

# REQUEST FOR U.S. NAVY SPEAKER PARTICIPATION IN A PUBLIC EVENT

*ALL DATA PROVIDED WILL BE HANDLED ON A "FOR OFFICIAL USE ONLY" BASIS.*

**PURPOSE:** This form is used to request a U.S. Naval Aviation speaker from Commander, Naval Air Forces Pacific for participation in a public event. The information is required to evaluate the event for appropriateness and compliance with DoD policies and for coordination with the units involved. Please complete all sections.

## INSTRUCTIONS

1. This form is used to request U.S. Navy personnel for participation in public events. The requested information is required to evaluate the event. Please complete all sections.
2. This form should be submitted to Commander, Naval Air Forces Public Affairs office at [cnap.pao@navy.mil](mailto:cnap.pao@navy.mil) not less than 30 days in advance of an event. Please know that participation in public programs will only be authorized when support is in the best interests of the U.S. Navy and does not interfere with mission or training programs. Operational commitments take priority and can cause scheduled appearances to be cancelled.
3. Department of Defense policies require that participation in public events be provided at no cost to the Government. The sponsor is required to pay, when necessary, the standard Military Services allowance for quarters and meals for Armed Forces participants and other services. These costs are not usually incurred when the support is provided from a local military installation. All costs are binding after a unit, personnel, or exhibit has arrived at an event site, even if weather or other unforeseen circumstances force the event to be cancelled.

## SECTION I - EVENT DATA

<b>1. DATE OF EVENT</b> (YYYYMMDD)	<b>2. TIME OF EVENT</b> a. From: b. To:	<b>3. SPECIFIC REQUEST</b> ( <i>Speaker, emcee, honoree, etc.</i> )
<b>4. TITLE OF EVENT</b>	<b>5. EXPECTED ATTENDANCE</b> ( <i>audience size &amp; civic makeup</i> )	
<b>6. EVENT SITE</b> ( <i>i.e. Park, Auditorium, etc. NOTE: Site must accommodate persons with disabilities</i> )	<b>7. ADDRESS OF EVENT</b> (Street, City, State, ZIP)	
<b>8. PROGRAM</b> ( <i>Describe event theme, objective, and purpose of Navy participation</i> )		<b>9. HAVE OTHER MILITARY UNITS BEEN REQUESTED TO SUPPORT?</b> ( <i>If so, specify</i> )

## SECTION II - SPONSORING ORGANIZATION DATA

<b>10. NAME OF SPONSORING ORGANIZATION:</b>	
<i>Please Answer "Yes" or "No" for Each Question:</i>	
<b>11.</b> Is this event being used to raise funds for any purpose? (If so, specify in block 17)	YES / NO
<b>12.</b> Is there any charge? ( <i>i.e., admission, parking, etc. If so, specify in block 17</i> )	YES / NO
<b>13.</b> Will admission, seating, and all other accommodations and facilities be equally available without regard to race, creed, color, sex, or national origin? ( <i>X appropriate box</i> )	YES / NO
<b>14.</b> Is the sponsoring organization a civic organization?	YES / NO
<b>15.</b> If a public speaking/event requires a local permit, does the event have official backing of the local government?	YES / NO
<b>16.</b> Does the sponsoring organization exclude any person from its membership or practice discrimination in its functions based on race, creed, color, sex, or national origin? *	YES / NO

17. Do you anticipate that there will be any media in attendance, or is the event being reported in any medium? If so, Please note what media may have interest in the (18) Notes section below:		
18. NOTES:		
19. SPONSORING EVENT'S REPRESENTATIVE:		
a. NAME	b. ADDRESS (Street, City, State, ZIP Code)	
c. E-MAIL ADDRESS:	d. TELEPHONE NUMBER (PRI/SEC) (with area code)	e. FAX NUMBER (with area code)

### SECTION III - SPONSORING ORGANIZATION SUPPORT DATA

<p><i>Event sponsors must agree to fund certain military expenses when the requested military resources are not local to the geographic area. See # 3 of the Instructions on this form. This may not apply to your event.</i></p> <p><b>Please answer "yes" or "no" for each question below:</b></p>	<b>YES / NO</b>
20. Does the sponsor agree to fund the standard Military Services allowance for meals, quarters, and incidental expenses for Armed Forces participants?	
21. Does the sponsor agree to fund transportation, meals, and hotel accommodations for unit representatives to visit the site prior to the event?	
22. Does the sponsor agree to fund transportation costs from home station to the event and return for the Armed Forces participants?	
23. Does the sponsor agree to fund transportation costs for Armed Forces participants between the site of the event and the hotel?	
24. Does the sponsor agree to provide telephone facilities for necessary official communications at the site of the event?	

### SECTION IV - CERTIFICATION

<p>25. On behalf of the sponsoring organizations and verify that the information provided is complete and accurate to the best of my knowledge. I understand that representatives from Commander, Naval Air Forces will contact me to discuss arrangements prior to final commitments, or to inform me of any inability to support this event. I also understand that operational commitments must take priority and can preclude a scheduled appearance at an approved public activity.</p>		
a. Organization Represented	b. Name and Title	c. Date (YYMMDD)
26. REMARKS (Use this area to continue any items if necessary. Reference by section and item number)		
Once completed, please email this form to: <a href="mailto:cnaf.pao.fct@navy.mil">cnaf.pao.fct@navy.mil</a>		
SPONSOR: PLEASE RETAIN A COPY OF THIS FORM FOR FUTURE REFERENCE		