

INSTRUCTIONS

1. The attached form is used to request U.S. Armed Forces aircraft participation at public events (maximum of 3 days) in support of community relations programs, and for requesting an aerial demonstration team (U.S. Army Golden Knights, U.S. Navy Blue Angels, or U.S. Air Force Thunderbirds) to perform on or off a military installation, worldwide. This form is used by each Military Service to determine eligibility of an event for military aerial support. Once an event has been approved as eligible, it is the event sponsor's responsibility to contact units and coordinate any possible military unit participation. **The event sponsor is required to inform all the other requested military services once acceptance of any military aviation participation has been confirmed.**

2. The event sponsor is responsible for gaining the completion of Section IV, FAA Coordination, prior to submission of the form to each appropriate Military Service. The local Flight Standards District Office that has jurisdiction over the event site will complete all appropriate blocks in Section IV. Requests for static displays only do not require FAA coordination. Complete Sections I - III and V - VII, and forward the form to the nearest Flight Standards District Office (FSDO) for completion of Section IV. To locate nearest FSDO, visit FAA's website at http://www.faa.gov/about/office_org/field_offices/fsdo/.

3. The local sponsoring organization is responsible for the accurate completion of the form and conducting the event. The information on this form must be typed or printed in ink, and is used to evaluate the event for compliance with public law and Department of Defense policies, and to determine its eligibility for Armed Forces participation. In all cases, military participation must not interfere with military operations and training programs, and must be at no additional cost to the U.S. Government. Sponsors will consult with local military recruiters and provide, at no charge, prime space at the event site for recruiting activities. Department of Defense is unable to support events for which sponsorship is intended to make a business profit. Events which have an admission charge, or other associated charges, do not necessarily preclude military participation. Military commands cannot participate in events which charge admission unless the military participation is incidental to the event, and not the primary attraction. Incomplete forms, or forms submitted late, cannot be considered and will be returned to the sponsor's representative.

4. Requests for flyovers will be considered only for aviation-oriented events (i.e., air shows, airport anniversaries or dedication events), or for patriotic observances (one day only) held in conjunction with Armed Forces Day, Memorial Day, Independence Day, POW/MIA Recognition Day, or Veterans Day (event must be within seven days of the actual holiday date to be considered). Flyovers, not to exceed four aircraft, may be performed by operational or training aircraft as determined by the providing Military Service. **Sponsors of events other than bona fide air shows are prohibited from scheduling more than one Service to conduct the flyover. Once a military organization confirms flyover support, sponsor must then notify any other military service requested, so they will not participate in the same event. The Blue Angels and Thunderbirds do not perform flyovers.** Requests for flyovers must be received for processing at least 90 days prior to the event for full consideration by the Services. Requests received closer than 30 days will not allow adequate planning for some organizations to support. Requests received 14 days or closer will not be considered. Complete Sections I - III and V - VII, and forward the form to the nearest Flight Standards District Office (FSDO) for completion of Section IV. The missing man formation will not be flown in support of any activities requested on this form. It is reserved for funeral services in honor of active duty rated/designated aviators or dignitaries of the Federal Government or as determined by the Military Services.

5. Requests for aircraft static displays will only be considered for air shows, airport events, expositions and fairs, and public events which contribute to the public knowledge of Armed Forces equipment and capabilities (including recruiting and ROTC events). Complete Sections I - III and V - VII (Section IV is not applicable when requesting static displays only). Requests may be sent from the sponsoring organization to each Service branch's public affairs office listed in paragraph 9 of these instructions. The sponsor must satisfy all safety and operational requirements for the requested aircraft. Requests received closer than 60 days (90 days for Marine Corps support) will not allow adequate planning for some organizations to support.

6. Civilian-sponsored requests for performances by a flight demonstration team (Blue Angels and Thunderbirds) will be considered only for events

6. (Continued) which are: (1) aviation oriented (i.e. air shows, airport events, historical aviation events); (2) planning civilian aviation participation; (3) open to all Military Services for participation, and (4) held during the air show season (mid-March to mid-November). A partial reimbursement cost (quarters and meals) of \$6,000 per official demonstration (including any performance where admission is charged to view a team) is payable by all nonmilitary sponsors as indicated in the team support manual. Appearances on a military installation or sponsored by a military organization will only be approved in support of an official installation "open house" program (no admission charge/entrance fee). All event sponsors are required to comply with all aspects of the team support manual, as applicable. All requests for an aerial demonstration team must be received by August 1 of the year preceding the year of the event. Complete Sections I - III and V - VII, and forward the form to the nearest FAA Flight Standards District Office (FSDO) for completion of Section IV. The annual schedule will be released in December of the year prior to the season. Subsequent to public release of the schedules, teams will be rescheduled if a scheduled event is cancelled, the original sponsoring organization is changed, or the original event site is changed. Previously validated requests will automatically be reconsidered. NOTE: Blue Angels and Thunderbirds require 6,000 and 7,000 foot runways, respectively, at or within 30-50 nautical miles of the demonstration site. The Blue Angels also require arresting gear located within 80 nautical miles of the demonstration site.

7. Requests for single aircraft demonstrations (i.e., F-15, F-14, Harrier) will be considered for events as described in paragraph 6 (1) through (4) above. Army and Air Force single aircraft demonstrations must be received for processing at least 60 days prior to the event. USMC Harrier (AV-8B) and Navy demonstration requests must be received by January 31 each year. The Harrier demonstration can only be performed over a prepared hard surface or open water. (Scheduled Harrier events will receive two aircraft, one for demonstration and one for static display. Fifty gallons of distilled water must be provided for each Harrier demonstration.) Meals, lodging, and transportation for the aircrews must be provided by the sponsor.

8. Civilian-sponsored requests for the U.S. Army Parachute Team, the Golden Knights, will be considered for events such as air shows, airport dedications and anniversaries, expositions and fairs, events sponsored by the Army, and those events which contribute to the public knowledge of military and airborne operations, equipment and capabilities. All requests must be received by Army Public Affairs by October 1 of the year preceding the year of the event. Appearances on a military installation will only be approved in support of an official "open house" program. All sponsors, military and civilian, are required to reimburse the team for quarters, meals, ground transportation, and a designated rate for the jump platform (aircraft), as determined by the team, at least two weeks prior to the event (approximately \$2,500 per official show day). The annual schedule will be released in mid-January (approximately 45 days after the flight demonstration teams' schedules). After the official schedule is released, the Golden Knights will consider "add on" performances if received at least 60 days prior to the date of the event. In the event of cancellations, all requests previously validated will automatically be reconsidered, as required. Complete Sections I - III and V - VII, and forward the form to the nearest FAA Flight Standards District Office (FSDO) for completion of Section IV. Please send completed request forms to the appropriate Military Service public affairs office(s) listed below.

9. Additional DD Forms 2535 may be obtained through the office(s) listed below, through the nearest military installation public affairs office, or on the Internet at <http://www.dtic.mil/whs/directives/infomgt/forms/ddforms2500-2999.htm>. **For legitimacy reasons, event sponsors are highly encouraged to fill out applicable information on-line prior to printing form out.**

ARMY

Office of the Chief of Public Affairs
Attn: Community Relations Team
1500 Army Pentagon
Washington, DC 20310-1500
(703) 695-2057 (voice)
(703) 614-3354 or 695-6253 (fax)
<http://www4.army.mil/outreach/assets/>

MARINE CORPS

Headquarters, U.S. Marine Corps
Attn: Aviation Coordinator
2 Navy Annex (PAC)
Washington, DC 20380-1775
(703) 692-7434 (voice)
(703) 614-2358 (fax)
www.usmc.mil/community

NAVY

Navy Office of Community Outreach
Attn: Aviation Support
5722 Integrity Drive, Bldg 456-3
Millington, TN 38054
(901) 874-5803 (voice) (901) 874-5813 (fax)
<http://www.navy.mil/palib/aircraft/airshows/airshows.html>

AIR FORCE

SAF/PAN
Attn: Aviation Support
1690 AF Pentagon
Washington, DC 20330-1690
(703) 695-9664 (voice)
(703) 693-9601 (fax)
www.airshows.pa.hq.af.mil

