

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

AIR FORCE INSTRUCTION 10-1001

23 AUGUST 2018



Operations

CIVIL AIRCRAFT LANDING PERMITS

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(Brig Gen B. Chance Saltzman)

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This instruction implements Air Force Policy Directive 10-10, *Joint Use of Military and Civilian Flying Facilities*. 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. It applies to individuals at all levels who approve and/or use Air Force airfields for civilian flight operations, including the Air Force Reserve and Air National Guard (ANG), except where noted otherwise. Use this instruction with Air Force Instruction 10-1002, *Agreements for Civil Aircraft Use of Air Force Airfields*. This Instruction requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by 49 USC, Section 445012(d), *General Facilities and Personnel Authority* and 32 CFR, Part 855, *Civil Aircraft Use of United States Air Force Airfields*. The applicable SORN is F010 AFXO A, *Civil Aircraft Landing Permit Case Files* and is available at: <http://dpclo.defense.gov/Privacy/SORNs.aspx>. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule located in the Air Force Records Information Management System. This publication may not be supplemented or further implemented/extended. Refer recommended changes and questions about this publication to the Office of Primary Responsibility using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See Air Force Instruction 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval

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SUMMARY OF CHANGES

This revision updates the requirements, information, and procedures formerly in this instruction and further aligns this instruction with Air Force Policy Directive 10-10. This document is substantially revised and must be completely reviewed.

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Chapter 1

SCOPE

1.1. Scope. Air Force airfields are available for use by civil aircraft for official government business so far as such use does not interfere with military operations or jeopardize the military utility of the installation. Air Force requirements take precedence over authorized civil aircraft use. Exceptions to this instruction are not authorized. Proposed waivers to this instruction will be submitted to Headquarters United States Air Force, Current Operations Directorate, Military and Civilian Aviation Integration Division, (HAF/A3OJ) and evaluated for current and future impact on Air Force policy and operations.

Chapter 2

ROLES AND RESPONSIBILITIES

2.1. Roles and Responsibilities. The following establishes responsibilities and authorities:

2.1.1. The Air Force Current Operations Directorate (A3O):

2.1.1.1. The authority to review, approve, or delegate authority for civil aircraft use of Air Force airfields is vested in Headquarters United States Air Force, Current Operations Directorate, Military and Civilian Aviation Integration Division, (HAF/A3OJ). HAF/A3OJ may act on any request for civil aircraft use of an Air Force airfield.

2.1.1.2. Decision authority for the following cannot be delegated below HQ USAF:

2.1.1.2.1. Use of multiple Air Force airfields except as designated in paragraphs [2.1.4](#) and [2.1.5](#).

2.1.1.2.2. Those designated as 2 under Approval Authority in [Table 7.1](#).

2.1.1.2.3. Any unusual or unique purpose of use not specifically addressed in this instruction.

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

2.1.1.4. 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.

2.1.1.5. 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.

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

2.1.1.7. Provides a monthly report of current landing permits to the MAJCOMs for dissemination to Airfield Management Operations facilities associated with their respective command. The monthly report is available for download (MIL domain only) from the HAF/A3OJ SharePoint - <https://cs2.eis.af.mil/sites/10889/airports/layouts/15/start.aspx#/>

2.1.1.8. Terminates authority to use an Air Force airfield if either:

2.1.1.8.1. The user's liability insurance no longer meets requirements in [Chapter 8](#).

2.1.1.8.2. The user lands for other than the approved purpose of use or is otherwise in violation of this instruction or clearances and directives.

2.1.1.9. Does not authorize use of Air Force airfields:

2.1.1.9.1. 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.

- 2.1.1.9.2. Solely for the convenience of aircraft passengers or operator.
 - 2.1.1.9.3. Solely for transient aircraft servicing.
 - 2.1.1.9.4. By civil aircraft that do not meet US Department of Transportation operating and airworthiness standards.
 - 2.1.1.9.5. That selectively promotes, benefits, or favors a specific commercial venture unless equitable consideration is available to all potential users in like circumstances.
 - 2.1.1.9.6. For unsolicited proposals in procuring Government business or contracts.
 - 2.1.1.9.7. Solely for customs-handling purposes.
 - 2.1.1.9.8. When airfield 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.
 - 2.1.1.10. Does not have the authority to issue landing permits for civil aircraft use of civilian airfields. **Note:** 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. This applies to the use of all USAF taxiways and parking aprons, 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 an Air Force ramp.
- 2.1.2. Civil aircraft operators:
- 2.1.2.1. Are required to have an approved DD Form 2401, Civil Aircraft Landing Permit, before operating at Air Force airfields, except for emergency use and as indicated in paragraphs [2.1.4.3.](#) and [2.1.5.3.](#)
 - 2.1.2.2. All users are expected to submit their application (DD Forms 2400, 2401, and 2402) at least 30 days before intended use. The user is responsible for reviewing this instruction and accurately completing the forms before submitting them to the approving authority.
 - 2.1.2.3. Except for use as a weather alternate, Civil Reserve Air Fleet (CRAF) alternate, or emergency landing site, contact the appropriate installation commander or a designated representative (normally the Airfield Manager) for final landing approval at least 24 hours before arrival.
 - 2.1.2.4. Failure to comply with either the 30 day or 24 hour time limits in paragraphs above may result in a denied landing permit.
 - 2.1.2.5. Ensure that pavement load-bearing capacity will support the aircraft to be operated at the Air Force airfield.
 - 2.1.2.6. 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.
 - 2.1.2.7. Obtain final approval for landing (e.g Prior Permission Required (PPR) request) from the installation commander or a designated representative (normally the Airfield Manager) at least 24 hours prior to arrival.

- 2.1.2.8. Will not assume that the landing clearance given 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 the Airfield Manager).
- 2.1.2.9. Obtain required diplomatic or overflight clearance before operating in foreign airspace enroute to USAF airfields.
- 2.1.2.10. Pay applicable costs and fees listed in [Chapter 11](#).
- 2.1.2.11. Ensure a copy of their flight plan is on file with the local Airfield Management Operations before departing the Air Force airfield.
- 2.1.3. The installation commander or a designated representative:
- 2.1.3.1. Exercises administrative and security control over both the aircraft and its passengers while on the installation.
- 2.1.3.2. May require civil users to delay, reschedule, or reroute aircraft arrivals or departures to preclude interference with military activities.
- 2.1.3.3. Cooperates with customs, immigration, health, and other public authorities in connection with civil aircraft arrival and departure.
- 2.1.4. Major Command, Field Operating Agency, Direct Reporting Unit, or Installation Commander.
- 2.1.4.1. With the exception of those uses specifically delegated to another decision authority, have the authority to approve or disapprove civil aircraft landing permit applications (DD Forms 2400, 2401, and 2402) at airfields for which they hold oversight responsibilities.
- 2.1.4.2. May approve permits listing any combination of the airfields they oversee.
- 2.1.4.3. For expeditious handling of short notice requests may approve, 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. One-time flights are defined as one arrival and subsequent departure flight operation. As a minimum, for one-time flights authorized under this paragraph, the aircraft owner or operator provides the decision authority with insurance verification and a completed DD Form 2402 before the aircraft operates into the Air Force airfield.
- 2.1.5. For Specific Purposes of Use and or Locations the decision authority to approve landing permits may also be delegated as follows:
- 2.1.5.1. Commander, 611th Air Operations Group or a designated representative may approve landing permits for commercial charters, on a case-by-case basis, at all Air Force airfields in Alaska, except Eielson AFB and Joint Base Elmendorf-Richardson, 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.

2.1.5.2. Commander, United States Transportation Command (USTRANSCOM) or his/her designated representative may approve landing permits at Air Force airfields worldwide in support of USTRANSCOM contracts.

2.1.5.3. US Defense Attaché Office (USDAO), acting on behalf of HQ USAF/A3OJ, may approve requests for one-time landings as defined in paragraph [2.1.4.3](#). at an Air Force airfield provided:

2.1.5.3.1. The request is for official Government business of either the US or the country to which the USDAO is accredited.

2.1.5.3.2. The Air Force airfield is located within the country to which the USDAO is accredited.

2.1.5.3.3. Approval does not violate any agreement with the host country.

2.1.5.3.4. The installation commander concurs.

2.1.5.3.5. The USDAO has a properly completed DD Form 2402 on file and has verified that the insurance coverage meets the requirements of [Table 8.1](#). prior to aircraft landing at the airfield.

2.1.6. US Government authority to approve civil aircraft use of Air Force airfields on foreign soil may be limited. Commanders outside the US are to be familiar with base rights agreements or other international agreements that may render inapplicable, in part or in whole, provisions of this instruction.

Chapter 3

AIRCRAFT EXEMPT FROM THE REQUIREMENT FOR A CIVIL AIRCRAFT LANDING PERMIT

3.1. Aircraft Exempt from the Requirement for a Civil Aircraft Landing Permit:

3.1.1. Any aircraft owned by:

3.1.1.1. Any other US Government agency.

3.1.1.2. US Air Force aero clubs established as prescribed in AFI 34-117, Air Force Aero Club Program. **Note:** This includes aircraft owned by individuals but leased by an Air Force aero club.

3.1.1.3. Aero clubs of other US military services. **Note:** This includes aircraft owned by individuals but leased by Army or Navy aero clubs.

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

3.1.2. Any civil aircraft under:

3.1.2.1. 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 US Government holds liability responsibility for all damages or injury associated with operation of the aircraft.

3.1.2.2. 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.

3.1.2.3. CAP control for a specific mission directed by the Air Force.

3.1.2.4. Coast Guard control for a specific mission directed by the Coast Guard. **Note:** For identification purposes, the aircraft has to be marked with a sticker near the port side door identifying it as a Coast Guard Auxiliary aircraft. The pilot is to always be in uniform and normally have a copy of a Coast Guard Auxiliary Patrol Order.

3.1.2.5. 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.

3.1.2.6. Government furnished property or bailment contract for use by a contractor, provided the federal, state, or local Government has retained liability responsibilities.

3.1.2.7. Civil aircraft transporting critically ill or injured individuals or transplant organs to or from an Air Force installation.

3.1.2.8. Historic aircraft being delivered for Air Force museum exhibits under the provisions of AFI 84-103, United States Air Force Heritage Program.

Chapter 4

CONDITIONS FOR USE OF AIR FORCE AIRFIELDS

4.1. Conditions for Use of Air Force Airfields. The Air Force authorizes use of its airfields by a named individual or company for the specific purposes of use found in [Table 7.1](#). The authorization cannot be transferred and does not extend to use for more than one purpose under a single landing permit. 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 approved.

Chapter 5

APPLICATION PROCEDURES

5.1. Application Procedures. To allow time for processing, scanned copies of original signed application (DD Forms 2400, 2401, and 2402) should be submitted to the appropriate approval authority at least 30 days before the date of the first intended landing. Submissions to HAF/A3OJ should be e-mailed to the organizational e-mail address, usaf.pentagon.af-a3.mbx.A3OJ-civil-aircraft-landing-permits@mail.mil. Alternatively, the application can be submitted along with a self-addressed, stamped envelope to HQ USAF/A3OJ/CALP, 112 Luke Avenue, Suite 340, JBAB, DC 20032-6400. The verification specified in **Table 7.1** for each purpose of use has to be included with the application. The user name listed on each of the required forms must be identical. Digital or hand scribed signatures are required on all forms. All digital signatures must comply with the requirements in AFI 33-321, Authentication of Air Force Records paragraph 3.1.3.2. Landing permit application instructions are at **Attachment 3**.

Chapter 6

PERMIT RENEWAL

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

Chapter 7

PURPOSE OF USE

7.1. Purpose of Use. The purposes of use normally associated with civil aircraft operations at Air Force airfields are listed in [Table 7.1](#). Requests for use for purposes other than those listed are considered and may be approved if warranted by unique circumstances. A separate DD Form 2401 is used 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 7.1. Purpose of Use/Verification/Approval Authority/Fees.

| | A | B | C | D |
|----------------------------|--|---|----------------------------|-------------|
| R U L E | Purpose of Use | Verification | *Approval Authority | 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 is to 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 is 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 is to 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 FAA, and MAJCOM, FOA, or DRU. | 1 | No |

| R U L E | A | B | C | D |
|------------------|---|--|---------------------|------|
| | Purpose of Use | Verification | *Approval Authority | 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. | All correspondence with active duty US military and other US uniformed service members will be completed using their official government email address. | 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. NOTE: The endorsement may be included on the DD Form 2401 or provided separately by letter. When appropriate, travel orders have to 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 Service Identification and Privilege Card DoD ID number, identification card expiration date, and a letter of endorsement from sponsor. | 1 | No |

| R U L E | A | B | C | D |
|------------------|---|--|---------------------|------|
| | Purpose of Use | Verification | *Approval Authority | 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. NOTE: Individual will 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 is required to be 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 DoD ID 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 in block 4 of the DD Form 2401 by Civil Air Patrol, 105 South Hansell Street, Maxwell AFB AL 36112-6332. | 1 | No |

| R U L E | A | B | C | D |
|------------------|--|---|---------------------|------|
| | Purpose of Use | Verification | *Approval Authority | 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 is required to be included on the DD Form 2401. | 5 | 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 Code of Federal Regulations (CFR) 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: <i>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.</i> | Certification of scheduled air carrier status, such as the US Department of Transportation Fitness Certificate. | 1 | Yes |

| R U L E | A | B | C | D |
|------------------|--|--|---------------------|------|
| | Purpose of Use | Verification | *Approval Authority | Fees |
| 13 | US Transportation Command (USTRANSCOM) contract or charter [K]. An air carrier transporting passengers or cargo under the terms of an USTRANSCOM contract. Permit requests are processed by USTRANSCOM/TCAQ 508 Scott Drive, Building 1900 West, Scott AFB, IL 62225-5302. | USTRANSCOM contracted air carriers. | 3 | No |
| 14 | Civil Reserve Air Fleet (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. | Requestor must be a 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. Additionally, an official Government document 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, the Air Force airfields required for use, and the name, telephone number, and address of the Government contracting officer. | 1 | No |

| R U L E | A | B | C | D |
|----------------------------|---|---|----------------------------|-------------|
| | Purpose of Use | Verification | *Approval Authority | Fees |
| 17 | Media [N]. Aircraft transporting representatives of the media for the purpose of gathering information about a US Government operation or event. (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 HAF/A3OJ to ensure prompt telephone approval for validated requests.) | Concurrence of the Installation Commander, Airfield Operations Flight Commander (or equivalent), and public affairs officer. | 2 | NOTE 1 |
| 18 | White House Press Corps [F]. | The commercial operator must provide written validation of a current Government contract, to include Government contract numbers, contract titles, and the name, telephone number, and address of the Government contracting officer. | 2 | Yes |
| 19 | Commercial aircraft certification testing required by the CFRs that only involves use of normal flight facilities [P]. | Annotate the applicable CFR, describe the test, and include the name and telephone number of the FAA certification officer in block 4 of the DD Form 2401. | 2 | Yes |
| 20 | Commercial development testing at Air Force flight test facilities [Q] as described in <i>AFPD 99-1, Test and Evaluation</i> . | 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 |

| R U L E | A | B | C | D |
|------------------|---|--|---------------------|-----------|
| | Purpose of Use | Verification | *Approval Authority | Fees |
| 21 | <p>Commercial charter operations [R]. Aircraft transporting passengers or cargo for hire for other than US military departments.</p> <p><i>NOTE: Federal Aviation Administration (FAA) certification is needed for airfields used by carriers certified under 14 CFR, Part 121. Exceptions to the requirement for certification are Air Force airfields used for:</i></p> <p><i>a. Emergencies.</i></p> <p><i>b. Weather alternates.</i></p> <p><i>c. Air taxi operations under 14 CFR, Part 135.</i></p> <p><i>d. Air carrier operations in support of contract flights exclusively for the US military departments.</i></p> | <p>Approved only in the following instances:</p> <p>a. a suitable civil airport is unavailable;</p> <p>b. aircraft cannot operate into the local civil airport; or</p> <p>c. other modes of transportation that would reasonably satisfy the transportation requirement are unavailable.</p> | 4 | Yes |
| 22 | <p>Commercial air crew training flights [S]. Aircraft operated by commercial air carrier crews for the purpose of maintaining required proficiency.</p> | <p>Memorandum of Understanding approved by HAF/A3T that establishes conditions and responsibilities in conducting the training flights.</p> | 2 | Yes |
| 23 | <p>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.</p> | <p>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 provides the name and telephone number of the Government project officer.</p> | 4 | NOTE 1 |

| R U L E | A | B | C | D |
|------------------|---|--|---------------------|-----------|
| | Purpose of Use | Verification | *Approval Authority | Fees |
| 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. | Annotate name and telephone number of the foreign Government representative responsible for handling the charter arrangements in block 4 of the DD Form 2401. | 2 | NOTE 2 |
| 26 | Flights transporting Foreign Military Sales (FMS) material [W]. (Hazardous, oversized, or classified cargo only.) | Foreign Military Sales 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 needs to 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 needs to be equipped with sufficient cargo pallets and or tie-down materials to facilitate handling; d. US Government Foreign Military Sales case management agency to which costs for services rendered are chargeable; | 2 | NOTE 2 |

| | | | | |
|---|---|---|----------------------------|-------------|
| | | e. Name, address, and telephone number of freight forwarder; f. Name, address, and telephone number of shipper. | | |
| R U L E | A | B | C | D |
| | Purpose of Use | Verification | *Approval Authority | Fees |
| | 27 Certified flight record attempts [X]. Aircraft operating to establish a new aviation record. | Documentation that validates National Aeronautic Association or Federation Aeronautique Internationale sanction of the record | 2 | Yes |
| | 28 Political candidates [Y]. Aircraft either owned or chartered explicitly for a Presidential or Vice Presidential candidate, including one accompanying overflow aircraft for the candidate's staff and press corps and candidate is being furnished protection by the US Secret Service. Aircraft clearance is predicated on the candidate being aboard one of the aircraft (either on arrival or departure). | The Secret Service confirms 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, past Presidents of the United States, the head of any US federal department or agency, or a member of the Congress [Z]. | Confirmation that use by other than the President or Vice President is for official Government business. NOTE: All requests are coordinated with the Office of Legislative Liaison (SAF/LL) as prescribed in AFI 90-401, <i>Air Force Relations with Congress</i> . | 2 | No | |

***Approving Authority:**

1 = Any level of approval authority, as found in Chapter 2 of this instruction

2 = HQ USAF/A3OJ

3 = Commander, USTRANSCOM, or his/her designated representative

4 = HQ USAF/A3OJ, except as specifically delegated in paragraphs 2.1.4. and 2.1.5.

5 = Policies concerning private aircraft use of aero club facilities are set by Installation Commanders. All landing permit requests for use of aero club facilities are coordinated with the respective Aero Club Manager, and submitted for approval to the respective Installation Commander.

NOTES:

1. Landing fees *are charged* if flight *is not* operating in support of *official government business*.
2. Landing fees *are charged* unless US Government charters have reciprocal privileges in the foreign country.

3. See paragraph 9.3.3. for usage of rule letter suffix in brackets [] under column A.

Chapter 8

INSURANCE REQUIREMENTS

8.1. 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 8.1**.

Table 8.1. Aircraft Liability Coverage Requirements.

| R U L E | 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 | \$75,000 multiplied by the number of passenger seats |

8.1.1. Any insurance presented as a single limit of liability or a combination of primary and excess coverage has to be an amount equal to or greater than each of the accident minimums indicated in **Table 8.1** for bodily injury (individuals outside the aircraft), property damage, and passengers.

8.1.2. The policy will specifically provide that:

8.1.2.1. 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.

8.1.2.2. The insurance afforded by the policy applies to the liability assumed by the insured under DD Form 2402.

8.1.2.3. 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 sends 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 states that any cancellation or reduction is not effective until at least 30 days after such notice is sent.

Chapter 9

PROCESSING A PERMIT APPLICATION

9.1. 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:

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

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

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

9.1.3.1. Period of Use (Block 7). The "From" date is 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 is determined by both insurance coverage and open house dates. The permit would be issued only for the duration of the open house but cannot precede or exceed the dates of insurance coverage. If the insurance expiration is used to determine the permit expiration date, the landing permit expires 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 expires 2 years from the issue date or first day of coverage.

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

9.1.3.3. 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 7.1**); for example, ADW 95-01C. HQ USAF, MAJCOMs, FOAs, DRUs, and USDAOs will use a three position organization abbreviation; such as HTC 95-02K.

9.1.3.4. 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 November 2017, HQ USAF.

9.1.3.5. 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 November 2017, HQ USAF.

9.1.3.6. Contact the local Fuels Management Flight prior to final approval to determine if the sale of fuel is authorized and if the sale of fuel will be a credit or cash sale (Block 12).

9.1.3.7. Landing Fees, Block 13, should be marked as indicated in **Table 7.1**.

9.1.3.8. 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.

9.1.4. Provides the applicant with written disapproval if:

9.1.4.1. Use interferes with operations, security, or safety.

9.1.4.2. Adequate civil facilities are collocated.

9.1.4.3. Purpose of use is not official Government business and adequate civil facilities are available in the proximity of the requested Air Force airfield.

9.1.4.4. Use constitutes competition with civil airports or air carriers.

9.1.4.5. Applicant has not fully complied with this instruction.

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

9.1.5.1. Retains original.

9.1.5.2. Returns one copy to the user.

9.1.5.3. Provides an electronic PDF copy of the approved landing permit to HAF/A3OJ organizational e-mail address in [Chapter 5](#).

Chapter 10

CIVIL FLY-INS

10.1. 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 or a flying safety seminar.

10.1.1. Civil Fly-In Procedures:

10.1.1.1. The installation commander or a designated representative:

10.1.1.2. Requests approval from the MAJCOM, FOA, or DRU with an information copy to HAF/A3OJ and SAF/PA.

10.1.1.3. Ensures that insurance verification and DD Form 2402 are submitted 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.

10.1.1.4. The MAJCOM, FOA, or DRU ensures HAF/A3OJ and SAF/PA are advised of the approval or disapproval for the fly-in. **NOTE:** Aerial performance by civil aircraft requires MAJCOM, FOA, or DRU approval and an approved landing permit. Regardless of the aircraft's historic military significance, DD Forms 2400, 2401, and 2402 are submitted and approved before the performance. The permit can be approved at MAJCOM, FOA, DRU, or installation level. Use is 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.

Chapter 11

LANDING, PARKING, STORAGE FEES AND FUEL PURCHASES

11.1. Landing, Parking, Storage Fees and Fuel Purchases:

11.1.1. Landing, parking, and storage fees (**Table 11.1.** and **Table 11.2.**) are determined by aircraft maximum gross takeoff weight. 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. 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.

11.1.1.1. A minimum landing fee of \$20.00 will be charged per civil aircraft per landing at Air Force airfields within the United States, its territories, and possessions. Civil aircraft landing fees are normally calculated at \$1.50 per 1,000 lbs of the aircraft's maximum gross takeoff weight (MGTOw).

11.1.1.2. A minimum landing fee of \$25.00 will be charged per civil aircraft per landing at overseas Air Force airfields. Civil aircraft landing fees are normally calculated at \$1.70 per 1,000 lbs of the aircraft's MGTOw.

11.1.2. Unauthorized Landings. The installation commander or a designated representative will identify an unauthorized landing as either an emergency landing, an inadvertent landing, or an intentional landing. (T-1) 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:

11.1.2.1. Informs the operator of AFI 10-1001 procedures and the requirement for notifying the Federal Aviation Administration (FAA) as specified in the FAA Aeronautical Information Manual.

11.1.2.2. Notifies the respective Federal Aviation Administration Flight Standards District Office (FSDO) of the Pilot Deviation by telephone, followed by written notification using FSDO supplied forms, as appropriate. A copy of the written notification is provided to HAF/A3OJ.

11.1.2.3. 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 HAF/A3OJ.

11.1.2.4. In a foreign country, notifies the local US Defense Attaché 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 HAF/A3OJ and the civil aviation authority of the country or countries concerned.

11.1.3. 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.

11.1.3.1. The Air Force is to 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 FAA Flight Standards District Office and National Transportation Safety Board. Removal efforts are to minimize damage to the aircraft or wreckage; however, military or other operational factors may be overriding.

11.1.3.2. An operator making an emergency landing:

11.1.3.2.1. Is not charged a landing fee.

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

11.1.3.2.2.1. Spreading foam on the runway.

11.1.3.2.2.2. Damage to runway, lighting, and navigation aids.

11.1.3.2.2.3. Rescue, crash, and fire control services.

11.1.3.2.2.4. Movement and storage of aircraft.

11.1.3.2.2.5. Performance of minor maintenance.

11.1.3.2.2.6. Fuel or oil.

11.1.4. Inadvertent Unauthorized Landings:

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

11.1.4.1.1. Landed due to flight disorientation.

11.1.4.1.2. Mistook the Air Force airfield for a civil airport.

11.1.4.2. Normal landing fees are 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 is processed as an intentional unauthorized landing.

11.1.5. Intentional Unauthorized Landings:

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

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

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

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

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

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

11.1.5.1.6. Landed with an expired DD Form 2401.

11.1.5.1.7. Obtained landing authorization through fraudulent methods, or

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

11.1.5.2. Normal landing fees are charged in addition to an unauthorized landing fee. Intentional unauthorized landings increase reporting, processing, and staffing costs; therefore, the unauthorized landing fee for 11.1.5.1.1. through 11.1.5.1.6. are increased by 100 percent. The unauthorized landing fee is increased 200 percent for 11.1.5.1.7. and 11.1.5.1.8.

11.1.5.3. Intentional unauthorized landings will result in a military police/security forces response, and may be prosecuted as a criminal trespass, especially if a debarment letter has been issued by the Installation Commander. Repeated intentional unauthorized landings prejudice the user's FAA operating authority and jeopardize future use of Air Force airfields.

11.1.6. Detaining an Aircraft:

11.1.6.1. As cited in 32 CFR 855, 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 following conditions have been met:

11.1.6.1.1. The unauthorized landing has been reported to the local FAA Flight Standards District Office, HAF/A3OJ, and the appropriate US Attorney (<https://www.justice.gov/usao/find-your-united-states-attorney>).

11.1.6.1.2. All applicable charges have been paid.

11.1.6.2. If the installation commander wishes to release the aircraft before the unauthorized landing incident review is complete and reported to HAF/A3OJ, the installation commander must obtain bond, promissory note, or other security for payment of the highest charges that may be assessed under **Chapter 11, Table 11.1** and **Table 11.2** from the aircraft operator. (T-2).

11.1.6.3. The pilot and passengers cannot 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 can be detained involuntarily after identification is complete without coordination from the appropriate US Attorney, the MAJCOM, FOA, or DRU, and HAF/A3OJ.

11.1.7. 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. Parking and Storage Fees ([Table 11.2](#)) are charged if an aircraft must remain beyond the period necessary to conduct official Government business and for all non-official Government business operations.

Table 11.1. Landing Fees.

| RULE | Aircraft Maximum Gross Takeoff Weight (MGTOw) | Normal Fee | Unauthorized Landing Fee | Intentional Unauthorized Landing 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 the "unauthorized landing" fee by 100% or 200% | | X | X |

NOTE: Landing Fee computations are progressive and determined by MGTOw, airfield location and type of landing, e.g. Rules 2, 5, and 6 would be applicable for an Intentional Unauthorized Landing made by an aircraft with MGTOw >40,000 lbs at an overseas airfield. See paragraphs 11.1 through 11.5 for further applicability of rules in this table.

Table 11.2. Parking and Storage Fees.

| R U L E | 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 |

11.1.8. Fuel Purchases. An applicant with a Department of Defense Activity Address Code (DoDAAC) may purchase fuel by credit after the local Fuels Management Flight has determined the DoDAAC is active. The Fuels Management Flight will coordinate necessary approvals with Defense Logistics Agency (DLA) Energy for all other sales.

11.1.9. Supply and Service Charges. Supplies and services furnished to a user are charged as prescribed in DFAS-DE 7010.2-R, *Commercial Transactions at Base Level*. Refer to Defense Finance and Accounting Service web resources for more information.

MARK C. NOWLAND, Lt Gen, USAF
Deputy Chief of Staff, Operations

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

AFPD 10-10, *Joint Use of Military and Civilian Flying Facilities*

AFI 33-360, *Management of Records*

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

AFI 84-103, *United States Air Force Heritage Program*

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

AFPD 99-1, *Test and Evaluation*

14 CFR Part 121, *Operating Requirements: Domestic, Flag, and Supplemental Operations*

14 CFR Part 135, *Operating Requirements: Commuter and On Demand Operations and Rules Governing Persons on board such Aircraft*

14 CFR Part 139, *Certification of Airports*

32 CFR Part 855, *Civil Aircraft Use of United States Air Force Airfields*

49 USC, Section 445012, *General Facilities and Personnel Authority*

Prescribed Forms

DD FORM 2400, *Civil Aircraft Certificate of Insurance*

DD FORM 2401, *Civil Aircraft Landing Permit*

DD FORM 2402, *Civil Aircraft Hold Harmless Agreement*

Abbreviations and Acronyms

AFI—Air Force Instruction

AFPD—Air Force Policy Directive

CALP—Civil Aircraft Landing Permit

CAP—Civil Air Patrol

CFR—Code of Federal Regulations

CRAF—Civil Reserve Air Fleet

DoDAAC—Department of Defense Account Activity Code

DoD ID—Department of Defense Identification

DRU—Direct Reporting Unit

FAA—Federal Aviation Administration

FMS—Foreign Military Sales

FOA—Field Operating Agency

FSDO—Flight Standards District Office

HAF/A30J—Headquarters United States Air Force, Current Operations Directorate, Military and Civilian Aviation Integration Division

HAF/A3T—Headquarters United States Air Force, Training and Readiness Directorate

MAJCOM—Major Command

MGTOW—Maximum Gross Takeoff Weight

PPR—Prior Permission Required

SAF/PA—Secretary of the Air Force, Office of Public Affairs

USDAO—United States Defense Attaché Office

USTRANSCOM—United States Transportation Command

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.

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 14 CFR Part 121, obligated by contract to provide aircraft and crews to the Department of Defense during contingencies or war.

DD Form 1131, Cash Collection Voucher—A form used to deposit fees with the base accounting and finance officer for miscellaneous services received.

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 Aircraft—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 airfield operations. Normally, the flying wing or operations group commander that is responsible for all airfield flight activities executes the responsibilities and authorities assigned in paragraph 2.), as determined by the MAJCOM.

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 non-appropriated fund entities. For elected or appointed federal, state, and local officeholders, official business is activity performed in fulfilling duties as a public official.

Prior Permission Required —Permission obtained from the installation of intended landing to ensure parking space availability for transient.

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 2

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

Figure A2.1. Weather Alternate List Air Force Airfields Designated For Weather Alternate Use by Scheduled Air Carriers

| | |
|-------------------------------------|------------------------------|
| Altus AFB, OK | Joint Base McChord-Lewis, WA |
| Andersen AFB, Guam | Kadena AB, Okinawa |
| Cannon AFB, NM | Kelly Field, TX |
| Dobbins ARB, GA | Kunsan AB, South Korea |
| Dyess AFB, TX | Laughlin AFB, TX |
| Eareckson AFB, AK | McConnell AFB, KS |
| Eglin AFB, FL | Minot AFB, ND |
| Eielson AFB, AK | Mt Home AFB, ID |
| Ellsworth AFB, SD | Nellis AFB, NV |
| Fairchild AFB, WA | Offutt AFB, NE |
| Grand Forks AFB, ND | Osan AB, South Korea |
| Hill AFB, UT | Plant 42, Palmdale, CA |
| Joint Base Elmendorf-Richardson, AK | Travis AFB, CA |
| Joint Base Langley-Eustis, VA | Tyndall AFB, FL |
| | Yokota AB, Japan |

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.

A3.1.6. **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 8.1](#) 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 8.1. 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.** Digital or hand scribed signatures are required on all forms. All digital signatures must comply with the requirements in AFI 33-321, Authentication of Air Force Records paragraph 3.1.3.2. Signature stamps or any type of autopen 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 7.1.).

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, and contact e-mail 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 USTRANSCOM 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 7.1](#). 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 5f.** A two-way radio is required. Landing rights will not necessarily be denied for lack of strobe lights, a transponder, or Instrument Flight Rules 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.** Digital or hand scribed signatures are required on all forms. All digital signatures must comply with the requirements in AFI 33-321, Authentication of Air Force Records paragraph 3.1.3.2. Signature stamps or any type of autopen 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

A3.2.19. BLOCKS 7A THROUGH 14C ARE NOT COMPLETED BY THE APPLICANT.

A3.2.20. **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")

A3.2.21. APPROVED PERMITS CANNOT BE CHANGED WITHOUT THE CONSENT OF THE APPROVING AUTHORITY

A3.2.22. DD FORMS 2400 AND 2401 MUST BE RESUBMITTED TO RENEW A LANDING PERMIT. (Corporations must resubmit the DD Form 2402 every five years.)

A3.2.23. Block 14b must be signed by the Approving Official. Digital or hand scribed signatures are required on all forms. All digital signatures must comply with the requirements in AFI 33-321, Authentication of Air Force Records paragraph 3.1.3.2.

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). Digital or hand scribed signatures are required on all forms. All digital signatures must comply with the requirements in AFI 33-321, Authentication of Air Force Records paragraph 3.1.3.2. Signature stamps or any type of autopen 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). Digital or hand scribed signatures are required on all forms. All digital signatures must comply with the requirements in AFI 33-321, Authentication of Air Force Records paragraph 3.1.3.2. Signature stamps or any type of autopen signature cannot be accepted.

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

A3.3.10. Block 4. Self-explanatory.