

# Request Military Support

Please consult with the Community Relations Officer, (573) 563-4145, for guidance on requests for military support. There are a number of state and Federal restrictions on how we can support organizations and events. However, all requests for military support are reviewed for consideration.

DOD policy prohibits:

Endorsing or appearing to endorse a specific organization, product, or commercial service.

Using military resources when such assets are reasonably available from commercial sources and where such support would be, in fact, perceived as unfair competition.

Using military resources and/or personnel to increase sales, business traffic, or attendance at an event;

Using personnel outside military bases to act as guards, parking lot attendants, runners, messengers, baggage handlers, or for other menial tasks; Active-duty military participation in fund-raising activities, excluding the Combined Federal Campaign and military relief societies.

If you'd like to request military participation or support for your organization or special event, please read below for specific information on how and where to make your request. We've included information on the most common examples of support requested:

To request support you **MUST complete and submit** DD Form 2536 (*non-aviation*) **by the deadlines noted below**. Please keep in mind that if your event occurs on a weekend or outside the normal duty day it could conflict with the off-duty time of our service members, and may be difficult to support.

Army and FLW Joint Service Assets:

**Non-Aviation Request Form** (DD Form 2536 editable PDF)

Available Resources:

Military Speakers (minimum 30-day notice required)

Color Guard (minimum 60-day notice required)

399<sup>th</sup> Army Band (minimum 60-day notice required)

Tours (minimum 30-day notice required)

Tour group requirements.

Size:

Tours are limited to a minimum of 25 and a maximum of 45 participants (or the passenger capability of one commercial bus). Requests to split the tours into two days for larger groups may be considered.

Transportation: Organizations must provide their own transportation. Tours are limited to one bus load.

Requests to use multiple vehicles cannot be accommodated.

Dates: Tours are only offered on a first-requested, first-served basis and may be cancelled on short notice due to mission requirements.

Meals: Requests for lunch arrangements must be made, scheduled, and coordinated by the requestor.

Mobility: Modified tours may be granted to those with limited mobility. However, this must be stated on the request. If not stated, it is assumed that walking and stair climbing is not an issue.

Tours are also available through the local Chamber of Commerce.

Unavailable Resources.

Volunteers: Fort Leonard Wood does not have a central location or bulletin board for posting flyers and/or informational materials that are designed to recruit volunteers. Ads may be purchased for placement in the official post newspaper through the local publisher. Call Springfield News-Leader at (573) 336-0061.

Service members actively volunteer on their off-duty time in a variety of charitable organizations, schools, and churches in their communities. Their participation, however, is strictly a personal choice and is not regulated by the Department of Defense.

Aircraft Flyovers:

There are no aerial support assets on Fort Leonard Wood. There is currently a moratorium on Army flyovers. You may however, contact and inquire with our sister service organizations listed on the last page of the DD Form 2535 (Aerial Support Request).

Static Displays:

Tactical and heavy wheeled vehicles are unavailable for static display.

This list is not all inclusive -- there may be other activities we could support if requested.

Again, **you *MUST* complete and submit applicable forms by the deadlines noted above.**