

# REGION LEGAL SERVICE OFFICE NAVAL DISTRICT WASHINGTON

# THE COUNSELOR

## *In This Issue:*

*Immediate Response Authority: How Can We Help?*

*Holiday Guidance*

*Results of Trial, 4th Quarter 2016*

*Damage to Government Property*

*Guidelines for NFEs Operating Onboard NDW Installations*

*So, You Have a Possible Security Violation...*

*Command Services Staff Judge Advocate Directory*

## IMMEDIATE RESPONSE AUTHORITY: HOW CAN WE HELP?

When a disaster strikes the local community, it is natural for commanders to want to lend a helping hand to civil authorities. Normally, defense support of civil authorities (DSCA) requests require prior authorization from the office of the Executive Secretary of the Department of Defense (DoD) and a written commitment by the civil authority to reimburse the DoD. However, there are many situations in which following the required DSCA approval steps would delay valuable aid. In these situations, commanders may utilize a power known as *immediate response authority* (IRA) to send help where it is needed most. This authority, granted by DoD Directive 3025.18, carries the following conditions:

1. A civil authority **must** request assistance, and available civil authorities must lack the resources necessary to respond to the crisis on their own. Commanders may not act absent this request.
2. IRA may only be utilized to save lives, prevent human suffering, or mitigate great property damage.
3. Conditions must be imminently serious. There must not be adequate time to follow the required steps for DSCA approval.
4. Assistance given through IRA must end when any of the circumstances permitting IRA end. A commander utilizing IRA must reassess the necessity for IRA no later than 72 hours after the initial request for assistance.
5. The use of IRA must not subject civilians to the use of regulatory, prescriptive, proscriptive, or compulsory military power. Naval forces, including civilian employees, may not be used for any policing function. Those actions may only be taken under emergency authority (EA), which is only applicable in extraordinary circumstances in which it is **impossible** to gain prior approval from the President and there exists a large-scale, unexpected civil disturbance. This is a much higher bar than what is required for IRA.

*(Immediate Response Authority continued on Page 2)*

## *Immediate Response Authority: How Can We Help?*

# The Counselor

## IMMEDIATE RESPONSE AUTHORITY: HOW CAN WE HELP? (CONTINUED FROM PAGE 1)

Consultation with the Region Navy Emergency Preparedness Liaison Officer (NEPLO) or an installation Staff Judge Advocate is also advisable. Ultimately, a commander's decision to provide assistance under his/her IRA must take into consideration the cost, appropriateness, risk, impact on mission readiness, legality, and the potential use of lethal force either by or against DoD personnel. After carefully weighing those factors, a commander may utilize his or her IRA following a local disaster to ensure that the right assistance is available at the right time.

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**Immediate  
Response  
Authority: How  
Can We Help?  
(continued)**

## HOLIDAY GUIDANCE

**Holiday Parties.** Holiday parties are unofficial events, and as such, personnel are not permitted to enter contracts (e.g., for ballrooms) in their official capacities. Organizers should also remember that The Joint Ethics Regulation § 2-302 prohibits DoD employees from gambling while on duty or while on government property. Raffles may be permitted so long as entry is provided to attendees as part of general admission and not sold individually. In addition, consumption of alcoholic beverages at command holiday parties may be authorized per OPNAVINST 5350.4D; however, organizers should note that CNICINST 11000.1 prohibits non-federal entities (such as a wardroom or Chiefs' Mess) from furnishing alcohol to persons on Navy installations.

**Fundraising.** Fundraising for holiday parties may be permissible depending on the source of the funds. Generally, personnel may sell tickets and fundraise among themselves and their dependents under JER § 3-210. Organizers of on-base fundraisers must obtain permission from the cognizant commander. Service members may not solicit gifts from outside sources.

**Gifts.** Federal personnel may not accept gifts offered because of their official positions or offered by a prohibited source. A prohibited source under 5 CFR § 2635.203 is anyone who, among other things, seeks official action by or does business with the employee's agency.

**Flag Officers.** Gifts to Flag Officers must be reviewed by a judge advocate and documented using the Gift Disposition Form provided in VCNO's Standards of Conduct Guidance of 6 Jan 14.

**Supervisors.** Generally, supervisors may not accept gifts from subordinates or Federal personnel who receive less pay subject to the exceptions set forth in 5 CFR § 2635.304. A supervisor may accept a gift, however, from a subordinate on an occasion on which gifts are traditionally given provided the gift is valued at \$10 or less. A supervisor may also accept a hospitality gift from a subordinate if the subordinate is invited to a social event at the supervisor's residence and the gift is of the type and value customarily given on such an occasion.

**Co-workers.** While there are no legal restrictions on gifts given to peers or subordinates, the overarching principles and concepts regarding gifts outlined in the VCNO's Standards of Conduct should be followed. However, be aware that there are more restrictive rules that apply to gift exchanges between co-workers who are contractor personnel. For more detailed information on holiday ethics guidance, consult your unit's staff judge advocate or Ethics Counselor.

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**Holiday Guidance**

# The Counselor

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## RESULTS OF TRIAL, 4<sup>TH</sup> QUARTER 2016

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### **Results of Trial, 4th Quarter 2016**

Navy PO2 was sentenced to be confined for 2 months, reduction in rank to E-3, and \$1,000 forfeitures for two months after pleading guilty to fleeing apprehension and Article 134 (state law harassment). The court was held on 13 July 2016.

Navy PO2 received a full acquittal of 11 specifications of sexual assault, two specifications of forced sodomy, six specifications assault, and three specifications of 134. The court was held 12 to 19 August 2016.

Navy PO3 was sentenced to be confined for 45 days, and reduction in rank to E-1 after pleading guilty to larceny. Pursuant to the pre-trial agreement, all confinement in excess of 30 days was suspended for the period of confinement plus 3 months. The court was held on 9 September 2016.

Navy Senior Chief was sentenced to be confined for 6 years, reduction in rank to E-1, and dishonorable discharge after pleading guilty to one spec of Art 134 (child endangerment) and one spec of Art 134 (child pornography). The court was held 12 to 13 September 2016.

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## DAMAGE TO GOVERNMENT PROPERTY

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### **Damage to Government Property**

After discovering the loss, damage, or destruction of government property, Commanding Officers must initiate an informal inquiry. This informal inquiry is required by DoD and Navy policy regardless of whether the property is recorded on an accountable record.

Ideally, the officer responsible for the property should conduct the informal inquiry and complete blocks 1 through 11 of **DD Form 200**. At a minimum, the officer must identify: (1) what happened; (2) how it happened; (3) where it happened; (4) who was involved; (5) when it happened; (6) any evidence of negligence, willful misconduct, or deliberate unauthorized use or disposition of the property.

Based on the information provided on the DD Form 200, a formal investigation may be required. A financial liability officer should serve as the investigating officer for any formal investigation. A judge advocate must be consulted before any statements are taken if a violation under the Uniform Code of Military Justice is suspected.

If the investigation indicates that the loss was proximately caused by negligence or abuse, then the investigating officer must compute the financial loss to the government.

Additionally, if financial liability of an individual is recommended, the individual must be notified, informed of his other rights, and given the opportunity to inspect and copy the DD Form 200. A judge advocate should conduct a legal review as part of the record before the Commanding Officer takes final action.

Review *Department of Defense Financial Management Regulation, DoD 7000.14-R, Volume 5, and the Manual of the Judge Advocate General 2012, Appendix A-2-v* for more information on how to conduct an investigation for damage to or loss of government property or funds.

# The Counselor

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## GUIDELINES FOR NFEs OPERATING ONBOARD NDW INSTALLATIONS

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### **Guidelines for NFEs Operating Onboard NDW Installations**

DoD and Commander, Navy Installation Command policies regulate the recognition, support, and operation of non-Federal entities (NFEs) on board Naval District Washington (NDW) installations. An NFE is a self-sustaining organization that is not an official component of the Federal Government. Examples of NFEs include petty officer associations, spouse clubs, school districts, and businesses.

The Joint Ethics Regulation, DoD 5500.7-R, DoD Instruction 1000.15, and CNICINST 11000.1 provide that on base activities of NFEs must comply with government ethics principles, be consistent with good order and discipline, and enhance the quality of life on installations.

Requests involving NFE fundraising events and logistical support on NDW installations require approval by installation Commanding Officers and may only take place outside the workplace. The installation judge advocate must review a copy of the organization's bylaws and other documents before an NFE is approved to operate on base. The NFE must be financially self-sustaining and will be liable if the NFE's assets are insufficient to discharge its liabilities. An NFE's permission to operate on an installation will ordinarily be valid for two years.

Importantly, NFE activities may not create the appearance that the organization is an official part of, is endorsed by, or receives preferential treatment from the Navy or the DoD. NFEs may not use seals, logos, or insignia of any Navy or DoD component on the organization's letterhead, correspondence, or in connection with any of the organization's activities. Command names may not be used in the title of an NFE without securing consent. Any such use must not create the perception that the NFE is an organizational unit of the Navy or DoD.

The Commandant, Naval District Washington has published guidelines and resources in NDWINST 11000.1 for the recognition, support, and operation of Non-Federal Entities (NFEs) onboard NDW installations. NDWINST 11000.1 and the corresponding fillable forms are enclosed in this edition of *The Counselor*.

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## SO, YOU HAVE A POSSIBLE SECURITY VIOLATION...

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### **So, You Have a Possible Security Violation...**

If a possible security violation is suspected, DoD-M 5200.01, Volume 3, Enclosure 6 and SECNAV M-5510.36, Chapter 12 requires the command with **custodial responsibility** over the lost or compromised classified information to convene a preliminary inquiry (PI). SECNAV M-5510.36, Chapter 12 contains the DON policy requirements for appointing a Preliminary Inquiry Officer (PIO), PI format, and submission requirements.

Specifically, the PI should identify the facts, characterize the incident as an infraction or a violation, identify (if possible) the cause(s) and person(s) responsible, report corrective actions taken or to be taken, and recommend any further corrective action or a more in-depth investigation.

After the PI has been completed, the command should submit the findings to their echelon II, along with the other applicable offices (e.g., OCA(s), NCIS Field Office, etc.) as soon as possible, but not to exceed 72 hours of the initial discovery of a loss or compromise of classified or controlled unclassified information. Loss or compromise should be assumed unless the information did not leave the control of the U.S. Government.

*(So, You Have a Possible Security Violation continued on Page 5)*

# *The Counselor*

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## SO, YOU HAVE A POSSIBLE SECURITY VIOLATION... (CONTINUED FROM PAGE 4)

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### ***So, You Have a Possible Security Violation... (continued)***

If the PI concludes classified information was compromised or lost, the command must notify the local NCIS office. NCIS will then promptly advise the command whether or not it will open an investigation.

If the PI concludes there was no loss or compromise, but identifies security vulnerabilities, the Commanding Officer should immediately take the necessary disciplinary and/or corrective actions to prevent recurrences.

Regardless of the PI's conclusion, a record of the PI must be kept and retained at the command for two years.



## DEPARTMENT OF THE NAVY

NAVAL DISTRICT WASHINGTON  
1343 DAHLGREN AVENUE SE  
WASHINGTON NAVY YARD, DC 20374-5161

NDWINST 11000.1  
N00J  
19 Aug 16

### NDW INSTRUCTION 11000.1

From: Commandant, Naval District Washington

Subj: GUIDELINES FOR NON-FEDERAL ENTITIES OPERATING ONBOARD NAVAL DISTRICT WASHINGTON INSTALLATIONS

Ref: (a) DoD 5500.7-R, Joint Ethics Regulation  
(b) DoDI 1000.15  
(c) CNICINST 11000.1

Encl: (1) Non-Federal Entity (NFE) Request to Operate  
(2) Non-Federal Entity (NFE) Request to Conduct Activity

1. Purpose. To publish guidelines for the recognition, support, and operation of Non-Federal Entities (NFEs) onboard Naval District Washington Installations, per references (a) and (b).
2. Background. An NFE is a self-sustaining organization that is not an official component of the Federal Government. Examples of NFEs include petty officer associations, spouse clubs, the United Service Organization, fraternal organizations, colleges, school districts, and businesses. On base activities of NFEs must comply with the Joint Ethics Regulation, be consistent with good order and discipline, and enhance the quality of life on installations.
3. Policy. In accordance with reference (c), NFEs may conduct activities on Navy installations only with the written approval of the Commanding Officer. All NFE requests must be reviewed and endorsed by the cognizant installation Staff Judge Advocate (SJA).
4. Action. Installation Commanding Officers shall ensure NFEs operating on Naval District Washington Installations adhere to the policies outlined in reference (c). Those responsibilities include identifying NFEs operating on their installations, acting on requests from NFEs, and designating a person to manage the NFE Program.
5. Guidance. NDW Installation Commanding Officers (ICOs) are encouraged to publish written installation level policies governing the operation of NFEs, using this instruction as a guide. Enclosures (1) and (2) are forms provided for ICOs to use when processing requests from NFEs, and reference (c) contains a quick reference guide to NFEs.

NDWINST 11000.1  
19 Aug 16

6. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed by SECNAV Manual 5210.1 of January 2012.

A handwritten signature in black ink, appearing to read 'C. W. Rock', enclosed within a large, hand-drawn oval.

C. W. ROCK

**Distribution:**

Electronic only, via CNIC Gateway Directives

<https://g2.cnic.navy.mil/CNRDW/Pages/Default.aspx>

## Non-Federal Entity (NFE) Request to Operate

This form is for use by Naval District Washington (NDW) Installation Commanding Officers who are authorized to approve, deny, or revoke an NFE's permission to operate on installations per CNIC Instruction 11000.1 of July 5, 2012 and the Joint Ethics Regulation DoD 5500.7R.

An NFE is a self-sustaining organization that is not an official component of the Federal Government. Examples of NFEs include petty officer associations, spouse clubs, non-profit organizations, fraternal organizations, colleges, school districts, and businesses.

### 1. Information about NFE:

Name of NFE:	Point of Contact:	Email:	Phone:
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### 2. Required Documents: (Your application must include the following documentation)

<input type="checkbox"/> Charter, constitution, bylaws, or their equivalents <input type="checkbox"/> Description of management responsibilities, including who is responsible for accounting for NFE assets, satisfying liabilities, and disposing of any residual assets upon the organization's dissolution <input type="checkbox"/> Meeting dates, times, and locations <input type="checkbox"/> Fundraising activities planned <input type="checkbox"/> Proof of liability insurance (or waiver request)	<input type="checkbox"/> Proof of favorable background checks (for members having contact with children 18 or below) <input type="checkbox"/> Financial Statements (for NFEs with gross annual revenue exceeding \$2,500) <input type="checkbox"/> Meeting minutes for past six months (for previously operating NFEs) <input type="checkbox"/> List of directors, officers and members
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### 3. Certifications: (By initialing and signing below, the NFE and its members certify the following)

Initials	This request, if approved, provides for two years of NFE recognition on board _____ (Installation Name). The NFE will submit a request for continued recognition three months prior to the two-year anniversary of approval of this request if so desired.
	The NFE president has received a copy and read CNICINST 11000.1 of July 5, 2012 and the installation policy and guidance for _____ (Installation Name).
	The members of the NFE understand that failure to abide by these rules and regulations could result in denial of future requests for support, immediate removal from the installation, or permanent barring from the installation.
	NFEs may conduct activities on Navy installations only when their activities are consistent with good order and discipline and enhance the quality of life on the installation.
	Requests involving NFE fundraising events and logistical support on installations require separate approval. An <i>NFE Request to Conduct Activity</i> form should be used for these requests.
	NFEs shall comply with all applicable Federal, state, and local law. No individual shall be denied membership or excluded from participation in NFE activities based upon race, color, creed, sex, age, disability, or national origin.
	NFE activities may not create the appearance that the NFE is an official part of, endorsed by, or receives preferential treatment from the installation, the Navy, or the DoD.
	NFEs shall not use seals, logos, or insignia of any Navy or DoD component on the organization's letterhead, correspondence, or in connection with any of the organization's activities. Command names may not be used in the title of an NFE without first securing consent from the approving authority.

FOR OFFICIAL USE ONLY  
DO NOT INCLUDE PERSONALLY IDENTIFIABLE INFORMATION (PII)

Page 1 of 2



## Non-Federal Entity (NFE) Request to Conduct Activity

This form is for use by Naval District Washington (NDW) Installation Commanding Officers, who are authorized to approve, deny, or revoke an NFE's permission to operate on installations per CNIC Instruction 11000.1 of July 5, 2012 and the Joint Ethics Regulation, DoD 5500.7R.

Common requests from NFEs include fundraising events and requests for logistical support on installations.

### 1. Information about NFE:

Name of NFE:	Point of Contact:	Email:	Phone:
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Has your NFE received written approval to operate on installation?

Yes (Provide copy of approved request)  No (Submit an *NFE Request to Operate* with this request, or an approved waiver)

Does your NFE have liability insurance?

Yes (Provide certificate of liability insurance, including type and limits of coverage for your event)  
 No (Submit a waiver request detailing the risks to property and personnel posed by your event)

### 2. Information about the Activity:

Type of event: Description of event: Proposed location: Proposed date:	Proposed start and end times: Expected attendance: NFE sponsors, if any, for activity: Provide short list and description of previous events the NFE has hosted in the past twelve (12) months:
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### 3. Fundraising: (Complete this section if your event involves fundraising)

If event involves selling items or fundraising:

Products to be sold:

Food products:       Yes (review by Preventive Medicine, as applicable)       No

Beneficiary of proceeds:

### 4. Logistical Support: (Complete this section if your request includes logistical support)

What command resources are requested (e.g., use of building, equipment or furniture, such as table and chairs, or utilities)?:

What assistance from government personnel is requested? (Personnel may only participate off-duty in NFE activities or as liaisons)

### 5. Certifications: (By initialing and signing below, the NFE and its members certify the following)

Initials	This request, if approved, allows your NFE to conduct the activity as described on this form. If the activity or event changes in scope or significance, additional approval must be obtained prior to holding the event.
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Page 1 of 2

Enclosure (2)

	The NFE president has received a copy and read CNICINST 11000.1 of July 5, 2012 and the installation command policy and guidance for _____ (Installation Name).
	The members of the NFE understand that failure to abide by these rules and regulations could result in denial of future requests for support, immediate removal from the installation, or permanent barring from the installation.
	The members of the NFE understand that organizations may conduct a maximum of two (2) fundraisers per quarter and eight fundraisers (8) per calendar year. Separate requests must be submitted for each fundraiser and installation.
	The members of the NFE understand that they may be held personally liable if the NFE's assets and insurance coverage are insufficient for your NFE's activities.
	The members of the NFE understand that under no circumstances will the Navy or any component thereof assume liability for your NFE's activities.
	NFE activities may not create the appearance that the NFE is an official part of, endorsed by, or receives preferential treatment from the installation, the Navy, or the Department of Defense (DoD).
	NFEs shall not use seals, logos, or insignia of any Navy or DoD component on the organization's letterhead, correspondence, or in connection with any of the organization's activities. Command names may not be used in the title of an NFE event without first securing consent from the approving authority.
	Use of official channels, such as letters or flyers, to notify others of NFE activities is authorized after obtaining consent from the approving authority, provided the notification does not appear to be an endorsement by the Federal government.

Date Signed:	NFE Representative Signature:
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**6. Permission from Facility Owners or Additional Stakeholders (as applicable):**

Policies at each NDW installation may require specific stakeholders to review NFE activity requests, such the Public Affairs Officer (PAO) or administrative officers. Consult installation policy for more information and guidance. NFEs must also obtain permission from facility owners where NFE activities are scheduled to occur. The following additional stakeholders reviewed this request:

**7. Judge Advocate Recommendation:**

<input type="checkbox"/>	Recommend Approval	Remarks:	Name and Grade:	
<input type="checkbox"/>	Recommend Disapproval		Signature:	Date:

**8. Approving Authority Action:**

<input type="checkbox"/>	Approved	Remarks:	Name, Grade, and Title:	
<input type="checkbox"/>	Disapproved		Signature:	Date:
<input type="checkbox"/>	Revocation	Reason for Revocation:	Name, Grade, and Title:	
			Signature:	Date:

## Non-Federal Entity (NFE) Request to Operate

This form is for use by Naval District Washington (NDW) Installation Commanding Officers who are authorized to approve, deny, or revoke an NFE's permission to operate on installations per CNIC Instruction 11000.1 of July 5, 2012 and the Joint Ethics Regulation DoD 5500.7R.

An NFE is a self-sustaining organization that is not an official component of the Federal Government. Examples of NFEs include petty officer associations, spouse clubs, non-profit organizations, fraternal organizations, colleges, school districts, and businesses.

### 1. Information about NFE:

Name of NFE:	Point of Contact:	Email:	Phone:
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### 2. Required Documents: (Your application must include the following documentation)

<p>Charter, constitution, bylaws, or their equivalents</p> <p>Description of management responsibilities, including who is responsible for accounting for NFE assets, satisfying liabilities, and disposing of any residual assets upon the organization's dissolution</p> <p>Proposed meeting times and locations</p> <p>Proposed fundraising activities</p> <p>Proof of liability insurance (or waiver request)</p>	<p>Proof of favorable background checks (for members having contact with children 18 or below)</p> <p>Financial Statements (for NFEs with gross annual revenue exceeding \$2,500)</p> <p>Meeting minutes for past six months (for previously operating NFEs)</p> <p>List of officers</p>
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### 3. Certifications: (By initialing and signing below, the NFE and its members certify the following)

Initials	This request, if approved, provides for ___ years of NFE recognition on board _____ ( <i>Installation Name</i> ). Installation policy establishes duration of NFE recognition. The NFE will submit a request for continued recognition ___ months prior to the expiration of the approval of this request if so desired.
	The NFE president has received a copy and read CNICINST 11000.1 of July 5, 2012 and the installation policy and guidance for _____ ( <i>Installation Name</i> ).
	The members of the NFE understand that failure to abide by these rules and regulations could result in denial of future requests for support, immediate removal from the installation, or permanent barring from the installation.
	NFEs may conduct activities on Navy installations only when their activities are consistent with good order and discipline and enhance the quality of life on the installation.
	Requests involving NFE fundraising events and logistical support on installations require separate approval. An <i>NFE Request to Conduct Activity</i> form should be used for these requests.
	NFEs shall comply will all applicable Federal, state, and local law. No individual shall be denied membership or excluded from participation in NFE activities based upon race, color, creed, sex, age, disability, or national origin.
	NFE activities may not create the appearance that the NFE is an official part of, endorsed by, or receives preferential treatment from the installation, the Navy, or the DoD.
	NFEs shall not use seals, logos, or insignia of any Navy or DoD component on the organization's letterhead, correspondence, or in connection with any of the organization's activities. Command names may not be used in the title of an NFE without first securing consent from the approving authority.



## Non-Federal Entity (NFE) Request to Conduct Activity

This form is for use by Naval District Washington (NDW) Installation Commanding Officers, who are authorized to approve, deny, or revoke an NFE's permission to operate on installations per CNIC Instruction 11000.1 of July 5, 2012 and the Joint Ethics Regulation, DoD 5500.7R.

Common requests from NFEs include fundraising events and requests for logistical support on installations.

### 1. Information about NFE:

Name of NFE:	Point of Contact:	Email:	Phone:
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Has your NFE received written approval to operate on installation?  
Yes (Provide copy of approved request)      No (Submit an *NFE Request to Operate* with this request, or an approved waiver)

Does your NFE have liability insurance?  
Yes (Provide certificate of liability insurance, including type and limits of coverage for your event)  
No (Submit a waiver request detailing the risks to property and personnel posed by your event)

### 2. Information about the Activity:

Type of event:  Description of event:  Proposed location:  Proposed date:	Proposed start and end times:  Expected attendance:  NFE sponsors, if any, for activity:  Provide short list and description of previous events the NFE has hosted in the past twelve (12) months:
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### 3. Fundraising: (Complete this section if your event involves fundraising)

If event involves selling items or fundraising:

Products to be sold:

Pre-packaged food products:      No (review by Preventive Medicine required)      Yes

Beneficiary of proceeds:

### 4. Logistical Support: (Complete this section if your request includes logistical support)

What command resources are requested (e.g., use of building, equipment or furniture, such as table and chairs, or utilities)?:

What assistance from government personnel is requested? (Personnel may only participate off-duty in NFE activities or as liaisons)

### 5. Certifications: (By initialing and signing below, the NFE and its members certify the following)

Initials	This request, if approved, allows your NFE to conduct the activity as described on this form. If the activity or event changes in scope or significance, additional approval must be obtained prior to holding the event.
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	The NFE president has received a copy and read CNICINST 11000.1 of July 5, 2012 and the installation command policy and guidance for _____ ( <i>Installation Name</i> ).
	The members of the NFE understand that failure to abide by these rules and regulations could result in denial of future requests for support, immediate removal from the installation, or permanent barring from the installation.
	The members of the NFE understand that organizations may conduct a maximum of ____ fundraisers per quarter and ____ fundraisers per calendar year ( <i>per installation policy</i> ). Separate requests must be submitted for each fundraiser.
	The members of the NFE understand that they may be held personally liable if the NFE's assets and insurance coverage are insufficient for your NFE's activities.
	The members of the NFE understand that under no circumstances will the Navy or any component thereof assume liability for your NFE's activities.
	NFE activities may not create the appearance that the NFE is an official part of, endorsed by, or receives preferential treatment from the installation, the Navy, or the Department of Defense (DoD).
	NFEs shall not use seals, logos, or insignia of any Navy or DoD component on the organization's letterhead, correspondence, or in connection with any of the organization's activities. Command names may not be used in the title of an NFE event without first securing consent from the approving authority.
	Use of official channels, such as letters or flyers, to notify others of NFE activities is authorized after obtaining consent from the approving authority, provided the notification does not appear to be an endorsement by the Federal government.

Date Signed:

NFE Representative Signature:

**6. Permission from Facility Owners or Additional Stakeholders (as applicable):**

Policies at each NDW installation may require specific stakeholders to review NFE activity requests, such the Public Affairs Officer (PAO) or administrative officers. Consult installation policy for more information and guidance. NFEs must also obtain permission from facility owners where NFE activities are scheduled to occur. The following additional stakeholders reviewed this request:

**7. Judge Advocate Recommendation:**

	Recommend Approval	Remarks:	Name and Grade:	
	Recommend Disapproval		Signature:	Date:

**8. Approving Authority Action:**

	Approved	Remarks:	Name, Grade, and Title:	
	Disapproved		Signature:	Date:
	Revocation	Reason for Revocation:	Name, Grade, and Title:	
			Signature:	Date: