) Planning definite actions and positive policies.

(3) Implementing programs in a competent, professional and responsible manner.

(4) Constant evaluation of continuing programs to measure their effect on the public and the command.

(5) Sharing the results of the programs with higher and lower commands.

1-7. **RESPONSIBILITIES.** a. The Chief of Public Affairs, California National Guard (OCG/CAIA-PA), is responsible for the overall public affairs program throughout the State of California.

b. Local commanders will:

(1) Evaluate local community attitudes, problems and opportunities.

(2) Plan, implement and carry out activities within their community relations areas consistent with the provisions of this regulation.

(3) Encourage establishment and participation in the County Commission Program (see Chapter 3 of this regulation).

(4) Utilize their assigned Unit Public Affairs Representatives (UPAR) in maximizing the command's community relations program.

Chapter 2

POLICY

2-1. **EVALUATION.** To insure that a proposed community relations program conforms to proper policies, consider the following criteria:

- a. Objectives and purposes of the CR program.
- b. Interests and objectives of the sponsor.
- c. Nature and character of the program's location.
- d. Full particulars of CNG support.

2-2. **RESTRICTIONS, LIMITATIONS AND CONSIDERATIONS.** a. CNG participation must not selectively benefit any person, group or corporation, whether profit or non-profit; religious or sectarian group, or quasi-religious or ideological movement; fraternal organization; political organization or commercial venture.

(1) Sub-paragraph a, above, should not be interpreted as barring any group which offers to provide entertainment on post to military personnel, their families, and civilian employees. However, promotion of group's objectives, including the period before and after the entertainment, is prohibited, either through:

- (a) Written or printed material,
- (b) Speeches,
- (c) Program content, or
- (d) Other forms of promotion in connection with the entertainment.

(2) Church facilities often are used as non-sectarian centers for community events and activities of common interest and benefit. Therefore, CNG support of community activities conducted in church facilities may be authorized if the program is:

- (a) Of a community-wide, non-sectarian nature of common interest and benefit, and
- (b) Broadly publicized.

(3) Participation in events sponsored by veterans organizations may be authorized when such participation supports programs oriented to the veteran rather than to the sectarian, fraternal, or national origin aspects of the organizations's objectives. Similarly, participation in non-public school activities may be authorized when such participation clearly is:

- (a) Educational,
- (b) Patriotic, or
- (c) Supports CNG recruiting programs.

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b. CNG participation in any public program within the scope of this regulation may be authorized only if admission, seating, and all other accommodations connected with the program are available to all without regard to sex, race, age, handicap, religion color or national origin. Participation in programs sponsored by organizations whose qualifications for membership are based on sex or national origin may be authorized only when the program is:

- (1) Of primary interest or benefit to the community, and
- (2) Not for the special interest or benefit of the sponsoring organization.

c. CNG participation in a public event must be incidental (or part of the program, not the program's major participant) to the event. Exceptions are programs of a patriotic nature, celebrations of national holidays, or other proper events. All such events must be open to the general public. A general admission charge does not necessarily preclude CNG participation if such participation is incidental to the event and is not otherwise prohibited by this regulation. However, no additional charge may be made specifically to observe CNG participation.

d. CNG personnel may not be used as ushers, guards, parking lot attendants, runners, messengers, baggage handlers, crowd controllers, or in demeaning or inappropriate capacities to support unofficial programs conducted off a military installation.

e. Recruiting potential will be weighed when evaluating requests for CNG participation.

f. CNG participation is not authorized for events clearly designed or conducted for the primary benefit of commercial interests. This includes events to stimulate sales or increase business traffic. However, participation may be authorized in direct support of recruiting in a shopping center or mall and in non-direct support of recruiting such as at a business, educational or ethnic convention where the main purpose of CNG participation is to meet people who, in turn, could influence others to join the National Guard. Participation in support of recruiting must have prior approval of CAIA-PA.

g. CNG material or services will not be provided in competition with resources and services commercially available in the civilian domain. (Refer to Section I, Commercial Competition Disclaimer, CAL NG Form 210-30, Appendix D). This includes items such as:

- (1) Communications equipment.
- (2) Transportation.
- (3) Audio-visual support.
- (4) Ambulances.
- (5) Public address systems.
- (6) Food handling equipment.
- (7) Tents.
- (8) Earth-moving or other construction equipment.

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h. No CNG member or unit will realize a monetary profit or accept a gratuity or remuneration in any form not provided for by public law or military regulation.

i. Maximum effort will be made to satisfy public interest in the CNG, either upon request or by invitation, through:

- (1) Orientation visits and tours.
- (2) Periodic open houses.
- (3) Briefing and discussion programs.

j. CNG personnel are encouraged to accept speaking invitations to proper public events to inform the public of the CNG's missions, policies and programs in both its state and federal roles; however, a commander should carefully consider the requirements and restrictions of Chapter 4 of this regulation before accepting such invitations, whether for himself or for other members of his command.

2-3. ADMINISTRATIVE PROCEDURES FOR PROCESSING COMMUNITY RELATIONS REQUESTS. When a request for community support is made, the commander must decide if he has either the assets and/or the time to support the request.

a. If the decision is made to support the community relations request then all applicable sections of CAL NG Form 210-30 (Appendix D), Request for National Guard Participation in Community Event/Project must be completed and forwarded through command channels (with an information copy sent DIRECTLY to OCG/CAIA-PA for monitoring) for approval.

b. If the request cannot be supported because of either asset nonavailability or time the commander will inform the individual or organization immediately.

c. If the commander receiving the initial request for community relations support cannot fulfill the requirement, but believes that another CAL NG organization could support the request, he should have the requestee complete CAL NG Form 210-30 (Appendix D), Request for National Guard Participation in Community Event/Project (with an information copy sent DIRECTLY to OCG/CAIA-PA) and then forward the original completed CAL NG Form 210-30 through command channels to the appropriate organization.

d. Commanders should avoid committing assets and/or personnel to support a community request until they are certain that the community relations project meets the requirements of this regulation and that the proper approvals have been received.

e. The intent of this regulation is to provide the local commander with the information necessary to expedite the processing of a request to support a community relations project. Commanders will avoid having the individual or organization calling or writing directly to a higher/lower headquarters or to OCG/CAIA-PA concerning National Guard support for a community relations project. See exceptions for National Guard Bands community support in para 2-4 below.

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2-4. **PROCESSING REQUESTS FOR CALIFORNIA NATIONAL GUARD BANDS.** Upon receipt of a request for a National Guard band, the unit will furnish the requesting organization a copy of OCG Form 22-1R (Appendix E), California National Guard Band Request and advise them to forward it to this headquarters. Use of bands will be in accordance with Chapter 5 of this regulation. In the event an individual or organization desires to speak directly to someone about a band engagement, they should be referred to OCG-CAPA-AO.

Chapter 3

PROGRAMS AND ACTIVITIES

3-1. OFFICIAL PROGRAM. A number of command initiated actions are effective in informing the public about the CNG and in developing and maintaining a viable relationship with the civilian community. Significant programs are:

- a. Speakers bureaus.
- b. Liaison with social, professional, business and civic organizations.
- c. Membership in civic, business, and professional organizations.
- d. Exhibits, bands, color guards, and other ceremonial units suitable for participation in public events.
- e. Open houses and installation tours.
- f. Observances of and participation in National and State holidays.

3-2. UNOFFICIAL PROGRAMS. Programs involving direct contact with the civilian community are the most effective means of improving community relations. Commanders should encourage CNG personnel and their families to participate in civilian capacities in local community activities. Such activities include educational, religious, organizational, recreational and youth projects.

3-3. COUNTY COMMISSION PROGRAM. a. This program encourages members of County Boards of Supervisors, distinguished citizens of the community, ranking members of a unit, or commanders to serve on a County Commission, the function of which is to seek public and private sector support for the National Guard and to act as a coordinating body for the conduct of appropriate Guard activities within the county and its communities.

(1) **Guidance.** Each Commander is strongly encouraged to participate in this program. There is a target of 100 percent participation within two years of the date of this regulation for all counties in California having National Guard units within their boundaries. Where more than one unit (Army or Air) is located within a county, the Senior Commander will assume program responsibility.

(2) **Outline of Events to Accomplish Mission.**

(a) The Senior Commander within each county will form a work-group consisting of the Commander, as Chairperson, commanders of other units (if any) within the county, senior members of any or all units within the county. Other officers or members with legislative, judicial or political background or experience should be included and, preferably, a Project Person drawn from the ranks of this sub-group.

(b) The work-group shall evaluate economic, social, and political conditions within its county, determine which (if any) of its members should contact County officials (specifically including all County Supervisors) for support, and appoint a Project Person to coordinate such contacts and to take the following actions:

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1 Prepare information packets for those members of the work-group who are to contact County officials.

2 Insure that the contacts are made. If necessary, the Project Person may call on OCG/CAIA-PA for assistance in preparing information packets.

(c) Once all possible contacts have been made, the Senior Commander should reconvene the work-group to evaluate results. If negative reactions predominate, the group should re-evaluate conditions and seek other options, possibly redesignating the contacts. Assistance may be requested from OCG/CAIA-PA. However, if positive reactions predominate, the Project Person shall be directed by the Chairperson to contact the senior County Administrative Officer and request an appearance before the County Board of Supervisors.

(d) The Project Person will present a draft resolution or ordinance (see Appendix A for Sample), whichever is appropriate, to the County Administrative Officer for later presentation to the Board and will advise the County Administrative Officer of the names of those individuals wishing to speak in support of the resolution or ordinance at its presentation to the Board.

(e) A presentation of the complete program is made to the County Board of Supervisors who are asked by the Senior Commander or his designated representative to take positive action by establishing a County Commission for the National Guard. (NOTE: The Project Person should be prepared to contact local news media immediately after presentation of the program in order to explain the purposes and functions of the Commission). OCG/CAIA-PA may be contacted for assistance in obtaining a list of media for that area and in making a news release.

(f) Immediately upon creation of a Commission, the Senior Commander should inform OCG/CAIA-PA of the action so that an appropriate letter of appreciation may be sent by OCG to the President of the Board. OCG will also prepare an appropriate certificate recognizing the Board's contribution to the National Guard. This certificate will be forwarded to the Senior Commander for presentation to the Board at an appropriate ceremony, as determined by the Commander.

b. Once established, the County Commission shall be invited to hold its initial, and any subsequent meeting at a CNG armory or air base, provided appropriate facilities are available for the holding of such a meeting.

c. The County Commission should be encouraged to seek out all lawful support for the CNG from the public and private sectors. In recognition of the fact that circumstances vary widely across the length and breadth of the state, this regulation shall not attempt to define the varieties of potential support which may be marshalled on behalf of the CNG; however, commanders are cautioned to use good taste and common sense in working with the County Commission and to refuse the support of any group whose aims and goals are inconsistent with those of the CNG, or are contrary to law. Examples of groups whose support should neither be solicited, nor accepted if offered, include, but are not limited to, any group which:

(1) Overtly or covertly encourages discrimination against any class of people on account of race, religion, color, sex, age, handicap or national origin.

(2) Promotes a particular political party, movement or issue.

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(3) Clearly intends to use its relationship with the CNG for the sole or primary purpose of expanding its own membership ranks.

(4) Clearly intends to use its relationship with the CNG for the sole or primary purpose of selling, or promoting the sale of, any product, service, or commercial enterprise.

d. The County Commission shall be specifically urged to encourage employers to sign the Statement of Support for the Guard and Reserve and to allow CNG recruitment of their employees. Copies of the "Statement of Support" are included in Appendix B including source for requisition.

e. The County Commission Program is an active extension of a program in which many units presently are involved whereby local city and county governments, through resolution, have adopted a unit as its "own". Where appropriate, County Commissions shall be encouraged to expand this program within their jurisdiction. A "Proclamation" for use by local governments is included in Appendix A.

3-4. PUBLIC SERVICE AWARDS. Commanders at all levels may recognize private citizens, local community leaders and citizen groups or organizations for their support of the CNG through Public Service Awards or other means. All nominations for Public Service Awards should be directed to OCG/CAIA-PA, unless indicated otherwise in some other section of this regulation. Nominations should include the individual's name, actions being cited for and a suggested citation if appropriate.

a. Major awards, copies of which are included in Appendix C, are:

- (1) NGB Guardsman Award.
- (2) CNG Meritorious Service Award.
- (3) CNG Certificate of Appreciation.
- (4) Certificate of Appreciation (the CG's Honor Award).
- (5) Tank-Jet Presentation Picture.

b. Programs to recognize local presidents or commanders of service-oriented or veterans organizations and civic leaders are encouraged at each command level. Suggested activities for these civilian officials include:

- (1) Letter of congratulation upon election to office.
- (2) Invitation to visit senior Guard officials.
- (3) Tours and briefings.
- (4) Periodic newsletters (unit publications, Grizzly magazine, etc.).
- (5) Invitations to military social affairs.

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- (6) Establishment of a liaison contact at the command or installation concerned.

3-5. **EMPLOYER SUPPORT PROGRAM.** Gaining employer support for the CNG should be a priority concern for all commanders. It is imperative that employers be made aware of the role of the National Guard in national defense and in support of California during times of natural disaster or civil disorder.

a. To aid in gaining employer support, a booklet entitled "A Letter to My Boss" has been published, (to be available after 1 Jul 81). This booklet explains employers' rights and responsibilities relative to their employees who also are Guard members and how the employment of Guard members can be beneficial. Requests for additional material may be submitted to OCG/CANF-EEO. Commanders also have the responsibility of advising members of their units how they can maintain good relations with their employers. Commanders should establish a program of advising guard members to:

- (1) Keep employers posted on UTA and Annual Training dates as far in advance as possible.
- (2) Work out conflicts and Guard related problems immediately and keep lines of communications open between employers and Guard commanders.
- (3) Tell employers about the productive and positive results of Guard membership such as new skills learned, military schools attended, or leadership opportunities exercised.
- (4) Thank employers for any cooperation extended or support offered. If an employer has shown active or exceptional support for the California National Guard, he should be nominated either for the CNG Certificate of Appreciation or the CNG Golden Seal Award, whichever is more appropriate.

b. The Golden Seal Award recognizes, in a visible and tangible way, firstline supervisors who support the CNG. A copy of the Golden Seal Award and source of procurement, together with other support material, is included in Appendix R.

- 4/5/81
C1
- (1) ~~Nominations for this award~~ will be submitted using the form in Appendix B.
 - (2) Nominations will be made at unit level and forwarded through command channels to OCG/CAIA-PA, where final selections will be made after committee review.
 - (3) This award will be presented by the Commanding General, or his designated representative.

Chapter 4

SPEAKING ENGAGEMENTS

4-1. **POLICY.** Commanders are encouraged to favorably consider requests for speakers whether or not the requesting group is knowledgeable about, or even favorably disposed toward, the CNG and its missions subject to the exceptions contained in para 4-1c below. No acceptable forum is to be considered unimportant. All speaking engagements, whether before large or small audiences, are effective means of developing understanding, stimulating patriotic spirit and informing the public about the California Army and Air National Guard.

a. Members of the California National Guard may not participate in partisan or political gatherings while in uniform or during active or inactive duty training.

b. Guardmember speaker participation in fund-raising events normally is limited to programs of the combined Federal Campaign, United Way, the Military Aid Societies and other appeals authorized by the President. However, participation by Guardmember speakers in local fund-raising programs may be authorized at the discretion of the Commanding General. Requests for such authorization should be addressed to OCG-SMF, ATTN: CAIA-PA. (Sections A, B, C, and H; Appendix D, CAL NG Form 210-30 should be completed in this instance).

c. Guard members may not speak before audiences where the sponsor, or sponsoring organization, specifically excludes persons from its membership for reasons of race, religion, age, handicap, color, sex, or national origin, except as follows:

(1) Guard participation may be authorized in programs sponsored by organizations whose membership qualification is based on national origin or sex, but only when the program is oriented to the community rather than to the organization's objectives.

(2) Admission, seating, and all accommodations and facilities connected with the program must be available to all persons without regard to race, religion, age, handicap, color, sex or national origin. When accommodations and facilities are restricted, the sponsor must be willing to modify such procedures before CNG participation can be approved.

d. Situations where the real or apparent purpose of the program is to create controversy will be avoided.

4-2. **SPEAKERS BUREAUS.** a. Major commands down to and including battalion or squadron (ANG) level will develop a list of qualified speakers, officer and enlisted, who can represent the CNG before the public, civic groups and other organizations. Particularly important is determining qualifications of speakers who may be suitable substitutes for senior CNG officials when those senior officials are unable to fulfill speaking requests.

(1) Selection should be based on ability to speak, knowledge of the CNG and personal appearance. OCG/CAIA-PA, will provide assistance in developing presentations.

(2) Materials such as slides, films, speaker kits, etc., presently are available from CAIA-PA. CAIA-PA will provide an annual publication listing speaker-supporting materials to all commands.

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b. A list of speakers will be provided annually to OCG-SMF, ATTN: CAIA-PA, not later than 1 September of each year. This list, by individual command, will include name, rank, unit assignment, home address, work and home phone numbers, and areas of speaker expertise, as well as unique features of the presentation.

c. Each member of the Speakers Bureau, O-5 and above, who has a scheduled speaking engagement, shall notify OCG-SMF, ATTN: CAIA-PA, as far in advance of the engagement as possible, but no later than seven days in advance except in unusual circumstances which preclude such advance notification.

Chapter 5

BANDS, CEREMONIAL, AND TROOP UNITS

5-1. **GENERAL.** This chapter gives specific guide lines for evaluating requests for National Guard bands or ceremonial unit participation in public events. To take maximum advantage of CNG participation, local CNG recruiting office should be advised of the event and appropriate action taken.

5-2. **PROCEDURES.** Requests for bands and ceremonial unit support which require OCG and/or HQDA (NGB-PA) approval will be forwarded through command channels to reach OCG-SMF at least 60 days prior to the event. CAL NG Form 210-30 (Appendix D) will be used in processing all requests but those for Bands. Band requests will be processed using OCG Form 220-1R (Appendix E). Delays in approval will be avoided if all appropriate sections of required forms are completed.

5-3. **BANDS.** All participation by Army or Air National Guard bands, including special bands, in local public events, or which require travel outside the bands' normal community relations areas, (outside of the command's area) will be coordinated in advance, through channels, to OCG, ATTN: CAPA-AO. A band request form (OCG 220-1R) is shown at Appendix E. If the request is for a band only, the requestee would only be required to submit OCG Form 220-1R.

5-4. **CEREMONIAL UNITS.** a. Ceremonial units include special or unit color guards, drill teams and other specialized units which are appropriate for military ceremonies or patriotic ceremonies in the civilian domain. These units may be:

(1) Constituted or activated according to an approved TO&E, TDA, or UDL.

(2) Comprised of volunteers serving in an official or unofficial capacity as authorized by local commanders.

b. Locally authorized volunteer units should be:

(1) Well trained and professional in appearance.

(2) Operated at no additional cost to the State or Federal governments.

5-5. **AUTHORIZED PARTICIPATION.** CNG musical, ceremonial, and troop unit support and participation is authorized for the following:

a. Official military functions, whether on or off military installations.

b. Official civil ceremonies and functions sponsored and conducted by Federal, State, county or municipal governments.

(1) Official civil ceremonies include:

(a) Inaugurals.

(b) Dedications of public buildings and projects.

- (c) Ceremonies for officially invited governmental visitors.
 - (d) Convening of legislative bodies.
- (2) Not considered official civil ceremonies, even though sponsored or attended by civic or governmental dignitaries, are community or civic celebrations such as:
- (a) Banquets.
 - (b) Dinners.
 - (c) Receptions.
 - (d) Carnivals.
 - (e) Festivals.
 - (f) Opening of sports seasons.
 - (g) Anniversaries.
- c. Parades and ceremonies incident to gatherings of personnel of the Armed Forces, veterans, or patriotic organizations.
- d. Civic or community-sponsored public parades, rallies or concerts intended to:
- (1) Stimulate interest in the California National Guard and the Armed Forces of the United States.
 - (2) Help personnel procurement for the CNG.
 - (3) Stimulate patriotism.
 - (4) Celebrate a national holiday.
 - (5) Celebrate the National Guard birthday in October (7 October 1636).
 - (6) Celebrate the California National Guard birthday in July (27 July 1849).
- e. Civilian-sponsored social, civic or cultural events, if the musical participation is limited to patriotic or military programs as opposed to pure entertainment.
- f. Free social and entertainment activities held on or off military installations if sponsored by the military and conducted solely for the benefit of military personnel and their guests.
- (1) These activities are considered internal functions rather than public events. They may include functions for which a charge is levied to defray expenses for food, beverages, and other incidental expenses.

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CA ANGR 190-3

(2) The use of bands and other ceremonial unit support at social functions held off military installations may be authorized only if a suitable military facility is not available.

5-6. **PROHIBITED PARTICIPATION.** a. CNG participation and support is not authorized for the following:

(1) Motion picture premieres or regular movie presentations, fashion shows or similar events sponsored or conducted for the sole benefit of commercial interests.

(2) Parades sponsored solely to support commercial or promotional aspects of a holiday or event. Participation may be authorized in a parade sponsored by the community as a whole, when oriented toward civic or patriotic aspects.

(3) Civilian-sponsored beauty contests or pageants or similar events.

b. Recording for sale of any concert or performance by a CNG band or other musical unit is contrary to DOD policy and Federal copyright laws.

c. No CNG band, band member or CNG performer may receive pay in any form (not authorized by law or DOD directive) for their official performance of duty in carrying out activities or programs to support public events. Refer to para 8-1d for exception to above.

Chapter 6

AERIAL ACTIVITIES

6-1. **GENERAL.** Aerial activities include flight team demonstrations, flyovers, aerial reviews, static displays and other aerial activities.

6-2. **POLICY.** CNG aerial demonstrations may be authorized at proper events when the following provisions are met:

a. The sponsor obtains an FAA waiver for any public demonstration by CNG aircraft. Final authorization for such demonstration depends on the sponsor securing a waiver far enough in advance to permit adequate planning. Normally, an FAA waiver is required at least 60 days in advance of the event.

b. Support to aerial demonstrations depends on the availability of resources.

c. Maximum advantage for CNG recruiting will be taken at public events where aerial demonstrations are authorized. Coordination will be made with the local CNG recruiting office.

d. All pertinent safety regulations of the FAA, DOD, DA and NGB will be rigidly observed. These regulations will take precedence over any or all conditions or circumstances.

6-3. **PROCEDURES.** All use of CNG aircraft must be requested on CAL NG Form 210-30 (Sections A, B, C, F and H, Appendix D), to reach OCG not later than 30 days before the flight or the static display. Requests for flyovers require 45 days. (See para 6-3a below)

a. **Flyovers.** OCG must approve all flyovers conducted over any CNG installation or those off post or base to observe Armed Forces Day, Memorial Day, Independence Day and Veterans Day or other state or national holiday. Requests for flyovers in the public domain should be submitted to OCG, ATTN: CAIA-PA. Requests for flyovers must reach OCG at least 45 days prior to the planned event. To minimize interferences with operations and training, flyovers may be approved only for the following occasions:

(1) Memorial services for dignitaries of the Armed Forces or the Federal or State governments.

(2) Celebrations or receptions for dignitaries of foreign governments.

(3) National conventions of bona fide veterans organizations.

(4) Occasions primarily designed to advance aviation and which are of more than merely local interest.

b. **Static Displays.** Static displays of aircraft at other than airfields and heliports to support community relations programs and recruiting may be approved, but:

(1) It must be determined that the use of the display area is operationally suitable and meets safety requirements.

Chapter 7

EXHIBITS AND LOANS

7-1. **GENERAL.** Community relations projects or programs may be supported by exhibits or loans of equipment and facilities. The appropriate form for requesting approval of exhibits is Section E, CAL NG Form 210-30. (See Appendix D)

7-2. **CNG EXHIBITS.** Exhibits consist of displays, such as mission exhibits, models, devices and other information and orientation materials at conventions, conferences, seminars, demonstrations, exhibitions, fairs or similar events. Also included are exhibits displayed on military installations during open house programs.

a. While all CNG exhibits contribute to the CNG's community relations program, their primary purpose is to:

- (1) Support recruiting and retention efforts, or
- (2) Further CNG professional, scientific and technical interests.

b. Local commanders may approve exhibit participation at local events.

c. Exhibits may be displayed:

(1) In any proper location, including commercially owned spaces such as shopping centers and malls, if the general public gathers in such areas and the exhibit is not used specifically to draw the public to that location.

(2) In conjunction with events conducted at shopping centers and malls, if such events are sponsored by a civic group and CNG participation is not used in advertising or promotional activities.

d. The period for which exhibits are authorized will be determined on the basis of the nature of the event and the proper use of CNG personnel and resources. Normally, a CNG exhibit may remain for the duration of the event.

7-3. **STATE CAPITOL DISPLAY.** The CNG owns and maintains a display case in the State Capitol Building in Sacramento. This case is located where the public can and does see it, which makes it an important medium for telling the CNG message as well as being a good recruiting display.

a. Major CNG organizations, both Army and Air, are assigned responsibility for designing and exhibiting materials for the case. Each organization has responsibility for a four-week period.

b. Assignments are made annually, with a schedule letter being published by OCG/CAIA-PA on 1 October of each year for the following year. This letter will also contain essential information such as dimensions of the case and suggestions on what ought to be displayed.

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7-4. LOAN OF MATERIAL AND FACILITIES. a. Much of the equipment formerly available only from the military now is readily available from commercial sources. When considering requests for loan of CNG equipment, commanders must determine that similar material is not readily available from commercial sources. Refer to Section I, Commercial Competition Disclaimer, Appendix D. This particularly applies to items such as communications, office, food handling, lighting, construction, earth-moving or other transportation and field equipment support. The following criteria also applies:

- (1) The loan must not interfere with the military mission of the lending command.
- (2) There must be no potential danger to private property or to private persons that could result in a claim against the State.
- (3) The CNG must retain control over the property, to include:
 - (a) Retention of property accountability.
 - (b) A reasonable degree of supervision over the uses of the property at locations where the property is being used.
 - (c) The right to immediate repossession of the property.
- (4) Government billeting and messing facilities must not be made available to non-DOD personnel when such use would compete with commercial enterprises. Any utilization of messing and billeting facilities is accomplished on a reimbursable basis. The same general guidelines which apply to the loan of equipment or facilities also apply to the use of billets and messing facilities. Such use by non-DOD personnel will be at no additional cost to the State.

b. CNG policies on the loan of property to veterans and scouting organizations (Boy Scouts of America and Girl Scouts of America) or to other military or nonmilitary governmental agencies are contained in other regulations.

7-5. LOAN OF EQUIPMENT FROM MILITARY SOURCES. After considering para 7-4 and the military/federal equipment that is requested for Army Guard, refer to NGR 735-12 and CAL ARNG Supplement No. 1 for recommended procedures and Air National Guard should refer to ANGR 67-1 and CA ANG Supplement No. 1.

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Chapter 8

OTHER ACTIVITIES

8-1. **FUND RAISING.** a. CNG support may be provided to:

- (1) United, federated or joint fund-raising campaigns authorized by military regulations.
 - (2) Other appeals authorized by the President of the United States or the Governor of California.
 - (3) Efforts sponsored by military service aid societies.
- b. CNG support for other, local fund-raising events is authorized only when:

In the judgment of the local commander, support of a purely local charitable drive is part of the responsible role of the National Guard in the local community. Such support could benefit a volunteer fire department, rescue unit or youth activity fund drive.

c. Encourage volunteer efforts by CNG personnel as private individuals on behalf of charities of their choice.

d. Fund-raising concerts by CNG bands will be limited to those sponsored by or held to benefit the campaigns and appeals cited above. Exceptions may be made if the Commanding General determines that benefits are sufficiently widespread throughout a community.

8-2. **OPEN HOUSES.** To establish and maintain cordial relationships between National Guard installations and surrounding civilian communities, the holding of an open house is authorized and encouraged. Open houses may be scheduled to coincide with Armed Forces Day, Army or Air Force birthdays, the National Guard birthday, the California National Guard birthday, or anniversaries which mark the history of installations of units or community events. All such activities are to be conducted within the limits of available resources, operational capabilities, and completion of any waivers, if applicable.

a. Open houses, demonstrations, displays and traveling exhibits should encourage attendance and participation of family groups.

b. Spectator participation events which appeal to children are considered proper. Such events are vehicle rides, junior jump towers, vision devices, communications equipment, physical fitness skills and first aid techniques. Parental approval is required if under 18 years of age.

c. Avoid activities which stress the violent aspects of combat and military training. Events which may be considered improper include the following:

- (1) Simulated or electronic weapons firing or handling.
- (2) Grenade throwing.
- (3) Bayonet training.
- (4) Hand-to-hand combat demonstrations.

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Chapter 9

TRAVEL AND TRANSPORTATION

9-1. **GENERAL.** Travel, as it pertains to community relations, is the use of any transportation conveyance owned, leased or rented by the CNG.

9-2. **POLICY.** The following will be considered in authorizing any travel or transportation by any CNG element for public affairs or community relations purposes:

a. The CNG will not compete with commercial enterprise, air, land or sea transportation if it: (Refer to Section I, Commercial Competition Disclaimer, CAL NG Form 210-30, Appendix D)

(1) Is available.

(2) Is adequate.

b. Travel for public affairs or community relations purposes must be primarily in the interest of the CNG. Travel to serve humanitarian purposes or increase good will does not, by itself, meet the criteria for public affairs or community relations travel.

c. While there is training value to be gained from each mission, training of aircrews is not, in and of itself, justification for otherwise unauthorized flights.

9-3. **APPROVAL AUTHORITY FOR TRAVEL.** OCG is the authorizing authority for all travel within California or when the travel involves use of a CNG vehicle and is either into or out of the State of California, unless otherwise allowed by this regulation. Where NGB or higher level approval is needed, OCG/CAIA-PA will be notified of the mission and will obtain the required approval. Appendix E contains a matrix which delineates the rules concerning approval authority for various categories of flights.

9-4. **APPROVAL AUTHORITY FOR NEWS MEDIA REPRESENTATIVES.** Travel or transportation for news media representatives covering CNG operations may be authorized according to the following:

a. The commander in whose area the travel is to occur must obtain from OCG prior approval of local travel for local news media representatives.

(1) Local travel normally means that area within the borders of the State of California.

(2) Travel of news media representative by military transportation to cover week-end training or annual training outside the borders of California is considered non-local travel and, as such, requires NGB approval prior to such travel. Requests should be submitted through channels as far in advance as possible to OCG/CAIA-PA. If time constraints preclude this routing, units should contact OCG/CAIA-PA by telephone to expedite the approval process; however, any telephonic requests must be confirmed in writing, with information copies furnished each intermediate headquarters.

(3) Requests for non-local travel by news media representatives must contain the name of an officer directly responsible for the project. In addition, the request will contain:

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- (a) Justification of the travel itself as necessary to the story.
- (b) Justification of the individual or individuals for whom the travel is requested.
- (c) Confirmation that the travel will not interfere with the transporting unit's basic mission.
- (4) The responsible officer will:
 - (a) Be familiar with all regulations and directives on such travel.
 - (b) Insure that the military and civilian newsmen are properly briefed on the purpose of the travel and on appropriate security matters.
 - (c) Insure that newsmen have proper equipment, if required.
 - (d) Be responsible for any other matters related to the mission.
 - (e) Submit an after-action report through channels to OCG, ATTN: CAIA-PA within 30 days after completion of the travel. The report will contain sufficient information to permit a valid evaluation of the project. Newspaper clippings and similar material resulting from the travel are particularly valuable.

b. Any travel or transportation for national news media representatives must be approved by OCG, ATTN: CAIA-PA.

c. Air travel for any news media representative which does not fall under the definition of sub-paragraph a, above, must be approved by OCG, ATTN: CAIA-PA.

(5) News media and community leaders traveling to an active military installation requires the approval of CAIA-PA, NGB and the active installation commander.

9-5. **PROCEDURE.** Requests for approval for any community relations travel or transportation must be submitted in writing, through channels, to OCG, ATTN: CAIA-PA as early as possible but must arrive at least ten workdays prior to the proposed travel. Telephonic requests are permitted but must be confirmed in writing.

9-6. **USE OF CNG AIRCRAFT FOR COMMUNITY RELATIONS.** a. The following are examples of community relations activities which may qualify for travel in CNG owned or controlled aircraft:

(1) Invitational and other authorized travel or transportation to support approved community relations programs, including tours and conferences sponsored by the CNG or other DOD agencies.

(2) Tours and other community relations programs arranged jointly with a Federal agency or with another State of California agency.

9-7. **PROHIBITIONS.** CNG aviation assets may not be used to transport persons costumed as Santa Claus, Easter bunnies, witches, or any other holiday-related character, whether the person is military or civilian, on or off a military installation.

1 May 1981

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CA ANGR 190-3

9-8. **ORIENTATION FLIGHTS.** Upon approval by OCG/CAIA-PA, orientation flights may be used to support community relations programs, to improve media representatives' or community leaders' understanding of CNG missions or to familiarize them with an aircraft, its operation and its concept of employment.

a. Such flights may be provided only in suitable passenger-carrying aircraft; however, cargo or combat aircraft specifically modified to carry passengers qualify under this paragraph.

b. Travelers must wear proper organizational uniforms, if applicable, and must present proper identification.

c. If civilian passengers are under 18 years of age, written parental approval is required. Other passengers require a signed waiver.

d. Orientation flights may not be used for local travel. Local travel, in this instance, is travel that terminates at a location other than the point of departure.

9-9. **OTHER TRAVEL.** CNG transportation may be used in other situations only when it will not impair the CNG mission, and such transportation is:

a. Of an emergency, life-saving nature.

b. Specifically authorized by military regulations.

c. In direct support of a CNG mission.

d. In a Military Assistance to Traffic and Safety (MAST) mission, either actual or training flights; however, non-DOD personnel may not be carried during MAST training flights, only during actual MAST missions.

e. In a Search and Rescue (SAR) mission, either actual or training flights; however, non-DOD personnel may not be carried during SAR training flights, only during actual SAR missions.

f. In support of disaster relief operations.

g. In State-declared emergency operations.

h. In Civil Disturbance operations.

i. When approved by OCG after the head of a Federal department or agency has certified the mission to be in the national interest and commercial transportation is not available. Such flights are:

(1) In support of another executive department.

(2) In support of the legislative branch of the United States Government.

(3) In support of the judicial branch of the United States Government.

APPENDIX A

COUNTY COMMISSION PROGRAM/CITY ADOPTION PROGRAM

The following forms and/or certificates, shown as Figures A-1 thru A-3 below are tools which are provided units to assist them in establishing the County Commission and/or City Adoption Program.

<u>FIGURE</u>	<u>DESCRIPTION</u>	<u>SOURCE OF DOCUMENT</u>
A-1	Sample Ordinance establishing County Commission Program	OCG/CAIA-PA
A-2	Proclamation in Support for the California Guard	OCG/CAIA-PA

APPENDIX A (continued)

PROPOSED ORDINANCE PROVISIONS

County Commission on the National Guard

1. The ordinance should include four basic elements:

Establishment of the Commission

Membership of the Commission

Organization of the Commission

Duties of the Commission

EXAMPLE

Establishment of Commission. There is hereby established, pursuant to Section _____ of the County Charter, a County Commission on the National Guard, hereinafter referred to as the National Guard Commission or Commission.

Membership of Commission. The National Guard Commission shall consist of _____ members, _____ of whom shall be representative of the _____ County Supervisorial Districts, and _____ of whom shall be representative of the County at-large. Members to serve on the Commission will be appointed by the Board of Supervisors. Members of the Commission will not be compensated. The term of office will be two years. Members of the Commission may be re-appointed when their term expires.

Organization of the Commission. A chairman and Secretary for the Commission will be appointed by the Chairman of the Board of Supervisors. The Commission will meet at the call of the Chairman, but not less than three times per calendar year.

Duties of the Commission. The Commission shall act in an advisory capacity to the Board of Supervisors to promote, aid and encourage public support to and recruitment for the National Guard. The Commission will assist local National Guard units in the development and implementation of programs which will enhance the relationship between the communities and the National Guard.

Figure A-1. Proposed Ordinance Provisions

APPENDIX A (continued)

PROCLAMATION IN SUPPORT FOR THE CALIFORNIA GUARD



WHEREAS, The National Guard has existed as an effective citizen militia dedicated to the welfare and liberty of the American people for more than three centuries, antedating the independence of the United States of America as a nation, and

WHEREAS, By its purpose and its spirit it represents the essence of democratic freedom in the realization of preparedness competent to deal with hostile adventures from abroad and to protect the people it serves in time of domestic crisis and distress, and

WHEREAS, Its long history of service is replete with examples of heroic and unselfish service to the nation and its people, both on the battlefields of the continents and in the communities afflicted by misfortunes of nature and circumstance, and

WHEREAS, The California National Guard has contributed, for nearly a century and a half, to this glorious tradition of service to the people of this State and Nation, and

WHEREAS, _____, headquartered in _____, California, is typical of those units of the California National Guard which have shared in service to their communities while shedding luster on their members, and has performed with distinction in the discharge of its duties, reflecting signal credit both to its officers and members and the community itself,

THEREFORE, BE IT RESOLVED, That the _____ do declare that _____ is hereby officially adopted as official unit of the CALIFORNIA NATIONAL GUARD, and accorded the status and privileges consequent to such designation.

Done, at _____, California, this _____ day of _____, 19____

Figure A-2. Proclamation in Support for the California Guard

APPENDIX B

EMPLOYER SUPPORT TO GUARD AND RESERVE

The following forms and/or certificates, shown as Figures B-1 thru B-4 below are tools which are provided in support of the Employer Support of Guard and Reserve Program. Units are encouraged to use them either to obtain employer's support by signing the Employer Support of the Guard Certificate or by recognizing those employers who are supporters of the program.

<u>FIGURE</u>	<u>DESCRIPTION</u>	<u>SOURCE OF DOCUMENT</u>
B-1	Statement of Support for the Guard and Reserve	OCG/CANF-EEO
B-2	Pamphlet containing Statement of Support for the Guard and Reserve	OCG/CANF-EEO
B-3	Nomination Form for CNG Golden Seal Award	OCG/CANF-EEO
B-4	California National Guard Golden Seal Award (Not available until after 1 Jul 81)	OCG/CANF-EEO



Statement of Support for the Guard and Reserve

We recognize the National Guard and Reserve as essential to the strength of our nation and the maintenance of world peace. They require and deserve the interest and support of the American business community, as well as every segment of our society.

In the highest American tradition, these Guard and Reserve forces are manned by civilians. Their voluntary service takes them from their homes, their families and their occupations. On weekends, and at other times, they train to prepare themselves to answer their country's call to active service in the United States armed forces.

If these volunteer forces are to continue to serve our nation, a broader public understanding is required of the total force policy of national security — and the essential role of the Guard and Reserve within it.

The Guard and Reserve need the patriotic cooperation of American employers in facilitating the participation of their eligible employees in Guard and Reserve programs, without impediment or penalty.

We therefore join members of the American business community in agreement that:

1. Our employees' job and career opportunities will not be limited or reduced because of their service in the Guard or Reserve;
2. Our employees will be granted leaves of absence for military training in the Guard or Reserve without sacrifice of vacation time; and
3. This agreement and the resultant policies will be made known throughout the organization and announced in publications and through other existing means of communication.

Harold Brown
Secretary of Defense

John C. [Signature]
Chairman
National Committee for Employer Support
of the Guard and Reserve

Title: _____

Employer

_____, 19____

Figure B-1. Statement of Support for the Guard and Reserve

1 May 1981

APPENDIX B (continued)

OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE
NATIONAL COMMITTEE FOR EMPLOYER SUPPORT
OF THE GUARD AND RESERVE
400 ARMY NAVY DRIVE
ARLINGTON, VA. 22202

OFFICIAL BUSINESS
PENALTY FOR PRIVATE USE, \$300

POSTAGE AND FEES PAID
ASSISTANT SECRETARY OF DEFENSE
DOD 302



Mr. J. M. Roche, Chairman
National Committee for Employer Support
of the Guard and Reserve
400 Army-Navy Drive
Arlington, VA 22202

2 December 1981

APPENDIX B (continued)

Fold Here

DEPARTMENTS OF THE ARMY AND AIR FORCE
OFFICE OF THE COMMANDING GENERAL
CALIFORNIA NATIONAL GUARD
P. O. BOX 214405
SACRAMENTO, CALIFORNIA 95821

OFFICIAL BUSINESS
PENALTY FOR PRIVATE USE, \$300

POSTAGE AND FEES PAID
DEPARTMENT OF THE ARMY
DOD-314



Office of the Commanding General
State Military Forces - Military Department
ATTN: CAIA-PA
P.O. Box 214405, 2829 Watt Avenue
Sacramento, CA 95821

Fold Here

APPENDIX B (continued)



To _____

In Recognition of outstanding Employer Support
to California's National Guard

Frank H. Schuber
Commanding General
State Military Forces

March Ferguson
Secretary of State

Figure B-4. California National Guard Golden Seal Award

APPENDIX C

COMMUNITY SERVICE AWARDS

The certificates shown as Figures C-1 thru C-5 below are excellent community relations tools and should be used to recognize individuals and/or organizations for their support of the California National Guard.

<u>FIGURE</u>	<u>DESCRIPTION</u>	<u>SOURCE OF DOCUMENT</u>
C-1	NGB Form 0018, NGB Guardsman Award	OCG/CAIA-PA
C-2	CNG Meritorious Service Award	OCG/CAIA-PA
C-3	CNG Certificate of Appreciation	OCG/CAPA-AO
C-4	The Commanding General's Honor Award	OCG/CAPA-AO
C-5	"Tank-Jet" (photo) Award	OCG/CAIA-PA

Departments of the Army and the Air Force

National Guard Bureau

GUARDSMAN AWARD

Presented to _____

In recognition of Patriotic Service
to the National Guard

Date _____

L. F. Weber
Lieutenant General, USA
Chief, National Guard Bureau



NGB FORM 0018
27 JUN 79

Replaces NGB Form 0018 dated 13 Jan 75, which is obsolete.

Figure C-1. NGB Form 0018, NGB Guardsman Award

APPENDIX C (continued)

CALIFORNIA NATIONAL GUARD



STATE OF CALIFORNIA
MILITARY DEPARTMENT

Meritorious Service Award

IS HEREBY AWARDED TO

IN APPRECIATION OF
PATRIOTIC COOPERATION IN SUPPORT
OF THE
CALIFORNIA NATIONAL GUARD

Figure C-2. CNG Meritorious Service Award

APPENDIX C (continued)



CALIFORNIA NATIONAL GUARD

IN RECOGNITION OF FAITHFUL AND COOPERATIVE SPIRIT
IN THE RELEASE OF EMPLOYEES FOR PERFORMANCE OF
MILITARY DUTY, THE COMMANDING GENERAL AWARDS
TO



THIS

CERTIFICATE OF APPRECIATION

MANY OF OUR CITIZENS ARE MEMBERS OF THE CALIFORNIA NATIONAL GUARD. THEY ASSUME CERTAIN OBLIGATIONS TO PARTICIPATE IN SUMMER TRAINING, TOURS OF ACTIVE DUTY FOR TRAINING AND STATE ACTIVE DUTY, WHICH REQUIRE THEIR ABSENCE FROM CIVILIAN OCCUPATIONS FOR BRIEF PERIODS.

IT IS GRATIFYING TO NOTE THAT YOUR FIRM IS WHOLEHEARTEDLY SUPPORTING THE CALIFORNIA NATIONAL GUARD, AND AUTHORIZING MILITARY LEAVES OF ABSENCE FOR ITS EMPLOYEES SO THAT THEY CAN PARTICIPATE IN SUCH TRAINING AND EMERGENCY DUTY.

THE INVALUABLE CONTRIBUTION YOU AND YOUR ORGANIZATION ARE MAKING TO THE DEFENSE OF OUR STATE AND COUNTRY IS GREATLY APPRECIATED. YOUR CONTINUED INTEREST WILL ASSIST MATERIALLY IN STRENGTHENING THE CALIFORNIA NATIONAL GUARD, AND THUS HELP MAINTAIN OUR NATIONAL SECURITY.

FRANK J. SCHOBERT
MAJOR GENERAL
COMMANDING

Frank J. Schobert Jr.

Figure C-3. CNG Certificate of Appreciation

APPENDIX C (continued)

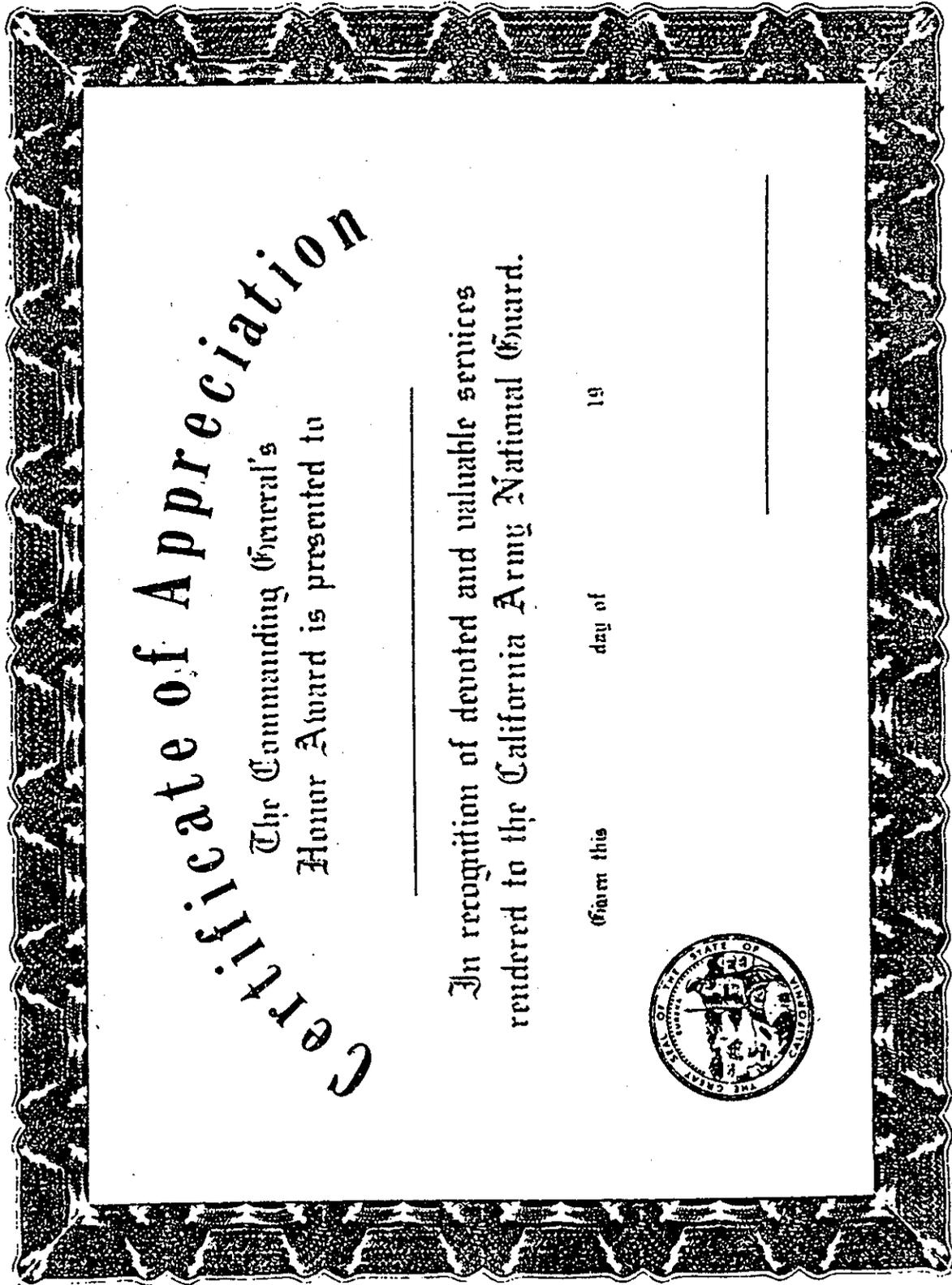


Figure C-4. The Commanding General's Honor Award

APPENDIX C (continued)

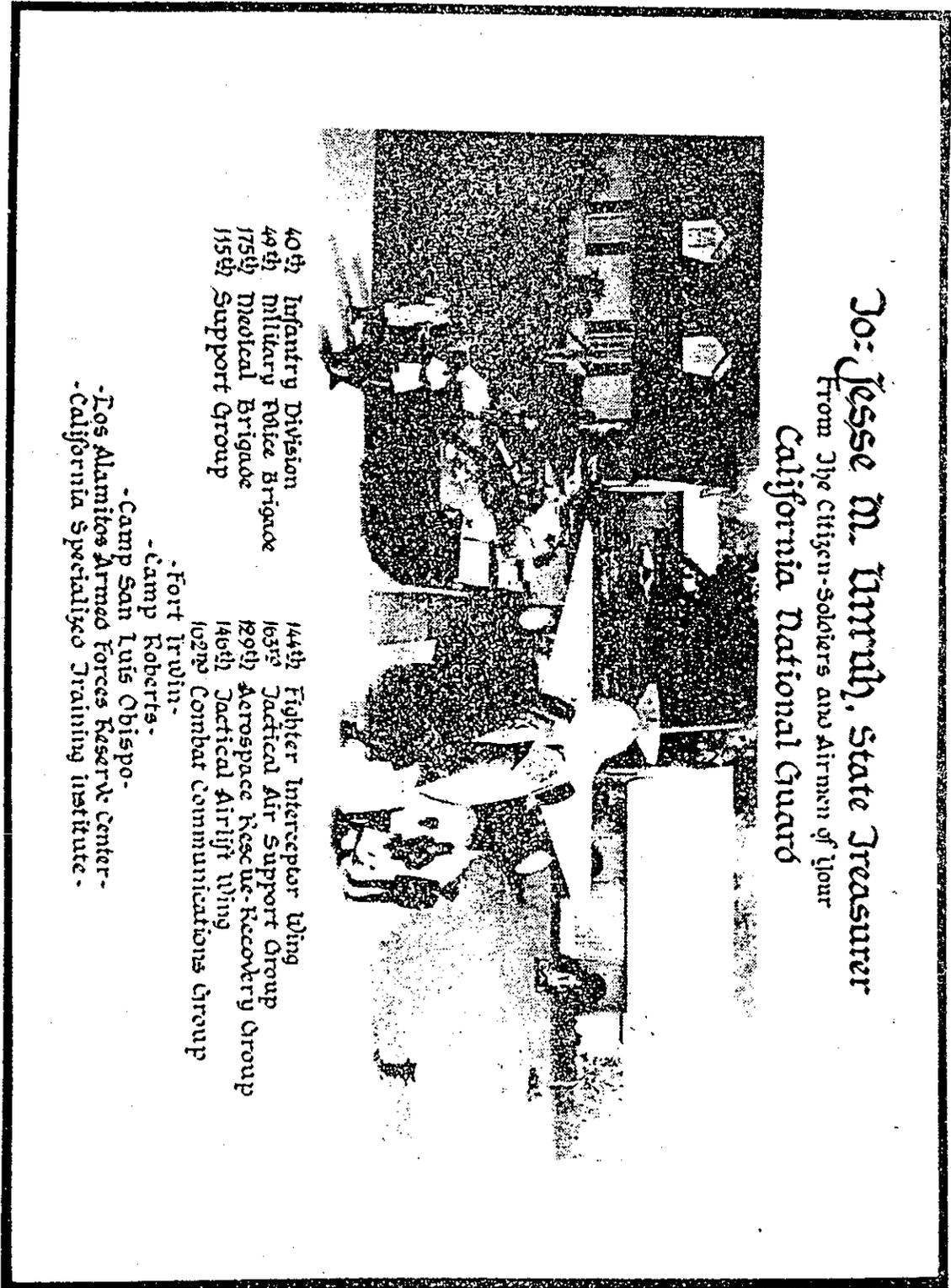


Figure C-5. Tank-jet (Photo) Award

APPENDIX D

REQUEST FOR NATIONAL GUARD PARTICIPATION IN COMMUNITY EVENT/PROJECT			
This form is used to request California National Guard participation in public events and projects. This information is required to evaluate the event for appropriateness and compliance with Department of Defense policies and coordination with units involved.			
Complete Sections A, B, C, H, and only those other Sections applicable to your event/project (pen and ink acceptable), and return the form to:			
SECTION A: SPONSOR			
<i>POLICY. California National Guard is not authorized to participate in any project or event when such participation may directly or indirectly endorse or selectively benefit or appear to endorse or selectively benefit a private individual, group, corporation (profit or nonprofit), sect, fraternal organization, quasi-religious or ideological movement, political group, or commercial venture, or any group associated with solicitation of votes in a political election. The California National Guard also may not participate with any sponsoring group where membership is denied, or participation in the event or project is limited in any manner on the basis of race, creed, color or national origin.</i>			
1.	Sponsoring Organization:		
2.	Sponsor's Legal Address		
3.	Sponsor's Representative for Completing Necessary Arrangements	NAME	
		ADDRESS	
		CITY/ZIP	
		OFFICE PHONE	
		HOME PHONE	
4.	Is the sponsoring organization any of the following		(Circle)
		Community Service Club	Yes No
		Veterans Organization	Yes No
		Professional Association	Yes No
		Fraternal Organization	Yes No
		Religious/Quasi-Religious Group/Sect	Yes No
		Ideological Movement	Yes No
		Political Group	Yes No
5.	Source of Sponsoring Organization's Income (By Percentage)	Tax Dollars or Govt Grant	
		Membership Fees	
		Donations	
		Commercial Profits	
		Other (Specify)	
		TOTAL	100
6.	Does the sponsoring organization exclude any person from its membership, or practice any form of discrimination in its functions based on race, creed, color or National origin?		Yes No

APPENDIX D (continued)

SECTION B: EVENT/PROJECT							
<p><i>POLICY. The California National Guard is not authorized to participate in any project or event which supports commercial advertising, publicity, promotional activity or other activity that would benefit or favor a commercial venture; may not participate in any fund raising events except those events conducted or specifically indorsed by a federated or joint campaign recognized by the Federal Services Fund-Raising Program; may not perform any service project which is in conflict with private enterprise or competes with the civilian labor force.</i></p>							
1.	TITLE OF EVENT/PROJECT						
2.	PURPOSE OF EVENT/PROJECT (Explain fully)						
3.	Is the specific purpose of this event/project to provide employment, training, education or recreation to organized youth groups or disadvantaged citizens of the community?	<table border="1"> <tr> <td colspan="2">CIRCLE</td> </tr> <tr> <td>Yes</td> <td>No</td> </tr> </table>		CIRCLE		Yes	No
CIRCLE							
Yes	No						
4.	Is the specific purpose of this event/project to raise funds?	<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> </table>		Yes	No		
Yes	No						
5.	If this is a fund raising event, has this event been specifically indorsed by a federated or joint campaign recognized by the Federal Services Fund Raising Program?	<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> </table>		Yes	No		
Yes	No						
6.	Describe scope of desired National Guard participation						
7.	Location of event/project (describe specifically with address, etc.)						
8.	Desired dates/times of National Guard participation	Beginning:	Ending:				
9.	What other organizations are participating?						
10.	Expected attendance						
11.	Attendance charges	Admission: \$	Seating: \$				
12.	Describe specifically who will benefit from this event/project (use of developed facilities, disposition of profits, etc.)						
13.	Identify federal, state or local Government Official or agency which has indorsed this specific event/project.						
14.	Will admission, seating, and all other accommodations and facilities connected with the event/project be available to all persons without regard to race, creed, color or national origin?	Yes	No				
SECTION C: COSTS AND FUNDING							
<p><i>POLICY. Participation may normally be at government expense for such events as public observances of National Holidays when sponsored by the Armed Forces or civic organizations; official ceremonies and functions sponsored by Federal, State or local Government; and activities specifically in support of military personnel procurement and recruiting. Participation in all other projects and events of mutual benefit to the National Guard and the sponsor, will generally be at no additional expense to the government. In such cases the sponsor may be required to either provide or reimburse any costs which would exceed the costs of normal military training activities, and will normally be required to indemnify participating National Guard members from third-party claims in the event of personal injury or property damage.</i></p>							
1.	If required, will quarters and meals, or the standard military services allowance for quarters and meals (\$ per person, per day) be provided by the sponsor for military participants?	Yes	No				
2.	If required, will transportation at sponsor's expense be provided for military participants from home station to the event and return, and between the site of event and quarters?	Yes	No				
3.	If required, will telephone facilities, at sponsor's expense, be made available for necessary official communications regarding the event?	Yes	No				
4.	If required, will the sponsor provide, at sponsor's expense, all fuel, oils, petroleum and other expendible supplies necessary for the operation of military equipment?	Yes	No				
5.	If required, will the sponsor provide, prior to the event/project commencement, and at sponsor's expense, evidence of a personal injury and property damage liability insurance policy providing individual coverage of not less than \$ for injury or damage caused by any California National Guard member while participating in, or traveling to or from, this event/project?	Yes	No				

APPENDIX D (continued)

SECTION D: CEREMONIAL TROOPS	
<p><i>POLICY. Military ceremonial troops (marching units, color guards) may be authorized to participate in official civil ceremonies; parades and ceremonies incident to gatherings of military, veterans, and patriotic organizations; civic sponsored public parades and rallies, intended to stimulate interest in the Armed Forces, enhance personnel procurement, stimulate patriotism, or celebrate a National Holiday; pregame activities of certain major sports events; and certain other authorized events. Ceremonial troops may not participate as an entertainment at civilian sponsored luncheons, dinners, receptions, or dances; at commercial events or in parades which are sponsored directly or indirectly to promote commercial aspects of a holiday or event.</i></p>	
	<p>Describe the type of ceremonial troop unit desired.</p>

APPENDIX D (continued)

SECTION E: REQUEST FOR EXHIBIT			
1.	Describe type of exhibit desired		
2.	Indoor Exhibit Area Available	Frontage Ft: Depth Ft: Ceiling Ht: Door Width: Door Ht:	Type Floor: Floor Load Capacity: Electrical 110V 220V AMPS
3.	Outdoor Exhibit Area Available	Frontage Ft: Depth Ft: Type Surface:	Electrical 110V 220V AMPS
		Describe obstructions which may hinder unloading (high curbs, wires, trees, etc.)	
4.	If required, will forklift, C-2 wrecker and/or crane be made available for handling exhibits at no cost to military?		Yes No
5.	Will electrical power, necessary services for connections and other required utilities be provided by sponsor?		Yes No
6.	If required, will sponsor arrange police escorts through congested areas?		Yes No
7.	Is parking space available for tractors and trailers?		Yes No
8.	Describe guard and other security services which sponsor will provide to protect indoor and outdoor equipment and displays, including parked military vehicles, tractors and trailers during both open and closed hours.		
9.	If exhibit request includes aircraft, also complete Section F.		

APPENDIX D (continued)

SECTION F: AIRCRAFT DISPLAYS AND DEMONSTRATIONS			
<p>DEFINITIONS: <i>Aircraft Static Display is a ground display of any military aircraft and its related equipment, not involving flight, taxiing or starting engines during public - open hours. Pilots and crew members remain available to explain the aircraft and answer questions.</i></p> <p><i>Aircraft Demonstration is a flying operation of a single (or group of) aircraft to demonstrate tactical capabilities and techniques such as air-to-air refueling, helicopter hover and pickup, rappelling, etc.</i></p>			
1.	Describe display or demonstration requested:		
2.	Displays and demonstrations require that the sponsor provide suitable aircraft fuel (JP jet fuel or Aviation Gas, as appropriate), and pay the cost of transporting and handling this fuel, if it is not available at the staging airport under military contract prices. Will the sponsor meet this requirement?	Yes	No
3.	Displays and demonstrations require that mobile firefighting, crash, and ground-to-air communications equipment be available at the site during any aircraft operation. Will the sponsor meet this requirement?	Yes	No
4.	Displays and demonstrations require that the sponsor provide guards for the aircraft that land and are parked at the site during their entire stay. Will the sponsor meet this requirement?	Yes	No
5.	Demonstrations require that sponsors secure FAA clearance or waiver at least 60 days prior to the event. Will the sponsor meet this requirement?	Yes	No
6.	Demonstrations must adhere to FAA regulations which specify that spectators not be permitted within certain distances of the performance area; distances dependent on the type of demonstration and judgment of the local FAA inspector. Will the sponsor provide the required crowd control?	Yes	No
7.	Demonstrations require that an ambulance and a doctor be on site during the demonstration. Will the sponsor meet this requirement?	Yes	No
8.	Demonstrations require that the sponsor provide a recent aerial photograph, taken vertically from an altitude of 5,000 ft or higher, to the team giving the demonstration. Will the sponsor meet this requirement?	Yes	No
9.	If display is requested, also complete Section E.		

APPENDIX D (continued)

SECTION G: CONSTRUCTION OR DEVELOPMENT		
<p><i>POLICY. In addition to the policy guidance provided in Sections A, B and C, the California National Guard may participate in construction or development projects only when the tasks performed are directly related to, and will enhance, the normal military combat and training tasks of the military personnel and units involved, and only if military performance of the construction or development project will not conflict with private enterprise or compete with the civilian labor force.</i></p>		
1.	Describe in detail the project to be performed. (Be prepared to submit sketches or engineer drawings on request)	
2.	Describe the estimated number and type of equipment which might be required.	
3.	Estimate the number of personnel by type of task that might be required.	
4.	Estimate the number of days required to complete the project.	
5.	In addition to the requirements specified in Sections A, B and C, will the sponsor provide all materials and supplies necessary for the project, and arrange for all necessary permits and inspections?	Yes No
6.	Sponsor must arrange for completion of Section 1.	

APPENDIX D (continued)

SECTION H: CERTIFICATION

I certify that the information provided in Sections A, B, C, and _____ is complete and correct to the best of my knowledge and belief. I understand that I will be notified as soon as possible whether this request can feasibly be accommodated, and if determined to be feasible, that a representative of the California National Guard will contact me to discuss further details, arrangements, and costs prior to final commitments.

I understand that the information provided in this request may be subject to verification, and hereby authorize the California National Guard to use any information submitted by me in this request, or in connection with this request, for the purpose of (1) verifying the information, (2) determining appropriateness and compliance with Department of Defense Policies, and (3) coordinating with units involved.

Signature: _____
(Sponsor's Authorized Representative)

Date of Request: _____

SECTION I: COMMERCIAL COMPETITION DISCLAIMER

If this request is for the National Guard to perform any service which is commercially available (cost or no-cost) from private enterprise or the civilian labor force, then the sponsor must obtain certifications, below, from at least two (2) civilian sources of that service (private vendors, unions, etc.).

CERTIFICATION

I have reviewed the entire request for California National Guard participation in this community event/project, and find that such participation, if performed as requested, would not constitute a conflict with private enterprise or compete with the civilian labor force.

Signature: _____
Title of Company/Union: _____
Address: _____
Telephone: _____

CERTIFICATION

I have reviewed the entire request for California National Guard participation in this community event/project, and find that such participation, if performed as requested, would not constitute a conflict with private enterprise or compete with the civilian labor force.

Signature: _____
Title of Company/Union: _____
Address: _____
Telephone: _____

APPENDIX E

CALIFORNIA NATIONAL GUARD BAND REQUEST <small>(See reverse side for instructions to complete this form)</small>					
I. GENERAL DATA					
1 TITLE OF EVENT			2 DATE OF PERFORMANCE		
3 LOCATION OF EVENT (City, State, Zip Code)			4 TIME OF PERFORMANCE		
			FROM	TO	
5 SPONSOR			6 PLACE (Airport, Convention, etc.)		
7 THE SPONSOR <input type="checkbox"/> IS <input type="checkbox"/> IS NOT A CIVIC ORGANIZATION AND THE EVENT <input type="checkbox"/> DOES <input type="checkbox"/> DOES NOT HAVE THE OFFICIAL BACKING OF THE MAYOR					
8 SPONSORING ORGANIZATION <input type="checkbox"/> DOES <input type="checkbox"/> 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					
9 REPRESENTATIVE AUTHORIZED TO COMPLETE ARRANGEMENTS FOR ARMED FORCES PARTICIPATION					
A. NAME AND ADDRESS (Include Zip Code)		B. TELEPHONE NUMBERS (Include Area Code)		C. EXPECTED ATTENDANCE AT EVENT	
		OFFICE	HOME		
10 PURPOSE OF EVENT (Explain fully)					
11. COMPLETE THE FOLLOWING BY CHECKING THE APPROPRIATE BLOCK.					
		YES	NO		
A. Event is being used to promote funds for any purpose.				1. Sponsor will assume cost of round-trip transportation from home station and between the site of the event and hotel (if required).	
B. Indicate if there will be any charge. (If yes, give disposition of funds in Item 13).					
C. Indicate if admission, seating and all other accommodations and facilities connected with the event will be available to all persons without regard to race, creed, color or national origin.				F. Sponsor will assume cost of official telephone communications necessary regarding the event.	
D. Sponsor will provide standard military services allowances for quarters and meals for Armed Forces participants.				G. Sponsor will assume full costs for visit by Armed Forces representative prior to the event to the site, including transportation, meals and hotel. (if necessary)	
II. SPECIFIC BAND REQUIREMENTS					
12. TYPE OF UNIT REQUIRED (Check applicable blocks)					
MARCHING BAND	CONCERT BAND	DANCE BAND	POPULAR MUSIC COMBO	PROTOCOL COMBO	
INDIVIDUAL MUSICIANS	SPECIFY		OTHER ENSEMBLE	SPECIFY	
13 REMARKS			14 CERTIFICATION		
			I certify that the information provided above is complete and correct to the best of my knowledge and belief. I understand that representatives of the California National Guard will contact me to discuss arrangements and costs involved prior to final commitments.		
			DATE OF REQUEST		
			SIGNATURE (Sponsor's Representative)		
15 RETURN THIS FORM TO:					

APPENDIX E (continued)

INSTRUCTIONS

EVENTS PROHIBITED FOR CALIFORNIA NATIONAL GUARD BANDS

EVENTS intended or which appear to indorse, selectively benefit or favor any private individual, group, business, religion, ideological movement, political organization, or other commercial venture.

EVENTS to solicit votes in a political election.

EVENTS commercially sponsored and intended to increase sales or business traffic such as a Christmas parade, motion picture premiere, or beauty pageant.

EVENTS sponsored by an organization which excludes anyone from its membership because of race, creed, color, national origin, or sex.

EVENTS sponsored by a religious group, sect, partisan, political organization, or ideological movement.

EVENTS sponsored by an organization whose constitution, by-laws, membership qualifications, or ritual is not available to general public. Examples are secret societies and fraternal organizations.

Instructions for completing OCG Form _____ R:

- Item 1. Enter name of program or event.
- Item 2. Enter date(s) of performance.
- Item 3. Enter city in which event will be held.
- Item 4. Enter time of performance.
- Item 5. Enter name of individual or organization sponsoring event.
- Item 6. Enter specific location of place event is held.
- Item 7. Enter whether or not the sponsor is a civic organization and has the backing of the mayor.
- Item 8. Indicate whether or not the organization does or does not exclude any person based upon race, creed, color, national origin or sex.
- Item 9. Enter the name and address of the band representative that the sponsor of the proposed event should contact regarding any questions or problems.
- Item 10. Fully explain the purpose of the event.
- Item 11. Complete by checking appropriate box.
- Item 12. Place a check in the type band program required.
- Item 13. Enter any additional information required, or continue from some other item.
- Item 14. Individuals or organizations will complete this certification prior to forwarding the band request.
- Item 15. Enter OCG, SMF, P.O. Box 214405, Sacramento, CA 95821, ATTN: CAPA-AO.

APPENDIX F

PUBLIC AFFAIRS TRAVEL (Point-to-Point Flights)				
R U L E	A	B		
	If flight is for	approval authority		
		CG	NGB	SAF/PA OCPA
1	ROTC & civilian officials involved in ROTC programs; CAP Cadets		X	
2	Civic groups including state legislators (local travel)*	X		
3	Civic groups including state legislators (non-local travel)*		X	
4	News Media Representatives local travel (local interest anticipated)	X		
5	News Media Representatives to NG Facilities/ Units within CONUS (but outside of requesting AG's state)		X	
6	News Media Representatives non-local travel (or local w/national or international interest anticipated)			X
Aerospace Education Workshops are responsibility of CAP Headquarters, Maxwell AFB, AL				
*Travel requests for members of Congress are submitted through NGB-PO				

ORIENTATION FLIGHTS (Continuous flights in DOD-owned aircraft performed within the local flying area and terminating at the point of origin.)				
R U L E	A	B		
	If flight is for	approval authority		
		CG	NGB	SAF/PA OCPA
1	Senior Explorer Scouts, ROTC, JROTC, Cadets Civilian Officials involved in ROTC program; Federal Aviation Administration employees in an official capacity; CAP Cadets.	X		
2	Local Civic Leaders, including state legislators*		X	
3	Regional or Nationally Prominent Civic Leaders		X	
4	News Media Representatives		X	
5	Foreign News Media Representatives			X
*Travel requests for members of Congress are submitted through NGB-PO				

1 May 1981

(CAIA-PA)

BY ORDER OF THE GOVERNOR:



FRANK J. SCHOBEL, JR.
Major General
Commanding

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