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SECRETARY OF THE AIR FORCE

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CIVIL AIRCRAFT LANDING PERMITS

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This instruction implements AFPD 10-10, *Civil Aircraft Use of United States Air Force Airfields*. It provides guidance and procedures for granting civil aircraft access to airfields for which the Air Force has operational jurisdiction and exclusive use, either by ownership, lease, or international agreement. This publication requires the collection and or maintenance of information protected by the Privacy Act of 1973. Forms affected by the Privacy Act have an appropriate Privacy Act Statement. Use this instruction with AFI 10-1002, *Agreements For Civil Aircraft Use Of Air Force Airfield.*

(MCGUIRE) This supplement implements AFI 10-1001, *Civil Aircraft Landing Permits*, 1 September 1995. It provides guidance and procedures for granting foreign government aircraft landing approval at McGuire AFB. All units and staff agencies involved with handling foreign government aircraft and associated aircrews will comply with this instruction. It applies to individuals at all levels who prepare, manage, review, certify, approve, disseminate and/or use official Air Force publications and forms, including Air National Guard (ANG) units and Air Force Reserve Command (AFRC).

(MCGUIRE) Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF IMT 847, *Recommendation for Change of Publication*; route AF IMT 847s from the field through Major Command (MAJCOM) publications/forms managers. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with

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SUMMARY OF CHANGES

This revision incorporates and reorganizes the requirements, information, and procedures formerly in AFR 55-20; includes a new provision exempting Coast Guard auxiliary aircraft from the requirement for a landing permit (paragraph **3.2.**); adds a new requirement for corporations to resubmit the DD Form 2402 every 5 years (paragraph **5.1.**); adds aerial performance, dependents of both active and retired military personnel, and civil reserve air fleet (CRAF) alternate as new purposes for use (**Table 1.**); adds Coast Guard and National Oceanic and Atmospheric Administration personnel as authorized uniformed service users (**Table 1.**); adds all retired uniformed service members with military identification cards as authorized retired military users (**Table 1.**); eliminates receipt of retirement pay as a prerequisite for issuing a permit to retired members of the Reserve Forces (**Table 1.**); adds a requirement that notification of unauthorized landings be provided on FAA forms (paragraph **10.1.2.**); adds the list of weather alternates for scheduled air carriers (**Attachment 2**); adds landing permit application instructions (**Attachment 3**); and aligns this instruction with AFPD 10-10. Changed material from previous edition is indicated by a | .

(MCGUIRE) This publication has been revised and must be completely reviewed. This version incorporates new policy on approving foreign government aircraft landing at McGuire AFB. It removes the term Base Operations and inserts the term Airfield Management Operations. Removes term Security Police (SP) and inserts term Security Forces (SF).

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1. Scope. Air Force airfields are available for use by civil aircraft so far as such use does not interfere with military operations or jeopardize the military utility of the installation. Access will be granted on an equitable basis. Air Force requirements take precedence over authorized civil aircraft use. This instruction carries the force of US law, and exceptions are not authorized without prior approval from the Civil Aviation Branch, Bases and Units Division, Directorate of Operations, (HQ USAF/XOOBC), 1480 Air Force Pentagon, Washington DC 20330-1480. Proposed exceptions or waivers are evaluated as to current and future impact on Air Force policy and operations.

1. (MCGUIRE) Procedures:

1.1. **(Added-MCGUIRE)** 305th OSS/ADO will:

1.1.1. **(Added-MCGUIRE)** Receive foreign aircraft request via email from Headquarters Air Force International Affairs (SAF/IADI)

1.1.2. **(Added-MCGUIRE)** Approve/disapprove all Category 1 Foreign Aircraft Landing requests after conducting a Operational Risk Management (ORM) analysis and receiving parking spot availability as provided by Airfield Management Operations (AM Ops). Category 1 requests are defined as aircraft from the United Kingdom, Germany, and Turkey that are not transporting any distinguished visitors, passengers remaining overnight or require any special cargo handling. All other requests are defined as Category 2, and will be approved by the 305th OG/CC and reported to the 305th AMW/CC via Command Post Daily Brief, utilizing a tracking spreadsheet maintained by the 305th OSS/ADO.

1.1.3. **(Added-MCGUIRE)** Coordinate Remain Over Night (RON) passenger's requirements with the Foreign Disclosure Office (305th AMW/XP).

2. Responsibilities and Authorities. The following establishes responsibilities and authorities:

2.1. The Air Force:

2.1. **(MCGUIRE)** AM Ops will:

2.1.1. Determines whether civil aircraft use of Air Force airfields is compatible with current and planned military activities.

2.1.1. **(MCGUIRE)** Notify the following agencies when initial information on foreign government aircraft operations is received described in **Table 2.**:

2.1.2. Normally authorizes civil aircraft use of Air Force airfields only in support of official Government business. If exceptional circumstances warrant, use for other purposes may be authorized.

2.1.2. **(MCGUIRE)** Notify Protocol (CCP) office and Public Affairs (PA) when a foreign government aircraft using McGuire AFB will be carrying a Distinguished Visitor (DV) or for DV related security purposes.

2.1.3. Acts as clearing authority for civil aircraft use of Air Force airfields, subject to the laws and regulations of the US, or to applicable international agreements (e.g., status of forces agreements) with the country in which the Air Force installation is located.

2.1.3. **(MCGUIRE)** Notify Wing Safety (305th AMW/SE) if aircraft has hazardous cargo.

2.1.4. Reserves the right to suspend any operation that is inconsistent with national defense interests or deemed not in the best interests of the Air Force.

2.1.4. **(MCGUIRE)** Fax SAF/IADI Memorandum Letter with ALAN number to Maintenance (305th MXG/MXQR).

2.1.5. Will terminate authority to use an Air Force airfield if the:

- User's liability insurance is canceled.
- User lands for other than the approved purpose of use or is otherwise in violation of this instruction or clearances and directives hereunder.

2.1.5. **(MCGUIRE)** If initial inbound notification does not come from SAF/IADI, ensure the proposed mission has been cleared by IADI. **Note:** In the event a foreign aircraft lands at McGuire AFB without prior approval, AM OPS will contact HQ USAF International Affairs Division (IADI) with aircraft arrival information. In the event the aircraft arrives after normal duty hours, AM Ops will call HQ USAF Operations Center (DSN 227-6103) and request they notify the on call IADI representative.

2.1.6. Will not authorize use of Air Force airfields:

- In competition with civil airports by providing services or facilities that are already available in the private sector. ***NOTE:*** Use to conduct business with or for the US Government is not considered as competition with civil airports.
- Solely for the convenience of passengers or aircraft operator.
- Solely for transient aircraft servicing.
- By civil aircraft that do not meet US Department of Transportation operating and airworthiness standards.
- That selectively promotes, benefits, or favors a specific commercial venture unless equitable consideration is available to all potential users in like circumstances.
- For unsolicited proposals in procuring Government business or contracts.
- Solely for customs-handling purposes.
- When the air traffic control tower and base operations are closed or when a runway is restricted from use by all aircraft. ***NOTE:*** Requests for waiver of this provision must address liability responsibility, emergency response, and security.

2.1.6. **(MCGUIRE)** Determine parking spot. Recommend approval / disapproval based on parking availability.

2.1.7. Will not authorize civil aircraft use of Air Force ramps located on civil airfields. ***NOTE:*** This paragraph does not apply to use of aero club facilities located on Air Force land at civil airports, or civil aircraft chartered by the US military departments and authorized use of terminal facilities or ground handling services on the Air Force ramp. Only the DD Form 2400, *Civil Aircraft Certificate of Insurance,* and DD Form 2402, *Civil Aircraft Hold Harmless Agreement*, are required for use of Air Force ramps on civil airfields.

2.1.7. **(MCGUIRE)** IAW AFI 13-213 paragraph 2.1.2.12. Compute required fees, except maintenance fees, as described in AFI 10-1001, *Civil Aircraft Landing Permits*.

2.1.8. **(Added-MCGUIRE)** Stamp individual's travel orders/crew list to allow admittance to the Base Exchange and Commissary.

2.2. Civil aircraft operators must:

2.2.1. Have an approved DD Form 2401, C*ivil Aircraft Landing Permit,* before operating at Air Force airfields, except for emergency use and as indicated in paragraphs **2.4.2.**, **2.4.2.3.**, **3.**, and paragraph **9.1.1.**

2.2.2. Ensure that pavement load-bearing capacity will support the aircraft to be operated at the Air Force airfield.

2.2.3. Ensure that aircraft to be operated at Air Force airfields are equipped with an operating two-way radio capable of communicating with the air traffic control tower.

2.2.4. Obtain final approval for landing from the installation commander or a designated representative (normally base operations) at least 24 hours prior to arrival.

2.2.5. Not assume that the landing clearance granted by an air traffic control tower facility is a substitute for either the approved civil aircraft landing permit or approval from the installation commander or a designated representative (normally base operations).

2.2.6. Obtain required diplomatic or overflight clearance before operating in foreign airspace.

2.2.7. Pay applicable costs and fees.

2.2.8. File a flight plan before departing the Air Force airfield.

2.3. The installation commander or a designated representative:

2.3.1. Exercises administrative and security control over both the aircraft and passengers while on the installation.

2.3.2. May require civil users to delay, reschedule, or reroute aircraft arrivals or departures to preclude interference with military activities.

2.3.3. Cooperates with customs, immigration, health, and other public authorities in connection with civil aircraft arrival and departure.

2.4. **Decision Authority.** The authority to grant civil aircraft use of Air Force airfields is vested in:

2.4.1. **Directorate of Operations, Bases and Units Division, Civil Aviation Branch (HQUSAF/XOOBC).** HQ USAF/XOOBC may act on any request for civil aircraft use of an Air Force airfield. Decision authority for the following will not be delegated below HQ USAF:

- Use of multiple Air Force airfields except as designated in **2.4.2.**
- Those designated as 2 under *Approval Authority* in **Table 1.**
- Any unusual or unique purpose of use not specifically addressed in this instruction.

2.4.2. **Major Command, Field Operating Agency, Direct Reporting Unit, or Installation Commander.** With the exception of those uses specifically delegated to another decision authority, major commands (MAJCOMs), field operating agencies (FOAs), direct reporting units (DRUs) and installation commanders or designated representatives have the authority to approve or disapprove civil aircraft landing permit applications (DD Forms 2400, *Civil Aircraft Certificate of Insurance*; 2401; *Civil Aircraft Landing Permit,* and 2402, *Civil Aircraft Hold Harmless Agree-*

ment) at airfields for which they hold oversight responsibilities. Additionally, for expeditious handling of short notice requests, they may grant requests for one-time, official Government business flights that are in the best interest of the US Government and do not violate other provisions of this instruction. As a minimum, for one-time flights authorized under this paragraph, the aircraft owner or operator must provide the decision authority with insurance verification and a completed DD Form 2402 before the aircraft operates into the Air Force airfield. Air Force authority to approve civil aircraft use of Air Force airfields on foreign soil may be limited. **Commanders outside the US must be familiar with base rights agreements or other international agreements that may render inapplicable, in part or in whole, provisions of this instruction**. Decision authority is delegated for specific purposes of use and or locations as follows:

2.4.2.1. **Commander, 611th Air Operations Group (AOG).** The Commander, 611th AOG or a designated representative may approve commercial charters, on a case-by-case basis, at all Air Force airfields in Alaska, except Eielson and Elmendorf AFBs, if the purpose of the charter is to transport goods and or materials, such as an electric generator or construction materials for a community center, for the benefit of remote communities that do not have adequate civil airports.

2.4.2.2. **Commander, Air Mobility Command (AMC).** The Commander, AMC or a designated representative may approve permits that grant landing rights at Air Force airfields worldwide in support of AMC contracts.

2.4.2.3. **US Defense Attache Office (USDAO).** The USDAO, acting on behalf of HQ USAF/XOOBC, may grant a request for one-time landing rights at an Air Force airfield provided:

- The request is for official Government business of either the US or the country to which the USDAO is accredited.
- The Air Force airfield is located within the country to which the USDAO is accredited.
- Approval will not violate any agreement with the host country.
- The installation commander concurs.
- The USDAO has a properly completed DD Form 2402 on file and has verified that the insurance coverage meets the requirements of **Table 2.**before the aircraft operates into the Air Force airfield.

3. Aircraft Exempt From the Requirement for a Civil Aircraft Landing Permit:

3.1. Any aircraft owned by:

- Any other US Government agency.
- US Air Force aero clubs established as prescribed in AFI 34-117*, Air Force Aero Club Program,* and AFMAN 3-132, *Air Force Aero Club Operations*. ***NOTE:*** This includes aircraft owned by individuals but leased by an Air Force aero club.
- Aero clubs of other US military services. ***NOTE:*** This includes aircraft owned by individuals but leased by Army or Navy aero clubs.

- A US state, county, municipality, or other political subdivision, when operating to support official business at any level of Government.

3.1. **(MCGUIRE)** Transient Alert will:

3.1.1. **(Added-MCGUIRE)** Provide "Follow Me" service to the parking spot determined by AM OPS. **Note:** If hazardous cargo status is unknown, park aircraft at a Hazardous Cargo Loading Area (HCLA) until status is determined.

3.1.2. **(Added-MCGUIRE)** Compute maintenance fees, when appropriate, in accordance with AFI 10-1001.

3.1.3. **(Added-MCGUIRE)** Security Forces (305 SFC/SFCC) will provide security for foreign aircraft in accordance with specified instructions received from HQ USAF International Affairs Division, AF instructions and AMC Supplements.

3.2. Any civil aircraft under:

- Lease or contractual agreement for exclusive US Government use on a long-term basis and operated on official business by or for a US Government agency; for example, the Federal Aviation Administration (FAA), Department of the Interior, or Department of Energy. ***NOTE:*** The Government must hold liability responsibility for all damages or injury associated with operation of the aircraft.
- Lease or contractual agreement to the Air Force for Air Force Civil Air Patrol (CAP) liaison purposes and operated by an Air Force CAP liaison officer on official Air Force business.
- CAP control for a specific mission directed by the Air Force.
- Coast Guard control for a specific mission directed by the Coast Guard. ***NOTE:*** For identification purposes, the aircraft will be marked with a sticker near the port side door identifying it as a Coast Guard Auxiliary aircraft. The pilot will always be in uniform and normally have a copy of a *Coast Guard Auxiliary Patrol Order*. If the aircraft is operating under "*verbal orders of the commander*," the pilot can provide the telephone number of the cognizant Coast Guard commander
- Contractual agreement to any US, State, or local Government agency in support of operations involving safety of life or property as a result of a disaster.
- Government furnished property or bailment contract for use by a contractor, provided the federal, state, or local Government has retained liability responsibilities.
- Civil aircraft transporting critically ill or injured individuals or transplant organs to or from an Air Force installation.
- Historic aircraft being delivered for Air Force museum exhibits under the provisions of AFI 84-103, *Museum System*.

4. Conditions for Use of Air Force Airfields. The Air Force authorizes use of its airfields for a specific purpose by a named individual or company. The authorization cannot be transferred to a second or third party and does not extend to use for other purposes. An approved landing permit does not obligate the Air Force to provide supplies, equipment, or facilities other than the landing, taxiing, and parking areas. The aircraft crew and passengers are only authorized activities at the installation directly related to

the purpose for which use is granted. All users are expected to submit their application (DD Forms 2400, 2401, and 2402) at least 30 days before intended use and, except for use as a weather alternate, CRAF alternate, or emergency landing site, must contact the appropriate installation commander or a designated representative for final landing approval at least 24 hours before arrival. Failure to comply with either time limit may result in denied landing rights.

4.1. **(Added-MCGUIRE)** Air Terminal Operations Center (305 APS/TROO) will:

4.1.1. **(Added-MCGUIRE)** Coordinate passenger stair ramp requirements with Transient Alert.

4.1.2. **(Added-MCGUIRE)** Coordinate other support requirements with AM OPS.

4.1.3. **(Added-MCGUIRE)** Coordinate Customs and Agriculture requirements.

5. Application Procedures. To allow time for processing, the application (DD Forms 2400, 2401, and 2402) and a self-addressed, stamped envelope should be submitted at least 30 days before the date of the first intended landing. The verification specified in **Table 1.**for each purpose of use must be included with the application. The name of the user must be the same on all forms. Original, hand scribed signatures, not facsimile elements, are required on all forms. *Landing Permit Application Instructions* are at **Attachment 3**. The user is responsible for reviewing this instruction and accurately completing the forms before submitting them to the approving authority.

5.1. **Permit Renewal.** When a landing permit expires, DD Forms 2401 and 2400 must be resubmitted for continued use of Air Force airfields. **Note:** ***Corporations must resubmit the DD Form 2402 every five years.***

5.1. **(MCGUIRE)** Wing Protocol (305 AW/CCP), when notified by Command Post that an aircraft is arriving transporting Distinguished Visitors (DV) will:

5.1.1. **(Added-MCGUIRE)** Arrange the proper reception, honors and necessary services commensurate with the DV's rank or position.

5.1.2. **(Added-MCGUIRE)** Arrange transportation and billeting arrangements for the DV.

6. Purpose of Use. The purposes of use normally associated with civil aircraft operations at Air Force airfields are listed in **Table 1.** Requests for use for purposes other than those listed will be considered and may be approved if warranted by unique circumstances. A separate DD Form 2401 is required for each purpose of use. (Users can have multiple DD Forms 2401 that are covered by a single DD Form 2400 and DD Form 2402.)

Table 1. Purpose of Use/Verification/Approval Authority/Fees.

RULE	A **Purpose of Use**	B **Verification**	C ***Approval Authority**	D **Fees**
1	**Contractor or subcontractor (A).** A US or foreign contractor or subcontractor, operating corporate, personal, or leased aircraft in conjunction with fulfilling the terms of a Government contract. ***NOTE:*** Potential contractors may not land at Air Force airfields to pursue or present an unsolicited proposal for procurement of Government business. One time authorization can be provided when an authorized US Government representative verifies that the potential contractor has been specifically invited for a sales presentation or to discuss their product.	Current Government contract numbers; the Air Force airfields required for each contract; a brief description of the work to be performed; and the name, telephone number, and address of the Government contracting officer must be provided on the DD Form 2401 or a continuation sheet.	1	No
2	Demonstration (B). Aircraft, aircraft with components installed, or aircraft transporting components or equipment operating to demonstrate or display a product to US Government representatives who have procurement authority or certification responsibilities. (Authority granted under this paragraph does not include aerobatic demonstrations.)	Demonstration or display must be a contractual requirement or presented at the request of an authorized US Government representative. The name, address, and telephone number of the requesting Government representative or contracting officer and contract number must be included on the DD Form 2401.	1	No
3	Aerial performance (BB). Aircraft performing aerobatics and or fly-bys at Air Force airfields.	Approval of MAJCOM, FOA, or DRU and FAA as specified in AFI 35-201, *Community Relations*.	1	No

RULE	A Purpose of Use	B Verification	C *Approval Authority	D Fees
4	Active duty US military and other US uniformed service members with military identification cards (includes members of the US Public Health Service, Coast Guard, and National Oceanic and Atmospheric Administration) (C). Service members, operating their own aircraft, leased aircraft, or other available aircraft for official duty travel (temporary duty, permanent change of station, etc.) or for private, non-revenue flights.	Social security number in block 1 on DD Form 2401.	1	No
5	Reserve Forces (D). Members of the US Reserve Forces (including Reserve Officer Training Corps and National Guard) operating their own aircraft, leased aircraft, or other available aircraft to fulfill their official duty commitment at the installation where their unit is assigned and other installations for temporary duty assignments.	Endorsement from member's commander that validates military status and requirement for use of Air Force airfields listed on the DD Form 2401. The endorsement may be included on the DD Form 2401 or provided separately by letter. When appropriate, travel orders must be on board the aircraft.	1	No
6	Dependents of active duty US military personnel, other US uniformed service personnel, (CC), or US Reserve Forces personnel (DD). Dependents operating their own aircraft, leased aircraft, or other available aircraft in conjunction with activities related to entitlements as a dependent of a uniformed service member.	DD Form 1173, *Uniformed Services Identification and Privilege Card,* number or social security number, identification card expiration date, and a letter of endorsement from sponsor.	1	No

RULE	A **Purpose of Use**	B **Verification**	C ***Approval Authority**	D **Fees**
7	US Government civil service employees (E). Civilian employees of the US Government operating their own aircraft, leased aircraft, or other available aircraft for official Government business travel.	Supervisor's endorsement in block 4 of the DD Form 2401. Individual must have a copy of current travel orders or other official travel certification available for verification if requested by an airfield manager or a designated representative.	1	No
8	Retired US military members and other retired US uniformed service members with a military identification card that authorizes use of the commissary, base exchange, and or military medical facilities (G). Retired Service members, operating their own aircraft, leased aircraft, or other available aircraft in conjunction with activities related to retirement entitlements authorized by law or regulation.	Copy of retirement orders on file with the approving authority.	1	No
9	Dependents of retired US military personnel and other retired US uniformed service personnel (GG). Dependents of retired Service members operating their own aircraft, leased aircraft, or other available aircraft in conjunction with activities related to entitlements authorized by law or regulation as a dependent of a retired Service member.	DD Form 1173, *Uniformed Services Identification and Privilege Card,* number or social security number, identification card expiration date, sponsor's retirement orders, and letter of endorsement from sponsor.	1	No
10	Civil Air Patrol (CAP) (H). CAP members operating personal or CAP aircraft for official CAP activities.	Endorsement of the application by HQ CAP-USAF/XOO, 105 South Hansell Street, Maxwell AFB AL 36112-6332.	1	No

RULE	A **Purpose of Use**	B **Verification**	C ***Approval Authority**	D **Fees**
11	Aero club members (I). Individuals operating their own aircraft at the Air Force airfield where they hold active aero club membership.	Membership validation by the aero club manager on the DD Form 2401.	6	No
12	Weather alternate (J). An Air Force airfield identified on a scheduled air carrier's flight plan as an alternate airport as prescribed by Federal Aviation Regulations (FARs) or equivalent foreign Government regulations. The airfield can only be used if weather conditions develop while the aircraft is in flight that preclude landing at the original destination. Aircraft may not be dispatched from the point of departure to an Air Force airfield designated as an approved weather alternate. ***NOTE:*** *Scheduled air carriers are defined at* ***Attachment 1****. Only those airfields identified on the list at* ***Attachment 2*** *are available for use as weather alternates. Airfields may not be used as alternates for non-scheduled operations. Passengers and cargo may not be offloaded, except with the approval of the installation commander when there is no other reasonable alternative. Boarding new passengers and or loading new cargo is not authorized.*	Certification of scheduled air carrier status, such as the US Department of Transportation Fitness Certificate.	1	Yes

RULE	A **Purpose of Use**	B **Verification**	C ***Approval Authority**	D **Fees**
13	Air Mobility Command (AMC) contract or charter (K). An air carrier transporting passengers or cargo under the terms of an AMC contract. (Landing permits for this purpose are processed by HQ AMC/DOKA, 402 Scott Drive, Unit 3A1, Scott AFB IL 62225-5302.)	International flights must have an AMC Form 8, Civil Aircraft Certificate, on board the aircraft. Domestic flights must have either a *Certificate of QUICK-TRANS* (Navy), a *Certificate of Courier Service Operations* (AMC), or a *Certificate of Intra-Alaska Operations* (AMC) on board the aircraft.	3	No
14	CRAF alternate (KK). An Air Force airfield used as an alternate airport by air carriers that have contracted to provide aircraft for the Civil Reserve Air Fleet (CRAF).	Participant in the CRAF program and authorized by contract.	2	Yes
15	US Government contract or charter operator (L). An air carrier transporting passengers or cargo for a US Government department or agency other than US military departments.	The chartering agency and name, address, and telephone number of the Government official procuring the transportation must be listed in block 4 of the DD Form 2401. An official Government document, such as an SF 1169, *US Government Transportation Request,* must be on board the aircraft to substantiate that the flight is operating for a US Government department or agency.	1	No
16	Contractor or subcontractor charter (M). Aircraft chartered by a US or foreign contractor or subcontractor to transport personnel or cargo in support of a current Government contract.	The contractor or subcontractor must provide written validation to the decision authority that the charter operator will be operating on their behalf in fulfilling the terms of a Government contract, to include current Government contract numbers and contract titles or brief description of the work to be performed; the Air Force airfields required for use, and the name, telephone number, and address of the Government contracting officer.	1	No

RULE	A Purpose of Use	B Verification	C *Approval Authority	D Fees
17	DOD charter (N). Aircraft transporting passengers or cargo within the United States for the military departments to accommodate transportation requirements that do not exceed 90 days.	Military Air Transportation Agreement (MATA) approved by the Military Transportation Management Command (MTMC) (this includes survey and approval by HQ AMC/DOB, 402 Scott Drive, Suite 132, Scott AFB IL 62225-5363). An SF 1169 or SF 1103, *US Government Bill of Lading,* must be on board the aircraft to validate the operation is for the military departments as specified in AFJI 24-211*, Defense Traffic Management Regulation.* (Passenger charters arranged by the MTMC are assigned a commercial air movement (CAM) or civil air freight movement number each time a trip is awarded. Installations will normally be notified by message at least 24 hours before a pending CAM.)	1	No
18	Media (F). Aircraft transporting representatives of the media for the purpose of gathering information about a US Government operation or event. (Except for the White House Press Corps, use will be considered on a case-by-case basis. For example, authorization is warranted if other forms of transportation preclude meeting a production deadline or such use is in the best interest of the US Government. DD Forms 2400 and 2402 should be on file with HQ USAF/XOOBC to ensure prompt telephone approval for validated requests.)	Except for White House Press Corps charters, concurrence of the installation commander, base operations officer, and public affairs officer.	2	Note 1

RULE	A **Purpose of Use**	B **Verification**	C ***Approval Authority**	D **Fees**
19	Commercial aircraft certification testing required by the FARs that only involves use of normal flight facilities (P).	Application must cite the applicable FAR, describe the test, and include the name and telephone number of the FAA certification officer.	2	Yes
20	Commercial development testing at Air Force flight test facilities (Q) as described in AFI 99-101, *Development Test & Evaluation*.	Statement of Capability Number or Cooperative Research and Development Agreement Number, and name and telephone number of the Air Force official who approved support of the test project.	2	Yes
21	Commercial charter operations (R). Aircraft transporting passengers or cargo for hire for other than US military departments. ***NOTE:*** *Federal Aviation Administration (FAA) certification is required for airfields used by carriers certified under FAR, Part 121 (passenger aircraft that exceed 30 passenger seats). HQ USAF/ XOOBC will request that FAA issue an airport operating certificate under FAR, Part 139, as necessary. Exceptions to the requirement for certification are Air Force airfields used for:* *a. Emergencies.* *b. Weather alternates.* *c. Air taxi operations under FAR, Part 135. NOTE: This is currently under review. Anticipate a change that will eliminate the air taxi exemption.* *d. Air carrier operations in support of contract flights exclusively for the US military departments.*	Unavailability of: a. a suitable civil airport, b. aircraft that could operate into the local civil airport, or c. other modes of transportation that would reasonably satisfy the transportation requirement.	5	Yes

RULE	A Purpose of Use	B Verification	C *Approval Authority	D Fees
22	Commercial air crew training flights (S). Aircraft operated by commercial air carrier crews for the purpose of maintaining required proficiency.	Memorandum of Understanding approved by HQ USAF/XOOBC that establishes conditions and responsibilities in conducting the training flights.	2	Yes
23	Private, non revenue producing flights (T). Aircraft operating for a variety of reasons, such as transporting individuals to meet with Government representatives or participate in Government sponsored ceremonies and similar events. At specified locations, the purpose of use may be to gain access to collocated private sector facilities as authorized by lease, agreement, or contract.	The verification will vary with the purpose for use. For example, when use is requested in conjunction with events such as meetings or ceremonies, the applicant must provide the name and telephone number of the Government project officer.	4	Note 2
24	Provisional airfield (U). An Air Force airfield used by civil aircraft when the local civil airport is temporarily unavailable, or by a commercial air carrier operating at a specific remote location to provide commercial air transportation for local military members under the provisions of a lease or other legal instrument.	Memorandum of Understanding, Letter of Agreement, or lease that establishes responsibilities and conditions for use.	2	Yes
25	Foreign Government charter (V). Aircraft chartered by a foreign Government to transport passengers or cargo.	Application must include name and telephone number of the foreign Government representative responsible for handling the charter arrangements.	2	Note 3

RULE	A Purpose of Use	B Verification	C *Approval Authority	D Fees
26	Flights transporting foreign military sales (FMS) material (W). (Hazardous, oversized, or classified cargo only.)	FMS case number, requisition numbers, delivery term code and information as specified below: a. Description of cargo (nomenclature and or proper shipping name). The description of hazardous cargo must include the Department of Transportation exemption number, hazard class, number of pieces, and net explosive weight. b. Name, address, and telephone number of individual at Air Force base that is coordinating cargo handling and or other required terminal services. c. Cargo to be loaded or off loaded must be equipped with sufficient cargo pallets and or tiedown materials to facilitate handling. Compatible 463L pallets and nets will be exchanged on a one-for-one basis for serviceable units. Nonstandard pallets and nets cannot be exchanged; however, they will be used to buildup cargo loads after arrival of the aircraft. Aircraft arriving without sufficient cargo loading and tiedown devices must be floor loaded and the aircraft crew will be responsible for purchasing the necessary ropes, chains, and so forth. d. US Government FMS case management agency to which costs for services rendered are chargeable. e. Name, address, and telephone number of freight forwarder. f. Name, address, and telephone number of shipper.	2	Note 3
27	Certified flight record attempts (X). Aircraft operating to establish a new aviation record.	Documentation that will validate National Aeronautic Association or Federation Aeronautique Internationale sanction of the record attempt.	2	Yes

RULE	A Purpose of Use	B Verification	C *Approval Authority	D Fees
28	Political candidates (Y). (For security reasons only) Aircraft either owned or chartered explicitly for a Presidential or Vice Presidential candidate, including not more than one accompanying overflow aircraft for the candidate's staff and press corps. Candidate must be a Presidential or Vice Presidential candidate who is being furnished protection by the US Secret Service. Aircraft clearance is predicated on the Presidential or Vice Presidential candidate being aboard one of the aircraft (either on arrival or departure). Normal landing fees will be charged. To avoid conflict with US statutes and Air Force operational requirements, and to accommodate expeditious handling of aircraft and passengers, the installation commander will: a. Provide minimum official welcoming party. b. Not provide special facilities. c. Not permit political rallies or speeches on the installation. d. Not provide official transportation to unauthorized personnel, such as the press or local populace.	The Secret Service must confirm that use has been requested in support of its security responsibilities.	2	Yes
29	Aircraft either owned or personally chartered for transportation of the President, Vice President, a past President of the United States, the head of any US federal department or agency, or a member of the Congress (Z).	Use by other than the President or Vice President must be for official Government business. All requests will be coordinated with the Office of Legislative Liaison (SAF/LL) as prescribed in AFI 90-401, *Air Force Relations with Congress.*	2	No

***Approving Authority:**

1 = Can be approved at all levels

2 = HQ USAF/XOOBC

3 = HQ AMC/DOKA

4 = Except as specifically delegated in paragraphs **2.4.2.** and **2.4.2.3.**, must be approved by HQ USAF/XOOBC

5 = Except as specifically delegated in paragraph **2.4.2.1.** , must be approved by HQ USAF/XOOBC

6 = Policy concerning private aircraft use of aero club facilities varies from base to base, primarily due to space limitations and military mission requirements. Therefore, applications for **use of aero club facilities must be processed at base level.**

NOTES:

1. Landing fees *are charged* for White House Press Corps flights. Landing fees *are not charged* if the Air Force has invited media coverage of specific events.

2. Landing fees *are charged if* flight is *not* operating in support of *official Government business*.

3. Landing fees *are charged* unless US Government charters have reciprocal privileges in the foreign country.

6.1. **(Added-MCGUIRE)** In accordance with United States foreign operating agreements, Canada and Great Britain have indefinite authorization (on file at AM Ops) to land government-owned and military aircraft at USAF installations. Notify SFCC and Office of Special Investigation (OSI) of inbound foreign aircraft. Make all remaining inbound notifications for these aircraft as normal transient traffic notifications.

7. Insurance Requirements. Applicants must provide proof of third-party liability insurance on a DD Form 2400, with the amounts stated in US dollars. The policy number, effective date, and expiration date are required. The statement "until canceled" may be used in lieu of a specific expiration date. The geographic coverage must include the area where the Air Force airfield of proposed use is located. If several aircraft or aircraft types are included under the same policy, a statement such as "all aircraft owned," "all aircraft owned and or operated," "all non-owned aircraft," or "all aircraft operated," may be used in lieu of aircraft registration numbers. To meet the insurance requirements, either split limit coverage for bodily injury (individuals outside the aircraft), property damage, and passengers, or a single limit coverage is required. The coverage will be at the expense of the user with an insurance company acceptable to the Air Force. Coverage must be current during the period the Air Force airfield will be used. The liability required is computed on the basis of aircraft maximum gross takeoff weight (MGTOW) and passenger or cargo configuration. Minimum coverage will not be less than the amount indicated in **Table 2.**

Table 2. Aircraft Liability Coverage Requirements.

RULE	Aircraft Maximum Gross Takeoff Weight (MGTOW)	Coverage For	Bodily Injury	Property Damage	Passenger
1	12,500 Pounds and Under	Each Person	$ 100,000	----------	$100,000
		Each Accident	$ 300,000	$100,000	$100,000 multiplied by the number of passenger seats
2	More than 12,500 Pounds	Each Person	$ 100,000	----------	$100,000
		Each Accident	$1,000,000	$1,000,000	$100,000 multiplied by 75% multiplied by the number of passenger seats

Table 2. (MCGUIRE) Notification.

Command Post	Air Terminal Operations Center (ATOC)
Transient Alert	Security Forces Control Center (SFCC)

7.1. Any insurance presented as a single limit of liability or a combination of primary and excess coverage will be an amount equal to or greater than the each accident minimums indicated in **Table 2.** for bodily injury (individuals outside the aircraft), property damage, and passengers.

7.1. **(MCGUIRE)** Adopted Forms: AF IMT 847, *Recommendation for Change of Publication*

7.2. The policy will specifically provide that:

- The insurer waives any right of subrogation it may have against the US by reason of any payment made under the policy for injury, death, or property damage that might arise, out of or in connection with the insured's use of any Air Force airfield.
- The insurance afforded by the policy applies to the liability assumed by the insured under DD Form 2402.
- If the insurer or the insured cancels or reduces the amount of insurance afforded under the listed policy before the expiration date indicated on DD Form 2400, the insurer will send written notice of policy cancellation or coverage reduction to the Air Force approving authority at least 30 days before the effective date of the cancellation or reduction. The policy must state that any cancellation or reduction will not be effective until at least 30 days after such notice is sent.

8. Processing a Permit Application. Upon receipt of an application (DD Forms 2400, 2401, and 2402) for use of an Air Force airfield, the decision authority:

8.1. Determines the availability of the airfield and its capability to accommodate the purpose of use requested.

8.2. Determines the validity of the request and ensures all entries on DD Forms 2400, 2401, and 2402 are in conformance with this instruction.

8.3. Approves DD Form 2401 (with conditions or limitations noted) by completing all items in *Section II - For Use by Approving Authority* as follows:

8.3.1. Period of Use (Block 7). The "**From**" date will be either the first day of approved use or the first day of insurance coverage. The "From" date cannot precede the first day of insurance coverage shown on the DD Form 2400. The "**Thru**" date is determined by the insurance expiration date and or the purpose of use. For example, the period of use for participants in an Air Force open house will be determined by both insurance coverage and open house dates. The permit would be issued only for the duration of the open house but must not precede or exceed the dates of insurance coverage. Many insurance policies terminate at noon on the expiration date. Therefore, if the insurance expiration is used to determine the permit expiration date, the landing permit will expire one day before the insurance expiration date shown on the DD Form 2400. If the insurance expiration date either exceeds 2 years or is indefinite (for example, "until canceled"), the landing permit will expire 2 years from the issue date or first day of coverage.

8.3.2. Frequency of Use (Block 8) is normally "as required" but may be more specific, such as "one time."

8.3.3. Identification Number (Block 9). Installation commanders or a designated representative assign a permit number comprised of the last three letters of the installation's International Civil Aviation Organization identifier code, the last two digits of the calendar year, a number sequentially assigned, and the letter suffix that indicates the purpose of use (**Table 1.**); for example, ADW 95-01C. MAJCOMs, FOAs, DRUs, and USDAOs use a three position organization abbreviation; such as AMC 95-02K.

8.3.4. DD Form 2400 (Dated and Filed) (Block 11a). This block should contain the date from block 1 (Date Issued) on the DD Form 2400 and the identification of the unit or base where the form was approved; i.e., 30 March 1995, HQ USAF/XOOBC.

8.3.5. DD Form 2402 (Dated and Filed) (Block 11b). This block should contain the date from block 4 (Date Signed) on the DD Form 2402 and the identification of the unit or base where the form was approved; i.e., 30 March 1995, HQ USAF/XOOBC.

8.3.6. SA-ALC/SFR, 1014 Andrews Road, Building 1621, Kelly AFB TX 78241-5603 publishes the list of companies authorized to purchase Air Force fuel on credit. **Block 12** should be marked "yes" only if the permit holder's name appears on the SA-ALC list.

8.3.7. Landing Fees, Block 13, should be marked as indicated in **Table 1.**

8.3.8. Permit Amendments. New entries or revisions to an *approved* DD Form 2401 may be made **only** by or with the consent of the approving authority.

8.4. Provides the applicant with written **disapproval** if:

- Use will interfere with operations, security, or safety.
- Adequate civil facilities are collocated.

- Purpose of use is not official Government business and adequate civil facilities are available in the proximity of the requested Air Force airfield.
- Use will constitute competition with civil airports or air carriers.
- Applicant has not fully complied with this instruction.

8.5. Distributes the approved DD Form 2401 before the first intended landing, when possible, as follows:

- Retains original.
- Returns two copies to the user.
- Provides a copy to HQ USAF/XOOBC. ***NOTE:*** HQ USAF/XOOBC will provide a computer report of current landing permits to the MAJCOMs, FOAs, DRUs, and installations.

9. Civil Fly-Ins. Civil aircraft operators may be invited to a specified Air Force airfield for:

- A base open house to perform or provide a static display.
- A flying safety seminar.

9.1. **Civil Fly-In Procedures:**

9.1.1. The installation commander or a designated representative:

- Requests approval from the MAJCOM, FOA, or DRU with an information copy to HQ USAF/XOOBC/XOOO and SAF/PAC.
- Ensures that DD Form 2402 is completed by each user. ***NOTE:*** DD Forms 2400 and 2401 are not required for fly-in participants if flying activity consists of a single landing and takeoff with no spectators other than flightline or other personnel required to support the aircraft operations.

9.1.2. The MAJCOM, FOA, or DRU ensures HQ USAF/XOOBC/XOOO and SAF/PAC are advised of the approval or disapproval for the fly-in.

NOTE: Aerial performance by civil aircraft requires MAJCOM or FOA approval and an approved landing permit as specified in AFI 35-201*, Community Relations*. Regardless of the aircraft's historic military significance, DD Forms 2400, 2401, and 2402 must be submitted and approved before the performance. The permit can be approved at MAJCOM, FOA, DRU, or installation level. Use will be authorized only for the period of the event. Fly-in procedures do not apply to aircraft transporting passengers (revenue or non-revenue) for the purpose of attending the open house or demonstration flights associated with marketing a product.

10. Unauthorized Landings:

10.1. **Unauthorized Landing Procedures.** The installation commander or a designated representative will identify an unauthorized landing as either an **emergency** landing, an **inadvertent** landing, or an **intentional** landing. An unauthorized landing may be designated as inadvertent or intentional whether or not the operator has knowledge of the provisions of this instruction, and whether or not the operator filed a flight plan identifying the installation as a destination. Aircraft must depart the installation as soon as practical. On **all unauthorized landings**, the installation commander or a designated representative:

10.1.1. Informs the operator of AFI 10-1001 procedures and the requirement for notifying the Federal Aviation Administration (FAA) as specified in Section 6 of the FAA Airman's Information Manual.

10.1.2. Notifies the Federal Aviation Flight Standards District Office (FSDO) by telephone or telefax, followed by written notification using FAA Form 8020-9, 8020-11, or 8020-17, as appropriate. A copy of the written notification **must** be provided to HQ USAF/XOOBC.

10.1.3. Ensures the operator completes a DD Form 2402, and collects applicable charges. (In some instances, it may be necessary to arrange to bill the user for the appropriate charges.) DD Form 2402 need not be completed for commercial carriers if it is known that the form is already on file at HQ USAF/XOOBC.

10.1.4. In a foreign country, notifies the local US Defense Attache Office (USDAO) by telephone or telefax and, where applicable, the appropriate USDAO in the country of aircraft registry, followed by written notification with an information copy to HQ USAF/XOOBC and the civil aviation authority of the country or countries concerned.

10.2. **Emergency Landings.** Any aircraft operator who experiences an inflight emergency **may land** at any Air Force airfield **without prior authorization** (approved DD Form 2401 and 24 hours prior notice). An inflight emergency is a situation that makes continued flight hazardous.

10.2.1. The Air Force will use any method or means to clear an aircraft or wreckage from the runway to preclude interference with essential military operations after coordinating with the FSDO and National Transportation Safety Board. Removal efforts will minimize damage to the aircraft or wreckage; however, military or other operational factors may be overriding.

10.2.2. An operator making an emergency landing:

10.2.2.1. Is **not** charged a landing fee.

10.2.2.2. Pays all costs for labor, material, parts, use of equipment and tools, and so forth, to include, but not limited to:

- Spreading foam on the runway.
- Damage to runway, lighting, and navigation aids.
- Rescue, crash, and fire control services.
- Movement and storage of aircraft.
- Performance of minor maintenance.
- Fuel or oil (AFM 67-1, vol 1, part three, chapter 1, *Air Force Stock Fund and DPSC Assigned Item Procedures*).

10.3. **Inadvertent Unauthorized Landings:**

10.3.1. The installation commander or a designated representative may determine a landing to be inadvertent if the aircraft operator:

- Landed due to flight disorientation.
- Mistook the Air Force airfield for a civil airport.

10.3.2. **Normal landing fees must be charged** and an **unauthorized landing fee may be assessed** to compensate the Government for the added time, effort, and risk involved in the inadvertent landing. **Only** the **unauthorized landing fee** may be waived by the installation commander or a designated representative if, after interviewing the pilot-in-command and appropriate Government personnel, it is determined that flying safety was not significantly impaired. The pilot-in-command may appeal the imposition of an unauthorized landing fee for an inadvertent landing to the MAJCOM, FOA, or DRU whose decision will be final. A subsequent inadvertent landing will be processed as an intentional unauthorized landing.

10.4. **Intentional Unauthorized Landings:**

10.4.1. The installation commander may categorize an unauthorized landing as intentional when there is unequivocal evidence that the pilot deliberately:

10.4.1.1. Landed without an approved DD Form 2401 on board the aircraft.

10.4.1.2. Landed for a purpose not approved on the DD Form 2401.

10.4.1.3. Operated an aircraft not of a model or registration number on the approved DD Form 2401.

10.4.1.4. Did not request or obtain the required final approval from the installation commander or a designated representative at least 24 hours before aircraft arrival.

10.4.1.5. Did not obtain landing clearance from the air traffic control tower.

10.4.1.6. Landed with an expired DD Form 2401.

10.4.1.7. Obtained landing authorization through fraudulent methods, or

10.4.1.8. Landed after having been denied a request to land from any Air Force authority, including the control tower.

10.4.2. Normal landing fees and an unauthorized landing fee must be charged. Intentional unauthorized landings increase reporting, processing, and staffing costs; therefore, the **unauthorized landing fee** for **10.4.1.1.** through **10.4.1.6.** will be increased by 100 percent. The **unauthorized landing fee** will be increased 200 percent for **10.4.1.7.** and **10.4.1.8.**

10.4.3. Intentional unauthorized landings may be prosecuted as a criminal trespass, especially if a debarment letter has been issued. Repeated intentional unauthorized landings prejudice the user's FAA operating authority and jeopardize future use of Air Force airfields.

10.5. **Detaining an Aircraft:**

10.5.1. An installation commander in the United States, its territories, or its possessions may choose to detain an aircraft for an intentional unauthorized landing until:

- The unauthorized landing has been reported to the FAA, HQ USAF/XOOBC, and the appropriate US Attorney.
- All applicable charges have been paid.

10.5.2. If the installation commander wishes to release the aircraft before the investigation is completed, he or she must obtain bond, promissory note, or other security for payment of the highest charge that may be assessed.

10.5.3. The pilot and passengers will not be detained longer than is necessary for identification, although they may be permitted to remain in a lounge or other waiting area on the base at their request for such period as the installation commander may determine (normally not to exceed close of business hours at the home office of the entity owning the aircraft, if the operator does not own the aircraft). No person, solely due to an intentional unauthorized landing, will be detained involuntarily after identification is complete without coordination from the appropriate US Attorney, the MAJCOM, FOA, or DRU, and HQ USAF/XOOBC.

11. Parking and Storage. The time that an aircraft spends on an installation is at the discretion of the installation commander or a designated representative but should be linked to the purpose of use authorized. Parking and storage may be permitted on a nonexclusive, temporary, or intermittent basis, when compatible with military requirements. At those locations where there are Air Force aero clubs, parking and storage privileges may be permitted in the area designated for aero club use without regard for the purpose of use authorized, if consistent with aero club policies. Any such permission may be revoked upon notice, based on military needs and the installation commander's discretion.

12. Fees for Landing, Parking, and Storage:

12.1. Landing, parking, and storage fees (**Table 3.** and **Table 4.**) are determined by aircraft maximum gross takeoff weight (MGTOW). All fees are normally due and collectable at the time of use of the Air Force airfield. DD Form 1131, *Cash Collection Voucher,* is used to deposit the fees with the base accounting and finance officer. In some instances, it may be necessary to bill the user for charges incurred.

Table 3. Landing Fees.

RULE	Aircraft Maximum Gross Takeoff Weight (MGTOW)	Normal Fee	Unauthorized Fee	Intentional Fee	Minimum Fee	United States, Territories, and Possessions	Overseas
1		$1.50 per 1,000 lbs MGTOW or fraction thereof			$20.00	X	
2		$1.70 per 1,000 lbs MGTOW or fraction thereof			$25.00		X
3	Up to and including 12,500 lbs		$100.00			X	X
4	12,501 to 40,000 lbs		$300.00			X	X
5	Over 40,000 lbs		$600.00			X	X
6				Increase unauthorized fee by 100% or 200%		X	X

Table 4. Parking and Storage Fees.

RULE	Fee per Aircraft for Each 24-Hour Period or Less	Charge Begins	Ramp	Hangar	Minimum Fee
1	$1.00 per 100,000 lbs MGTOW or fraction thereof	6 hours after landing	X		$20.00
2	$2.00 per 100,000 lbs MGTOW or fraction thereof	Immediately		X	$20.00

12.2. **Fees are not charged** when the aircraft is operating in support of official Government business or for any purpose, the cost of which is subject to reimbursement by the US Government. **Parking and Storage Fees** (**Table 4.**) are charged if an aircraft must remain beyond the period necessary to conduct official Government business and for all non-official Government business operations.

13. Aviation Fuel and Oil Purchases. When a user qualifies under the provisions of AFM 67-1, vol 1, part three, chapter 1, *Air Force Stock Fund and DPSC Assigned Item Procedures,* purchase of Air Force fuel and oil may be made on a cash or credit basis. An application for credit authority can be filed by submitting an Authorized Credit Letter to SA-ALC/SFRL, 1014 Andrews Road, Building 1621, Kelly AFB TX 78241-5603.

14. Supply and Service Charges. Supplies and services furnished to a user will be charged for as prescribed in AFM 67-1, volume 1, part one, chapter 10, section N, *Basic Air Force Supply Procedures,* and AFR 177-102, paragraph 28.24*, Commercial Transactions at Base Level*. A personal check with appropriate identification, cashier's check, money order, or cash are acceptable means of payment. Charges for handling foreign military sales cargo are prescribed in AFR 170-3, *Financial Management and Accounting for Security Assistance and International Programs.*

15. Forms Prescribed

DD 2400, **Civil Aircraft Certificate of Insurance**

DD 2401, **Civil Aircraft Landing Permit**

DD 2402, **Civil Aircraft Hold Harmless Agreement**

BUSTER C. GLOSSON, Lt General, USAF
DCS/Plans and Operations

(MCGUIRE)

BALAN R. AYYAR, Col, USAF
Commander, 305 AMW

Attachment 1

GLOSSARY OF REFERENCES, ABBREVIATIONS, ACRONYMS, AND TERMS

References

AFPD 10-10, *Civil Aircraft Use of United States Air Force Airfields*

AFI 34-117, *Air Force Aero Club Program*

AFI 35-201, *Community Relations*

AFI 84-103, *Museum System*

AFI 90-401, *Air Force Relations with Congress*

AFI 99-101, *Development Test and Evaluation*

AFJI 24-211, *Defense Traffic Management Regulation*

AFM 67-1, vol 1, part 1, *Basic Air Force Supply Procedures*

AFM 67-1, vol 1, part 3, *Air Force Stock Fund and DPSC Assigned Item Procedures*

AFMAN 3-132, *Air Force Aero Club Operations*

AFR 170-3, *Financial Management and Accounting for Security Assistance and International Programs*

AFR 177-102, *Commercial Transactions at Base Level*

FAR, Part 121, *Certification and Operation: Domestic, Flag, and Supplemental Air Carriers and Commercial Operations of Large Aircraft*

FAR, Part 135, *Air Taxi Operators and Commercial Operators of Small Aircraft*

FAR, Part 139, *Certification and Operations: Land Airports Serving Certain Air Carriers*

Abbreviations and Acronyms

AFI—Air Force Instruction

AFJI—Air Force Joint Instruction

AFM—Air Force Manual

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFR—Air Force Regulation

AMC—Air Mobility Command

AOG—Air Operations Group

CAM—Commercial Air Movement

CAP—Civil Air Patrol

CRAF—Civil Reserve Air Fleet

DPSC—Defense Personnel Support Center

DRU—Direct Reporting Unit

FAA—Federal Aviation Administration

FAR—Federal Aviation Regulation

FMS—Foreign Military Sales

FOA—Field Operating Agency

FSDO—Flight Standards District Office

HQ AMC/DOKA—Headquarters Air Mobility Command, Contract Airlift, Directorate of Operations and Transportation

HQ USAF/XOOBC—Headquarters United States Air Force, Civil Aviation, Bases and Units Division, Directorate of Operations

HQ USAF/XOOO—Headquarters United States Air Force, Operations Group, Directorate of Operations

MAJCOM—Major Command

MATA—Military Air Transportation Agreement

MGTOW—Maximum Gross Takeoff Weight

MTMC—Military Traffic Management Command

SAF/LL —Secretary of the Air Force, Office of Legislative Liaison

SAF/PAC—Secretary of the Air Force, Office of Public Affairs, Directorate for Community Relations

US—United States

USDAO—United States Defense Attache Office

Terms

Aircraft—Any contrivance now known or hereafter invented, used, or designated for navigation of or flight in navigable airspace as defined in the Federal Aviation Act.

Airfield—An area prepared for the accommodation (including any buildings, installations, and equipment), landing, and take-off of aircraft.

Authorized Credit Letter—A letter of agreement that qualified operators must file with the Air Force to purchase Air Force aviation fuel and oil on a credit basis under the provisions of AFM 67-1, vol 1, part three, chapter 1, *Air Force Stock Fund and DPSC Assigned Item Procedures*.

Civil Aircraft—Any United States or foreign-registered aircraft owned by non-Governmental entities, and foreign Government-owned aircraft that are operated for commercial purposes.

Civil Aviation—All civil aircraft of any national registry, including:

- ***Commercial Aviation--***Civil aircraft that transport passengers or cargo for hire.
- ***General Aviation--***Civil aircraft that do not transport passengers or cargo for hire.

Civil Reserve Air Fleet (CRAF)—US registered aircraft, certificated under FAR Part 121, obligated by contract to provide aircraft and crews to the Department of Defense during contingencies or war.

DD Form 2400, Civil Aircraft Certificate of Insurance—A certificate that shows the amount of third-party liability insurance carried by the user and assures the United States Government of advance notice if changes in coverage occur.

DD Form 2401, Civil Aircraft Landing Permit—A license which, when validated by an Air Force approving authority, authorizes the civil aircraft owner or operator to use Air Force airfields.

DD Form 2402, Civil Aircraft Hold Harmless Agreement—An agreement, completed by the user, which releases the United States Government from all liabilities incurred in connection with civil aircraft use of Air Force airfields.

Government Aircraft—Aircraft owned, operated, or controlled for exclusive, long-term use by any department or agency of either the United States or a foreign Government; and aircraft owned by any United States state, county, municipality or other political subdivision; or any aircraft for which a Government has the liability responsibility. In the context of this instruction, it includes foreign registered aircraft, which are normally commercially operated, that have been wholly chartered for use by foreign Government heads of state for official state visits.

Government Furnished or Bailed Aircraf—US Government-owned aircraft provided to a Government contractor for use in conjunction with a specific contractual requirement.

Installation Commander—The individual with ultimate responsibility for operating the airfield and for base operations (normally a wing or group commander), as determined by the MAJCOM.

Loaned Aircraft—US Government-owned aircraft made available for use by another US Government agency. This does not include aircraft leased or loaned to non-Governmental entities. Such aircraft will be considered as civil aircraft for purposes of this instruction.

Military Aircraft—Aircraft used exclusively in the military services of the US or a foreign Government and bearing appropriate military and national markings or carrying appropriate identification.

Official Government Business—Activities that support or serve the needs of US federal agencies located at or in the immediate vicinity of an Air Force installation, including nonappropriated fund entities. For elected or appointed federal, state, and local officeholders, official business is activity performed in fulfilling duties as a public official.

Scheduled Air Carrier—An air carrier that holds a scheduled air carrier certificate and provides scheduled service year round between two or more points.

Unauthorized Landing—A landing at an Air Force airfield by a civil aircraft without prior authority (approved DD Form 2401 and 24 hours prior notice).

User—The person, corporation, or other responsible entity operating civil aircraft at Air Force airfields.

Attachment 1 (MCGUIRE)

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 10-1001, *Civil Aircraft Landing Permits*

AFI 13-213, *Airfield Management*

Abbreviations and Acronyms

ATOC—Air Terminal Operations Center

DV—Distinguished Visitor

HCLA—Hazardous Cargo Loading Area

IADI—International Affairs Division

ORM—Operational Risk Management

OSI—Office of Special Investigation

PA—Public Affairs

RON—Remain Over Night

SF—Security Forces

SP—Security Police

SFCC—Security Forces Control Center

Attachment 2

WEATHER ALTERNATE LIST

AIR FORCE AIRFIELDS DESIGNATED FOR WEATHER ALTERNATE USE BY SCHEDULED AIR CARRIERS

Altus AFB OK
Andersen AFB, Guam
Cannon AFB NM
Dobbins ARB GA
Dyess AFB TX
Eareckson AFB AK*
Eglin AFB FL
Eielson AFB AK
Ellsworth AFB SD
Elmendorf AFB AK
Fairchild AFB WA
Grand Forks AFB ND
Hill AFB UT
Howard AFB PN
Kadena AB, Okinawa
Kelly AFB TX
Kunsan AB, Korea
Langley AFB VA
Laughlin AFB TX
Malmstrom AFB MT
Mcchord AFB WA
McConnell AFB KS
Minot AFB ND
Mt Home AFB ID
Nellis AFB NV
Offutt AFB NE
Osan AB, Korea
Plant 42, Palmdale CA
Travis AFB CA
Tyndall AFB FL
Yokota AB, Japan

*Formerly Shemya AFB

Attachment 3

LANDING PERMIT APPLICATION INSTRUCTIONS

A3.1. DD Form 2400, *Civil Aircraft Certificate of Insurance.* The insurance company or its authorized agent must complete and sign the DD Form 2400. Corrections to the form made using a different typewriter, pen, or whiteout must be initialed by the signatory. **THE FORM CANNOT BE COMPLETED BY THE AIRCRAFT OWNER OR OPERATOR.** Upon expiration, the DD Form 2400 must be resubmitted along with DD Form 2401 for continued use of Air Force airfields. The DD Form 2400 may be submitted to the decision authority by either the user or insurer.

A3.1.1. **Block 1, *Date Issued.*** The date the DD Form 2400 is completed by the signatory.

A3.1.2. **Block 2a and 2b, *Insurer Name, Address*.** The name and address of the insurance company.

A3.1.3. **Block 3a and 3b. *Insured Name, Address.*** The name and address of the aircraft owner and or operator. (The name of the user must be the same on all the forms.)

A3.1.4. **Block 4a, *Policy Number(s).*** The policy number must be provided. Binder numbers or other assigned numbers will not be accepted in lieu of the policy number.

A3.1.5. **Block 4b, *Effective Date.*** The first day of current insurance coverage.

A0.0.1. **Block 4c, *Expiration Date.*** The last day of current insurance coverage. The DD Form 2400 is valid until one day before the insurance expiration date. A DD Form 2400 with the statement "until canceled," in lieu of a specific expiration date, is valid for two years from the issue date.

A3.1.7. **Block 5, *Aircraft Liability Coverage.*** The amount of split limit coverage. All boxes in block 5 must be completed to specify the coverage for: each person (top line, left to right) outside the aircraft (bodily injury) and each passenger; and the total coverage per accident (second line, left to right) for: persons outside the aircraft (bodily injury), property damage, and passengers. **IF BLOCK 5 IS USED, BLOCK 6 SHOULD NOT BE USED.** All coverages must be stated in US dollars. **ALL SEATS THAT CAN BE USED FOR PASSENGERS MUST BE INSURED.** See **Table 2.** for required minimum coverage.

A3.1.8. **Block 6, *Single Limit.*** The maximum amount of coverage per accident. **IF BLOCK 6 IS USED, BLOCK 5 SHOULD NOT BE USED.** The minimum coverage required for a combined single limit is determined by adding the minimums specified in the "each accident" line of **Table 2.** All coverages must be stated in US dollars. **ALL SEATS THAT CAN BE USED FOR PASSENGERS MUST BE INSURED.**

A3.1.9. **Block 7, *Excess Liability*.** The amount of coverage which exceeds primary coverage. All coverages must be stated in US dollars.

A3.1.10. **Block 8, *Provisions of Amendments or Endorsements of Listed Policy(ies).*** Any modification of this block by the insurer or insured invalidates the DD Form 2400.

A3.1.11. **Block 9a, *Typed Name of Insurer's Authorized Representative*.** Individual must be an employee of the insurance company, an agent of the insurance company, or an employee of an insurance broker.

A3.1.12. **Block 9b, *Signature.*** The form must be signed in blue ink so that hand scribed, original signatures are easy to identify. Signature stamps or any type of facsimile signature cannot be accepted.

A3.1.13. **Block 9c, *Title.*** Self-explanatory.

A3.1.14. **Block 9d, *Telephone Number*.** Self-explanatory.

A3.1.15. **THE REVERSE OF THE FORM MAY BE USED IF ADDITIONAL SPACE IS REQUIRED.**

A3.2. DD Form 2401, *Civil Aircraft Landing Permit.* A separate DD Form 2401 must be submitted for each purpose of use (**Table 1.**).

A3.2.1. **Block 1a.** The name of the owner or operator. (The name of the user must be the same on all the forms.)

A3.2.2. **Block 1b.** This block should only be completed if the applicant is a subsidiary, division, etc, of another company.

A3.2.3. **Block 1c.** Business or home address, whichever is applicable, of applicant.

A3.2.4. **Block 2.** List the airfields where the aircraft will be operating. The statement "Any US Air Force Installation Worldwide" is acceptable for users performing AMC and White House Press Corps charters. "All Air Force airfields in the CONUS" is acceptable, if warranted by official Government business, for all users.

A3.2.5. **Block 3.** Self-explanatory. (Users will not necessarily be denied landing rights if pilots are not instrument rated and current.)

A3.2.6. **Block 4.** Provide a brief explanation of purpose for use. The purposes normally associated with use of Air Force airfields are listed in **Table 1.** If use for other purposes is requested, it may be approved if warranted by unique circumstances. (The verification specified for each purpose of use must be included with the application.)

A3.2.7. **Block 5. EXCEPT AS NOTED FOR BLOCK 5C, ALL ITEMS MUST BE COMPLETED.**

A3.2.8. **Block 5a and Block 5b.** Self-explanatory.

A3.2.9. **Block 5c.** If the DD Form 2400, *Certificate of Insurance,* indicates coverage for "any aircraft of the listed model owned and or operated," the same statement can be used in block 5c in lieu of specific registration numbers.

A3.2.10. **Block 5d.** The capacity provided must reflect only the number of crew required to operate the aircraft. The remaining seats are considered passenger seats.

A3.2.11. **Block 5e.** Self-explanatory.

A3.2.12. **Block 5d.** A two-way radio is required. Landing rights will not necessarily be denied for lack of strobe lights, a transponder, or IFR capabilities.

A3.2.13. **Block 6a.** Self-explanatory.

A3.2.14. **Block 6b.** If the applicant is an individual, this block should not be completed.

A3.2.15. **Block 6c.** This block should contain a daytime telephone number.

A3.2.16. **Block 6d.** The form must be signed in blue ink so that hand scribed, original signatures are easy to identify. Signature stamps or any type of facsimile signature cannot be accepted.

A3.2.17. **Block 6e.** Self-explanatory.

A3.2.18. **THE REVERSE OF THE FORM MAY BE USED IF ADDITIONAL SPACE IS REQUIRED**

BLOCKS 7A THROUGH 14C ARE NOT COMPLETED BY THE APPLICANT.

A3.2.19. **Blocks 7a and 7b.** The expiration date of a permit is determined by the insurance expiration date or the purpose of use. For example, the dates of an air show will determine the expiration date of a permit approved for participation in the air show. If the insurance expiration is used to determine the permit expiration date, the landing permit will expire one day before the insurance expiration date shown on the DD Form 2400, or 2 years from the date the permit is issued when the insurance expiration date either exceeds 2 years or is indefinite (for example, "until canceled")

A3.2.20. **APPROVED PERMITS CANNOT BE CHANGED WITHOUT THE CONSENT OF THE APPROVING AUTHORITY**

A3.2.21. **DD FORMS 2400 AND 2401 MUST BE RESUBMITTED TO RENEW A LANDING PERMIT. (Corporations must resubmit the DD Form 2402 every five years.)**

A3.3. DD Form 2402, *Civil Aircraft Hold Harmless Agreement.* A form submitted and accepted by an approving authority for an individual remains valid and need not be resubmitted to the same approving authority, unless canceled for cause. Forms submitted by companies, organizations, associations, etc, must be resubmitted at least every five years.

A3.3.1. Block 2a(1). This block should contain the user's name if the applicant is a company. If the hold harmless agreement is intended to cover other entities of a parent company, their names must also be included in this block.

A3.3.2. Block 2a(2). This block should contain the user's address if the applicant is a company.

A3.3.3. Block 2b(1). This block should contain the name of the individual applying for a landing permit or the name of a corporate officer that is authorized to legally bind the corporation from litigation against the Air Force.

A3.3.4. Block 2b(2). This block should contain the address of the individual applying for a landing permit. A company address is only required if it is different from the address in block 2a(2).

A3.3.5. Block 2b(3). The form must be signed in blue ink so that hand scribed, original signatures are easy to identify. Signature stamps or any type of facsimile signature cannot be accepted.

A3.3.6. Block 2b(4). The block should only be completed when the applicant is a company, organization, association, etc.

A3.3.7. Block 3a(1). If the applicant is a company, organization, association, etc, the form must be completed and signed by the corporate secretary or a second corporate officer (other than the officer executing DD Form 2402) to certify the signature of the first officer. As necessary, the US Air Force also may require that the form be authenticated by an appropriately designated third official.

A3.3.8. Block 3a(2). The form must be signed in blue ink so that hand scribed, original signatures are easy to identify. Signature stamps or any type of facsimile signature cannot be accepted.

A3.3.9. Block 3a(3). Self-explanatory.

A3.3.10. Block 4. Self-explanatory.