

**NATIONAL GUARD BUREAU
REQUEST FOR PARTICIPATION IN EXTERNAL ENGAGEMENT
(WITH NON-FEDERAL ENTITY)**

In accordance with Secretary of War Memorandum, "Department of War Personnel Participation in External Engagements," 15 September 2025, DoW personnel must receive approval from an authorized official for participation in external engagements hosted by a non-Federal entity (NFE). Air National Guard and Army National Guard participants or their representative will complete this document and submit it with the completed DD Form 2536, "Request for Armed Forces Participation in Public Events (non-Aviation)," January 2023, in accordance with NGB guidance and local procedures.

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

PURPOSE: This form is used to evaluate requests for Air National Guard and Army National Guard personnel to attend NFE external engagements as a guest, speaker, presenter, or participant, in order to ensure compliance with DoW policies. Please complete all sections.

SECTION I – EVENT DETAILS

TITLE OF EVENT

DATE

TIME

NAME OF LOCATION AND ADDRESS

NAME, RANK, AND TITLE OF PROPOSED DOW PARTICIPANT(S)

WEB LINK TO THE EVENT PAGE

MEDIA DETAILS *(Include any media that will be present, whether the event will be recorded, under Chatham House rules, on- or off-the-record)*

SECTION II – REQUESTING HOST INSTITUTION

NAME OF HOST INSTITUTION

TYPE OF INSTITUTION (X all that apply)

academic corporate entertainment production (non-media) foreign government industry military appreciation group
military service organization non-governmental organization private company public policy research
sporting event organizations think tank trade association veteran service organization other

TYPE OF ENGAGEMENT (X all that apply)

conference symposium seminar roundtable expo/trade show dinner reception lecture debate
workshop working group other

HOST INSTITUTION POINT OF CONTACT

NAME

PHONE

EMAIL

SECTION III – PRINCIPLES OF DOW EXTERNAL ENGAGEMENT

National Guard participation in external engagements should uphold DoW External Engagement Principles described in the reference 15 Sep 2025 SecWar memo, which supplements DoW outreach policy.

1. PRINCIPLES OF DISCLOSURE AND BROAD AUDIENCE

- a. What are the benefits of participation in this event?
- b. Describe the audience or attendees (civic leaders, academic professionals, etc.)
- c. How will participation in the engagement advance the Department's priorities?
- d. Describe how this engagement allow personnel to reach new audiences? If so, how?

e. Describe how this engagement will allow personnel to learn from a broad range of perspectives.

2. PRINCIPLE OF ACCURACY

a. Will the engagement improve the National Guard’s ability to deliver information effectively, accurately, and widely?

b. Specifically what information would be conveyed by DoW personnel at this engagement?

3. PRINCIPLE OF PROFESSIONALISM

In accordance with DoDI 5410.19, Volumes 1 and 2, DoW must not provide support to events or programs whose intent may be to generate controversy or provoke confrontation. This provision does not prevent participation when the event is for fair and equitable exchange of diverse opinion.

a. Have the host and their representatives upheld standards of respectful and professional engagement, including clear adherence to handling disagreements in an informed, fair, honest, and respectful manner?

4. PRINCIPLE OF COST EFFICIENCY

a. Does participation in this external engagement ensure proper stewardship of US tax dollars?

b. Are there any contractual obligations, or would the department incur a financial loss if the event were disapproved or if the department declined to participate?

SECTION IV – REMARKS

Continue any items here if necessary. Reference by section and item number.

SECTION V - COORDINATION

1. REVIEW

Ensure local routing includes review from Public Affairs and Legal offices.

2. ROUTING

Submit this completed checklist and the DD Form 2536 completed by the requesting host institution to the approval authority in accordance with local procedures.

3. RECORDS MAINTENANCE

All records of requests, approvals or disapprovals, and exception determinations will be maintained in accordance with applicable records-retention requirements to ensure they are available to OCNGB or OATSW(PA) upon request.

4. LABOR OBLIGATIONS

Components must satisfy any national consultation right notifications and bargaining obligations for labor unions at the appropriate levels of recognition.

CERTIFICATION: I certify that this engagement complies with all DoW policies and the principles outlined in the Secretary of War memorandum dated 15 September 2025 and Chief of the National Guard Bureau memorandum dated 10 November 2025. I understand that participation in external engagements with non-Federal entities in duty status implies official representation of the National Guard, and I will engage in accordance with Department of Defense Instruction 5410.19, Volumes 1-4, upholding professionalism and the Principles of DoW External Engagement in accordance with Secretary of War Memorandum, "Department of War Personnel Participation in External Engagements," 15 September 2025. This request will be completed in coordination with Public Affairs and Legal offices.

SIGNATURE OF PARTICIPANT

DATE SIGNED

PRINT NAME/RANK/TITLE

SECTION V – APPROVAL/DISAPPROVAL

I have reviewed this request for participation in an external engagement and it is approved disapproved.

SIGNATURE OF APPROVAL AUTHORITY

DATE SIGNED

PRINT NAME/RANK/TITLE