



**DEPARTMENTS OF THE ARMY AND THE AIR FORCE**

HEADQUARTERS, KANSAS NATIONAL GUARD  
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TOPEKA, KS 66611-1263

NGKS/TAG

1 April 2020

MEMORANDUM FOR DISTRIBUTION

SUBJECT: TAG Policy Letter #39, Use of Federal Equipment to Support Community Relations

1. The Kansas National Guard (KSNG) often supports our community organizations through equipment loans such as water buffalos, tents, trailers, and other material. To ensure we stay compliant with state and federal restrictions, the process outlined in this memo must be followed.
2. The KSNG is a community-based organization that strives to support and participate in events throughout the state that benefit Kansans and give them insight into the National Guard.
3. Oversight of Kansas Air National Guard community support requests rests at the Wing level with Director of Staff - Air approval as appropriate. All Kansas Army National Guard community support requests are routed through the Community Events Coordinating Council.
4. Army National Guard Commanders and full-time support personnel must follow this guidance for processing community event requests.
  - a. All requests for non-aviation military equipment and static displays, military band, cannon salutes, and military color guard require a completed DD Form 2536 (Request for Armed Forces Participation in Public Events). Requests must to be emailed to [tracey.d.talley2.civ@mail.mil](mailto:tracey.d.talley2.civ@mail.mil) or faxed to (785) 646-0030.
  - b. The Council reviews requests and assigns a Unit(s) to support approved events. Ms. Talley notifies the requesting party of the Council's decision to approve or disapprove the request. Requests are forwarded to the G3 when tasking is required.
  - c. Requests for UH-60 Black Hawk helicopter flyover or static display require a completed DD Form 2535 (Request for Military Aerial Support) and must be submitted to the Public Affairs Office at [jane.e.welch1.nfg@mail.mil](mailto:jane.e.welch1.nfg@mail.mil) or faxed to (785) 646-0099.
5. Point of contact for this memorandum is the Director of the Joint Staff at (785) 646-0010.
6. This policy supersedes TAG Policy Letter #39 dated 4 April 2012.

  
DAVID A. WEISHAAR, Major General, KSNG  
The Adjutant General

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