

**BY ORDER OF THE COMMANDER
AIR FORCE MATERIEL COMMAND**

**AIR FORCE MATERIEL COMMAND
INSTRUCTIONS 11-208**



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Flying Operations

AFMC SUPPORT TO AERIAL EVENTS

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This instruction further implements AFPD 10-10, *Joint Use of Military and Civilian Flying Facilities*, AFPD 11-2, *Aircrew Operations*, AFPD 10-25, *Emergency Management*; AFPD 34-2, *Managing Nonappropriated Funds*, AFPD 35-1; *Public Affairs Management*, and AFPD 90-8, *Environment, Safety & Occupational Health Management and Risk Management*. It provides guidance and procedures for AFMC aviation support to public and military events and applies to AFMC personnel who approve, plan, coordinate, and participate in these events. This publication does not apply to Air Force Reserve Command (AFRC) Units. This publication does not apply to the Air National Guard (ANG). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, Recommendation for Change of Publication; route AF Form 847s from the field through the appropriate functional chain of command. See Attachment 1 for a glossary of references and supporting information.

Chapter 1

GENERAL GUIDANCE

1.1. General. This MAJCOM instruction governs the performance of AFMC aviation support for military or public events held for community relations or ceremonial purposes. The purpose is to provide installation and wing commanders the appropriate guidance for successful aerial event execution. HQ AFMC/A3 may task AFMC units to provide assets to participate in certain key public or military events, both for the Air Force and AFMC.

1.2. Goal. The goal of this instruction is to provide guidance not found in other Air Force Instructions (AFIs) or Air Force Materiel Command Instructions (AFMCIs) and to bring disparate information and guidance into a single location.

1.3. Public Event. Public events are community relations events not connected with the military functioning of the Department of Defense (DoD) and intended primarily for non-military audiences. These events may be on- or off-base; continental United States (CONUS) or outside of the continental United States (OCONUS). Public events can be sponsored by either DoD or non-DoD organizations and can be good community relations and recruiting opportunities.

1.4. Military Event. A military event is an official DoD event, sponsored by the DoD, a DoD Component, or a command conducted in support of an assigned mission, including purposes of esprit de corps, primarily for military personnel, civil service personnel, dependents, and limited guests. The event must be hosted on a facility owned, leased or operated by the DoD. In the event a judgment needs to be made on whether an event is a military or public event, contact HQ AFMC/PA who will assist in the determination. For funeral flyovers, see paragraph 3.2.

1.5. Aviation Support for Public or Military Events. AFMC supports several aerial events unique to our MAJCOM, often with the highest visibility across the Air Force. Aviation support to any event requires proper prior planning and coordination to ensure success. In addition to this MAJCOM Instruction, the requirements of AFI 11-209, AFMC Sup 1, *Aerial Event Policy and Procedures*, AFI 35-105, *Community Relations*, as well as AFI 10-1004, *Conducting Air Force Open Houses* still apply and must be met.

1.6. Approvals. Units still must comply with all appropriate guidance regarding aerial event participation. Questions on any aspect of staffing an aerial event package should be directed to HQ AFMC/A3OA as early as possible to allow for proper coordination. Units should have Center Commander approval prior to submitting a package for MAJCOM approval. As a minimum, allow 45 days for staffing a package through the MAJCOM staff and Air Staff.

1.7. Other Guidance. Any unit tasked with planning an upcoming aerial event should contact HQ AFMC/A3OA early in the process to enable HQ AFMC to provide support and guidance in a timely manner. Any unit participating in any aerial event should always annotate their intent to support on SAF/PA's website: www.airshows.pa.hq.af.mil.

Chapter 2

RESPONSIBILITIES

2.1. HQ AFMC/A3. The Director of Air, Space and Information Operations is the execution authority for many aerial events across the command. Approvals for having an event and for participation have not changed. All personnel associated with an aerial event are to refer to AFI 11-209, AFMC Sup 1, *Aerial Event Policy and Procedures*, to ensure proper processes are followed.

2.2. HQ AFMC/PA. The purpose of Public Affairs (PA) operations is to communicate timely, accurate, and useful information about Air Force activities to DoD, Air Force, and domestic and international audiences. Some of those activities include aerial events. HQ AFMC/PA is the starting point for approval authority for all AFMC aerial events. SAF/PA is the approval authority for all Air Force aviation public event requests. All personnel associated with an aerial event are directed to cross-check who the final approval authority is in AFI 11-209, AFMC Sup 1, *Aerial Event Policy and Procedures*, and/or AFI 35-103, *Public Affairs Travel*.

2.3. AFMC Host Units.

2.3.1. The Host Unit on all AFMC bases is the responsible organization for planning and conducting public and military events. This could be an Air Base Wing (ABW), Air Base Group (ABG), or an active flying wing. All Host Units are reminded that adherence to AFI 10-1004, *Conducting Air Force Open Houses*, is paramount.

2.3.2. It is highly suggested that each Host Unit consider designating an individual to be the POC every year for their public or military event, preferably a civil servant in the grade of GS-13. As resources become tighter every fiscal year, this should assist in providing more continuity. This individual should consider attending The International Council of Air Shows (ICAS) annually, if budgets will allow.

2.3.3. The ICAS convention is normally held yearly in December allowing open house directors/staff an opportunity for face-to-face interaction with the performers 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.

2.4. AFMC Flying Units. All Airmen that participate in aerial events are to ensure they thoroughly understand the requirements of AFI 11-209, AFMC Sup 1, *Aerial Event Policy and Procedures*, AFI 10-1004, *Conducting Air Force Open Houses*, and how to prepare packages for Exceptions to Policy (ETPs). All questions should be directed to HQ AFMC/A3O; send an email to HQ AFMC/A3 Workflow at HQAFCMCA3.Workflow@wpafb.af.mil.

Chapter 3

AFMC SUPPORT TO AIR FORCE EVENTS

3.1. Aerial Events Message. Every calendar year, the Air Staff publishes an aerial events message. This message breaks aerial events down into three types of events, Category I, II, and III.

3.1.1. Category I Events. Category I events are those events where AF/A3O-O will task the responsible lead MAJCOM to support an event NLT 30 days prior to the event if volunteer support is not available. Authorized level of support is up to 4 aircraft of same type making one pass (MAJCOMs will determine the appropriate level and type of support for an event). Each event has a lead MAJCOM designated to arrange the flyover details. The lead MAJCOM is responsible for supporting the event unless there are volunteers from other MAJCOMs or the NGB. If another MAJCOM or NGB volunteers to support the event, they assume responsibility as lead MAJCOM for the event. MAJCOMs will not be asked or tasked to provide flyover support for events during the hours of darkness (before the start of morning civil twilight or after the end of evening civil twilight). All events still require a formal request (via DD Form 2535 to SAF/PA) before support efforts are initiated. For listed Category I events, lead MAJCOMs will provide their plan to support (to include aerial control team, when necessary) to AF/A3O-O NLT 1 month prior to the event. Units are to ensure they have a copy of the Aerial Events Message once published by the Air Staff. The following are examples of Category I events from a prior year:

- 3.1.1.1. Monster Jam World Finals, NV: 28 MAR 09 (ACC lead MAJCOM)
- 3.1.1.2. Coca-Cola 600, NC: 25 MAY 09 (AETC lead MAJCOM)
- 3.1.1.3. Indy 500, IN: 25 MAY 09 (AMC lead MAJCOM)
- 3.1.1.4. Pennsylvania 500, PA: 2 AUG 09 (AFMC lead MAJCOM)

3.1.2. Category II Events. Category II events are events that are supported by volunteer units and are not typically tasked. The authorized level of support is up to four aircraft of the same type making one pass. Typical events units may volunteer for include:

- 3.1.2.1. National Football League (2 Home games max per team during regular season).
- 3.1.2.2. Major League Baseball (4 Home games max per team during regular season).
- 3.1.2.3. College Football (1 Home game max per team during regular season; Military/ROTC appreciation only)

3.1.3. Category III Events. Category III events are those events that are not found in the Category I or II list of the annual message. They are supported by volunteer units and are not typically tasked. These events are limited to 1 flyover max per location. The authorized level of support will be determined on a case-by-case basis. Eligibility will be based upon the overall benefit to the Air Force, the level of local Air Force participation and recruiting involvement, crowd size, media coverage, and the opportunity to display the Air Force message. Events that do not meet this criteria will not be eligible for support. Sporting events not listed in Category I or II and not directly tied to local community relations will not be considered eligible.

3.2. Funeral Flyovers. Every Monday, AF/A3O-O, through AFWATCH, sends an e-mail that solicits volunteers for funeral flyovers. Decedents are either eligible, or their family has been granted an ETP by AF/A3O-O. Eligibility criteria for funeral flyovers are listed in AFI 11-209, *Aerial Event Policy and Procedures*. If a funeral flyover is located near an AFMC base, the AFMC base can be directed by the Air Staff to support the funeral flyover if there is not a volunteer.

3.3. Air Force Marathon. The Air Force Marathon is an official Air Force event that takes place on Wright-Patterson AFB. The Air Staff will task a MAJCOM to support the event. The Air Force Marathon Office will work with the tasked MAJCOM to choose the featured aircraft. This aircraft will appear on the medal presented to finishers of the races.

3.3.1. AFMC flying units (Edwards, Eglin, and Holloman) will be tasked to support as necessary.

3.3.2. HQ AFMC/A3O will participate as a member of the committee that selects the feature aircraft.

Chapter 4

AFMC SUPPORT TO AFMC TATTOO

4.1. AFMC Freedom's Call TATTOO. The AFMC Commander has directed an AFMC TATTOO be conducted annually at Wright-Patterson AFB. This open house is the premier aerial event for the local Wright-Patterson AFB community.

4.2. Event Planning. Normally, most bases have an active duty flying unit that develops and executes that base's open house event. An active duty flying unit is not located at Wright-Patterson AFB, therefore, the 88 ABW is responsible for planning and executing the annual AFMC Freedom's Call TATTOO. The OPR for TATTOO in HQ AFMC is HQ AFMC/A3.

4.2.1. The 88 OSS/CS serves as the AFMC TATTOO Director and is the OPR for the WPAFB AFMC TATTOO Event Plan. The plan will be updated on an annual basis, and it will reside with other wing plans in the 88 ABW Plans and Programs Division.

4.2.2. HQ AFMC/CS, in collaboration with the 88 ABW/CC, oversees the organization, planning, and execution of the AFMC TATTOO.

4.2.3. AFMC TATTOO Executive Committee. Oversight group comprised of HQ AFMC/CS, 88 ABW/CC, and the AFMC TATTOO Director.

4.2.4. All AFMC flying units (Test Wings) should expect to be tasked for aerial support to the AFMC TATTOO and plan their flying hour program accordingly.

4.2.4.1. Aerial support requirements will take test schedules into consideration when selecting specific aircraft types for TATTOO participation.

4.2.4.2. Other MAJCOMs will be requested to support the AFMC TATTOO on a volunteer basis.

4.3. Event Support/Execution.

4.3.1. The TATTOO is executed by the 88 ABW through the WPAFB AFMC TATTOO Event Plan.

4.3.1.1. The 88 ABW is responsible for executing the entire AFMC TATTOO event, to include all operations and logistics support required for military aircraft, any participating civilian aircraft, music and other ground celebrations.

4.3.1.2. Details will be indicated in the plan and nearly all Wright-Patterson AFB support organizations will be tasked to support through the specific unit/agency responsibilities and support requirements as identified in the TATTOO Plan.

4.3.1.3. HQ AFMC organizations should reference the 88 ABW TATTOO Plan for complete understanding of how each organization in HQ AFMC interacts with 88 ABW units in support of the AFMC TATTOO.

Chapter 5

AFMC BASE EVENTS

5.1. Open Houses. All AFMC bases are encouraged to host an open house when operations tempo and resources allow. Final discretion ultimately rests with the installation commander or his/her delegated authority. AFMC flying units can expect to support each other's events as necessary.

5.2. Military Events. These are events that are only open to military members, civilian workforce and support contractors and their families. As in open houses, AFMC flying units can expect to support these events as well.

5.3. Event Plans. Each AFMC base will keep plans up to date and on file with their Installation Host Unit or ABW Plans shop (usually designated XP), or equivalent.

5.4. Event Execution. The installation commander approves the event staff. The event staff acts on the commander's behalf to plan and execute the event. AFI 10-1004, *Conducting Air Force Open Houses*, gives a comprehensive review of guidance and procedures for planning and executing an Air Force open house. The military event is essentially the same as an open house, but not open to the public. Considerations for an open house are essentially the same for a baseonly event, the scale is just smaller.

5.5. Final Approvals. All packages for staffing through the AFMC staff are required to be submitted 45 days prior to the event. Send packages to the HQ AFMC/A3 Workflow at

5.6. Other Guidance.

5.6.1. Flying wing commanders are expected to manage their allotted proficiency flying time to ensure they are able to support AFMC events.

5.6.2. Events requiring any Exception-To-Policy (ETP) should be staffed to HQ AFMC/A3O NLT 60 days prior to the event. This is to ensure enough time to staff the package forward to SAF/PA NLT 45 days prior to the event. If there are questions or concerns, contact HQ AFMC/A3O.

Chapter 6

NATIONAL MUSEUM OF THE UNITED STATES AIR FORCE EVENTS

6.1. General. The National Museum of the United States Air Force (NMUSAF) is located at Wright-Patterson AFB, and is operated by the U.S. Air Force under the operational control of AFMC. This museum is the largest and oldest military aviation museum in the world. More than a million visitors annually experience a century of aviation history in multiple galleries that connect the Wright Brothers' enduring legacy with today's technology. The NMUSAF collects, researches, conserves, interprets and presents the Air Force's history, heritage and traditions, as well as today's mission to fly, fight and win ... in Air, Space and Cyberspace to a global audience through engaging exhibits, educational outreach, special programs and the stewardship of the national historical collection.

6.2. World War I (WWI) Dawn Patrol Fly-In and Vintage Liaison Aircraft Gathering. The NMUSAF, as part of their educational objective, hosts the WWI Dawn Patrol fly-in and the Vintage Liaison Aircraft Gathering. This multi-day event features heritage WWI vintage aircraft or vintage Liaison aircraft, radio-controlled aircraft, and antique military vehicles. The WWI Dawn Patrol occurs in odd-numbered years and the Vintage Liaison Aircraft Gathering occurs in even-numbered years.

6.2.1. The NMUSAF is responsible for planning, coordinating, staffing, and general management of both events. The NMUSAF Director will ensure a copy of both plans are updated as necessary and kept on file in the museum offices.

6.2.2. HQ AFMC/A3O will support the NMUSAF by reviewing and coordinating event plans for approval by the AFMC Director of Air, Space and Information Operations (AFMC/A3). These plans must be submitted NLT 45 days prior to the event.

6.2.3. 88 ABW agencies are tasked to support this event within the scope of their functions.

6.3. NMUSAF Aircraft Inductions. The NMUSAF runway (09/27) is a closed runway and is opened only for special events and aircraft inductions into the NMUSAF. Runway opening requires the approval of HQ AFMC/A3 and this authority cannot be delegated. Packages for HQ AFMC/A3 approval to open the runway are required to be submitted NLT 45 days prior.

WILLIAM J. THORNTON, Brigadier General, USAF
Director of Air, Space and Information Operations

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

AFPD 10-10, *Joint Use of Military and Civilian Facilities*, 25 October 2007

AFPD 10-25, *Emergency Management*, 26 September 2007

AFPD 11-2, *Aircrew Operations*, 19 January 2012

AFPD 13-2, *Air Traffic Airfield, Airspace and Range Management*, 7 August 2007

AFPD 34-2, *Managing Nonappropriated Funds*, 21 June 2012

AFPD 35-1; *Public Affairs Management*, 17 September 1999

AFPD90-8, *Environment, Safety & Occupational Health Management and Risk Management*, 2 February 2012

AFI 10-1004, *Conducting Air Force Open Houses*, 18 February 2010

AFI11-209, *Aerial Event Policy and Procedures*, 04 May 2006

AFI 11-209_AFMCSUP, *Aerial Event Policy and Procedures*, 29 August 2007

AFI 35-103, *Public Affairs Travel*, 26 January 2010

AFI 35-105, *Community Relations*, 26 January 2010

AFI90-901, *Operational Risk Management*, 1 April 2000

AFMAN 33-363, *Management of Records*, 1 March 2008

Adopted Forms

AF Form 847, *Recommendation for change of Publication*, 22 September, 2009

Abbreviations and Acronyms

AAC—Air Armament Center

ABG—Air Base Group

ABW—Air Base Wing

ABW/PA—Air Base Wing Public Affairs

ABW/XP—Air Base Wing Plans and Programs

AEC—Aerial Events Coordinator

AF/A30—OA —Aerial Events Branch, Air Force Operations Group, Headquarters United States Air Force

AFB—Air Force Base

AFFTC—Air Force Flight Test Center

AFI—Air Force Instruction

AFMC—Air Force Materiel Command

AFMC/A3—Director of Air, Space and Information Operations, Air Force Materiel Command

AFMC/A3O—Operations Support Division, Directorate of Air, Space and Information Operations, Air Force Materiel Command

AFMC/A3OA—Aircraft Operations Branch, Operations Support Division, Directorate of Air, Space and Information Operations, Air Force Materiel Command

AFMC/CCP—Commander's Action Group, Air Force Materiel Command

AFMCI—Air Force Materiel Command Instruction

AFWATCH—Air Force Watch

CC—Commander

88 ABW/CEF—Fire Protection Division, 88th Air Base Wing

88 CONS—88th Contracting Squadron

CONUS—Continental United States

CS—Chief of Staff

CV—Vice Commander

DoD—Department of Defense

DV—Distinguished Visitor

FAA—Federal Aviation Administration

HQ—Headquarters

ICAS—International Council of Air Shows

MAJCOM—Major Command

MSG—Mission Support Group

NFE—Non-Federal Entity

NGB—National Guard Bureau

NLT—No Later Than

NMUSAF—National Museum of the United States Air Force

OCONUS—Outside of the Continental United States

OPR—Office of Primary Responsibility

OSS—Operations Support Squadron

PA—Public Affairs

PO—Private Organization

POC—Point of Contact

ROTC—Reserve Officer Training Corps

SAF—Secretariat of the United States Air Force

SFS—Security Forces Squadron

USDA—United States Department of Agriculture

WWI—World War One