

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**

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Operations

CONDUCTING AIR FORCE OPEN HOUSES

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This is a new instruction designed to provide guidance and procedures for the planning and conduct of Air Force open houses. This Instruction implements Air Force Policy Directive (AFPD) 10-10, *Joint Use of Military and Civilian Facilities*; In addition this publication relates to Department of Defense Directive (DoDD) 5410.18, *Public Affairs Community Relations Policy* and DoD Instruction (DoDI) 5410.19, *Public Affairs Community Relations Policy Implementation*; AFPD 10-18, *Foreign Governmental Aircraft Use of United States Air Force Airfields*. AFPD 11-2, *Aircraft Rules and Procedures*, by prescribing general flight rules that govern the operation of Air Force aircraft (manned and remotely operated) flown by Air Force pilots, pilots of other services, foreign pilots, and civilian pilots, in the context of this Instruction; AFPD 10-25, *Emergency Management*; AFPD 31-1, *Integrated Defense*; AFPD 31-2, *Air Provost Operations*, AFPD 34-2, *Managing Nonappropriated Funds*, AFPD 35-1, *Public Affairs Management*, and AFPD 90-9, *Operational Risk Management*. This publication applies to the Air National Guard (ANG). For the purpose of this Instruction the Air National Guard is functionally considered to be a major command (MAJCOM). This publication applies to Air Force Reserve Command (AFRC) units. Any organization may supplement this Instruction. MAJCOMs, field operating agencies (FOAs), and direct reporting units (DRUs) must send one copy of any proposed supplements to AF/A3O-AO for review and obtain concurrence by the appropriate Headquarters Air Force functional3-letter before publishing. See Attachment 1 for a glossary of references and supporting information. Submit suggested improvements to this Instruction on AF Form 847 through MAJCOM channels to AF/A3O-AO. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-

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Chapter 1

GENERAL GUIDANCE

1.1. Purpose. The purpose of this Instruction is to provide installation commanders the appropriate guidance to host the most successful open house for their particular location. This Instruction is written to support planning and execution by providing planning staffs relevant interpretations of numerous regulations, instructions, organizations and functions. It supersedes policy memoranda from AF/CV, Gen Carns (July 1994), AF/CV, Gen Moorman, (March 1996) and AF/CVA, Lt Gen Newton (January 1997).

1.2. Goal. The Air Force hosts open houses to enhance the public awareness of Air Force preparedness, to demonstrate modern weapon systems and capabilities, to promote positive community and international relations, to showcase our Airmen and to support Air Force recruiting and retention. Opening Air Force bases to the public provides opportunities for education and generates interest in the military and its role in national security. The term "open house" identifies a traditional activity held on military installations and may or may not include an airshow. (The terms "open house" and "airshow" have been used interchangeably in the past; this Instruction uses "open house," consistent with DoD policies and instructions (DoDD 5410.18 and DoDI 5410.19), as well as the Air Force implementing publication AFI 35-101). The use of the term "open house" is not intended to specify or dictate any predetermined level of access to military installations. Inviting the general public onto the installation for an open house does not, in and of itself, cause the installation to lose its status as "closed" for the purposes of controlling political or ideological speech.

1.3. Orientation. An Air Force open house is a community relations activity, which should generally highlight the mission, resources and personnel of the host base. However, military equipment and people from other bases and services may be invited to demonstrate additional capabilities. The primary purpose of an open house is to educate the public, not to raise funds for morale, welfare, and recreation (MWR), non-Federal entities (NFE), or private organizations (PO). That does not prevent Services from raising funds in excess of those needed for open house support or prevent authorized PO fundraising (to include authorized unit souvenir and/or memorabilia-sale activity) as specifically provided for herein so long as fund-raising does not become the primary objective of the event. See **paragraphs 1.14.1.2, 5.3 and 7.4.4** concerning PO fundraising and concession sales.

1.3.1. Installation commanders will evaluate the overall open house plan to ensure the open house maintains a military orientation. Open houses shall not take on the character of commercial events, carnivals, fairs or civilian air shows or create an impression of a commercial, carnival or fundraising environment.

1.3.2. Soliciting commercial sponsorship, in accordance with AFI 34-407, *Air Force Commercial Sponsorship Program*, to help fund Services MWR elements of the open house, including funding for a family area or "kid zone," is an acceptable practice. "Kid zone" activities should be solely for the use of children and could include attractions such as jumping castles and small mechanical rides like carousels and small trains. Mechanical rides intended for adults such as large roller coasters and Ferris wheels, along with games of chance or skill, are prohibited.

1.3.3. Open houses should be no more than three days in length. A typical format is one or two show days in addition to a short practice day.

1.4. Commander Responsibilities. Installation commanders are encouraged to host at least one open house each year. The installation commander is responsible for ensuring the open house maintains a military orientation. Commanders must execute each open house with prudent oversight that balances the issues of force protection and operations tempo with the expected benefits of opening the base to the public. To highlight the base mission and Air Force life, commanders may consider opening dining facilities, dormitories, maintenance shops, classrooms, flight simulators and other unclassified facilities for public viewing. Commanders should ensure an open house is properly funded before committing to the event. An open house is not only an event open to the general public, but could also be a day when the commander hosts members of one or more community groups. Consider inviting business leaders, educators, food service workers, medical professionals, housing authorities or students to the base for an orientation geared to the particular group.

1.5. Aerial Demonstrations. Aerial demonstrations may be conducted by both military and civilian fixed-wing and/or rotary-wing aircraft in public events.

1.5.1. **Military Demonstration Teams.** These include DoD sanctioned demonstration and jump teams (USAF Thunderbirds, Blue Angels, and Golden Knights), foreign demonstration and jump teams (e.g., Canadian Snowbirds and Skyhawks), and MAJCOM demonstration and jump teams (e.g., Air Combat Command (ACC) and Navy single-ship demonstration teams, Heritage and Legacy Flight, and USAF Wings of Blue). All teams have support manuals that must be complied with during every performance.

1.5.2. **Civilian Aerial Demonstrations.** Civilian performers may be invited to provide aerial demonstrations, flyovers, and static displays (see [paragraph 6.4](#)).

1.6. Ground Demonstrations/Displays. Ground demonstrations/displays (including military aircraft and equipment, civilian aircraft, and other displays) may be permitted if the installation commander determines the displays further the community relations goals of the open house. Agreements for non-military displays should address permitted signs and liability (e.g., a hold-harmless agreement); such displays must be informational. Limited sales may be permitted (see [paragraph 1.9](#)).

1.7. Open House Recognition and Signs.

1.7.1. Signs must not cause the open house to take on the character of a commercial event, carnival or fair. Avoid large and garish signs that create an unattractive patchwork of competing commercial messages. Signs must not restrict viewing of open house activities.

1.7.2. Signs cannot promote, display, or sell commercial products or services unless being used for commercial sponsorship or to advertise Services concessions.,

1.7.3. **Commercial Sponsor Recognition.** Signs and recognition for commercial sponsors will be handled in accordance with AFI 34-407 and [paragraph 1.7.1](#) above. Commercial sponsorship recognition (signs/displays) must be proximate to the MWR elements of the open house. However, when sponsoring commercial acts or static displays, commercial sponsors may have a sign near the sponsored aircraft. Installations should coordinate commercial sponsor recognition to maximize the benefit to MWR (throughout the year), as

well as the benefit to community relations and to the overall open house. Refer to DoDI 1015.10, *Morale, Welfare, and Recreation (MWR) Programs*, Enclosure 2, paragraph 4(g) and **paragraph 2.9.1** for approval of commercial sponsorships.

1.7.4. Donor Recognition. Apart from the commercial sponsorship program, other entities or individuals may offer the Air Force or an Air Force NAFI gift of goods and services, to include aerial demonstrations, for the open house. Air Force policy generally provides that donor/gift recognition for gifts given directly to the Air Force may not be made publicly and that special concessions or privileges may not be granted to these gift donors. As such, responses to gifts for the benefit of an open house may include a thank you letter to the donor from the commander authorized to accept the gift. A modest sign at the entry to the open house can be used to identify those donors who have helped make the event possible (logos should not be used on this sign). For aerial demonstrations/acts, the announcer may note the donor in conjunction with the start of the act during the show; PA will provide guidance to avoid impermissible endorsements. Consistent with PA guidance in AFI 35-101, a news release should not address gift donors unless mention of the gift is incidental to the story. Some donors seek contributions from other groups or individuals and, in turn, combine those contributions to make gifts to the Air Force to support the open house; the Air Force does not recognize those contributors in an official manner (i.e. they should not be listed on the sign mentioned above or in any public announcements) unless they are included as donors in the gift offer. Donors and. Donors and/or their contributors may be separately entitled to recognition through an agreement entered as part of the commercial sponsorship program. Donors or contributors to donors may announce a gift through a news release, publicity, advertising or any other means. Such announcements should not imply that the AF or its personnel endorse the donor or contributor.

1.8. Safety. Safety, both air and ground, is the priority at all times. Do not execute aerial performances that endanger the safety of spectators or participants or that threaten damage to property. Official military demonstrations will use criteria provided in AF and MAJCOM instructions, and are subject to DoD issuances (listed in **Attachment 1**) and Title 14, Code of Federal Regulations (14 CFR), *Aeronautics and Space*.

1.9. Showmanship and Professionalism. In developing and performing aerial events, supervisors and participants should remember the objective is to demonstrate Air Force professionalism and competence to the general public. Strict compliance with show lines, procedures, and minimum altitude restrictions reflects both professionalism and good showmanship by providing spectators, including those in the rear of the spectator area, an unobstructed view of the aerial performance. Static display crews are required to remain with their equipment to greet the public and answer questions. Additionally, do not inter-mingle commercial vendors selling memorabilia with the static displays. Ensure the static displays are separated, by a reasonable distance, from the area where commercial vendors are conducting sales (see **paragraph 6.5**) The exact distance will be based on the area available and is left to the discretion of the installation commander. Installations may only permit POs (see **paragraph 1.14.6** and **6.10**) and NFEs providing warbirds or other static displays to sell memorabilia near their static displays pursuant to a concessionaire contract. Military may not conduct sales in uniform. Installation commanders may restrict alcohol consumption by personnel in uniform during the open house.

1.10. Fees. Installations will not charge for admission, parking, or viewing of any activities nor shall installations permit donation jars or other suggestions that donations are encouraged for Government services provided without charge.

1.10.1. Open house programs with advertising may be sold, but a schedule of activities must be readily available at no charge (see **paragraph 5.4** for possible restrictions).

1.10.2. Charges for admission to military aircraft or other equipment are specifically prohibited. Photos of attendees donning military clothing or seated in military aircraft or equipment may not be offered for sale. Owners and/or operators of aircraft not owned by the Federal Government will not be permitted to impose an admission charge to view or enter their aircraft; however, they may post a sign over a donation receptacle stating that donations are accepted. Requests for donations may not imply government endorsement or benefit. Details of the arrangement must be addressed in the contract or other agreement for the display.

1.10.3. Installations may not impose unreasonable restrictions on visitors to encourage purchase of services. For example, coolers may not be prohibited to stimulate soft drink sales. However installations may ban coolers or other carry-in packages for security or crowd control concerns. Installations will provide free water and restroom facilities. For guidance on the purchase of bottled water, see AFI 65-601, Volume 1, *Budget Guidance and Procedures*, paragraph 4.45.

1.10.4. Fees for viewing, concession and display spaces are addressed in **paragraph 1.12**.

1.11. Overseas Open Houses. For U.S. military installation events open to the public outside the continental United States, Canada and Mexico, event approval rests with the unified Combatant Commander in whose geographic area the event occurs. The commander may delegate the responsibility for event approval to the Air Force Component PA, and for participation approval to the Air Force Component Commander. Critical aspects of all overseas events should be coordinated with appropriate host nation authorities as early as possible. Participation in open houses conducted overseas will use resources under the operational control of the theater commander or, with concurrence of the owning MAJCOM, those on temporary duty within the theater. The operational control of the participating MAJCOMs over their own aircraft is not preempted or diminished. Requests for continental US (CONUS) based assets to deploy to support overseas open houses must be made through the Unified Combatant Command to SAF/ PAY 60 days prior to the event. **Note:** When reading this Instruction for guidance on conducting overseas open houses, substitute “host nation aeronautical agency” for “FAA”.

1.12. Reserved Space. Installations may authorize tent/booth/cabana/display space under the permissible arrangements below. Individuals or NFEs may not have exclusive use of any part of the open house premises during an open house unless pursuant to an authorized arrangement, as detailed below.

1.12.1. **Commander’s Hospitality Tent.** The installation may establish a single, commander-hosted, DV tent, offset from the center of the show paid for by Appropriated Funds (APF); the tent will have no sponsor or signage. Invitees are as authorized in Official Representation Fund (ORF) and PA guidance (see AFI 65-603, *Official Representation Funds - Guidance and Procedures* paragraph 7.2.13 restriction on combining ORF with other funds).. Invitations will not be used to solicit commercial sponsorship or donations. No

charges will be imposed for admission to the commander's tent. (See [paragraph 1.7.3](#) and [6.11](#) for additional guidance.) Individuals and NFEs may offer enhancements to the commander's hospitality tent as conditional gifts to the Air Force

1.12.2. Open House Operations. The installation may set aside space necessary for management and logistics for the open house. This category includes space for volunteer management and for aerial or ground event performers.

1.12.3. Ground Displays. Exhibitors may use space to provide displays open to the public as part of the open house. This category includes Federal agencies, contractors providing ground displays, and other NFEs. All displays in this category must directly contribute to the open house (i.e., highlight the mission and resources of the host base and educate the public about the military). Community organizations and NFEs requesting exhibit space in order to distribute other information to attendees may receive space as Government support if their participation meets the test of DoD 5500.7-R, Joint Ethics Regulation (JER) 3-211. Per JER 3-211, such displays must be of interest and benefit to the local civilian community or DoD and must support DoD community relations with the immediate community and/or other legitimate DoD public affairs interests; commercial marketing is not permitted in this category. All installations will ensure they avoid commercialization of the open house.

1.12.4. Concessions. Services may use space to sell refreshments or merchandise, either on their own or through a concession agreement. Services concessionaires may use space to sell concessions (and for associated logistics and management) according to the terms of the concessions contract (see [paragraph 5.3](#)).

1.12.5. Attendees. The installation may provide space as protection from the weather and bleachers or chairs for all attendees or reserved for attendees who are disabled, elderly, pregnant, etc. Make arrangements for handicapped spectators in accordance with applicable laws. Concerns for space, safety, transportation, logistics, and security will usually lead to a prohibition against attendees bringing personal tents to the event except for unique circumstances that will require approval by the installation. Do not restrict personal tents for the purpose of increasing the use of tent concession.

1.12.6. Tent and Seating Concessions. Services may rent tents, bleachers or chairs as a concession, either directly or through a concessionaire. The concession arrangement must not pose an unreasonable restriction on attendees who wish to view open house events without purchasing the concession. Tent/seating space provided as a concession may be reserved, as long as the reservation process is open to the public. Accommodation space may include provisions for food and beverages as part of the concession if provided through Services. Tent space or seating may not be re-sold or used for other sales not covered by the concession contract (see [paragraph 5.3](#)).

1.12.7. Commercial Sponsor Displays. Display areas may be provided (at the sponsors' expense) for the use of Services MWR commercial sponsors for passive display of sponsor products/services pursuant to sponsor agreements (see AFI 34-407 and [paragraphs 5.5](#) and [6.8](#)). No selling of sponsor products is permitted in conjunction with these displays.

1.12.8. Space as Government Consideration Pursuant to a Contract. Both APF and non-appropriated fund (NAF) contracts may include reserved space as part of the Government consideration. The details of such an arrangement must not detract from the overall

community relations goals of the open house. For example, Government consideration for demonstrations procured via contract with Air Force funds (e.g. a warbird demonstration or civilian aerial demonstration) could include tent space for the performers or otherwise for the contractor's use. If alternative forms of consideration are used in NAF contracts, the contract must stipulate that there is a dollar value associated with the exchange and the amount must be stated in the payment terms Contracting Officers must determine if the consideration is fair and reasonable and document the file accordingly. Use of Government space during the open house need not relate directly to performance of the contract; however, any such tent space may not be used to avoid prohibitions against commercial signs, advertising, or display of products or services See **paragraph 8.2.4.**

1.13. Music Royalties. Installations will comply with all Federal laws regarding the compensation of musicians for the use of their copyrighted music. Performers are responsible for paying their royalties to the appropriate licensing agency. If the base creates a performance that requires copyrighted musical support the installation will be responsible for paying the royalties associated with their event only. The International Council of Air Shows (ICAS) has negotiated rates with the three major licensing agencies: Broadcast Music, Inc. (BMI), American Society of Composers, Authors and Publishers (ASCAP) and Society of European Stage Authors and Composers (SESAC). Installations can make their own arrangements or take advantage of the ICAS rates. Another option is to have a local radio station broadcast from the event. Music royalties may be funded by APF only for performances otherwise supported by APF. **Note:** Reference to ICAS or their products does not imply an endorsement by the Air Force. Any interaction with this organization is optional.

1.14. Private Organizations and Non-Federal Entities. POs and other NFEs can have a limited role in organizing and funding an open house; however, the installation commander and the open house staff will retain overall control of the event. All inherently Governmental functions must be performed by Air Force personnel. POs and NFEs may, for example, raise funds and accept donations from outside sources, donate funds and in-kind gifts to the Government, fund expenses not ordinarily borne by appropriated or nonappropriated funds, provide voluntary services to support the open house (see **paragraph 7.6** for procedures), and offer publicity separate from the event itself in exchange for donations. AF personnel may not solicit NFEs or POs to fundraise for the purpose of gifting items/funds raised to the Air Force. PO or NFE involvement in an open house must be pursuant to a specific permission or agreement (based on statutory or regulatory authority applicable to the type of involvement), such as a contract, gift acceptance, agreement for gratuitous services, commercial sponsorship agreement (AFMAN 34-416, Attachment 2, *Standard Sponsorship Agreement*).

1.14.1. Private organizations are governed by AFI 34-223, *The Private Organization Program*. POs are base-chartered, self-sustaining special-interest groups, set up by people acting exclusively outside the scope of any official capacity as military members, employees, or agents of the Federal Government. POs are not Federal entities and are not to be treated as such. They operate on Air Force installations with the written consent of the installation commander.

1.14.1.1. While POs normally are required to carry insurance coverage, PO members will still be personally liable to civil lawsuits in the event of a serious accident. For this reason, POs should not be used to contract for aerial acts or other activities that could expose the members to personal liability.

1.14.1.2. A PO composed primarily of Government employees is generally unable to enter into APF contracts because Federal Acquisition Regulation (FAR) Part 3.601(a) prohibits contracts with a Government employee or a business concern or other organization owned or substantially owned or controlled by one or more Government employees. In accordance with FAR 3.602, the agency head, or a designee not below the level of the head of the contracting activity, may authorize an exception to the policy in FAR 3.601(a) only if there is a most compelling reason to do so, such as when the Government's needs cannot reasonably be otherwise met. This does not bar PO operation of a concession pursuant to a Services or concessionaire contract (AFI 34-262, *Services Programs And Use Eligibility*, paragraph 2.9.1.8).

1.14.2. As the term —no Federal” implies, an NFE is composed of individuals acting outside the scope of any official capacity as officers, employees, or agents of the Federal government. NFEs operating outside the Air Force private organization program have fewer constraints than do POs. Examples of such NFEs include professional military organizations, local chambers of commerce, commercial entities, or organizations of community or business leaders formed for the specific purpose of promoting an open house.

1.14.3. Avoid giving the public the perception a PO or NFE is hosting the overall event, or any portion of it. Air Force, PO and NFE websites and other publicly disseminated media must clearly convey to the public the fact the PO or NFE is only supporting the installation with the open house and no Federal endorsement is implied. Do not incorporate the name of an NFE in the name of the open house.

1.14.4. NFEs and POs must make clear, to all prospective donors, that they do not represent the Air Force. They may not extend commercial sponsorship or other recognition benefits or advertising privileges on the installation, or suggest Air Force endorsement of sponsors or sponsorship arrangements or official involvement in obtaining them.

1.14.5. A DoD employee who is an *active participant* in an NFE (including a PO) or has been an *officer* of the NFE (including a PO) within the last year or who has a financial interest in the NFE is generally prohibited from engaging in any official activity in which the NFE or PO is a party or has a financial interest. These rules apply to personnel who have official responsibilities in connection with an open house. See **paragraph 7.4.5.1** for definitions; consult the installation legal office for ethics advice on conflicts of interest.

1.14.6. Unless restricted by state or local law, an NFE may raise funds and accept donations. Fundraising activities on an Air Force installation must comply with the requirements of JER Sections 3-210 and Section 3-211 and AFI 36-3101, *Fundraising within the Air Force*. A PO or unofficial activity, as defined in AFI 34-223, paragraph 1.1, must also comply with the provisions of that instruction, including the limits of on-base solicitation. DoD employees are subject to further restrictions including soliciting from subordinates or prohibited sources and using DoD position, title or authority for NFE fundraising.

1.15. Joint Bases. Open houses at joint bases will be conducted according to supporting Component regulations, policies, and procedures, except for the operation, safety, and security of mission assets, which will follow supported component regulations, policies, and procedures.

1.16. Contracting. The installation and Air Force non-appropriated fund instrumentalities (AFNAFIs) may accomplish some open house functions via APF and NAF contracts. Overall

event management or individual services may be contracted. Before contracting an open house function, consider whether the duties are inherently governmental (per existing contracting regulations). Combined APF-NAF contracts must segregate the two categories of funds and corresponding contract products/services.

Chapter 2

RESPONSIBILITIES

2.1. Under Secretary of Defense, Policy (USD(P)). Under Secretary of Defense for Policy (USD(P)) has event approval authority for International Air Shows and Trade Exhibitions, as delegated by the Secretary of Defense. This generally concerns only participation in, not hosting, overseas open houses.

2.2. Secretary of the Air Force (SECAF). The approval authority for the Thunderbirds schedule rests with the Secretary, IAW DoDI 5410.19 paragraph 5.4.3 and E.3.3.1. This responsibility was delegated to the Chief of Staff (SECAF signed SSS, 9 Apr 2002, AF/JA memorandum, 11 Apr 2002).

2.3. Chief of Staff of the Air Force (CSAF or AF/CC). AF/CC approves the Thunderbirds' schedule. AF/CC has delegated the approval of changes (date changes, cancellations and substitutions) to the Thunderbirds' schedule to ACC/CC (HQ AF/XO msg, 15 December, 2003).

2.4. Assistant Secretary of the Air Force, Acquisitions (SAF/AQ). SAF/AQ will provide guidance for acquisition support to open houses and approve the use of systems undergoing research and development.

2.4.1. Deputy Assistant Secretary Contracting (SAF/AQC). Plans, implements and executes contracting policy in accordance with Federal regulations and current Air Force policy. Promotes acquisition excellence and compliance with statutory requirements of all contracting actions in support of open houses to include the government purchase card (GPC) Program.

2.5. Assistant Secretary of the Air Force, Financial Management and Comptroller (SAF/FM). Provides guidance to Air Staff and Secretariat functional offices, as well as MAJCOM/FM offices, on the propriety of using appropriated funds. Assists in arbitrating disputes over funding responsibilities between functional areas and MAJCOMs.

2.6. General Counsel of the Air Force (SAF/GC). Provides Headquarters (HQ) Air Force (HAF)-level legal guidance to policy makers in all functional areas of open houses and community relations programs. Provides guidance and exercises oversight of MAJCOM, numbered AF and wing-level legal office support for open houses on issues involving ethics (standards of conduct) and fiscal matters.

2.7. The Judge Advocate General of the Air Force (AF/JA). Provides HAF-level legal guidance to policy makers in all functional areas of open houses and community relations programs. Provides guidance on MAJCOM, numbered AF and wing-level legal office support for open houses.

2.8. Director of Public Affairs (SAF/PA). Responsible for ensuring events are suitable or eligible for Air Force participation including static displays, aerial performances and Air Force parachute team demonstrations. Approval for certain events rests with the geographical commanders, USD(P), and other Department of Defense (DoD)/Air Force officials as the circumstances dictate and are outlined in this Instruction. SAF/PA sets forth criteria to help commanders decide when having an open house is in the best interest of their community relations programs. SAF/PA provides guidance and resources for interacting with the media at

open houses or in the event of an accident/incident. Additionally, SAF/PA reviews all DD Forms 2535, *Request for Military Aerial Support*, requests for the Thunderbirds and all civilian air acts and static displays at base open houses.

2.9. Deputy Chief of Staff (DCS), Manpower, Personnel and Services (AF/A1).

2.9.1. Director of Services (AF/A1S). Develops policies and procedures for use of nonappropriated funds in support of Services' MWR elements and events held in conjunction with open houses. Provides guidance on any other uses of NAFs to support open house events and activities. Develops policy and procedures for Services' management of concessions and resale activities at open houses consistent with the policies in this Instruction. Develops policy and procedures for use of the Air Force commercial sponsorship program. Approves commercial sponsorship of MWR events, including civilian aerial acts/displays at open houses (only a general officer or SES may approve) IAW DoDI 1015.10, Enclosure 2, paragraph 4(g).

2.10. DCS, Operations, Plans and Requirements (AF/A3/5). Implements policies to focus HQ USAF guidance and streamline open house procedures.

2.10.1. Director of Operations (AF/A3O).

2.10.1.1. Waiver Requests. AF/A3O is the approval authority for waiver requests to this Instruction, subject to advance concurrence of the appropriate Air Staff functional OPR at the 3-letter level. Waiver requests must first be approved by the MAJCOM/CC.

2.10.1.2. Unique Requests. AF/A3O is the approval authority for requests not covered by this Instruction, unless otherwise designated, and only after obtaining advance concurrence of the appropriate Air Staff functional office of primary responsibility (OPR) at the 3-letter level. Submit such requests to AF/A3O-AO for evaluation and staffing, after obtaining MAJCOM/CC approval. Submit requests at least 60 calendar days before the event.

2.11. DCS, Logistics, Installations and Mission Support (AF/A4/7).

2.11.1. The Civil Engineer (AF/A7C). Will establish procedures and integrate policies for all aspects of emergency management (EM) related to open house operations. Provides oversight and advocacy of Air Force individual and collective protections, contamination control and avoidance, and incident management activities during emergency response. AF/A7C provides Civil Engineer emergency management subject matter experts (SMEs) to develop and publish AF, MAJCOM and unit policies, procedures and integrated CONOPS, training and equipage programs.

2.11.2. Director of Security Forces (AF/A7S). Develops Air Force policy and provides oversight for the installation security and antiterrorism programs.

2.12. Air Force Chief of Safety (AF/SE). AF/SE is responsible for providing MAJCOMs safety consultation for open houses as requested.

2.13. MAJCOM. Each MAJCOM that takes part in or supports open houses will:

2.13.1. Evaluate requests for Air Force aerial support.

2.13.2. Assist, as necessary, with coordinating and obtaining support that is beyond the capability of the base hosting the open house.

2.13.3. Provide a single point of contact (POC) within the MAJCOM or numbered AF headquarters for all command participation in open houses. Provide the name of the POC, rank/grade, office symbol, e-mail address and defense switched network (DSN) and commercial voice and fax numbers to AF/A3O-AO and SAF/PA.

2.13.4. Submit requests for foreign aircraft or foreign military demonstration team (except Canadian Snowbirds) participation in unit open houses to SAF/PA for coordination prior to approval. OCONUS events will make requests for foreign aircraft or foreign military demonstration team IAW COCOM directives.

2.13.5. Serve as approval authority for submitting warbirds not listed in Attachment 6 IAW paragraph 4.2.4.

2.14. Installation Commander. The installation commander retains overall responsibility for all aspects of the open house. Additionally, the installation commander should:

2.14.1. Appoint open house director and approve functional staff. Open house director should be an O-4 or higher and a highly qualified member of the host unit or wing. The director should be appointed 9 to 15 months prior to the event.

2.14.2. Delegate the authority to plan and execute the open house to the director.

2.14.3. Direct base organizations to support the open house director and staff.

2.14.4. Approve the operations and emergency plans for the open house.

2.14.5. Communicate with media through PA office, especially during adverse incidents.

2.14.6. Ensure all personnel participating in open houses meet the following standards:

2.14.6.1. All pilots and aircrew are highly qualified and proficient in flying procedures, standard profiles and demonstration techniques (reference AFI 11-246, *Air Force Aircraft Demonstrations*, appropriate aircraft volume) planned for the event.

2.14.6.2. All Airmen exhibit superb military bearing and are present, in the proper uniform, conform to AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, and remain at the aircraft or equipment during periods of public viewing.

2.14.6.3. All Airmen possess in-depth knowledge of the aircraft or equipment, and of the Air Force, in general.

2.14.6.4. All Airmen can communicate effectively with the public.

2.14.7. Appoint an Antiterrorism Officer for completion and coordination of the AT Plan.

2.14.8. Approve warbird ([Attachment 6](#)) participation.

2.14.9. Ensure compliance with demo team support manuals.

2.15. Open House Director.

2.15.1. Recommend personnel to the installation commander to serve on the open house staff.

2.15.2. Lead the open house staff and requests and allocates resources to support the open house.

2.15.3. Is familiar with DoD, AF, and MAJCOM instructions directing open house procedures, force protection, aircraft and weapons safety, etc.

2.15.4. Submit completed DD Form 2535 to MAJCOM/PA. For the event to be considered for support by the Air Force Aerial Demonstration Squadron, MAJCOM/PA will submit the DD Form 2535 to SAF/PAY prior to 1 August of the year prior to the open house. This may be delegated.

2.15.5. Submit (CONUS Events only) FAA Form 7711-2, *Application for Certificate of Waiver or Authorization*, to the FAA 90 days prior to the event if any type of flying or parachuting is planned during the open house. This may be delegated.

2.15.6. Submit requests for foreign aircraft or foreign military demonstration team participation in unit open houses through MAJCOM to SAF/PA for coordination prior to approval. OCONUS events will make requests for foreign aircraft or foreign military demonstration team IAW COCOM directives.

2.15.7. Review and/or coordinate with Legal, Services, Contracting, and Comptroller on all contracts and agreements related to the open house.

2.15.8. Ensure all performer/demo team support manuals have been reviewed and special requirements have been met.

2.15.9. Ensure previous open house “lessons learned” are reviewed and implemented.

2.15.10. Create or update installation open house plan with lessons learned.

2.15.11. Contact ACC/A3T Aerial Events at DSN 574-8346 or at acc.a3ta.langley.af.mil to request ACC Single-Ship Demonstration Team.

2.15.12. Ensure appropriate risk assessments are accomplished as needed. Include completed risk assessments in the lessons learned book.

2.16. Chief of Safety Responsibilities. Assign, as a minimum, qualified primary and alternate ground, weapons and flight safety personnel to serve on the open house safety staff. Continuous coverage should be provided in all planning, preparations, operations and cleanup phases of the open house. The chief of safety and his staff will:

2.16.1. Ensure all applicable Air Force, Federal, state and local safety requirements are met and followed.

2.16.2. Work closely with the open house director, Fire & Emergency Services Fire Prevention Office, bioenvironmental engineers, Public Health and the environmental office to ensure safety issues are identified and resolved.

2.16.3. Ensure previous open house “lessons learned” are reviewed for safety discrepancies and planning purposes.

2.16.4. Review all applicable Federal and state Occupational Safety and Health Administration (OSHA) regulations, national consensus standards (, Uniform Building Codes in effect, AF Office of Safety and Health (AFOSH) Standards, Air Force instructions, technical orders, MAJCOM and local guidance that apply to open house operations and areas.

2.16.5. Develop local checklists as needed to ensure all areas are properly inspected.

2.16.6. Review all local mishap response plans to ensure they are up to date and ensure all appropriate agencies have ready access to them in the event of a mishap during the open house.

2.16.7. Determine whether warbirds or civilian aerial acts have an adequate safety record and plan for their ground activities and performance. The Chief of Safety is responsible for determining whether an aerial act is permitted to participate in the open house.

2.16.8. Ensure a pre-airshow and daily aerial safety brief, prior to execution, is conducted with all performers (air and ground).

2.16.9. Ensure a survey is conducted to validate drop/landing zones for parachute operations.

2.17. Unified Combatant Commanders. Unified Combatant Commanders have approval authority for events in their area of responsibility. The Unified Commander may delegate the responsibility for event approval to the Air Force component PA coordinator, and for participation approval to the Air Force component commander IAW DoD 5410.19, AFI 35-101 and AFI 11-209, paragraph 5.9.

Chapter 3

ORGANIZATION

3.1. Open House Staff. The installation commander approves the open house staff. It acts on the commander's behalf to plan and execute the open house. Wings may tailor the staff organization to fit their needs. See the General Planning Checklist ([Attachment 2, Section A2A](#)) for expanded planning factors. A typical organization and key members follows (also shown in [Table 3.1](#)):

3.1.1. **Open House Director.** Leads the planning and execution of the open house. Should be an O-4 or higher and a highly qualified member of the host unit or wing. At least 90 days prior to the event, the director should be available on a full-time basis.

3.1.2. **Air Operations Officer.** Normally a rated officer who develops and executes the flying operations. Coordinates with the FAA, Airfield Operations (including air traffic control and airfield management), transient alert, the air boss and announcer, demonstration teams, pyrotechnics, explosive ordinance disposal (EOD), weather, and briefing teams. At least 60 days prior to the event, the air operations officer should be available on a full-time basis. See the Air Operations Planning Checklist ([Attachment 2, Section A2B](#)) for specific responsibilities.

3.1.3. **Ground Operations Officer.** Develops and executes the ground operations. Coordinates all activities inside the crowd control line for the event. Determines spectator areas and vehicle routes. This includes static display and performer parking and servicing, plus set-up of concessions, displays, sanitation, transportation, communications, and all other event support activities. Coordinates antiterrorism measures with Security Forces, EOD, safety and emergency response personnel. Coordinates with Public Health and Bioenvironmental Engineering to ensure procedures are implemented for safe sanitary food and water. Coordinates with Civil Engineering to utilize their expertise in power, water, traffic engineering, etc. At least 60 days prior to the event, the ground operations officer should be available on a full-time basis. See the Ground Operations Planning Checklist ([Attachment 2, Section A2C](#)) for specific responsibilities.

3.1.4. **Public Affairs Coordinator.** Serves as a key member of the open house staff. PA will provide regular advice and guidance to the director, staff and installation commander as necessary. PA is involved in many aspects of the show including pre- and post-show internal and external publicity, media activities on-site, coordinating media flights, internal promotion/information, photography support, and media relations for annual and practice shows. Schedules media and recruiting events with military demonstration teams. Coordinates with Services on publicity and promotional efforts and sponsor recognition is included in the announcer's script IAW sponsorship agreements.. Provides commander with recommended names of community leaders to invite to social events and open house. See the Public Affairs Checklist ([Attachment 2, Section A2D](#)) for specific responsibilities.

3.1.5. **Contracting Officer.** Contracting Officers provide business advice and support the staff with contracts for performers and support functions. Contracting Officers coordinate with other open house staff members and director on open house related contracts. Contracting Officers have authority to enter into, administer, or terminate contracts and make

related determinations and findings. Contracting officers are responsible for ensuring performance of all necessary actions for effective contracting, ensuring compliance with the terms of the contract, and safeguarding the interests of the United States in its contractual relationships.

3.1.6. Budget Officer/Comptroller. Assists in the planning, development, and execution of the open house appropriated fund budget. Provides financial advice regarding the proper type and source of funds used for the event.

3.1.7. Services Coordinator. Responsible for procuring food, beverages and other entertainment activities (e.g. climbing wall, kiddie area, concert, fireworks, etc.). Ensures safety, airfield management and ground operations guidelines are incorporated into vendor statement of work. Coordinates with the director and Security Forces for logistics support of booth operations. Works with the commercial sponsorship coordinator to obtain commercial sponsorship support of Services MWR elements. Coordinates with PA on publicity and promotional efforts as necessary. Approves the portion of the open house announcer's script pertaining to recognition of commercial sponsors.

3.1.8. Security Forces Coordinator. Develops plans for base security, and force protection, particularly anti-terrorism. Drafts or reviews the antiterrorism/force protection plans for the open house IAW MAJCOM directives and updates through coordination with the installation Antiterrorism Officer, open house director and emergency response coordinator. Ensures there is adequate base and flightline access for both military and civilian performers. Provides announcer clear instructions and written verbiage to announce in specific emergencies. Coordinates with civilian law enforcement agencies for additional support as needed. Ensures legal coordinator is involved in jurisdictional issues and *Posse Comitatus Act*, Title 18 United States Code (U.S.C.) Section 1385 concerns (see [paragraph 10.3.2](#))

3.1.9. Emergency Management Coordinator. Normally, a coordinated effort orchestrated and managed by the installation civil engineer emergency manager, fire chief, civil engineering (CE) readiness and Management flight chief or most logical representative with direct planning and support from representatives from the base fire department, Security Forces, bioenvironmental engineering, medical services, installation Antiterrorism Officer, EOD and CE readiness to develop open house crash/fire/rescue plans, response plans to any criminal/terrorist actions, and plans for health emergencies. Coordinates with appropriate staff for the placement and use of air evacuation helicopters, if needed. Develops a plan with the civilian community emergency response team, including local hospitals.

3.1.10. Emergency Operations Center (EOC) Director. Appointed by the installation commander and normally filled by the mission support group commander or other senior representative. This person is responsible for all incident management coordinating and response support actions during emergency responses. Provides oversight to support and control emergency response supporting actions and activities. The EOC director supports multiple incident commanders simultaneously, while providing senior level C2 for sustained response and recovery operations (see [paragraph 9.4.8](#))

3.1.11. Safety Coordinator. Advises the open house director on safety issues. Assists each member of the open house staff with their preparation of the risk assessments for the open

house. Risk assessment will include water vulnerability assessment performed by Bioenvironmental Engineering.

3.1.12. **Legal Coordinator.** Advises the open house director and staff on all legal issues associated with the open house. Reviews open house-related contracts, sponsorship and other agreements, and offers of gifts or gratuitous services to ensure they comply with all legal guidance and policy directives, including restrictions on conflicts of interest.

3.1.13. **Air Boss.** Runs day-of-event flying operations. Thoroughly briefs performers on air operations and performer flight safety. Directs aircraft on the ground within open house boundaries and in waivered airspace (ATC may assist, pursuant to local arrangements). Verifies airspace waivered for a non-air traffic control agency to take control. Shall be briefed and signed off on base disaster response plans prior to event. The air boss can be an appropriated fund civilian contractor.

3.1.14. **Announcer.** Narrates the open house and keeps the audience aware of ongoing and upcoming events, sponsorship recognition, activities, entertainment and concessions. Frequently, the announcer is an appropriated fund civilian contractor. The highest priority responsibility for the announcer is crowd control during a mishap or emergency. The announcer must be thoroughly familiar with the mishap/emergency response plan, location of emergency exits, and able to assist appropriate agencies with crowd control in the event of an emergency.

3.1.15. **Hospitality Coordinator.** Organizes social events for the open house participants. Provides personnel to meet and greet arriving performers and in-process them as necessary. Develops a “welcome package” for arriving performers. May organize and staff a “performer tent” for open house performers and static display participants (see **paragraph 1.12**). Coordinates with Services to include Services sponsored event publicity to open house participants and to deconflict social events and Services programs.

3.1.16. **Protocol Coordinator.** Protocol duties and responsibilities vary and are often commander-driven. They include formulating and executing detailed plans for commander-hosted official open house functions and DV attendance. Protocol coordinators also advise the open house director and staff on protocol policy and procedures. It is usual to appoint a separate protocol coordinator to deal with the aerial demonstration team.

3.1.17. Other functions that might be useful on an open house staff include maintenance, transportation, logistics and a chaplain.

3.2. Timeline. The date for the open house should be solidified as early as possible to help establish a timeline for the planning process. Nine to fifteen months is a normal planning cycle for an open house. A suggested planning guide, broken down by task, can be found in **Attachment 3**. A key deadline is 1 August of the preceding year for requests for military demonstration teams (e.g., USAF Thunderbirds). Requests for military demonstration teams should be made using the online DD Form 2535. The instructions for this form are available at <http://www.airshows.pa.hq.af.mil>. More information can be found in **Chapter 11** (Public Affairs) of this Instruction. The ICAS convention is normally held yearly in December allowing open house directors/staff an opportunity for face-to-face interaction with the performers (only contracting officers may enter into agreements with civilian performers, ref **paragraph 3.1.5**) and the annual schedules of the DoD demonstration teams are announced to the public. More

information about ICAS is available at its website, <http://www.airshows.aero/> and the ICAS publication, *Air Show Manual*. **Note:** Reference to ICAS or their products does not imply an endorsement by the Air Force. Any interaction with this organization is optional. POs and NFEs involved with the open house should be involved in the early planning stages.

Figure 3.1. Example Open House Staff



Chapter 4

OPERATIONS

4.1. Operational Criteria. Safety must be the primary consideration at all times. Do not engage in activities that compromise the safety of spectators, participants/performers or that could damage or destroy property. This Instruction provides general guidance on open house air operations within the current boundaries of Air Force guidance. Individual performers might have more restrictive operating limitations. It is imperative to match weather and altitude operating limits with the performers and the airfield environment.

Note: Military jet teams and single-ship demonstration teams will comply with their specific regulations and instructions (for example ACCI 11-USAFADS series and single-ship demonstration team AFI 11-246 series volumes and their supplements), which take precedence over this Instruction.

Note: Air National Guard flight profiles outside the purview of AFI 11-246 are published in the ANG supplement to AFI 11-209, *Air Force Aerial Events Procedures*, Air Force Aerial Events.

4.1.1. Altitude Minimums. The minimum altitudes published in AFI 11-202 Volume 3, *General Flight Rules*, AFI 11-209 and 14 CFR Part 91 are still applicable. The FAA may grant a certificate of waiver for an open house authorizing an altitude lower than normally authorized. In certain cases, such as for military or civilian demonstration team performances, the FAA may specifically waive the altitude requirements above. Even if the FAA authorizes a lower altitude, USAF fixed wing aircraft must not be flown lower than 500 feet AGL IAW AFI 11-209, except for military demonstration teams as noted above.

4.1.2. Rotary Wing Altitudes. MAJCOMs are authorized to establish altitudes lower than the minimums specified in **paragraph 4.1.1** for operating command rotary wing aircraft in the execution of approved aircraft demonstration profiles when the lower altitudes are necessary to properly demonstrate capabilities. Each MAJCOM sets minimum altitudes for the safe operation of their assets. The approved aircraft demonstration profiles must conform to the guidance in the AFI 11-246 series of instructions and/or MAJCOM instructions.

4.1.3. Airspeed Limitations. Airspeed guidance in AFI 11-202, Volume 3 applies to all aerial events. The minimum airspeed for the operation of any fixed wing AF aircraft participating in any open house is stall speed plus 30 percent for the aircraft configuration. Airlift aircraft used in demonstrating standard, approved tactical procedures such as assault takeoffs or assault landings, may be flown at lower airspeeds, but not at airspeeds lower than specified in technical order publications. The FAA may grant a certificate of waiver for an open house authorizing airspeeds higher than normally authorized. In this case, the maximum airspeed is limited to .90 MACH, or a lower airspeed if stipulated in a governing FAA waiver, for all aerial demonstrations except for approved record flights and demonstration teams.

4.1.4. Weather Minimums. Weather must allow operations under Visual Flight Rules (VFR) in accordance with AFI 11-202, Volume 3 and applicable AFI 11-2MDS, Volume 3, *[MDS Specific] Operations Procedures*. Weather minimums are flyover minimum altitude plus 500 feet and 3 miles visibility. The air operations officer may set higher minimums

based on the nature of the event, local terrain, or other factors. The AFI 11-246 series contains weather minimums for single-ship military demonstration team profiles.

4.1.4.1. Flight demonstrations should not be conducted unless the ceiling is at least 1,500 feet, and the visibility is at least 3 statute miles at the time of the demonstration. However, the air operations officer, after coordinating with the FAA inspector-in-charge (IIC) and the air boss, may adjust the minimum ceiling and visibility requirements at his/her discretion, but no less than 1,000 feet and 3 statute miles if:

4.1.4.1.1. Except for North American military performers, aerobatic maneuvers are conducted by Category III aircraft (see **Table 4.1**) only within an operations area having a diameter of no more than 2 statute miles; and

4.1.4.1.2. Originally scheduled aerobatic maneuvers are not modified or conducted in close proximity to the surface as a result of the reduced weather conditions.

4.1.4.2. Both the U.S. Navy Blue Angels and the Canadian Force Snowbirds have “flat” shows that require 1,000 feet and 3 miles of visibility. Civilian performers may have a preapproved “flat” routine. These should be addressed in advance and minimums established prior to execution.

4.1.5. **Time Limitations.** Due to safety concerns and reduced public relations benefit, aerial events are authorized only between the beginning of morning civil twilight and the end of evening civil twilight. The USAF Academy Wings of Blue parachute team is authorized an exception to this policy provided a FAA waiver (FAA Form 7711-2, *Certificate of Waiver or Authorization Application*) is obtained for each night jump in accordance with 14 CFR Part 105.21. AF/A3O is the approval authority for waiver requests IAW AFI 11-209.

4.1.5.1. Installation Commander has the approval authority for any civilian acts that occur after evening civil twilight.

4.2. Aerial Demonstrations. Aerial demonstration includes virtually every type of aerial participation by fixed-wing or rotary-wing aircraft at an open house. Military demonstrations are intended to provide the public a demonstration of the aircraft’s unique characteristics, capabilities, and mission. Civilian demonstrations must be an adjunct to military activities and are further defined in **4.2.5**.

4.2.1. **Aerobatic Flight.** For open house purposes, the definition of aerobatic flight in 14 CFR, Part 91.303 would normally be restrictive. Therefore, a waiver to 14 CFR Part 91.303 must always be requested on the FAA Form 7711-1. For guidance in determining what maneuvers are considered aerobatic, reference FAA Order 8900.1, Volume 3, Chapter 6. For overseas open houses, check with host nation aeronautic agency.

4.2.2. **Critical Aircraft/Critical Wingman.** The critical aircraft or critical wingman is that aircraft closest to a spectator area.

4.2.3. **Flyby.** For open houses, the FAA’s definition of a flyby is a non-aerobatic pass or series of passes, performed by one or more aircraft. Refer to AFI 11-209, paragraphs 1.6.4 and 1.6.7 for restrictions on airspeeds and minimum distance to spectator areas. In any case, altitudes and distance from spectators will not be less and airspeeds will not be greater than the limits imposed by the FAA FSDO in the certificate of waiver.

4.2.4. Warbirds. A warbird is defined as a privately-owned vintage military aircraft (or likeness thereof) that has been used in a military conflict or which is of significance in the history of military aviation. Warbirds could be a US military aircraft or that of a foreign government. The narration during the show must clearly note the aircraft's military significance. Warbirds will be painted in a military paint scheme, a minor sponsor logo is permitted keeping in mind the need to avoid commercialization of the event. See **Attachment 6** for a list of approved warbirds. Installations can staff requests to designate additional aircraft as warbirds through their MAJCOM/A3 to AF/A3O-AO for consideration.

4.2.5. Civilian Aerial Demonstrations. Civilian demonstrations include civilian aircraft static displays and/or flying demonstrations. Aircraft listed in **Attachment 6**, but not painted in a military scheme as referenced in 4.2.4. above, will be categorized as civilian air acts/displays only. Civilian aerial acts are permitted if they enhance or supplement the military activities. Civilian demonstrations may contribute to the attraction of the overall event, which may afford greater military recruiting potential and stimulate interest in national defense. Air races by fixed wing, rotary wing aircraft or hot air balloons are prohibited. Refer to **paragraphs 2.13.6** and **6.4** and **Attachment 4** for additional considerations and funding requirements.

4.2.5.1. Commanders, in consultation with their staffs, must give careful consideration to avoid selectively benefiting civilian enterprises when deciding to invite civilian demonstration teams to participate in their open house activities.

4.2.5.2. Commanders and other officials responding to requests for transportation not specifically authorized by DoD 4515.13-R, *Air Transportation Eligibility*, shall make no commitments concerning prospective travelers or cargo until they receive all required approvals. When commercial airlift is unavailable, incapable, or unsuitable, and it is in the best interests of the Air Force, military airlift to support civilian aircraft (to include their aviation team(s)) may be requested on a case-by-case basis as an exception to DoD air transportation policy. Exception to policy requests, with regard to transporting civilian aircraft and their aviation team(s), will be submitted in accordance with DoD 4515.13-R, Paragraph C10.2 and AFI 24-101, *Passenger Movement*. Exception to policy requests will be submitted by the base hosting the civilian aircraft and their aviation team(s) through their MAJCOM to AF/A3O (info SAF/PA and AF/A3O-AO) for staffing to the CSAF and/or Vice CSAF (VCSAF) for approval consideration. Exception to policy requests should arrive at HQ USAF no later than 30 days prior to the desired date of movement of the civilian aircraft and/or aviation team(s).

4.2.5.3. Performer Qualifications (CONUS events only). The FAA IIC is responsible for ensuring the FAA qualification of civilian performers and their aircraft. The IIC may accomplish this when reviewing the application for waiver. These qualifications include:

4.2.5.3.1. Valid pilot certificate.

4.2.5.3.2. Valid medical certificate.

4.2.5.3.3. A current FAA Form 8710-7, *Statement of Aerobatic Competency*, or Transport Canada Aviation (TCA), Form 26-0307, *Statement of Aerobatic Competency*.

4.2.5.3.4. Formation and safety team (FAST) card or formation flights annotated on the statement of aerobatic competency if performing formation.

Note: Non-DoD aircraft are required to have a DD Form 2401, *Civil Aircraft Landing Permit*. Obtaining this permit is the responsibility of the host base and aircraft owner/operator. See AFI 10-1001 *Civil Aircraft Landing Permits*.

4.2.5.4. **Civilian Aerobatic Formation Flight (CONUS events only).** Formation aerobatics may be performed only if the team meets the practice and proficiency requirements established in FAA Order 8900.1, Volume 3, Chapter 6. All teams or individuals conducting formation aerobatics must have demonstrated or substantiated their skills and have the “formation aerobatics” notation placed on their statement of aerobatic competency.

4.2.5.5. **Non-Aerobatic Formation Flight (CONUS events only).** Civil pilots who wish to conduct non-aerobatic formation flight in waivered airspace for an open house must possess a FAST card or a similar valid host nation formation training and evaluation credential that is acceptable to the FAA.

4.2.5.6. **Civil Fly-Ins.** Civil aircraft operators may be invited to fly their aircraft to an Air Force airfield for a base open house to foster better relations with the local aviation community. Refer to AFI 10-1001, *Civil Aircraft Landing Permits*, for civil fly-in procedures. According to Defense Energy Support Center (DESC) policy (DESC-P-6, *Authorized Customers and Cash Sales*), “If civil aircraft owners request aircraft fuel, the installation may authorize Defense Working Capital Fund (DWCF) fuel cash sales for aircraft pursuant to DESC policy guidance.” DESC is the fuel manager for the entire DoD.

4.3. Parachute Demonstrations. Parachute demonstrations are restricted to appropriate events over airports, open bodies of water, or areas of land where adequate crowd control can be assured. Only one parachute team or club from each service may take part in the same public event. This restriction does not apply to static line paratroop drops.

4.3.1. DOD-Sanctioned Parachute Team. DOD has officially sanctioned the U.S. Army Golden Knights parachute team. The team has two units designated as Black Team and Gold Team--jumping at two different locations.

4.3.1.1. The DOD-sanctioned military team determines site acceptability, effect of wind conditions, and location of exiting the aircraft. This includes the decision to exit over a spectator area and the determination of authorized passengers onboard the aircraft during performances.

4.3.1.2. An application for a certificate of authorization must be submitted to the jurisdictional FAA Flight Standards District Office (FSDO). Ensure the application for waiver contains a statement that the military command or service has determined that adequate safety margins exist at the site for the scheduled demonstration by the specific team on a specific date.

4.3.2. Non-sanctioned DOD Parachute Teams. Other military jump teams, such as the U.S. Navy's Leap Frogs and Chuting Stars and the U.S. Air Force Academy's Wings of Blue,

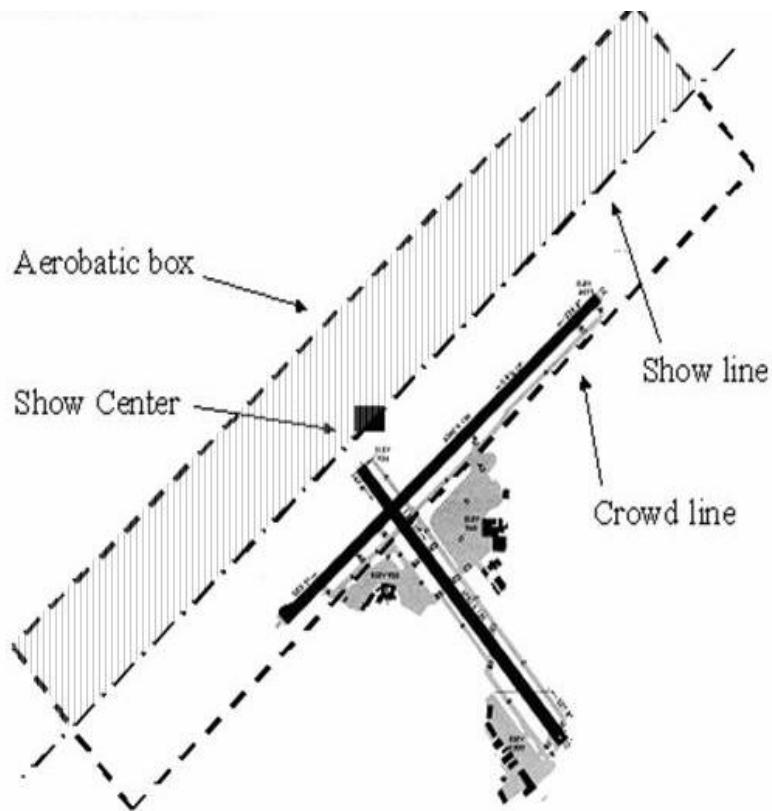
are not DOD-sanctioned. They may be allowed to perform the same jumps as civilians with a United States Parachute Association (USPA) class D license. To jump over or into a congested area the unit is required to meet the same standards as DOD-sanctioned teams and hold a USPA class D license.

4.4. Foreign Military Teams (CONUS events only). The considerations and procedures of this chapter also apply to military teams sanctioned by other countries and approved by the FAA. Only the FAA may issue the letter of approval for foreign military teams. Generally, Flight Standards personnel will observe a private demonstration performance before the approval is issued. Submit requests for foreign aircraft or foreign military demonstration team participation in unit open houses to SAF/PAY for coordination. Performances at Air Force installations should be at no additional cost to the government. Questions regarding performances by foreign teams in the United States may be addressed to SAF/PAY.

4.5. Inspector-in-Charge (IIC). The FAA IIC is the aviation safety inspector (ASI) who conducts the feasibility study, participates in the preseason evaluation meeting, evaluates the application for waiver or authorization, recommends issuance or denial, and conducts the surveillance of the aviation event (See FAA Order 8900.1, Volume 6, Chapter 10).

4.6. Planning Considerations.

4.6.1. Crowd Line. A crowd line is a physical barrier or a line marked on the ground that serves as a restraining line. The crowd line is placed at a specified distance from the show line. The restraining line and any necessary policing must prevent spectators or other non-participating people from getting too close to the show line. The ground operations officer with the help of Civil Engineering and Airfield Manager will establish the crowd line including the DV seating area, primary viewing section and distance needed from the show line to meet FAA standards and Air Force runway standards for specific aircraft. Snow or foreign object debris (FOD) fencing should be used for the crowd line barrier to prevent FOD from blowing onto the taxiways. The fencing may be anchored with concrete "jersey" barriers (see **Figure 4.1.** below).

Figure 4.1. Aerobatic Box

4.6.1.1. Safety. Safety must be the primary factor in selecting spectator areas. Attempt to center the spectator area on show center. The spectator area should be oriented so that it offers an unobstructed view of the show line in both directions. The DV area should be offset from the center of the show area. Movable objects, such as vehicles or aircraft, which would obstruct spectators' view of the show line, should be repositioned.

4.6.1.2. Primary Spectator Area. The primary spectator area is the main area designated for spectator use. Safety must be the primary factor in selecting spectator areas. It is bounded by the crowd line and has lateral limits (ends) that are well defined. This is the area where the public is generally expected to view the open house. The primary area may be partitioned or divided due to physical constraints associated with the location. Aircraft must not fly over the designated spectator area less than 1000 feet above the highest obstacle in that area unless specifically granted a waiver by the FAA and the parent MAJCOM.

4.6.1.3. Secondary Spectator Area. The secondary spectator area may be any other area where people have a natural tendency to gather to observe the event for example, along a road adjacent to base. The open house staff and the IIC should identify secondary spectator areas before the aviation event begins and develop a plan to assure they are outside of the aerobatic box. These are also areas where it may not be completely possible to control the presence of people. However, Security Forces will

make every effort to prohibit secondary spectator areas within jurisdiction limitation. No aircraft is permitted over any secondary spectator area less than 500 feet above that area.

4.6.1.4. Static Display. All static display aircraft should be positioned well behind the crowd line.

4.6.2. Corner Markers. Corner markers are natural landmarks or identifying panels placed 500 feet from each end of the primary spectator area along the extended crowd line. They depict the minimum distance performers may approach the crowd. They should be easily identifiable objects starkly contrasting with the environment. If using panels, they should be 10' by 10'.

4.6.3. Show Center. The show center is a visible reference point along the show line usually denoting the center of the aerobatic area. If possible, locate show center in a highly visible area such as a taxiway or intersection of a runway. Show center should also be aligned with a building, road, or other feature identifiable from the air (see [Figure 4.1](#)).

4.6.3.1. The optimum position for show center is directly opposite the seating area and centered along the length of the crowd line. The show center marker should be a large, highly visible vehicle or marker; white, blue, or orange, or other color that starkly contrasts with the environment.

4.6.3.2. Arrange the marker so it faces perpendicular to the show line and faces the primary spectator area. This orientation will give the pilots a readily identifiable set of points increasing comfort levels and ensuring the highest degree of safety.

4.6.3.3. Large snowplows, buses, and semi-truck trailers all serve well as markers.

4.6.3.4. If the edge of the runway is the show line, the vehicles should be placed at least 100 feet off the runway so as not to interfere with takeoff or landing.

4.6.3.5. A notice to airmen (NOTAM) may be required for placement of the markers if near an active runway. Check with the local airfield manager.

4.6.3.6. Show center markers must not be sited earlier than practice day and will be removed after the last public performance or prior to resumption of normal airfield/flying operations. The location and duration of these markers must be temporarily waived IAW the provisions of United Facilities Criteria (UFC) 3-260-01, *Airfield and Heliport Planning and Design*.

4.6.4. Bomb Burst Cross Point. Bomb burst cross points are used by demonstration teams. The cross point for the bomb burst must be located on the show line, at a distance from show center specified by the team. The area beneath the bomb burst run-in must not be densely populated nor used for parking.

4.6.4.1. The bomb burst cross point must also be marked with a highly visible object (preferably white or orange with high contrast to the surrounding area). If using vehicles, the vehicle must be located on, and facing parallel to, the show line. If the edge of the runway is the show line, the vehicles will be placed a minimum 100 feet off the runway.

4.6.4.2. Like show center, the bomb burst cross point should be located in a highly visible area.

4.6.4.3. Bomb burst cross point markers must not be sited earlier than practice day and will be removed after the last public performance or prior to resumption of normal airfield/flying operations. The location and duration of these markers must be temporarily waived IAW the provisions of UFC 3-260-01.

4.6.5. **Control Point.** Control point is the specified location where the air boss, air operations officer and IIC manage the event. The appropriate communication system required to control the aviation event must also be located at this site. The staff should position its open house operations center near the control point.

4.6.6. **Show Line.** The show line is a readily visible reference positioned the required distance from the spectators and enhances pilot orientation during the performance. The show line also serves as the longitudinal axis for the show. Small rivers, roads, and runways all make excellent natural show lines. Snow fences spread flat on the ground may also make acceptable references, depending on the visual contrast. Lines of parked buses, cars, or boats, although less desirable, may be the only alternatives when natural show lines are not available. Special attention must be given to delineating show lines properly for high performance jet aircraft. Large vehicles should be used to designate show center and the bomb burst cross point to ensure they stand out from the terrain. A surveyor or airborne observer should ensure the artificial show line is straight (see **Figure 4.1**).

4.6.6.1. To enhance safety, the show line may be moved toward or away from the spectator area to give the performer a more identifiable reference. However, the show line will not be moved closer to the primary spectator area than the minimum distance specified.

4.6.6.2. Establish the minimum show line distance from the spectator area for all participating aircraft using **Table 4.1**. Under the circumstances listed below, the minimum distance can be reduced, as follows:

4.6.6.2.1. To 1,000 feet, minimum, between the spectator area and the intended airdrop impact point, or to the drop zone boundary, whichever is greater, for the following: 1) on-base equipment airdrop demonstration; 2) on-base container delivery system demonstration; and 3) on-base airdrop demonstration of personnel using round canopies, also known as tactical airborne demonstrations or personnel airdrops. Tactical airborne demonstrations are conducted by paratroopers assigned to tactical units (e.g., the 82nd Airborne) and employ standard military equipment and procedures.

4.6.6.2.2. To 500 feet, minimum, between the spectator area and the show line for helicopter operational demonstrations, and for fixed-wing assault landing or assault takeoff demonstrations.

4.6.6.2.3. To 50 feet, minimum, between the spectator area and the landing target for the airdrop of precision parachute demonstration teams (for example, the Wings of Blue) when steerable, square main and reserve canopies are used. The airdrop may include a high altitude low opening (HALO) demonstration.

4.6.6.2.4. To 15 feet, minimum, between the spectator area and the landing target for the airdrop of DoD sanctioned teams (Army Golden Knights or Navy Leap Frogs) or

precision parachute demonstration team members who hold United States Parachute Association PRO-ratings when steerable, square main and reserve canopies are used.

4.6.6.3. For demonstrations flown over water, an artificial show line must be constructed. Two boats in this case may define the artificial show line. Boats that are 35 feet long and larger are easier to discern by high-speed aircraft, especially if they are white in color. One boat should be anchored at show center and another at the bomb burst cross point. Each demonstration team will have specific requests concerning these markings.

4.6.6.3.1. Whether using boats or some other markings, ensure they will be in the same exact location each day. This can be accomplished by using a global positioning system (GPS), buoy markers, etc.

4.6.6.3.2. Enlist the assistance of the Coast Guard or lake patrol to ensure other boats do not enter the demonstration area.

4.6.7. Show Lines and Spectator Areas. Pilots performing flight demonstrations must maintain minimum distances from the primary spectator area.

4.6.7.1. For aerobatic and other flight demonstrations show lines must be established at prescribed minimum distances from the designated spectator area. These show lines are used as a reference by performing pilots or, in the case of a formation flight, by the formation leader. Flight demonstrations must not cross over these show lines toward any spectator area.

4.6.7.2. For formation flight demonstrations, the formation leader must adjust his/her ground track so that the critical wingman remains beyond the appropriate show line.

4.6.7.3. With the exception of the BD-5J, any turbine engine powered airplane will be required to perform on or beyond the Category I show line according to FAA Advisory Circular 91-45C. AETC's T-6 Texan II trainers are authorized to use the Category II show line.

4.6.7.4. Show line categories, speeds, and distances are shown in **Table 4.1** below. These speeds are only for determining assignment to a show line, not maximum performing speeds.

4.6.8. Establishment of Show Lines. As described in **Table 4.1**, three different show and reference lines might be required when all three categories of aircraft are participating at a show site.

4.6.8.1. Establish the show and reference lines first, preferably using natural markings; then set the appropriate crowd lines and designate spectator areas. It is important for all show and reference lines to be well marked.

4.6.8.2. The optimum situation is when prominent show lines such as runway centerlines, tree lines or other geographical features are 500, 1,000, or 1,500 feet from the spectators. These distances from the show and reference lines to the crowd line for each category of aircraft are the standard. Under some conditions the distances may be altered. The best choice is a natural show line that runs along or parallel to and within 200 feet laterally of a runway or taxiway. Considerations for moving show lines are as follows.

- 4.6.8.2.1. Antennas, windsocks, tree lines and other obstacles that are hazards to the performers often necessitate moving a show line; even in these cases, the show line may not be moved any closer than the prescribed altered minimums.
- 4.6.8.2.2. The minimum 500-foot reference line for Category III aircraft will not be waived.
- 4.6.8.2.3. For North American military jet teams, both the Category I and Category III show lines must be discernible at least two miles from show center at an altitude of 200 feet.
- 4.6.8.3. Category I Show Line. The optimum show line distance from the spectator areas for Category I aircraft will be 1,500 feet or greater.
- 4.6.8.3.1. If the only well defined show line is closer than 1,500 feet to a spectator area and it is not possible to move the spectator area, the FAA may waive the show line down to a minimum of 1,200 feet.
- 4.6.8.3.2. When there is a reduction in the distance from the show line to the primary spectator area, a similar reduction will not be permitted for the secondary spectator area side of the show line.
- 4.6.8.3.3. In no case will there be less than 2,700 feet between the primary and the secondary spectator areas.
- 4.6.8.4. Category II Reference Line. The optimum show line distance from spectator areas for Category II aircraft is 1,000 feet or greater. Aircraft will not cross this reference line.
- 4.6.8.4.1. If the only well defined show line is closer than 1,000 feet to a spectator area and it is not possible to move the spectator area, the FAA may waive the show line to an absolute minimum of 800 feet.
- 4.6.8.4.2. When there is a reduction in the distance from the show line to the primary spectator area, a similar reduction will not be permitted for the secondary spectator area side of the show line.
- 4.6.8.4.3. In no case will there be less than 1,800 feet between the primary and the secondary spectator areas.
- 4.6.8.4.4. In no case will any part of the aircraft cross this reference line. In the case of formations, flight leaders must adjust their ground track so that the critical wingman is no closer to the spectator area than the Category II show line.
- 4.6.8.5. Category III Reference Line. The show line will not be closer than 500 feet from the primary or secondary spectator areas. Aircraft will not cross this reference line.
- 4.6.8.5.1. The 500-foot show line may also be used for Category I or II aircraft being flown non-aerobatically and parallel to the primary and/or secondary spectator area. In this case, the show line must be clearly delineated for high performance aircraft.
- 4.6.8.5.2. An arc directed away from the crowd, a pass in review maneuver, may be flown provided the aircraft remain at least 500 feet from the primary and secondary spectator areas.

4.6.8.5.3. If there is less than 1,800 feet between the primary and any secondary spectator areas, the site cannot be considered for an airshow waiver.

4.6.8.5.4. If there is less than 500 feet between the show line and the spectators, the site cannot be considered for an airshow waiver.

4.6.8.5.5. In no case will any part of the aircraft cross this reference line. In the case of formations, flight leaders must adjust their ground track so that the critical wingman is no closer to the spectator area than the Category III show line.

Table 4.1. Aircraft Aerobatic Categories

AIRCRAFT/ SHOW LINE CATEGORY	AIRCRAFT CHARACTERISTICS (See Note)	STANDARD SHOW LINE DISTANCE FROM THE SPECTATOR AREA
I	More than 245 knots (282 mph)	1,500 feet
II	More than 156 knots but 245 knots or less (181-282 mph)	1,000 feet
II	Aerobic helicopters	1,000 feet
III	156 knots or less (180 mph)	500 feet
III	Any single-engine, normally aspirated or fuel-injected, reciprocating-engine airplane with a maximum certificated gross weight of no more than 2,250 lbs. Aerobic gliders	500 feet
III	Non-aerobatic aircraft, rotorcraft agility maneuvers, (any non- aerobatic flyby demonstration)	500 feet
III	BD-5J Microjet	500 feet
N/A	Rocket backpack	250 feet

Note: These speeds are in knots indicated air speed as determined in straight and level flight at standard temperature and pressure at sea level at maximum certified gross weight for: reciprocating powered airplanes 75 percent power, turbine powered airplanes – 85 percent maximum continuous power. These are not limiting speeds for maneuvers.

4.6.9. Aerobatic Box. The aerobatic box is the area over which the aerobatic demonstrations are approved to be performed. It is usually centered on the show center; however, sometimes an offset show center is required. The width is determined by aircraft category and the length is dependent on the performer. This is an important planning factor and should be considered when contracting with performers. Some U.S. jet teams require as much as 12,000 feet; consult the team's support manual. The Snowbirds and civilian teams typically require a shorter box. The aerobatic box is also known as the aerobatic maneuvering area (see **Figure 4.1**).

4.6.9.1. The FAA requires that the aerobatic box be void of all people not specifically participating in the demonstration. This includes homes, businesses, roads and secondary

spectator areas. The authorization for each person forward of the crowd line must be approved by the FAA IIC and air boss.

4.6.9.1.1. Personnel may be allowed in the box providing they are necessary to the operation of the event, are properly briefed, are in communication with the air boss, and all participants are aware of them. These personnel should be kept to a minimum.

4.6.9.1.2. The safety of spectators is of the utmost importance. The strict nature of this FAA guidance means that access to this area must be controlled, and all spectators kept from entering the area. The aerobatic demonstration cannot begin, or may possibly be terminated, if unauthorized personnel access the area.

4.6.9.1.3. Consideration should be given to those businesses and homes that may lie within the aerobatic box. Bases should consider making special arrangements for the affected parties to ensure cooperation and assurance that the box is clear. This may include inviting them to the commander's DV area. The PA office can assist in notification and coordination.

4.6.10. Orientation Flights. Guidelines for orientation and PA flights on Air Force aircraft are contained in AFI 11-401, *Aviation Management*, and AFI 35-101, Chapter 19. MAJCOMs may restrict orientation flights during open houses. At no time will passengers be onboard any civilian aerial demonstration aircraft or warbird while flying in an open house performance. No orientation flights in civil aerial demonstration aircraft or warbirds participating in the open house will originate from or terminate at the installation. Exception: personnel identified in the FAA authorization to fly in warbirds performing Heritage Flights (HF) as dissimilar formation safety and program assurance observers are authorized to fly in HF warbirds originating from or terminating at the installation.

4.6.11. Approved Maneuver. Aerobatic maneuvers may not direct energy toward any spectator area or fly over the designated spectator area(s) below 1,000 feet above ground level (AGL) unless approved by the FAA. The FAA approves maneuver packages for the US military demonstration teams, and Canadian Forces Snowbirds annually. Civil and/or foreign military teams, flights, or individual acts must submit sufficient information about a single maneuver or series of maneuvers to the FAA for approval before performing these types of maneuvers. For a more detailed discussion of approved maneuvers, reference FAA Order 8900.1, Volume 3, Chapter 6. Certain related maneuvers and procedures, however, may be authorized as outlined below.

4.6.11.1. Approved maneuvers that are completed prior to reaching a point where the rollout and trajectory of the aircraft or the scatter pattern would not endanger the spectators if a catastrophic failure were to occur. Approved maneuvers are maneuvers that have been approved by the FAA for a specific performer and aircraft. Upon request from the FAA, performers are required to present evidence of the approval.

4.6.11.2. For the U.S. Air Force Thunderbirds, U.S. Navy Blue Angels and the Snowbirds, approved maneuvers include level or climbing (normal rate) wings level flight over designated primary spectator area generally from front to back or back to front; however, in no case will the altitude of the aircraft be less than 500 feet AGL over

primary spectator area. All other performers must be at or above 1,000 feet AGL over primary spectator areas unless they hold approval for the maneuver from the FAA.

4.6.11.3. Maneuvers on an oblique line that passes 500, 1,000, or 1,500 feet to either side of a spectator area as appropriate to the category of aircraft being flown during oblique aerobatic maneuvers.

4.6.11.4. All category aircraft performing non-aerobatic or photo passes may use the 500-foot show line and the corner markers.

4.6.12. **Engine Run Areas.** Aircraft engines will not be started and aircraft will not be taxied in designated spectator areas or static display areas unless adequate measures are taken to protect the spectators. For hearing protection, the distance from the aircraft to the spectators should be 150 feet minimum or as required by local base bioenvironmental regulation. For physical protection, there should be a physical barrier to keep spectators away or use wing-walkers, marshallers or crowd control monitors who can prevent entry to the area by unauthorized people. Areas where engines and propellers will be turning must be at least 150 feet from the spectator area and areas where rotors are turning must be at least 200 feet from the spectator area. If moving aircraft from the static display area during the open house, moveable crowd barriers and crowd control monitors will provide a flexible means of securing the area.

4.6.13. **Aircraft Parking Plans.** Identify parking locations for all attending aircraft and ensure pavement classification number of movement surfaces (taxiways, parking aprons, etc.) is adequate for planned operations. Consider crowd control operations and emergency vehicle access when determining parking locations. Also, consider whether aircraft should be refueled before or after the event. Take into account the possibility of an explosion caused by fuel vapors in empty tanks versus full fuel tanks. Installation commanders may grant non-DoD performers use of available hangar space. Non-DoD aircraft will not be given preference over military aircraft.

4.6.14. **Maintenance Facilities.** For safety of flight maintenance, installation commanders may designate work areas to be used by non-DoD personnel for repairing an aircraft, grant access to shop facilities, and if requested, permit assistance by qualified Air Force maintenance personnel on a strictly voluntary basis. FAA certified maintenance personnel from either a civilian or warbird organization will supervise all maintenance personnel. The Air Force and any of its volunteer maintenance personnel will not be liable for any maintenance so performed. Coordinate with the staff legal officer before any work is accomplished to ensure liability is waived correctly through the use of an appropriate written waiver.

4.6.15. **Temporary Flight Restrictions.** Temporary flight restrictions (TFRs) are a means to protect the aerial performers from airspace incursions by non-participating aircraft. The 5 statute mile Class D airspace ring is a good boundary for a TFR. Make the request by following the procedures listed on the FAA website, currently at: <http://www.faa.gov/about/initiatives/airshow/tfr/>.

4.6.16. **Communications.** If practical, use discrete frequencies to control aerial performances. The communication plan should also have discrete frequencies for ground operations, security/emergency forces, and supervision. Coordinate frequency requirements

with the host base frequency manager. In addition, attempt to avoid takeoffs or landings during any demonstration, as this may result in radio distraction and a safety of flight hazard. If takeoffs or landings must occur during a demonstration, it must be briefed to the performers prior to the performance to minimize distraction. The use of a common very-high frequency (VHF) for air boss is recommended. Some civilian aircraft are unable to tune certain VHF frequencies and should be consulted prior to selecting the frequency.

4.6.17. Special Events and Flights of a Spectacular Nature. Special events (e.g., car versus aircraft race, etc.) or flights not covered in AFI 11-209 or AFI 11-246 MDS specific volume will require SAF/PAY and AF/A3O approval, after the MAJCOM has accomplished appropriate operational risk management assessments.

4.6.18. Aerial Event Survey. An aerial event survey is a feasibility survey of the airfield. It is the first step in creating the FAA waiver request and the DD Form 2535. It includes the following:

4.6.18.1. Identify the aerobatic box. The show lines define the width of the box. The performers define the length of the box. The aerobatic box is usually centered on show center. Remember this area must be unpopulated during the performances.

4.6.18.2. Identify airspace constraints such as Class B, C, and D airspace, airways, traffic patterns, other airports, special use airspace, controlling agencies.

4.6.18.3. Identify local constraints, for example, obstructions (natural or man-made), noise sensitive areas, environmentally sensitive areas, roads, secondary spectator areas (including parking areas), and ingress/egress routes for demo teams.

4.6.18.4. Identify local air traffic. Determine departure and arrival fields and routing.

4.6.18.5. Identify other local events on same days -- fairs, races, festivals, etc.

4.6.18.6. Identify impact on airfield tenants.

4.6.18.7. Create an airfield diagram.

4.6.19. Airfield Diagram. Open house staffs must produce a diagram of the airfield/show site. Provide a copy to Civil Engineering to create any building/digging permits that might be required. Coordinate changes to the diagram with all functional staff (see [Figure 4.1](#)).

4.6.19.1. As a minimum, the airfield diagram should depict:

4.6.19.1.1. The complete aerobatic box.

4.6.19.1.2. The primary spectator area and crowd line; the Category I, II, and III show lines with distances to the crowd line; corner markers and their distance to the end of the crowd line; and any secondary spectator areas.

4.6.19.1.3. Show center and bomb burst cross points and latitude-longitude coordinates.

4.6.19.1.4. Magnetic (MAG) bearing of the runway, depiction of magnetic north, and the scale of the diagram.

4.6.19.1.5. Active and closed runways, performer parking, taxiways and run-up areas.

- 4.6.19.1.6. The location of the aviation event control point, police dispatch, ambulance, fire-fighting equipment, first aid locations.
 - 4.6.19.1.7. Parachute landing areas.
 - 4.6.19.1.8. Pyrotechnic areas.
 - 4.6.19.1.9. Towers, vertical obstructions and no-fly or restricted zones or airspace.
- 4.6.19.2. Each military demonstration team will have additional requirements for items to depict on the diagram.
- 4.6.19.3. C-2 maps (showing building numbers and ground-relief lines) provided by civil engineering, or installation grid maps, are an excellent choice for the basis of the airfield diagram. Airfield master plan charts or aerial photographs may be useful as well.

4.7. The Airshow Waiver (CONUS events only). A waiver to FAA regulations is required to conduct aerial demonstrations and non-standard operations at open houses. The waiver is requested using a FAA Form 7711-2, available on the FAA website (<http://www.faa.gov/library/forms/>). See **paragraph 4.7.1** and **Figures 4.2a** and **4.2b** for examples of how to fill out the form for an open house. The application is due 90 days prior to the event, but 120 days is recommended. See FAA Advisory Circular 91-45C and FAA Order 8900.1, Volume 3, Chapter 6 for assistance. Also, the local FSDO may assist in the preparation of FAA Form 7711-2; however, the preparation and submission of FAA Form 7711-2, as well as all of the necessary supporting documentation, are the responsibility of the open house staff. The FAA will respond with FAA Form 7711-1 and the special provisions for the event. Carefully review the FAA Form 7711-1 to ensure it grants the appropriate waivers and that compliance will not be an issue. The air operations officer or the air boss must ensure the performers have read and understand the special provisions.

- 4.7.1. Completing the Application for Certificate of Waiver Authorization.
 - 4.7.1.1. Items 1 and 2 - name of organization and open house director.
 - 4.7.1.2. Item 3 - permanent mailing address and phone number.
 - 4.7.1.3. Item 4 - list all 14 CFR parts for which waivers are being requested. Reference 14 CFR Part 91.905 for a list of sections eligible for waiver. Also talk to potential performers and determine which sections they will need waived.
 - 4.7.1.4. Item 5 - state what type of performances will be taking place, e.g., "Annual airshow featuring non-aerobatic high and low speed flyovers, USAF demo teams, parachuting".
 - 4.7.1.5. Item 6 - define the area and altitude of the flight maneuvering airspace, e.g., "Five mile radius from LAT/LONG (ABC AFB), surface to 15000 MSL". **Note:** military demonstrations teams require 15,000 AGL.
 - 4.7.1.6. Item 7 - date and time of all arrival shows, practices, and performances. Include a buffer on both sides of the time window to allow for slippage.
 - 4.7.1.7. Item 8 - list information as completely as possible and add at the bottom, "final list of pilots and parachutists will be provided on date". Be sure to comply with established deadlines.

4.7.1.8. Item 11 - detail positions of Security Forces, local police, volunteers, crowd barriers, road closures, and public address system.

4.7.1.9. Item 12 - detail emergency facilities and assets.

4.7.1.10. Item 13 - detail air traffic control measures e.g., who has control of airspace; methods of communication to TRACON, tower and center NOTAMS; TFRs, etc.

4.7.1.11. Item 14 - list all air events, including pre-show demos, practices, performances, and rain dates

Figure 4.2. Example FAA Form 7711-2, page 1

<p>No certificate may be issued unless a completed application form has been received (14 C.F.R. 91, 101, and 106).</p>  <p>US Department of Transportation Federal Aviation Administration</p> <p>APPLICATION FOR CERTIFICATE OF WAIVER OR AUTHORIZATION</p>		<p>From Approved: O.M.B. No.2120-0027 08/31/2008</p> <p>APPLICANTS - DO NOT USE THESE SPACES</p> <table border="1"> <tr> <td>Region</td> <td>Date</td> </tr> </table> <p>Action</p> <table border="1"> <tr> <td><input checked="" type="checkbox"/> Approved</td> <td><input type="checkbox"/> Disapproved – "Explain under 'Remarks'"</td> </tr> </table> <p>Signature of authorized FAA representative</p>			Region	Date	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Disapproved – "Explain under 'Remarks'"
Region	Date							
<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Disapproved – "Explain under 'Remarks'"							
INSTRUCTIONS								
<p>Submit this application in triplicate (3) to any FAA Flight Standards district office.</p> <p>Applicants requesting a Certificate of Waiver or Authorization for an aviation event must complete all the applicable items on this form and attach a properly marked 7.5 series Topographic Quadrangle Map(s), published by the U.S. Geological Survey (scale 1:24,000), of the proposed operating area. The map(s) must include scale depictions of the flightlines, showlines, race courses, and the location of the air event control point. Police dispatch, ambulance, and fire</p>		<p>fighting equipment. The applicant may also wish to submit photographs and scale diagrams as supplemental material to assist in the FAA's evaluation of a particular site. Application for a Certificate of Waiver or Authorization must be submitted 45 days prior to the requested date of the event.</p> <p>Applicants requesting a Certificate of Waiver or Authorization for activities other than an aviation event will complete items 1 through 10 only and the certification, item 17, on the reverse.</p>						
1. Name of organization 843 FW		2. Name of responsible person Lt Lothar Zogg						
3. Permanent mailing address	House number and street or route number 213 No Name Lane	City Nomansland	State and ZIP code AK 12345	Telephone No. (555) 123-4567				
4. State whether the applicant or any of its principal officers/owners has an application for waiver pending at any other office of the FAA.								
5. State whether the applicant or any of its principal officers/owners has ever had its application for waiver denied; or whether the FAA has ever withdrawn a waiver from the applicant or any of its principal officers/owners.								
6. FAR section and number to be waived. 91.107								
<p>7. Detailed description of proposed operation (Attach supplement if needed)</p> <p>Annual Open House featuring radio controlled model aircraft, non-acrobatic high and low speed flyovers; Category I, II, and III aerobatic demonstrations to include WWII and modern military aircraft; USAF demonstration team; parachuting</p>								
8. Area of operation (Location, altitudes, etc.) Within a radius of 5 nautical miles of show center (99 99.99N 099 99.99W) from surface to 15,000' AGL								
9a. Beginning (Date and hour)		9b. Ending (Date and hour)						
10. Aircraft make and model (a)	Pilot's Name (b)	Certificate number and rating (c)	Home address (Street, City, State) (d)					
F-16	Thunderbirds	N/A	Nellis AFB, NV					
L-100	Wally Waterman	08191998ATP	Christie Way, Memphis, TN					
Balanca 7GCBC	Danny Davis	322431ATP	2 Hour Drive, Frederick, MD					
C2	C. Kirk	27450CP	360 Full Circle, Arlington, VA					
300S	E. George	967870ATP	Car & Bus Drive, Warrenton, VA					
AT-37	F. Kent	170154ATP	Red Line Way, Northland, WA					
P-38	B. Krueger	12121212ATP	Fox Fire Road, Poplar, WI					

Figure 4.3. Example FAA Form 7711-2, page 2

► ITEMS 9 THROUGH 14 TO BE FILLED OUT FOR AIR SHOW/AIR RACE WAIVER REQUESTS ONLY.													
9. The air event will be sponsored by: Wings Over Burpelson													
10. Permanent mailing address	House number and street or route number	City Burpelson AFB	State and ZIP code NE 68113	Telephone No. (555) 867-5309									
11. Policing (Describe provisions to be made for policing the event.) Base Security Forces police the event, Hazard County Sheriff's Department has traffic responsibility. Physical crowd barriers and a public address system will be used.													
12. Emergency facilities (Mark all that will be available at time and place of air event.) <input checked="" type="checkbox"/> Physician <input checked="" type="checkbox"/> Fire truck <input checked="" type="checkbox"/> Other - Specify _____ 4077 MASH Drill weekend - medical tent staffed with doctors and nurses <input checked="" type="checkbox"/> Ambulance <input checked="" type="checkbox"/> Crash wagon													
13. Air Traffic control (Describe method of controlling traffic, including provision for arrival and departure of scheduled aircraft.) Burpelson AFB Tower until waiver period begins. Air Boss during the waiver period. Contact will be maintained with TRACON via the Tower and cell phone. NOTAMs will be issued and a TFR used.													
14. Schedule of Events (Include arrival and departure of scheduled aircraft and other periods the airport may be open.) <table border="1"> <thead> <tr> <th>Hour (a)</th> <th>Date (b)</th> <th>Event (c)</th> </tr> </thead> <tbody> <tr> <td>1000 - 1700</td> <td>15 July</td> <td>Normal operations except: Thunderbirds and demonstration team practices / parachutes</td> </tr> <tr> <td>1000 - 1700</td> <td>16 July</td> <td>Open House/Airshow operations under waivered airspace rules Note: A detailed flight sequence schedule will be furnished to the IC prior to the Safety/Sequence Pilot's briefing.</td> </tr> </tbody> </table>					Hour (a)	Date (b)	Event (c)	1000 - 1700	15 July	Normal operations except: Thunderbirds and demonstration team practices / parachutes	1000 - 1700	16 July	Open House/Airshow operations under waivered airspace rules Note: A detailed flight sequence schedule will be furnished to the IC prior to the Safety/Sequence Pilot's briefing.
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1000 - 1700	16 July	Open House/Airshow operations under waivered airspace rules Note: A detailed flight sequence schedule will be furnished to the IC prior to the Safety/Sequence Pilot's briefing.											
<i>If sufficient space is not available, the entire schedule of events may be submitted on separate sheets, in the order and manner indicated above.</i>													
Please Read  The undersigned applicant accepts full responsibility for the strict observance of the terms of the Certificate of Waiver or Authorization, and understands that the authorization contained in such certificate will be strictly limited to the above described operation.													
15. Certification - I CERTIFY that the foregoing statements are true.													
Date	Signature of Applicant												
Remarks													

Chapter 5

SERVICES

5.1. Open Houses. Open houses are community relations programs designed to educate the public about the mission of the Air Force and the base. Generating revenue is not the primary objective of conducting such events. Services MWR elements, while not required to do so, may use NAF support to provide recreational events/activities, and entertainment held in conjunction with the open house. However, installation commanders need to ensure the use of NAF does not negatively affect long-term support for MWR programs. Units must adhere to the provisions outlined in AFI 34-262. Services may sponsor recreational events and activities held in conjunction with the open house, and may provide full or partial NAF support for activities like:

- 5.1.1. Non-flying entertainment such as musical bands, fireworks, children's break areas. Consider the appropriateness of non-flying entertainment which may cause the open house to take on the character of a commercial event, carnival or fair.
- 5.1.2. Civilian aerial demonstrations must be an adjunct to military activities. Commercial sponsorship of civilian demonstrations may be solicited under the same conditions as other commercial sponsorship. See **paragraphs 6.4** for funding guidance.
- 5.1.3. Bleachers or chairs in support of Services MWR booths, displays, events, or entertainment performances. See **paragraphs 1.12.6** and **5.3** for concessionaire guidance.
- 5.1.4. Public address systems for the Services MWR elements of the event.
- 5.1.5. Open house reception open to the entire base population.
- 5.1.6. Family area or kid's zone. Mechanical rides intended for adults such as large roller coasters and Ferris wheels, along with games of chance or skill, are prohibited. "Kid zone" activities are provided or contracted for by Services NAF Contracting and should be solely for the use of children. Activities can include attractions such as inflatable jumping castles, small mechanical rides like carousels and small trains, face painting, rock climbing walls, etc. Only Services may contract for these activities/attractions and charge a fee.
- 5.1.7. Inclement weather or rain insurance for the Services MWR elements of the event. Refer to AFI 34-208, *Property and Casualty Program*, paragraph 32.
- 5.1.8. Food, beverage, souvenir and other concessions, operated directly by Services or by concessionaire contract. Refer to AFI 34-219, *Alcoholic Beverage Program*, for information regarding serving of alcoholic beverages.
- 5.1.9. Payments to unofficial activities or private organizations for operating Services MWR concession booths (when included in a services or concessionaire contract).
- 5.1.10. Marketing and publicity for Services MWR programs or events.
- 5.1.11. Souvenir programs for direct sale by Services MWR activities.

5.2. Restrictions. Services cannot subsidize mission-related elements of the open house or provide NAF or commercial sponsorship support for elements not related to Services MWR involvement. Do not provide funds, or allow funds generated from open houses, to be used for:

5.2.1. Socials, receptions, seating, or tents for exclusive use by certain groups or individuals except as allowed in **paragraphs 1.12, 5.3 and 6.11**.

5.2.2. Transportation or lodging for military members or individuals not connected with Services MWR-related events.

5.2.3. Any cost for which APFs are authorized. Installations may request waiver of this restriction per **paragraph 2.10.1.1**.

5.2.4. Insurance for APF-funded aerial or other demonstrations.

5.2.5. Essential elements of the open house that would exist regardless of Services MWR participation. Such elements include basic health, sanitation, safety, security, and comfort of the attendees.

5.3. Concessionaire Contracts.

5.3.1. Services may enter into one or more concessionaire contracts. Services MWR NAF concessionaire contracts must adhere to the provisions of Air Force Non-Appropriated Fund Contracting requirements IAW AFMAN 64-302, *Nonappropriated Fund (NAF) Contract Procedures*. Only warranted contracting officers are authorized to negotiate with vendors. NAF concessionaire contracts must be competed to the maximum extent practical. Sole source contracts are not allowed unless fully justified in writing and approved by the local SJA and contracting officer. Proceeds from concession contracts go to the NAF to support MWR elements and cannot be converted or diverted to support essential elements to the open house. Installations should consider including in the statement of work a requirement for a low-priced meal for children e.g., a sandwich, chips and drink or other discounted meal options. The only mechanism for an NFE to become a concessionaire on a military installation is through a NAF concessions contract.

5.3.2. When entering into exclusive contracts (i.e., only a single awardee will sell food and/or souvenirs), consider including exceptions to allow sale of specific memorabilia near static displays and to allow for food provided to performers, volunteers, within the commander's tent or within tents provided as a concession.

5.3.3. In addition to products such as food and merchandise, Services may use concessionaires to provide chairs, bleachers or tents (see **paragraph 1.12.6**).

5.3.4. Consider using an existing umbrella contract for all Services concessions.

5.3.5. Automatic teller machines are not Services concessions, but may be obtained pursuant to the rules in DoD 7000.14-R, *DoD Financial Management Regulation*, Vol. 5, Ch. 34.

5.4. Souvenir Programs. Souvenir programs may be produced and sold by Services or through a concessionaire contract provided:

5.4.1. APFs are not used for their publication or distribution.

5.4.2. The "No Federal endorsement of advertisers/sponsors is intended or implied" disclaimer accompanies recognition of advertisers or commercial sponsors.

5.4.3. If there is a requirement in the previously negotiated civilian enterprise base newspaper contract to print such programs produced by Services or a concessionaire contract, then programs cannot be sold. **Note:** A program printed by a newspaper contractor

may be different in form and quality from a souvenir program contemplated by a concessionaire. Installations (JA, PA and Contracting) can determine whether a concessionaire program will in fact conflict with a contractual requirement for a newspaper contractor.

5.5. Commercial Sponsorship. Commercial sponsorship involves accepting money, goods, or services from commercial sponsors in support of an event, in exchange for sponsor recognition and advertising privileges. Commercial sponsorship recognition should be greater than other donors, refer to **paragraph 1.7.4**. Commercial sponsorship may be used to pay for only the MWR elements of an open house. For example, Services could obtain commercial sponsors for a concert or civilian air act in conjunction with an open house. See AFI 34-407, *Air Force Commercial Sponsorship Program* for detailed guidance on commercial sponsorship. Delegation authority was provided to SecAF requiring at a minimum SES or GO (AF/A1S) approval authority for commercial sponsorship of MWR events at open houses IAW DoDI 1015.10.

5.5.1. Banks as Commercial Sponsors. Banks may be commercial sponsors and may receive commercial sponsor sign and display benefits. However, DoD 7000.14-R, Vol. 5, Ch. 34, 340404 prohibits off-base financial institutions from distributing competitive literature or forms on the installation. DoDI 1015.10 limits promotions by off-base financial institutions to product lines and services not offered by the applicable on-base bank or credit union.

5.5.2. Agency and Commercial Sponsorship. A commercial entity may authorize another entity to act as its agent in arranging for commercial sponsorship via a power of attorney or agency agreement authorizing the agent to negotiate for and commit support to the MWR elements of the event. An agency agreement does not prevent Services personnel from contacting a potential sponsor directly. Installations services and legal offices should verify the legitimacy of any purported agency agreement, and/or terms of specific agreements to ensure the Air Force NAFI receives the promised funds, goods or services in exchange for the agreed recognition and advertising. Services should advertise the event sponsorship opportunity locally to ensure all businesses have an equal opportunity to become sponsors.

5.5.3. Develop a commercial sponsorship plan for the Open House and consider whether commercial sponsorship of events at open houses will reduce the level of commercial sponsorship available for other MWR activities at the installation. Survey other bases and local events to determine fair market value of sponsorship for similar benefits at similar events. Installations will address these considerations in any commercial sponsorship proposal and forward them through their respective MAJCOM who will request AF/A1S approval.

5.5.4. To limit the financial risks of contracting for an event intended to be paid through commercial sponsorship, consider arranging for the commercial sponsor to contract directly for the event and offer it as an in-kind commercial sponsorship. Alternatively, if the NAFI contracts in advance for the event, include a contract clause allowing the NAFI to cancel the contract if sufficient commercial sponsorship is not arranged by a specified date.

Chapter 6

FINANCIAL MANAGEMENT

6.1. General Funding Guidance. Appropriated funds are available to finance various aspects of open houses. APFs are authorized for those portions of an open house that exist to inform the public about the capabilities, equipment, training and professionalism of the Air Force and its people. While some aspects of an open house are entertaining, the primary purpose of the event is not entertainment. Services can sponsor, with full or partial NAF support, recreational events and activities (i.e. food and entertainment) held in conjunction with the open house.

6.2. Military Aerial Demonstration Teams. The expenses incurred by installations supporting all military crews flying DoD-owned aircraft taking part in aerial demonstration at an open house are financed with APFs (operations and maintenance (O&M) funds). Typical expenses include lodging, meals, transportation, pyrotechnics used in the demonstrations and other requirements as established in the Thunderbirds, Blue Angels, AF single-ship demo team and heritage flight support manuals. The term “meals” does not include snacks, refreshments and bottled water consumed during the event. These are considered a personal expense (covered by pay, allowances and per diem) and may not be purchased with APF.

6.3. Funding Vintage Military Aircraft (Warbirds) Performances or Displays. Warbird crews and their aircraft, which belong to NFEs or individuals and which are contracted to perform at open house events, may be financed with APFs (O&M funds). Because of their military significance, warbirds may be funded with APF to affect the public affairs and community relations purpose of an open house. The expenses would be those normally associated with a non-personal services contract. Typical expenses that may be funded are lodging, meals, transportation (at the open house location), and any pyrotechnics used in the demonstration. Snacks, refreshments and bottled water may be provided if required by the contract. Fuel (aviation gas [AVGAS]/JP-8) for the flight to and from the open house location, rehearsals and actual performances may be provided at Government expense pursuant to the APF contract. In lieu of a direct monetary gift, an NFE or individual may provide a warbird performance as a gift to the Air Force. The NFE or individual will conduct business directly with the warbird owner/operator and then donate the performance to the Air Force.

6.4. Funding Civilian Aerial Performance or Display (Non-warbird). APFs are not authorized to fund any costs incurred by crews or the aircraft of civilian aerial performance individuals or teams. All costs, including lodging, meals, transportation, may be funded with non-Federal/private funds either donated or provided through the NAF commercial sponsorship program for civilian aerial demonstrations at the open house involved. Use of commercial sponsorship for civilian aerial performance or display requires AF/A1S approval (see [paragraph 5.5](#)). In the case of individual donations, gifts will be processed for acceptance by the Air Force through the Air Force's agent (installation commander or designee). Pursuant to a NAF contract, the Government may provide fuel for the flight to and from the open house location, rehearsals and actual performances. Absent a Government contract, the installation may authorize DWCF fuel cash sales for aircraft, vehicles, and equipment that are on display and/or perform at an open house pursuant to DESC policy guidance. Vehicles and equipment other than those actually on display or directly involved in the open house performance may not purchase DWCF fuel.

6.5. Ground Displays. Ground displays (including military aircraft and equipment, civilian aircraft, and other displays) may be permitted IAW **paragraph 1.9**. Military aircraft and other military equipment ground static and mobile displays and warbirds are funded with APFs. Civilian aircraft and other non-military ground displays may be funded through NAFs derived through commercial sponsorship of that particular event, or given as gifts to the Air Force. Displays, other than aircraft or military equipment, may be funded through APF, NAF commercial sponsorship program or non-Federal sources, depending on the purpose of and authority for the particular display.

6.6. Facilities and Accommodations. Essential elements of expense for open house facilities and accommodations are those expenses that would be incurred if there were no Services MWR participation. Essential accommodations and facilities such as sanitation (trash containers, refuse collection), health, safety, security (phones, radios), power outlets, professional public address systems and announcer, and general comfort of the public are funded with APF only. Other elements of general expense may be funded by APFs, NAFs, or private funds depending on the part of the open house being supported -- tents/booths (see **paragraph 1.12**), tables/chairs, bleachers, golf carts, portable rest rooms, generators, lighting, stage, public address system (other than the main system required for general safety and security). See **Attachment 4**, Funding Source Guide matrix.

6.7. Crowd Control, Security, and Health/Safety. Expenses incurred to ensure security, provide first aid, and facilitate safe movement and control the crowds attending the event are funded with APFs. Typical expenses are for air-to-ground radios, first aid materials, lost and found, fences, ropes/stanchions, transportation, barriers, parking/parking passes and shuttles (no cost to public), and signs and badges.

6.8. Publicity. Air Force open houses receive extensive local news coverage via print, radio, and television throughout the United States. It is often one of the premier attractions in the region and may be well publicized by the Chamber of Commerce in many areas. Consequently, the use of Government-funded advertising, upon review by and approval from PA, requires substantial justification for using APFs before it could be considered a necessary expense. Evaluate carefully before committing APF to advertising. Public service announcements (PSAs) should be used to the maximum extent before resorting to paid advertising. Paid advertising may be donated or simply provided at the donor's expense. Do not incorporate the name of an NFE into the name of an open house. NAF may be used for advertising MWR programs and events. Installation PA offices should monitor non-Air Force advertising of open houses for accuracy.

6.8.1. Programs. The installation must provide a free schedule of the day's events, readily available to attendees; costs are funded with APFs. Separately services may develop a souvenir program, to be sold or distributed, that covers all elements of the open house (see **paragraph 5.4** above). This may be done directly or through a concessionaire contract. It may include commercial sponsor and advertising recognition for those who directly or indirectly (contributor recognition must be limited to purchased advertising) provide funds, goods or services in support of the open house. Determine whether the base newspaper contractor has the rights to such publications and the nature of the program contemplated by the newspaper contractor. If the base newspaper has the rights to a free open house program as part of the base newspaper contract and plans to produce a souvenir program, Services may produce a souvenir program for sale only with the contractor's consent. Follow

AFMAN 34-416, *Air Force Commercial Sponsorship and Sale of NAFI Advertising Procedures* and AFI 34-407.

6.8.2. Open House Website. Incorporate open house information into the installation's public Web site. Exercise appropriate Government control over Government Web sites operated through contracts.

6.9. Entertainment. Events which are intended solely as entertainment are funded either by NAF or gifts of private funds. Typical entertainment, which is incidental to the primary purpose of the event, may be fireworks, concerts, and/or kids' play area.

6.10. Concessions. The sale of food, beverages (including beer) and souvenirs or other amenities such as chairs or shaded viewing areas is restricted to Services. Procurement is with NAFs, including NAFs resulting from commercial sponsorship, and the receipts are accounted for in the NAF system. Non-Federal entities providing static displays, including warbirds, may accept donations, but they may only sell souvenirs (that do not compete with Base Exchange items) pursuant to a Services concessions contract. Only Services or authorized concessionaires may sell commercial products and services. The display, promotion, or advertisement of commercial products and services must be reviewed by base legal and approved by the installation commander.

6.11. Commander's Hospitality Tent. A commander's hospitality tent, as well as civic and social events occurring at the time of the open house, are considered protocol activities and may be supported by official representation funds (ORFs) if they comply with AFI 65-603. Admission to the commander's hospitality tent as a "reward" to attract or encourage sponsorship or donations is prohibited. The commander's hospitality tent is not to be "sponsored" and there are to be no sponsor or supporter signs in the area (in accordance with **paragraphs 1.12.5** and **1.12.6**). Concessionaires may not provide a commander's hospitality tent (or similar APF related support) in conjunction with receiving a NAF contract. While the installation commander and other dignitaries are permitted to visit with commercial sponsor representatives, a visit cannot be guaranteed and included as a 'benefit' in the commercial sponsorship agreement.

6.12. Funding Sources. [Attachment 4](#) provides a funding source guide for specific Air Force open house requirements.

Chapter 7

LEGAL GUIDANCE

7.1. Introduction. This chapter highlights some common legal issues that may arise during open houses. Due to the unique circumstances in planning and conducting an Air Force open house, legal coordinators must be involved at all stages of the process. The information presented is not all-inclusive and should not be considered a substitute for proper legal oversight by trained personnel.

7.2. Command Authority During an Open House

7.2.1. Installation commanders have inherent authority to restrict political and dissident activity on a military base (DoDD 1325.6, *Guidelines for Handling Dissident and Protest Activities Among Members of Armed Forces*, paragraph C(5)(e); *Greer v. Spock*, 424 U.S. 828 (1976); OpJAGAF 1993/21, 3 Mar 93). Holding an open house does not change this fundamental concept. Thus, the notices and warnings posted at an installation's gates about restrictions on conduct, which are applicable to those who enter a Federal installation, apply even when the public as a whole is invited onto the premises. If attendees are bussed onto the installation, consider placing similar signs at the point of embarkation to ensure proper notice.

7.2.2. Military bases are generally not public forums. Therefore, commanders should prohibit demonstrations inside an installation that could result in interference with or prevention of orderly accomplishment of the mission of the installation, or present a clear danger to loyalty, discipline, or morale of military forces (see DoDD 1325.6, paragraph C(5)(e); AFI 51-903, *Dissident and Protest Activities*, paragraph 6). If a demonstration or unauthorized activity begins to take place during an open house, commanders and Security Forces must be ready to respond immediately.

7.2.3. Base open houses do not turn a base into a public forum for purposes of First Amendment rights. See *Persons for Free Speech at SAC v. United States Air Force*, 675 F2d 1010 (8th Cir 1982), cert. denied, 549 U.S. 1092 (1982); see also *Shopco Distribution Co. v. Commanding General, Camp Lejeune*, 885 F2d 167 (4th Cir 1989). However, portions of a base which are generally open to the public may be public forums for First Amendment purposes. See *U.S. v. Gourley*, 502 F2d 785 (10th Cir 1974). The key is whether the Air Force ordinarily exercises control over the area. If non-DoD personnel are normally restricted from freely accessing the property in question, an open house will not change the commander's inherent authority limit demonstrations and control civilian activities in that area.

7.2.4. Installation officials must anticipate that demonstrations, dissident activities, political speeches, and other unauthorized or disruptive behavior may occur during the open house. Security Forces should refer to AFMAN 31-201, Vol 6, *Civil Disturbance*, for further instructions. Both the legal coordinator and Security Forces coordinator should develop an operations plan to respond to and control persons who seek to disrupt the event, damage government property, or harm event participants. Planning will involve coordination with local law enforcement personnel, as well as with the appropriate United States Attorney and district attorney's office, or foreign equivalent if overseas.

7.3. Standards of Conduct Considerations

7.3.1. The Office of Government Ethics (OGE) establishes uniform standards of conduct (“ethics”) rules for the entire Executive Branch of the Federal Government. The ethics rules are the minimum standards of ethical conduct within the U.S. Government and serve as the starting point for ethical conduct.

7.3.2. DoD 5500.7-R, Joint Ethics Regulation (JER), is the DoD’s regulation on standards of conduct. It incorporates the OGE rules into DoD policy and supplements them with rules unique to DoD personnel.

7.3.2.1. The JER addresses individual ethical conduct; that is, what employees may and may not do as they carry out their official (and sometimes personal) activities. It regulates conduct concerning personal gifts, conflicts of interest, use of government resources, use of one’s government position, and other work-related activities.

7.3.2.2. For agency conduct, all of the DoD and Air Force publications listed in **Attachment 1** impact Air Force activities in holding an open house. The publications that deal most directly with community relations are DoDD 5410.18, *Public Affairs Community Relations Policy*, DoDI 5410.19, *Public Affairs Community Relations Policy Implementation*, and AFI 35-101.

7.3.2.3. It is important to follow agency regulations closely because violations could trigger punitive measures. For example, misusing public office and/or official resources, giving preferential treatment, violating fiscal law principles, or not addressing conflicts of interest could lead to disciplinary action under the Uniform Code of Military Justice (UCMJ) for military members and personnel regulations for civilian employees.

7.3.2.4. The legal coordinator must be involved in all stages of event planning, from the first meeting to the after-action report. Some fiscal and JER issues are counterintuitive and often can only be spotted and evaluated with the help of a trained attorney.

7.3.3. 10 U.S.C. § 2783(b) provides that violations of policy for the management and use of nonappropriated funds (including those derived from commercial sponsorship) carry the same penalties as similar transgressions involving the misuse of appropriated funds. Violations by personnel subject to the UCMJ are punishable under the UCMJ.

7.4. Key Ethics Considerations

7.4.1. **Endorsement.** DoD personnel may not officially endorse, or appear to endorse, any non-Federal entity, event, product, service or enterprise.

7.4.1.1. The term “non-Federal entity” includes: charities; non-profit associations; private organizations (including those chartered on military installations); professional groups; commercial endeavors; foreign governments; contractors; and non-government individuals.

7.4.1.2. To “endorse” means to promote, support with approval, or sponsor without authority. This means personnel cannot use their official office, title or position to suggest Air Force support of a private entity. Personnel are also prohibited from personally endorsing any non-Federal entity if their actions are connected to their official position in any way.

7.4.2. Preferential Treatment. DoD personnel shall act impartially and not give preferential treatment to any non-Federal entity or individual.

7.4.2.1. Thus, according to the JER, when official support is provided to one non-Federal entity, the approving official must be able and willing to provide support to comparable non-Federal entities. If similar support cannot be granted to all comparable entities, or an official is unwilling to support a particular comparable entity, the most prudent course of action in most cases is to refrain from supporting any entity.

7.4.2.2. Many organizations seek affiliation with the Air Force, particularly in conjunction with open houses. It can be difficult to determine whether an individual's or a non-Federal entity's goals are altruistic, personal or commercial. Therefore, Air Force officials should seek guidance from their staff judge advocate prior to entering into any relationship or agreement with, or providing any support to, any non-Federal entity.

7.4.3. “Quid Pro Quo” Arrangements. The term “quid pro quo” means literally “something for something,” or the giving of one valuable thing for another valuable thing. Except for duly appointed Contracting Officers, AF personnel do not have legal authority to bind the Government to any financial obligation.

7.4.3.1. While there are certain exceptions to this rule (e.g., the Services MWR commercial sponsorship program), avoid any arrangement that appears to be a quid pro quo arrangement without the advice of a judge advocate or contracting officer.

7.4.3.2. Be extremely careful not to commit the Air Force to an obligation with an outside organization without legal and contracting advice and clear authority to do so.

7.4.4. Fundraising. Private organizations may engage in fundraising pursuant to AFI 34-223 *Private Organizations* and AFI 36-3101, *Fundraising within the Air Force*. When deciding whether to approve a PO fundraiser, the installation should consider the fundraising proposal's relation to the overall open house and the impact on NAF sales or concessions.

7.4.5. Conflicts of Interest. Air Force employees are prohibited by criminal laws from participating personally and substantially in any official matter that may impact their financial interests or the financial interests of someone with whom they have a covered relationship (such as a close family member, potential employer, or private organizations). Even the appearance of a conflict of interest must be avoided.

7.4.5.1. Air Force employees must also remain impartial or recuse themselves in dealing with official issues that involve a private organization with which they are associated in a personal capacity. Employees are generally prohibited from engaging in any official activities in which a private organization is a party or has a financial interest if the employee is an “active participant” in the private organization or has been an officer within the last year.

7.4.5.1.1. The term “active participant” includes service as an official of the organization, such as a committee chairperson or organization spokesman. It also includes significant time devoted to promoting specific programs, including fundraising efforts. Thus, an Air Force official who takes an active role in a base-affiliated private organization cannot make a decision in an official capacity that will

directly affect the private organization's financial status. Acting in both capacities (official and personal) violates the conflict of interest rules.

7.5. Gifts to the Air Force.

7.5.1. A Federal statute (10 U.S.C. § 2601) authorizes the SECAF to accept and use gifts of personal or real property or services to carry out the Air Force mission. Gifts may be conditional (with restrictions) or unconditional (no restrictions). The Secretary has delegated his authority to accept gifts to designated subordinate officers, down to and including installation commanders.

7.5.2. AFI 51-601, *Gifts to the Department of the Air Force*, establishes the procedures for receiving, processing and accepting gifts. Although most gifts are processed under this guidance, other instructions govern different types of gifts., limits on the use of APF do not normally limit Air Force authority to accept gifts pursuant to AFI 51-601

7.5.2.1. Gifts to a non-appropriated fund instrumentality -- see AFI 34-201, *Use of Nonappropriated Funds (NAFs)*. Use this authority only if the gift is offered directly to the specific NAFI, rather than the Air Force.

7.5.2.2. Gifts to religious funds -- see AFI 52-101, *Planning and Organizing*.

7.5.2.3. Gifts from foreign governments to individuals -- see AFI 51-901, *Gifts From Foreign Governments*.

7.5.2.4. Gifts to individuals -- see JER, Chapter 2.

7.5.2.5. Gifts of travel benefits -- see 31 U.S.C. § 1353; 41 CFR Part 304-1, *Payment of Travel Expenses From a Non-Federal Source – Authority*.

7.5.3. Ordinarily, officials may accept gifts offered to the Air Force unless acceptance would not be in the best interest of the Air Force. The authority to accept a gift depends upon the value of the gift. As a rule of thumb, gifts valued over \$50,000 may only be accepted at the Secretarial level. A gift of tangible or intangible personal property of \$50,000 or less, that does not require more than negligible expenditure for its acceptance and maintenance, may be promptly accepted or rejected by a commander at the MAJCOM and FOA level. These commanders may re-delegate their authority to subordinate commanders, but not lower than installation commanders. Notwithstanding any such re-delegation, commanders of Air Force installations may accept or reject gifts of personal property with a value of \$5,000 or less. AFI 51-601 provides detailed guidance for personal property gifts and other types of gifts that might be offered to the Air Force. Where a single non-Federal entity gifts multiple items toward an open house, the value of all gifts is aggregated when determining the acceptance authority. In other words if three gifts each valued at \$20,000 are given by an NFE, they must be forwarded for acceptance at the Secretarial level.

7.5.4. In order to protect both the Air Force and the donor, all gifts (regardless of value) must be processed in accordance with AFI 51-601 (or AFI 34-201 for gifts to an AFNAFI). Staff the gift acceptance package according to those instructions (depending on the type and value of the gift) and send a written acceptance or rejection letter to the donor. Where gift acceptance requires staffing to a higher authority, ensure ample time is allowed for processing and avoid as much as possible the need for last-minute approvals. Installation legal staffs should be kept up to date on anticipated gifts so that they can in turn advise

higher-level gift acceptance authorities so that potential issues are identified and addressed well in advance

7.5.5. Soliciting Gifts. DoD 7000.14-R, *DoD Financial Management Regulation*, Vol. 12, Ch. 30, 300502 directs that DoD personnel shall not solicit, fundraise for, or otherwise request or encourage the offer of a gift to DoD and that acceptance authorities shall not accept gifts offered contrary to this policy. However, once an offer has been initiated by a NFE, AF personnel may follow up with specific guidance and information, to include installation needs.

7.6. Voluntary and Gratuitous Services. Voluntary services are accepted by the installation commander or designee on behalf of the Air Force, where authorized by law (see 31 U.S.C. 1342). The Air Force may accept gratuitous services pursuant to an advance written agreement. A volunteer may not be used to fill a vacant, paid civilian position. OpJAGAF 1991/6, 1986/62. DoDI 1100.21, *Voluntary Services in the Department of Defense*, provides additional guidance for voluntary services accepted pursuant to 10 U.S.C. § 1588. While that statute is not the exclusive authority for accepting gratuitous services (see OpJAGAF 1987/7), it provides Federal Employees Compensation Act and tort liability coverage for volunteers providing services listed in 10 U.S.C. § 1588(a). Some services at an open house may fall into the statutory category of “services to members of the armed forces and the families of such members.”. The DoDI directs use of DD Form 2793, *Volunteer Agreement for Appropriated Activities or Nonappropriated Fund Instrumentalities*. Airman and Family Readiness Centers generally manage volunteers for Air Force units. AFI 36-3009, *Airman and Family Readiness Centers*, para. 3.11.

7.7. Overseas Considerations. For overseas events careful consideration must be given to host nation laws and regulations that impact open house activities. Of special concern are tax considerations that may restrict sales of items imported tax free for use of the United States forces. As the legal issues vary from country to country, a careful study of individual national agreements and requirements is necessary.

7.8. Indemnification, Liability and Insurance.

7.8.1. Under an indemnification agreement, one party promises, in effect, to cover another party's losses or liability. Contracts or other agreements for indemnification without limit would violate the Antideficiency Act, 31 U.S.C. § 1341.

7.8.2. POs, contractors and other NFEs are not entitled to sovereign immunity defense by the Department of Justice or similar legal protections accorded to the Air Force or to nonappropriated fund instrumentalities.

7.8.3. The Air Force must obtain from any civil air performer landing at or taking off from an installation airfield a hold harmless agreement (DD Form 2402) and a certificate of insurance (DD Form 2400) prior to issuing a landing permit. See AFI 10-1001, *Civil Aircraft Landing Permits*.

Chapter 8

CONTRACTING

8.1. General. Identification of purchase requirements early in the planning for the open house is critical to success. An experienced contracting person will be assigned to the open house staff to provide business advice, help with the development of requirements, and ensure compliance with acquisition regulations and laws.

8.2. Local Purchase Support for Open Houses.

8.2.1. Local purchase requests (e.g., staff support, performers, etc.) for open house requirements should be coordinated with Contracting and Finance as early in the planning process as possible. The Contracting Officer/coordinator will ensure the FAR to include all Supplements and laws are followed to ensure adequate competition, fair and reasonable pricing, and small business requirements, etc. Only contracting officers have the authority to enter into contracts on behalf of the Government. The open house director and his staff shall not book vendors/demonstrators without consulting with the contracting officer/coordinator assigned to their team. Improperly entering into an agreement or contract could result in an unauthorized commitment and may result in disciplinary action.

8.2.2. Vendors/performers should not be paid in advance of services performed, although a reasonable deposit may be made to contract performers (refer to FAR 32.4). The performer may have the right to a settlement if an open house is cancelled and a contract to perform is terminated

8.2.3. The open house director and staff should consult with FM and Services on which requirements should be procured with APF and which with NAF, see the Funding Source Guide at [Attachment 4](#). All purchases made with the Government Purchase Card (GPC) will comply with AFI 64-117, *Air Force Government-Wide Purchase Card (GPC) Program*. Consult with the base GPC program manager for advice on proper use of the GPC.

8.2.4. Both APF and NAF contracts may include Government consideration other than money payments; in kind consideration may result in a lower overall cost to the Government. Examples include arranging for food, fuel, use of on-base lodging, or use of Government space or equipment. Such consideration need not be directly related to the goods or services the contractor is to provide the Government. If alternative forms of consideration are used in NAF contracts, the contract must stipulate that there is a dollar value associated with the exchange. The amount must be stated in the payment terms of the contract and the Contracting Officer must determine if the consideration is fair and reasonable and document the file accordingly. For example, in a NAF contract, Government consideration for a civilian aerial demonstration could include a reserved tent space for the contractor and an exception from an otherwise exclusive food concession to allow the contractor to bring catered food into the tent space (see [paragraph 1.12.8](#)). Any contractor signage in tent space must be internal and not visible to the general public. Display of products or services are prohibited. Use of Government property (including both real property and personal property such as a tent) in APF contracts is covered by FAR Part 45 (NAF contracts are not governed by the FAR). FAR 45.102(b) allows contracting officers to provide property to contractors only when it is clearly demonstrated 1) to be in the Government's best interest; 2)

that the overall benefit significantly outweighs the increased cost of administration, including property disposal; 3) that providing the property does not substantially increase the Government's assumption of risk; and 4) that Government requirements cannot otherwise be met. The contracting officer's determination concerning these factors should consider whether providing Government property is the only way to meet Government requirements within the limits of available funding. Planners should consult with JA and FM representatives to ensure compliance with applicable contracting, ethics, and fiscal laws and regulations when acquiring goods or services with in-kind contractual consideration.

8.2.5. Because a variety of unique aerial demonstrations, ground displays and Services entertainment events could be appropriate for an open house, consider using a public solicitation (via a Request For Proposal (RFP)) to identify a variety of choices.

8.3. Base Service/Support Contracts. Additional service/support requirements for an open house (e.g., transient alert) should be coordinated well in advance of the event with contracting and the functional owner of the service (e.g., Maintenance Operation Squadron). These requirements may require contract modification and additional funding depending on the nature of the requirement and structure/scope of the contract.

8.4. Key Fiscal Considerations.

8.4.1. Congress regulates virtually all Executive Branch programs and activities through the appropriations process. Congress has enacted fiscal controls, which, if violated, subject the offender to serious adverse personnel actions and criminal penalties. This means that all Air Force officials must be conscious of funding issues throughout the planning and execution stages of open houses.

8.4.2. The *Antideficiency Act* (31 U.S.C. § 1341, 1342, and 1517) prohibits any Government officer or employee from:

8.4.2.1. Making or authorizing an expenditure or obligation in excess of the amount available in an appropriation.

8.4.2.2. Making or authorizing expenditures or incurring obligations in excess of formal subdivisions of funds, or amounts permitted by regulations.

8.4.2.3. Incurring an obligation in advance of an appropriation, unless authorized.

8.4.2.4. Accepting voluntary services except as specified (see **paragraph 7.6.**).

Chapter 9

SAFETY

9.1. Introduction. Safety must be a prime consideration at all times during all phases of open house planning and execution. The base safety staff will continually coordinate with the open house staff during the planning and execution of the open house to ensure all safety criteria and concerns are met and addressed. The safety staff, alone, cannot identify every safety concern or ensure all guidelines are followed. Operational risk management (ORM) is a commander's program, and as such, ORM trained facilitators from every functional area will help identify any hazards and mitigate unnecessary risks via an ORM assessment and assist with the open house as directed by the open house director (Ref: AFPD 90-9, and AFI 90-901, *Operational Risk Management*). Ensure the open house director and safety staff are notified of any unresolved safety issues/questions as well as all mishaps that involve injuries or property damage before, during, and after the open house. Every functional area will assist in compiling the "after action" report to identify lessons learned and any safety concerns.

9.2. References. There are many regulations and publications that address safety considerations during open houses. **Table 9.1** provides a general listing of regulations/publications that address safety related procedures or safety concerns at open houses. All applicable regulations must be reviewed to ensure the appropriate safety precautions and stipulations are followed. The guidance contained in the listed regulations is not a replacement for common sense; the guidance will dictate that certain steps or procedures are followed, but it cannot encompass every eventuality. Activities or procedures not addressed by published guidance should be reviewed with safety in mind, and appropriate caution and sound judgment should be exercised. See Section A2B Planning, Air Show General Safety Requirements for additional considerations (e.g. no airborne concessions (helium balloons and no handouts/flyers).

9.3. General Responsibilities for all Involved Agencies.

9.3.1. Assist the open house director in managing risks. Risk management is the effective use of available resources (i.e., time, manpower, and funding) to prioritize and complete actions required to reduce risk. Four principles govern all actions associated with the management of risk. These principles, continuously employed, are applicable before, during, and after all tasks and operations.

9.3.1.1. Accept no unnecessary risk. Unnecessary risk comes without a commensurate return in terms of real benefits or available opportunities. All Air Force missions and daily routines involve risk. The most logical choices for accomplishing a mission are those that meet all mission requirements while exposing personnel and resources to the lowest acceptable risk.

9.3.1.2. Make risk decisions at the appropriate level. Making risk decisions at the appropriate level establishes clear accountability. Those accountable for the success or failure of the mission must be included in the risk decision process.

9.3.1.3. Accept risk when benefits outweigh the costs. All potential benefits should be compared to all potential costs. The process of weighing risks against opportunities and benefits helps to maximize capability. However, ORM cannot be used to violate safety standards or requirements.

9.3.1.4. Integrate ORM into operations and planning at all levels of the open house. To effectively apply risk management, dedicate time and resources to integrate ORM principles into planning and operational processes. Risk assessments of operations are mission supportive when they are done as a normal way of conducting a mission, not an add-on process performed by people not otherwise involved. To support these principles, the open house director will apply ORM during all aspects of preparation (planning, organizing, training, equipping, and sustaining) and employment of open house resources. (Reference: AFPD 90-9 and AFI 90-901).

9.4. Ground Safety Responsibilities. Ground Safety will coordinate with all functional areas during the planning and execution phases of the open house. Particular coordination is required with the following agencies emphasizing the stated areas:

9.4.1. **Traffic Engineer.** Normally responsible for on and off-base traffic plans, visitor-parking plan, open house worker parking, crowd control, pedestrian routes, emergency vehicle parking and routes, vehicle and golf cart use on aircraft ramp and open house area. Ensure planned re-supply routes for vendors are designed to minimize vehicle movement through crowds. Traffic and parking plans should be created in conjunction with Security Forces and the installation anti-terrorism officer. Prohibit hazards such as bicycles, skates, animals, rollerblades, and skateboards in the spectator area.

9.4.2. **Contracting.** Ensure proper Federal Acquisitions Regulation safety clauses are included in all open house contracts (as identified by Safety coordinator). Vendors must comply with all applicable Federal, state and local safety requirements, laws and regulations, as well as any base requirements. Obtain from Civil Engineering applicable local, state, etc., regulations and ordinances and existing sanitation standards established by local or state authorities. When contracting mechanical rides for kid zones ensure the rides meet any Federal, state or host nation inspection requirements.

9.4.3. **Services, NFEs, or POs.** Ensure all booth workers are trained for booth operation, including fire, safety and health issues. Booths must be properly equipped and properly staffed. Coordinate on the plan for booth location and required equipment. Cooking booths will be located at least 50 feet from the aircraft display areas. Both booths and tents must be properly secured to prevent damage from high winds. Bleacher seating must comply with US Consumer Product Safety Commission Publication #330, *Guidelines for Retrofitting Bleachers*, current Uniform Building Codes (chapter 4, Section 1008 of ubc), local laws, and National Fire Protection Agency (NFPA) Life Codes. Minimize tent lines/anchors intrusions into the public walkway. When anchors (spikes) intrude into the walkway, anchors and lines must be properly identified/marked to alert personnel of their presence. If tasked to provide mechanical rides in a “kid zone,” ensure adequate fall zones are provided and that equipment has been properly inspected. Pre-mix soft drink dispensing systems that contain a pressurized carbon-dioxide (CO²) gas cylinder are prohibited. Post-mix systems (Bag-in-Box) with CO² gas cylinders are authorized for use.

9.4.4. **Fire Department.** The installation fire chief ensures proper type and location of firefighting equipment, emergency response vehicles and routes, fire extinguishers and fire safety requirements. Emergency vehicles will be pre-positioned at designated locations prior to flight operations and will be so located as not to be “trapped” behind the crowd control lines. Vendor booths providing food services, and those provided with electrical power will

be inspected. Those booths requiring fire extinguishers will be supplied by the vendor. Ensure all cooking fuel sources meet safety requirements, designated smoking areas are identified and that no smoking or open flames or sparks are allowed near any aircraft or fuel source per AFIs and AFOSH Standards. If pyrotechnic displays are to be employed by any performers, closely coordinate with the performer/contractor and ensure all applicable safety, transportation, storage, and employment requirements are met.

9.4.5. Bioenvironmental Engineering. Ensure all health requirements are met and identify any ergonomics issues. All hazardous materials used for the open house are required to be identified and properly handled, including those used by civilian vendors. Adequacy and access to potable drinking water for the public and for open house workers must be considered. Water vulnerability assessment is covered in **paragraph 3.1.11**. Ensure adequate public access to toilets for the size of the estimated number of visitors to the open house. Determine work/rest cycles for open house personnel and heat index.

9.4.6. Public Health. Ensure food is safely prepared and food service workers are qualified and trained according to Air Force and local requirements.

9.4.7. Ground Operations Officer. Ensure static display aircraft comply with T.O. 00-80G-1, *Make Safe Procedures for Public Static Display*, AFI 11-209, Attachment 3, and the appropriate aircraft -2 series/equipment technical orders. The display/parking plan for aircraft and equipment and vendor areas will be identified. Ensure all command and local guidance on static displays is implemented. Safety of all operations and events is of utmost importance. If public has access to aircraft hangars, remove all equipment such as maintenance stands, aerospace ground equipment, and coordinate with base fire chief to ensure hangar fire suppression systems are made safe. Lock and tag out hangar door controls as necessary. Ensure open house planning addresses the need to provide shelter to attendees in the event of adverse weather (e.g., lightning within 5 miles), per AFOSH Standard 91-66, *General Industrial Operations*. Ensure safe plan for re-supply of vendor areas and safe movement of vehicles in the open house area. If golf carts are used, drivers will be properly trained according to local requirements. Maintenance stands used for public access to aircraft must be serviceable and properly secured. Limit the number of people allowed on stands to avoid exceeding maximum weight limits.

9.4.8. Emergency Operations Center (EOC) Director. The EOC Director is the MSG Commander or other senior representative designated by the Installation Commander. The EOC Director provides oversight for the Installation Commander to support and control emergency response to incidents, implements procedures outlined in the comprehensive emergency management plan (CEMP), activates the EOC and required control centers at a predetermined time to support emergency operations during the open house. Ensures emergency support function (ESF) coordinators and EOC representatives are on-base, in uniform and ready to react and support any and all incidents, mishaps, or emergency responses. Dedicated emergency response providers and support teams should have distinguishing individual and vehicle markings to allow for movement to designated incidents, appropriate control centers, or supporting areas during emergencies. CE Readiness and Emergency Management Flight members will position and staff the mobile emergency operations center (MEOC) to conduct operations per the air show plan or CEMP.

9.4.9. **Medical.** Adequate medical stations should be set up and manned as necessary to handle disaster response and worker and public illness and injuries. Necessary emergency medical transportation will be available as needed including ground and air transport. Report all injuries to the open house director and the safety staff.

9.4.10. **Vehicles Operations.** Ensure adequate vehicles are assigned and bus routes are identified. Operators will be properly licensed and trained. Limit or prohibit vehicles in crowd areas and along pedestrian routes. Arrange for safe vehicle refueling or electrical recharging. Seat belts will be worn at all times. Personnel will not ride in the bed of trucks with the exception of tactical operations IAW DoDI 6055.4 . *Air DoD Traffic Safety Program..* Only military, civilian employees, approved civilian contractors, and NAF employees will be allowed to operate low speed vehicles e.g., golf carts, during the open house.

9.4.11. **Fuels.** Ensure proper fuel is available for open house aircraft. When outside fuels are brought on base to support open house aircraft, take steps to ensure fuels are not dispensed to the wrong aircraft or commingled. Ensure AVGAS bought meets quality requirements IAW T.O. 42B-1-1, *Quality Control of Fuels and Lubricants*. If an R-11 or drums are used as the storage/issue point, follow conversion/flushing guidance, sampling requirements for different type of receipts, and use limits are met IAW T.O. 42B-1-1. Fueling is not allowed in the static display area when the public is present (within 100 ft). Guidance in AFOSH Standard 91-38, *Hydrocarbon Fuels-General*, must be followed. Ensure routes for refueling vehicles are identified.

9.4.12. **Engineering.** National Electric Code or host nation electrical requirements should be identified for required electrical power in the open house area and booths. Ensure electrical cables are approved for outdoors use and do not present a tripping hazard. All circuit breakers should be closed and secured to prevent unauthorized access.

9.4.13. **Weather.** Atmospheric and environmental conditions must be addressed for safe air and ground operations as well as personnel safety. Take into consideration factors such as: severe weather, heat stress, lightning, and winds.

9.4.14. **Explosive Ordnance Disposal (EOD).** EOD is responsible for rendering safe aircraft explosive hazards, military munitions and terrorist use of improvised explosive devices (IED). EOD requirements will be closely coordinated with air/ground operations officers and emergency response coordinators. Air Force standards must be met when employing support; however, EOD capability is comparable regardless of branch of service. EOD requirements must be incorporated into response planning and integration into the antiterrorism working group (ATWG) is recommended. Two major response areas to consider are aircraft mishaps and force protection requirements. The number of teams required will be based on force protection and risk assessments however two teams are recommended to minimize movement through crowds, and meet response requirements. Emergency response vehicles will be pre-positioned at designated locations prior to flight operations. Response teams and equipment will not be multi-tasked for demonstrations or static displays. If pyrotechnic displays are to be employed by any performers, closely coordinate with the performer/contractor and ensure all applicable safety requirements are met.

9.5. Flight Safety Responsibilities

9.5.1. Much of the existing guidance addressing aerial demonstrations, flyovers, etc. is aimed at establishing a safe flying environment for the aircrews, the spectators, and the surrounding community. The air operations officer and air boss must be familiar with applicable publications, and ensure the planned open house activities conform to them. Most of these publications are listed in **Table 9.1**. The base flight safety office will closely coordinate with the air operations officer and air boss to help resolve any flight safety issues/challenges raised during open house planning/execution. Each flying day, the air operations officer, air boss, announcer, tower chief, wing chief of safety and fire chief will attend the crew briefing and review the accident/incident plan.

9.5.2. The flight safety office will carefully review the local bird conditions approaching an open house. Coordinate with the bird aircraft strike hazard (BASH) team to step up bird harassment in and around the runway environment in the 4-5 days approaching the open house, and to closely monitor the bird condition during the open house.

9.5.3. Recommended Precautionary Measures.

9.5.3.1. AFI 10-2501, *Air Force Emergency Management (EM) Program Planning and Operations* Table 7-1 requires a major accident exercise based around an air show scenario be planned and executed prior to the installation's open house. Work with the exercise evaluation team chief in the development of this scenario. This exercise should include off-base emergency response forces that will be participating in the open house. The inclusion of all response personnel from military and civilian agencies will provide a unity of effort in the event of an actual incident as outlined in the Department of Homeland Security, "National Incident Management System (NIMS)". Preparedness requires a unified approach to emergency management and incident response activities. To achieve this, components of NIMS should be integrated within a jurisdiction's or organization's emergency management and incident response structure. Specifically, preparedness should be integrated into communications and information management, resource management, and command and management to form an effective system. Additionally, the unified-approach concept is at the core of the Command and Management component, as it is based on chain of command, unity of command, unity of effort, and when implemented, Unified Command.

9.5.3.2. Identify the interim safety board (ISB) members and their planned operating location prior to the open house. They should be on call, preferably on base, during any scheduled aerial demonstrations or flyover to facilitate a quick response. ISB members should have distinguishing individual and vehicle badges to allow SF to authorize their movement to the designated assembly area following a mishap/emergency.

9.5.4. **Airfield Operations/Manager.** Coordination is required with Airfield Operations Flight commander and airfield manager.

9.5.4.1. Ensure all activities, structures, etc. conducted or located within the runway lateral clearances, clear zones, taxiway and apron criteria and accident potential zones are in compliance with airfield design criteria or applicable temporary waivers are approved by the installation commander. These zones may affect planned activities within 3,000' of the runway centerline. Ensure coordination with the airfield manager for planned use

of all land around and near the runways. Planned pyrotechnic displays are an example of one activity that may be affected by these zones.

9.5.4.2. Coordinate a thorough airfield inspection after the open house and ensure all FOD, equipment, and temporary facilities are cleared from the airfield and it is in compliance with applicable directives covering normal airfield criteria/operations.

9.6. Weapons Safety Responsibilities.

9.6.1. Commanders should perform a commander's risk assessment as identified in AFMAN 91-201, *Explosives Safety Standards*, which includes the importance of documenting operational risk acceptance procedures as identified in AFI 90-901 for all open house operational hazards, including explosives safety.

9.6.2. Coordinate the requirements of DoD 6055.9-STD, *DoD Ammunition and Explosives Safety Standards*, and AFMAN 91-201, with command and base-level safety office for all open house events to ensure that weapons and explosives hazards are properly addressed to reduce the risk of injury or property damage to civilian and/or military resources. Contractor supported explosives operations are required to be approved in accordance with these regulations.

9.6.3. Common areas of review during the commander's risk assessment include compliance with AFMAN 91-201 for the use of explosives associated with static and public displays, fireworks displays, aerial demonstrations, etc. **Table 9.1** provides some references for these common areas of explosives concerns but should not be used in lieu of the reading of the proper regulations.

9.6.4. EOD and weapons safety will coordinate on explosives used in any pyrotechnic or explosive demonstration. If a civilian company is used for the demonstration, EOD teams will familiarize themselves with the explosives used by the demonstration team the day the explosives arrive on the installation. In the event of an accident/incident, the contractor is responsible for commercial explosives they provided and must make every possible effort to remedy the situation. If the contractor cannot return the area to a safe condition, the EOD team will have to resolve or render safe the commercial explosives which are not military specification nor common to military explosives. Report property damage and Government response costs to Contracting and Legal so that they may assess contractor responsibility for the damage or costs.

9.7. Pyrotechnical Displays During Open Houses. If pyrotechnic displays are used by any of the demonstrations scheduled for the open house, the overriding emphasis has to remain on the safety of all in attendance and maintain a minimum separation distance of 1,250 ft from the pyrotechnic display and the crowd line, as well as those who use the airfield after the event is over. Compliance with AFMAN 91-201 and NFPA standards is required. Pyrotechnical displays used to support military aerial demonstrations must be supervised by Air Force personnel.

9.7.1. **Considerations.** There are numerous safety considerations that must be considered in the planning, employment, and execution of a pyrotechnic demonstration. The following is not an all-encompassing list of potential risks, but merely serves to highlight some areas for increased awareness and closer scrutiny:

- 9.7.1.1. Grass fires (pre, during, and post release).
- 9.7.1.2. Unplanned/premature detonation during transportation, set-up, operation, and teardown.
- 9.7.1.3. Unauthorized personnel straying into the pyrotechnic area.
- 9.7.1.4. Shrapnel from detonator pieces, nearby rocks, sticks, wooden stakes etc. causing injury/damage to spectators, aircraft, or staff.
- 9.7.1.5. Air blast/pressure wave damage to structures, aircraft, or personnel.
- 9.7.1.6. FOD to runways/taxiways following the demonstration.
- 9.7.1.7. Exceeding authorized capacity of available storage facilities.

9.7.2. **Risk.** The desire for a crowd-pleasing show must not lead to the acceptance of undue risk. Ensure the use of pyrotechnics, both in number and size of detonations, is limited to the minimum required to achieve the desired affect and that the display is adequately displaced from the crowd in accordance with AFMAN 91-201. The open house safety staff must be aware of the risks inherent to a pyrotechnic demonstration and ensure that appropriate risk management measures are discussed with/implemented by the demonstrator/contractor. Primers that addresses these issues in more detail are AFMAN 91-201 and *Pyrotechnics and Special Effects for Air Shows*, a publication of the ICAS.

9.7.3. **Grass Fire Hazard Mitigation vs. Bird/Wildlife Aircraft Strike Hazard Mitigation.** There is significant potential for an unplanned grass fire when pyrotechnics are used in conjunction with open house demonstrations. Several methods of mitigation are discussed below. Ultimately there is no one-size-fits-all solution to the pyrotechnic display fire hazard, and all effects (both immediate and delayed) must be considered in selecting the appropriate mitigation option(s). Whatever method(s) are used to mitigate the fire hazard, have fire department personnel present during setup to allow for familiarization and standing by at a safe distance near any pyrotechnic demonstration to quickly respond to any resulting fire.

9.7.3.1. Mowing. The standard height for grass on airfields is 7-14 inches. The purpose of this standard is to minimize the threat to aircraft from birds and other wildlife. The greatest fire threat during a pyrotechnic expenditure is from any dried thatch left over from previous mowing. Plan the mowing schedule for the pyrotechnics area to provide a well-maintained length and to limit the accumulation of dried thatch prior to the open house. Local vegetation and environmental conditions will dictate the best mowing schedule. In every case, any dried thatch should be removed from the pyrotechnic area(s) prior to the open house.

9.7.3.2. Pre-Burning, Pre-Soaking, and BASH Considerations. Many purveyors of pyrotechnic displays advocate pre-burning the area to prevent grass fires in the aftermath of the display; however, this decision cannot be made in a void. Any portion of the airfield that is burned, either in preparation for, or following the expenditure of the pyrotechnics will serve to attract birds and negatively affect the airfield's BASH efforts. The larger the burned area, the greater the negative effect.

9.7.3.2.1. From a BASH perspective, pre-soaking would be preferable to pre-burning, provided it is not over-done resulting in standing water, as this would also

attract birds. Field conditions, access in/around the pyrotechnic area, as well as contractor access requirements prior to the pyrotechnic expenditure may render this option impractical. Early planning and coordination with affected parties is key.

9.7.3.2.2. Pre-burning the pyrotechnic area is a viable option in many cases, but should only be pursued after careful consideration. All pre-burning will adversely affect the BASH threat at the airfield. The bird hazard greatly increases for at least 2 weeks following a burn. Plan the burn so that the increased BASH threat will diminish prior to the open house. Timing of prescribed burns is critical to the vegetative cover. Burning during dry seasons can lead to long term damage, thereby increasing bird hazards for several successive years. Burning too early in the year when the grass has just gone dormant will leave bare and exposed soil for extended periods of time. Dormancy can begin as early as late summer in some locations. All locations, vegetation, and climates vary, so be sure to consider all implications before implementing a pre-burn plan. Coordinate with local agricultural agencies and the base civil engineering office on the timing and effective methods for a controlled burn. Any decision to burn must be approved by the base fire chief and be consistent with applicable state or local government open burn restriction in effect at the time and state open burn laws. Additionally, local laws/regulations may require the procurement of a burn permit.

9.7.3.2.3. If pre-burning is to be pursued, work with the contractor/demonstrator to limit the affected area to the smallest area practical. Being conservative in the size, intensity, and footprint of the pyrotechnic display can limit the size of the affected area and the intensity of the resultant bird attraction.

Table 9.1. Specific Safety Guidance

Regulation/Publication	Examples of types of guidance provided
<i>AFI 11-202 Vol 3, General Flight Rules</i>	Speed restrictions Reckless flying Unauthorized flight demos Flights under alcohol or drug influence Participating in aerial events
<i>AFI 11-209, Aerial Events Policy and Procedures</i>	Guidelines and restrictions on aerial performances Weather, altitude, and airspeed minimums Spectator area requirements Static display guidelines/procedures Required mission commander and/or aerial control team Attachment 3: Min requirements for AC placed on static display
<i>AFI 11-218, Aircraft Operations and Movement of the Ground</i>	Minimum taxi and towing distances for USAF aircraft
<i>Aircraft Demonstration Profiles</i>	
<i>AFI 11-246 Vol 1</i>	A-10, F-15, F-16 F-22
<i>AFI 11-246 Vol 4</i>	Not released
<i>AFI 11-246 Vol 5</i>	MC-130, MH-53

AFI 11-246 Vol 6	C-17, C-130, C-141, C/KC/NKC-135, UH-1
AFI 31-101 <i>Integrated Defense</i>	
AFI 32-7063, <i>Air Installation Compatible Use Zone Program</i>	Use of clear zones and accident potential zones
AFH 32-7084, <i>Air Installation Compatible Use Zone Program Manager's Guide</i>	Use of clear zones and accident potential zones
AFI 51-503, <i>Aerospace Accident Investigations</i>	
AFI 51-507, <i>Ground Accident Investigations</i>	
AFI 90-901, <i>Operational Risk Management</i>	Operational risk management
AFPD 90-9, <i>Operational Risk Management</i>	Operational risk management
AFMAN 91-201, <i>Explosives Safety Standards</i>	Commander's risk assessment Static or public display Fireworks displays Smoking Handling explosives and movement precautions Simulators and smoke producing munitions Licensed explosives locations Siting a potential explosives site
AFPAM 91-212, <i>Bird/Wildlife Aircraft Strike Hazard (BASH) Management Techniques</i>	
AFI 91-204, <i>Safety Investigations and Reports</i>	All mishap investigation questions and procedures
AFOSH Std 91-38, <i>Hydrocarbon Fuels-General</i>	Fuel handling and refueling considerations
AFOSH STD 91-66, <i>General Industrial Operations</i>	Provides adverse weather guidance
AFOSH Std 91-100, <i>Aircraft Flight line Ground Operations and Activities</i>	Ground ops on flight line
AFOSH STD 91-300, <i>Food Service Operations</i>	Food handling, etc.

AFOSH STD 91-501, <i>Air Force Consolidated Occupational Safety Standard</i>	
DoD 6055.4 <i>DoD Traffic Safety Program</i>	
DoD 6055.9-STD, <i>DoD Ammunition and Explosives Safety Standards</i>	Explosives site plans
International Council of Air Shows, <i>Pyrotechnics and Special Effects for Air Shows</i>	General pyrotechnic guidance for air shows
T.O. 00-80G-1, <i>Make Safe Procedures for Public Static Display</i>	Guidelines of static displays
UFC 3-260-01, <i>Unified Facilities Criteria: Airfield and Heliport Planning and Design</i>	Clear zone and accident potential zone definitions
US Consumer Product Safety Commission Publication #330, <i>Guidelines for Retrofitting Bleachers</i>	

9.8. Mishaps and Events. Report and investigate every mishap/event IAW AFI 91-204, *Safety Investigations and Reports* and the AFMAN 91-22X series. The commander may need to conduct a separate investigation if there may be resulting liability or litigation issues. See AFI 51-503, *Aerospace Accident Investigations*, and AFI 51-507, *Ground Accident Investigations*.

Chapter 10

FORCE PROTECTION

10.1. Overview. Installation commanders use the contents of this chapter as a guide for planning force protection prior to and during events. The safety of Air Force personnel and the protection of Air Force aircraft and other resources is paramount. Force protection measures should always be taken into consideration, whether participating in flyovers, aerial demonstrations, aerial reviews, or conducting static displays. It is imperative all Air Force members at all levels consider the situation and potential threat to Air Force personnel, aircraft, and resources when deciding to participate in or host any military or civilian event. Refer to AFMAN 31-201, Volume 3, *Flight Operations*, AFI 31-101, *The Air Force Installation Security Program* (FOUO), AFI 10-245, *Antiterrorism* and current installation plans (AT, ISP, CEMP & MCRP) for force protection considerations prior to planning a base open house.

10.2. Force Protection Planning. The plan should follow current Air Force planning guidance and have all necessary annexes. Proper planning gives the installation commander a true picture of equipment and personnel requirements to offset vulnerabilities. Use MAJCOM staffs and any other available Air Force assets as necessary to assist in planning. As a minimum, the plan should be for official use only (FOUO) or classified if appropriate. If multiple day events are held, take measures to ensure security plans are not compromised and adequate resources are available to support the event.

10.3. Assessments. The installation Antiterrorism Officer (ATO) will lead a targeted vulnerability assessment team prior to an open house. Searches for vulnerabilities must be conducted inside and outside the installation. Use all assets available to conduct assessments on and off base to identify vulnerabilities. Bioenvironmental Engineering and Public Health should be consulted to conduct vulnerabilities of water and food sources respectively. Planners should refer to vulnerabilities already identified in the Core Vulnerability Assessment Management Program (CVAMP) as the baseline for conducting this assessment. In addition to the CVAMP, planners must ensure they continue to evaluate current threat information.

10.3.1. Air Force Office of Special Investigation (AFOSI). Use local AFOSI resources to address and obtain counter-surveillance and counter intelligence operations and information as necessary. In addition, have OSI work with local state and Federal agencies to ensure counter intelligence and threat information is presented to the ATWG as an updated threat assessment (TA). Also, AFOSI may work with civil law enforcement agencies to provide support for events.

10.3.2. Civil Authorities. Use of civil authorities will give the installation a fresh view. The more vantage points used, the better the installation can identify vulnerabilities. Use all assets available to assess on and off-installation topography (helicopter views or assessments if possible). Consider use of off-base patrols in conjunction with civil authorities to identify and mitigate vulnerabilities and cover the surface-to-air missile footprint. Ensure Legal is involved in jurisdictional issues and Posse Comitatus Act concerns. If an installation has a waterway as a boundary, consider establishing an exclusionary zone. Coordinate exclusionary zones with the United States Coast Guard or local marine authorities as necessary.

10.4. Integrated Base Defense (IBD). IBD doctrine and methodology, when properly applied, allows installation commanders and Security Forces to harness the entire base population and technology to see first, understand first, and act first. Use the following IBD mission effect areas during the planning process.

10.4.1. Operations Security. Operations security maximizes options. Obviously publicity (open/close times, aircraft on display, etc.) is necessary, but don't give the operational plan to the public. Only share the plan with personnel who have a need to know and provide only the amount of information necessary for each organization to perform its particular function.

10.4.2. Deter. Make consequences clear and discourage potential enemies. PA should advertise certain security measures such as search stations for hand carried items and restrictions of large bags, coolers, etc. to facilitate a smoother transition onto the installation. Ensure all personnel working the event are in uniform; encourage military personnel attending the event to wear a uniform. **Note:** The wear of uniforms for some Security Forces personnel may detract from their assigned protection mission. The installation's Defense Force Commander (DFC) may locally determine what Security Forces personnel will be in civilian attire.

10.4.3. Anticipate. Anticipate what an adversary may do to disrupt operations or create mass casualties. Plans for disruptions and mass casualties should be practiced and rehearsed. ATOs will assign specific random antiterrorism measures to all units 24 hours prior to open house/air show to increase situational awareness and identify any shortfalls.

10.4.4. Deny. Consider limiting or prohibiting large hand carried items such as coolers, backpacks, handbags to reduce the chance of introduction of unauthorized weapons, explosives, etc. Deny access to "off-limits" portions of the installation using barriers and effective traffic management. Enforce routing and parking of vehicles an adequate distance from critical installation resources and the event site (where spectators are massed) to provide adequate standoff distance in the event of the use of a vehicle borne improvised explosive device. This action is crucial to limiting mass casualties at the event site.

10.4.5. Detect. See all potential threats first. Purses, diaper bags, etc., will need to be brought into the event site area, so inspection stations at event areas are encouraged in order to detect any unauthorized items. If magnetometers are available, use them at the inspection stations. Non-government vehicles that will be driven or parked in close proximity to public access area, to include delivery vehicles, must be inspected before entry. Consider walking explosive detection dogs through parking lots. Ensure all critical facilities are manned with unit personnel in order to detect unauthorized access or suspicious activity.

10.4.6. Delay. Layer security to prevent the use of space as a means of adversary attack. Distributing forces throughout the base increases detection, response, and continuity of forces needed to neutralize potential threats. Consider the use of barriers or obstacles to channel crowds and provide delaying capabilities.

10.4.7. Assess. Analyze the effect of layered defenses and the emergency response plans. This leverages intelligence and enables defending forces to influence an adversary's decision-making and course of action cycles.

10.4.8. Deploy. Pre-positioning of disaster response capabilities gives the installation instant response. Maintain the capability to deploy with advantage to any incident. Ensure

the emergency operation center and emergency response forces are on base and able to deploy to any situation. Installations with emergency services teams (ESTs) and close precision engagement (CPE) teams should use these capabilities for high-risk incident responses. If these teams are not available, coordinate with local authorities to use their special weapons and tactics (SWAT) teams under existing MOAs. Consider posting Security Forces and CPE teams on rooftops and other key observation points as observers. ESTs should be kept in reserve to rapidly respond to a hostile incident. These teams should be staged close enough to the event site to decrease hostile contact closure rates when employment becomes necessary.

10.4.9. Neutralize. Posted Security Forces, CPE, EST, and/or SWAT teams (if formally trained and certified) should be in place and ready to neutralize any threat. These specialized teams should be able to render the enemy ineffective if they should decide to strike during the event. These forces should be capable of neutralizing hostile threats with lethal and nonlethal force, acting on criminal activities, and capable of controlling crowds.

10.4.10. Mitigate. Have evacuation plans and notifications in place to allow spectators an escape route for any emergency. Have emergency response (police, fire and medical) capabilities available for mass casualty response if necessary. Determine wind direction before the event in order to mitigate loss of life in the case that a chemical, biological, radiological, nuclear or high yield energy (CBRNE) attack or accident occurs. This minimizes the effect of adversary successes and takes the advantage away from the enemy.

10.5. Antiterrorism Working Group (ATWG). The ATWG is a multi-discipline group designed to work long-term FP related problems and solutions and make timely recommendations to the installation commander on security matters. It's the installation commander's tool to ensure maintenance of a safe and secure environment. Further, the ATWG should meet regularly and as close as possible to the start of an event to provide information and/or make recommendations to the installation commander concerning possible threats, adversary actions, and actions for IBD. In addition, the ATWG is a key instrument in security policy development prior to and during events. **NOTE:** Ensure the air boss is brought into planning with the ATWG and provides names of open house participants for proper security screening.

10.5.1. Threat Working Group (TWG). Continuous updates from AFOSI, local, state, and Federal law enforcement agencies are necessary for a successful event. The TWG receives these updates and can provide the ATWG and installation commander with all intelligence data relevant to the installation and static display aircraft.

10.5.2. AFOSI. AFOSI should work closely with all local, state, and Federal agencies to ensure a current TA is presented to the TWG. This action gives the installation continuous intelligence updates on the threat.

10.6. Manpower for Force Protection Requirements. There must be enough manpower available to ensure a safe and secure environment during the event. Installation commanders should consider the event day(s) a normal workday for all military personnel. All base personnel are part of the integrated base security team and used as part of the force protection capability. Installation commanders should consider activating Security Forces augmentation duty program personnel to provide an additional armed presence and enhance response capabilities. The DFC must ensure they know what to look for and what the current threat picture is for the installation.

They should be briefed in mass on what to look for and how to report suspicious personnel and activities. Also, brief the current local and national threat as appropriate.

10.6.1. Active Duty Military and Civilian Employees. All active duty military personnel and base civilian employees should be considered part of the security and safety team. These personnel should be directed to work in accordance with the installation commander's directives. Enough active duty military personnel should be on duty to meet all manpower and contingency requirements. Civilians employees will be used at the installation commander's discretion and only after ensuring they are properly trained for proposed duties. Ensure enough personnel are available and on-duty to conduct post and meal relief for the duration of the event.

10.6.2. Other Manning Sources. Bring personnel assets and specialized support teams (EOD, military working dog [MWD], etc.) in TDY if necessary. Consider manning assistance from sister services, tenant organizations, Air National Guard, Air Force Reserve, Civil Air Patrol, and civilian police, fire and medical personnel. For those installations providing aircraft for static display, coordinate with the respective home station Security Forces unit to provide personnel for aircraft security, if possible.

10.7. Installation Entry and Circulation Control Procedures. During events, consider not opening the entire installation by creating sterile corridors and ingress/egress points. Maintain control of visitors and only allow them access to the areas of the installation intended for the event. Consider using ink stamps or colored wristbands to readily identify spectators and vendors who have been screened. Do not allow visitors to disrupt normal day-to-day functions. Channel visitors to secure areas for the event. This will require base personnel at every possible roadway or trail to ensure event visitors stay within the channel area and do not deviate from the assigned travel routes. Chase vehicles may be required at key locations throughout the installation. Installation PA must advertise all information about parking and entrance requirements. **Note:** Be prepared for visitors and guests who show up early so as not to back-up installation gates and roadways or allow an unauthorized vehicle access.

10.7.1. Parking.

10.7.1.1. Spectator Parking. Base personnel should direct parking. Vehicles should be channeled into the parking area(s) and parked sequentially. This will ensure all spaces are used and allow for more vehicle parking capacity. Additionally, handicapped parking capabilities and transportation for handicapped individuals from parking areas to the event site must be considered. Consider using off-base parking areas or an isolated area away from the event site for visitors. Off-base or isolated parking minimizes installation exposure to possible explosive devices. If off-base parking is available, use buses to transport visitors from the parking area(s) to the event site. Military personnel should be on each bus as a host and to conduct security checks prior to the visitors boarding the buses. These hosts act as a first line of defense for spotting suspicious persons and can sound the alarm if necessary. Ensure weapons (guns, knives, etc.) and (if prohibited), coolers, large handbags, backpacks, etc., are not taken to the event site. If magnetometers are available, use them to screen visitors prior to allowing them on the buses. Allow spectators to place prohibited items not allowed at the event site in their vehicles. Buses should run from the parking area to the event site continuously during the entire event for

the convenience of visitors. If possible, select a single gate on the installation for buses transporting visitors to and from the event.

10.7.1.2. Base Personnel Parking. Parking areas on base should be available for military and civilian base personnel. This precludes them having to drive off base for mass transit back onto the installation. Military and civilian base personnel are required to follow the same guidelines as visitors and are not allowed to take prohibited items into the event site.

10.7.1.3. Performer Parking. Arrangements will be made that allow performers unobstructed access to the show site. Each performer will be given a specific vehicle pass and unique identification that will enable access to a designated performer parking area as well as their aircraft.

10.7.1.4. Commercial Sponsor Parking. Authorized MWR commercial sponsors will require access to the installation and event site to set up their display on the ramp. Sponsors will be given a specific vehicle pass and unique identification that will enable access to a designated parking area. See **paragraph 10.7.4** for vendor security screening requirements.

10.7.2. Crowd Control. AFOSI is a non-uniformed law enforcement agency that could be used to monitor the spectators, and report suspicious personnel or activities to Security Forces personnel. In addition, the DFC can place Security Forces investigators or other trained Security Forces in civilian attire to complement and augment this mission. Although not normally a problem at such events, riot control requirements should be considered. Post observers to monitor the crowd and key points. Observers should utilize binoculars, cameras and recorders to detect and report suspicious personnel and activities to the Base Defense Operations Center (BDOC) using available communication systems. Consider establishing apprehension teams and detainment areas if apprehensions become necessary. Ensure personnel performing these duties are properly equipped and available to respond when necessary.

10.7.2.1. In conjunction with JA, Security Forces should plan for the disposition of dissidents or protestors. Installation officials must anticipate that demonstrations, dissident activities, political speeches, and other unauthorized or disruptive behavior may occur during the open house. Security Forces should refer to AFMAN 31-201, Vol 6, *Civil Disturbance*, for further instructions. Both the legal coordinator and Security Forces coordinator should develop an operations plan to respond to and control persons who seek to disrupt the event, damage government property, or harm event participants. Planning will involve coordination with local law enforcement personnel, as well as with the appropriate United States Attorney and district attorney's office, or foreign equivalent if overseas. - This means political and dissident activities, rallies, etc. not approved by the installation commander, or other activities involving demonstrations or public activism, are not permitted on the installation during an open house.

10.7.2.2. Security Forces should escort offenders to a pre-established holding area or turn them over to civil authorities and bar offenders from the installation. As a minimum, establish a process with local law enforcement agencies to rapidly process offenders in accordance with jurisdiction agreements.

10.7.3. Traffic Control. Traffic control sentries may be required at key intersections and roadways leading into areas where visitors are not allowed access. Ensure this is planned for prior to the event and that sentries are posted accordingly. Consider utilizing airmen other than Security Forces for this duty to allow for more effective use of Security Forces manpower.

10.7.4. Vendor Access. Authorized vendors (e.g., food concessionaires) will require access to the installation and event site to set up displays, and each vendor must be identified prior to allowing entry. Ensure procedures are established for vendor screening, thus expediting entry to the installation and event site. Vendor arrival times should be coordinated to ensure security personnel are available to conduct security checks and route vendor and commercial trucks to one central location for inspections.

10.8. Aircraft Security. As soon as the number and type of aircraft that will be on static display is determined, identify security requirements for the aircraft attending. **NOTE:** Planners should consolidate like protection level aircraft in one large restricted area until configured for static display just prior to the event. Some aircraft will require armed Security Forces and temporary restricted areas. Establish temporary restricted areas as required by the Protection Level designation of the aircraft IAW AFI 31-101. Aircraft commanders are responsible for ensuring uniformed aircrew members are present at the aircraft to answer questions and assist with security during the event.

10.9. Dignitary Support. All such events will have dignitaries present and procedures for their protection must be established. Designate a separate area away from other spectators for dignitaries to view the event. Use an entry control point to restrict access to the dignitary viewing area in order to detect unauthorized personnel. Have escorts, evacuation plans, travel routes, and notification procedures in place to allow an escape route during emergencies. A safe-haven should be established for use in case evacuation becomes necessary. Ensure the security and safety of dignitaries while traversing the installation. **Note:** Protection of High Risk Personnel (HRP) is the responsibility of AFOSI.

10.10. Emergency Response Exercises. All emergency response actions will be planned and rehearsed prior to the event IAW CEMP 10-2. The rehearsal should be conducted during a mass casualty tabletop or field exercise. Consider conducting this exercise in conjunction with local authorities. The exercise can be combined with the major accident exercise required in AFI 10-2501, Table 7-1.

10.11. Safety Emergency Response. The Emergency Operation Center, CE Readiness and Management, EOD, Security Forces, medical, and fire department personnel should be on base and have a pre-determined rally point to respond to any emergency during the event.

10.12. Communications. Communications in time of emergency are essential. Proper communications can ensure a potential threat is neutralized prior to the threat affecting the event. Communications should be available and emergency response personnel should be linked to ensure proper command and control. Security Forces, AFOSI, local civil authorities, and emergency response elements should be able to talk to each other directly or through a combined command communications center. Communication systems should include all on- and off-base agencies supporting the event. If common radio channels are not available, a communications center will be required so all response efforts can be coordinated. Also, consider the use of cell phones if available. Unsecured radio and cell phone/wireless transmissions can be easily

monitored and exploited; therefore encrypting security channels to mitigate exploitation of communications should be considered. If public phones are not available, consider establishing off-base telephone access at informational and assistance kiosks or through other information and assistance providers.

10.13. Recommended Equipment Items. Following is a list of equipment items that can be used to enhance an installation's ability to ensure force protection during events. Installations should consider purchasing/renting/leasing these items to prevent weapons from being introduced into the event site.

10.13.1. Light Weight Walk-Through Magnetometers. There are versions of walk-through magnetometers that can be used at screening locations. They operate on 115 volts alternating current (VAC) and cost approximately \$5K per unit.

10.13.2. Portable X-Ray Screener. These come in lightweight tabletop configurations and can be used for checking hand carried items. They operate on 115VAC and cost approximately \$15K per unit.

10.13.3. Hand-Held Metal Detectors. Hand-held metal detectors can be used at screening locations for checking personnel entering the event site.
10.13.4. ION Scanners. Portable ION scanners operate on batteries. They may be used to check purses, diaper bags, etc. for explosive material prior to allowing entry to the event site.

Chapter 11

PUBLIC AFFAIRS SUPPORT

11.1. Introduction. The Air Force conducts comprehensive, active public affairs programs at all levels of command to provide Airmen, the public, Congress and the media information that contributes to awareness and understanding of the Air Force mission. Community relations programs like open houses are designed to enhance the Air Force's reputation as a good neighbor as well as highlight the attributes of a respected professional organization charged with protecting U.S. national security.

11.2. Responsibilities. PA support to the open house program involves providing advice and guidance to the open house director and installation commander, ensuring the internal audience is kept well informed of the event, working with local media to maximize exposure of the event, and ensuring the base continues to be a good neighbor to the local community. PA should also be prepared to offer guidance and respond quickly in the event of an accident or other emergency. AFI 35-101, Chapter 7, Crisis Communication, has specific guidance for emergency situations. The PA checklist in [Attachment 2](#) provides additional guidance on public affairs activities at an open house.

11.3. Community Relations. Although an open house is considered a community relations event, there are several specific areas of concern that should be addressed during the planning process. These include: providing open house exhibits, coordinator and commercial points of contacts with community groups, industry representatives, and other MAJCOMs for potential ground displays; in coordination with protocol, ensuring key community leaders are invited to DV receptions and the event DV viewing area; developing a plan to reach out to community groups and businesses to aid in publicity of the event; and scheduling performers for key recruiting and goodwill visits to local schools and hospitals.

11.3.1. Although protocol usually is the lead agency in planning key DV receptions and arrangements for the commander's viewing area during the show, it is important to ensure PA remains actively engaged. At many locations, the local Chamber of Commerce military affairs committee will be interested in sponsoring a reception for key event performers and other invited guests. When this happens, PA will coordinate military support and participation in the DV event.

11.3.2. Many open house plans lend themselves to having a practice show the day before the base is open to the general public. This show allows the base to invite members of the general public who have special needs and may not be able to attend the show in a large crowd. Open house staffs should consider extending invitations to special needs schools, senior citizen homes. Having fewer people on the flightline will allow these guests to be dropped off within a short distance of the seating area. When inviting people with special needs, be sure to provide handicapped accessible seating that is in close proximity to bathroom facilities, a covered area to escape the heat, and access to water. Groups should be encouraged to bring their own snacks. Consider opening a limited number of concession booths for the group's convenience.

11.4. Internal Information. The base residents and work force must be kept informed of open house activities and plans. Use all available information avenues to include, but not limited to,

the base newspaper, marquees, commander's access channel, e-mail and social media to ensure personnel are kept aware of road closures and security concerns, as well as the particulars of the event.

11.5. Inserts and Programs. PA coordinators must review the base newspaper contract and/or MOA, if applicable prior to the open house to determine if the publisher has a contract to produce an event insert prior to the event. If the publisher has a contract for the insert, it is unlikely the base will be able to produce an independent souvenir program. However, if the publisher does not have the insert in the contract (preferred), programs may be published in-house, or contracted to an independent printer. Services may choose to develop a souvenir program to be sold that contains elements of the open house. See **paragraphs 5.4 and 6.8.1.**

11.6. External Outreach. The open house gives the Air Force an opportunity to make a favorable impression on the thousands of people who attend. Engaging the local media, however, provides an opportunity to reach many thousands, or even millions more, who learn about the Air Force from the newspapers, magazines, internet, radio and television. PA should devise a marketing strategy and publicize the event through all available media. Publicity opportunities can also include interaction with the local Chamber of Commerce, tourism board, and industry forums in the region.

11.6.1. PA professionals should use all means available to get the best exposure possible and to achieve the widest publicity.

11.6.2. An important aspect of media relations is taking care of the media while they are on base. While the open house is "open" to all, recommend providing the media with access badges; arranging for a centrally located media center with amenities; providing media risers/lifts; arranging special parking and/or providing options for loading/unloading of equipment; and providing transportation around the flightline or base to facilitate interviews and stories. Ensure a suitable number of PA representatives are available to work with the media, facilitate interviews, and answer questions.

11.6.3. Generally, credentials for media are only required if the media is being provided special access. PA personnel should give great care to ensure that only bona fide media representatives, freelance writers, photographers and videographers are credentialed. If the media badges allow access to areas closed to the general public, a PA representative must remain with the media at all times when they are in a restricted/closed area. Coordinate media badge procedures and access with Security Forces prior to the event.

11.7. Demonstration Team Requests. Demonstrations by the military jet teams are flown only over airports, large bodies of water, or unpopulated areas. Aerial demonstrations for open houses are requested with a completed DD Form 2535 from the open house director to their MAJCOM/PA. Requests for performances of the USAF Thunderbirds must be entered online at www.airshows.pa.hq.af.mil and received by SAF/PAY no later than 1 August to be considered for the following calendar year's schedule. USAF Thunderbird scheduling gives priority consideration to two day airshows versus one day shows.

11.7.1. **Non-Air Force Requests.** Requests for the Navy's Blue Angels and the Army's Golden Knights are submitted to the U.S. Navy and U.S. Army PA offices indicated on page 4 of DD Form 2535. Requests for the Canadian Forces' Snowbirds are submitted to the 431st Air Demonstration Squadron, PO Box 5000, Moose Jaw, SK S6H 7Z8. For more

information and copy of the request form, visit the team's website <http://www.snowbirds.dnd.ca>.

11.7.2. Cancellations. A unit canceling a performance by the Thunderbirds at its base must immediately send a message listing the date the performance was scheduled, place, reason for cancellation, and person canceling performance (with phone number and affiliation, if possible, for civilian site). The cancellation notice should be routed through PA channels to the appropriate headquarters with the following as information addressees: SAF/PAY, AF/A3O, and ACC/PA/A3.

11.8. Recruiting Involvement. Personnel from the local recruiting squadron should be present at the open house to capitalize on the gathering of so many people with positive attitudes towards the military. Recruiting normally has interesting displays, simulators, etc., to inform the public about Air Force life. Contact information for recruiting organizations is in [Attachment 5](#).

11.9. Adopted Forms.

DD Form 2400, *Civil Aircraft Certificate of Insurance*

DD Form 2401, *Civil Aircraft Landing Permit*

DD Form 2402, *Civil Aircraft Hold Harmless Agreement*

DD Form 2535, *Request for Military Aerial Support*

DD Form 2793, *Volunteer Agreement for Appropriated Activities or Nonappropriated Fund Instrumentalities*

FAA Form 7711-1, *Certificate of Waiver or Authorization*

FAA Form 7711-2, *Application for Certificate of Waiver or Authorization*

FAA Form 8710-7, *Statement of Aerobatic Competency*

TCA Form 26-0307, *Statement of Aerobatic Competency*

PHILIP M. BREEDLOVE, Lt Gen, USAF
DCS, Operations, Plans, and Requirements

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION****References**

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Title 14, Code of Federal Regulations, *Aeronautics and Space*, Revised January 1, 2006, Part 91, *General Operating and Flight Rules*, and Part 105, *Parachute Operations*

Title 41, Code of Federal Regulations, *Public Contracts and Property Management*, Revised July 1, 2005, Part 304-1, *Payment of Travel Expenses from a Non-Federal Source – Authority*

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DoD 7000.14-R, *DoD Financial Management Regulation*

JP 1-02, *DoD Dictionary of Military and Associated Terms*, 17 March 2009

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AFI 10-2501, *Air Force Emergency Management (EM) Program Planning and Operations*, 24 January 2007

AFPD 11-2, *Aircraft Rules and Procedures*, 14 January 2005

AFI 11-202, Volume 3, *General Flight Rules*, 5 April 2006

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Abbreviations and Acronyms

- AAFES**—Army and Air Force Exchange Service
- ACC**—Air Combat Command
- AETC**—Air Education and Training Command
- AFI**—Air Force Instruction
- AFOSH**— AF Office of Safety and Health
- AFOSI**—Air Force Office of Special Investigations
- AFPD**—Air Force Policy Directive

AFPT—Air Force parachute team

AFRC—Air Force Reserve Command

AFRIMS—Air Force Records Information Management System

AFSVA—Air Force Services Agency

AF/A3O—AO—Air Force Operations Group, Dir. of Current Operations and Training, HQ USAF

AF/A1S—DCS Manpower and Personnel and Services

AGL—above ground level

AIE—alternate insertion/extraction

AKA—also known as

ANG—Air National Guard

APF—appropriated fund(s)

ARTCC—Air Route Traffic Control Center

ASCAP—American Society of Composers, Authors and Publishers

ASI—aviation safety inspector

AT—antiterrorism

ATC—air traffic control

ATO—Antiterrorism Officer

AVGAS—aviation gasoline

BASH—bird aircraft strike hazard

BMI— Broadcast Music, Inc.

BX—Base Exchange

CAPEX—capabilities exercise

CC—commander

CDS—container delivery system

CE—civil engineering

CEMP—Comprehensive Emergency Response Plan

CFR—Code of Federal Regulations

CO2—carbon-dioxide

CONUS—continental US

CPE—close precision engagement

CSAF—Chief of Staff of the Air Force

CSAR—combat search and rescue

CVAMP—Core Vulnerability Assessment Management Program

DCS—Deputy Chief of Staff

DESC— Defense Energy Support Center

DFC—Defense Force Commander

DoDD—Department of Defense Directive

DoDI— Department of Defense Instruction

DoD—Department of Defense

DRU—direct reporting unit

DSN—Defense Switched Network

DV—distinguished visitor

EAL—entry access listing

ECP—entry control point

EM—emergency management

EOC—Emergency Operations Center

EOD—explosive ordnance disposal

ESF—emergency support function

EST—emergency services team

FAA—Federal Aviation Administration

FAR—Federal Acquisition Regulation

FAST—formation and safety team

FD—fire department

FOA—field operating agency

FOD—foreign object damage

FOUO—for official use only

ATWG—Antiterrorism Working Group

FSDO—Flight Standards District Office

GPC—government purchase card

GPS—Global Positioning System

HALO—high altitude, low opening

HQ—headquarters

IAW—in accordance with

IBD—integrated base defense

IC—incident commander

ICAS—International Council of Airshows, Inc.

IED—improvised explosive device

IFG—in-flight guide

IIC—Inspector-In-Charge

ISB—Interim Safety Board

JER—Joint Ethics Regulation

LMR—land mobile radio

MAG—magnetic

MAJCOM—major command

MARE—Major Accident Response Exercise

MDS—mission design series

MEOC—Mobile Emergency Operations Center

MOA—memorandum of agreement

MOU—memorandum of understanding

MWD—military working dog

MWR—morale, welfare and recreation

NAF—Non-appropriated funds

NAFI—Non-appropriated funds instrumentality

NAVAID—navigational aid

NFE—non-Federal entity

NFPA—National Fire Protection Agency

NORDO—no radio

NOTAM—notice to airmen

O&M—operations and maintenance

OBO—official business only

OGE—Office of Government Ethics

OPR—office of primary responsibility

ORF—official representation funds

ORM—operational risk management

OSHA—Occupational Safety and Health Administration

PA—Public Affairs

PO—private organization

POC—point of contact

PPR—prior permission required

PSA—public service announcement

RAF—Royal Air Force

RAPCON—radar approach control

RCS—recruiting squadron

RDS—records disposition system

SAF—Secretary of the Air Force; or Secretariat of the Air Force

SECAF—Secretary of the Air Force

SESAC—Society of European Stage Authors and Composers

SFS—Security Forces squadron

SME—subject matter expert

SOF—supervisor of flying

SRC—survival recovery center

SWAT—special weapons and tactics

TA—threat assessment

TCA—Transport Canada Aviation

TDY—temporary duty

TERPS—terminal instrument procedures

TFR—temporary flight restrictions

TV—television

TWG—threat working group

UBC—Uniform Building Code

UCMJ—Uniform Code of Military Justice

UHF—ultra-high frequency

USAF—United States Air Force

USC—United States Code

USD(P)—Under Secretary of Defense for Policy

USPA—United States Parachute Association

VAC—volts, alternating current

VCR—videocassette recorder

VCSAF—Vice Chief of Staff of the Air Force

VFR—visual flight rules

VHF—very-high frequency

WBC—weight bearing capacity

WX—weather

Terms

NOTE— To avoid changing traditional terminology used by the Air Force to discuss aviation support, the Air Force term aerial event as used in this Instruction is synonymous with the DoD term aerial demonstration and the Air Force term aerial demonstration is synonymous with the DoD term aerial activity.

Aerial Demonstration—Aerial Demonstration is a generic phrase that includes (except for static display, aerial review and flyover) virtually every type of aerial participation in military or public events: aerobatics, assault landing/takeoffs, aircraft weapons or tactics demonstrations, USAF vintage aircraft programs, single-ship demonstration teams, airdrop demonstrations of personnel or equipment, in flight refueling demonstrations, or aircraft capabilities demonstrations, AFPT performances, CSAR demonstrations and helicopter flight demonstrations consisting of steep

approach, quick—stop landing, hovering, fire suppression, and personnel AIE. Aerial demonstration is synonymous with the phrases aerial demo, aircraft demonstration, aircraft capabilities demonstration, and aircraft CAPEX.

Aerial Demonstration Team—An officially designated DoD demonstration team such as the USAF Thunderbirds, US Navy Blue Angels, and US Army Golden Knights, etc. This term can be applied to USAF vintage aircraft (ACC heritage flight program and AETC T-6A Texan II aerial demonstration team) and MAJCOM single-ship demonstration teams.

Aerial Event—Aerial event, synonymous with aviation support, comprises static display, flyover, aerial review and aerial demonstration. Any aerial activity, including static displays and Air Force parachute team demonstrations, by Air Force aircraft or personnel taking part in military events, public events, or community relations programs.

Aerial Performance—A generic phrase including virtually every type of aerial participation in military or civilian events: Flyover, aerial review, aerial demonstration and aircraft capabilities demonstration.

Aerial Review—A subset of aviation support, is a flyover of more than four aircraft, or of multiple types of aircraft, or of aircraft representing more than one military service or nation, regardless of horizontal/timing separation of flying elements. An aerial review may include civilian aircraft. It may have elements in trail formation and will not involve precision maneuvers or demonstrations. The elements of the aerial review may be individual aircraft, formations, or a combination of individual aircraft and formations. A single element flyover involving four or fewer aircraft of multiple MDS of the same type from the same military service is not considered an aerial review.

Aerobic Box—The area over which the aerial demonstrations are approved to be performed. It is normally centered on the show center, and is also known as the aerobic maneuvering area.

Aircraft Demonstration—See Aerial Demonstration.

Aircraft Weapons or Tactics Demonstration—An aerial demonstration of aircraft employing or simulating the employment of munitions, weapons, or combat tactics. May include use of ground-based pyrotechnics for effect.

Air Force Parachute Team (AFPT) Demonstration—A free-fall parachute demonstration conducted by an official Air Force parachute demonstration team (i.e. United States Air Force Academy's "Wings of Blue").

Approved Maneuver—A maneuver or a series of maneuvers that may include overflight of the designated spectator area(s) below 1,000 feet AGL, or a maneuver that may involve energy directed at the spectator area.

Assault Landing Demonstration—An aircraft capabilities demonstration illustrating a technique used for landing on short runways. The aircraft is flown at a speed slightly above aircraft stall speed and on a steeper-than-normal approach path. After touchdown, maximum engine reverse thrust and braking are applied to stop the aircraft.

Assault (Max Performance) Takeoff Demonstration—An aircraft capabilities demonstration illustrating a takeoff technique used for departing short runways employing maximum takeoff power and climb rate for the aircraft. Also referred to as "Maximum Performance Takeoff" or "Maximum Effort Takeoff."

Aviation Support—Aviation support, synonymous with aerial event, comprises static display, flyover, aerial review and aerial demonstration. Aerial demonstration includes a wide variety of aerial activities.

Capabilities Demonstration or Capabilities Exercise (CAPEX)—Normally associated with aircraft demonstrating unique characteristics of a weapon system or group of weapon systems. A capabilities demonstration is one that shows the aircraft conducting maneuvers usually associated with its employment and is common to the airframe being shown.

Civilian Aerial Demonstration (or Act)—An aerial demonstration or act not flown to demonstrate military capability or history, but with the purpose of showcasing piloting skill or primarily to entertain the spectators.

Commercial Sponsorship—The outside partial underwriting of an MWR event (as an element of Air Force Services) by a consumer product/service company using money, goods and/or services to obtain limited recognition and advertising benefits.

Congested Area—Cities, towns and settlements or the area surrounding an open-air assembly of persons.

Container Delivery System (CDS) Demonstration—An aircraft demonstration involving the airdrop of supplies and equipment packaged in individual canvas and nylon web containers mounted on skidboards to deliver supplies of up to 16 bundles weighing up to 2,200 lbs each, from approximately 600 feet AGL. Individual containers can be airdropped in a variety of situations: high-velocity, low-velocity, or HALO (high altitude low opening). Double containers are dropped in low-velocity situations. CDS airdrop is initiated by gravity extraction.

Control Point—a specified location where the air boss and air operations officer manage the event. The communications system with the capability necessary to control the aviation event must also be located at this site.

Critical Aircraft/Critical Wingman—The critical aircraft or critical wingman is that aircraft closest to a spectator area.

Crowd Line—A crowd line is a physical barrier or a line marked on the ground that serves as a restraining line. The crowd line is placed at a specified distance from the show line.

DD Form 2535, Request for Military Aerial Support—The form that event sponsors or organizers use to request military aerial support. It is normally submitted online at www.airshows.pa.hq.af.mil and then forwarded to SAF/PA to obtain event approval as a first step in gaining aerial support.

Demonstration Pilot or Crew—A highly qualified pilot or crew trained, proficient and certified in the maneuvers or demonstration to be performed.

Donations—A gift to the Air Force

Emergency Operations Center (EOC)—The physical location at which the coordination of information and resources to support attack response and incident management activities normally takes place. An EOC may be a temporary facility or may be located in a centralized or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines such as fire, Security Forces, and medical services, by jurisdiction, or by some combination thereof.

Equipment Drop Demonstration—An aircraft capabilities demonstration illustrating the airdrop of equipment on platforms rigged with parachutes, individual containers rigged with parachutes, or small door bundles rigged with parachutes.

Flight Team Demonstration—A demonstration by a DoD demonstration team such as the USAF Air Demonstration Squadron Thunderbirds or the U.S. Navy Blue Angels.

Flyover—A subset of aviation support, is a straight and level flight limited to one pass by a single military aircraft, or by a single formation of four or fewer military aircraft of the same type from the same military service over a predetermined point on the ground at a specific time and not involving aerobatics or demonstrations; however, bank angles of up to 90 degrees are permissible and may be used if required to improve the spectator visibility of the aircraft.

Flight Standards District Office (FSDO)—Regional FAA office.

Foreign Military Demonstration Team—Any military demonstration team not part of the DoD. May include, for example: Canadian Snowbirds, British Red Arrows, Italian Frecce Tri Colore, and the Japanese Blue Impulse.

Helicopter Capabilities Demonstration—An aerial demonstration of helicopter capabilities such as those done during rescue or special operations missions (e.g., hoist, sling, rappelling, “fast roping,” pararescue deployment, operational approach, simulated ordnance delivery, etc.)

High Altitude Low Opening (HALO) Airdrop Demonstration—Demonstration of personnel delivery accomplished at or above 3,000 feet AGL. The parachutists free fall to a predetermined altitude before deploying their parachutes to complete the descent.

In—flight Refueling Demonstration—An aircraft capabilities demonstration of aircraft employing in-flight refueling procedures up to and including the precontact position.

Inspector-in-Charge (IIC)—The FAA IIC is the aviation safety inspector.

International Air and Trade Show—Organized specifically to promote sales of aerospace and defense products.

Jump Platform—Any Air Force aircraft used as a vehicle for a parachute team demonstration in support of a military or public event.

Make Safe—To inactivate a weapon, a piece of ordnance, an ejection seat, or other device on an aircraft or its associated equipment so as to ensure that it cannot fire, launch, explode, detonate, or in any manner harm or injure spectators or other personnel as a result of its unintended operation (traditionally synonymous with "dearm," "disarm," and "disable.") Among the necessary actions are to:

Install (pins or locks)

Disconnect (hoses, linkages, or batteries)

Bleed (accumulators, reservoirs)

Remove explosive devices (initiators, fuses, or detonators)

Intervene (welding or lockwiring)

Missing—man Formation—A four-ship formation with the number three aircraft either missing or performing a pull-up maneuver at a specific time in the flight. Not to be performed at open houses.

Non—Federal Entities—A nonfederal entity is generally a self-sustaining, nonfederal person or organization, established, operated and controlled by any individual(s) acting outside the scope of any official capacity as officers, employees or agents of the Federal Government. NFEs that operate outside Services' Private Organization Program include, for example, professional military organizations (such as the Air Force Association), local chambers of commerce, commercial entities, and organizations of community or business leaders formed for the specific purpose of promoting an open house.

Open House—A military installation open house is a program sponsored by the military, conducted on an installation or other military facility, to which the general public is invited. It is designed to show military missions, equipment, facilities, and personnel to a local or regional civilian community to satisfy interest in the defense establishment and national security affairs. An open house may or may not include an air show as part of the event.

Parachute Team Demonstration—A demonstration of free fall or precision landing techniques (or both).

Private Organization—POs are governed by AFI 34-223. POs are self-sustaining special interest groups, set up by people acting exclusively outside the scope of any official capacity as officers, employees, or agents of the Federal Government. POs are not Federal entities and are not to be treated as such. They operate on Air Force installations with the written consent of the installation commander.

Primary Spectator Area—The main area designated for spectator use.

Record Flights and Flights of a Spectacular Nature—A flight to achieve an official world-class record regarding speed, distance, altitude, duration of flight, etc. National and world aviation records conducted in the United States are sanctioned, observed and certified through the National Aeronautic Association.

Secondary Spectator Area—Any area, other than the primary spectator area, where persons have a natural tendency to gather to observe the event.

Show Center—A visible reference point along the show line usually denoting the center of the aerobatic area.

Show Line—A readily visible reference that provides the required distance from the spectators and enhances pilot orientation along the show line during the performance.

Static Display—The ground display of any aircraft and its related equipment not involving engine start, taxi, or flight.

Survival Recovery Center/Emergency Operations Center (SRC/EOC)—This command and control element directs and monitors the installation's actions before, during and after a contingency.

Warbird—Any vintage military aircraft (or likeness thereof) that has been used in previous military conflicts or is of historical military significance. The warbird could be a U.S. military aircraft or that of a foreign government.

Whiskey Alert—Term used by air traffic control to indicate that a "spill in/out" situation of the airshow airspace is imminent. Also used for potential penetration by unauthorized traffic.

Attachment 2
PLANNING CHECKLISTS

The following checklists are intended to support the overall planning of the event, however, they may not include every action to be considered by the open house staff.

Table A2.1. General Planning

Consideration	OPR	Complete
Long-term planning.		
Determine a date(s) for the event. Consider events being held in the local community, historical significance, and availability of guests. Consider backup dates for demonstration team availability. Determine whether the event is one day or multiple days.		
Determine start and end times for the event. Most events start in late morning and finish mid-to-late afternoon.		
Determine practice requirements. Recommend practice day on/near same timeline as the event day(s) to ensure a similar environment (daylight, sun position, circadian rhythm, etc) as possible.		
Determine exhibit locations. Can exhibits be located, both from on base and from the community?		
Determine off-limits/restricted areas.		
Determine whether the facility has the capacity for the expected crowd.		
Clear the event with Numbered AF, MAJCOM, and HQ USAF as required.		
Appoint staff and committees to handle open house functions. Ensure committee assignments are explicit and inclusive.		
Plan and execute table-top exercise.		
Ensure recruiters have been brought into the planning.		
Obtain good airfield or site layout diagram.		
Submit DD Form 2535 to MAJCOM PA for submission to SAF/PA (SAF/PA requires the DD Form 2535 by 1 Aug of each year for consideration in the Air Force Aerial Demonstration Squadron scheduling for the following year).		
Event Planning		
Coordinate with airfield management and have regular meetings to keep them abreast of developments and requirements.		
Arrange for construction and electrical permit if needed.		
Arrange for necessary barricades, snow fencing, ropes, stanchions and other crowd-control devices to be purchased, leased or borrowed, delivered and installed in a timely manner.		
Work with appropriate chairmen to determine locations of all static displays and provide for necessary security and crowd control.		
Work with concession chairman to establish a plan for the location of concession booths. Make sure required electrical power is		

Consideration	OPR	Complete
available where and when needed.		
Military aircraft, tanks, and other weapons displays often have unusual weight requirements. Coordinate with airfield management to use appropriate ramps and access roads.		
Set up and clearly mark parking areas and traffic routes on site.		
Arrange for rental of portable lavatories. Rental contract must include provisions to pump and re-supply with chemicals and toilet paper for each day of use.		
Drinking water is essential. If drinking water is not readily available on site, implement a solution for providing drinking water that is acceptable to the local health department to pipe or transport sufficient quantities of water to the open house site. If possible, arrange for stand-by sprinklers for spectator cool-down in the event of extremely hot weather.		
Arrange for conveniently located trashcans for spectators' use. Ample numbers will greatly lessen post-show clean up. Prompt and thorough cleaning of the site will leave a good impression on the public		
Arrange for emptying of trash barrels throughout the day and for trash removal from the site at the end of each day of use.		
Create facilities diagram showing staging sites of all emergency vehicles and locations of first aid stations/medical units, information center, lost & found, food/beverage/souvenir stands, lavatory facilities, display areas and crowd lines. Publish as a separate handout to arriving spectators and/or as an insert or published page in the program. Each volunteer should have a copy and copies should be posted in all spectator service areas.		
Coordinate with the installation traffic engineer to make sure traffic cones, lane dividers, and entrance locations are properly set up.		
Provide personnel to meet and direct early-arriving volunteers, concessionaires, static display crews and exhibitors; and provide each arrival with a diagram that shows the location of their assigned site or reporting station.		
Coordinate with Security Forces to ensure areas that are off limits to spectators are properly marked and secured. Actual marking and security of off limits areas is an owner/user responsibility.		
Arrange for a sound system that meets all requirements for the event . Coordinate power requirements, location of speakers and cable runs. Make sure the sound system covers all spectator areas including DV areas.		
Provide an announcing platform that allows good visibility for the open house announcer and assistants.		
Plan entrance and exits for emergency vehicles and emergency aircraft.		
Plan alternate entrances and exits for emergency vehicles in the		

Consideration	OPR	Complete
event primary routes are blocked.		
Plan spectator exit in case of an emergency		
Plan a route for performing aircraft to get from overnight hangars to the flight line or staging area.		
Locate the commander's hospitality tent on the flight line, but leave room for the public to enjoy clear viewing areas.		
Designate a central headquarters for resolving problems. Staff with a decision maker who has the authority to take action.		
Set aside specific areas for ground demonstrations (K-9 skills, etc.) and sponsor displays.		
Work with Legal and Security Forces to establish procedures for responding to protestors, vandals, and others who may need to be apprehended.		
Coordinate with the wing antiterrorism office to ensure all force protection requirements are met throughout event planning and execution.		
Identify timelines for communications support and implementation at the initial planning meeting.		
Transportation Issues		
If using buses for shuttles or other transportation needs, get cost quotations early from charter bus companies, school districts or other sources. Prior to any Government representatives making a verbal or written agreement, all information gathered for transportation needs to be coordinated with the contracting officer/coordinator to ensure compliance IAW Federal Acquisition Regulations. Publish routes, schedules and locations of stops for distribution to volunteers, drivers and passengers. Assign volunteers as necessary and monitor regularly throughout operation.		
Working with the hospitality coordinator, estimate vehicle requirements as early as possible (six months in advance is not too early). Refine requirements as show dates near.		
Determine alternate sources to meet vehicle support requirements (GOV or GSA motor pool support or, if Government support is unavailable, rentals). While NFEs/donors may not be solicited to provide vehicle support, this need can be a subject of discussion once a prospective donor has indicated a desire to support the event with a gift		
Arrange for any car rentals to be reimbursed by the AF—e.g., cars rented by performers or others pursuant to contracts or invitational travel orders.		
Determine early whether dealers will shuttle vehicles to the open houses' distribution point or whether a volunteer pick-up and return brigade is necessary. Organize accordingly, ensuring that volunteer drivers meet state licensing law and dealer's driver age requirements; and that shuttle transportation is arranged.		

Consideration	OPR	Complete
Establish a central distribution center with trained personnel to issue vehicles and brief drivers.		
Prepare vehicle allocation schedule.		
Arrange and determine funding source (see Attachment 4 Funding Matrix) for refueling of rental vehicles. Explain specific procedures to each recipient.		
Brief each driver of his/her responsibility to return the vehicle and keys at a specified time to a specified location, and to maintain it in good condition. Verify license and insurance.		
Provide each driver with emergency phone numbers where the transportation chairman and/or authorized designee can be reached around-the-clock in case of breakdown or emergency.		
Prepare checklist of all cars returned. Check for damage. Arrange for cleaning and refueling of each vehicle prior to its return. May need to arrange with donor for volunteers to accomplish these tasks on cars provided by NFEs via gift		
It is vital to stage vehicles required by military demonstration teams in position upon their arrival. This is a manual requirement and is non-negotiable. Check the team support manual for exact numbers and types of vehicles and staging requirements.		
If helicopters are to be used for DV transportation, work with the air operations officer, FAA and hotel and airfield/airport managers to arrange for safe and efficient operations.		
Review procedures for accommodating disabled visitors.		

CHECKLIST -- Other Ground Displays

With PA, coordinate military recruiting involvement and make sure an area is set aside for booths at the event, both inside and outside. Recruiting contact information is in Attachment 5		
Invite base organizations to set up a display in a hangar, or suitable location, for the public to learn more about the Air Force and escape the heat of the day, if applicable. Be sure it's easily accessible by the public.		
Consider setting up a stage to highlight other base agencies, e.g., military working dog demonstrations, military band and honor guard/drill team performances, EOD display, etc.		
Allow spectators to view displays of field equipment, such as medic tents, field kitchens, various items airmen deploy with, and non-aviation static displays.		
Consider inviting other MAJCOMs, especially Special Operations, to also display at the event. Provides a "big-picture" look at the Air Force.		
Consider also including local civilian and industry exhibits.		
Ensure adequate security is provided for displays.		
Have the announcer make numerous references to the ground		

Consideration	OPR	Complete
display location and stage acts.		
Work with Services Marketing and/or NFEs to look for some creative children's exhibits that contribute to education about the Air Force and aviation.		
Consider providing a covered area for families with young children to rest.		
CHECKLIST -- Announcer		
Assist in the selection of the open house announcer. This individual could be an employee of the base, or a paid professional contractor.		
Work closely with the open house staff to develop the script for the announcer. Ensure all information has been cleared for release. Include key Air Force messages and recruiting items.		
Since one of the primary goals is education, ensure civilian and warbird narrations include as much information as possible on their military roles or connections.		
If the announcer is contracted, provide enough filler and background material to ensure the audience stays engaged.		
Include clear instructions to announce during specific mishaps or emergencies.		
Open House Related Events		
Work with PA, Protocol and Services to determine what events the base wants to plan in conjunction with the open house. (e.g., practice event for area special needs individuals, aircrew welcome party, base picnic, concerts, DV reception, DV tent on flightline, etc.)		
Determine how base personnel can take part in pre-event programs.		
Sort out responsibilities for each event.		
PA should publicize events and works with Protocol to provide a list of community leaders to be invited to the reception and open house.		
Determine if transportation is needed for the practice event attendees.		
Send special invitations for DVs and special needs guests well enough in advance.		
PA will submit request to base photo lab for documentation purposes.		
Ensure enough staff members are posted at entrances to make sure invited guests are the only ones allowed in restricted areas.		
Commander's chalets/DV tents should be positioned off show center to allow for maximum viewing by the general public.		
PA will submit request with base Visual Information to cover events..		
Determine if any awards or recognition gifts will be presented during welcome reception.		
Ensure DV passes/badges are created to easily identify where they		

Consideration	OPR	Complete
are allowed access.		

Table A2.2. Air Operations

Event	OPR	Due	Completed
Open House Request		6 Months	
Determine inclement weather plan			
Determine wing deployment plan			
Military Aircraft Participation			
Determine aerial performers		120 Days	
Demo teams			
Assign a POC/refer to the support manual			
Jump teams			
Assign a POC/refer to the support manual			
Determine static display aircraft		120 Days	
Confirm participating aircraft		45 Days	
Determine security reqm'ts (consider add'l manpower)		45 Days	
Determine aircrew requirements (billetting/trans)		45 Days	
Determine aircraft support required (fire bottles/ AGE/airstairs)		45 Days	
Set up Customs for foreign participants		30 Days	
Airfield Management			
Determine airfield construction impact		120 Days	
Determine PPR assignment/go OBO		60 Days	
Consider scheduled transient aircraft (med evac?)		60 Days	
Determine flight plan processing		45 Days	
Provide flight line driving certifications/briefing		10 Days	
Publish NOTAM		10 Day	
Weather Support			
Determine weather briefing support for airshow (90 Days)			
Determine weather briefing support for arriving/departing aircraft (10 Days)			
FOD Walk			
Coordinate FOD walk during/after		90 Days	
Determine time/staging/route		30 Days	
Coordinate sweeper support during/after		30 Days	
Unusual Procedures (e.g., Moored Hot Air Balloon)			
Determine impact to arrival/departure procedures		120 Days	
Determine impact to approaches/traffic patterns		120 Days	
Determine impact to TERPs		120 Days	
Determine impact to airfield clearances		120 Days	
Determine EOD demonstrations		120 Days	

Event	OPR	Due	Completed
Identify clear zones		90 Days	
Determine impact to NAVAIDS (concussion)		60 Days	
Airshow Schedule			
Annotate airfield operating hours		90 Days	
Annotate NOTAM release			
Annotate ramp closure for set-up/tear-down			
Annotate performer aircraft practices/show time		60 Days	
Annotate take-off/landing		30 Days	
Annotate <u>all</u> airshow aircraft arrivals/departures		30 Days	
Annotate civil aircraft fly-in slot times		30 Days	
Annotate FOD walk time		30 Days	
Annotate safety symposium times		30 Days	
Annotate mass flightline driving briefing		30 Days	
Air Boss Show Requirements			
Airshow insurance (if the air boss is contracted)		120 Days	
Transportation to show site (airfare)			
Billeting (on base/near show airfield)			
Transportation for local area (rental car)			
Per diem			
Access to all performer areas (badge/pass)			
Arrive one week prior to the first waivered airspace			
Confirm show requirements available		30 Days	
Air Boss Show Transportation Requirements			
Transportation on the airfield (golf cart, mule)		120 Days	
Confirm show transportation available		30 Days	
Air Boss Show Communication Requirements			
Frequencies/radios/phones required		120 Days	
VHF freqs/radio for civilian performers			
UHF freqs/radio for military performers			
VHF or UHF freq/radio for ATC coordination			
VHF or UHF spare radio			
LMR freq to transient alert/pit boss			
LMR freq to Show Control			
Phone comm to air boss stand (hard line or cell)			
Confirm show comm available		30 Days	
Air Boss Show Stand Requirements			
Ice/water/food provided		120 Days	
Located show center on crowd line		120 Days	
Elevated/shaded			
Quick access to portable restrooms			
Table for radios/chairs			
Restricted access			
No blind spots to show runway/aerobatic box			

Event	OPR	Due	Completed
Check sound system impact to transmit/receive		7 Days	
Air Boss Briefing Requirements			
Briefing room close to the flightline/show area		120 Days	
Reserved throughout all air boss briefings			
Access to a copier and fax machine			
Table for handouts			
Chairs for all attendees			
Projector/Screen available			
Laptop computer/printer available			
Determine briefers		30 Days	
Confirm completed briefing		30 Days	
Confirm time/location/briefers		10 Days	
Air Boss Operational Requirements			
Develop ops letter with ATC		90 Days	
Request discrete frequencies			
Describe comm failures			
Describe transfer of waivered airspace			
Describe ground operations			
Request airfield diagram			
Request approach airspace diagram			
Determine restricted airspace/range control			
Develop parking plan not to exceed WBC		60 Days	
Describe emergency procedures			
Will a SOF be on duty?			
Describe holding procedures			
Describe divert procedures			
Describe mishap response			
Specify Tower responsibilities			
Specify Approach responsibilities			
Specify Airfield Mgmt responsibilities			
Describe Stop Show procedures			
Request Tower state preferred runway/say winds			
Coordinate with ARTCC thru Tower			
Develop in-flight guide (IFG)		60 Days	
Determine airfield emergency response		30 Days	
Confirm medical staging and emergency routes			
Confirm fire staging and emergency routes			
Confirm security staging and emergency routes			
Determine any open house participant response		30 Days	
Fire fighting?			
Life guard/life flight?			
Develop daily briefing		30 Days	
Provide airshow schedule and changes to ATC		7 Days	

Event	OPR	Due	Completed
Airshow General Safety Requirements			
Determine concession booths/tents impact		90 Days	
No airborne concessions (helium balloons)			
No handouts/flyers (FOD)			
Determine pyrotechnic demonstrations		90 Days	
Determine explosive distance criteria			
Determine impact to show if misfire			
Ensure fire response on stand-by for all pyro acts			
Determine ground demo locations (infield/ramp)		90 Days	
Determine sponsor displays (infield/ramp)		90 Days	
Protect aerobatic box during waivered airspace			
Aerial Demonstrations			
Commit performers		120 Days	
Determine waivered airspace (practice/perform times)		90 Days	
Determine authorization airspace (practice/perform times)		90 Days	
Confirm approved airspace waiver/review		30 Days	
Jump authorizations			
Airfield Diagram			
Annotate show center/crowd lines/show lines		120 Days	
Annotate aerobatic box			
Annotate aircraft parking (show/support/spares)		120 Days	
Annotate ramp/apron closures			
Annotate reference point vehicles			
Annotate bomb burst run-in			
Annotate jump landing zone		120 Days	
Annotate medical/fire/security response staging area		90 Days	
Annotate wing assigned aircraft parking plan		60 Days	
Annotate static aircraft parking plan		60 Days	
Annotate performers aircraft parking plan		60 Days	
Annotate WBC for aircraft movement/parking areas		60 Days	
Annotate ECP to performer area			
Air Boss Daily Performer Safety Briefing			
Determine ATC concerns		90 Days	
Determine Airfield Mgmt concerns		90 Days	
Determine impact of restricted areas/ranges			
Determine impact of aircraft arresting systems			
Coordinate with Safety/SOF		90 Days	
Determine time and location for briefing		60 Days	
Determine outline for briefing		60 Days	
Use FAA Order 8700.1, Vol 2, Ch 18 Figure 50-3			
Introduce key players			
Roll call and time hack			
Current/forecasted WX			

Event	OPR	Due	Completed
Review NOTAMs (show site and divert)			
Review airfield layout/airfield status			
Brief holding points, altitudes, direction of turns			
Brief schedule in detail/resolve conflicts			
Brief primary and back-up frequencies			
Brief emergency procedures			
Comm out/NORDO/stuck mike			
Ground/in-flight emergencies			
Holding/divert procedures			
Recall/show hold procedures			
Airfield hazards			
ATC responsibilities			
Brief RAPCON to report -whiskey alerts”			
Brief Tower to handle emergencies			
Airspace returned to Tower control			
Tower will ring out crash net			
Mishap response			
Brief life flight to call for -dust off”			
Stress critical safety margins			
Field elevation			
Zero altimeter			
Density altitude			
Available runway for intersection departures			
Caution around arresting cables			
No aerobatics outside the box			
Ready to fly?			
If it doesn't seem right...don't do it!			
Review and have performers sign waiver			
Brief jet demo team unique items			
Brief jump team unique items			
Brief sport flying unique items			
Allow IIC to speak			
Questions?			
Resolve all issues before flying			
Ensure performers bring all FAA certifications			
Provide copies of briefing to performers or IFG			
Annotate ATC/Airfield Mgmt information			
Provide local area maps with visual references			
Note waivered airspace boundary			
Note show center and crowd lines			
Note ground taxi plan			
Note air boss frequency/alternate			
Highlight obstructions/restricted airspace			

Event	OPR	Due	Completed
Note divert field and route/frequencies			
Review emergency procedures			
Determine briefers		30 Days	
Confirm completed briefing		30 Days	
Confirm time/location/briefers		10 Days	
Air Boss Performer Information			
Determine WX minimums for each act			
Determine actual airspace required of each act			
Determine holding limits for each act			
Determine ground/air start for each act			
What is total time of act?			
Air Boss Fly-By (Off Station) Performer Safety Briefing			
Approach will hold aircraft out/advise air boss			
Air boss will advise Approach when to hand-off			
Approach will terminate radar service			
Air boss is not ATC and cannot provide separation			
Air boss will direct aircraft to Departure for outbound			
Military Demo Team Requirements			
Determine parking/show center/bomb burst points			
Determine coordinates of above			
Send airfield diagram with above			
Send airfield weight waiver with above			
Coordinate with SFS to protect bomb burst run-in			
Confirm availability of reference vehicles			
Must be in place for narrator arrival/survey flight			
Confirm time and place of narrator's meeting			
Mail copy of approved FAA airspace waiver/TFR		30 Days	
Golden Knights/Leap Frog Requirements			
No engines running/rotor turning w/in 1000'			
Air Boss Personal Requirements			
Binoculars			
Electric fan			
Cooler with water and ice			
Food			
After Actions			
Letter of recommendation/thanks to FAA/performers			
Review ops letter and improve			
Review IFG and improve			
Review briefing and improve			
Review checklists and improve			
Event	OPR	Due	Completed
Civil Fly-In Checklist (Civilian aircraft Only) (see AFI 10-1001)			

Event	OPR	Due	Completed
Request to host civil fly-in (aerial and static)		120 Days Out	
Determine aerial performers		120 Days Out	
Determine static display aircraft		120 Days Out	
Determine safety seminar aircraft fly-in		120 Days Out	
Determine tie down point/chock availability		120 Days Out	
Determine fuel availability		120 Days Out	
Determine landing permits required (2400, 01, 02)		90 Days Out	
Determine landing permits required (2402)		90 Days Out	
Post invitation on airshow web page/advertise		90 Days Out	
Develop participants procedures package		90 Days Out	
Determine ATC arrival/departure procedures		90 Days Out	
Determine flight plan processing procedures		90 Days Out	
Establish seminar agenda/speakers		90 Days Out	
Establish arrival slot times		90 Days Out	
Set-up bus from flightline to seminar and back		90 Days Out	
Set-up PPR log		60 Days Out	
Reserve location (base theater/club)		60 Days Out	
Participants procedures package/include:		60 Days Out	
Determine seminar presentation requirements		60 Days Out	
Coordinate welcome area		60 Days Out	
Provide RAPCON/Tower with arrival/departure plan		45 Days Out	
Provide Airfield Mgmt with aircraft parking/flight plans		45 Days Out	

Event	OPR	Due	Completed
Confirm receipt of hold harmless agreements		45 Days Out	
Coordinate removing barriers during fly-in period		30 Days Out	
Welcome letter			
Arrival/departure procedures			
Airfield diagram with civil aircraft parking area			
Hold harmless agreement and instructions			
FAA flight plan			
Seminar schedule			
Airshow schedule			
Computer support (laptop/projector/screen)			
Comm support (LMRs/public address)			
Other (TV/VCR/tables/chairs)			
Coffee and donuts			
Wing welcome video			
Provide copy of PPR number list to tower		15 Days Out	

Table A2.3. Ground Operations

Event	OPR	Due	Completed
Airshow Layout			
Determine theme (old to new/fighters to heavies/etc)		90 Days Out	
Coordinate medical aid station and response staging		90 Days Out	
Coordinate FD response staging		90 Days Out	
Coordinate SFS response staging and security		90 Days Out	
Coordinate protecting bomb burst run-in			
Coordinate roving patrols for suspicious activity			
Coordinate ECP/EAL to performer areas			
Determine portable restroom locations		90 Days Out	
Determine concession booths/tents		90 Days Out	
No airborne concessions (helium balloons)			
Minimal handouts/flyers (FOD)			
Determine pyro demonstrations		90 Days Out	
Determine explosive distance criteria			
Determine impact to show if misfire			
Determine ground demo locations (infield/ramp?)		90 Days Out	
Determine sponsor displays (hangar/ramp?)		90 Days Out	
Aircraft Parking Plan			
Determine wing aircraft parking		60 Days Out	
Determine static aircraft parking		60 Days Out	
Determine performer aircraft parking		60 Days Out	
Determine fly-in aircraft parking		60 Days Out	

Event	OPR	Due	Completed
Determine transient/exercise aircraft parking		60 Days Out	
Trash Detail (before/during/after)			
Coordinate trash removal support		90 Days Out	
Determine location of trash cans		60 Days Out	
Determine location of dumpsters		60 Days Out	
Vehicles			
Determine transportation required (golf carts, mules)		90 Days Out	
Communication Requirements			
Determine comm required (LMRs)		120 Days Out	
Material Requirements			
Determine signs required and location		90 Days Out	
–No Spectators Beyond This Point”			
–Due to Safety Requirements, no …”			
Determine fencing required (FOD fence)		90 Days Out	
Order FOD fence		60 Days Out	
Confirm FOD fence available		15 Days Out	

Section A2. Public Affairs

PA personnel are involved in many aspects of the open house set-up. Although the PA officer is not appointed as the open house director, open houses are community relations events. PA should be involved in most of the decision-making process.

A strong PA effort can often provide the most cost-effective tool for ensuring the general public knows about the open house.

Strong attendance is key to the success of any open house. In large measure, attendance will depend directly on the effectiveness of marketing efforts.

Prior to the open house, give time and attention to the media, both internal and external, for pre-event promotion and publicity. At the open house itself, pay attention to the media's needs. Event coverage brings people from their homes to the event site. Post-event publicity tells people what they missed and encourages future attendance. Internal media should have same access and consideration as external media.

Nearly all open houses produce some type of souvenir program. Check all contracts for PA products to determine if any contractor has sole rights to develop an open house program. If not, Services may produce and sell a souvenir program, funded by the sale of advertising. Souvenir programs contain photos and articles about featured military and civilian performers and aircraft, and information about and/or diagrams showing the locations of important facilities and spectator services (see **paragraphs 5.1.11, 5.4, 6.8.4 and 11.5**). It may contain a schedule of Services activities. In the event a program is sold, a free copy of the performance schedule must be available to the general public.

Photo coverage of the event is an important aspect of internal and external pre- and post-publicity. It also provides a historical record of the day's events.

Table A2.4. Public Affairs

Event/Consideration	OPR	Complete
Long-term planning and coordination		
PA should participate in the decision-making process when civilian demonstrations acts may be invited to participate		
Civilian demonstration teams must enhance the public's understanding of the Air Force and/or mission at the base		
Ensure inappropriate civilian flying acts are not included as part of concessionaire/open house management contract		
Review previous advertising successes or failures		
Provide open house director with PA budget requirements		
Contact Services Marketing to determine what advertising is funded by NAF (commercial sponsorship) versus APF		
Make initial announcement		
Open house info on base public Web site; update regularly		
Produce public service announcement:		
Maximize free media coverage first, and then determine if any money exists to purchase ads.		
When possible use on-base resources to produce PSAs and spot announcements (If base resources are inadequate, local TV/radio stations may assist)		
Consider inviting local celebrity to participate in the PSAs		
Develop communications plan:		
Prepare timeline for ad campaign preparation/execution		
Funding permitting, design and produce posters, street banners, billboards, and flyers		
Work with NFEs to approve advertising provided through partnerships. In particular, NFEs can be helpful in working with local utility companies (water/electric/telephone/gas/cable), local transportation companies, and other merchants in the community to promote the event.		
Identify locations (e.g. local businesses, hotel/theater lobbies, schools, civic organizations, buses, taxis, etc.) and methods for distribution of posters, flyers, etc.		
Utility companies may include informational flyers in their scheduled mailings		
Local merchants, BX, commissary may allow flyers as bag stuffers		
Ask city officials about hanging banners in		

Event/Consideration	OPR	Complete
strategic locations		
Make city and county government official, tourism bureau, Chambers of Commerce and civic organizations aware of event		
Provide dates to newspaper, magazine & organizational calendar editors; update as necessary		
Develop media contacts and keep media informed		
Periodic news releases with updates on activities, performers, etc.		
Identifying the point of contact assigned to cover the story for each of the local media. Begin working with that individual on a regular, relationship-building basis.		
Personally invite to attend the open house.		
Invite media to attend open house.		
Identify possible story ideas with national network interest. Ensure proper network clearances are obtained, and pitch stories that will lend themselves to on-the-spot broadcast before and during the event		
Identify opportunities such as locally published magazines, for space on the cover.		
Sunday newspaper magazines		
Tourism periodic publications		
Chamber of commerce publications		
Work with local TV stations to run public service announcements (PSA) for primetime broadcasting in the local area.		
Ensure trade and industry media receive news releases and other PA products		
Develop a list of recommended media and celebrities to participate in PA flights (Thunderbirds or other local flights). Read military support manuals for criteria and determine the event's policy and insurance coverage before publishing or scheduling media flights. Note: ACC teams cannot perform media flights.		
60 -90 Days prior to the open house		
Provide commander with names of community leaders PA recommends to be invited to open house and related social events		
Public service announcements (PSA)		
If resources permit, produce PSA		
Provide PSA copy or product		
Contact movie theaters about using film trailers		
Determine how much time radio and TV stations will allot for PSAs		

Event/Consideration	OPR	Complete
PA products (press releases, newspaper articles, Web pages, etc.)		
Security and parking procedures		
Limitations on what items guests will be allowed to bring on the installation (e.g. coolers, chairs, bicycles, roller blades, baby strollers, etc)		
Produce or assist in production of open house guide/program:		
Funded with APF funds or may be printed as part of a PA product contract and made available free to the public. If not in conflict with existing contracts, Services may produce a souvenir program to be sold at the event that includes company advertisements and acknowledgements through the Services' advertising/sponsorship programs.		
Include:		
Information about the base and major tenants		
Key Air Force messages.		
Schedule of events		
Maps showing location of key activities, restrooms, medical, security, information, concessions, and displays.		
Descriptions of key activities		
Performer biographies and photos.		
Plan to incorporate last minute changes		
Identify media center location and communications requirements		
Determine what social events media may attend and what access media will have to DVs		
Provide PA products to hospitality coordinator to include in performer handouts		
Include industry/trade publications to media list.		
Arrange for media flights and on-site interviews well in advance of performer arrivals. Provide performers with interview and ride schedule upon arrival.		
Request participating military performers to consider providing media/celebrity PA flights while at location of open house		
Ask planning committee to identify what, if any, base locations may be available for tours (e.g. dorms, dining facility)		
Determine what, if any, areas will be off limits for photography and develop plan to enforce restriction		
Build press kits		
Identify and order sufficient quantities of multimedia products (photos, video, etc.)		
Obtain publicity kits from performers		
Print organization and equipment fact sheets		
One month prior to the open house		
Identify PA staff (including photographers and videographers)		

Event/Consideration	OPR	Complete
Identify specific duties and responsibilities		
Consider a press conference a week before the event. Schedule interviews with installation CC and open house director.		
Invite media to attend any local practice activities		
Advise media of available opportunities		
Press conference		
Interviews with base commander/open house director		
Interviews with performers		
Coverage of military performer civic outreach (visits to hospitals, nursing homes, schools) activities		
Attendance at pre-show		
Live or remote broadcasts		
On-air interviews		
Media coverage of performer visits to hospitals, schools, nursing homes, etc.		
Develop guidelines to handle media inquiries in the event of an incident or accident.		
Include rules of engagement in media kits		
Confirm any special media requirements		
Parking		
Power		
Provide Thunderbirds/Blue Angels (if participating) names of recommended media and celebrities to consider for PA flights		
Coordinate media/celebrity PA flights aboard participating military aircraft		
Week of the open house		
Reconfirm staff assignments and responsibilities		
Invite media to practice show		
Ensure media have most current open house information		
Performer and participant information		
Stock photographs and video clips		
Current radio releases		
Messages		
Reconfirm media requirements and availability of services		
Reserved parking for vehicles		
Parking space for larger vehicles		
Preview of events and activities		
Interviews and interview area		
Prepare media credentials		
Arrange special media transportation (e.g. if they are taking a media flight, how will they get to the aircraft with their equipment?)		
Arrange refreshments, if possible		

Event/Consideration	OPR	Complete
Consider a pre-event media briefing to discuss ground rules and highlight special events, including crisis management		
Prepare for performer/participant arrival by:		
Coordinate media briefings, interviews and photo-taking session upon arrival and throughout the open house		
Assist Protocol in preparing arrival packets that include:		
Maps of the area		
Accommodation arrangements		
Transportation plans		
Schedules (e.g. his/her interviews for the day, etc.)		
Parties		
Local points of interest		
Scenic and historic sites		
Scheduled performer briefings		
Open house guide		
Day of open house		
During the event, consider surveying the audience for preferences in open house acts and activities and for demographic and market information for help in planning your next show.		
Open media center. The center should incorporate the following: Off limits to everyone except working media and PA staff (no family members)		
On-site PA professional. If augmented by non-PA volunteers, ensure they are fully briefed on rules of engagement for dealing with the media.		
Telephone communications.		
Media kits		
Photos		
Fact sheets		
Names and biographic information on DVs and open house staff		
Schedule of events		
Maps (identify photo and off-limit locations)		
Open house guide/program		
Emergency procedures		
Rules of engagement		
Tables, chairs, shade canopy and water.		
Photo locations and security.		
Media platform, particularly for video and photo journalists (e.g. scissor lift) ; ensure a clear view of events		
Meet media at designated spot (gate/media center). Distribute media credentials		
Post open house		

Event/Consideration	OPR	Complete
Draft and disseminate news releases and photos		
Incorporate releases and photos in PA products such as the base web site		
After the event, prepare after-action report		
Archive PA products for future events (funded by proponent)		

Attachment 3

PLANNING TIMELINES

Table A3.1. Planning Timelines

Attachment 4**FUNDING SOURCE GUIDE****Table A4.1. Funding Source Guide**

Categories		APF	NAF	Private	Notes
Aerial Demonstrations					
DoD Demo Teams					
lodging	X				
meals	X				
transportation	X				
pyrotechnics	X				
Warbirds					
lodging	X	X		note 1	
meals	X	X		note 1	
transportation	X	X		note 1	
maintenance/hangar space				note 2	
pyrotechnics	X	X		note 1	
Civilian Aerial Demonstrations					
lodging		X	X		note 3
meals		X	X		note 3
transportation		X	X		note 3
maintenance/hangar space				note 2	
Ground Displays					
Aircraft Static Displays (military)		X			
Aircraft Static Displays (warbird)	X			note 1	
Military Displays	X				
Civilian aircraft		X	X		note 3
Other ground displays	X	X	X		note 3
Fuel & Oil					
AVGAS/JP-8/Smoke Oil/Engine Oil					
DoD Demo Teams	X				
Warbirds	X	X		note 1	
Civilian		X	X		note 3,4
Contracted Support Personnel					
Open House Coordinator	X	X			
Air Boss	X	X			
Open House Announcer/Narrator	X	X			
Facilities					
Tents/Booths/Chalets	X	X	X		note 5

PA System		X	X	X	note 5
Power Outlets		X			
Tables/Chairs		X	X	X	note 5
Bleachers		X	X	X	note 5
Golf Carts		X	X	X	note 5
Ground Comm (Phone, Radio Etc)		X			
Portable Rest Rooms		X		X	note 5
Trash Containers/Disposal		X			
Generators		X	X	X	note 5
Lighting		X	X	X	note 5
Stage		X	X	X	note 5
Public Phones	Typically an AAFES held contract		X	X	
Crowd control					
Crowd Control Devices (Fencing)		X			
Rope / Stanchions		X			
Transportation (Shuttles)	No charge or fee allowed	X			
Parking / Parking Passes	No charge or fee allowed	X			
Signs		X	X	X	
Badges		X			
Security/Law Enforcement					
Security Support		X			
Health/Safety					
Air To Ground Radio		X			
First-Aid Support		X			
Lost & Found		X			
Publicity					
Advertisement (TV, Radio, Newspaper)		X	X	X	note 6
Programs		X	X	X	note 7
Web Site		X		X	note 8
Media Center		X			
Banners/Posters		X	X	X	note 9
Entertainment					
Fireworks			X	X	note 14
Concerts			X	X	
Ground acts			X	X	note 14
Kids Area (play area)			X	X	note 14
Concessions					

Food / Beverages / Souvenirs	contracted and sold by MWR	X		
Beer	contracted and sold by MWR	X		
Refreshments/Food				
Military Performers	(only per diem from APF)	X	X	note 3
Warbird Performers		X	X	note, 16
Civilian Performers		X	X	note 3, 16
Open House Workers		X	X	note 3, 16
DV / VIPs				
Commander's DV tent		X	X	note 10
Gifts/mementos		X	X	note 11
Misc Support				
Open House Conference TDY		X	X	note 12
Event Cancellation Insurance		X		note 13
Liability Insurance			X	note 14
Commercial Sponsorship		X		note 15
Music Royalties		X	X	note 5

Notes

1	APF may be used to cover costs for warbird participating in the open house. Lodging, meals and transportation may be included as part of the contract. May be paid by non-Federal/private organizations and offered as a gift to the Air Force.
2	Installation commanders may designate work areas to be used by non-DoD personnel for repairing an aircraft, grant access to shop facilities, and, if requested, permit assistance by qualified USAF maintenance personnel on a strictly volunteer basis. Also, hangar space may be made available to non-DoD aircraft on a space available basis for protection from inclement weather.
3	NAFs are authorized through the Commercial Sponsorship Program (must be approved by AF/A1S per paragraph 2.9.1). May be paid by non-Federal/private organizations or offered as a gift to the Air Force. (Paying for food for military members or APF employees is not commercial sponsorship).
4	Unless the Government (including an AF NAFI) has contracted to provide fuel, the installation may authorize Defense Working Capital Fund (DWCF) fuel cash sales for aircraft pursuant to DESC policy guidance.
5	May be funded with APF, NAF or private funds depending on part of the show being supported. Essential elements (sanitation, health, safety, security, comfort of attendees etc.) are paid only with APF. Essential items are those that would be done even if there were no Services MWR/NFE participation. Items in support of Services MWR/NFE concessions or Services MWR/NFE provided entertainment can be supported with NAF or funds raised/donated by a private organization. When APFs are proper fund source, NAF assets may be used as long as APFs cover all incremental costs associated with their use for that purpose (maintenance, fuel, wear and tear, etc.). See paragraphs 1.12 and 6.6 .

6	APF can be used but PA should maximize the use of free Public Service announcements. NAF may be used to advertise MWR programs and events. Commercial ads promoting the open house can be paid for by sponsors (those same sponsors can be listed on the ad itself) and off-base establishments that serve as sponsors can acknowledge their support in their own promotional endeavors prior to the actual event. Paid or donated advertising must contain the disclaimer –No Federal Endorsement Intended.”
7	Event guides (i.e., schedule of events) are APF funded. NAF/private funds can be used to print programs for Services/MWR events occurring at the open house (e.g., concert) or if the NAFI determines the MWR benefit or expected increase in NAF concessions profit justifies the expense. Open house souvenir programs can be NAF/private funds if the base newspaper contractor does not have the rights. These may contain paid advertisements to cover the costs of printing. PA must provide a free _schedule of events‘ when souvenir programs/event guides are provided with NAF/private funds.
8	APF supported public base website can be used to provide open house information (use appropriate disclaimers for links to unofficial sites). An outside organization (e.g., non-Federal/private) may establish a website to promote the event. The site must clearly state that it is not an official Air Force website.
9	The impression must be that the event is conducted in an orderly manner by the United States military. Inappropriate signage would be extremely large or garish signs. Signs cannot block view of activities. Non-Federal/private supporters may be provided name and logo recognition for their donations and contributions pursuant to paragraph 1.7.4 . Commercial sponsors of Services MWR elements of the event may be provided the various kinds of recognition authorized for commercial sponsors.
10	DV functions (e.g., commander's hospitality tent, as well as civic and social events occurring at the time of the open house) are a protocol activity and may be supported with Official Representation Funds if in compliance with AFI 65-603 or through a gift to the AF (see paragraph 1.12.1). DV tent should be offset from the center of show area. The DV area is not sponsored nor can any sponsor signs reside in the area.
11	Gifts/mementos for DVs and VIPs, to include welcome baskets, may be provided to qualifying individuals and supported by Official Representation Funds (ORF) if they comply with AFI 65-603 or Special Morale and Welfare Funds if they comply with AFI 34-201, Chapter 12.
12	TDY fund sources depend on the function being supported. TDY in support of APF elements of the open house should be funded with APFs. TDY in support of NAF elements of the open house should be funded with NAFs
13	NAF can be used for event insurance for the Services MWR elements of the event.
14	Liability insurance must be in-force for entertainment attractions, rides and fireworks provided by Services MWR contractors and non-Federal/private entities (either directly or through contractors). All contractors must have insurance.
15	Commercial sponsorship can only be used for the Services MWR elements of the event.
16	APF or NAF may provide food only pursuant to a contract provision requiring food as part of the Government’s consideration.

Attachment 5

AIR FORCE RECRUITING ORGANIZATIONS

Figure A5.1. Air Force Recruiting Organizations

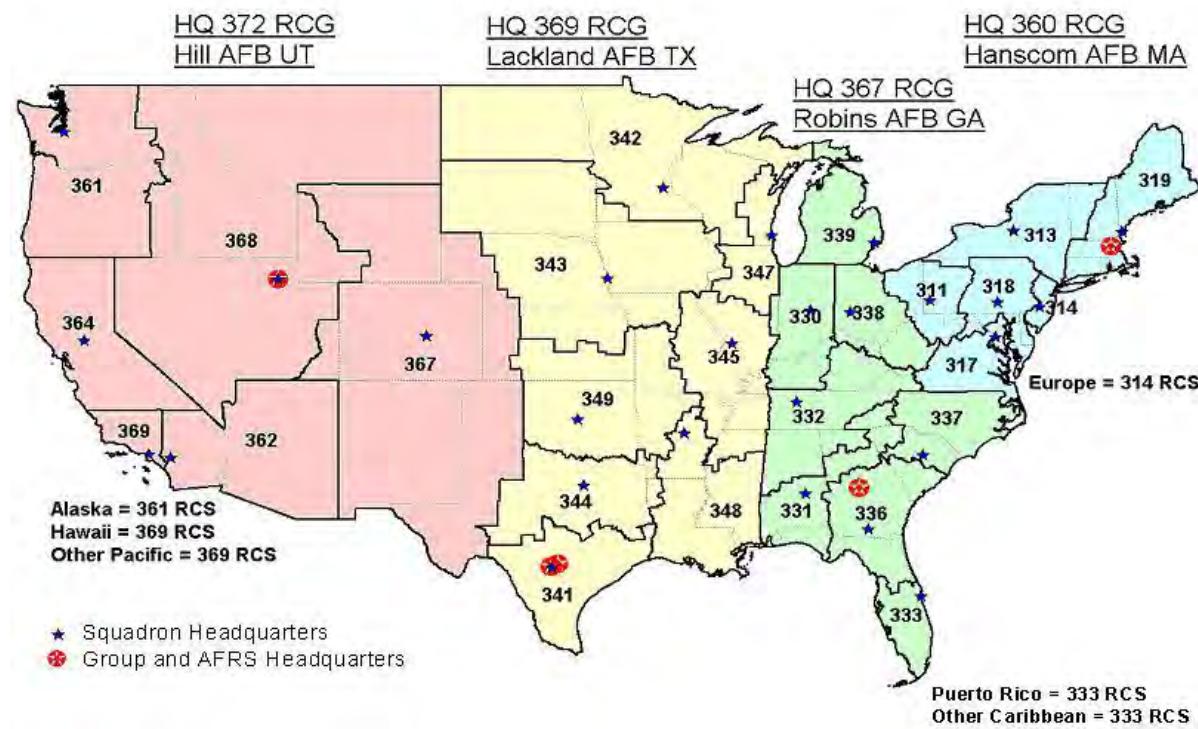


Table A5.2. Recruiting Squadron Contact Information

Recruiting Squadrons	Contact Information	Recruiting Squadrons	Contact Information
311 RCS	(724) 743-8500	347 RCS	(414) 944-8681
313 RCS	(315) 452-9050	348 RCS	(501) 987-2067/5947
314 RCS	(609) 239-4906	349 RCS	(405) 734-7023
317 RCS	(301) 567-7021	361 RCS	(253) 982-2179
318 RCS	(717) 770-6246	362 RCS	(909) 655-5436
319 RCS	(603) 427-5052	364 RCS	(916) 643-2273
330 RCS	(317) 377-6970	367 RCS	(719) 554-1244
331 RCS	(334) 416-4009	368 RCS	(801) 777-7304
332 RCS	(615) 889-0115 / 0470	369 RCS	(323) 296-5844
333 RCS	(321) 494-3452		
336 RCS	(229) 257-3664	Recruiting Groups	
337 RCS	(803) 895-1644	360 RCG	(405) 820-3046
338 RCS	(937) 257-9063	367 RCG	(478) 926-5851
339 RCS	(586) 463-9646	369 RCG	(210) 671-2951
341 RCS	(210) 671-4576	372 RCG	(801)725-3470
342 RCS	(612) 727-3812		
343 RCS	(402) 232-3499	HRS Marketing Spec Events	(210) 842-4439
344 RCS	(817) 640-9933	Demo and Drill Teams	(210) 842-4394
345 RCS	(618) 256-1070	Show Car Scheduling	(210) 842-4327

Attachment 6

APPROVED WARBIRD STATUS AIRCRAFT

Table A6.1. Approved Warbird Status Aircraft

Aircraft	Country	Type	Remarks
Aermacchi MB-326	Italy	Trainer	
Aero L-29	Czech.	Trainer	
Aero L-39	Czech.	Trainer	
Aeronca L-16 Grasshopper	USA	Liaison/Utility/Observation	
Aeronca L-3 Grasshopper	USA	Liaison/Utility/Observation	
Aerospatiale AS-350	Brazil	Helicopter	
Antonov AN-2 Colt	Russia	Transport	
Avro Lancaster	UK	Bomber	
Avro Shackleton	UK	Liaison/Utility/Observation	
BAC Buccaneer	UK	Attack	
BAC Strikemaster	UK	Trainer	
Beechcraft JRB-4 Expeditor	USA	Transport	AKA AT-11 & C-45 Expeditor
Beechcraft AT-11 Kansan	USA	Trainer	
Beechcraft C-45 Expeditor	USA	Transport	AKA AT-11 & JRB-4 Expeditor
Beechcraft T-34 Mentor	USA	Trainer	
Bell AH-1 Cobra	USA	Helicopter	
Bell P-39 Airacobra	USA	Fighter	
Bell P-63 Kingcobra	USA	Fighter	
Bell UH-1 Huey	USA	Helicopter	
Boeing B-17 Flying Fortress	USA	Bomber	
Boeing B-29 Super Fortress	USA	Bomber	
Boeing C-97 Stratofreighter	USA	Transport	
Boeing/Stearman PT-17 Kaydet	USA	Trainer	
Canadair Tutor	Canada	Trainer	
Cessna A-37 Dragonfly	USA	Attack	
Cessna O-1 Bird Dog	USA	Liaison/Utility/Observation	
Cessna O-2 Super Skymaster	USA	Liaison/Utility/Observation	
Cessna T-50/UC-78 Bobcat	USA	Liaison/Utility/Observation	
Cessna U-3/310 Blue Canoe	USA	Liaison/Utility/Observation	
Cessna UC-78 Bobcat	USA	Transport	
Cessna UC-94	USA	Transport	
Chance-Vought F4U Corsair	USA	Fighter	AKA FG-1 Corsair
Consolidated B-24/LB-30 Liberator	USA	Bomber	AKA PB4Y Privateer
Consolidated PB4Y Privateer	USA	Patrol Bomber	AKA B-24 Liberator

Consolidated PBY-6A Catalina	USA	Patrol Bomber	
Convair C-131 Samaritan	USA	Transport	
Curtiss C-46 Commando	USA	Transport	
Curtiss P-40 Warhawk	USA	Fighter	
Curtiss SB2C Helldiver	USA	Scout Bomber	
DeHavilland DH-112 Venom	UK	Fighter	
DeHavilland DH-82 Tiger Moth	UK	Trainer	
DeHavilland DH-94 Moth Minor	UK	Trainer	
DeHavilland DHC-1 Chipmunk	Canada	Trainer	
DeHavilland DHC-4 Caribou	Canada	Transport	AKA CV-2 and C-7
DeHavilland L-20/U-6A Beaver	Canada	Liaison/Utility/Observation	
DeHavilland Mosquito	UK	Bomber	
Dornier C-3600	Switzerland	Fighter	
Douglas A-1E Skyraider	USA	Attack	AKA AD-4 Skyraider
Douglas A-26 Invader	USA	Attack	
Douglas A-3 Skywarrior	USA	Bomber	
Douglas AD-4 Skyraider	USA	Attack	AKA A-1 Skyraider
Douglas B-23 Dragon	USA	Bomber	
Douglas DC-3	USA	Transport	AKA C-47/R4D Skytrain
Douglas C-47 Skytrain	USA	Transport	AKA R4D Skytrain
Douglas C-53 Skytrooper	USA	Transport	
Douglas C-54 Skymaster	USA	Transport	
Douglas R4D Skytrain	USA	Transport	AKA C-47 Skytrain
Douglas SBD Dauntless	USA	Scout Bomber	
Edge 540	USA	Trainer	
English Electric Canberra	UK	Bomber	
Fairchild C-119 Flying Boxcar	USA	Transport	
Fairchild C-123 Provider	USA	Transport	
Fairchild PT-19 Cornell	USA	Trainer	
Fairchild PT-26 Cornell	USA	Trainer	
Fairchild UC-61 Forwarder	USA	Transport	
Fairey Firefly	UK	Fighter	
Fairey Swordfish	UK	Bomber	
Fieseler Fi-156 Storch	Germany	Liaison/Utility/Observation	
Fleet 16B Finch	Canada	Liaison/Utility/Observation	
Focke Wulf 149D	Germany	Trainer	
Focke-Wulf FW 190	Germany	Fighter	
Folke-Wolfe FW-44 Stieglitz	Germany	Trainer	
Folland Gnat	UK	Trainer	
Fouga CM-170 Magister	France	Trainer	

General Motors FM-2 Wildcat	USA	Fighter	AKA F4F Wildcat
Goodyear FG-1D Corsair	USA	Fighter	AKA F4U Corsair
Grumman AF-2S Guardian	USA	Torpedo Bomber	
Grumman C-1 Trader	USA	Transport	
Grumman F4F Wildcat	USA	Fighter	AKA FM-2 Wildcat
Grumman F6F Hellcat	USA	Fighter	
Grumman F7F Tigercat	USA	Fighter	
Grumman F8F Bearcat	USA	Fighter	
Grumman F9F Panther	USA	Fighter	
Grumman Hu-16 Albatross	USA	Liaison/Utility/Observation	
Grumman J2F Duck	USA	Liaison/Utility/Observation	
Grumman OV-1 Mohawk	USA	Liaison/Utility/Observation	
Grumman TBF Avenger	USA	Torpedo Bomber	AKA TBM Avenger
Grumman TBM-3E Avenger	USA	Torpedo Bomber	AKA TBF Avenger
Grumman US-2 Tracker	USA	Transport	
Harvard Mk IV	Canada/U K	Trainer	AKA AT-6 Texan & SNJ-4/5 Texan
Hawker Hurricane	UK	Fighter	
Hawker Sea Fury	UK	Fighter	
Heinkel He-111/ Casa 2.111	Germany	Bomber	
Hispano HA-200 Saeta	Spain	Trainer	
Hunting Jet Provost	UK	Trainer	
Interstate L-6 Cadet	USA	Liaison/Utility/Observation	
Junkers JU-52/53	Germany	Transport	
Lockheed C-60 Lodestar	USA	Transport	
Lockheed C-69 Constellation	USA	Transport	
Lockheed F-104 Starfighter	USA	Fighter	
Lockheed P-38 Lightning	USA	Fighter	
Lockheed PV-2 Harpoon/Ventura	USA	Bomber	
Lockheed T-33 Training Star	USA	Trainer	
Martin B-26 Marauder	USA	Bomber	
Max Holste M.H.1521 Broussard	France	Liaison/Utility/Observation /Special Duty	
McDonnell-Douglas A-4 Skyhawk	USA	Attack	
McDonnell-Douglas F-4 Phantom	USA	Fighter	
Messerschmitt BF-108 Taifun	Germany	Trainer	
Messerschmitt BF-109	Germany	Fighter	
Messerschmitt ME-262	Germany	Fighter	
Meyers OTW	USA	Trainer	
Mikoyan-Gurevich MiG-15	Russia	Fighter	

Mikoyan-Gurevich MiG-17 "Fresco C"	Russia	Fighter	
Mikoyan-Gurevich MiG-21 Fishbed	Russia	Fighter	
Mitsubishi A6M Zero	Japan	Fighter	
Mitsubishi A6M3 Zeke	Japan	Fighter	
Nanchang CJ-5/6	China	Trainer	AKA Yak-18
Naval Aircraft Factory N3N	USA	Trainer	
Noorduyn UC-64 Norseman	Canada	Liaison/Utility/Observation	
North American AT-6D Texan	USA	Trainer	AKA Harvard & SNJ-4/5 Texan
North American B-25 Mitchell	USA	Bomber	
North American BT-9/BT-14 Yale	USA	Trainer	
North American F-100 Super Sabre	USA	Fighter	
North American F-86 Sabre	USA	Fighter	
North American FJ-3 Fury	USA	Fighter	
North American L-17 Navion	USA	Liaison/Utility/Observation	
North American P-51D Mustang	USA	Fighter	
North American SNJ-4 Texan	USA	Trainer	AKA AT-6 Texan & Harvard MK IV
North American SNJ-5 Texan	USA	Trainer	AKA AT-6 Texan & Harvard MK IV
North American T-2 Buckeye	USA	Trainer	
North American T-28A Trojan	USA	Trainer	
Northrop F-5 Freedom Fighter	USA	Fighter	
Northrop F-5E Tiger II	USA	Fighter	
Northrop T-38 Talon	USA	Trainer	
Piper J-3 Cub	USA	Transport	
Piper L-4 Grasshopper	USA	Liaison/Utility/Observation	
Pitts S1 and S2	USA	Trainer	
Polikarpov I-153	Russian	Fighter	
Polikarpov I-15bis	Russian	Fighter	
Polikarpov I-16 (Russian Type 24)	Russian	Fighter	
Republic P-47 Thunderbolt	USA	Fighter	
Rockwell OV-10 Bronco	USA	Liaison/Utility/Observation	
Ryan PT-22 Recruit	USA	Trainer	
Saab J35 Draken	Sweden	Fighter	
SAIA Marchetti S.M.1019	Italy	Liaison/Utility/Observation	
Sea Harrier	UK	Fighter	AKA MK.51
Sikorsky UH-19D Chickasaw	USA	Helicopter	

Stinson 108 Voyager	USA	Liaison/Utility/Observation	
Stinson AT-19 Reliant	USA	Trainer	
Stinson L-5 Sentinel	USA	Liaison/Utility/Observation	AKA Stinson OY-2 Sentinel
Stinson L-9B Voyager	USA	Liaison/Utility/Observation	
Stinson OY-2 Sentinel	USA	Liaison/Utility/Observation	AKA Stinson L-5 Sentinel
Supermarine Spitfire	UK	Fighter	
Taylorcraft L-2 Grasshopper	USA	Liaison/Utility/Observation	
Transport Allianz C-160 Transall	Germany/ France	Transport	
Twin Beach 18	USA	Cargo	C-45, AT-7, etc
Vought F-8 Crusader	USA	Fighter	
Vultee BT-13A Valiant	USA	Trainer	
Waco Biplane	USA	Trainer	PT-14
Westland Lysander	UK	Liaison/Utility/Observation	
Yakovlev Yak-1	Russia	Fighter	
Yakovlev Yak-3	Russia	Fighter	
Yakovlev Yak-7	Russia	Attack	
Yakovlev Yak-9	Russia	Fighter	
Yakovlev Yak-11	Russia	Trainer	
Yakovlev Yak-18	Russia	Trainer	AKA Nanchang CJ-5/6
Yakovlev Yak-52	Russia	Trainer	
Zlin 226	Czech.	Trainer	