CIVIL AIR PATROL

VIETNAM WAR COMMEMORATION

50TH ANNIVERSARY

Quick Start Guide

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Vietnam War Commemoration

In 2008, Congress passed a law authorizing the Department of Defense to organize, recruit, support, and facilitate programs all across America to assist a grateful nation in thanking and honoring our Vietnam Veterans and their families.

Their mission is not only to honor Vietnam Veterans and their families, but to honor all veterans who have served during wartime, including World War II, Korea, Desert Storm, Iraq, and Afghanistan.

They were charges by Congress to carry out five (5) main objectives:

- To thank and honor veterans of the Vietnam War, including personnel who were held as POW or listed as MIA, for their service and sacrifice on behalf of the United States and to thank and honor the families of these veterans

- To highlight the service of the Armed Forces during the Vietnam War and the contributions of Federal Agencies and government and non-government organizations that served with, or in support of, the Armed Forces.

- To pay tribute to the contributions made on the home front by the people of the United States during the Vietnam War.

- To highlight the advances in technology, science, and medicine related to military research conducted during the Vietnam War.

- To recognize the contributions and sacrifices made by the Allies of the United States during the Vietnam War.

Civil Air Patrol

The Civil Air Patrol, under the direction of Major General Joseph Vazquez, has committed to become a partner with, and to fully support, the Vietnam War Commemoration 50th Anniversary.

While National Headquarters will do it's part in this partnership honoring our veterans, this partnership can only be successful if CAP's Wings, Groups, and Squadrons become part of this great endeavor.

Our veterans live and work in all parts of The United States and in order honor them properly, these activities must done at the local level with as many CAP units participating as possible. Becoming a partner is easy, quick, and the job you do by honoring our veterans will be priceless to them and their families.

Unit Responsibilities

In order to meet the requirement to be a partner in the Vietnam Commemorative Program a unit (Wing, Group or Squadron), must agree to hold a minimum of two (2) ceremonies or events each year. These ceremonies or events should be held in a dignified manner to show honor and respect for our veterans, especially those from Vietnam War. Keep in mind that this is a "thank you" for their sacrifice and service to our country.

These activities should meet one or more of the Congressionally-mandated objectives of the program, and as a minimum, with the emphasis on objective one:

> "To thank and honor veterans of the Vietnam War, including personnel who were held as prisoners of war or listed as missing in action, for their service and sacrifice on behalf of the United States and to thank and honor the families of these veterans."

After the unit is registered as a partner, and prior to any ceremony or event, the unit must submit a Commemorative Events Request (DD 2956) to the Vietnam War Commemoration.

Upon completion of any ceremony or event, the unit must submit an After Action Report (DD 2957) to the Vietnam War Commemoration and also a copy to your Wing Administration Officer.

Registration Process

To register your unit, whether it be a Squadron, Group, Wing, or Region, the process is easy and can be done either through the mail or online.

- Start by selecting a committee that will be responsible to follow the guidelines and requirements of the Vietnam War Commemorative.

- Fill out the application (DD 2953) which you can download at www.VietnamWar50th.com or use the one in the back of this guide. This application can be filed electronically or mailed to:

  The United States of America Vietnam War Commemoration
  1101 Wilson Blvd., Suite 810
  Arlington, VA. 22209

- Fill out the Commemorative Partner Statement of Understanding (DD2955) which can also be downloaded or is in the back of this guide. This form can also be filed electronically or mail to the above address with your application.

Once registered, your committee chairperson will receive a welcome packet and instruction from the Commemorative to get your posters, flag, and other material to get started.

It is strongly urged that you retain copies of both the Application and the Statement of Understanding in your unit files.

Suggested Events and Activities

The following list of events and activities has been reprinted from the Vietnam War Commemorative Partner Reference Guide and intended to give your committee suggested ideas to make planning and conducting these events easier. This is only a suggested list and your unit can make up your own as long as they meet at least one of the mandated objectives. Having joint activities with military units are encouraged and are included in this list for your information.

Military Installation Activities

Perform a tattoo or formal retreat to dedicate or mark a significant event or holiday.

Publish service, unit, ship, or activity history brochures.

Include Vietnam War Commemoration activities in your unit's official briefing and Commander's Calls.

Include significant dates in history in base newspapers and on official social media sites.

Obtain and display Vietnam Campaign Streamers for unit guidon staffs in accordance with Service regulations.

Dedicate National Guard and Reserve annual training periods honoring a specific Vietnam Veteran or Vietnam War campaign.

Dedicate or rededicate a street, area or honor a Vietnam Veteran or Vietnam War campaign.

Highlight the contributions of the USO by having installation morale, welfare, and recreation agencies present performing and fine arts programs, such as art exhibits, and 60's -70's musicals, concerts, variety shows, and plays.

Have installation club/recreation programmers plan social recreation activities around 1960's-1970's themes to serve as educational and cultural enlightenment, especially for teens and young adults.

Include the Vietnam Commemoration logo on agency/command letterhead, programs and other appropriate publications.

Include a Vietnam veteran message with your official mail and on military and civilian pay statements.

Produce videotaped messages from local commander to veterans, social, civic, and school groups, to be used when the commander cannot personally attend the gatherings.

Dedicate military installation open house each year for the period 2015-2017 to recognizing, thanking and honoring Vietnam Veterans and their families.

For military units that are still active and participated in the Vietnam War, organize one reunion during the period 2015-2017 to thank and honor Vietnam Veterans and their families.

For annual POW/MIA Recognition Day ceremonies, invite former Vietnam POWs and family members still awaiting fullest possible accounting of their loved ones from surrounding communities.

Ceremonies and Civilian Community Events

Participate in state/local Vietnam Commemoratives.
Have a Mayor/City Council provide a proclamation on significant dates such as Memorial Day, Fourth of July, Veterans Day, etc.

Participate in local parades with color guard or marching unit in Vietnam-era uniforms.

Coordinate with U.S. Postal Service for a ceremony on first-day issues of Vietnam commemorative stamps.

Identify distinguished local individuals who served during Vietnam and include them in your commemoration activities.

Invite local officials and veterans to speak about their Vietnam War experience at town meetings or organizational functions including professional development or leadership sessions.

Develop Vietnam themes for events such as graduation ceremonies, festivals, balls, races, runs, and organization days.

Rededicate the names of streets, buildings, or trees to commemorate local veterans, Medal of Honor recipients, well-known veterans or campaigns.

Organize volunteer groups, military and civilian, to visit veteran's individual or group homes, care facilities and hospitals.

Conduct wreath-laying ceremonies to honor Vietnam Veterans at national, state and local cemeteries and at Vietnam Veteran War Memorials/Monuments.

Organize volunteer groups to assist local veterans' groups in restoring Vietnam monuments and memorials.

Host a luncheon for retirees and veterans and encourage guests' participation in other activities. If feasible, hold it at a veteran's home, care facility or hospital.

Encourage local veterans' organizations to be involved in a hometown homecoming picnic or other events honoring those who served in Vietnam.

Plant trees as living tributes to the men and women who served in Vietnam. Include a marker or plaque identifying the tree(s) as a tribute to these veterans. This type of event also affords the opportunity to include state/local/city park/officials, National Park Service, or scout troops in community-wide tributes.

Develop a bumper sticker with a Vietnam message *"Fort/Base/Ship/State/Community (such as San Antonio, Texas or Norfolk Naval Station) is proud to be a Vietnam Commemorative Partner."*

Participate in a Vietnam community run, walk, bicycle or motorcycle rally event.

Hold a Vietnam hanger dance with 1960's-1970's style music and dress.

Conduct a U.S. Flag and/or POW/MIA or Vietnam War Commemoration commemorative flag exchange between older veterans to active duty service members to show a connection between the generations of veterans.

Exhibits

Display Vietnam veteran exhibits at malls and county fairs.

Conduct open houses with Vietnam veteran exhibits.

Collect and display Vietnam photos, memorabilia, letters, and diaries of Vietnam veterans, equipment, and other items of historical significance, prominently in libraries, schools, and unit area where all unit members and visitors may view. For added significance, make the reproduction a permanent display and invite unit members to visit and sign at a small ceremony. Photograph/videotape the event.

Encourage library displays of books with Vietnam themes.

Use posters and facsimile reproduction of photographs, documents, or quotes to create a Vietnam corridor in a facility.

Encourage model airplane builders to display Vietnam-era aircraft and ships.

Educational Activities

Develop *"Adopt-A-School"* programs or *"Programs of Excellence"* with local schools that highlight Vietnam as a special study program throughout the Commemorative period.

Co-sponsor with military service organizations, reserve officers associations, or patriotic organizations, trips to Vietnam training sites, museums, and monuments, to learn about the sacrifices and accomplishments of veterans.

Encourage school groups to visit military installations; discuss significance of Vietnam and how it relates to our military history and our country today.

Invite members from a local military installation to visit schools to discuss the importance of the Vietnam War.

Ask other Commemorative Partners to visit local schools and colleges to get them involved in the Commemoration.

Encourage schools, particularly those with 7th through 12th grades, and local colleges and universities to become a Commemorative Partner especially those schools with Junior and Senior ROTC programs.

Encourage youth organizations to conduct and participate in Vietnam commemoration programs.

Encourage students/youth to participate in Vietnam map, essay, poster, and speech contests.

Cultural and Performing Arts

Military bands be prepared to conduct —Bob Hope-type shows from the Vietnam period in communities all across America.

Dedicate military and civilian concerts and productions to the Vietnam veterans, their families, and home front supporters. Ask those Vietnam Veterans in the audience to stand for appropriate recognition.

Encourage high school bands and chorale groups to provide a Vietnam-era music concert primarily in honor of Vietnam Veterans.

Encourage local theater groups to perform Vietnam-era musicals or plays and dedicate productions to Vietnam Veterans and their families.

Organization Communications and Products

Designate a representative to actively represent your organization on local community or state Commemorative committees for events honoring Vietnam Veterans and their families.

Enhance organizational Vietnam War commemorative events with the addition of a local Vietnam Veteran or national speaker at schools, social, veteran and civic groups.

Produce videotaped messages to Vietnam Veterans and their families from local military installation commanders and community leaders.

Print or silk-screen a Vietnam War battle streamer bookmark for use in schools and libraries.

Develop Public Service Announcements for events to be used on local radio and TV stations.

Memorial Services

Conduct wreath-laying ceremonies to honor Vietnam Veterans at national, state and local cemeteries and at Vietnam or Veteran War Memorials/Monuments, particularly during Memorial Day and Veterans Day.

For Memorial Day or Veterans Day, locate Vietnam Veterans, their families or descendants, and include these people in your commemorations. Determine if descendants and currently serving (National Guard, or Reserve units, in particular, often have grandchildren serving in their Father, Mother, or Grandfather.

Conducting the Ceremony or Event

With any activity planning is the key to success. The following checklist is tool to help you make the event dignified and meaningful.

- Date - Have you selected a date that is far enough in advance to have proper time to plan? Does it conflict with Wing, community, or other activities?
- Location - Have you selected a proper location with easy access, climate control, enough seating, parking, and one appropriate for the occasion?
- Paperwork - Have you notified the Wing of your plans and sent "Commemorative Events Request form (DD 2956) to the Vietnam Commemorative?
- Advertising and publicity - Have you notified your membership? If it is open to the public, has your PAO made contact with the media? Have you sent a copy of your announcement to the Wing PAO? Are there going to be photographers?
- Government or Military Officials - If you want local officials to be in attendance, have you sent invitations and gotten RSVPs back?
- Materials - Have you ordered whatever materials you need from the Vietnam War Commemorative? Have you gotten any materials from CAP for distribution? Although this events honor our veterans, people may ask about CAP and have literature for them is appropriate.
- Audio Visual - If you are going to need TVs, monitors, audio players, etc., do you have them? Don't forget extension cords.
- Invitations - If you are having special guests at your event, have you contacted them and invited them and their family or care giver?
- Guest Speaker- If you are going to use guest speakers have you contacted them and determined if they need anything ahead of time? Since timing is important, have you discussed with them how long their presentation should be?
- Transportation - Certain veterans or guest make need transportation. Have you arranged this?

- Food - Are you planning on having food at your event? If so, will it be a dinner, pre-event snacks, or after event refreshments? Will it be catered or supplied by unit members? Have you notified the unit members and guests?
- Awards - This is not the time to honor our own members who planned the event, it is for the veterans. If you are going give out awards to the guests, or their family, have they been signed and framed?
- Cleanup - Have you set up a group of members to make sure the facility has been cleaned up?
- After Action Report- It is required that you file an After Action Report (DD 2957) with the Vietnam Commemorative. A copy of this report should also be sent to your Wing Administrative Officer.

Remember our veterans deserve the dignity and honor that only a well-planned ceremony or activity can accomplish.

VIETNAM WAR COMMEMORATION
COMMEMORATIVE PARTNER PROGRAM APPLICATION
(Civilian Organizations only)

PRIVACY ACT STATEMENT

AUTHORITY: 10 U.S.C. Section 113 note (Public Law 110-181, div. A, title V, Section 598, Jan. 28, 2008, 122 Stat. 141), Program to Commemorate 50th Anniversary of the Vietnam War.

PRINCIPAL PURPOSE(S): Multiple organization points of contact and contact information are necessary to allow DoD to communicate with the organization. The timeframe of the commemoration lasts 13 years.

ROUTINE USE(S): Any release of information outside the DoD will be compatible with the purpose(s) for which the information is collected and maintained. The DoD Blanket Routine Uses found at http://dpclo.defense.gov/privacy/SORNsIndex/BlanketRoutineUses.aspx may also apply to this collection. Applicable SORNs: None. Records are retrieved only by organization name.

DISCLOSURE: Voluntary. However, failure to provide requested point of contact information may adversely affect the organization's acceptance as a commemorative partner.

INSTRUCTIONS

To apply to become a Commemorative Partner, please fill out the following information in as much detail as possible. Please type or print clearly.

Steps:

1. Use this form (DD Form 2954 for military installations) to list your organization's name and provide the names, addresses, email and telephone numbers of your committee's chairperson and point(s) of contact (POC).
2. Use Page 2 of this form to list the members of your Commemorative Committee. You may add as many as you like, but we require at least three members.
3. Use the Submit button at the bottom of this form to email your application to: WHS.VNWAR50th_CPP_CIVAPP@mail.mil. fax to: 571-256-3389, or mail hard copies to:

The United States of America Vietnam War Commemoration, Suite 810, 1101 Wilson Blvd., Arlington, VA 22209.

1. ORGANIZATION

a. NAME	b. TELEPHONE NUMBER *(Include Area Code)*		
c. MAILING ADDRESS: (1) STREET *(Include Suite Number)*	(2) CITY	(3) STATE	(4) ZIP CODE

2. COMMITTEE CHAIRPERSON

a. NAME	b. EMAIL ADDRESS	c. TELEPHONE NUMBER(S) *(Include Area Code)*	
d. MAILING ADDRESS			
(1) STREET *(Include Suite Number)*	(2) CITY	(3) STATE	(4) ZIP CODE

3. POINT OF CONTACT

a. NAME	b. EMAIL ADDRESS	c. TELEPHONE NUMBER(S) *(Include Area Code)*	
d. MAILING ADDRESS: (1) STREET *(Include Suite Number)*	(2) CITY	(3) STATE	(4) ZIP CODE

4. POINT OF CONTACT

a. NAME	b. EMAIL ADDRESS	c. TELEPHONE NUMBER(S) *(Include Area Code)*	
d. MAILING ADDRESS: (1) STREET *(Include Suite Number)*	(2) CITY	(3) STATE	(4) ZIP CODE

5. POINT OF CONTACT

a. NAME	b. EMAIL ADDRESS	c. TELEPHONE NUMBER(S) *(Include Area Code)*	
d. MAILING ADDRESS: (1) STREET *(Include Suite Number)*	(2) CITY	(3) STATE	(4) ZIP CODE

ADDITIONAL COMMEMORATIVE PARTNER COMMITTEE MEMBERSHIP *(If applicable)*		
a. NAME *(Last, First)*	**b. TITLE OR POSITION**	**c. EMAIL/TELEPHONE NUMBER** *(Include area code)*
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VIETNAM WAR COMMEMORATION
COMMEMORATIVE PARTNER STATEMENT OF UNDERSTANDING

As a Commemorative Partner of the United States of America Vietnam War Commemoration, we understand and state as follows:

1. Our organization has decided to participate in the Commemorative Partner Program with the understanding that we will endeavor to plan and carry out at least two events each year during the commemorative period of 2015 - 2017 that will recognize, thank and honor our Vietnam Veterans and their families. We understand that there is no guarantee that military support for Commemorative Partner events will be provided.

Additionally, we understand it is important for our events to meet at least the first of the five Congressionally-mandated objectives of the United States of America Vietnam War Commemoration: "To thank and honor veterans of the Vietnam War, including personnel who were held as prisoners of war or listed as missing in action, for their service and sacrifice on behalf of the United States and to thank and honor the families of these veterans."

We further understand that if the DoD Office of Commemorations determines we are not able to conduct an event in a dignified, honorable and memorable way and in a manner consistent with the Congressionally-mandated objectives, we will not be allowed to continue our participation in the Commemorative Partner Program, nor will we be allowed to represent to any member of the public that we are in any way affiliated with the United States of America Vietnam War Commemoration's Commemorative Partner Program.

2. Upon approval of our application to become a Commemorative Partner, we will use the official Commemoration flag and Commemorative Partner seal without making any modification, and in accordance with the following terms and conditions:

a. Our use of the seal will be for non-commercial purposes in direct support of dignified, honorable and memorable commemorative events or in related printed materials, such as event promotions, programs, newspaper or magazine articles about the service of Vietnam veterans, or public service announcements specifically honoring Vietnam veterans;

b. We will not display the seal on a webpage, buildings, vehicles, signage, or in any similar media that does not clearly and directly support at least the first of the five Congressionally-mandated objectives of the United States of America Vietnam War Commemoration. Use of the seal beyond examples stated above will be limited to strict adherence of the current version of the Commemorative Partner Style Guidelines as posted on the Commemoration's website.

c. Any use of the seal will preserve its integrity, character and dignity, and following any publication, we will cooperate with Commemoration officials in any effort to verify that the seal has not been altered.

d. We will have no rights to sell, license, manufacture, distribute, or use the seal for fund-raising (including during fund-raising events) or recruitment purposes.

e. We will have no right to reproduce the flag or seal for purposes other than those enumerated above.

f. If we have any questions about whether a particular use is permitted we will submit a written request for assistance from the Commemorative Partner Program chief and will not proceed until after such assistance is provided.

3. If we are a non-Federal organization, we understand that we are a separate and independent entity from the U.S. Government and the Department of Defense (DoD). As such, we additionally understand the following:

a. We are separate and independent entities from the DoD and are responsible for establishing our own respective policies and strategies for financing our Commemorative Partner events and activities. Neither our organization nor the DoD has the legal authority to bind the other contractually.

b. This Commemorative Partner Statement of Understanding does not constitute DoD endorsement of our organization or of our activities, products and services. Accordingly, we will not publicize this partnership in any way that implies such endorsement. In addition, we will prominently display the following disclaimer on our print and electronic media associated with this Commemorative Partnership and our related events: "(Organization name) is not a part of, or endorsed by, the Department of Defense."

4. The DoD Office of Commemorations reserves the right to deny or remove an organization from the Commemorative Partner Program for any reason, including when an organization's:

a. Representations create the appearance that the organization is part of or endorsed by the DoD, or otherwise are inconsistent with the Joint Ethics Regulation (DoD 5500.07-R); or

b. Activities conflict with the DoD Community Relations Program (DoDD 5410.18 and DoDI 5410.19) or The United States of America Vietnam War Commemoration mission and objectives, or violate any of its policies.

DoD publications are available at http://www.dtic.mil/whs/directives/.

5. Status as a Commemorative Partner does not confer any priority or guarantee for military support of Commemorative Partner events. Requests for military participation in non-DoD Commemorative Partner events will be evaluated for eligibility according to DoD community relations policies and Federal ethics regulations. Military Service support of and/or participation in eligible events is subject to the availability of requested assets and funds. Such involvement must not result in any additional expenses or costs for the U.S. Government which have not been previously budgeted and funded.

6. ORGANIZATION/INSTALLATION NAME *(As it appears on the application)*

7. AUTHORIZED SIGNATURE(S) *(Please provide two signatures as indicated)*:

a. COMMEMORATIVE PARTNER CHAIRPERSON		b. ADDITIONAL COMMITTEE MEMBER	
(1) Printed Name *(Last, First, Middle Initial)*		(1) Printed Name *(Last, First, Middle Initial)*	
(2) Signature	(3) Date *(YYYYMMDD)*	(2) Signature	(3) Date *(YYYYMMDD)*

SUBMIT COMPLETED AND SIGNED STATEMENT TO: **The United States of America Vietnam War Commemoration**
Suite 810, 1101 Wilson Blvd., Arlington, VA 22209

OR FAX TO: 571-256-3395,
OR EMAIL FORM TO: WHS.VNWAR50th_CPP_SOU@mail.mil

VIETNAM WAR COMMEMORATION
COMMEMORATIVE EVENTS REQUEST

OMB No. 0704-0500
OMB approval expires Jul 31, 2016

The public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, Executive Services Directorate, Directives Division, 4800 Mark Center Drive, Alexandria, VA 22350-3100 (0704-0499). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ORGANIZATION. RETURN COMPLETED FORM AS DIRECTED IN THE INSTRUCTIONS BELOW.

INSTRUCTIONS

Event requests are made by filling out and submitting this form to the United States of America Vietnam War Commemoration Events Team, with as many details as possible, a minimum of 90 days in advance of the event start date.

Submit requests using one of the following four preferred methods:

1. Through the Commemorative Partner Portal online: http://www.vietnamwar50th.com/partners/login (preferred)
2. Email to: WHS.VNWar50th_CPP_EVENTS@mail.mil
3. Fax to: 703-692-4691
4. U.S. Mail to: The United States of America Vietnam War Commemoration
   Attn: Events Team Chief
   1101 Wilson Blvd., Suite 810
   Arlington, VA 22209

*NOTE: Information in the fields below with an * will appear in the website posting.

1. *ORGANIZATION NAME:	**2. *WEBSITE:**

3. EVENT POINT OF CONTACT:

a. *NAME:	b. *EMAIL:	c. *TELEPHONE NUMBER:

4. *EVENT TITLE:

5. *EVENT LOCATION: a. SITE NAME *(Example: The Pentagon)*

b. *STREET ADDRESS:	c. *CITY:	d. *STATE:	e. *ZIP CODE:

6. IS THIS A FUNDRAISER OR RECRUITMENT EVENT? ☐ YES ☐ NO

7. ANTICIPATED ATTENDANCE:	**8. OVERALL NUMBER OF VIETNAM VETERANS:**	**9. *START DATE** *(DDMMYYYY)*:	**10. *END DATE** *(DDMMYYYY)*:

11. COMMEMORATIVE OBJECTIVE(S) THE EVENT FULFILLS: *(Select all that apply. See Instructions page.)*

☐ Objective 1. ☐ Objective 2. ☐ Objective 3. ☐ Objective 4. ☐ Objective 5.

12. *PURPOSE OF THE EVENT AND HOW VIETNAM VETERANS AND THEIR FAMILIES WILL BE HONORED:

13. COMMEMORATION OFFICE SUPPORT REQUESTED: *(Select Options a, b, or c. Note: All are automatically posted to Website)*

☐ a. FULL SUPPORT *(For Full Support, select all that apply below)*
☐ Speaker ☐ Staffed Booth ☐ Materials

☐ b. MATERIALS

☐ c. EVENT WEBSITE POSTING ONLY

14. MATERIALS *(The following items may be provided for your event based on availability. Please specify the quantity of each.)*

(1) ITEM NOMENCLATURE	(2) QUANTITY	(1) ITEM NOMENCLATURE	(2) QUANTITY
Brochures		Stickers: Eagle	
Tin Pin: Eagle		Stickers: Seal	
Tin Pin: Seal		Stickers: Flag	
Tin Pin: Vietnam Veterans		Presidential Proclamations	
Bumper Stickers		Other:	

a. SHIP TO *(Name)*:		b. STREET ADDRESS:		
c. CITY:	d. STATE:	e. ZIP CODE:	f. TELEPHONE NUMBER *(For FedEx, if different from above)*:	g. DATE NEEDED BY *(Month, Day, Year)*:

15. IS MEDIA COVERAGE ANTICIPATED? *(Explain)*

INSTRUCTIONS FOR COMPLETION OF DD FORM 2956, THE UNITED STATES OF AMERICA VIETNAM WAR COMMEMORATION COMMEMORATIVE EVENTS REQUEST

The DD Form 2956 is used to request support for a Commemorative Partner Event. Use the instructions below to complete the DD Form 2956. *Note: Fields with an asterisk * will be listed in the Event Website Posting of your event.*

1. Organization Name: List the name of the Commemorative Partner organization.

2. List the website of the organization (if none, please type "none").

3. Event Point of Contact Name:
   a. Who is the contact person for this event?
   b. Email: List the email address for the event point of contact.
   c. Telephone number for the event point of contact.

4. Event Title: What is the official name given to this event?

5. Event Location:
   a. Site Name (Example: The Pentagon).
   b. - d. Address of the Event Location.

6. Is this a fundraiser or recruitment event? Please check Yes or No.

7. Anticipated Attendance: How many people are expected to attend overall?

8. How many Vietnam Veterans are expected to attend overall?

9. Start Date: The date the event starts.

10. End Date: The date the event ends.

11. Commemoration Objective the event fulfills. Choose one or more of the following Objectives:
    1. To thank and honor Veterans of the Vietnam War, including personnel who were held as prisoners of war or listed as missing in action, for their service and sacrifice on behalf of the United States and to thank and honor the families of these veterans.
    2. To highlight the service of the Armed Forces during the Vietnam War and the contributions of Federal agencies and governmental and non-governmental organizations that served with, or in support of, the Armed Forces.
    3. To pay tribute to the contributions made on the home front by the people of the United States during the Vietnam War.
    4. To highlight the advances in technology, science, and medicine related to military research conducted during the Vietnam War.
    5. To recognize the contributions and sacrifices made by the allies of the United States during the Vietnam War.

12. Purpose of the Event, and how Vietnam Veterans and their families will be honored.

13. Commemoration Office Requested Role. Support is requested in the following forms (All are automatically posted to website):
    a. Full Support: Select which options are being requested: Speaker, Manned Booth, Materials.
    b. Materials: Available materials are sent for support of your event.
    c. Event Website Posting only.

14. Materials: Please indicate the quantity of each type of material requested.
    Note: The *Vietnam Veterans* tin pin is for Veterans only, as such we ask that you request enough for the Veterans only. Quantities of this pin requested should not exceed the number of Vietnam Veterans expected to attend.
    a –g. Ship To Name, Address, and Phone number for shipping materials, and the latest date materials need to be delivered by.

15. Is media coverage anticipated? Please list what type and any additional details.

VIETNAM WAR COMMEMORATION
AFTER-ACTION REPORT

OMB No. 0704-0499
OMB approval expires
Jul 31, 2016

The public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, Executive Services Directorate, Directives Division, 4800 Mark Center Drive, Alexandria, VA 22350-3100 (0704-0499). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ORGANIZATION. RETURN COMPLETED FORM AS DIRECTED IN THE INSTRUCTIONS BELOW.

INSTRUCTIONS

Please file an After-Action Report no later than 30 days after your event is complete. Your information will help other organizations in their planning of commemorative events. We encourage you to share your photos and articles of the events on the Commemorative Partner Portal on our Commemoration website to show other Vietnam veterans from around the United States how you recognized their service to our country. Submit reports using one of the following four preferred methods:

1. Through the Commemorative Partner Portal online: http://www.vietnamwar50th.com/partners/login (preferred)
2. Email to: WHS.VNWar50th_CPP_EVENTS@mail.mil
3. Fax to: 703-692-4691
4. U.S. Mail to: The United States of America Vietnam War Commemoration
   Attn: Events Team Chief
   1101 Wilson Blvd., Suite 810
   Arlington, VA 22209

FOR EACH EVENT, PLEASE SUPPLY THE FOLLOWING:

1. NAME OF ORGANIZATION:	**2. NAME OF EVENT:**

3. ADDRESS OF ORGANIZATION:

a. STREET ADDRESS:	b. CITY:	c. STATE:	d. ZIP CODE:

4. LOCATION OF EVENT *(Site name; e.g., The Pentagon)*	**5. START DATE OF EVENT** *(DDMMYYYY)*:	**6. END DATE OF EVENT** *(DDMMYYYY)*:

7. ACTUAL ATTENDANCE	**8. HOW MANY VIETNAM VETERANS WERE PRESENT?**	**9. HOW MANY VIETNAM VETERAN FAMILY MEMBERS WERE PRESENT?**

10. SUMMARY: *(Include the following information and anything else you would want other Commemorative Partners to know, such as: Was your event a success? How were your objectives fulfilled? Were there any issues that came up? Any media coverage? List any helpful suggestions or changes for future and lessons learned. Attach additional pages as necessary.)*

11. MATERIALS ACTUALLY USED: *(For each category of materials below, subtract the amount remaining from what was sent to you.)*

(1) ITEM NOMENCLATURE	(2) QUANTITY	(1) ITEM NOMENCLATURE	(2) QUANTITY
Brochures		Stickers: Eagle	
Tin Pin: Eagle		Stickers: Seal	
Tin Pin: Seal		Stickers: Flag	
Tin Pin: Vietnam Veterans		Presidential Proclamations	
Bumper Stickers		Other:	

INSTRUCTIONS FOR COMPLETION OF DD FORM 2957, THE UNITED STATES OF AMERICA VIETNAM WAR COMMEMORATION AFTER-ACTION REPORT

The DD Form 2957 is a summary of what took place at your event, and is used to assist in planning future events. Use the instructions below to complete the DD Form 2957.

1. Name of Organization: List the name of the Commemorative Partner organization.

2. Name of Event: What was the official name given to this event?

3. Address of Organization.

   a.-d. List the Address of the organization.

4. Location(s) of Event (Site name example: The Pentagon)

5. Start Date: The date the event started.

6. End Date: The date the event ended.

7. Actual Attendance: How many people overall actually attended?

8. How many Vietnam Veterans were present?

9. How many Vietnam Veteran family members were present?

10. Summary (Attach additional pages if needed). Include the following information and anything else you want other Commemorative Partners to know, such as:

    a. Was your event a success?

    b. Were there any issues that came up?

    c. Any media coverage?

    d. List any helpful suggestions or changes for the future and lessons learned.

    e. How were your objectives filled? (Commemorative Partner Objectives listed below)

       1. To thank and honor Veterans of the Vietnam War, including personnel who were held as prisoners of war or listed as missing in action, for their service and sacrifice on behalf of the United States and to thank and honor the families of these veterans.

       2. To highlight the service of the Armed Forces during the Vietnam War and the contributions of Federal agencies and governmental and non-governmental organizations that served with, or in support of, the Armed Forces.

       3. To pay tribute to the contributions made on the home front by the people of the United States during the Vietnam War.

       4. To highlight the advances in technology, science, and medicine related to military research conducted during the Vietnam War.

       5. To recognize the contributions and sacrifices made by the allies of the United States during the Vietnam War.

11. Materials Actually Used: Determine the amount used by subtracting the materials you have remaining from the amount of each category of material that was sent to you.